



## INFORMATION SHEET

### ISCTE Business School – University Institute of Lisbon

#### ABOUT ISCTE-IUL

ISCTE- University Institute of Lisbon (ISCTE-IUL) is a national university, founded in Lisbon, Portugal, in 1972. The University is legally a Public Foundation meaning that ISCTE-IUL has a greater level of freedom and flexibility in its administration when compared to other public universities. It is divided into four schools covering its main areas of expertise: The Business School; School of Social and Human Sciences; School of Sociology and Public Policy; and School of Technology and Architecture. Current number of students is around 9500.

**ISCTE Business School** is the largest school of ISCTE-IUL with over 3500 students and offers a full portfolio of academic degrees (6 Undergraduate, 12 Master and 4 Doctorate) in subjects related to business and management. Courses are taught by a large full-time Faculty as well as a growing invited and visiting Faculty.

#### STUDENT EXCHANGE

ISCTE Business School offers 1 undergraduate degree, 9 Master degrees as well as all PhD programmes taught entirely in English.

ISCTE Business School has partnership agreements with over 170 universities around the world as well as specific double-degree agreements at undergraduate and Master levels. Each year the School sends around 300 students abroad and receives over 400 international exchange students.

#### ACADEMIC PROGRAMME

In total, ISCTE Business School offers 6 Undergraduate degrees, 12 Masters Programmes and 4 PhD programmes. In addition there are many executive education programmes offered by INDEG-IUL ISCTE Executive Education and a well-established Summer and Winter School programme.

At the Undergraduate level, over 60 modules are taught entirely in English. These courses are updated annually and are subject to availability. For an up to date list please consult:

<http://ibs.iscte.pt/en/?pt=year#slider-15-content-15>

In addition to these, ISCTE Business School offers [1 Undergraduate](#) and [9 Master Programmes](#) taught entirely in English (all are open for exchange students except MSc in International Management and MSc in Hospitality and Tourism Management).

**ERASMUS CODE: P LISBOA 07**

#### ACCREDITATIONS AND MEMBERSHIPS:

- **International:** AACSB, AMBA, Association of European Universities
- **National:** A3ES
- **Member of:** PRME, GRLI, EFMD, ABIS
- **Ranked in Financial Times Ranking**

#### TERM CALENDAR:

The Academic year in ISCTE-IUL is divided into two semesters:

##### 1<sup>st</sup> Semester

Mid-September - Late January

##### 2<sup>nd</sup> Semester

Late January – Late June

#### COURSES TAUGHT ENTIRELY IN ENGLISH:

- **BSc in Management**
- **MSc in Management**  
(for students with management background)
- **MSc in Business Administration**  
(for students without management background)
- **MSc in Finance**
- **MSc in Economics**
- **MSc in Marketing**
- **MSc in Human Resource Management and Organizational Consultancy**
- **MSc in International Management**
- **MSc in Hospitality and Tourism Mng.**
- **MSc in Management of Services and Technology**
- **PhD in Management / Finance / Economics / Hospitality and Tourism Mng.**



## STRUCTURE & COURSES

ISCTE Business School courses are structured around the European Standard Credit System (ECTS). Each module usually corresponds to a value of 6 ECTS.

Bachelor's degrees will typically be made up of 180 ECTS credits whilst Master degree will be between 90 and 120 ECTS credits.

## LANGUAGE OF INSTRUCTION English & Portuguese

ISCTE-IUL also offers Portuguese language courses at different levels as well as a course of Portuguese History and Culture.

Students with a sufficient level in the Portuguese language may also choose from many modules taught in Portuguese.

## GRADING SYSTEM

The Portuguese grading system runs from 0 (lowest) to 20 (highest), with a passing grade of 10. The official Transcripts of Records are additionally issued according to the ECTS grading system.

## EXAMS & EVALUATION

Most courses are evaluated through 'continuous evaluation', which uses a combination of class attendance and participation, individual and group coursework and final tests. At the undergraduate level, students need to achieve the minimum passing grade in all evaluation elements; otherwise they must take the resitting exam that counts for 100% of the final grade.

All courses offer resits to students who have failed or who wish to improve their grades. These count for 100% of the final grade.

Please check with your course coordinator regarding the specific evaluation methods before you start each course.

