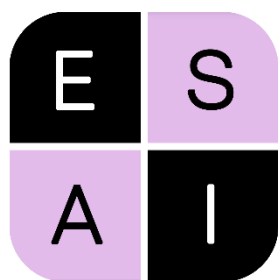


GENERAL INFORMATION FOR INCOMING STUDENTS



Escola Superior de
Actividades Inmobiliárias

2021/2022

[This Information may change, please always consult our Services.](#)

1. ABOUT ESAI	2
A. MISSION AND GOALS:	2
B. ESAI RESEARCH	2
C. ESAI STRUCTURE:	3
D. ESAI COURSES ACCESS REQUIREMENTS	4
E. CREDITING PREVIOUS LEARNING	5
F. EXAMINATION REGULATIONS, EVALUATION AND CLASSIFICATION	5
G. REGISTRATION AND ENROLLMENT	5
H. ECTS GUIDE/ CREDIT SYSTEM	5
I. STUDY PROGRAMS	6
J. CONTACTS.....	7
K. ADDITIONAL INFORMATION	7
2. GENERAL INFORMATION FOR STUDENTS.....	8
LIVING COST	8
WITHDRAWALS AND TRANSACTING MONEY	8
ACCOMMODATION	8
MEALS AND PORTUGUESE CUISINE	8
MEDICAL FACILITIES	9
FACILITIES FOR STUDENTS WITH SPECIAL NEEDS.....	10
INSURANCE.....	10
FINANCIAL SUPPORT AND SCHOLARSHIPS	10
STUDENTS SUPPORT OFFICES.....	10
STUDY FACILITIES.....	10
INTERNATIONAL PROGRAMS	11
PRACTICAL INFORMATION FOR STUDENTS.....	12
LANGUAGE POLICY.....	14
INTERNSHIPS.....	14
SPORTS FACILITIES AND LEISURE ACTIVITIES.....	14
CONTACTS AND ACCESS TO ESAI:	15
OTHER INFORMATIONS: TRANSPORTATION	15
OTHER INFORMATIONS: COMMUNICATIONS.....	16

1. ABOUT ESAI

ESAI (Escola Superior de Actividades Imobiliárias) it's private higher education institution and is the only school in Portugal, public or private, to teach higher education exclusively in the Real Estate area.

Established in 1990, by a group of companies and associations related to real estate, we were at the time of foundation, the pioneers in this type of education in Europe.

With more than 30 years of experience, ESAI provides a unique contribution, the foundation and operational tools to learn how to identify and grab Real Estate opportunities in Portugal and all over the world, in addition to a daily contact with the best professionals in the area.

A. MISSION AND GOALS:

ESAI is a center of creation, development and transmission of science and culture that pursue the following goals:

- ✓ Higher education in the real estate area
- ✓ Scientific and technological research
- ✓ Training and cultural progress, scientific, technical, social and moral
- ✓ Community service
- ✓ Collaboration and partnership with public and private, national or foreign entities, that aimed to the study of education policy, science and culture
- ✓ Cultural, scientific and technical exchange with institutions worldwide that have the same goals and level as ESAI (Check ESAI [Educational Project](#))

B. ESAI RESEARCH

Established in 2003, o Centro de Investigação Científica da Construção e do Imobiliário - CICCOTI – (Scientific Research Centre of Construction and Real Estate) is the only national research unit that adopts exclusively as objects of study, those affecting directly the real estate row.

Although CICCOTI is not a recognized unit by FCT (Foundation for Science and Technology) - all research effort is supported by ESAI as a long-term investment - the results are beginning gradually to emerge as proven by the many protocols with a wide range of public and private entities that seek for ESAI and its researchers to provide consulting services, asset valuation, property taxation and territory management.

Research, innovate and develop new work methods is one of the purposes that have guided the evolution and consolidation of CICCOTI.

ESAI partnership with other institutions, experts in the area and or through its Teachers and researchers within the CICCOTI, has developed a number of initiatives, themed events, scientific and technical forums, free and open to the public.

As the real estate area is characterized by a lack of knowledge and scientific production, this set of events aimed provide an informative view of experts in the field, as well as provide participants practical and specific information, exchange experiences and establish new contacts.

Scientific research, oriented research and professional high level development of teachers in Real Estate Management is at the moment one of the main priorities of ESAI. To do so, the institution has been promoting the participation of teachers, researchers and technicians on activities that leads to their educational, vocational, academic, technical and scientific improvement.

