



INCOMING ERASMUS+ STUDENTS HANDBOOK

2018/2019

Last Update June 2018

INDEX

INDEX	2
WELCOME TO NOVA FCSH	4
WHERE IS FCSH	5
HOW TO GET TO NOVA FCSH	5
ERASMUS+ PROGRAMME AND FCSH	5
USEFUL CONTACTS	6
NOVA FCSH	6
STUDY IN PORTUGAL	6
STUDY IN LISBON	6
BEFORE LEAVING	6
STUDENTS FROM EU COUNTRIES	6
STUDENTS FROM NON-EU COUNTRIES – GETTING THE STUDY VISA	7
ACCOMMODATION	7
NOVA’S HALLS OF RESIDENCE	7
ALTERNATIVE ACCOMMODATION	7
SHORT STAYS	8
HEALTH AND INSURANCE	8
LIVING IN LISBON	9
TRAVELING BY AIR	9
TRAVELING BY TRAIN	9
TRAVELING INSIDE LISBON	9
CURRENCY	10
LIFE COSTS	10
ELECTRICITY	10
SCHEDULES – WORKING HOURS	10
CLIMATE	11
WINTER AND SUMMER TIME FOR PORTUGAL	11
NATIONAL EMERGENCY NUMBER	11
AT FCSH	11
FIRST STEPS	11
LANGUAGE(S) OF INSTRUCTION & RECOMMENDED LANGUAGE SKILLS	12
DEPARTMENTAL MOBILITY COORDINATORS	12

PORTUGUESE LANGUAGE AND CULTURE COURSES	13
SEMESTER COURSES	13
INTENSIVE COURSES	13
ACADEMIC CALENDAR	13
2018/2019	14
ACADEMIC INFORMATION	15
COURSE CATALOGUE	15
TIMETABLES	16
REQUIREMENTS WHILE CHOOSING THE STUDY PLAN	16
EVALUATION & CLASSIFICATION SYSTEM (GRADES)	17
FEES	17
PRACTICAL INFORMATION	17
FREE INTERNET ACCESS	17
VIRTUAL OFFICE	18
INTRANET FCSH	18
MOODLE	18
STUDENT CARD	18
STUDENTS' UNION	18
COMPUTER ROOM	18
PHOTOCOPIES	19
LIBRARIES	19
SOCIAL SERVICES	19
FOOD	19
HEALTH CARE	20
CULTURE AND SPORTS	20
BEFORE RETURNING	20

WELCOME TO NOVA FCSH

Welcome to NOVA School of Social Sciences and Humanities (*Faculdade de Ciências Sociais e Humanas – Universidade Nova de Lisboa*), also known as **NOVA FCSH** or **FCSH** only.

Every year, NOVA FCSH has a new lease of life with the arrival and integration of our Erasmus+ students. We want you to feel part of our academic community, to contribute and become leading roles in this spirit of innovation and dynamism that defines us.

We are proud of your choice and we will do everything to deserve it. We want you to learn from us and we wish to learn from you, in this sharing experience.

In this booklet you will find a summary sheet on FCSH, an Institution that welcomes you and is yours too. You will also find some guidelines on your first steps in this journey which we wish to be very positive, fruitful and memorable.

The Erasmus+ Institutional Coordinator at NOVA FCSH
Professora Doutora Antónia Coutinho

[Meet FCSH](#)

WHERE IS FCSH

Avenida de Berna, 26-C
1069-061 Lisboa (Portugal)
Tel. +351 217 908 300

www.fcsh.unl.pt

mobilidade@fcsh.unl.pt

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Google +](#)

[View FCSH location on Google Maps](#)

| HOW TO GET TO NOVA FCSH

Metro:

Campo Pequeno Station (Yellow Line)

São Sebastião Station (Blue Line and Red Line)

Praça de Espanha Station (Blue Line)

Carris (Bus): 716, 726, 756

TST (Bus): 160, 161, 190

CP (Train): Train line of *Sintra*, *Azambuja*, *Fertagus* and *Alfa Pendular* service - ***Entrecampos* station** (*Avenida 5 de Outubro*)

ERASMUS+ PROGRAMME AND FCSH

Erasmus+ is the European Union programme for Education, Training, Youth and Sport for 2014-2020. Erasmus+ aims to boost skills and employability, as well as modernising Education, Training, and Youth work. The seven year programme will provide opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad.

