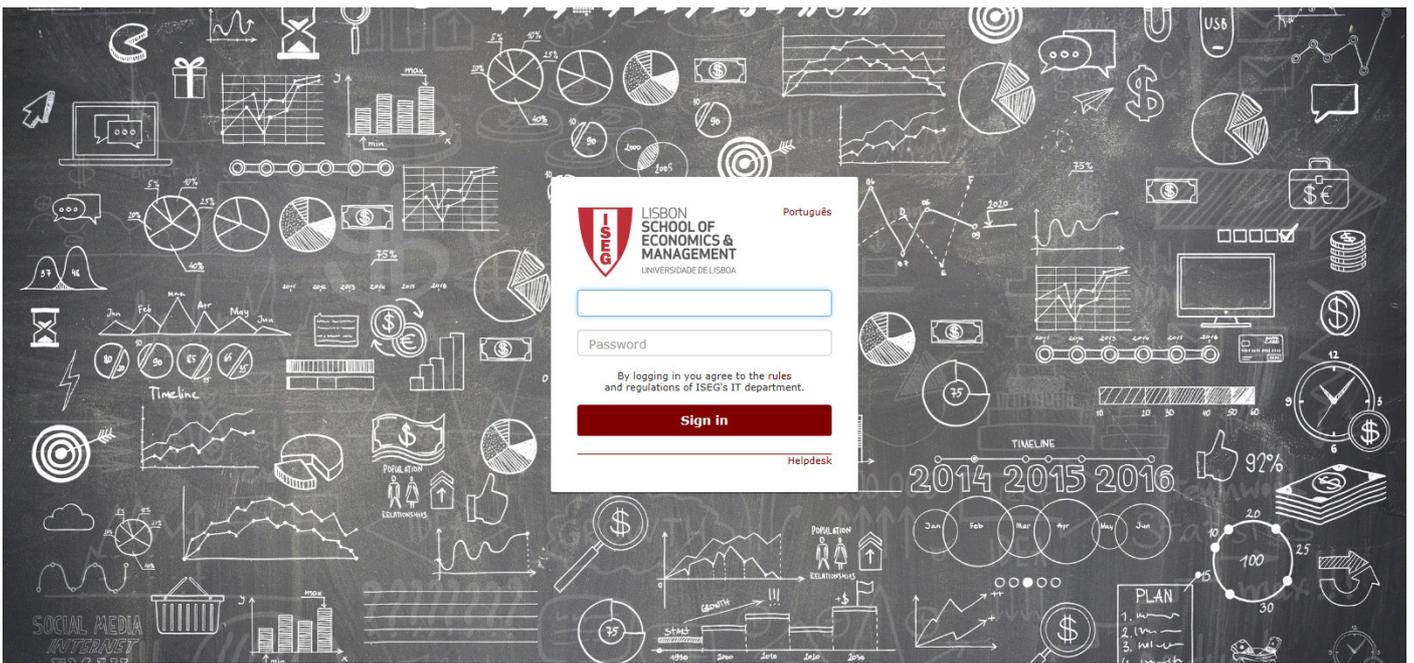


AQUILA GUIDE



International Mobility Office

September 2015

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1. Introduction

The Aquila Portal is being translated fully into English language. Consequently, some of the print screens below may already be translated.

2. Login

First of all, you can change the Aquila **Login** page to English. You have already received the **Username** and **Password (Figure 1)**.

Figure 1



3. News

You can see the recent announcements, some may be in Portuguese language (**Figure 2**). Sometimes, course news are posted here by the teachers. General information appears here as well, but the International Mobility Office will also inform you about any news you need to know about.