ESAI has always seek to establish partnerships and protocols with national and international institutions and entities.

With these partnerships ESAI has pursue to develop and stimulate a scientific mass through a strategy that promotes research in the field, visible thought articles, books and publications, through the participation in both national and international research networks, through the organization and participation in scientific meetings, exchange of teachers and students, research activity and research training, among others.

C. ESAI STRUCTURE:

DIRECTOR BOARD (CONSELHO DE DIREÇÃO)

ESAI Director (Diretor da ESAI): Master Vitor Reis

Administration Entity Representative: Dr^a Julie Lefebvre

Bachelor's Degree in Real Estate Management Course Director: PhD João Gomes

Bachelor's Degree in Building and Construction Management Course Director: Master Vitor Reis

Master's Degree in Valuation and Management of Property Assets Course Director: Master Vitor Reis

TECHNICAL-SCIENTIFIC COUNCIL (CONSELHO TÉCNICO-CIENTÍFICO)

Master Vitor Reis

PhD. Teresa Florentino

PhD. Paulo Castanheira

PhD. João Gomes

PhD. Sandra Vieira Gomes

PhD. Pedro Neves

Dr. Manuel Coelho da Silva

PEDAGOGICAL COUNCIL (CONSELHO PEDAGÓGICO)

Master Vitor Reis

PhD. João Gomes

PhD. Teresa Florentino

PhD. Paulo Castanheira

Students

CONSULTIVE COUNCIL (CONSELHO CONSULTIVO)

Dr. Manuel Coelho da Silva

Master Vitor Reis

Dr.^a Julie Lefebvre

PhD. João Gomes

Dr. Paulo Jorge Dinis Gouveia

APPIL, President

APFIPP, Board Member

APEGAC, President

ASAVAL, President

APEMIP, President

AHP, President

APAE, President

IMPIC, President
Turismo de Portugal, President
CML, Pelouro Habitação e Desenvolvimento Local
RICS Portugal, President

DISCIPLINARY COMMITTEE (COMISSÃO DISCIPLINAR)

ESAI Director: Master Vitor Reis
Administration Entity Representative: Dr^a Julie Lefebvre

EXTERNAL EVALUATION COMMITTEE (COMISSÃO DE AVALIAÇÃO EXTERNA)

Dr. Manuel Coelho da Silva
PhD. Gabriel Malagueta Feio
PhD. Maria Manuel Baptista
Dr. Pedro Jorge Braumann
Dr. Paulo Monteiro

D. ESAI COURSES ACCESS REQUIREMENTS

The general conditions of higher education access appear in the Portuguese Higher Education System, provided by [NARIC](#).

ESAI offers:

- The Bachelor's Degree (1st cycle) in Real Estate Management;
- The Bachelor's Degree (1st cycle) in Building and Construction Management
- The Master's Degree (2st cycle) in Valuation and Management of Property Assets

1st cycle degree achieved after 180 ECTS. The degree is awarded after the completion of a three-year study programme.

2st cycle degree achieved after 120 ECTS. The degree is awarded after the completion of a two-year study programme.

Post-graduate Diplomas: Five MBA's - Short cycle programmes (between 35 and 60 ECTS) that may be taken as a part professional specialization.

Other specialized training courses in Real State and cross areas.

Access to **Bachelor's Degree (1st cycle)** can be done through the General Access Regime through the Institutional Entrance Competition.

Alternative forms of access to Bachelor's Degree are available: special contests (for technological specialization diploma holders, accessibility examination of over 23 years students, accessibility examination for senior and middle courses holders), special policy of access, change, transfer and re-entry on Higher Education Courses. All these alternative forms of access are formalized through an application in the institution.

MBA's access is made through direct application at ESAI.

E. CREDITING PREVIOUS LEARNING

According to legislation, training undertaken by students in higher education institutions (national or foreign) can be credited (ie, crediting certified training), as well as their professional experience (ie, accrediting professional experience).

ESAI does the crediting of prior learning of student who joins a course in the institution. For student integration in their new training plan, crediting processes of certified training and professional experience must be submitted at the time of application to access or when registering for classes.

For more information about the crediting process in ESAI (moments, procedures and criteria for crediting processes please check: [Regulamento Creditação de Competências](#)

F. EXAMINATION REGULATIONS, EVALUATION AND CLASSIFICATION

The examinations and evaluation process and regulations are defined in ESAI [Estatutos](#).

