

iscte

BUSINESS
SCHOOL

GUIDEBOOK

Winter School Lisbon 2024





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1. Welcome to Winter School Lisbon

Iscte Business School's Lisbon Winter School is an excellent opportunity to improve and develop your language skills while experiencing Portuguese culture.

The programme is challenging, interesting, of high academic and professional value and is taught by Iscte Business School's highly respected faculty.

In addition to the excellent educational opportunities, you will have the chance to discover Portugal's capital and get in touch with a language that is spoken on four continents.

We will do our best to provide you with a wonderful experience.



2. About Iscte Business School

Iscte Business School traces its origins back to the former department of management sciences, established in 1972. Since then, this school is renowned for its innovative and entrepreneurial focus, international and multicultural environment, and its excellence in both learning and research. Furthermore, an extremely solid connection to the business world is reflected on the exceptional work placement rates of our graduates.

Putting it in numbers, we are constituted by a group of excellence that is formed by approximately 181 faculty members, which are distributed throughout our six departments: Accounting, Economics, Finance, Marketing, Operations and Management, Quantitative Methods for Management and Economics, and Human Resources and Organisational Behaviour. When it comes to the learning experience, we have more than 3500 students, who are enrolled in our 7 Undergraduate Programmes, 15 Master Programmes and 4 Doctorate Programmes.

Iscte Business School is one of the four schools that constitute Iscte, together with the School of Sociology and Public Policy, the School of Social Sciences and Humanities, and the School of Technology and Architecture.



3. Course & Provisional Schedule

Cross Cultural Communication and Negotiation

This programme is designed to introduce the participants to the management of cross-cultural differences and leadership in the globalized world by being effective in communication and negotiation.

Therefore, this programme learning goals are:

- To understand key influences of culture in human behaviour, in the work place and at the individual relationship level, and also in international setting;
- To enhance individual intercultural competence to efficiently interact – communicate and negotiate – with people from diverse cultural backgrounds;
- To develop critical thinking ability and problem-solving skills through experiential classes.

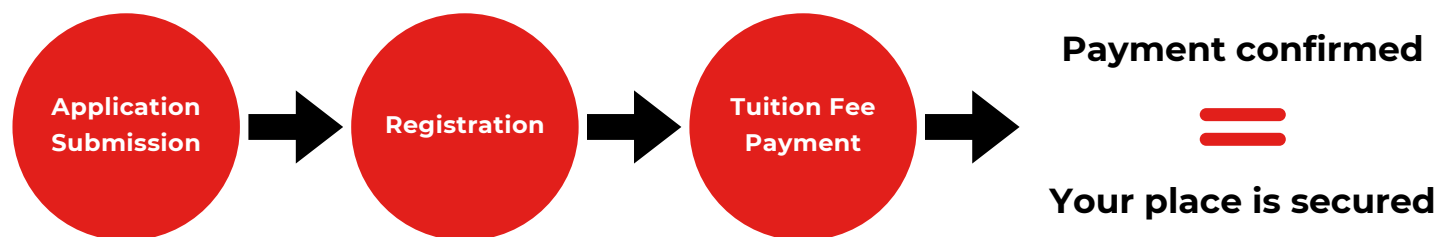
For more information, check out the course syllabus [here!](#)



Hour/Day	December							January													
	31 Sunday	1 Monday	2 Tuesday	3 Wednesday	4 Thursday	5 Friday	6 Saturday	7 Sunday	8 Monday	9 Tuesday	10 Wednesday	11 Thursday	12 Friday	13 Saturday	14 Sunday	15 Monday	16 Tuesday	17 Wednesday	18 Thursday	19 Friday	20 Saturday
09:30 - 10:50				Arrival Day	Welcome Day (starts at 9 am): - Welcome Session - Welcome Lunch - Afternoon Activity	Classes			Classes	Classes	Classes	Classes	Classes								
11:10 - 12:30						Classes			Classes	Classes	Classes	Classes	Classes								
13:30 - 14:50						Classes			Classes	Classes	Classes	Classes	Classes								
15:10 - 16:30						Classes			Classes	Classes	Classes	Classes	Classes								
Weekend	Weekend							Weekend						Weekend							
09:30 - 10:50									Classes	Classes	Classes	Classes	Classes								
11:10 - 12:30									Classes	Classes	Classes	Classes	Classes								
13:30 - 14:50									Classes	Classes	Classes	Classes	Classes								
15:10 - 16:30									Classes	Classes	Classes	Classes	Classes								
20:00 - 23:30																				Farewell Ceremony	Departure Day

4. Applications & Fees

Application Process



- Submit your application on Iscte's internal platform, [Fénix +](#).
 - [Consult the *Application Guide* here.](#)
- You will receive a feedback from the programme manager within 5 working days.
 - If you, receive a positive feedback you should them proceed with the registration within 4 days.
 - The *Registration Guide* will be sent by the programme manager.
- Once you have successfully completed your registration, you will receive payment instructions within 5 working days:
 - Payment will be made through the system by credit card.
 - Payment should be made within 7 days.

Any problems or questions during your application please contact short-term.ibs@iscte-iul.pt.



4. Applications & Fees

Documents Requested

Application

- Identity Card:
 - Identification document with photo, name and number visible;
 - EU-citizens should attach Identification document from the country of origin or passport
 - Non EU-citizens should attach passport
- Photograph:
 - Passport-size colour photo with a light background.
- Curriculum Vitae
- Transcript of Records:
 - From the current degree you are attending
 - Either a scanned version of an official Transcript of Records or a print screen of your Home University personal student area
 - If you are a former student, upload your diploma/certificate of your most recent degree

Enrollment

- Insurance
 - Each participant must have personal accident and health insurance, including international emergency medical assistance. We strongly recommend that you take out **travel insurance**.



4. Applications & Fees

Fees, Payment & Cancellation Policy

1.000€ Students from Iscte partner universities

1.150€ Students from non-partner universities (outside Portugal)

The programme fee includes:

- Tuition;
- Course materials;
- Use of the library, PC labs and Iscte facilities;
- Public transportation card in Lisbon;
- Welcome Session and Farewell Ceremony,
- Transcript of Records or Certificate of attendance (in case the student does not complete the course with success).

Payment:

The tuition fee will be available in Fénix+, after the student enrolls. The payment is done through credit card within the specified deadline.

Cancellation Policy:

In case of dropping out after the payment has been done, we apply the following policy:

- Cancellation until the beginning of the course: 200€ will be retained by Iscte
- Cancellation after the beginning of the course: no reimbursement.

Any bank fees charged within the reimbursement will be borne by the student.



5. Contacts

✉ short-terms.ibs@iscte-iul.pt

📞 Tel.: (+351) 210 464 257

🌐 <https://ibs.iscte-iul.pt/>

Iscte Business School is waiting for you!!