Accounting for Higher Education, Erasmus+ student mobility allocates exchanges for the duration of one semester or one academic year between European universities. Students receive immediate recognition for their achieved credits and the opportunity to access a grant from the European Commission, calculated according to the destination and duration of stay.

Every year NOVA FCSH receives over 300 Erasmus+ students and offers more than 100 of its students the opportunity to study or work in any EU country or countries of the European non-EU members.

+ **Info:** [European Commission](#) | [Erasmus+ App](#)

USEFUL CONTACTS

| NOVA FCSH

Institutional Coordinator

- Prof. Doutora Antónia Coutinho

International Students & Exchange Office (NEIMA)

- Guilherme Núncio
- Berta Sousa
- Marta Spínola Aguiar

Location: Tower B, 1st floor | +351 217 908 332 | mobilidade@fcs.unl.pt | [Working Hours](#)

| STUDY IN PORTUGAL

+ Info: <http://www.studyinportugal.edu.pt/>

| STUDY IN LISBON

Study in Lisbon is the official platform for all those who want to be informed about studying and living in Lisbon.

The website is promoted by the City of Lisbon in partnership with higher education institutions (including NOVA University), students' representative associations and foundations. It provides interactive information about events, initiatives and courses and practical ideas about studying, living and working in Lisbon. Try now their brand new app for smartphones.

+ Info: www.studyinlisbon.pt

BEFORE LEAVING

| STUDENTS FROM EU COUNTRIES

The right to entrance, permanency, and residence in Portugal encompasses citizens of member countries of the European Union (EU), the European Economic Space (EEE), and Switzerland, as well as their family members.

However, if you will be staying in the country for more than 3 months, you must go to the *Câmara Municipal* (City Council) of your residential area, no later than 30 days before the end of your period of 3 months of entrance in the national territory.

The certificate of registration, that formalises your right to residency in Portugal, should be requested at the *Câmara Municipal* if you are a citizen of the EU/EEE/Switzerland, and you plan to stay in the country

for a period longer than three months. Until this time, it's only necessary to have an Identity Card or a valid passport.

You can read more about this on SEF's (Portugal's Foreigner and Border Services) website (<http://www.sef.pt>), or via this PDF link: http://www.sef.pt/documentos/35/FICHA_Cert_Res.pdf

| STUDENTS FROM NON-EU COUNTRIES – GETTING THE STUDY VISA

Foreign students from outside the EU must bring their passport. For citizens of some countries, an entrance visa may also be required.

The study visa may be obtained in a diplomatic mission or consular post abroad Portugal.

For more information, check the website of Foreigners and Borders Service (SEF – “Serviço de Estrangeiros e Fronteiras”) or contact the nearest Portuguese Embassy.

More information at: <http://www.sef.pt/>

- FCSH Mobility Office may issue **acceptance letters** for Non-European citizens, upon request and after receiving all application documents.
- Students should try to arrive at Portugal during the day and preferably during the week, it will be easier to contact someone should you need help, especially at FCSH.

ACCOMMODATION

| NOVA'S HALLS OF RESIDENCE

FCSH benefits from two Halls of Residence operated by NOVA's Social Services (SASNOVA):

- [Lumiar](#)
- [Alfredo de Sousa](#)

Costs are 190€/month for double room and 225€/month for single room (both with shared bathroom). Places are limited for Erasmus+ students, so those interested should apply as early as possible. **Applications are made through FCSH International Office (NEIMA), by sending the respective application form.**

| ALTERNATIVE ACCOMMODATION

Since the number of available places at the Halls of Residence is limited, students can always resort to the private rental market, widely spread in Lisbon.

