

Connect – Admission Platform
Guideline for Mobility Admission
Mobility and International Cooperation Office
2021

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Connect – Admission Platform

This a guideline support for the Connect-Admission Platform, where you will find all the procedures to submitting your application.

We strongly recommend you have all the following documents needed for the application in English version:

- Declaration of English Level (Level B2 minimum)
- Learning Agreement (LA)
- Transcript of Records (TOR)

Phase 1

Phase 1

Create account

In order to proceed with your application, you must access to the following link.

Create an account before proceeding. If you already have account, log in.

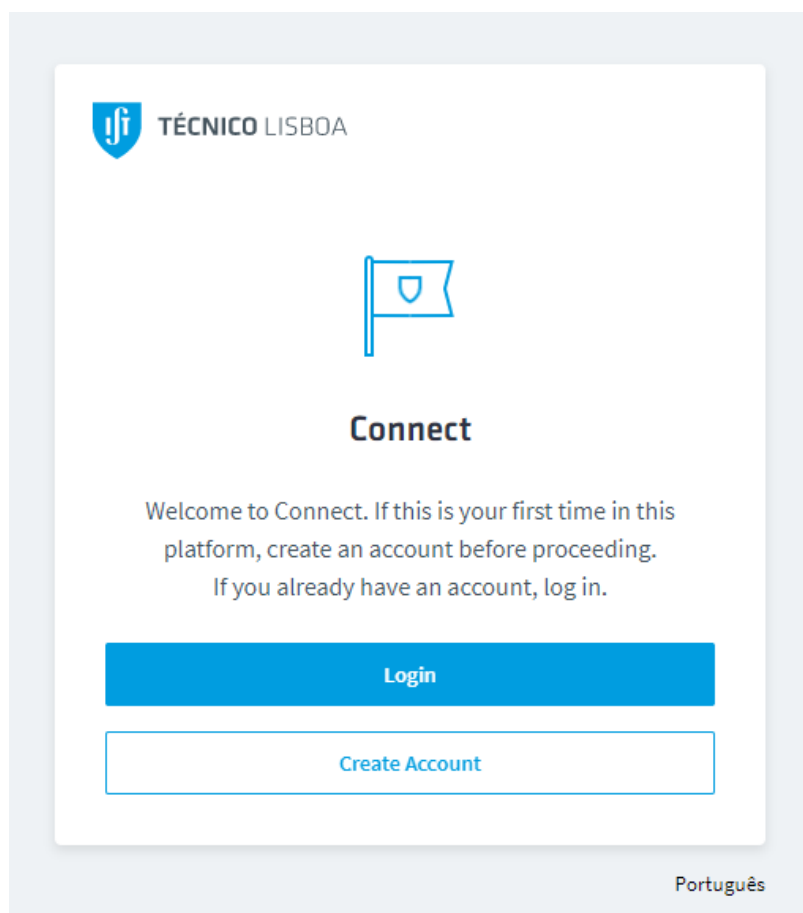


Figure 1 – Connect

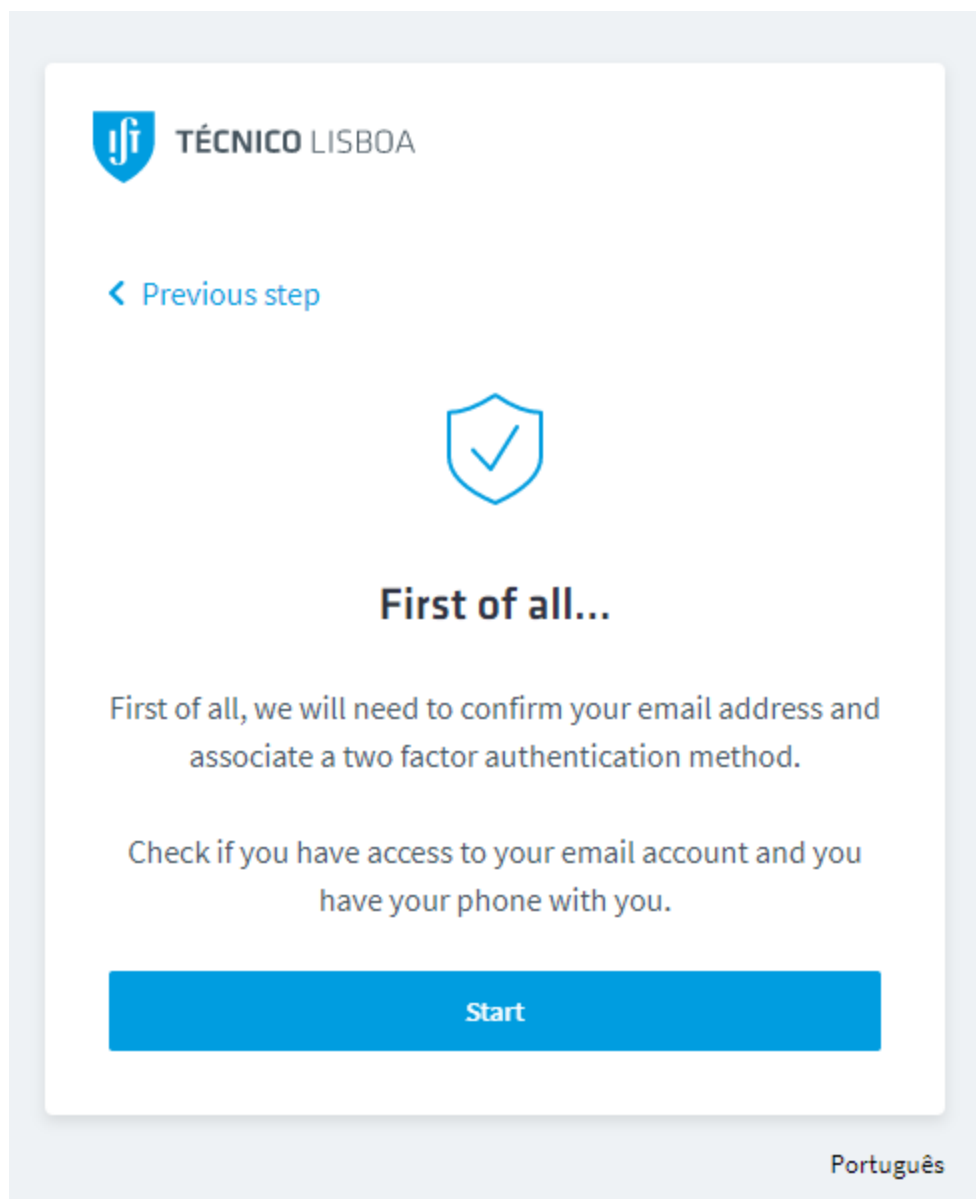


Figure 2

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.

[< 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


[Cancel account creation process](#)

[Português](#)

Figure 3 – Email address

 **TÉCNICO** LISBOA

[< 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

You didn't receive the code? [Resend](#)

Cancel account creation process

Português

Figure 4 - Email validation by the code.

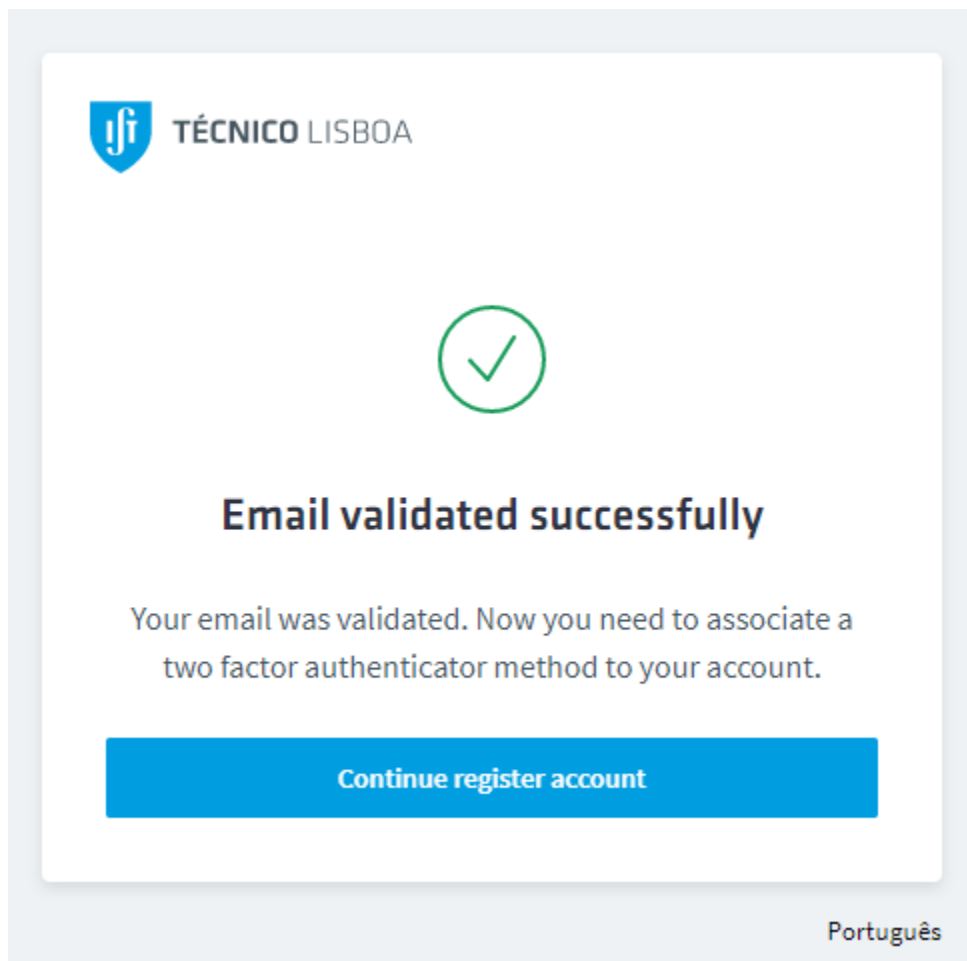
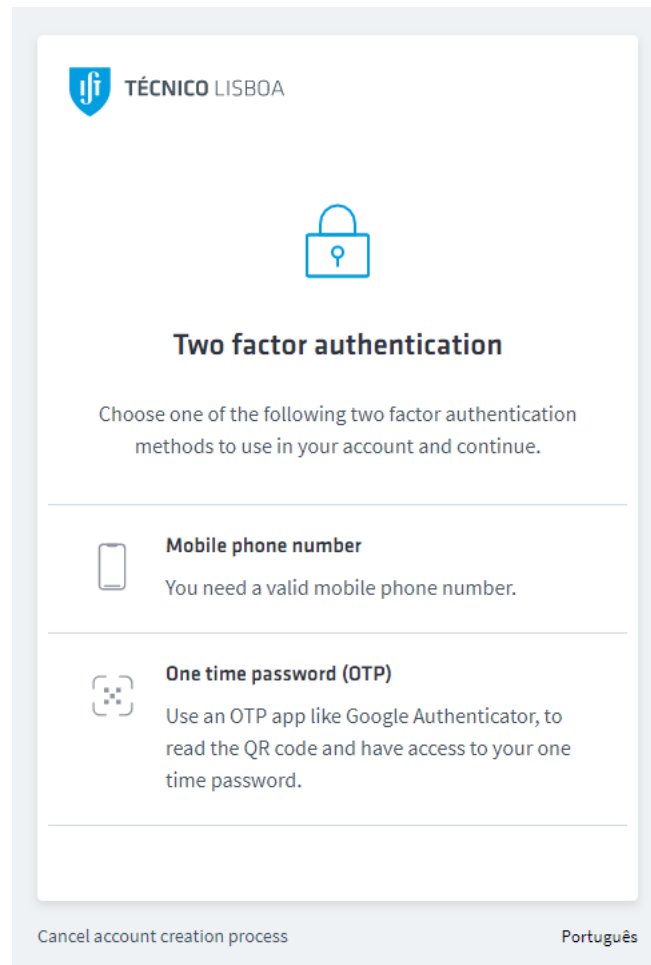


