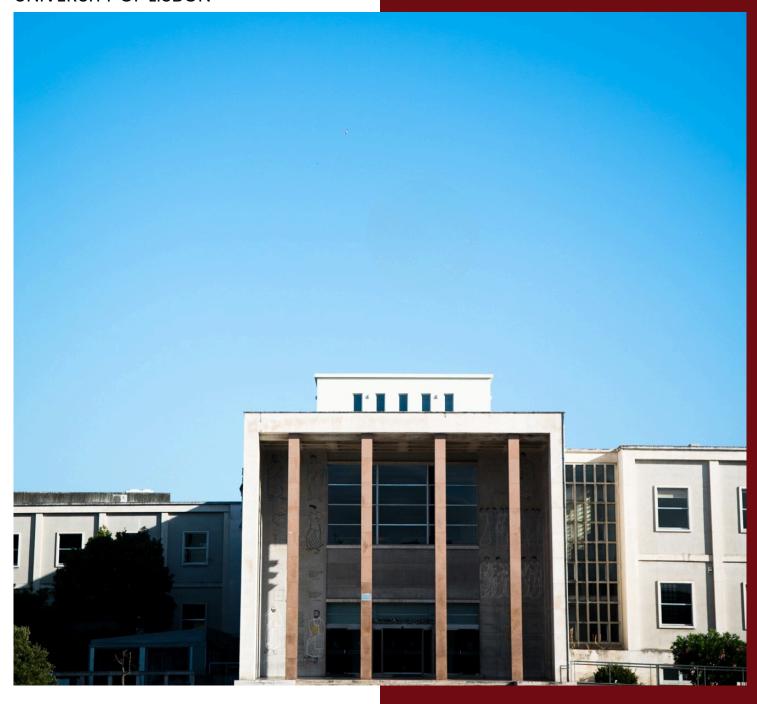
WELCOME HANDBOOK

For Mobility Students (incoming)

FACULTY OF LAW OF THE UNIVERSITY OF LISBON









ACADEMIC YEAR 2025/2026

WELCOME MESSAGE

Dear student,

We are delighted to welcome you to the Faculty of Law of the University of Lisbon!

By choosing our Faculty for your mobility period, you are joining an academic community with a long-standing tradition, a strong international spirit and a commitment to excellence in legal education.

During your stay, you will have the chance to contact and learn from experienced Professors, explore different fields of law and live in the heart of Lisbon – an unique, vibrant, welcoming, and historic city.

We are confident that this academic, cultural and personal experience will be enriching and unforgettable.

Our Erasmus and International Relations Office team is here to support you throughout your mobility journey, even before your arrival and until your departure.

We wish you a fantastic semester with us!

ABOUT THE ULISBOA SCHOOL OF LAW

The Faculty of Law of the University of Lisbon (FDUL) is one of the most renowned institutions for legal education in Portugal and across the Portuguese-speaking world.

Founded in 1913, as part of the re-establishment of the University of Lisbon, FDUL has played a pivotal role in training jurists, judges, diplomats, academics, and public leaders.

Its tradition of excellence is now combined with a strong commitment to pedagogical innovation, scientific research, and international cooperation.

The Faculty offers a wide range of law courses across several legal fields — including Constitutional, International, Criminal, Civil, and Commercial Law — giving mobility students the flexibility to build a curriculum that fits their academic goals.

FDUL's academic community is diverse and inclusive. Every year, we welcome students from around the globe, fostering intercultural dialogue and mutual enrichment.

Located in Cidade Universitária, the Faculty provides a high-quality academic experience in one of Europe's most dynamic and culturally rich capitals.

MOBILITY PROGRAMS

The Faculty of Law of the University of Lisbon has a strong commitment with the internationalization of legal education and to welcoming students from all over the world.

Through well-structured mobility programmes, international students can undertake a study or internship period at FDUL, fully integrating into the academic life of the institution. The exchange program allows for exemption from tuition fees and access to a wide range of legal courses. Currently, FDUL hosts students from three different programs:

Erasmus+ Studies

For students from European universities with which FDUL has bilateral agreements under the European program Erasmus+. This programme allows students to spend a semester or a full academic year on exchange, with academic recognition ensured.

• Erasmus+ Traineeships

Allows international students to undertake a curricular or extracurricular internship in one of the Faculty's units (research centres, library, etc), subject to prior approval.

<u>List of Agreements – Erasmus+</u>

Bilateral Cooperation Agreements

For students from non-European universities (Latin America, Asia, Africa, North America) with which FDUL has signed specific cooperation protocols.

