



NOVA FCSH

Incoming Exchange Students

TUTORIAL FOR THE ONLINE APPLICATION IN INFORESTUDANTE

Nov2022

Núcleo de Apoio à Mobilidade (NAM) /
Exchange Support Office

(English version)

If you have never been a student at NOVA FCSH, you must **create your student account** on our platform, [Infoestudante \(HERE\)](#).

Click the **Apply** button, below “Mobility Program”;

NOVAFCSH
FACULDADE DE CIÊNCIAS SOCIAIS E HUMANAS
UNIVERSIDADE NOVA DE LISBOA

Versão de Testes

| EN PT

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 Postgraduate Specialization Courses;
- Applications to Post-doctoral fellowships.

Mobility Program

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

Apply

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.

Register

1. You should register with your personal data. Do not change the **Registry** check button;
2. Insert your **full name: birth names first and surnames / family names after.** (Ex: John Smith)

Versão de Testes

On-line Registry - Faculdade de Ciências Sociais e Humanas

*** Registry:** Please indicate why you are registering. This will allow us to redirect you to the correct menus:

- Applications under a mobility program
- Course Application
- Isolated Disciplines Applications
- Requerimento de Não Estudante

*** Complete Name:**

*** Nationality :**

*** Type of Identif. Document:**

*** Issue Country:**

*** Identification Number:**

Date of validity:

Security Code:

[Get new security code](#)

If you need help do not hesitate to contact our services:

[Contact Information of Faculdade de Ciências Sociais e Humanas](#)

Versão de Testes

* Nationality :

* Type of Identif. Document:

* Issue Country:

* Identification Number:

Date of validity:  dd-mm-yyyy

Security Code:



 [Get new security code](#)

 [Get a audio version of the security code](#)

* Security Code:

Enter all characters displayed in the image.

* E-mail:

Will be used as the primary tool for communication.

* Required fields



Register

Cancel

3. You will receive an e-mail containing a temporary password in the e-mail inbox you registered with (please check the SPAM folder if you don't receive it in a couple of minutes);

The screenshot shows a web interface for 'Versão de Testes' (Test Version) of 'Inforestudante'. At the top, a green notification banner with a checkmark icon states: 'You registration is completed! An e-mail with a temporary password was sent to [redacted]@hotmail.com'. Below this, it advises: 'If you can not find an e-mail from the University please check if it was not classified as an unsolicited message (spam) by your e-mail client. For security reasons your temporary password will only be valid for 3 days.' The main heading reads 'Welcome to Inforestudante'. Below the heading is a login form with a text input field containing '[redacted]@hotmail.com', a password input field, a 'Forgot your password?' link, and a teal 'Enter' button. The background of the page is a library with bookshelves and a study table.

4. In your first access, you will have to fill in additional personal information to complete your student profile in the platform. You just need to follow the instructions.
5. Once your Student profile is complete, you may start the Application process to FCSH. For that, **click the “Incoming Mobility”** option at Inforestudante;

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Versão de Testes

Sign out | PT EN

InforEstudante

General
Personal Data
Notifications

Applications
Degrees
Incoming Mobility
Isolated Courses

Academic Service
Tuition Fees
Requests

Academic Service
There is no relevant information that requires your attention

Notifications
There are no unread notifications.

Last Access: 01-02-2020 21:50

2020 - NOVA FCSH

6. Click **New Application**;

The screenshot shows the user interface of the NOVA FCSH Incoming Exchange application. At the top, there is a header with the NOVA FCSH logo on the left, a red banner in the center that says "Versão de Testes", and a user profile icon on the right with a "Sign out" link and language options "PT EN".

On the left side, there is a navigation menu under the heading "InforEstudante". The menu items are: "General", "Personal Data", "Notifications", "Applications", "Degrees", "Incoming Mobility" (which is highlighted with a blue bar), "Isolated Courses", "Academic Service", "Tuition Fees", and "Requests".

The main content area shows a breadcrumb trail: "Start > Incoming Mobility Applications". Below this, there are two redacted fields: a name field and a "Foreign Identity Card" field. A blue tab labeled "Incoming Applications" is visible. The main content area contains a white box with the heading "Incoming Mobility Applications" and the text "No student applications for incoming mobility found." To the right of this text is a green arrow pointing to a grey button labeled "New application".