Figure 5 - Confirmation of your email validation


Two Factor Authentication

Choose one of the options how do you want to proceed with two-factor authentication.




The image shows a mobile application screen for two-factor authentication. At the top left is the 'TÉCNICO LISBOA' logo. In the center is a blue padlock icon with a keyhole. Below the icon, the title 'Two factor authentication' is displayed in bold. Underneath the title, a paragraph instructs the user to 'Choose one of the following two factor authentication methods to use in your account and continue.' There are two selectable options, each with an icon and a description. The first option, 'Mobile phone number', is accompanied by a smartphone icon and states 'You need a valid mobile phone number.' The second option, 'One time password (OTP)', is accompanied by a QR code icon and states 'Use an OTP app like Google Authenticator, to read the QR code and have access to your one time password.' At the bottom of the screen, there is a footer bar containing the text 'Cancel account creation process' on the left and 'Português' on the right.


TÉCNICO LISBOA



Two factor authentication

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

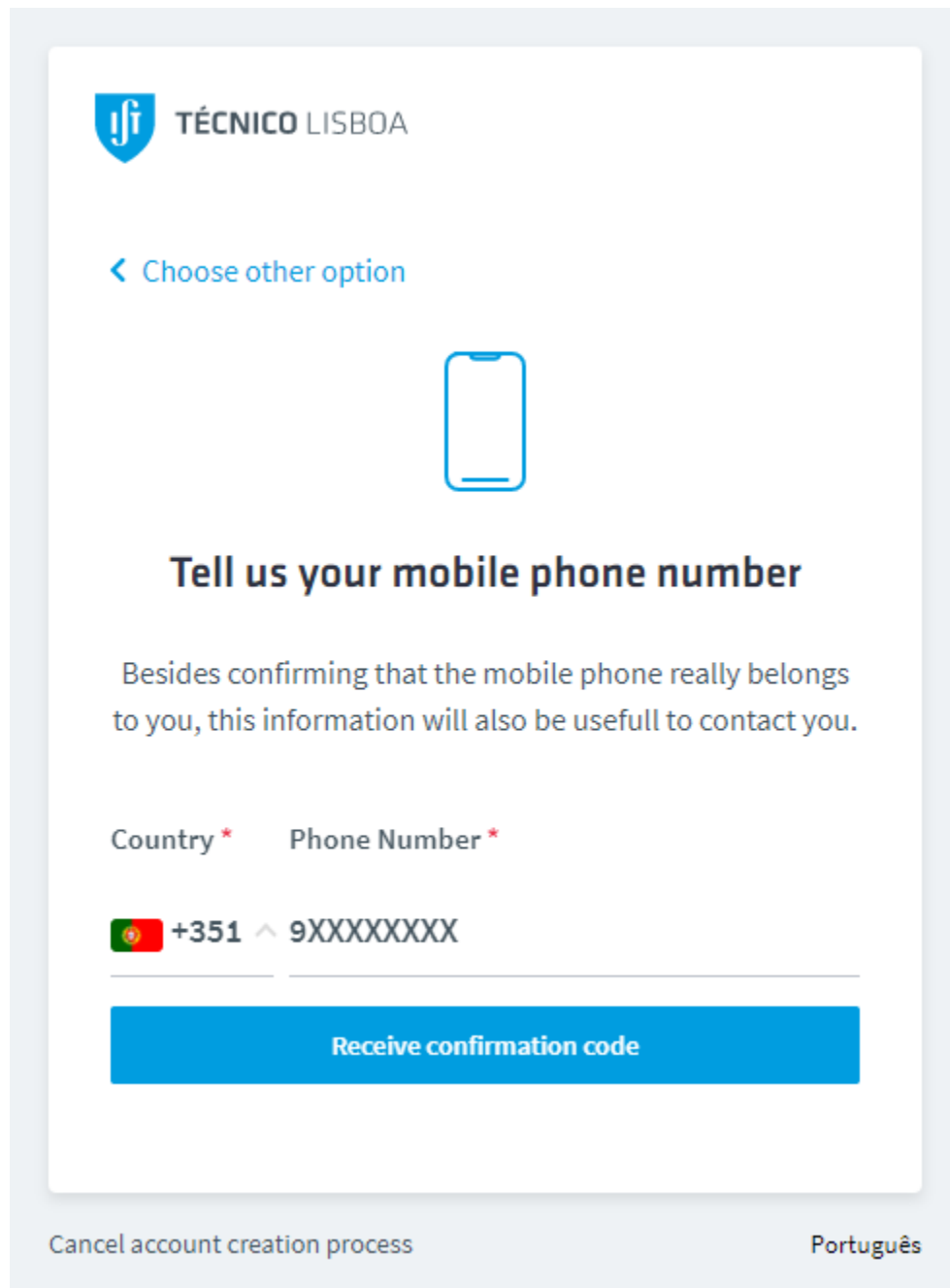
 **Mobile phone number**
You need a valid mobile phone number.


 **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


Figure 6 – Two-factor authentication

By selecting authentication by phone number, make sure you introduce an operational phone number.



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[← Choose other option](#)



Tell us your mobile phone number

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

Country * Phone Number *


 +351 9XXXXXXXX

Receive confirmation code


[Cancel account creation process](#) [Português](#)

Figure 7- Registration of a phone number for Two Factor Authentication

Enter the code sent to your phone and proceed with the verification.

 **TÉCNICO** LISBOA

[< Previous step](#)



Verify the code sent to you

The code was sent to the mobile number

Open your SMS application and insert below the confirmation code that we sent to you.

Confirmation Code *

XXXXXX

[Verify confirmation code](#)

You didn't receive the code? [Resend message](#)

Still having issues? [Send through voice call](#)

[Cancel account creation process](#)

