

Student Support Guide

A survival guide with useful information about
Técnico, Lisbon and Portugal.

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International Affairs

Welcome to IST!

The adventures you are now living will provide you with a global vision and insight and expose you to different ideas and cultures. As an exchange student or a regular international student in one of our innovative cutting edge academic programmes, or a researcher, we hope this experience will be not only memorable, but also rewarding, both personally as well as professionally.

The Mobility and International Cooperation Office – NMCI annually integrates in everyday life, hundreds of foreign students, who come from over 60 countries. Count on us to answer your questions, to assist you with logistic issues as well as administrative and academic procedures.

Start creating your lifetime network of friends, profit from your contacts with our teaching staff and explore our labs and research of excellence.

We hope you will take advantage of what IST has to offer you.

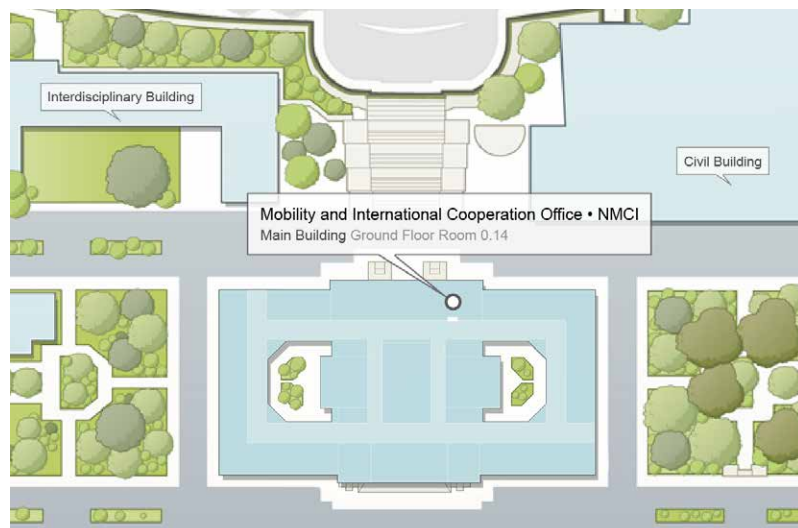
NMCI Location and Contacts

Main Building, Ground Floor,
Room 0.14
nmci@tecnico.ulisboa.pt

Office hours

Monday, Wednesday and Friday
from 10H00 to 12H00 and from
14H00 to 16H00

Closed on Tuesday and Thursday.



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Erasmus, CLUSTER, Double Degrees, IS:LINK, TIME



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Exchange programmes outside Europe



Chapter 1 What you need to know about Técnico

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Alameda Campus
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Taguspark Campus
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**Technological and
Nuclear Campus**
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Libraries
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**Technological
Laboratories**
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**Places To Study
at Técnico**
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**Places To Study
in Lisbon**
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Alameda Campus

Location/Contacts

Av. Rovisco Pais, 1

1049-001 Lisboa

Tel: (+351) 218 417 000

Fax: (+351) 218 499 242

Getting to the campus

Metro

Saldanha Metro Station

Yellow Line / Red Line

Alameda Station

Green Line / Red Line

metro.transporteslisboa.pt

Carris

Av. Rovisco Pais/Av. António José de Almeida

(lateral entrance): 720, 742, 767

Alameda: 708 (bike bus), 713, 716, 717, 718, 735, (late night service: 206, 208)

Saldanha/Arco do Cego: 727, 736, 738, 744, 783 (late night service: 207)

Around Arco do Cego: 720, 726, 742, 767

carris.transporteslisboa.pt



IST is one of the first schools to have GOOGLE INDOOR MAPS. You can easily access internal maps of buildings directly from your smartphone.

Available at Google:

goo.gl/maps/cYZW1

Classrooms, lecture Halls and support offices

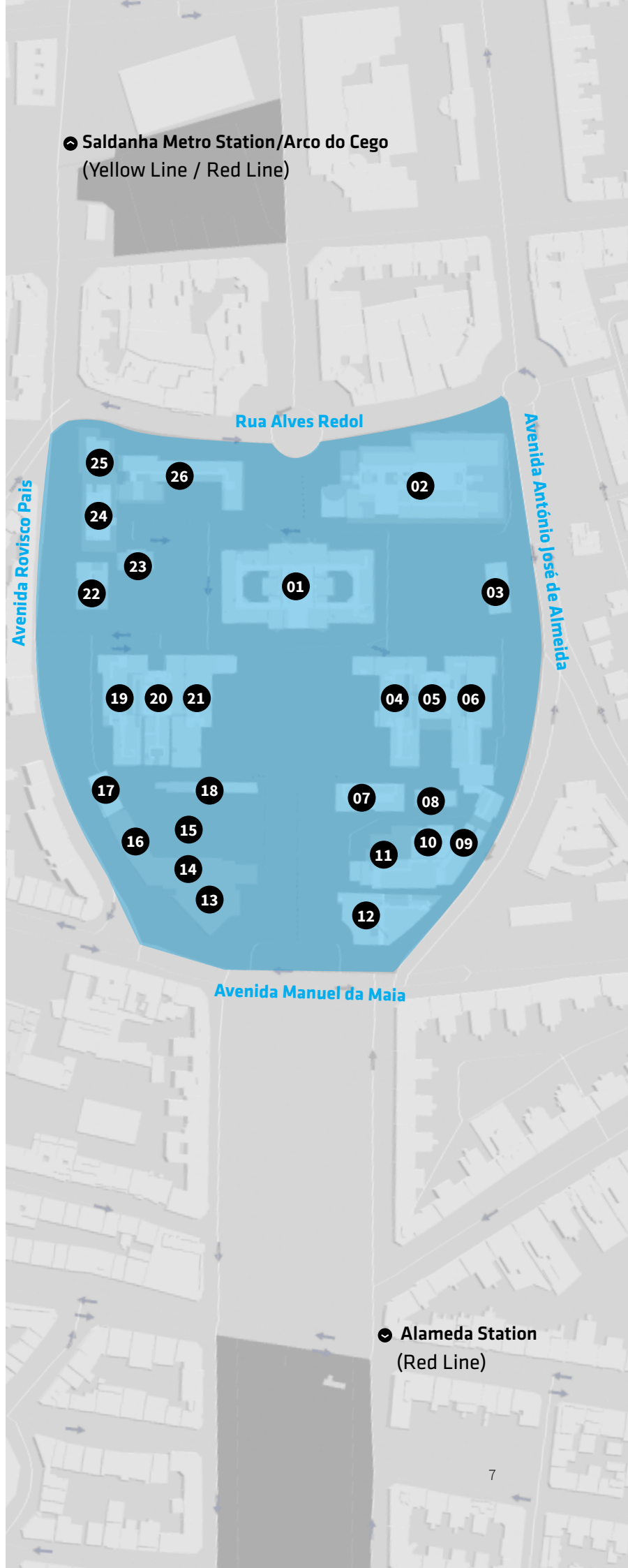
01 Main Building

C Classrooms (C01, C9, C10, C11, C12 and C13), EN1, GA Lecture Halls (1 to 5).

Floor -1: Copy Centre.

Ground Floor: Mobility and International Cooperation Office (NMCI), Graduate Unit Secretariat, DSI (Information Services Division).

1st Floor: Main Library, Main Hall, Pedagogical Organization Office (GOP), Pedagogical Board, Student Support Office (NAPE), Tutoring Support Office (GATu)



02 Civil Building

V Classrooms
VA Lecture Halls
Congress Center
24/24h Study Room

03 North Garden Building Infor-
mation Techn.
Laboratory (LTI/DSI)

04 Mechanics Building I
EA5 Lecture Hall

05 North Tower
E Classrooms
(E1 to E5 and E8);
EA1 to EA4 Lecture Halls

**06 Electrical Engineering
Building**
Classrooms E (E5 a E7)

**07 Information Technologies
Building II and Study Room**

08 Mechanics Building IV

**09 Information Technologies
Building I**
F Classrooms
(F1 to F4 and F8);
FA1 and FA2 Lecture Halls;
Laboratories 1 and 6 to 15

**10 Information Technologies
Building III**
F Classrooms (F5 to F8);
FA3 Lecture Hall

11 Mechanics Building II
AM Lecture Hall
SDN, MOM and LEMAC
Classrooms

12 Mechanics Building III

13 Canteen

**14 Students Association
Building**
AEIST facilities

15 Playing Fields

16 Swimming Pool

17 Social Action Building
Health Services

18 Copy Section

19 Mining Building
Classrooms (I1, I3, I5, I6, I8
and I10)

20 South Tower
Q Classrooms
(Q01, Q4.1,Q4.2, Q4.4 to Q4.07
and Q5.1 to Q5.3);
Q Lecture Halls (QA1.1
to QA1.4and QA02.1
to QA02.4)

21 Chemistry Building
QA Lecture Halls
(QA 1.1 to QA1.4 and QA02.1
to QA02.4)

22 South Garden Building

23 Kindergarden

**24 Mathematics Building /
Postgraduate**
P Classrooms
PA Lecture Halls

25 Physics Building

26 Interdisciplinary Building
Lecture Hall Abreu Faro

Where to eat

01 Main Building
Snack Bar and Cafeteria

02 Civil Building
Snack Bar, Cafeteria
and Canteen

05 North Tower
Restaurant/Sena Snack Bar
and Cafeteria (floor -1)

11 Mechanics Building II
Mechanics Cafeteria

14 AEIST Building
Students Cafeteria
and Canteen

18 Copy Section
Bola Coffee-Shop

20 South Tower
Chemistry Cafeteria

24 Mathematics Building
Canteen

26 Interdisciplinary Building
Snack Bar and Cafeteria

Services and support offices

Students' Union (AEIST) 14

🔗 www.aeist.pt

Online guides to help you in early days at IST. List of services and sports, cultural and leisure activities provided.

IST Library (BIST)

🔗 bist.tecnico.ulisboa.pt

Scientific publications, access to computers and study rooms. Online leaflets of the publications available in the Libraries: Main Building 01, Departments, Interdisciplinary Building 26 and Taguspark.

Information Services

Division (DSI) 01

🔗 dsi.tecnico.ulisboa.pt

The DSI staff can help you solve problems related to your Fénix System connection or IST email account.

Pedagogical Board (CP) 17

🔗 conselhopedagogico.tecnico.ulisboa.pt

Any pedagogical problem can be solved here, namely exam schedules and assessment methods.

Mobility and International Cooperation Office (NMCI)

🔗 ai.tecnico.ulisboa.pt

Interested in long or short duration mobility programmes such as ERASMUS.

NMCI, on the ground floor of the Main Building 01, will provide you more information and procedures.

Academic Unit (AA) 01

🔗 academica.tecnico.ulisboa.pt

The Student Register (1st and 2nd cycle) gives you information about your registration/enrolment.

Health Services Técnico Lisboa 17

🔗 saude.tecnico.ulisboa.pt

It gives students medical support in the areas of general medicine, dental medicine, psychology, clinical analyses, among other specialties.

Student Support Office (NAPE) 01

🔗 nape.tecnico.ulisboa.pt

It promotes the integration of the students at IST through several activities under the Mentoring programme, which are organized with the cooperation of mentors or guides; it supports students with special educational needs, among other things.

Pedagogical Management Office 01

🔗 gop.tecnico.ulisboa.pt

Class schedule definition and assessment maps. Classrooms reservation and class shifts management.



Taguspark Campus

Location/Contacts

Av. Prof. Doutor

Cavaco Silva

2744-016 Porto Salvo

Tel: +351 214 233 200

Fax: +351 214 233 268

Getting to the campus

IST Shuttle

Free shuttle service for IST students between the Alameda and Taguspark campuses. This service provides transportation between the two campuses, Oeiras and Cacém stations.