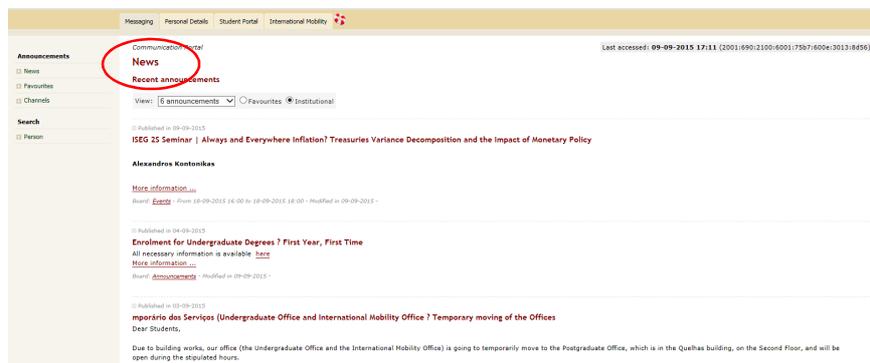


Figure 2

4. Personal details

You can edit your **personal details (Figure 3)**. The two most important things you need to do are upload a **picture** and update your **contact information** (mandatory).

You can find these settings on the page “Personal details” – “Information”. It is mandatory to upload a picture. When

you import a photo, you can decide if you wish to make your picture available to other users.

On the same page, you may add your **contact information**: your phone number and email address.

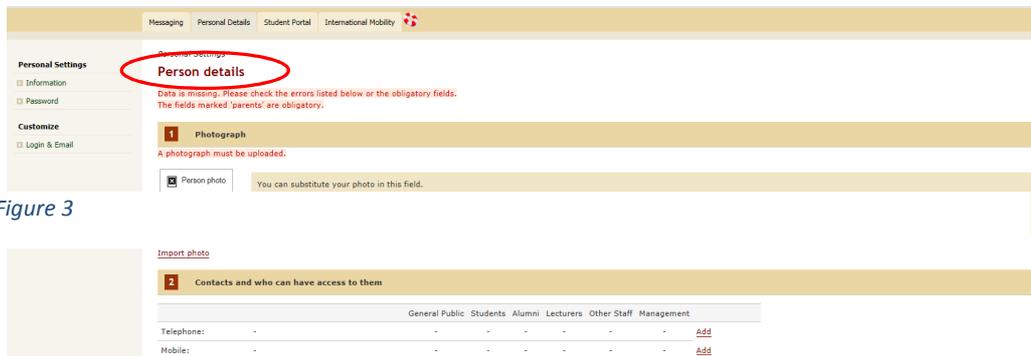


Figure 3

Please note that giving your email address ensures you will receive emails from your teachers via Aquila. To add, edit and delete, use the links at the end of the rows.

5. Change password

To change your password, click on “Personal Details” - “Password” (Figure 4). First you have to fill in your current password, and then the new one, and confirm it again.



Figure 4

6. Financial situation

If you have something to pay, a notice will warn you: **“You are behind in payments. Check the situation here”** (Figure 5).



To see **which item has not been paid**, you can check the situation. Clicking on **“Here”** will lead you to a page where you will be told what that payment is (Figure 6).

Figure 5



Figure 6

You may also check the payments you have done and access to the invoices (Figure 7)

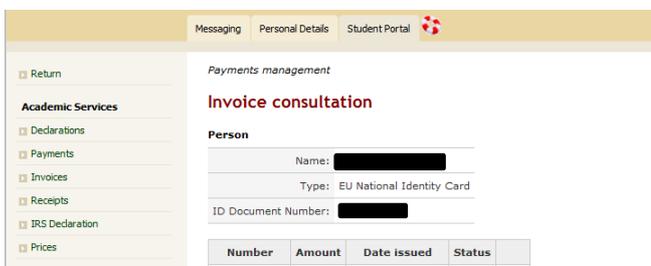
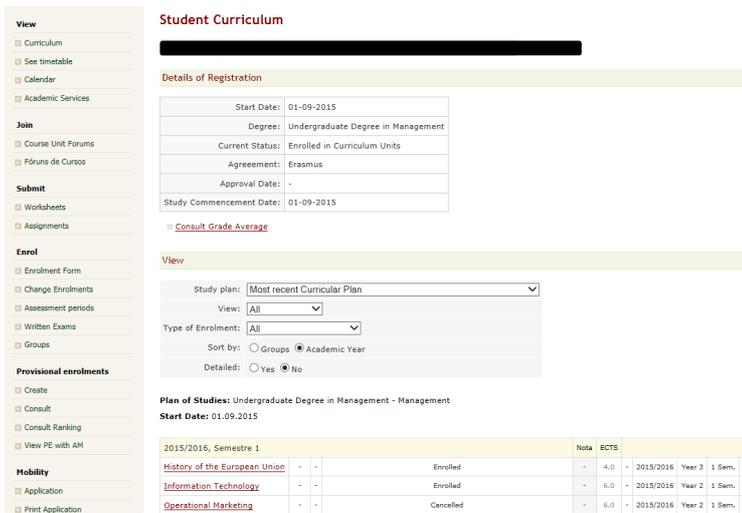


