



PRE ARRIVAL
BOOK FOR
INCOMING
STUDENTS

2026-2027

ISCTE and ECSH

ISCTE – INSTITUTO UNIVERSITÁRIO DE LISBOA

The Iscte - University Institute of Lisbon was founded in 1972 and it is considered as one of Portugal's first modern universities, with a main purpose: studying labour and social dynamics in this ever-changing world. Since its establishment the university has expanded its disciplinary range into five schools: Iscte Business School, the School of Sociology and Public Policy, the School of Technology and Architecture, School of Applied Digital Technologies and the School of Social Sciences.

Iscte has agreements and cooperation protocols with more than 500 universities around the world. We are a welcoming institution for foreign students, researchers and teachers promoting an international experience and environment to more than 98 different nationalities.

SCHOOL OF SOCIAL SCIENCES (ECSH)

The School of Social Sciences is one of the five ISCTE schools with highly qualified and experienced professors and researchers that offer a wide range of programs at the graduate and postgraduate levels, covering areas such as Psychology, Political Economy and Anthropology as well as Development Studies, Environment and Law.

ERASMUS MOBILITY PROGRAM AT ECSH

Erasmus+ provides students the opportunity to study or do an internship at a partner school of their home institution. ECSH receives students from all over Europe that are coming from different degrees such as psychology, political economy and anthropology. Every year a group of fun and enthusiastic students meet at ECSH to have a unique experience and every year it is a pleasure for us to meet them all!

Welcome to ECSH!

Courses and enrollment

COURSES

Students should always contact their Home University academic coordination for advice regarding the choice of courses. Any change needs to be approved and discussed with your home academic coordinator.

- The [courses](#) have **limited number of vacancies** and the enrollment is made on a **first come, first served basis**;
- **"English-friendly" courses are taught in Portuguese** (course materials, study references, and evaluations can be provided in English);
- **Psychology courses are only available for Psychology students.**
- Students from Business and Economics area are invited to select courses from **IBS Business School** also;
- Students from Anthropology, Sociology or similar areas, are invited to select courses from **ESPP – School of sociology** also;
- Foreign students can attend a **Portuguese language course (beginner)** by paying a fee of **180 euros**. If you wish to take this course, enroll in during your enrollment period and inform the ECHS International Office.

ENROLLMENT AND DEADLINES

Iscte academic system is named [Fénix+](#). Most administrative tasks can be carried out in this system.

Step 1 – Nomination by Home University

Deadline: 1st of June (fall semester and full-year) or **1st of November** (spring semester).

During this stage, nominations of future incoming students are inserted on Fénix+ directly by the Home Universities and Iscte confirms the acceptance of the students.

Step 2 – Registration data in Fénix+

Deadline: 3rd of June (fall semester and full-year) or **3rd of November** (spring semester).

Students have to fill in personal data using the credentials received from the system, and to upload the following documents:

Formal Photo (jpg format), **European health insurance** (pdf format), and **ID Card** or **Passporte** (pdf format).

Step 3 – Enrollment in courses in Fenix+

The **enrollment period** (for fall and annual students) runs between **9th – 15th of June** (13h00 PM – Lisbon time).

For spring students runs between **11th - 17th of November** (13h00 PM – Lisbon time). Please, take into consideration the different hour in your home country.

NOTE: If you do not fill the data, you will not able to enroll in the courses during that period!

Step 4 – Validation of enrollment

The students' enrollment will be validated by ECSH International Office in July. Once the enrollment is approved, you receive a notification by e-mail confirming it. In case it will be necessary to change something in your enrollment, the ECSH International Office will notify you.

Step 5 – Learning Agreement

After the enrollment and the validation in Fénix+, it will be possible to filled out the definitive Learning Agreement (LA). **LA sent to ISCTE before the enrollment and the validation period, will not be accepted or signed.**

The ISCTE Academic Erasmus Coordinator signs the learning agreement after your enrollment in Fénix Mais system is confirmed.

LA must be fill out in on-line EWP (Erasmus Without Paper) platform of your home University.

In case your home university does not use an "Erasmus without paper" platform yet, you can send a pdf copy to the ECSH International Office by e-mail.

