



WELCOME TO ISCE

INFORMATION SHEET



Dear student,

We are very happy to welcome you to our institution for the next academic year. Please, find here enclosed some information that will help you organize your stay in Odivelas and Portugal. Read it carefully prior to your arrival! Before your arrival, we will contact you by e-mail or WhatsApp. Remember to check your inbox frequently (and your spam box too) or phone.

We are looking forward to welcoming you to our institution. Meanwhile, please do not hesitate to contact us for any further information.

Have a nice Experience!

Nuno Abranja, Erasmus Coordinator



Institution	ISCE - Instituto Superior de Lisboa e Vale do Tejo (Higher Institute of Lisboa e Vale do Tejo)		
Institutional website	https://www.isce.pt/		
Erasmus code	P LISBOA 97	PIC 949790730	OID: E10111576
How to get ISCE	<p>From Airport, you should take the metro towards Saldanha. Change to the yellow line and follow in the direction of Odivelas (terminal station). In the Odivelas station you must take buses 228 or 211 until 'Serra da Amoreira'.</p> <p>If you are staying in Lisbon, it is advisable to stay close to the metro (https://www.metrolisboa.pt/en/) to take the blue line to easily travel to ISCE, in Odivelas. From the "Odivelas" metro station to the ISCE (MAPA) you have to take bus 1, 201, 211 or 3, until Serra Amoreira (R Bento Jesus Caraça) bus stop (see here).</p>		
Address and contacts	<p>International Office</p> <p>ISCE - Instituto Superior de Lisboa e Vale do Tejo (Higher Institute of Lisboa e Vale do Tejo) Rua Bento de Jesus Caraça, 12, Serra da Amoreira. 2620-379 Ramada – Odivelas (Lisbon) - Portugal</p> <p>Phone: +351 219 347 135 * Fax: +351 219 332 688</p> <p>gri@isce.pt * nuno.abranja@isce.pt</p> <p>GPS: +38° 48' 23.03 N, -9° 11' 30.67 O Map</p> <p>Erasmus Institutional Coordinator: Nuno Abranja</p>		
General information website	https://www.isce.pt/pt/internacional/erasmus-		
Academic calendar	https://www.isce.pt/pt/estudar/calendario-2023-24		
Nomination of selected students	Please, submit nominations through the nomination form provided by our office		
	NOMINATION DEADLINES	FALL semester – ACADEMIC year From March 15 th to May 15 th	
		SPRING semester From September 25 th to October 14 th	
Applications	<p>Required documents for application (once the students receive their selection e-mail, they will be provided with all the information about their admission process, and they will be required to provide the following documents):</p> <ul style="list-style-type: none"> ▪ Students' application ▪ 1 jpeg photo ▪ Copy of ID/Passport (valid for the whole period of their stay) ▪ Academic records in English (Official Transcript of Records) ▪ Copy of European Health Insurance Card ▪ (Optional) Medical insurance, including repatriation and international medical evacuation costs (valid for the whole period of their stay) ▪ Learning Agreement filled in with the courses to be undertaken at our university. 		
	APPLICATION DEADLINES	FALL semester – ACADEMIC year	



