



UNIVERSIDADES LUSÍADA

LLP/ERASMUS PROGRAMME

STUDENTS IN:

ORIENTATION AND INTERNAL GUIDE

Lisbon | January 2013

LUSÍADA UNIVERSITY

1. INTRODUCTION

With approximately 6,500 students, the various campuses of the Universidade Lusíada boasts 500 professors and several Institutes and specialized Study and Research Centres that carry out activities in a number of scientific and cultural areas.

The *Fundação Minerva – Cultura – Ensino e Investigação Científica*, formed by *Decreto-Lei nº 117/2003*, traces its roots back to the 28th of June, 1986, when it was originally founded as the *Cooperativa de Ensino Universidade Lusíada* – a higher-education institution that very soon expanded its operations from Lisbon to Oporto and Vila Nova de Famalicão, that became autonomous, recently, from the pedagogical and scientific point of view. Its program of expansion has recently been extended to the Popular Republic of Angola, where it has founded three new campuses – in Luanda, Cabinda and Benguela.

Throughout the various campuses, the university currently offers 23 undergraduate degrees (1st cycle) in Lisbon and 11 in Oporto, in addition, Lusíada has an associate degree in Lisbon, and is authorized to grant the 2nd cycle Masters Degree in 18 areas of study and the Doctoral Degree in 8 of those same areas.

Lusíada is proud of its national and international roles, the position of prestige it has achieved, and especially the contribution it has made to Portugal in providing university education to a large part of its youth. Lusíada's tens of thousands of graduates are now found in positions of leadership across the professional spectrum, realizing the highest goals of the University, and providing the most eloquent testimony to the success of its mission.

This success demands a continuous effort on the part of the University to maintain the excellence of its professors and to update its technical facilities and teaching methods – with the aim that it's teaching bows only to the rules of quality and academic rigor. It is especially today, in a world marked by turbulence and rapidly changing social and economic landscapes

that society demands professionals of high level – cultural, scientific and technical – that only higher education can provide.

For this reason, learning doesn't stop at the classroom door at Lusíada, and the university experience is not reduced to technical instruction targeting a particular profession. A university education must address the humanistic side of life's larger issues, and spur the student toward social consciousness, through the values of Portuguese tradition, history and culture – sharpen a critical eye, and encourage an appreciation of truth, creativity, and all of the diverse factors that enrich the human condition.

Acquiring an ethical and social conscience that will serve as the benchmark for behaviour in one's later years is the ultimate goal of Lusíada's overall education. It is our earnest hope that the members of our university community go forth to earn distinction by virtue of the human qualities gained at Lusíada, along with their professional preparation.

2. UNIVERSITY OFFICERS AND STAFF

Lisbon and Oporto Dean:

- PhD Diamantino Durão

Vila Nova de Famalicão Dean:

- PhD Rosa Moreira

Board:

Chairman:

- PhD António Martins da Cruz

Vice-Presidents:

- PhD Afonso d'Oliveira Martins
- PhD António José Moreira
- PhD João Duarte Redondo
- PhD Ricardo Leite Pinto

Institutional Coordinator LLP/Erasmus

- PhD Afonso d'Oliveira Martins

ECTS Coordinator and Erasmus Head Office

- Master João de Castro Fernandes

Faculty Dean:

LISBON

Faculty of Architecture and Arts

- PhD Horácio Bonifácio

Faculty of Humanities and Social Sciences

- PhD Carlos Motta

Institute of Psychology and Educational Sciences

- PhD Tânia Gaspar

Institute of Social Work

- PhD Marina Antunes

Faculty of Law

- PhD José Duarte Nogueira

Faculty of Economics and Business Management

- PhD Mário Caldeira Dias

OPORTO

Faculty of Architecture and Arts

- PhD Francisco Peixoto Alves (Arch.)

Faculty of Law

- PhD Manuel Lopes Porto

Faculty of Economics and Business Management

- PhD Paula Rodrigues

Psychology and Educational Sciences Institute

- PhD Isabel Torres

VILA NOVA DE FAMALICÃO

Faculty of Architecture and Arts

- PhD Fernando Mariz (Arch.)

Faculty of Economics and Business Studies

- PhD Elizabeth Real Oliveira

Faculty of Engineering and Technology

- PhD Rui Silva

Coordinators of Master and PhD Programs

LISBON

Architecture

- PhD Horácio Bonifácio

Law

- PhD José Artur Duarte Nogueira

Business Studies

- PhD Mário Caldeira Dias

International Relations

- PhD Carlos Motta

Psychology

- PhD Tânia Gaspar

Social Work

- PhD Marina Antunes

OPORTO

Architecture and Design

- PhD Francisco Peixoto Alves (Arch.)

Law

- PhD Manuel Lopes Porto

Economics and Business Management

- PhD Paula Rodrigues

Psychology and Educational Sciences

- PhD Isabel Torres

VILA NOVA DE FAMALICÃO

Architecture and Design

- PhD Fernando Mariz (Arch.)

Economics and Business Studies

- PhD Elizabeth Real Oliveira

Engineering and Technology

- PhD Rui Silva

Lusíada Post-Graduate Institute

Study Centres:

- Lusíada Center for Genealogy and Heraldic Studies
- Lusíada Center for Architecture Technologies
- Lusíada Center for International Relations Studies

Documentation Centres:

- FCT

3. THE CITY OF LISBON

Lisbon has been the Portuguese capital since the 13th century, and today has a population of around 1.5 million. Originally embracing seven hilltops (*Castelo, Graça, Monte, Penha de França, S. Pedro de Alcântara, Santa Catarina, and Estrela*), the city is laid out like a giant amphitheatre on the north bank of the *Tejo* (Tagus River), facing out onto this magnificent waterway, and serving as its port, which, as was observed in days of old, “is a host to the four corners of the world”.

Lisbon is steeped in the memories and vestiges of the many cultures that have called it home: Phoenician, Carthaginian, Roman and Arab/Moorish. In 1147 the city was conquered by Dom Afonso Henriques, the first King of Portugal, and quickly became a seat of political power – which was formally recognized in 1255 by Dom Afonso III, who elevated Lisbon to the status of the Kingdom’s capital.

