

# GUIDE FOR INCOMING STUDENTS

## GENERAL INFORMATION AND APPLICATION PROCESS

The background of the entire page is a blurred photograph of a library. On the left, there are tall bookshelves filled with books of various colors. In the background, several students are seated at tables, some working on laptops. The overall atmosphere is academic and quiet.

# 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 (>51%), not ECTS credits**, in the selected Degree at Técnico;
- Applicants cannot change their Degree after the Onboarding deadline (Phase 2).

**Tip:** We recommend 30 ECTS per semester, but you can select a maximum of 42 ECTS



### ATTENTION!

If you do not respect these indications, your application will be rejected.

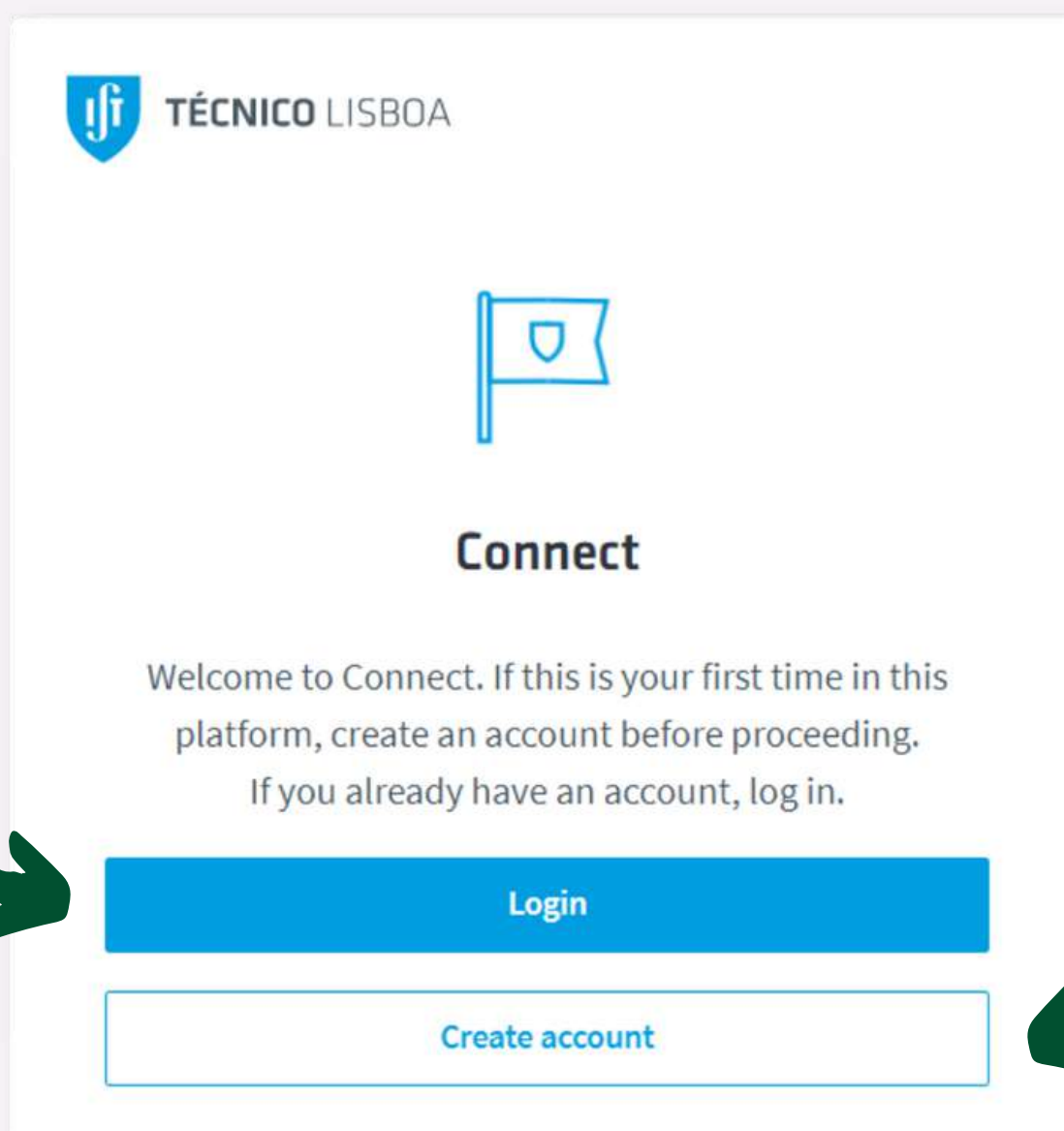



## Documents Required For Your Application

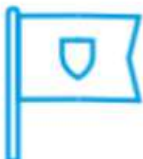
- Passport (Outside Europe) or European ID and an ID photo;
- Learning Agreement;
- Official Transcript of Records;
- **English Certificate Level B2:** any Official Language Certificate, Official Declaration from Home University or digital certificates from EFSET or Duolingo are also accepted.