All incoming students have access to the same services and resources as local students — including library, eletronic platforms, events, and extracurricular activities.

<u>List of Agreements - Bilateral Cooperation Agreements</u>

BEFORE YOU ARRIVE

To ensure a smooth arrival and integration into the Faculty of Law, it's essential to prepare your mobility process in advance. Below are the main steps to follow before coming to Lisbon:

Online Application

All mobility students must be officially nominated by their home university. After nomination, they must complete the FDUL online application form through <u>FenixEdu</u> within the deadline.

For your application to be properly validated, you will need to submit all requested information and documentation, including your Learning Agreement, duly signed by your University.

Letter of Acceptance

Once the application is approved, students will receive an official acceptance letter, required for visa applications (if applicable) and administrative procedures.

Visa Application (if applicable)

Students from non-EU countries must apply for a residence visa for studies at the Portuguese Embassy or Consulate in their home country.

This process may take several weeks, so we advise you to start it as soon as you receive your acceptance letter.

Accommodation

FDUL does not offer on-campus housing, but incoming students may apply to one of the <u>University of Lisbon residence halls</u> or seek private accommodation.

It is recommended to:

- Apply to ULisboa residences in the application form (here);
- Use trusted rental platforms;
- Avoid advance payments without a signed contract.

Health and Liability Insurance

All students must have valid insurance covering health and civil liability during their stay in Portugal.

EU students must bring the <u>European Health Insurance Card</u> (EHIC). Non-EU students must obtain private international insurance before arrival.

6. General Preparations

- Check your passport/ID validity;
- Consult FDUL's academic calendar;
- Bring copies of essential documents;
- Install useful apps (transport, health, maps).

If you have any questions, the Erasmus and International Relations Office is here to help!

ARRIVAL AND FIRST STEPS

Your arrival in Lisbon marks the beginning of an exciting journey. To help you settle in quickly, here are the key first steps to follow:

Welcome Session

At the beginning of each semester, FDUL holds a welcome incoming offering session for students, practical information about the Faculty, the academic calendar, attendance rules, digital systems, and available services. highly is recommended Attendance and great opportunity to meet fellow international students.

Check-In at the Faculty

Upon arrival, you must go to the Erasmus and International Relations Office (GERI) to confirm your arrival, process your mobility documentation and receive guidance on the first steps of your mobility, including general information about the Faculty, the University and the city of Lisbon.

Student Card

Once registered, you can request your University of Lisbon student card, which gives you access to the library, canteens, study areas, and other ULisboa facilities. . To get your card, you'll need the proof of enrolment. Learn how to apply <u>here</u>.

Access to Academic Platforms

FDUL uses the <u>FénixEdu</u> academic system, through which you can:

- Check your timetable and study plan;
- Enrol in courses;
- View grades and announcements;
- Obtain certificates.

After the initial registration, you will receive your access credentials by email.

Support from Tutors or Mentors (if available)

In collaboration with the <u>FDUL Academic Association</u> (AAFDL), mobility students can receive support from regular students during the first days, assisting with practical matters and social integration.

Check with GERI to see if this option is available in the semester concerned.

• Explore the Faculty and the City

Take some time to get familiar with the FDUL building, public transport, and the surrounding area. You can also visit the city centre, try the local cuisine, and meet other international students.

The Erasmus and International Relations Office will always be available to support you during this initial phase — don't hesitate to ask for help!



During Your Stay

Once you are settled in Lisbon and registered at the Faculty, your academic experience truly begins. Here you will find everything you need.

Class Structure

Classes at FDUL can be either theoretical or theoretical-practical and take place from Monday to Friday. The language of instruction is Portuguese, but several courses have classes taught in English, primarily aimed at mobility students.

Theoretical classes are usually held in lecture halls, while theoretical-practical classes take place in smaller classrooms.

Attendance and Participation

Although only theoretical-practical classes have mandatory attendance (75% attendance is required to be eligible for assessment), active participation in all classes is highly recommended. Some professors award bonus marks based on attendance and engagement.

Assessment

The assessment method may vary depending on the course:

- Final written or oral exam;
- Presentations;
- Individual or group assignments;
- Participation and attendance.

The criteria are set by each professor and presented at the beginning of the semester.

Intensive Courses

FDUL offers an annual program of Intensive Courses taught by professors from various universities, not only from Europe but also from the US and Brazil. Aimed not only at regular FDUL students but also at exchange students, these courses provide a set of skills and practical knowledge in various legal topics from a comparative, european, and global perspective. The approval in the course grants students 3 ECTS credits.

