



TÉCNICO LISBOA

STUDENT SUPPORT GUIDE

2017 / 2018

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Welcome Message

Dear Students,

I welcome you to Técnico, the best engineering school in Portugal and one of the best in the world.

The quality of Técnico is a result of many factors that include the quality of our faculty, the excellence of our research and the culture of excellence that has been a hallmark of our school for more than one hundred years.

However, the quality of its students is the characteristic that is truly unique in our school and that sets Técnico apart from other similar schools, making it one of the best engineering schools in the world. We receive very talented students, from Portugal and abroad, and we provide them with an education that puts our graduates, scientists, engineers and architects, amongst the best in Portugal.

Técnico has educated many generations of leaders and many of them have helped in the transformation and development of Portugal, Europe and the world. Our graduates are our best ambassadors because they show the world the quality of our school.

By choosing Técnico, you will have access to a world level education, you will be exposed to ideas that are at the cutting edge of science and technology and you will be living in a unique environment, located in the center of a cosmopolitan city, Lisbon. You will also be part of a network that includes the top schools of Europe in science and technology, providing you with unique opportunities for mobility and international exposure. You will belong to a uniquely international community that now counts more than 11.000 students, 700 professors, 25 research centers and more than 1.000 researchers.

You will have access to educational and scientific infrastructures that are unique in the country, distributed by the three campuses of Técnico. They will enable you to acquire a theoretically sound but also practical hands-on education on a variety of technical subjects that are at the forefront of science and technology. You will also be a part of the University of Lisbon, the largest and most competitive university in Portugal.

The education that you will receive here will open the doors to top-level positions in large, medium and small companies, but will also give you the skills to launch your own company, creating value for the country and for the world. The research driven education that is a hallmark of Técnico will also give you the possibility to choose a career in academia, in any top institution in the world.

At Técnico, we value mostly the talent and independent thinking of our students. We believe in dreamers, in students that do not accept the status-quo and that challenge us by asking “why?”, “how does it work?” or “how do you build it?”. We believe in those that think differently, in those that may one day change the world with a brilliant new idea or new technology.

I invite you to become familiar with our many different offers in engineering, technology, science and architecture, which represent an unmatched set of challenges and opportunities for those that have the talent, the will and the ability required to study here.

I look forward to welcoming you at Técnico Lisboa.

A handwritten signature in black ink that reads "Arlindo Oliveira". The script is fluid and cursive, with the first letter 'A' being particularly large and stylized.

Prof. Arlindo Oliveira

President of Instituto Superior Técnico

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 10H30 to 12H00

Tuesday and Thursday
from 10H30 to 12H00
and 14H00 to 16H00



NMCI Staff

Office Coordinator



Sílvia Santos

silvia.santos@tecnico.ulisboa.pt

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

Almeida Garrett, Brazil, China, Erasmus Mundus,
Fórmula Santander, IAESTE, India, InnoEnergy,
Japan, PALOP, Russia, Santander Ibero-
Americanas, Santander Luso-Brasileiras, SMILE



Cristina Sousa

cristina.sousa@tecnico.ulisboa.pt



Ana Barbosa

ana.barbosa@tecnico.ulisboa.pt



Luísa Peixoto

luisa.peixoto@tecnico.ulisboa.pt



Ágata Nicolau

agata.nicolau@tecnico.ulisboa.pt



Paula Lopes

paula.lopes@tecnico.ulisboa.pt



Sara Rodrigues

sarafrodrigues@tecnico.ulisboa.pt

Australia, Canada, USA, ATHENS



Miguel Silveiro

miguel.silveiro@tecnico.ulisboa.pt



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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Tecnológico e 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

