

Fact Sheet

Name	Faculdade de Letras da Universidade de Lisboa School of Arts and Humanities of ULisboa
Erasmus+ ID code	P LISBOA 109
Address	Alameda da Universidade 1600-214 Lisboa PORTUGAL
Website	http://www.lettras.ulisboa.pt
Dean and ERASMUS Institutional Coordinator	Prof. Doutor Miguel Tamen

Study Abroad

Homepage	https://www.lettras.ulisboa.pt/pt/internacional/1912-study-in-lettras
Email address for Study Abroad	internacional@lettras.ulisboa.pt
Email address for Agreements	agreement@lettras.ulisboa.pt
Phone	+351 21 792 00 65
Managing Administrator	Eduarda CAMILO
Study Abroad Team	Patrícia SILVA Ana DIAS

ISCED fields of education applicable to the School of Arts and Humanities

Broad field	Narrow field	Detailed field
02 Arts and humanities	021 Arts	0213 Fine arts (History of Art) 0215 Music and performing arts
	022 Humanities	0222 History and archaeology 0223 Philosophy and ethics
	023 Languages	0231 Language acquisition 0232 Literature and linguistics
03 Social sciences, journalism and information	031 Social and behavioural sciences	0312 Political sciences and civics 0314 Sociology and cultural studies
	032 Journalism and information	0321 Journalism and reporting 0322 Library, information and archival studies

Application Procedure

Nominations – Winter Semester and Full Year	During the month of April
Nominations – Spring Semester	During the month of October
Nomination procedure	All partners will receive an email with information on how to nominate students. All nominations are submitted online.
Applications – Winter Semester and Full Year	During the month of May
Applications – Spring Semester	During the month of November
Application procedure for students	All nominated students will receive an email with instructions on the application procedures and useful information to start preparing the mobility. All applications are submitted on our student portal – Fenix.

Course units information

Bachelor course units catalogue	https://www.letras.ulisboa.pt/pt/ensino/licenciaturas/unidades-curriculares
Bachelor course units taught in ENGLISH	https://www.letras.ulisboa.pt/images/ensino/licenciaturas/undergraduated_list_of_course_units_taught_in_english_22-23.pdf
Master course units catalogue	https://www.letras.ulisboa.pt/pt/ensino/mestrados/unidades-curriculares
PhD course units catalogue	https://www.letras.ulisboa.pt/pt/ensino/doutoramentos/unidades-curriculares
Masters and PhD course units taught in ENGLISH	https://www.letras.ulisboa.pt/images/ensino/graduated_list_of_course_units_taught_in_english_22-23.pdf
Recommended Portuguese level	B1
Recommended English level	B1

Academic Calendar

<https://www.letras.ulisboa.pt/pt/ensino/calendario-academico>

Winter Semester	<ul style="list-style-type: none">▪ Welcome Session – 1st week of September▪ Semester Period – mid-September to mid-December▪ Alternative Assessment Period – one week in January (only for students who failed courses during the academic period described above with a minimum grade of 7, 8 or 9).
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Academic Calendar

Spring Semester

- Welcome Session – 3rd week of January
- Semester Period – last week of January to mid-May
- Alternative Assessment Period – one week in the end of May (only for students who failed the curricular units with a grade of 7, 8 or 9).

Portuguese Language Courses

Registration	2 weeks prior to the beginning of the course
Winter Semester	October to January
Spring Semester	February to May
Schedule	2 hours, 2 times a week 18h30 – 20h30
Total hours	56h
ECTS	6 ECTS
Fee	Varies according to the exchange program in place.
More information	https://www.iclp.letras.ulisboa.pt/en/evening-course-2023-24/

Visa information

EU nationals	Only require valid identification card for traveling to Portugal. For stays longer than 90 days, students must request a residence permit at SEE .
Non EU nationals	Must apply for student visa in the closest Portuguese Consulate or Embassy. And inform our Study Abroad where they applied for the visa.
Documents required for Student visa	Notwithstanding other required documents students will need to provide an acceptance letter from the School of Arts and Humanities. The acceptance letter will be sent to the students after completion and validation of the application.
Recommended time frame to request student visa	At least 90 days before arriving to Portugal
Visas with Schengen Member States	Students with a valid visa for a Schengen Member State don't need to request a second visa for Portugal.

Health insurance

European Health Insurance Card

Provides access to the Portuguese National Health System during a temporary stay.
It does not replace a travel insurance.

International Health Insurance

Non EU nationals students are required to have a valid international health insurance during their stay.