Deadline for filling out the Learning Agreement: 15st of July 2026 (1^osemester)

Deadline for filling out the Learning Agreement: 25th of November 2026 (2^o semester)

In case of doubts, please send an e-mail to: international.ecsh@iscte-iul.pt

Step 6 - Registration at the International Office of ECSH

Registration is compulsory. After arrival in Lisbon, all students must register in person at the ECSH International Office (you will receive a form with slots to book an appointment).

At registration, a welcome kit and the student card are distributed.

Documents that need to be signed (e.g. certificate of arrival/attendance) should be presented at the International Office at this point.

Step 7 – Administrative fee/School Insurance

After arrival, all students (Erasmus, protocols, visiting student) have to pay a **fee of 30 euros for administrative procedures that includes the school insurance**. All ISCTE students have to pay this tax. An e-mail will be sent to all the students, when the payment is available in your Fenix Mais.

OTHER INFORMATION

Students with Special Needs

The students with special needs are required to inform the ECSH International Office of this fact in advance, otherwise it cannot be assured that special conditions are available.

VISA/ACCEPTANCE LETTER

Students that need a student visa are strongly encouraged to contact the nearest Portuguese Consulate as soon as possible. If you need an acceptance letter, please, send your request to: international.ecsh@iscte-iul.pt

Practical Information

ORIENTATION PROGRAMME

The Orientation Programme is a welcome week prepared for ISCTE Incoming Students.

It features a range of social and academic events designed to help and comfort you in to university life. This is your opportunity to explore campus and start making friends before lectures begin.

Welcome Week 1º Semester: 8th – 11th of September 2026.

Welcome Week 2º Semester: 28th – 31th of January 2027.

Further information about registration and activities will be sent by e-mail.

EXCHANGE STUDENT ASSOCIATIONS

There are 3 associations in Lisbon that support the exchange students: Erasmus Lisboa, Erasmus Life Lisboa, and Erasmus Students Network. These associations organize many cultural, sports as well as social activities. They can help you look for an accommodation also.

Erasmus Lisboa www.erasmuslisboa.com - accommodation@erasmuslisboa.com

Erasmus Life Lisboa www.erasmuslifelisboa.com - housing@erasmuslifelisboa.com

Erasmus Students Network www.esn-lisboa.org - info@esnlisboa.org

STUDY IN LISBON LOUNGE

The Study in Lisbon Lounge was created by the Lisbon City Council and has the function of helping students and researchers on their arrival in Lisbon. The Study in Lisbon Lounge offers information on several services such as visa & immigration services (SEF), passport, bank account opening, accommodation options, transportation services, language schools, phone SIM Cards, healthcare, insurance, jobs and internships, leisure, sports and cultural activities, contact with embassies and consulates. For more information, please consult the website:

<https://studyinlisbon.pt/en/study/>

ACCOMMODATION

In the past years student's accommodation in Lisbon has decreased and became more expensive. It is extremely important for the students to start checking accommodation as soon as possible before the arrival.

Please, check the document “Accommodation”.

ARRIVAL

How to get to ISCTE. Arriving from the Lisbon Airport by public transport:

- **By taxi:** The airport is situated just 5 km and 10 minutes from ISCTE-IUL. This is the simplest but the most expensive way from the airport to ISCTE-IUL.
- **By metro:** From the Airport (red line) (direction São Sebastião) until Saldanha metro station. Then change to the yellow line (direction Odivelas). Exit at Entrecampos metro station.
- **By bus:** bus n. 744, direction Marquês de Pombal, exit Entrecampos; or n. 783, direction Amoreiras, exit Entrecampos.

For more information consult the websites of transportation companies operating in Lisbon (metro and bus):

<https://www.carris.pt/en/>

<https://www.metrolisboa.pt/en/>

Contacts

International Relations Office of School of Social Sciences:

Staff	Sandra Soto
E-mail	international.ecsh@iscte-iul.pt
Room	1 E05 – Building 1 (called Sedas Nunes)
Attendance requires prior booking by e-mail	

Academic Erasmus Coordinators:

Psychology	Prof. Melanie Vauclair (Melanie.vauclair@iscte-iul.pt)
Anthropology	Prof. António Medeiros (antonio.medeiros@iscte-iul.pt)
Political Economy	Prof. João Paiva Silva (joao.paiva@iscte-iul.pt)

