NOVA FCSH

Incoming Mobility Students

TUTORIAL FOR:

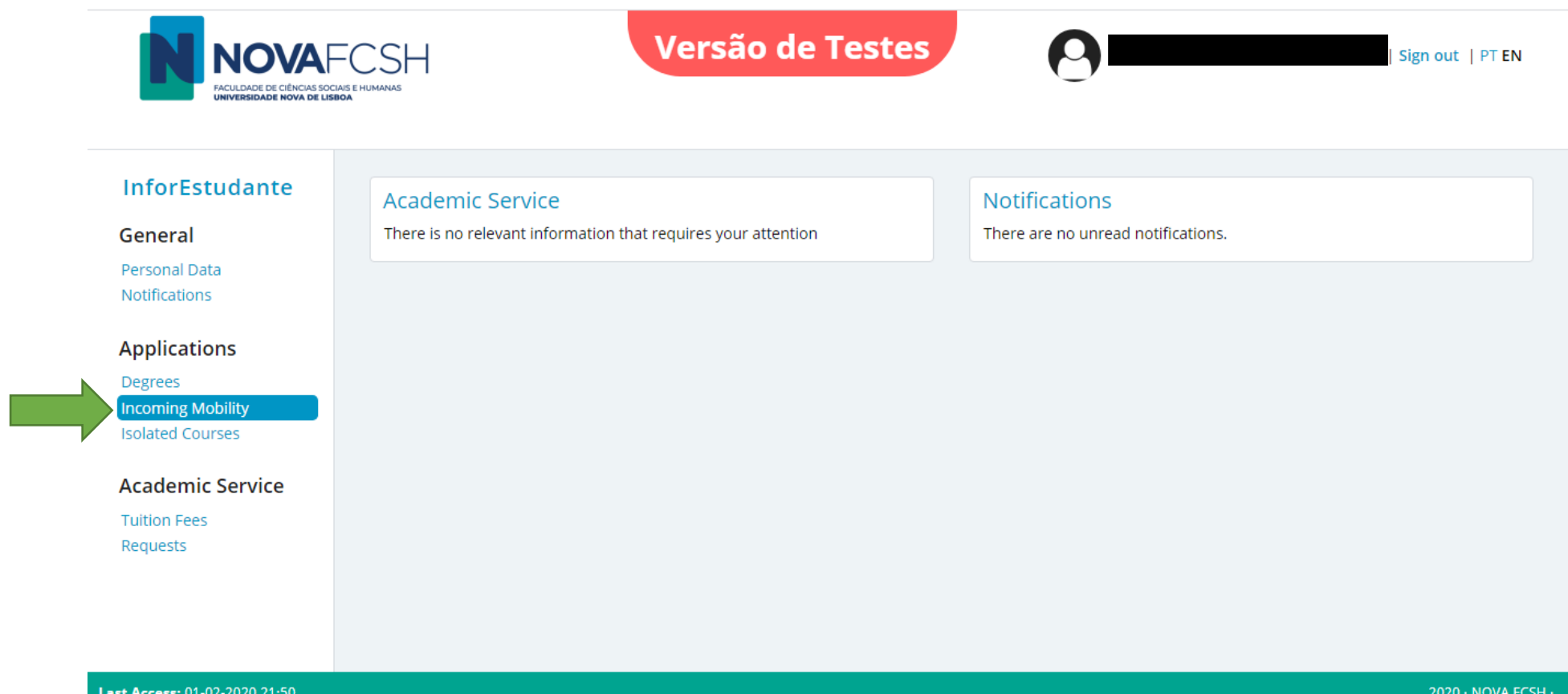## -REGISTRATION IN PLATFORM

INFORESTUDANTE

July 2023

Núcleo de Apoio à Mobilidade (NAM) / Mobility Office

(English version)

APPLICATION AS INCOMING MOBILITY STUDENT

1. If you completed your registration in Inforestudante and your student profile is complete, you may start the **Application process** to FCSH. For that, **click the "*Incoming Mobility*"** option at Inforestudante;

2. Click **New Application**;

3. Fill in the requested information.

   If your *City* or your *Home Institution* are not listed, please contact mobilidade@fcsh.unl.pt.

