



NOVA FCSH

Incoming Mobility Students

TUTORIAL FOR: -INCOMING MOBILITY APPLICATION INFORESTUDANTE

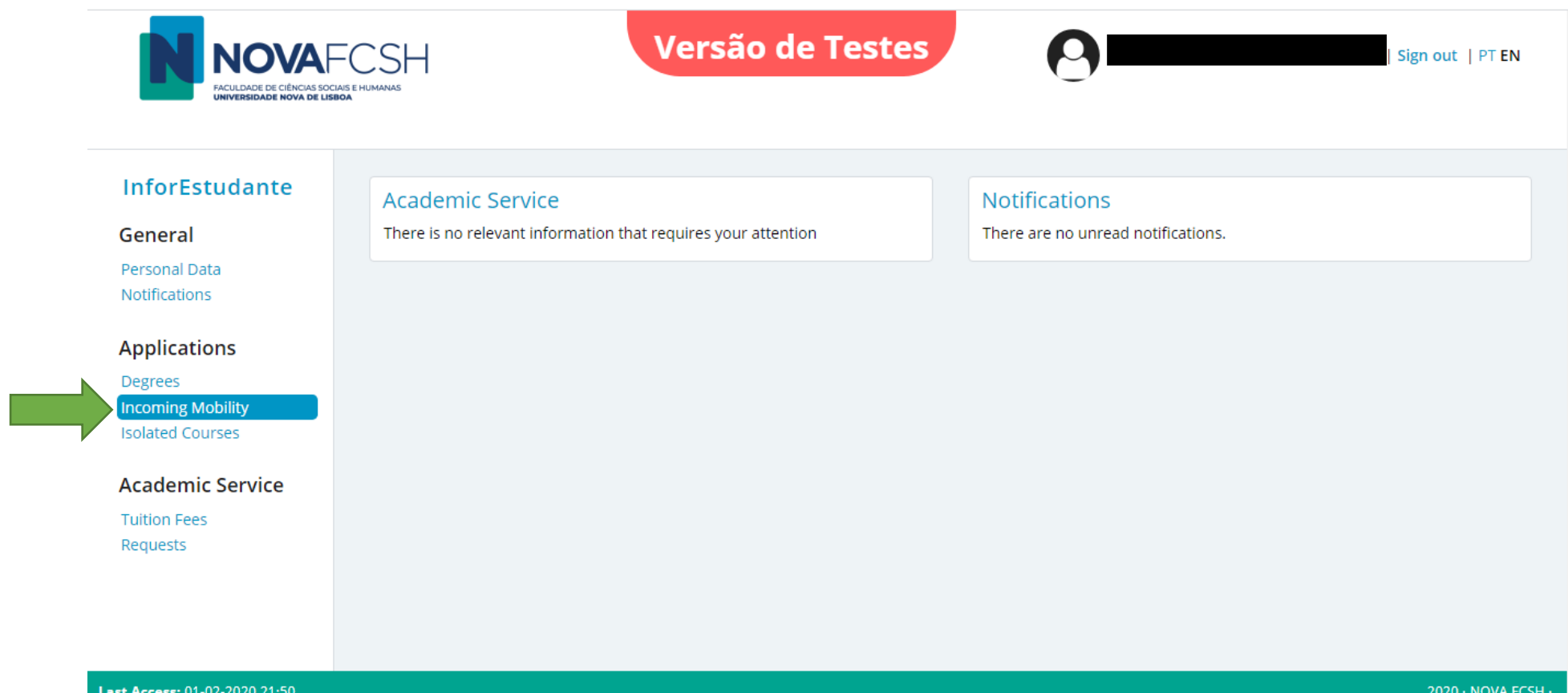
June 2024

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](#);