+ Info:

- [Study in Lisbon](#)
- [Erasmuslisboa](#) | info@erasmuslisboa.com
- [Erasmus Student Network Lisboa](#) | info@esn-lisboa.org
- [Erasmus Life Lisboa](#) | housing@erasmuslifelisboa.com
- [INLIFE Portugal](#) | housing@inlifeportugal.com
- [Uniplaces](#) (10% discount for NOVA FCSH students – promotion code: **NOVAFCSH10**)

| SHORT STAYS

If you cannot find accommodation before arriving in Lisbon, the city offers Hostels which are considered the best in the world in international rankings and are an economical and enjoyable solution until you find a definite place to stay.

Students can also go to one of the two Youth Hostels in Lisbon:

→ [Pousada de Juventude de Lisboa](#)

R. Andrade Corvo, 46, P 1050-009 Lisboa

Telefone: 00 351 21 353 26 96

Fax: 00 351 21 353 75 41

E-mail: lisboa@movijovem.pt

→ [Pousada de Juventude do Parque das Nações](#)

R. de Moscavide, 47, P 1998-011 Lisboa

Telefone: 00 351 21 892 08 90

Fax: 00 351 21 892 08 91

E-mail: lisboaparque@movijovem.pt

HEALTH AND INSURANCE

In Portugal, the provision of healthcare is undertaken by the “SNS – Serviço Nacional de Saúde”, including health centres and public hospitals. Emergency services in hospitals should only be used in serious situations.

National emergency number: 112 | Permanent Medical Assistance (24h per day): 808 24 24 24

European Union (EU) and Swiss students can be included in the “SNS” system, through the **European Health Insurance Card**. It is very important to obtain this card in your home country, since without it you may be subjected to high prices for medical assistance. In order to obtain this card before coming to Portugal, foreign students should contact their local Social Service Centre. Students from countries outside the EU, should make sure they have a health insurance before departure, which covers their stay in Portugal. In the case of an emergency, go to the nearest public **Hospital**, or **Centro de Saúde**, with your European Health Insurance Card (EHIC), and you can be treated, as a Portuguese citizen.

Upon registration, NOVA FCSH provides **school insurance** for all Erasmus+ students, which covers accidents occurred in and outside the Faculty’s facilities (outdoor classes, excursions, etc.) and in the normal and direct route between school and the student residence.

NOVA students are also entitled to **medical care** through **NOVA’s Social Services (SASNOVA)** - **see pg. 19** - or through **SAMS (private)** at reduced prices, by appointment - as our student you have the right to medical assistance (general practice) at a reduced price (25€), provided by SAMS (Social Assistance Medical services). SAMS of SBSI (Banking Union for the South and the Islands) is the largest health subsystem in the country, with a unique history in providing health services in Portugal, financed by contributions from the country’s employers and workers.

+ **Info:** <http://pics.sams.pt/UnidadesSaude/Paginas/CentroClinicoLisboa.aspx> | **See also page 19!**

LIVING IN LISBON

| TRAVELING BY AIR

Lisbon is just a few hours (2 to 3 hours) away from most European cities and 6 to 8 hours away from North America. Lisbon's international airport is only 7 km away from the city centre.

To get from the airport to the city centre, there are several options:

- AeroBus: departs from the airport every 20 minutes (from 7am to 9pm) and every 30 minutes (from 9pm to 11pm); journey time is around 20 minutes.
- Metro: *Aeroporto* station is about 15 minutes away.
- Local buses: buses number 705, 708, 722, 731, 744, 783 (from 6am to 9.30pm) and bus number 208 (from 11pm to 4am).
- Taxis: available 24h a day; journey time is 15-30 minutes and costs 10-15€.

| TRAVELING BY TRAIN

Students who arrive by train will get off at *Oriente* station or at *Santa Apolónia* station, just a few minutes away from the old centre of Lisbon. Both stations are connected to the Lisbon metro and local buses.

| TRAVELING INSIDE LISBON

There is a wide inexpensive network of public transportation in Lisbon, and students can choose between bus, metro, electric trams or trains, within the city or to the suburbs.

