GUIDE FOR INCOMING STUDENTS

GENERAL INFORMATION AND APPLICATION PROCCESS

WELCOME!

Welcome to Técnico!

This guide has been prepared to help all future incoming students to make their official application on Técnico's platform (Connect). You will also find general information about the application which is crucial for your entire study period to be properly recognised. It's the first step in an unforgettable adventure! Let's go?

- NMCI Team

GENERAL INFORMATION

Important Information

- Applicants must choose the **majority of the courses/subjects (>50%), not ECTS credits**, in the selected Degree at Técnico;

- Applicants cannot change their Degree after the Boarding deadline (Phase 2).

Tip: We recommend 30 ECTS per semester, but you can select a maximum of 36 ECTS

ATTENTION!
If you do not respect these indications, your application will be rejected.
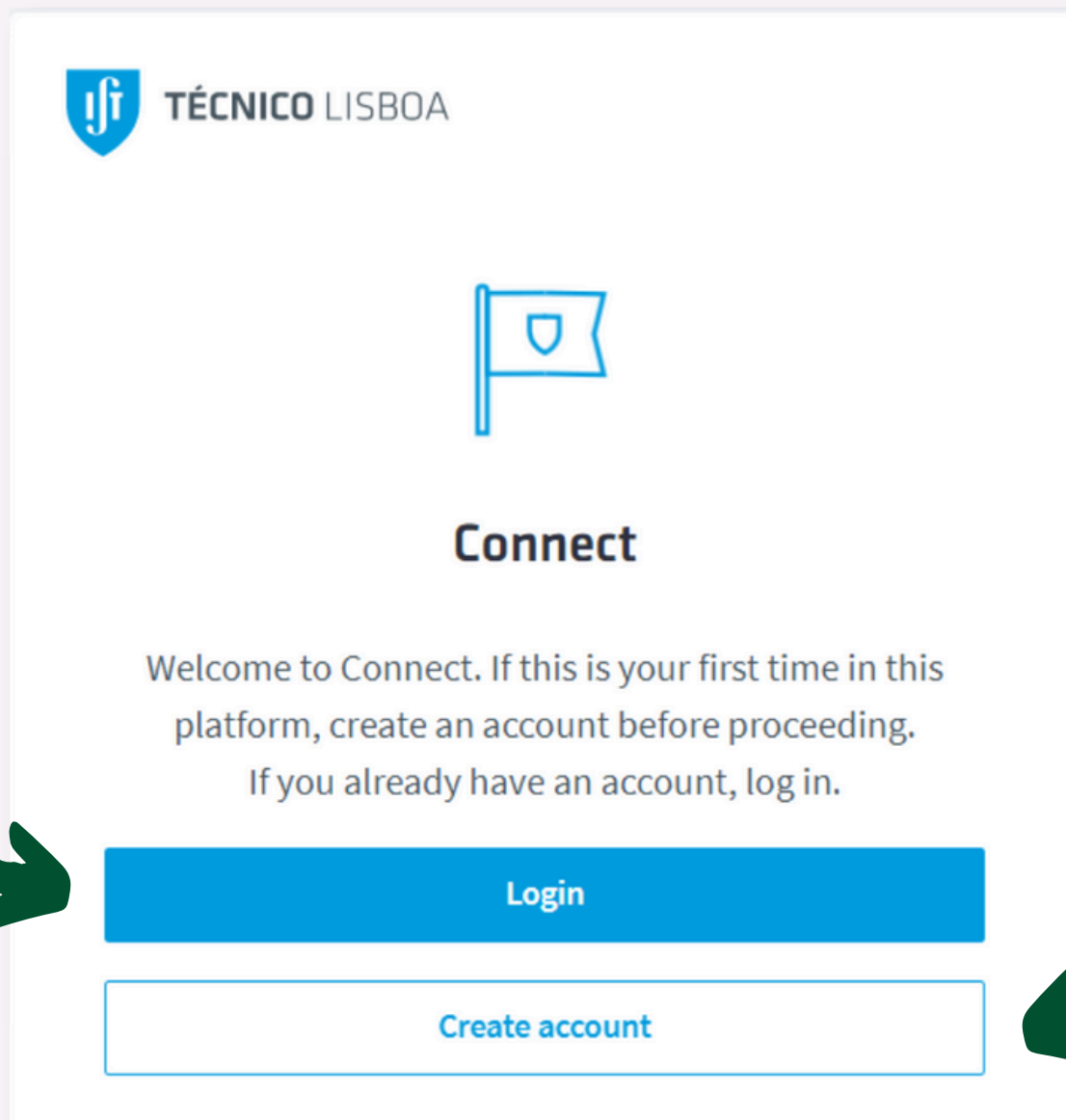
Documents Required For Your Application