# PHASE 1 - CREATING AN ACCOUNT

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



 **TÉCNICO LISBOA**



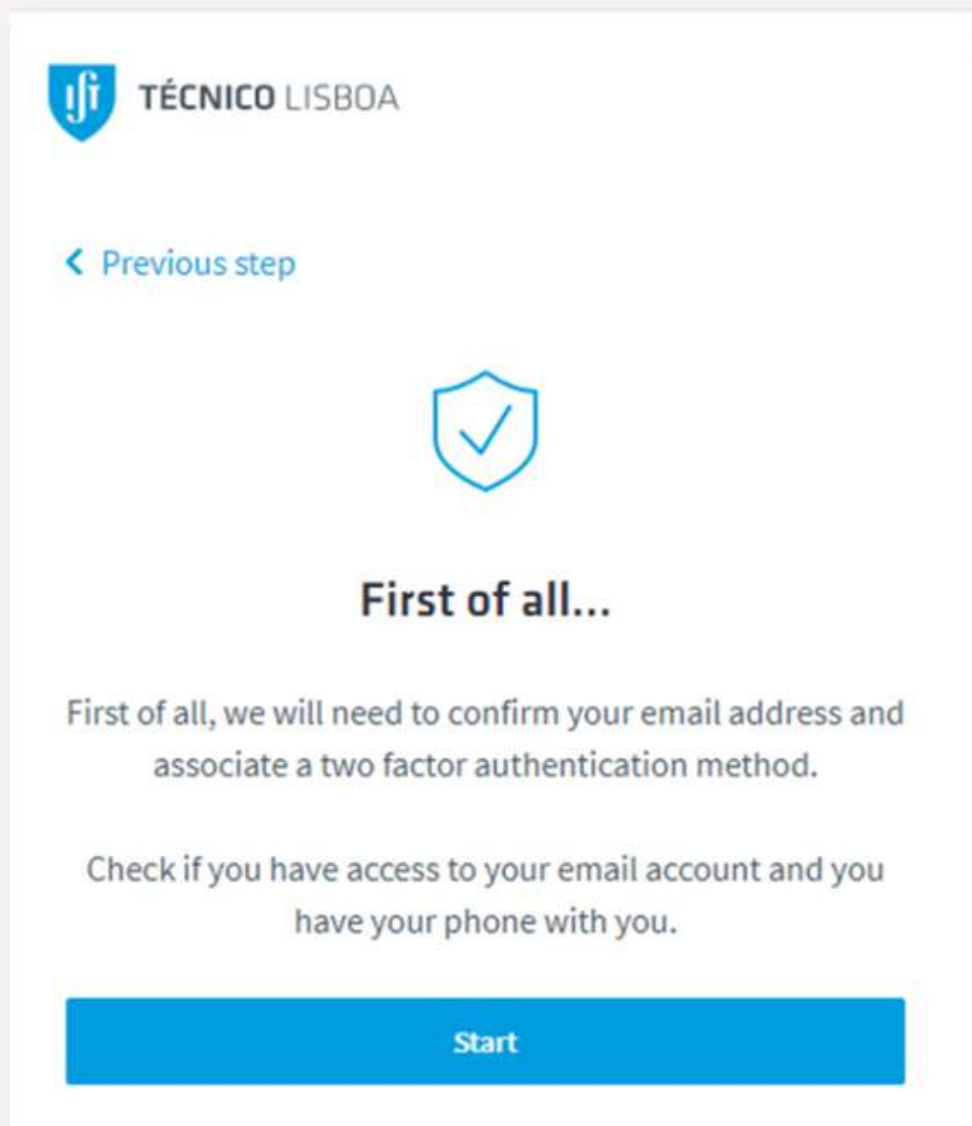
**Connect**

Welcome to Connect. If this is your first time in this platform, create an account before proceeding.  
If you already have an account, log in.


