

Erasmus+ Programme

P LISBOA109

Universidade de Lisboa

Departmental coordinator: Prof. De Beni Matteo

A. Information about higher education institutions

Name of the institution (Institutional Coordinator and Departmental Coordinator)	Erasmus code	Contact details (email, phone ...)	Website (Home page and course catalogue)
Universidade de Lisboa (The University has merged with P LISBOA 04. There might be changes in the Erasmus Code) Institutional Coordinator Doutor Paulo Farmhouse Alberto E-mail: palberto@campus.ul.pt Departmental Coordinator: Profª Margarida Madureira E-mail: mmadureira@fl.ul.pt	P LISBOA109	Faculdade de Letras da Universidade de Lisboa International Cooperation Office Alameda da Universidade - 1600-214 Lisboa Tel. + 351 21 792 00 61 Fax + 351 21 792 00 30 E-mail: agreementflul@fl.ul.pt ure@fl.ul.pt	Web page: http://www.fl.ul.pt/ http://www.fl.ul.pt/ure www.ulisboa.pt Course Catalogue: http://www.fl.ul.pt/ure-catalogo-de-disciplinas

C. Recommended language skills

Receiving institution [Erasmus code]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	
P LISBOA109		Portuguese	English (depending on the course unit/professor)	B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

P LISBOA 109 (FLUL): For more details on the language of instruction recommendations: <http://www.iclp.fl.ul.pt/>

D. Additional requirements

P LISBOA109 (FLUL):

Procedures and deadlines: <http://www.fl.ul.pt/ure-proqinter-erasmus/ure-estudantes-incoming/candidaturas-application>

Facilities for disabilities: <http://www.fl.ul.pt/saa-alunos-especiais/2174--apoio-a-estudantes-com-necessidades-especiais-incoming>

Academic Calendar: <http://www.fl.ul.pt/ure-proqinter-erasmus/ure-estudantes-incoming/ure-calendario-escolar>

Student Mobility for Studies

Receiving institution [Erasmus code]	Subject area	Minimum Number of Credits to be included in the study plan	Faculty or Department(s) where students will be entitled to attend courses/modules	Access to other Faculties or Departments (yes / no)	Support and infrastructure to welcome students/staff with disabilities (yes / no)
P LISBOA109	Linguistics	6 per semester	Faculdade de Letras, Departamento de Linguística Geral e Românica	Yes (if the students attend at least 6 credits of the respective agreement area)	Yes

P LISBOA02: The Student Guide is provided by email to the student after the official nomination.

E. Calendar

Receiving institution [Erasmus code]	Autumn term APPLICATION DEADLINE	Spring term APPLICATION DEADLINE
P LISBOA109	Nominations: May Applications: June	Nominations: October Applications: November

F. Information

1. Grading systems of the institutions

Receiving institution [Erasmus code]	ECTS Link
P LISBOA 109 – Faculdade de Letras	http://www.fl.ul.pt/images/stories/Tabela_de_Converso_de_Notas.pdf

2. Visa

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA 109 – Faculdade de Letras	International Cooperation Office incomingflul@fl.ul.pt ure@fl.ul.pt	http://www.fl.ul.pt/ure-proginter-erasmus/ure-estudantes-incoming/ure-erasmus-estudantes-incoming-informacoes-uteis

3. Insurance

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA 109 – Faculdade de Letras	International Cooperation Office incomingflul@fl.ul.pt ure@fl.ul.pt	http://www.fl.ul.pt/component/content/article/2341-seguro-escolar-en

4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA 109 – Faculdade de Letras	International Cooperation Office incomingflul@fl.ul.pt ure@fl.ul.pt	http://www.fl.ul.pt/ure-proginter-erasmus/ure-estudantes-incoming/ure-alojamento

Erasmus+ Key Data 2016/2017

Name	Faculdade de Letras da Universidade de Lisboa School of Arts and Humanities of the University of Lisbon
ERASMUS ID code	P LISBOA 109
Address	Alameda da Universidade 1600-214 Lisboa PORTUGAL
Website	http://www.lettras.ulisboa.pt
Dean / ERASMUS Institutional Coordinator	Prof. Doutor Paulo Farmhouse Alberto

