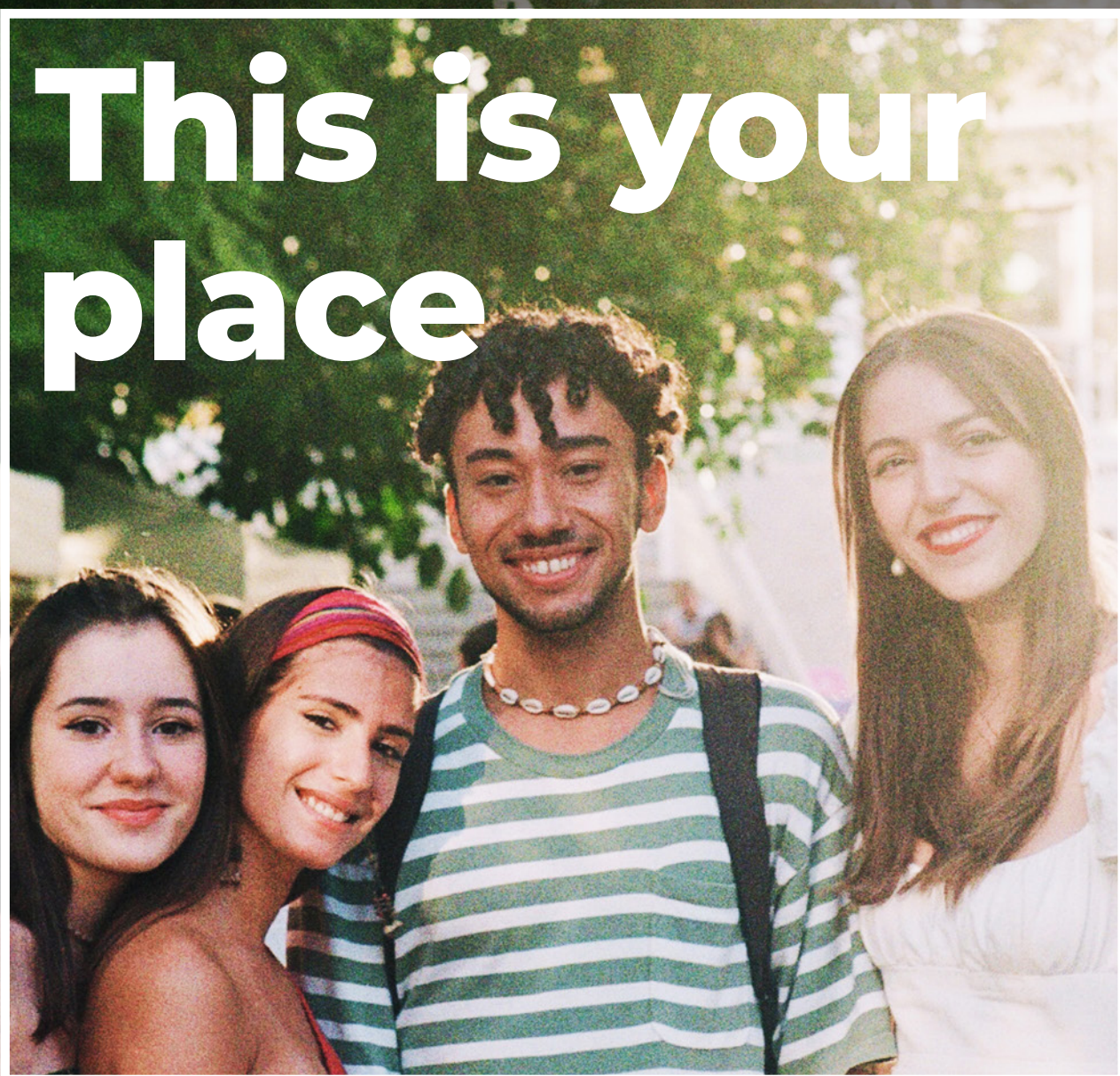

STUDENT GUIDE

This is your place



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CONGRATULATIONS! WELCOME TO NOVA FCSH

**THE FOLLOWING PAGES SUMMARISE THE MOST IMPORTANT
INFORMATION ABOUT THE FACULTY AND WILL HELP YOU IN
YOUR FIRST DAYS IN YOUR NEW HOME.**

NOVA FCSH.
MARK THE PRESENT



1

INFORESTUDANTE - ACADEMIC PLATFORM

InforEstudante is the support platform for students of the Faculty of Social Sciences and Humanities of NOVA University of Lisbon (NOVA FCSH). This platform is part of the NONIO system used in the Academic Management of NOVA FCSH and enables:

- Applications for academic courses;
- Registration and enrolment;
- Accessing and retrieving grades;
- Accessing information on courses and disciplines;
- Downloading documents

How to access?

InforEstudante can be accessed from the website of the NOVA FCSH or at the following address:

infoestudante.fcsh.unl.pt

To access the user's page, it is necessary to provide the username (institutional e-mail) and the password associated with it.

To access the InforEstudante system, you only need to use an Internet browser; InforEstudante guarantees all its features when used on mobile devices, of any kind.

