



# INFORMATION SHEET

## ACADEMIC INFORMATION

### ABOUT ISCTE

- Iscte is a public university, founded in Lisbon, Portugal, in 1972. It is divided into four schools covering its main areas of expertise: The Business School; School of Social and Human Sciences; School of Sociology and Public Policy; and School of Technology and Architecture (total of 9118 students);
- Iscte Business School is the largest school of Iscte with over 3500 students and offers a full portfolio of academic degrees (7 Bachelor degrees, 15 Master degrees and 4 PhDs) in subjects related to business and management. In addition there are many executive education programmes offered by INDEG Executive Education and a well-established Summer and Winter Schools.

### ACADEMIC PROGRAMS IN ENGLISH

- At the bachelor level, over 60 modules are taught entirely in English. These courses are updated annually and are subject to availability. For an up to date list please [consult this link](#)
- In addition to these, ISCTE Business School offers 1 Bachelor degree and 9 Master Programs taught entirely in English (all are open for exchange students except MSc in International Management and MSc in Hospitality and Tourism Management)



- BSc in Management
- MSc in Management (mgmt background)
- MSc in Business Administration (no mgmt background)
- MSc in Finance
- MSc in Economics
- MSc in Marketing
- MSc in Human Resource Management and Organizational Consultancy
- MSc in International Management
- MSc in Hospitality and Tourism Management
- MSc in Management of Services and Technology
- PhD in Management / Finance / Economics / Hospitality and Tourism Management

Accreditations, affiliations and rankings





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## ACADEMIC INFORMATION

### STRUCTURE & COURSES

- Iscte Business School courses are structured around the European Standard Credit System (ECTS).
- Each course usually corresponds to a value of 6 ECTS.
- Bachelor's degrees will typically be made up of 180 ECTS credits whilst Master degree will be between 90 and 120 ECTS credits.
- The academic year is divided in the 1st semester (mid-September - late January) and the 2nd semester (late January - late June)

### LANGUAGE OF INSTRUCTION (EN&PT)

- Iscte also offers Portuguese language courses at different levels as well as a course of Portuguese History and Culture.
- Students with a sufficient level in the Portuguese language may also choose from many modules taught in Portuguese.

### GRADING SYSTEM

- The Portuguese grading system runs from 0 (lowest) to 20 (highest), with a passing grade of 10.
- The official Transcripts of Records are additionally issued according to the ECTS grading system.



### EXAMS & 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 courses offer **resits** to students who have failed or who 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.



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## APPLICATIONS FOR EXCHANGE STUDENTS

### APPLICATION PROCESS

- **Deadlines for Nomination**
  - 1st June for 1st (Fall) Semester (beginning in September)
  - 1st November for 2nd (Spring) Semester (beginning in February or late January)
- **Choosing Courses**
  - 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.
- **Required Documents - Exchange**
  - No documents are required to be sent by post.
  - Students have to upload the digital copies of documents to the University platform (Fénix):
    - ID Card/ Passport
    - European
    - Health Insurance card/ Health Insurance
    - Photo.
  - Full-time students should check their particular course requirements at <http://www.ibs.iscte.pt/en/>
- **Acceptance Letter**
  - If needed, Iscte will provide students with a Letter of Acceptance.



**ERASMUS CODE:  
P LISBOA 07**



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## EXCHANGE STUDENTS: ENROLLMENT & ARRIVAL

### ENROLLMENT

- Enrollment is done directly by the students through "Fenix", Iscte's online platform.
- All students will have to complete their personal information in the system until the 15th June (Fall Semester) or 15th November (Spring Semester).
- The enrollment in classes is done in mid-June (Fall Semester) and in mid-November (Spring Semester).
- It is highly recommended to proceed with this step as soon as the enrollment begins as the courses have limited number of vacancies.
- The students are informed by e-mail about the deadlines and necessary steps.



