

# SOME TIPS FOR THE INCOMING STUDENT AT ISMT

## What to do?

All Erasmus students must come to International Relations when they arrive, to have their Certificate of Arrival signed and to give / receive all the documents necessary for their permanence at ISMT and in Portugal.

When you have to make changes to your “Learning Agreements”, you must contact first you Erasmus Coordinator at ISMT and your Coordinator at Home University, and then you must come to GRI to fulfil the “Learning Changes”. It is important to do this as soon as possible, so that all changes are accepted at Home University.

For whatever problems or doubts you may have during the semester or the school year, please come to GRI. If it is closed and your problem is urgent, go to “Secretaria” and say you want to speak to Lia Nascimento.

We wish you an excellent stay in Coimbra and we hope you will enjoy studying with us!

## Institutional Information

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<b>Full Legal name of Institution</b>	Instituto Superior Miguel Torga (ISMT)
<b>Eramus code</b>	P COIMBRA05
<b>Eramus University Charter</b>	227407-EPP-1-2014-1-PT-EPPKA3-ECHE
<b>Address</b>	Instituto Superior Miguel Torga Largo da Cruz de Celas, 1 3000-132 Coimbra Portugal
<b>Telephone</b>	(+351) 239 488 030
<b>Fax</b>	(+351) 239 488 031
<b>Webpage</b>	<a href="http://www.ismt.pt">http://www.ismt.pt</a>
<b>Director</b>	Carlos Amaral Dias
<b>Vice-President</b>	Maria Cristina Garcez Santos Quintas

## GRI – Office for International Relations

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<b>Address</b>	Largo da Cruz de Celas, 1 3000-132 Coimbra
<b>Opening hours</b>	Monday to Friday, from 9:00h to 11:00
<b>Telephone</b>	(+351) 239 48 80 37
<b>Fax</b>	(+351) 239 48 80 31
<b>E-mail</b>	<a href="mailto:gri@ismt.pt">gri@ismt.pt</a>
<b>Webpage</b>	<a href="http://gri.ismt.pt">http://gri.ismt.pt</a>

### GRI's Team

#### Coordinator

Doutora Maria João Barata  
Tel: (+351) 239 48 80 37  
E-mail: [gri@ismt.pt](mailto:gri@ismt.pt)

#### Adjunct-coordinator and Contact Person

Dra. Lia Nascimento  
Tel: (+351) 239 48 80 37  
E-mail: [gri@ismt.pt](mailto:gri@ismt.pt)

### Our Buildings

- A.** Largo da Cruz de Celas, 1 (Pink)  
3000-132 Coimbra  
Tel: (+351) 239 488 030



- B.** Rua Bernardo Albuquerque, 4 (White)  
3000-070 Coimbra  
Tel: (+351) 239 483 172

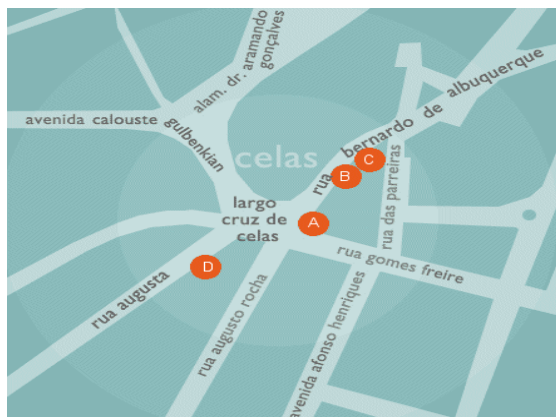


- C.** ISMT Library (Pink 2)  
Rua Bernardo Albuquerque, nº 6

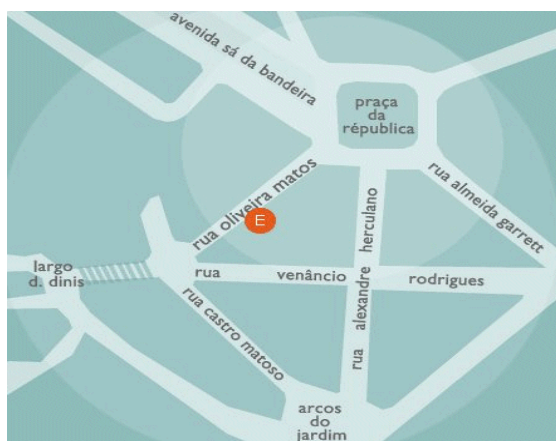


Tel: (+351) 239 482 302

**D.** Rua Augusta, 46 (Blue)  
3000-031 Coimbra  
Tel: (+351) 239 488 055



**E.** Rua Oliveira Matos (Praça da República)  
3000-305 Coimbra  
Tel: (+351) 239 824 557



### **Explanation for the classrooms in the schedule (examples):**

**LCSL1** – LC (Largo Celas – Pink Building) – Classroom 1

**BASL1** – BA (Bernardo Albuquerque – White Building) – Classroom 1

**RASL1** – RA (Rua Augusta – Blue Building) – Classroom 1

**OMSL1** – OM (Oliveira Matos – Praça da República) – Classroom 1

**BAETV** – Library Building (Pink 2) – Classroom above library

### **Some other advice**

- Keep a copy of all your documents at home.
- Bring comfortable shoes. Coimbra, in spite of being a small city, has many slopes, which makes it difficult to walk.