The screenshot shows the Inforestudante web application interface. At the top, there is a header with the NOVA FCSH logo on the left, a red banner with the text "Versão de Testes" in the center, and a user profile icon with a blacked-out name and "Sign out | PT EN" on the right. Below the header, the main content area is divided into a left sidebar and a main panel. The sidebar contains the following sections: "InforEstudante" (with sub-items "General", "Personal Data", and "Notifications"), "Applications" (with sub-items "Degrees", "Incoming Mobility" (highlighted with a blue bar and a green arrow pointing to it), and "Isolated Courses"), and "Academic Service" (with sub-items "Tuition Fees" and "Requests"). The main panel contains two boxes: "Academic Service" with the text "There is no relevant information that requires your attention" and "Notifications" with the text "There are no unread notifications." At the bottom of the page, there is a green footer bar with the text "Last Access: 01-02-2020 21:50" on the left and "2020 - NOVA FCSH" on the right.

2. Click **New Application**;



Versão de Testes



Sign out | PT EN

InforEstudante

General

Personal Data

Notifications

Applications

Degrees

Incoming Mobility

Isolated Courses

Academic Service

Tuition Fees

Requests


Start > Incoming Mobility Applications

Foreign Identity Card

Incoming Applications

Incoming Mobility Applications

No student applications for incoming mobility found.

 **New application**

3. Fill in the requested information.

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

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(cont.)