2

FURTHER ASSISTANCE

Most documents can be requested through and downloaded from InforEstudante. If you have any doubts, please contact the Núcleo de Licenciaturas, Mestrados or Doutoramentos da Divisão Académica (Academic Office, Undergraduate, Master's or Doctoral section).

Contacts:

licenciaturas@fcs.unl.pt | ext: 31422 / 31424

mestrados@fcs.unl.pt | ext: 31466 / 31568

doutoramentos@fcs.unl.pt | ext: 40201

3

ACADEMIC CALENDAR

Undergraduate degrees

1ST SEMESTER:

Start of the academic year:

16 Sept

Term time:

16 Sept to 20 Dec

Christmas break:

22 Dec to 3 Jan

Registration and publication of final results:

until 10 Jan

2ND SEMESTER:

Term time:

10 Feb to 30 May

Easter break:

14 Mar to 21 Apr

Registration and publication of final results:

until 13 Jun

The full calendar for all study cycles is available at
<https://www.fcs.unl.pt/en/calendarios/academic-year-2024-25/>

TUITION FEES AND OTHER CHARGES - UNDERGRADUATE DEGREES

Payment dates, the amounts due for tuition fees and other charges related to course attendance.

FEES:

Academic insurance 2024/25: (to pay upon enrolment) + Administration costs: (to pay upon enrolment)

to be determined **35€**

TUITION:

Yearly tuition fee: **697€**

To be paid according to one of the following arrangements:

Payment of the whole amount of the tuition fees upon enrolment. Amount due: **697€**;

In two instalments:

The first instalment, amounting to **348.50€**, is to be paid upon enrolment. The second instalment, amounting to **348.50€**, is to be paid by April 30, 2025;

Payment in ten instalments: within the stipulated deadlines, as indicated in the table below:

Instalments | Payment Deadlines | Amount (€)

1st	Upon enrolment	69.70€
2nd	31 Oct 2024	69.70€
3rd	30 Nov 2024	69.70€
4th	31 Dec 2024	69.70€
5th	31 Jan 2025	69.70€
6th	28 Feb 2025	69.70€
7th	31 Mar 2025	69.70€
8th	30 Apr 2025	69.70€
9th	31 May 2025	69.70€
10th	30 Jun 2025	69.70€

Prospective applicants should consult the [Regulations on enrolment, payment of fees and charges at the Faculty of Social Sciences and Humanities of Nova University of Lisbon, Order No. 4504-A/2019, of 2 May](#) and the new directive regarding the 2024/25 academic year

The following documents should also be read carefully: [Table of charges of the Nova University of Lisbon](#) and [Order n°27/2016](#).

TUITION FEES – FINANCIAL ASSISTANCE

Specific financial assistance is provided to members of the armed forces, former members, and their descendants, pursuant to the [decree law no. 358/70](#).

Professional firefighters, voluntary firefighters, and first-line descendants thereof are also entitled to have their tuition fees and enrolment charges reimbursed. [Order n.º 2236/2020](#) provides all the information concerning this matter.



5

RULES FOR ENROLMENT IN CURRICULAR UNITS - UNDERGRADUATE DEGREES

Students should follow the recommendations of the Departments on the enrolment in curricular units.

Each academic year, full-time students may enrol in curricular units worth up to 60 ECTS (Equivalent to 10 curricular units of 6 ECTS). Exceptionally, from the 3rd semester of attendance, students may enrol in curricular units awarding a total amount of 72 ECTS (equivalent to 12 curricular units of 6 ECTS) to compensate for the failed curricular units.

6

CHANGING INSTITUTION/COURSE - UNDERGRADUATE DEGREE

A student may only apply for one [change of institution/course](#) (of the same level) at the end of the first year of the undergraduate course. The [deadlines and vacancies](#) available for changing the course within the faculty are established on a yearly basis.

For transfer from NOVA FCSH to another Higher Education Institution, students need to comply with deadlines and documentations required by the destination institution.

ANNUAL ENROLMENT

Every year until the end of the course, the student must register for the academic year on the dates available for his/her study cycle in the [Academic calendar](#).

UNDERGRADUATE DEGREES

Subjects on the syllabus for new students

FOR THE 1ST AND 2ND SEMESTERS:

28 to 4 Sept 2024

Subjects on the syllabus for students enrolled in previous academic years

22 Jul to 2 Aug 2024

Conclusion of Registration - 1st Year, 1st Time, for Students of Languages, Literatures, and Cultures, Translation, and Language Sciences.

Open list subjects - options from other courses

FOR THE 1ST AND 2ND SEMESTERS:

2 to 8 Sept 2024

DOCTORATES

Taught component

1ST SEMESTER:

27 Aug to 8 Sept 2024

Delivery of the Final Paper

By 31 Oct 2024

Thesis Topic Registration Period
(InforEstudante)

Up to 30 working days

after the date of approval of the final paper

MASTERS

Taught component

1ST SEMESTER:

19 Aug to 2 Sept 2024

2ND SEMESTER:

20 to 31 Jan 2025

The non-taught component should be registered, via InforEstudante, on the following dates:

1ST SEMESTER:

16 Sept to 20 Dec 2024*

*Except for Master's Degrees in Teaching (6 January to 7 February 2025). In the case of the Master's Degree in Teaching English in the 1st Cycle of Basic Education, the deadlines are from 2 to 20 December 2024.