For route and schedule:

tecnico.ulisboa.pt/pt/viver/servicos/mobilidade-e-transportes

Train

There are links to the campus from railway lines Lisboa-Sintra and Lisboa-Cascais.

www.cp.pt

Bus

Service to the Taguspark campus is also ensured by the Vimeca transportation company.

www.vimeca.pt



Classrooms, Lecture Halls and Support Offices

CLASSROOMS

Ground floor

0.9, 0.13, 0.15, 0.16, 0.17, 0.19, 0.23, 0.25, 0.32, 0.34, 0.71, 0.73, 0.75.

EXAM CLASSROOM

Ground floor

0.65, 0.67, 0.69

1st floor

1.2, 1.3, 1.4, 1.11, 1.22, 1.24

LECTURE HALLS

Ground floor

A1, A2, A3, A4, A5

LABS

Ground floor

Computer Science Lab
0.14, 0.21, 0.27

ISR, Institute for Systems and Robotics
0.26, 0.28 ISR

1st floor

Computer Science Lab
1.15, 1.17, 1.19, 1.27, 1.29, 1.31

Physics Lab
1.12, 1.14

Networks Lab
1.26, 1.28, 1.30

Computer Science Lab-Games
1.32

Electronics Lab
1.60, 1.62, 1.64

Lab support workshop
1.66

Chemistry Lab
1.75

Chemistry Support Lab
1.77

Where to eat

Ground floor

Praxe Bar (0.1)

Taguspark Campus Restaurant/
Bar (0.40)

Floor -1

Canteen

Services

Academic and Staff Area

✉ aapt@tecnico.ulisboa.pt

Student Support Office (NAPE)

📍 nape.tecnico.ulisboa.pt

✉ nape-tp@tecnico.ulisboa.pt

Information Services Division (DSI)

✉ asit@tecnico.ulisboa.pt



Technological and Nuclear Campus

Location/Contacts

Estrada Nacional
10 (Km 139,7),
2695-066 Bobadela LRS
Tel: +351 219 946 000
Fax: +351 219 946 016

How to get there

Train

There are several connections to the campus by train:

CP - Azambuja line: exit on Bobadela
CP - Cascais and Sintra line,
connection to Azambuja line: exit on
Bobadela

www.cp.pt

Fertagus - Sul line, connection to
Azambuja line:
exit on Bobadela.

www.fertagus.pt

Metro

Oriente station: Red line, connection
with train of CP company - Azambuja
line.

For information about Lisbon Metro
lines and routes:

metro.transporteslisboa.pt

Bus (Carris / Rodoviária de Lisboa)

Lisbon is served by a wide bus
network (Carris / Rodoviária de
Lisboa) with extensive timetables
and high frequency.

For information about bus lines and
schedules:

carris.transporteslisboa.pt






Libraries

The Library of the Instituto Superior Técnico (BIST) is aimed at providing access to information, while contributing to the valorisation of technical and scientific knowledge of its users and is specialised in Engineering areas, Technology, Architecture and Basic Sciences.

The Library is intended to develop a dynamic and innovative service, in knowledge dissemination, thereby meeting the needs of Teaching and Research.

Website

bist.tecnico.ulisboa.pt

 The central library is temporarily closed for refurbishing works.



Core competences

- Management and technical processing of archives.
- Maintenance and dissemination of information in different media.
- Users' training.

Services

- In-room reading.
- User support (support and guidance in bibliographic catalogues, scientific and technical information databases).
- Loan service.
- Information and reference service.
- Inter-library loan service.
- Users' training.

Information resources

- Archive of 203.975 monographs and 6.922 Periodical Publications.
- Regulations, Portuguese and European standards and ISO.
- [Digital Library](#) – includes reference databases periodical on-line publications and other useful links.
- [B-on access](#) – with the provision of more than 26000 international publications of different fields of knowledge and 22000 e-books.
- [BIST on-line catalogue](#) – Koha
- [American Corner](#) – Partnership between the US State Department and some Higher Education Institutions as a way to disseminate diplomacy, culture, and technical and scientific information. Under this partnership, several cultural and scientific dissemination activities will be carried out. It provides different scientific resources, in particular access to the ELibrary, which includes scientific databases of the different multidisciplinary areas with access to full versions of scientific papers and e-books.

Being a BIST user

IST students have access to the Library through.

Document loans

Loan services are provided under current rules which define the different categories of users and the respective loan conditions, according to location and type of work.

Periodical Publications, Theses, Standards and Reference Works are to be consulted at the library. Multimedia items (floppy disks, CDs, DVDs) may be used in the reading room and borrowed with accompanying printed monographs.

Renewals

Each user can renew items up to two consecutive times.

Bookings

Users may express their wish to book items after being informed that these items are available and should be collected within 3 days.

Libraries in the Alameda Campus

Library of the Civil Engineering and Architecture Department and Georesources

Location: Civil Engineering Building

Opening hours:
09:00am – 06:00pm

Document unit of Electrical and Computer Engineering

Location: North Tower

Opening hours:
09:00am – 08:00pm

Library of the Mechanical Engineering Department

Location: Mechanical I Building

Opening hours:
09:00 – 06:00pm

Document unit of Chemical Engineering and Bioengineering

Location: South Tower

Opening hours:
09:00am – 08:00pm

Document unit of Physics and Mathematics

Location: Interdisciplinary Building

Opening hours:
09:00am – 08:00pm

Library of the Department of Mathematics

Location: Mathematics Building

Opening hours:
10:00am – 01:30pm

Libraries in the Taguspark Campus

Reading Room

Location: Ground floor

Opening hours:
Monday-Friday
10:00 – 06:00PM

Study room:

Location: 1st Floor

Opening hours
all week



Technological Laboratories

Technological Laboratories offer every IST student specialized software for different course units.

They also provide printing services (small and large formats) and training courses that complement subjects taught, in order to help develop future projects.

These labs not only offer you a place to study but also a computer so that you do not need to bring your PC daily.

Information Technology Laboratory of the Chemical Engineering and Biotechnology Department (LTI-DEBQ)

Located on the 5th floor of the South Tower, the LTI-DEBQ offers various computers for IST students, and delivers printing services for all types of requirements. It is open from Monday to Friday, 08:00am to 08:00pm.

