

ERASMUS+ INCOMING STUDENTS 2023/2024 APPLICATION PROCEDURES

Introduction

The [Institute of Geography and Spatial Planning](#) at the University of Lisbon (IGOT-ULisboa) is a teaching and research unit, and in conjunction with the [Centre for Geographical Studies](#) (CEG) is increasingly integrated in national and international teaching and research networks. Therefore, International Students studying at IGOT are key participants in promoting and enhancing cooperation between institutions.

The Erasmus+ Programme has become an instrument in promoting exchanges and enhancing the visibility of IGOT and its research centre, CEG.

ERASMUS+ STUDIES

Erasmus+ Application

To participate in the Erasmus+ Student Mobility (Studies or Training) at **IGOT-ULisboa**, it is mandatory for students to be nominated by their university's International Office. Please note that for the Erasmus exchange there must be a signed bilateral agreement between institutions.

Official nomination by the home university

The office responsible for the Erasmus+ programme at the home university **is required to** officially nominate the student by email (erasmus@igot.ulisboa.pt), with the following information:

- Home university name and Erasmus+ code (e.g. P LISBOA 109)
- Field of studies / Bilateral Agreement ISCED code (for e.g. 0532: Earth sciences (07.0, 07.1, 07.2, 07.3 - 443))
- Student's full name, Gender and email
- Study period (Academic year or Autumn/Winter semester or Spring/Summer semester)
- Level of study: Bachelor (1st cycle) / Master (2nd cycle) / PhD (3rd cycle)

The nomination must be made by the home university by:

- **June 15th**: Academic Year or Autumn/Winter semester:
- **October 31st**: Spring/Summer semester

IGOT application procedures

After the official nomination, each student will be contacted electronically by IGOT's Erasmus Office with all the information necessary to complete the Erasmus+ online application.

All applications **are** carried out online (<https://fenix.igot.ulisboa.pt/accountCreation>). Before the online application, students must have the following documents ready to upload:

- Erasmus+ Learning Agreement (LA), completed according to the **course units (subjects)** during the period of study, signed and stamped by the home university (Please note: the LA **does not** have to be signed by IGOT when you upload it);
- Personal Identification Card or Passport, valid during the exchange period in Portugal;
- European Health Insurance Card or proof of application for European Health Insurance Card or private health insurance policy;
- Transcript of Records, issued and signed by the home university;
- 1 passport-style colour photo;

- A letter of motivation explaining why you chose IGOT-ULisboa and its courses (maximum 300 words);
- Any other documents the student considers important.

To aid students in choosing courses while studying at IGOT, study plans can be found on the IGOT website: **1st Cycle** (Undergraduate), **2nd Cycle** (Master's) and **3rd Cycle** (PhD's).

Students **can only** choose subjects according to their level of study, i.e., 1st cycle students **cannot** choose subjects from the 2nd cycle, however, 2nd cycle students may choose subjects from the 1st cycle.

Please note:

- Students coming for the **autumn/winter semester or full year** must only choose subjects related to the:
 - ☞ 3rd and 5th semesters (year 2 and 3 - Undergraduate)
 - ☞ 1st semester (year 1 - Masters and PhD's)

Please note: information available for the 1st semester will only be relative to 2022/2023;

- Students coming for the **spring/summer semester** must choose from the:
 - ☞ 2nd and 4th semesters (year 1 and 2 - Undergraduate)
 - ☞ 2nd semester (year 1 - Masters and PhD's)
 - [Timetables](#), can be found on IGOT's website (**Note:** timetables for the upcoming academic year will only be available in July).
- To help students choose the subjects while studying at IGOT, the study plans and syllabus (at the moment only available for 2022/2023; syllabuses are only updated in July) are on IGOT's website (<https://www.igot.ulisboa.pt/>): 1st Cycle (Undergraduate/Bachelor Degrees) [[Licenciatura em Geografia](#) and [Licenciatura em Planeamento e Gestão do Território](#)], and 2nd Cycle (Master) [[Geografia Física e Ordenamento do Território; SIG e Modelação Territorial Aplicados ao Ordenamento](#) and [Geografia Humana: Globalização, Sociedade e Território](#)]. **Please note:** to read the syllabuses in English, click on the course name and then change the language to EN (English):
 - Students **can only** choose courses/subjects from the degrees mentioned above, but some courses **may not** be available for Erasmus+ students
 - The majority of courses are lectured in Portuguese but with bibliography, some tutoring, essays and exams in English
 - Other degrees not mentioned above **are not** available for Erasmus+ students.

