

Information Datasheet 2017/2018



| » General information | |
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| Name | ISCTE – University Institute of Lisbon (ISCTE-IUL) |
| Erasmus+ Code | P LISBOA07/ PIC 998622567 |
| Address | Av. das Forças Armadas 1649 – 026 Lisbon; Portugal |
| Website | http://www.iscte-iul.pt/ |
| About the Institution | <p>ISCTE-IUL is a public institution directed towards teaching, research and community service activities, with a scientific and pedagogical expertise that covers a wide range of areas such as Accounting, Anthropology, Architecture, Computer Sciences, Economics, Finance, History, Management, Marketing, Human Resources Management, Psychology, Sociology and Public Policy. ISCTE-IUL plays a major role in educating qualified specialists and personnel, whose cultural, scientific and technical skills enable them to contribute to sustainable development both at the national and global level. The strategic objectives of ISCTE-IUL are: innovation, quality, internationalization and development of an entrepreneurial culture.</p> <p>With nearly 9000 students enrolled in undergraduate (52%) and postgraduate (48%) programs, 450 teachers and 220 non-teaching staff, ISCTE-IUL is proud to be one of the most dynamic and innovative universities in Portugal.</p> |
| Schools | Business School; School of Social Sciences School of Sociology and Public Policies; School of Technology and Architecture |

| » International Relations Office | |
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| Name | International Relations Office |
| Address | Av. das Forças Armadas; Building I, Room 1S7 to 1S15 1649 – 026 Lisbon; Portugal |
| Phone Number | +351 210 464 264 |
| Link | http://iscte-iul.pt >international |
| Incoming Mobility | incoming.iro@iscte.pt |
| Outgoing Mobility | outgoing.iro@iscte.pt |
| Bilateral Agreements | agreements.iro@iscte.pt |
| Attendance Hours | Monday to Friday 10:30 am – 12:30 pm and 2:30 pm – 4:30 pm |

| » Contact for... | |
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| International Relations Office Coordinator | |
| Name | Sónia Henriques (Mrs.) |
| Phone Number | +351 210 464 267 |
| E-mail | sonia.henriques@iscte.pt |

| » Contact for... | |
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| Incoming Mobility | |
| Name | Cristina Sobreira (Ms.) |
| Phone Number | +351 210 464 259 |
| E-mail | cristina.sobreira@iscte.pt |
| E-mail for student's contact | incoming.iro@iscte.pt |

| » Contact for... | |
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| Outgoing Mobility | |
| Name | Joana Jordão (Mrs.) |
| Phone Number | +351 210 464 264 |
| E-mail | joana.jordao@iscte.pt |
| E-mail for student's contact | outgoing.iro@iscte.pt |

| » Admissions | |
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| Admissions Process | Candidate students (Erasmus+, Bilateral Exchange) apply through their home institution. Partner universities email the student nomination to ISCTE-IUL: Incoming.iro@iscte.pt |
| Nomination/ | 1st semester / full academic year – 30 th June 2 nd semester – 30 th November |

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| application deadline | Nominations outside the EU should be announced one month before the mentioned dates due to visa procedures. <u>Once the student is accepted, the student will receive all the relevant information by email.</u> |
| Letter of acceptance | Letters of acceptance are issued to all students that need it for visas purposes. Other letters of acceptance only upon request. If the reply to the nomination e-mail is positive, it is considered that the student(s) is accepted. |

| » Academic Information | |
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| Application Form | An e-mail with information and a link to fill in an online application form (google docs) is sent directly to the nominated student. Then, the student has to fill in this short and simple google docs form in order to receive credentials to access the ISCTE-IUL CENTRALISED Fenix system. No documents are required at this point. |
| Online mobility tool | Fénix is the name of the online student mobility tool. The main purpose of this system is for students to get a login and password to complete personal information and enrol directly in the courses. |
| Enrolment in the courses | After the IRO inserts the student's data on the centralised online system called Fénix the student receives an e-mail with login and password. The enrolment in courses is done directly by the student via Fenix system on a first come, first served basis. Documents have to be uploaded at this point by the students (ID/ passport, EHIC/ insurance and a formal photo (passport type). All students will have to complete enrolment until the 30 th June (1 st semester) or 30 th November (2 nd semester). It is highly recommended to proceed with this step as soon as the credentials are available since the courses have limited number of vacancies. |
| Courses | <p>Most students can take subjects from one, two or more different degree courses across the whole range of degree programmes at the university. Places on courses, particularly at the Masters level, are limited. Therefore, we advise students to apply as early as possible in order to get their desired course selection</p> <p>There are some restrictions in the rules on applications to take some optional subjects (Portuguese courses) due to overlapping schedules or application limits, so students must find out about them when enrolling at the online student system called Fénix.</p> <p>Project and Business Executive Masters are not accessible to exchange students.</p> |
| Orientation | Takes place one week before the beginning of classes (highly |

