



FCT NOVA HANDBOOK

INTERNATIONAL STUDENTS (GRADUATION)

MOBILITY STUDENTS (INCOMING)



WELCOME!

WWW.FCT.UNL.PT



The NOVA School of Science and Technology's Handbook for International and Mobility Students provides general information and guidelines that will certainly be very useful for you to make the most of all that FCT NOVA can offer.

Please read it carefully before you arrive and keep it handy for future reference during your stay.

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Welcome Message

To the new International and Mobility Students,

Welcome to NOVA School of Science and Technology | FCT NOVA!

Students are indisputably the main reason for our School, so we always feel very distinguished by your preference, which honors us greatly and gives us the responsibility to seek to correspond to your expectations.

Regardless of nationality, origin or length of stay at FCT NOVA, each Student is an important part of our academic community and always contributes to the growth and exaltation of our School. If we are already big, with you we will be even bigger!

We are sure that your stay with us will be an important chapter in your lives. A happy chapter, full of unforgettable experiences and learnings that will make you professionals and citizens of Excellence. For this, you can always count on our teaching staff, non-teaching staff and your fellow students.

Once again, WELCOME to FCT NOVA!



GENERAL INFORMATION

1. PORTUGAL

Portugal is one of the oldest nations in Europe and a member of the European Union since 1986. Portugal is part of the Iberian Peninsula, located in the extreme southwest of Europe. It is bordered by Spain to the north and east and by the Atlantic Ocean to the west and south. The country also includes the island of Madeira and the nine islands of the Azores archipelago in the Atlantic Ocean.

We are a free and open society, in which religious freedom is protected in our country, which is mostly Catholic.

We are privileged by having a temperate maritime climate that varies significantly from one region to another, depending mainly on altitude and proximity to the sea. Most rainfall occurs in the winter months and much further north of the country than the south. Summers in Portugal are hot and dry, especially in inland areas. These areas can get very hot, with summer temperatures sometimes exceeding 40°C. Temperatures are slightly lower along the coast. Winters in the country are mild compared to the rest of Europe, particularly in the south of the country. Winters are colder in the interior and north of the country, with some snow falling in Serra da Estrela mountains where it is possible to practice winter sports. This means that in Portugal it is possible to find a great diversity of landscapes and environments.

Portugal has a relatively low rate of violent crime and Lisbon is even considered one of the safest cities in the world. Pickpocketing and car break-ins are the most common types of crime experienced, predominantly in major tourist destinations. The theft of passports and money is the main objective of most petty criminals.

Portuguese is the official language and is the native language of around 200 million people worldwide. It is the third most spoken European language.



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Portugal is one of the best places to visit, to live and to work. Portuguese people are kind and friendly, our cuisine is recognized and valued all over the world, and it has a relatively low cost of living compared to many other EU countries.

Regarding time zone, Portugal (mainland) and Madeira Island have the same GMT (one hour before Continental European Time – CET). In the Azores (cluster of islands) it is one hour earlier than in mainland Portugal and Madeira.

2. Almada

FCT NOVA campus is located in Almada, which is a city on the south bank of the Tagus River (Rio Tejo), opposite from Lisbon, which is on the north bank. In Cacilhas, Porto Brandão and Trafaria, ferry boats take visitors and locals to Lisbon daily, while the “25 de Abril” Bridge, that crosses the Tagus connecting Almada to Lisbon, is used daily by trains, buses, and other vehicles.

Almada is considered a fast-growing city, bathed on one side by the Tagus River and, on the other, by the Atlantic Ocean, allowing the existing of a large cost of white sand beaches and stunning panoramic views. By the way, Almada has some of the best views over Lisbon. The most exceptional are those of the Almada Castle, the one in “Boca do Vento” and, above all, the “Cristo Rei” monument, built in 1959.

Despite having a relatively small area, the city of Almada has a population of around 175,000 people.

Life in Almada is not just about the capital. It's a city with a life of its own, stage of popular events such as Theater and Film Festivals, and Music Festivals such as “Caparica Surf Fest” and “O Sol da Caparica”.

There are several monuments and historical places worth visiting, being advisable to visitors to go to the Tourism Office in Cacilhas and get the necessary information in order to enjoy all that this city has to offer.

Costa da Caparica is very popular place throughout the year because of its beaches bathed by the Atlantic Ocean, which pleases sun and sea lovers, and also those who practice water sports such as surfing. In fact, in Costa da Caparica, surf culture reigns, with lots of surf schools and hostels that welcome surfers from all over the world. Costa da Caparica also hosts some of the World Surf League (WSL) competitions.



The beaches in the center are the busiest, while the ones further away are popular among those who want to spend the whole day on the sand or on the sun loungers. There are several restaurants, stores and street markets.

In addition to the beach, Almada has one of the largest urban green parks ("Parque da Paz"), the protected landscape of Costa da Caparica's "Arriba Fóssil", which includes the botanical reserve of "Mata Nacional dos Medos", with walkways that allow you to enjoy it, with minimum impact on the local environment.

Almada is just a few minutes from Lisbon and there is a public transport network that allows travelling between the 2 cities in an average time of 20 minutes.

3. About FCT NOVA

NOVA School of Science and Technology, also known as FCT NOVA, is one of the nine schools of Universidade NOVA de Lisboa (NOVA University Lisbon), which is considered one of the 10 best young universities (under 50 years old) in Europe and one of the largest and most reputable higher education institutions in Portugal.

We have an academic community with more than 8,000 students, 570 PhD professors, 1090 researchers and around 300 non-teaching staff.

FCT NOVA is a leading research school with an unusually strong focus on fundamental and applied research, covering the entire value chain. All research strives to lead nationally and be prominent internationally. FCT NOVA is the largest Faculty in the country both in scientific areas – science and technology – and in the intersection of several research areas.

Its scientific production, resulting from the publication of a large number of articles in quality international scientific journals with high research rankings, gives it wide international recognition. The scientific areas aim to offer a good balance between research and education.

FCT NOVA is structured in 13 scientific Departments and 15 Research Centers, offering 94 study programmes (18 Bachelors, 44 Masters and 32 Doctorates). To find out about our programmes, check our website <https://www.fct.unl.pt/en>



4. How to get to FCT NOVA

The Campus is served by a vast transport network, including combined services (bus, train, ferry) and tram, whose terminal (“Universidade”) is located next to one of the entrances to FCT NOVA campus. Here are some suggestions, although there are other possibilities, for combining public transport:

[From Lisbon \(“Praça de Espanha”\)](#)

By public transport: You can use the TST bus to “Costa da Caparica” and get off at the bus stop located right in front of the main entrance of FCT NOVA.

By car: Follow the signs for “A2 Sul”. Cross the “25 de Abril” bridge towards “Sul”, and take the first exit after the bridge, entering the expressway towards “Caparica” (IC20), then follow the sign “Universidade”.

[From Lisbon \(“Santa Apolónia”\)](#)

Take the subway “Amadora Este” (blue line), leave at “Jardim Zoológico” station. Take the Fertagus train to “Coina” or “Setúbal” and leave at “Pragal” station. Once there, take the tram (MTS) to “Universidade”, hoping off at the last station (located near one of the entrances of Campus).

[From Lisbon \(“Cais do Sodré”\)](#)

At “Cais do Sodré” ferry boat station, you can take a ferry to “Cacilhas”. Once in Cacilhas, take the tram to “Universidade”, leaving at the last station (located next to one of the campus entrances). In Cacilhas you can also take one of the following TST buses: “Marisol”, “Fonte da Telha” or “Costa de Caparica – via Almada”. All stop by the main entrance of FCT NOVA.

[From Lisboa \(Airport\)](#)

There is a subway station at “Aeroporto” (red line). Take the subway to “São Sebastião” (blue line), and leave in the last station. Then take the subway to “Reboleira” (blue line) and leave at the station “Jardim Zoológico”, where you can connect to the Fertagus train to “Coina” or “Setúbal”, leaving at “Pragal” station. There you can take the tram (MTS) to “Universidade”.

Alternatively, there is a special bus leaving the airport (Carris 91), that takes passengers to downtown Lisbon in 20 minutes. This bus also stops at Cais do Sodré railway station, next to the ferry station, where you can catch a ferry to Cacilhas. Once in Cacilhas, you can take the tram (MTS) to “University”, hoping off at its terminal (located next to one of the campus entrances).



In Cacilhas you can also take one of the following TST buses: "Marisol", "Fonte da Telha" or "Costa de Caparica – via Almada". They all stop at FCT NOVA main entrance.

[From Lisboa \("Belém"\)](#)

Take the ferry to "Trafaria". Once there, take the TST bus to "Cacilhas", and leave at the stop next to FCT NOVA.

[From Setúbal](#)

By public transport: Take the Fertagus train to "Roma-Areeiro" and leave at "Pragal" station. Once there, take the tram (MTS) to "University", leaving at the last station (located near one of the campus entrances).

By car: Take the A2 highway towards Lisbon, take the exit "Caparica" (before the "25 de Abril" bridge), take the expressway to "Caparica" (IC20), follow the sign "Universidade".

[From Costa da Caparica](#)

Take a TST bus to "Cacilhas – via Almada" and get off at the bus stop right in front of the main entrance of FCT NOVA.

5. The Campus



The FCT NOVA Campus (Campus de Caparica) is the largest university campus in Portugal and one of the largest in Europe. It's 650 000m² wide, with 23 buildings, in which 150 classrooms and 350 laboratories.

On campus there are also several study rooms scattered throughout the various buildings, including those in building VII, which are open 24 hours a day, 7 days a week, except in Christmas and New Year's Eve.

It has several parking lots, some of which are intended for student vehicles. Access is made with the Student Card.

FCT NOVA has semi-fast charging stations dedicated to charging electric vehicles. For more information, contact: div.at.s.helpdesk@fct.unl.pt

CAMPUS





6. Services

6.1 Places to eat

There is a Canteen located on Campus with three self-service balconies. The canteen serves meat, fish and vegetarian dishes. Lunch services are from 11:30 am to 2:30 pm; Dinner is from 18:30 to 20:30 h.

To check the menu and other information about the Canteen ("Cantina"), go to:

<https://sas.unl.pt/en/canteens/>

In addition to the canteen, there are other options of places where you can eat, like snack-bars and restaurants:

- Restaurant c@mpus.come - **Location:** Canteen building
- Snack-Bar c@mpus - **Location:** Library building
- Snack-Bar "Casa do Pessoal" - **Location:** Building I
- Convenience store "Mininova" - **Location:** Building I
- Loja de Conveniência "Solução" – **Location:** Canteen building
- Snack-Bar "A Tia" - **Location:** Canteen building (students lounge)
- Snack-Bar "Tanto Faz" – **Location:** Students Association building

6.2 Stationary store

On Campus you will find "Solução", a stationary store, where you can buy school supplies, make prints and copies.

Location: Canteen building

6.3 Copy center

"Viacópia" provides printing, copy and other graphic arts services.

Location: Canteen building

6.4 Kindergarten

CEPE - Preschool Education Center (Nursery and Kindergarten) is primarily intended for the children of students who attend NOVA University Lisbon, but also for other people that belong to NOVA's academic community. CEPE accepts children from 4 months to 5 years old.



Contacts:

apoioinfancia@unl.pt; Tel.: +351 213 715 600

For further informations, go to <https://sas.unl.pt/en/child-support/>

Location: Kindergarten building

6.5. ATM

There are 3 ATM on Campus: in Building I, in Building II and in Building "Departamental".

7. FCT NOVA Support Services

7.1 International Relations Division (DRI)

At DRI, the Mobility team supports you in the following:

- At the **application** stage;
- Search for **accommodation**;
- **Reception and integration** upon your arrival at FCT NOVA;
- **Support** during your mobility period;
- Delivery of **final documents**, in the end of the mobility period.

As for international students who come to a complete cycle of studies at FCT NOVA, DRI:

- Supports in the **application** process;
- Instructs the **selection** process;
- Supports in **reception and integration** upon arrival at FCT NOVA;
- Instructs **tuition fee reduction requests** from students coming from CPLP countries;
- Provides **information** and/or forwards it to other services, according to the subject.