Português

Figure 8- Confirmation Code

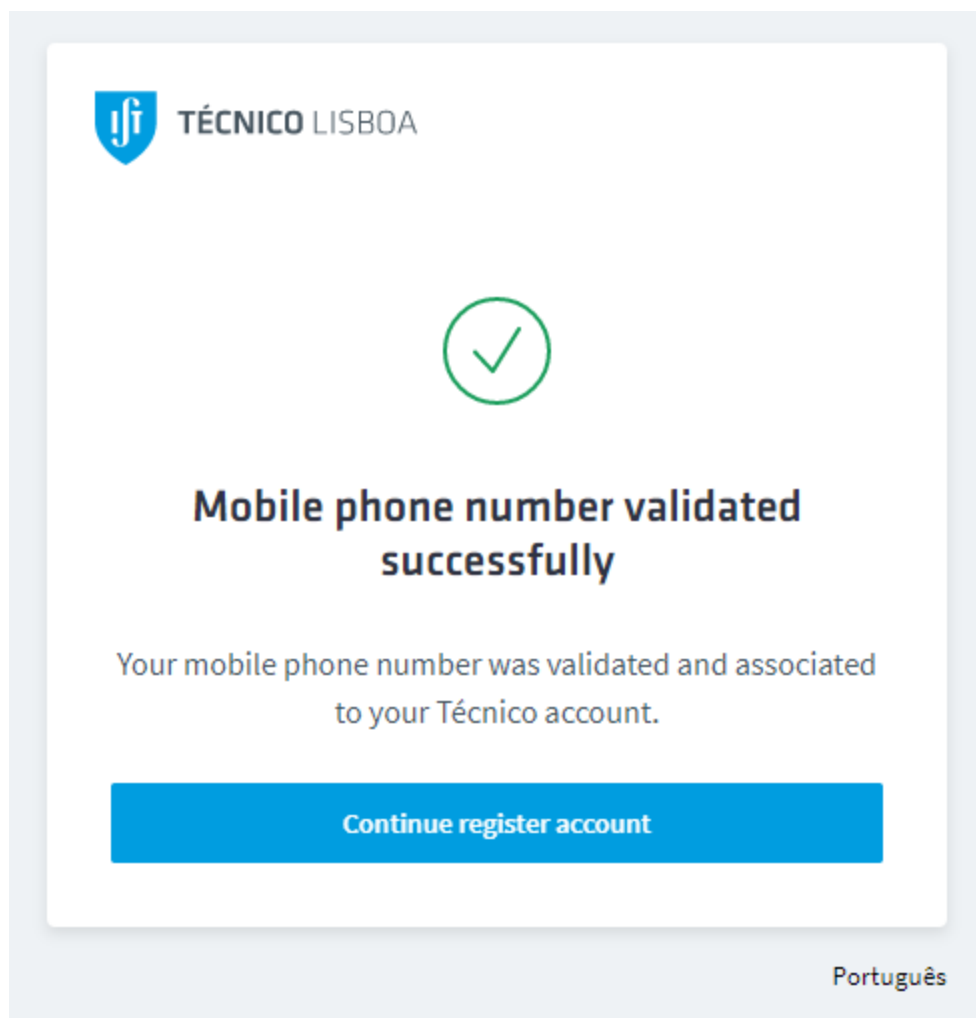


Figure 9 - Confirmation of your phone number validation

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

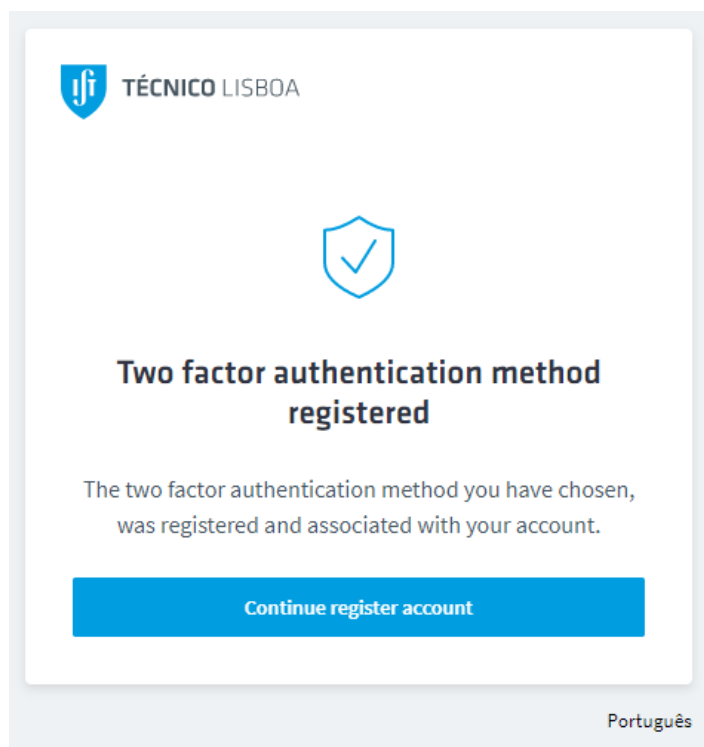


Figure 10 - Confirmation of a two-factor authentication

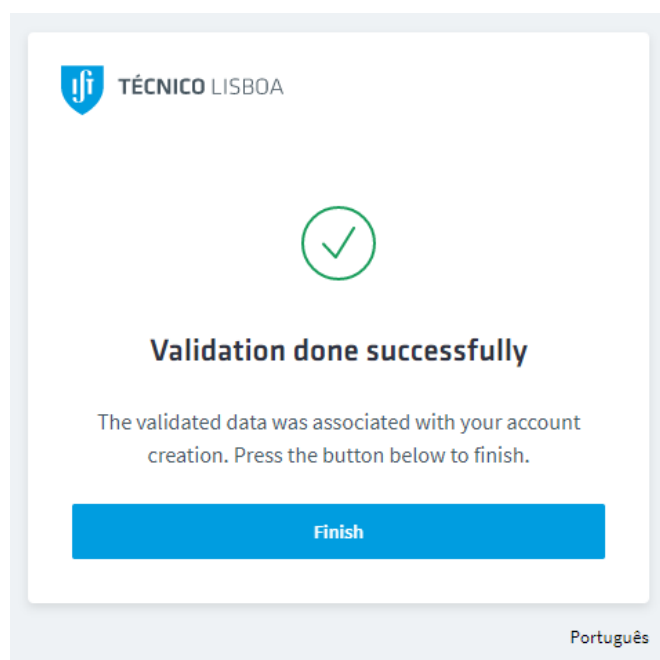








Figure 11 - Final Confirmation

Identity Validation


 Connect
 ⌵


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.
 >

Figure 12 – Identity Validation

A note about *Figure 12* related to Identity Validation, which only appears two of four options. In your situation, it must appear all four options of the Identity Validation.

Admission Portal

After you have completed the previous steps correctly, you will be able to confirm by the system's ("Check validation").

With the "Check Validation" on *Identity Validation* and *Personal Information* finished proceed to the *Admission Portal*.

To have access to this information, make sure you are on the main page of the **Connect – Admission Platform**.

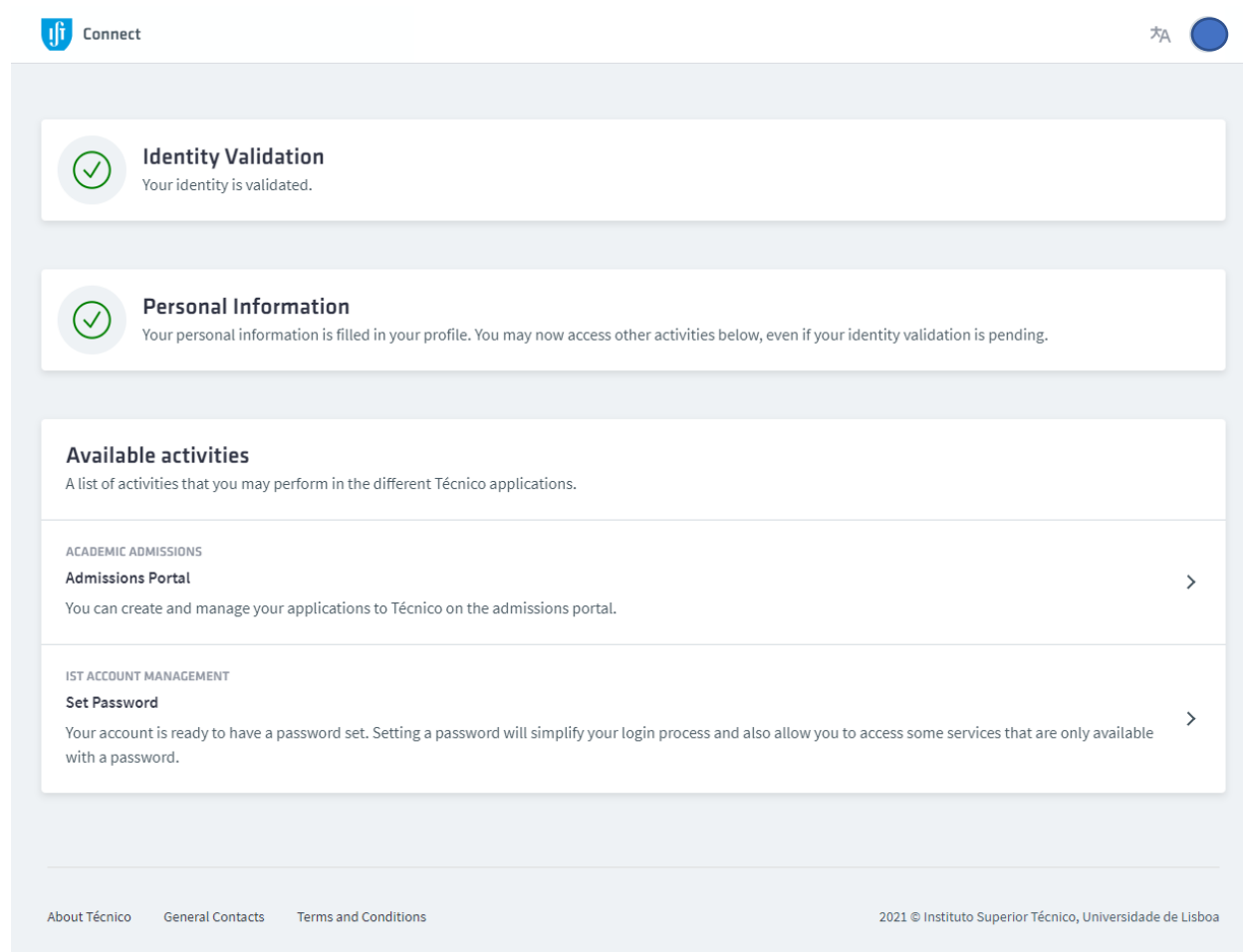
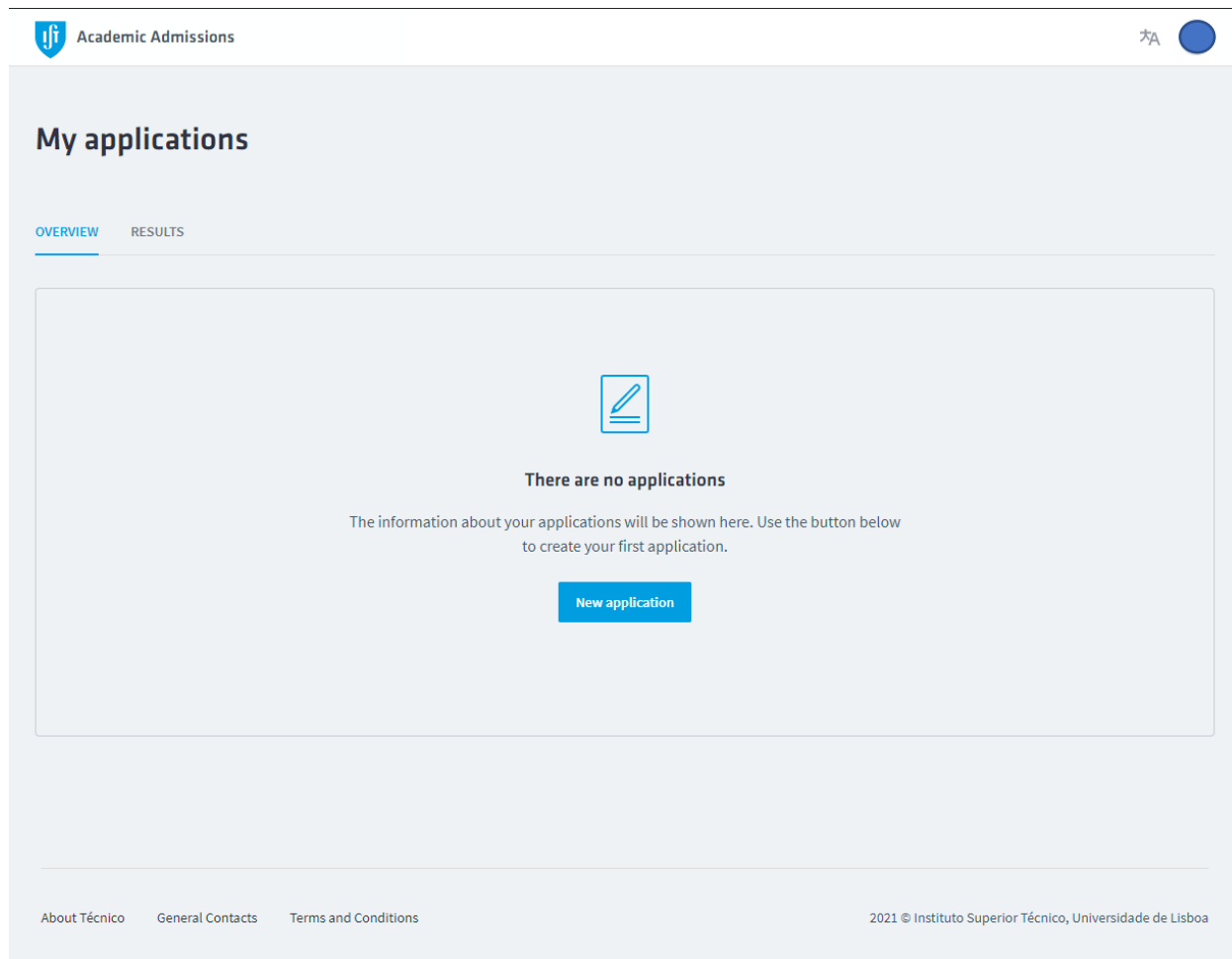