The Aviz Dynasty came into royal power as a result of a crisis of succession from 1383-85, decisively ushering in the era of The Discoveries. Throughout the remainder of the 14th century and the 15th, the riverfront teemed with the coming and going of the caravels that discovered new worlds, opened new seaways, and returned with the riches and spices of exotic lands. The Portuguese capital was a thriving metropolis in these days – a crossroads and meeting point for people from every part of the known world. The economic benefits became an engine of growth, and many monuments of this period – palaces, convents, churches – remain to this day.

The 1st of November, 1755 brought a natural catastrophe that was of such magnitude that until today, in Lisbon the word “earthquake” still recalls this dreadful event – so terrible was the impact that it is indelibly burned into the collective psyche of the city’s population. Almost

two thirds of the city disappeared at a stroke in a single day, including some of the most revered and majestic architectural works. The Prime Minister of the moment, the Marquês de Pombal, had the necessary vision and steady hand to turn the tragedy around into an opportunity, and Lisbon was rebuilt into a modern city according to carefully rationalized planning. The new urban elements included a network of sewers, architecturally incorporated fire barriers, broad boulevards, and a street system laid out along a geometric grid. The result is still there to see in the “*Baixa*” – the area from the *Rossio* to the *Praça do Comércio*.

The 19th century was one of constant turmoil. The Napoleonic invasions, the removal of the Royal Court to Brazil, civil strife between Absolutists and Liberals (and other factions), and the resulting cultural and economic convulsions, drastically impaired the nation’s progress until the very end of the century.

Since then, Lisbon has enjoyed steady growth in prosperity and continuous modernization.

3.1 Climate conditions

Lisbon’s weather is essentially Atlantic, with some Mediterranean influence. As a result, temperatures are generally moderate and days are mostly sunny, often even in the winter. The average temperature on a summer day is 22 degrees Celsius, with 16.7 in the autumn, 12 in the winter, and 15.7 in the spring.

3.2 How to get to the Lusíada University, Lisbon

The Lusíada University is located in the waterfront area of Lisbon, on the Rua da Junqueira (number 188/198), across the street from historic National Rope Factory (*Cordoaria*) and near the *Egas Moniz* Hospital.

Originally occupying an historic “palace” (the former “*Casa Nobre de Lázaro Leitão*”), today the University has been extended into adjoining buildings, all of which have undergone extensive remodelling in order to prepare them for their current pedagogical use.

One can reach the University by bus, trolley or train, from many points in the city.

Bus – the following bus routes have a stop right in front of the University: 714 (Praça da Figueira/Outurela); 727 (Apeadeiro do Areeiro/Restelo); 732 (Hospital de Santa Maria/Caselas) and 751 (São Sebastião/Linda-a-Velha).

Trolley – 15 (Praça da Figueira/Cruz Quebrada), the trolley stops right in front of the University.

Train (the “Estoril Line”, running between Cais do Sodré and Cascais) – the Belém Station is about 500 meters from the University.

From the Lisbon Airport (*Aeroporto da Portela*) there are three ways:

1. take the bus (departs every 20 minutes from the curb just outside the “International Arrivals” exit) – price, 2,50€
2. Take either the 44 or 45 bus to Cais do Sodré, and from there take the 14, 32, or 43 bus, or the 15 trolley, to the University.
3. Take the 722 bus to Bairro da Encarnação, get off at the Largo do Calvário (Alcântara), and from there take one of the transports mentioned in nº 2, above.

4. THE CITY OF OPORTO

Oporto is a city that has the unusual distinction of being “unconquered” – having never fallen to an invading army. Its historic centre enjoys the UNESCO classification of “World Heritage”.

The city is inextricably bound to the birth of the independent Portuguese nation.

It was here that in later years the nation would mature into a seafaring nation, turned toward the Atlantic, Europe and beyond. The spirit of Portugal resides in the very stones of this treasure of humanity.

In its earliest days the community was clustered around the borough of the church that Queen Teresa awarded to Bishop Hugo in 1120, but recent archaeological excavations in the area reveal that, in fact, human occupation on the spot goes back to the Bronze Age – around the 7th century B.C.

4.1 Climate conditions

Oporto’s weather is temperate – a result of the Gulf Stream. The average temperature in the winter is 10 degrees Celsius and 20 degrees in the summer.

4.2 How to get to the Lusíada University, Oporto

The University is located in the old *Quinta do Semide*, in the *Antas* area – specifically, on the Rua Dr. Lopo de Carvalho.

The only way to reach the University is by bus, several of which stop right in front: 78 (Castelo do Queijo/Areosa); 21 (Liceu António Nobre/Contumil); and 90, in the direction of Areosa.

From the Trindade train station and the S. Bento train station, take the 78 bus. From the Campanhã train station, take the 34 bus, and then the 78.

From the airport (*Francisco Sá Carneiro*), take the 56 bus to the city centre (get off at the *Rotunda da Boavista*), and from there take the 21.

5. THE CITY OF VILA NOVA DE FAMALICÃO

Vila Nova de Famalicão was born to the story on July 1, 1205, with the register of Sancho I.

Situated in the south of the green Minho region about 15 km west of Guimarães, Vila Nova de Famalicão is a busy market town, notable for its handicrafts and high-quality leather goods. What to see. Built in the 13th century on a hill outside the town, the Romanesque abbey church of São Tiago de Antas has a fine doorway of the transitional period.

Vila Nova de Famalicão is now a land often mentioned as the best cultural centres, commercial and industrial country. Strategically located between the cities of Braga, Guimarães and Oporto, Famalicão is a reference in the Lower City and the Minho Ave Valley.

Nearby; Vila Nova de Famalicão provides the perfect base from which to see the best of the lush, green Minho region. As short drive to the east brings you to Guimarães, an ancient town reputed to be the birth of the nation. A similar distance north lies Braga, famous for its numerous churches and important pilgrimage shrine. 20 km west are the coastal towns of Póvoa de Varzim and Vila do Conde, both with long sandy beaches and excellent fish restaurants.

With a rich and varied cultural tradition that dates back to prehistoric times, the community has established itself with its own personality and well defined.

Leading one of the poles of development of the Ave Valley, the municipality of Vila Nova de Famalicão, has about 140,000 inhabitants, is a land of charms and opportunities.

