



NOVA FCSH

Guia passo-a-passo para candidatura *online*

2020/21

Estudantes de Mobilidade Incoming

Maio 2020

Divisão de Apoio ao Aluno

Núcleo de Estudante Internacional e Mobilidade Académica

DAA.MA.11.01 (versão PT)



Se nunca foi estudante na NOVA FCSH, deve registar-se na nossa <u>plataforma Inforestudante</u> – clique no botão "Candidatar" no menu "Programa de Mobilidade";







Degree Application

- Applications for international students (1st Cycle Studies and Integrated Masters);
- Applications to 2nd and 3rd Cycles (Master and Ph. D courses);
- Applications to Postgraduat Specialization Courses;
- Applications to Pos-doc;

Mobility Program

You can use this place to apply to Faculdade de Ciências Sociais e Humanas in the ambit of mobility programs.



Isolated Courses

You can use this place to apply to Faculdade de Ciências Sociais e Humanas in the ambit of isolated courses.

Apply

Non-Student Requirements

Access to specific services such as equivalence or registration of foreign degree, proof of aggregation, for who has never been a Student of Faculdade de Ciências Sociais e Humanas.

Registe

EN PT



Registe-se com os seus dados, sem alterar o tipo de registo selecionado;





| * Nationality : | Versão de Testes | |
|-------------------------------|---|--|
| * Type of Identif. Document: | • | |
| * Issue Country: | | |
| * Identification Number: | | |
| Date of validity: | dd-mm-yyyy | |
| * Security Code: * E-mail: | Security Code: Image: Content of the security code Image: | |
| * | Required fields | |
| | Register Cancel | |



Receberá um e-mail com uma password temporária na sua caixa de e-mail usada para o registo (por favor consulte a sua pasta de SPAM se não receber este e-mail em alguns minutos);





Clique no Menu "Mobilidade Incoming" no Inforestudante;





Clique em "Nova Candidatura";





Preencha com os seus dados – se a sua cidade ou Universidade não estiverem listadas, por favor contacte mobilidade@fcsh.unl.pt;

| Notifications | Applications Versão de Testes | ^ |
|---------------------------------------|--|-------|
| Applications | | - |
| Degrees | Step | 1 |
| Incoming Mobility Isolated Courses | New application under a mobility program | |
| Academic Service | * Mobility type: 💿 Sigma Agile 💿 Erasmus+ 💿 Other Mobility program | |
| Tuition Fees | * Academic year: ^{2020/2021} | |
| Requests | * Regime: ^{1st Semester} | |
| | * Type of mobility: Study | |
| | * Duration of mobility: From v of v till v of v | |
| | Country of Home The Institution: | |
| | City of Home Institution: | |
| | * Home Institution: | |
| | * Required fields | |
| | | |
| | Continue Back | |
| Last Access: 01-02-2020 21:50 | 2020 · NOVA | FCSH· |



(cont.)

| Degrees | Versão de Testes | |
|------------------|---|--|
| Isolated Courses | New application under a mobility program | |
| Academic Service | * Mobility type: Osigma Agile Erasmus+ Other Mobility program | |
| Tuition Fees | * Mobility Program: Erasmus+ | |
| Requests | * Academic year: ^{2020/2021} | |
| | * Regime: ^{1st Semester} | |
| | * Type of mobility: Study | |
| | * Duration of mobility: From Septemt • of 2020 • till January • of 2021 • | |
| | Country of Home Spain Institution: | |
| | City of Home Institution: Madrid 🔹 | |
| | * Home Institution: | |
| | , Universidad Autónoma de Madrid | |
| | Universidad Carios III de Madrid Universidad Complutense de Madrid Universidad Nacional de Educación a Distancia Universidad Rey Juan Carlos | |



