# **Student Guide** 2020/21

# ÍNDEX

Francisco Caramelo
Dean of NOVA FCSH

"

Students keep choosing and trusting NOVA FCSH and its courses in the areas of social sciences, arts and humanities because they praise academic diversity, leading research environments and openness to society.

More than ever, it is crucial to study social sciences, arts and humanities in order to develop well-informed individuals and societies capable of coping with today's challenges.

Our communities are facing fast changes, which demand skilled citizens, able to take interdisciplinary approaches, and professionally prepared to meet the complexity of the present and the opportunities of the future.

Freedom of thought and critical thinking, two of our core values, shape the environment that can help you enhance your skills and your creativity.

**Welcome to NOVA FCSH.**

"

# 2

## Further assistance

Most of the documents can be requested through and downloaded from InforEstudante. In case you have any doubt, please contact the Núcleo de Licenciaturas da Divisão Académica (Academic Office, Undergraduate section).

Email: licenciaturas@fcsh.unl.pt

# 3

## Academic calendar

### 1st Semester:

Opening of the academic year (welcoming of new and present students):

### 28 sep to 2 oct

Classes:

### 6 out a 18 dez

Registration and publication of final results:

### until 4 jan 2021

### 2nd Semester:

Classes:

### 8 feb to 28 may

Carnival break:

### 15 and 16 feb 2021

Easter break:

### 29 mar to 5 apr 2021

Registration and publication final results:

### until 11 jun 2021

The academic calendar is available at: www.fcsh.unl.pt/calendario/ano-letivo-2020-21

# 1

## InforEstudante - The academic platform

InforEstudante is the support platform for students at NOVA's School of Social and Human Sciences (NOVA FCSH). This platform is part of the NONIO system used for the Academic Management of NOVA FCSH, and allows the following operations:

· Applying for academic courses;
· Obtaining the student number and enrolling in courses;
· 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 addres:

inforestudant e.fcsh.unl.pt

To access the user's page, it is necessary to fill the field Username with your institutional e-mail and the field password with the password associated with your username.

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

# 4

## Tuition fees and other charges

Below you can find the payment deadlines and the amounts due for tuition fees and other charges related to course attendance.

**TAXES:**

| Academic insurance 2020/21 (to pay upon enrolment) | **+** | Administration costs (to pay upon enrolment) |
|---|---|---|
| **2,50€** | | **35€** |

**TUITION FEES:**

Yearly tuition fees: **697€**

To be paid according to one of the following arrangements

● Payment of the whole amount of the tuition fees upon enrolment. Due amount: **697€**;

● Payment in two installments. 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 30 April 2021

● Payment in several instalments, according to the following table:

| Instalment | Payment deadline | Amount(€) |
|---|---|---|
| 1st | Upon enrolment | **69.70€** |
| 2nd | 31 oct 2020 | **69.70€** |
| 3rd | 30 nov 2020 | **69.70€** |
| 4th | 31 dec 2020 | **69.70€** |
| 5th | 31 jan 2021 | **69.70€** |
| 6th | 28 feb 2021 | **69.70€** |
| 7th | 31 mar 2021 | **69.70€** |
| 8th | 30 apr 2021 | **69.70€** |
| 9th | 31 may 2021 | **69.70€** |
| 10th | 30 jun 2021 | **69.70€** |

The students should carefully read the Regulations concerning the enrolment, the payment of tuition fees, taxes, and charges in NOVA FCSH, Ordinance no. 4504-A/2019, of 2 May and Valores das Propinas, modalidades e prazos de pagamento para o ano letivo 2020/2021, Despacho n.º 32/2020, de 10 de agosto
The following documents should also be read carefully:
Charges of the Universidade NOVA de Lisboa and Ordinance no. 27/2016. and Ordinance nº27/2016.

**TUITION FEES – FINANCIAL ASSISTANCES**

Specific financial assistance is provided to militaries, former militaries, and descendants thereof, pursuant to the Legislative Decree no. 358/70.

Professional firefighters, voluntary firefighters, and first-line descendants thereof are entitled to have their tuition fees and enrolment taxes reimbursed. The Ordinance n.º 2236/2020 provides for all the information concerning this matter.