Most of the locations are within walking distance from the University.

The University is located in Edifício da Lapa specifically, on the Largo Tinoco de Sousa, Vila Nova de Famalicão.

5.1 Climate conditions

Famalicão weather is temperate – a result of the Gulf Stream. The average temperature in the winter is 07 degrees Celsius and 23 degrees in the summer.

5.2 How to get to the Lusíada University of Famalicão

With a privileged location in the northwest Portuguese, between Porto and Galicia (Spain), the municipality of Vila Nova de Famalicão is served by an intersection of highways - A3 (Porto-Vigo) and A7 (Guimarães - Póvoa de Varzim) - and a rail service to the forefront, with direct links to Braga, Guimarães, Oporto, Vigo, Coimbra, Lisbon and the Algarve.

6. LLP/ERASMUS PROGRAMME

The European Community programme in the field of higher education

LLP/ERASMUS programme is the higher education Action of [Learning](#) Long Life programme. It seeks to enhance the quality and reinforce the European dimension of higher education by encouraging transnational cooperation between universities, boosting European mobility and improving the transparency and full academic recognition of studies and qualifications throughout the Union.

LLP/ERASMUS consists of many different activities; [student](#) and [teacher exchanges](#), [joint development of study programmes \(Curriculum Development\)](#), international [intensive programmes](#), [thematic networks](#) between departments and faculties across Europe, [language courses](#) (EILC), [European credit transfer system](#) (ECTS).

LLP/ERASMUS action is targeted at higher education institutions and their students and staff in all 25 Member States of the European Union, the three countries of the European Economic

Area (Iceland, Liechtenstein and Norway), the three candidate countries (Bulgaria, Romania and Turkey).

Currently **2199 higher education institutions** in **31 countries** are participating in LLP/ERASMUS. Since the creation of ERASMUS in 1987, **2.4 million** students have benefited of an LLP/ERASMUS study period abroad.

Overall responsibility for implementing LLP/ERASMUS lies with the European Commission - *more information see:*

http://ec.europa.eu/education/lifelong-learning-programme/doc80_en.htm

7. LLP/ERASMUS AND THE LUSÍADA UNIVERSITY

As Portugal is a member state of the European Union, it naturally shares the communitarian policy of creating a free-circulation space for persons, goods and services, and for the internationalization of studies, through the LLP/Erasmus student-exchange program. To these ends, in 1995 the University adhered to the LLP/Erasmus programme, and in 1999, to the ECTS system. The first and second Erasmus phases have now passed, and the University has fully adhered to the LLP Program – enjoying “Erasmus University Charter” status with full rights and privileges guaranteed until 2013. In light of the ever-growing number of students participating in this exchange program, the University has undertaken to enlarge the number of partnership protocols with educational institutions throughout Europe – standing at more than 100 partnerships during the 2010/2011 academic year – and spanning the Continent from the Mediterranean to Scandinavia, and from the Atlantic to Eastern Europe.

The University seeks to extend mobility to its professors – just as it does to its students – and administrative staff in order to enrich their teaching experience and personal development. Departmental heads are encouraged to assist our teaching staff in securing temporary lecturing posts of up to two weeks duration in European partner institutions, affiliated countries, Switzerland, and countries scheduled for EU membership.

8. LLP/ERASMUS OFFICE

The LLP/Erasmus Office of Lusíada University is the unit responsible for the co-ordination and support to the development of all initiatives related to the LLP/Erasmus cooperation and mobility. It is located on the *Campus* of Lisbon (the Headquarter) the *Campus* of Oporto and the *Campus* of Vila Nova de Famalicão. The person in charge of this office is Dr. João de Castro Fernandes.

The Lusíada University has created a LLP/ERASMUS Office, specifically dedicated to the broadening and deepening of relations with other Universities. This has been set up to satisfy the interest manifested by the students in acquiring the understanding of a European student, with a wider knowledge of the European space and the willing to improve their academic, cultural and human values through the life experiences provided. This Office acts as a host and provides briefings to the foreign students and teachers within the mobility programs.

The LLP/Erasmus office is responsible also for the disclosure, reception and treatment of information concerning LLP programme for receiving, sending and assisting students and teachers within the mobility programmes, namely by helping them with the preparation of their study periods, with accommodation and helping them to integrate in the academic life of our university and get settled in an unfamiliar city.

The LLP/Erasmus Office is the link between you and your departmental co-ordinator at Lusíada University, who is responsible for the academic counselling and supervision of your studies in Lusíada University. During the academic year the office organizes different student activities with the purpose of encouraging cultural interchange between the foreign students and the students of our university. Former Portuguese Erasmus students take part in these activities, being responsible for welcoming the visiting students.

Orientation Day – is held in the second week of September and attendance of foreign students is advisable. On that day the Dean of Lusíada University gives a welcoming message to the newly arrived students. This welcome is followed by a guided tour of the main buildings of the campus. During the welcoming session, an information pack is given to each student.

Discovering Lisbon – if you want discover Lisbon, its landscapes, monuments, art, food, way of life, etc. you can book a place on one of our tours. Usually, the Office organizes one trip during the academic year.

A vast range of information on the social and cultural activities in the host city is available at the LLP/Erasmus Office.

Registration Procedures

You can enrol until the end of September for the first semester, and the end of December for the second semester. Please note that students who enrol only in the second semester cannot register for or take first-semester examinations.

Do not forget your **Official Transcript of Records** from your university/institution of origin. It must be included with your application to Lusíada, and you should bring another copy along with you when you arrive.

Upon arrival, students should contact the LLP/Erasmus Office and then their local coordinators, to establish their study programme.

- Application form;
- Three photocopies of your **identity card** or **passport**;
- One photocopy and the original of the European Health Insurance Card or **private insurance**;
- One photocopy and the original of the **Erasmus Certificate** signed by the coordinator of the Institution of origin;
- **Learning Agreement**, duly sealed and signed by your home coordinator;
- Five **colour photos**.

After the beginning of classes in each semester you have a month in which you can do your final (definitive) decision about which classes you wish to register in.