Incoming Applications

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

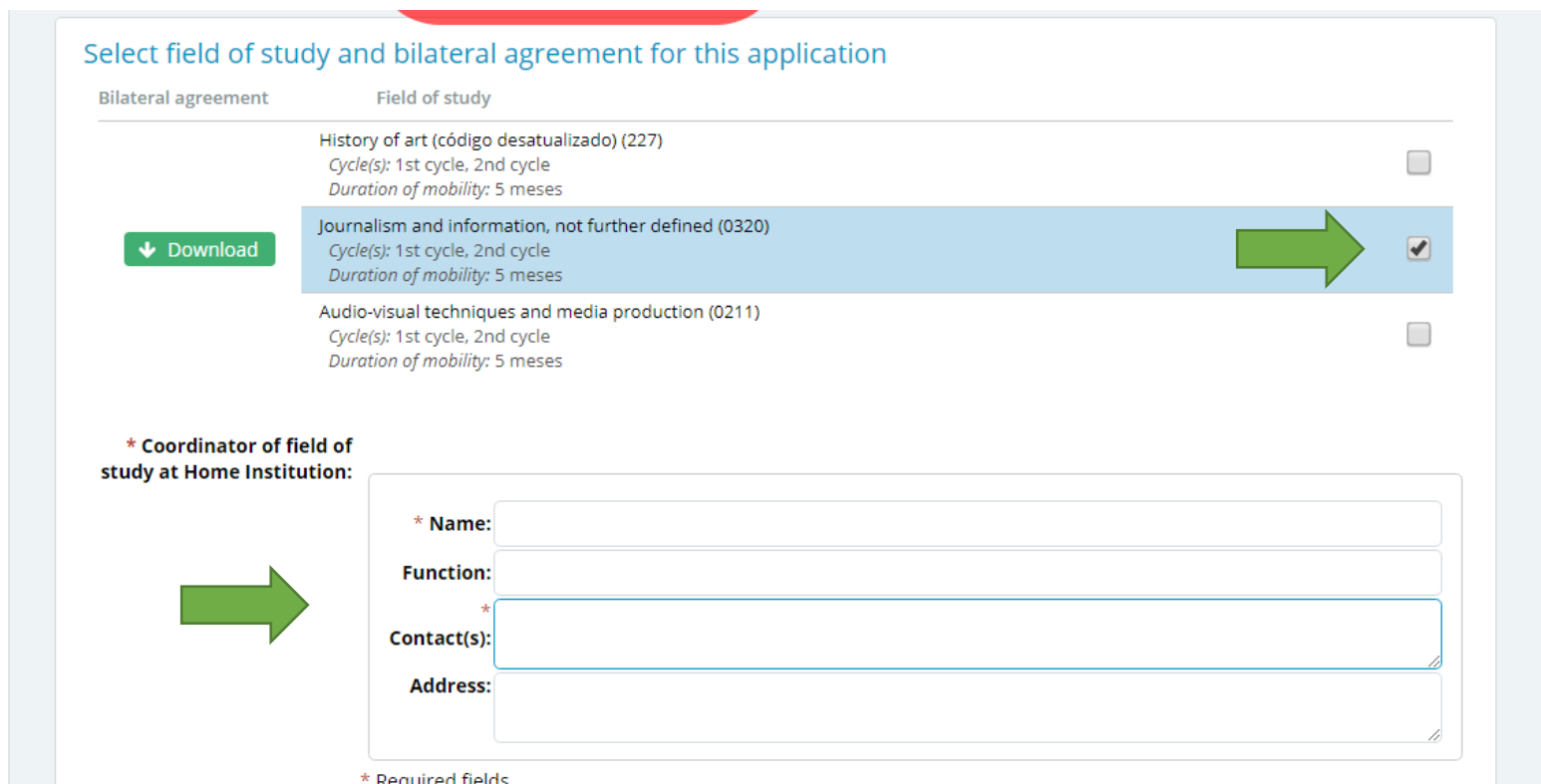
 Continue Back

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 Infoestudante may be expired but you may select it any way.

5. 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
Download	Journalism and information, not further defined (0320) 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:

* Required fields

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):

Students from Portuguese speaking countries (or with nationality) do not need to present the Portuguese certificate.

Students from English speaking countries (or with nationality) do not need to present the English certificate.

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:

* Degree level at Home Institution:

8. ADD COURSE UNITS – **READ BEFORE ADDING THE COURSES!**

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

At the beginning of the semester, once we register your arrival to FCSH NOVA in the system, 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). ([See the accepted certificates HERE](#))

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 the language course from CLK (NOVA FCSH) or waiting for the certificate to be issued, you should only submit your application after the end of the course, if you have a passing grade.

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 next academic year are not yet uploaded, use the previous as reference, though they are subject to change.

- Semester-long Portuguese Language course - OPTIONAL

During your stay at NOVA FCSH, you may take a Portuguese Language course for foreigners to improve your Portuguese skills. See the schedules and other relevant information [HERE](#). This course does not waive or replace the A2 certificate required upon application to be allowed to courses lectured in Portuguese.

