

ISCTE Business School

Information Sheet - Student Exchange

INTRODUCTION	Version: 2015-08-05						
Institution Name	ISCTE-IUL (ISCTE - University Institute of Lisbon)						
ERASMUS Code	P LISBOA 07						
About the Institution	<p>ISCTE- University Institute of Lisbon (ISCTE-IUL) is a national university, founded in Lisbon, Portugal, in 1972. The University is legally a Public Foundation meaning that ISCTE-IUL has a greater level of freedom and flexibility in its administration when compared to other public universities. 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. Current number of students is around 9500.</p> <p>ISCTE Business School is the largest school of ISCTE-IUL with over 3500 students and offers a full portfolio of academic degrees (Bachelor's, Master's and Doctorate) in subjects related to business and management. Courses are taught by a large full-time Faculty as well as a growing invited and visiting Faculty.</p>						
Student Exchange	<p>ISCTE Business School now offers over 60 Bachelor's modules as well as 1 Bachelor and 8 Masters programmes taught entirely in English.</p> <p>ISCTE Business School has partnership agreements with over 180 universities around the world as well as specific double-degree agreements at bachelor and master levels.</p> <p>Each year ISCTE Business School sends around 200 students abroad and receives over 300 international exchange students.</p>						
Term Calendar	<p>The Academic year in ISCTE-IUL is divided into two semesters:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Academic Year</th> </tr> <tr> <th style="text-align: center;">1st Semester</th> <th style="text-align: center;">2nd Semester</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Mid-September – late January</td> <td style="text-align: center;">Late January – late June</td> </tr> </tbody> </table>	Academic Year		1 st Semester	2 nd Semester	Mid-September – late January	Late January – late June
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ACADEMIC PROGRAMME							
Programmes	<p>In total, ISCTE Business School offers Bachelor degrees, Masters programmes and PhD and DBA programmes. In addition there are many executive education programmes offered by INDEG/IUL ISCTE Executive Education and a well-established Summer School programme.</p> <p>At the Bachelor's level, around 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: http://ibs.iscte.pt/en/?pt=year#slider-15-content-15</p> <p>In addition to these, ISCTE Business School offers 1 Bachelor and 7 Masters Programmes taught entirely in English (all are open for exchange students except the last one):</p> <ul style="list-style-type: none"> ➤ BSc in Management ➤ MSc in Management (for students with management background) ➤ MSc in Business Administration (for students without management background) ➤ MSc in Finance ➤ MSc in Economics ➤ MSc in Marketing ➤ MSc in Human Resource Management ➤ MSc in International Management ➤ MSc in Hospitality and Tourism Management 						

Structure & Courses	<p>ISCTE Business School courses are structured around the European Standard Credit System (ECTS). Each module usually corresponds to a value of 6 ECTS.</p> <p>Bachelor's degrees will typically be made up of 180 ECTS credits whilst Masters courses will be between 90 and 120 ECTS credits.</p>
Language of Instruction	<p>English & Portuguese:</p> <p>ISCTE-IUL also offers Portuguese language courses at different levels as well as a course of Portuguese History and Culture.</p> <p>Students with a sufficient level in the Portuguese language may also choose from many modules taught in Portuguese.</p>
Grading System	<p>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.</p>
Exams & Evaluation	<p>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.</p> <p>All courses offer resits to students who have failed or who wish to improve their grades. These count for 100% of the final grade.</p> <p>Please check with your course coordinator regarding the specific evaluation methods before you start each course.</p>
Summer Schools	<p>Running since 2005, the Summer School Lisbon, in 2015, offered the following programmes:</p> <p>1st June – 26th June</p> <ul style="list-style-type: none"> ⦿ Programme 1 – International Corporate Governance ⦿ Programme 2 – Governance of International Organizations <p>1st July – 25th July</p> <ul style="list-style-type: none"> ⦿ Programme 3 – Leadership and Strategic Knowledge ⦿ Programme 4 – International Financial Management ⦿ Programme 5 – Brand Management and Marketing Communications ⦿ Programme 6 – Persuasion, Choices and Consumer Behaviour <p>12th July – 07th August</p> <ul style="list-style-type: none"> ⦿ Programme 7 – Globalization and International Business ⦿ Programme 8 – Web Marketing and Electronic Commerce <p>29th July – 22nd August</p> <ul style="list-style-type: none"> ⦿ Programme 9 – Cross Cultural Communication and Negotiation ⦿ Programme 10 – International Marketing Strategy and Simulation Game <p>http://ibs.iscte.pt/en/prospective-students/summer-school</p>
FACILITIES	
Accommodation	<p>The ISCTE-IUL Student halls of residence are housed in a former monastery, overlooking the River Tagus and dating from the 17th Century. The contacts are available at: http://www.iscte-iul.pt/en/servicos/residencia/residence_iscte_iul.aspx</p> <p>For private lodging the students may search under the following link: http://www.uniplaces.com/?utm_source=Partnerships&utm_medium=E-mail&utm_campaign=ISCTEPdf</p>
Canteens/restaurants/etc.	<p>The ISCTE-IUL campus contains 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. There are also a number of off campus cafes, shops and supermarkets within walking distance.</p> <p>A typical meal costs between 2,4 euro – 4,8 euro (includes main course, beverage, soup or dessert)</p>
Sports Facilities	<p>Located within 1km of the ISCTE-IUL campus, the University Stadium provides a number of indoor and outdoor sport and fitness activities including football pitches, tennis courts, gymnasiums and running tracks.</p>