Checklist

Before arrival in Lisbon

- ✓ If you are non-EU citizen take care of student visa (at the earliest convenience) as it may take several months;
- ✓ You should obtain the European Health Insurance Card (EU citizens) or a Health Insurance (for non- European citizens);
- ✓ Book accommodation before departure from your home country;

- ✓ Be sure to have with you a hard copy or a digital copy of your Certificate of Arrival (ask this document to your home university)

After arrival in Lisbon

- ✓ Register at the International Office of the School of Social Sciences
- ✓ Attend the Orientation Programme;
- ✓ If you have administrative issue, please contact the International office of the School of Social Sciences;
- ✓ Contact the Erasmus coordinator of your area in case of academic doubts.

After leaving Lisbon

- ✓ Be sure you have all the documents you needed signed;
- ✓ The Transcript of Records (TOR) with grades will be available in your Fénix Mais after one month after your departure (end of February of 2025). An e-mail will be sent when you can download the document.

FAQ

1. How many vacancies are available in each course and what happens when they are completed?

The number of vacancies is limited and set prior to the beginning of the enrollment procedure. The enrollment is made on first come, first served basis.

In the so-called more popular courses, not the whole demand may be catered for. Therefore, it is recommended that you have a range of options, in case the ones you wish have no vacancies left.

2. My enrollment has already been validated, but I would like to change the courses, is it possible?

No changes are possible after validation of your courses, and there is no further drop/add period at the beginning of semester.

Only in duly and justified cases such as a timetable change occurs and affects your schedule, the students are allowed to change/delete the overlapping courses sending an e-mail to the International Office before classes starting.

**3. Why some courses have classes three times a week and some only twice?
Are all of them are mandatory?**

Although the total workload for each course of 6 ECTS is the same, some of the courses require more contact hours (and therefore are lectured 3 times a week) and some more autonomous work (classes only twice per week).

Attendance in classes is mandatory and registered on each of them using your student card.

4. My classes overlap only once per week, is it possible to maintain the enrollment this way?

The attendance of all classes is mandatory. Yet, if you really need to attend both subjects (although we never recommend such solution), be aware of the consequences in terms of assessment and inform both the Professors about the overlapping situation.

Enrollment Procedure

1. Log in to using your Iscte username and password

Warning:

If your USERNAME is xxxxx@iscte-iul.pt, select login.iscte-iul.pt at the bottom of the page to log in.

Login

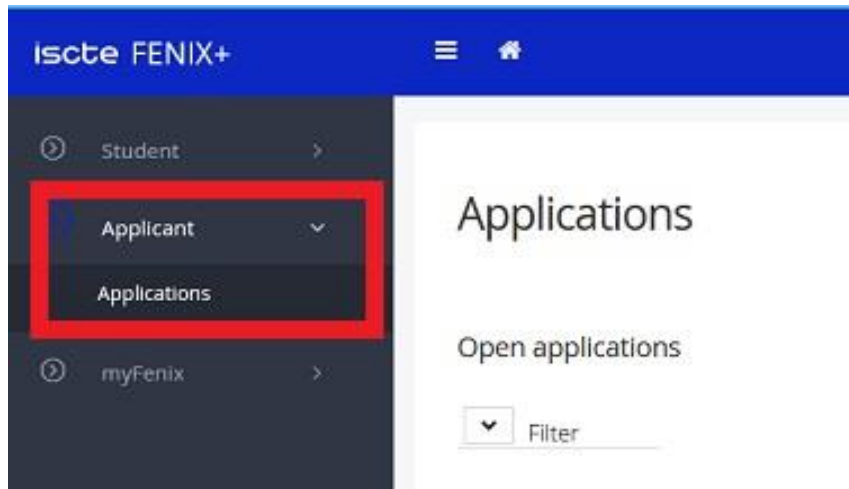
[I can't login](#)