Figure 13 – Connect Dashboard

My Applications - Admission Portal

In this section, where you will proceed with your application and is possible to see all the application submitted.


To proceed select a “New applications”.



Academic Admissions

My applications

OVERVIEW RESULTS



There are no applications

The information about your applications will be shown here. Use the button below to create your first application.

[New application](#)

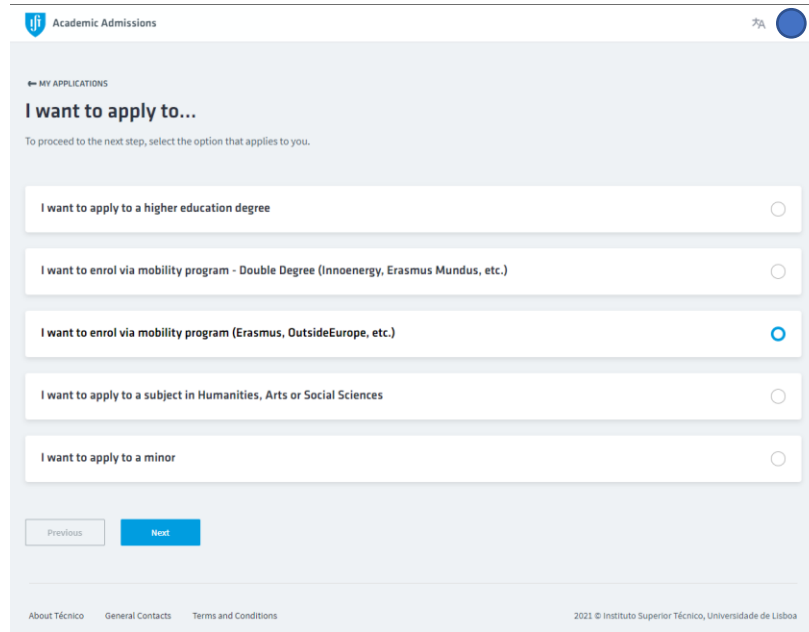
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Figure 14 - My applications main page

Selection of a Mobility Programme – Admission Portal

Starting a “New application” you must select the type of mobility program where you intend to participate.



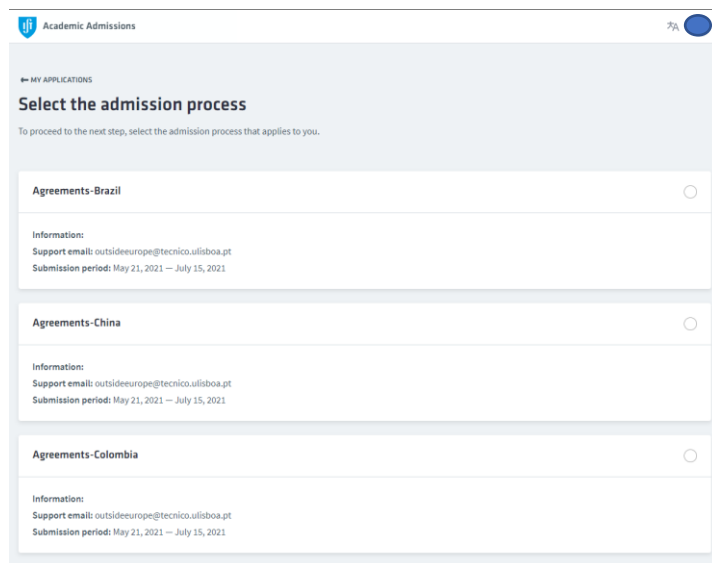
The screenshot shows the 'Academic Admissions' portal. At the top, there is a header with the 'ift' logo and 'Academic Admissions' text. Below this, a section titled 'MY APPLICATIONS' contains the heading 'I want to apply to...' and a subtext 'To proceed to the next step, select the option that applies to you.' There are five radio button options: 'I want to apply to a higher education degree', 'I want to enrol via mobility program - Double Degree (Innoenergy, Erasmus Mundus, etc.)', 'I want to enrol via mobility program (Erasmus, OutsideEurope, etc.)' (which is selected), 'I want to apply to a subject in Humanities, Arts or Social Sciences', and 'I want to apply to a minor'. At the bottom of the form are 'Previous' and 'Next' buttons. The footer contains links for 'About Técnico', 'General Contacts', and 'Terms and Conditions', along with a copyright notice for 2021 by Instituto Superior Técnico, Universidade de Lisboa.

Figure 15 - Selection of a type of mobility programme

In the next following step, you will find all the agreements related to the chosen type of mobility programme.

Selection of an Agreements Programme – Admission Portal

In this section will find a list of all agreements related to an Erasmus and Outside of Europe Mobility programme (your previous selection). You must select the one that applies to you to step forward.



Academic Admissions

MY APPLICATIONS

Select the admission process

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

Agreements-Brazil ☐

Information:
 Support email: outsideurope@tecnico.ulisboa.pt
 Submission period: May 21, 2021 – July 15, 2021

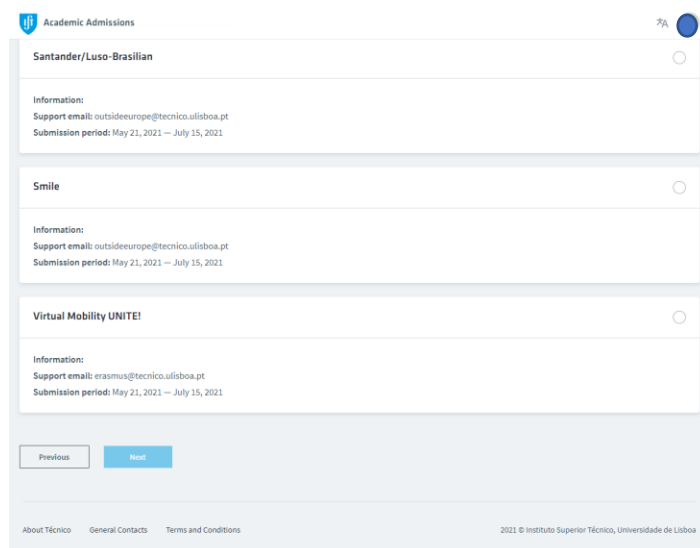
Agreements-China ☐

Information:
 Support email: outsideurope@tecnico.ulisboa.pt
 Submission period: May 21, 2021 – July 15, 2021

Agreements-Colombia ☐

Information:
 Support email: outsideurope@tecnico.ulisboa.pt
 Submission period: May 21, 2021 – July 15, 2021

Figure - 16 List of Agreements



Academic Admissions

Santander/Luso-Brazilian ☐

Information:
 Support email: outsideurope@tecnico.ulisboa.pt
 Submission period: May 21, 2021 – July 15, 2021