2ND SEMESTER:

10 Feb to 30 May 2025*

*Except for Master's in Teaching

The non-taught component should be delivered to the Master's Office, on the following dates:

FOR 3-SEMESTER COURSES:

By 31 March 2025

*Except for Master's in Teaching

FOR 4-SEMESTER COURSES:

By 30 Sept 2025

*Except for Master's in Teaching:
until November 2nd, 2025

WORKING STUDENT STATUS

A working student is a student who, while attending a course at NOVA FCSH, also engages in a paid professional activity or is undertaking professional training – provided that the time devoted to either activity amounts to at least 10 hours weekly.

Pursuant to the provisions of the [Working Student Regulations](#) of NOVA FCSH, a working student is entitled to specific conditions, in particular exemption from mandatory course attendance. Each working student shall decide jointly with the lecturer of each curricular unit the learning and assessment strategies that can compensate for the justified absences.

Compared with full-time students, a working student may also take double the time to meet the academic success criteria without losing the right to register for classes.

According to the Assessment Regulation in force, working students shall inform the Course coordinator and the Course lecturers of their special status.

Students can apply for working student status upon enrolment, by filling out the form available on [InforEstudante](#) and providing the following information:

- Employer's name or declaration of opening of professional activity;
- Employer's Social Security number, where relevant;
- Type of employment contract or declaration from entity providing the training, where relevant;
- Professional Category;
- Working or training hours, including the starting and end dates of the activity.

Working student status shall be in force for one academic year and is renewable upon every further enrolment. Every student whose employment relation begins no later than one month before the end of the semester can also apply for this status.

STATUTE OF STUDENT WITH SPECIAL EDUCATIONAL NEEDS

In line with the [Regulation of Students with Special Educational Needs issued by NOVA University of Lisbon \(Regulation no. 397/2018\)](#), students with special educational needs shall fill out the corresponding form available in InforEstudante after enrolment, providing evidence of their condition. This application will be evaluated; if the response is positive, the applicant will be granted the status of "NEE Student", and NOVA FCSH will implement inclusion strategies suited to each case. NOVA FCSH will thus be able to implement inclusion strategies appropriate to each NEE student.

- 1st semester: until October 16th, 2024
- 2nd semester: until February 28th, 2025

Contacts:
Department of Personal Development
and Social Inclusion
inclusao@fcs.unl.pt

PART-TIME STUDENTS

In accordance with the part-time regime, each semester, students may enrol in curricular units awarding a maximum amount of 20 ECTS, paying a sum proportional to the number of credits awarded by such curricular units. Applications for this regime should be made between the 2nd and 6th of September 2024.



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YOUR OPINION MATTERS

Every semester, NOVA FCSH provides questionnaires through which students can express their opinions about the functioning of the curricular units. The latest survey results can be consulted [here](#).

Integrated in the **NOVA SIMAQ** (NOVA's Internal Quality Monitoring and Evaluation System), these questionnaires are designed to assess the degree of satisfaction and help improve the quality of the teaching-learning process. The data collected helps the teachers, the Commission for the Evaluation of the Cycle of Studies and the Pedagogical Council to identify positive points and aspects to be adjusted. The questionnaires are available through [InforEstudante](#) at the end of each semester.

To submit a compliment, suggestion, or complaint, you can fill out the [form](#) available on the NOVA FCSH website.

Contacts:
Assessment and Quality Nucleus
qualidade@fcs.unl.pt
<https://www.fcs.unl.pt/en/quality/>

The [Student Ombudsperson](#) is the NOVA body, appointed by the Rector, whose competence is to assess students' complaints, while being independent and acting in an impartial and discrete way.

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GRADE IMPROVEMENT

Students can apply for improvement exams in curricular modules if they have been approved in a specific course. This examination can only be done once for each curricular unit, immediately after the conclusion of a curricular unit, or in the following academic year, and upon payment of 15€ per application. Holders of scholarships provided by the Social Welfare Services of the University (Serviços de Ação Social da Universidade Nova de Lisboa – SASNOVA), are exempt from these and other charges, except for applications made outside the deadline or when requesting second copies of certificates.

ASSESSMENT REGULATIONS

For the rules governing the assessment of material learnt in the curricular units, we kindly invite all students to read the [Assessment Regulation](#) of NOVA FCSH, setting out students' rights and obligations concerning this matter.

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TEST SHEETS

Test sheets cost 0.50€ per group of 10 and can be bought from the treasury (B104a) and the Students Association (B002).



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AWARDS AND PRIZES

Every year the Ministry of Science, Technology, and Higher Education [awards scholarships to the best students enrolled in a Bachelor, Master, Integrated Master, or Technological specialization course of each \(public or private\) Higher Education Institution.](#) The total number of scholarships awarded per institution is set out every year. The condition for competing for these awards is to pass all the curricular units set out in the syllabus relative to the relevant enrolment year with an average grade of no lower than Very Good (16), up to a maximum number of scholarships per institution set annually.

NOVA has also established a special award, the [NOVA Young Talent Awards](#), for the best first-year student enrolled in each course of its Bachelor or Integrated Master programs. The award amounts to the yearly tuition fees.

To promote excellence and quality in students' academic performance, NOVA FCSH awards the [NOVA FCSH Merit and Excellence Award - Bachelors](#), to the best graduate of each course.