# 5

## Enrolment in Course Units – Rules

Students should follow the recommendations of the Departments on the enrolment in Course Units. Each academic year, full-time students can enroll in curricular units for a total of 60 ECTS.

Exceptionally, from the 3rd semester of attendance, students can enroll in curricular units awarding a total amount of 72 ECTS in order to compensate for the ECTS of the curricular units not passed.

# 6

## Changing institution/Course (same level)

It is possible to apply only for one change of institution/course (of the same level) at the end of the first year of the undergraduate course in which the student has been placed pursuant to the National Competition for Access to Higher Education. The deadlines and the places available for changing the course within the School are established on a yearly basis.

For the transfer from NOVA FCSH to another Higher Education Institution, students need to comply with deadlines and the submission of documents indicated by the destination institution.

# 7

## Working student status

A working student is a student attending a course at NOVA FCSH while performing a paid professional activity or working as a trainee in a professional training course – provided that the time devoted to either activity amounts at least to 10 weekly hours.

Pursuant to the provisions of the Assessment Regulations of NOVA FCSH, a working student is entitled to specific conditions, namely 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 also benefits of double the time to meet the academic success criteria necessary for not 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 the working student status upon enrolment, by filling the form available on

InforEstudante and providing the following information:

· Name of the employer or the startup statement;

· Social Security number of the employer, if any;

· Type of employment contract or statement of the entity providing the training, if any;

· Professional category

· Working or training hours, including the starting date of the activity and the end date

The 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.

# 8

## Student with Special Educational Needs (NEE)

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

Contacts:
Office of Student and Applicant Support (NAAC)
naac@fcsh.unl.pt

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## Part-time student

According to the part-time regime, each semester students can enroll in curricular units awarding a maximum amount of 20 ECTS, paying a sum proportional to the number of credits awarded by such curricular units. It is possible to apply for this special regime by the 9th of October 2020.

# 11

## Improvement Exams in Curricular Modules

Students can apply for improvement exams in curricular modules provided that they have approved a specific course. Students can only apply one time per course for these particular exams. These exams are carried out in due time, after the conclusion of a curricular unit, and they have the fixed price of 15€ per application. Through the scholarships provided by the Social Welfare Services of the University (Serviços de Acção Social da Universidade Nova de Lisboa – SASNOVA), applicants can benefit from the relief of paying any of these and other charges, with the exception of applying outside the deadlines or asking for duplicate certificates.

# 10

## Teaching Quality and Students' Evaluation of Teaching

NOVA FCSH has an internal system for monitoring the quality of teaching, which is under the supervision of the Pedagogic Committee. More information is made available for students – we kindly invite all students to take part in the evaluations of the curricular units during the academic year. Everyone's opinion is extremely important for us.

## Assessment Regulation

For the assessment of the contents 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.

# 14

## Accommodation

The Social Welfare Services of the University provide accommodation for students not living at home during the academic year. The information on the application for this type of accommodation is available at the SASNOVA webpage.

The School has also some agreements with private entities providing student accommodation; further information is available on our website.

In the Student's Union Facilities, located on floor 0 of the B Tower, it is possible to find posts advertising houses or rooms for rent. These posts can be useful for who does not know the city and cannot find any accommodation through the SASNOVA. However, the School does not monitor nor guarantee the quality and reliability of these rental proposals, which are under the full responsibility of the property owner.

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## Food on Campus

For lunch and dinner, students of NOVA FCSH can use the dining hall of the Faculty, which provides both normal and macrobiotic meals at a fixed price (2.75€). In the dining hall, there also 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 find also the Com Sabor restaurant.

In the dining hall and in the hall of the B Tower there are microwave ovens available, for warming up the food brought from home.

NOVA students can also access all the facilities of SASNOVA and the dining hall of the other Higher education institutions in Lisbon: the SAS of the Universidade de Lisboa and the Instituto Politécnico de Lisboa.

# 12

## 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 study plan relative to the relevant enrolment year with an average note no lower than Very Good (16).

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

To promote the excellence and quality of students' academic performance, NOVA FCSH awards to the best graduates of each course the Merit and Excellence Award of NOVA FCSH - Bachelors.

# 13

## Scholarships

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

All the information is available on the SASNOVA website. It is also possible to request further information via e-mail to bolsas@unl.pt or in person at the Social Welfare Services office at the Campus of Campolide.