Bus and tram tickets can be purchased at any ticket vendor or directly from the driver. In this case the ticket is more expensive. Metro tickets must be purchased at metro stations. There are passes for bus/tram/metro trips valid for 30 days (*Navegante* – 35-40€), as well as prepaid rechargeable travel cards. The *Zapping* card can be used across the different transport networks in the city and outskirts, namely in trains (*CP-Comboios de Portugal*), boats (*Transtejo*), buses (*Carris*) and Lisbon metro (*Metropolitano de Lisboa*). This rechargeable card can be purchased in all transport operators point of sale and in Payshop Agents. It can be charged with a minimum of 2€ and a maximum of 15€. The card balance cannot exceed the 20€.

The public bus and tram company CARRIS covers almost all the city of Lisbon. Generally, buses and trams run from 6am to 11pm, there are fewer buses after this hour, but the service lasts until 4am. During the weekend transportation services are reduced substantially.

The metro – *Metropolitano de Lisboa* – is the easiest and fastest way to get around the city and runs from 6am to 1am.

+ Info:

<http://www.ana.pt>

<http://www.transporteslisboa.pt/>

<http://www.cp.pt>

| CURRENCY

The currency unit in Portugal is the Euro (€).

One euro is divided into 100 cents. The coins have eight values: 1, 2, 5, 10, 20 and 50 cents and 1 and 2 euros. The banknotes have the following values: 5, 10, 20, 100, 200 and 500 euros.

| LIFE COSTS

Below you will find the prices of some everyday articles, to give you an idea of how much things cost in Portugal:

Articles	Price
Daily newspaper	1,00 €
Cinema Ticket	3 - 6,50 €
Metro Ticket	1,40 €
Bus Ticket	1,80 €
Electric Trams Ticket	2,85 €
Full meal in a middle class restaurant	6,00 €
1 coffee	0,60 €
1 pack of milk	0,60 €
1 bottle of water	0,60 €
1 bread (400gr)	0,70 €
1 Pack of rice (1Kg)	1,00 €
1 Coke (33cl)	0,90 €

Below you can find an average monthly budget:

Expenses	Average Price
Accommodation	250€ / 275€
Meals	150€ / 200€
Transport	35 €

| ELECTRICITY

Voltage: 230/400 volts at a frequency of 50 Hertz. All sockets follow European standards. To use American-type plugs, a 230-volt transformer should be used together with an adapter plug.

| SCHEDULES – WORKING HOURS

Shopping Centers: Every day 10am - 12 midnight

Shops: Weekdays - 9am to 1pm and 3pm to 7pm

Saturdays - 9am to 1pm

Banks: Weekdays - 8.30am to 3pm

Pharmacies: Pharmacies keep the same working hours as the rest of the shops but in order to guarantee 24-hour service some stay open after 7 p.m. All of them have information indicating the nearest 24 hours pharmacy.

Post Offices: Weekdays - 8.30am to 6pm

| CLIMATE

Lisbon has one of the mildest climates in Europe. It has a climate similar to Mediterranean countries, while the moderating effect of the Atlantic Ocean prevents it from being neither too hot in summer nor too cold in winter.

Lisbon is also very sunny, with around 260 days of sunshine per year and almost 9 hours a day.

Average temperature values		JAN/MAR	APR/JUN	JUL/SEP	OCT/DEC
Air	°C	17.1	21.8	27.3	17.2
	°F	62.8	71.2	79.3	53.0
Sea	°C	14.9	17.5	19.5	16.1
	°F	58.8	63.5	67.1	60.0

| WINTER AND SUMMER TIME FOR PORTUGAL

A time change happens in Portugal twice a year, the first on the last Sunday of March and the second on the last Sunday of October.

| NATIONAL EMERGENCY NUMBER

112 is the National Emergency Number to call for help in emergency situations, such as fires, burglary, urgent medical needs, etc. Calls will be answered by an operator from the Central Emergency which sends the appropriate means of assistance (the police, an ambulance, a fire engine, etc.). In particular cases the call can be transferred to the Guidance Center Emergency Patients (CODU) INEM.

