



SOME TIPS FOR THE INCOMING STAFF AND TEACHERS AT ISMT

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

Institutional Information

Full Legal name of Institution	Miguel Torga Institute of Higher Education (ISMT)
Eramus code	P COIMBRA05
Eramus University Charter Address	227407-EPP-1-2014-1-PT-EPPKA3-ECHE Instituto Superior Miguel Torga Largo da Cruz de Celas, 1 3000-132 Coimbra, Portugal
Telephone	(+351) 239 488 030
Webpage	http://www.ismt.pt
Director	Prof. Manuel Couceiro Nogueira Serens, PhD

GRI – Office for International Relations

Address	Largo da Cruz de Celas, 1 3000-132 Coimbra
Opening hours	From Monday to Friday From 9:15 a.m. to 12:45 p.m.
Telephone	(+351) 239 48 80 37
E-mail	gri@ismt.pt
Webpage	http://gri.ismt.pt

GRI's Team

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Adjunct-Coordinator and Contact Person

Ms. Lia Nascimento

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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

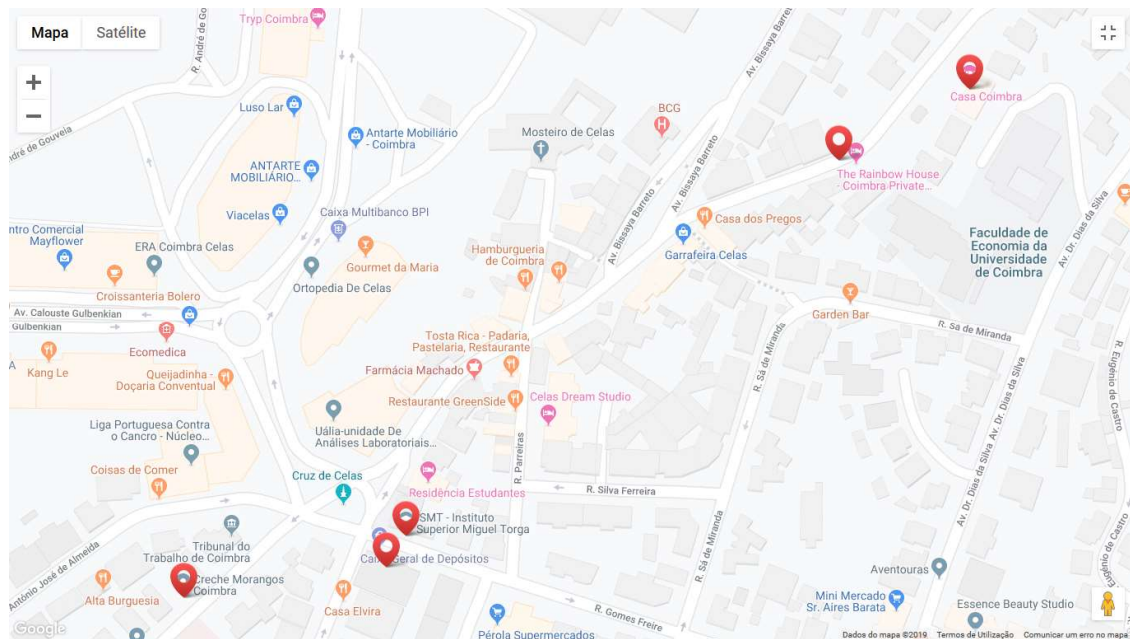
Tel: (+351) 239 488 055



E. Rua Gomes Freire, 4

3000-031 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
- GFSL1** – GF (Rua Gomes Freire) – Classroom 1

Some other advice

Bring comfortable shoes. Coimbra, in spite of being a small city, has many slopes, which makes it difficult to walk.

There are some courtesy rules you can easily learn. 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. Well... this is regular times, not in pandemics ones, of course.

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 to classes.

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

Usefull Links

Health

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

Centro de Saúde de Celas (Celas Health Centre, nearby ISMT): (+351) 239 481 117

Emergency Numbers

In case of emergency, please call 112

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

Security Forces

Public Security Police: www.psp.pt or (+351) 239 797 640

Coimbra Municipal Police: (+351) 239 854 410

Other Forces

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

Coimbra Voluntary Firefighters: (+351) 239 822 323

Tourist Information

Turismo Centro de Portugal: www.turismodocentro.pt/ or (+351) 239 488 120

Coimbra Tourism: www.turismodocentro.pt/ or phone: (+351) 239 834 038

Others

Serviço de Estrangeiros e Fronteiras (Borders Police):

<http://www.sef.pt/portal/v10/PT/asp/page.aspx>