Incoming Applications

New application under a mobility program

* **Mobility type:**	⦿ Erasmus+ ◯ Other Mobility program
* **Mobility Program:**	[▾]
Academic year:	2023/2024
* **Regime:**	[▾]
* **Type of mobility:**	[▾]
* **Duration of mobility:**	From [▾] of [▾] till [▾] of [▾]
Country of Home Institution:	[▾]
City of Home Institution:	[▾]
* **Home Institution:**	[▾]

* Required fields

[Continue] [Back]

NOVA FCSH Incoming Mobility

(cont.)

New application under a mobility program

* **Mobility type:**	◉ Erasmus+ ○ Other Mobility program
* **Mobility Program:**	Erasmus+ ▾
Academic year:	2023/2024
* **Regime:**	1st Semester ▾
* **Type of mobility:**	Study ▾
* **Duration of mobility:**	From September ▾ of 2023 ▾ till January ▾ of 2024 ▾
Country of Home Institution:	Spain ▾
City of Home Institution:	Madrid ▾
* **Home Institution:**	Universidad Autónoma de Madrid ▾

* Required fields
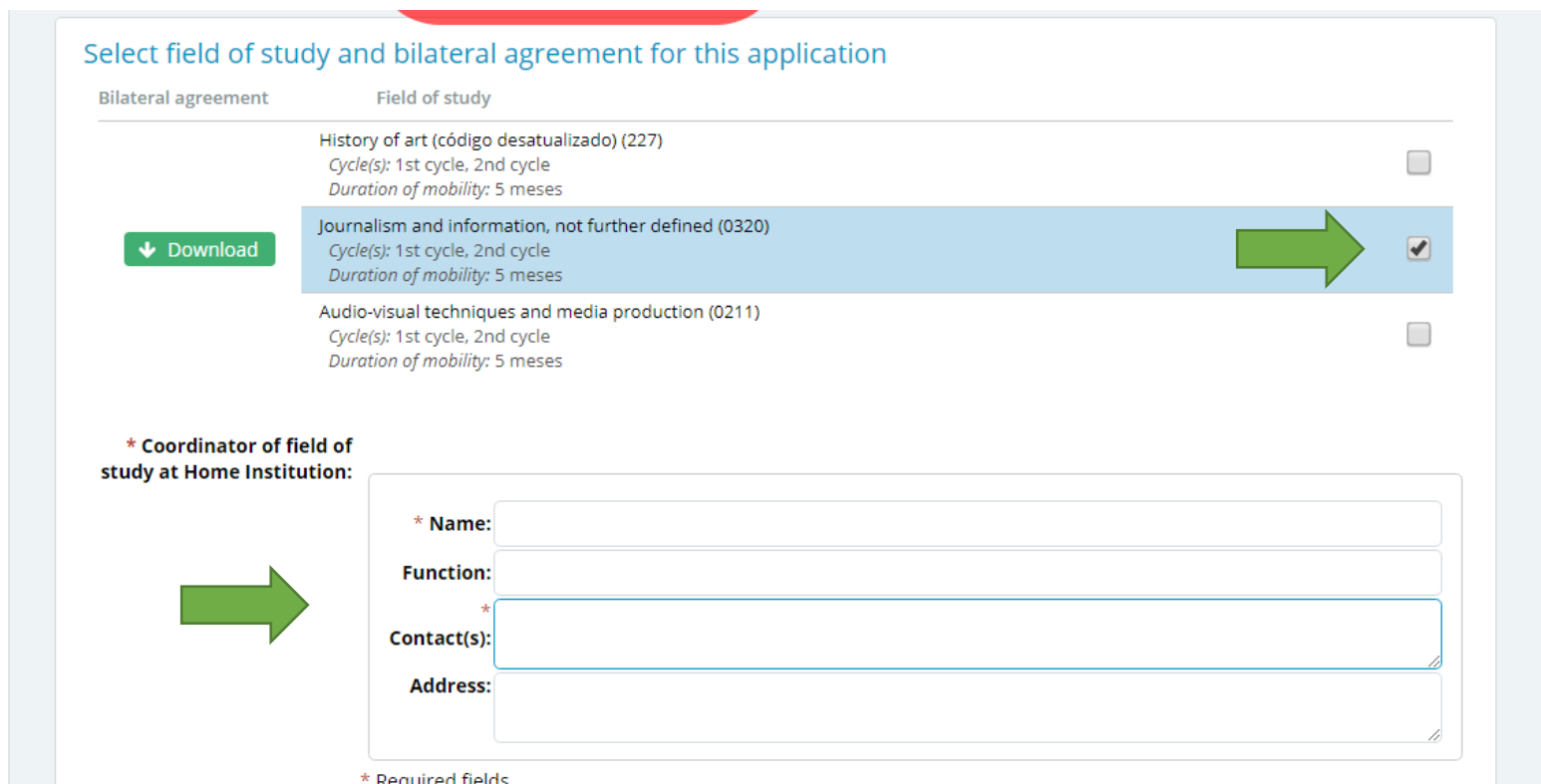
Continue   Back

4. Select the field of studies.

The listed fields of study are based on the bilateral agreement(s) between NOVA FCSH and your home university. NOVA is currently renewing the agreements so the bilateral agreement in Inforestudante may be expired but you may select it any way.

5. Fill in the information of the mobility coordinator from your home institution;

6. Indicate your **language skills.**

    If you wish to select courses lectured in Portuguese, you must have Portuguese knowledge in Level A2 (minimum).
    If you wish to select courses lectured in English, you must have English knowledge in Level B1 (minimum).
    Language certificate(s) will be requested during the application process.

    Language competence

* Portuguese Knowledge level:	[⌄]
* Mother language:	[ ]
Another(Other) Language(s):	[Add another language]

7. Indicate if you have any **medical condition**, impairment or special education needs and your **Degree/Program** and your **cycle of studies** (Bachelor / Master / PhD)

    Other questions

* Do you consider yourself to have a disability, impairment or long-term medical condition?:	○ Yes ● No ○ Prefer not to say
* Degree followed at Home Institution:	[example: Philosophy]
* Degree level at Home Institution:	[ ]

8. **ADD COURSE UNITS – <mark>READ BEFORE ADDING THE COURSES!</mark>**

Select the courses you wish attend at NOVA FCSH. The selected courses will automatically appear in the Learning Agreement (LA) generated by Inforestudante**.**

In September, once we register your arrival to FCSH NOVA, you will be automatically enrolled for the courses you now select. During the first two weeks of the semester, you will be able to change your course enrolment. In that case, you will also have to update the LA.