#### PORTUGUESE BUDDIES

Every exchange student is assigned a Portuguese Buddy that supports the incoming colleague before and after arrival (airport pick-up, accommodation, advice on practical matters)



#### ARRIVAL & ORIENTATION

Students should arrive some days in advance. Prior to each semester a three-day orientation programme will take place, in which students will be provided with information essential to their stay



#### ACADEMIC YEAR

The information about the academic year dates is available online at: <http://ibs.iscte-iul.pt/en/?pt=academic-year>



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## FACILITIES

### ACCOMMODATION



- The Iscte student halls of residence are housed in a former monastery, overlooking the river Tagus and dating from the 17th Century.
- The Residence operates during the 12 months of the year, and during the accommodation weekly cleaning is provided.
- The Residence has a Laundry, Lounge area with TV, Games Room, Kitchen, Dining room, study room and Internet in the rooms. Students may leave and enter the Residence at any time.
- The contacts are available at: <https://www.iscte-iul.pt/contents/iscteiul/about-us/university-residence/1126/presentation>
- For private lodging the students may search under the following link: [http://www.uniplaces.com/?utm\\_source=Partnerships&utm\\_medium=Email&utm\\_campaign=ISCTEPf](http://www.uniplaces.com/?utm_source=Partnerships&utm_medium=Email&utm_campaign=ISCTEPf)

### PLACES TO EAT



- The campus contains a number of cafeterias and restaurants serving a variety of food and drinks.
- All Iscte students benefit from discounts in most of these on campus facilities. There are also a number of off campus cafes, shops and supermarkets within walking distance.
- A typical meal costs between 2,4 euro – 4,8 euro (includes main course, beverage, soup or dessert)

### LIBRARY

- Iscte has a specialized business and social science library with around 107 000 print titles, 67 000 periodicals and academic journals available in paper and digitally and around 22 000 e-books.
- Students have access to specialized business and finance databases.
- Wireless internet access is available throughout the university campus.

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## FACILITIES

### SPORTS FACILITIES

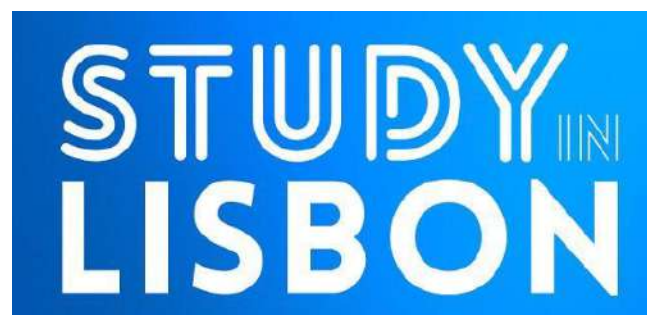


- Iscte's Students Association provides several sport and cultural activities such as football, rugby and basketball on and near-campus.
- Also, located within 1km of the campus, the University Stadium provides a number of indoor and outdoor sport and fitness activities including football pitches, tennis courts, gymnasiums, swimming pools and running tracks.

### STUDY ROOMS

- The main study room is located on the **first floor of Building I** and is equipped with computers and desks prepared for group assignments with network cables for the laptops.
- Additionally, there is a study room on the Library's first floor

### STUDY IN LISBON



- Study in Lisbon Lounge, created by the Lisbon City Council, has the purpose to help international students and researchers upon arrival. It located close to Iscte campus and comprises all essential services:
  - Visa, Passport and Immigration Services
  - Certification of Registration for European Union Citizens
  - Bank accounts
  - Housing Options
  - Transportation services
  - Language Schools
  - Phone SIM cards
  - Healthcare
  - Insurances
  - Jobs and Internships
  - Scholarships
  - Cultural, Sports and leisure activities
  - Academic entrepreneurship program for international students
  - Contact embassies and consulates
- More information: [www.studyinlisbon.pt](http://www.studyinlisbon.pt)



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## HOW TO REACH ISCTE

### LOCATION

- Iscte is located in the centre of Lisbon, within the University of Lisbon campus (Cidade Universitária) and easily accessed by public transportation.
- How to find us:
  - **Metro:** Yellow Line, Entrecampos or Cidade Universitaria station.
  - When leaving the metro station Entrecampos, walk up the **Avenida das Forças Armadas** about 300 metres. On the right hand side is the entrance to Iscte!



### ARRIVING IN LISBON

- **By Plane:**
  - The Iscte campus is located around 15 minute journey by taxi from Lisbon's International Airport.
- **By Train:**
  - The train station of Entrecampos is located 15 minutes by foot. The central stations of Rossio, Oriente and Santa Apolonia are a short Metro journey away.