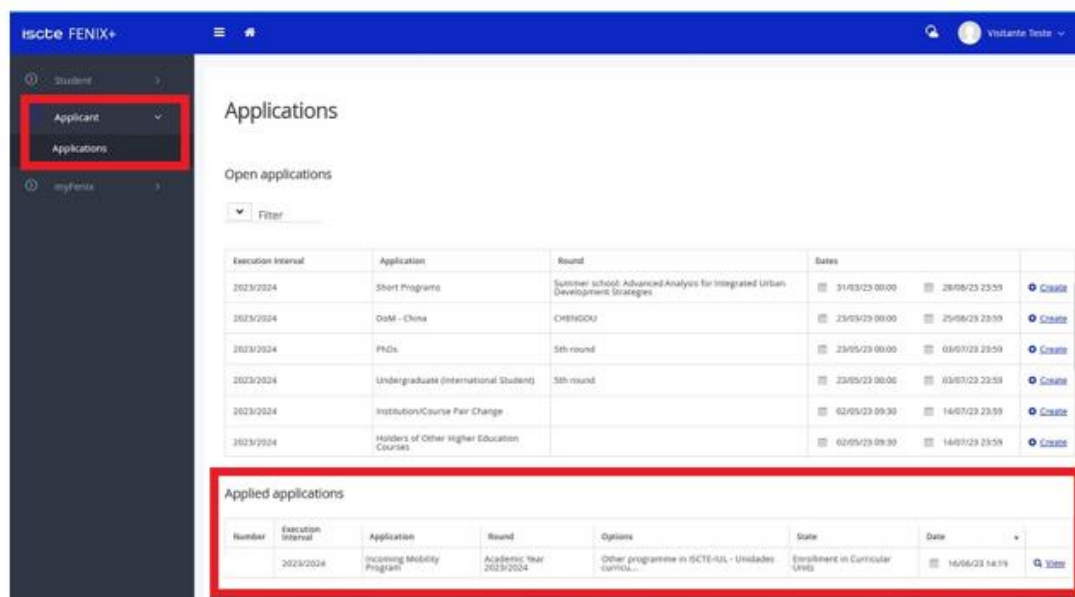
2. After entering, for changing the language, click on your photo/name -> Settings (Editor) -> choose the language -> Save:



- On the left side menu, select the option “Applicant” and then “Applications”***



- On the bottom of the page, in “Applied applications”, select “view”



VERY IMPORTANT ***

Do not create a candidacy on open applications.

You must go down the page to see “Applied Application” - Incoming Mobility Program Application

5. Select “Enrollment”, then “Add curricular unit”. In this phase, complete all the information, in case you haven’t done until now.

Application Process - C25933

2024/2025 - Incoming Mobility Programme

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Details

Applicant	[REDACTED]
Phase	Academic Year 2024/2025
Application Date	29/04/24 10:19
State	[REDACTED]

Operations

[Submit Enrolments](#)

[Withdraw](#)

Monitoring Personal Information Language Skills Mobility Information Origin Academic Information Iscte Academic Information Candidacy Documents **Enrolment** Observations (Services)

1st Semester 2024/2025, 2nd Semester 2024/2025 (Annual Mobility)

Name	Languages	Shift School Classes	Degree	Execution Interval	ECTS Credits	Grade	TimeTable
[REDACTED]	English	CI-ECSH 1	[REDACTED]	1st Semester 2024/2025	6.0		MS212TP01 (Tue. 09:00-13:00 - CS.05) (inglês)
[REDACTED]	Portuguese	PB3	[REDACTED]	1st Semester 2024/2025	6.0		Q2399TP01 (Mon. 13:00-14:30 - Auditório Afonso de Barros, CA.01, Auditório Silva Leal; Mon. 14:30-16:00 - Auditório Afonso de Barros, CA.01, Auditório Silva Leal) (português)
[REDACTED]	English	PA10; PA9; PA8; PA7; PA6	[REDACTED]	1st Semester 2024/2025	6.0		L5001TP03 (Thu. 13:00-14:30; Thu. 14:30-16:00) (inglês)
[REDACTED]	Portuguese	PA15; PA14; PA13; PA12; PA11	[REDACTED]	1st Semester 2024/2025	6.0		L5216TP03 (Tue. 14:30-16:00 - CS.10; Fri. 13:00-14:30 - C3.01) (português)

[Add Curricular Unit](#)

[View Timetable](#)

6. Choose from the list of courses, and select “View”**

VERY IMPORTANT **

On the left side column “CODE” you can consult the syllabus and the requirements, if any.