[Login](#)

[Create account](#)


# PHASE 1 - CREATING AN ACCOUNT



The screenshot shows a web interface for creating an account at Têcnico Lisboa. At the top left is the Têcnico Lisboa logo, which consists of a blue shield with a white 'i' and 'f' inside, followed by the text 'TÉCNICO LISBOA'. Below the logo is a blue link with a left-pointing arrow and the text 'Previous step'. In the center is a blue shield icon with a white checkmark inside. Below the icon is the heading 'First of all...' in bold. Underneath the heading is a paragraph: 'First of all, we will need to confirm your email address and associate a two factor authentication method.' Below this paragraph is another paragraph: 'Check if you have access to your email account and you have your phone with you.' At the bottom is a large blue button with the word 'Start' in white text.

 **TÉCNICO LISBOA**

[< Previous step](#)



**First of all...**

First of all, we will need to confirm your email address and associate a two factor authentication method.

Check if you have access to your email account and you have your phone with you.


[Start](#)

**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 Técnico 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

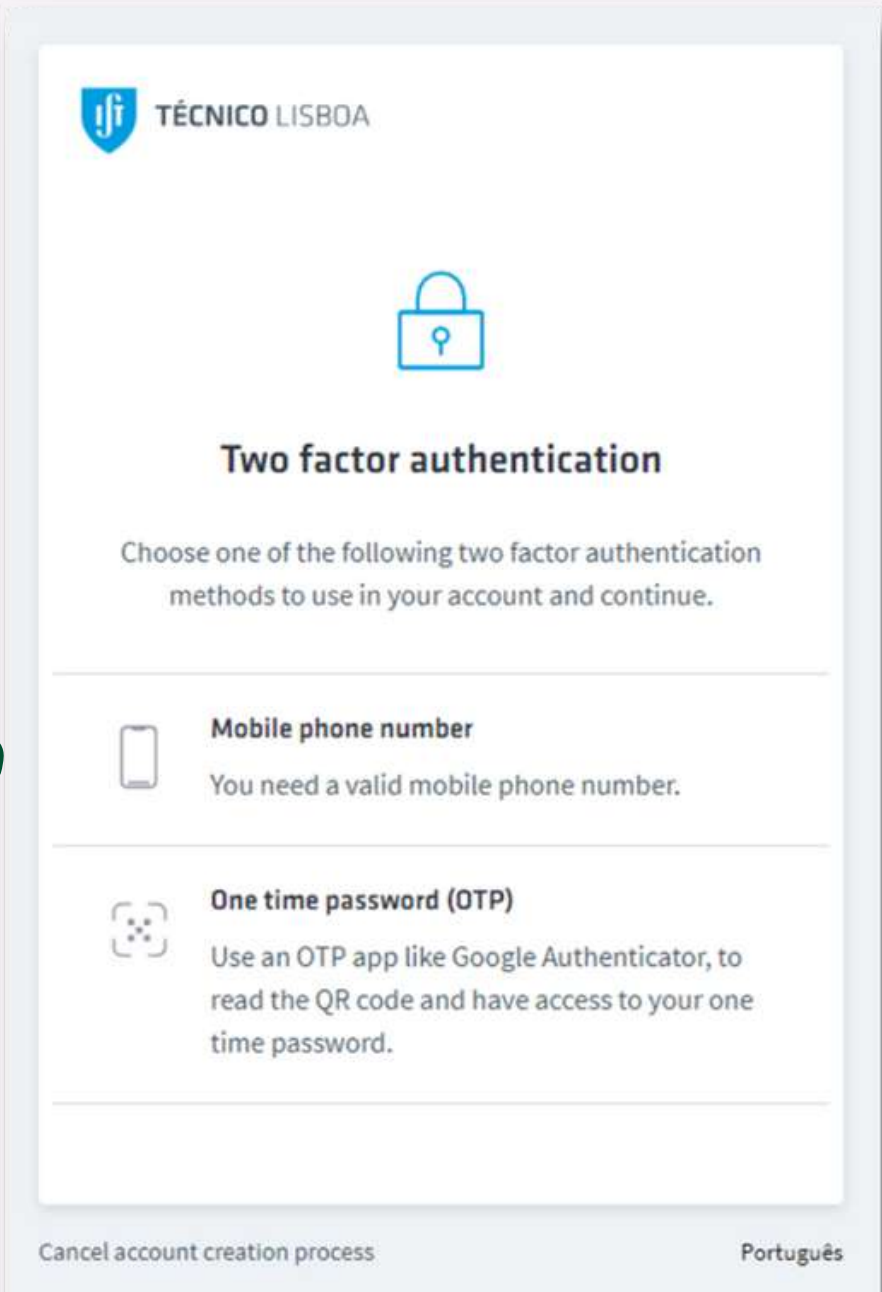
Your email was validated. Now you need to associate a two factor authenticator method to your account.