For more information see The ECTS Information Package of Lusíada University, that can be found at <http://www.lis.ulusiada.pt>

LLP/Erasmus Office in Lisbon

Rua da Junqueira, 188 a 198

1349-001 LISBOA

Tel. ++.351.21.361 1624

Fax. ++.351.21.363 1593

E-mail: erasmus@lis.ulusiada.pt

Mrs. Célia Oliveira

1. Opening work Hours

Monday , Tuesday and Friday	09.00 – 13.00
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2. LLP/Erasmus Office in Oporto

Rua Dr. Lopo de Carvalho

4369-006 PORTO

Tel. ++.351.22.557 08 92

Fax. ++.351.22.548 79 72

E-mail: erasmus@por.ulusiada.pt

Dr^a Susana Ferreira

3. Opening work hours

Monday to Friday	10.00 – 12.00
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4. LLP/Erasmus Office in Famalicão

Edifício da Lapa

4760-108 VILA NOVA DE FAMALICÃO

Tel. ++.351.252 309 216

Fax. ++.351.252 376 363

E-mail: erasmus@fam.ulusiada.pt

Dr^a Susana Ferreira (Coordinator)

Miss Dina Freitas (contact person)

5. Opening work hours

Monday to Friday	16:00 – 18:00
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9. ERASMUS DEPARTMENTAL COORDINATORS:

LISBON

Faculty of Architecture and Arts

PhD Joaquim Braizinha

Faculty of Humanities and Social Sciences

PhD Carlos Motta

Faculty of Law

PhD José Duarte Nogueira

Faculty of Economics and Business Management

PhD Mário Caldeira Dias

OPORTO

Faculty of Architecture and Arts

PhD Francisco Peixoto Alves

Faculty of Law

PhD Manuel Lopes Porto

Faculty of Economics and Business Management

PhD Paula Rodrigues

Psychology and Education Sciences Institute

PhD Isabel Torres

VILA NOVA DE FAMALICÃO

Faculty of Architecture and Arts

PhD Fernando Mariz

Faculty of Economics and Business Studies

PhD Elizabeth Real Oliveira

Faculty of Engineering and Technology

PhD Rui Silva

10. THE EUROPEAN CREDIT TRANSFER SYSTEM (ECTS)

The validation of academic studies and diplomas is a pre-requisite for the creation of an open European space for education and professional background that provides the greatest mobility for students and teaching staff. For the interchange to be successful, it was felt necessary to define a uniform system from the diverse evaluation systems existing in the community space. The European Credit Transfer System simplifies the recognition of academic results of teaching organizations through the use of a homogeneous evaluation system. The purpose of the ECTS is also to create the necessary conditions for forging closer links between organizations and widening the range of options offered to students.

For academic validation to be applied in a consistent manner, measures are employed that are consistent throughout all of the community space – credits and grades – thus providing a framework for the widespread interpretation of the individual national systems of higher education. It should be stated, however, that the ECTS in itself does not in any way determine the content, structure or equivalence of the programs of study. These are qualitative questions that the organizations themselves have to solve in order to establish the basis for satisfactory co-operation through bilateral or multilateral actions. In this context, it is obvious that each organization will select its own partners.

Taking into account the previous suppositions, it is interesting to point out the simplest way to apply the evaluation grids.

10.1. ECTS credits

The ECTS credits measure the total volume of work that the student should produce to successfully complete a period of studies that the Erasmus student has selected.

Each ECTS credit has a value that is defined in accordance with the overall work that the subject represents. The same subject may have various classifications from one program to another.

Each year of a course in which the ECTS is implemented has 60 credits allocated - 30 ECTS credits per semester.

There is no strict arithmetic division by the number of subject courses. The number of credits attributed to each is not compulsorily linked to the number of teaching and preparation hours of each subject in the respective course, but are instead related to the effort that the module requires, its importance in the program curriculum, its specific weighting factor and its usefulness in the job market.

10.2 Table of ECTS marks

The international approval of evaluation schemes results in a grading scale that requires the lecturers to maintain a current assessment of the class results, which is also expressed in percentages.

ECTS GRADES	RATE OF BEST MARKS IN CLASS
A	10%
B	25%
C	30%
D	25%
E	10%
FX, F	-

This grading scale does not aim to replace the current national system classification, but to complete it, by providing the grades earned by the student in the teaching institution that the Erasmus student attends, combined with new elements of information.

Erasmus students must not expect their home university to provide a mathematical equivalence for their grades to the host institution. All teaching institutions are totally free to use this grading scale as they deem appropriate.

10.3 Credit Transfer

The institution of origin and that to which transfer is to be made prepare and transfer registration details for each student participating in the ECTS system, both before and after the period of study abroad. A copy of the transcripts is appended to the individual file of the student

More information see:

http://ec.europa.eu/education/lifelong-learning-policy/doc/ectskey_pt.pdf

ECTS Institutional Coordinator and Erasmus Office Coordinator

Dr. João de Castro Fernandes

11. STUDENT CARD

Every foreign student registered at the Lusíada University will be issued a **student card**, which will be used as an identification card. It can also be used for reduced prices at cultural events.

12. LODGINGS

The Lusíada University does not have facilities to lodge its foreign students. However, the office prepares lists of rooms and/or apartments for rent – updated annually – that are available to students upon their arrival at the University. For the first few days, therefore, and up to the time that accommodation is found, it is suggested that a room should be booked in one of the following (or other) youth hostels, generally located in the city centre.

Youth Hostel - Lisbon

Rua Andrade Corvo, nº 46

1050 Lisboa

Tel/Fax. ++.351.21.353 26 96

Youth Hostel - Oporto

Rua Rodrigues Lobo, nº 98

4150 Porto

Tel/Fax. ++.351.22.606 55 35

Central Booking

Av. Duque d'Ávila, nº 137

1050 Lisboa

Tel. ++.351.21.355 90 81

Fax. ++.351.21.352 86 21

Portugal Travel Guide – looking for a room:

http://www.portugaltravelguide.com/en/vila_nova_de_famalicao.htm

13. INTENSIVE COURSE OF PORTUGUESE LANGUAGE

Universidade Lusíada of Lisbon offers a free of charge course to all foreign students who wish to improve their knowledge of the Portuguese language. This course is intensive, i.e., 5 days a week with 4 hours of theory and practice each day, starting on dates to be determined every academic year (see the application form concerning the academic year). In addition to the language, the course teaches you about Portuguese History, Culture and the Portuguese way of life. If you wish to receive a Certificate of Attendance at the end of your study period, you must attend at least 80% of the classes. Please note that this is the only course available that is held in Lisbon.