Escolha o acordo a partir do qual se candidatou para mobilidade na NOVA FCSH e preencha os dados do coordenador de mobilidade da sua instituição de origem;

| Select field of stu | y and bilateral agreement for this application | |
|---|---|--|
| Bilateral agreement | Field of study | |
| | History of art (código desatualizado) (227) <i>Cycle(s):</i> 1st cycle, 2nd cycle <i>Duration of mobility:</i> 5 meses | |
| ◆ Download | Journalism and information, not further defined (0320) <i>Cycle(s):</i> 1st cycle, 2nd cycle <i>Duration of mobility:</i> 5 meses | |
| | Audio-visual techniques and media production (0211) <i>Cycle(s):</i> 1st cycle, 2nd cycle <i>Duration of mobility:</i> 5 meses | |
| * Coordinator of fi study at Home Instit | ld of sion: * Name: | |
| | Function: * Contact(s): | |
| | Address: | |
| | Select field of stud Bilateral agreement Download * Coordinator of fiel study at Home Institut | Select field of study and bilateral agreement for this application Bilateral agreement Field of study History of art (código desatualizado) (227) Cycle(s): 1st cycle, 2nd cycle Contact(s): Download Image: Select field of study Mistory of art (código desatualizado) (227) Cycle(s): 1st cycle, 2nd cycle Download Image: Cycle(s): 1st cycle, 2nd cycle Duration of mobility: 5 meses Audio-visual techniques and media production (0211) Cycle(s): 1st cycle, 2nd cycle Duration of mobility: 5 meses * Coordinator of field of study at Home Institution: * Name: Function: * Contact(s): Address: Address: |



Preencha com os seus dados;

| My Courses | Language competence | Versão de Testes |
|---|---|-------------------------------|
| General Information Summaries Support Materials | * Portuguese Knowledge level: | ✓ |
| Forums Work Submission | * Mother language: | |
| Assessment Registration Attendance | Another(Other) Language(s): | Add another language |
| Diary | | |
| Applications | Other questions | |
| Degrees Outgoing Mobility Incoming Mobility Isolated Courses | * Do you consider yourself to have a disability, impairment or long-term medical condition?: | ○Yes ○No ○Prefer not to say |
| Academic Service | * Degree followed at Home Institution: | |
| Documents Registrations Submit Dissertation / Theses | * Degree level at Home Institution: | ✓ Another |
| Registrations in Examination Registrations Classes | | Required fields Continue Back |



Deverá agora selecionar as unidades curriculares (u.c.) que vai frequentar na NOVA FCSH – máximo de 30 ECTS por semestre ou 60 por ano letivo + curso de português para estrangeiros (6 ECTS por semestre, sujeito a inscrição paga). Este é o seu primeiro *Learning Agreement*, poderá alterá-lo posteriormente quando chegar à NOVA FCSH, sem preocupações!

Não deverá escolher o curso de português neste momento (serão necessários testes de nível) – se está interessado/a no curso, por favor visite este site e/ou contacte cursoportugues@fcsh.unl.pt.

Deverá escolher o(s) nome(s) do(s) curso(s) das u.c. que pretende frequentar na NOVA FCSH – os nomes dos cursos começam com "Licenciatura em", "Mestrado em" ou "Doutoramento em", e clique em "Pesquisar" – vão surgir todas as u.c. do curso e poderá selecionar as que pretende.

Poderá encontrar informação sobre as u.c. no nosso Guia de cursos.

| Notifications | Applications Versão de Testes |
|---------------------------------------|---|
| Applications | |
| Degrees | Step 4 |
| Incoming Mobility Isolated Courses | • At this point you must search and add to your list the course units you wish to attend during your mobility period. It is possible to filter your search for the course units, by code and by name of the course unit, among other filters. |
| Academic Service | |
| Tuition Fees | Select course units |
| Requests | You have not selected any course unit so far. Please use search tool bellow to select the course units in which you wish to enroll. |
| | |
| | Add course units |
| | Course units of: Organic Unit Organic Unit |
| | Degree: A1 - Breakthrough - Semester Course - Portuguese Language Course |
| | Organic Department of Anthropology |
| | Unit/Faculty: |
| | Filter by: Name |
| | Search |
| | |
| | Continue Back |



