



INFORMATION GUIDE FOR INCOMING STUDENTS



Teaching health since 1982.



2018/2019

→ TABLE OF CONTENTS

CESPU PRESENTATION	2
CAMPUSES, SCHOOLS AND ACADEMIC PROGRAMMES	3
CAMPUS UNIVERSITÁRIO DE GANDRA UNIVERSITY CAMPUS OF GANDRA	3
IUCS - Instituto Universitário de Ciências da Saúde	3
IPSN – ESSVS – Instituto Politécnico de Saúde do Norte - Escola Superior de Saúde do Vale do Sousa	3
HOW TO GET TO THE CAMPUS	3
CAMPUS ACADÉMICO DE PENAFIEL ACADEMIC CAMPUS OF PENAFIEL	4
IPSN – ESSVS – Instituto Politécnico de Saúde do Norte - Escola Superior de Saúde do Vale do Sousa	4
HOW TO GET TO THE CAMPUS	4
CAMPUS ACADÉMICO DE VILA NOVA DE FAMALICÃO ACADEMIC CAMPUS OF V. N. FAMALICÃO	4
IPSN – ESSVA – Instituto Politécnico de Saúde do Norte - Escola Superior de Saúde do Vale do Ave	4
HOW TO GET TO THE CAMPUS	5
PORTUGUESE HIGHER EDUCATION SYSTEM, DEGREES AND DIPLOMAS	6
ASSESSMENT METHODS AND GRADING SYSTEM	8
ECTS CREDITS	9
LANGUAGE REQUIREMENTS AND COURSES	10
LANGUAGE REQUIREMENTS	10
LEARNING PORTUGUESE	10
CESPU PORTUGUESE INTENSIVE COURSE	10
OTHER COURSES	10
STUDYING SUPPORT SERVICES	11
LIBRARIES	11
STUDY CLASSROOMS	11
INFORESTUDANTE ACADEMIC PORTAL	11
E-LEARNING PORTAL	11
STUDENTS ASSOCIATIONS AND TUNAS	11
STUDENTS WITH SPECIAL NEEDS	12
ACADEMIC CALENDAR AND ERASMUS WELCOME WEEK	13
MOBILITY	14
ERASMUS TEAM AND CONTACTS	14
ERASMUS AND MOBILITY SUPPORT OFFICE	14
ERASMUS INSTITUTIONAL COORDINATOR	14
ERASMUS PEDAGOGICAL COORDINATORS	14
APPLICATION PROCEDURES, DEADLINES AND DOCUMENTS	15
PRACTICAL INFORMATION	16
BRIEF DESCRIPTION OF PORTUGAL	16
LEGAL REQUIREMENTS TO STUDY IN PORTUGAL	16
LIVING IN PORTUGAL	17
COST OF LIVING	17
MONEY	17
COMMUNICATIONS	18
DRIVING IN PORTUGAL	18
TRANSPORTS	19
GENERAL SERVICES	20
HEALTH SERVICES	21
INSURANCES	21
FOOD AND RESTAURANTS	21
SPORTS, CULTURE AND LEISURE	22
ACCOMMODATION	22
ERASMUS STUDENT NETWORK - PORTO	25

→ CESPU PRESENTATION

CESPU, CRL. – COOPERATIVA DE ENSINO SUPERIOR POLITÉCNICO E UNIVERSITÁRIO, CRL. is a private, non-profit institution founded in Porto in 1982.

CESPU's mission is to promote higher education in the health field, scientific research and to provide health services to the community.

CESPU's history can be characterized by its pioneering spirit, innovation, sustained growth, by its loyalty to the specialization principle, internationalization of European vocation, by its strong component of social and humanitarian assistance in providing health care services to the communities where it is located and for the pursuit of global quality.

CESPU, CRL., is the entity that established the **Instituto Universitário de Ciências da Saúde (IUCS)**, and the **Instituto Politécnico de Saúde do Norte (IPSN)**, which includes both the **Escola Superior de Saúde do Vale do Ave (ESSVA)** and the **Escola Superior de Saúde do Vale do Sousa (ESSVS)**, with a population around the 2500 students. Currently, through its educational establishments, CESPU offers more than 40 higher education cycles, between degrees, masters and a PhD, as well as nearly 40 post-graduations (non-degree). All of these courses are adapted to the Bologna process, being recognized in any country of Europe. These are currently distributed by 3 Academic Campus in the cities of Gandra (IUCS and ESSVS), Penafiel (ESSVS, Bachelor's degree in Nursing) and Vila Nova de Famalicão (ESSVA), having excellent facilities for higher education in health.



Higher Education in CESPU is essentially characterized by its high quality, rigor and level of demand. CESPU has implemented an innovative educational project, with active teaching methodologies so that students can take advantage of the best training possible.

CESPU is particularly concerned with the practical training in a real work of their students, enabling quite early, a direct contact with the hospital environment and the reality that one day they will face in their professional practice. This concern is evident in the growing number of health facilities, own and in partnership, which currently has the institution.

The internationalization strategy has marked, since its origin, the life of the Institution. CESPU has chosen as principle markets Portuguese-speaking countries, including Angola. More recently it has been working in Morocco, Senegal and Brasil where it intends to develop specialized training and higher education.

Alongside CESPU has strengthened its presence in the Iberian market, through CESPU Europa S.A., based in Spain, and with the historic partnership with the University of Barcelona translated in the integration of CESPU in the Health Universitat Barcelona Campus (HUBc) project, and the development of IINFACTS, an institute dedicated to the research and advanced training in health sciences and technologies.

The institution has also sought to develop internationalization strategies in Europe, using the Erasmus+ programme - for the mobility of students and staff (teaching and non-teaching) within the European space.

→ CAMPUSES, SCHOOLS AND ACADEMIC PROGRAMMES

CESPU has 3 Campus, one in Gandra city (about 25km from Porto center), other in Vila Nova de Famalicão city (about 45Km from Porto center) and other in Penafiel (about 40km from Porto center).

CAMPUS UNIVERSITÁRIO DE GANDRA | UNIVERSITY CAMPUS OF GANDRA

IUCS – Instituto Universitário de Ciências da Saúde

IPSN – ESSVS – Instituto Politécnico de Saúde do Norte - Escola Superior de Saúde do Vale do Sousa

At the **UNIVERSITY CAMPUS OF GANDRA** you can find the following programmes:

IUCS – Instituto Universitário de Ciências da Saúde

Doctoral Programme in Biological Sciences Applied to Health (240 ECTS - 4 years)

Master's Degree in Orthodontics (120 ECTS - 2 years)

Master's Degree in Oral Rehabilitation (120 ECTS - 2 years)

Master's Degree in Health Psychology and Neuropsychology (120 ECTS - 2 years)

Master's Degree in Forensic Sciences and Laboratory Techniques (120 ECTS - 2 years)

Master's Degree in Clinical Analysis (120 ECTS - 2 years)

Master's Degree in Molecular Therapies (120 ECTS - 2 years)

Integrated Master's Degree in Dentistry (300 ECTS - 5 years)

Integrated Master's Degree in Pharmaceutical Sciences (300 ECTS - 5 years)

Bachelor's Degree in Biomedical Sciences (180 ECTS - 3 years)

Bachelor's Degree in Biochemistry (180 ECTS - 3 years)

Bachelor's Degree in Forensic Laboratory Sciences (180 ECTS - 3 years)

Bachelor's Degree in Sciences of Nutrition (240 ECTS - 4 years)

Bachelor's Degree in Psychology (180 ECTS - 3 years)

IPSN – ESSVS – Escola Superior de Saúde do Vale do Sousa

Bachelor's Degree in Physiotherapy (240 ECTS - 4 years)

Bachelor's Degree in Prosthodontics (180 ECTS - 3 years)

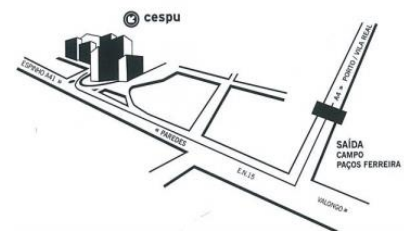
Short Cycle Programme in Maintenance and Control of Biomedical Equipment (120 ECTS – 2 years)

Address

Rua Central de Gandra, 1317

4585-116 Gandra PRD | Portugal

GPS: 41.183509, -8.445928 | N 41° 11' 0.6324", W 8° 26' 45.3408"



HOW TO GET TO THE CAMPUS

By car: The University Campus of Gandra is located about 20 km from Porto, very close to the junction of the Highway No. 4 (A4) to the National Road No. 15 (exit Campo, Lordelo, Gandra). After this exit, follow the 1st right in the first roundabout, then the 2nd right in the second roundabout you find. About 50 meters ahead, turn 1st right. Campus is about 200 meters after on the right.

By bus: There are regular bus connections from Porto city center to Gandra also operated by VALPI BUS company (<http://www2.valpi.pt/> - LINE 8 – Porto-Penafiel). Each trip takes about 30 minutes. The BUS STOP in Porto is close to Trindade Metro Station. You can take the bus, pay the ticket to the driver and get out in "Gandra / Vilarinho". In Gandra, the bus stop is right in front of our Campus. You can get an "Andante" monthly card, which is cheaper, and it can be used in Porto metro.