To enrol 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

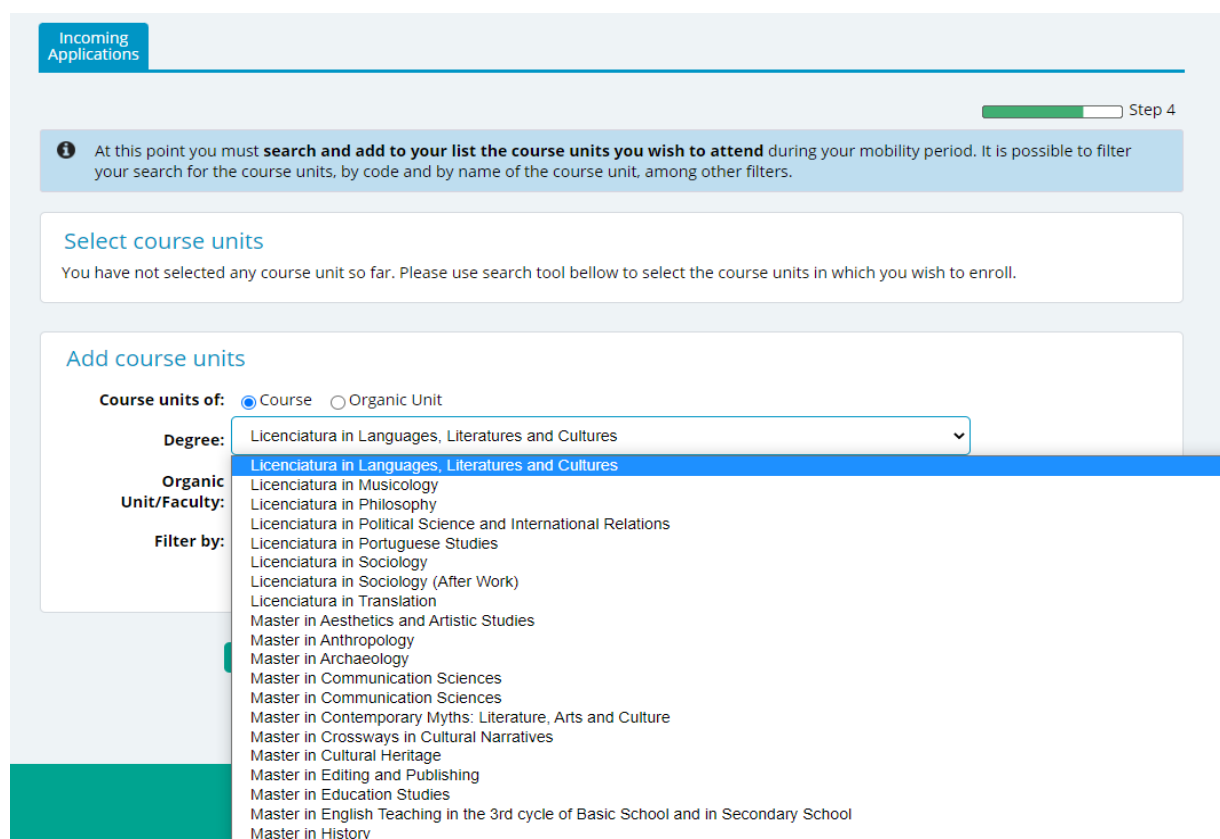
For additional information about this course, [please visit the website](#) and/or contact cursoportugues@fcsch.unl.pt.

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...”.



Incoming Applications

Step 4

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.

Select course units

You have not selected any course unit so far. Please use search tool below to select the course units in which you wish to enroll.

Add course units

Course units of: ☒ Course ☐ Organic Unit

Degree: Licenciatura in Languages, Literatures and Cultures

Organic Unit/Faculty:

Filter by:

- Licenciatura in Languages, Literatures and Cultures
- 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 courses 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:

Organic Unit/Faculty:

Filter by:

Subject	Course	Regime	ECTS	Enroll
18th Century French Literature 01101244	LLLC	2nd Semester	6	<input 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"/>
19th Century Portuguese Culture 711091108	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"/>

b) Filter by **Organic Unit / Faculty**

- Select the name(s) of the Organic Unit/ Faculty (which correspond 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

2022 · NOVA 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:

Organic Unit/Faculty:

Filter by:

Subject	Course	Regime	ECTS	Enroll
18th Century French Literature 01101244	LLLC	2nd Semester	6	<input type="button" value="Add"/>
19th Century French Literature 01101233	LLLC	2nd Semester	6	<input type="button" value="Add"/>
20th Century German Literature 711101071	LLLC	2nd Semester	6	<input type="button" value="Add"/>
Contemporary English Literature 01101065	LLLC	2nd Semester	6	<input type="button" value="Add"/>
Contemporary French Literature 01101222	LLLC	2nd Semester	6	<input type="button" value="Add"/>
Contemporary Literature of the Iberian Peninsula 711111076	LLLC	2nd Semester	6	<input type="button" value="Add"/>
Contemporary North American Literature 01101101	LLLC	2nd Semester	6	<input type="button" value="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


NOTES:

- You should only select courses that indicate the semester of your mobility under **Regime**
- 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 history status

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](#)