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SCHOLARSHIPS

Through the University's Social Welfare Services (Serviços de Ação Social da Universidade Nova de Lisboa – SASNOVA), the university assists students in need through scholarships and emergency support.

All information is available on the [SASNOVA](#) website. Details can also be requested via e-mail to bolsas@unl.pt or in person at the Social Welfare Services office at the Campus of Campolide.

The faculty awards scholarships to students with economic difficulties but of academic merit. All information can be found on our [website](#).

The application deadlines for the DGES scholarships run until September 30th. If enrollment is carried out after September 30th, students have 20 business days following registration to apply for the DGES scholarship.

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ACCOMMODATION

The Social Welfare Services of the University provide accommodation for students not living at home during the academic year. Information about applying for this type of accommodation is available on the [SASNOVA webpage](#).

The faculty has also some agreements with private suppliers of student accommodation; further information is available on our [website](#).

In the Student Union Facilities, located on the ground floor of Building D (D008), there are posts advertising houses or rooms for rent. These posts can be useful for students who do not know the city and cannot find accommodation through the SASNOVA. However, the faculty does not monitor or guarantee the quality and reliability of these rental proposals, which are the full responsibility of the provider.



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EATING

Students of NOVA FCSH have at their disposal canteens, at both [Avenida de Berna](#) and [Campolide](#) offering meat, fish and macrobiotic, at a fixed price (2.89€). In the canteen, there also is the snack-bar section serving different dishes every day at lunchtime, and a café open for the whole day - for snacks and refreshments. In the courtyard of NOVA FCSH, you can also find the [Com Sabor](#) restaurant.

There are microwaves available throughout NOVA FCSH where you can warm up meals.

NOVA students are also entitled to access all SASNOVA facilities and the canteens of the other public Higher Education institutions in Lisbon: the SAS of the University of Lisbon and Lisbon Polytechnic (Instituto Politécnico de Lisboa).



HEALTH SERVICES

SASNOVA provides health services to all students to ensure their well-being. Students can book appointments in [Psychiatry](#), [Psychology](#) and [Nutrition](#) and there are specific agreements with health institutions for the [other branches of medicine](#).

SASNOVA also organises campaigns for blood donation (in collaboration with the Students Union), vaccination, and screening.



PSYCHOLOGY, INCLUSION AND EQUALITY SERVICE - PSII+

NOVA FCSH provides a Psychology, Inclusion, and Equality Service - PsII+ (psii@fcsb.unl.pt), aimed at fully developing progressive construction of students' personal and professional identity.

You can contact the PsII+ service throughout the year for support on time management, the development of personal skills, or advice on improving well-being. This service also analyses psychosocial issues, offers academic and vocational guidance, provides support during personal crises, or counseling (as exemplified by the program "I've Reached Higher Education. What Now?" aimed at all 1st-year Bachelor's students) and improves the internal dynamics of advisory and training groups.

These consulting services are free for NOVA FCSH students and ensure the strictest confidentiality.

To schedule appointments, students must send an email with the request to psii@fcsb.unl.pt

MENTORING

Registrations are open for the 2024/2025 Peer Mentoring Programme, an initiative that aims to establish a one-on-one relationship between a 2nd or 3rd-year undergraduate student and a newly enrolled student at NOVA FCSH.

This project aims to support students' integration and inclusion in the university context, promote analytical skills, critical thinking, and civic participation, as well as stimulate personal and academic development. Preventing discrimination, fostering peer relationships and support networks across all first-cycle programs, promoting sharing, socializing, and cultural and linguistic exchange are some of the objectives of this program.

Contact:
Psychology, Inclusion and Equality Service
mentorias@fcsb.unl.pt



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STUDENT ASSOCIATIVISM

The [Students' Union](#) gives voice to the different interests of the students of the faculty. It is possible to join the existing clubs or propose – jointly with other colleagues – new clubs related to specific interests. For more information, contact the Students' Union Office located on the ground floor (B002) of the B Tower or to send an e-mail to ae@fcs.unl.pt.

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SPORTS AT NOVA

Students can join the Student Union sport teams or represent NOVA in university championships or tournaments – both individually and in teams. Support is also given to students with a Student Athlete or High-Performance Status, and Sports Merit Scholarships are awarded innational and international sporting achievements.

Weekly fitness classes are organised, as well as sporting events, such as rambles, bicycle rides or sporting baptisms, relying on multiple partnerships with sports clubs throughout the region of Lisbon and the South Bank of the Tagus River.

More information sas.unl.pt/desporto/.



© NOVA Desporto

NOVA Desporto Women's Futsal Team.



© João Diniz Costa

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MOBILITY PROGRAMMES

It is possible to have one or two semesters experiences in other universities through [mobility](#) under protocols established between NOVA FCSH and other institutions (national and international) and, also, through programmes such as Erasmus+, Santander Universities or Almeida Garrett Scholarships.

The application processes to the mobility programs available in the faculty are managed by the [NAM - Mobility Office](#), located on the 1st floor of Tower B (B105c).