CAMPUS ACADÉMICO DE PENAFIEL | ACADEMIC CAMPUS OF PENAFIEL

IPSN – ESSVS – Instituto Politécnico de Saúde do Norte – Escola Superior de Saúde do Vale do Sousa

At the [ACADEMIC CAMPUS OF PENAFIEL](#) you can find the following programmes:

IPSN – ESSVS – Escola Superior de Saúde de Vale do Sousa

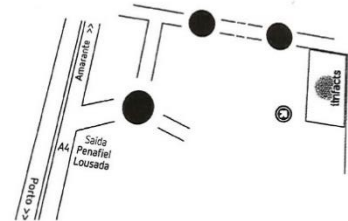
Bachelor's Degree in Nursing (240 ECTS - 4 years)

Address

Rua Direita, 5 - Edifício IINFACTS

4560-485 Penafiel | Portugal

GPS: 41.20707468427055, -8.283293098211288



HOW TO GET TO THE CAMPUS

By car: The Academic Campus of Penafiel is located about 40 km from Porto. If want to use your own car, you can take the Highway No. 4 (A4) and get out in Penafiel exit. Then, follow the instructions to the city center. The Campus is located quite near the Câmara Municipal de Penafiel (City Hall).

By bus: There are regular bus connections from Porto city center to Penafiel operated by VALPI BUS company (<http://www2.valpi.pt/> - LINE 8 – Porto-Penafiel). Each trip takes about 50 minutes. The BUS STOP in Porto is close to Trindade Metro Station. You can take the bus, pay the ticket to the driver and get out in the center of Penafiel, where our Campus is located. You can also take a monthly card which will be cheaper.

By train + bus: You can also use the train (<https://www.cp.pt/passageiros/pt>) - it's cheaper and faster. You can take the line "Linha de Caide|Marco" at S. Bento Train Station in Porto city. It's possible to get a monthly card as well. Then, after getting out in Penafiel train station you will find a bus which takes you directly to our Campus.

CAMPUS ACADÉMICO DE V. N. FAMALICÃO | ACADEMIC CAMPUS OF V. N. FAMALICÃO

IPSN – ESSVA – Instituto Politécnico de Saúde do Norte – Escola Superior de Saúde do Vale do Ave

At the [ACADEMIC CAMPUS OF V. N. FAMALICÃO](#), you can find the following programmes:

IPSN – ESSVA (Escola Superior de Saúde de Vale do Ave)

Master's Degree in Physical Exercise and Sports Podiatry (120 ECTS - 2 years)

Master's Degree in Pediatric Podiatry (120 ECTS - 2 years)

Master's Degree in Clinical Podiatry (120 ECTS - 2 years)

Bachelor's Degree in Physiotherapy (240 ECTS - 4 years)

Bachelor's Degree in Nursing (240 ECTS - 4 years)

Bachelor's Degree in Osteopathy (240 ECTS - 4 years)

Bachelor's Degree in Imaging and Radiotherapy (240 ECTS - 4 years)

Bachelor's Degree in Clinical Physiology (Neurophysiology and Cardiopneumology Technicians) (240 ECTS - 4 years)

Bachelor's Degree in Biomedical and Laboratory Sciences (Clinical Analysis and Anatomical and Pathological Technicians) (240 ECTS - 4 years)

Short Cycle Programme in Thermalism and Wellness (120 ECTS - 2 years)

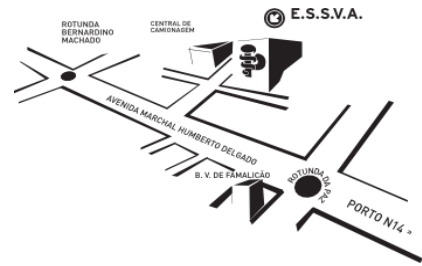
Short Cycle Programme in Gerontology (120 ECTS - 2 years)

Address

Rua José António Vidal, 81

4760-409 Vila Nova de Famalicão | Portugal

GPS: 41.406712, -8.515314 | N 41° 24' 24.1626", W -8° 30' 55.1304"



HOW TO GET TO THE CAMPUS

By car: The Academic Campus of V. N. Famalicão campus is located about 38 km from Sá Carneiro Airport (Porto), which makes it very easy and fast to get to it through several means of transport.

If you use your own car and follow the Highway No. 3 (A3):

1. Take exit 6 to merge onto Highway No.7 (A7) towards "Vila do Conde / Famalicão"
2. Take exit 4 for National Road No.14 towards "Trofa" (2.5 km)
3. Merge onto East Famalicão Variant (1 km)
4. At the roundabout take the 1st exit onto "Avenida Afonso Henriques / National Road No.14" towards "Famalicão Sul," pass one roundabout (2.7 Km)
5. Turn right towards "Rua José Antonio Vidal" (100 m)
6. Take the 1st right in the direction of "Rua José António Vidal" - Campus is on the left.

The Campus is located about 100 meters from the city transport station, it's served by a wide range of fast buses from all cities in the north of the country. In addition, the city has also a railway station which enables quick connections to the cities of Porto, Braga, Barcelos and Viana do Castelo.

By bus: If you are in Porto city, you may take the bus Bus Plus 01 (direction Braga through V. N. Famalicão) operated by Transdev (<http://www.transdev.pt/>) at Porto bus Station located at Parque da Magauanha (close to Trindade). The bus stops in the back of the Campus. You can take monthly card.

By train: You can also take a train to V. N. Famalicão city at São Bento Railway Station or Campanhã Railway Station, both located in Porto city. You have to buy a ticket to V. N. Famalicão and catch an "Urbano" train that goes to Braga (you have one every 30 or 45 minutes). From the railway station of V. N. Famalicão to our school is about 15 minutes walking. You can also take a monthly card.

→ PORTUGUESE HIGHER EDUCATION SYSTEM, DEGREES AND DIPLOMAS

There are 2 systems of higher education in Portugal: universities and polytechnics. Institutions can be public or private. The university system provides the necessary academic education to develop professional activity and encourage research and critical analysis. The polytechnic system provides technical training to develop practical skills.

In Portugal, access to higher education is always subject to the Numerus Clausus system, whereby a limited number of places are fixed by each individual institution. In addition, institutions determine selection criteria and minimum entry grades for applicants. This selection process takes into account grades obtained in national and specific exams from Secondary school and other Faculties (depending on the field of study).

The degrees / diplomas offered by the Portuguese higher education system are described in the text below and schematized in the Diagram 1 you will find at the end.

"TÉCNICO SUPERIOR PROFISSIONAL - CTESP" (HIGHER EDUCATION SHORT CYCLE PROGRAMME) - EQF Level 5

The "técnico superior profissional" diploma is awarded upon completion of a non-degree higher education cycle of studies entitled "curso técnico superior profissional (CTESP)". It corresponds to a short cycle of studies within the cycle of the "licenciado" degree. The CTESPs are provided by polytechnic higher education institutions as well as polytechnic organic units integrated in universities. The CTESPs have 120 ECTS credits and normally last 4 curricular semesters including general, scientific and technical subjects, as well as a training period at the workplace.

"LICENCIADO" DEGREE (1ST CYCLE STUDIES) – EQF Level 6

Both university and polytechnic education institutions award the degree of "licenciado". In polytechnic education, the cycle of studies leading to the degree of "licenciado" normally lasts 6 curricular semesters corresponding to 180 ECTS credits. In exceptional cases covered by national or European Union legislation, it may last up to 7 or 8 curricular semesters with up to 240 ECTS credits of student work. In university education, the cycle of studies leading to the degree of "licenciado" ranges from 180 to 240 ECTS credits, and normally lasts from 6 to 8 curricular semesters. In the 1st cycle of studies the "degree" of licenciado is awarded to those who pass all the course units of the licenciatura study programme, therefore obtaining the required number of credits.

"MESTRE" DEGREE (2ND CYCLE STUDIES) – EQF Level 7

Both university and polytechnic education institutions award the degree of "mestre". The cycle of studies leading to the degree of "mestre" ranges from 90 to 120 credits, and normally lasts from 3 to 4 curricular semesters. In exceptional circumstances resulting from a stable and consolidated practice in that specific field at international level, it may amount to 60 ECTS credits and last 2 semesters. In polytechnic education, the cycle of studies leading to the "mestre" degree must ensure predominantly that the student acquires a professional specialization. In university education, the cycle of studies leading to the "mestre" degree must ensure mainly that the student acquires an academic specialization through research, innovation or development of professional competences.

"MESTRADO INTEGRADO"

In university education, the "mestre" degree may also be awarded upon completion of an integrated cycle of studies, ranging from 300 to 360 ECTS credits, usually lasting 10 to 12 curricular semesters, in cases where the access to the practice of a certain professional activity depends on that length of time in accordance with European Union legal standards or results from a regular practice consolidated within the European Union. Within this cycle of studies, the degree of "licenciado" is awarded to those who have obtained 180 ECTS credits corresponding to the first 6 curricular semesters. In the 2nd cycle of studies, the degree of "mestre" is awarded to those who have passed all the course units of the "mestrado" study programme, and who have publicly defended an original dissertation, project work or traineeship report, therefore obtaining the required number of credits.