Students who will study in Oporto should attend this course.

There is no language course in the second semester.

14. ACADEMIC CALENDAR

The University Lusíada school year takes place during ten months – divided into two semesters. The degree programs are comprised of individual courses, some of which last for one semester, and some for two.

The first (fall) semester begins in September and lasts until the end of December. The entire month of January is dedicated to first-semester final exams. This semester includes a two-week Christmas Break.

Orientation Day – a welcoming activity for the benefit of ERASMUS students – takes place during the second week of September.

The second (spring) semester runs from the February through May. Several University holidays (like Easter) are observed during this semester. Second-semester final exams occupy the month of June, and there is an additional opportunity for graduating seniors to do final exams at the end of the calendar year.

August is the month of summer vacation, including the LLP/Erasmus Office.

Vacation and official holidays

All Souls 01.11

National Holiday 01.12

Immaculate Conception 08.12

Christmas and Christmas Eve

New Year's Day 01.01

Freedom Day 25.04

May 1st

National Holiday 10.06

Lisbon Holiday 13.06

Porto Holiday 24.06

16. ADMINISTRATIVE SERVICES

Campus of Lisbon

General Office:

Responsible Person – Dr^a Paula Neves

Tel. 00 351 21 3611500

Fax: 00 351 21 364 8050

pneves@lis.ulusiada.pt

6. Opening hour work

Monday – Friday	09.00 – 16.00
	17.30 – 19.30

Campus of Oporto

General Office:

Responsible Person – Dr. Carlos Saragoça

Tel. 00 351 22 5570856

Fax: 00 351 22 5487972

saragoca@por.ulusiada.pt

7. Opening hour work

Monday – Friday	09.00 – 19.30
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Campus of Vila Nova de Famalicão

General Office:

Responsible Person – Miss Gorety Salgado

Tel. 00 351 252 309 210

Fax: 00 351 252 376 363

mgorety @fam.ulusiada.pt

Monday – Friday	10.00 – 20:00
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17. MEDICAL ASSISTANCE

On each of the two University campuses there are Medical Centres, open during the daytime and after working hours. These are lead by clinical teams of two doctors and two nurses, and have a treatment and minor surgery room equipped with the most modern medical/surgical equipment.

Medical appointments in all specialized fields, free of charge and without limit along with access to clinical diagnostic services, are available at the *Clínica de Santa Maria de Belém* in Lisbon, at the *Clínica do Bonfim* in Oporto.

Hospital services may be obtained in a Hospital or Clinic of the student's choice, and 90% of any hospital internment and surgery costs are paid up to a maximum of €4,987.98 per year for each student.

Personal accident insurance for all students covers death, permanent disability, medical expenses and civil liability, and is valid 24 hours a day, 365 days a year.

Campus of Lisbon

Opening hour work

Monday – Friday	09.00 – 16.00
	17.30 – 19.30

Campus of Oporto

Opening hour work

Monday – Friday	09.00 – 13.00
	14.00 – 18.00

18. STUDENT INSURANCE

The Medical-Social Insurance Plan covers a large part of the expenses of visits to specialist physicians, diagnostic expenses, and 90% of the costs of hospital stays and surgery up to € 4,987.98 per year in the hospital or clinic of the student's choice. It also covers personal accident and civil liability – 24 hours per day, 365 days per year. Furthermore, in the event of the accidental death of the person paying the student's fees, the University waives all further tuition fees until the conclusion of the student's undergraduate degree, and includes subsidies for the purchase of books and other educational materials demanded for the course of study, and additional allowances for meals and living expenses.

All students may benefit from a school insurance, which covers all accidents that occur at the University's facilities, outside the facilities (during formally organised curricular activities) and on the way to and back the university. This insurance must be taken upon enrolment at the LLP/Erasmus Office of Lusíada University.

It is important to emphasize that in case of accident you must contact the LLP/Erasmus Office of Lusíada University immediately, so that we can formally acknowledge the occurrence to the insurance company and all formal procedures can be triggered.

Students from the EU are covered by **European Health Insurance Card**, which entitles them to benefit from the National Social Security System as any Portuguese citizen. In order to obtain this scheme, students should contact their own Social Security Office, to have the respective form issued, before arriving in Portugal.

19. LIBRARIES, MEDIA-CENTERS and EDC

The European Documentation Centres, part of the community information network conceived of by the European Commission in 1963, plays a main role in supporting education and research in European integration, not only through the treatment and promulgation of official publications, but also by acting as pro-active agents in the search for community information. Currently the Lisbon campus of the *Universidade Lusíada* is the national coordinator of the 20 EDCs in Portugal.

Lusíada hosts a number of Documentation and Information Services whose objective it is to maximize the availability of bibliographic and technical resources for the pursuit of scientific research. This includes, dispersed among the various Lusíada campuses, traditional libraries, Media Centres, and European Documentation Centres.

The libraries, which provide generic documentation service, trace their roots back to the University's origins, and furnish, among other things, the fundamental bibliographic support to the various degree programs.

The media-centres are multimedia units that organize, process and make available a range of "audio-written-visual" documentation and information – with recourse, in most cases, to electronic means. Within the media-centres, the data are further specialized into areas of sound, video and electronic archives of still images.

The European Documentation Centres, part of the community information network conceived of by the European Commission in 1963, plays a pivotal role in supporting education and research in European integration, not only through the treatment and promulgation of official publications, but also by acting as pro-active agents in the search for community information. Currently the Lisbon campus of the *Universidade Lusíada* is the national coordinator of the 20 EDCs in Portugal.