		From May 15 th to June 15 th
		SPRING semester From October 15 th to November 10 th
Academic calendar including exams (dates to be confirmed)	1 st semester:	September 25 th – February 3 rd Exams: February 5 th to 16 th
	2 nd semester:	February 26 th – June 29 th Exams: July 1 st - July 12 th
Orientation meeting	Online/Presential meeting (2 days before starting)	
Academic courses	<p>Erasmus and Exchange Students can choose courses from different degrees. In case of prerequisite or courses with limited enrolment, it will be necessary to contact our office. Courses are taught mainly in Portuguese but there are also courses offered in English. For more information, please contact the degree coordinator:</p> <p>Course coordinators</p> <p>Degree (1st cycle) in Basic Education - Prof. Inês Ribeiros - it.ribeiros@vodafone.pt</p> <p>Degree (1st cycle) in Sociocultural Animation - Prof. Eva Corrêa - evcorrea@gmail.com</p> <p>Degree (1st cycle) in Sports - Prof. Paulo Sousa - direccaoddesporto@isce.pt</p> <p>Degree (1st cycle) in Social Education - Prof. Fernanda Carvalho – dsocialecultural.isce@gmail.com</p> <p>Degree (1st cycle) in Tourist Management - Prof. Nuno Abranja – nuno.abranja@isce.pt</p> <p>Master's degree in Pre-School Education - Prof. Celeste Rosa - crossa6@hotmail.com</p> <p>Master's degree in Pre-School Education and Education of the 1st Cycle of Basic Education- Prof. Paula Farinho - paula.farinho@gmail.com</p> <p>Master's degree in School Administration and Management - Prof. Paula Farinho - paula.farinho@gmail.com</p> <p>Master's degree in Pedagogical Supervision and Training of Trainers - Prof. Especialista Maria Anjos Cohen - manjos.cohen@sapo.pt</p> <p>Master's degree in Special Education - Cognitive and Motor Domain - Prof. Maria Anjos Cohen and Prof. João Casal - joao_casal@hotmail.com</p> <p>Master's degree in Social Education - Intervention with children and young people at risk- Prof. Filipa Coelho and Prof. Fernanda Carvalho - dsocialecultural.isce@gmail.com</p> <p>Master's degree in Social Education - Socio-educational Intervention and Gerontology- Prof. Filipa Coelho and Prof. Fernanda Carvalho - dsocialecultural.isce@gmail.com</p> <p>Master in Sports: Area of Specialization in Human Resources – Prof. Valter Pinheiro - direccaoddesporto@isce.pt</p>	
Language requirements	<p>We remind you the official teaching language at ISCE is Portuguese, therefore most of classes and exams are given in Portuguese language.</p> <p>Portuguese level: B1 is the minimum Portuguese level highly recommended. Those students with a lower level will have to take our Portuguese language course.</p> <p>For the courses taught in English B1 is the minimum level required.</p>	
Portuguese language course	ISCE organizes a two-week intensive Portuguese language and culture course for Erasmus and Exchange students. For Information and enrollment form please contact our office.	