Figure 7

7. Study programme, Timetable, Calendar

On the Student Portal page, Student Curriculum under “Plan of Studies” you can see the **details of your study programme (Figure 8)**. If you are behind with any payments, the system will not let you see this page.



Student Curriculum

Details of Registration

Start Date:	01-09-2015
Degree:	Undergraduate Degree in Management
Current Status:	Enrolled in Curriculum Units
Agreement:	Erasmus
Approval Date:	-
Study Commencement Date:	01-09-2015

[Consult Grade Average](#)

View

Study plan: Most recent Curricular Plan

View: All

Type of Enrolment: All

Sort by: Groups Academic Year

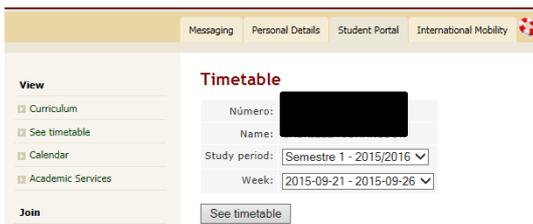
Detailed: Yes No

Plan of Studies: Undergraduate Degree in Management - Management
Start Date: 01.09.2015

2015/2016, Semestre 1				Nota	ECTS
History of the European Union	-	-	Enrolled	4.0	2015/2016 Year 1 1 Sem.
Information Technology	-	-	Enrolled	6.0	2015/2016 Year 2 1 Sem.
Operational Marketing	-	-	Cancelled	6.0	2015/2016 Year 2 1 Sem.

Figure 8

On the page “**See timetable**” you can find your timetable (Figure 9). You need to choose one week with classes and not a vacation period. For instance, you may choose the first week of classes, as below.



Timetable

Número: [Redacted]

Name: [Redacted]

Study period: Semestre 1 - 2015/2016

Week: 2015-09-21 - 2015-09-26

[See timetable](#)

Figure 9

Below, you may find one example of a timetable (Figure 10).

Name: [REDACTED]
 Número: [REDACTED]
 ISEG Username: [REDACTED]
 Período de Execução: [REDACTED]
 Semana: [REDACTED]

Hours/Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00-8:30						
8:30-9:00						
9:00-9:30		GE2 (T) ANFITEATRO 3 (FRANCESINHAS 2)				
9:30-10:00			GE2 (T) ANFITEATRO 3 (FRANCESINHAS 2)			
10:00-10:30				STE (P) 103 (FRANCESINHAS 2)		
10:30-11:00		STE (T) AF21 (FRANCESINHAS 1)			GE2 (P)	
11:00-11:30						
11:30-12:00	EI (T) 101 (FRANCESINHAS 1)		EI (P) 010 (FRANCESINHAS 1)			
12:00-12:30						
12:30-13:00					STE (P)	
13:00-13:30						
13:30-14:00	DE-E (P) 105 (FRANCESINHAS 2)					
14:00-14:30						
14:30-15:00						
15:00-15:30						
15:30-16:00					DE-E (P)	
16:00-16:30					DE-E (P)	
16:30-17:00						
17:00-17:30						
17:30-18:00						

Figure 10

On the “Calendar” page you can see the dates of the exams (Figure 11). The International Mobility Office will register you for the exams one month before the exam period. Using the menus you can select the study programme, semester, the course that you wish to see, and the type of the evaluation.

The screenshot shows the 'Calendar' page in the Student Portal. The 'Calendar' link is circled in red. Below the navigation menu, there are filters for 'Choice of course', 'Period of study', 'Choice of curricular units', and 'Type of assessment'. The main content area displays three calendar grids for the months of September, October, and November, with dates and corresponding exam numbers.