🔗 ltideqb.tecnico.ulisboa.pt

Information Technology Laboratory of the Civil Engineering Department (LTI DECivil)

The LTI DECivil is located on the 1st floor of the Civil Engineering Building. It delivers a wide range of services such as training courses, printing services for all types of requirements. It is open from 08:00am to 11:00pm during the classes period and from 09:30am to 18:30pm on Saturdays during the exams, selling exam sheets after-hours for any emergency.

🔗 ltidecivil.tecnico.ulisboa.pt

Computer room of the Electrical and Computer Engineering Department (SCDEEC)

Located on floor -2 of North Tower, the SDEEC offers not only its computer resources with specialized software but also printing and scanning services. It is open from 09:00am to 08:00pm during the classes period and from 09:00am to 07:00pm during the exams. It is also open on many Saturdays from 09:00am to 07:00pm.

🔗 scdeec.tecnico.ulisboa.pt

Computer-Assisted Mechanical Engineering Laboratory (LEMAC-LTI)

Located on the ground floor of the Mechanical II building, the LMAC-LTI makes available its software for use and delivers printing services and training actions. It is open from Monday to Friday.

🔗 fenix.tecnico.ulisboa.pt/departamentos/dem/lemac--lti



Places to study at Técnico Lisboa

Main Building

Library (1st Floor)

Civil Building

Espaço 24 Horas (Ground floor)

LTI (1st Floor)

DEC Library (1st Floor)

During exams period

Rooms V0.2, V0.6 to V0.09, V1.06 to V1.09, V1.23 to V1.26

Mechanics Building II

Study Room - SEDEM and LEMAC

North Garden Building

Espaço LTI – DSI , Rooms 5 and 9

Mechanics Building I

Study room on upper floor

North Tower

Study Room (Ground Floor) / Library (First Floor)

Electrical Engineering Building

Room F1

Information Technologies Building I

Study rooms

Mathematics Building

Rooms P2 and P10

Study Room 4.5 (1st Floor)

Study Room 6.12 (2nd Floor)

Printing Section

Study Room of AEIST

Mining Building

Room I1

South Tower

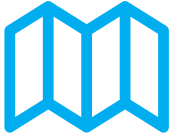
Library (Ground Floor) / Study Room (Q5.3)/
LTI 5th Floor)

Physics Building

P10 room

Interdisciplinary Building

Library of the Document Unit of Physics and
Mathematics (Ground Floor)



Places to Study in Lisbon

distance from Técnico

📍 Centro Académico Edith Stein

Rua Alves Torgo, 1, 6º
1000-032 Lisboa

9 min (walking)

📍 Acqua Roma

Avenida de Roma,
15B, 1000-264 Lisboa

10 min (walking)

📍 Fundação Calouste Gulbenkian

Avenida de Berna, 45
1067-001 Lisboa

18 min (walking)

📍 Café Fábulas

Calçada Nova de São Francisco,
14, 1200-300 Lisboa

16 min (metro)

📍 Brown's Coffee Shop

Rua da Vitória, 88,
1100-619 Lisboa

16 min (metro)

📍 Linha D'Água

Jardim Amália Rodrigues
Rua Marquês de Fronteira, 1070-
295 Lisboa

13 min (bus)

📍 Biblioteca Municipal Orlando Ribeiro

Antigo Solar da Nora,
Estrada de Telheiras, 146,
1600-772 Lisboa

21 min (metro)

📍 Picoas Plaza

Rua Tomás Ribeiro, 65,
1050-227 Lisboa

21 min (metro)

CIUL - Centro de Informação Urbana de Lisboa

Picoas Plaza
Rua Viriato, 13 E, Núcleo 6, 1º
1050-233 Lisboa

20 min (metro)

📍 Café Royale

Largo Rafael Bordalo Pinheiro,
29, R/C, 1200-369 Lisboa

21 min (metro)

📍 Pois, Café

Rua São João da Praça, 93-95,
1100-521 Lisboa (Sé/Alfama)

24 min (metro)

📍 Noobai Café

Rua de Sta. Catarina
2715-311 Lisboa

26 min (metro)

📍 Biblioteca da Faculdade de Letras da Universidade de Lisboa

Cidade Universitária,
Alameda da Universidade,
1600-214 Lisboa

25 min (metro)

📍 Cinemateca

Rua Barata Salgueiro, 39
1269-059 Lisboa

25 min (metro)

📍 Biblioteca Universitária João Paulo II

Universidade Católica Portuguesa
Palma de Cima
1649-023 Lisboa

30 min (metro and walking)

📍 Le Chat

Janelas Verdes,
1249-017 Lisboa

33 min (bus)

📍 Ler Devagar

Rua Rodrigues Faria, 103,
1300-501 Lisboa
(LX Factory)

36 min (bus)

📍 Fundação Champalimaud

Avenida Brasília,
1400-038 Lisboa

40 min (metro and train)

📍 Centro Cultural de Belém

Praça do Império,
1449-003 Lisboa

42 min (metro and bus)



Chapter 2 Student Support Services

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Health Services
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Computer Services
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IST Healthcare Services

The Instituto Superior Técnico has a Medical Center that provides healthcare facilities and services for national and international students, researchers and lecturers. Our healthcare professionals are fully accredited.

Location / Contacts

Alameda Campus:
Social Action Building
(Medical Center)
+351 218 419 343 / 640
saude@tecnico.ulisboa.pt

Taguspark Campus
1st Floor
+351 214 233 220
saude@tecnico.ulisboa.pt

Website

saude.tecnico.ulisboa.pt





The IST Medical Center (NMAP) provides a complete range of primary care and specialized services such as:

- **Andrology**
- **Cardiology**
- **General Practice**
- **Obstetrics**
- **Gynecology**
- **Dermatology**
- **Dentistry**
- **Ophthalmology**
- **Optometry**
- **Orthopedics**
- **Pediatrics**
- **Urology**
- **Psychiatry**
- **Psychology**
- **Psychotherapy and Counseling (children, adolescents, adults, family therapy, speech therapy)**
- **Nutrition and Diet**
- **Nursing Services**

Further information including procedures for making appointments, blood tests, diagnostic exams, and other available services, contacts, office hours and fees are available at: saude.tecnico.ulisboa.pt

To have access to public health services in Portugal, E.U. citizens must have **European Health Insurance Card (EHIC)**.

