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# STUDENT GUIDE

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THIS IS **NOVA FCSH**.  
A FACULTY, A HOME,  
A NEW WAY OF BEING IN THE  
SOCIAL SCIENCES, ARTS AND  
HUMANITIES.

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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.**

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# 1

## INFORESTUDANTE - ACADEMIC PLATFORM

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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:

[infoforestudante.fcsh.unl.pt](http://infoforestudante.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

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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@fcsh.unl.pt](mailto:licenciaturas@fcsh.unl.pt) | ext: 31422 / 31424

[mestrados@fcsh.unl.pt](mailto:mestrados@fcsh.unl.pt) | ext: 31466 / 31568

[doutoramentos@fcsh.unl.pt](mailto:doutoramentos@fcsh.unl.pt) | ext: 40201

## 3

### ACADEMIC CALENDAR

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Undergraduate degrees

#### 1ST SEMESTER:

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Start of the academic year:

**11 Sept**

Term time:

**11 Sept to 15 Dec**

Christmas break:

**18 Dec to 2 Jan**

Registration and publication of final results:

**until 12 Jan**

#### 2ND SEMESTER:

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Term time:

**14 Feb to 31 May**

Easter break:

**5 Mar to 1 Apr**

Registration and publication of final results:

**until 14 Jun**

The full calendar for all study cycles is available at  
[www.fcsh.unl.pt/calendarios/academic-year-2023-24/](http://www.fcsh.unl.pt/calendarios/academic-year-2023-24/)

## 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 2023/24: **12€** + Administration costs: (to pay upon enrolment) **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, 2024;

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

#### Instalments | Payment Deadlines | Amount (€)

1st	Upon enrolment	<b>69.70€</b>
2nd	31 Oct 2023	<b>69.70€</b>
3rd	30 Nov 2023	<b>69.70€</b>
4th	31 Dec 2023	<b>69.70€</b>
5th	31 Jan 2024	<b>69.70€</b>
6th	28 Feb 2024	<b>69.70€</b>
7th	31 Mar 2024	<b>69.70€</b>
8th	30 Apr 2024	<b>69.70€</b>
9th	31 May 2024	<b>69.70€</b>
10th	30 Jun 2024	<b>69.70€</b>

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 [Order no. 16/2023 - Values of the tuition fees, payment methods and deadlines for the academic year 2023/24](#).

The following documents should also be read carefully:

[Table of charges of the Nova University of Lisbon](#) and [Order nº27/2016](#).

#### 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.



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### **RULES FOR ENROLMENT IN CURRICULAR UNITS - UNDERGRADUATE DEGREES**

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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 ECTS of failed curricular units.

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### **CHANGING INSTITUTION/COURSE - UNDERGRADUATE DEGREE**

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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 30 Aug 2023**

Subjects on the syllabus for students enrolled in previous academic years

**24 Jul to 4 Aug 2023**

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

**4 to 6 Sept 2023**

Open list subjects - options from other courses

**FOR THE 1ST AND 2ND SEMESTERS:**  
**7 and 8 Sept 2023**

### DOCTORATES

Taught component

**1ST SEMESTER:**  
**28 Aug to 8 Sept 2023**

Delivery of the Final Paper

**By 2 Oct 2023**

Thesis Topic Registration Period  
(InforEstudante)

**Up to 30 working days**

after the date of approval of the final paper

### MASTERS

Taught component

**1ST SEMESTER:**  
**24 Jul to 4 Aug 2023**

**2ND SEMESTER:**  
**9 to 14 Feb 2024**

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

**1ST SEMESTER:**  
**1 to 30 Sept 2023\***

\*Except for Master's in Teaching (December 1st to 15th, 2023)

**2ND SEMESTER:**  
**1 to 30 Sept 2024\***

\*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 2024**

\*Except for Master's in Teaching

**FOR 4-SEMESTER COURSES:**  
**By 30 Sept 2024**

\*Except for Master's in Teaching: until 15 until November 15th, 2024

## 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 [Infor-](#)

[Estudante](#) 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 15th, 2023
- 2nd semester: until March 14th, 2024

Contacts:  
Department of Personal Development  
and Social Inclusion  
[neeinfo@fcsb.unl.pt](mailto:neeinfo@fcsb.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 August 30th and September 8th, 2023.