## SUMMER SCHOOLS

Running since 2005, the Summer School Lisbon, in 2018, offered the following programmes:

### June | 3rd to 23rd June

International Corporate Governance | 3 ECTS

Governance of Intern. Organisations | 3 ECTS

### Mid-June | 11th June to 30th June

Entrepreneurial Finance | 6 ECTS

Trends in Digital Marketing | 6 ECTS

Persuasion, Choices & Consumer Behaviour | 6 ECTS

Corporate Negotiation and Influence | 6 ECTS

### July | 2nd July to 21st July

Leadership and Strategic Knowledge | 6 ECTS

International Financial Management | 6 ECTS

Int. Tourism & Hospitality Marketing | 6 ECTS

Brand Management. & Marketing Communications | 6 ECTS

*Gestão da Marca & Comunicação em Marketing* (PT) | 6 ECTS

### Mid-July | 23rd July to 11th August

Globalisation & International Business | 6 ECTS

Innovation & Creativity in Marketing | 6 ECTS

Economic Diplomacy | 6 ECTS

Cross Cultural Comm. & Negotiation | 6 ECTS

Entrepreneurial Marketing | 6 ECTS

<http://ibs.iscte-iul.pt/en/prospective-students/summer-school>

## WINTER SCHOOLS

6 ECTS, 3 weeks programmes offered in January

<http://ibs.iscte-iul.pt/en/?pt=winter-school1442243223>

## CONTACTS

### Postal Address

ISCTE Business School - University Institute of Lisbon

IBS International Office, room 140 Ala Autónoma

Av. das Forças Armadas  
1649-026 Lisboa, Portugal  
Tel. 00351 210 464 201

### ISCTE Business School Contact Details

Director of International Affairs:  
Professor António Robalo

Executive Coordinator

IBS International

Diana Malyszczek Oliveira

[diana.malyszczek@iscte-iul.pt](mailto:diana.malyszczek@iscte-iul.pt)

Exchange programmes

[International.ibs@iscte-iul.pt](mailto:International.ibs@iscte-iul.pt)

Phone 00351 21 046 4201

Summer & Winter Schools Lisbon

[short-term.ibs@iscte-iul.pt](mailto:short-term.ibs@iscte-iul.pt)

Phone 00351 21 046 4204

### International Relations Office

ISCTE-IUL Head of International Relations Office

Sónia Henriques

[sonia.henriques@iscte-iul.pt](mailto:sonia.henriques@iscte-iul.pt)

Incoming Students

Cristina Sobreira

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Joana Jordão

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Phone: 00351 21 790 3209

### ISCTE-IUL IRO Address

ISCTE-IUL

International Relations Office

Avenida das Forças Armadas, Building I room 1S09 to 1S15

1649-026 LISBOA, Portugal

## FACILITIES

### Accommodation

The ISCTE-IUL Student halls of residence are housed in a former monastery, overlooking the River Tagus and dating from the 17th Century. The Residence operates during the 12 months of the year, and during the accommodation weekly cleaning is provided.

The Residence has a Laundry, Lounge area with TV, Games Room, Kitchen, Dining room, study room and Internet in the rooms. Students may leave and enter the Residence at any time.

The contacts are available at:

<https://www.iscte-iul.pt/contents/iscteiul/about-us/university-residence/1126/presentation>

For private lodging the students may search under the following link:

[http://www.uniplaces.com/?utm\\_source=Partnerships&utm\\_medium=Email&utm\\_campaign=ISCTEPf](http://www.uniplaces.com/?utm_source=Partnerships&utm_medium=Email&utm_campaign=ISCTEPf)

### Canteens/restaurants/etc.

The ISCTE-IUL campus contains a number of cafeterias and restaurants serving a variety of food and drinks. All ISCTE-IUL students benefit from discounts in most of these on campus facilities. There are also a number of off campus cafes, shops and supermarkets within walking distance.

A typical meal costs between 2,4 euro – 4,8 euro (includes main course, beverage, soup or dessert)

### Study in Lisbon Lounge

Study in Lisbon Lounge, created by the Lisbon City Council, has the purpose to help international students and researchers upon arrival. It located close to ISCTE-IUL campus and comprises all essential services:

- Visa, Passport & Immigration Services
- Certification of Registration for European Union Citizens
- Bank accounts
- Housing Options
- Transportation services
- Language Schools
- Phone SIM cards
- Healthcare
- Insurances
- Jobs and Internships
- Scholarships
- Cultural, Sports and leisure activities
- Academic entrepreneurship program for international students
- Contact embassies and consulates

More information: [www.studyinlisbon.pt](http://www.studyinlisbon.pt)

### Sports Facilities

The ISCTE-IUL's Students Association provides several sport and cultural activities such as football, rugby and basketball on and near-campus.

Also, located within 1km of the ISCTE-IUL campus, the University Stadium provides a number of indoor and outdoor sport and fitness activities including football pitches, tennis courts, gymnasiums, swimming pools and running tracks.

### Other Facilities

ISCTE-IUL has a specialized business and social science library with around 107 000 print titles, 67 000 periodicals and academic journals available in paper and digitally and around 22 000 e-books.

Students at ISCTE-IUL have access to numerous specialised business and finance databases and online services.

Wireless internet access is available throughout the university campus.