Contacts:

International Students: div.ri.internationalstudents@fct.unl.pt; Tel.: +351 212 948 305

Mobility Students: div.ri.incoming@fct.unl.pt; Tel.: +351 212 947 827

Location: Building I, Ground Floor



INCOMING MOBILITY TEAM:



Tânia Simões



Cristina Barroso

OUTGOING MOBILITY TEAM:



Ana Dallet



Sílvia Costa

INTERNATIONAL STUDENTS:



Marina Marques



7.2 Academic Division (DA)

The Academic Division carries out all administrative processes related to the academic path of students, and is responsible for:

- Programming and instructing application processes (excepting the special competition for access and admission of international students (graduation));
- Carrying out the students' **enrollment**;
- Clarifying students on issues related to their academic path;
- Ensuring the student **registration renewal** process;
- Carrying out the **verification, control and registration of the payment of fees**, including the management of special cases;
- Receiving, instructing and monitoring the processes of **accreditation** of knowledge and/or acquired skills;
- Receiving and handling requests for extraordinary assessment, for example Ad hoc rating improvement;
- Checking compliance with curricular plans before the issue of diplomas;
- Preparing **academic certificates** requested by students, including diplomas, diploma supplements and course letters;
- Receiving, instructing and following up on student academic requirements;
- Ensuring the attendance of students and candidates, by phone, email and in person.

Contacts:

For Graduation students: div.a.g.helpdesk@fct.unl.pt; Tel.: +351 212 948 300

For Masters and for non-degree courses students: div.a.mestrados@fct.unl.pt;
Tel.: +351 212 948 300

Location: Building I, Ground Floor

7.3 Events, Student and Graduate Support Division (DEAED)

DEAED provides the necessary support to students and to recent graduates, in terms of internships, job search and extracurricular training:

- Organizes **extracurricular training activities** for students;



- Promotes and supports the **search and attainment of curricular and professional internships** - Manages the UPOP platform (internships platform within the scope of the “Introduction to Professional Practice Program”);
- Provides support to partnership **protocols with companies**, within the scope of Dissertation development;
- Promotes and facilitates the entrance of finalists and recent graduates into the **job market**, acting as a liaison between academic and professional life;
- Manages FCT NOVA Career Center, which works through the [JobTeaser platform](#);
- Promotes an Alumni Management culture.

Contacts:

div.eaed.secretariado@fct.unl.pt; Tel.: +351 212 948 504

Location: Center of Excellence building | 1st Floor

7.4 Planning and Quality Assurance Division (DPGQ)

Among others, DPGQ is responsible for:

- Creating and managing school schedules and exam calendars;
- Providing programs of Curricular Units at the request of students.

Contacts:

div.pqg.secretariado@fct.unl.pt; Tel.: +351 212 949 665

Location: Building I | 1st Floor

7.5 Library

Seen as a fundamental resource for students, professors, researchers and staff, the FCT NOVA Library seeks to facilitate and promote access to a wide range of information resources, providing a working environment suitable for study and research.

Its concern is to provide a set of innovative and flexible services and a challenging cultural programme.

FCT NOVA Library provides: 5 reading rooms | 40 individual study cabinets | 8 group study cabinets | 1 “Laziness” room 😊 | 1 snack-bar and an outdoor patio



In the Library's collection, you will find (in a total of 100,000 documents):

- Technical Books | Scientific and general journals | Literature, Comics | E-books | Movies | Music

The Library services include:

- Assistance | Home loan | Interlibrary loan | Study cabinets booking | Copy and document scanning | Training and support program for teaching and learning | 1 FabLab | Cultural program

Cultural activities promoted by FCT NOVA Library:

- Exhibitions (painting, sculpture, photography, etc.) | Lectures | Cinema | Theater | Workshops

FCT NOVA has an American Corner powered by the United States Embassy in Lisbon.

How does the Library communicates with you?

Website: <https://www.biblioteca.fct.unl.pt/>

Facebook: <https://www.facebook.com/BibliotecaFCTNOVA/>

Instagram: <https://www.instagram.com/bibliotecafctnova/>

Blogue: <http://bibliotecaunl.blogspot.com/>

Newsletter: <https://www.biblioteca.fct.unl.pt/newslettersbiblioteca-fct-nova>

You can visit it here https://www.youtube.com/watch?v=Ga9kq_CkJFY

Email: div.dc.helpdesk@fct.unl.pt; Tel.: +351 212 948 300

Location: Library building

7.6 FabLab

FabLab is a **digital fabrication** station, where you find technological equipment, generally only accessible for mass production, such as:

- 3D Printers
- Laser cutting machine
- Vinyl cutting machine
- Milling machine
- Electronic equipment

You can book this equipment through the library website and there you will also find information about projects and workshops that are promoted throughout the year.



Contacts:

fctfablab.helpdesk@fct.unl.pt; Tel.: +351 212 948 300

Location: Building IV

7.7 E-learning Lab

The E-learning Lab supports teaching activities that use online teaching and learning management systems, so if you have any **questions regarding the functioning of Moodle platform**, this is the service you should contact.

Contacts:

elearning.helpdesk@fct.unl.pt; Tel.: +351 212 948 300

Location: E-Learning Lab building

7.8 General Support Division (DAG)

DAG manages the classrooms computers and multimedia equipments, as well as provides **IT support to students**.

Contacts:

div.ag.helpdesk@fct.unl.pt; Tel.: +351 212 948 300

Location of the computer helpdesk service: Building III

7.9 Vocational and Psychological Support Office (GAVP)

It's GAVP responsibility:

- To carry out Psychological Support and Counseling appointments;
- Welcoming and supporting students in their psycho-environmental integration at the Faculty;
- Provide vocational counseling and psychological support to students;
- Support students in time management and learning methods;
- Support requests for access the Statute of Student with Special Educational Needs, permanent or transitory.

In a Psychology appointment you will be able, in a confidential context, to expose any topic that concerns you or about which you have doubts, with complete freedom and security.



To book an appointment, just send an email to gab.aed.psicologia@fct.unl.pt, or go directly to the GAVP Office. During the pandemic period, first contact us via email or by phone. This FCT NOVA service is **free and confidential**.

Contacts:

gab.aed.psicologia@fct.unl.pt; Tel.: +351 212 948 579

Location: Building III | 1st Floor

8. Safety Instructions | Lost & Found

FCT NOVA Security team is available 24 hours a day, all year.

For questions related to **student card, access to buildings, car access**, you should contact the Security Office at the following address: div.at.sg.helpdesk@fct.unl.pt

Frequently asked questions about cards and access:

<https://www.fct.unl.pt/faculdade/servicos/divisao-de-apoio-tecnico/perguntas-frequentes>

General Safety Instructions

In case of need, please contact:

- Security – 91 60 25 546

In Case of Evacuation Alarm

If you hear the evacuation alarm:

- Follow the instructions given to you by the evacuation teams;
- Use the nearest exits and head to the meeting point;
- Never go back;
- Do not use the elevators;
- Wait for instructions at the meeting point.

In case of fire

If you detect fire or smoke, proceed as follows:

- Keep calm;
- Activate the alarm by pressing the nearest button (it's signaled);
- Use the fire extinguisher or hose to extinguish the fire (if you are able to do so);



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- Inform Security (91 60 25 546);
- Leave the site;
- Use the nearest exits and head to the meeting point;
- If there is smoke, and you have no visibility, crawl out of the place;
- If you feel that the door is hot, do not open it: there may be fire or smoke on the other side! look for another exit (follow the exit signs);
- Close doors and windows when leaving;
- Don't go back;
- Do not use the elevators;
- Wait for instructions at the meeting point.

During an earthquake

- Remain where you are;
- Stay away from windows, mirrors, etc.;
- Take shelter under a table or next to a door jamb until the shaking stops.
- After the shock:
 - Go outside, in case you are inside a building;
 - Do not use the elevators;
 - Don't go back;
 - Protect yourself from falling objects;
 - When you arrive outside, wait for instructions at the meeting point.
 - Don't smoke, don't make fire, don't flip switches.

In case of accident/sudden illness

If you detect an injured person or a victim of sudden illness, proceed as follows:

- Assess the seriousness of the situation;
- If you consider it necessary, request external emergency assistance through the number 112;
- If you feel qualified, and without taking unnecessary risks, provide first aid to the victim;
- Inform Security (91 60 25 546), transmitting the following information clearly and precisely:
 - The type of situation (illness, accident, etc.);
 - The exact location of the emergency;



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- The number of victims and the apparent age;
- Main complaints and symptoms you observe in the victim;
- The existence of any situation that requires other means, for example, the release of gases, danger of fire, etc.

If you lose an item on campus, go to the main entrance of FCT NOVA, because someone may have found it and delivered it to Security ("Lost & Found").

Contacts:

div.at.sg.helpdesk@fct.unl.pt; Tel.: +351 212 948 597

Security administrative services location: Center of Excellence building | 1st Floor

Security Team: FCT NOVA main entrance

9. FCT NOVA Students Association (AEFCT)

AEFCT was founded in 1979, with the aim of **defending the rights and interests of the 8 000 students** of FCT NOVA.

During the last decades, AEFCT has had a leading role, at a national and international level, within the scope of its purposes, being nowadays one of the most credible and respectable associations. It had a big part in the growth of the associative movement, contributing to the improvement of both Portuguese and European higher education, as well as of the youth movement.

AEFCT gathers **42 Student thematic groups** (Cultural, Pedagogical and Recreation focused on different areas) and **10 Sports Teams** (Men's Handball, Women's Basketball, Men's Basketball, Football 11, Women's Volleyball, Men's Volleyball, Women's Futsal, Men's Futsal, Archery, Esports).

AEFCT has a program to support help requests from Students who are facing difficulties – SOS Estudante. Requests must be made through the email: sosestudante@ae.fct.unl.pt

Contacts:

info@ae.fct.unl.pt; Tel.: +351 212 949 678;

Website: www.ae.fct.unl.pt/

Facebook: ([@AEFCT](#));

Instagram: ([@aefct](#));

Sports Instagram ([@desportoaeafct](#));



LinkedIn (www.linkedin.com/company/aefct-unl/);

Canal de Youtube - AEFCT TV (bit.ly/aefcttv);

Opening hours: Monday to Friday: 9h30 - 14h30 | 15h30 - 18h00

Location: Hangar I

10. University Social Services (SASNOVA)

SASNOVA are the University's services that guarantee equality of opportunities and the well-being of NOVA students, ensuring non-academic areas such as access to **scholarships, food, accommodation (Student Residences) and health**, as well as encouraging and promoting their participation in **cultural and sports activities**.

APP SASNOVA

SASNOVA has its Mobile Application (APP), which is available for Android (at the Play Store) and IOS (APP Store). The APP allows you to know the services and activities of SASNOVA, as well as to receive notifications with news and to consult FAQs available for students.

Meet SASNOVA in <https://sas.unl.pt/>

Contacts:

sasnova@unl.pt; Tel.: +351 213 715 600

Location: NOVA Rectory (Travessa Estevão Pinto, Campus de Campolide, 1099-032 Lisbon)

11. Sustainability @FCT NOVA

FCT NOVA is committed to aligning its activities and responsibilities with the [United Nations 2030 Agenda for Sustainable Development](#), contributing to the Sustainable Development Goals (SDGs). The training of highly qualified and critically-minded people, aware of socio-environmental problems, capable of leading changes, and the development of research and innovation that make the planet **+ Sustainable**, are the main pillars of our commitment.

Get to know the “**Sustainable FCT NOVA – Guide to Good Practices**” at:
<https://www.fct.unl.pt/faculdade/fct-nova-sustentavel/publicacoes> (PT)



12. Emergency contacts

In the event of an accident or emergency, it's important to know who to contact and what to say. You can use these contacts anywhere in Portugal. All three-digit numbers are free, as are all numbers starting with 808.