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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 – SAS-NOVA), are exempt from these and other charges, except for applications made outside the deadline or when requesting second copies of certificates.

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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.

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. Don't forget to fill them in, your opinion is valued!

Contacts:  
Assessment and Quality Nucleus  
[qualidade@fcs.unl.pt](mailto:qualidade@fcs.unl.pt)

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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## TEST SHEETS

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

## 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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## AWARDS AND PRIZES

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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).

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

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Through the University's Social Welfare Services (Serviços de Acção 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 (extendable for students placed in the 3rd phase). 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 floor 0 of Tower B (B002), 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 (2.75€). In the canteen, there also is the snack-bar section serving different dishes every day at lunch-time, 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 SAS-NOVA 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@fcsch.unl.pt](mailto:psii@fcsch.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.

For scheduling appointments, students should register on the [JobTeaser](#) platform and make their appointment requests there.

### MENTORING

The Peer Mentoring Program 2023/2024 is kicking off this year, aiming 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@fcsch.unl.pt](mailto:mentorias@fcsch.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@fcsh.unl.pt](mailto:ae@fcsh.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/](https://sas.unl.pt/desporto/).





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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](#)- dissemination of professional internships.

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

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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 inter-library 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@fcsb.unl.pt](mailto:bibliotecas@fcsb.unl.pt)  
Instagram: [@bibliotecasnovafcsb](https://www.instagram.com/bibliotecasnovafcsb)

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## MÁRIO SOTTOMAYOR CARDIA LIBRARY

The [Mário Sottomayor Cardia Library](#) (BMSC), has a collection of more than 180 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@fcsb.unl.pt](mailto:bibliotecas@fcsb.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@fcsb.unl.pt](mailto:bibliotecas@fcsb.unl.pt)



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## MAP LIBRARY

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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](mailto:mapoteca@fcsch.unl.pt)

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

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## NOVA FCSH LIBRARIES BOOK CLUB

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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

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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

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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

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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

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The databases of scientific publications are a fundamental tool for the development of academic or research work, providing access to hundreds of eBooks, thousands of scientific articles and reference databases on various subjects in the Social Sciences and Humanities.

Open access databases are available on the web, allowing any user to search, consult and download open access publications. The restricted access databases require a subscription, which is assured by NOVA FCSH in order to guarantee students, teachers, researchers and other employees access to the respective contents.

#### How to access?

On the NOVA FCSH campus, access is direct, since the websites of the journals acknowledge their Location on a university campus. But by using FCSH ID, it is possible, from home or another location, to have the same permissions to download articles. Just configure the Internet browser to use the NOVA FCSH "proxy server":

#### • In Chrome

Settings / Advanced settings / Network / Change proxy settings / LAN settings / Use a proxy server for the local network

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

#### • In Internet Explorer

Internet Options / Connections / LAN settings / Use a proxy server for the local network

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

#### • On Mac OS

System Preferences / Network / Ethernet / Advanced Web Proxy (HTTP): proxy.fcsh.unl.pt Port: 3128

Secure web proxy: proxy.fcsh.unl.pt Port: 3128

Then, when you enter the first web page, you must enter the FCSH ID credentials.

From that moment on, when accessing the various article databases, the same download permissions are available as you would have at the NOVA FCSH campus.

## ECO - CAMPUS

NOVA FCSH has developed several initiatives and projects within the scope of environmental education and sustainability, such as the promotion of mobility with low environmental impact, the reduction of electricity consumption and water resources, the promotion of the reduction of waste production, awareness-raising campaigns on sustainability and the protection and development of outdoor spaces.