Extracurricular Activities

In addition to classes, you can participate in:

- Legal conferences, colloquia, and seminars;
- Debate groups and student groups.

Getting involved in these initiatives is an excellent way to enrich your experience and interact with the academic community.

Student Support

FDUL provides a variety of support services, such as:

- ·Library and study room;
- Personalized assistance at the <u>Erasmus and International</u> <u>Relations Office</u> (GERI);
- Psychological support (through the <u>Psychological Support</u> Office);
- Medical support (through the <u>University of Lisbon Medical</u> <u>Center</u>);
- Support for students with <u>Special Educational Needs</u> (SEN) through the <u>Social Responsibility Office</u>;
- ·Academic counselling through the <u>Career Opportunities Office</u>

• Take part in sports activities

The University of Lisbon provides its community with the facilities of the <u>University Stadium</u>, which allow for the practice of various sports and physical activities. In addition to various pavilions and fields for team sports (football, basketball, volleyball, rugby, tennis, padel), the facilities include an Olympic swimming pool and a fitness centre.

The sports facilities of the University Stadium are located in a green space with free access, centrally located in the city of Lisbon, where you can also find a maintenance circuit where you can run, walk, or simply stroll.

Where to eat

FDUL has 3 cafeterias/bars inside its building where you can have your meals during your stay, with different meal options and prices. Moreover, as a student of the University of Lisbon, you have access to the various cafeterias of ULisboa schools. The closest one to FDUL is the "Cantina Velha," located at the top of the Campus, next to the University Stadium, where you can have a complete meal at a lower price.

• Academic Life in Lisbon

Lisbon is a vibrant university city. You can explore museums, concerts, beaches, fairs, libraries, parks, and much more.

Living and studying in Lisbon is also an opportunity to meet people from different backgrounds and develop your autonomy.

Enjoy every moment of your stay with us — we are here to support you!

BEFORE DEPARTURE / END OF MOBILITY PERIOD

As your mobility period comes to an end, there are still a few important steps to complete before returning home. Here's what you need to do:

Confirmation of Stay / Certificate of Departure

Before leaving, request a Certificate of Departure from the Erasmus and International Relations Office, stating your official departure date from FDUL.

This document is essential for your Home University, allowing certification of your mobility period and the calculation of your grant if it is within the scope of the European Erasmus+ program. If your university doesn't have its own model, send us your mobility dates and we'll send you our model.

Academic Closure

Make sure you:

- All assignments have been submitted;
- All evaluations are published on Fénix;
- You have paid the school insurance.
- You have paid the <u>tuition</u> (valid for free mover students only).

• Transcript of Records

FDUL issues the Transcript of Records upon student request via Fénix. After all grades are published on Fénix, the student must submit a request via Fénix and the document is usually issued within 24 to 48 business hours.

This document is available for download on Fénix and if you need it sent directly to your university, simply provide us with the email address.

• Feedback and Suggestions

Your opinion matters! At the end of your mobility, you may be invited to fill out an experience feedback form to help us improve our services for future incoming students.

• Staying in Touch

Many students keep in touch with FDUL after their mobility. You can follow us on social media, apply for postgraduate programmes or even return to Lisbon for future academic opportunities!

Thank you for being part of our community — we hope you had a memorable experience!

USEFUL CONTACTS

If you have any questions or need support throughout your mobility, please do not hesitate to contact the services listed below:

- Faculty of Law of the University of Lisbon
- Alameda da Universidade, 1649-014 Lisboa (<u>Google Maps</u>)
 Cidade Universitária (<u>Google Maps</u>)
- **(**+351) 217 984 600
- pening Hours Monday to Friday, from 8:00 AM to 10:30 PM
- www.fd.ulisboa.pt
 - Erasmus and International Relations Office (GERI)
- FDUL, Floor 1
- erasmus@fd.ulisboa.pt
- In-person opening hours: Monday to Friday, from 10:00 AM to 12:00 PM and from 2:00 PM to 4:00 PM
 - Academic Services
- FDUL, Floor 0
- Maria divisaoacademica@fd.ulisboa.pt
- In-Person Office Hours:

January/February/June/July/September/October:

Monday, Wednesday, and Friday from 11:00 AM to 4:00 PM Tuesday and Thursday from 1:00 PM to 6:30 PM

March/April/May/November/December:

Monday, Wednesday, and Friday from 11:00 AM to 4:00 PM Tuesday and Thursday from 1:00 PM to 5:30 PM

August:

Weekdays from 1:00 PM to 4:00 PM

(+351) 960 486 341: Weekdays from 2:00 PM to 5:00 PM

Treasury

† FDUL, Floor 0

- tesouraria@fd.ulisboa.pt
- Un-Person Hours:

