20.5.2016

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| **Webpage for incoming Students** | <http://www.novaims.unl.pt/estudantes-erasmus-erasmus-incoming> |
| **Institution** | * Name: Universidade Nova de Lisboa * Faculty: Instituto Superior de Estatística e Gestão de Informação – Nova Information Management School – NOVA IMS * Erasmus code: PLISBOA03 * Address: Campus de Campolide, 1070-312 Lisboa * Country: Portugal |
| **Erasmus Office** | Erasmus Coordinator: Pedro Cabral, Ph.D.  Erasmus Office, contact person: Ms. Ana Sousa  [erasmus@novaims.unl.pt](mailto:erasmus@novaims.unl.pt)  Phone number: + 351 213 828 610 |
| **Location** | <http://www.novaims.unl.pt/contactos-localizacao> |
| **Documents to be send by the student** | * Application form with photo; * Learning agreement; * Transcript of records (only English version is accepted); * ID photocopy (or passport); * Copy of European Health Insurance Card or for students outside European Union copy of Health Insurance. These documents must be valid for the whole period of stay.   **Please fill the forms in the computer. We will not accept hand written forms.**  The documents Transcript of records and Learning Agreement have to be signed by you and your Coordinator and have the stamp of your Institution.  The transcript of records must be required at your school.  We don't need to receive the original documents by post, but you should bring them with you, when you start your mobility period.  **The above mentioned documents should be send to the email address:** [**erasmus@novaims.unl.pt**](mailto:erasmus@novaims.unl.pt) |
| **Important deadlines** | **13th  June**  (if you are coming for the fall semester or for the whole Academic Year)  **10th October**  (if you are coming for the spring semester)  After this dates we won't be able to accept your application anymore. |
| **Course Catalogue** | Please check the document attached, to find out which courses are offered in English, if foreigner students enroll.  Concerning the next Academic Year some changes can occur, but we do not expect significate changes.  For further information about the courses please consult our website:  <http://www.novaims.unl.pt/licenciaturas>  HOME |PROGRAMS |BACHELOR´S DEGREE |INFORMATION MANAGEMENT DEGREE |PROGRAMME STRUCTURE  OR  HOME |PROGRAMS |BACHELOR´S DEGREE |INFORMATION SYSTEMS DEGREE |PROGRAMME STRUCTURE  **It is not possible for Bachelor’s degree students enroll in Master Courses.**  Mobility students can choose the courses from the list, and it is possible to choose curricular units from both courses and from different school years. |
| **Academic Calendar** | <http://www.novaims.unl.pt/estudantes-calendario-academico> |
| **Welcome day and registration** | Usually takes place in the previous week to the beginning of the classes.  More close to the date we will send you detailed information. |
| **Exams** | Please check carefully for each curricular unit the calendar of the exams and all the aspects concerning assiduity (physical presence of students in the classroom) and the evaluation methods.  The Academic Calendar and exam periods (1st and 2nd) are the same for all the NOVA IMS students.  You should be aware that if you fail a 1st phase exam you need to do the 2nd phase exam for approval (check the exam calendar).  Note that there are many curricular units in which there is not a 1st phase exam. In these cases, the 1st phase corresponds to the continuous evaluation and, the 2nd phase exam, corresponds the non-continuous evaluation.  The non-attendance to an exam does not confer the grade of (0) zero.  Students should not make plans to travel home before the end of exams. |
| **Portuguese Language Course** | You can attend it at FCSH.  For more information: <http://www2.fcsh.unl.pt/clcp/clcp_en.html>. |
| **Accommodation** | [www.erasmuslisboa.com](http://www.erasmuslisboa.com),  [www.globalplaza.pt](http://www.globalplaza.pt),  [www.travelingtolisbon.com](http://www.travelingtolisbon.com); <http://www.fundacaocidadedelisboa.pt/index.php?option=com_content&view=article&id=58&Itemid=111>;  [www.easyquarto.com.pt](http://www.easyquarto.com.pt);  <http://www.uniplaces.com/#lisbon>  <http://www.erasmuslifelisboa.com/>  <http://www.wimdu.pt/lisboa>  [http://www.spackages.com/#](http://www.spackages.com/)  <http://www.marques-soul.com/>  <http://www.uhub.eu/>  http://esnlisboa.org/  <https://esn.org/studentguidebook>  http://sas.unl.pt/alojamento/accommodation-services?set\_language=en  Please notice that the information contained on the websites mentioned above are the responsibility of the respective institutions. |
| **Visa** | If you need some document for Visa proposes, don’t hesitate to contact us.  You can find information regarding Visa at  <https://www.portaldascomunidades.mne.pt/pt/>  <http://www.secomunidades.pt/vistos/index.php?option=com_content&view=article&id=171&Itemid=14&lang=en> |

Please fill free to contact if you need further information.

Com os melhores cumprimentos / Best regards

**Ana Sousa**

Eramus Office

[erasmus@novaims.unl.pt](mailto:erasmus@novaims.unl.pt)