Núcleo de Cooperação Internacional | International Cooperation Office

Homepage	http://www.lettras.ulisboa.pt/pt/internacional/
Email	internacional@lettras.ulisboa.pt
Phone	+351 21 792 00 65 (outgoing /incoming students section)
Bilateral Agreements	agreement@lettras.ulisboa.pt
Head Officer	Denise MATOS MOURA
Outgoing Officer	Patrícia SILVA
Incoming Officer	Luísa SANTOS

ISCED fields of education available

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
10 Services	101 Personal services	1015 Travel, tourism and leisure

Application Procedure	
Nominations	Please always send nominations to internacional@lettras.ulisboa.pt by: 01st June for Winter Semester and Full Year 01st November for Summer Semester
Application steps and documents	<p>After candidates are nominated, they will be contacted at their email addresses with all the steps and deadlines necessary to complete the FLUL Erasmus+ application.</p> <p>Each candidate must submit the Online Application Form in due time to have his/her application reviewed.</p> <p>Additionally, all of the following application documents must be sent by post to the International Cooperation Office's address:</p> <ol style="list-style-type: none"> 1. Learning Agreement duly signed and stamped by the sending university 2. Transcript of Records issued by the sending university 3. Language Level Form (English/Portuguese), signed by the student or a competent authority 4. Copy of Identity Card or Passport 5. Copy of European Health Insurance Card or proof of application for European Health Insurance Card or private health insurance policy 6. 2 passport-style colour photos
Deadlines for candidates	SUBMISSION OF ONLINE APPLICATION FORM 01st June for Winter Semester and Full Year 01st November for Summer Semester
	SENDING OF APPLICATION DOCUMENTS 31st July for Winter Semester and Full Year 31st December for Summer Semester
Online Application Form	Not available yet
Webpage with procedure	Waiting for update
List of courses	http://www.lettras.ulisboa.pt/pt/cursos/horarios
Language used in courses	Portuguese. Level B1 is recommended in order to benefit fully from the exchange. Only a few courses are held in English (changes every year).
Academic calendar	http://www.lettras.ulisboa.pt/pt/cursos/calendario-escolar
Winter semester	Lecture period from September to December. Assessment period in January.
Summer semester	Lecture period from February to May. Assessment period in June/July.

Additional Information	
Useful information	http://www.lettras.ulisboa.pt/pt/internacional/incoming/informacoes-uteis
Accommodation	<p>We regret that we are not able to allocate places in the University Residences to Erasmus+ students.</p> <p>Information about housing in Lisbon is available at: http://www.lettras.ulisboa.pt/pt/internacional/incoming/informacoes-uteis/92-alojamento.</p>
Special needs Homepage	Núcleo de Apoio ao Aluno Student Support Service http://www.lettras.ulisboa.pt/pt/estudantes/alunos/estatutos-especiais/146-alunos-com-necessidades-educativas-especiais#incoming
Email	naa@lettras.ulisboa.pt
Phone	+351 21 792 00 23 +351 21 792 00 30
Portuguese language courses	<p>There are courses of Portuguese at various levels for academic purposes organised by the Institute of Portuguese Culture and Language. Summer and intensive language courses are available prior to the start of the academic year. Further language classes are offered during the academic year.</p> <p>All courses are optional and paid:</p> <ul style="list-style-type: none"> • Summer courses or private courses • Intensive course for Erasmus+ students during September (6 ECTS) • Courses for Erasmus+ students each semester (6 ECTS each)
Homepage	http://www.iclp.lettras.ulisboa.pt
Email	iclp@lettras.ulisboa.pt or gablcp@lettras.ulisboa.pt
Phone	+351 21 781 61 50 +351 21 781 61 51
Address	Instituto de Cultura e Língua Portuguesa Faculdade de Letras - Universidade de Lisboa 1600-214 Lisboa PORTUGAL