Non-EU citizens must have health insurance during the whole period of studies. Please make sure that your insurance policy is valid in Portugal.



Computer Services

The Computer Service Division (DSI) is responsible for computer resources, network infrastructure and central computer systems of Instituto Superior Técnico.

Contacts

Alameda Campus
Ground Floor, room 0.53
+351 218 417 506

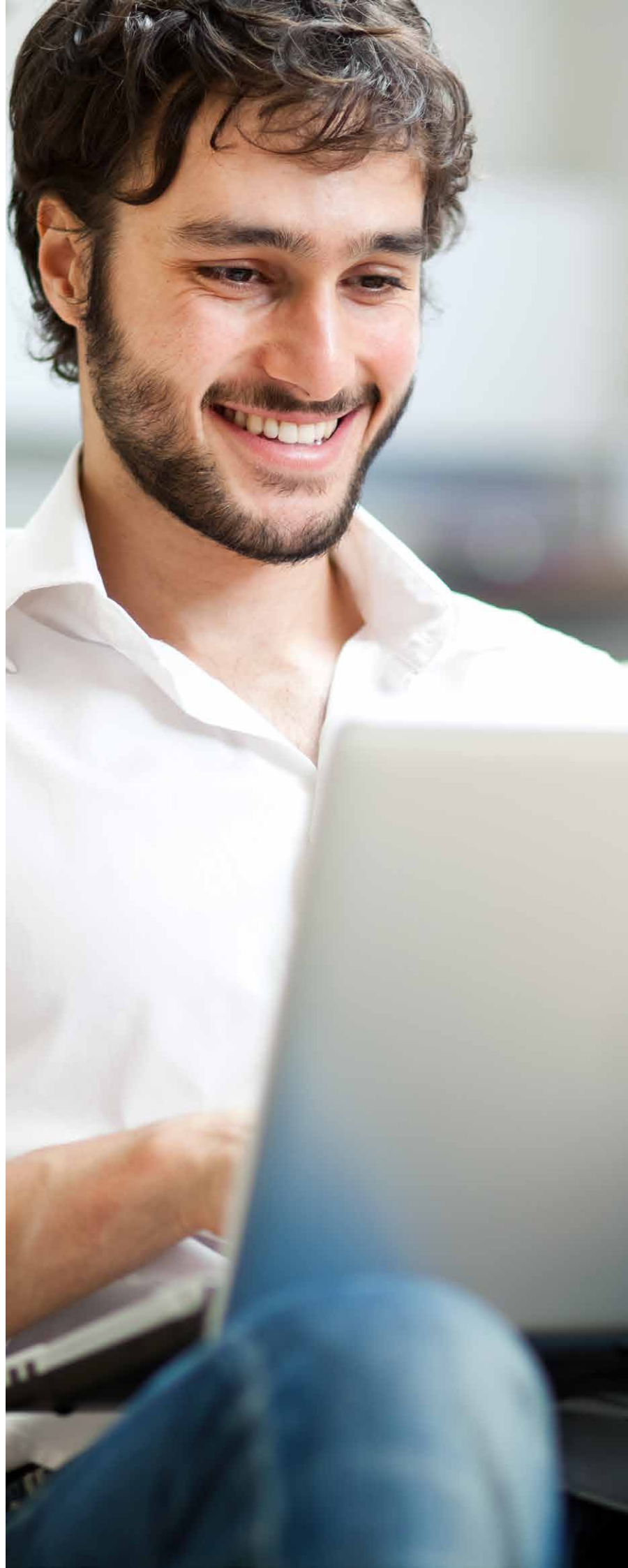
Taguspark Campus
1st Floor, room 1.46
+351 214 233 214

dsi@tecnico.ulisboa.pt

Website

dsi.tecnico.ulisboa.pt

✦ For queries about access, use and layout of computer services:
☎ suporte.dsi.tecnico.ulisboa.pt



Access to the Computer Network of Técnico Lisboa

Students enrolled at IST can use the computer network and resources of Instituto Superior Técnico, which are administered centrally by the **Computer Services Division (DSI)**. The network may be used through IST computers or through the connection to the network infrastructure of personal computers. In this case, the network may be connected over some selected places where there are existing network spots, or through wireless technology.

During the enrolment process, the student is given automatic access to most of the computer resources of Técnico Lisboa, in particular an email account, a storage area in a server for files and personal pages, access to different software licenses and access to the wireless network.

All computer services are listed at: dsi.tecnico.ulisboa.pt (see in particular option “services” of this page). The intranet system of Técnico Lisboa, known as Fénix, allows for access to the student’s information and subjects, including schedules, bibliographic material and different personal, academic and pedagogical services, such as CV viewing and enrolment in subjects and exams.

The Fénix system is the main source of IST academic information and its regular use is an essential tool to the IST community. To connect to the Fénix system, please go to fenix.tecnico.ulisboa.pt.

Also during the enrolment process, IST provides a *username* and *password* (IST ID), allowing for access to most of IST’s computer resources, and academic acts of high responsibility (enrolment and enrolment cancellation, work submission, etc.). In this regard, the *password* supplied (associated with IST ID) during the enrolment process is strictly confidential and should be known exclusively by the student. For security reasons, it is highly recommended to be changed periodically (through login in the Fénix system and selecting the “personal” separator the “password” option). The password may be retrieved through mobile phone, citizen card, in person (at DSI) or through European e-ID credentials.

When using IST’s computer resources, the student should always take into account that these are intended for academic purposes. The network cannot be used for political, commercial or other purposes that, at any rate, go against the ethical and functioning principles of IST. In addition, it cannot be used to copy material protected by copyright, such as software, music, films or books, except when that is explicitly authorized by the authors. These and other standards of use of the services, resources and computer systems made available by the DSI may be viewed at dsi.tecnico.ulisboa.pt/normas.