AT FCSH

FIRST STEPS

1. Enrol in the Portuguese Language and Culture semester course;
2. Check updated timetables in the Departments;
3. Meet your Departmental Coordinator at FCSH, to:
 - To get a signature on your FCSH Student Declaration
 - Be advised and clarify all questions regarding the course selection
4. Fill in all the forms with the correct names and codes of each subject, names of the Professors and class groupings (if there any on the timetables – marked by a letter);

5. Pay for your Scholar Insurance (S.E. 2,5€) and Administrative Costs (C.A. 35€) at the Treasury (Tower B - 1st floor on the right) (prices subject to update);
6. Go to **NEIMA (int'l office)** to go through the **mandatory registration as student of this Faculty**.
Required Documents:
 - Enrolment Form (with photograph)
 - Receipt of the payments made at Treasury (S.E.+C.A.)
 - FCSH Student Declaration, signed by the Departmental Coordinator
 - Learning Agreement for Studies – “Changes Section” (if applicable)

| LANGUAGE(S) OF INSTRUCTION & RECOMMENDED LANGUAGE SKILLS

At NOVA FCSH, the 1st language of instruction is Portuguese and the 2nd is English. Classes are usually taught in Portuguese, although bibliography may be available in other languages. In some cases, students are allowed to complete their work and exams in English, but this possibility is subject to each teacher’s approval at the beginning of the semester. For courses taught in Portuguese (according to the course catalogue), it is not possible to guarantee this possibility in advance, only upon arrival when discussing the evaluation methods with the teachers of each course.

At FCSH, we do not have language level requirements; therefore students are not required to present a specific language certificate during the application.

However, **in order to communicate adequately and to attend classes successfully during your study period at FCSH, we highly recommend having the following language skills** (according to the CEFR) at the start of the exchange:

- Portuguese – level A2
- English – level B2

Please be aware that NOVA FCSH does not take responsibility for eventual academic failure due to the absence of proper language skills.

| DEPARTMENTAL MOBILITY COORDINATORS

DEPARTMENT	MOBILITY COORDINATOR	CONTACT
ANTHROPOLOGY	Rui M. Pereira	mpereira@fcsch.unl.pt
COMMUNICATION SCIENCES	Carla Baptista	carla.baptista@fcsch.unl.pt
MUSICOLOGY	Maria de São José Côrte-Real	saojose@fcsch.unl.pt
POLITICAL STUDIES	Madalena Resende	madalena.resende@fcsch.unl.pt
PORTUGUESE STUDIES	Maria do Rosário Laureano Santos	mrls@fcsch.unl.pt
PHILOSOPHY	Luís Bernardo	lm.bernardo@fcsch.unl.pt
GEOGRAPHY AND REGIONAL PLANNING	Rossana Estanqueiro	rossana.estanqueiro@fcsch.unl.pt
HISTORY	Pedro Cardim	pedro.cardim@fcsch.unl.pt

HISTORY OF ART	Joana Cunha Leal	j.cunhaleal@fcsch.unl.pt
LANGUAGE SCIENCES	Helena Valentim	htvalentim@gmail.com
LANGUAGES, CULTURES AND MODERN LITERATURES – GERMAN STUDIES	Gabriela Fragoso	mg.fragoso@fcsch.unl.pt
LANGUAGES, CULTURES AND MODERN LITERATURES – FRENCH, SPANISH AND ITALIAN STUDIES	Margarida Esperança Pina	mepreffoios@fcsch.unl.pt
LANGUAGES, CULTURES AND MODERN LITERATURES – ENGLISH AND NORTH-AMERICAN STUDIES	Isabel Oliveira Martins	io.martins@fcsch.unl.pt
SOCIOLOGY	José Alberto Simões	joseav.simoies@fcsch.unl.pt

PORTUGUESE LANGUAGE AND CULTURE COURSES

|| SEMESTER COURSES

NOVA FCSH organises Portuguese Language and Culture courses for incoming students during the academic year (1st and 2nd semester), which helps improve knowledge of our language and therefore helps students attend classes taught in Portuguese.