NATIONAL EMERGENCY SERVICES:

| Services | Number |
|--|--------------------|
| National Emergency Number | 112 |
| Police | 112 |
| Firefighters | 112 |
| Medical Emergency | 112 |
| Forest fires | 117 |
| Saúde 24 (Medical assistance by phone) | 808 242 424 |
| Anti-poison | 808 250 143 |
| Sea rescues | 214 401 919 |
| Maritime police | 210 911 100 |

EMERGENCY TERMS AND PHRASES

| English | Portuguese | Phonetic transcription |
|------------------------|----------------------------------|-----------------------------------|
| I have had an accident | <i>eu tive um acidente</i> | 'ew 'ti.vi 'ū e.si.'dē.ti |
| This is an emergency | <i>é uma emergência</i> | 'e 'u.mə i.mir.'gẽ.sɪ.e |
| I need an ambulance | <i>preciso de uma ambulância</i> | pri.'si.zu dī 'u.me ū.bu.'tẽ.sɪ.e |
| I need a doctor | <i>preciso de um médico</i> | pri.'si.zu dī 'ū 'mē.di.ku |
| I need the police | <i>chamar a polícia</i> | ʃe.'mar a pu.'tì.sɪ.e |
| Heart attack | <i>ataque cardíaco</i> | e.'ta.ki kar.'di.e.ku |
| Very sick | <i>muito doente</i> | 'mūj.tu du.'ẽ.ti |
| Unconscious | <i>inconsciente</i> | ĩ.kõʃi.'ẽ.ti |



NOVA SCHOOL OF
SCIENCE & TECHNOLOGY

| | | |
|--------------------------------|--|---|
| Where is the nearest hospital? | <i>onde é o hospital mais próximo?</i> | 'õ.dé 'é u oſ.pi.'taſt 'majſ 'pró.ʃi.mu? |
| Is there a pharmacy near here? | <i>há uma farmácia aqui perto?</i> | 'a 'u.me far.'ma.si.e e.'ki 'per.tu? |
| Call the fire services | <i>chamar os bombeiros</i> | ſe.'mar uʒ bõ.'bej.ruʃ |
| I have had a car accident | <i>eu tive um acidente de carro</i> | 'ew 'ti.vi 'ú e.si.'dẽ.ti dí 'ka.ʁu |
| I have been robbed/mugged | <i>eu fui assaltado</i> | 'ew 'fuj e.saſt.'ta.du |

CHAPTER 1 – INTERNATIONAL STUDENTS (Graduation)

<https://studyatfctnova.fct.unl.pt/>

1. PRÉ-APPLICATION

At any time, even before the opening of the applications, you can make a pre-application to our graduation courses. Pre-application form available on the website

<https://studyatfctnova.fct.unl.pt/elementor-1947/>

2. APPLICATION

First, check our website for information about:

- International student statute
- Access and admission conditions
- Necessary documents
- Knowledge verification tests (admission exams)
- Tuition fees and school insurance
- Application fee
- Bank transfer

To formalize the application online, you must access the platform CLIP

https://clip.unl.pt/candidatura/normal_internacional



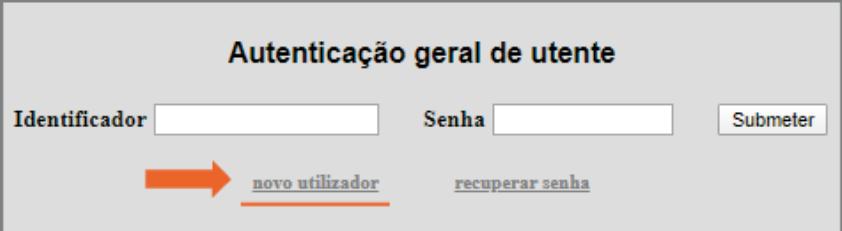
Subsequently, you will receive, in the email you used to register, the credentials to access the system and carry out your application.

CANDIDATURAS ON-LINE

Autenticação geral de utente

Identificador **Senha** **Submeter**

➡ [novo utilizador](#) [recuperar senha](#)



Keep in mind the email you used when you registered on the platform, as it is with this email that you can recover your credentials, if necessary. For more information on how to recover the CLIP access password, go to [\(PT\)](https://www.div-i.fct.unl.pt/faq/como-recuperar-senha-de-acesso-ao-clip)

3. APPLICATION

At the end of the application period, the selection of candidates will be carried out, and the placed students will receive information from the International Relations Division (DRI), followed by a message from the Academic Division (DA) with the necessary guidelines to make the enrollment.

4. AFTER ENROLLMENT

After enrollment, you will receive the following information in the email account with which you registered in CLIP:

- Login access to all FCT NOVA information systems, namely, the academic system (CLIP), FCT NOVA email account, Wireless on campus, etc;
- Link to CLIP to obtain your provisional student card;
- Link to access payment information for the registration fee, school insurance and tuition fees (note: you have 5 days to make the payment. After that period, you will also have to pay late payment interest);
- Link to access your school Schedule.



The registration certificate and declaration for the Sub23 Pass (public transport) will be made available later in your CLIP student area. You will receive an email message to notify you.

5. SCHOOL CALENDAR

In <https://www.fct.unl.pt/estudante/informacao-academica/prazos>, you can access to information about the school calendar, as well as other (very) important dates and deadlines. On the FCT NOVA website (tab “Student”), you can access more useful and important information for students.

6. INTERCALAR PERIOD (BETWEEN SEMESTERS)

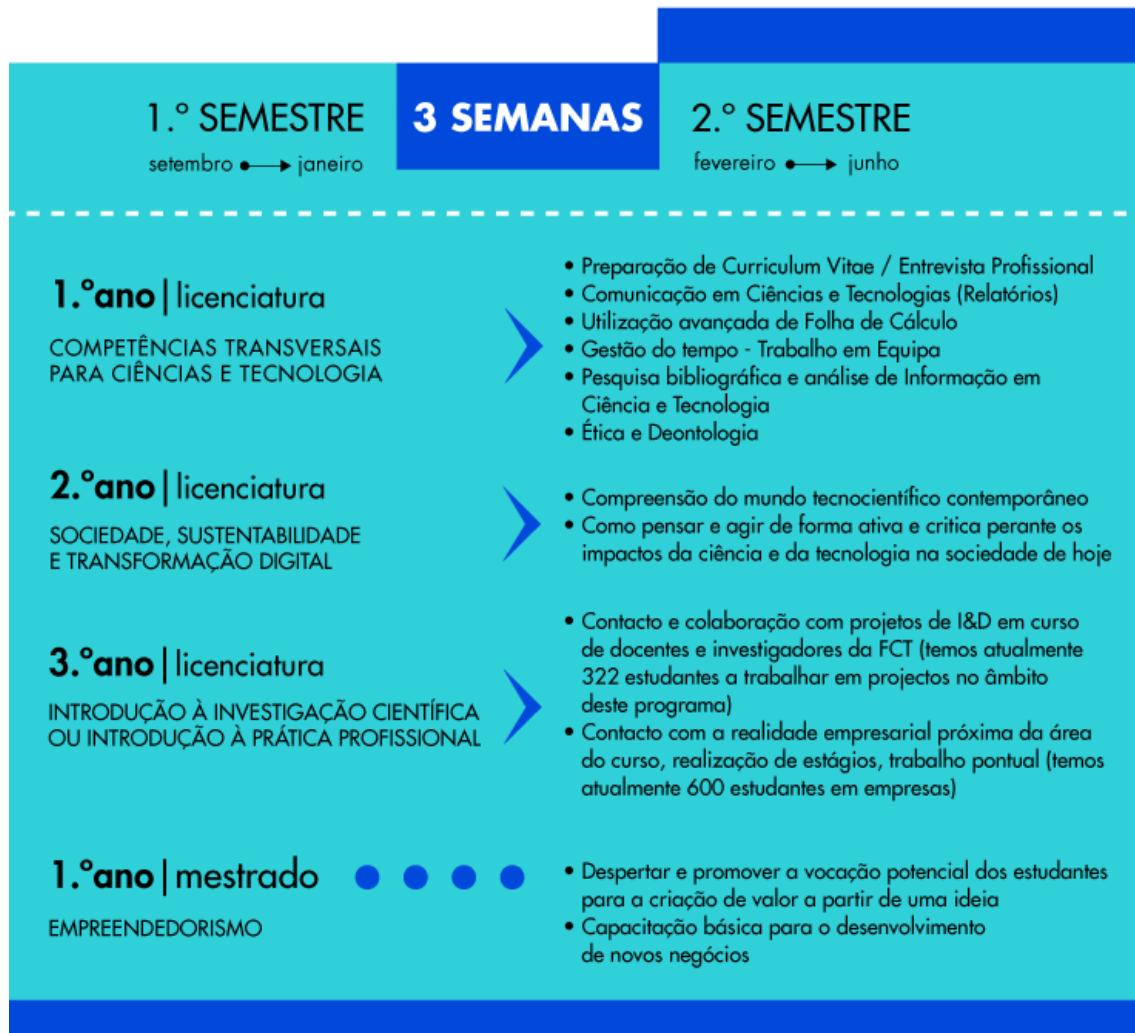
FCT NOVA pays constant attention to the employability of its students and favors the adaptation to the job market conditions. The assessment of knowledge became continuous, reducing the time of the school year spent on exams. The new school calendar now has a period between semesters (“Período Intercalar”) to provide students with new skills. This approach, called “FCT Curriculum Profile”, is materialized by a set of transversal characteristics to all courses (Bachelor's and Master's Degrees) which, like in the great international schools, constitutes a distinguishing mark of the Faculty, resulting from the quality and the relevance of the new skills acquired.

Mainly, “FCT Curriculum Profile”, reinforced the training that is currently provided, with complementary skills, better preparing students through new mandatory curricular units. It should also be noted that, through the Curriculum Profile, all students (except PhD students) have “free” ECTS (6 in Bachelors and Masters) which they must undertake in a different area of study from the course they are attending, with the aim of broadening their training horizon.

During the “Período Intercalar”, students also have the possibility to attend other activities (that are increasingly valued by employers), aiming to complement their skills, at very competitive prices. These extracurricular training activities are organized by the Events, Student and Graduate Support Division (DEAED).



PERFIL CURRICULAR



7. ACADEMIC MANAGEMENT SYSTEM (CLIP)

CLIP is the FCT NOVA academic management platform where, from the moment you register, all information about your academic path is available. It will also be the platform where you can access everything about the curricular units, schedules, tests, exams and other information about classes.

You can enter CLIP by accessing the official FCT page <https://www.fct.unl.pt/> and, in the footer, click on "CLIP":



NOVA SCHOOL OF
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| ESTUDAR | VIVER | DESCOBRIR | CONHECER |
|--------------------------------------|-------------------------------|--------------------------|------------------------------------|
| Licenciaturas e Mestrados Integrados | Associação dos Estudantes | Portal do Docente | NOVA.ID.FCT |
| Mestrados | Associação dos Antigos Alunos | Portal de Eventos | Universidade Nova de Lisboa |
| Doutoramentos | Casa do Pessoal | Portal de Sites | Serviços de Ação Social |
| Diplomas de Estudos Pós-Graduados | FACIT | Portal do Alojamento | Planta do Campus |
| Diplomas de Estudos Avançados | Informações de Segurança | Integração na Vida Ativa | Como chegar |
| FAQs | Calendário escolar | | Consórcio de Escolas de Engenharia |

[Login](#) [CLIP](#) [Moodle](#) [Laboratório de e.Learning](#) [Webmail](#) [RGPD](#)

Or access directly in: <https://clip.unl.pt>

If you want, you can change the CLIP access password:

As soon as you open CLIP, the following Authentication screen appears, where you will use the identifier and password (which you received at the time of registration):

Autenticação geral de utente

Identificador Senha Submeter

[Esqueceu-se da senha?](#)

After entering CLIP, click on:

Autenticação

Then, fill in:

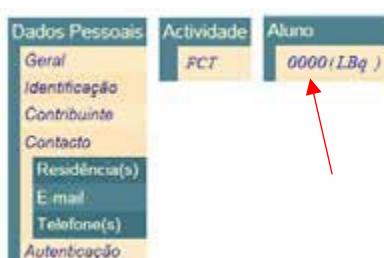
| | |
|---------------------------|--------------------------|
| Senha actual | <input type="password"/> |
| Nova senha | <input type="password"/> |
| Confirmação da nova senha | <input type="password"/> |
| Alterar | |

8. SCHOOL SCHEULE

Your schedule, and only in your 1st semester, is made by our services because, as you are still a freshman and do not know our system, it would not be easy for you to make schedules and choose shifts.

To see your timetable, you will have to access CLIP and follow these steps:

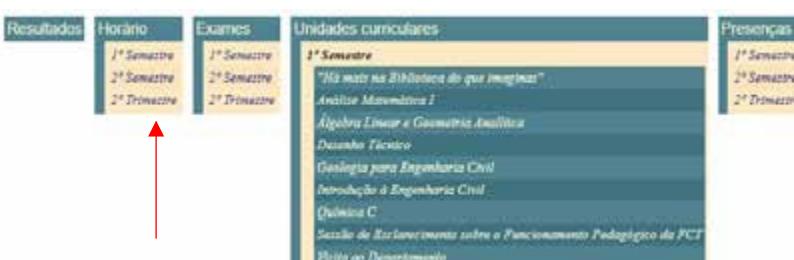
Select the student number;



In “Ano Letivo”, select the school year you’re attending;



In “Horário”, select the semester;



And there you have your school schedule (the options “Completo” and “Turmas” are supplementary information):

| Excluído | | Completo | | Turmas | | | |
|----------|-------|--|--|--|---|---|--------|
| 8:00 | 9:00 | | | | | | Sábado |
| 9:00 | 10:00 | GEC 1.1 Ed 1: 1.5 Ed.I | | IEC tp.1 Ed 4: 204 Ed.IV | GEC p.1 Ed 9: 3.36 IX | QC tp.3 Ed 7: 3.4 Ed.VII | |
| 10:00 | 11:00 | ALGA 1.9 Ed 7: 1.0 Ed.VII | | AM 1 p.21 Ed 7: 1.12 Ed.VII | AM 1 p.21 Ed 7: 1.2 Ed.VII | ALGA p.18 Ed 7: 3.5 Ed.VII | |
| 11:00 | 12:00 | QC tp.3 Ed 9: 3.36 IX | IEC tp.1 Ed 8: 3.9 Ed.VIII | ALGA p.18 Ed 7: 1.7 Ed.VII | AM 1 tp.3 Ed 7: 1.8 Ed.VII | AM 1 tp.3 Ed 7: 1.9 Ed.VII | |
| 12:00 | 13:00 | | | AM 1 tp.18 Ed 7: 1.8 Ed.VII | | | |
| 13:00 | 14:00 | | | | | | |
| 14:00 | 15:00 | ALGA 1.9 Ed D: 2.2 Ed.Depart. | DnaTcs tp.1 Ed 9: Lab 3.17 IX | | | | |
| 15:00 | 16:00 | | | | | | |
| 16:00 | 17:00 | | | | | | |
| 17:00 | 18:00 | | | | | | |

ATTENTION: Freshmen students (new students) are placed in classes to be equally distributed among the available shifts of the 1st year, 1st semester course units (and only for the 1st year, 1st semester!) . For the remaining semesters, each student has to choose his/her schedule, according to the shift drawing system existing at FCT NOVA.