Smile ☐

Information:
 Support email: outsideurope@tecnico.ulisboa.pt
 Submission period: May 21, 2021 – July 15, 2021

Virtual Mobility UNITE! ☐

Information:
 Support email: erasmus@tecnico.ulisboa.pt
 Submission period: May 21, 2021 – July 15, 2021

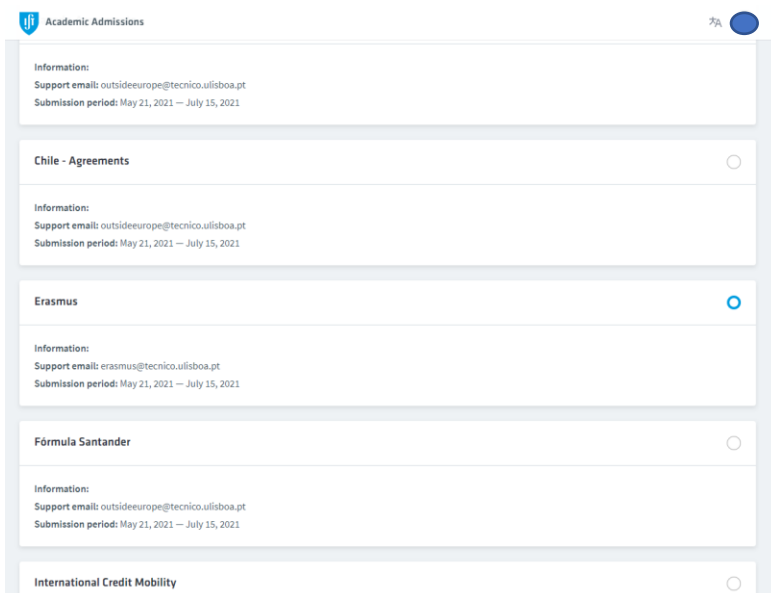
Previous Next

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Figure - 17 Example of an end of a list of agreements

Example of the selection of Erasmus Agreements - Admission Portal



Academic Admissions

Information:
Support email: outsideeurope@tecnico.ulisboa.pt
Submission period: May 21, 2021 – July 15, 2021

Chile - Agreements ☐

Information:
Support email: outsideeurope@tecnico.ulisboa.pt
Submission period: May 21, 2021 – July 15, 2021

Erasmus ☒

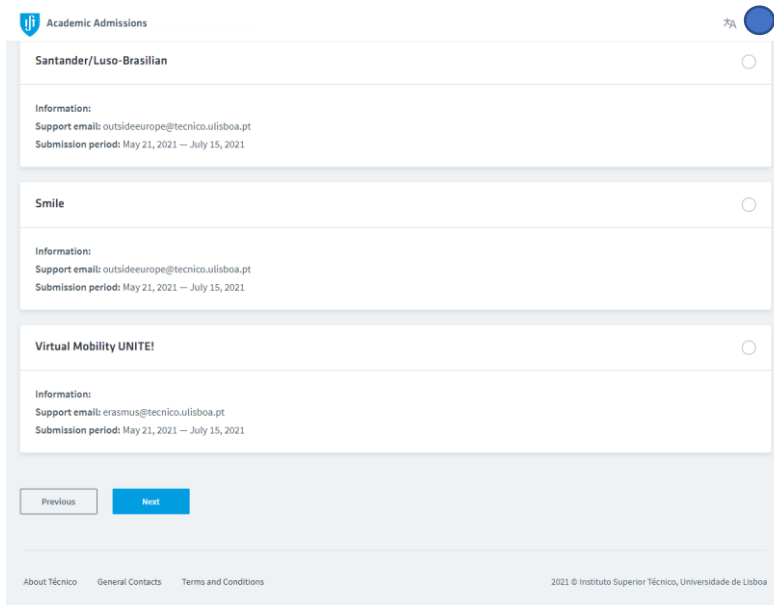
Information:
Support email: erasmus@tecnico.ulisboa.pt
Submission period: May 21, 2021 – July 15, 2021

Fórmula Santander ☐

Information:
Support email: outsideeurope@tecnico.ulisboa.pt
Submission period: May 21, 2021 – July 15, 2021

International Credit Mobility ☐

Figure 18 - Selection of an Erasmus Agreements



Academic Admissions

Santander/Luso-Brazilian ☐

Information:
Support email: outsideeurope@tecnico.ulisboa.pt
Submission period: May 21, 2021 – July 15, 2021

Smile ☐

Information:
Support email: outsideeurope@tecnico.ulisboa.pt
Submission period: May 21, 2021 – July 15, 2021

Virtual Mobility UNITE! ☐

Information:
Support email: erasmus@tecnico.ulisboa.pt
Submission period: May 21, 2021 – July 15, 2021

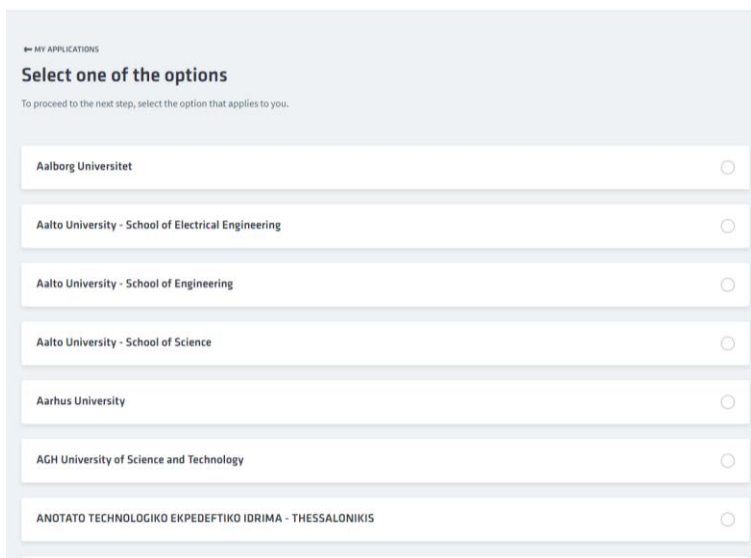
[Previous](#) [Next](#)

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Figure 19 - After selection, click next to proceed

The selection of your home university - Admission Portal

On this page, you will see a large list of all universities with an Erasmus agreement. You must identify and select your home university to proceed to the next step.



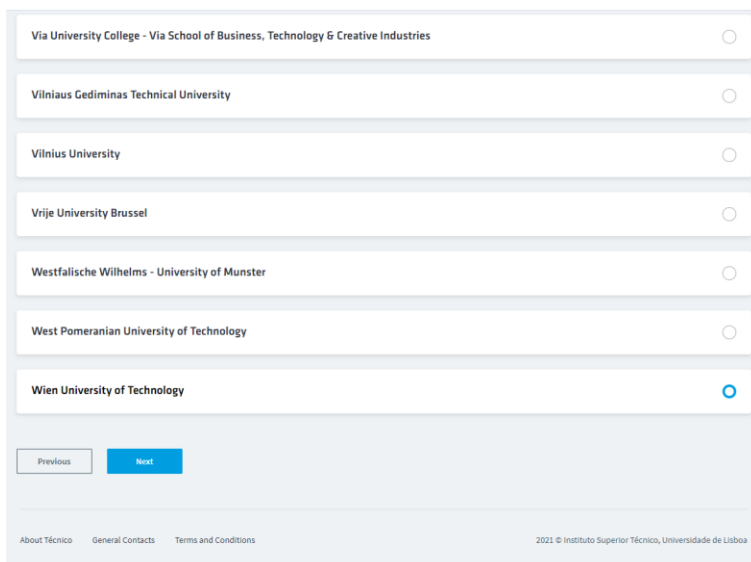
MY APPLICATIONS

Select one of the options

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

- ☐ Aalborg Universitet
- ☐ Aalto University - School of Electrical Engineering
- ☐ Aalto University - School of Engineering
- ☐ Aalto University - School of Science
- ☐ Aarhus University
- ☐ AGH University of Science and Technology
- ☐ ANOTATO TECHNOLOGIKO EKPEDEFTIKO IDRIMA - THESSALONIKIS

Figure 20 - Example of the list of University with Erasmus Agreements



- ☐ Via University College - Via School of Business, Technology & Creative Industries
- ☐ Vilniaus Gediminas Technical University
- ☐ Vilnius University
- ☐ Vrije University Brussel
- ☐ Westfälische Wilhelms - University of Munster
- ☐ West Pomeranian University of Technology
- ☒ Wien University of Technology

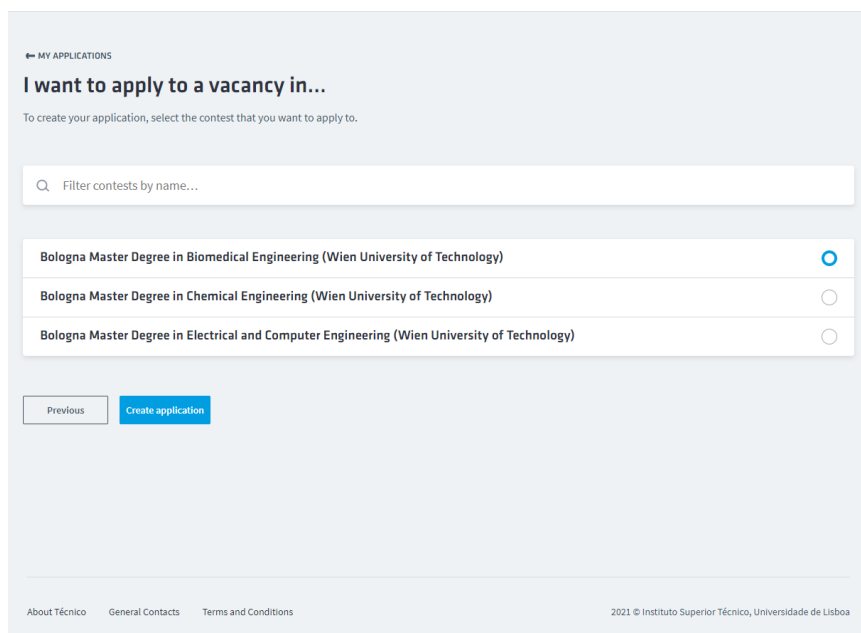
Previous Next

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Figure 21 - Selection of home university

Vacancy applications to Degree - Admission Portal

From this part onwards, you already have your vacancy. Here you will proceed to formalize it by selecting the Degree that you want to apply to. (Only appear the degree that belongs to the agreement Erasmus agreement between Técnico Lisboa and your home university.)