The School awards scholarships to academically meritorious students with economic difficulties. All information can be found on our website.

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## Health Services

SASNOVA provides health services to all students to ensure their well-being. On appointment (to be booked in advance), students can benefit from Psychiatry, Psychology and Nutrition consultations. There are specific agreements with health institutions for the other branches of medicine.

SASNOVA also promotes campaigns for donations of blood (in collaboration with the Student's Union), vaccination, and screening campaigns.



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## Psychology, Inclusion, and Equality Service - PsII+

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

You can reach the PsII+ service during the whole year to acquire support on time management, the development of personal skills, or well-being improvement. This service also analyzes psychosocial issues, offers academic and vocational guidance, provides support during personal crises, and improves the internal dynamics of advisory and training groups.

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



# 18

## Student's Union

The Student's Union combines and expresses 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, it is possible to contact the Student's Union Office located on the ground floor (0) of the B Tower or to send an e-mail to ae@fcsh.unl.pt.

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## Sports at NOVA

Students can join the sport teams of the Student's Union or represent NOVA in university championships or tournaments – both individually and in teams.
More information at sas.unl.pt/desporto/.



**Patrícia Sampaio**

She is the judo world champion in the -78 kg category, and a student in the bachelor course of Communication Sciences. Patrícia was named Female Athlete of 2019 by the Sport Confederation of Portugal.

© Patrícia Sampaio

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## Internships, Job opportunities, and Entrepreneurship

The Center for Professional and Alumni Integration (NIPAA), whose office is located on the first floor of the B Tower, supports the professional integration of students and recent graduates of NOVA FCSH and promotes entrepreneurship as a means of personal development and a way to access the labor market. It is possible to book an appointment. The NIPAA invites all students to take part in the different initiatives organized during the academic year, and recommends signing up on the Job Portal devoted to NOVA FCSH students.

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## Free Curricular Options – Curricular Internship and Volunteering

From the first year, your internship and volunteering experiences can be included in your degree as optional curricular units. Please find here more information on curricular internships and volunteering.

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## Mobility programs

Students can study in other universities for one or two semesters through the mobility programs offered by the protocols executed between NOVA FCSH and other national and international institutions, and 'study abroad' programs such as Erasmus+, Bolsas Santander Universidades, or Almeida Garrett. The application processes to the mobility programs available in the school are managed by the International Students & Exchange Office - NEIMA located on the first floor of the B Tower.

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## Luís Krus Center – Lifelong Learning

The Luís Krus Center – Lifelong Learning bears the name of Professor Luís Krus, former full professor of History at NOVA FCSH. This center manages the post-graduate programs and the free curricular units of the Faculty. It also manages the program "Summer at NOVA" dedicated to High School students, and "Summer School" for the whole community.

This Center also runs the course of Portuguese as a foreign language, which is fundamental for joining the different pieces of the mosaic of diversities that characterizes the life of our campus

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# NOVA FCSH Library

The Libraries and Documentation Unit of NOVA FCSH includes the following: the Mário Sottomayor Cardia library, the Biblioteca Vitorino Magalhães Godinho library, and the Map library.

Several services are provided to students, lecturers, researchers, and employees of NOVA FCSH, including book lending, interlibrary loan, and training. Moreover, the Libraries and Documentation Unit guarantees access to several electronic tools

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# Library catalogue

This electronic catalogue includes the references and the location of all the books and journals of the various libraries of NOVA FCSH.

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# RUN – Repository of the University

This platform allows free access to the scientific production in NOVA. This repository can be accessed at run.unl.pt

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# NOVA Discovery

The NOVA Discovery is an interface used by the whole University that allows consulting the catalogues of all the libraries of NOVA, the institutional repositories, the b-on platform, and the databases of scientific papers. It can be accessed here:

NOVA Discovery

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# Mário Sottomayor Cardia Library

The library Mário Sottomayor Cardia (BMSC) was named in 2008 after Professor Mário Sottomayor Cardia – who passed away in 2006 – whose family donated about 70,000 volumes to NOVA FCSH. This library is open to students, lecturers, researchers, and employees of NOVA FCSH, and any person interested in it.

With a collection of more than 150,000 titles (142,000 books, 4,000 journals, and 4,000 records of not printed material), the BMSC has become a reference library in the area of human and social sciences.