If you find yourself in a particular situation where your schedule does not suit some activity you already have, you should not make any change to the schedule for yourself, even if you need to change it. If you need to make a change, please contact the responsible service, DPGQ, by email div.pqg.secretariado@fct.unl.pt so that we can analyze your request and try to find the best option available for you.

How to choose the schedule (from the 2nd semester of the 1st year):

To clarify questions related to schedules and others, consult the FAQs (Frequently Asked Questions) available online at <https://www.fct.unl.pt/faq>. If you still have any doubts, contact DPGQ (div.pqg.secretariado@fct.unl.pt; Tel.: +351 212 949 665; Building I | 1st Floor).

9. FCT NOVA STUDENT CARD

Student Card – This card gives you access to student parking lots, buildings on campus, among other features. After your enrollment is completed, your student card will be printed and sent to your department. Wait a few days after registration and ask for it in the administrative office of your course Department. In order to issue the Student Card (non-banking card), your photo must be included in CLIP.

Bank Student Card – This card has the same features as the non-banking card, but is associated to a bank account at Caixa Geral de Depósitos (CGD) Bank, with which FCT NOVA works, so it is also a debit card. To request it, you must go to your CLIP area and click on “CGD”:

| | | | | |
|----------------|--|--|--|--|
| Dados pessoais | Acto administrativo | Acto curricular | Situação Académica | Ano lectivo |
| | Situação escolar Estatutos Especiais Certificados académicos Pagamentos académicos Propinas e dados para pagamento Seguro escolar Taxa de inscrição Consulta de faturas Ficha do aluno Ficha de matrícula Senha do aluno - por email Documentos Documentos académicos Emissão do cartão do aluno Ficha do utente Cartões CGD ← Nota informativa - cartão de estudante Modelo 43 Passe Sub 23 Ficha RAIDES | Concessão Sub-curso Creditações Créditos avulso Dispensas e Impedimentos Autorização para época especial Consulta de antigas equivalências automáticas Actividades extra-curriculares Obtenção de Unidades Externas Mudança Inscrição Escolar - Anterior Lectiva Extra curricular Fora da edição Turnos Exame Melhoria de nota Melhoria ad-hoc Época especial Época extraordinária | Resumo Progressão Plano de estudos Áreas curriculares Unidades curriculares Plano atual Plano anterior 2018/19 [2250] | 2021/22 2020/21 |

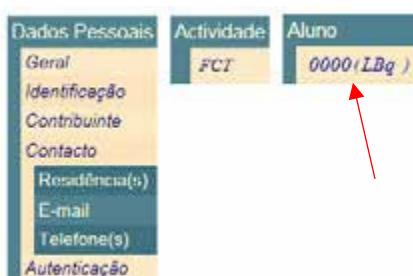
Then, read the “Nota Informativa (PT)”, finish filling in “Modelo 43”, and click on “Enviar CGD”, which is at the end of Modelo 43:

CGD issues the card and sends it to our Security Office who, in turn, will let you know that it is ready and that you can pick it up at the administrative office at your course Department.

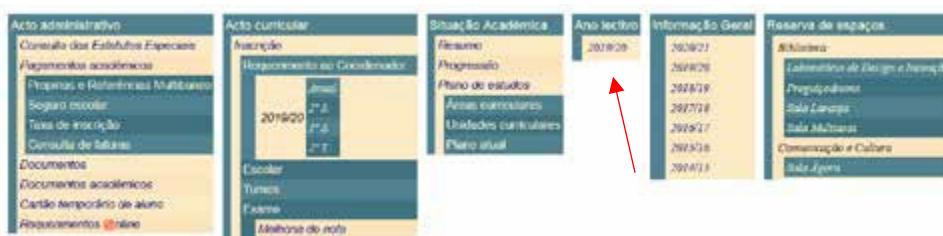
10. HOW TO ACCESS THE CURRICULAR UNITS PAGES

When you registered, you were automatically enrolled in the 1st year curricular units (UC). To access the UC pages, in CLIP, do as it follows:

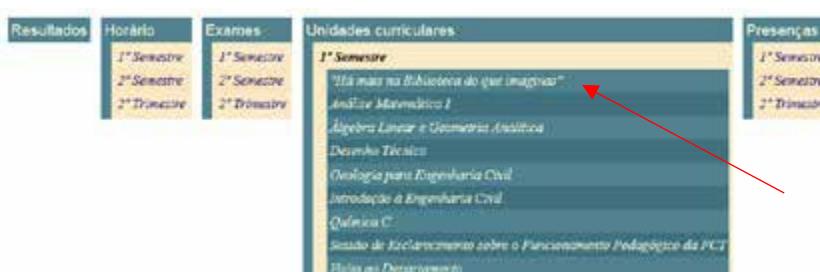
Select the student number:



Select the school year ("Ano Letivo") you attend:



In "Unidades Curriculares", are listed all the UC in which you are enrolled; just have to select the one you want to consult:



The page of each UC will be similar to this example. On the left side stands all the necessary information about the UC; it will also be where the teachers will put information, exercises, support texts, and where the dates of tests and exams, as well as your grades, will be made available.

The screenshot shows a detailed view of a University Course (UC) page. The top navigation bar includes links for 'Avaliação', 'Ficha', '2020/21', 'Unidade de ensino', '1º Semestre', and 'Análise Matemática I'. The main content area is titled '(11594) Análise Matemática I (AM1)'. It contains sections for 'Características', 'Descrição geral', 'Objetivos', 'Requisitos', 'Competências', 'Programa didático', 'Bibliografia (2019)', 'Bibliografia de consulta (2019)', 'Democratização da aprendizagem das competências programáticas (DACP)', 'Programa (XADS)', 'Parâmetros', 'Introdução', 'Tabelas de aulas', 'Métodos de ensino', 'Métodos de avaliação', 'Metodologias de ensino (2019)', 'Democratização da aprendizagem das competências de aula (2019)', 'Cronograma', 'Escala de comprovação', 'Organização', and 'Ficheiro'. A sidebar on the left lists 'ESTUDAR' (Licenciaturas e Mestrados Integrados, Mestrados, Doutoramentos, Diplomas de Estudos Pós-Graduados, Diplomas de Estudos Avançados), 'VIVER' (Associação dos Estudantes, Associação dos Antigos Alunos, Casa do Pessoal, FACIT, Informações de Segurança, Calendário escolar, FAQs), and 'DESCOBRIR' (Portal do Docente, Portal de Eventos, Portal de Sites, Portal do Alojamento, Integração na Vida Ativa). The right side features a 'Pasta Exame e Melhorias de Teste' section with a note about exam and improvement materials being available in the 'Testes' or 'Exames' folder. A red arrow points to the 'Webmail' link at the bottom of the footer.

11. STUDENT INSTITUTIONAL EMAIL

From the moment you enrolled, you will have a student institutional email address, which will be the official communication channel with FCT NOVA. To access the email, you can click on "Webmail" in the footer of FCT NOVA website:

| ESTUDAR | VIVER | DESCOBRIR | CONHECER |
|--------------------------------------|-------------------------------|--------------------------|------------------------------------|
| Licenciaturas e Mestrados Integrados | Associação dos Estudantes | Portal do Docente | NOVA.ID.FCT |
| Mestrados | Associação dos Antigos Alunos | Portal de Eventos | Universidade Nova de Lisboa |
| Doutoramentos | Casa do Pessoal | Portal de Sites | Serviços de Ação Social |
| Diplomas de Estudos Pós-Graduados | FACIT | Portal do Alojamento | Planta do Campus |
| Diplomas de Estudos Avançados | Informações de Segurança | Integração na Vida Ativa | Como chegar |
| FAQs | Calendário escolar | | Consórcio de Escolas de Engenharia |

== Login == CLIP == Moodle == Laboratório de eLearning == Webmail == RGPD

f in tw y o



Or access directly in <https://www.gmail.com>

To fill in the “email” field, you must use the CLIP identifier that was provided to you at the time of registration, as follows: (your CLIP identifier)@campus.fct.unl.pt, and the “password” will be the same as the one you use to access CLIP.

This is the only email you should use to communicate with FCT NOVA (academic services, professors, Pedagogical Council, etc.).

12. ISSUANCE OF CERTIFICATES AND DECLARATIONS

In your student area, on CLIP, you have a link to make these requests. These documents will be made available automatically. You will receive an email message notifying you when they are available in your area in CLIP.

For any questions, contact the Academic Division:div.a.g.helpdesk@fct.unl.pt

13. TUITION FEES

The annual fee can be paid in full at the beginning or in 10 monthly instalments.

Tuition fees are paid electronically. For more information, go to:

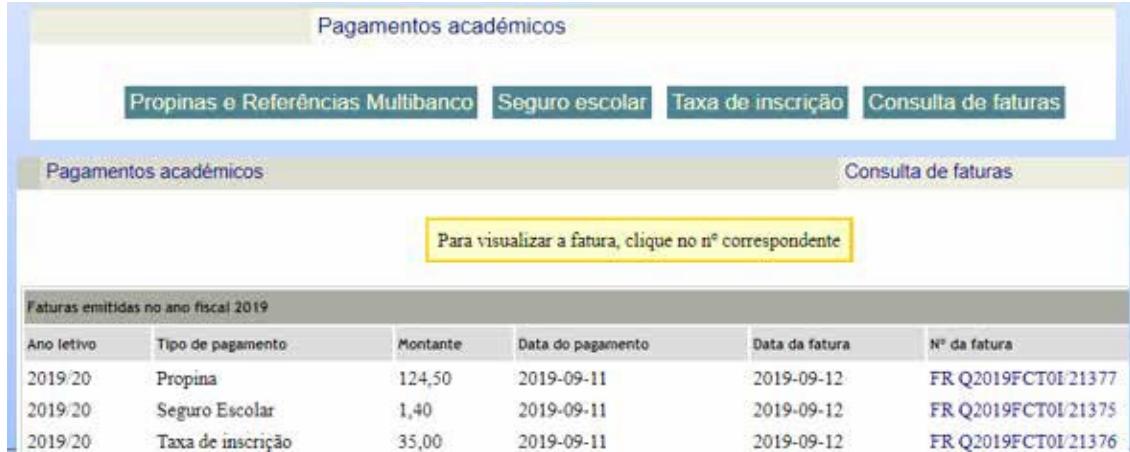
https://www.fct.unl.pt/sites/default/files/condicoes_particulares_multibanco_para_clientes.pdf (PT)

To find out how to get the payment information of your tuition fees, access your student área in CLIP:





In CLIP you can also access the tuition invoices and the correspondents proof of payment:



The screenshot shows the 'Pagamentos académicos' (Academic Payments) section of the CLIP system. At the top, there are four tabs: 'Propinas e Referências Multibanco', 'Seguro escolar', 'Taxa de inscrição', and 'Consulta de faturas'. Below the tabs, there are two main sections: 'Pagamentos académicos' (Academic Payments) on the left and 'Consulta de faturas' (Invoice Inquiry) on the right. A yellow box highlights the text 'Para visualizar a fatura, clique no nº correspondente' (To view the invoice, click on the corresponding number). Below this, a table lists 'Faturas emitidas no ano fiscal 2019' (Invoices issued in the 2019/20 academic year). The table columns are: Ano letivo (Academic Year), Tipo de pagamento (Payment Type), Montante (Amount), Data do pagamento (Payment Date), Data da fatura (Invoice Date), and Nº da fatura (Invoice Number). The data shows three entries: Propina (124,50), Seguro Escolar (1,40), and Taxa de inscrição (35,00).

| Ano letivo | Tipo de pagamento | Montante | Data do pagamento | Data da fatura | Nº da fatura |
|------------|-------------------|----------|-------------------|----------------|---------------------|
| 2019/20 | Propina | 124,50 | 2019-09-11 | 2019-09-12 | FR Q2019FCT01/21377 |
| 2019/20 | Seguro Escolar | 1,40 | 2019-09-11 | 2019-09-12 | FR Q2019FCT01/21375 |
| 2019/20 | Taxa de inscrição | 35,00 | 2019-09-11 | 2019-09-12 | FR Q2019FCT01/21376 |

It's advisable to pay the tuition fees within the established deadlines (10 monthly installments) as listed in your student area, in CLIP. Late payments will incur in interest charging.