7. Fill in the requested information. If the **City** or your **Home University** are not listed, please contact mobilidade@fcsch.unl.pt.

Notifications

Incoming Applications

Versão de Testes

Step 1

New application under a mobility program

* **Mobility type:** Sigma Agile Erasmus+ Other Mobility program

* **Academic year:** 2020/2021

* **Regime:** 1st Semester

* **Type of mobility:** Study

* **Duration of mobility:** From of till of

Country of Home Institution:

City of Home Institution:

* **Home Institution:**

* Required fields

Last Access: 01-02-2020 21:50

2020 · NOVA FCSH ·

(cont.)

Versão de Testes

Step 1

New application under a mobility program

* **Mobility type:** Sigma Agile Erasmus+ Other Mobility program

* **Mobility Program:** Erasmus+

* **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 Institution: Spain

City of Home Institution: Madrid

* **Home Institution:**

- Universidad Autónoma de Madrid
- Universidad Carlos III de Madrid
- Universidad Complutense de Madrid
- Universidad Nacional de Educación a Distancia
- Universidad Rey Juan Carlos



- Select the bilateral agreement used for your nomination and under which you will register at NOVA FCSH as a mobility student. Then, fill in the information of the mobility coordinator from your home institution;

Academic Service

Tuition Fees
 Requests

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 Duration of mobility: 5 meses	<input type="checkbox"/>
Download	Journalism and information, not further defined (0320) Cycle(s): 1st cycle, 2nd cycle Duration of mobility: 5 meses	<input checked="" type="checkbox"/>
	Audio-visual techniques and media production (0211) Cycle(s): 1st cycle, 2nd cycle Duration of mobility: 5 meses	<input type="checkbox"/>

*** Coordinator of field of study at Home Institution:**

*** Name:**

Function:

*** Contact(s):**

Address:

* Required fields

9. Fill in with the requested information.

Incoming Applications

Language competence

* Portuguese Knowledge level:

* Mother language:

Another(Other) Language(s):

Other questions

* Do you wish to apply to accomodation in UNL's halls of residence?: Yes No
Note: Information about the university's halls of residence in <https://sas.unl.pt/en/accommodation>

* 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:

* Degree level at Home Institution:

* Required fields

9.1. ACCOMODATION

In you wish to apply for a slot in Universidade NOVA de Lisboa (UNL) Students' Residences, select **YES**

In this case, you should indicate the **Hall of residence** and the **type of room** of your preference. You may see the possible options and other information on the [Social Welfare Services' webpage \(HERE\)](#).

Eligibility criteria

You will be eligible to a slot in the student residences after your mobility application in Inforestudante has the status **ACCEPTED**.

Since the slots in the Residences are very limited, students with an **ACCEPTED** application will be ranked chronologically, based on the day and time the mobility application in Inforestudante has the status ACCEPTED. (The mobility application is considered accepted once you upload the LA, **Confirm and Close Application** in the platform, and the LA is validated and signed by the mobility coordinator at FCSH).

The Mobility Office in NOVA FCSH will give the list of eligible students to NOVA's Social Welfare Services and they will contact the selected students **until late February**. For more information contact alojamento@fcs.unl.pt.

Click **"Continue"**.

Other questions

* Do you wish to apply to accomodation in UNL's halls of residence?: Yes No

Note: Information about the university's halls of residence in <https://sas.unl.pt/en/accommodation>

Hall of residence:

Type of Room:

* 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:

* Degree level at Home Institution: Another

* Required fields

➔
Continue
Back

10. COURSE SELECTION / LEARNING AGREEMENT - REQUIREMENTS

Now you will select / enrol for the courses you wish attend at NOVA FCSH, which will appear in your Learning Agreement. **After your arrival in Lisbon and during the first two weeks of the semester, you will be able to change your course enrolment and then make the Learning Agreement During Mobility.**

When selecting the courses you must comply with the following **criteria**:

- **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).

If you wish to enrol for only one or two courses, they must be from the department you were nominated to by your home university. If you wish to enrol for three or more courses, **you have to select two courses from your department** and 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 (excluding Portuguese language course for foreigners, if you decide to enrol);
- Courses level:
 - Bachelor students can only enrol for 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**, so your Portuguese Language skills should be Level A2 (minimum), so you are able to follow courses lectured in Portuguese (no certificate required). Nevertheless, we have a short list of courses lectured in English. (See list [HERE](#)). To follow these courses you should have level B2 in English language.
- **DO NOT choose** the Portuguese course at this point (you need to take a placement test and pay the course's fee before enrolling) – if you are interested in the Course, [please visit the website](#) and/or contact cursoportugues@fcs.unl.pt.

