



NOVA FCSH'S MOBILITY

STUDENT HANDBOOK

2023-2024

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AV. DE BERNAL CAMPUS



COLÉGIO ALMADA NEGREIROS,
CAMPOLIDE CAMPUS

NOVA FCSH AND EXCHANGE

The School of Social Sciences and Humanities (NOVA FCSH) participates in many European and global programmes, namely:

[Erasmus+](#)

[Erasmus-Mundus](#)

[AULP Academic Mobility Program](#)

[CIEE - College Study Abroad](#)

[SiPn - Study in Portugal Network](#)

[API – Academic Programs International](#)

[Almeida Garrett \(National Mobility\)](#)

NOVA FCSH promotes a great number of partnerships with international higher education institutions, for the mobility of students, teachers, researchers and administrative and technical staff members through bilateral agreements.

Every year NOVA FCSH receives over 400 exchange students and offers more than 100 of its students the opportunity to study or work around the World.

ABOUT NOVA FCSH

OPENING HOURS OF THE AV. BERNAL CAMPUS*

The Faculty is open from Monday to Friday from 7:30 AM to midnight and on Saturday from 7:30 AM to 6:00 PM during the whole year except in August (in this month, the opening hours are from Monday to Friday, from 7:00 AM to 10:00 PM).

If you have any questions or issues contact us at:
naec@fcsb.unl.pt

HOW TO GET TO CAMPUS

Avenida de Berna, 26-C
1069-061 Lisboa

Phone: +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)

Sintra trains, Azambuja, Fertagus, Intercidades, and Alpha Pendular
Entrecampos Station (Av. 5 de Outubro)

Bikes

You can also choose this vehicle to get to NOVA FCSH and leave it safely in the bike park of the campus.

OPENING HOURS OF THE CAMPUS DE CAMPOLIDE*

The Faculty is open from Monday to Friday from 6:00 AM to 11:00 PM and on Saturday from 7:00 AM to 3:00 PM.

If you have any questions or issues contact us at:
naec@fcsb.unl.pt

*Covid-19 measures may affect these schedules

HOW TO GET TO CAMPUS

Colégio Almada Negreiros, Campolide
1099-085 Lisboa

Phone: +351 21 790 83 00

Metro

São Sebastião Station (Red Line)

Praça de Espanha Station (Blue Line)

Buses (Carris lines)

701, 702, 758

Trains (CP)

Sete Rios train station.

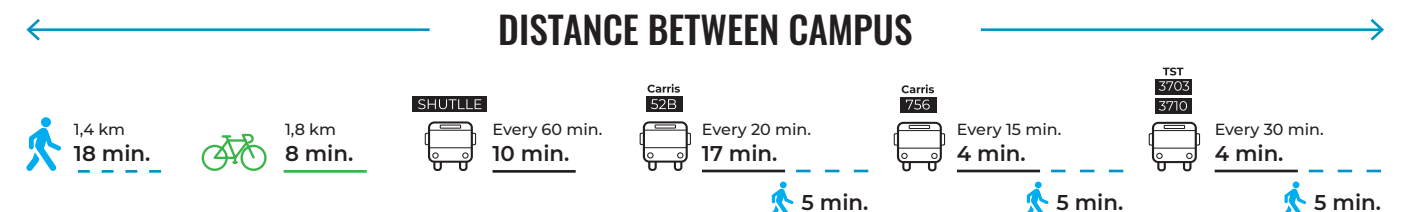
The nearest train station with direct connection with the Blue Metro Line (the Praça de Espanha Station)

Campolide

Bus connection: Buses no. 701, 702, 758

Bikes

Bike park and a [GIRA](#) docking station



WHO IS WHO

Vice-Dean for Curricular Management
and Students



Professora Doutora
Teresa Brocardo

Vice-Dean for Internationalization, Culture
and Regional Partnerships



Professora Doutora
Maria Carneira da Silva

Exchange Office



Fernanda Vicente



B Tower, 1st floor, room B106a, Av. de Berna



+351 217 908 332

mobilidade@fcsch.unl.pt | [Working Hours](#)

Service Ticket:
"E - Mobilidade/ Erasmus"



Working Hours:
Mon and Wed 9.30am to 1pm
Tue and Thu 2pm to 4pm
Fri closed



Rita Pires



Susana Duarte

BEFORE LEAVING HOME

MANDATORY REGISTRATION ON INFORESTUDANTE NOVA FCSH

Infoforestudante is NOVA FCSH's main online platform where you'll be able to manage all your academic processes (mobility, courses, grades, etc).