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| Programme | recommended to attend): 1 st semester – middle of September 2 nd semester – end of January |
| Academic Calendar | The academic year is divided into two semesters: 1 st Semester – from middle of September to end of January (including re-sitting) 2 nd Semester – from beginning of February to end of June (including re-sitting) |
| Grading system | Grades are given on a scale of 0 (lowest) to 20 (highest) and the minimum passing grade is 10. As many different national grading scales co-exist in Europe, a common ECTS grading system has been developed - use of keywords with short explanations and alphabetical definitions from A to F. |
| Exams and Evaluation | Most courses are evaluated through “continuous evaluation” which uses a combination of class attendance and participation, individual and group coursework and final tests. At the bachelor level, students need to achieve the minimum passing grade in all evaluation elements; otherwise they must take the resitting exam that counts for 100% of the final grade. All course offers resits to students who have failed or wish to improve their grades. These count for 100% of the final grade. Please check with your course coordinator regarding the specific evaluation methods before you start each course. |
| Language of instruction | Portuguese and English |
| Language requirements | Some knowledge of Portuguese and English are recommended (B2 level) depending on the courses that the student is taking. |
| Attendance | Students are required to attend at least 80% of the classes |
| Registration and check out | It is compulsory for the students to register after arriva land check out before leaving |
| Portuguese Language Courses | The Soft Skills Office organises four levels of Portuguese Language Course for foreign students in mobility scheme that want to improve their Portuguese: Intensive, Beginner, Elementary and Intermediate. |
| Transcript of records | Certificates are issued automatically and sent to the IRO of home universities. |

» Practical Information – Life in Lisbon

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| Accommodation | The International Relations Office (IRO) provides all the necessary guidance and information before arrival and assistance will be given automatically upon arrival. |
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| | <p>The Professor José Pinto Peixoto University Hall of Residence at ISCTE-IUL meets some of the accommodation needs of its exchange students and Professors.</p> <p>Contacts to the Residence have to be made directly by e-mail: residencia@iscte.pt</p> |
| Buddy/ mentoring Programme | <p>Every student is assigned a Portuguese buddy/ mentor that supports the incoming colleague before and after arrival (airport pick-up, advice on practical matters like opening a bank account, purchasing a transportation monthly pass, etc)</p> |
| Arrival | <p>Students should arrive some days before the Orientation Programme and to adapt to the new environment and be in time for the first classes.</p> |
| Location | <p>ISCTE-IUL is located in the centre of Lisbon, within the University Lisbon campus (Cidade Universitária) and easily accessed by public transportation.</p> |
| Arriving in Lisbon | <p>By plane: the ISCTE-IUL campus is located approx. 15 minutes by taxi from Lisbon's International Airport. Average price: 10-15 Euros</p> |
| How to find us | <p>Metro: Yellow line, Entrecampos station</p> <p>When leaving the underground station Entrecampos, walk up the Avenida Forças Armadas about 150 metres. On the right hand side is the entrance of ISCTE-IUL campus</p> |
| Canteens | <p>ISCTE-IUL campus offers a number of bars, cafes and restaurants serving a variety of food and drinks. All ISCTE-IUL students benefit from discounts in most of these on campus facilities. A typical meal costs between 2,40€ and 4,80€. There are also a number of off campus cafeterias, shops and supermarkets within walking distance.</p> |
| Sporting Facilities | <p>Located within 1Km of the ISCTE-IUL campus, the University Stadium provides a number of indoor and outdoor sports and fitness activities including football campus, tennis courts, gymnasiums and running tracks.</p> |
| Medical facilities | <p>There is a private clinic located in the campus – SAMS that has general practice as well as other specialities. One of the largest hospitals is just a 5 minute walk from ISCTE-IUL.</p> |
| Visa | <p>National students from European Union (EU) countries, European Economic Area/EEA (Iceland, Liechtenstein and Norway) and Switzerland do not need a visa to enter Portugal.</p> <p>Other foreign students must obtain a residence study visa before departure from their home country, at the nearest Portuguese Embassy or Consulate. For enrolment at ISCTE-IUL, it is compulsory to present a student visa. Please consider that a 'tourist' visa will not be</p> |

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| | accepted. Be aware that in some cases it may take up to 60 days. |
| Health Insurance | <p>Students from the European Union (EU) countries and the European Economic Area (EEA) must obtain a European Health Insurance Card in their home country.</p> <p>Students coming from outside the EU or EEA should make sure that they are properly insured for the whole semester/ academic year before arrival.</p> <p>In particular, Brazilian students covered by their own national social security system, should obtain the PB4 in their home country.</p> |
| Cost of Living | Basic costs per month of approximately € 600- €700 : Housing from €250 to €350; Bus and underground monthly pass €35, 65; Meal in a student budget canteen €2, 40; Meal in a budget restaurant €8. |
| Climate | <p>Lisbon has a Subtropical-Mediterranean climate with mild winters and warm to hot summers. The average annual temperature is 21 °C during the day and 13 °C at night.</p> <p>Among all metropolises in Europe continent, Lisbon has one of the warmest winters. Rain occurs mainly in winter, the summers being generally dry.</p> |
| Touristic Information | http://www.visitlisboa.com/Home_UK.aspx?lang=en-GB |