G. REGISTRATION AND ENROLLMENT

The registration and enrollment at ESAI courses are made annually via Internet or in the Administrative services, in accordance with regulations and specific calendar.

The registration and enrollment of foreign students in mobility (Erasmus or other mobility resulting from protocols established with foreign higher education institutions) will be made through the [International Department](#) - DDRI).

H. ECTS GUIDE/ CREDIT SYSTEM

ECTS, the European Credit Transfer System, is a system based on allocation and transfer of academic credits developed by the European Commission to provide common procedures to guarantee the full transferability of credits for university studies abroad in order that they might count towards a final qualification in the home country. It provides a way of measuring and comparing academic merits and transferring them from one institution to another.

Courses are assigned a number of credits depending on the workload students need in order to achieve the expected learning outcomes.

Allocation of credits in ECTS is the process of assigning a number of credits to qualifications, degree programmes or single educational components. Credits are allocated to entire qualifications or programmes according to national legislation or practice, where appropriate, and with reference to national and/or European qualifications frameworks. They are allocated to educational components, such as course units, dissertations, work-based learning and work placements, taking as a basis the allocation of 60 credits per full-time academic year, according to the estimated workload required to achieve the defined learning outcomes for each component.

ESAI uses the ECTS and the Bologna principles in all its training courses and on student mobility.

The number of credits allocated to each course units/module are identified in the Study Program and is determined by: The workload is measured in: estimated hours of student work; The number of student

working hours includes all forms of work provided (contact hours /training hours/ projects / field work / study and evaluation).

In ESAI the workload of a student for one academic year corresponds to 60 ECTS credits and 30 ECTS for a semester and about 20 ECTS, in case of a quarter.

A detailed analysis is made of Degree programmes of both Higher Education Institutions (HEI's), outcoming and host. This analysis allows credit awarded by one higher education awarding body to be recognised and count towards the requirements of a programme at another institution; or that allows credit gained on a particular programme to contribute towards the requirements of a different one.

The mobility of an exchange student is guaranteed as long as the student respects the Learning or Training Agreement and gets positive evaluation.

Credits are awarded when appropriate assessment shows that the defined learning outcomes have been achieved at the relevant level.

The number of credits awarded to the student who demonstrates the achievement of learning outcomes is the same as the number of credits allocated to the component.

Evaluation methods include the whole range of written, oral and practical tests/ examinations, projects and portfolios that are used to evaluate the student's progress and ascertain the achievement of the learning outcomes of a course unit or module, whereas assessment criteria are descriptions of what the student is expected to do, in order to demonstrate that a learning outcome has been achieved.

The classification of each course unit/module is expressed through a note on a numerical scale from 0 to 20. The student is considered "approved" in a course unit/module if it obtains not less than 10.

The learning outcomes are classified by a national system and according to ECTS scale ordering the students on a statistical basis system.

The transcript of the notes is carried out in a document that indicates the name of the course unit/module in the institution of origin and the host and assigned respective ECTS (transcript of records). The conversion of notes is based on an official conversion tables used in the country. The mobility is referred in the Diploma Supplement.

For more information about the European Credit Transfer System check: [ECTS Users' Guide](#)

I. STUDY PROGRAMS

Degrees and study programs offered at ESAI:

- The Bachelor's Degree (1st cycle) in Real Estate Management;
- The Bachelor's Degree (1st cycle) in Building and Construction Management
- The Master's Degree (2st cycle) in Valuation and Management of Property Assets
- Post-graduate Diplomas: MBA's - Short cycle programs (between 35 and 60 ECTS) that may be taken as a part professional specialization;
- Other specialized training courses in Real State and cross areas.

Any questions can be answer via the Course Director, via the ERASMUS Coordinator or via the International Department (DDR).

Since, all the courses are taught only in Portuguese, ESAI recommends, prior to the mobility, to take a Portuguese **free course on the OLS platform (Online Linguistic Support)**. It is recommended that the student has at least the B2 level if the Common European Framework of Reference for Languages – CEFR).