- Passport (Outside Europe) or European ID

- ID photo;

- Learning Agreement;

- Official Transcript of Records;

- **English Certificate Level B2:** any Official Language Certificate, Official Declaration from Home University or digital certificates from EFSET or Duolingo are also accepted.

PHASE 1 - CREATING AN ACCOUNT

1 - To officially enroll in Técnico, you must create your account on the <u>Connect Platform</u>. If you already have an account, simply log in; otherwise, these are the steps to follow:

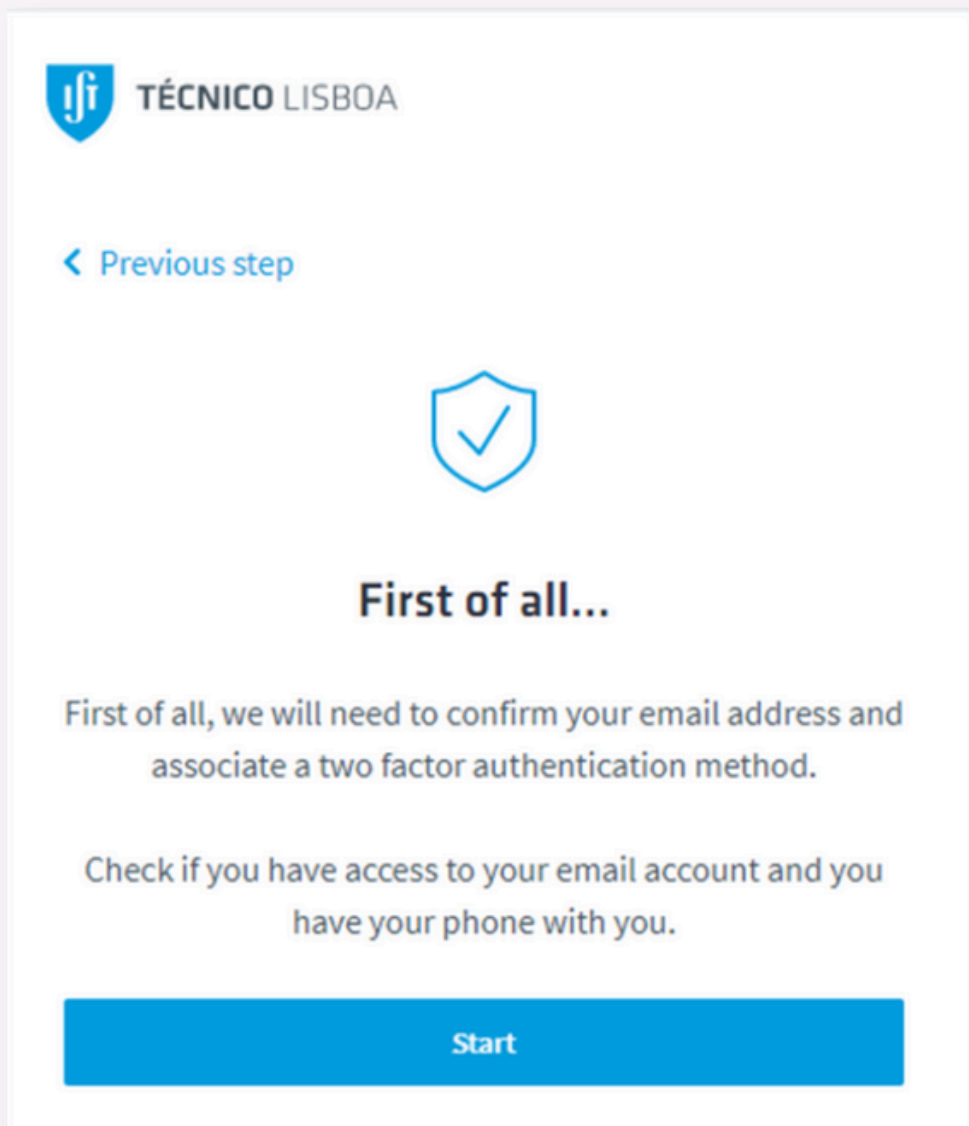# PHASE 1 - CREATING AN ACCOUNT

2 - Follow the instructions presented in the image. It is important to have access to your email account and to have a phone with an operational number with you.

PHASE 1 - CREATING AN ACCOUNT