← MY APPLICATIONS

I want to apply to a vacancy in...

To create your application, select the contest that you want to apply to.

Q Filter contests by name...

Bologna Master Degree in Biomedical Engineering (Wien University of Technology)	<input checked="" type="radio"/>
Bologna Master Degree in Chemical Engineering (Wien University of Technology)	<input type="radio"/>
Bologna Master Degree in Electrical and Computer Engineering (Wien University of Technology)	<input type="radio"/>

[Previous](#) [Create application](#)

[About Técnico](#) [General Contacts](#) [Terms and Conditions](#)

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Figure 22 - Selection of contest (Degree/Course) of your interest

Application to your chosen Degree - Admission Portal

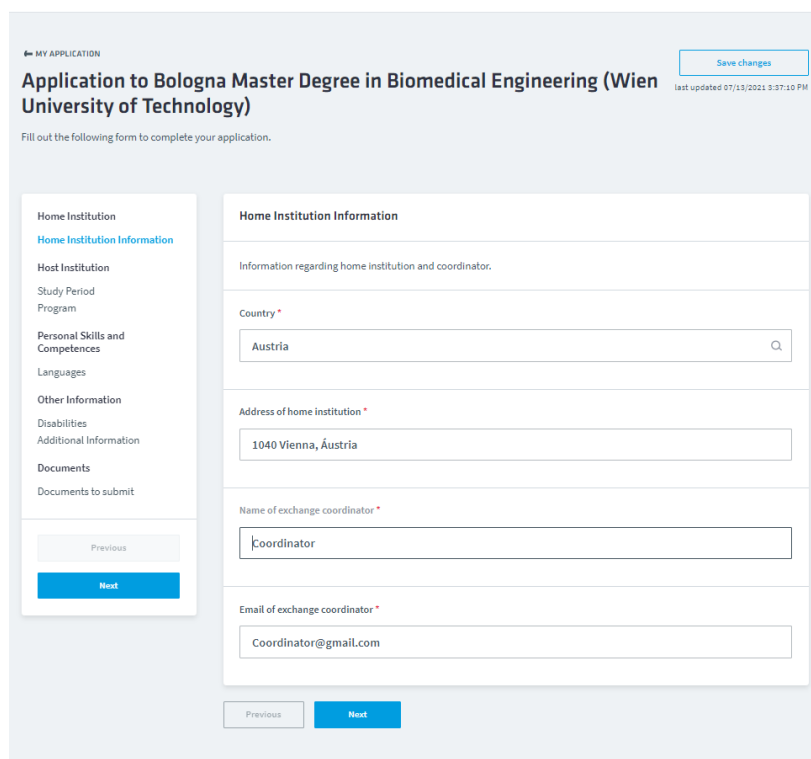
In this section, you will apply for your chosen Degree and provide the following information.:

- Home Institution Information;
- Study Period;
- Programme;
- Languages (Native language);
- Disabilities;
- Document to submit – you must submit your declaration of your English level, in pdf format with a size less than 25 Mb;

In case you do not have a Declaration of English Level, you can have one in <https://www.efset.org/>. You must do an online test to have the Declaration Of English Level.

Home Institution Information

You must provide information regarding home institution and Mobility Coordinator.



The screenshot shows a web form titled "Application to Bologna Master Degree in Biomedical Engineering (Wien University of Technology)". The form is part of a "MY APPLICATION" section. On the left, there is a sidebar menu with options: Home Institution (selected), Host Institution, Study Period, Program, Personal Skills and Competences, Languages, Other Information, Disabilities, Additional Information, Documents, and Documents to submit. The main form area is titled "Home Institution Information" and contains the following fields:

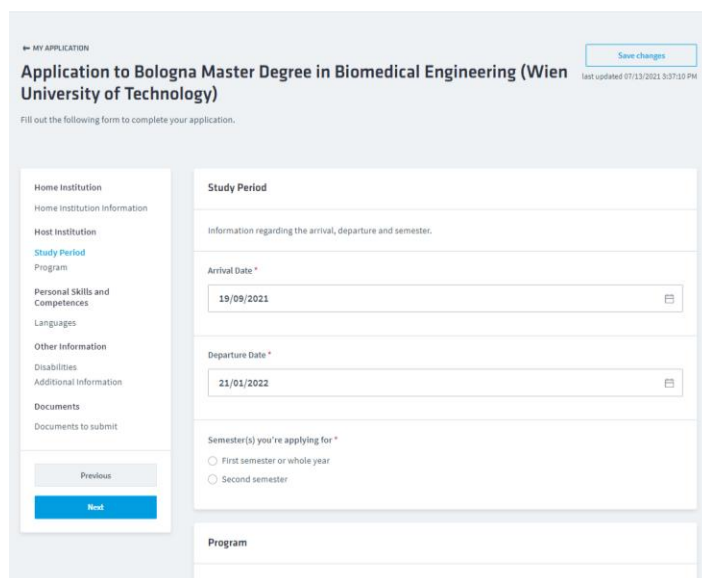
- Country ***: A dropdown menu with "Austria" selected.
- Address of home institution ***: A text input field containing "1040 Vienna, Áustria".
- Name of exchange coordinator ***: A text input field containing "Coordinator".
- Email of exchange coordinator ***: A text input field containing "Coordinator@gmail.com".

At the bottom of the form, there are "Previous" and "Next" buttons. A "Save changes" button is located in the top right corner. A timestamp "last updated 07/13/2021 9:37:10 PM" is visible in the top right corner.

Figure 23 - Home Institution information regarding your home institution

Study Period

You must provide information regarding your arrival, departure and semester duration.



MY APPLICATION

Application to Bologna Master Degree in Biomedical Engineering (Wien University of Technology)

last updated 07/13/2021 3:37:00 PM

Save changes

Fill out the following form to complete your application.

Home Institution
Home Institution Information

Host Institution
Study Period
Program

Personal Skills and Competences
Languages

Other Information
Disabilities
Additional Information

Documents
Documents to submit

Previous

Next

Study Period

Information regarding the arrival, departure and semester.

Arrival Date *

19/09/2021

Departure Date *

21/01/2022

Semester(s) you're applying for *

☐ First semester or whole year

☐ Second semester

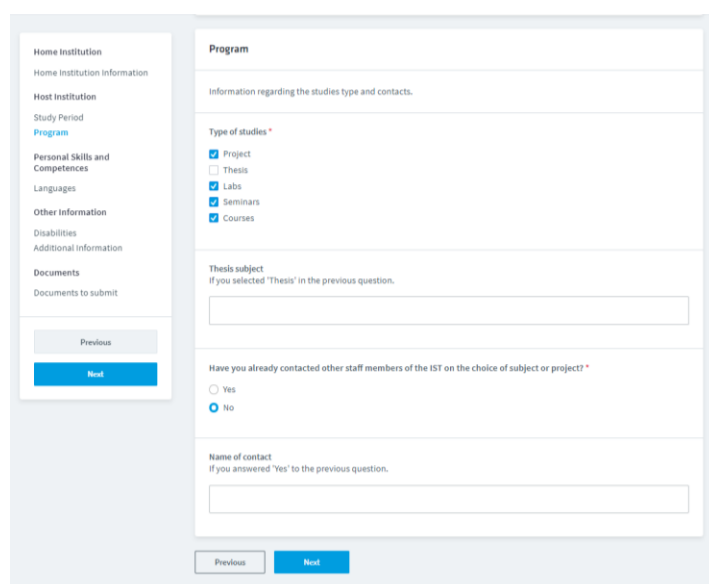
Program

Information regarding the studies type and contacts.

Figure 24 - Study period and Coordinator info.

Programme

You must provide information regarding the studies type and contacts.



Home Institution
Home Institution Information

Host Institution
Study Period
Program

Personal Skills and Competences
Languages

Other Information
Disabilities
Additional Information

Documents
Documents to submit

Previous

Next

Program

Information regarding the studies type and contacts.

Type of studies *

☒ Project

☐ Thesis

☒ Labs

☒ Seminars

☒ Courses

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.

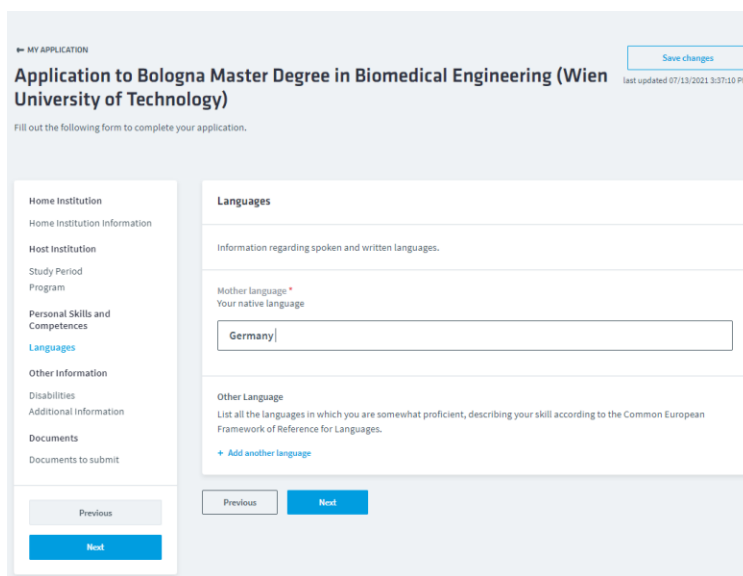
Previous

Next

Figure 25 - Programme

Languages

You must provide information regarding spoken and written languages.