J. CONTACTS

For further information, please contact:

Administrative services

Monday to Friday: from 01:00 to 09:30 pm

Telephone: +351 21 83 67 010

Fax : +351 21 83 67 019

Email: esai@esai.pt

ERASMUS Coordinator:

Dr. Vitor Reis: vitorreis@esai.pt

Development Department and International Relations

Cristel Ferra: cristelferra@esai.pt

Office Hours:

Tuesdays and Thursdays from 3:00 to 5:00pm

Adress:

Praça Eduardo Mondlane, 7C - Marvila 1950-104 Lisboa

Tel.: 21 836 70 10 | Fax: 21 836 70 19

K. ADDITIONAL INFORMATION

[ESAI ERASMUS Charter](#)

[International Policy Statment](#)

[ECTS Guide/Credit System](#)

[Incoming Students](#)

2. GENERAL INFORMATION FOR STUDENTS

LIVING COST

Generally speaking, the cost of living in Portugal can be considered to be lower when compared with most of E.U. countries.

As an estimate, a student in Lisbon will need somewhere between 450€ and 600€ per month for accommodation, food, study material and other basic expenses.

We suggest consulting the website www.numbeo.com/cost-of-living which provides very approximate estimates of the real costs of living in various cities around the world.

WITHDRAWALS AND TRANSACTING MONEY

Portugal has a national inter-bank network of ATMs (Automatic Teller Machines). "Multibanco" terminals are distributed among shopping centres, petrol stations, shopping areas and in the street near to banks. Apart from providing cash withdrawals of up to €400 per day, other services are available, including bank transfers, bank statements, public and private services payments, purchase train tickets and even purchase of tickets for public events like football matches or shows.

The ATMs can be used with a wide variety of international credit and debit cards. (For further information contact your bank).

You can also open a bank account, in most banks, as long as you intend to stay for more than 3 months. To open the account, you will need to present identification as well as a tax number. Students don't pay tax in Portugal, but all persons are issued with a tax number anyway. To receive the tax number, you must go to the Direção Geral dos Impostos (i.e. the tax office) located in the Loja do Cidadão (the Citizen's Service Bureau).

ACCOMMODATION

ESAI does not provide accommodation, but as DDRI plays a key role in mobility student's integration, which includes support for obtaining housing, can provide information and help in this process.

Surrounding the school, there are several offers of accommodation where students can find rooms or homes at various prices, as well as information from other students who want to find roommates/homes.

Mobility Students may also find accommodation information through the following links:

- [Lisbon Apartment](#)
- [Alfama Pátio](#)
- [Erasmus Lisboa](#)
- [ESN – Erasmus Student Network](#)

MEALS AND PORTUGUESE CUISINE

ESAI has a canteen / bar where all students can have a full meal for 5€ or snack.

If students choose for an apartment or a house they can cook their own meals. Supermarkets in Portugal have an international nature, featuring a wide range of products at an affordable price.

Mediterranean ingredients like olive oil, garlic, onions, lemons and bay leaves have an essential role in seasoning the main dishes. Oriental spices, like pepper and spicy are also used to seasoning.

The meat is often seasoned with spices or infused with wine, accompanied by potatoes, rice and vegetables. North sea cod is a very characteristic dish.

Soups can be light and nutritious with vegetables and pulses, or made in a heavier country style with broad beans, kidney beans, chick peas or rice.

MEDICAL FACILITIES

Public Health Clinics

Public Health Clinics (“Centro de Saúde”) are part of the National Health System in order to provide general healthcare for general public. In case of sudden illness you should go to the permanent attendance service (SAP), or to the nearest Hospital in case of a life threatening situation or serious illness.

Payments and healthcare insurance

Healthcare must always be paid for, either directly by the patient or by a health insurance policy. Students must ensure that they have an adequate health insurance policy.

Cartão Europeu de Seguro de Doença (CESD) - European Health Insurance Card (EHIC)

The European Health Insurance Card of (EHIC) allows an insured or person covered by a social security system of one of the Member States of the European Union, Iceland, Liechtenstein, Norway and Switzerland, to obtain from public providers medical assistance during their temporary stay in any of those States.

It is a unique model card, common across the European Union, Iceland, Liechtenstein, Norway and Switzerland, free and designed to simplify the identification of the holder and the institution that is financially responsible for the costs of health.

Healthcare is provided to holders of the EHIC in the same way that the beneficiaries of the social security system of the country where they are, which means that **healthcare can sometimes be** subject to payment of user fees (non-refundable).