From September 1st to July 31st:

Monday, Wednesday, and Friday, from 11:00 AM to 4:00 PM

From August 1st to 31st:

No in-person hours

Library

† FDUL, Floor 0

- 🛂 <u>atendimento@fd.ulisboa.pt</u>
- September to July

Monday to Friday, from 9:00 AM to 9:00 PM

<u>August</u>

Monday to Friday, from 9:00 AM to 7:00 PM

• Technical Support Department

† FDUL, Floor 0

- informatica@fd.ulisboa.pt
- In-Person Hours: Monday to Friday, from 9:00 AM to 1:00 PM and from 2:00 PM to 5:00 PM

• Social Responsibility Office

FDUL, Floor 1

- responsabilidadesocial@fd.ulisboa.pt
- In-person office hours: Monday to Friday, 10:00 AM to 12:00 PM and 2:00 PM to 4:00 PM

Career Opportunities Office

FDUL, Floor 1

- saidasprofissionais@fd.ulisboa.pt
- In-person office hours: Monday to Friday, 10:00 AM to 12:30 PM and 2:00 PM to 4:30 PM

University Canteen ("Cantina Velha")

- 🖣 Av. Professor Gama Pinto, 1600-192 Lisbon (<u>Google Maps</u>)
- Cidade Universitária (Google Maps)
- 🛂 <u>alimentacao@sas.ulisboa.pt</u>
- Opening Hours Monday to Friday, 8:00 AM to 9:00 PM

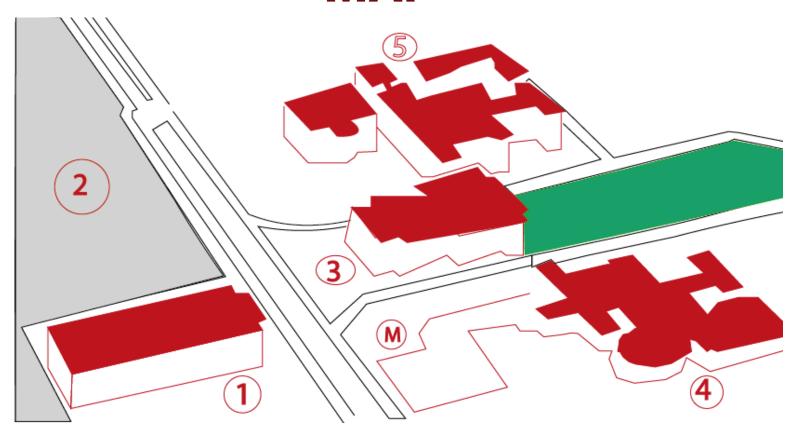
• Lisbon University Stadium

- 🕈 Av. Professor Egas Moniz, 1600-190 Lisbon (<u>Google Maps</u>)
- Cidade Universitária (Google Maps)
- geral@estadio.ulisboa.pt
- Opening Hours Monday to Friday, 7:00 AM to 9:00 PM; Saturdays, 8:00 AM to 7:00 PM
- www.estadio.ulisboa.pt

University of Lisbon Medical Center

- 🕈 Av. Professor Egas Moniz, 1600-190 Lisbon (<u>Google Maps</u>)
- Cidade Universitária (Google Maps)
- cm.cidadeuniversitaria@estadio.ulisboa.pt
- Opening Hours Monday to Friday, 9:00 AM to 6:00 PM
- <u>https://www.estadio.ulisboa.pt/info/centro-medico</u>
 - University of Lisbon Social Services (Accommodation)
- 🕈 Av. Professor Gama Pinto, 1600-192 Lisbon (<u>Google Maps</u>)
- Cidade Universitária (Google Maps)
- 🛂 <u>alimentacao@sas.ulisboa.pt</u>
- Opening Hours Monday to Friday, 9:00 AM to 5:00 PM
 - Emergencies in Portugal
- 📞 European Emergency Number: 112
 - Embassy/Consulate of your country in Lisbon
- (S) We recommend that you know the contact details of your diplomatic representation in case of emergency or consular matters.





- 1. UNIVERSITY CANTEEN ("CANTINA VELHA")
- 2. LISBON UNIVERSITY STADIUM
- 3. RECTORY OF THE UNIVERSITY OF LISBON
- 4. FACULTY OF LAW OF THE UNIVERSITY OF LISBON
- **5. SCHOOL OF ARTS AND HUMANITIES**
- M UNDERGROUND/SUBWAY/METRO