School insurance

All students are required to have School insurance, which covers accidents within the scope of school activities.

Accommodation and Meals

Accommodation

The University of Lisbon has dorms available for exchange students. However, there are few places available.
We recommend students to look for housing outside University residences.

Information on University residences

<https://www.sas.ulisboa.pt/introduction-to-accommodation>

Information on accommodation outside the University

<https://www.ulisboa.pt/en/info/students-residences-outside-ulisboa-0>

Meals

The University Dining Hall is walking distance from the School of Arts and Humanities. Several options are available for students.

Information on University Dining halls

<https://www.sas.ulisboa.pt/introduction-to-food-units>

Student Support

Student counselling

Students with special needs can request support to our Student Counseling. Requests will be analyzed case by case and support will be provided according to availability of resources and services.

Student counseling contact

nocae@letras.uilsboa.pt

Psychological Support contact

psico.nape@letras.ulisboa.pt

Well-being

The School of Arts and Humanities offers workshops to promote well-being and mental health.

Other useful information

Sports

<https://www.estadio.ulisboa.pt/en>

Medical Center

<https://www.estadio.ulisboa.pt/en/info/medical-centre>

University of Lisbon Faculty of Law Erasmus and International Relations Office

FACT SHEET 2023/2024

Full Legal Name of the Institution:	University of Lisbon School of Law
Erasmus code of the Institution:	P LISBOA109
Erasmus and International Relations Office:	
Coordinator:	Professor Vasco Pereira da Silva
Contact Person:	Andreia Caeiro
Address:	Faculdade de Direito da Universidade de Lisboa Gabinete Erasmus Alameda da Universidade Cidade Universitária 1649 - 014 Lisboa
Tel:	+351 217 984 600
Email:	erasmus@fd.ulisboa.pt
Link:	http://www.fd.ulisboa.pt/internationalisation/international-study/erasmus/erasmus-incoming/
Academic calendar:	<p>AUTUMN SEMESTER: Courses: September – December Exams: January – February</p> <p>SPRING SEMESTER: Courses: February – May Exams: June Appeal season: July</p> <p>Please note that these dates may change each year.</p>
Nomination Deadline:	Autumn Semester and full academic year deadline: - from March 1st to March 31st Spring Semester: - from October 1st to 31st

<p>Nomination Procedures:</p>	<ul style="list-style-type: none"> - Official nomination online: ONLINE NOMINATION - After the nomination period, students will receive an e-mail with useful information and the link for the on-line application.
<p>Application Deadline:</p>	<p>Autumn Semester and full academic year deadline:</p> <ul style="list-style-type: none"> - from April 1st to 30th <p>Spring Semester:</p> <ul style="list-style-type: none"> - from November 1st to 30th
<p>Application Procedures:</p>	<ul style="list-style-type: none"> - Application must be done by the Fenix system only (https://fenix.fd.ulisboa.pt/accountCreation). - Students must fill the on-line application in order to receive the Acceptance Letter.
<p>Application Procedures:</p>	<ul style="list-style-type: none"> - ID Card/Passport - Visa (if applicable) - Photo - Proof of Enrollment - Language Certificate (English B2) - Transcript of Records
<p>Courses:</p>	<ul style="list-style-type: none"> - Course Catalogue (courses in Portuguese) Bachelor: http://www.fd.ulisboa.pt/cursos/licenciatura/plano-de-estudos/ Master: http://www.fd.ulisboa.pt/cursos/mestrados-em-direito-e-pratica-juridica-2/plano-de-estudos-pratica-juridica/ - Course Catalogue (courses in English): http://www.fd.ulisboa.pt/cursos/programas-internacionais/disciplinas-em-ingles-2/ - Intensive courses taught in a foreign language http://www.fd.ulisboa.pt/cursos/programas-internacionais/cursosintensivos/
<p>Documents requested at arrival:</p>	<ul style="list-style-type: none"> - Learning Agreement (original) - Declaration of Arrival (if applicable)
<p>Language requirement:</p>	<p>Students must have a language proficiency in English in order to be able to study and make the most of the lectures. The requested level of proficiency is B2 (according to the Common European Framework of Reference for Languages). It can be accepted any Certificate (Cambridge, TOEFL) or any statement from the University attesting the proficiency level . No official language certificate is required.</p>