10.1. You can filter the courses by **a) Course/Degree** or by **b) Organic Unit / Faculty** or by **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...”.

The screenshot shows the 'Incoming Applications' interface. At the top, there is a 'Step 4' progress indicator. Below it, an information box states: '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.'

The main section is titled 'Add course units'. It contains the following elements:

- Course units of:** Radio buttons for 'Course' (selected) and 'Organic Unit'.
- Degree:** A dropdown menu currently showing 'Licenciatura in Languages, Literatures and Cultures'.
- Organic Unit/Faculty:** A list of course units, with the first one, 'Licenciatura in Languages, Literatures and Cultures', highlighted in blue.
- Filter by:** A list of various degree and master programs, including:
 - Licenciatura in Musicology
 - Licenciatura in Philosophy
 - Licenciatura in Political Science and International Relations
 - Licenciatura in Portuguese Studies
 - Licenciatura in Sociology
 - Licenciatura in Sociology (After Work)
 - Licenciatura in Translation
 - Master in Aesthetics and Artistic Studies
 - Master in Anthropology
 - Master in Archaeology
 - Master in Communication Sciences
 - Master in Communication Sciences
 - Master in Contemporary Myths: Literature, Arts and Culture
 - Master in Crossways in Cultural Narratives
 - Master in Cultural Heritage
 - Master in Editing and Publishing
 - Master in Education Studies
 - Master in English Teaching in the 3rd cycle of Basic School and in Secondary School
 - Master in History

- 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 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 corresponds to the Academic departments in FCSH).

Select course units

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: Course Organic Unit

Degree: 1st semester - A1 Breakthrough - Semester Course - Portuguese Language and Culture Course ▼

Organic Unit/Faculty: Department of Anthropology ▼

Filter by:

- Department of Anthropology
- Department of Art History
- Department of Communication Sciences
- Department of Geography and Regional Planning
- Department of History
- Department of Linguistics
- Department of Modern Languages, Cultures and Literatures
- Department of Musical Sciences
- Department of Philosophy
- Department of Political Studies
- Department of Portuguese Studies
- Department of Sociology
- Luís Krus Center - Lifelong Training
- NOVA School of Social Sciences and Humanities

- Click "**Search**" – all the subjects of that department will be listed and you can select the ones you wish to attend.

Remember **you'll have to select courses from the department you have been nominated to**, considering the bilateral agreement signed by both universities (see page 13 of this Tutorial).

- 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

Subject	Course	Regime	ECTS	Enroll
18th Century French Literature 01101244	LLLC	2nd Semester	6	<input checked="" type="button" value="Add"/>
19th Century English Culture 01101123	LLLC	2nd Semester	6	<input type="button" value="Add"/>
19th Century French Literature 01101233	LLLC	2nd Semester	6	<input type="button" value="Add"/>
19th Century German Culture 01101199	LLLC	2nd Semester	6	<input type="button" value="Add"/>
20th Century German Culture 01101200	LLLC	2nd Semester	6	<input type="button" value="Add"/>
20th Century German Literature 711101071	LLLC	2nd Semester	6	<input type="button" value="Add"/>
Advanced Information Technology for Translation 711121071	LT	2nd Semester	6	<input type="button" value="Add"/>



c) Filter by Name or Code of the course

You can filter courses in a specific **Course/Degree** containing a specific 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.

Add course units

Course units of: Course Organic Unit

Degree: Bachelor in History

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
Children's and Young Adult Literature 02107569	MTENAS	2nd Semester	10	Add
Comparative Studies in Ibero-American Literature 722111041	MLCM	2nd Semester	10	Add
Comparative Studies in Ibero-American Literature 722111041	MNC	2nd Semester	10	Add

You should only select courses that indicate Regime: **2nd semester**.

Remember you can only select courses up to a **maximum of 30 ECTS**.