Other Facilities	<ul style="list-style-type: none"> ➤ ISCTE-IUL has a specialised business and social science library with around 56,000 print titles as well as 17,000 periodicals and academic journals available in paper and digitally. ➤ Students at ISCTE-IUL have access to numerous specialised business and finance databases and online services. ➤ Wireless internet access is available throughout the university campus. 														
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.														
Health Insurance	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 with them.														
Medical Facilities	There is a recommended Health Centre within 30 minutes of the ISCTE-IUL campus as well as one of the largest hospitals, Santa Maria, in Lisbon.														
Tourist Spots	<p>Lisbon has many interesting and beautiful sights to see including the Tower of Belem and Jeronimos Monastery, which are UNESCO World Heritage Sites.</p> <p>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.</p> <p>For more information and ideas of where to visit please have a look at: www.visitportugal.com</p>														
Climate	Portugal enjoys 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.														
Other Living Expenses	<p>Overseas students should consider the following as a rough guide for their expenses:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Item</i></th> <th style="text-align: right;"><i>Amount</i></th> </tr> </thead> <tbody> <tr> <td>Housing (per month).....</td> <td style="text-align: right;">€250-€350</td> </tr> <tr> <td>Food (per month).....</td> <td style="text-align: right;">€275</td> </tr> <tr> <td>Meal in the student canteen.....</td> <td style="text-align: right;">€2.40</td> </tr> <tr> <td>Meal in budget restaurant.....</td> <td style="text-align: right;">€7</td> </tr> <tr> <td>Transportation (monthly pass).....</td> <td style="text-align: right;">€35</td> </tr> <tr> <td>Health Insurance (per month).....</td> <td style="text-align: right;">Up to €50</td> </tr> </tbody> </table>	<i>Item</i>	<i>Amount</i>	Housing (per month).....	€250-€350	Food (per month).....	€275	Meal in the student canteen.....	€2.40	Meal in budget restaurant.....	€7	Transportation (monthly pass).....	€35	Health Insurance (per month).....	Up to €50
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APPLICATIONS															
Deadlines for Application	<p>30th June for 1st (Fall) Semester (beginning in September)</p> <p>30th November for 2nd (Spring) Semester (beginning in February or late January)</p>														
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	<p>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.</p> <p>Full-time students should check their particular course requirements at http://www.ibs.iscte.pt/en/</p>														
Acceptance Letter	If needed, ISCTE-IUL will provide students with a Letter of Acceptance.														
Enrolment	<p>Nominated exchange students should fill in short and simple google docs form in order to receive credentials to access the ISCTE-IUL centralized Fenix system.</p> <p>The enrolment in courses is done by students directly via Fenix system. All students will have to complete enrolment until the 30th June (Fall Semester) or 30th November (Spring Semester).</p> <p>It is highly recommended to proceed with this step as soon the credentials are available since the courses have limited number of vacancies.</p>														
Portuguese Buddies	Every ISCTE Business School exchange student is assigned a Portuguese Buddy that supports the incoming colleague before and after arrival (airport pick-up, accommodation, advice on practical														

	matters like opening an account and purchasing a transportation pass, etc.).
Arrival	Students should arrive some days in advance to attend the Orientation Programme and to adapt to the new environment and be in time for their first classes.
Orientation	Prior to each semester a three-day orientation programme will take place, in which students will be provided with information essential to their stay.
LOCATION	
Location	ISCTE-IUL is located in the centre of Lisbon, within the University of Lisbon campus (<i>Cidade Universitaria</i>) and easily accessed by public transportation.
Arriving in Lisbon	By Plane - The ISCTE-IUL 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.
How to find us	Underground: Yellow Line, Entrecampos station. When leaving the underground station Entre-Campos, walk up the Avenida das Forças Armadas about 150 metres. On the right hand side is the entrance to ISCTE-IUL campus.
CONTACTS	
Postal Address	ISCTE Business School – University Institute of Lisbon Ala Autónoma Av. das Forças Armadas 1649-026 Lisboa, Portugal
ISCTE Business School	Director of International Affairs – Professor António Robalo Executive Coordinator – Diana Malyszek Oliveira Summer School Lisbon — Agata Szawczukiewicz Pereira
ISCTE Business School Contact Details	Exchange programmes incoming.ibs@iscte.pt Phone +351 21 046 4201 Summer Schools Lisbon summerschools@iscte.pt Phone +351 21 046 4204
International Relations Office ISCTE-IUL	Head of International Relations Office – Sónia Henriques – sonia.henriques@iscte.pt Incoming Students - Cristina Sobreira – cristina.sobreira@iscte.pt Carlos Loureiro - Carlos.Joao.Loureiro@iscte.pt Outgoing Students – Joana Jordão – joana.jordao@iscte.pt Gisela Pereira - gisela.pereira@iscte.pt Phone: +351 21 790 3209
ISCTE-IUL IRO Address	ISCTE-IUL International Relations Office Avenida das Forças Armadas, Building I room 1S09 to 1S15 1649-026 LISBOA Portugal
WEBSITES	
Academic information	http://ibs.iscte.pt/en/?pt=incoming
International Relations	http://www.iscte-iul.pt > Internacional

ISCTE  Business School
INSTITUTO UNIVERSITÁRIO DE LISBOA

Office	http://www.iscte-iul.pt/en/internacional/Study_at_ISCTE-IUL/International_Exchange_Cooperation.aspx
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