Registration is completed at the beginning of the semester, in person at the course office, subject to a diagnostic test. After successfully completing this course, the student gets **6 ECTS/semester** which may be included in their Learning Agreement.

→ **In order to fully benefit from your stay in Lisbon, it is strongly recommended that all incoming students enrol for this course.**

|| INTENSIVE COURSES

Additionally, for those wishing to learn or to improve their knowledge of Portuguese before the beginning of the semester, **intensive courses** (30h) are usually organised in the first two weeks of September and up until the end January. These courses are paid separately and registration is made directly with the course office beforehand.

+ Info (on all types of courses): <http://ple.fcsch.unl.pt/en/start/>

E-mail: cursoportugues@fcsch.unl.pt

Location of Course Office at FCSH: Tower B – 4th Floor – Office 403

| ACADEMIC CALENDAR

The academic year at NOVA FCSH usually commences in **September until June**. Exact dates are available on FCSH's [website](#). The **period of student mobility** can only be testified **according to our academic calendar** – please take this into consideration when establishing your grant with your home institution.

1st SEMESTER

WELCOME MEETING

10th September 2018

Auditorium 1, 1st floor, Tower B – 14h30

Attendance to these meeting is compulsory!

**COURSE REGISTRATION AND CHANGE OF SUBJECTS
(in person, at NEIMA Office)**

11th – 28th September 2018

(subject to the payment of fines for not meeting deadlines – p.17)

CLASSES

17th September – 20th December 2018

APPEAL AND IMPROVEMENT EXAMINATION PERIOD

14th January – 25th January 2019 (final grades to be out until 4th February)

2nd SEMESTER

WELCOME MEETING

4th February 2019

Auditorium 1, 1st floor, Tower B – 14h30

Attendance to these meeting is compulsory!

**COURSE REGISTRATION AND CHANGE OF SUBJECTS
(in person, at NEIMA Office)**

5th – 22nd February 2019

(subject to the payment of fines for not meeting deadlines – p.17)

CLASSES

11th February – 31st May 2019

APPEAL AND IMPROVEMENT EXAMINATION PERIOD

21st June – 28th June 2019 (final grades to be out until 5th July)

HOLIDAYS

Christmas – 21st December 2018 until 6th January 2019

Carnival – 4th & 5th March 2019

Easter – 15th - 22nd April 2019

| ACADEMIC INFORMATION

FCSH offers a diverse number of undergraduate, master and PhD degrees, in fields within the Social Sciences and Humanities, supported by quality research, and taught by highly qualified academic staff. All courses have been adapted in line with the Bologna reform and are measured in terms of ECTS credits.

|| COURSE CATALOGUE

Our academic offer is divided into 3 different levels. The course catalogue is available online.

IMPORTANT: Not all subjects are available every year/semester, so whilst making your course selection, students must always check the available timetables. Changes to the Learning Agreement may be done every semester, upon arrival – the first version is just a draft.

STUDY CYCLE	COURSE CATALOGUE
1 st cycle / Undergraduate "Licenciaturas"	Courses Catalog 2018
2 nd cycle / Master "Mestrados"	
3 rd cycle / PhD "Doutoramentos"	

STUDY CYCLE	ENGLISH CURRICULA
1 st cycle / Undergraduate "Licenciaturas"	Courses in English
2 nd cycle / Master "Mestrados"	
3 rd cycle / PhD "Doutoramentos"	

|| TIMETABLES

Each year, updated timetables are usually disclosed from **July**. Until then, students must refer to the previous year timetables.

Timetables are also available online and can only be consulted on the Portuguese version of FCSH website.