Please read carefully our ["Manual for incoming students' application"](#) and complete all the steps.

Their completion is mandatory to have your mobility approved!

STUDY IN LISBON

Find information about life in Lisbon in:



www.study-research.pt

www.studyinlisbon.pt

<https://www.unl.pt/en/study/living-lisbon>

[Erasmus Student Network Lisboa](#)

STUDENTS FROM EU COUNTRIES

The right to entrance, permanency, and residence in Portugal encompasses citizens of member countries of the European Union (EU), the European Economic Space (EEE), and Switzerland, as well as their family members. However, if you will be staying in the country for more than 3 months, you may have to go (for specific cases) to the Câmara Municipal (City Council) of your residential area, no later than 30 days before the end of your period of 3 months of entrance in the national territory.



[@SEF](#)

STUDENTS FROM NON-EU COUNTRIES – GETTING THE STUDY VISA

Foreign students from outside the EU must bring their passport. For citizens of some countries, an entrance visa may also be required. The study visa may be obtained in a diplomatic mission or consular post abroad Portugal. For more information, check the website of Foreigners and Borders Service (SEF – "Serviço de Estrangeiros e Fronteiras") or contact the nearest Portuguese Embassy.



[@SEF](#)

NOVA FCSH Exchange Office may issue acceptance letters for Non-European citizens, upon request and after the completion of the mobility application at [Infoforestudante](#).

Students should try to arrive at Portugal during the day and preferably, during the week, it will be easier to contact someone should you need help, especially at NOVA FCSH.

ACCOMMODATION

Rooms in the university's Halls of Residence for students are very limited, so FCSH NOVA has several partners in the rental market:



[Livensa Living](#)

[Uniplaces](#) (promocode: NOVAFCSH10)

[U.hub Xior Student Housing](#)

[Houze Student](#)

[Lemon Garden – student residence](#)

HEALTH AND INSURANCE

In Portugal, the provision of healthcare is undertaken by the SNS – Serviço Nacional de Saúde, including health centres and public hospitals. Emergency services in hospitals should only be used in serious situations.

National emergency
number:

112

Permanent Medical
Assistance (24h per day):

808 24 24 24

European Union (EU) and Swiss students can be included in the “SNS” system, through the **European Health Insurance Card**. It is very important to obtain this card in your home country, since without it you may be subjected to high prices for medical assistance. In order to obtain this card before coming to Portugal, foreign students should contact their local Social Service Centre. Students from countries outside the EU, should make sure they have a health insurance before departure, which covers their stay in Portugal. In the case of an emergency, go to the nearest public **Hospital**, or **Centro de Saúde**, with your European Health Insurance Card (EHIC), and you can be treated as a Portuguese citizen.

Upon registration, NOVA FCSH provides **school insurance** for all Erasmus+ students, which covers accidents occurred in and outside the Faculty’s facilities (outdoor classes, excursions, etc.) and in the normal and direct route between school and the student residence.

NOVA students are also entitled to **medical care** through **NOVA’s Social Services (SASNOVA)** or through **SAMS (private)** at reduced prices, by appointment - as our student you have the right to medical assistance (general practice) at a reduced price, provided by SAMS (Social Assistance Medical services).



[SAMS](#)
[SASNOVA](#)



LIVING IN LISBON

TRAVELING BY AIR

Lisbon is just a few hours (2 to 3 hours) away from most European cities and 6 to 8 hours away from North America. Lisbon’s international airport is only 7 km away from the city centre. To get from the airport to the city centre, there are several options:

Metro: Aeroporto station is about 15 minutes away.

Local buses: buses number 705, 708, 722, 731, 744, 783 (from 6am to 9.30pm) and bus number 208 (from 11pm to 4am).

Taxis: available 24h a day; journey time is 15-30 minutes and costs 10-15€.

TRAVELING BY TRAIN

Students who arrive by train will get off at Oriente station or at Santa Apolónia station, just a few minutes away from the old centre of Lisbon. Both stations are connected to the Lisbon metro and local buses.

