



UNIVERSIDADE
CATÓLICA
PORTUGUESA

PARTICIPANTS' GUIDELINES

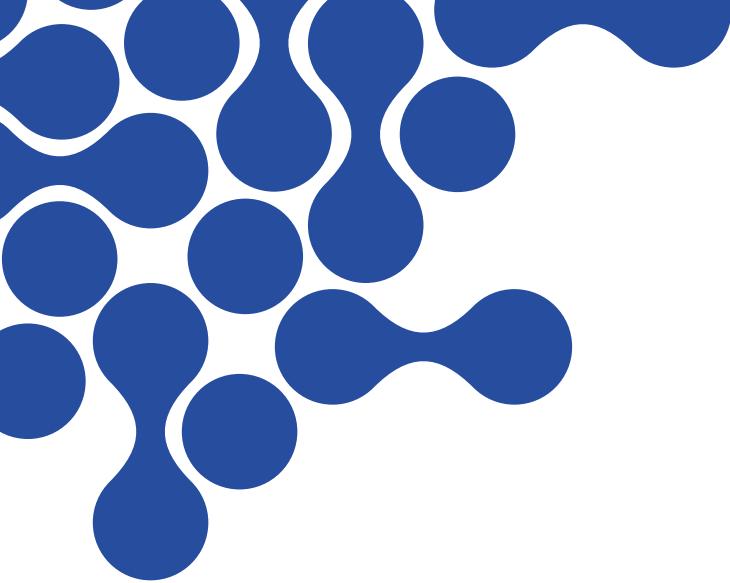
BEFORE YOU TRAVEL

COMMUNITY, COMMUNITIES
Lisboa, Portugal | 25-29 May

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PURPOSE OF THIS DOCUMENT

This document is intended for participants of the T4EU Week Lisbon.

It provides practical and operational information required before travelling.

Information regarding the concept of the Week, programme structure, streams, and courses is available on the official T4EU Week Lisbon website.

Relevant updates regarding logistical information will be published via the T4EU Week Lisbon Live Information Hub.



1. LOCAL & EMERGENCY CONTACTS

LOCAL ORGANISING TEAM

Maria Lopes Cardoso – T4EU Week Lisbon – Local Organisation

- Email: mlcardoso@ucp.pt
- Phone: +351 939 993 217

Sílvia Luz – T4EU@UCP Office Assistant

- Phone: +351 933 209 867
- Email: siluz@ucp.pt

Calls, SMS or WhatsApp messages are acceptable. Nevertheless, please remember to be respectful of working hours and rest time.

EMERGENCY CONTACTS (Portugal)

Emergency number (ambulance / police / fire brigade): **112**

For non-urgent matters, please contact the Local Organising Team.

Calls are free of charge and can be made from any telephone, including mobile phones without network coverage or with foreign service providers.



2. RECOMMENDED ARRIVAL & DEPARTURE

To ensure full participation and eligibility for academic recognition and funding:

- **Recommended arrival:** Sunday, 24 May 2026
- **Recommended departure:** Saturday, 30 May 2026

Late arrival or early departure:

- Limits participation in mandatory academic or institutional activities,
- Affects ECTS recognition (for students),
- Affects Erasmus+ BIP or institutional funding eligibility.

If exceptional circumstances apply, participants must inform the organisers in advance.



3. ENTRY REQUIREMENTS & TRAVEL DOCUMENTS

Participants are responsible for ensuring compliance with **entry and visa requirements** for Portugal (Schengen Area).

Please check:

- Passport or ID card validity,
- Visa requirements (if applicable),
- Maximum length of stay.

Information should be verified through official national or Portuguese consular authorities. For more information on types of Visas: [Type of Visa – General Information – National Visas – Visa](#)

The **T4EU@UCP Office** is available to provide guidance and support, if needed; however, responsibility for compliance with entry requirements remains with the participant.



4. WEATHER & WHAT TO PACK

Lisbon has a Mediterranean climate, with an Atlantic breeze. What does this mean?

At the end of May:

- Average temperatures: **15°C – 25°C**
- Generally sunny and pleasant
- Occasional light rain possible

Check [Lisbon, Lisboa, Portugal Weather Forecast | AccuWeather](#) for accurate information on the weather.