"DOUTOR" DEGREE (3RD CYCLE STUDIES) - EQF Level 8

The "doutor" degree is awarded by universities and university institutes to those who have passed all the course units of the "doutoramento" study programme, when applicable, and who have publicly defended an original thesis. It may also be awarded on account of a coherent and relevant set of research works or, in the field of the arts, on a work or a set of works or achievements.

OTHER DIPLOMAS

Higher education diplomas may also be awarded following the partial completion of a cycle of studies. In such cases, the chosen title must differ from the title of the final award of the applicable degree. Diplomas may also be awarded for non-degree courses, some of which are regulated, e.g. postgraduate specialization courses in Nursing or Teaching.

For more information about the Portuguese higher education system, visit the website of the Portuguese General Directorate of Higher Education (DGES) <http://www.dges.gov.pt/pt>.

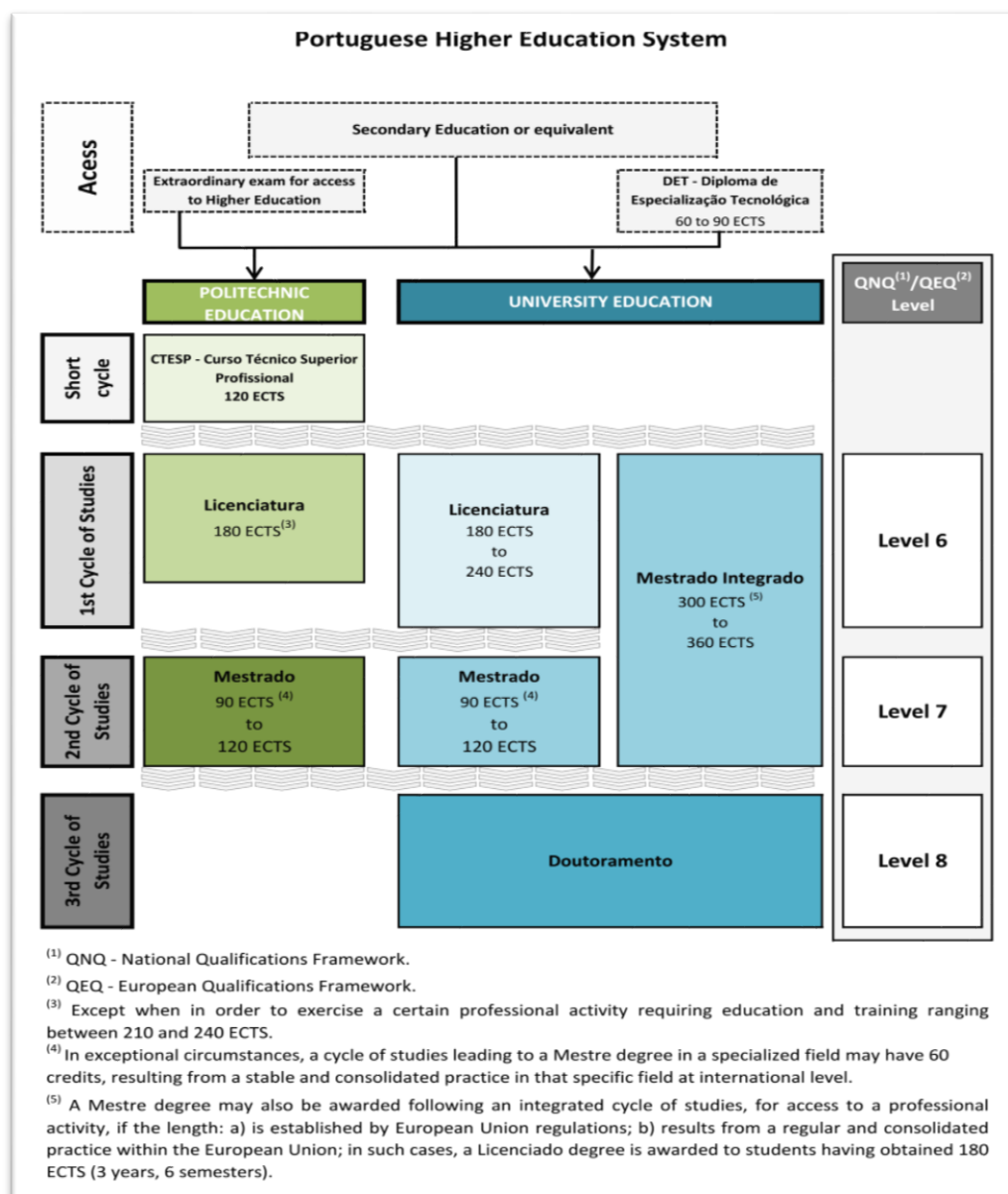


Diagram 1. Portuguese Higher Education System.

→ ASSESSMENT METHODS AND GRADING SYSTEM

Assessment comprises written, oral and practical tests/examinations, papers, theses, projects, reports, or portfolios. All these modes of assessment may take place during and/or at the end of each semester. More detailed information about assessment methods can be found in the content description of different curricular units of the study programmes.

1. The **final assessment of a curricular unit** is expressed in a numerical grading from 0 to 20, with 10 as the minimum passing grade, as well as in its equivalent ECTS grading scale (from A to E).
2. The **final classification of a degree programme** is expressed in a numerical grading from 10 to 20 within the whole numerical scale from 0 to 20, as well as in its equivalent ECTS grading scale (from A to E). The final classification is calculated using the weighted average number of ECTS credits earned in each approved coursed unit, which is eligible for the completion of the degree programme.
3. The **ECTS grading scale** is based on a percentile statistical distribution, which splits into five percentage segments also called A, B, C, D, E according to the following table:

ECTS GRADE	% OF SUCCESSFUL STUDENTS NORMALLY ACHIEVING THE PASS GRADE
A	10
B	25
C	30
D	25
E	10

The classification obtained in the ECTS grading scale at CESPU Schools is based on the distribution of the grades in the range of 10 to 20 obtained by all students in a course unit or in a degree's final classification corresponding to the three academic years prior to those grades taking into account a minimum cohort of 50 approved or graduated students.

According to the Portuguese legislation (DL 42/2005 of 22 February), the grades below 10, in the 0-20 numerical scale, are failing grades and do not have a corresponding ECTS grade.

→ ECTS CREDITS

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS) is a learner-centred system for credit accumulation and transfer, based on the principle of transparency of the learning, teaching and assessment processes. Its aims to facilitate the planning, delivery and evaluation of study programmes and student mobility by recognizing learning achievements and qualifications and periods of learning.

ECTS CREDITS express the volume of learning based on the defined learning outcomes and their associated workload. 60 ECTS credits are allocated to the learning outcomes and associated workload of a full-time academic year or its equivalent, which normally comprises a number of educational components to which credits (on the basis of the learning outcomes and workload) are allocated.

WORKLOAD is an estimation of the time the individual typically needs to complete all learning activities such as lectures, seminars, projects, practical work, work placements/traineeships/internships and individual study required to achieve the defined learning outcomes in formal learning environments. The correspondence of the full-time workload of an academic year to 60 credits is often formalised by national legal provisions. In most cases, workload ranges from 1,500 to 1,680 hours for an academic year, which means that one credit corresponds to 25 to 30 hours of work. It should be recognised that this represents the typical workload and that for individual students the actual time to achieve the learning outcomes will vary.

ALLOCATION OF CREDITS in ECTS is the process of assigning a number of credits to qualifications, degree programmes or single educational components. Credits are allocated to entire qualifications or programmes according to national legislation or practice, where appropriate, and with reference to national and/or European qualifications frameworks. They are allocated to educational components, such as course units, dissertations, work-based learning and work placements, taking as a basis the allocation of 60 credits per full-time academic year, according to the estimated workload required to achieve the defined learning outcomes for each component.

TRANSFER OF CREDITS is the process of having credits awarded in one context (programme, institution) recognised in another formal context for the purpose of obtaining a qualification. Credits awarded to students in one programme may be transferred from an institution to be accumulated in another programme offered by the same or another institution. Credit transfer is the key to successful study mobility. Institutions, faculties, departments may make agreements which guarantee automatic recognition and transfer of credits. All credits gained during the period of study abroad or during the virtual mobility – as agreed in the Learning Agreement and confirmed by the Transcript of Records – should be transferred immediately and counted towards the student's degree without any additional work by or assessment of the student.

FULL ACADEMIC RECOGNITION means that the period of study abroad (including examinations and other forms of assessment) replaces a comparable period of study at the home university (including examinations and other forms of assessment), although the content of the curriculum can vary.