You can check more information on Lisbon’s metropolitan train systems at [CP](#) (for Lisbon-Sintra connections) or [Fertagus](#) (for Lisbon-Setúbal connections). Travels in both of these companies are covered by Lisbon’s monthly pass"

TRAVELING INSIDE LISBON

There is a vast network of public transport in Lisbon and you can choose from the bus, the subway, the elevator, the tram or the train, in the city or the suburbs.

The tram and bus tickets can be purchased at any sales outlet or inside buses, directly from the driver, at a higher rate. The metro tickets must be purchased at the respective stations. There are [monthly passes](#) for bus travel / tram / metro valid and rechargeable prepaid travel cards.

The [Viva Viagem card](#) can be used as a multimodal ticket in the different city transport networks and suburbs. This rechargeable card can be purchased in retail outlets of the different transport operators, CTT and Payshop agents.

[Carris](#), a public transport company (bus and tram), covers the area of the entire city of Lisbon. Most buses and trams circulate between 6am and 11pm, while a night service that runs from 11pm to 4am. On the weekend services are substantially reduced.

[Metropolitano de Lisboa](#) is the easiest means of transport and the fastest for circulating in the city and runs between 6am and 1am.

In recent years, Lisbon has been remodeling its traffic system to one that is more inclusive to both pedestrians and bike riders and, consequently, more environmentally sustainable. You can find all bike paths that are available in Lisbon and other parts of the country on this [website](#). Lisbon’s municipality provides a network of shared bikes, with monthly and daily passes available - [GIRA](#).



CURRENCY

The Euro is the official currency of Portugal and [nineteen other EU countries](#). Coins have eight denominations: 1, 2, 5, 10, 20 and 50 cents and 1 and 2 euros. The bank notes have the following values: 5, 10, 20, 50, 100 and 200.

 [Currency converter Bank of Portugal](#)

LIFE COSTS

Below you will find the prices of some everyday articles, to give you an idea of how much things cost in Portugal:

Articles	Price
Daily newspaper	1,50 €
Cinema Ticket (student)	6,20 €
Metro Ticket	1,50 €
Bus Ticket	2,00 €
Electric Trams Ticket	2,85 €
Full dinner in a middle class restaurant	15,00 €
1 coffee	0,70 €
1 pack of milk	0,60 €
1 bottle of water (supermarket)	0,50 €
1 bread (400gr)	0,75€
1 Pack of rice (1Kg)	1,00 €
1 Coke (33cl)	1,00 €

ELECTRICITY

Voltage: 230/400 volts at a frequency of 50 Hertz. All sockets follow European standards. To use American-type plugs, a 230-volt transformer should be used together with an adapter plug.

SCHEDULES – WORKING HOURS

Shopping Centers:
Every day 10am - 12 midnight

Shops:
Weekdays - 9am to 1pm and 3pm to 7pm
Saturdays - 9am to 1pm

Banks:
Weekdays 8.30am to 3pm

Pharmacies:
Pharmacies keep the same working hours as the rest of the shops, but in order to guarantee 24-hour service some stay open after 7 p.m. All of them have information indicating the nearest 24 hours pharmacy.

Post Offices:
Weekdays - 8.30am to 6pm

WINTER AND SUMMER TIME FOR PORTUGAL

A time change happens in Portugal twice a year, the first on the last Sunday of March and the second on the last Sunday of October.

CLIMATE

Lisbon has one of the mildest climates in Europe. It has a climate similar to Mediterranean countries, while the moderating effect of the Atlantic Ocean prevents it from being neither too hot in summer nor too cold in winter. Lisbon is also very sunny, with around 260 days of sunshine per year and almost 9 hours a day.

Average temperature values	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Air	17.1 °C 62.8 °F	21.8 °C 71.2 °F	27.3 °C 79.3 °F	17.2 °C 53.0 °F
Sea	14.9 °C 58.8 °F	17.5 °C 63.5 °F	19.5 °C 67.1 °F	16.1 °C 60.0 °F

AT NOVA FCSH

LANGUAGE(S) OF INSTRUCTION & REQUIRED LANGUAGE SKILLS

At NOVA FCSH, the language of instruction is Portuguese, though there may be some courses lectured in English.

When applying to NOVA – Faculdade de Ciências Sociais e Humanas – in July or November – , the mobility student will have to present proof of the language level in accordance with the [Common European Framework of Reference for Languages \(CEFR\)](#), depending on the teaching language of the intended courses:

- Portuguese language level A2 (minimum) required for courses lectured in Portuguese;
- English language level B1 (minimum) required for courses lectured in English.