More information about EHIC [here](#)

Social Security System

Many students can benefit from the international agreements in which Portugal participates in order to gain access to the Portuguese Social Security System, and through it to the National Health System, particularly within the framework of the following:

- At multilateral level, the Community Regulations on Social Security, number 1408/71 and number. 574/72, which include the member states of the European Union as well as Iceland, Liechtenstein, Norway, which are part of the European Economic Area, as well as Switzerland.
- At bilateral level, the conventions / agreements celebrated with Andorra, Argentina, Australia, Brazil, Cape Verde, Canada, USA, Guinea-Bissau, Morocco, Venezuela and Uruguay.

For further information about these conventions and agreements, students should contact the social security services in their home country before travelling to Portugal.

Pharmacies

Most pharmacies in Lisbon are open during the week from 09:00am to 01:00pm and from 03:00pm to 07h00pm. On Saturday from 09:00am to 01:00pm. They are closed on Saturday afternoon and on Sunday. Pharmacies which are located in shopping centers are open from 10:00 am to 11:00pm every day.

Special 24-hour **Pharmacies** are available by pharmacies on a rotation basis. The contacts of which pharmacies are on weekend and night duty is provided in local newspapers, listed in the front windows of all pharmacies and [on-line](#).

Vaccination

Portuguese Ministry of Health highly recommends that all citizens must be vaccinated against tetanus, with a maximum lapse of ten years between doses.

COVID 19: We recommend carefully reading the recommendations of [Direção Geral de Saúde](#) (Portuguese General Health Directorate).

FACILITIES FOR STUDENTS WITH SPECIAL NEEDS

ESAI is equipped to take in students with physical disabilities, as his required by law of all Public and Private Education Services in Portugal.

ESAI ground floor has toilets and a classroom (auditorium), for users with special mobility needs.

INSURANCE

All ESAI students have a valid school insurance in Portugal and abroad for learning activities.

Foreign students in mobility should have an equal valid insurance in Portugal, that they can get personally or from their higher education institution.

Students coming to ESAI must make sure that they are covered by either there Institutions insurance policy or by an insurance, taken on by themselves, before departing their country.

FINANCIAL SUPPORT AND SCHOLARSHIPS

ESAI has in her mission to improve educational chances of success of students through the provision of services, financial support and social benefits as follows:

- ✓ Allocation of scholarships to students in an unfavorable economic situation (order No. 22840/2009 of 15 October, the Ministry of Science, Technology and Higher Education) See [DGES](#) website
- ✓ Students who prove themselves in a difficult economic situation will benefit from special access to reprographic services
- ✓ Discounts for former students in the frequency of new courses

Financial support for Mobility students is funded by the E.U. and students should apply for it at their home Institution.

STUDENTS SUPPORT OFFICES

ESAI has several structures to support their students and foreign students in mobility:

- ✓ [Social Action Services](#)
- ✓ Psychological Support Office – A Protocol with a specialized clinic call "Psychological Space"
- ✓ Support for integration into labor market and Vocational Guidance
- ✓ Development Department and International Relations ([DDRI](#)) whose mission is to promote internationally ESAI and to design, implement, support, monitor and coordinate international strategy. This department is also responsible for providing all the necessary support to mobility students.

STUDY FACILITIES

There are within the Institution several structures which support the activities of the students:

- [Auditorium](#)

ESAI auditorium has a capacity of approximately 100 people, offering both a noble and sophisticated environment, which makes it ideal for conferences (national and international) and specialization seminars, as well as for presentations or other learning activities.

- [Computer lab/Student Computer Work Room](#)

ESAI has a computer lab which contains 27 computers (all with internet connection), providing to all its students an additional source of potential knowledge.

- [Library/Media Library/Documentation Center](#)

Designed to disseminate and make available all existing documentary and informational resources necessary to scientific and cultural development. It offers scientific quality information services and is available to the entire school community. Among its services, it stands out for providing:

- ✓ Access to scientific database
- ✓ Dissemination of information
- ✓ Acquisition of bibliographical material
- ✓ Loan books
- ✓ Bibliographic information
- ✓ Access to basic subscribed data, free access databases, trials, newspapers and periodicals online, as well as other features.

It has a capacity for 16 people, have a personal computer and WI-FI network.

- Study Room/Resource Room

ESAI has a room whose use is exclusively for students, ensuring thus a placeholder, in which the study, reflection, or even the debate of ideas by students will find themselves protected from the noise and potential outbreaks of distraction otherwise could hypothetically occur. This is an area of work / study with access to all the features that the institution available to students through its WiFi network. This room has capacity for 44 students.