When selecting the courses you must have the following information in mind**:**

- **Minimum: 1 course/** curricular unit (belonging to the FCSH's department you have been nominated to, according to the bilateral agreement between NOVA and your home university). Additional courses can be from other FCSH's departments. It is not possible to choose courses from other Faculties/Schools outside FCSH.

- **Maximum: 30 ECTS** per semester (or 36 ECTS if you decide to enrol for the Portuguese Language Course for Foreigners – optional);

- **Courses level**:

  ● Bachelor students can only select bachelor courses.
  ● Master students must enrol for at least one course at master level (or Thesis Research, code 50846, if applicable). Master students can also enrol for bachelor courses.
  ● PhD students must enrol for at least one course at doctoral level (or Thesis Research, code 50846, if applicable). PhD students can also enrol for bachelor and master courses.

- **Language requirement**:
  Most of our courses are lectured in Portuguese. To be allowed to select courses lectured in Portuguese you must upload a **Portuguese Language certificate in level A2** (minimum).

  Nevertheless, we have a short list of courses lectured in English. (See list HERE). To be accepted into these courses you must upload an **English Language certificate in level B1** (minimum)
  If you are currently taking a language course or waiting for your certificate to be issued, you may upload a declaration from the Language Training or examination centre confirming it and indicating the expected date for you to have the certificate.

  Students with Portuguese nationality or students coming from Portuguese speaking countries do not need to present a Portuguese certificate.
  Students from the UK or from English speaking countries do not need to present an English certificate.

- **English / International curricula**

  The list of courses lectured in English is available online, HERE. To be allowed into these courses you'll have to present an English Language certificate in level B1 (minimum)

  To know when the courses will be offered, you'll have to see the Schedule of the Program.
  Find Bachelor Programs HERE
  Find Master Programs HERE and HERE.
  Find PhD programs HERE.
  Select the program and click the link "Horários". While the Horários for 2023-2024 are not yet uploaded, use the 2022-23 as reference , though they are subject to change.