To certify the language requirement, students can submit:

- Certificate issued by a language institute (signed and stamped);
- or
- Certificate of grades or Transcript of records issued by the university where the student has successfully attended the language course at the required level or higher;

- or
- Declaration issued by the home university indicating that the student has successfully attended classes taught in the language and is able to follow classes taught in that language.

If, at the time of application, the student is still taking the language course and/or is waiting for the certificate to be issued, he/she can submit a declaration issued by the language institute confirming the student is enrolled for the language course / exam and the level and the expected date for issuing the certificate.

Native speakers are exempt from presenting a language certificate.



PORTUGUESE LANGUAGE AND CULTURE COURSES

SEMESTER COURSE

NOVA FCSH organizes [Portuguese Language and Culture courses](#) for incoming students during the academic year (1st and 2nd semester), which helps improving the knowledge of our language and therefore helps students attend classes taught in Portuguese.

Registration is completed at the beginning of the semester, subject to a diagnostic test. After successfully completing this course, the student gets 6 ECTS/semester which may be included in their Learning Agreement.

In order to fully benefit from your stay in Lisbon, it is strongly recommended that all incoming students enrol for this course.

DEPARTMENTAL MOBILITY COORDINATORS

ANTHROPOLOGY

Margarida Fernandes
m.fernandes@fcsh.unl.pt

COMMUNICATION SCIENCES

Ivone Ferreira (outgoing students)
ivoneferreira@fcsh.unl.pt

Fabrizio Macagno (incoming students)
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MUSICOLOGY

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POLITICAL STUDIES

João Cancela
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PORTUGUESE STUDIES

Leonor Santa Bárbara
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PHILOSOPHY

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GEOGRAPHY AND REGIONAL PLANNING

Rossana Estanqueiro
rossana.estanqueiro@fcsh.unl.pt

HISTORY

Pedro Cardim
pedro.cardim@fcsh.unl.pt



ART HISTORY

Sabina de Cavi
scavi@fcsh.unl.pt

LINGUISTICS

Alexandra Fiéis
afieis@fcsh.unl.pt

MODERN LANGUAGES, LITERATURES AND CULTURES - GERMAN STUDIES

Gabriela Fragoso
mg.fragoso@fcsh.unl.pt

MODERN LANGUAGES, LITERATURES AND CULTURES – FRENCH, SPANISH AND ITALIAN STUDIES

Christina Dechamps
cdechamps@fcsh.unl.pt

LANGUAGES, CULTURES AND MODERN LITERATURES – ENGLISH AND NORTH-AMERICAN STUDIES

João Ascenso
joao.ascenso@fcsh.unl.pt

SOCIOLOGY

José Alberto Simões
joseav.simoies@fcsh.unl.pt

ACADEMIC CALENDAR

The academic year at NOVA FCSH usually commences in September until June. Exact dates are available on [NOVA FCSH's website](#). The period of student mobility can only be testified according to our academic calendar – please consider this when establishing your grant with your home institution.



ACADEMIC INFORMATION

NOVA FCSH offers a diverse number of undergraduate, master and PhD degrees, in fields within the Social Sciences and Humanities, supported by quality research, and taught by highly qualified academic staff.

COURSE CATALOGUE

Our academic offer is divided into 3 different levels. The course catalogue is available online.

1st cycle / Undergraduate
“Licenciaturas”

2nd cycle / Master
“Mestrados”

3rd cycle / PhD
“Doutoramentos”

As mentioned before, even though all degrees are taught in portuguese, international students are able to apply for subjects specifically lectured in english in different semesters and degrees.

 [Program Catalog](#)
[English Curricula](#)

IMPORTANT: Not all subjects are available every year/semester, so whilst making your course selection, students must always check the available timetables. Changes to the Learning Agreement may be done every semester, upon arrival – the first version is just a draft.

REQUIREMENTS WHILE CHOOSING THE STUDY PLAN

While choosing the study plan, incoming mobility students at NOVA FCSH have to meet the following requirements:

- Minimum: one course
- Maximum: 30 ECTS (excluding the Portuguese language course, if applicable)
- The student must select at least one course from the FCSH's department he/she has been nominated to (according to the existing Erasmus+ agreement). The remaining courses can be chosen amongst our entire academic offer at NOVA FCSH;
- Bachelor or Undergraduate students (1st cycle) can take 1st cycle subjects. Master students (2nd cycle) can take both 1st and 2nd cycle subjects. Doctoral students (3rd cycle) can choose courses from all levels (except courses from the International curricula);

All courses have been adapted in line with the Bologna reform and are measured in terms of ECTS credits.