To access the BMSC is necessary to fill a form. After the Libraries and Documentation Unit of NOVA FCSH validate the form, it is possible to start using the following library services by accessing the Personal Area:

• Visualizing and modifying the personal data;
• Consulting the books borrowed;
• Consulting all the operations made;
• Confirming all the notices sent and the penalties applied by the BMSC;
• Accessing the book borrowing renewal and reservation service.

The library is located on the first floor of the B Tower

Opening hours: Working days from 8:30 AM to 8 PM; Saturdays: from 9:30 AM to 1:30 PM.

Email: bibliotecamsc@fcsh.unl.pt

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# Vitorino Magalhães Godinho Library

The Vitorino Magalhães Godinho Library (BVMG), named in 2018 after Professor Vitorino Magalhães Godinho following to the donation of his personal book collection to the FCSH, is a library devoted to research and used mostly by researchers.

In addition to this specific book collection, the BVMG makes available the documentary sources of 14 research units of NOVA FCSH. This library includes also the Samuel Schwarz library, a unique book collection specializing mostly in Jewish history, culture, and religion, and hosts works from 1510 to 1953.

The library is located at the Colégio Almada Negreiros

Opening hours: Working days from 10:30 AM to 6:30 PM

Email:
centrodocumentacao@fcsh.unl.pt

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# Map Library

The Map Library hosts a map collection (basic and thematic) authored by different institutions and published in different scales and editions, covering the Portuguese territory and many former Portuguese colonies.

The library is located on the first floor of the B1 building

Email: mapoteca@fcsh.unl.pt

# Databases of academic journals and scientific papers

### What is a database of academic journals and scientific papers ?

The databases of academic journals and scientific papers can be multidisciplinary or thematic. They are an essential tool for academic research or work. Journals and papers are divided in two categories: "open access" namely, they are freely available on the web and any user can read, download, copy, and disseminate them; and "restricted/limited access", namely only users holding a license – which is provided by NOVA FCSH – can access them.

### How to access such journals/papers?

On the NOVA FCSH campus, the access to these electronic resources is direct, as the journal websites automatically detect the location within a university campus. However, using the FCSH ID, allows users to download papers at home or any other place. To this purpose, it is necessary to configure your internet browser to use the NOVA FCSH proxy server:

**• Chrome**
- Click the Chrome menu on the browser toolbar
- Select Settings
- Click Show advanced settings
- In the Network section, click Change proxy settings
- Click on the Connections tab, and then click LAN Settings
- Under Proxy server, click to select the Use a proxy server for your LAN check box
- In the Address box, type: proxy.fcsh.unl.pt
- In the Port box, type: 3128

**• Internet Explorer**
- Open Internet Explorer
- Go to Settings > Internet Options
- Click Connections
- Click LAN Settings
- Check the box for Use a proxy server for your LAN
- Click Advanced
- In the Address box, type: proxy.fcsh.unl.pt
- In the Port box, type: 3128

**• Mac OS**
System preferences / Network / Ethernet / Advanced
In the field Web Proxy (HTTP), type: proxy.fcsh.unl.pt.
In the field Port, type: 3128
In the field Secure Web Proxy, type: proxy.fcsh.unl.pt.
In the field Port, type: 3128

When you open the first webpage, you need to type in your FCSH ID credentials. Once this procedure is complete, whenever you access a scientific database, you will hold the same download licenses that you would benefit of on campus.

### What are the available databases?

The restricted access databases to which you can access are listed in the Library page of our website.

# Eco – Campus

Eco-Escolas (Eco Schools) is an international project of the Portuguese Environmental Education Foundation (FEE), acknowledged by the UNESCO as the world biggest network for sustainability education. The Association Bandeira Azul da Europa (ABAE) has been implementing this program in Portugal from 1996.

To promote reflection and encourage an active citizenship that contributes to improving the environment and developing in a sustainable way, NOVA FCSH joined the Eco-Schools Program (Eco-University) in the academic year 2018/2019, and received its first Green Flag, awarded again in 2019/2020. This award acknowledges the work carried out by the academic community in the areas of Environmental Education, Citizenship, and Sustainable Development in the last years.