<p>Portuguese Language courses:</p>	<p>Portuguese language courses are lectured at the Instituto de Cultura e Língua Portuguesa (ICLP), which belongs to the Faculty of Fine Arts of the University of Lisbon. For more information you can access the link: https://www.iclp.letras.ulisboa.pt/en/erasmus/</p>
<p>Accommodation:</p>	<p>We have few places in the student's residences for exchange students and the Faculty does not have a service available to support students in finding accommodation. For some help you can see: https://www.ulisboa.pt/en/info/students-residences-outside-ulisboa-0</p>

1. Grading System

The ECTS grading system of P LISBOA109 is as follows:

17-20	A	Excellent: outstanding performance with only minor errors
15-16	B	Very good: above the average standard with some errors
13-14	C	Good: generally sound work with a number of notable errors
11-12	D	Satisfactory: fair but with significant shortcomings
10	E	Sufficient: performance meets the minimum criteria
8-9	FX	Fail: some more work required before the credit can be awarded
Less than 8	F	Fail: considerable further work required

2. Visa

Information and assistance can be provided by the following contact points and information sources:

Contact details (email, phone)	Website for information
<p>Erasmus and International Relations Office: erasmus@fd.ulisboa.pt +351 217 984 600 Opening Hours: Monday to Friday: 10 am to 12 pm 2 pm – 4 pm</p>	<p>https://www.ulisboa.pt/en/info/practical-information-0</p>

3. Insurance

Students are covered by an accident and third party liability insurance.

The Erasmus and International Relations Office will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

Contact details (email, phone)	Website for information
<p>Erasmus and International Relations Office: erasmus@fd.ulisboa.pt +351 217 984 600 <u>Opening Hours:</u> Monday to Friday: 10 am to 12 pm 2 pm – 4 pm</p>	<p>https://www.ulisboa.pt/en/info/practical-information-0</p>

Instituto Superior Técnico
Mobility and International Cooperation Office

General Information	
Full legal name of the institution	<i>Instituto Superior Técnico</i>
If part of a group, name of the head institution	<i>Universidade de Lisboa</i>
Street	<i>Avenida Rovisco Pais</i>
Postal code and city	<i>1049-001 Lisbon</i>
Country	<i>Portugal</i>
ERASMUS Code	<i>P LISBOA109</i>

Mobility and International Cooperation Office (NMCI)	
ERASMUS TEAM E.mail	erasmus@tecnico.ulisboa.pt
Coordinators of Student Mobility	<i>Cristina Sousa/ Paula Lopes/Ana Pata</i>
Telephone	<i>+351218419245 /+351218417685 /+351218417652</i>

Information for students	
Language of Instruction	<i>First Cycle- Bachelor Degree- (1st 2nd and 3rd year) classes are in Portuguese Second Cycle- Master Degree (1st and 2nd year)- classes are in English Integrated Master Degree (4th and 5th year) - classes are in English</i>
Deadline for applications	<i>1st Semester- applications until June 15, available on-line in 15 May 2nd Semester - applications until November 15, available on-line in 15 October</i>
Deadline for nomination	<i>1st semester – 14th May 2nd semester – 14th October</i>
Online nomination link	https://forms.gle/yiE9nbpLzvKSwNu96

Online Application link	https://aai.tecnico.ulisboa.pt/en/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/
Link to Degrees/Subjects	https://tecnico.ulisboa.pt/en/education/courses/masters-programmes/ https://tecnico.ulisboa.pt/en/education/courses/integrated-masters-programmes/
Accommodation	https://aai.tecnico.ulisboa.pt/en/area-de-assuntos-internacionais-competencias-e-nucleos/alojamento/
Portuguese Language Course	<i>Usually there are Intensive Portuguese Courses in October and March. The payment and registration is done upon arrival. The course has the duration of 56 hours and it's every day of the week after regular classes. At the end the students receive a Certificate with 6 ects credits.</i>
Academic Calendar	https://tecnico.ulisboa.pt/en/education/study-at-tecnico/academic-information/academic-calendars/

UNIVERSIDADE
DE LISBOAInstituto de Geografia
e Ordenamento do Território
UNIVERSIDADE DE LISBOA

Annex to Erasmus+ Inter-Institutional Agreement

INSTITUTIONAL FACTSHEET

UNIVERSIDADE DE LISBOA – INSTITUTO DE GEOGRAFIA E ORDENAMENTO DO TERRITÓRIO (IGOT-ULisboa)

(Universidade de Lisboa – Institute of Geography and Spatial Planning)