Recommended:

- Light clothing for daytime
- Light jacket or sweater for evenings
- Comfortable walking shoes
- Rain protection (light jacket or umbrella)



5. TRAVEL TO LISBON

ARRIVAL AIRPORT

Humberto Delgado Airport (LIS) – Lisbon

AIRPORT → City Centre:

BUS:

- Lines: [705](#), [722](#), [744](#), [783](#)
- On-board ticket (bus): **€2.30**
- Payment onboard (conditions may vary)
- Navegante electronic card accepted

METRO:

- Direct metro station at Terminal 1 (Arrivals)
- **Red Line (Aeroporto – Saldanha)**
- Approximate travel time to central areas: **20 minutes**

CARRIS / METRO TICKET:

- **Price:** €1.90
- **Valid for 60 minutes after first validation**
- Requires a Navegante occasional card (€0.50 – card cost; journeys charged separately).

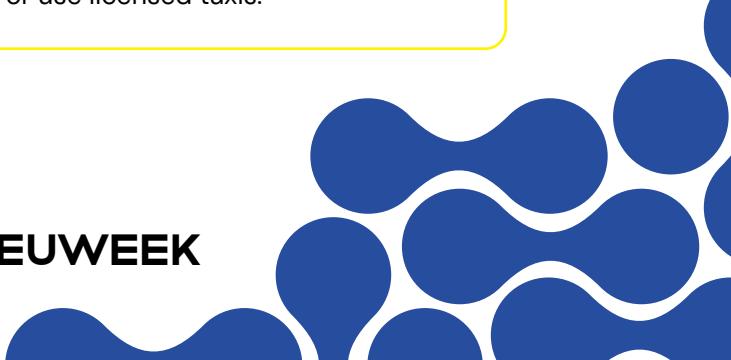
METRO MAP AND INFORMATION:

[CLICK HERE](#)

For more information on how to get from the Airport to the City Centre, consult the following [link](#)

SAFETY NOTICE

If using Uber or Bolt, do not accept unsolicited rides inside the terminal.
Always book via the official app or use licensed taxis.





6. GETTING AROUND LISBON

Lisbon has an extensive public transport network:

- Metro
- Buses and trams (Carris)
- Taxis
- Ride-sharing services (Uber, Bolt)

Recommended apps/tools:

- [CARRISway App](#) – real-time bus and tram information
- [Lisbon Metro website](#) – metro planning

Navegante Occasional Card

- Price: €0.50 (the Card, not the travels)
- Rechargeable
- Valid across metro, buses, trams, trains and ferries



7. GETTING TO UNIVERSIDADE CATÓLICA PORTUGUESA – LISBON CAMPUS

ADDRESS:

Universidade Católica Portuguesa, Palma de Cima, 1649-023 Lisboa

<https://maps.app.goo.gl/QVVtQPLc4now5syj8>

BUS:

- **Lines:** 764, 755, 768
- **Stop:** Universidade Católica

METRO:

- **Yellow Line** – [Cidade Universitária](#)
(≈ 12-minute walk)
- **Blue Line** – [Jardim Zoológico](#)
(≈ 15-minute walk)
- **Blue Line** – [Laranjeiras](#)
(≈ 15-minute walk)



8. ACCOMMODATION INTRO

IMPORTANT NOTE

Late May is high tourist season in Lisbon.

Availability is limited and prices are elevated.

Students should note that **Erasmus+ BIP grants may not fully cover accommodation costs**, and some personal contribution may be required.

Tourist Tax:

- **€4 per person, per night**
- Charged by accommodation providers
- Applies up to a maximum of 7 nights

Below you will find accommodation recommendations, organised by proximity to Universidade Católica Portuguesa, budget-friendly options, and accommodation options with negotiated rates secured by Universidade Católica Portuguesa.

All listed accommodation options are available on the following map:

[T4EU Week Lisbon Map](#)

Accommodation Near the University

- **Comtesse Lisbonne GuestHouse** (350 m*)

+351 96 407 1100
- **Lisbon Marriott Hotel** (450 m*)

+351 21 723 5400
- **The Icons Hotel** (1.2 km*)

+351 21 145 2337
- **Hotel Acores Lisboa** (1.6 km*)

+351 21 722 2920

Budget Friendly Accommodations

- **HI Lisboa – Youth Hostel** (2.9 km*)

+351 21 357 0470
- **Residencial João XXI** (4.4 km*)

+351 21 315 5018



NEGOTIATED ACCOMMODATION OPTIONS (SUBJECT TO AVAILABILITY)