- **Semester-long Portuguese Language course** (does not fulfil the language requirement!)

  During your stay at NOVA FSCH, you may take a Portuguese Language course for foreigners. See the schedules and other relevant information HERE.

  To enroll for this course select consider the information below when adding courses.

NAME OF COURSE / DEGREE	NAME OF SUBJECT	CODE	ACRONYM
Curso de Português Língua Estrangeira - Nível A1 – Iniciação (PT) Portuguese as a Foreign Language - A1 Level – Breakthrough (ENG)	**PORTUGUÊS A1 (PT)** **PORTUGUESE A1 (ENG)**	02112343	A1CSP
Curso de Português Língua Estrangeira - Nível A2 – Elementar (PT) Portuguese as a Foreign Language - A2 Level – Elementary (ENG)	**PORTUGUÊS A2 (PT)** **PORTUGUESE A2 (ENG)**	02112357	A2CSP
Curso de Português Língua Estrangeira - Nível B1 – Limiar (PT) Portuguese as a Foreign Language - B1 Level – Threshold (ENG)	**PORTUGUÊS B1 (PT)** **PORTUGUESE B1 (ENG)**	02112368	B1CSP
Curso de Português Língua Estrangeira - Nível B2 – Vantagem (PT) Portuguese as a Foreign Language - B2 Level – Vantage (ENG)	**PORTUGUÊS B2 (PT)** **PORTUGUESE B2 (ENG)**	02112379	B2CSP
Curso de Português Língua Estrangeira - Nível C1 – Avançado (PT) Portuguese as a Foreign Language - C1 Level – Advanced (ENG)	**PORTUGUÊS C1 (PT)** **PORTUGUESE C1 (ENG)**	02112396	C1CSP

If you already know Portuguese, you'll have to take a placement test. To take the placement test click **HERE.**

If you are interested in the Course, please visit the website and/or contact cursoportugues@fcsh.unl.pt.
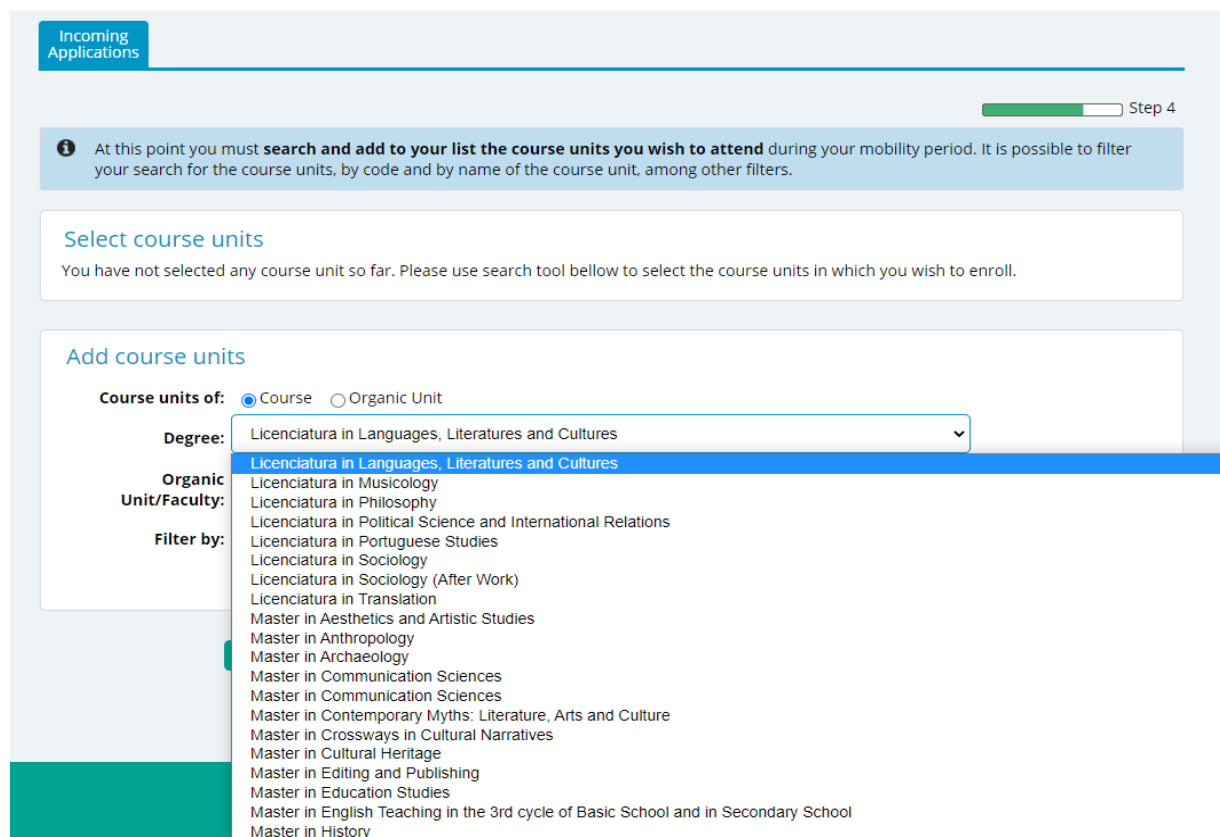
The inclusion of this course in the LA course does not replace the Language certificate.

