



**UNIVERSITY FERNANDO PESSOA
AND HIGHER SCHOOL OF HEALTH FERNANDO PESSOA**

Quick Guide 2022-2023

International Relations Office



REGISTRATION

ERASMUS+ and Exchange students register in the International Relations Office; the other students register in the Admissions Office.

After being registered the student will have access to the schedule through the Virtual Students Office platform.

INFORMATION ABOUT THE STUDY PROGRAMMES

Course details regarding contents, semesters, bibliography, credits and the contact for each teacher are available in Portuguese and English at <http://ects.ufp.pt>

DEPARTMENTAL COORDINATORS

Undergraduate and Integrated Masters: <https://www.ufp.pt/inicio/estudar-e-investigar/licenciaturas/>
Masters: <https://www.ufp.pt/inicio/estudar-e-investigar/mestrados/>
Erasmus+ and Exchange Programs: <http://ri.ufp.pt/en/study-at-ufp-exchange/who-to-contact-and-why/>

ONLINE SERVICES

- UFP/HSHFP Student Webmail: <http://webmail.ufp.edu.pt/> (studentnumber@ufp.edu.pt)
- Canvas platform: <https://ead.ufp.pt/>
- Personal page of the Virtual Students Office (timetables for classes and grades): <http://portal.ufp.pt>

All online services have the same password, which is given to you at the beginning of your study period. To prevent any conflicts, please avoid changing your initial password unless it's absolutely necessary.

PRINTING

Using the self-service copy machines

1. Go to the Copy Center charge the student account in advance;
2. Install the printer in the laptop (<http://sic.ufp.pt/manuais-e-transferencias/?did=18>);
3. Open a document and click 'Print'/'Imprimir' (make sure you have selected the correct setting for black and white or color, resolution, etc.);
4. Go to the nearest shared printer and login with your student number and password;
5. If the selected machine is not working at the moment, you can just try again at a different printer; alternatively, you can take the document in a pen drive to the Copy Center and pay in cash.



Services & Facilities

Bars/Cafeterias | UFP has several bars/cafeterias where students can have their meals, socialize, or even work with their computers using the Wi-Fi network.

Accommodation | Accommodation arrangements must be made before your arrival, even if just for a temporary place to stay (e.g. Youth Hostel, hotels, etc.)
The information about our partners for accommodation is available at: <http://ri.ufp.pt/en/accommodation-2/>

Libraries | FPF's libraries exist to facilitate the spread of information in scientific areas taught at the University and the School, serving as an educational support for teaching, research and learning, at undergraduate as well as post-graduate level. FPF's libraries provide services of on-site-reading, book loans, inter-library loans, self-service copy machines, access to data bases, among other services.

Student card | The student card is used for the following purposes: identification, access to book loans at the libraries and getting discounts at movie theaters and museums (if they have specific discounts for students).

Internships and Professional Careers Office | UFP and HSHFP's Internships and Professional Careers Office establishes connections with institutions and companies, making a bridge between the university and the labor market and ensuring the availability of curricular internships to all of UFP and HSHFP's undergraduate students.

Admissions Office | The Admissions Office provides information about study programs and rules of admission. Applications and the first registration at UFP and HSHFP are made through this office.

International Relations Office | The International Relations Office is responsible for implementing UFP and HSHFP internationalization policies, for the internal management of the ERASMUS+ program, the institutional management of the European Credit Transfer System (ECTS), the application of UFP's European Policy Statement and for the internal monitoring of the Bologna Process.

Online pedagogical information | Students can access their pedagogical information (academic calendar, course schedules, grades, requests and notices) at <http://portal.ufp.pt>, using their personal log in and password.

Computer services | All students have free internet access at UFP and HSHFP using the wired and wireless network services available at classrooms, libraries, bars and cafeterias. Each student is also given an email address and online storage to create and keep a personal web page on the internet.

Laboratories | UFP and HSHFP have lab units to support the teaching of all its study programs.