< Previous step

Tell us your email address

Please insert your personal email. This email will be connected to your Tecnico account and it'll also be used by our team to contact you, if necessary.

Email *

nmci.istulisboa@gmail.com

✓ Não sou um robô

reCAPTCHA
Privacidade - Termos de Utilização

Receive confirmation code

< Previous step

Verify the code sent to you

The code was sent to the email
nmci.istulisboa@gmail.com
Open your email account and insert below the
confirmation code that we sent to you.

Confirmation Code *

1a4f74c403e7104790094e602cbc08a8cXXX

Verify confirmation code

✓

Email validated successfully
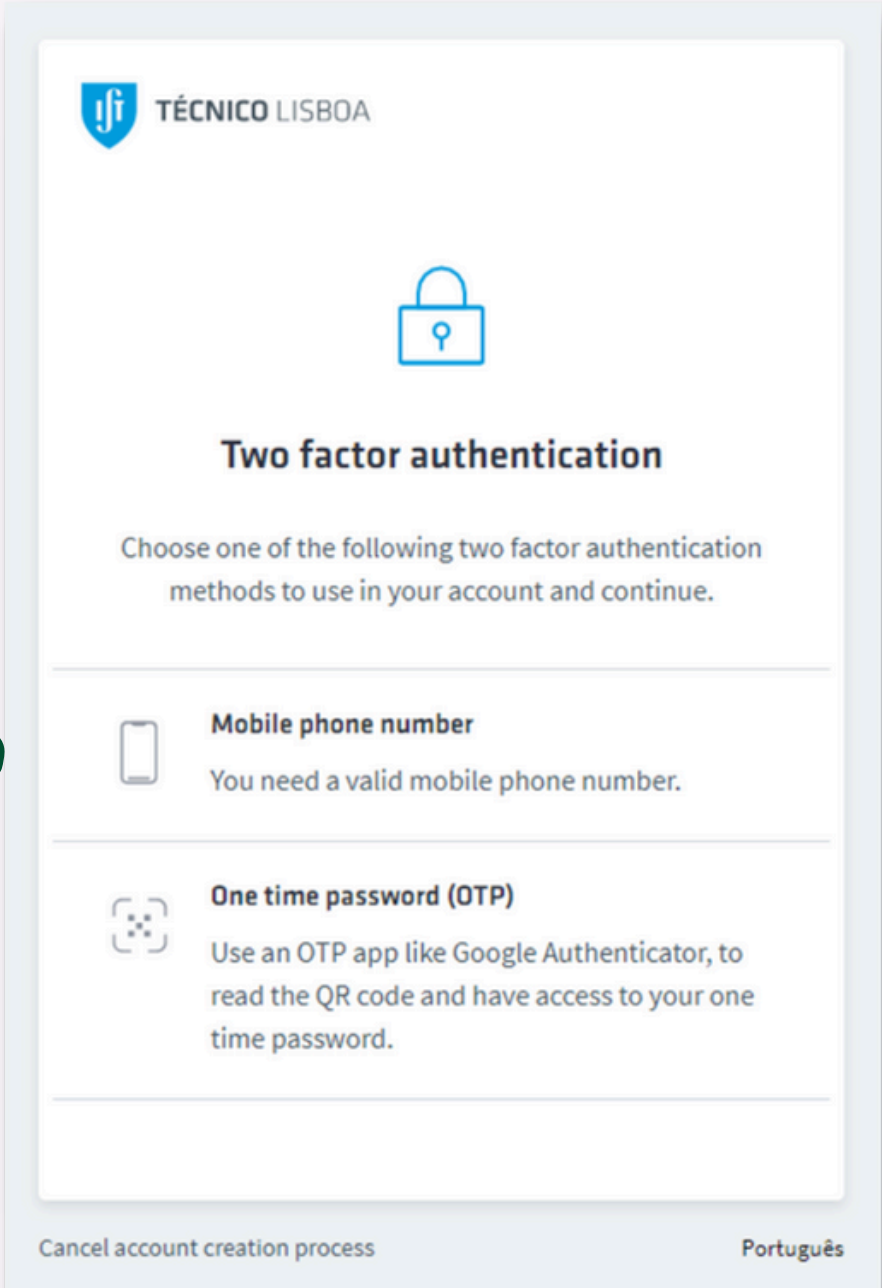
Your email was validated. Now you need to associate a two factor authenticator method to your account.