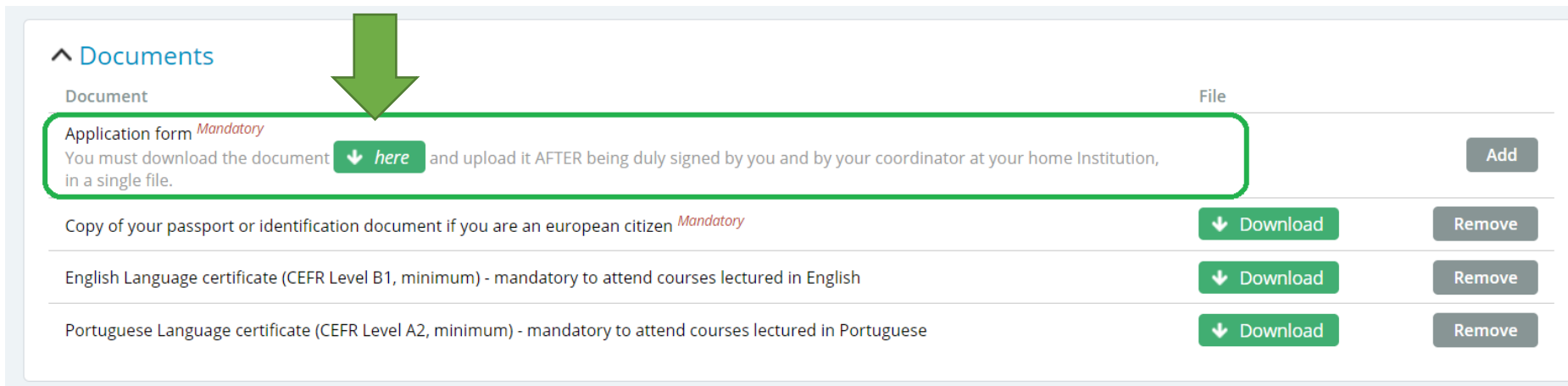
English Language certificate (CEFR Level B1, minimum) - mandatory to attend courses lectured in English

[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)



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 an european citizen <i>Mandatory</i>	↓ Download Remove
English Language certificate (CEFR Level B1, minimum) - mandatory to attend courses lectured in English	↓ Download Remove
Portuguese Language certificate (CEFR Level A2, minimum) - mandatory to attend courses lectured in Portuguese	↓ Download Remove

The application form must be signed by you and by the coordinator from your home university (not yet by FCSH's coordinator!). Upload it once it is signed.