Ambulatory Project of Oral and Public Health | UFP, through its Faculty of Health Sciences, and the Higher School of Health Fernando Pessoa provides its students a direct contact with the country's reality. The Ambulatory Project of Oral and Public Health allows health sciences students to be part of its mobile units and to perform diagnostic and therapy training in their areas of learning, accompanied by their teachers.

Students Office | The Students Office performs all administrative procedures concerning students' pedagogical attendance. Students can also use this office to present requests, ask for certificates of registration, transcripts of records, reappraisals of grades, exchanging study programs or readmission.

Insurance | All UFP and HSHFP students are covered by a personal accidents insurance. This insurance covers expenses related to treatment, disability or death arising from personal accidents inside UFP and HSHFP premises or on the way between the student's home and the university.

Printing and Copy Services | The Copy Center (CC) performs services of photocopying/printing in black and in colour, bookbinding, scanning documents. Students can access photocopy services at the CC or charge their student account in advance at the CC in order to use the self-service copy machines available.

Canvas platform | This platform offers the support and mediation of electronic resources to extend the university's activity beyond its physical and time restrictions ("anywhere, anytime, anyhow"). Using an Internet connection, a browser and the assigned log in information, or using the app for mobile devices, any user can interact and develop their teaching/learning process at Canvas. Canvas is also used to complement in-classroom learning, in integration with other information systems at UFP and HSHFP. Canvas essentially supports initiatives in a mixed system (by blending in-classroom learning with distance learning – b-learning), allowing more flexibility and freedom in learning for each individual to achieve their own rhythm.

Fernando Pessoa Foundation Press | The main purpose of Fernando Pessoa Foundation Press is to show what the University and the HSHFP do in terms of research and it includes not only class books, magazines and proceedings, but also poetry, fiction and essays from people related in some way to the university and the school. Purchases can be made online (<https://www.ufp.pt/inicio/viver-a-ufp/publicacoes-editora/>), at the copy center and at bookstores all over the country.

Social Service Office | Provides information and supports applications to scholarships given out by the Portuguese Directorate-General for Higher Education/Student Support Services (<http://www.dges.gov.pt>).



Health Services

Health and Leisure Academy (ASL) | UFP and HSHFP's ASL comprises its gyms, swimming pools and saunas. The gyms and swimming pools are simultaneously therapeutic areas for the Physiotherapy Pedagogical Clinics and for ASL. UFP's academic community can use ASL's areas and resources, according to the applicable regulations (asl@fundacaofernandopessoa.pt).

Psychology Office | Located at the Pedagogical Clinics Building, the Phycology Office provides free counseling services to students, teachers and staff at UFP and HSHFP, simply by scheduling an appointment. (phone: 225071384)

Dentistry Pedagogical Clinics | Located at the Faculty of Health Sciences, UFP's Dentistry Pedagogical Clinics provide medical-dental care, not only to the academic community at UFP and HSHFP, but also to the general community. In order to access this service, an appointment must be scheduled in advance at the Dentistry Pedagogical Clinics reception. (phone: 225074634)

Physiotherapy Pedagogical Clinic | The Physiotherapy Pedagogical Clinic performs treatments in the scope of the pedagogical practice of Physiotherapy students, accompanied by their teachers. This clinic is equipped for the clinical teaching of the different physiotherapy areas, in particular hydrotherapy, with two swimming pools and a whirlpool room; thermotherapy, with a dry sauna and a wet sauna; cardiorespiratory physiotherapy, with two differentiated booths; sport rehabilitation, with a suited gym; walk and posture, with a biomechanics lab. This service is located at the Pedagogical Clinics Building and is open to UFP and HSHFP's academic community and to the general community. In order to access this service, an appointment must be scheduled in advance at the clinics reception office. (phone: 225071384)

Psychology Pedagogical Clinic | UFP provides services, which are open to the general community, of psychological evaluation and intervention, in the scope of the pedagogical practice of its Psychology students, accompanied by their teachers. (phone: 225071383)