ECTS DOCUMENTATION: The use of ECTS credits is facilitated and quality enhanced by the supporting documents (Course Catalogue, Learning Agreement, Transcript of Records, and Work Placement Certificate). ECTS also contributes to transparency in other documents such as the Diploma Supplement.

How does ECTS work in the context of student mobility?

For more information, visit the website <http://ec.europa.eu/education/ects/users-guide>.

→ LANGUAGE REQUIREMENTS AND COURSES

The official language of CESPU is Portuguese: most classes are taught in Portuguese and students are expected to be fluent enough to be able to follow them and to complete the final exams. However, there are some programmes where the 1st year units are taught in French (Dentistry, Physiotherapy), and we have some teaching and non-teaching staff with enough English, French and/or Spanish language proficiency to help students who do not speak Portuguese fluently.

There is also the possibility of developing research works or traineeships with supervision in a foreign language common to the supervisor and the student.

LANGUAGE REQUIREMENTS

The required language(s) proficiency is previously agreed with our partners and it is used as one of mobility programmes selection criteria, which implies previously preparation before being selected to go abroad.

Student Mobility for Studies (SMS) – we highly recommend proficiency levels of **B1/B2 in Portuguese**.

Student Mobility for Traineeships (SMP) – we highly recommend proficiency levels of **B1/B2 in Portuguese** or **B1/B2 in English + A1 in Portuguese** –students are only placed in traineeships with mentors who speak English if previously requested and authorized. Students cannot forget that traineeships are made in Hospitals or Clinics where most of the patients do not speak English or other language. Students must be able to communicate with patients.

LEARNING PORTUGUESE

Some students think that Portuguese Language is not important...

? Did you know that....

- ... the Portuguese language is the 4th most widely spoken language in the world, the 3rd European language spoken globally and the 1st in the South hemisphere;
- ... Portuguese language is used as an official language of work and documentation in more than two dozens of multilateral and regional organizations, including the United Nations;
- ... the Portuguese language is spoken by 250 million people who represent about 3,7% of the world population;
- ... the CPLP countries represent 4,3% of the world GDP and are responsible for 2% of the international trade.

CESPU PORTUGUESE INTENSIVE COURSE

Dates: 11th to 13th September 2018 **Course duration:** 20 contact hours

During the Welcome Week CESPU organizes a short intensive Portuguese language course to help our mobility students in their first steps in the Portuguese language. This course does not give the students ECTS credits nor any official certificate. It will not be included in the Transcript of Records / Traineeship Certificate. Students should state their interest in participating in the language course in the **application form**.

OTHER COURSES

Universidade do Porto offers some courses in the Faculdade de Letras and another in Faculdade de engenharia.

You don't need to be a student from University of Porto to apply for the course.

Check all the information at https://sigarra.up.pt/flup/en/WEB_BASE.ERA_PAGINA?P_pagina=2419.

You can also join the classes of "Genius Hour" or "Want to learn Portuguese", ESN partners. Find all the information here: <http://esncard.org/discount/genius-hour-portuguese-lessons>.

→ STUDYING SUPPORT SERVICES

LIBRARIES

Libraries of the schools managed by CESPU are intended to collect, preserve, process and disseminate all documentation and information on scientific, technical and technological about health, that are necessary for the implementation of policies on training, education and research. The Library's collection is available for presence reading of free access and open to the general public. In addition to the numerous titles printed for consultation, it also has a wide range of web databases and even different scientific journals.

STUDY CLASSROOMS

The 3 Campuses of CESPU have several spaces designed specifically on the needs of study and research of their students. In addition to several classrooms with computers and datashows, the institution is equipped with a Wireless system that allows free internet access in all buildings. To access this system, students and staff should go to the Information Systems Department with their institutional credentials and request the installation of the access software on their laptop.

INFORESTUDANTE ACADEMIC PORTAL

InforEstudante is the student information online platform where it's possible to:

- Apply to study programmes;
- Enroll and register in classes and exams;
- Consult their grades;
- Consult schedules, course unit summaries and support materials;
- Consult information about study programmes and course units and minors;
- Consult regulations, instruction manuals and other documents;
- Check general and individual notices;
- Obtain the Diploma Supplement.

CESPU is constantly looking for ways to simplify students' lives minimizing personal visits to Academic Services. For this reason new services are constantly being planned for this communication and information platform.

Access to InforEstudante: <https://infoestudante.cespu.pt>

E-LEARNING PORTAL

The e-learning portal increases the chances of spreading knowledge and information for students and has become a way of democratizing knowledge to the layers of the population with access to new technologies, allowing knowledge to be available anytime and anywhere.

STUDENTS ASSOCIATIONS AND TUNAS

The Students Associations (Student Unions) of CESPU schools have as their primary purpose the representation of students and safeguard their interests. They distinguish themselves by organizing several academic activities aimed to civic, physical, cultural and scientific development of the student community. In addition, they offer to the students a wide range of leisure infrastructures and other advantages in a variety of services. These associations comprise the Nucleus of the respective student's programmes that aim to promote activities adapted to each area of intervention.

The cultural and recreational activities of CESPU students also finds expression in their various tunas, particularly in Oportuna - Men's Tuna of IUCS and ESSVS, in Tuninas - Women's Tuna of IUCS and ESSVS, in Incognituna - Men's Tuna of ESSVA and Magistuna - Women's Tuna of ESSVA. More than for its prizes and musical quality, the prestige of CESPU Tunas comes from the joy and playfulness applied in their performances and from the fellowship and friendship between its members.

UNIVERSITY CAMPUS OF GANDRA

Students Association of the Instituto Universitário de Ciências da Saúde (IUCS)

General Contacts - TLF: (+351) 224 157 930 | E-mail: geral@aeiscsn.pt

Website - <https://aeiucs.cespu.pt>

Students Association of the Escola Superior de Saúde do Vale do Sousa (ESSVS)

Under reorganization

ACADEMIC CAMPUS OF V. N. FAMALICÃO

Students Association of the Escola Superior de Saúde do Vale do Ave (ESSVA)

General Contacts - TLF: (+351) 252 303 605 | E-mail: aa.essva@hotmail.com

STUDENTS WITH SPECIAL NEEDS

This is a segment of the student population particularly vulnerable to a range of problem-situations that are reflected in their physical, social and psychological well-being, as a result of possible disturbing constraints of their educational path. In this sense, the possibility of continuing their studies at higher education level, as well as a legal right, provides to these citizens a way to achieve better social integration, promoting their personal fulfillment and participation, as fullest as possible, in social and economic life.

CESPU has sought to adapt its infrastructure to the special needs of these individuals; however, they all must expose their case to the Students Support Department, in order to verify that the conditions necessary for their integration really exist into the institution.

→ ACADEMIC CALENDAR AND ERASMUS WELCOME WEEK

ACADEMIC CALENDAR

Erasmus Welcome Week: 10th - 14th September 2018

1st Semester

Beginning of classes: middle of September 2018

End of classes: beginning of January 2019

Exams - 1st call: beginning/middle of January 2019
until beginning of February 2019

Exams - 2nd call: beginning of February 2019

2nd Semester

Beginning of classes: middle of February 2019

End of classes: beginning/middle of June 2019

Exams - 1st call: beginning/middle of June 2019
until the beginning of July 2019

Exams - 2nd call: beginning/middle of July 2019

ERASMUS WELCOME WEEK

CESPU's Erasmus Welcome Week is an event organized by the Erasmus and Mobility Support Service to promote a better and more pleasant integration of the exchange students who will attend our institution. It aims to welcome our incoming exchange students and give them essential information on CESPU Schools main features. The Erasmus Welcome Week comprises a main welcome session, visits to the campuses, several information sessions, a short intensive Portuguese language course, and some cultural, social and academic activities.

WELCOME WEEK 2018/2019

Dates: 10th to 14th September 2018 **Place:** University Campus of Gandra + last day in Porto city

Programme:

MONDAY, 10TH SEPTEMBER 2018

- 9h30** Check-in at the Erasmus and Mobility Support Office
Meetings with the Erasmus Pedagogical Coordinators
- 13h00** Lunch
- 14h30** Official welcome message
Institution presentation
CESPU's Academic and Student Support Services
ESN presentation
Survival Tips
- 16h30** Guided Visit to the University Campus of Gandra

TUESDAY, 11TH SEPTEMBER 2018

- 10h00** Info Sessions:
- IT services
- Main regulations
- 12h00** Lunch
- 14h00** Portuguese Intensive Course (4 hours)

WEDNESDAY, 12TH SEPTEMBER 2018

- 9h00** Portuguese Intensive Course (4 hours)
- 13h00** Lunch
- 14h00** Portuguese Intensive Course (4 hours)

THURSDAY, 13TH SEPTEMBER 2018

- 9h00** Portuguese Intensive Course (4 hours)
- 13h00** Lunch
- 14h00** Portuguese Intensive Course (4 hours)

FRIDAY, 14TH SEPTEMBER 2018

- 10h00** Porto city cultural programme (all day long)

→ MOBILITY

ERASMUS TEAM AND CONTACTS

ERASMUS AND MOBILITY SUPPORT OFFICE erasmus@cespu.pt

Offices Locations and Schedule:

University Campus of Gandra (Room 3039)

Rua Central de Gandra, 1317 | 4585-116 Gandra PRD - Portugal | +351 224 157 200

Tuesdays and Thursdays – 10 a.m. to 12.30 p.m. / 2.30 p.m. to 4.30 p.m.