8.1. ADD COURSE UNITS – HOW TO FIND THE COURSES/SUBJECTS?

To help you find a specific subject, you can apply search filters: **a) Course/Degree** or **b) Organic Unit / Faculty** and **c) Name or Code of the course**

a) **Filter by Course/Degree:**
- Select the name of the degree/program. They are ordered alphabetically and start with "Bachelor in…/ Licenciatura in…" "Master in…" or "PhD in….".

- Click "*Search*" – all the subjects of that degree will be listed and you can select the curses you wish to attend.
- To select a course, click *Add.*
- You can find the information about the subjects/courses at our Program Catalog.

Add course units

Course units of: ● Course ○ Organic Unit

Degree: Licenciatura in Languages, Literatures and Cultures

Organic Unit/Faculty: Department of Anthropology

Filter by: Name

Search

Subject	Course	Regime	ECTS	Enroll
18th Century French Literature 01101244	LLLC	2nd Semester	6	Add
19th Century English Culture 01101123	LLLC	2nd Semester	6	Add
19th Century French Literature 01101233	LLLC	2nd Semester	6	Add
19th Century German Culture 01101199	LLLC	2nd Semester	6	Add
19th Century Portuguese Culture 711091108	LLLC	2nd Semester	6	Add
20th Century German Culture 01101200	LLLC	2nd Semester	6	Add
20th Century German Literature 711101071	LLLC	2nd Semester	6	Add

b) Filter by **Organic Unit / Faculty**
- Select the name(s) of the Organic Unit/ Faculty (which correspond to the Academic departments in FCSH).

Click "*Search*" – all the subjects/courses of that department will be listed and you can select the ones you wish to attend.
Remember **you'll have to select at least one course from the department you have been nominated to**, considering the bilateral agreement signed by both universities.

- To select a course, click **Add**.
- You can find the information about the subjects at our Program Catalog.

Add course units

Course units of: ○ Course ● Organic Unit

Degree: Licenciatura in Languages, Literatures and Cultures

Organic Unit/Faculty: Department of Modern Languages, Cultures and Literatures

Filter by: Name [ ]

Search

Subject	Course	Regime	ECTS	Enroll
18th Century French Literature 01101244	LLLC	2nd Semester	6	Add
19th Century English Culture 01101123	LLLC	2nd Semester	6	Add
19th Century French Literature 01101233	LLLC	2nd Semester	6	Add
19th Century German Culture 01101199	LLLC	2nd Semester	6	Add
20th Century German Culture 01101200	LLLC	2nd Semester	6	Add
20th Century German Literature 711101071	LLLC	2nd Semester	6	Add
Advanced Information Technology for Translation 711121071	LT	2nd Semester	6	Add

c) **Filter by Name or Code of the course**

You can narrow the search results by indicating specific the word or words.