Grading system	<table border="1"><thead><tr><th>PORTUGUESE SCALE</th><th>ECTS GRADE</th><th>DEFINITION</th></tr></thead><tbody><tr><td>18-20 values</td><td>A</td><td>EXCELLENT – Outstanding performance with only minor errors</td></tr><tr><td>17-16 values</td><td>B</td><td>VERY GOOD - above the average standard but with some errors</td></tr><tr><td>15-14 values</td><td>C</td><td>GOOD - generally sound work with a number of notable errors</td></tr><tr><td>13-12 values</td><td>D</td><td>SATISFACTORY - fair but with significant shortcomings</td></tr><tr><td>11-10 values</td><td>E</td><td>SUFFICIENT - performance meets the minimum criteria</td></tr><tr><td>9-8 values</td><td>FX</td><td>FAIL - some extra work required before the credit can be awarded</td></tr><tr><td>= < 7 values</td><td>F</td><td>FAIL - no credit awarded; considerable further work required</td></tr></tbody></table>	PORTUGUESE SCALE	ECTS GRADE	DEFINITION	18-20 values	A	EXCELLENT – Outstanding performance with only minor errors	17-16 values	B	VERY GOOD - above the average standard but with some errors	15-14 values	C	GOOD - generally sound work with a number of notable errors	13-12 values	D	SATISFACTORY - fair but with significant shortcomings	11-10 values	E	SUFFICIENT - performance meets the minimum criteria	9-8 values	FX	FAIL - some extra work required before the credit can be awarded	= < 7 values	F	FAIL - no credit awarded; considerable further work required
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Credit system	ECTS (European Credit Transfer and Accumulation System)																								
Transcript of records	<p>The transcript of records will be sent to the students via e-mail at the end of their stay on the following tentative dates:</p> <ul style="list-style-type: none">- 1st term students: February- 2nd term and full-year students: July																								
Accommodation	<p>ISCE has not hall of residence accommodation available. Students are invited to contact providers of private accommodation directly.</p> <p>Suggestions:</p> <p>https://www.study-research.pt/en/plan-your-stay/accommodation/</p> <p>https://www.uniplaces.com/</p> <p>To find a room near the ISCE, in Odivelas, check the list of Local Accommodations on the following website, following the steps below:</p> <ol style="list-style-type: none">1. Click on https://rnt.turismodeportugal.pt/RNT/HomePage.aspx2. Select Local Accommodation (Alojamento Local) on the right side3. After entering, write "Lisboa" no District/Autonomous region (Distrito/região Autónoma) e "Odivelas" in County (Concelho)4. Consult the list and contact the chosen accommodation directly <p>Odivelas is a very residential area that doesn't have many places to visit and has little nightlife. If you are looking for these aspects the best option is to stay in Lisbon (5km away), because the prices are not very different, although they can be slightly more expensive. For rental agreements on the private housing market start searching well in advance; Odivelas is a small business and leisure city, 3 km distance from Lisbon, the capital of Portugal, and for this reason it may be quite difficult to find an affordable room on last minute basis. The public transportation between Lisbon and Odivelas is efficient (buses, metro, taxi, uber...). You have more things to do in Lisbon, but you will have more chances to find cheap rooms and houses in Odivelas. Please, we recommend you do not sign any tenancy agreement or contract until you have seen/viewed the property. Do not transfer big amounts of money before having visited the apartment. If absolutely needed in order to secure booking, please require to the landlord to send you a copy of his/her i.d. card or passport. Remember: a normal housing contract should contain at least the following details: length of the agreement; b) rent amount; c) additional costs like heating, water, garbage disposal, etc.; d) terms of notice; e) amount of deposit; f) optional: an inventory of all items to be checked in presence of the landlord + general house rules. Most landlords ask for a deposit which is refunded when you move out; however, if damage has occurred to the accommodation the landlord is allowed to withhold the sum required to repair it from the deposit. The deposit can legally go up to three months' basic rent. There are certain periods of notice valid for rental agreements. This period applies if either you or the landlord wish to terminate the</p>																								



	<p>rental agreement. However, the landlord cannot cancel the rent contract without a reason. Please verify with your landlord the required period of notice. Keep with you a copy of the contract, the bills, and the payment receipts as a precaution. If you search for an apartment through a real estate agency, a commission for their service is due. ISCE cannot enter into agreements or contracts on your behalf.</p>
Immigration procedures	<p>Before arrival: Citizens of states not belonging to the European Union, the European Economic Area or Switzerland must apply for a student visa. More information about these procedures can be found at Foreigners and Borders Service website.</p>
Insurance	<p>Students from the EU must get the European Health Insurance Card (EHIC) before leaving their countries. All exchange students/professors/staff visiting ISCE/ISCE Douro in the framework of any international mobility programme or bilateral agreement are required to have an insurance policy covering: accident, illness (international medical evacuation inclusive), repatriation in case of death and health insurance (if not eligible for a EHIC) The students/staff will present the insurance policy upon their arrival. The mentioned policy (or its corresponding official translation) is accepted in any of the following languages: Portuguese (preferably), English, Spanish or French. In case they do not have an insurance policy that covers the mentioned eventualities, ISCEISCE Douro offers the possibility of contracting a policy covering their complete period of mobility, regardless of its duration.</p>
Tourist information	<p>Portugal https://www.visitportugal.com/pt-pt</p> <p>Lisbon https://www.visitlisboa.com/</p> <p>Odivelas https://www.cm-odivelas.pt/conhecer-odivelas/locais-de-interesse</p>