- Centro de Investigação Científica da Construção e do Imobiliário - CICCOTI (Scientific Research Centre of Construction and Real Estate)

This Center is oriented to promote and support research and study in specific areas of Real Estate. Its mission is to promote the results from studies conducted as part of research projects which it includes debates, seminars, conferences and training sessions, in addition to providing specialized services within the area of research. CICCOTI is the only national research unit that adopts exclusively as objects of study, those who affect directly the real estate, especially those that are related to the following themes: real estate rating, real estate taxes, construction and public works (especially from a management point of view of investment and environmental sustainability), territory management and real estate management.

Research, innovate and develop new work methods which are useful to the community and to professionals it has been a guided line to the evolution and consolidation of CICCOTI. There has been more than fifty research projects designed in the center, developed by researchers, teachers, outside professionals and students.

- Copy center - which provides a reprographic support.
- Free Wifi network in all school

INTERNATIONAL PROGRAMS

Acting in a specific area where development of knowledge and science in general, in Portugal, is insufficient, ESAI has always seek to establish partnerships and protocols with national and international institutions and entities.

ESAI has always seek to establish partnerships and protocols with national and international institutions and entities.

With these partnerships ESAI has pursue to develop and stimulate a scientific mass through a strategy that promotes research in the field, visible thought articles, books and publications, through the participation in both national and international research networks, through the organization and participation in scientific meetings, exchange of teachers and students, research activity and research training, among others.

In this context, ESAI works with the following international partners:

- Ecole Supérieure des Professions Immobilières - ESPI (França)

- Technological Educational Institute of Crete (Grécia)
- Universidad Politecnica de Madrid (Espanha)
- Universidade Miguel Hernandez
- Universidade de Alicante
- Universidade de Salford
- Faculdade Católica de Ciências Económicas da Bahia, (FACCEBA)
- Escola Superior da Gallaecia (ESG-IDS)
- Universidade do Sul de Santa Catarina (UNISUL)
- Fontys Hogeschool Management, Economics and Law
- El Consorcio Axencia para a Calidade do Sistema Universitario de Galicia (ACSUG)
- Universidade de Madrid
- CRS (Council of Residential Specialists, EUA)
- Academia BAI
- TEGoVA (*The European Group of Valuers Associations*)
- ATASA (Association of Valuation Companies of Spain)
- Madrid University – we are working on a joint MBA in Real Estate Valuation, with a double degree and certified by RICS (Royal Institution of Chartered Surveyors).

National partners (among others):

- Câmara Municipal de Lisboa
- INCI-Instituto da Construção e do Imobiliário
- RICS Portugal, Royal Institution of Chartered Surveyors in Portugal
- Instituto Superior de Ciências do Trabalho e da Empresa (ISCTE)
- Instituto Superior de Tecnologias Avançadas (ISTEC)
- Universidade de Aveiro (In which ESAI teachers are integrated on a 3rd Cycle degree and in the research center)
- Escola Superior de Hotelaria e Turismo do Estoril (ESHTE) e o Instituto Politécnico de Bragança (working on a joint MBA)
- Several Professionals Associations.

PRACTICAL INFORMATION FOR STUDENTS

In the context of mobility programs, through its Development Department and International Relations (DDRI), ESAI seeks to expand its partnerships network, so that mobility becomes more appealing to the academic community.

Under the Erasmus program, there are appropriate mechanisms to encourage and ensure the recognition of ECTS, skills and experiences of mobility.

Moreover, within the philosophy of the Erasmus program, ESAI seeks to develop ways to support and internal instruments that establish protocol procedures and help the process of credit and recognition of skills of all mobility participants.

In the context of international cooperation and mobility agreements, student's mobility is established carrying out the guidelines of the HEI partners, the conditions mobility and mutual recognition of credits and skills.

Students from other HEI (Incoming Students):

ESAI accepts students from any Institution with which it has a valid Interinstitutional Agreement and a learning agreement for each mobility student. The learning agreement establishes the courses units/modules that the student will attend during their period of mobility in ESAI.

Please check into Study Programs for all the information on the curricula and courses available.

Incoming Applications:

To apply for an Erasmus period at ESAI you should consult the Erasmus Office in your own University in order to get information on the administrative procedures necessary.