[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.**





The image shows a mobile application screen for 'TÉCNICO LISBOA' with a blue shield logo. The screen is titled 'Two factor authentication' with a padlock icon. It instructs the user to 'Choose one of the following two factor authentication methods to use in your account and continue.' There are two options: 'Mobile phone number' (with a phone icon) and 'One time password (OTP)' (with a QR code icon). Two green arrows point to these options. At the bottom, there is a link to 'Cancel account creation process' and the language 'Português'.

**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.

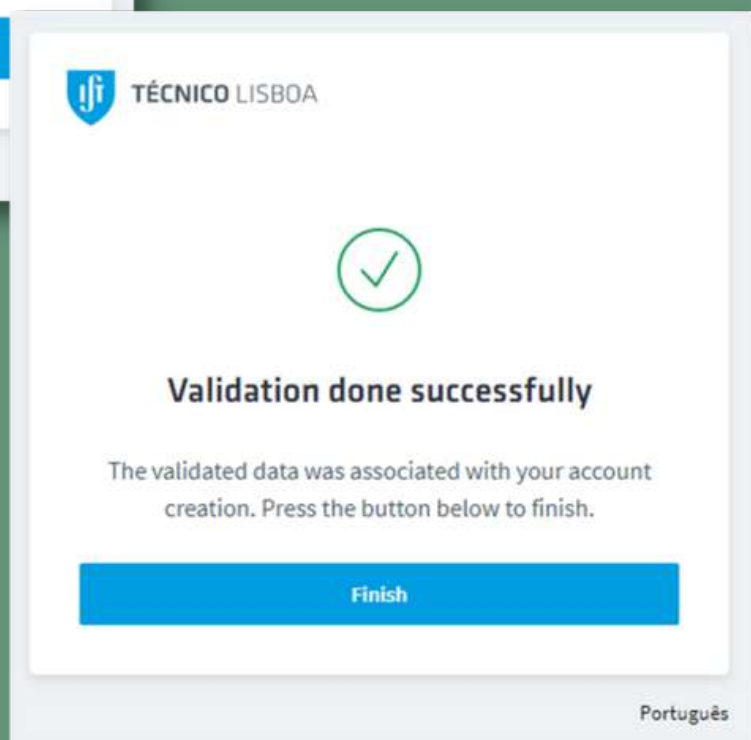
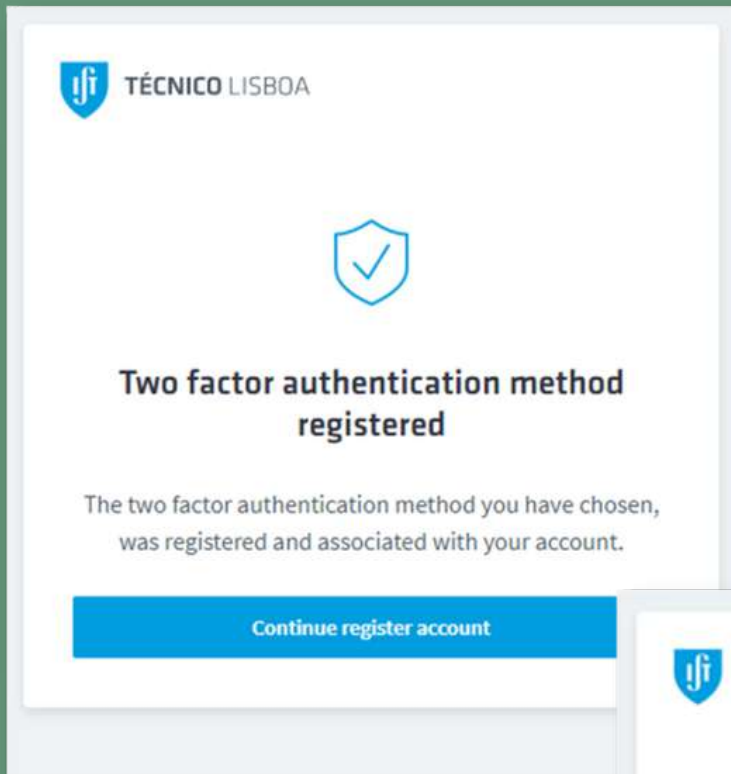
You will then receive a confirmation code that you must enter on the platform in order to continue your registration.