Figure 11

8. Enrolment

During the first week of classes, the incoming students at the undergraduate level, that are choosing courses lectured in English, may change the enrolment at the courses by themselves. This does not apply for the classes in Portuguese language or for master degree exchange students, who need to contact the International Mobility Office directly.

The steps for the enrolment at the courses are the following:

- Student Portal (**Figure 12**);
- Enrol (**Figure 12**);
- Alterations to Enrolments for Curricular Unit Classes (**Figure 13**);
- Add or delete compulsory courses (“Adicionar Unidade Curricular Obrigatória”) (**Figures 14 and 15**);
- Add or delete elective courses (“Adicionar Unidade Curricular Optativa”) (**Figure 14**);
- Choose one course (“Escolha da Unidade Curricular”) (**Figure 15**) and then choose the class (**Figures 15 and 16**);
- If the class is full, you may choose one course or class (**Figure 17**). You may try this for several times during this week.
- Your registration is done (**Figure 18**).

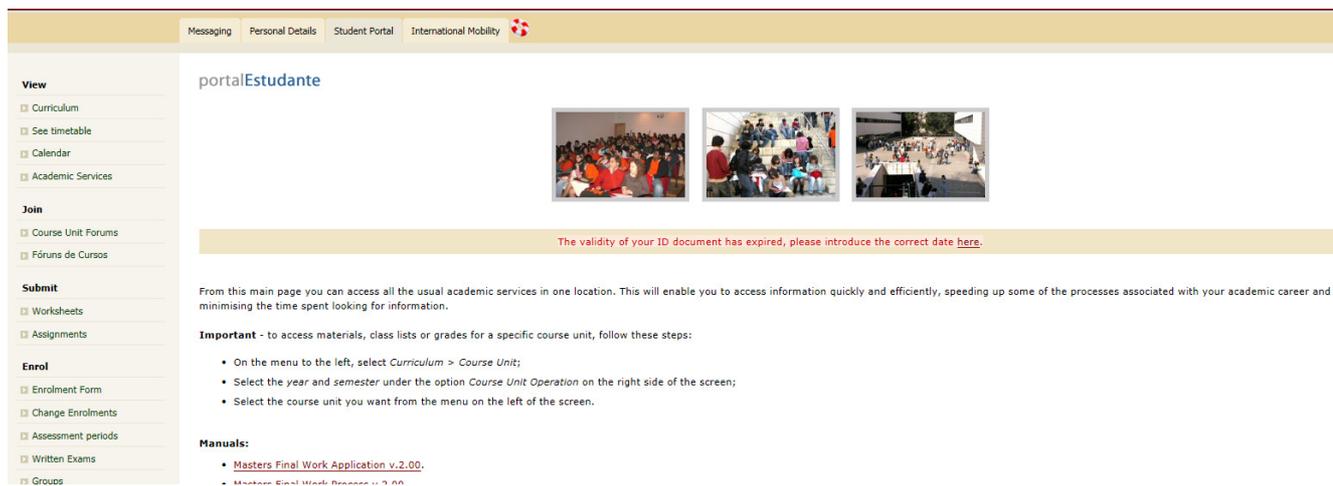


Figure 12

Messaging Personal Details Student Portal International Mobility

Alterations to enrolments for Curricular Unit classes for the Academic Year 2015/2016

Invalid period for alterations to enrolments.

IMPORTANT WARNING (read with attention)

The following icons/keys are to be used for each curricular unit::

- DELETE** (an enrolment for a CU)
 On clicking on this icon, after a visual confirmation, your enrolment will be immediately cancelled. **Take great care**, as you may not be able to re-enrol for the class that you were previously enrolled for.
- CHANGE** (an enrolment for a CU for another one)
 On clicking on this icon, you will be presented with a table of CUs available for enrolment. Click on the relevant box in the column entitled "enrol" and choose one of the available classes. On clicking on the box entitled "enrol", after a visual confirmation, your new enrolment will have immediate effect and the change with the existing enrolment will be carried out.
- CHANGE OF CLASS** (for the CU)
 On clicking on this icon, you will be presented with a table for the choice of a class. To enrol, click on the relevant box in the column entitled "enrol". After a visual confirmation, your new enrolment will have immediate effect..
- ADD A CU**
 On clicking on this icon, you will be presented with a table of CUs available for enrolment. Click on the relevant box in the column entitled "enrol" and choose one of the available classes. To enrol, click on the relevant box in the column entitled "enrol". After a visual confirmation, your new enrolment will have immediate effect..