Ex: To list subjects from the degree Bachelor/Licenciatura in Languages, Literatures and Cultures containing the word "*Literature*" in the name:

Add course units

Course units of:	⦿ Course ○ Organic Unit			
Degree:	Licenciatura in Languages, Literatures and Cultures			⌄
Organic Unit/Faculty:	Department of Modern Languages, Cultures and Literatures			⌄
Filter by:	Name ⌄	Literature		
	Search			

Subject	Course	Regime	ECTS	Enroll
18th Century French Literature 01101244	LLLC	2nd Semester	6	Add
19th Century French Literature 01101233	LLLC	2nd Semester	6	Add
20th Century German Literature 711101071	LLLC	2nd Semester	6	Add
Contemporary English Literature 01101065	LLLC	2nd Semester	6	Add
Contemporary French Literature 01101222	LLLC	2nd Semester	6	Add
Contemporary Literature of the Iberian Peninsula 711111076	LLLC	2nd Semester	6	Add
Contemporary North American Literature 01101101	LLLC	2nd Semester	6	Add

OR

You can filter courses in a specific Organic Unit/Faculty containing a specific word or words.

NOTES:

a) You should only select courses that indicate **Regime: 1st semester** (If you are a full-year student, you can also add 2nd semester courses)

b) Remember you can only select courses up to a **maximum of 30 ECTS** (or 36 if you include the Portuguese Language course (see table on page 9)

Once you've selected all the subjects you need, please click "**FINISH**" in the bottom of the page.

9. **Insert your photo** (mandatory) by clicking on one of the links.

✔   Data inserted till now were saved **successfully**.

⚠   You will have until the . **06-08-2023**, to **complete** the following mandatory data in order to **confirm and close** (permanent closure) your application:

- **Photo** of the applicant (*you may do it* *here*)
- Mandatory **documents** (*you may do it* *here*)

[Confirm and close application]   [Visit histo   tatus]

Application| *Status:*   Not closed and confirmed

[Edit information]   [Add photo]

Application number: IN_2023_0001

Picture Status:

Mobility Program: Erasmus+

Academic year: 2023/2024

Regime: 1st Semester

Type of mobility: Study

Duration of mobility: desde Setembro de 2023 até Janeiro de 2024

10. Insert the **mandatory documents**:

    10.1.   Copy of your passport, or identification document if you are an European citizen;

    10.2.   Language certificate(s), depending on selected subjects/courses.

⚠   You will have until the . **06-08-2023**, to **complete** the following mandatory data in order to **confirm and close** (permanent closure) your application:

    • Mandatory **documents** (*you may do it* _here_)

	Confirm and close application Visit historic of status

Application | *Status:*   Not closed and confirmed

∧ Documents

Document	File	
Application form *Mandatory* You must download the document ⬇ *here* and upload it AFTER being duly signed by you and by your coordinator at your home Institution, in a single file.		Add
Copy of your passport or identification document if you are an european citizen *Mandatory*		Add
English Language certificate (CEFR Level B1, minimum) - mandatory to attend courses lectured in English		Add
Portuguese Language certificate (CEFR Level A2, minimum) - mandatory to attend courses lectured in Portuguese		Add
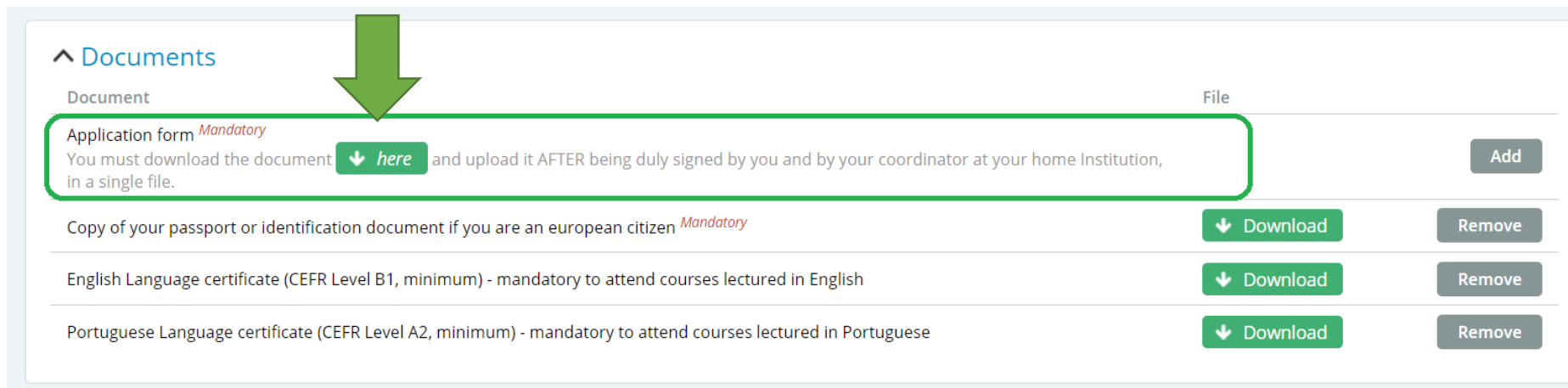
11. **Download Application form**. (Application form and Learning Agreement are the same document)