## WEBSITES

### Academic information

<http://ibs.iscte.pt/en/?pt=incoming>

### International Relations Office

<http://www.iscte-iul.pt> > Internacional

<https://www.iscte-iul.pt/contents/813/international>

### ISCTE Business School

<http://ibs.iscte.pt/en/>

### ISCTE-IUL

<http://www.iscte-iul.pt/home.aspx>





## APPLICATIONS FOR EXCHANGE STUDENTS

### Deadlines for Nomination

- **1st June** for 1st (Fall) Semester (beginning in September)
- **1st November** for 2nd (Spring) Semester (beginning in February or late January)

### Choosing Courses

Places on courses, particularly at the Masters level, are limited, therefore we advise students to apply as early as possible in order to get their desired course selection.

### Required Documents - Exchange

No documents are required to be sent by post. Students have to upload the digital copies of documents to the University platform (Fénix): Id card/ Passport, European Health Insurance card/ Health Insurance, photo.

Full-time students should check their particular course requirements at <http://www.ibs.iscte.pt/en/>

### Acceptance Letter

If needed, ISCTE-IUL will provide students with a Letter of Acceptance.

### Enrolment

The enrolment in ISCTE-IUL and in courses is done by students directly via Fenix system. All students will have to complete their personal information in the system until the 15th June (Fall Semester) or 15th November (Spring Semester).

The enrolment in classes is done in mid-June (Fall Semester) and in mid-November (Spring Semester). It is highly recommended to proceed with this step as soon as the enrolment begins as the courses have limited number of vacancies. The students are informed by e-mail about the deadlines and necessary steps.

### Portuguese Buddies

Every ISCTE Business School exchange student is assigned a Portuguese Buddy that supports the incoming colleague before and after arrival (airport pick-up, accommodation, advice on practical matters like opening an account and purchasing a transportation pass, etc.).

### Arrival

Students should arrive some days in advance to attend the Orientation Programme, to adapt to the new environment and be in time for their first classes.

### Orientation

Prior to each semester a three-day orientation programme will take place, in which students will be provided with information essential to their stay.

### Academic Year

The information about the academic year dates is available online at: <http://ibs.iscte-iul.pt/en/?pt=academic-year>



## LIVING IN LISBON

### Visas

Students from within the EU or the EEA do not need a visa to live, work or study in Portugal. Students from third countries should obtain information from their nearest Portuguese embassy or consulate.

The type of Visa held will define the procedure that you should follow once you arrive in Portugal: in the case that you have been granted a temporary visa it is possible to apply for extensions of stay and those students that hold Residence Visas should request a temporary residence permit within 4 months of arriving in Portugal.

If you go to pick up your visa please check that you have been issued the correct visa for your time in Portugal – it is always worth asking explicitly whether the visa will allow you to study and work as if you are issued the wrong visa you may have to pay a fine on arriving in Portugal. ISCTE-IUL can provide you with the necessary documentation, such as proof of enrollment for your application.

### Health Insurance

It is the responsibility of each visiting student to ensure they have sufficient health insurance coverage for the duration of their stay. Students from the European Union should ensure that they bring their European Health Insurance Cards with them.

### Medical Facilities

There is a private clinic at ISCTE-IUL premises, which offers discounts for students. A recommended Health Centre within 30 minutes of the ISCTE-IUL campus as well as one of the largest hospitals, Santa Maria, in Lisbon.

### Tourist Spots

Lisbon has many interesting and beautiful sights to see including the Tower of Belem and Jeronimos Monastery, which are UNESCO World Heritage Sites.

Within 30 minutes of the campus lay some of Europe's most spectacular beaches, popular with sunbathers as well as surfing and water sports enthusiasts.

For more information and ideas of where to visit please have a look at: [www.visitportugal.com](http://www.visitportugal.com)

### Climate

Portugal enjoys a Mediterranean climate with Summer temperatures around 30°C (86°F), falling to around 12°C (54°F) in winter. Portuguese summers are typically very dry.

### Other Living Expenses

Overseas students should consider the following as a rough guide for their expenses:

Item	Amount
Housing (per month).....	€250-€500
Food (per month).....	€150-€275
Meal in the student canteen.....	€2,50
Meal in budget restaurant.....	€7
Transportation (monthly pass).....	€35
Health Insurance (per month).....	Up to €50

### Study in Portugal

Website and video

[https://www.youtube.com/watch?v=wBL8dC7\\_obY](https://www.youtube.com/watch?v=wBL8dC7_obY)

<http://www.studyinportugal.edu.pt/index.php>

## LOCATION

ISCTE-IUL is located in the centre of Lisbon, within the University of Lisbon campus (Cidade Universitaria) and easily accessed by public transportation.

### Arriving in Lisbon

**By Plane:** The ISCTE-IUL campus is located around 15 minute journey by taxi from Lisbon's International Airport.

**By Train:** The train station of Entrecampos is located 15 minutes by foot. The central stations of Rossio, Oriente and Santa Apolonia are a short Metro journey away.

### How to find us

#### Underground:

Yellow Line, Entrecampos or Cidade Universitaria station.

When leaving the underground station Entrecampos, walk up the Avenida das Forças Armadas about 300 metres. On the right hand side is the entrance to ISCTE-IUL campus.