Figure 13

Messaging Personal Details Human Resources Employees Operator IT Gestão do WebSite Academic Services Office International Mobility

Inscrições nas Unidades Curriculares Obrigatórias Ad-Hoc

Anular	Trocar	Cód.	Designação	Ano	Semestre	ECTS	Turma	Alterar Turma
		S-E	Sociology	2	1	6,0	ECN02E02	

Figure 14

Messaging Personal Details Human Resources Employees Operator IT Gestão do WebSite Academic Services Office International Mobility

Adicionar Unidade Curricular

Ano	Semestre	Cód.	Designação	ECTS	Inscriver
1	1	HEE-E	Economic and Business History	6,0	<input type="checkbox"/>
1	1	E1-E	Economics I	6,0	<input type="checkbox"/>
1	1	M1-E	Mathematics I	6,0	<input type="checkbox"/>
1	1	M2-E	Mathematics II	6,0	<input type="checkbox"/>
1	1	IG-E	Principles of Management	6,0	<input type="checkbox"/>
1	1	CIF-E	Quantitative Finance	6,0	<input type="checkbox"/>
1	2	CGE1-E	Accounting I	6,0	<input type="checkbox"/>
1	2	AIEE-E	Economics and Business Information	6,0	<input checked="" type="checkbox"/>
1	2	E2-E	Economics II	6,0	<input type="checkbox"/>
1	2	ID-E	Foundations of Law	6,0	<input type="checkbox"/>
1	2	M1-E	Mathematics I	6,0	<input type="checkbox"/>
1	2	M2-E	Mathematics II	6,0	<input type="checkbox"/>
1	2	CIF-E	Quantitative Finance	6,0	<input type="checkbox"/>
2	1	GF-E	Corporate Finance	6,0	<input type="checkbox"/>
2	1	MA1-E	Macroeconomics I	6,0	<input type="checkbox"/>
2	1	M11-E	Microeconomics I	6,0	<input type="checkbox"/>
2	1	S-E	Sociology	6,0	<input checked="" type="checkbox"/>
2	1	EST1-E	Statistics I	6,0	<input type="checkbox"/>

Figure 15

AQUILA GUIDE 2015/2016

[Messaging](#) [Personal Details](#) [Human Resources](#) [Employees](#) [Operador](#) [IT](#) [Gestão do WebSite](#) [Academic Services Office](#) [International Mobility](#)

Escolha da Turma da Unidade Curricular : Operational Marketing

Semestre	Turma	Vagas	Inscriver
1	MNG02E11	1	<input type="checkbox"/>
1	MNG02E12	2	<input type="checkbox"/>

[Sair](#)

Figure 16

Escolha da Turma da Unidade Curricular : Corporate Finance

Semestre	Turma	Vagas	Inscriver
1	ECN02E01	0	<input type="checkbox"/>

[Sair](#)

Figure 17

Inscrições nas Unidades Curriculares Obrigatórias Ad-Hoc

Anular Trocar Cód.	Designação	Ano	Semestre	ECTS	Turma	Alterar Turma
	TI-E Information Technology	2	1	6.0	MNG02E12	
	MO-E Operational Marketing	2	1	6.0	MNG02E12	

[Adicionar](#) [Ajuda](#)

[Anterior](#) [Seguinte](#)

Figure 18

9. Printing the Transcript of Records by yourself

You may issue your **Transcript of Records** by yourself and save/print the document as many times as you wish. This document is signed and stamped on our side. However, in case your University demands an original document by post, we will send it by specific request.

[Messaging](#) [Personal Details](#) [Student Portal](#)

portalEstudante



From this main page you can access all the usual academic services in one location. This will enable you to access information quickly and efficiently, speeding up some of the processes associated with your academic career and minimising the time spent looking for information.