These Information Services share common policies and objectives:

1. To facilitate access to the documents and data by means of:
 - 1.1. To systematize cataloguing
 - 1.2. Source consultation
 - 1.3. Rational and transparent organization of technical services
 - 1.4. Creation of physical spaces that is adequate and conducive to the tasks of the researcher
2. To provide documentation support for the degree programs of the *Universidade Lusíada*
3. To provide the University and scholarly community with the tools and means of research
4. To organize training courses for media centre users
5. To assist users in methods and preparation of scientific works with aiming to improve of better meeting the challenges facing the scholarly community, the University has made the following databases available:

- Academic Search Premier
- Business Source Premier
- Celex
- Current Contents Connect
- Electronic version of the *Diário da República*
- Electronic Journals Service (EJS)

- Emerald Fulltext
- ISI Proceedings
- ISI Chemistry Server
- Journal Citation Reports
- LexPortugal
- New Cronos
- PsycArticles
- Source OECD
- Web of Science

Campus of Lisbon

Opening hours

Monday – Thursday	9.00 – 22.00
Friday	9.00 – 19.00

Campus of Oporto

Opening hours

Monday – Friday	08.00 – 22.00
Saturday	09.00 – 13.00

Campus of Vila Nova de Famalicão

Opening hours

Monday – Friday	10.00 – 22.00
Saturday	10.00 – 13.00

20. UNIVERSIDADE LUSÍADA PUBLISHING

Part of the University's answer to the challenges facing researchers is its own, in house publishing service. In order to promote the publication of original scientific and academic works, Lusíada has its own printing facilities, allowing for fast and efficient promulgation of materials.

It is also the University's aim to produce its materials in multimedia formats, right alongside the printed paper editions. The scholarly publications of the University are therefore released simultaneously in paper and **digital format** on the Lusíada Publishing webpage – <http://editora.lis.ulusiada.pt>. The University thereby reaches, not only the Portuguese academic public with its publications, but the entire international scholarly community, as well.

Releasing books in digital format, as well as in microfiche is one of the University's priorities. Besides gaining a wider audience and improving the readability of the works, these **e-books** are excellent aids to classes and to study, allowing for:

- Availability of the work, electronically, anywhere
- Research
- Navigation in hypertext
- Bookmarking

In order to ease and promote study, the University makes class notes and technical manuals available in electronic format – available at any time and from any place.

At the same time, all interested parties are able to:

- Download and print the material quickly and efficiently (respecting authors' rights)
- Make immediate use of the material

- Utilize the material(s) in distance learning and teaching.

21. COMPUTER CENTER

At the Lusíada University, Computer Sciences are organized into two sectors that work in strict collaboration – the Computer Center and the Administrative Computer Support. The main purpose of the Computer Center is to support the teaching and research activities. This includes, among other things, providing services to lecturers, students and staff, managing and ensuring the efficient operation of the Computer services, giving help to users, organizing training courses, and divulging information.

The Computer Center is equipped with Linux and Windows servers that can be used from different classrooms in which personal computers using the Windows XP operating system are installed.

In response to the rapid developments in the Information Technologies field, the University IT administrators constantly install the latest versions of the operating systems and Computer applications, while always seeking licenses that allow for the free use of applications. An example of this is the Microsoft Campus Agreement that allows the use of development software and office platform, and the Macromedia/Adobe protocol that allows for the use of multimedia and graphic software. The purpose is also to obtain specific applications for the different teaching and research areas. These include Mathematics and Stat graphics applications in the field of Mathematics as for example SPSS, Autocad, Micro station and Archicad in the fields of Architecture and Design, and the data base Microsoft SQL, Oracle and Informix in the field of Computer Sciences. The service administrators, libraries and Documentation Centres also have Linux servers that store and make information available supported on various applications as example Aleph/Dig tool platform from Exlibris.

The information available in the libraries and Documentation Centres can be accessed from any point in the university. The internal network of the Lusíada University is connected to the Internet through a dedicated link to the FCCN (National Foundation of Scientific Calculation). The FCCN is responsible for the management of the RCCN (National Network for Scientific Calculation) that unites the Portuguese Universities, Research Institutes, Laboratories and other not-for-profit institutions. These connections give any computer connected to the university network free access to a series of services available on the Internet (e-mail, chat rooms, news, file transfers – FTP, connection to remote computers – telnet, access to information in data bases, world wide web, etc.).

Students, staff and lecturers interested in using electronic mail have only to fill out a form and submit it to the office in the Computer Center. E-mail addresses are of the type user@polo.ulusiada.pt, where **user** is the name allocated by the office to the user and **polo** is the designation of the Center, which may be **lis**, **por** or **fam** depending on whether the user is sited in Lisbon, Oporto or Famalicão. For additional information, the Lusíada University pages may be consulted at the address www.ulusiada.pt.

Computer aided Design (CAD) - the scientific and instructional component of the Course of Architecture and Industrial Design - is integrated into the Computer Center, with its own facilities and the necessary equipment.

Computer Facilities

Lusíada enjoys plentiful facilities in both *campus*, Lisbon and Oporto. In Lisbon, the computer facilities are open from 08h00 to 22h45, on weekdays, and from 08h00 to 13h00, on Saturdays. In Oporto, they are open from 08h45 to 23h45, on weekdays, and from 09h00 to 12h45, on Saturdays. For the use of the computer facilities it is necessary that you make a reservation by identifying yourself with your student card.

All students and teachers have free access to the Internet and electronic mail. You can get your E-Mail address in the Computer Centre in both *campus*, Lisbon and Oporto, after you make your registration at the SEO, where you are given your student card.

Opening hours

LISBON

Monday – Friday	8.00 – 23.00
Saturday	8.00 – 13.00

OPORTO

Monday – Friday	8.00 – 22.30
Saturday	9.00 – 13.00

FAMALICÃO

Monday – Friday	9.00 – 06.00
Monday – Friday (technical services)	10.00 – 19.00

22. CANTEEN

The canteen serves meals obtained with vouchers at a price of approximately 4,00 €. Every meal includes soup, bread, a main course (choice between fish or meat), a dessert (fruit or pudding) and a drink.