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

11. Fill in the requested personal information and add a photo (passport-type) – mandatory.

12. Click “Finish”;

Incoming Mobility
Isolated Courses

Academic Service
Tuition Fees
Requests

Personal data

Photo: 

* **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 abbreviations of those names, in the same order of appearance. Only 21 characters are allowed.
Example: José A. S. Almeida

* Required fields

Versão de Testes

Info: In order to complete your application you must configure your personal data in the form bellow. You may submit your photo **later**.
If your application is accepted, the photo you submit will be used for the issuing of your student card.

13. Download your application form. (Application form and Learning Agreement are the same document)
14. The application form must be signed by you and by the coordinator from your home university. Upload it once it is signed.
15. Upload a digital copy of your passport or ID card.

Field of study: Journalism and Information, not further defined

Versão de Testes

Coordinator of field of study at: Hans Stein
 Home Institution: Contact(s): teste@gmail.com

^ Course units

Subject	Course	Regime	ECTS
Media Discourse 01101782	LCC	1st Semester	6

[Edit information](#)

^ Documents

Document	File
Application form <i>Mandatory</i> 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 a european citizen <i>Mandatory</i>	Add

[Back](#)

If your university requires a different template of Learning Agreement, we will only be able to sign it once your application in FCSH NOVA has been formally validated and accepted.

(cont.)

Applications

Degrees

Incoming Mobility

Isolated Courses

Academic Service

Tuition Fees

Requests

Incoming Application

Additional information

Attach document

Document: 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.

*** File:** Nenhum ficheiro selecionado

Only files under 250MB are allowed

* Required fields

Save

Back

Applications

Degrees

Incoming Mobility

Isolated Courses

Academic Service

Tuition Fees

Requests

Incoming Application

Additional information

Attach document

Document: Copy of your passport or identification document if you are a european citizen *Mandatory*

*** File:** Nenhum ficheiro selecionado

Only files under 250MB are allowed

* Required fields

Save

Back

Your application is now ready – you just need to close it! Click **Confirm and close application**.

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

The screenshot displays the 'Incoming Application' interface. On the left, there is a navigation menu with 'Incoming Mobility' selected. The main content area is divided into two sections:

Top Section: Application Details

- Application Status: **Not closed and confirmed** (highlighted in orange)
- Application number: IN_2020_0003
- Picture Status: Approved
- Mobility Program: Erasmus+
- Academic year: 2020/2021
- Regime: 1th Semester
- Type of mobility: Study
- Duration of mobility: From September of 2020 till January of 2021

Buttons for 'Edit information' and 'Change photo' are visible next to a profile picture showing a rainbow and the text 'BETTER DAYS AHEAD'. A green arrow points to the 'Confirm and close application' button in the top right corner.

Bottom Section: Confirmation Dialog

The dialog contains the following text:

Confirm and close application
 After being **confirmed and closed** your application will be sent for **validation**, you will **no longer have the possibility to make any more changes** in this document.

Do you really wish to **confirm and close** your application?

Buttons for 'Confirm' and 'Cancel' are at the bottom. A green arrow points to the 'Confirm' button.

And that's it!

Our office will now process your application.

The screenshot shows a web interface for the Incoming Application process. On the left, there is a navigation menu with 'Incoming Mobility' selected. The main content area has two tabs: 'Incoming Application' (active) and 'Additional information'. A green success banner at the top reads: 'Application successfully closed and confirmed. Now you must wait for the following procedures: data validation, evaluation of the application and final acceptance.' Below this, the application status is 'Waiting for validation'. A list of details includes: Application number: IN_2020_0003, Picture Status: Approved, Mobility Program: Erasmus+, Academic year: 2020/2021, Regime: 1th Semester, and Type of mobility: Study. A 'Visit historic of status' button is located in the top right of the application details section. A small image of a rainbow with the text 'Better Days AHEAD' is visible on the right side of the application details.

Applications

- Degrees
- Incoming Mobility**
- Isolated Courses

Academic Service

- Tuition Fees
- Requests

Incoming Application | Additional information

✔ **Application successfully closed and confirmed.**
Now you must wait for the following procedures: data **validation**, **evaluation** of the application and final **acceptance**.

[Visit historic of status](#)

Application | Status: **Waiting for validation**

Application number: IN_2020_0003

Picture Status: Approved

Mobility Program: Erasmus+

Academic year: 2020/2021

Regime: 1th Semester

Type of mobility: Study



See you soon at NOVA FCSH!

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