STUDY CYCLE	TIMETABLES (PT version <u>only</u>)
1 st cycle / Undergraduate “Licenciaturas”	http://fcsch.unl.pt/ensino/licenciaturas/horarios
2 nd cycle / Master “Mestrados”	http://fcsch.unl.pt/ensino/mestrados/horarios
3 rd cycle / PhD “Doutoramentos”	http://fcsch.unl.pt/escola-doutoral/doutoramentos/horarios

|| REQUIREMENTS WHILE CHOOSING THE STUDY PLAN

While choosing the study plan, Erasmus+ students at FCSH have to meet the following requirements:

- For regular students, a full-time workload amounts to 60 ECTS credits per academic year or 30 ECTS credits per semester. Erasmus+ students do not have a minimum required, only a maximum: they can sign up for a **maximum of 30 ECTS per semester, plus 6 ECTS from the Portuguese Language Course**;
- The **choice of subjects depends on the degree students are currently enrolled in at their home institution** – Bachelor or Undergraduate students can only take 1st cycle subjects; Master students can take both 1st and 2nd cycle subjects; Doctoral students can choose from any of the subjects (except from the English curricula);
- Students have to **attend at least one subject per semester from the department has accepted them at FCSH (according to the existing Erasmus+ agreement)**. The remaining subjects can be chosen among our entire academic offer;
- All **questions concerning academic content, should be address to the respective Departmental Mobility Coordinator** (page 12), who will be the responsible person for signing the Learning Agreement;
- For students starting their exchange **in September, the first course selection will be provisional**; some changes may occur upon arrival, subject to course availability.

|| EVALUATION & CLASSIFICATION SYSTEM (GRADES)

At FCSH, students are evaluated based on the work developed over the semester, considering class participation, presentation of written and oral tests and final examinations.

IMPORTANT: The evaluation elements, their weighting and scheduling are set in the first two weeks of the semester between teacher and students.

The result obtained either by continuous assessment or exams, is expressed on a scale between 0 to 20. The minimum passing grade is 10/20 and it gives access to the “Improvement Examination” (optional).

Students who fail with a final grade of 8/20 or 9/20, have access to “Appeal Examination” – automatic enrolment, at no cost.

| FEES

According to the emolument table in force at FCSH

(prices subject to update)

→ School insurance	2,00€
→ Administrative costs (upon registration)	35,00€
→ Certificate / Declaration for several purposes	6,00€
→ Improvement examination	15,00€
Certified copy:	
→ 1 st sheet	3,50€
→ Additional sheet	0,70€
Course syllabus and workload:	
→ 1 st sheet	6,00€
→ Additional sheet	0,70€
Penalty for not meeting deadlines:	
→ 1 st level of increased fees – until 5 working days	15,00€
→ 2 nd level of increased fees – from 6 th to 15 th working day	48,50€
→ 3 rd level of increased fees – from 16 th to 30 th working day	96,00€
→ 4 th level of increased fees – beyond the 30 th working day and for each month of delay	98,00€

| PRACTICAL INFORMATION

|| FREE INTERNET ACCESS

Free internet access through a wireless network is available to all FCSH students. When you turn your computer on, whilst you are on campus, FCSH should automatically connect to the network **fcs hunl**. *Eduroam* is also available.

|| VIRTUAL OFFICE

FCSH offers a [Virtual Office](#) service for all students where, among several options, it is possible to **check the list of enrolled subjects, final grades, treasury debts and personal class timetable**.

Access is available by using your “login” (your student number) and your “palavra chave” (the password given upon arrival or sent by email to access different platforms).

|| INTRANET FCSH

FCSH has an [Intranet](#) service, with exclusive content for its academic community.

Access is available by using your “nome de utilizador” (“a” followed by your student number) and your “palavra chave” (the password given upon arrival or sent by email to access different platforms).

|| MOODLE

The [Moodle](#) Platform is the virtual campus where support materials are available for the courses taught at FCSH. Access is available by using your Username (“a” followed by your student number) and your password given. Passwords to access specific content of each course will be provided by their teachers at the beginning of the classes.