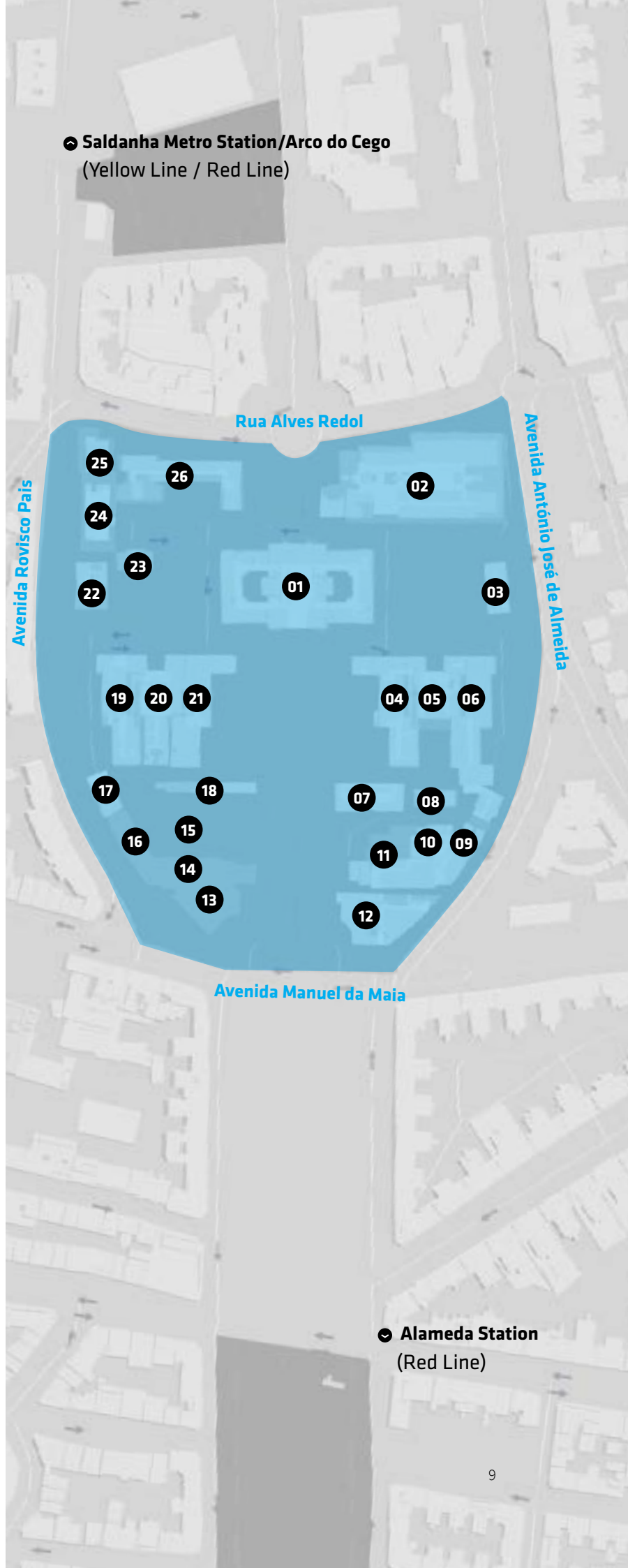
01 Main Building

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)



● Saldanha Metro Station/Arco do Cego
(Yellow Line / Red Line)

Rua Alves Redol

Avenida Rovisco Pais

Avenida António José de Almeida

Avenida Manuel da Maia

● Alameda Station
(Red Line)

- 02 Civil Building**
V Classrooms
VA Lecture Halls
Congress Center
24/24h Study Room
- 03 North Garden Building**
Information 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 or ATHENS? 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 Registrar (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



Tecnológico e 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)/

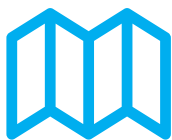
LTI 5th Floor)

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**
.....

.....
Insurance
.....





Academic Calendar 2017/18

1st Semester

Reception Week

11th September - 15th September
2017

Classes

18th September - 15th December
2017

Christmas Holidays

23rd December - 29th December
2017

Examination Period

Normal period:

6th January - 20th January 2018

Resit period:

27th January - 3rd February 2018

Release of results:

14th February 2018

2nd Semester

Reception Week

12th February - 16th February
2018

Classes

19th February - 1st June 2018

Easter Holidays

26th March - 30th March 2018

Examination Period

Normal period:

9th June - 23rd June 2018

Resit period:

30th June - 7th July 2018

Release of results:

12th July 2018

Special examination period:

16th - 27th July 2018

Release of results:

31st July 2018

Changes to the Study Plan

Deadline for submission

1st semester: 31st October 2017

2nd semester: 30th March 2018



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](https://youtu.be/AxBkZL9R-Nw) or/and

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



IST Student Insurance 2017/18

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



Companhia de Seguros Açoreana, SA
Insurance policy no. 96.00053962
Validity of the contract: up to 12 months
Price per student: 1,28€