1. Institutional Information

1.1. Institutional details

Name of the institution	UNIVERSIDADE DE LISBOA INSTITUTE OF GEOGRAPHY AND SPATIAL PLANNING
Erasmus Code / ERASMUS Charter	P LISBOA109 / ULisboa ECHE n.º 101014446 (2021-27)
Institution website	http://www.igot.ulisboa.pt/
Institutional Coordinator	Full Professor Mário Vale (President)
Contact details	IGOT - Edifício IGOT, Rua Branca Edmée Marques 1600-276, Lisbon – PORTUGAL ☎: (+351) 21 044 30 00 ✉: erasmus@igot.ulisboa.pt

1.2. ERASMUS Coordinator and Academic Staff:

School	Institute of Geography and Spatial Planning
MOBILITY Coordinator	PhD Dr. Maria Helena Esteves / E-mail: erasmus@igot.ulisboa.pt
Responsibility	International Cooperation Programme Coordinator - incoming and outgoing students and staff
Contact details	Contact Person – Academic (mobility) Officer MSc. Elisabete NUNES IGOT - Edifício IGOT, Rua Branca Edmée Marques 1600-276, Lisbon – PORTUGAL ☎: (+351) 21 044 30 00 ✉: erasmus@igot.ulisboa.pt
Website	http://www.igot.ulisboa.pt/
Exchange students	https://www.igot.ulisboa.pt/erasmus
Course Catalogue	https://www.igot.ulisboa.pt/ (Click on “Estudar”)

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level*
Student Mobility for Studies	Any related to IGOT's fields of Study	Portuguese*	B1
Staff Mobility for Teaching	Any related to IGOT's fields of Study	Portuguese*	B2

Level according to Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

*Students may have support in English (bibliography, performing written works, presentation essays, in the communication with teachers).

2.2. Additional requirements

The UNIVERSIDADE DE LISBOA welcomes students and staff with disabilities. Please contact the Departmental ERASMUS Coordinator (erasmus@igot.ulisboa.pt).

2.3. Calendar

2.3.1 Nomination and Application Deadlines:

Year and Autumn/Winter term	Nomination deadline: 31 st May Online Application deadline: 15 th July
Spring/Summer term	Nomination deadline: 30 th October Online Application deadline: 15 th December

2.3.2. Decision Response

We will send our decision by email normally not later than six weeks after we have received the complete and signed print of the application form and the online application is submitted.

2.3.3. Transcripts of Records

A Transcript of Records will be issued normally six weeks after the student has handed in his/her last exam/paper.

2.3.4. Termination of Agreement

In the event of unilateral termination of this agreement, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1st September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict

3. Additional information

3.1. Grading system

P LISBOA109: Student performances are graded individually and not on a statistical basis. In general, the Universidade de Lisboa and IGOT use the [ECTS grading system](#) charted below.

IGOT-ULisboa Grade	ECTS Scale	% of Successful Students Normally Achieving the Grade	DEFINITION	
18-20	A	BEST 10%	EXCELLENT	outstanding performance with only minor errors
16-17	B	NEXT 25%	VERY GOOD	above the average standard but with some errors
14-15	C	NEXT 30%	GOOD	generally sound work with a number of notable
12-13	D	NEXT 25%	SATISFACTORY	fair but with significant shortcomings
10-11	E	NEXT 10%	SUFFICIENT	performance meets the minimum criteria
1-9	F/FX	---	FAIL	considerable further work is required
	one semester 30 ECTS credits			one full academic year 60 ECTS credits

3.2. Visa

Our institution will help, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the ERASMUS Charter for Higher Education.

Institute of Geography and Spatial Planning

Contact: **Elisabete NUNES**, ☎: (+351) 21 044 30 00 | ✉: erasmus@igot.ulisboa.pt

Website: <http://www.igot.ulisboa.pt/>

3.3. Insurance

Our institutions will help in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the ERASMUS Charter for Higher Education.

Institute of Geography and Spatial Planning

Contact: **Elisabete NUNES**, ☎: (+351) 21 044 30 00 | ✉: erasmus@igot.ulisboa.pt

Website: <http://www.igot.ulisboa.pt/>

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the ERASMUS Charter for Higher Education.

Institute of Geography and Spatial Planning

Contact: **Elisabete NUNES**, ☎: (+351) 21 044 30 00 | ✉: erasmus@igot.ulisboa.pt

Website: <http://www.igot.ulisboa.pt/>

3.5. Student Services

Information about social and cultural activities in Lisbon and Portugal is offered, also orientation to life on campus and support in other areas that may be useful during the stay at IGOT-ULisboa (Student Association - AEIGOT, ERASMUS Lisboa, ERASMUS Life Lisboa...).