Continue register account

3 - Validate your email account with the e-mail account you used to be nominated in your home university.

PHASE 1 - CREATING AN ACCOUNT

3 - Now you need to authenticate the account through Two Factor Authentication, where you should choose one of the available options to do so.

TÉCNICO LISBOA

Two factor authentication

Choose one of the following two factor authentication methods to use in your account and continue.

Mobile phone number
You need a valid mobile phone number.

One time password (OTP)
Use an OTP app like Google Authenticator, to read the QR code and have access to your one time password.

Cancel account creation process   Português

PHASE 1 - CREATING AN ACCOUNT

4 - If you choose your mobile phone number to authenticate your account, make sure you introduce an operational phone number.

You will then receive a confirmation code that you must enter on the platform in order to continue your registration.

‹ Choose other option

Tell us your mobile phone number

Besides confirming that the mobile phone really belongs to you, this information will also be usefull to contact you.

Country *   Phone Number *

🇵🇹 +351 ⌃ 9XXXXXXXX

Receive confirmation code

‹ Previous step

Verify the code sent to you

The code was sent to the mobile number **+351**
Open your SMS application and insert below the confirmation code that we sent to you.

Confirmation Code *

XXXXXX

Verify confirmation code

✓

Mobile phone number validated successfully

Your mobile phone number was validated and associated to your Técnico account.

Continue register account

PHASE 1 - CREATING AN ACCOUNT

TÉCNICO LISBOA

Two factor authentication method registered

The two factor authentication method you have chosen, was registered and associated with your account.

Continue register account

TÉCNICO LISBOA

Validation done successfully

The validated data was associated with your account creation. Press the button below to finish.