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INTERNSHIPS, JOB OPPORTUNITIES AND ENTREPRENEURSHIP

The various departments of NOVA FCSH work towards the professional insertion of students and to promote entrepreneurship as a means of personal development and entry into the labour market:

- [Student and Candidate Support Offices](#): support for curricular internships at undergraduate and master's level and for curricular volunteer work;
- [Mobility Support Office](#)- support for Erasmus+ placements;
- [Innovation, Value Creation Office](#)- promotion of employability and entrepreneurship at the Faculty. The Office also organizes events such as the Job Fair - POP UP, training workshops, and activities with NOVA FCSH Alumni.

We also have available a [Employment Portal](#) with offers for NOVA FCSH students.

The [Best Business Idea Competition](#) aims to encourage the most innovative ideas in the fields of Social Sciences, Arts, and Humanities.

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CURRICULAR VOLUNTEERING AND INTERNSHIP

The Curricular [internships](#) and [volunteer work](#) may be included in the diploma as optional curricular units as from the 2nd year of the course.



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OFFICE FOR LIFELONG LEARNING - LUÍS KRUS CENTRE

The [Office for Lifelong Learning - Luís Krus Centre](#), (B105b), named after Prof. Luís Krus, former professor of History at NOVA FCSH, is responsible for the organization of [post-graduate courses](#) and [free courses](#) of the Faculty, the [Summer School](#) and [New Year's Courses](#) open to the whole community.

This Centre also runs the course of [Portuguese as a foreign language](#), which is fundamental for joining the different pieces of the mosaic of diversity that characterizes the life of our campus.





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NOVA FCSH LIBRARIES

The [NOVA FCSH Libraries](#) are open to all students, faculty, researchers, and staff, as well as to anyone interested. They provide home borrowing and interlibrary book transfer services.

The library team also provides training to users and offers personalized and specialized reference services, both in-person and online.

To register as a reader, you need to access the [personal area of the Libraries' catalog](#) using your FCSH ID credentials (username: a + student number (e.g., a2023123123); password: the same one used for InforEstudante).

E-mail: bibliotecas@fcs.unl.pt
Instagram: [@bibliotecasnovafcs](#)

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MÁRIO SOTTOMAYOR CARDIA LIBRARY

The [Mário Sottomayor Cardia Library](#) (BMSC), has a collection of more than 212 thousand titles in all areas of Social Sciences and Humanities and holds important bibliographical collections donated by former professors, intellectuals and important artists.

The BMSC provides 6 research computers, 9 workstations, 2 computers for consulting theses in digital format, 8 free-use scanners and 2 multifunctional photocopiers.

Location: Av. de Berna, Tower B, Floor 1 (B101)

Opening Hours:
School Term:
Working days, from 8:30 AM to 8 PM.
Saturdays, from 9:30 AM to 1:30 PM.

Holiday period:
Working days from 9:30 AM to 5 PM.

E-mail: bibliotecas@fcs.unl.pt

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VITORINO MAGALHÃES GODINHO LIBRARY

The [Vitorino Magalhães Godinho Library](#) (BVMG) is a specialised library aimed mainly at research. It makes available the bibliographical collections of [13 Research](#) Units of NOVA FCSH.

BVMG has available 3 research computers, 3 free-use scanners and 1 multifunctional photocopier.

Location: Colégio Almada Negreiros, 1st floor

Opening Hours:
School Term:
Tuesday and Friday, 10:30 AM to 6:30 PM,
Tuesday to Thursday, 10:30 AM to 8 PM.

Holiday period:
Weekdays from 10:30 AM to 5 PM.

E-mail: bibliotecas@fcs.unl.pt



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MAP LIBRARY

The Map Library's main mission is to provide cartographic information to students and faculty from all departments and research units at NOVA FCSH. It houses a collection of maps produced by various institutions, from different editions and at various scales, covering the national territory as well as a significant portion of former colonial territories.

Requests for access to the Map Library collection must be made in advance via email.

E-mail: mapoteca@fcsch.unl.pt

Location: Av. de Berna, C Building, 1st floor (C116)

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NOVA FCSH LIBRARIES BOOK CLUB

The NOVA FCSH Libraries Book Club invites the entire community to read and discuss a book chosen by its members every two months. Each session takes place in a different location.

To become a member, sign up [here](#).

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LIBRARY CATALOGUE

The [Catalogue](#) allows you to find books from both NOVA FCSH libraries, including specialized collections from the Research Units. Students, teachers, researchers and employees may also create bibliographic lists, renew loans and reserve borrowed books.

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NOVA DISCOVERY

NOVA Discovery is an interface used by the whole University to search the catalogues of all the libraries of NOVA, the institutional repositories and databases of national and international academic/scientific papers.

It can be accessed at the following link:
[NOVA Discovery](#)

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RUN - LIBRARY REPOSITORY

This Platform aims to collect, store, manage, preserve and provide access to the UNL's academic output. The repository contains academic articles, conference papers, PhD theses, MSc dissertations, and other things, all in open access.

It can be consulted at the following link: [RUN](#)



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DATABASES OF SCIENTIFIC PUBLICATIONS

NOVA FCSH provides access to hundreds of ebooks, thousands of scientific articles in digital format, and reference databases.

How can you access them?

On the NOVA FCSH campus, access is direct (via a computer connected to the campus's fixed or wireless network). Outside the campus, access is through FCSH ID credentials. To do so, simply configure your browser to use the FCSH proxy server and then enter your FCSH ID credentials.

