



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 Academic 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 your Home University within 3 weeks.

For whatever problems or doubts you may have during the semester or the school year, please contact or come to GRI (gri@ismt.pt, from Monday to Friday, from 9:00 a.m. to 12:30 a.m.) or contact your Erasmus Academic Coordinator (see below who it is, depending on your scientific area).

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

Institutional Information

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

GRI – Office for International Relations

Address	Largo da Cruz de Celas, 1 3000-132 Coimbra
Opening hours	Every day from Monday to Friday From 9:00 a.m. to 13:00 a.m.
Telephone	(+351) 239 48 80 37
E-mail	gri@ismt.pt
Webpage	https://www.ismt.pt/pt/internacional

GRI's Team

Coordinator	Maria João Barata, PhD Tel: (+351) 239 48 80 37 E-mail: gri@ismt.pt
Contact Person	Ms. Raquel Palma Tel: (+351) 239 48 80 37 E-mail: gri@ismt.pt

Erasmus Academic Coordinators

- **Graduation in Social Work:** Prof. Dulce Simões, PhD - dulce_simoes@ismt.pt
- **Graduation in Psychology:** Prof. Henrique Testa Vicente, PhD - henrique.t.vicente@ismt.pt
- **Graduation in Business Communication:** Prof. Filipe Silva, PhD - filipersilva@ismt.pt
- **Graduation in Journalism:** Prof. Sofia Figueiredo, PhD - sofia@ismt.pt
- **Graduation in Multimedia:** Prof. Frederico Fonseca - fffonseca@gmail.com
- **Graduation in Computer Sciences:** Prof. Luís Cunha, PhD - luisacunha@ismt.pt
- **Graduation in Communication Design:** Prof. Luísa Costa, PhD - luisacosta@ismt.pt
- **Graduation in Human Resources Management:** Prof. Fátima Ney Matos, PhD - fneymatos@ismt.pt
- **Graduation in Management:** Prof. Vasco Almeida, PhD - vascoalmeida@ismt.pt
- **Master in Social Work:** Prof. Rosa Tomé, PhD - rosa_tome@hotmail.com
- **Master in Psychology:** Prof. Henrique Testa Vicente, PhD - henrique.t.vicente@ismt.pt

Our Buildings

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



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

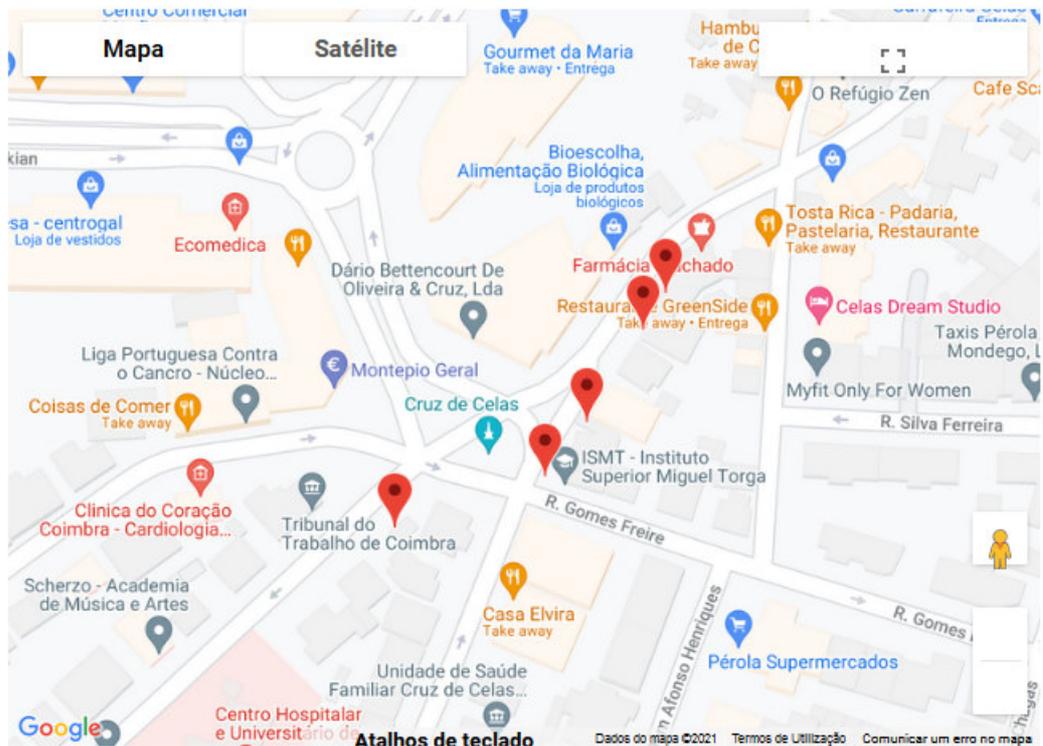


ISMT Library (Pink 2)
Rua Bernardo Albuquerque, nº 6
Tel: (+351) 239 482 302

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



Rua Gomes Freire, 4
3000-204 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

- Keep a copy of all your documents at home.
- Organize all the emails concerning your mobility in one folder
- 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), Garraizada (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

Accomodation

Uniplaces (our partner – please ask GRI what is the promotional code to get 10% reduction in price in their services): <https://www.uniplaces.com/>

BeCoimbra (our partner): <http://becoimbra.pt>

Health

SNS24: 808 24 24 24

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.pst.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

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

Loja do Cidadão (Citizen Shop)

Open from 8:30 am to 7:00 pm

Serviço de Estrangeiros e Fronteiras (Portuguese Immigration and Borders Service)

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