Finish
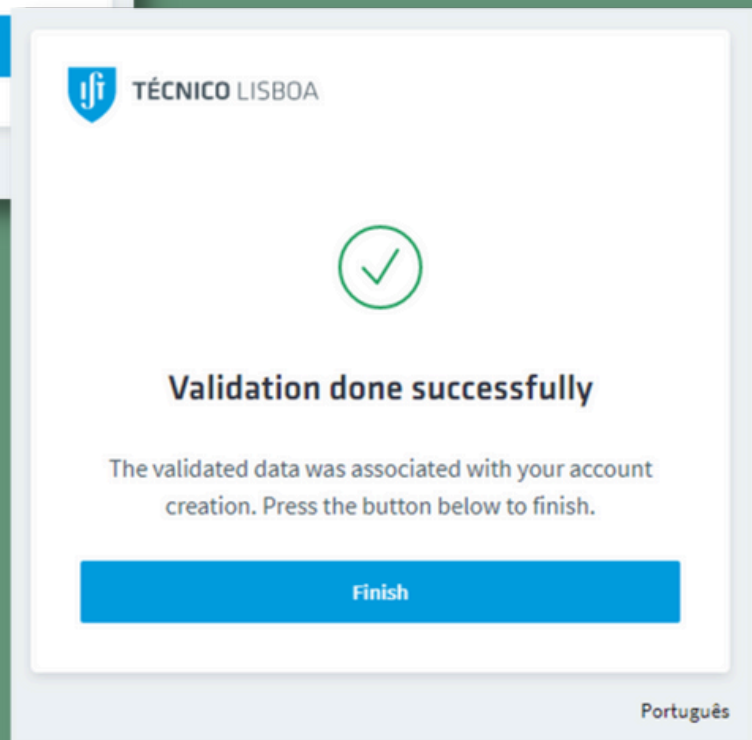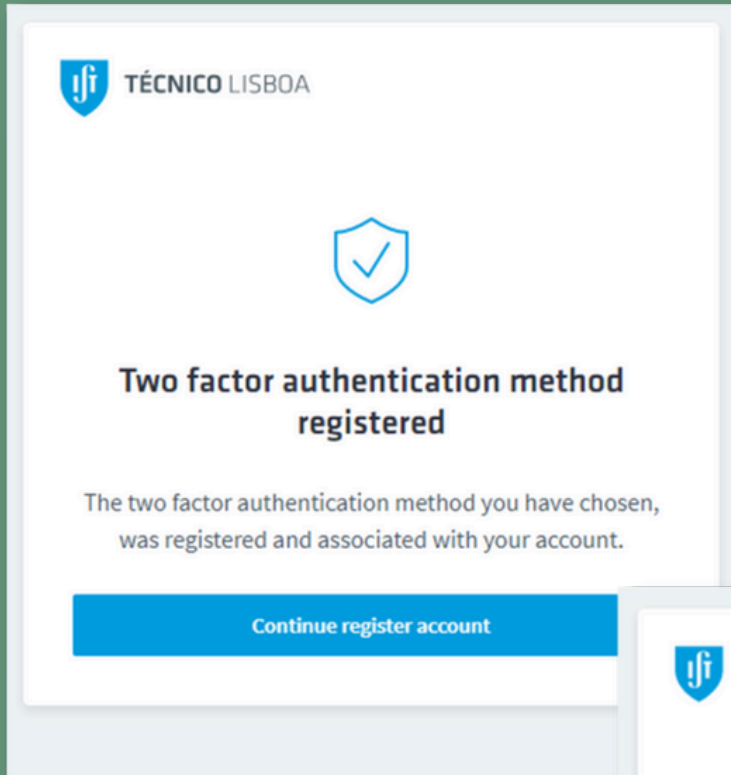
Português

5 - Confirm if your chosen method of two-factor authentication has been registered with success.

PHASE 1 - CREATING AN ACCOUNT

Identity Validation
Use one of the methods below to validate your identity.

If you do not have a Portuguese Citizen Card/Portuguese Mobile Authentication Key and the corresponding codes, then you must first fill out your personal information in order to access one of the following identity validation methods: (1) Scheduled video call, where an interactive video call is schedule with our support services OR (2) Image capture via webcam, where you will take a photo of yourself and your documents, which will be validated by our services afterwards.

Portuguese Citizen Card
Use a card reader.

Chave Móvel Digital
You need to have access to your PIN code and mobile phone with the number associated with your Portuguese Citizen Card.

Scheduled video call
You need to fill your personal data to use this identity validation method.

Image capture via webcam
You need to fill your personal data to use this identity validation method.

Have doubts? **Get help**

Personal Information
Fill the personal information form to complete your profile.

○ **Fill your personal information**
Access your profile and fill the personal information form. >

6 - Fill in your personal information and only after you will be able to validate your identity.