The image shows a three-step process for creating an account using a mobile phone number:

- Step 1: Tell us your mobile phone number**  
This screen features a blue outline of a smartphone icon. Below the title, it states: "Besides confirming that the mobile phone really belongs to you, this information will also be usefull to contact you." There are two input fields: "Country" with a dropdown menu showing a Spanish flag and "+351", and "Phone Number" with a dropdown menu showing "9XXXXXXXX". A blue button at the bottom says "Receive confirmation code".
- Step 2: Verify the code sent to you**  
This screen has a blue icon of two speech bubbles. It says: "The code was sent to the mobile number +351 [redacted]". Below this, it instructs: "Open your SMS application and insert below the confirmation code that we sent to you." There is a "Confirmation Code" input field with "XXXXXX" entered. A blue button at the bottom says "Verify confirmation code".
- Step 3: Mobile phone number validated successfully**  
This screen features a green checkmark icon. It states: "Your mobile phone number was validated and associated to your Técnico account." A blue button at the bottom says "Continue register account".




# PHASE 1 - CREATING AN ACCOUNT







**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.

 <b>Portuguese Citizen Card</b> Use a card reader.	 <b>Chave Móvel Digital</b> You need to have access to your PIN code and mobile phone with the number associated with your Portuguese Citizen Card.
 <b>Scheduled video call</b> You need to fill your personal data to use this identity validation method.	 <b>Image capture via webcam</b> 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.

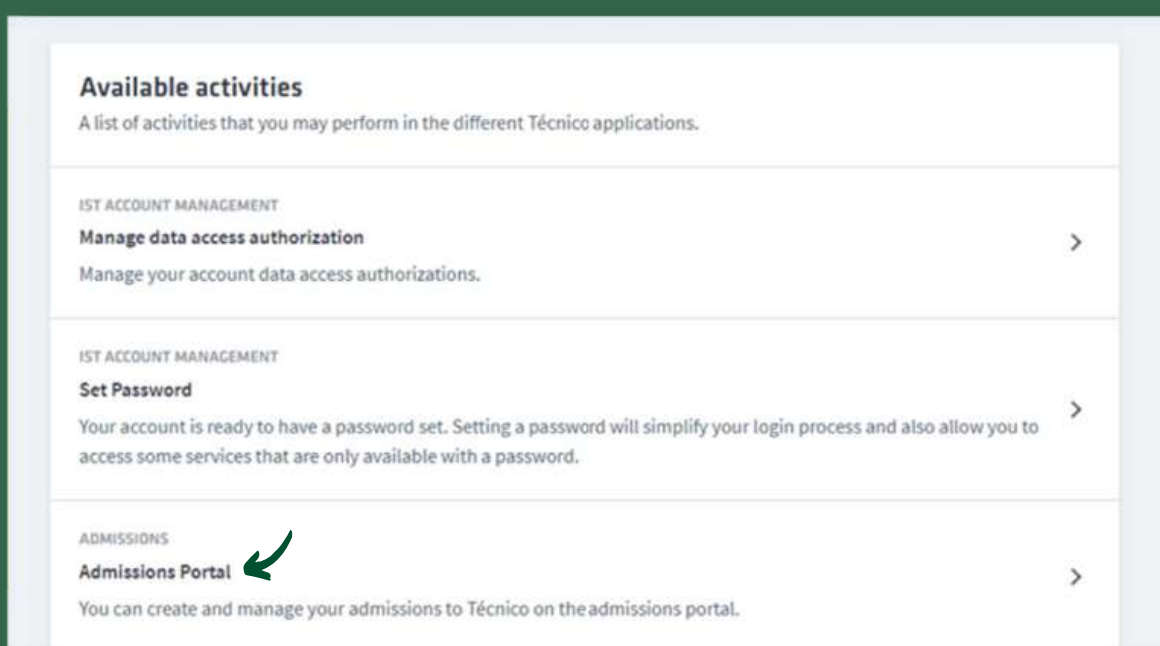
>

**6 - Next you must validate your identity through one of the four available options and fill in your personal information.**