HOTEL	CONTACT	PROMO CODE/LINK	RATES	BOOKING DEADLINE	ACCESSIBILITY
SANA METROPOLITAN	reservations@sanahotels.com +351 212 468 688	Booking Link or 218200	Single: €155/night Double: €175/night	20/04/2026	 YES
LUZEIROS SUITES	comercial@luzeirossuites.com goncalo.ribeiro@luzeirossuites.com +351 21 091 2110	T4EUWEEKUCP	18% discount on all tariffs Median price: ~€162/night	-	 YES
HOTEL PRÍNCIPE LISBOA	reservas@hotelprincipelisboa.com +351 21 359 2050	T4EU/UCP	Single: €140/night Double: €170/night King: €190/night	23/02/2026	 YES
SANA EVOLUTION VALBOM	reservations@sanahotels.com +351 21 795 1157	Booking Link	Single: €170/night Double: €170/night	31/01/2026	 YES
HOTEL ACTA MOA LISBON	info.moa@actahotels.com +351 21 249 9570	T4EUWEEKUCP	15% discount on public tariffs (rates subject to confirmation)	-	 Limited
GRUPO PESTANA POUSADA	trade@pestana.com 808 200 020	-	15% off the best available rate	-	 YES
BENSAUDE HOTELS	sales@bensaudehotels.pt +351 296 301 880	-	10% on accommodation	-	 Limited



9. FUNDING & PERSONAL COSTS

Funding conditions depend on each participant's **home university**.

Please note:

- Travel, accommodation and subsistence rules vary
- Additional nights, meals and personal expenses may not be covered
- Reimbursement procedures are handled exclusively by home institutions

Participants are strongly advised to clarify funding conditions **before booking travel**.



10. HEALTH, ACCESSIBILITY & SPECIAL NEEDS

Participants are requested to inform the organisers **in advance** of:

- Dietary requirements (allergies, intolerances, religious restrictions),
- Accessibility needs,
- Medical conditions that may affect participation

[European Health Insurance Card \(EHIC\)](#) holders are entitled to necessary public healthcare in Portugal.

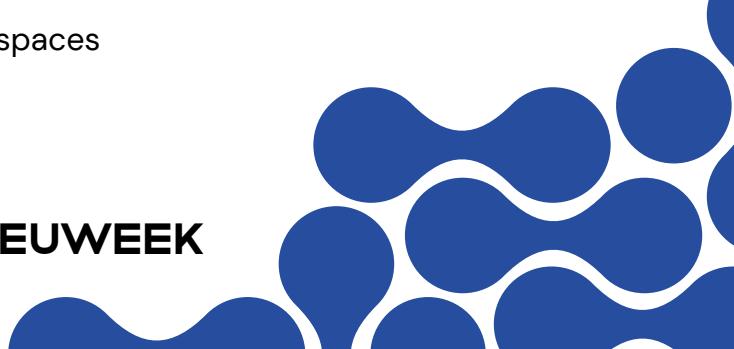
EHIC does not replace private travel insurance.



11. SUSTAINABILITY & RESPONSIBLE PARTICIPATION

In line with T4EU guidelines for environmentally responsible events, participants are encouraged to:

- Use public transport or walk whenever possible
- Bring a reusable water bottle or cup
- Avoid unnecessary printing
- Respect local communities and university spaces





12. COMMUNICATION DURING THE WEEK

Official communication will take place via:

- The [**T4EU Week Lisbon Live Information Hub**](#)
- Dedicated WhatsApp groups or messaging channels (to which participants will be added before the week)

Participants are expected to check these channels regularly for updates



13. CODE OF CONDUCT & DATA PROTECTION

All participants are expected to:

- Respect diversity, inclusion and equality,
- Engage professionally and respectfully,
- Comply with host university rules and local laws.

Photos and videos may be taken during the event for communication and dissemination purposes.

Participants who do not wish to appear in such materials should inform the organisers.



ANNEX – PRE-TRAVEL CHECKLIST

TRAVEL

- Arrival planned for 24 May 2026
- Departure planned for 30 May 2026
- Flights/trains booked according to funding rules
- Airport → city transport saved

ACCOMMODATION

- Accommodation booked
- Booking deadline respected
- Address and contact details saved
- Tourist tax (€4/night) noted

DOCUMENTS

- Valid ID card or passport
- EHIC (European Health Insurance Card)
- Travel/health insurance (if required)
- Learning Agreement / mobility documents (if applicable)
- Acceptance and confirmation emails saved

ACADEMIC/PROFESSIONAL PREPARATION

- Course or stream confirmed
- Online/pre-event component completed
- Readings or preparatory materials reviewed

FUNDING & BUDGET

- Funding rules confirmed with home university
- Budget planned for meals, transport, personal costs

HEALTH & ACCESSIBILITY

- Dietary requirements submitted
- Accessibility needs communicated
- Medication prepared

COMMUNICATION

- Joined official WhatsApp channels
- Live Information Hub bookmarked
- Local and emergency contacts saved

PACKING

- Light clothing (15–25°C)
- Light jacket / sweater
- Comfortable walking shoes
- Reusable water bottle

FINAL CHECK

- Travel booked
- Accommodation booked
- Documents ready
- Programme checked