### **Some cultural tips**

There are some courtesy rules that you should respect. For example, always say “Bom dia” in the morning or “Boa tarde” in the afternoon, when you meet people.

The most common form of greeting is the hand shake, which is more used in academic and professional environment. But, don’t be surprised if someone greets you with two kisses, which is the most common in social and family environment.

In Portugal there are two forms of treatment:

- Informal – When you are dealing with someone close, or that you know very well, like a friend, a colleague, a family member, you say “tu”.
- Formal – When you are dealing with someone older than you or someone you don’t know very well, you say “você”. When you talk to your teachers, the best is to call them “Professor” (when it’s a man), or “Professora” (when it’s a woman).

Schedule: Being punctual means that we respect the commitments made, but Portuguese people are popular for always being late. There is an “instituted” rule of the 15 minutes academic tolerance.

In general, the working hours in Portugal go from 09:00h to 19:00h, lunch is usually from 12:30h to 14:30h, and dinner from 20:00h to 22:00h.

### **Hospitality**



Portuguese are famous for being very festive and welcoming and for treating their guests as they would like to be treated. Hospitality is real, so if you are invited to a party, or event, or week-end travelling, thank and enjoy socializing your colleagues and friends. It is very usual to be invited to take coffee or a beer.

Join your Erasmus colleagues and other friends and travel inside Portugal. Our country has many magnificent places of extraordinary natural beauty and many years of history. Go to the Tourism Office or to the “Comboios de Portugal” page (trains) (<http://www.cp.pt>) and do an itinerary of the places you want to visit in the months you will be in Portugal, you will find there several suggestions of excursions, mini-holidays, concerts, etc.

### **Mobile phone**

Generally its use is allowed, but use it in a moderate way because we should not interrupt a conversation, or a class or lecture, or an event or meal (you shouldn't put the phone on the table) to answer the phone.

If it is really urgent, you can answer the phone, but excuse yourself and go somewhere else.

### **Smoking**

Smoking is not an acceptable habit in many places – indoors, rest rooms, cars, schools, restaurants, and some bars and cafés. It is not advisable in places where there are children and elderly people.

If there is no ashtray it's because in that place it is not allowed to smoke. Never ask for an ashtray, nor leave the table to smoke before desert.

If you are a guest in someone's house, ask if you can smoke and do it in proper places for it.

## **Traditions**

Latada or Festa das Latas dos Estudantes da Universidade de Coimbra (Latada or Tin Festival for University Students) - a way of welcoming freshmen students (caloiros) it lasts one week (generally at the end of October) having concerts and sporting activities as its main events.

Queima das Fitas dos Estudantes da Universidade de Coimbra (Queima das Fitas Student Festival of University of Coimbra) – a huge student festival lasting one week (2nd week of May) which starts with the Serenata Monumental (Monumental Serenade) at the Old Cathedral. The Baile de Gala (Gala Ball), Venda da Pasta (Charity Sale), Queima do Grelo (the ceremonial burning of the ribbons adorning the students' folders),

Cortejo (Parade), Garraiada (Mock bullfight), Chá Dançante (Charity event) and Noites do Parque (concerts and other activities at the Praça da Canção).

Festa da Cidade e a Procissão Rainha Santa Isabel (Festival of the City of Coimbra and of the Queen St Isabel) – 1st week of July (biennially in even-numbered years)

Procissão de Santo António – anual - 13th June

## **Usefull Links**

### **Health**

CHUC - Centro Hospitalar e Universitário de Coimbra - phone: (+351) 239 400 400 or (+351) 239 800 100 (S. Martinho do Bispo)

Centro de Saúde de Celas (Celas Health Centre): phone: (+351) 239 481 117

### **Emergency Numbers**

In case of emergency, please call 112

INEM (National Institute of Medical Emergency): phone: (+351) 239 797 800

### **Security Forces**

Public Security Police - [www.pst.pt](http://www.pst.pt) or phone (+351) 239 797 640

Coimbra Municipal Police - phone: (+351) 239 854 410

### **Other Forces**

Coimbra Firefighters - phone: (+351) 239 792 800 or (+351) 239 792 808 (SOS phone line)

Coimbra Voluntary Firefighters - phone: (+351) 239 822 323

### **Tourist Information**

Turismo Centro de Portugal (Tourism Centre Region) - [www.turismodocentro.pt/](http://www.turismodocentro.pt/) or phone: (+351) 239 488 120

Turismo de Coimbra (Coimbra Tourism) - [www.turismodocentro.pt/](http://www.turismodocentro.pt/) or phone: (+351) 239 834 038

### **Others**

Loja do Cidadão - Open from 8:30am to 7:00 pm

Serviço de Estrangeiros e Fronteiras – <http://www.sef.pt/portal/v10/PT/asp/page.aspx>