Psychomotor Rehabilitation Pedagogical Clinic | The HSHFP provides consultations of psychomotor evaluation and intervention through the Pedagogical Clinics Building in Porto, in the scope of an extension of its services to the general community. (phone: 225071384)

Speech Therapy Pedagogical Clinic | The HSHFP's Speech Therapy Pedagogical Clinic performs treatments in the scope of the pedagogical practice of its Speech Therapy students, accompanied by their teachers. This service is located at the Pedagogical Clinics Building and is open to UFP's academic community and to the general community. In order to access this service, an appointment must be scheduled in advance at the clinics reception office. (phone: 225071384)

University Hospital | The University Hospital has more than 50 medical and surgical specialties and is open 24/7 with an Emergency Room. Students from the Health Faculty courses learn in clinical practice. Phone: 222 455 455.



Cultural & Sport Activities & Associations

Students Association | The Students Association promotes the information and integration of students, as well as the protection of their interests.

FPF Club | The FPF Club brings together former and current students, teachers and other UFP's staff, by promoting all kinds of cultural, sport and assistance activities.

Sports | The promotion and organization of sport activities is made by the Students Association.

Student Nuclei | There are several student nuclei at UFP and at HSHFP, in the scope of the different study programs.

Tunas | Tunas are music groups made up of university students. There are 2 tunas at UFP and HSHFP, which organize and participate in musical festivals, live performances, serenades and tuna meetings. The quality of the different tunas at UFP and HSHFP has earned national and international recognition, not only through invitations to perform, but also through the awards that they have received. (<https://www.ufp.pt/inicio/viver-a-ufp/desporto-e-academia/>).



Practical Information

Making phone calls

To call abroad from Portugal:

- international access code – 00 + country code + area code + subscriber number

To call Portugal from abroad

- international access code + country code 351 + subscriber number (nine digits)

Note: In Portugal, landlines start with “2” and mobile numbers start with “9”.

Useful telephone numbers:

- National Emergency number (SOS): 112
- International Collect Calls: 179
- Information Service: 118

Postal services | The postal company in Portugal is called CTT. There are several CTT offices throughout the city of Porto, with different sets of services and working hours. Most of them are open Monday to Friday from 9 am to 6 pm and close for lunch. The main office in the city center (Aliados) has all available postal/communication services and has extended working hours.

Banks | Banks are open from 8:30 am to 3 pm, Monday to Friday. Several ATM machines can be found inside/around UFP. To open an account at a bank, students will be asked for a Portuguese taxpayer number (NIF), which they can get at the Direcção-Geral dos Impostos’ counter at Loja do Cidadão (Avenida Fernão Magalhães no. 1862, 1st floor, Porto) with a copy of their passport and a proof of address in Portugal.

Health and insurance | The Portuguese health service offers medical assistance to all citizens of the European Union. To qualify for this assistance EU students should bring their European Health Insurance Card. Other students must purchase a health insurance covering their entire stay in Portugal, before leaving their home country.

- In case of sickness: call Portuguese healthcare number “Saúde 24” (+351 808 24 24 24) or visit the nearest Health Centre
- In case of emergency: go to the “Urgências” at a Hospital
- UFP has its own Hospital School in Gondomar. To get to UFP’s University Hospital, you can take the bus of Gondomarense company (line 68) at Hospital São João heading “Hosp. Fernando Pessoa” and get off at “Hosp. Fernando Pessoa” bus stop
- In case of emergency: call 112

Public transportation in Porto

Buses and Metro

Porto is well served by a public bus network and a new light-railway system. Timetables, fares and routes can be obtained here: <http://www.itinerarium.net>

- Porto public bus company (STCP) – <http://www.stcp.pt>
- Metro do Porto – <http://www.metrodoporto.pt>

The trips bought using the blue Andante transportation card can be used both on buses and the subway.

Closest Metro Station to UFP: “Pólo Universitário”, on the yellow line, 10 minutes walking to/from UFP.