Academic Campus of V. N. Famalicão (Admissions Office)

Rua José António Vidal, 81 | 4760-409 Vila Nova de Famalicão – Portugal | +351 252 303 600

Wednesdays – 10 a.m. to 12.30 p.m. / 2.30 p.m. to 4.30 p.m.

Academic Campus of Penafiel (Secretariat Office)

Rua Direita, 5 - Ed. IINFACTS | 4560-485 Penafiel - Portugal | +351 255 102 813

Friday morning – Only by prior appointment

ERASMUS INSTITUTIONAL COORDINATOR

Sara Gama, sara.gama@cespu.pt

ERASMUS PEDAGOGICAL COORDINATORS

INSTITUTO UNIVERSITÁRIO DE CIÊNCIAS DA SAÚDE - IUCS

PROGRAMME	ISCED CODE	RESPONSIBLE TEACHER	E-MAIL
Mestrado integrado em Medicina Dentária <i>Integrated Master's Degree in Dentistry</i>	0911	Cristina Trigo Cabral	cristina.cabral@iucs.cespu.pt
Mestrado em Ortodontia <i>Master's Degree in Orthodontics</i>	0911		
Mestrado em Reabilitação Oral <i>Master's Degree in Oral Rehabilitation</i>	0911		
Mestrado integrado em Ciências Farmacêuticas <i>Integrated Master's Degree in Pharmaceutical Sciences</i>	0916	Joaquim António Monteiro	joaquim.monteiro@iucs.cespu.pt
Licenciatura em Psicologia <i>Bachelor's Degree in Psychology</i>	0313	Manuela Leite	manuela.leite@iucs.cespu.pt
Mestrado em Psicologia da Saúde e Neuropsicologia <i>Master's Degree in Health Psychology and Neuropsychology</i>	0313		
Licenciatura em Ciências Biomédicas <i>Bachelor's Degree in Biomedical Sciences</i>	091 0914	Dolores Resende	albina.resende@iucs.cespu.pt
Licenciatura em Ciências da Nutrição <i>Bachelor's Degree in Sciences of Nutrition</i>	091 0915	José Carlos Andrade	jose.andrade@iucs.cespu.pt
Licenciatura em Bioquímica <i>Bachelor's Degree in Biochemistry</i>	051 0512	Odília Queirós	odilia.queiros@iucs.cespu.pt
Licenciatura em Ciências Laboratoriais Forenses <i>Bachelor's Degree in Forensic Laboratory Sciences</i>	051 0512	Graça Casal	graca.casal@iucs.cespu.pt
Mestrado em Ciências e Técnicas Laboratoriais Forenses <i>Master's Degree in Forensic Sciences and Laboratory Techniques</i>	051 0512	Graça Casal	graca.casal@iucs.cespu.pt
Mestrado em Terapias Moleculares <i>Master's Degree in Molecular Therapies</i>	091 0915	Alexandra Costa	alexandra.costa@iucs.cespu.pt
Mestrado em Análises Clínicas <i>Master's Degree in Clinical Analysis</i>	091 0914		
Doutoramento em Ciências Biológicas Aplicadas à Saúde <i>Doctoral Programme in Biological Sciences Applied to Health</i>	091 0914		

IPSN – ESCOLA SUPERIOR DE SAÚDE DE VALE DO SOUSA

PROGRAMME	ISCED CODE	RESPONSIBLE TEACHER	E-MAIL
Licenciatura em Fisioterapia <i>Bachelor's Degree in Physiotherapy</i>	0915	Raquel Carvalho Ribeiro	raquel.carvalho@ipsn.cespu.pt
Licenciatura em Prótese Dentária <i>Bachelor's Degree in Prosthodontics</i>	0911	Jorge Souto	jorge.souto@ipsn.cespu.pt
Licenciatura em Enfermagem (Campus Académico de Penafiel) <i>Bachelor's Degree in Nursing (Academic Campus of Penafiel)</i>	0913	Francisca Pinto	francisca.pinto@ipsn.cespu.pt

IPSN – ESCOLA SUPERIOR DE SAÚDE DE VALE DO AVE

PROGRAMME	ISCED CODE	RESPONSIBLE TEACHER	E-MAIL
Licenciatura em Fisioterapia <i>Bachelor's Degree in Physiotherapy</i>	0915	Francisco Pinho	francisco.pinho@ipsn.cespu.pt
Licenciatura em Imagem Médica e Radioterapia <i>Bachelor's Degree in Medical Image and Radiotherapy</i>	0914	Ricardo Filipe Ribeiro	ricardo.oliveira@ipsn.cespu.pt
Licenciatura em Osteopatia <i>Bachelor's Degree in Osteopathy</i>	0917	José Santos	jose.santos@ipsn.cespu.pt
Licenciatura em Enfermagem <i>Bachelor's Degree in Nursing</i>	0913	Nuno Araújo	nuno.araujo@ipsn.cespu.pt
Curso Técnico Superior Profissional em Termalismo e Bem-Estar Short Cycle Programme in Thermalism and Wellness (EQF Level 5)	0917	Marisa Machado	marisa.machado@ipsn.cespu.pt
Curso Técnico Superior Profissional em Gerontologia Short Cycle Programme in Gerontology (EQF Level 5)	0921	Maria Begoña Criado	mbegona.criado@ipsn.cespu.pt
Mestrado em Podiatria do Exercício Físico e do Desporto <i>Master's Degree in Physical Exercise and Sports Podiatry</i>	0915	Miguel Oliveira	fmiguel.oliveira@ipsn.cespu.pt
Mestrado em Podiatria Infantil <i>Master's Degree in Pediatric Podiatry</i>	0915	Miguel Oliveira	fmiguel.oliveira@ipsn.cespu.pt

APPLICATION PROCEDURES, DEADLINES AND DOCUMENTS

STEP 1. Application to the Erasmus Programme at Home Institution

Students who wish to undertake an Erasmus period of studies (SMS) / traineeship (SMP) at CESPU must confirm at their institution the existence of a bilateral agreement between the two institutions of higher education. After confirming the existence of the agreement, they must make an application to the Erasmus programme at the home institution.

STEP 2. Official Nomination by the Home Institution

The home institutions must send to CESPU Erasmus Office the official list of the nominated students (full name, field of study, period of study, type of mobility and electronic contact) by email to erasmus@cespu.pt.

Deadline for Nominations

Mobility for the 1st Semester and Full Year: 15th June 2018

Mobility for the 2nd Semester: 15th October 2018

STEP 3. Official Application to CESPU

The Erasmus Office sends to the students and their respective coordinators information about CESPU and required documents to formalize their official application.

Deadline for Applications

Mobility for the 1st Semester and Full Year: 15th July 2018

Mobility for the 2nd Semester: 15th November 2018

Required documents

Each student must send by email to erasmus@cespu.pt the following documents:

1. **CESPU's Application Form** (enclosed) duly signed by the student and by the home institution;
2. **Learning Agreement** for Studies (enclosed) / Traineeships (enclosed) duly signed by the student and by the home institution;
3. **Transcript of Records / Academic Certificate** with all the courses / curricular units and corresponding grades you got until the date of the application to CESPU;
4. **Proof of Health Insurance valid for Portugal** (European or private);
5. **Proof of Personal Accidents and Liability Insurance** valid for the activities which will be undertaken during the mobility in Portugal (Note: if the students don't have these insurances, we offer them the possibility of acquiring CESPU student's insurance which costs 35€);
6. **Photo** (passport type);
7. Language Proficiency Certificate(s), if required.
8. Copy of VISA, just for non-EU students.

→ PRACTICAL INFORMATION

BRIEF DESCRIPTION OF PORTUGAL

Portugal lies along the Atlantic coast of the Iberian Peninsula in south Western Europe. It shares a border with Spain in the east and north, while the Atlantic dominates the coastline in the west and south. Occupying about 16 percent of the Iberian Peninsula, Portugal (including Madeira and Azores) has a population of over 10 million people.

Despite its relatively small size, the country boasts a great diversity of geographical features, from golden plains to mountainous zones. Moreover, its location allows quick access not only to several European countries, but also to the east coast of the American and African continents.

Portuguese is spoken by more than 200 million people in several continents, including Europe, Africa and America. This diversity has contributed to the deepening of historical and cultural ties between Portugal and the world.

The state form is a pluralistic democracy. Under the Constitution, the organs of sovereignty are the President, the Parliament, the Government and the Courts.

As a member of the European Union and NATO, Portugal plays a greater role in both European and world affairs than its size would suggest.

Portugal is part of the group of EU countries, where the Euro is the official currency and common to all.