Important - to access materials, class lists or grades for a specific course unit, follow these steps:

- On the menu to the left, select **Curriculum > Course Unit**;
- Select the **year and semester** under the option **Course Unit Operation** on the right side of the screen;
- Select the course unit you want from the menu on the left of the screen.

Manuals:

- [Masters Final Work Application v.2.00](#)
- [Masters Final Work Process v.2.00](#)

Process Flowchart:

- [Masters Final Work Proposals v.1.00](#)
- [Masters Final Work Process v.1.01](#)

Rules for Masters Final Work:

- [Masters Final Work: Cover and First Page](#)
- [Guia de elaboração do TPM](#)
- [Regras para apresentação de trabalhos escritos](#)

The teachers are responsible for introducing the grades on Aquila. At a first stage, the grades are published at the courses webpage. The final grades from the first period must be online on AQUILA curricular plan until **72 hours** before the same assessment, held on the second period. The grades from the second period must be online until the end of the second week of February for the 1st semester and the end of the second week of July for the 2nd semester.

Figure 19

To print the Transcript of Records, please click at “Academic Services” – “Declarations” – “Continue” and then choose “Transcript of Records” (Figures 19 until 23).



Figure 20

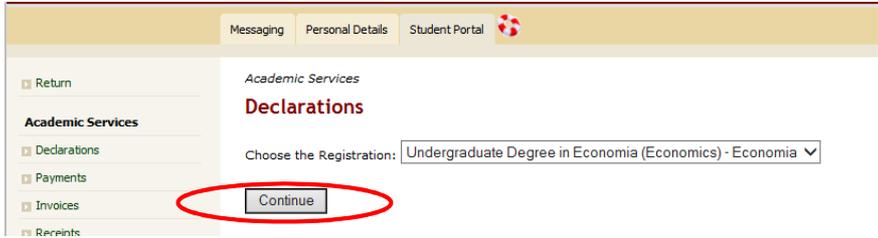


Figure 21

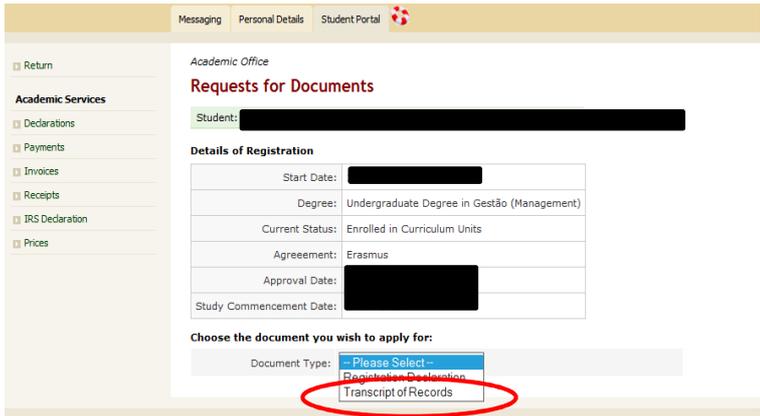


Figure 22



Figure 23

10. Job offers/internships

As a student from ISEG, you may have access to all the job offers and internships at the “**Student Portal**”.