Campus of Lisbon

Opening hours

Monday – Friday	8.00 – 21.30
Saturday	9.00 – 12.30

Campus of Oporto

Opening hours

Monday – Friday	08.00 – 22.00
Saturday	08.00 – 14.00

Campus of Vila Nova de Famalicão

Opening hours

Monday – Friday	09.00 – 22.00
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23. CHAPLAINCY

The *Universidade Lusíada* is not a religious or confessional institution, nor do its programs of study have a religious orientation. Notwithstanding this official posture, the University's commitment to nurturing the humanistic qualities of its students, and the faith that constitutes the cultural underpinning of the overwhelming majority of the Portuguese people, encourage the University to sustain a little chapel, under the direction of an ordained priest (the Chaplain) – in order to address the spiritual issues of those who seek to do so. A wide range of activities are undertaken through the Chaplaincy – programs of the Chaplain, himself, an initiative of the various student associations.

The chaplain's office and the University Chapel are located in the principal building (original palace) of the Lisbon campus. The Chapel is open from 9 a.m. to 8 p.m. and Catholic Mass is celebrated every Wednesday, at 1:10 p.m.

Chaplain: Priest Ismael OCD

Campus of Oporto

Chaplain: Priest Daniel dos Santos

Catholic Mass is celebrated every Friday, at 1:00 p.m.

Campus of Vila Nova de Famalicão

Chaplain: Priest Victor Diaz

Catholic Mass is celebrated every Friday, at 1:00 p.m.

24. STUDENT ASSOCIATIONS

Lusíada is an “open space” when it comes to ideas and initiatives of any type – academic, sporting, cultural or social – and quite a range of groups and associations have sprung up over the years. These groups have their own spaces, offices and other physical installations for meetings and events, etc. – and have organized and conducted numerous educational activities and countless parties / celebrations, both on and off campus. The University’s website includes links to the home pages of these groups and to those of individual students, too, if they wish to include one.

Academic Association: has an office on each of the Lusíada campuses. It is the body that represents all of the University’s students, as a whole, and undertakes many activities that are of interest to all Lusíada students, regardless of their location.

Campus of Oporto

E-mail: presidencia.aaulp@por.ulusiada.pt

Campus of Vila Nova de Famalicão

E-mail: aaulusiada.fam@gmail.com

Social Services Association (AASUL – *Associação de Acção Social da Universidade Lusíada*): The main objective of this group is to render social assistance, such as programs in homes for the elderly, hospitals and youth shelters, food distribution to the needy, and organization of Church-related events, notably the annual pilgrimage to Fatima.

Campus of Vila Nova de Famalicão

E-mail: aasul@fam.ulusiada.pt

Song Fest Groups (*Tunas*): These groups – one male, one female – are the standard-bearers of the university’s musical spirit, and have toured extensively in Portugal and abroad (including Spain, France, Germany, Switzerland and Brazil), spreading the cheer and good will of the entire university family – and winning innumerable championships and prizes in competitive celebrations.

Campus of Oporto

TAULP – Tuna Académica da Universidade Lusíada do Porto

E-mail: tuna@por.ulusiada.pt

Campus of Vila Nova de Famalicão

TAULF – Tuna Académica da Universidade Lusíada

E-mail: tuna@fam.ulusiada.pt

QueTUNA – Tuna Feminina da Universidade Lusíada

E-mail: quetunas@gmail.com

Study-Area Groups: Each Undergraduate Degree Program has a core-group of students who develop activities (conferences, seminars, etc.) specific to their respective areas of study, and promote their areas and activities *vis-à-vis* the business community through employment fairs, technology workshops and get-togethers with alumni, etc.

Other Clubs and Associations:

Student Radio Station

Drama Club

Bullfight Club

Sports Club

Surfing Club

Karting Club

Paintball Club

Dance Group

Ballroom Dance Group

African Students' Group

Algarve Students' Group

ELSA – European Law Students’ Association

Alumni Association (AAAUL – *Associação de Antigos Alunos*):

The Alumni Association seeks to maintain the principles and values acquired during the university years, as well as the ties between alumni, by sponsoring a variety of cultural and sport activities. The networking of its members has proven to be valuable in the job placement of recent graduates.

Campus of Vila Nova de Famalicão

Link: <http://alumni.fam.ulusiada.pt/>

E-mail: alumni@fam.ulusiada.pt

Lusíada University Choir

The **Lusíada University Choir** was organized in November of 1988. It is open to any student who wishes to “join the chorus”, whether for pure enjoyment, or to actually acquire a new skill, or keep an existing one “in tune”.

Over the years the Choir has played an essential part in the University’s many official functions, such as graduation ceremonies, in Lisbon, Oporto and Famalicão. It has also given many recitals, both alone and along with other choral groups, including the choirs of the *Universidade de Beira Interior*, the *Instituto Superior Técnico de Lisboa*, the *Universidade de Aveiro*, the *Universidade Clássica de Lisboa*, the City of Granada (Spain), *La Follia*, *Coro Bach de Lisboa*, *Grupo Vocal Sol Nascente*, and *Grupo Vocal Olissipo*. The Lusíada Choir has shared the stage with David Paccetti and João Vaz (organists) and Evgueni Zoudilkine (pianist), toured in southern Spain (Granada, Guadix and Motril), and participated in the “*1ª Mostra Polifónica da Igreja de Santo Domingo de Granada*”, in 1991.

In November, 1997, the Lusíada Choir travelled to Rome to perform in the Fifth International Contest, “*Giovanni Pierluigi da Palestrina*” – where it took First Place, and the Gold Medal.

The Choir is the organizer of the *Festival de Música Sacra de Lisboa*.

The Choir's repertoire is quite varied and embraces diverse musical styles – emphasizing the sacred and profane works of the post-Renaissance period, until the present day – for individual voices and chorus.

The Lusíada University Choir has been directed from its earliest days by Maestro Maria do Rosário Correia.

The group meets for practice and rehearsals on Mondays and Fridays, at 18h00, in the Lisbon campus.

25. ADDITIONAL INFORMATION

25.1 COST OF LIVING

LISBON – OPORTO - FAMALICÃO

The monthly cost of living for a foreign student in Lisbon, Oporto or Vila Nova de Famalicão is calculated at around € 500 estimating that € 300 will be the cost of a rented room at a private home (including gas, electricity and water).

25.2 Telephoning and Post Office

The minimum charge for a call to someone in this country, in a public telephone box, is 0, 20 €. The charge for an international call depends on the country you are calling to. Most calls, including international ones, are cheaper between 21h00 and 09h00, on weekends and on national holidays.