PS: In this image, only two options appear in the Identity Validation part and only after the four options will be available.

PHASE 2 - ADMISSION PLATFORM

1 - With the Check Validation on Identity Validation and Personal Information, you must proceed to the Admission Portal. Make sure you are on the main page of the Connect – Admission Platform!

Available activities
A list of activities that you may perform in the different Técnico applications.

IST ACCOUNT MANAGEMENT
Manage data access authorization
Manage your account data access authorizations.

>

IST ACCOUNT MANAGEMENT
Set Password
Your account is ready to have a password set. Setting a password will simplify your login process and also allow you to access some services that are only available with a password.

>

ADMISSIONS
Admissions Portal
You can create and manage your admissions to Técnico on the admissions portal.

>

My processes

OVERVIEW   RESULTS

New process

2 - Select "New Process"

3 - Choose"I want to enrol via mobility program (Erasmus, Outside Europe, etc.)"

← MY PROCESSES
I want to...
To proceed to the next step, select the option that applies to you.

I want to enrol via mobility program (Erasmus, OutsideEurope, etc.)   ○

PHASE 2 - ADMISSION PLATFORM

Agreements-South Korea ○

Information: https://aai.tecnico.ulisboa.pt/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/
Support email: nmci@tecnico.ulisboa.pt
Submissions period: May 30, 2022 — June 24, 2022

Agreements-Thailand ○

Information: https://aai.tecnico.ulisboa.pt/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/
Support email: nmci@tecnico.ulisboa.pt
Submissions period: May 30, 2022 — June 24, 2022

Agreements-Uruguay ○

Information: https://aai.tecnico.ulisboa.pt/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/
Support email: nmci@tecnico.ulisboa.pt
Submissions period: May 30, 2022 — June 24, 2022

4 - Choose the country agreement of your university.

For most Erasmus students (except for those who have been notified), you should choose the option that refers to the Erasmus+ agreements and not to the specific country!

← MY PROCESSES

Select one of the options

To proceed to the next step, select the option that applies to you.

Aalborg Universitet ○

Aalto University ○

Aalto University - School of Electrical Engineering ○

Aalto University - School of Engineering ○

Aalto University - School of Science ○

Aarhus University ○

5 - Choose your home university

PHASE 2 - ADMISSION PLATFORM

6 - Choose the course in which you are going to enrol at Técnico

← MY PROCESSES

I want to start a process in...

To create your process, select the scope that applies to you.

🔍 Filter scopes by name...

Bologna Master Degree in Biomedical Engineering (Brussels Free University)	○
Bologna Master Degree in Computer Science and Engineering - Alameda (Brussels Free University)	○
Bologna Master Degree in Electrical and Computer Engineering (Brussels Free University)	○
Bologna Master Degree in Physics Engineering (Brussels Free University)	○

7 - Fill in all the necessary fields

← MY PROCESSES

Process within "Bologna Master Degree in Biomedical Engineering (Brussels Free University)"

Fill out the following form to start your process.

Home Institution
Home Institution Information

Host Institution
Study Period
Program

Education and Training
Qualifications

Personal Skills and Competences
Languages

Other Information
Disabilities
Additional Information

Documents
Documents to submit

Previous

Next

Home Institution Information

Information regarding home institution and coordinator.

Country *

🔍

Address of home institution *

Name of exchange coordinator *

Email of exchange coordinator *

Previous   Next

PHASE 2 - ADMISSION PLATFORM

⚠️ **The arrival and departure dates do not need to be exact, they can be approximate!**

Home Institution
Home Institution Information

Host Institution

Study Period
Program

Education and Training

Qualifications

Personal Skills and Competences

Languages

Other Information

Disabilities
Additional Information

Documents

Documents to submit

Study Period

Information regarding the arrival, departure and semester.

Arrival Date *

    DD/MM/YYYY   📅

Departure Date *

    DD/MM/YYYY   🗓

Semester(s) you're applying for *

○ Only First Semester

○ Only Second Semester

○ Both Semesters

Program

Information regarding the studies type and contacts.