Coverage	Amount Insured
Death	30 000,00€
Permanent Disability	30 000,00€
Treatment Expenses	8 000,00€
Repatriation	Unlimited
Funeral Expenses	2 700,00€
Civil Liability - Students	10 000,00€
Civil Liability - University of Lisbon	25 000,00€



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	Location
Architecture	Prof. Alexandra Alegre Tel.: 218418331 alexandraalegre@tecnico.ulisboa.pt	Civil Building, 3 rd floor, room 3.31
Aerospace Engineering	Prof. Fernando Lau Tel.: 218417198 lau@tecnico.ulisboa.pt	Mechanics Building I, 1 st floor, room 1.37
Biological Engineering, Bioengineering and Nanosystems, Biotechnology	Prof. José Santos Tel.: 218419195 josesantos@tecnico.ulisboa.pt	South Tower, 8 th floor, room 8.61
Biomedical Engineering	Prof. João Sanches Tel.: 218418195 jmsr@tecnico.ulisboa.pt	North Tower, 6 th floor, room 6.09
Chemical Engineering, Chemistry	Prof. Pedro Teixeira Gomes Tel.: 218419612 pedro.t.gomes@tecnico.ulisboa.pt	South Tower, 11 th floor, room 6.9e
Civil Engineering	Prof. Ana Paula Pinto Tel.: 218418363 mec_mobility@civil.tecnico.ulisboa.pt	Civil Building, 1 st floor, room 1.47
Electrical and Computer Engineering	Prof. Maria José Resende Tel.: 218417165 mresende@tecnico.ulisboa.pt	North Tower, 5 th floor, room 5.11
Environmental Engineering	Prof. Ana Galvão Tel.: 218418369 ana.galvao@tecnico.ulisboa.pt	Civil Building, 3 rd floor, room 3.69

¹ Students must schedule the meeting by e-mail.

Degree	Coordinator ¹	Location
Industrial Engineering and Management	Prof. Tânia Pinto Varela Tel.: 218417329 tania.pinto.varela@tecnico.ulisboa.pt	Taguspark Campus, room N10.14
Information Systems and Computer Engineering	Prof. António Menezes Leitão Tel: 218419409 antonio.menezes.leitao@tecnico.ulisboa.pt	Information Technologies Building III, 1 st floor, room 1.04
Materials Engineering	Prof. José Carlos Pereira Tel.: 218419938 jose.carlos.pereira@tecnico.ulisboa.pt	South Tower, 4 th floor, room Q4-1.5
Mathematics	Prof. Pedro Girão Tel.: 218417101 pgirao@math.ist.utl.pt	Mathematics Building, 4 th floor, room 4.15
Mechanical Engineering	Prof. João Sousa Tel.: 218417471 jmsousa@tecnico.ulisboa.pt	Mechanics Building III, 4 th floor, room 4.8
Mining and Geological Engineering	Prof. Pedro Bernardo Tel.: 218417448 pedro.bernardo@tecnico.ulisboa.pt	Mining Building, 3 rd floor, room 5.1
Naval Architecture and Marine Engineering	Prof. Carlos Guedes Soares Tel.: 218417468/7607 c.guedes.soares@tecnico.ulisboa.pt	Main Building, 1 st floor, room 1.71
Petroleum Engineering	Prof. Maria João Pereira Tel.: 218417831 maria.pereira@tecnico.ulisboa.pt	Mining Building, room 2.I.12
Physics Engineering	Prof. Vasco Guerra Tel.: 218419322 vguerra@tecnico.ulisboa.pt	Interdisciplinary Complex, floor 0, room 204
Transport Planning and Operations	Prof. Maria do Rosário Macário Tel.: 218418417 rosariomacario@tecnico.ulisboa.pt	Civil Building, 2 nd floor, room 4.17
Urbanism and Spatial Planning	Prof. Jorge Gonçalves Tel.: 218418312 jorgemgoncalves@tecnico.ulisboa.pt	Civil Building, 3 rd floor, room 3.12

¹ Students must schedule the meeting by e-mail.



Portuguese Language Courses

General Information

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: 60 hours

Registration Fee: 75€

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

Maximum number of students per class: 20

Schedule: Monday to Friday 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?