14. STATUTE OF INTERNATIONAL STUDENT UNABLE TO TRAVEL TO PORTUGAL

If you are waiting for your visa to be issued in your country of origin, you must request the Statute of International Student unable to travel to Portugal. This request is made through CLIP, as follows:

Click in “Requerimentos @nline”:



The screenshot shows a grid of links in the NOVA CLIP system. The 'Requerimentos @nline' link is highlighted with a red arrow pointing to it. Other links include: Acto administrativo, Consulta dos Estatutos Especiais, Pagamentos académicos, Propinas e débitos para pagamento, Seguro escolar, Taxa de inscrição, Consulta de faturas, Documentos, Documentos académicos, Cartão temporário de aluno CGD, Nota informativa - cartão de estudante, and Requerimentos @nline.



Click in “Submeter Novo Requerimento”:

The screenshot shows a light gray header bar with the text "Requerimentos online". Below it is a white rectangular box containing the text "(lista vazia)". In the bottom right corner of this box is a small button labeled "Submeter Novo Requerimento". A red arrow points from the text above to this button.

Select the request you want to make:

The screenshot shows a light gray header bar with the text "Requerimentos online" and a blue sub-header "Novo requerimento". Below this is a white form area with a dropdown menu titled "Tipo de requerimento:". The dropdown menu lists several options, with the last one, "Pedido de estatuto de 'Estudante com Necessidades Educativas Especiais'" (Request for the "Student with Special Educational Needs" statute), highlighted in blue. A red arrow points from the text above to the dropdown button.

Fill out the online form and don't forget to attach **proof** that you have already requested the issuance of the visa.

At any time, you can see the status of the request. Attention: the decision upon the request is only made available on this link (it's never communicated by email).

15. STUDENT-WORKER STATUTE

You can have this statute if you comply with the conditions set by the dispatch that regulates this process - available at <https://www.fct.unl.pt/estudante/informacao-academica> (PT). For this you must submit, within the stipulated deadlines, an online request with the title “ETE”, in CLIP. In the previous topic you can see how to access the online requests.

16. OTHER STATUTES APPLICABLE TO STUDENTS

Go to <https://www.fct.unl.pt/estudante/informacao-academica/estatutos-aplicaveis-aos-estudantes> (PT) to find out about other statutes which students in certain situations can benefit from, as well as the conditions and procedures to be taken into account to obtain them.



17. EVALUATION SYSTEM

FCT NOVA has a Knowledge Assessment Regulation, which can be consulted at https://www.fct.unl.pt/sites/default/files/regulamento_avaliacao_revisao_julho_2020_versao_final_31-07-2020_alt1_04-11-2020_17-11-2020.pdf (PT)

18. INTERRUPTION OF STUDIES

In the year of admission, it's not possible to suspend the enrollment, but then you can request the so-called Temporary Interruption of Studies, which is valid for an entire academic year and can only be granted once. There are deadlines for these requests. You can consult them at <https://www.fct.unl.pt/estudante/informacao-academica/prazos>

19. CHANGE OF COURSE

The law does not allow you to apply for a course change in the academic year in which you were admitted. From the following year, you can apply for a transfer (course or institution). You will have to consult the regulation, calendar and vacancies at the institution where you intend to move. If you just want to change course within FCT NOVA. The information is available at <https://www.fct.unl.pt/ensino/candidato/reingressos-mudanca-de-par-instituicao-curso> (PT)

20. DOUBTS ABOUT THE COURSE OR CURRICULAR UNITS

To clarify any doubts that are directly related to your course, you should contact the Course Coordinator. Course Coordinators' emails are composed of: course acronym.coordenador@fct.unl.pt (example: lec.coordenador@fct.unl.pt). If you have any questions related to a specific Curricular Unit (UC), we advise you to contact the UC professor directly.



CHAPTER 2 – MOBILITY STUDENTS (INCOMING)

1. ADMISSION CONDITIONS

In order to be an exchange student at NOVA School of Science and Technology, there must be a bilateral agreement between FCT NOVA and your University. Check with your higher education institution if there is an agreement and if it is active.

After we receive your nomination from your University, we will contact you and send you the correct forms according to your Mobility Program (Erasmus, Exchange under Interinstitutional Agreement, ICM, Almeida Garrett). However, we inform you that to formalize your application you must send:

- Studies or Traineeship Agreement - Completed by computer (not handwritten), signed by you and also signed and stamped by your University;
- Academic Transcript - With the list of subjects and grades you have obtained, duly signed and stamped by the academic services of the Home University;
- Language Certificate B1 of ENGLISH or Language Certificate A2 of PORTUGUESE.

Documents must be sent to div.ri.incoming@fct.unl.pt, duly signed and stamped by the student's home institution.

We do not need the original documents. If your university needs to have the original documents signed and stamped, you should bring the documents with you when you start your mobility period.

2. NOMINATION AND APPLICATION

1st Semester and Full Year:

- Deadline for sending nominations – 31 May
- Deadline for submitting applications – 30 June

2nd Semester:

- Deadline for sending nominations – October 31
- Deadline for submitting applications – 30 November



You should apply as soon as possible and plan your stay in Portugal carefully and in advance.

To do this, you should contact the Mobility Office of your University, where you will get information on the steps you should follow to start your mobility project. You should consult your Coordinator, who will help you prepare your study plan or internship. To correctly fill in your Studies or Traineeship Agreement, you must use the Portuguese designation of the subjects you intend to study and, for that, you must consult their programs. This information is available in Portuguese and English at GUIA UNL (<https://guia.unl.pt/en/2022/fct>).

You must send, by e-mail, to the International Relations Division (div.ri.incoming@fct.unl.pt) the Learning Agreement, Academic Transcript, language certificate and identity card or passport. Then you must wait for the confirmation that your application has been accepted. If so, you will receive the signed Learning Agreement and the Letter of Acceptance.

3. LANGUAGE OF INSTRUCTION

At NOVA School of Science and Technology, all courses are taught in Portuguese. In the 2nd and 3rd cycles, the teachers will provide some support in English to foreign students.

At FCT NOVA, mobility students must present a language certificate during the application, B1 of English or A2 of Portuguese. However, in order to be able to communicate properly and attend classes successfully during the study period, we recommend the English B2.

4. FCT NOVA CLASSIFICATION SYSTEM AND ECTS SCALE

The final grade in the Portuguese classification system is the weighted average calculated based on the ECTS credits of the grades obtained in all curricular units. To successfully complete each unit, the student must score a minimum of 10, on a scale of 0 to 20.

The attribution of an ECTS classification – European scale – to a curricular unit or to the complete degree program is based on the distribution of grades obtained by students who have successfully completed that curricular unit or degree in the previous three years. The total number of students who completed the unit or graduated from the degree within this period must be equal to or greater than thirty. If this number is not reached, the period can be extended to up to five years. If it is impossible to reach the minimum of the sample, the use of the ECTS



scale is replaced by the application of a table produced based on information about grades in all curricular units and degree programs of the same cycle at NOVA School of Science and Technology, in the previous three (or five) academic years.

The following table is a specific example applied to a particular student, in a particular program, in a particular year:

ECTS rating scale

A 10 [16 - 20]

B 25 [14 - 15]

C 30 [13 - 13]

D 25 [12 - 12]

E 10 [10 - 11]

5. BEFORE LEAVING YOUR COUNTRY

Mobility students must bring the following documentation with them:

- Identification (passport or ID card);
- Learning Agreement or document proving the grant (proving that you are a mobility student);
- European Health Insurance Card, or medical insurance;
- A recent photograph (passport size).

6. ARRIVING AT FCT NOVA

Try to arrive on a working day and during working hours. This will make contact easier with people who can help you if you need it.

Everyone in Portugal, regardless of nationality, is advised to always carry a photocopy of their identity card or passport. At the request of the authorities, everyone must prove their identity.

Upon arrival at NOVA School of Science and Technology (FCT NOVA), you will have to present yourself at the International Relations Division (DRI) where you will receive full support and where we can put you in contact with your Erasmus Coordinator if applicable, or with the Course Coordinator or Internship Supervisor.



Through DRI, you will be registered and enrolled in the chosen courses. Later, you will receive a student number and a student card, which entitles you to everything that a Portuguese student is entitled to, such as: access to canteens, libraries, documentation centres, as well as discounts on books, tickets for concerts, museums, cinema, etc.

7. MOBILITY PROGRAMS IN WHICH FCT NOVA PARTICIPATES

- Erasmus – SMS (Estudos) e SMT (Estágio)
- International Credit Mobility (ICM)
- Almeida Garrett
- Intercâmbios ao abrigo de Acordos Interinstitucionais

Each program has its own set of procedures as well as specific forms for formalizing the application. You should contact DRI for specific information about each program.

All mobilities, to be accepted, must start with a nomination, regardless of the program, so you should always start by consulting the mobility office of your home institution.

After your university makes your nomination with FCT NOVA you will receive a contact from DRI via email.

8. CHANGES TO THE STUDY PLAN

You can make changes to the initial study plan even when it has already been approved and signed by all parties (3 signatures). The deadline for making changes is 30 days after the start of classes. You should consult the FCT page and download the form for this purpose or request it from DRI.

9. PORTUGUESE LANGUAGE COURSE FOR ERASMUS STUDENTS

The Portuguese language course for Erasmus students takes place in another NOVA School, the NOVA School of Social Sciences and Humanities (FCSH), in Lisbon, at Av. de Berna, nº 26 C (near Praça de Espanha).

There are 2 possibilities to learn Portuguese at FCSH:

- Summer Courses: take place during the month of July and are intensive Portuguese Language and Culture Courses with different levels of attendance.



- Portuguese Language Course: Starting at the beginning of each semester; with classes 2 times a week, all semester long. This Portuguese Language Course corresponds to 6 ECTS.

For more information, including prices, please take a look at the following link:
<http://ple.fcsh.unl.pt/en/start/>

10. FCT NOVA CONTACTS

International Relations Division:

Email: div.ri.incoming@fct.unl.pt

Mobility team (Incoming): +351 212 947 827

Appendix I – LIVING IN PORTUGAL

RESIDENCE PERMIT AND VISA

(THIS INFORMATION DOES NOT REPLACE THE CONSULTATION OF THE LEGISLATION IN FORCE AT THE TIME OF DEPARTURE, THROUGH THE OFFICIAL MEANS OF THE FOREIGN AND BORDERS SERVICES (SEF – SERVIÇO DE ESTRANGEIROS E FRONTEIRAS), AS WELL AS THE INFORMATION AVAILABLE IN PORTUGUESE EMBASSIES AND CONSULATES)

If you intend to come to Portugal and you are a national of a country subject to a visa requirement for entry into the Schengen area, you must gather information about which visa or residence permit is required to legally enter and remain in the country. The need for a visa to enter Portugal depends on the nationality and purpose of stay.

For specific information, contact the SEF (Foreigners and Borders Service): <https://imigrante.sef.pt/en/>. It is also advisable to contact the Portuguese Embassy or Consulate in your area of residence, or the Embassy of a Schengen country that represents Portugal for this purpose, to obtain the necessary information about the procedures and documentation that you will have to deal with in order to come to our country with everything right.



Before coming to Portugal, you need to find out which visa or residence permit you need to legally enter and stay in the country. Portuguese immigration differs depending on your nationality, the purpose of your stay and your intended length of time in Portugal. Whether you need a visa for Portugal depends on your nationality and purpose of stay. Entry into Portugal by foreign citizens is decided upon based on your nationality, the reason for your travel and the amount of time that you will stay. For short stays, foreign citizens must meet the requirements of the Schengen rules. For long stays of more than three months, the requirements of Portuguese legislation in force must be met. You will not need any vaccinations unless you are coming from an infected area, the most likely infection being 'Yellow Fever'. Make a point of checking with your local Portuguese Embassy if in any doubt.