Type of studies *

☐ Project
☐ Thesis
☐ Labs
☐ Seminars
☐ Courses

You must select at least one of the options

Thesis subject
If you selected 'Thesis' in the previous question.

[   ]

Have you already contacted other staff members of the IST on the choice of subject or project? *

○ Yes

○ No

Name of contact
If you answered 'Yes' to the previous question.

[   ]

| Previous | **Next** |

7 - Fill in all the necessary fields

PHASE 2 - ADMISSION PLATFORM

Qualifications

Information regarding degrees and qualifications obtained or attended. For example, a masters or your k12 education.

Qualification *

ITEM 1

Country in which the qualification was granted *

Qualification level *

Studies Start *

DD/MM/YYYY

Conclusion Date
Only fill in if studies were completed and a degree/certificate obtained

DD/MM/YYYY

Degree final grade/scale *
Example: 15 (0-20); 5 (0-10); B (F to A+)

Proof of Qualifications or equivalent document
Detailed with grades and respective ECTS

⊕ Upload file in the format: .pdf

Grade scale explanation document

⊕ Upload file in the format: .pdf

+ Add another qualification

Country where highschool was finished *

Previous   Next

There is no need to submit either the Proof of Qualifications or Equivalent Document or the Grade Scale Explanation Document!

PHASE 2 - ADMISSION PLATFORM

ATTENTION!

Education institution *

This field is required
If none of the options apply, you may insert another option.

You will have to select "insert another option" and write the name of your education institution

Languages

Information regarding spoken and written languages.

Mother language *
Your native language

Other Language

List all the languages in which you are somewhat proficient, describing your skill according to the Common European Framework of Reference for Languages.

+ Add another language

Previous   Next

7 - Fill in all the necessary fields

PHASE 2 - ADMISSION PLATFORM

Disabilities

Information regarding disabilities or limitations.

Do you have any disabilities? *

◯ Yes, I am disabled

◯ No, I do not have any disabilities

Details
If you answered 'Yes' to the previous question please detail.

Additional Information

Other pertinent information.

Additional Information

Previous   Next

7 - Fill in all the necessary fields

Documents to submit

Necessary documents to proceed with the application. The maximum file size is 25MB.

Declaration of English Level (minumum B2) *

⊕ Upload file in the format: .pdf

Previous   Review

PHASE 2 - ADMISSION PLATFORM

Summary of your process within "Bologna Master Degree in Biomedical Engineering (Brussels Free University)"

Review the data for your process before you submit it.

Personal Data

Given Names:
Surnames:
Nationality: Portuga

Phone num
Email: jo

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8 - Review the data of your process and after click "submit and lock"

☑ I confirm that the data in my process is correct, and that once I submit and lock it, I will not be able to change it before it is reviewed by a manager.

| Go back and edit the form | **Submit and lock** |

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9 - Well done! We are almost finished.

Bologna Master Degree in Biomedical Engineering (Brussels Free University)
Erasmus

Information: https://aai.tecnico.ulisboa.pt/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/
Support email: nmci@tecnico.ulisboa.pt
Submissions period: May 30, 2022 10:00 AM (9:00 AM GMT) — June 24, 2022 11:59 PM (10:59 PM GMT)

Process state: Submitted and locked

ATTENTION!

⚠️ Your application will now be reviewed and approved by our team. When this happens you will receive an e-mail confirming the submission of your application and after that you can continue the process through the same platform ⚠️

PHASE 3 - DOCUMENTS AND CURRICULAR COURSES

Available activities
A list of activities that you may perform in the different Técnico applications.

IST ACCOUNT MANAGEMENT
Manage data access authorization >
Manage your account data access authorizations.

IST ACCOUNT MANAGEMENT
Set Password >
Your account is ready to have a password set. Setting a password will simplify your login process and also allow you to access some services that are only available with a password.

ADMISSIONS
Admissions Portal >
You can create and manage your admissions to Técnico on the admissions portal.