For clarification of any technical issues that arise when accessing the services provided, contact the IT Infrastructure and Helpdesk Team.

Tel.: 21 790 83 00 | Ext.: 31291

E-mail: helpdesk@fcs.unl.pt

ECO - CAMPUS

In line with the commitment made in 2018 to the Eco Escolas Programme (Eco-University) implemented in Portugal by the Blue Flag Association for Environment and Education (ABAAE), NOVA FCSH has developed various initiatives and projects aligned with the Sustainable Development Goals (SDGs).

In 2022, with the establishment of the Campus Estates, Sustainability, and Development Management Services, this commitment gained a structural dimension, addressing sustainability challenges across its different areas of action and ESG practices. This holistic approach considers not only environmental aspects but also social and governance dimensions, including the promotion of ethical management practices, transparency, and corporate responsibility.

The 2023 Sustainability Roadmap is the result of the various activities and restructurings that NOVA FCSH has been implementing.

To promote reflection and encourage active citizenship that contributes to environmental improvement and sustainable development, NOVA FCSH joined the Eco Escolas Programme (Eco-University) in the 2018/2019 academic year, implemented in Portugal by the Blue Flag Association for Europe (ABAE). Since 2019, it has been awarded the Green Flag, recognizing the work carried out by the academic community in the areas of Environmental Education, Citizenship, and Sustainable Development over recent years.

Follow the initiatives being scheduled on the NOVA FCSH website and social media. If you would like to participate with suggestions, send them to the email novafcsh.eco@fcsh.unl.pt. Your collaboration is crucial to the success of this project.

[Suggestions Form](#)



EQUAL - CAMPUS

NOVA FCSH has made a clear commitment to building an inclusive and just society that cares for all people, providing equal opportunities.

In 2021 it approved the Plan for Gender Equality and Diversity: a guideline document for the active promotion of gender equality, respect for diversity and measures to reconcile professional, family and personal life.

In 2022, NOVA also approved the "Gender Equality Plan", a plan for social inclusion and equal access to opportunities.

E-mail: inclusao@fcsch.unl.pt



FCSH ID AND SERVICES THAT CAN BE ACCESSED THROUGH IT

The FCSH ID account is automatically created when a student enrolls at NOVA FCSH for the first time. With their credentials, they can access all institutional services and platforms.

The FCSH ID username (or login) is the student number preceded by an “a” (e.g., a2023998844). Upon creating their account in InforEstudante, the student will also gain access to their institutional email after logging into the system.

To log-in to some applications, indicated below, it is necessary to include the domain “FCSH” after the username (for example, a2021998844@campus.fcsch.unl.pt) while in other applications it is sufficient to insert the student number preceded by an “a” (for example, a2021998844).

The FCSH ID credentials are necessary for accessing the following services:

Institutional e-mail: Gmail account of NOVA FCSH; all the communications with the Faculty bodies and services will be made through this account – the username includes @campus.fcsch.unl.pt.

Intranet: Internal information of NOVA FCSH – only the FCSH ID.

Wireless eduroam: Free internet access in the students’ residences and other universities – the username includes @campus.fcsch.unl.pt.

Microsoft 365: Freely download and use Microsoft Office on various devices – the username includes @campus.fcsch.unl.pt.

Libraries: for the enrolment of new readers and access to the personal area of the library catalogue – only the FCSH ID.

Databases: for access to national and international scientific publication databases and download of articles, chapters and books.

Moodle: The e-learning system, used in some courses – only the FCSH ID.

Photocopying/printing: Use the multi-function photocopying devices of NOVA FCSH (upon prior payment at the Treasury) – only the FCSH ID.

For clarification of any technical issues that arise when accessing the services provided, contact the IT Infrastructure and Helpdesk Team:

(NI): Tel: 21 790 83 00 | Ext: 31291

E-mail helpdesk@fcsch.unl.pt



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INTRANET

What is it?

The NOVA FCSH [Intranet](#) is an online platform available through the faculty website, used for disseminating academic and institutional information. You should consult this platform regularly.

The intranet provides access to institutional and practical information, such as academic models, partnerships, the NOVA FCSH card, computer information, or contacts.

How to access?

To authenticate, select the Intranet button, which you can find on the faculty website or in [intranet.fcsch.unl.pt](#) and enter the FCSH ID data.

Note: New students can access FCSH Intranet up to 48 hours after enrolment.

NOVA FCSH EMAIL ADDRESS

The institutional email address is:

“a” + student number + “@campus.fcsh.unl.pt”.

For example, the e-mail corresponding to the student number 2023998844 is a 2023998844@campus.fcsh.unl.pt.

All communication from teaching staff and faculty bodies to students is made using this institutional email (and not the personal one).

Instructions:

a) access <https://mail.google.com> (the access to the institutional e-mail is through Gmail);

b) In the User field, enter your NOVA FCSH email address, as indicated above;

c) In the Password field, enter the same password that was assigned for accessing InforEstudante.

NOVA FCSH email configuration on e-mail clients

The NOVA FCSH e-mail address can be used with email clients such as Outlook or Mac Mail or those available on Android or iOS smartphones and tablets. To configure your email, please use the following data:

IMAP server:
imap.gmail.com - port 993 / SSL

SMTP server:
smtp.gmail.com - door 465 or 587 / SSL - use the same settings used for the incoming server.