MY APPLICATION Save changes

Application to Bologna Master Degree in Biomedical Engineering (Wien University of Technology) last updated 07/13/2021 3:37:10 PM

Fill out the following form to complete your application.

Home Institution
 Home Institution Information
 Host Institution
 Study Period
 Program
 Personal Skills and Competences
Languages
 Other Information
 Disabilities
 Additional Information
 Documents
 Documents to submit

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.

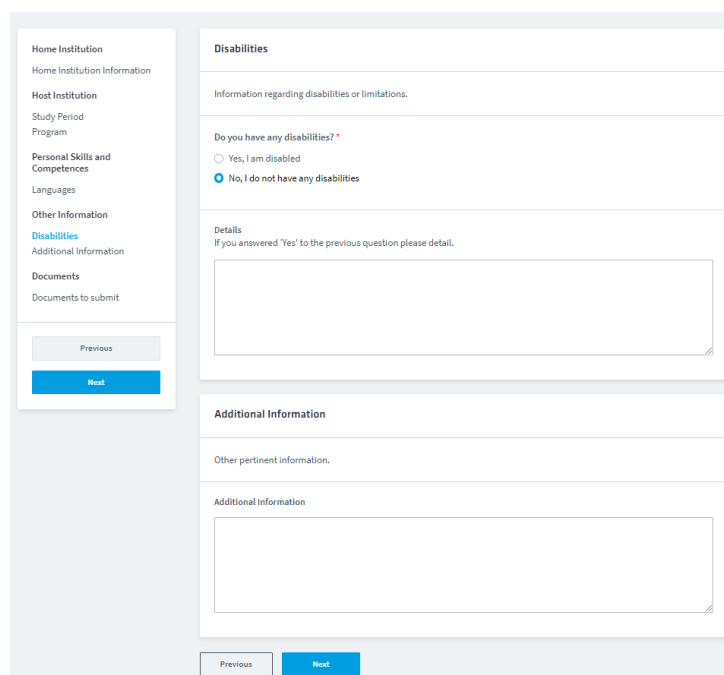
[+ Add another language](#)

Previous Next

Figure 26 Language, Information regarding your native language

Disabilities

You must provide information regarding disabilities or limitations.



Home Institution
 Home Institution Information
 Host Institution
 Study Period
 Program
 Personal Skills and Competences
 Languages
Disabilities
 Additional Information
 Documents
 Documents to submit

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

Figure 27 Disabilities, information regarding disabilities.

Document to submit

You must submit the Declaration of English Level to proceed with the application.

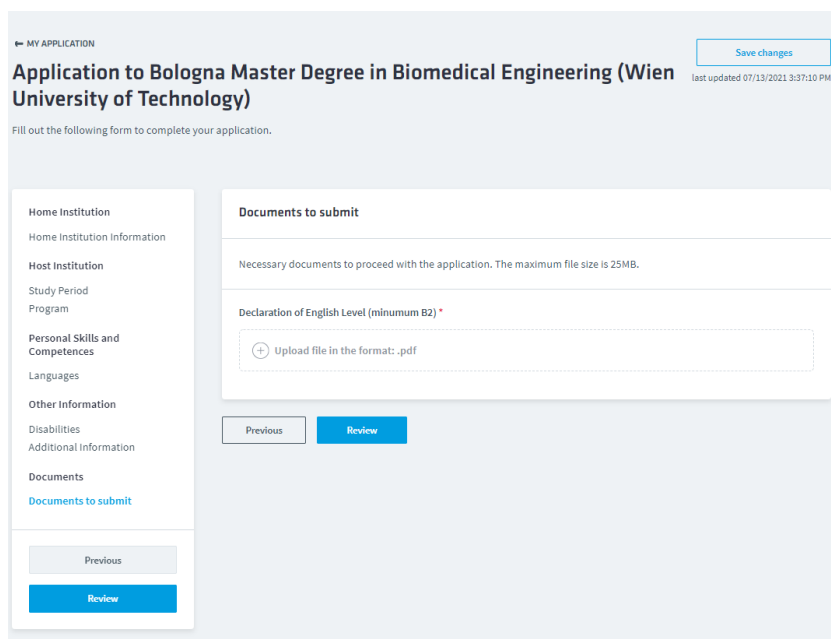


Figure 28 Document to submit, must submit the Declaration of English Level

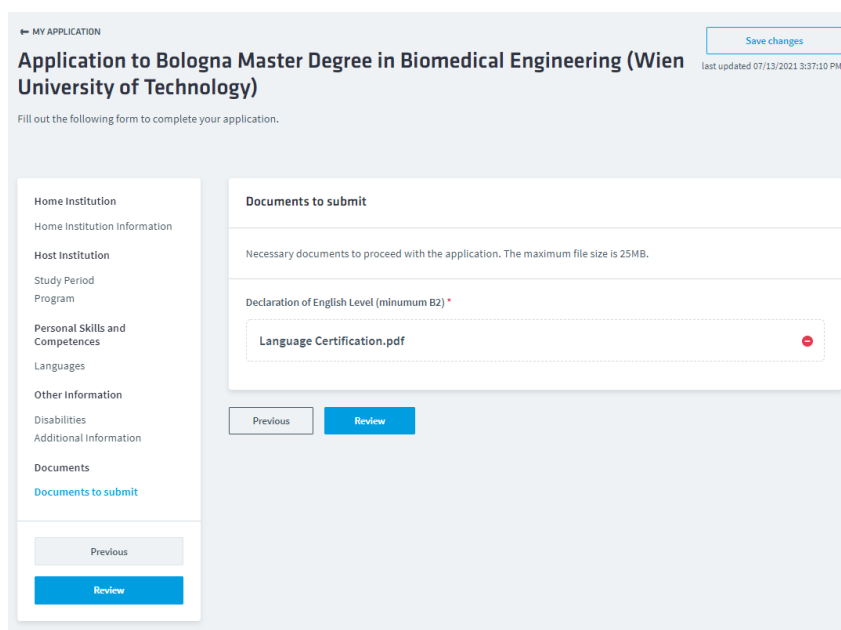
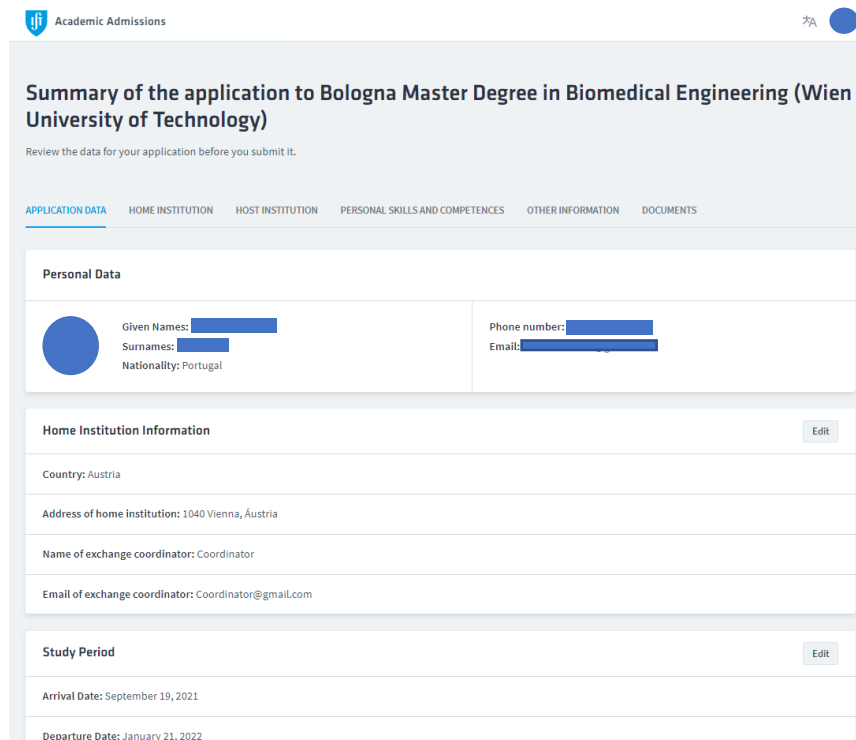


Figure 29 Example of the submission of Declaration of English Level

Summary of you Degree application

In this section you will find a summary of all of your application. Please confirm all the information is correct. If is not, you may go back and edit it.



IFT Academic Admissions

Summary of the application to Bologna Master Degree in Biomedical Engineering (Wien University of Technology)

Review the data for your application before you submit it.