The application form must be signed by you and by the coordinator from your home university. Upload it once it is signed.
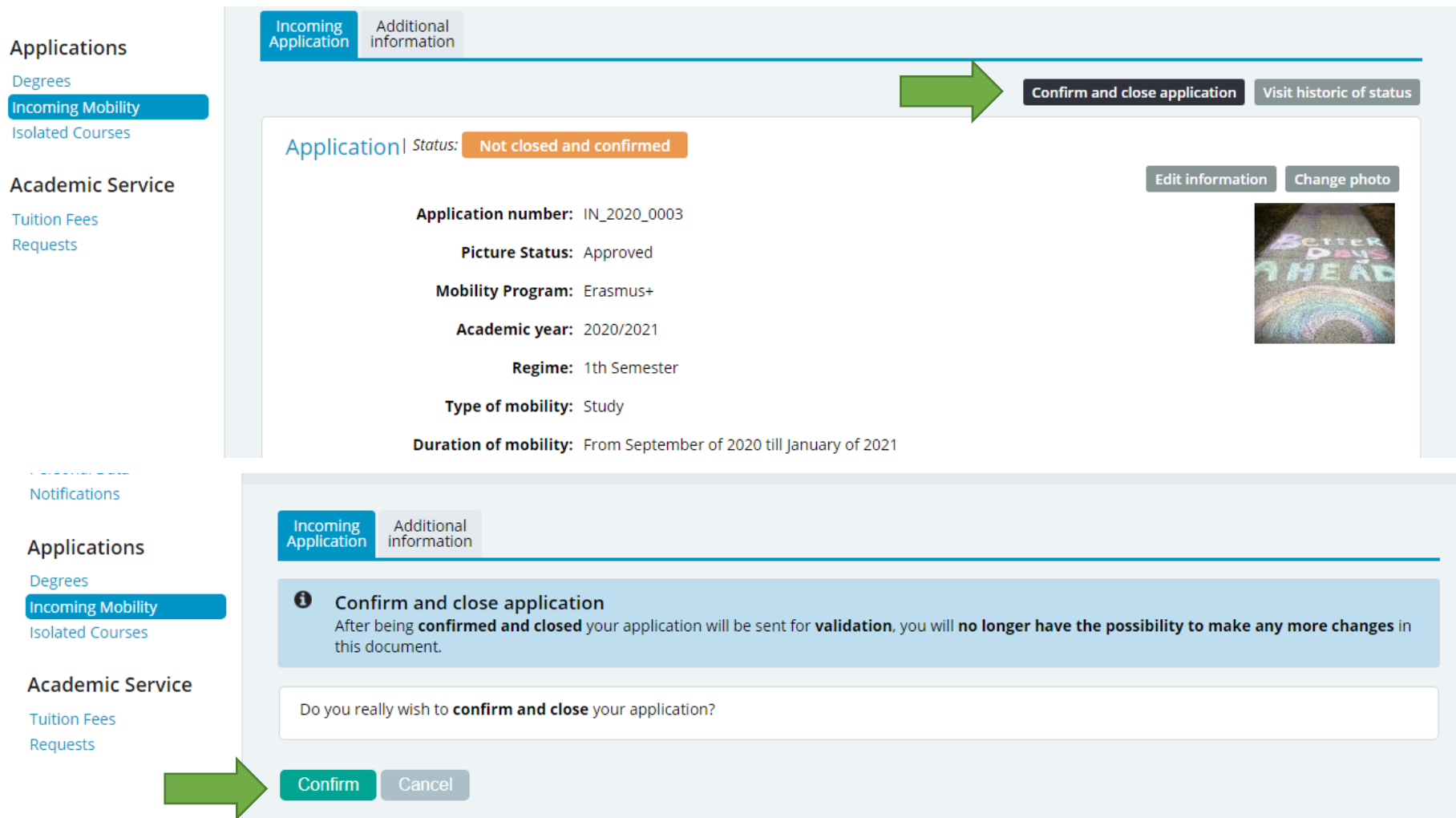
Considering many universities are closed for summer holidays, you may upload the LA with only your signature. You'll be able to send us the LA with all the signatures until the end of your mobility period.