To develop this area the brand Eco Campus was created, which symbolises the will to intensify the joint work of the NOVA FCSH community towards sustainability, contributing in an increasingly effective way to raising awareness about environmental issues and sustainable development and to mitigating the environmental impacts resulting from daily life on campus.

In order to promote reflection and encourage an active citizenship that contributes to the improvement of the environment and for sustainable development, NOVA FCSH joined, in the academic year 2018/2019, the Eco Escolas Programme (Eco University) implemented in Portugal by the European Blue Flag Association (ABAE), and has been awarded the Green Flag since 2019. It is the recognition of the work developed by the academic community in the areas of Environmental Education, Citizenship and Sustainable Development in recent years.

Follow the initiatives that are being programmed through NOVA FCSH's website and social networks. If you want to participate with suggestions, send them to the e-mail [novafcsh.eco@fcsh.unl.pt](mailto: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 the Times Higher Education Impact 2022 ranking, NOVA appears, for the second consecutive year, as the university with most gender equality in Portugal.

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](mailto:inclusao@fcsch.unl.pt)



## FCSH ID AND SERVICES THAT CAN BE ACCESSED THROUGH IT

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The FCSH ID is a unique ID, consisting of a user-name (or login), corresponding to the student number preceded by an “a” (for example, a2021999999), 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 when a student logs into the system for the first time.

To log-in to some applications, indicated below, it is necessary to include the domain “FCSH” after the username (for example, a2021999999@campus.fcsh.unl.pt) while in other applications it is sufficient to insert the student number preceded by an “a” (for example, a2021999999).

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.

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

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

**Libraries:** for the enrolment of new readers and access to the personal area of the library catalogue.

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

**Moodle:** 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 NOVA FCSH's IT Centre (Núcleo de Informática or NI):

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

E-mail [helpdesk@fcsh.unl.pt](mailto:helpdesk@fcsh.unl.pt)



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## INTRANET

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### 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.fcsh.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

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The institutional email address is:  
 "a" + student number + "@campus.fcsh.unl.pt".  
 For example, the e-mail corresponding to the student number 2021999999 is a2021999999@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> (NOVA FCSH has joined the "Google Suite for Education" and 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

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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.

## INTERNET ON CAMPUS

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### 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.

## MICROSOFT 365

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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.

## MOODLE

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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](mailto:apoio.moodle@fcsch.unl.pt) or [helpdesk@fcsch.unl.pt](mailto: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). 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, 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 can be used as a study area in a few periods during the day.

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

- [Blackbox Arts & Cognition](#)
- [Vale Formoso's Soil Erosion Experimental Centre](#)
- [iNOVA Media Lab](#)
- [Laboratory of environmental Anthropology and behavioural Ecology](#)
- [Laboratory of Biological Anthropology and Osteological Human Remains](#)
- [Audiovisual Laboratory](#)
- [Laboratório de Criação Cinematográfica \(LabCC\)](#)
- [Scenic Experimentation Laboratory \(LEC\)](#)
- [Laboratory Jill Rosemary Dias](#)
- [Laboratory of Music and Communication in Infancy \(LAMCI\)](#)

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

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## OTHER SERVICES AVAILABLE ON CAMPUS

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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.

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## NOVA FCSH PARTNERSHIPS

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

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## COMPUTER ROOM

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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 (paid).



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## STUDENT GUIDE GLOSSARY

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### 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 ETCS, 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.

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## AV. DE BERNA WORKING HOURS

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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@fcsh.unl.pt](mailto:novoaluno@fcsh.unl.pt)

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## HOW TO GET THERE

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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)

### Shuttle

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

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## CAMPOLIDE WORKING HOURS

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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@fcsh.unl.pt](mailto:novoaluno@fcsh.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.

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## HOW TO GET THERE

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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