Students should make sure they have a Learning Agreement approved by their home university and that it arrives at our Development Department and International Relations before the deadline expires.

The first Semester begins in late September and the Second in February, generally all applications must be in until the end of July and at the end of December respectively.

There will be a welcoming session organized early September and late January to aid students with all the administrative details and doubts.

For further information please contact [DDRI](#)

* **Note** if you are thinking of applying for a **training** period, administrative procedures should be started as soon as possible as our Coordinators will have to evaluate your request and decide if it is possible or not. You should be aware that all documents should be handed in until the end of July for students coming in the 1st semester or for the whole academic year, and until the end of December for students coming in the 2nd semester only.

Important Procedures:

Before your mobility

- Student Application Form
- Learning Agreement (you should use the form provided by your home university)

Upon your arrival at ESAI

- Certificate of Arrival (you can use the form of your home university)
- Proof of identity (National Identification Card or Passport)
- 1 photo 3.5 x 4.5cm
- Application Form (original)
- Learning Agreement (original)
- Transcript of Records from your home university (original)
- Certificate of B2 Level Portuguese Knowledge (Original)

Prior to your departure

- Certificate of Period of Stay (you can use the form of your home university)
- Transcript of Records stating all the results achieved during the mobility period

Students coming to ESAI within the scope of the Erasmus program should know that they will be subject to the same Academic Rules as all our students in what concerns their academic activities.

ESAI Students (Outgoing Students):

ESAI Students may apply for a mobility period for studies or training. ESAI has partnerships with institutions, schools, universities and other entities which provide students mobility for attending courses or internships.

Outgoing Applications

For further information see page <https://esai.pt/mobilidade/>

LANGUAGE POLICY

When submitting an application for an international exchange, "Outgoing" students and Teachers are required to convey information on their language knowledge and proficiency. In selection of applicants is take into account their language skills.

In the application stage, the Erasmus Coordinator through DDRI advise students and staff, for the acquisition of the necessary language skills for mobility.

Are carried out briefings where DDRI informs about: the Course units/modules and the language in which they are taught, as well as the language requirements of the partner institutions. In these briefings is also provided information and support related to visas, insurance, European Card of Health Insurance (EHIC), accommodation guides and other support (part of this material is provided by the international institution host).

The official language of all courses in ESAI is Portuguese, so it would be important, prior to your mobility, to take a Portuguese **free course on the OLS platform Online Linguistic Support**). You can check the info here: <https://support.erasmusplusols.eu/hc/es-es/articles/360006594114-Cursos-de-idiomas-Manual-de-usuario>

INTERNSHIPS

ESAI has a Support Office to integration and Guidance of Students into labor market.

This Office aims to bring students and alumni close to labor market, by promoting job and internship ads offered by partner employers.

In addition to promote offers, this Office is also dedicated to support students in the process of applying for a job or for an internship.

ESAI has a web page dedicated to promote jobs and training offers <https://esai.pt/emprego>

For Mobility Students it's possible, upon request and depending on the area of work desired, to have internships managed through our network of contacts.

In general these requests have to be made until the end until July for students coming in the 1st semester or for the whole academic year, and until the end of December for students coming in the 2nd semester only.

SPORTS FACILITIES AND LEISURE ACTIVITIES

Although ESAI doesn't have sports and leisure facilities, the location of the school (in Lisbon) allows access to a wide range of equipment, sports and leisure activities, mainly those provide and organized by the Município de Lisboa (Câmara Municipal de Lisboa).

For further information please check: [Sport Facilities and Leisure Activities](#)

CONTACTS AND ACCESS TO ESAI:


Praça Eduardo Mondlane, 7 C
1950-104 Lisboa

Coordenadas GPS:
N: 38°44'37.23" W:
9°06'48.69"

Telefone: +351 21 83 67 010
Fax : +351 21 83 67 019
Telemóvel:
+351 93 93 02 190
+351 91 68 82 890
+351 93 85 31 274

BUS:

755 From **Sete Rios** (  ) to **Poço Do Bispo**

759 From **Restauradores** (  ) to **estação do Oriente** (  )

749 From **Estação de Entrecampos**(  ) to **ISEL** ()

OTHER INFORMATIONS: TRANSPORTATION

Lisbon Public Transportation:

[Carris](#) (Buses, Trams & Funiculars)

Here is the official and up-to-date [map on Carris website](#) also there are 'spider' maps of areas where many routes intersect. Note that there are separate maps for daytime and night-time bus networks.