**P.S.: in this image only two options appear in the Identity Validation part, but in your case all four should appear.**

# 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!**



## My processes

OVERVIEW RESULTS

New process

## 2 - Select "New Process"

**3 - Choose "I want to enrol via mobility program (Erasmus, OutsideEurope, 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](mailto: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](mailto: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](mailto: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.

Q Filter scopes by name...

Bologna Master Degree in Biomedical Engineering ( Brussels Free University)	<input type="radio"/>
Bologna Master Degree in Computer Science and Engineering - Alameda ( Brussels Free University)	<input type="radio"/>
Bologna Master Degree in Electrical and Computer Engineering ( Brussels Free University)	<input type="radio"/>
Bologna Master Degree in Physics Engineering ( Brussels Free University)	<input type="radio"/>

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

### Home Institution Information

Information regarding home institution and coordinator.

Country \*

Address of home institution \*

Name of exchange coordinator \*

Email of exchange coordinator \*

Previous

Next

Previous

Next

# PHASE 2 - ADMISSION PLATFORM



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



The screenshot shows a sidebar menu on the left with options: Home Institution, Home Institution Information, Host Institution, Study Period (highlighted in blue), Program, Education and Training, Qualifications, Personal Skills and Competences, Languages, Other Information, Disabilities, Additional Information, Documents, and Documents to submit. The main content area is titled 'Study Period' and contains the following fields:

- Information regarding the arrival, departure and semester.
- Arrival Date \* (text input field with a date picker icon)
- Departure Date \* (text input field with a date picker icon)
- Semester(s) you're applying for \* (radio buttons for 'Only First Semester', 'Only Second Semester', and 'Both Semesters')

The screenshot shows the 'Program' section of the form. It contains the following fields:

- Information regarding the studies type and contacts.
- Type of studies \* (checkboxes for Project, Thesis, Labs, Seminars, and Courses, with a red note: 'You must select at least one of the options')
- Thesis subject (text input field, with a note: '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? \* (radio buttons for 'Yes' and 'No')
- Name of contact (text input field, with a note: 'If you answered 'Yes' to the previous question.')

At the bottom, there are 'Previous' and 'Next' buttons.

7 - Fill in all the necessary fields



# PHASE 2 - ADMISSION PLATFORM

7 - Fill in all the necessary fields

**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 \*

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

Degree final grade/scale \*

Example: 15 (D-20); 5 (D-10); E (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: [REDACTED]

Surnames: [REDACTED]

Nationality: Portuguese

Phone number: [REDACTED]

Email: [REDACTED]

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

9 - Well done! We are almost finished.

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

Erasmus

Information: <https://sai.tecnico.ulisboa.pt/nucleo-de-mobilidade-e-cooperacao-internacional/do-mundo-para-o-tecnico/candidaturas-in/>

Support email: [nmci@tecnico.ulisboa.pt](mailto: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.

### MY ACCOUNT MANAGEMENT

#### Manage data access authorization

Manage your account data access authorizations.



### MY 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 "enroll" in the next step



## My placements

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

Erasmus



Placement period: May 30, 2022 10:00 AM (9:00 AM GMT) — June 24, 2022 11:59 PM (10:59 PM GMT)