1 - Once your application has been approved by our team, you should return to the Connect Platform and select the "Admissions Portal" once again and click "Register" in the next step

My placements

Bologna Master Degree in Computer Science and Engineering - Alameda (Technical University of Munich) >
Erasmus 2024/2025

Placement period: October 15, 2024 12:00 AM (10/14/2024 11:00 PM GMT) — November 15, 2024 11:59 PM (GMT)   [Register]

Current State

Marital status *

[🔍]

Scholarship Type *   ⓘ

[🔍]

Residence

If you are a student moved from your permanent residence, you must also fill in the information of your address during class-time. If your country of residence is foreign, you should fill in only the information of your address during class-time. If you are displaced or live in a foreign country and you do not yet have an address during class-time, fill in only the district and the municipality where you plan to inhabit.

Country of residence *

[🔍]

Displaced from permanent residence? *
You should choose 'Yes' if you are not living in your permanent residence (the residence where your family has lived for most of the last 12 months). Otherwise choose 'No'.

○ Yes
○ No

2 - Fill in all the necessary fields

PHASE 3 - DOCUMENTS AND CURRICULAR COURSES

Scholarship Type *

Student without a scholarship

Higher Education Scholarship (out of the scope of Social Action)

HE Social Action Scholarship

Candidate to HE Social Action Scholarship

Scholarship holder of a foreign institution

Scholarship holder from another nacional institution

3 - Fill in depending on the type of scholarship given by your home institution.
P.S.: if you are an Erasmus+ student and if you receive the mobility grant, you must select the option "scholarship holder of a foreign institution"

Mobility Documents

Required documents to complete mobility registration.

Transcript of Records

(+) Upload file in the format: .pdf

Learning Agreement

(+) Upload file in the format: .pdf

Curricular Courses

In this section you should choose the curricular courses to enroll in accord with the learning agreement.

Programs *

+ Add another program

4 - Submit the required documents

PHASE 3 - DOCUMENTS AND CURRICULAR COURSES

5 - Here you should start selecting the curricular courses you wish to attend

Curricular Courses

In this section you should choose the curricular courses to enroll in accord with the learning agreement.

Programs *

ITEM 1 ⊖

Degree *

Bologna Degree in Civil Engineering 🔍

Semester *

1º semestre 2022/2023 🔍

Program *

🔍

Analysis of Structures

Building Physics

Civil Engineering and Environmental Sustainability

Computational Mathematics

Construction Materials I

Differential and Integral Calculus I

⚠️ ATTENTION! ⚠️

51% of the curricular courses in which you will enrol must be part of the degree in which you are enrolled at Técnico, otherwise your application will be rejected.

PHASE 3 - DOCUMENTS AND CURRICULAR COURSES

Curricular Courses   Edit

Programs:

• **Degree:** Bologna Master Degree in Civil Engineering
  Semester: 1° semestre 2022/2023
  Program: Bridges

• **Degree:** Bologna Degree in Civil Engineering
  Semester: 2° semestre 2022/2023
  Program: Building Physics

• **Degree:** Bologna Degree in Mining and Energy Resources Engineering
  Semester: 2° semestre 2022/2023
  Program: Differential and Integral Calculus I

• **Degree:** Bologna Degree in Chemical Engineering
  Semester: 1° semestre 2022/2023
  Program: Homogeneous Chemical Reaction Engineering

☑ I confirm that the data filled out is correct.

Go back and edit the form   **Submit for Approval**

6 - Confirm the name, semester and degree of the chosen curricular courses and if everything is correct click on "submit for approval"

After finishing this part and after the deadline, your mobility coordinator will analyse, approve, and upload your signed Learning Agreement on the platform. The last step is our team's final validation of the whole process and then you will be officially registered at Técnico!

Técnico is waiting for you!

- NMCI Team

For more information: outsideeurope@tecnico.ulisboa.pt or erasmus@tecnico.ulisboa.pt

MOBILITY AND INTERNATIONAL COOPERATION OFFICE