The implementation of this Program at NOVA FCSH, called NOVA FCSH ECO CAMPUS, consists in the organization of different activities aimed at raising awareness of sustainable development and environmental problems. Every year different activities are organized on the basic themes (such as water, waste, and energy); in the academic year 2019/2020, also the themes "Sustainable communities" and "Outdoor spaces" have been additionally explored.

The goals of the action plan are the following:

• Information campaign, raising awareness about the need of saving resources (water, electricity, paper...);
• Informing about the importance of using biodegrading products;
• Awareness-raising campaign on the issues of Reducing, Reusing, and Recycling;
• Promoting the use of public transports or not-polluting transportation means
• Noise reduction campaign (such as in the dining hall);
• Composting.

Information about the planned activities can be found on the NOVA FCSH website and the NOVA FCSH social media. If you want to join our work with suggestions, please send us an e-mail to novafcsh.eco@fcsh.unl.pt. Your contribution is essential for the success of this project.

## FCSH ID and services that can be accessed through it

The FCSH ID is a unique ID, consisting of a username (or login), corresponding to the student number preceded by an "a" (for example, a70123), and a password, which is the password used to access InforEstudante. The InforEstudante platform informs the student that an institutional e-mail account has been created. It is a process that is performed after the login to the system if the user is already a student but does not have a FCSH ID account yet.

To login to some applications, indicated below, it is necessary to include the domain "FCSH" after the username (for example, a70123@campus.fcsh.unl.pt) while in other applications it is sufficient to insert the student number preceded by an "a" (for example, a70123).

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 (login: username@campus.fcsh.unl.pt).

Intranet - Internal information of NOVA FCSH.

FCSH-Google account - Google account of NOVA FCSH students, which includes the institutional e-mail (login: username@campus.fcsh.unl.pt).

Wireless Eduroam - Free internet access in the students' residences and other universities (login: username@campus.fcsh.unl.pt)

Office 365 - Freely download and use Microsoft Office on various devices (login: username@campus.fcsh.unl.pt)

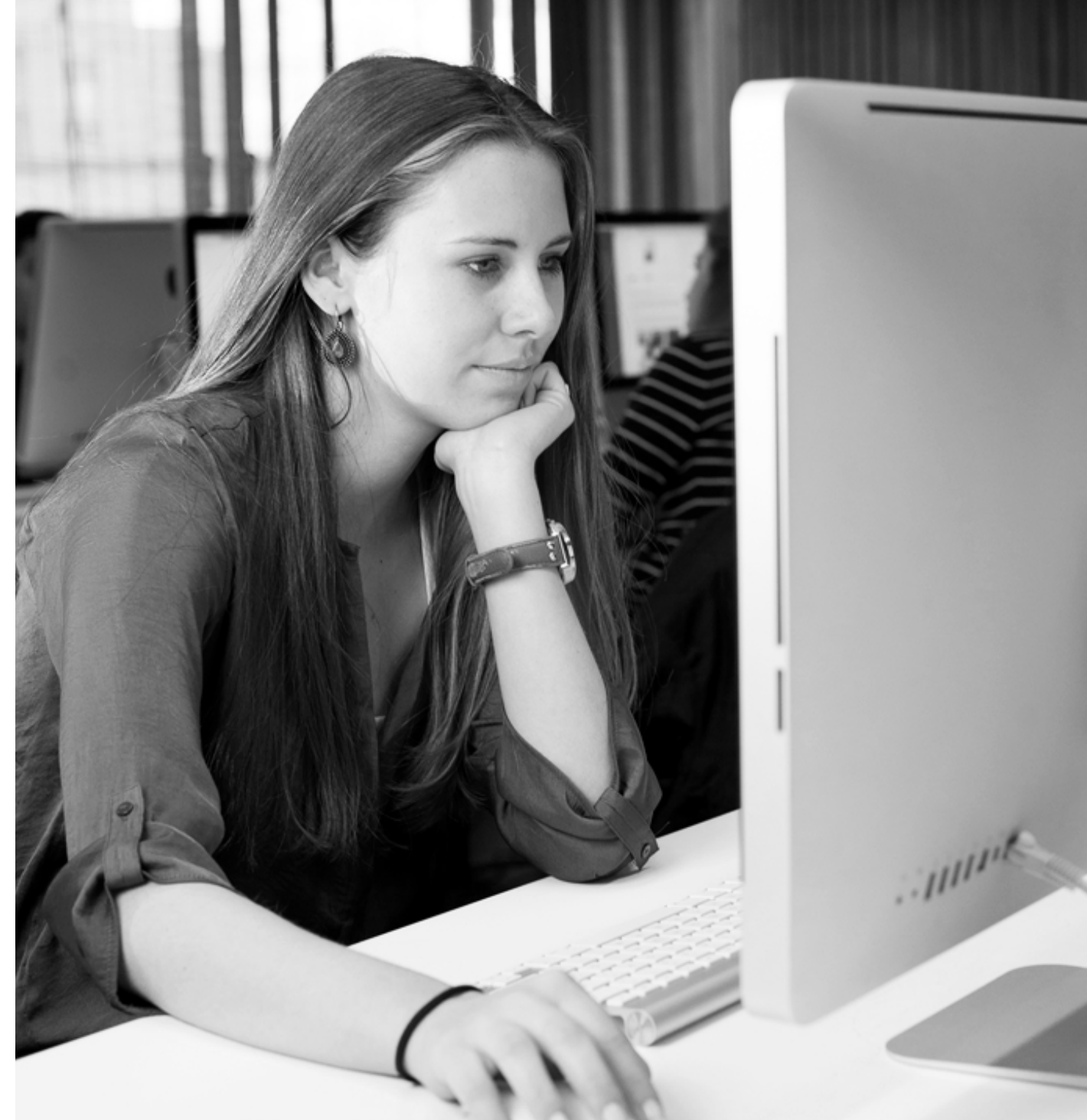Databases of scientific papers - Download scientific papers at home.