Portugal is a European Union (EU) member state and grants visa-free entry to all EU/EEA/Swiss citizens. All nationals of EU member states, states that are part of the European Economic Area (EEA), states with which the EU have free travel agreements and nationals of third states who are family members of a Portuguese citizen or family members of EU or EEA citizens are excluded from long-stay visa procedures. The only requirement for these applicants, except if they have to hold a Schengen visa, upon arrival in Portugal is that they must register with the Portuguese Immigration and Borders Service (SEF) in their area of residence.

If you intend to come to Portugal and you are a national of a country subject to a visa requirement for entry into the Schengen area , you must request a Schengen visa prior to your trip from an embassy or consulate in the area where you live, or from the embassy of a Schengen country representing Portugal for this purpose. Aside from tourism, a Schengen visa also allows entry into Portugal for foreign citizens travelling on business or for professional, family, scientific, cultural, sporting, political or religious reasons. Nevertheless, Portuguese immigration policy also includes some international agreements, which allows for enter and stay in Portugal for 90 days within a six-month period (180 days) without needing any visa for Portugal.

All foreign citizens intending to remain in Portugal for a period of up to one year, or to establish their residence for more than one year, must request the respective long-stay visa – Temporary Stay or Residence – from the Portuguese embassy in their country of residence or from the Portuguese embassy with jurisdiction over their country of residence. A foreign citizen authorised to reside in Portugal is issued a residence permit. Visas may be requested for the following



purposes: investment, work (employed or independent), study, professional training, research, highly skilled work or teaching, religious training and medical recovery and treatment. If you require a visa, you will need to pay a non-refundable fee. Upon arrival in Portugal, citizens from non-EU countries should contact the Portuguese Immigration and Borders Service (SEF). Citizens from countries that have signed an agreement with Portugal do not need a visa to come to Portugal if they come as tourists and as long as their stay is no longer than 90 days. However, they need a visa if they stay longer or if they come to Portugal with the purpose of working or studying. In other words, all citizens of other countries need a permit or a visa to stay in Portugal.

Student Visa: This visa is valid for one year. The visa is only valid for Portuguese territory. It is possible to obtain these visas in Portuguese Embassies or Consulates around the world. Students should ask for the visa in the Portuguese Embassy or consulate in their country of residence.

Working Visa: For Researchers the working visa will be Type II – Scientific Research/highly qualified technical activity. This visa is valid for one year and can be renewed for two more years, with a maximum duration of three years. The visa is only valid for Portuguese territory.

Temporary Residence Permit: This permit is valid for one year, renewable for successive periods of two years. You should ask for your temporary residence permit at SEF within a maximum time limit of 90 days after arrival. Renewal of the residence permit must be requested at least 30 days before it expires, and it requires verification of several requirements, namely: the existence of means of subsistence, accommodation, good standing with the Finance and Social Security departments, and not having been sentenced for a period of more than one year in prison.

Residence Permit for Research or Other Highly Qualified Activity: This permit is granted to foreign nationals to pursue research, to teach at a higher educational institution, or other highly qualified activity. In addition to the conditions set out for a temporary residence permit, you must also meet the following requirements: have been hired to work in an officially recognised research centre, namely by means of an employment contract, a service agreement, or a grant for scientific research, or; have an employment contract or service agreement compatible with teaching at a higher educational institution or carrying out another highly qualified activity, and; be enrolled in the Portuguese Social Security.



StartUp Visa: This is a residence visa for entrepreneurs, which aims to attract investment, talent and capacity for innovation to Portugal. Young entrepreneurs from all over the world who want to open an innovative company will have quick access to a residence visa that gives them the possibility to create or move their StartUp enterprise to Portugal.

Permanent Residence Permit: A permanent residence permit should be renewed every five years or whenever changes occur to the identification information recorded therein. A permanent residence permit, to be submitted to SEF, is contingent upon verification of the following cumulative requirements: foreign nationals must have had a temporary residence permit for at least five years; during this period, they cannot have been sentenced to more than one year in prison; they must have means of subsistence and accommodation; and they must prove to have basic knowledge of the Portuguese language. For all legal intents and purposes, a residence permit replaces an identification document.

If you are granted a long-stay visa or a residence permit for the purpose of research, you do not need to apply for a separate work permit; you are allowed to carry out your research and teach under the visa/permit issued in Portugal. If the holder of a residency card decides to leave Portugal permanently, then the residence card should be handed in at the local SEF office or police station. For more information about residence permits and visas, see:

<https://imigrante.sef.pt/en/>

Non-EU citizens

Please note that if you plan to stay in Portugal for longer than three months, you need to apply for a residence permit. This also applies to foreign nationals who are exempt from the entry visa requirement. While holding a valid entry visa, you are allowed to travel within the Schengen Area. Visas are required by all, except for nationals of Andorra, Argentina, Brazil, Canada, Chile, Costa Rica, Croatia, Cyprus, Czech Republic, Ecuador, Hungary, Israel, Korea (Rep. of), Lithuania, Mexico, New Zealand, Norway, Paraguay, Poland, San Marino, Singapore, Slovak Republic, Slovenia, Switzerland, United States, Uruguay, Vatican City and Venezuela.

Swiss citizens

Swiss citizens can work and travel freely throughout Portugal, but must apply for a residence permit if they intend to stay for longer than 90 days.



EU citizens

Citizens of the European Union, as well as the European Economic Area (Iceland, Liechtenstein and Norway), can work and travel freely throughout the EU and do not require a permit for long-term stays. If you are planning to spend a longer period of time in Portugal (more than three months), all you have to do is register at the Registration Office.

Civil Registration and Residence Conditions

Upon arrival in Portugal, if you are a national from a Schengen member-state in the first three months in Portugal, you only need to have a valid identity card or passport. After this period, you must request a Certificate of Registration (Certificado de Registo) from the Local Municipality (Câmara Municipal) of your area of residence. Therefore, check the opening hours of your local municipality, and make sure you have a valid identification document and proof of address of residence. Please note that the certificate must be requested between 91 to 120 days counting from your arrival. The certificate costs about 15€, depending on the municipality. This document formalises your right to reside in Portugal as a European citizen. The Certificate of Registration of a Citizen of the European Union must be requested by any citizen of the European Union, Iceland, Liechtenstein, Norway, Andorra and Switzerland, wishing to remain in Portugal for a period exceeding three months. The certificate may be renewed for periods up to five consecutive years. As an EU national (or a national of Iceland, Liechtenstein or Norway), you automatically acquire the right of permanent residence in Portugal if you have lived here for a continuous period of five years. If you fulfil this requirement, you can apply for a permanent residence document, which confirms your right to live in the country permanently, without any conditions. To apply for a permanent residence document: <https://www.sef.pt/en/Pages/homepage.aspx>

However, non-EU citizens must ask for their temporary residence permit at SEF within the maximum time limit of 90 days after arrival. If they fail to do this, they will be considered illegal and have to pay a fine. While you do not have a temporary residence permit you must always carry your passport and visa with you in Portugal. Once you have a residence permit, you only need to carry your identification document/passport. For more information, see: <https://www.sef.pt/en/Pages/impressos-online.aspx>

To request the residence permit you must have the following documents:

- Residence Permit Form;



- Passport or other valid travel document and visa;
- Two identical passport-type pictures, in colour and with a solid background, which are recent and in good condition;
- Copy of your Passport;
- Proof of an address in Portugal;
- Criminal Record Certificate issued by the competent authority of your country or from the country/countries in which you resided for more than one year;
- Application for your Portuguese Criminal Record;
- Valid travel insurance, which can cover the expenses required for medical reasons, including urgent and possible repatriation medical care.

Besides the general conditions already mentioned, to grant a temporary residence permit to undertake activity as a researcher or a lecturer, the applicant must meet the following special conditions:

- Be admitted to cooperate at an officially recognised research centre, through a work contract, a services rendered contract or a scientific research scholarship;
- Have a work contract or services rendered contract compatible with the practice of lecturing at a university or a services rendered contract compatible with a highly qualified activity;
- Be registered in the Portuguese Social Security..

ACCOMMODATION

“FRAÚSTO DA SILVA” STUDENTS RESIDENCE

SASNOVA currently has 3 university residences, with a total of 460 beds, for the use of students, professors and researchers at the university, with preference given to Portuguese scholarship holders.

The closest Student Residence to FCT NOVA campus is the “Fraústo da Silva” Residence.

The application for accommodation at the Student Residence must be made online.

To find out more about accommodation in the Residences, go to

<https://sas.unl.pt/en/accommmodation/>



ACCOMMODATION PORTAL

AT NOVA School of Science and Technology website you will find a link to Portal do Alojamento, where you can find a large number of private offers: flats and rooms. If you become interested in one of them, you must contact the owner, by the referred phone numbers or email.

Access to this Portal in <https://alojamento.fct.unl.pt/> (PT)

ALMADA YOUTH HOSTEL

For the first days you can stay at the Youth Hostel near NOVA School of Science and Technology, at Almada (Pragal). Then you can look for accommodation for the rest of your stay. Check here for more information: <https://www.pousadasjuventude.pt/en/hostels/pousada-de-almada/>

CAPARICA SUN CENTER

Located just 10 minute walk from the beaches of Costa da Caparica, the Caparica Sun Centre is an excellent option for those who like the proximity and tranquility of the sea while being close to the capital – Lisboa. The wide open spaces and the natural light, the staff quality of care and family atmosphere make this accommodation unit the right place to enjoy a pleasant stay.

More information in <https://www.cm-almada.pt/ficar/hostels-e-pousadas/caparica-sun-centre>

HOUZE

NOVA FCT has made a partnership with HOUZE, a Student housing company with more than 250 rooms in Lisbon and Costa da Caparica. For more information visit the HOUZE's website (www.houzestudent.com) where you can find information about all their rooms. Specifically under the tab “HOUZE FCT” you can find all HOUZE’s Residences for FCT Students. If you are interested, please, send an email to info@houzestudent.com indicating what you are looking for.

More information in www.houze.pt

INLIFE

The unique housing platform where you can choose to visit the places in real time, by live video call, before you send the booking request.

For booking, follow the steps below:

1. Register or instantly start searching in the city map;
2. Enter your housing preferences (balcony, private bathroom...) if you want to receive immediate recommendations from Inlife advisors;



3. Choose the place you want, and then
 - a) Send instant booking requests, OR
 - b) Ask to visit first (if you feel the need to ask about who lives in the place and will be your future housemates; or if you want to quickly check the place in person or by live video call before you book it);
 4. At the payment details, insert your promo code: INFCT00 to have a 10% discount on your reservation and visits service for free.
- More information in <https://inlifeportugal.com/>

HOUSING ANYWHERE

The website "Housing Anywhere", offers you the possibility to register and to obtain information about accommodation in the country of your destination. For this purpose, please check the website <https://housinganywhere.com/>

COOLIVIN

Coolivin is an accommodation brand that promotes and manages several Coliving spaces for students and young workers/researchers, in friendly and central locations in Lisbon. Their website shows the available spaces, as well as other relevant information:

www.coolivin.com

FCT NOVA students and researchers benefit from special conditions.

YouTube: https://youtube.com/channel/UCc_YWbMjeB8-U0D_EGmBnYA

Trustpilot: <https://uk.trustpilot.com/review/coolivin.com>

Google: <https://g.co/kgs/VW8prP>

Instagram: www.instagram.com/thecoolivin

Instagram: www.instagram.com/thecoolivin

ASSOCIATIONS

There are some Erasmus associations that intend to support and integrate international students in Lisbon and Almada through organizing local cultural, sport, entertainment activities and helping to find accommodation:

ERASMUS STUDENT NETWORK Almada - <http://www.esnalmada.org/>

ERASMUS LIFE LISBOA - <https://www.erasmuslifelisboa.com/>



The referred websites and corresponding information concern only to the nominated institutions, **NOVA School of Science and Technology is not responsible for the any of those institutions, websites or information.**

TAX IDENTIFICATION NUMBER (NIF)

Anyone moving to Portugal must apply for a NIF (Número de Identificação Fiscal), which is the Portuguese tax identification number. This serves to identify an entity or a person when requested by the tax authorities. You will need a personal NIF to handle various transactions, such as getting a phone subscription, buying or renting a property, subscribing utilities, etc.

Foreign citizens do not need to go to a finance balcony to apply for a NIF. NIF requests by foreign citizens are made through the “e-Balcão”, by a tax representative (citizen residing in Portugal).