Total area: 92,090 sq. km (including Madeira and Azores archipelagos)

Land: 91,470 sq. km

Water: 620 sq. km

Agricultural Land: 17% arable land; 8% permanent crops; 75% other

Weather: Maritime temperate; cold and rainy on the north coast, warm and dry on the south coast

Terrain: Mountainous north of the Tagus (Tejo) river, rolling plains in the south

LEGAL REQUIREMENTS TO STUDY IN PORTUGAL

Students from European Union (EU) countries do not need a visa to enter in Portugal. However, they need to obtain a residence permit if their stay exceeds 90 days. In this case, they must present the ID / Passport, a statement of financial support and a guarantee of medical care at Foreigners and Borders Service.

Students from countries outside the EU must obtain a visa before leaving their country. To do this, they should contact the Portuguese Embassy or Consulate in their own country.

Upon arriving in Portugal, foreign students, except those from EU countries, should contact the Foreigners and Borders Service to inform about their study period at CESPU.

The entrance in Portugal does not require any vaccination unless the students come from a geographical area of risk.

EU citizens should bring the European Health Insurance Card (EHIC), which provides medical assistance through the National Health Service. They also should have insurance to cover liability for personal injury and legal damage to property.

LIVING IN PORTUGAL

COST OF LIVING

LOCAIS E PRODUTOS PLACES AND PRODUCTS	VARIAÇÃO DE PREÇO (€) RANGE OF PRICES (€)
RESTAURANTES E CAFÉS RESTAURANTS AND COFFEE SHOPS	
Refeição, Restaurante Barato Meal, Inexpensive Restaurant	5.00 - 9.00
Refeição para 2, Restaurante Média Qualidade Meal for 2, Mid-range Restaurant	20.00 - 40.00
Combinado no Mcdonalds ou Similar Combo Meal at McDonalds or Similar	4.95 - 6.00
Sanduíche Queijo / Fiambre / Mista Cheese / Ham / or Both Sandwich	1.50 - 3.00
Torrada Toasted bread with butter	1.00 - 1.50
Bolo Small Cake	0.60 - 1.50
Cerveja (0.5L) Domestic Beer (0.5 liter draught)	1.00 - 2.00
Café Express Coffee	0.60 - 0.80
"Galão" Copo de Café com Leite Glass with Coffee and Milk	0.90 - 1.50
Chá Tea	0.90 - 1.50
Coca-Cola / Pepsi (0.33L) Coke / Pepsi (0.33 liter bottle)	0.90 - 1.50
Sumo de Laranja Natural Orange Natural Juice	2.00 - 3.00
Água (garrafa de Litro) Water (0.33 liter bottle)	0.50 - 1.00
SUPERMERCADOS SUPERMARKETS	
Leite (normal), 1L Milk (regular), 1 liter	0.50 - 0.90
Saco de Pão Normal (500kg) Loaf of Fresh White Bread (500g)	0.85 - 1.80
Ovos (12) Eggs (12)	1.20 - 2.45
Queijo Fresco (1kg) Fresh Cheese (1kg)	5.00 - 9.50
Peito de Frango Chicken Breasts (1kg)	3.90 - 7.50
Maçãs (1kg) Apples (1kg)	1.00 - 1.70
Laranjas (1kg) Oranges (1kg)	0.70 - 1.50
Batatas (1kg) Potato (1kg)	0.40 - 1.00
1 Alface Lettuce (1 head)	0.50 - 1.50
Água (garrafa de 1.5L) Water (1.5 liter bottle)	0.30 - 1.00
Garrafa de Vinho de Média Qualidade Bottle of Wine (Mid-Range)	2.50 - 5.99
Cerveja (0.5L) Domestic Beer (0.5 liter bottle)	0.70 - 1.50
Cerveja Importada (0.33L) Imported Beer (0.33 liter bottle)	0.82 - 1.50
TRANSPORTES TRANSPORTS	
Bilhete Local – Só Ida One-way Ticket (local transport)	1.00 - 1.80
Passe Mensal Comboio / Autocarro Monthly Pass (Railway / Bus)	25.00 - 50.00
Táxi - Tarifa Inicial Taxi Start (Normal Tariff)	2.40 - 3.25
Táxi - Tarifa Normal por Km Taxi 1km (Normal Tariff)	0.30 - 0.90
Táxi – Tarifa para 1h de espera Taxi 1h Waiting (Normal Tariff)	11.99 - 30.00
CULTURA, DESPORTO E LAZER CULTURE, SPORTS AND LEISURE	
Bilhete para Museu, Monumento Nacional ou Exposição Museum, National Monument or Exposition Ticket	1.50 - 8.50
Bilhete para Teatro Theatre Ticket	10.00 - 30.00
Bilhete para Cinema, 1 lugar Cinema Ticket, 1 Seat	5.00 - 6.50
Bilhete para Ópera ou Ballet Opera or Ballet Ticket	10.00 - 75.00
Ginásio, mensalidade para 1 adulto Fitness Club, Monthly Fee for 1 Adult	25.00 - 65.00
Aluguer Campo de Ténis (1h, fim-de-semana) Tennis Court Rent (1h, Weekend)	4.00 - 20.00

MONEY

Currency

The currency of Portugal is Euro (€). 1 Euro is divided into 100 cents. For the new coins it was defined eight denominations: 1, 2, 5, 10, 20 and 50 cents and 1 and 2 Euros. The notes are distinguished by their size and color and have the following values: 5, 10, 20, 50, 100, 200 and 500 Euros.

Money Exchange

The currency exchange is conducted at banks, which are open to the public from 08h30 to 15h00, during the 5 days of the week, in exchange offices and vending machines (only available for sale of foreign currency transactions).

ATMs

There is a national network of automatic boxes, identified by MB (ATM), where you can withdraw cash 24 hours a day.

Credit Cards

In Portugal, the most commonly used credit cards are: Visa, American Express, Diners Club, Europay / Mastercard, JCB, Maestro. In case of loss or theft of your Visa or Mastercard, you can ask for help to the following telephone numbers: Visa: 800 811 107 | Mastercard: 800 811 272

COMMUNICATIONS

Telephones

In public telephone booths you can use coins and special cards that are sold in Portugal Telecom shops, post offices and at some kiosks and tobacconists (duly identified). All telephone numbers in Portugal are composed by nine digits. To call from a foreign country to Portugal, it is necessary to dial the international country code 00351. To call from Portugal to other country, dial 00, country code and city code, followed by the number. Countries codes are affixed in public telephone booths.

Cell Phones

Portugal is one of the countries with the largest number of mobile phone users. The network services providers have roaming agreements with most of international companies, and provide a good nationwide coverage. The Portuguese Driving Code forbids the use of mobile phones while driving, unless speakerphone or headset devices are used, with penalties for perpetrators.

Internet

Upon payment, Internet access is available at some cafes and numerous post offices that have the Netpost service. In several hotels and public spaces like Airports, Conference Rooms, Restaurants, Service Areas and Malls, there are "wireless" or "wi-fi" areas clearly marked, where you can access the internet for free.

DRIVING IN PORTUGAL

In Portugal the transit is made by the right side. In the squares, intersections and junctions, unless signaled otherwise, the vehicles that appear on the right have priority. At intersections with roundabouts the vehicles that are already circulating in the interior have priority.

Traffic signs comply with international standards.

The seat belt is always compulsory.

The use of mobile phones is prohibited, unless speakerphone or headset devices are used.

Blood alcohol level equal or greater than 0.5 grams / liter implies driving ban.

Legal penalties must be paid on the place.

Documents Required:

- Personal identification document
- Driving license
- Certificate of insurance
- Evidence of ownership of the vehicle registration or equivalent document
- Document of vehicle identification (registration) or equivalent documents

Maximum speed for passenger vehicles without trailers and motorcycles:

- 50 km/hour - in towns
- 90 km/hour - normal roads
- 100 km/hour - on roads reserved for cars
- 120 km/hour - on highways

TRANSPORTS

Airplain

Portugal's excellent geographical position makes it a stopover point for many foreign airlines at airports (even for low coast air companies) all over the country:

Lisbon - Portela Airport - Phone: (+351) 218 413 500

Porto - Dr. Francisco Sá Carneiro Airport - Phone: (+351) 229 432 400

Faro - Faro Airport - Phone: (+351) 289 800 800

Funchal, Madeira - Funchal Airport - Phone: (+351) 291 520 700

Ponta Delgada, Azores - João Paulo II Airport - Phone: (+351) 296 205 406

ANA - Aeroportos de Portugal, SA is the Portuguese airport authority and provides departure and arrival information on www.ana.pt

Train - Rail

CP - Comboios de Portugal (www.cp.pt), the Portuguese railway company, offers a vast rail network covering the whole of mainland Portugal and also offers international train services to Vigo, Madrid and Paris.

There are a number of options to meet your needs:

- The top-of-the-range "Alfa Pendular" trains offer the fastest and most comfortable rail link between Lisbon and the Algarve and, in the north, Porto or Braga, with stops in Coimbra.
- The "Intercidades" or Intercity service covers the Lisbon-Porto-Guimarães, Lisbon-Guarda, Lisbon-Covilhã, Lisbon-Évora-Beja and Lisbon-Faro routes.
- The international Sud-Express train and Lusitânia hotel-train leave from Lisbon.
- There is a vast network of regional, inter-regional and suburban trains covering the whole of the country.