For more detailed setup instructions, see [Google help topics](#).



OTHER GOOGLE APPS

NOVA FCSH has joined the "Google Workspace for Education" program, through which students have a Google account with the usual applications, including Gmail (NOVA FCSH's institutional email), Drive, Calendar, Google Docs, etc.

The storage space available in Google Drive is limited, so for storage, you should use Microsoft's OneDrive, which is included in the Microsoft service 365.

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INTERNET ON CAMPUS

Wireless network

The NOVA FCSH's Wi-Fi antenna array covers most campus locations. Libraries, auditoriums, most of the classrooms, computer rooms, atriums, patio, cafes, and canteens have Wi-Fi cover.

Access is made exclusively through the eduroam network, which is accessed with FCSH ID credentials.

These same FCSH credentials can be used to gain access to the Internet in all Portuguese and European universities.

Our [Instructions](#) allow you to configure Eduroam on different operating systems.

The IT Infrastructure and Helpdesk Services is available to provide technical support and clarify any doubts that may arise.

Ethernet

The NOVA FCSH study areas are equipped with Ethernet sockets to which you can connect your laptop computers. To access the internet via Ethernet, you must use a UTP cable.

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MICROSOFT 365

All students of NOVA FCSH can download and use Office 365 free of charge on multiple devices, such as a PC, Mac, or tablet.

Office 365 can be downloaded from the [Microsoft website](#).

There is a section of the webpage in which students can fill their NOVA FCSH e-mail addresses.

After entering your institutional e-mail address, click on "Start now".

You will receive a message from Microsoft in a NOVA FCSH email, which provides access to the personal area of Office 365. From there you can freely download, install and use up to five copies of Microsoft Office working on different operating systems, such as Windows, Mac OS or iOS.

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MOODLE

The InforEstudante is the most commonly used tool for interaction between faculty and students, enabling the distribution of texts, messages, submission of assignments, etc.

However, faculty members can also use the NOVA FCSH Moodle.

To access [Moodle](#), you should visit the platform's page and enter your FCSH ID credentials. To gain access to specific courses, you should request the respective 'enrollment keys' from the instructors.

For questions about Moodle course content contact your teachers.

For further questions about using Moodle, you can use the contacts listed below.

For any other questions regarding this platform, you can submit an inquiry request to apoio.moodle@fcsch.unl.pt or helpdesk@fcsch.unl.pt

PRINTING, PHOTOCOPYING AND SCANNING

To print, copy or scan on the Ricoh multifunctioning devices (MFPs) destined for NOVA FCSH students, you need to buy the corresponding credits at the Treasury Office (1st floor, Tower B). Then, at the photocopier, log in with your FCSH ID credentials (important: the username does not include the @campus.fcsch.unl.pt domain).

The MFPs are located at the following campus locations:

- 2 devices available at the Mário Sottomayor Cardia Library, in Avenida de Berna;
- 1 device available in the lobby next to academic services, on floor 1 of Tower B;
- 1 device in the Computer Room of IT Infrastructure and Helpdesk Services Centre, in building D (D005).
- 1 device at the Vitorino Magalhães Godinho Library, in Campolide
- 1 on the 1st floor of Almada Negreiros College, in Campolide, near the building's entrance.

The basic instructions for using the MFPs can be found on the Intranet, in the section "[Computing](#)".



STUDY AREAS / LABORATORIES

In addition to the famous patio of Av. de Berna – a pleasant area to meet and work on the many sunny days – there are study areas available in the library (first floor, Tower B), on floors 0 and 3 of Tower B and on the first floor of the D Building. In Colégio Almada Negreiros you can find study areas on the 1st and 2nd floors, as well as enjoying the green spaces of the Campolide Campus.

The canteen serves as a Student Space during certain periods of the day. However, students can also use the Student Space located on the ground floor next to NOVA Copy. The space can be used without prior booking from Monday to Friday, 8 a.m. to 11 p.m., and on Saturdays from 8 a.m. to 6 p.m.

The faculty also makes available to its students the Television Studio and the following laboratories:

- [Blackbox Arts & Cognition](#)
- Performance Studies Laboratory
- [iNOVA Media Lab](#)
- [Scenic Experimentation Laboratory \(LEC\)](#)
- Laboratório de Criação Cinematográfica (LabCC)
- Digital Journalism Laboratory (5th floor of Tower B)
- Applied Communication Research Laboratory
- Sound Laboratory (4th floor of Tower B)
- ["Music and Communication Laboratory"](#)
- [Laboratory of Music and Communication in Infancy \(LAMCI\)](#)
- [Laboratory of environmental Anthropology and behavioural Ecology](#)
- [Laboratory of Biological Anthropology and Osteological Human Remains](#)
- [Audiovisual Laboratory \(LAV\)](#)
- [Laboratory Jill Rosemary Dias](#)
- [Vale Formoso's Soil Erosion Experimental Centre](#)

You can find more information about NOVA FCSH's laboratories and facilities [here](#).

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OTHER SERVICES AVAILABLE ON CAMPUS

The A Tower houses the [NOVA Language Institute of Lisbon](#), where students can attend courses in many different languages.