(cont.) Pode escolher u.c. de diferentes cursos, mas pelo menos uma deverá ser da área de estudos do acordo pelo qual recebemos a sua nomeação (se for aplicável). Quando tiver escolhido todas as u.c. pretendidas, clique em "Continuar" no fundo da página;

| Academic Service Select course | versão de Testes | | | | |
|--------------------------------|---|--------|-----------------|------|----------|
| Requests Subject | | Course | Regime | ECTS | |
| Media Discourse 01101782 | | LCC | 1st Semester | 6 | Remove |
| Add course u | inits | | | | |
| Course unit | s of: Course Organic Unit | | | | |
| Deg | Bachelor in Communication Sciences | | | • | |
| Org Unit/Fac | Department of Anthropology | | | ¥ | |
| Filte | r by: Name v media | | | | |
| Subject | Search | Course | Regime | ECTS | Enroll |
| Interactive Media 01101892 | | LCC | 1st Semester | 6 | Add |
| Media Discourse 01101782 | | LCC | 1st Semester | 6 | ~ |
| Media in Mutatio 01101808 | n | LCC | 1st Semester | 6 | Add |
| History of the Me 01101771 | dia | LCC | | 6 | Add |



Preencha os seus dados e adicione uma fotografia – escolha por favor uma fotografia tipo passe, uma vez que esta servirá para o seu cartão de estudante e para a sua correta identificação pela NOVA FCSH. Clique em "Terminar";

| ition Fees | Personal data | |
|------------|--------------------------------|---|
| 4455 | Photo: | Add |
| | * Marital status: | |
| | * Father's full name: | Unknown |
| | * Mother's full name: | Unknown |
| | * Name on the Student Card: | If your application is accepted, a student card will be issued. The name on the card may only present full names of the student or abreviations of those names, in the same order of appearance. Only 21 characters are allowed. Example: José A. S. Almeida |



Faça o *download* da sua ficha de candidatura, que deverá ser assinada por si e pela sua coordenação de mobilidade da universidade de origem. Faça o *upload* quando estiver assinada. Faça igualmente o *upload* da digitalização do seu passaporte ou cartão de cidadão (para cidadãos da UE);

| Coordinator of field of study at Hans stein Home Institution: Contact(s): teste@gmail.com | | | |
|--|--|--------------|------------------|
| Course units | | | |
| Subject | Course | Regime | Edit information |
| Media Discourse 01101782 | LCC | 1st Semester | 6 |
| Document | | File | |
| Application form Mandatory You must download the document \checkmark here and upload it AFTER being duly signome institution, in a single file. | gned by you and by your coordinator at you | Jr | Add |
| | ndotory | | Add |



(cont.)

| Applications Degrees Incoming Mobility Isolated Courses Academic Service Tuition Fees Requests | Incoming piperation Additional information Attach document Occument: Application form Mandatory You must download the document Information You must download the document Information * File: Escolher ficheiro Only files under 250MB are allowed * Required fields | |
|--|--|--|
| Applications Degrees Incoming Mobility Isolated Courses Academic Service Tuition Fees Requests | Additional information Attach document Document: Copy of your passport or identification document if you are a european citizen Mandatory * File: Escolher ficheiro Only files under 250MB are allowed * Required fields | |



A sua candidatura está pronta – precisa apenas de ser lacrada! Este passo é fulcral para que a sua mobilidade seja considerada e aprovada!





Depois de lacrada, a sua candidatura está pronta. Os nossos serviços vão agora proceder à sua validação e aceitação. Esteja atento/a ao seu e-mail de registo no Inforestudante para a receção de notificações relativas ao seu processo – este é um meio de comunicação fundamental com os/as estudantes, sempre.

| Applications Degrees Incoming Mobility Isolated Courses | Incoming Application Additional information Image: Additional information Image: Additional information </th <th></th> | |
|---|--|--------------------------|
| Academic Service | | Visit historic of status |
| Tuition Fees Requests | Application Status: Waiting for validation | |
| | Application number: IN_2020_0003 | |
| | Picture Status: Approved | Better |
| | Mobility Program: Erasmus+ | |
| | Academic year: 2020/2021 | 446-34 |
| | Regime: 1th Semester | |
| | Type of mobility: Study | |

Até breve na NOVA FCSH!

Se tiver alguma dúvida ou dificuldade, por favor contacte <u>mobilidade@fcsh.unl.pt</u>.