Enroll



## 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'.

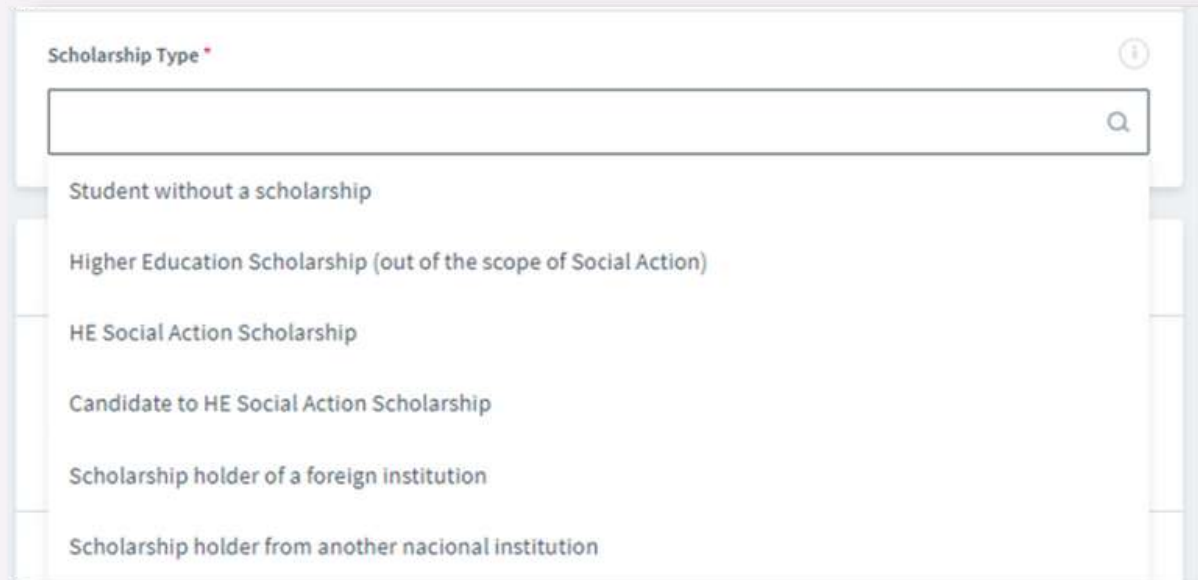
☐ Yes

☐ 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

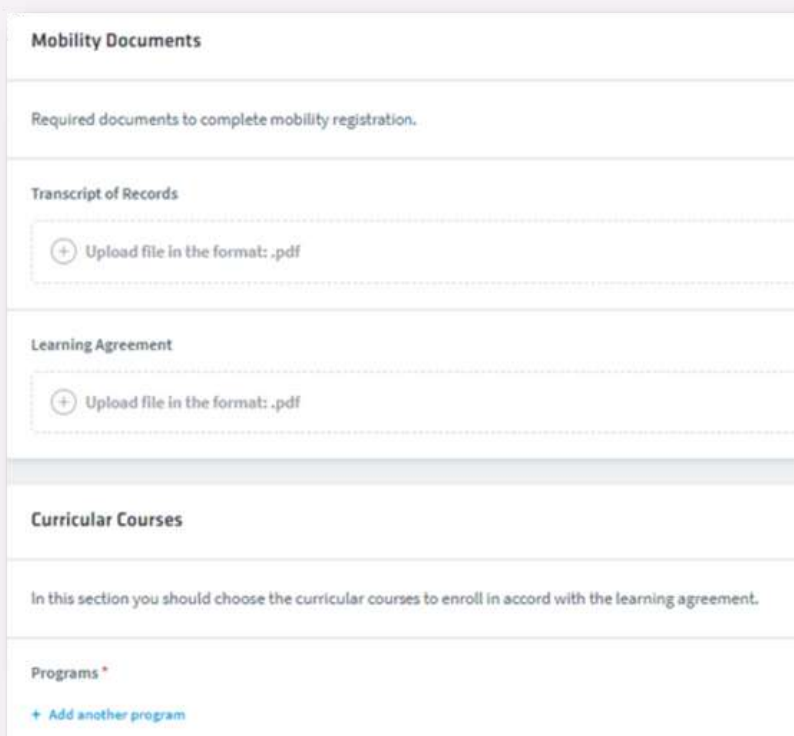
Scholarship holder of a foreign institution

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 \***

1° semestre 2022/2023 🔍

**Program \***

🔍

- Analysis of Structures
- Building Physics
- Civil Engineering and Environmental Sustainability
- Computational Mathematics
- Construction Materials I
- Differential and Integral Calculus I