Moodle platform - The e-learning system used by NOVA FCSH.

Photocopying/printing - Use the multi-function photocopying devices of NOVA FCSH.

For further clarifications on technical issues that may arise in accessing the network services of FCSH ID listed above, please contact the Computer Center of the Faculty (Núcleo de Informática or NI)

(NI): Phone no.: 21 790 83 00 | Ext.: 1291 |

Email: helpdesk@fcsh.unl.pt

## Intranet

### What is it?
The NOVA FCSH Intranet is an online platform available through the School's 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, NOVA FCSH card, computer information, or contacts

### How can it be accessed?
To authenticate, it is necessary to select the Intranet button, which you can find on the School website and enter the FCSH ID data.

Careful: New students can access FCSH Intranet up to 48 hours after enrollment.

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## 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 70123 is a70123@campus.fcsh.unl.pt.

All communication between the faculty bodies and services with students is made through this institutional email (and through the personal one).

Instructions:

a) Access https://mail.google.com (NOVA FCSH has joined the "Google Suite for Education" and you can log in your institutional email through Gmail)

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

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

### Email Address customization

By sending an e-mail to informatica@fcsh.unl.pt, you can request your email address customization, which consists in an "alias" that has your name associated with an account(for example, jose.silva@campus.fcsh.unl.pt, jsilva@campus.fcsh.unl.pt, etc.). Email address customization allows sending and receiving e-mails from third parties only through this personalized address. Please note that this custom address does not replace the original address as a username or login for the applications (which remains always, in our example, a70123@campus.fcsh.unl.pt).

### NOVA FCSH email configuration on e-mail clients

The NOVA FCSH e-mail address can be used on email clients such as Outlook or Mac Mail or other email clients 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 - port 465 or 587 / SSL - use the same settings used for the incoming server.

For more detailed setup instructions, see Google help topics.

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## FCSH-Google Account

NOVA FCSH joined the "Google Suite for Education" protocol. Together with their FCSH ID credentials, students have access to a Google account (referred to as FCSH-Google) and the apps normally associated with this service provider – including Gmail (the institutional FCSH email), Drive, Calendar, and Google Docs.

FCSH-Google accounts have two important advantages over ordinary Google accounts:

a) They have unlimited storage capacity;

b) They are not subject to Google advertising policies.

To use the FCSH-Google account:

a) Go to https://www.google.com

b) Click on "Enter"

c) In the User field, enter: "a" + student number + "@ campus.fcsh.unl.pt"

d) In the Password field, enter the FCSH ID password

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## Internet on Campus

### Wireless network

The Wi-Fi signal of the antenna of NOVA FCSH can be reached from most of the campus locations. Libraries, auditoriums, computer rooms, atriums, patio, cafes, and dining halls are covered by Wi-Fi.