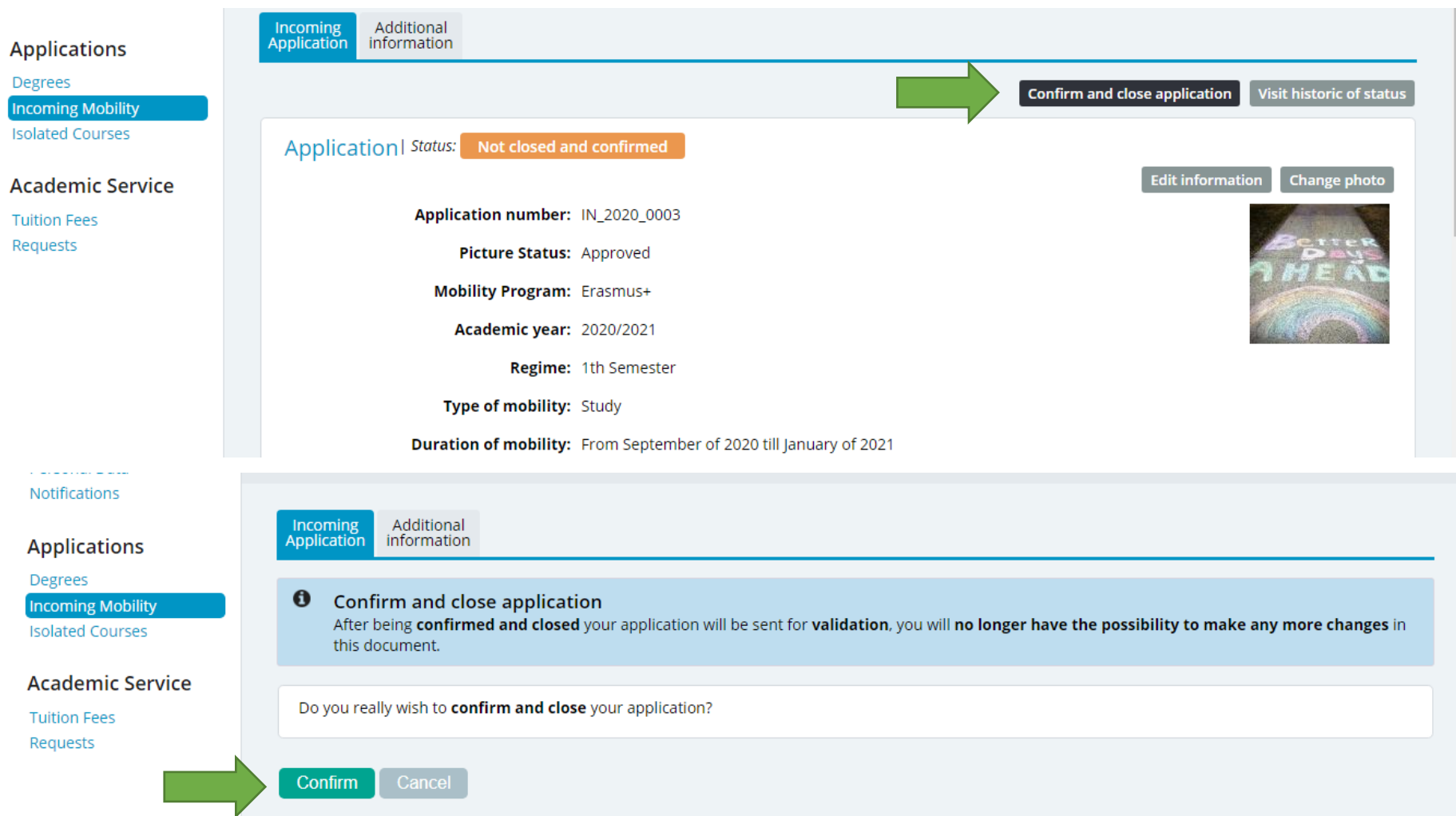
(Applicants for 1st semester: Considering many universities are closed for summer holidays, you may upload the LA with only your signature. You'll be able to send us the LA with all the signatures until the end of your mobility period.)

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 confirm and close your application, it will not be considered.



The screenshot displays the 'Incoming Application' tab of the application interface. On the left sidebar, under 'Applications', 'Incoming Mobility' is selected. The main content area shows the application status as 'Not closed and confirmed' in an orange box. A green arrow points to the 'Confirm and close application' button in the top right. Below this, application details are listed: Application number (IN_2020_0003), Picture Status (Approved), Mobility Program (Erasmus+), Academic year (2020/2021), Regime (1th Semester), Type of mobility (Study), and Duration of mobility (From September of 2020 till January of 2021). A photo of a rainbow with the text 'BETTER DAYS AHEAD' is shown. Below the details, a blue information box states: '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.' Below this is a confirmation question: 'Do you really wish to confirm and close your application?'. A green arrow points to the 'Confirm' button.

Applications

- Degrees
- Incoming Mobility**
- Isolated Courses

Academic Service

- Tuition Fees
- Requests

Notifications

Applications

- Degrees
- Incoming Mobility**
- Isolated Courses

Academic Service

- Tuition Fees
- Requests

Incoming Application Additional Information

Confirm and close application Visit historic of status

Application Status: **Not closed and confirmed**

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

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?