Road

Portugal has a good road network composed of Highways (AE), Main Trunk Routes (IP), Complementary Trunk Routes (IC), Main (National) Roads (EN) and Secondary (Municipal) Roads.

There are two types of Highways:

- The traditional Highways with toll booths, where payment is made either in cash or by bank card. These motorways also have a Via Verde (green channel), which is an electronic toll system that allows drivers to make the payment by bank debit and is intended for use solely by those who have an electronic device identifying their vehicle, previously acquired at one of the respective sales outlets (www.viaverde.pt);
- Highways that have an exclusively electronic toll system, where tolls are collected by exclusively electronic means. The electronic identification of the vehicle is made at the moment of crossing the point of collection, dispensing the physical barrier of the toll, which ensures greater speed of circulation, improved road safety and reduction of environmental impacts in terms of CO2 emissions and noise. Circulation on these roads is subject to a system of toll collection using an exclusively electronic system without the possibility of manual payment on site. All lanes with "electronic toll only" are properly identified in advance, through a signpost.

Metro in Porto

Porto's Metro covers most of the city both under and over ground, all the way to the surrounding suburbs. Trains run from 6AM to 1AM, and stations are marked with a wavy blue "M".

Tickets (or in Porto's case, cards) are bought at vending machines and must be validated before you board the train, even every time you switch lines. The very first time you use the metro when you arrive in Oporto you must purchase the metro card called "Cartão Andante" at those vending machines. That card is your ticket that is recharged at those same vending machines in future journeys.

Visit www.metro-porto.pt for the map of the network and additional information.

Bus in Porto

Porto has an excellent and extensive bus service (called STCP) that operates from 6AM to 9PM. After 9PM the service is less frequent and after 1AM it is reduced to the principal routes. You may purchase tickets from the driver, which must then be validated on the machine behind him or her.

Buses show their number and final destination on the front, as do the bus stops, where there are also details of the routes.

www.stcp.pt is the website for Porto bus information.

Trams in Porto

The tram system of Porto, Portugal is operated by the Sociedade de Transportes Colectivos do Porto (STCP) and currently has three regular routes and one tourist route. All are heritage tram routes, as they use vintage tramcars exclusively. The No.1, for example, offers a really pleasant ride, as it goes through the river front all the way to Foz. To travel on the tram lines you must have a card or must purchase your ticket on board that has a cost of 2.50 € per trip. The monthly signatures for STCP and Andante Gold are also valid.

Taxi

Taxis in Portugal are inexpensive when compared to the rest of Europe. Most are beige, but there are also some older black and green ones. There are taxi stands by most of the main squares in Porto, or you may call them.

GENERAL SERVICES

Renting Car

At airports, transport terminals of international railways, and in the main towns, there are renting car services without a driver. To rent a car you must:

- Have between 21 and 25 years depending on the conditions of each rental company;
- Present an ID (identity card for EU citizens or valid passport for other nationalities);
- Valid driving license for over a year.

Banks

Banks are open to the public between 8h30 and 15h, within the five working days of the week. There is a national network of ATMs, identified by MB (ATM), where you can withdraw cash 24 hours a day.

Mail Post Office

In general, the post offices are open from Monday to Friday, from 9h to 17h. The central stations and airports have extended opening hours and may be open on Saturdays and Sundays. Many post offices offer the service Netpost that, after paying a fee, allows access to personal email and Internet.

You can get more detailed information on schedules and services available at each station on www.ctt.pt

Pharmacies

Most of the pharmacies are open to the public on weekdays between 9h and 19h (some of them close for lunch between 13h and 15h), and Saturdays from 9h to 13h, being marked by an illuminated green cross, when are on duty during the night. All of them have posted information about the closer pharmacies that are open at night.

Shops

The grocery shops usually work from Monday to Friday, between 9h and 19h, and on Saturdays until 13h. Some of them make a break for lunch. In the months leading up to Christmas, this kind of trade can work on Saturday afternoon and even Sunday. The numerous shopping centers that exist within and outside the cities, have wider opening hours - usually from 10h to 24h every day of the week. There are stores of major international brands, but more traditional trade with Portuguese products, is spread through the streets of the towns, especially in older neighborhoods.

HEALTH SERVICES

The Portuguese health system is characterized by three coexisting systems: the National Health Service (NHS), special social health insurance schemes for certain professions (health subsystems) and voluntary private health insurance.

Health facilities have been modernized with the years, especially in through new equipment and services humanization. They can be divided into three types:

HOSPITALS - located in major cities and towns with largest Portuguese population, ensuring top health care, like surgeries, consultations and several specialties;

HEALTH CENTERS AND FHU (FAMILY HEALTH UNITS) - ensure some specialties consultations to their patients, consultations with the family physician, nursing treatments and small surgeries;

MEDICAL CENTERS - located mainly in small localities, ensuring consultations with the family physician and nursing treatments of primary grade.

Apart from the public sector, there are also private hospitals and clinics.

Portugal has a medical emergency number - 112.

Beyond the line of medical emergency, users still have a Health Phone line, open 24 hours a day (HEALTH 24) - 808 24 24 24, where users can ask questions or ask for help. The purpose of this line is to connect the Portuguese people to health and reduce unnecessary emergency service demand.

SOME HOSPITALS IN PORTO AND NEAR CESPU CAMPUSES

Centro Hospitalar of Porto (Hospital de Santo António, Hospital Maria Pia, Maternidade Júlio Dinis)

Hospital Pedro Hispano - Matosinhos

Hospital de S. João - Porto

Instituto Português de Oncologia (Portuguese Institute of Oncology) - regional branches at Lisbon, Porto and Coimbra

Hospital of Misericórdia of Paredes (CESPU) - Paredes, Sousa Valey

Hospital Padre Américo - Penafiel, Vale do Sousa

Centro Hospitalar Médio Ave - V. N. Famalicão

Centro Hospitalar of Alto Ave - Fafe and Guimarães

INSURANCES

Students from third countries, who are not covered by any scheme of Scholarships, with insurance included, should inform themselves on the agreements under the Social Security between your country and Portugal, prior to departure. If there is no special agreement, in this context, students should sign up a particular insurance and enroll in the school insurance of CESPU, upon registration. This school insurance covers accidents on the Academic Campus of CESPU and on the routes CESPU / residence and residence / CESPU.

Students from countries of the European Union and from the European Economic Area (EEA) are covered by the Health European Insurance Card and must apply for this card on the respective systems of Social Security before their departure.

FOOD AND RESTAURANTS

Portuguese Cuisine

Portuguese cuisine is versatile, rich and tasty. It is based on a Mediterranean healthy diet, however with a touch of spice. Sometimes, especially in the north, traditional Portuguese food can be more elaborated and somewhat heavy.

Portuguese usually have three main meals: breakfast, lunch and dinner, often with a little snack in between. Breakfast and snacks commonly consist of milk or yogurt, coffee, tea or juice, and cereals, bread or toasts, sometimes

accompanied by fruit. Lunch (usually from 12:00H to 14:00H) and dinner (usually between 20:00H and 22:00H) are usually composed of three courses, which include soup, the main dish and dessert. "Caldo verde", made of smashed potatoes, thinly chopped kale and spicy sausage slices, is one of the most frequently found soups. The most popular and traditional dishes include "bacalhau" (codfish) – we have 1001 ways of cooking codfish – and olive oil but a wide variety of fishes and many kinds of meat, along with a good range of vegetables and spices are used to prepare delicious other dishes. The meal usually ends with fresh fruit or sweet desserts. Typical pastries contain a high quantity of eggs and sugar, sometimes with almonds, cinnamon and other full-flavored ingredients.

Almost the entire Portuguese territory produces excellent wines, which are commonly drunk at the main meals. National beers are, as well, of high quality and very popular among the youngest. We usually drink black coffee, of the espresso type. If you wish to drink coffee with milk you will have to ask for a "pingo".

University Canteens and Restaurants

All the Academic Campuses have bars and canteens where students can have lunch or dinner for lower prices. The dishes of the day offer three options: meat, fish or diet. A complete meal with bread, soup, main dish and drink costs 4 EUR. For an additional 0.50 EUR you can include dessert. For snacks you can use the bars, which run throughout the day, and the vending machines located in each of the buildings.

Near the campuses there are several restaurants and cafes where you can have light meals, such as sandwiches and salads, and also traditional dishes.

SPORTS, CULTURE AND LEISURE

Every student from CESPU has the opportunity to participate in several sport, cultural and recreational activities annually organized by the Students Associations: sports tournaments, academic parties, the student's week "Queima das Fitas", solidarity activities, cultural soirees, book fairs, among others.

We recommend reading the magazine TIME OUT PORTO, where you can find the best information about Porto City activities: culture, music, art, restaurants, shops, night, etc. You can also find information about the cities near Porto.