We recommend crediPhone cards for long distance calls. They can be bought in newsagents and post offices. There are several public pay-phones in both *campi*.

The crediPhone card prices vary from 2, 50 € to 10, 00 € depending on the periods and on the telephone company. To make an international call from Portugal, dial:

- a) The international prefix 00
- b) The code for the country you are calling
- c) The area code (without the general prefix 0)
- d) The phone number

25.3 ADDRESSES OF EMBASSIES

Embassy of the Republic of Germany
Campo dos Mártires da Pátria, nº38

1169-043 Lisboa

Tel.: 21 881 02 10

Embassy of Austria
Avenida Infante Santo, nº43 – 4º

1399-046 Lisboa

Tel.: 21 395 82 20

Embassy of Belgium
Praça Marquês de Pombal, nº14 – 6º

1269-024 Lisboa

Tel.: 21 3170510

Embassy of Slovakia
Av.ª Fontes Pereira de Melo, 19 -7º Dt.º

1050-116 Lisboa

Tel.: 21 3583309

Embassy of Spain
Rua do Salitre, nº1

1269-052 Lisboa

Tel.: 21 347 23 81

Embassy of Finland
Rua Miguel Lupi, 12 –

1249-080 Lisboa

Tel.: 21 393 30 40

Embassy of France
Rua de Santos-o-Velho, nº5

1249-079 Lisboa

Tel.: 21 393 91 00

Embassy of Greece
Rua Alto do Duque, nº13

1449-026 Lisboa

Tel.: 21 303 12 60

Embassy of Italy
Largo Conde Pombeiro, nº6

1150-100 Lisboa

Tel.: 21 351 53 20

Embassy of Luxembourg
Rua das Janelas Verdes, nº43

1200-690 Lisboa

Tel.: 21 393 19 40

Embassy of the Netherlands
Avenida Infante Santo, nº43 – 5º

1399-011 Lisboa

Tel: 21 391 49 00

Embassy of Poland

Av.ª das Descobertas, n. º 2

1400-092 Lisboa

Tel.: 21 301 23 50

Embassy of the United Kingdom

Rua de São Bernardo, nº33

1249-082 Lisboa

Tel.: 21 392 40 00

Embassy of Czech Republic

Rua Pêro de Alenquer, n.º 14

1400-294 Lisboa

Tel.: 21 301 04 87

Embassy of Sweden

Rua Miguel Lupi, nº22 – 2º dt. º

1249-077 Lisboa

Tel.: 21 394 22 60

Embassy of Switzerland

Travessa do Jardim, n. º 17

1350-185 Lisboa

Tel.: 21 394 40 90

25.4 LLP/NATIONAL AGENCY

Agência Nacional Proalv

Praça de Alvalade, Nº 12 - piso

1749-070 Lisboa

Tel: 21 394 47 60

Fax: 21 394 44 37

25.5 LUSÍADA UNIVERSITY ON-LINE

www.ulusiada.pt

LLP/ERASMUS Information Sheet

Full legal name of Institution	Universidades Lusíada Fundação Minerva - Cultura – Ensino e Investigação Científica
ERASMUS Code of Institution	P LISBOA 12
Address	Rua da Junqueira, 188 a 198 1349-001 Lisboa
www Internet Address	http://www.lis.ulusiada.pt http://lperasmus.lis.ulusiada.pt
EUC Reference Number	Nº.29245-IC-1- 2007- 1- PT- ERASMUS-EUCX-1

INTERNATIONAL RELATIONS OFFICE

LLP/Erasmus Institutional coordinator	Prof. Doutor Afonso D'Oliveira Martins
Address	Rua da Junqueira, 188 a 198 1349-001 Lisboa
Telephone	00351 21 361 15 35
Fax	00351 21 363 15 91
E-mail address	aolimart@lis.ulusiada.pt

ECTS Institutional coordinator and LLP/Erasmus Head Office	Prof. Dr. João de Castro Fernandes
Address	Rua da Junqueira, 188 a 198 1349-001 LISBOA
Telephone	00351 21 361 16 24
Fax	00351 21 363 15 91
E-mail address	jpcf@lis.ulusiada.pt

LLP/ Bilateral Agreements Contact person	Mrs. Célia Oliveira
Address	Rua da Junqueira, 188 a 198 1349-001 LISBOA

Telephone	00351 21 361 16 24
Fax	00351 21 363 51 91
E-mail address	erasmus@lis.ulusiada.pt

Incoming and Outgoing ERASMUS Students Contact person - LISBON	Mrs. Célia Oliveira
Address	Rua da Junqueira, 188 a 198 1349-001 LISBOA
Telephone	00351 21 361 16 24
Fax	00351 21 363 15 91
E-mail address	erasmus@lis.ulusiada.pt

Incoming and Outgoing ERASMUS Students Contact person - PORTO	Dra. Susana Ferreira
Address	Rua Dr. Lopo de Carvalho 4369-006 PORTO
Telephone	00351 22 557 08 92
Fax	00351 22 548 79 72
E-mail address	erasmus@por.ulusiada.pt

Incoming and Outgoing ERASMUS Students Contact person – VILA NOVA DE FAMALICÃO	Dra Susana Ferreira (Coordinator) Miss Dina Freitas
Address	Largo Tinoco Sousa – Edifício da Lapa 4760-108 VILA NOVA DE FAMALICÃO

Telephone	00351 252 30 92 20
Fax	00351 252 37 63 63
E-mail address	erasmus@fam.ulusiada.pt

ADDITIONAL INFORMATION

Application Deadlines	End of July 1 st semester /or for all academic year end of March 2 nd Semester
Portuguese Language Course (in Lisbon)	September/ October (to be defined)
	Download both application forms from our Internet web site
Portfolio	It is no necessary
Credit System	For all the degrees, 60 credits measures of a full-time student during one academic year
Mark	At Universidade Lusíada 1 credit ECTS= 26 hours (didactics Student's individual Work/study Scale 0/20
Language of instruction for exchange students	PORTUGUESE
Special facilities for Disabled persons	Yes Wheelchairs access in all the campus: Lisbon, Oporto and Famalicão.
Accommodation	Universidade Lusíada does not have on-campus accommodation. In order to help students to find the best accommodation we have a list of private flats/rooms.