On the ground floor (0) of Tower B (B001), you can also find the [NovaCópia](#), the Faculty photocopy shop. Usually, course materials and official stationery can be bought at Novacópia during the academic year, as well as a Stationery Shop.

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NOVA FCSH PARTNERSHIPS

NOVA FCSH has several [partnerships](#) so that students can enjoy exclusive advantages.

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COMPUTER ROOM

Location:
Av. de Berna
Building D, Floor 0, room D005

Opening Hours:
Weekdays, from 9 AM to 11 PM
Saturdays between 9 AM and 6 PM.

This room is equipped with 15 computers, about 12 individual desks for laptops (with Ethernet or Wi-Fi connection) and printing, copying, or scanning facilities (credit must be purchased at the Treasury).



STUDENT GUIDE GLOSSARY

CONTINUOUS ASSESSMENT

Process by which the student is subject to several assessments throughout the semester, as opposed to a single assessment or final examination.

PRACTICAL CLASSES

Classes involving the practical and experimental application of theoretical content. For example, on the Translation program, this might involve learning to use software necessary for the practice of the profession.

THEORETICAL CLASSES

Lessons with a mostly expository format (formal lectures).

CADEIRA

Curricular Unit

COMPULSORY SUBJECTS

Curricular Units that the student must complete in order to finish the study cycle.

OPTIONAL SUBJECTS

Curricular Units freely chosen by the student from anything offered by the faculty. There are two types of optional subjects: Conditional options (those offered by a particular course) or free options (subjects from any course offered by the faculty).

STUDY CYCLE

Set of Curricular Units which, when they totalize a certain number of ECTS, confer a specific academic degree. Undergraduate degrees correspond to the 1st study cycle, masters to the 2nd study cycle, while the 3rd study cycle refers to doctorates.

ECTS

European Credit Transfer System, also called "credits", reflect the weight of each curricular unit in the final average of the course.

EQUIVALENCE (CREDITING)

Process by which the student replaces a Curricular Unit by credits acquired previously.

ASSESSMENT SCALE

University assessments are framed on a scale of 0 to 20.

MINOR

Qualification awarded to those students who complete a certain number of optional Curricular Units in a specific area of study. For example, a student of Communication Sciences may minor in Sociology.

SUPPLEMENTARY EXAM PERIOD FOR RE-TAKES AND GRADE IMPROVEMENT

Exam period in which students who have obtained a final mark of less than 10 can re-sit their exams, and those who wish to improve their grade, take exams to alter their final results.

CURRICULAR VOLUNTEERING AND INTERNSHIP

Free-choice done during the study cycle that can replace a curricular unit of 6 ECTS (free option).

FINAL GRADE POINT AVERAGE

Arithmetic average of the final assessments of all the Curricular Units carried out throughout the study cycle. Please note that subjects may have different values depending on their ECTS. The higher the ECTS value, the higher the weight of the curricular unit in the average.

AV. DE BERNA WORKING HOURS

The faculty is open Monday to Friday from 8 AM to 11 PM and on Saturday from 8 AM to 6 PM, except in August when the hours are Monday to Friday from 8 AM to 10 PM. Closed on Sundays and holidays.

If you have any questions, please contact us at novoaluno@fcs.unl.pt

HOW TO GET THERE

Avenida de Berna, 26-C
1069-061 Lisbon

Telephone: +351 21 790 83 00

Metro

Campo Pequeno Station (Yellow Line)

São Sebastião Station (Red Line)

Praça de Espanha Station (Blue Line)

Buses (Carris lines)

716, 726, 756

Buses (Carris Metropolitana)

3703, 3710

Trains (CP and Fertagus)

Sintra train line, Azambuja, Fertagus, Intercidades and Alfa Pendular

Entrecampos Station (Av. 5 de outubro)

Bicycles

Bicycle parking



Shuttle

You can move freely between the two faculty spaces free of charge via our shuttle.

CAMPOLIDE WORKING HOURS

The faculty is open Monday to Friday from 8 AM to 11 PM and on Saturday from 8 AM to 7 PM. Closed on Sundays and holidays.

If you have any questions, please contact us at novoaluno@fcs.unl.pt

Entry to the Campolide Campus:

- Weekdays: Entrance through Estevão Pinto Alley and Rua da Mesquita Gate;
- Saturdays: Entrance through Estevão Pinto Alley;
- Sundays and holidays only allow pedestrian entry.

HOW TO GET THERE

Colégio Almada Negreiros,
1099-032 Lisbon

Telephone: +351 21 790 83 01

Rectorate entrance - Rua da Mesquita
Entrance Hall NOVA School of Law -
Travessa Estevão Pinto

Metro

São Sebastião Station (Red Line)

Praça de Espanha Station (Blue Line)

Buses (Carris lines)

701, 702, 758

Buses (Carris Metropolitanas)

3703, 3705, 3706, 3710, 3711, 3716,
3717, 3720, 3721, 4725, 4730

Trains (CP)

Sete Rios train station

Nearest station with direct connection to the Metro Blue Line - Praça de Espanha Station

Campolide train station

Bus connection: Buses no. 701, 702, 758

Bicycles

Bicycle parking
GIRA. parking