

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

Annex to Erasmus+ Inter-Institutional Agreement

INSTITUTIONAL INFOSHEET

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

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

1. Institutional Information

1.1. Institutional details

Name of the institution	INSTITUTO DE GEOGRAFIA E ORDENAMENTO DO TERRITÓRIO DA UNIVERSIDADE DE LISBOA INSTITUTE OF GEOGRAPHY AND SPATIAL PLANNING OF UNIVERSIDADE DE LISBOA
Erasmus Code / ERASMUS Charter	P LISBOA109 / ULisboa ECHE n.º 101014446 https://www.ulisboa.pt/sites/ulisboa.pt/files/public/eche_ulisboa_2021-27_0.pdf
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 / Ext. 37016 ✉: erasmus@igot.ulisboa.pt

1.2. ERASMUS Coordinator:

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 / Ext. 37016 ✉: erasmus@igot.ulisboa.pt
Website	https://www.igot.ulisboa.pt/
Exchange students	https://www.igot.ulisboa.pt/eramus
Course Catalogue	https://www.igot.ulisboa.pt/ (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*	A2
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. Calendars / Deadlines

2.3.1 Nomination and Application Deadlines

Year and Autumn/Winter term (1st semester)	Nomination deadline: 15 th June Online Application: 1 st June to 15 th July
Spring/Summer term (2nd semester)	Nomination deadline: 31 st October Online Application: 12 th October to 12 th December

Nominations must be sent to erasmus@igot.ulisboa.pt through email with a Nomination Sheet (Excel)

2.3.2. Decision Response

After being nominated from each partner University students will receive an email containing details about the procedures to follow and the proper exchange guidelines so that they are duly informed before starting any application.

Letters of acceptance are issued up to 2 (two) weeks after the end of the online applications.

2.3.5. Academic Calendar (<https://www.igot.ulisboa.pt/calendario-escolar>)

Year and Autumn/Winter term (1st semester)	Usually starts in the 2 nd week of September and ends in February (includes examination period)
Spring/Summer term (2nd semester)	Usually starts in the 3 rd week of February and ends in July (includes examination period)

3. Additional information

3.1. Transcripts of Records

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

3.2. 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 grading system charted below.

IGOT-ULisboa Grade	ECTS Grade	DEFINITION	
18-20	A	EXCELLENT	outstanding performance with only minor errors
16-17	B	VERY GOOD	above the average standard but with some errors
14-15	C	GOOD	generally sound work with a number of notable errors
12-13	D	SATISFACTORY	fair but with significant shortcomings
10-11	E	SUFFICIENT	performance meets the minimum criteria
1-9	F/FX	FAIL	considerable further work is required
ECTS credits			
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

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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.

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3.4. Housing

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

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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...).