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## LIVING IN LISBON

### VISAS

- Students from within the EU or the EEA do not need a visa to live, work or study in Portugal.
- Students from third countries should obtain information from their nearest Portuguese embassy or consulate.
- The type of Visa held will define the procedure that a student should follow once they arrive in Portugal: in the case of granted a temporary visa it is possible to apply for extensions of stay and those students that hold Residence Visas should request a temporary residence permit within 4 months of arriving in Portugal.
- Iscte provides students with the necessary documentation, such as proof of enrollment.



### HEALTH

- It is the responsibility of each visiting student to ensure they have sufficient health insurance coverage for the duration of their stay.
- Students from the European Union should ensure that they bring their European Health Insurance Cards.
- There is a private clinic at Iscte premises, which offers discounts for students.
- A recommended Health Centre within 30 minutes of the Iscte campus as well as one of the largest public hospitals, Santa Maria, in Lisbon.

### CLIMATE

- Portugal has a Mediterranean climate with Summer temperatures around 30°C (86°F), falling to around 12°C (54°F) in winter.
- Portuguese summers are typically very dry.

### LIVING EXPENSES

- Housing (per month) | €250-€500
- Food (per month) | €150-€275
- Meal in the student canteen | €2,50
- Meal in budget restaurant | €7
- Transportation (monthly pass) | €30/€40
- Health Insurance (per month) | Up to €50





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## TOURIST SPOTS

### GENERAL INFORMATION

- Lisbon has many interesting and beautiful sights to see including the Tower of Belem and Jeronimos Monastery, which are UNESCO World Heritage Sites.
- Within 30 minutes of the campus lay some of Europe's most spectacular beaches, popular with sunbathers as well as surfing and water sports enthusiasts.
- For more information and ideas of where to visit please have a look at: [www.visitportugal.com](http://www.visitportugal.com)



- Apart from being the largest city in Portugal, Lisbon is also **one of the safest cities in Europe**. With a long historical legacy and many interesting and beautiful landmarks, Lisbon has a vibrant cosmopolitan atmosphere.
- The city is also the cultural center of Portugal and has an exciting and varied **nightlife**. Spending time in Lisbon is a great opportunity to see a unique combination of history and modernity, with a cosmopolitan and multicultural population.
- Alfama, Castle of São Jorge, Graça Viewpoint, Lisbon's Cathedral, Tram nº 28, Belém, Parque das Nações and Cristo Rei are some examples of interesting places to visit. Outside the city center, you can also visit Costa da Caparica beaches, Sintra and Cascais!



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## USEFUL INFORMATION

### WEBSITES & CONTACTS



- Academic information - <http://ibs.iscte.pt/en/?pt=incoming>
- International Relations Office - <http://www.iscte-iul.pt> > Internacional; <https://www.iscte-iul.pt/contents/813/international>
- Iscte Business School - <http://ibs.iscte.pt/en/>
- Iscte - <http://www.iscte-iul.pt/home.aspx>
- Summer & Winter Schools - <http://ibs.iscte-iul.pt/en/?pt=summer>

#### Iscte Business School Contact Details (Ala Autónoma Building)

- Associate Dean for International Affairs – Professor António Robalo
- Exchange programmes and incoming students – [international.ibs@iscte-iul.pt](mailto:international.ibs@iscte-iul.pt) | 00351 210 464 257
- Summer & Winter Schools Lisbon – [short-term.ibs@iscte-iul.pt](mailto:short-term.ibs@iscte-iul.pt) | 00351 210 464 331

#### Iscte International Relations Office ([iro@iscte-iul.pt](mailto:iro@iscte-iul.pt))

- Outgoing Students - Joana Jordão ([outgoing.iro@iscte-iul.pt](mailto:outgoing.iro@iscte-iul.pt)) Phone: 00351 21 790 3209
- Building I room 1S09 to 1S15

### DID YOU KNOW?

- Iscte Business School has partnership agreements with over 170 universities around the world as well as specific double-degree agreements at bachelor and Master levels.
- Each year the School sends around 300 students abroad and receives over 400 international exchange students!