Know more information at <https://sitfiscal.portaldasfinancas.gov.pt/ebalcao/home>

BANK ACCOUNT

Portugal forms part of the Eurozone, in other words, the Euro (sign: €; code: EUR) is the currency in Portugal. If you come from any EUR member state, you will not have any trouble with the currency. If not, you can convert your currency at any airport or branch of a bank. In most shops credit and debit cards are accepted, as well as cash and cheques issued by Portuguese banks. There are many bank branches spread around the country. There are also many ATMs and most of them accept any credit card. In Portugal, you can pay most bills (water, electricity, phone, etc.) in the ATMs, as well as buying train/buses tickets or certain tickets for concerts and shows. In various ATMs of your bank, you can even request cheques and make deposits. Nonetheless, internet banking is increasingly becoming more common. To open a bank account you need a valid ID card or Passport and your NIF (Tax Identification Number). A proof of your enrollment at the University may be requested to open certain types of bank accounts.

POSTAL SERVICES

Portugal has a national postal service, known as CTT, spread all over the country, in particular in the major urban centres. You may also find red postboxes to drop your mail off. You can buy stamps (selos) at any CTT office, as well as in newsagents, or in small shops with basic postal services. You can also buy Portuguese stamps online on the CTT website. When sending a letter



to Portugal, you will need to know the Portuguese postal code (código postal) of the mailing address. The Portuguese postal code has seven digits (XXXX-XXX). To find a CTT Post Office or a Postbox, see:

https://www.ctt.pt/feapl_2/app/open/stationSearch/stationSearch.jspx?lang=01#stationSearchPanel

COST OF LIVING

Portugal is one of the most affordable places to live in Europe. Combine that with beautiful weather, along with great food, and it's easy to see why so many people are choosing to make Portugal their home.

Here are some cost references (average values) that you can count on:

Accommodation (room) - 250€-500€/month

Supermarket - 250€/month

Public transportation - 40€/month

Communications (phone, TV and internet) - 25€/month

Coffee - 60€

Complete meal at an average restaurant - 15€

HEALTH INSURANCE AND MEDICAL ASSISTANCE

The Portuguese National Health System (SNS) has health units (Hospitals and Healthcare centers), providing full health coverage for registered citizens. There is also a private healthcare system in Portugal that provides high quality medical services to patients. Portugal also has an Integrated Medical Emergency System, which guarantees a fast and accurate provision of healthcare to accident victims or anyone suffering from a sudden illness (the World Health Report from the World Health Organization ranked the Portuguese health system in position 22 in its 2019 classification).

All foreigners residing or employed in Portugal normally obtain the same health rights as Portuguese nationals, because their employer must automatically enroll them and make the legal payments to the Portuguese Social Security System. It is also possible to take out private health insurance in Portugal. Private healthcare generally offers shorter wait times, better facilities, greater variety and fewer language barriers. Private insurance can be obtained to cover the costs of eyeglasses, contact lenses, general dentistry and orthodontic treatment that are not covered



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by the public health system. Supplementary health insurance is mandatory by law for those applying for a Temporary Visa with no source of income and no coverage eligibility from another EU country.

If you have private health insurance, check whether your company has an agreement with a private hospital outside the public service. If you need to go to Hospital, the national network of units belonging to the National Health Service is available to you:

<https://www.sns.gov.pt/sns/pesquisa-prestadores/>

If you need medical assistance from the National Health System (SNS), remember that you can get it at the nearest local Healthcare Centre. In an emergency, you can use the Hospital Emergency Services (serious trauma, intoxication, burns, heart attacks, thrombosis, respiratory problems, etc.). Call the European emergency number: 112. There is also a hotline where you can get advice and assistance with health issues - **Linha Saúde 24 – (+351) 808 24 24 24**.

To benefit from public medical assistance you have to register at the health centre of your area of residence. When registering at the health centre, you will need to take your social security card and passport and residence permit with you. If you have not yet received your residence permit, you can get a certificate from your local “Junta de Freguesia” confirming more than 90 days of residence in Portugal. After registering, the healthcare centre services will give you a health service user number (“cartão do utente”), which you should carry with you at all times, and you will be able to have access to medical services of the Portuguese National Health System (SNS). If you are coming from a non-European country with which the Portuguese State has celebrated an international agreement on health and social security, you should also show a certified statement, issued in your home country, which gives you the right of access to medical care in Portugal (for instance, the cdam/pb4 form, in the case of citizens from Brazil). If you are coming from a country of the European Union, the European Economic Area, or Switzerland, you should present your European Health Insurance Card. In other cases, you should present your private health insurance. The legal taxes in force will be applied according to each situation.

Prescriptions and Pharmacies

Pharmacies are usually open all day from Monday to Friday (although some close at lunch time) and on Saturday mornings. Some pharmacies open on Sundays. In any event, there are always



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24-hour facilities in each area for urgent medical issues. Lists of pharmacies providing 24-hour service is available at any pharmacy, or in the website www.farmaciasportuguesas.pt

Ambulances transport

Ambulance transport in an emergency situation is included in the provision of care, as it is supported by the treating hospital. Non-urgent patient transportation is also available, and can be used in certain situations during a temporary stay, such as when travelling from the place of stay to the unit where the patient will have a haemodialysis session or when the patient does not have alternative means of transportation.

European Health Insurance Card

The European Health Insurance Card is a free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the EU countries, Iceland, Liechtenstein, Norway, and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country. It is not an alternative to travel insurance. It does not cover any private healthcare or costs such as a return flight to your home country or lost/stolen property. It does not cover your costs if you are travelling for the express purpose of obtaining medical treatment.

As each country's healthcare system is different, services that cost nothing at home might not be free in another country. People from non-EU countries who are legally residing in the EU and are covered by a state social security scheme are also eligible for a card. The European Commission has developed a useful multi-language smartphone application which gives details of how to use the EHIC in different countries within the EU. It summarises the treatments, costs, procedures for reimbursement and emergency numbers.

PUBLIC TRANSPORTATION

MTS TRAM (“METRO SUL DO TEJO”)

MTS is an electric, modern, comfortable and high-quality tram, which circulates in the main arteries of Almada and the neighbor city, Seixal.

With important connections to the means of transport that connect Lisbon and Setúbal, MTS is present at the interfaces of Corroios, Pragal and Cacilhas. One of its lines connects the University

(the terminal stop located next to a FCT NOVA entrance) to Cacilhas, passing through the center of Almada and the Pragal interface, where you can take the Fertagus train to Lisbon.

MTS provides transport tickets with different validity periods, suitable for different types of travel.

So, if you are an occasional user, you can choose:

- Single and Pre-Purchased Tickets
- Zapping

If you are a regular user, you have access to several alternatives under the conditions available on the website:

- MTS Card;
- MTS add-on;
- Metropolitan Navigator;
- Municipal Navigator;
- Family Navigator;

You can purchase tickets at the MTS Sales Network, which includes Automatic Ticket Vending Machines at all stops, at the MTS Service Points (Almada, Cacilhas, Corroios and Pragal) or at an authorized sales agent.

More information available in <https://www.mts.pt/>



FERTAGUS TRAIN

FERTAGUS transports passengers by rail, crossing the “25 de Abril” bridge.

In a total of 14 stations, 10 are on the south bank of the Tagus River and 4 on the north bank. The total journey time between Setúbal and Roma-Areeiro is 57 minutes. This train takes just 7 minutes to cross the bridge and 11 minutes from Pragal to Sete-Rios.

Lisboa Viva Card

To load regular transport tickets, it's necessary to have the Lisboa Viva Card. This is a personal and non-transferable card and can be requested at any Fertagus ticket office, or at the Pragal Customer Support Office, or even at the Viva kiosk in Pragal.

For university students, there is the “Viva Sub23” Card, which guarantees a lower monthly fee for public or private higher education students aged up to and including 23 years old.

To apply for the card, it will be necessary for you to fill in a form available at any Fertagus Ticket Office, present your identification document, deliver a passport-type color photograph and present the proof of enrollment.

The normal delivery time is 10 working days, being delivered to the Ticket Office where you requested it.

At the beginning of each academic year, it's necessary for you to present a new proof of enrollment from your university, to be able to keep the reductions provided by the Sub23 card.

At Fertagus, this renewal must be done in person at the Customer Support Office, at Pragal Station, during opening hours. See <https://www.fertagus.pt/>





TST BUSES

TST is the road operator with whom you can travel in the geographical area of Campus and surroundings, as well as to and from Lisbon.

Exclusively or in addition to other operators, depending on your origin, the TST careers that leave you at the FCT NOVA entrance are:

124: Cacilhas - Costa Caparica

125: Cacilhas - Trafaria

126: Cacilhas - Marisol

127: Cacilhas - Fonte Telha (Praia)-Direta

145: Cacilhas – Fonte da Telha (Praia) (via Vale Cavala)

159: Lisboa (Sete Rios) - Marisol (via Alcântara)

198: Paio Pires (Cucena) - Torre Caparica (FCT) (via Sta. Marta Pinhal)

If you are going to travel frequently on TST or on any transport operator in the Lisbon Metropolitan Area (AML), get your Lisboa VIVA card. At TST, you can request the Lisboa Viva Card at the Customer Support stores in Cacilhas, Setúbal and Montijo.

Given the usual mobility needs of a student, we advise you to opt for the Navegante Pass, which will allow you to use all public service companies for regular passenger transport, in all 18 municipalities in the Lisbon metropolitan area (where we are included). The validity is monthly, that is, from the first to the last day of the month for which it was purchased. Know more at <https://www.portalviva.pt/>



Appendix II - FCT NOVA ERASMUS COORDINATORS

| DEPARTMENT | COORDENADOR ERASMUS | EMAIL |
|--|-------------------------|----------------------|
| Environmental Sciences and Engineering (DCEA) | Alexandra Ribeiro | abr@fct.unl.pt |
| Materials Science (DCM) | Maria do Carmo Lança | mcl@fct.unl.pt |
| Conservation and Restoration (DCR) | Susana de Sá | susana.sa@fct.unl.pt |
| Applied Social Sciences (DCSA) | Palmira Fontes da Costa | pfc@fct.unl.pt |
| Earth Sciences (DCT) | Mª Manuela Ribeiro | mmsr@fct.unl.pt |
| Sciences and Technology of Biomass (DCTB) | Ana Luísa Fernando | ala@fct.unl.pt |
| Life Sciences (DCV) | Pedro Viana Baptista | pmvb@fct.unl.pt |
| Civil Engineering (DEC) | José Nuno Varandas | jnsf@fct.unl.pt |
| Electrical and Computer Engineering (DEEC) | Ricardo Gonçalves | rlg@fct.unl.pt |
| Mechanical and Industrial Engineering (DEMI) – Mechanical Eng. | Rui Martins | rfspm@fct.unl.pt |
| Mechanical and Industrial Engineering (DEMI) – Industrial Eng. | Rogério Puga Leal | rpl@fct.unl.pt |
| Physics (DF) | André Wemans | ajw@fct.unl.pt |
| Computer Science (DI) | Pedro Medeiros | pdm@fct.unl.pt |
| Mathematics (DM) | Paula Patrício | pcpr@fct.unl.pt |
| Chemistry (DQ) - BioChemistry | Cristina Costa | mcoc@fct.unl.pt |
| Chemistry (DQ) | Isabel Fonseca | blo@fct.unl.pt |



APPENDIX III – SPECIAL COMPETITION FOR ACCESS AND ADMISSION OF INTERNATIONAL STUDENTS TO FCT NOVA GRADUATION COURSES - RULES

INTERNATIONAL STUDENT

1. For the purposes of the provisions of the present regulation, an international student of FCT NOVA of Universidade NOVA is a student who does not have portuguese nationality.
2. The provisions of paragraph 1 exclude:
 - a) Nationals of a Member State of the European Union;
 - b) Those who, not being nationals of a Member State of the European Union, have legally resided in Portugal for more than two years (regardless of the time they had a residence permit for conducting studies) on an uninterrupted basis, on January 1 of the year they intend to enter, as well as the children who legally reside with them;
 - c) Those who require admission through the special access and admission regimes regulated by Law Decree nr. 393-A / 99, of 2nd October, amended by Law Decree nr. 272/2009, of 1st October;
 - d) Those who are attending a Portuguese higher education institution, as part of an international mobility program to carry out part of a study cycle of a foreign higher institution with whom the portuguese institution has established an exchange agreement with that objective, without prejudice to the eligibility of your application after the exchange period;
 - f) Family members of portuguese or nationals of a member state of the European Union, the concept of "family member" being defined by paragraph i) of article 2 of Law nr. 37/2006, of 9th August;
 - g) Those who are beneficiaries, on January 1st of the year in which they intend to enter higher education, with the status of equal rights and duties attributed under the international treaty granted between the Portuguese State and the State of which they are nationals.
3. Students entering portuguese higher education under Law Decree nr. 36/2014, of 10th March, maintain the status of international student until the end of the study cycle in which they enrolled or transited, regardless of the initial enrollment and enrollment taking place at Universidade NOVA or another portuguese higher education institution.



