

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 / ECHE N.º: 269558-EPP-1-2015-1-PT-EPPKA3-ECHE
Institution website	<a href="http://www.igot.ulisboa.pt/">http://www.igot.ulisboa.pt/</a>
Institutional Coordinator	Full Professor José Manuel Simões (President)
Contact details	IGOT - Edifício IGOT, Rua Branca Edmée Marques 1600-276, Lisbon – PORTUGAL ☎: (+351) 21 044 30 00 ✉: <a href="mailto:erasmus@igot.ulisboa.pt">erasmus@igot.ulisboa.pt</a>

#### 1.2. ERASMUS Coordinator:

School	Institute of Geography and Spatial Planning
MOBILITY Coordinator	PhD Dr. Maria Helena Esteves / E-mail: <a href="mailto:me@campus.ul.pt">me@campus.ul.pt</a>
Responsibility	International Cooperation Programme Coordinator - incoming and outgoing students and staff
Contact details	<b>Contact Person – Academic (mobility) Officer</b> <b>MSc. Elisabete NUNES</b> IGOT - Edifício IGOT, Rua Branca Edmée Marques 1600-276, Lisbon – PORTUGAL ☎: (+351) 21 044 30 00 ✉: <a href="mailto:erasmus@igot.ulisboa.pt">erasmus@igot.ulisboa.pt</a>
Website	<a href="http://www.igot.ulisboa.pt/">http://www.igot.ulisboa.pt/</a>
Exchange students	<a href="http://www.igot.ulisboa.pt/mobilidade/">http://www.igot.ulisboa.pt/mobilidade/</a>
Course Catalogue	<a href="http://www.igot.ulisboa.pt/ensino/">http://www.igot.ulisboa.pt/ensino/</a>

## 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](mailto:erasmus@igot.ulisboa.pt)).

### 2.3. Calendar

#### 2.3.1 Nomination and Application Deadlines:

<b>Year and Autumn/Winter term</b>	Nomination: 2 <sup>nd</sup> March to 13 <sup>th</sup> June Online Application: 1 <sup>st</sup> June to 23 <sup>rd</sup> July
<b>Spring/Summer term</b>	Nomination: 13 <sup>th</sup> June to 29 <sup>th</sup> October Online Application: 12 <sup>th</sup> October to 12 <sup>th</sup> 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 1<sup>st</sup> 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 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
<b>ECTS credits</b>			
one semester <b>30 ECTS credits</b>		one full academic year <b>60 ECTS credits</b>	

### 3.2. Visa

Our institution will provide assistance, 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 provide assistance 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...).