Choose Curricular Units

1st Semester 2023/2024

Number of results 297 (Total 297)

Code	Name	Degree	Languages	Schools	
L1805	Marketing Management	Bachelor Degree in Management - Gest - 2009 Bachelor Degree in Marketing Management - GM - 2009 Bachelor Degree in Industrial Management and Logistics - Gestão Industrial e Logística Bachelor Degree in Finance and Accounting - FC - 2010		EG	View
L5239	Psychometrics	Bachelor Degree in Psychology - PSIC - 2009	Portuguese	ECSH	View
L5070	Academic Work Practices	Bachelor Degree in Anthropology - ANTROP - 2009	Portuguese	ECSH	View
L1801	International Marketing	Other programme in ISCTE Business School - Escola de Gestão	English	EG	View
03641	Comparative Political Economy (2 Cycle)	Master Degree in Political Economy - Economia Política	English	ECSH	View
04012	Anthropological Theory: Explanation and Interpretation	Master Degree in Anthropology - Antropologia - 2021	Portuguese	ECSH	View

close Export to Excel

7. Choose the class you want to enroll and select “Enroll”

Choose Curricular Units

L5239 - Psychometrics

School Class PC2 (Bachelor Degree in Psychology - PSIC - 2009)

Theoretical-Practical: L5239TP03 Wed. 11:00 - 12:30 ; Wed. 09:30 - 11:00 (português)

Laboratorial: L5239PL01 Fri. 13:00 - 14:30 ; Fri. 11:00 - 12:30 (português)

[✓ Enrol](#)

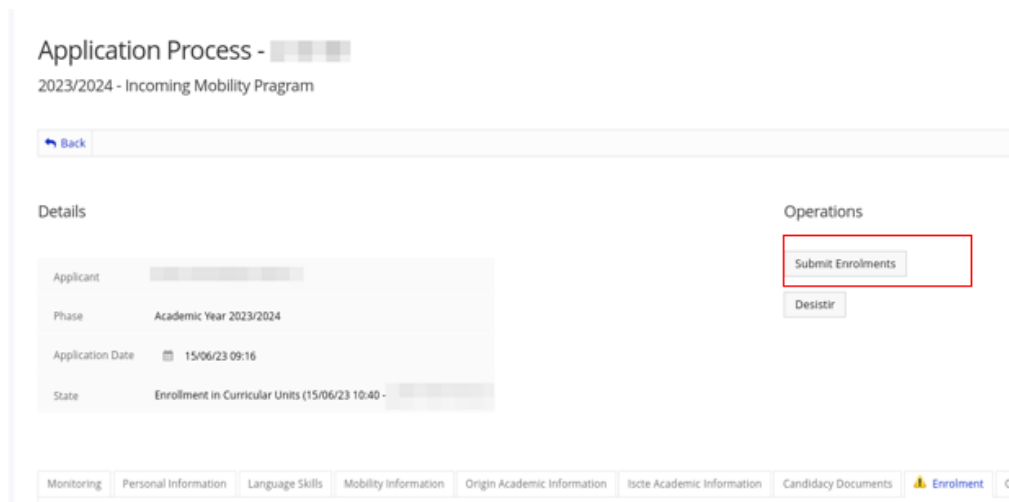
School Class PC4 (Bachelor Degree in Psychology - PSIC - 2009)

Theoretical-Practical: L5239TP03 Wed. 11:00 - 12:30 ; Wed. 09:30 - 11:00 (português)

Laboratorial: L5239PL01 Fri. 13:00 - 14:30 ; Fri. 11:00 - 12:30 (português)

[✓ Enrol](#)

8. Repeat step 5 and 6 to select the courses you want to include in your schedule (maximum 5 courses).
9. To check the timetable, select “MyFenix”, then “Services”, then “Calendar”
10. Select the “period” and then “today” to see the month of September 2024
11. Select “Submit Enrollment” to finish the process



Application Process - [redacted]

2023/2024 - Incoming Mobility Program

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Details		Operations
Applicant	[redacted]	Submit Enrolments
Phase	Academic Year 2023/2024	Desistir
Application Date	15/06/23 09:16	
State	Enrollment in Curricular Units (15/06/23 10:40 - [redacted])	

Monitoring | Personal Information | Language Skills | Mobility Information | Origin Academic Information | Iscte Academic Information | Candidacy Documents | [Enrolment](#) | [Ol](#)