+ Info: apoio.moodle@fcs.unl.pt

|| STUDENT CARD

The FCSH Student Card is your official FCSH identification, resulting from the partnership with Bank Santander Totta. It allows discounts on various services (transportation, restaurants, cinema, sports and welfare) and can also accumulate bankcard functionality (optional).

- Issuing the FCSH Student Card: 1) Complete and submit the request [form](#); 2) Go to the Santander counter at campus FCSH to finish the request (take your student number and the request number).

+ Info: cartaofcsh@fcs.unl.pt

|| STUDENTS' UNION

The aim of the Students' Union (AEFCSH) is the global representation of the students of FCSH and the defense of their interests all along the school year. It also organizes a set of initiatives and activities of cultural, sporting and pedagogical scope, all students may join.

+ Info: <https://www.facebook.com/AEFCSH.UNL/> | ae@fcs.unl.pt | Tower B – lobby, on the left

|| COMPUTER ROOM

The student card gives you free access to the computer room, equipped with 22 computers, 15 individual sits for laptops (with either ethernet or wi-fi connection), printing (payed) and scanning services.

Location at FCSH: Building B2 – ground floor, next to Colibri bookstore

Working Hours: Monday to Friday, from 9am to 11pm, Saturday 9am to 6pm

|| PHOTOCOPIES

FCSH has 4 copiers for student use on **Tower B – 1st floor** (one in the Library, to the left, and three at the right lobby, next to the ATM machine). In order to use the photocopier you will have to purchase a copy card at the Treasury (5€ - 100 copies). There is also the copy center “Novacópia”, located next to AEFCSH (**lobby of Tower B, to the left**).

|| LIBRARIES

To access the library you need to register online (using your student number) through the above mentioned URL. The library can be used to request books in several languages, to consult in the reading room or for home loan. It is also possible to perform inter-library loan with libraries worldwide. The library also has scanners for student use, using USB flash drive.

+ **Info:** http://fcsch.unl.pt/bibliotecas?set_language=en | biblioteca@fcsch.unl.pt | Tower B – 1st floor

Working Hours Library
Mon - Fri 8.30am – 8pm
Saturday 9.30am – 1.30pm
During school holidays: Mon - Fri 9.30am – 5pm

|| SOCIAL SERVICES

SASNOVA – Serviços de Ação Social da Nova University Lisbon

URL: <http://sas.unl.pt/>

||| FOOD

As a student at this Faculty, you receive daily social benefits such as meals. At FCSH’s canteen (**Tower B – ground floor**), you’ll find meals at fair prices (complete meal at lunch and/or dinner for 2,65€, including vegetarian options).

You also have the option to eat elsewhere at FCSH (self-service microwaves, self-service bar, esplanade) or at any NOVA or Lisbon Universities canteen.

Location at FCSH: Tower B – ground floor

Working Hours Bar – Canteen	
Opening	7.30am
Lunch	11.30am – 2.30pm
Dinner	6.30pm – 8.30pm

||| HEALTH CARE

Psychological support is available at NOVA FCSH, by appointment

+ Info: spo@fcs.unl.pt

As our student you have the right to medical assistance (**Psychology, Psychiatry and Nutrition**) at reduced prices, by appointment, provided by SASNOVA at Alfredo de Sousa Halls of Residence (NOVA – *Campolide Campus*).

+ Info: <http://sas.unl.pt/> | +351 213 715 600 | saude@unl.pt

See also **page 8!**

||| CULTURE AND SPORTS

SASNOVA promotes and publicises culture and sports to the academic community, by supporting student initiatives or organising their own activities.

+ Info: desporto@unl.pt

BEFORE RETURNING

At the end of the exchange, students must go to FCSH International Office (NEIMA) to close their mobility record:

- Sign the Certificate of Attendance/Stay (home institution form or FCSH form);
- Confirm completed subjects;
- Confirm the address where to send the Transcript of Records by regular mail

This is mandatory – please do not leave Lisbon without closing your mobility record!!!