12. **Upload Application Form/ LA**
    Upload FCSH's template. Do not upload a different document!

13. Your application is now ready – you just need to submit it! Submit the application by clicking **Confirm and close application.**

This is a mandatory step, essential to our acceptance of your mobility! If you do not <u>confirm and close your application,</u> it will not be considered.

14. Validation

The Mobility Office will verify if the information provided and documents uploaded are correct. If they are, we will validate your application and send it to your FCSH's mobility coordinator, who will evaluate your application and sign your LA/ Application Form.
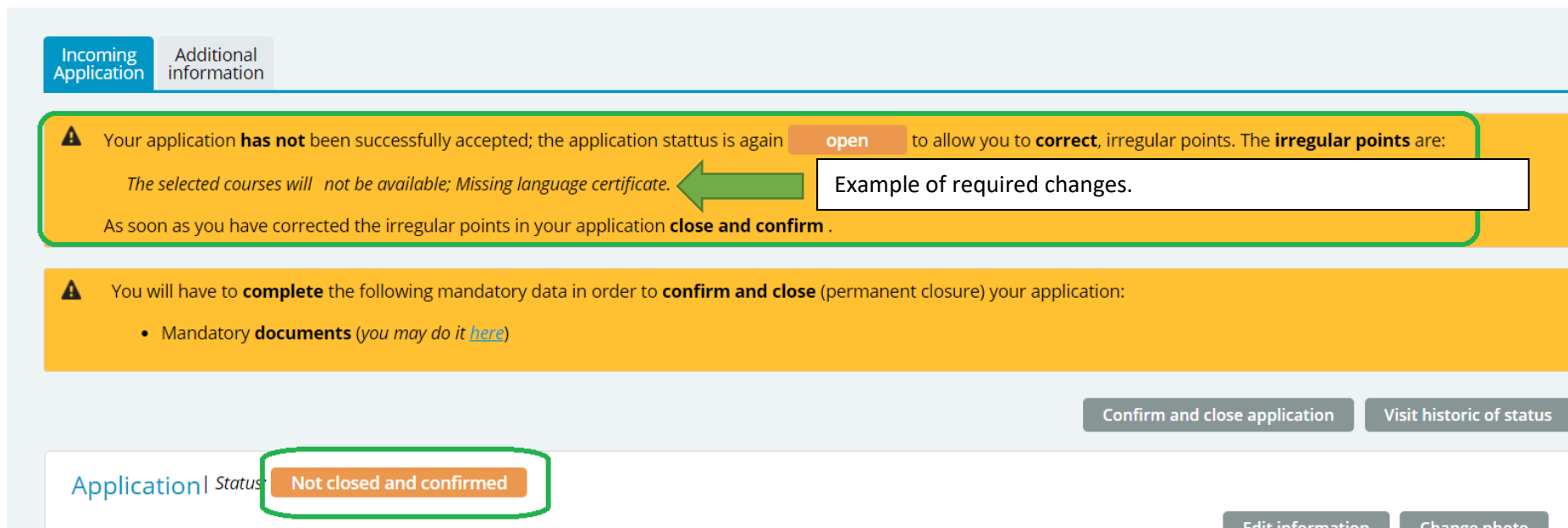
15. Application not Accepted? - you'll have to correct the application!

If your application does not comply with the requirements, it will not be accepted and you will be asked to correct it. In that case, you will receive a message in your email and in inforestudante.

Your incoming mobility application in Inforestudante will have the following information:

You will have to correct the application, download the LA and upload it again. Then, you must **CONFIRM AND CLOSE APPLICATION** once again.

16. Application Accepted?

Your application is formally accepted once it has the status **ACCEPTED.**
Your application will be evaluated until early September.

See you soon at NOVA FCSH!

Should you have any questions or difficulties, please contact mobilidade@fcsh.unl.pt.

NOVA FCSH Incoming Mobility