



SOME TIPS FOR THE INCOMING STUDENT AT ISMT

What to do?

All Erasmus students must come to International Relations Office (GRI) when they arrive, to know how things work, and what to do in the next weeks.

There they will have their Certificate of Arrival signed and stamped and they will give / receive all the documents necessary for their permanence at ISMT and in Portugal.

Registration in Portugal

All non-Portuguese citizens who are staying for more than three months must be registered. You must go to *Loja do Cidadão* (a public service downtown), 1st floor, table *Câmara Municipal*, and ask for the Registration of the European Citizen.

To do this you will need:

- Address in Coimbra;
- Proof that you are an ISMT's student (we will give it to you);
- 15 €.

Enrolment at ISMT

You must return to GRI a.s.a.p. for your registration.

For this, you will need:

- 2 photos;
- Document Student Registration filled in the front page only;
- ID Card or Passport;
- Document from *Loja do Cidadão*.

In a few days you will receive a password to have wi-fi in our buildings and to access data such as Moodle (platform for the materials of the curricular units). Later you will have a student card.

Changes to the Learning Agreement

You can change the curricular units to attend, once for each semester. In each semester you have three weeks to go to classes (you can even go to classes of curricular units that you did not thought to attend), to see how things work in each curricular unit, meet the professors, know about the conditions (classes, evaluations, bibliography, etc.). You can also check the contents of some curricular units at our webpage. Then you decide in which ones you will enrol.

When you have decided what changes to make, you must contact first your Erasmus Academic Coordinator at ISMT and your Coordinator at Home University, and then you must validate with GRI all the changes you intend to do. It is important to do this as soon as possible, so that all changes are accepted at your Home University within 3 weeks.

After that, you must fill in the document Learning Agreement – During the Mobility Tables, where you indicate which curricular units you will add, and which ones you will delete. The final Learning Agreement either must be signed by you, and both your academic coordinators from ISMT and your University, or, if your university does not require the signatures, you must keep the emails by the coordinators agreeing in the changes.

Welcoming Meeting

Please come to the welcoming meeting that we do for incoming students and where we explain a lot of things about how our institution works. You will receive an email with detailed information (where and when).

Departure

Before you leave ISMT, you should come to GRI for us to sign and stamp your certificate and check if everything is OK.

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 9:30 a.m. to 12:30 a.m.) or contact your Erasmus Academic Coordinator (see below who he/she is, depending on your scientific area).

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

ISMT – Institutional information

Full Legal name	Miguel Torga Institute of Higher Education (ISMT)
Eramus code	P COIMBRA05
Eramus University Charter	ARES(2021)1530693- 27/02/2021

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, Portugal

Opening hours From Monday to Friday, 9:30 - 12:30 a.m.

Telephone (+351) 239 48 80 37

E-mail gri@ismt.pt

Webpage <https://www.ismt.pt/en/internacional>

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

International 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 Building)

3000-132 Coimbra

Tel: (+351) 239 488 030

**Classroom in the Schedule (example):

LCSL1 – LC (Largo Celas), Classroom 1



Rua Bernardo Albuquerque, 4 (White)

3000-070 Coimbra

Tel: (+351) 239 483 172

**Classroom in the Schedule (example):

BASL1 – BA (Bernardo Albuquerque),
Classroom 1



ISMT Library (Pink 2)

Rua Bernardo Albuquerque, n° 6

Tel: (+351) 239 482 302

**Classroom in the Schedule (example):

BAETV – Library Building, Classroom
above library



Rua Augusta, 46 (Blue Building)

3000-031 Coimbra

Tel: (+351) 239 488 055

**Classroom in the Schedule (example):

RASL1 – RA (R. Augusta), Classroom 1



Rua Gomes Freire, 4

3000-204 Coimbra

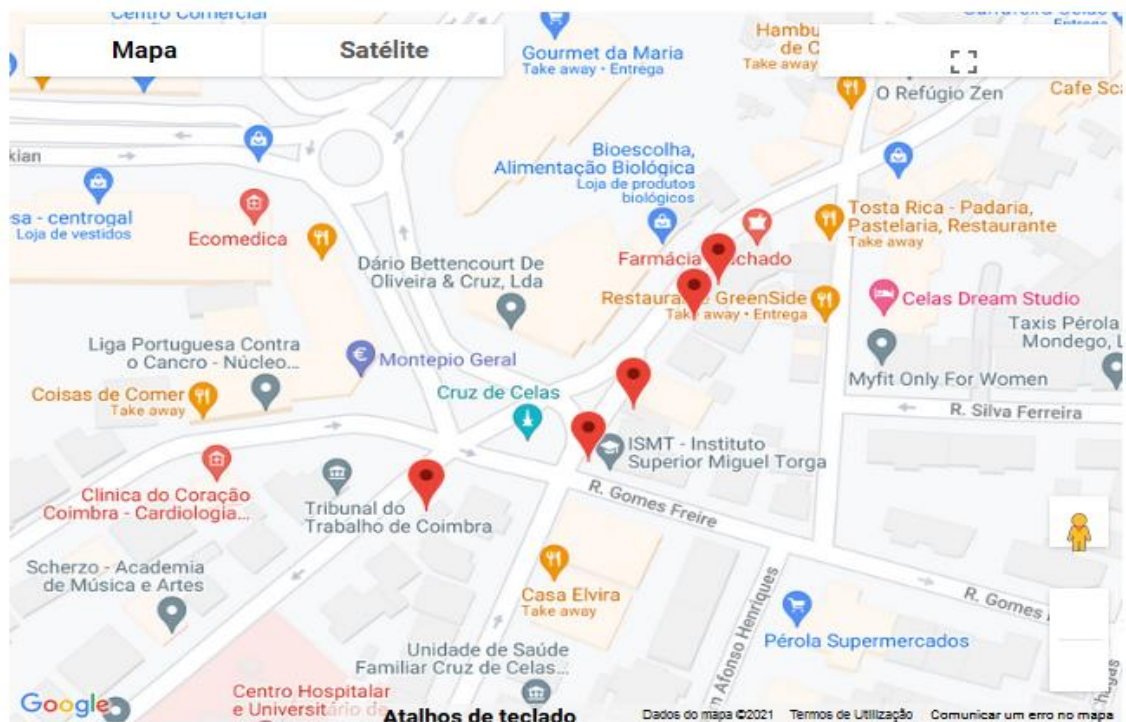
Tel: (+351) 239 824 557

**Classroom in the Schedule (example):

GFSL1 – GF (Rua Gomes Freire), Cl. 1

Located in the opposite corner of Pink
Main Building

Map



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*” and use verbs in the second-person singular.
- Formal – When you are dealing with someone older than you or someone you don’t know very well, you say “*você*” and use verbs in the third-person singular. 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 informal rule of 15 minutes' academic tolerance for classes.

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 and the *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)

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

ESN – Coimbra

Address

Casa da Lusofonia / International Student Lounge	GPS
	40° 12' 27.4968" N
Rua do Arco da Traição	8° 25' 21.558" W
3000 - 056 - Coimbra, Portugal	

Email: esncoimbra@gmail.com

Website: <https://esncoimbra.org>

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>