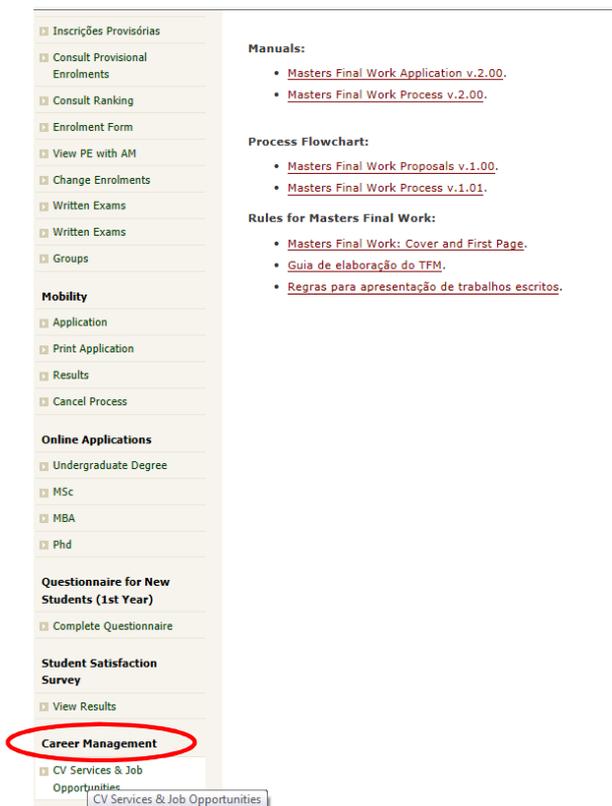
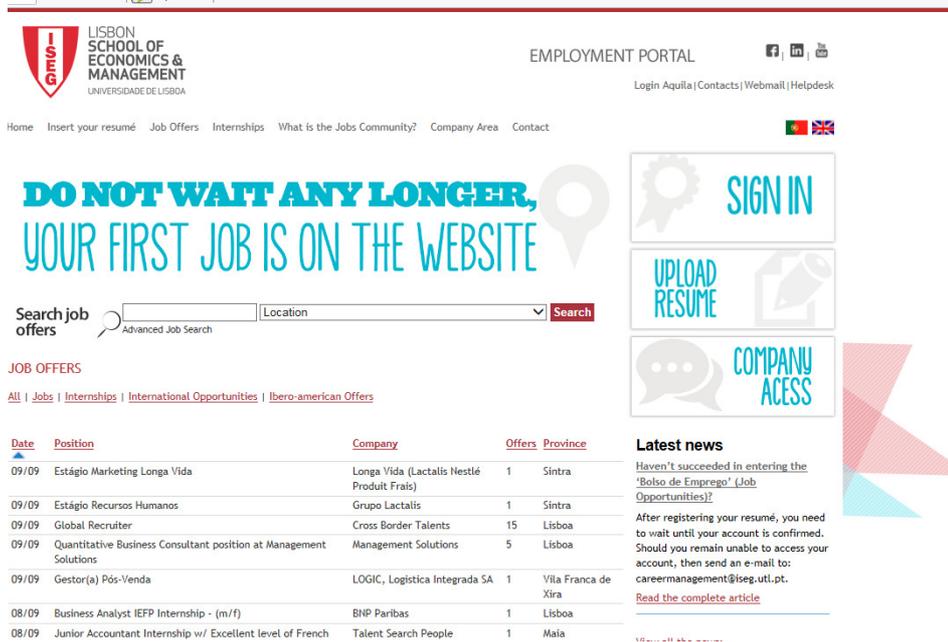


Figure 24

By clicking at “**Career Management**”, you will have access to all the offers (Figures 24 and 25).



The screenshot shows the 'EMPLOYMENT PORTAL' of the Lisbon School of Economics & Management. It features a navigation menu with links like 'Home', 'Insert your resumé', 'Job Offers', 'Internships', 'What is the Jobs Community?', 'Company Area', and 'Contact'. A search bar is present with a 'Search' button. A large banner reads 'DO NOT WAIT ANY LONGER, YOUR FIRST JOB IS ON THE WEBSITE'. On the right, there are buttons for 'SIGN IN', 'UPLOAD RESUME', and 'COMPANY ACCESS'. Below the search bar, there is a 'JOB OFFERS' section with a table listing various positions, companies, and provinces. A 'Latest news' section is also visible on the right side of the page.

Date	Position	Company	Offers	Province
09/09	Estágio Marketing Longa Vida	Longa Vida (Lactalis Nestlé Produit Frais)	1	Sintra
09/09	Estágio Recursos Humanos	Grupo Lactalis	1	Sintra
09/09	Global Recruiter	Cross Border Talents	15	Lisboa
09/09	Quantitative Business Consultant position at Management Solutions	Management Solutions	5	Lisboa
09/09	Gestor(a) Pós-Venda	LOGIC, Logística Integrada SA	1	Vila Franca de Xira
08/09	Business Analyst IEPF Internship - (m/f)	BNP Paribas	1	Lisboa
08/09	Junior Accountant Internship w/ Excellent level of French	Talent Search People	1	Maia

Figure 25

Please feel free to contact us (imo@iseg.ulisboa.pt) if you still have any questions!