Trains

Porto is served by 2 train stations. Long-distance trains to Lisbon, southern Portugal and Vigo (Spain) are available at Campanhã station. Commuter trains to the cities beyond Porto (Braga, Guimarães, Aveiro, Régua) can be found at São Bento station, in the city centre.

For information

regarding timetables and fares: <http://www.cp.pt>

Taxis

Taxis are available at main locations such as the airport, train stations, hospitals and main commercial areas. Licensed taxis have a meter and are painted in beige or in the traditional black-and-green.

A taxi can be requested by calling a taxi company or going to taxi stops available throughout the city:

- Táxis Invicta: 225 076 400, 225 022 693
- Raditáxis: 220 403 782
- Unidos do Porto: 225 029 898

Visa and Registration at the City Hall

Mobility students from Member States of the European Union or Schengen countries if staying in Portugal for longer than 3 months, must register, before the end of this time, in the City Hall of the city they are living in: <https://www.acm.gov.pt/-/sou-cidadao-europeu-e-necessario-registar-me-para-residir-em-portugal->.

Mobility students from countries outside the European Union must have a Visa to study in Portugal issued by the Portuguese consular post in their home countries. Information regarding the entry in Portugal: <https://imigrante.sef.pt/en/entrada-em-portugal/>.

For more information on registration procedures and penalties: <http://www.sef.pt>.

Keeping safe in Porto

Although Porto is a fairly safe city, we would like to remind you that being aware of your surroundings all the time helps to ensure your safety. Please note that the area surrounding the University can't be considered one of the safest, especially late at night. It is probably a good idea to share a taxi if you go out as a group and always avoid walking on your own late at night. If something does happen please remember that at the police station at Rua dos Fenianos, also called "Tourism Police Station", officers will speak English and a number of other foreign languages (mainly Eastern European languages); their phone number is 222081833.



TO HELP YOU GET STARTED

Bom dia.
[bong-deer]* “Good morning”.
Boa tarde.
[boah-tard]* “Good afternoon”.
Boa noite.
[boah-no-ee-te]* “Good evening” and “Good night”.

Como?
[komoo?] If someone comes to you and say something that you can’t hear properly or can’t understand, this is the way you say “Sorry?” or “I didn't get that”. In other words, you can also use this word to ask someone to repeat something again.
Desculpe!
[des-cool-peh] is the word you use when you are sorry or when you did something wrong and you want to apologize for it. In short, this means “I’m sorry!”. You may also use this word to catch someone’s attention as well, for instance at the restaurant when you want to call the waiter.
Não faz mal!
[nah-fash-mahl] is the way you reply to “desculpe”. Equivalent ways to say this in English would be “no worries”, “no problem”, “don't mention it”, and so on.
Com licença!
[co-lee-sensah] means “excuse me”. You might use this when you want to get out of the bus when it is very crowded inside and you have people in your way.

Obrigado/obrigada
[oobree-gado] or [oobree-gadah] - men say “obrigado” and women say “obrigada” to say “thank you”.

De nada!
[de nah-dah] is what you say when people thank you for something you did for them. The equivalent in English would be “you’re welcome!”
Por favor!
[poorh pha-vohr] you say this to say “please” in any circumstance you can imagine. However, in Portuguese, when you give commands to people (when you ask them to do something) you don’t have necessarily to say “por favor” all the time, like you do in English. Normally the intonation of your voice will show whether you are being suggestive or bossy!

Está bem!
[tah baing] to say “It’s OK” when you agree with someone's suggestion, or to mean “that’s enough” when the waiter is putting food on your plate and you want him to stop.
Então? tudo bem?
[eng-ta-ong? too-doo bah-ing?] means in colloquial European Portuguese “So, how are you?” or “So, what's up?”.

If you want to ask someone if they speak English say:
Desculpe! Fala inglês?
[des-cool-peh! fah-la een-glaysh?].
You may also inform them that you only speak a little Portuguese. If this is the case, you must say.
Não falo muito português!
[nah fahloo moo-too poor-too-gaysh].
Or
Não percebo!
[naw pehr-say-boo] - I don’t/can’t understand.