IMPORTANT NOTES:

- Students **must** bring the original documents and present them to the Erasmus officer on arrival, if requested by the home university
- Optional subjects may vary from year to year
- The Learning Agreement **must** be filled in with the course name and its **link** or the course name in Portuguese (ex. Water Resources Analysis and Management = *Análise e Gestão de Recursos Hídricos*; link: <https://fenix.igot.ulisboa.pt/degrees/licenciatura-geografia/disciplina-curricular/1127441800101960>)
- Once the Learning Agreement is received and the subjects validated, students will be enrolled and placed in classes according to their **availability** (only after the 2023/2024 timetables are online).
- Changes to the Learning Agreements during the exchange period, will be dealt with accordingly and can only be made during the first **two** weeks following the beginning of the semester.

STUDENT ONLINE APPLICATION DATES and DEADLINES

- **June 1st to July 15th:** Full Year or Autumn/Winter semester
- **October 15th to December 15th:** Spring/Summer semester

ERASMUS+ TRAINEESHIPS

The Erasmus+ **Traineeship Placements** allow students to do research in our research unit ([CEG/IGOT-ULisboa](#)), with all its benefits, including the right to apply for University of Lisbon Residences. To see our areas of research, visit the CEG webpage: <http://www.ceg.ulisboa.pt/>.

To complete a traineeship period at IGOT students must fulfil the following criteria:

- the purpose of the research must respect the conditions of the Bilateral Agreement that allows the exchange;
- the Erasmus+ Studies programme application procedures must be respected;
- the research period can last from 2 to 10 months, according to the Bilateral Agreement;
- students must apply online, upload the documents mentioned in “IGOT application procedures”, as well as the **confirmation of acceptance** by the teacher responsible for supervising the research work at IGOT.

NOTE: traineeship students **must** contact the Erasmus Coordinator (Maria Helena Esteves) beforehand so that they are duly informed of the teacher responsible for their supervision.

Portuguese Language Courses

All the course classes are in Portuguese, therefore, it is in the student's best interest to take Portuguese language classes.

The [Faculty of Humanities of the University of Lisbon](#) (FLUL) offers Portuguese Courses for Exchange Students (beginner and elementary levels) through the [Instituto de Cultura e Língua Portuguesa](#) (ICLP). Please visit their web page [ICLP](#) or contact them directly (iclp@letras.ulisboa.pt).

Student insurance

All students/researchers **must pay** insurance (currently €2.03) at IGOT, upon arrival.

Accommodation

There is an extremely limited number of places within the [University Halls of Residence](#). The majority of places are in double rooms with a shared bathroom and kitchen; the price list is available here: <https://www.sas.ulisboa.pt/accommodation-price-tables>.

The accommodation in the University Halls of Residence is assigned on a “first come first served” basis, thus it is important to apply as early as possible (this request is made in the online application at IGOT). **Only** after IGOT has confirmed the allocation of accommodation, will students be able to notified and then must apply online at the SAS-ULisboa website (<https://www.sas.ulisboa.pt/index.php>).

Students that are not allocated accommodation **must** try to rent a room or apartment (**NOTE:** See accommodation list)

IGOT-ULISBOA ERASMUS+ CONTACTS

Erasmus Coordinator: Prof. Maria Helena Esteves

IGOT Erasmus Officer: Elisabete Nunes

Erasmus email: erasmus@igot.ulisboa.pt

Erasmus Office hours: only by email appointment: Tuesdays and Thursdays from 10:30-12:30h or 14:30-16:30h

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The Mobility Coordinator



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