Chapter 3 Academic Information

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Academic Calendar
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IST Grading Scale
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**How to Subscribe
Classes and Shifts**
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Insurance
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IST Grading Scale

The IST classification scale ranges from 10 to 20, linearly, in which 10 is the minimum mark to obtain approval. The awarding of ECTS classification is based on the distribution of marks obtained by all the students approved in the course unit in the last three academic years (can be extended to the last four or five years, if necessary), according to the following distribution:

ECTS Classification	Mean % of achieving students in a course unit	Definition
A	10	10% - Highest classifications on the 10-20 mark scale
B	25	25% - Following classifications on the 10-20 mark scale
C	30	30% - Following classifications on the 10-20 mark scale
D	25	25% - Following classifications on the 10-20 mark scale
E	10	10% - Lowest classifications on the 10-20 mark scale

ECTS credit unit

Unit of measure of student work corresponding to the European System of Credit Transfer and Accumulation System (European Credit Transfer and Accumulation System).

One academic year of full-time work corresponds to 60 ECTS credits, considering for such the total number of annual working hours of 1680.

One ECTS credit corresponds to 28 hours of work (includes classroom activities, assessments and autonomous work).



Setting up your Fénix account and schedule

Setting up your Fénix account

(if you already have an IST ID and password ignore this step)
You will receive a link from the Fénix system (our academic management information system) to setup a password for your Fénix account.

Take note of your username and password. After this setup step, login into the system and explore its services. To do this, go to Técnico's website at tecnico.ulisboa.pt, choose "Apps" in the upper-right corner and then "Fénix". To login use the username/password credentials you previously set up.

Throughout your stay at Técnico, the Fénix system will be your interface for handling most academic and administrative issues. Students use Fénix to pick the courses/classes they will be attending, to register for exams, to check grades and to communicate with the school and professors.

Setting up your schedule

You have been enrolled in all subjects but you have not been assigned to specific classes. Class assignment will take place on the Fénix system. Since the number of available seats in each class is limited, you are encouraged to plan your schedule in advance and enroll in the classes that are the best match for your schedule. If you are unable to get a seat in your preferred class, you should choose from the available options, the one that better suits you. If there are no seats available that suit your schedule (this may sometimes happen in particular courses), do not panic as you will be subsequently assigned to a class, either during the Welcome Week or during the first week of classes. However, this class may not be your preferred option, so we urge you to make your choices as soon as possible.

You can also find detailed instructions regarding the class enrollment process at:

<http://youtu.be/AxBkZL9R-Nw> or/and

<http://ai.tecnico.ulisboa.pt/files/sites/52/classes-enrollment-manual.pdf>



IST Student Insurance

This insurance is mandatory for ALL students and must be activated upon arrival during your registration.



Contacts for insurance purpose:

Área de Graduação / Graduation Unit

Phone: +351 218 417 222

Email: graduacao@tecnico.ulisboa.pt

Coverage	Amount insured
Death	40.000 €
Permanent Disability	40.000 €
Treatment Expenses, screening tests (*) and repatriation	10.000 €
Funeral Expenses	4.000 €
Civil Liability - Students	10.000 €
Civil Liability - University of Lisbon	25.000 €



Chapter 4 Erasmus, Erasmus Mundus, Smile, Double Degrees, Bilateral Agreements

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Mobility Coordinators
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**Portuguese Language
Courses**
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Mobility Coordinators

Degree	Coordinator ¹
Architecture	Prof. Manuel Correia Guedes manuel.guedes@tecnico.ulisboa.pt
Aerospace Engineering	Prof. Fernando Lau lau@tecnico.ulisboa.pt
Biological Engineering, Bioengineering and Nanosystems, Biotechnology	Prof. José Santos josesantos@tecnico.ulisboa.pt
Biomedical Engineering	Prof. João Sanches jmrs@tecnico.ulisboa.pt
Chemical Engineering, Chemistry	Prof. Carlos Barros Henriques carlos.henriques@tecnico.ulisboa.pt
Civil Engineering	Prof. Teresa Bodas Freitas mec_mobility@civil.tecnico.ulisboa.pt
Electrical and Computer Engineering	Prof. Maria José Resende mresende@tecnico.ulisboa.pt
Energy Engineering and Management	Prof. Edgar Fernandes edgar.fernandes@tecnico.ulisboa.pt
Environmental Engineering	Prof. Ana Galvão ana.galvao@tecnico.ulisboa.pt
Engineering and Management of Innovation and Entrepreneurship	Prof. Joana Mendonça joana.mendonca@tecnico.ulisboa.pt
Industrial Engineering and Management	Prof. João Lourenço joao.lourenco@tecnico.ulisboa.pt

¹ Students must schedule the meeting by e-mail.

Degree	Coordinator ¹
Information Systems and Computer Engineering	Prof. Francisco Saraiva de Melo fmelo@inesc-id.pt
Materials Engineering	Prof. Amélia Almeida amelia.almeida@tecnico.ulisboa.pt
Mathematics	Prof. Pedro Girão pgirao@math.ist.utl.pt
Mechanical Engineering	Prof. João Sousa jmsousa@tecnico.ulisboa.pt
Mining and Geological Engineering	Prof. Edite Martinho edite.martinho@tecnico.ulisboa.pt
Naval Architecture and Marine Engineering	Prof. Carlos Guedes Soares c.guedes.soares@tecnico.ulisboa.pt
Petroleum Engineering	Prof. Maria João Pereira maria.pereira@tecnico.ulisboa.pt
Physics Engineering	Prof. Ilídio Lopes ilidio.lopes@tecnico.ulisboa.pt
Transport Planning and Operations	Prof. Maria do Rosário Macário rosariomacario@tecnico.ulisboa.pt

¹ Students must schedule the meeting by e-mail.



Portuguese Language Courses

General Information (for students outside Europe)

Portuguese Language Courses are available at the beginning of each semester. These Portuguese Language Courses aim to develop basic language skills in understanding, speaking and writing in Portuguese. The reference of its contents is the Common European Framework of Reference for Languages.