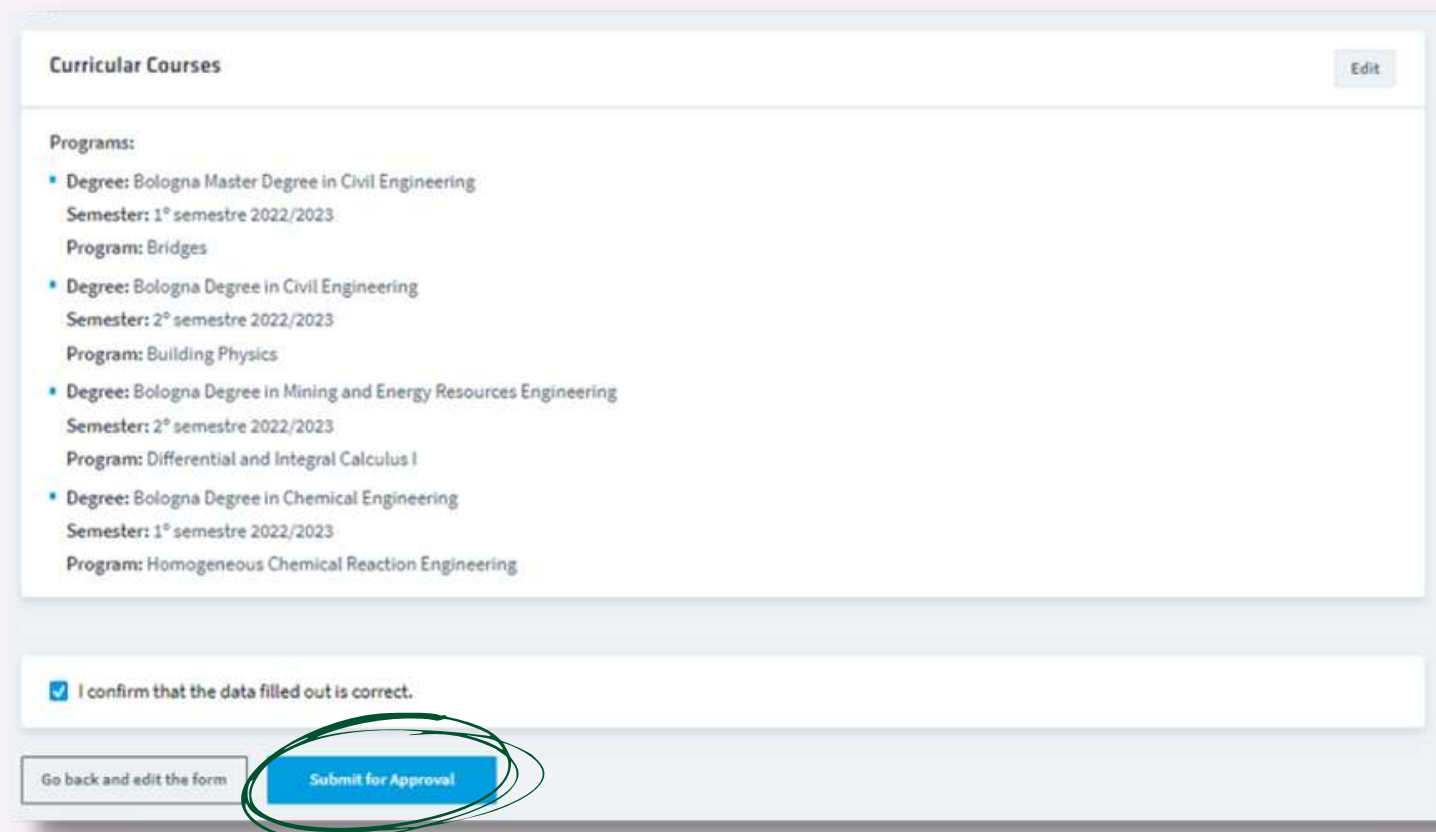


## ATTENTION!

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: 1º semestre 2022/2023  
Program: Bridges
- Degree: Bologna Degree in Civil Engineering  
Semester: 2º semestre 2022/2023  
Program: Building Physics
- Degree: Bologna Degree in Mining and Energy Resources Engineering  
Semester: 2º semestre 2022/2023  
Program: Differential and Integral Calculus I
- Degree: Bologna Degree in Chemical Engineering  
Semester: 1º 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, 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 admitted at Técnico!



# Técnico is waiting for you!

- NMCI Team

For more information: [outsideeurope@tecnico.ulisboa.pt](mailto:outsideeurope@tecnico.ulisboa.pt) or [erasmus@tecnico.ulisboa.pt](mailto:erasmus@tecnico.ulisboa.pt)