APPLICATION DATA | HOME INSTITUTION | HOST INSTITUTION | PERSONAL SKILLS AND COMPETENCES | OTHER INFORMATION | DOCUMENTS

Personal Data

Given Names: [REDACTED]
 Surnames: [REDACTED]
 Nationality: Portugal

Phone number: [REDACTED]
 Email: [REDACTED]

Home Institution Information Edit

Country: Austria

Address of home institution: 1040 Vienna, Austria

Name of exchange coordinator: Coordinator

Email of exchange coordinator: Coordinator@gmail.com

Study Period Edit

Arrival Date: September 19, 2021

Departure Date: January 21, 2022

Figure 30 Summary example

Study Period	Edit
Arrival Date: September 19, 2021	
Departure Date: January 21, 2022	
Semester(s) you're applying for: Second semester	
Program	Edit
Type of studies: Courses, Seminars, Labs, Project	
Thesis subject: —	
Have you already contacted other staff members of the IST on the choice of subject or project?: No	
Name of contact: —	
Languages	Edit
Mother language: Germany	
Other Language: —	
Disabilities	Edit
Do you have any disabilities?: No, I do not have any disabilities	
Details: —	

Figure 31 Summary example

Languages	Edit
Mother language: Germany	
Other Language: —	
Disabilities	Edit
Do you have any disabilities?: No, I do not have any disabilities	
Details: —	
Additional Information	Edit
Additional Information: —	
Documents to submit	Edit
Declaration of English Level (minimum B2) ↗	
<input checked="" type="checkbox"/> I confirm that the data in my application 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 application	Submit and lock

Figure 32 Summary example

Checking on "Submit and lock", you will finish phase 1 of the application. After that action, your application state will appear as *"Submitted and locked"*. Now you have finished the phase 1 of your application.

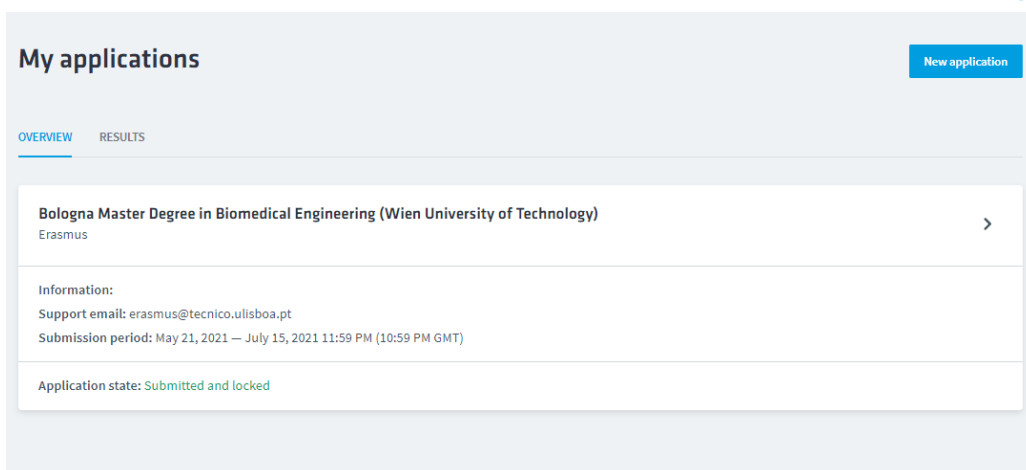


Figure 33 Application state (Phase 1)

Our team will evaluate your application. To verify if your application has been approved, you must access to the main page of the Connect - Application Platform.

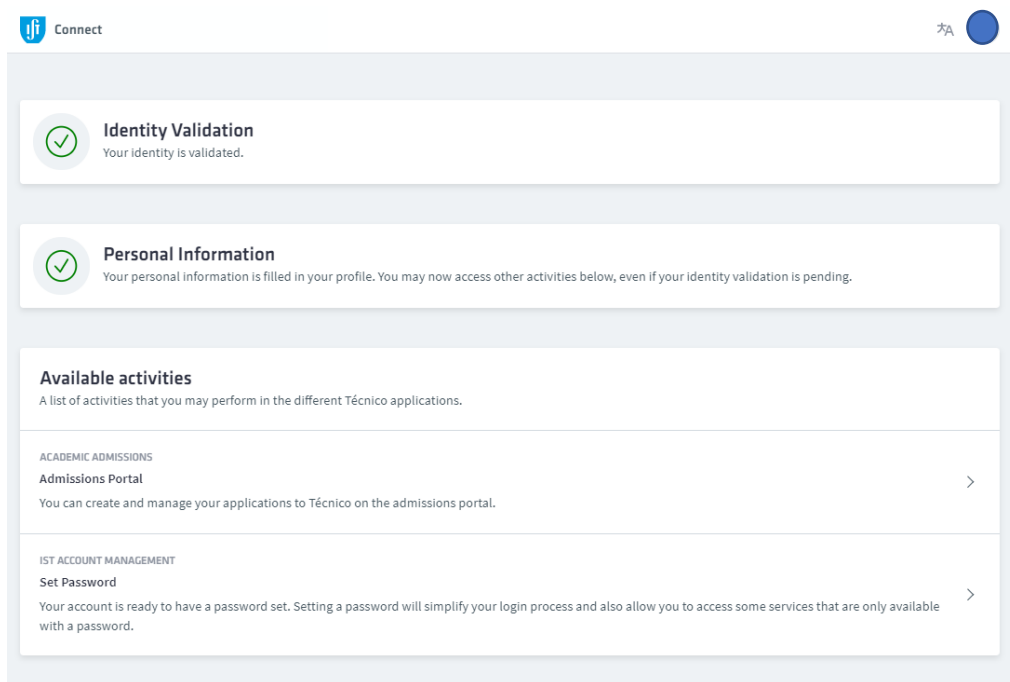


Figure 34- Dashboard (Main page of Connect – Admission Platform)

Phase 2

Phase 2

After a review of your application and approval from our team in phase 1, you will be eligible to proceed to phase 2.

In the case of phase 1 non-eligibility, you will be notified with instructions to review your application.

To proceed effectively in this phase, we suggest the following instructions:

- Submit the Learning Agreement (LA) and Transcript of Records (TOR), both in English.
- Make sure that the selected courses are the same that you have in the Learning Agreements.

Admissions

On the main page, you will access to Admissions Portal and you will be forwarded to the next phase, *Onboarding process*,

Only will be possible to proceed if our team has approved your phase 1 application, otherwise you have to review your application with the suggested notes by our team.

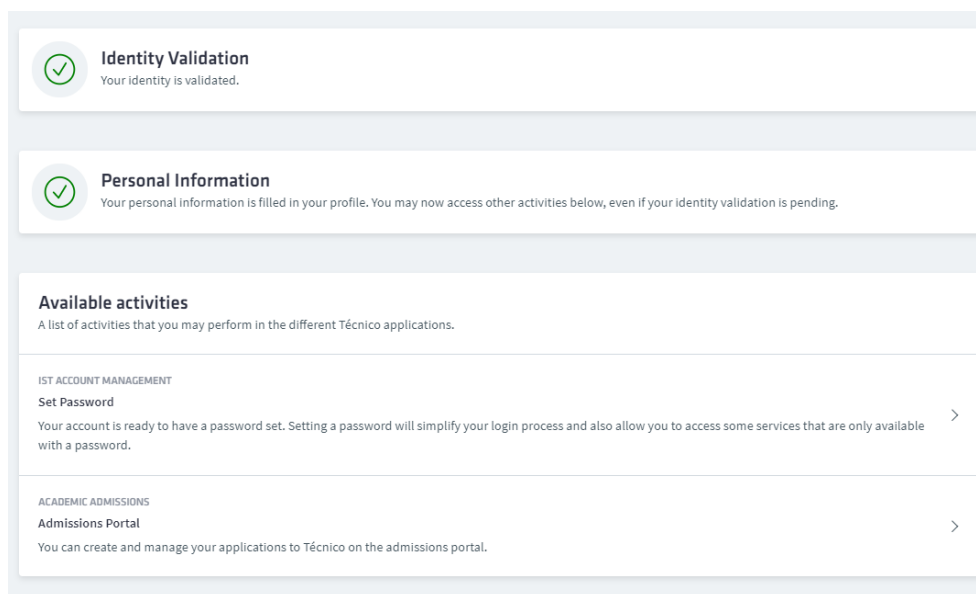


Figure 35 - Main Page of Connect Platform

Admissions

Bologna Master Degree in Biomedical Engineering (Wien University of Technology)
Erasmus

Congratulations! You have been admitted. Start your onboarding process here.

[Begin Onboarding](#)

Figure 36 - Beginning of Onboarding Process

Enroll - Onboarding Process

Onboarding

Bologna Master Degree in Biomedical Engineering (Wien University of Technology)
Erasmus

[Enroll](#)

Figure 37 - Enrolling with your chosen Course/Degree

Submission of documents – Onboarding Process

Submit your Transcript of records (TOR) and Learning Agreement (LA) in English version and in pdf format. You must select which semester you will participate in and courses.

Before you “Submit” and proceed to the next step, make sure that all documents are uploaded.

Onboarding

Bologna Master Degree in Biomedical Engineering (Wien University of Technology)
 Erasmus
 Boarding... **Proposal Rejected**
 Motive: submeter TOR e LA.

TRANSCRIPT OF RECORDS
Replace

LEARNING AGREEMENT
Replace

Enrolled Courses

Only after the Coordinator and services validate your choices do this enrolments become definitive.

Curso	Course	Semester	
Bologna Master Degree in Biomedical Engineering	Biomaterials Technology	1	remove

Choose Course to Enroll

Select Degree:
 Bologna Master Degree in Biomedical Engineering

Select Semester:
 1º Semestre 2021/2022

Select Course:

Add

Submit

Figure 38 - Submission of Transcript Record, Learning Agreement and addition of Course to Enroll

After your submission, all the documents will be verified for validation. The application status will be “Boarding...Pending Verification”.

Onboarding

Bologna Master Degree in Biomedical Engineering (Wien University of Technology)
 Erasmus
 Boarding... Pending Verification

TRANSCRIPT OF RECORDS

LEARNING AGREEMENT

Enrolled Courses
 Only after the Coordinator and services validate your choices do this enrolments become definitive.

Curso	Course	Semester
Bologna Master Degree in Biomedical Engineering	Biomaterials Technology	1

Figure 39 - Pending Verification Status

Now phase 2 application is over. To check the status of your application, you have to access the Connect main page.

In case of non-eligibility of documents, the application status will change to rejected and you will be instructed by our team to re-apply or reload the needed documents.