Upon arrival, interested students should communicate their intention to take the language course, by filling a registration form. Participants will get a certification with ECTS credits, after approval in a final exam.

Workload: 40 hours

Registration Fee: 75€

Registration: Training Unit (Main Building, floor -1, room 01.19)

For further information go to: <http://da.tecnico.ulisboa.pt/en/formacao-continua/cursos-de-lingua-portuguesa/>

ERASMUS students

Workload: 56 hours

Registration Fee: 75€

Registration: NMCI (Main Building, ground floor, room 0.14)

Maximum number of students per class: 20

Schedule: Monday to Thursday from 7:00PM to 9:00PM



Chapter 5 EIT InnoEnergy

Instituto Superior Técnico was recognized as a strategic partner of EIT InnoEnergy, whose aim is to promote innovation through 6 european central offices, in the key area of energy. IST is the formal partner of the EIT InnoEnergy IBERIA central office, whose main activity theme is sustainable energies.

The EIT InnoEnergy educational programmes are directed towards a completely innovative type of education in the energy field, mobilising the innovative and entrepreneurial spirit of the students.



About EIT InnoEnergy

EIT InnoEnergy is one of the first three Knowledge and Innovation Communities (KICs) created under the leadership of the European Institute of Innovation and Technology (EIT). EIT InnoEnergy is a commercial company with 27 shareholders that include top ranking industries, research centres and universities from all across Europe. More than 150 additional partners also contribute to our activities.

Our goal is to make a positive impact on sustainable energy in Europe by creating future game changers with a different mind-set, and bringing innovative products, services and successful companies to life.

- We provide acceleration services to startups and ventures by supporting entrepreneurs with their business ideas, strengthening their business models, building expert teams, and providing access to finance.
- We support innovation in the field and bring innovative ideas to life that have a positive impact on sustainable energy in Europe.
- We provide Master and PhD educational programmes that deliver knowledge and skills to students and managers that will shape the future of the energy sector.

The SET plan constitutes the framework of our strategy. Therefore we are complementary to other instruments of the European Union both in technology and research.

Our Vision. What we want to be.

To become the leading engine for innovation and entrepreneurship in sustainable energy.

Our Mission. Why do we exist?

EIT InnoEnergy's mission is to build a sustainable long-lasting operational framework amongst the three actors of the knowledge triangle in the energy sector: industry, research and higher education. And ensure that this integration of the three is more efficient and has higher impact in innovation (talent, technology, companies) than the three standing alone.

Our Values.

Sustainable. Impact Oriented. Respect Diversity. Entrepreneurial. Excellence-driven. Collaborative spirit. Passionate. Visionary.

Which are our Master Programmes at IST?

ENTECH – MSc Energy Technologies

RENE – MSc Renewable Energy

SELECT – MSc Environmental Pathways for Sustainable Energy Systems

Energy Storage

Energy Transition

MSc Coordinators

MSc	Coordinator	Contact
ENTECH	Prof. Jorge Matos	jorge.matos@tecnico.ulisboa.pt
RENE	Prof. Edgar Fernandes	edgar.fernandes@tecnico.ulisboa.pt
SELECT	Prof. Duarte Sousa	duarte.sousa@tecnico.ulisboa.pt
Energy Storage	Prof. Fátima Montemor	mfmontemor@tecnico.ulisboa.pt
Energy Transition	Prof. Francisco Lemos	francisco.lemos@tecnico.ulisboa.pt

Master in Energy and Engineering Management – MEGE

The InnoEnergy Masters at IST are all integrated in the Master in Energy and Engineering Management – MEGE

MEGE Programme Coordinator

Prof. Edgar Fernandes
edgar.fernandes@tecnico.ulisboa.pt

InnoEnergy Project Manager

Marta Abrantes
(International Affairs Area)
marta.abrantes@tecnico.ulisboa.pt

InnoEnergy Student Affairs

Rossela Leitão
(Mobility and International
Cooperation Office)
rossela.leitao@tecnico.ulisboa.pt

Course Structure

Student Handbook:

fenix.tecnico.ulisboa.pt/cursos/mege/manual-do-aluno

Portuguese Course

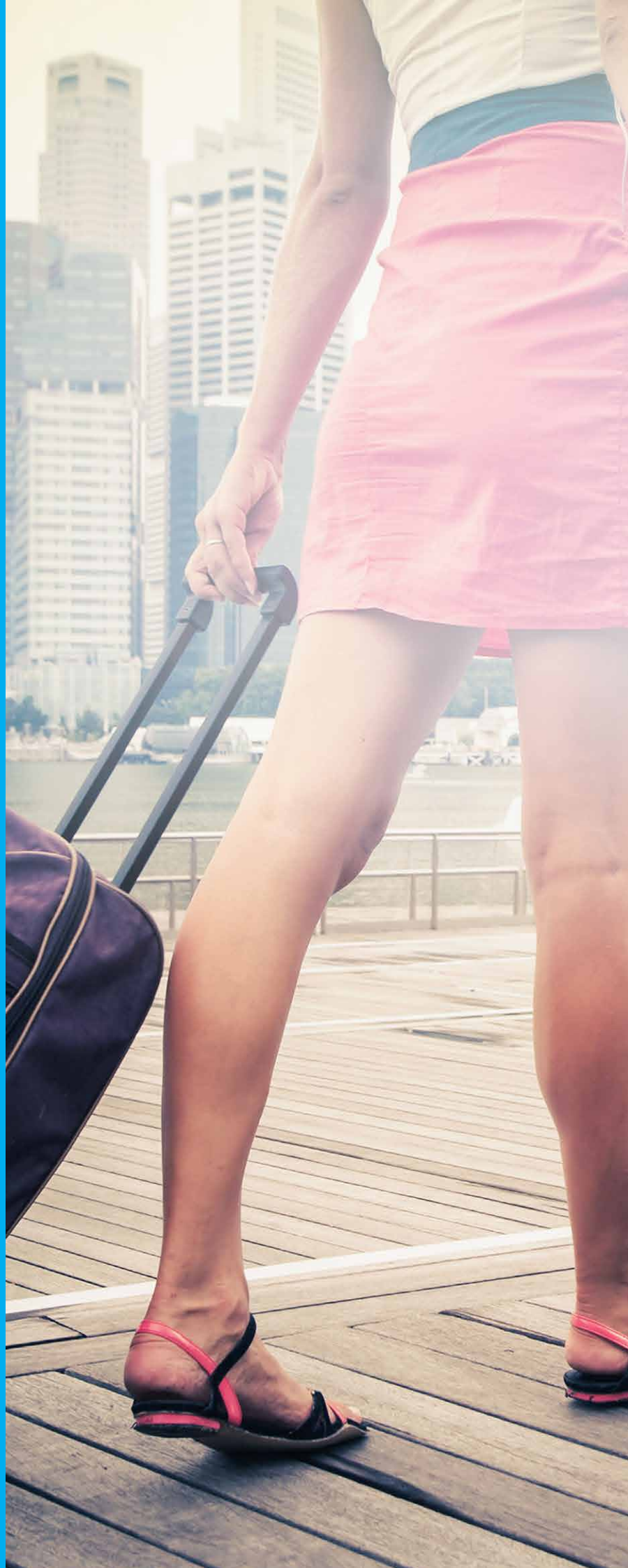
All InnoEnergy students will have the opportunity to take a short intensive Portuguese course for beginners. The InnoEnergy programme will cover all the associated costs of 1 Portuguese course per student.