TIMETABLES

Each year, updated timetables are usually disclosed from July. Until then, students must refer to the previous year timetables.

Timetables are also available online and can only be consulted on the Portuguese version of NOVA FCSH website:

 [1st cycle / Undergraduate](#)
[“Licenciaturas”](#)

PT version only

[2nd cycle / Master](#)
[“Mestrados”](#)

PT version only

[3rd cycle / PhD](#)
[“Doutoramentos”](#)

PT version only

EVALUATION & CLASSIFICATION SYSTEM (GRADES)

At NOVA FCSH, students are evaluated based on the work developed over the semester, considering class participation, presentation of written and oral tests and final examinations.

IMPORTANT: The evaluation elements, their weighting and scheduling are set in the first two weeks of the semester between teacher and students.

The evaluation is expressed on a scale of 0 to 20. Approval is obtained with a grade of 10 or above. Until the end of the semester's class period, students are evaluated based on the work developed during the semester, according to the criteria defined by the teacher (group works, tests, individual assignments, etc.) Students who fail a course with a grade of 8/20 or 9/20 may request an **Appeal Examination** (free of charge). The request is made by Request in Infores-tudente, during the period defined for this purpose in the [Academic Calendar](#).

Students may, if they wish, enrol for an **Improvement Examination**, applicable to courses completed with a positive grade (above 10/20) that you wish to improve. Registration for this exam costs €15 and is requested through an application at Info-restudente, in the period defined for this purpose in the [Academic calendar](#).



ENROLMENT AT NOVA FCSH

Once the Mobility Office registers your arrival, you will be enrolled for the courses you selected in Info-restudente upon application. Any changes need to be requested to the Mobility office (in person or via email) during the first two weeks of the semester. More info will be provided at the Welcome Meeting.

FEES

According to the [emolument table](#) in force at NOVA FCSH

School insurance	
*Mandatory for all students upon registration	available soon
Administrative costs	
*Mandatory for all students upon registration	35,00€
Certificate / Declaration for several purposes	6,00€
Improvement examination	15,00€
Certified copy:	
1 st sheet	3,50€
Additional sheet	0,70€
Course syllabus and workload:	
1 st sheet	6,00€
Additional sheet	0,70€

PENALTY FOR NOT MEETING DEADLINES:

1 st level of increased fees until 5 working days	15,00€
2 nd level of increased fees from 6 th to 15 th working day	48,50€
3 rd level of increased fees from 16 th to 30 th working day	96,00€
4 th level of increased fees beyond the 30 th working day and for each month of delay	98,00€

PRACTICAL INFORMATION

FREE INTERNET ACCESS

Free internet access through a wireless network is available to all NOVA FCSH's students, through Eduroam. You can use the password given by your University or the one we will provide you.

[Instructions to set EDUROAM](#) (Portuguese only)

STUDENTS' UNION

The aim of the Students' Union (AEFCSH) is the global representation of the students of NOVA FCSH and the defense of their interests all along the school year. It also organizes a set of initiatives and activities of cultural, sporting and pedagogical scope, all students may join.



[Official website](#)
ae@fcsch.unl.pt



Tower B, Room B002

LIBRARIES

NOVA FCSH has two libraries: the Mário Sottomayor Cardia Library (Av.de Berna campus) and the Vitorino Magalhães Godinho Library (Campolide campus). In the [online catalogue](#) you can find the references and locations of all the libraries' books and journals, in several languages. Access [personal area](#) to register with your FCSH ID user and password. The libraries provide access to reading rooms, loan services, interlibrary loans, as well as online resources available in the University Repository and international scientific databases subscribed by the Faculty. The libraries also provide scanners for students.