Access is made exclusively through the Eduroam network, like in other Portuguese and European universities. To use the network, you need to authenticate with the FCSH ID credentials used for other Faculty platforms.

With these same FCSH credentials, you can also access the internet in every Portuguese and European university, since Eduroam is the wireless network of the European universities.

Our instructions allow you to configure Eduroam on different operating systems.

The NOVA FCSH Computer Center 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 and enter the following data in the network proxy configuration of your browser:

Proxy: proxy.fcsh.unl.pt
Port: 3128

• If you are using Internet Explorer, you can find these settings here:
Tools > Internet options > Connections > LAN settings

• If you are using Firefox, you can find these settings here:
Tools > Options > Advanced > Network > Settings

• In Mac OS, you can find these settings as part of the Network section of the control panel.

The internal network of NOVA FCSH allows Internet access only through HTTP and HTTPS protocols (web pages).

Access to external locations using other protocols (such as POP or FTP) is granted upon request to be made to the Helpdesk service of the Computer Center.

helpdesk@fcsh.unl.pt

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## Office 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, in 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, 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 e-learning platform

Moodle is the e-learning platform of NOVA FCSH. The address is the following:

http://elearning.fcsh.unl.pt/acient/login/

In order to access the platform and the courses to available on it, you need to click on "Enter" (at the top of the screen) and enter your FCSH ID credentials. For any clarification about the contents of the disciplines available on Moodle, please contact the lecturers responsible for them.

For other questions concerning the use of Moodle, please contact:

Computer Center - Moodle Support

Phone: 21 790 83 00 | Ext.: 1222

Email: apoio.moodle@fcsh.unl.pt

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## Printing, Photocopying, and Scanning

To print, copy or scan on Ricoh multifunctioning devices (MFPs) devoted to NOVA FCSH students, you need to buy the corresponding credits at the Treasury Office (1st floor, Tower B). You will receive a PIN that you can use to log in to the devices and use them. As an alternative to the PIN, you can log in using your FCSH ID.

The MFPs are located at the following campus locations:

• 2 devices available at the Mário Sottomayor Cardia Library;

• 1 device available in the lobby next to academic services, on floor 1 of Tower B;

• 1 device available in the printing room of the Computer Room of the Núcleo de Informática, in building B2.

The basic instructions for using the MFPs can be found on the Intranet, in the section "Computing."

# 41

## Study Areas / Laboratories

In addition to the emblematic patio – a pleasant area where to meet and work during the many sunny days – you can find study areas in the Library (first floor, Tower B), on floors 0 and 3 of the B Tower and on the first floor of the B2 Building. There is also a computer room in the B2 Building.

The Dining Hall can be used as a study area in a few periods during the day. The terms of use of said area for the academic year of 2020/21 will be available soon.

The Faculty also makes available to its students the Television Studio and the following laboratories: the Archeology Laboratory, the LabCC (Creation Laboratory Cinematographic), the Digital Editing Laboratory, the Physical Geography Laboratory, the Journalism Laboratory, and the Music Laboratory

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## Other Services Available on Campus

The A Tower houses the NOVA Language Institute, where student can attend courses of many different languages. In the B2 Block, you can find the Colibri Bookstore / Stationery. In the courtyard of the Faculty, there is a branch of the Santander bank.

On the ground floor (0) of the B Tower, you can also find the Novacópia, the copy shop of the Faculty. Usually course materials and the official stationery can be bought at the Novacópia during the academic year.

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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

Where to find it:
Building B2, Floor 0, next to the Colibri Library

Opening Hours:
Working days - from 9 AM to 11 PM
Saturdays -  from 9 AM to 6 PM

This room is equipped with 20 computers, about 15 individual available desks for laptops (with Ethernet or Wi-Fi connection) and printing, copying, or scanning devices (payed).

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# Opening hours of the Av. Berna 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: naac@fcsh.unl.pt

# 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: naac@fcsh.unl.pt

# Address and transportation

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 (Transportes Sul do Tejo lines)

160, 161, 190

## Trains (CP)

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

# 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

The digital map can be found here:
Campus of Av. de Berna

The digital map can be found here:
Campus de Campolide

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