GANDRA

Gandra belongs to Paredes County, which offers wonderful landscapes as "Senhora do Salto" in "Aguar de Sousa". It also has a heritage that deserves your interest and your visit. Especially for leisure, Paredes has appropriate spaces, in which people can enjoy tranquility and combine it, if desirable, with culture activities and sports, including more extreme activities.

PENAFIEL

Penafiel located in the north of Portugal. The area is known as a famous wine county but with its fine Romanesque churches and natural beauty it is also a good place for relaxing holiday.

V. N. FAMALICÃO

The city of V. N. de Famalicão is privileged by its excellent geographical location, being situated in the center of an intersection of roads, which put it at a distance of 20 minutes from the main urban centers of the North Country: Porto, Braga, Maia, Guimarães, Barcelos, Póvoa do Varzim, Vila do Conde, among others.

ACCOMODATION

CESPU doesn't have student's residences.

Please be aware that we do not look for or make reservations for accommodation to anyone.

If you are going to study in one of our programmes of the UNIVERSITY CAMPUS OF GANDRA (about 20km from Porto city center), we recommend that you look for accommodation in Porto city and then, if you need to come for the classes, you can take a daily bus to Gandra. This is because Gandra is really small and if you want to have a better academic and cultural experience you will have more facilities in Porto city.

If you are going to study in one of our programmes of the **ACADEMIC CAMPUS OF V. N. FAMALICÃO** (about 45km from Porto city center) or **ACADEMIC CAMPUS OF PEANFIEL** (about 40km from Porto city center), we recommend that you look for private accommodation there but you can also stay in Porto city, and then take a bus or train to there. Normally, all the Erasmus students want to live in Porto to have a better experience, get to know other international students and because of the facilities of the city.

We recommend that you look for accommodation:

- in a private students residence:
 - Residência Universitária de Gandra | *Gandra University Residence* | Gandra
 - World SPRU – Residências Universitárias | World SPRU University Residences | Porto, Campanhã
- in a flat (sharing it with other students).

Residência Universitária de Gandra | *Gandra University Residence*

You can find a private residence right in front of the University Campus of Gandra.

Location and Contacts

Avenida Central de Gandra, 1304 | 4585 Gandra PRD - Portugal

Phone: +351 968 078 064

Website: <http://www.rug.pt> | FB: <https://www.facebook.com/rugandra/>

Email: residenciauniversitariagandra@gmail.com | info@rug.pt

World SPRU – Residências Universitárias | *World SPRU University Residences*

It's located in Porto-Campanhã.

Location and Contacts

Residência Universitária WorldSpru Porto Campanhã

Rua do Monte da Estação - Porta B - 4300-342 Porto

Tel: (+ 351) 225 198 700 | Fax: (+ 351) 225 104 504

Website: www.spru.pt | E-mail: porto@spru.pt

Private Flats / Rooms

Nowadays is more common to rent a flat and share it with other students. This is usually more comfortable, since it allows the students more freedom and flexibility, especially in terms of timetables.

A possible alternative is that you stay for a few days at a youth hostel or at a hotel and find suitable accommodation after your arrival. It's quite common to find flats for rent all over the city, and the prices vary according to the location or the conditions being offered.

TIPS TO FIND PRIVATE ACCOMMODATION IN PORTO:

- Renting houses in downtown Porto becomes cheaper. Most Erasmus parties and bars are located there, generally, Erasmus students choose this area to live.
- Prices vary depending on the place and conditions of the house: 200€-300€ are the "regular" prices for a room in Porto.
- Usually, renting prices don't include gas, electricity or internet. You should clarify with your landlord what exactly you are paying for.
- It takes 2-3 days to find a house.
- It's common for Portuguese landlords to ask for 2 month's rent in advance, the standard is one month, some will also ask you for a deposit that will be returned if you don't damage to the house.
- You should not arrive without temporary accommodation (hotel or hostels).

Where should I rent a house if I want to live in the city center?

The city center of Porto is small and you can easily walk in this area. The central areas are walkable and you can go anywhere from there by bus, metro or train.

In order to optimize your Erasmus experience, we recommend you to book a flat at Avenida dos Aliados; Trindade Metro Station, Rua de Santa Catarina, S. Bento, Ribeira, Jardim da Cordoaria, ...

Where should I search for rooms or houses in Porto?

http://www.bquarto.pt/porto/quarto_porto (requires registration)

<https://www.olx.pt/imoveis/quartos-para-aluguer/porto/>

<http://www.uniplaces.com/>

<http://alojamentouniversitario.com/>

<http://www.borgesmesquita.com/>

<http://www.custojusto.pt/Porto/1120-Quartos>

<http://www.easyquarto.com.pt/> (login required - you can do it with Facebook)

<https://www.facebook.com/apsporto2>

<https://studathome.com/>

<https://erasmusu.com/en/erasmus-porto/student-housing>

Facebook group:

<https://www.facebook.com/groups/224363311392473/>

→ ERASMUS STUDENT NETWORK - PORTO

Erasmus Student Network Porto (ESN Porto) is a group of volunteer students who strives to help international students enjoy the most of their experience in Portugal.



ESN Porto is the oldest ESN section in Portugal; founded in 1991 (started as in.net) it became an official section in 2002. It has been growing since then and nowadays receives around 3000 exchange students per year.

ESN Porto is organized in the following departments:

Activities – organizes weekly events, such as cinema nights, workshops of traditional cooking, theatre and dance lessons, surf classes, pub crawls, eurodinners, sports tournaments... also organizes trips around Portugal, giving the students the opportunity to discover the best places in Portugal.

Parties – helps students to enjoy Porto's nightlife, having fun in the best clubs of the city.

Communication & Branding – as part of an international association, this department cares about ESN image.

Fundraising – ESN wants to offer the best opportunities in Porto. That's why they work with the best partners from a diversity of areas of interest, like telecommunications, sports, tourism and many others.

Human Resources – ESN believe that they are only able to offer the best experiences if they work together as a team. For this purpose, they bet on teambuilding activities in order to improve the members' relationship.

Projects – ESN wants to give you the opportunity to change Porto, and let Porto change you, by getting closer to the local community through volunteering activities in 3 different areas: charity, environment and education. As certainly you will need a hand during your stay in Porto, ESN provides you the Buddy program, a Portuguese student that helps you get your way around the city and in everything else you might need. ESN have the Exchange Ability program to encourage the mobility of students with special needs and the Mov'in Europe in order to promote Portuguese students to go abroad.

IT (Information Technology) – manages the website and ESN Porto databases.

OFFICE SCHEDULE

Monday to Friday: between 2.30pm and 6.00pm

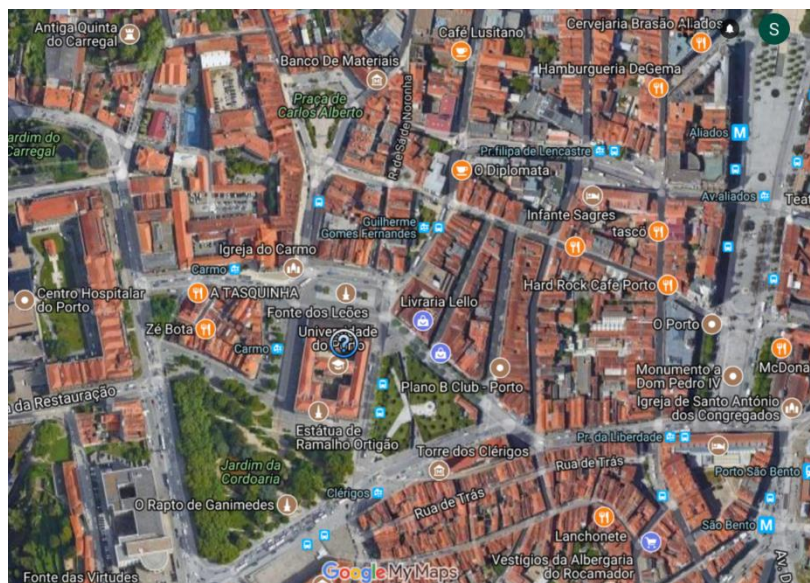
LOCATION AND CONTACTS



ESN Office – see map

Praça Gomes Teixeira, SN
 Reitoria da Universidade do Porto,
 Room 500
 4099-002 Porto - PORTUGAL

General Info: info@esnporto.org | Buddy Program: buddy@esnporto.org



Map 1. ESN Office Location



Erasmus+



CESPU

COOPERATIVA DE ENSINO
SUPERIOR POLITÉCNICO
E UNIVERSITÁRIO, CRL.

ERASMUS AND MOBILITY SUPPORT OFFICE

erasmus@cespu.pt | +351 224 157 200

University Campus of Gandra (Room 3039)

Rua Central de Gandra, 1317 | 4585-116 Gandra PRD - PT

Academic Campus of V. N. Famalicão (Admissions Office)

Rua José António Vidal, 81 | 4760-409 Vila Nova de Famalicão – PT

Academic Campus of Penafiel (Secretariat Office)

Rua Direita, 5 - Ed. IINFACTS | 4560-485 Penafiel - PT