Mário Sottomayor Cardia Library
bibliotecamsc@fcsch.unl.pt



Working Hours:
Mon to Fri 8.30am to 8pm
Sat 9.30am to 1.30pm
During school holidays:
Mon to Fri 9.30am – 5pm




Tower B, Room B101



Vitorino Magalhães Godinho Library
bibliotecavmg@fcsch.unl.pt



Working Hours:
Mon to Fri 10.30am to 6.30pm
 Colégio Almada Negreiros,
2nd Floor

STUDENT CARD

The NOVA FCSH card is your official identification as a student and it allows discounts on various off-campus services (cultural events, cinema, sports activities, etc).

After the student's arrival is registered in Inforestudante, the student will be able to download the virtual card. To do so, the student must: **upload photo** (in Persona Data > Picture); confirm **Card Name** (in Personal Data > Details) and download digital card from **Inforestudante** (in Curricular Data).

IT SUPPORT

You can use the computer room, equipped with computers, spaces for laptops (with wifi connection or cable), printers (paid service) and scanning.

The IT Department can provide technical support on questions related to e-mail, eduroam, proxy configuration, or Faculty applications. Support requests must be made by email, to helpdesk@fcsch.unl.pt.



Location:

Avenida de Berna - Building D, office D005

Colégio Almada Negreiros – 2nd floor, room 206



Working Hours:
Monday to Friday 9am to 11pm
Saturday 9am to 6pm

PHOTOCOPIES

NOVA FCSH has 3 copiers for student use on Tower B – 1st floor (2 inside of the Library). In order to use the photocopier you will have to purchase copy credit at the Treasury – you can use these copiers with your NOVA FCSH id's user and password. There is also the copy center “Novacópia”, located next to AEFCSH (Tower B, Room B001).

SOCIAL SERVICES



[Social Welfare Services of the Universidade Nova de Lisboa](#)

HEALTH CARE

Psychological support is available at NOVA FCSH, by appointment, free of charge.



psii@fcsch.unl.pt

As our student you have the right to medical assistance (Psychology, Psychiatry and Nutrition) at reduced prices, by appointment, provided by SASNOVA



+351 213 715 600
saude@unl.pt



Alfredo de Sousa Halls of Residence
(NOVA – Campolide Campus).

See also page [8](#)

CULTURE AND SPORTS

[SASNOVA](#) promotes and publicizes culture and sports to the academic community, by supporting student initiatives or organizing their own activities.



desporto@unl.pt

MEALS

As a student at this Faculty, you receive daily social benefits such as meals. At NOVA FCSH's canteen, you'll find meals at fair prices (complete meal at lunch and/or dinner for 2,79€, including vegetarian options).

You also have the option to eat elsewhere at NOVA FCSH (self-service microwaves, self-service bar, terrace) or at any NOVA or Lisbon Universities canteen.



Location at NOVA FCSH:
Tower B – Room B005



Working Hours | Bar – Canteen
Opening 7.30am
Lunch 11.30am – 2.30pm
Dinner 6.30pm – 8.30pm



BEFORE RETURNING

At the end of the exchange period, students must go to NOVA FCSH International Office to get the date and official signature in the certificate of stay from their home universities.

THIS IS MANDATORY – PLEASE DO NOT LEAVE LISBON WITHOUT CLOSING YOUR MOBILITY RECORD!

OPENING HOURS OF THE AV. BERNAL CAMPUS

The Faculty is open from Monday to Friday from 7:30 AM to midnight and on Saturday from 7:30 AM to 6:00 PM during the whole year except in August (in this month, the opening hours are from Monday to Friday, from 7:00 AM to 10:00 PM).

ADDRESS AND TRANSPORTATION

Avenida de Bernal, 26-C
1069-061 Lisboa

Phone: +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)

Sintra trains, Azambuja, Fertagus, Intercidades, and Alpha Pendular
Entrecampos Station (Av. 5 de Outubro)

OPENING HOURS OF THE CAMPUS DE CAMPOLIDE

The Faculty is open from Monday to Friday from 6:00 AM to 11:00 PM and on Saturday from 7:00 AM to 3:00 PM.

ADDRESS AND TRANSPORTATION

Colégio Almada Negreiros, Campus de Campolide
1099-085 Lisboa

Phone: +351 21 790 83 00

Metro

São Sebastião Station (Red Line)

Praça de Espanha Station (Blue Line)

Buses (Carris lines)

701, 702, 758

Trains (CP)

Sete Rios train station.

The nearest train station with direct connection with the Blue Metro Line (the Praça de Espanha Station)

Campolide

Bus connection: Buses no. 701, 702, 758