4. Exception for the provisions of the previous number, are the international students who acquire the nationality of a Member State of the European Union.
5. The termination of the application of international student status as a result of the provisions of paragraph 4 takes effect in the academic year following the date of acquisition of nationality.

STUDENT WITH DUAL NATIONALITY

1. A foreign student who, at the time of submitting an application, complies with any of the provisions provided for in paragraph 2 of article 3 of Law Decree no. 36/2014, of 10th March, may not apply for this special contest.
2. In situations where the applicant declares that he or she does not have portuguese nationality or an European Union Member State one and, subsequently, the declaration is found to be false, the registration and enrollment made are canceled, without the possibility of refunding the paid amount in the meantime by the student.
3. Exception for the provisions of paragraph 1, foreign students who, throughout the cycle of studies, are able to comply with any of the provisions provided for in paragraph 2 of article 2 of the present regulation. However, such change will not have any retroactive effect, being exclusively applicable from the academic year following the change in the student's situation.
4. Without prejudice to the provisions of the preceding paragraph, the situation presented by the foreign student at the time of application to the Pre-University is considered as definitive, and subsequent changes are not permitted during the course.

ACCESS CONDITIONS

1. Access and admission of international students in all cycles of undergraduate and integrated master's studies is carried out, with the exception of access by the special contingents provided for in Law Decree Nr. 393-A / 99, of October 2nd, and by the regimes of transfer, re-entry and change of course specials, exclusively, through a special access and admission contest regulated by Law Decree nr. 62/2018, of August 6th, by the Regulation of the International Student Statute of Universidade NOVA de Lisboa, published and by the present regulation, and is subject to the verification of the general conditions of access established in article 5 of the aforementioned



law decree and to the approval in tests specially intended for these candidates as provided for in article 6 of the same law decree.

2. International students can apply for enrollment in undergraduate and integrated master's degree cycles at FCT NOVA:

- a) Holders of a qualification which, in the country in which it was obtained, gives them the right to apply and enter higher education in that country, validated by a diploma or certificate issued by a competent authority in the country in which it was obtained;
- b) Holders of a Portuguese secondary education diploma or legally equivalent qualification.

3. The validation of the ownership referred to in paragraph a) of the previous number must be done by the competent entity of the country in which the qualification was obtained, through:

- a) Declaration, issued by the official education services of the country of origin and, when necessary, translated into English, French, or Spanish, attesting that the secondary qualification they hold, obtained in that country, is sufficient to enter official higher education there in similar courses to those they intend to apply for or certificate of equivalence to Portuguese secondary education issued by a competent national entity;
- b) When instructing the application process with foreign documents issued abroad, the candidate must present a copy of the original document, certified by the official education services of the respective country;
- c) Upon registration, the student will present the originals referred to in the previous paragraphs and, in the case of foreign diplomas, recognized by a Portuguese diplomatic or consular authority.

4. The qualification equivalence referred to in paragraph b) of number 2 is defined by Ordinance (Portaria) Nr. 224/2006, of 8th March, and Ordinance Nr. 699/2006, of 12 th July.

ADMISSION CONDITIONS

1. To the contest object of this regulation, are admitted those international students that cumulatively:

- a) Have academic qualifications in the areas of knowledge required for the study cycle to which they are applying, corresponding to the entrance tests set for the study cycle in question within the scope of the general access and admission regime as referred to in



Appendix I;

- b) Have a required level of knowledge of the language in which the teaching of this study cycle is taught, corresponding to level B1 or higher, in accordance with the Common European Framework of Reference for Languages (CEFR).
2. To the tests referred to in subparagraph a) of paragraph 1 above do not apply the rules of validity of secondary education exams adopted by the National Commission for Access to Higher Education;
3. The verification of academic knowledge and the language (s) in which the study cycle is taught, is verified by a written test and, if the notice so provides, can be complemented by interview, using a videoconference.
4. All documents related to the verification of the satisfaction of entry conditions are part of the candidate's individual process.
5. With a view to simplifying the procedures in relation to the most frequent cases, FCT NOVA may enter into institutional agreements in which special conditions are fixed, namely those concerning paragraphs a) and c) of paragraph 1 of this article.

Students admitted through the Pre-University Semester may also be placed.

ACADEMIC QUALIFICATION

1. Candidates must demonstrate knowledge in the subjects of the specific tests, considered indispensable to enter the course (s) to which they are applying, respecting the consigned within the general regime of access and entry into portuguese public higher education.
2. The entrance exams are shown in Annex I.
3. Whenever expressed on another scale, the application grades are converted to the 0-200 scale.
4. The minimum application classification for each cycle of studies is 100.
5. The table in Annex I may be revised, by order of the Dean, and will be posted on the FCT NOVA page.

VACANCIES AND APPLICATION DEADLINES

1. This special access contest takes place in accordance with the notice set annually by FCT NOVA and published on the FCT NOVA website.



The notice will include:

- a) Calendar;
 - b) Number of vacancies / course.
2. The calendar covers all actions related to the application process.

APPLICATION AND DOCUMENTS

1. The application for the special international student access and admission contest is made online on the FCT NOVA academic management computer system, according to the instructions published annually on the FCT NOVA page, by filling in an application and submission form. on the platform of the documents necessary for its instruction, namely:
 - a) Declaration, under honor, that the candidate has neither portuguese nationality nor is covered by any of the exceptions that, under the terms of Law Decree nr. 36/2014, of 10th March, exclude him from the status of International Student;
 - b) Certificate of achievement, with final average and discriminated classifications, and certificate of any other exams carried out to access higher education in the country of origin, endorsed by the portuguese consular service or presented with the apposition of the Hague Apostille competent authority of the State from where the document originates. If the final average is not included, it will be calculated as a simple arithmetic average.
 - c) Other documents that are deemed necessary for the assessment of the application, as determined in the respective Application Notice.
 - d) Document proving the command of the language in which the course is given, to which you are applying.
2. The documents referred to in paragraphs b) to e) of the previous number must be translated into portuguese or English, whenever they are not issued in Portuguese, English, French or Spanish, and endorsed by the consular service or presented with the Hague Apostille appended, issued by the competent authority of the State from where the document originates.
3. Each year candidates can only apply for a maximum of three study cycles, which must be listed in order of preference.
4. The application is subject to the payment of a fee set out in the Fees table at Universidade NOVA de Lisboa.



SERIALIZATION AND DISSEMINATION OF RESULTS

1. The final classification corresponds to the simple arithmetic average contained in the documentation referred to in paragraph b) of paragraph 1 of Article 8) and expressed or converted to a scale of 0-200.
2. The ranking of candidates in each cycle of studies is done in decreasing order of the final classification, weighted by the 63xam sor63 the entrance 63xam sor the interview.
3. The final result of the application is expressed through one of the following statements:
 - a) "Excluded", if the candidate does not meet or prove to meet the access conditions indicated in this regulation;
 - b) "Placed", if the candidate has an application note that allows him to fill one of the vacancies available in the cycle of studies to which he is applying;
 - c) "Not placed", if the candidate does not obtain an application note that allows him to fill one of the vacancies available in the cycle of studies to which he is applying.
4. The ranking list results in the ranking of candidates and is published on the FCT NOVA page.
5. Complaints about results must be submitted through the helpdesk of the Academic Division of FCT NOVA, with the completion of a form and electronic submission on the platform of all the documents necessary for its justification, within the deadlines set for that purpose.
6. Decisions on complaints are made by the Dean of FCT NOVA within the period stipulated for that purpose and transmitted by the Academic Division to the complainant by email.

FRAUD

In situations where the applicant makes false declarations or presents forged documents, the serialization or registration and registration already made is canceled, with no refund of the paid amounts, without prejudice to the possibility of adopting other legally provided procedures, namely communication to the competent authorities for the purpose of canceling a student visa.



JURI

1. The jury responsible for examining applications and ordering candidates is appointed by order of the Dean of FCT NOVA
2. The jury is composed by a minimum of three members.
3. Among other tasks, the jury is responsible for:
 - a) Drawing up the list of candidates admitted and excluded in view of the admission conditions defined in article 5;
 - b) Propose the timing of the interviews that it deems necessary, under paragraph 2 of article 5;
 - c) Proceed with the final ranking of candidates.

ENROLLMENT

1. Placed candidates must complete their registration and enrollment within the specific terms and conditions set in the calendar applicable to this competition.
2. Whenever a candidate does not register and enroll within the established deadline, the following candidates from the ranking list will be called by email.
3. In addition to the specificities resulting from the status of international students, students in everything else are subject to the internal regulations in force at FCT NOVA, benefiting from indirect social action.

TUITION FEES

1. The value of the annual registration fee is fixed, for each cycle of undergraduate and integrated master's studies, by the General Council of Universidade NOVA de Lisboa, on the proposal of the Rector.
2. The tuition fee can be paid at once, for the full amount of the annual amount defined, at the time of registration / enrollment, or in the number of installments indicated in the FCT NOVA Tuition Regulation.
3. In addition to the fee to be paid, there is an additional registration fee and mandatory insurance due upon registration.
4. Tuition fees are paid in the form and within the deadlines established for the remaining



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students.

5. The act that constitutes the obligation to pay the tuition fee corresponds, in each academic year, to the act of enrollment, and any other type of notification is not necessary for the benefit to be paid.

6. Payments made as tuition or fees are non-refundable, namely in the following cases:

- a) Supervening verification of non-fulfillment of access requirements and conditions;
- b) Withdrawal from the competition application;
- c) Cancellation of registration;
- d) Non-attendance or interruption of the study cycle;
- e) False statements or documents;
- f) Failure in any of the study cycles.

In case of dropping out of studies, formalized in writing and delivered to the Academic Division, the student is only released from the payment of the benefits related to the not started semester.

RE-ENTRY, CHANGE OF COURSE AND TRANSFERS

International students admitted from the academic year 2020-2021 through the re-entry, change of course and transfer regimes are subject to the provisions of this regulation.

INFORMATION

FCT NOVA communicates to the Directorate-General for Higher Education, under the terms and deadlines established by it, information about the admitted, registered and enrolled candidates under the special access and admission regime for international students.

OMISSIONS AND DOUBTS

Omissions and doubts raised in the application of this regulation are resolved by order of the Dean of FCT NOVA.



FINAL DISPOSITIONS

1. The contents attached to this regulation may be changed by order of the Director of FCT NOVA.
2. In everything that is not provided by this regulation, the remaining regulations of FCT NOVA are applied.

APPENDIX I

ADMISSION EXAMS THAT CAN BE APPLIED BY THE JURI FOR KNOWLEDGE ASSESSMENT:

Weighting: 1 exam 100 %; 2 exams 50 % for each.

Cell and Molecular Biology

One of the following sets:

- i)* Biology and Geology + Physics and Chemistry
- ii)* Biology and Geology + Mathematics
- iii)* Biology and Geology + Economy

Biochemistry

One of the following sets:

- i)* Physics and Chemistry
- ii)* Biology and Geology
- iii)* Mathematics + Physics and Chemistry

Conservation - Restoration

One of the following exams:

- i)* Drawing
- ii)* Mathematics
- iii)* History of Culture and the Arts

Environmental Engineering

One of the following sets:

- i)* Mathematics + Physics and Chemistry
- ii)* Mathematics + Biology and Geology



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Biomedical Engineering

Mathematics + Physics and Chemistry

Civil Engineering

Mathematics + Physics and Chemistry

Electrical and Computer Engineering

Mathematics + Physics and Chemistry

Physics Engineering

Mathematics + Physics and Chemistry

Geological Engineering

One of the following sets:

- i) Mathematics + Physics and Chemistry
- ii) Mathematics + Biology and Geology

Industrial Engineering and Management

Mathematics + Physics and Chemistry

Computer Science Engineering

One of the following sets:

- i) Mathematics
- ii) Mathematics + Physics and Chemistry
- iii) Mathematics + Biology and Geology

Materials Engineering

Mathematics + Physics and Chemistry

Mechanical Engineering

Mathematics + Physics and Chemistry

Micro and Nanotechnology Engineering

Mathematics + Physics and Chemistry



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Chemical and Biological Engineering

Mathematics + Physics and Chemistry

Mathematics

Mathematics

Applied Mathematics to Risk Management

Mathematics

Applied Chemistry

Mathematics + Physics and Chemistry

Technical sheet

Title: FCT NOVA HandBook for International and Mobility Students (Incoming)

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DRI thanks the various services of FCT NOVA and IRIS for providing some of the contents that made up this HandBook