[Metro](#)

Lisbon's Metro is the quickest way to travel to some areas and there are four lines. All lines operate from 06:30am to 01:00am every day. The metro is the least expensive.

More information about the network can be found on the [Metropolitano de Lisboa website](#). Note that the ticket costs an extra 50 cents but can be recharged - don't throw it away!

Train

Lisbon has several train stations and a network that serves national, regional, suburban and urban areas. Check [CP official site](#) for more information and to purchase tickets. Also for the trains that cross the river to the southern suburbs see <http://www.fertagus.pt>

Boat

Because of its location along the river Tejo, Lisbon has three fluvial stations (also serving the Bus and Metro networks) connecting the city to other places located in the southern margin of the river, like Cacilhas, Seixal and Montijo among others. The "Cacilheiro" is another symbolical mean of transportation of Lisbon's Metropolitan area. You can check out schedules, ticket prices on the [Transtejo-Soflusa](#).

[Fares and Passes](#)

Please consult the previous website provided for the updates prices.

There are a variety of passes available which reduce those costs considerably. Be aware that a rechargeable card can only hold one type of ticket at one time. When empty, it can be reloaded with any different tariff. Every traveller requires a ticket, they cannot be shared if traveling together. Passes can be purchased at any Metro station and in some post office branches.

The 'zapping' pass stores cash value on a rechargeable card. It does not expire with time. Zapping tickets are purchased in the same way as the others already mentioned.

OTHER INFORMATIONS: COMMUNICATIONS

Telephones: landline telephone service

[Meo](#) | [NOS](#) | [Vodafone](#)

Information required:

Full name | Address | Passport details/Identity Card details | Proof of Address (Utility bills and/or Residency Card) | Tax Number (NIF or CIF) | IBAN

Billing: Whichever telephone company is used for the service, charges for the line rental are on a monthly basis. Bills are sent out monthly and can be paid in the following ways:

Via the ATM Multibanco system | At the Post Office ([Correios](#)) | By direct debit

Note: In Portugal telephone calls are cheaper off-peak from 21:00-09:00 and on weekends.

To call out of Portugal dial the country code and the client number00 +

To call into Portugal dial country code followed by the Portuguese number00351 +

Emergencies: call 112

Mobile Telephone:

[Meo](#) | [NOS](#) | [Vodafone](#)

Mobile telephones are offered on contract and as pay-as-you-go. It is possible to sign up at a mobile providers' shop or online. For pay-as-you-go services only personal details (name and address) are required; for a contract the following is necessary:

Passport details/Identity Card details | Proof of Address (Utility bills and/or Residency Card) | Tax Number (NIF or CIF) | IBAN | Telephone details | Fill out a form and/or a member of staff will enter the details into a computer data base

A phonecard with a reference number is issued when a phone is purchased.

Pay-as-you-go telephones can be topped up directly from a bank account at the ATM Multibanco system.

Select Telemóveis and then one of the three companies MEO, NOS, or Vodafone

Select Carregamento Cartões

Key in the Mulibanco Reference Number (Referencia Multibanco) on the phonecard card (the one without the 91/93/96 prefix)

Key in the quantity to be credited in Euros (Montante)

Press Confirmar (Confirm)

Credit can also be added on a mobile telephone via the telephone with Multibanco Telecarga by dialling 1255 on the mobile and following the instructions and keying in the same information as when using a Multibanco ATM machine.

It is also possible to put credit on a mobile phone at one of the many mobile phone shops which accept cash and payment via Multibanco direct debit cards.

Internet:

Fibre Optic, ADSL broadband, cable and wireless Internet brands

[Meo](#) | [NOS](#) | [Vodafone](#)

MEO WiFi and NOS WiFi are wireless Internet services. They have a lot of Hotspots in key places such as business centres, hotels, conference and congress centres, shopping centres and airports allowing access online.

To subscribe to an Internet service in Portugal it is necessary to fill out a subscription form (Formulário de Adesão) and sign a contract. The client is given a username and password.

Internet companies require all of the following documents:

Full name | Address | Passport details/Identity Card details | Proof of Address (Utility bills and/or Residency Card) | Tax Number (NIF or CIF) | Telephone contact

Internet service contracts may be cancelled by sending a letter or email to the company providing: Full Name | User Name | ADSL telephone number | Tax Number | Address | Telephone contact