Chapter 6 Visa and Legal Formalities

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**Non-European
Students**
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EU Students
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Before arriving in Portugal

Non-European Students

Students from countries outside the European Union or the Schengen Area have to apply for a visa for Portugal. Please note that a 'tourist' visa is not valid for studies in Portugal.

It is essential to obtain information at the closest Portuguese Embassy or Consulate in the student's home country, regarding the required documents to complete the application for visa. The visa application has to be submitted several months in advance because it can take up to 12 weeks depending on the country of origin.

The application includes the following documents:

- Application in a standard form
- Valid travel document (+3 months beyond the validity of the visa)
- 3 passport-sized colour photographs
- Certificate of criminal record issued by the country of origin
- Medical certificate and/or Vaccine Bulletin and travel medical insurance
- Proof of accommodation in Portugal
- Proof of means of subsistence in Portugal
- Proof of admission/acceptance or registration

For detailed information <https://www.vistos.mne.pt/en/national-visas/general-information/type-of-visa>

Non-European Students holders of a residence permit issued by a Member State of the European Union Within the mobility agreements, students of higher education holders of a residence permit issued by a Member State of the European Union are authorized to entry Portugal to study provided SEF is informed until 30 days before the beginning of the mobility period.

In order to inform SEF, students need to provide the documents listed below to the following email:

dir.lisboa@sef.pt / info.DRLVTA@sef.pt

- Valid passport;
- Copy of the Residence Permit issued by other Member State, valid for the totality of the period of stay in Portugal;
- Health Insurance of evidence in which that the student is covered by the National Health Service;
- Evidence of the means of subsistence;
- Evidence of having been admitted in a higher education institution under an EU mobility programme or an agreement with the higher education institution of origin;
- Evidence of tuition payment, if applicable;

For detailed information <https://imigrante.sef.pt/en/solicitar/estudar/art91-a/>

After arrival

If students have a visa that covers the full period of stay in Portugal, the renewal of the visa is not needed. Otherwise, it is mandatory to renew it, it can be done by booking an appointment on-line at SEF , by phone +351 808 202 653 (landline) or +351 808 962 690 (mobile phone), from 8:00 am to 8:00 pm (just working days), and for doubts please send an email to gricrp.cc@sef.pt.

The booking of the appointment for the renewal of the visa has to be done at least one month before the visa expires, but we recommend as soon as possible, because if the visa expires, it will not be possible for students to travel to other Schengen countries.

How to check the duration of the visa, and if it is valid for the full stay in Portugal?

Check in the visa stamp the duration of stay, e.g. 120 days, start counting 120 days from the date the passport was stamped by the airport services in a Schengen country.

Documents to take to the SEF appointment for the renewal of visa:

- Passport
- Accommodation documents (one of the 4 options):
 1. Statement issued by your landlord along with a copy of his/her identity card and a copy of the deed of the house
 2. Rental contract in your name
 3. Certificate of residence (“Atestado de Residência”) issued by the parish council (you will need 2 people who vote in the area of your residence to sign this document attesting that you live in that address)
 4. If you are at one of IST’s residences, request a residence letter by e-mail to: nucleo.alojamentos@tecnico.ulisboa.pt
- Proof of means of subsistence (one of the 2 options):
 1. Scholarship document
 2. Copy of your bank statement
- Document proving enrollment at IST.
 - o Mobility students the request has to be done to NMCI at least two weeks before the appointment;
 - o Regular international students the request has to be done to the academic office
 - o If the student is not enrolled formally at IST, the request has to be done to the supervisor.
- Proof of health insurance

Notes:

- If the renewal of the visa is going to be done for less than 90 days a proof of the airline return ticket will be needed.
- All documents must be provided in Portuguese language.

For detailed information <https://imigrante.sef.pt/en/prorrogar-permanencia/>

EU Students Students from EU countries

EU Students Students from EU countries the European Economic Area/EEA (Iceland, Liechtenstein and Norway) and Switzerland do not need a visa to enter Portugal. These students can stay in Portugal for a period up to 3 months having a valid identity card or passport. However, if their stay is longer than 3 months, they will have to register their residence at the City Hall

For detailed information <https://www.sef.pt/en/pages/faq-detalhe.aspx?nID=8>

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1049-001 Lisboa
Tel: +351 218 417 000

Campus Taguspark

Av. Prof. Doutor Cavaco Silva
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Tel: +351 214 233 200

Campus Tecnológico e Nuclear

Estrada Nacional 10 (ao Km 139,7)
2695-066 Bobadela LRS
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mail@tecnico.ulisboa.pt