CFAFE - MSc Clean Fossil and Alternative Fuels Energy

ENTECH - MSc Energy Technologies

RENE - MSc Renewable Energy

SELECT - MSc Environmental Pathways for Sustainable Energy Systems

MSc Coordinators

MSc	Coordinator	Contact
CFAFE	Prof. Fátima Montemor	mfmontemor@tecnico.ulisboa.pt
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

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. Falcão de Campos
falcao.campos@tecnico.ulisboa.pt

InnoEnergy Project Manager

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

InnoEnergy Student Affairs

Ana Barbosa, Ágata Nicolau
(Mobility and International Cooperation Office)
ana.barbosa@tecnico.ulisboa.pt
agata.nicolau@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.

Important Dates

Welcome Session for all InnoEnergy students:
8th September 2017 (10:00-12:30)

Study plan definition:
8th September 2017 (14:30-19:00)

First day of classes:
18th September 2017

Deadline for making changes to the study plan:
31st October 2017

KIC Added-Value Activities (KAVAs)

KAVA Calendar

KAVAs for all 1st Year students
30th November - 2nd December 2017
Kick-off, Barcelona

SELECT KAVAS

11th September - 15th September 2017
Católica Course: Entrepreneur in a Week

18th September - 22nd September 2017
Select Autumn Seminar

RenE KAVAS

26th September - 30th September 2017
Católica Course: Entrepreneur in a Week
Students from all RenE year 1 locations (IST, UPC, KTH)

ENTECH KAVAS

11th September - 22nd September 2017
Católica Course: Entrepreneur in a Week

28th October - 4th November 2017 (to be confirmed)
Winter Atelier: Year 1 students

CFAFE KAVAS

11th September - 22nd September 2017
Católica Course: Entrepreneur in a Week

NOTE: Students will be informed about additional activities during the semester.



Chapter 6

Visa and Legal Formalities

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Non-European Students

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EU Students

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Non-European Students

Before arriving in Portugal

Citizens of countries outside the European Union or the Schengen Area have to apply for a visa at a Portuguese Embassy/Consulate in their home countries. Please note that a 'tourist' visa is not valid for studies in Portugal.

Non-European citizens who have authorization for residence in a Schengen country have to request a visa for Portugal in the country where they have authorization for residence, may the stay be more than 3 months.

The visa application should be submitted several months in advance because it can take up to 12 weeks depending on the country of origin. Some visa applicants may also be subject to security clearance checks.

It is essential to obtain information at the closest [Portuguese Embassy or Consulate](#) about the type of visa to be requested and the required documents to complete the application.

The basic application should include 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

After arrival

Students entering Portugal through a non-controlled border (whose passports are not stamped in Portugal) need to complete the [declaration of entry](#) and hand it in to the [Immigration and Borders Services](#) (address: CNAI, Rua Álvaro Coutinho 14, 1150-025 Lisboa) within 3 working days after arrival.

If you are settled in hotel establishments or in another type of accommodation that declares your entry, you don't need to do the declaration of entry. This also includes students that are staying at our residences: [Residência Eng. Duarte Pacheco](#), [Residência Prof. Ramôa Ribeiro](#) and [Residência Universitária Baldaques](#). After this three-day period, the student will be charged a fine.

Your visa is usually valid for 120/180 days, which starts counting from the date your passport is stamped by the airport services in a Schengen country.

If your visa covers all the period of stay in Portugal, you do not need to renew it. Otherwise, upon arrival in Portugal, you have to [book an appointment](#) on-line at SEF to renew your visa, or by phone 808 202 653 (landline) or 808 962 690 (mobile phone) from 9:00am to 5:30pm.

Pay attention that you need to schedule the renewal of your visa at least one month before your visa expires, but we recommend you to do it as soon as possible.


If your visa expires, you are not allowed to travel to other Schengen countries.

Documents to take to SEF for your appointment

1. Passport
2. Accommodation documents (one of the 4 options):
 - a. Statement issued by your landlord along with a copy of his/her identity card and a copy of the deed of the house
 - b. Rental contract in your name
 - c. 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)
 - d. If you are at one of our residences, request a residence letter by e-mail to:
nucleo.alojamentos@tecnico.ulisboa.pt
3. Proof of means of subsistence (one of the 2 options):
 - e. Scholarship document
 - f. Copy of your bank statement
4. Document proving you are registered at IST. If you are a mobility student, you must request it to NMCI at least two weeks before your appointment; if not, you can request the document at the PhD office or to your supervisor
5. Proof of health insurance
6. Proof of your airline return ticket if you are going to renew your visa for less than 90 days

All documents must be provided to SEF in Portuguese language.

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](#).