Confirm Cancel

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.

Applications
Degrees
Incoming Mobility
Isolated Courses

Academic Service
Tuition Fees
Requests

Incoming ApplicationAdditional 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

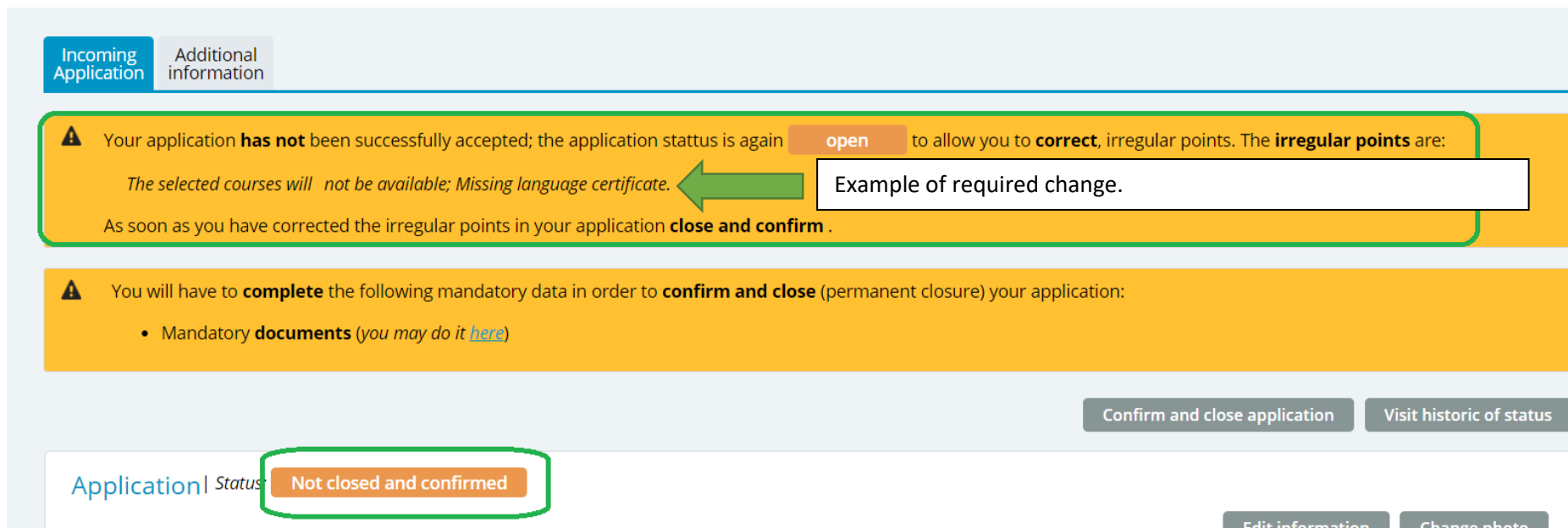
Type of mobility: Study



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:



The screenshot shows the 'Incoming Application' tab selected. A yellow warning box contains the following text: 'Your application **has not** been successfully accepted; the application status is again **open** to allow you to **correct**, irregular points. The **irregular points** are: *The selected courses will not be available; Missing language certificate.* A green arrow points from this text to a white box labeled 'Example of required change.' Below this, it says 'As soon as you have corrected the irregular points in your application **close and confirm**.' A second yellow box states: 'You will have to **complete** the following mandatory data in order to **confirm and close** (permanent closure) your application: • Mandatory **documents** (you may do it [here](#))'. At the bottom right are buttons for 'Confirm and close application' and 'Visit historic of status'. At the bottom left, the 'Application | Status' section shows 'Not closed and confirmed' in an orange box, with 'Edit information' and 'Change photo' buttons to its right.

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 LA in inforestudante is now signed by FCSH's mobility coordinator.

See you soon at NOVA FCSH!

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