

ERASMUS STUDENT GUIDE

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<http://www.facebook.com/islagaia>



@islagaia_ipgt



Welcome at ISLA—Polytechnic Institute of Management and Technology.

This guide is made to give you information about staying and studying in Vila Nova de Gaia.

Please read the ERASMUS Guide carefully and if you have any questions please don't hesitate in contacting us. We wish you all the best and hope that you will enjoy your stay.

ISLA-IPGT & ERASMUS Staff

MESSAGE FROM THE ISLA DIRECTOR

Dear students,

Academic formation is each time more a dynamic reality. The simultaneously fast, complex and uncertain regional environment evolution forces a permanent vigilance, based on an intelligent strategy that takes in to account the numerous participants in the teaching establishment's life.

No educational project should, therefore, ignore this reality. ISLA-IPGT is aware of this dynamic, and has been looking to answer employer's needs, the scientific and technical evolution, and the social and economic conjecture.

ISLA-IPGT has also been searching to gain position in certain market domains.

It's pupils are today an active population, each time more in the Worker-Student type, in whose capacities we believe.

As a consequence of well-known market tendencies, ISLA strongly bets, since 4 years ago, in financed formation plans and in a formation policy centred on 2 axes:

- Post-graduates and specialized formation
- Masters, with European universities, in a innovating project on a regional level.

Choosing ISLA-IPGT is surely irreversible and means, therefore, a great responsibility. A path is started, and should lead to a new status that will allow, in the future, to reinforce a more valid, useful and constructive intervention, as well socially as professionally.

Obtaining a diploma is not an objective by itself. More important is the type of formation acquired, the degree of preparation and the competence quality to face active life and the concrete problem solving capacity for organizations were these diplomas will fit in. Therefore, ISLA-IPGT commits to its students support along this path.

Our constant concern is to indulge in all students an entrepreneur spirit and free will, mobilizing for that purpose a highly qualified teaching and working staff, and innovating pedagogic and technical means.

We are proud of our graduate's employment rate, witness of our efficiency and quality and quantity reinforcement of our country's human resources.

This is the guaranty we offer new coming students as a welcoming sign.

Finally, I'm confident ISLA-IPGT will continue to match your expectations, and I wish, on behalf of the Direction, Teaching staff, academic and administrative personnel, wish you a great academic year.

Academic greetings,
Vila Nova de Gaia, July 2020.



Prof. Doutor António Lencastre Godinho

The University

Welcome to ISLA-IPGT.

ISLA-IPGT was founded in 1962 in Lisbon by Gonçalves Rodrigues and the Gaia extension opened in 1989. The ISLA-IPGT Universe contains nowadays a total of 3 poles which are Santarem, Leiria and Gaia. This year ISLA-IPGT celebrates 25 years of education.

ISLA-IPGT is a building that contains 3 floors in which you can find 16 classrooms fully equipped with audiovisual resources, 7 informatics laboratories, 1 communication and multimedia laboratory, 1 auditory, library, bar, student's lounge, students association's lounge and many offices which provide services and help when needed.

All floors are reachable by elevator and stairs.

CONTACTS & OPENING HOURS DIFFERENT DEPARTMENTS

GRI (Institutional Relations office)

Tel.: +351 22 243 1048

+351 93 475 4110

Fax: +351 22 377 2985

E-mail:

susanne.graaf@islagaia.pt

<http://www.islagaia.pt>

International Relations Office:

Monday to Friday from 9.00 - 12.30 and from 14.00 – 18.00

Secretary Office hours (from Monday till Friday):

During classes and Evaluation periods 09h:00 - 12h:00

14h:00 - 16h:00

18h:00 - 21h:00

Summer timetable (August) 09h:00 - 19h:00

Library

ISLA-IPGT's library has a university standard and multilingual collection.

It offers a collection with over 10.000 ascendency book bibliographies. Students have a privileged access to more than 30.000 titles, thanks to the ISLA-IPGT libraries network.

As a cooperating library to the National library/PORBASE, students have access to a vast number of catalogues and productions from the public library and other national universities. The documental lot is, mostly, available for free.

It has over a 10.000 bibliographical titles with the predominance of a book. There is a library network established between the different ISLA-IPGT's which give access to more than 30.000 titles.

Contacts: info@islagaiia.pt

Timetable: 9h to 23h



Telephone: 22 3772980
Fax: 223772985

Informatics office

You can access the system at the ISLA-IPGT by using one of the 120 work stations, by using the wireless LAN system, or by internet. Students have an own account to access the system.

These personal accounts are created by the informatics centre, and after making a requisition for it.

User areas will be created for each student and will be maintained during the school year.

There are two types of user areas:

- Lesson areas – to be used for all works of different subjects, where the teachers have a privileged access
- Personal areas – for private use only, without the possibility that others can use it. All the information is stored in a confidential area and is of full responsibility of to whom it belongs. The centre is also responsible for the printing system of the ISLA-IPGT, which is based in the copy centre. In the beginning of each year students will receive a limited number of copies. When you use more you will have to buy some more copies at the copycentre.

Office hours (From Monday to Friday):

During classes and evaluation periods

09h:45 – 12h30

14h:00 – 19h45

20h45 – 22h00

Holidays (August)

Maintenance of laboratories

Contacts: Fernando.jesus@islagaiia.pt / jose.alvarenga@islagaiia.pt

Programmes for ERASMUS Students

The European Commission has developed the European Credit Transfer System (ECTS) to help students make the most of their studies abroad. Basically, this system is a way of measuring and comparing learning achievements and transferring them from one institution to another. Likewise, it helps higher education institutions to enhance their cooperation with other institutions by improving access to information on foreign curricula and providing common procedures for academic recognition.

ECTS credits are a value allocated to modules to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, private working the laboratory, library or at home and examinations or other assessment activities.

ECTS credits are allocated to courses and are awarded to students who successfully complete those courses by passing examinations or other assessments. They are also allocated to practical placements and to thesis preparation when these academic activities form a part of the regular study programme both at home and at host institutions. The overall objective is to offer ECTS students flexible study programmes with the aim of allowing them to make the most of their studies at the host university and plan their own study programme.

ISLA-IPGT has already introduced the ECTS into all its courses. With this system 60 credits represent one year of study (in terms of workload); normally 30 credits are awarded each semester.

Grading system:

The grading system used in Portugal is based on specific attainment levels, rather than on a numerical scale.

ECTS Grading Scale
Excellent
Very Good
Good
Satisfactory

Sufficient
Fail

Course Degrees

These are the 1st cycle courses taught at ISLA-IPGT:

Communication and digital technology

Engineering Work Safety

Engineering Computer

Management

Human Resources Management

Multimedia systems

2nd cycle:

Master in Web Systems and Technologies Engineering

Master in Management

Master in Occupational Safety and Health Management

Master in Human Resources Management

Post Graduations:

Local Administration and Mortuary Law; Audit of Integrated Management

Systems (Quality, Environment and Safety); Construction Safety

Coordination; Nursing at Work; Management; School library

Management; Tourism Information and Heritage; Digital Games; Redes-

Cisco Networking; Superior Technician of Occupational Safety and Health.

Academic calendar

1st semester is from the 18th of September—25th of February.

2nd semester will be from the 17th of February till the 30th of July. These periods include holidays and test and exam periods.

With the first teaching projects, ISLA-IPGT defined a set of guidelines for the students' performance evaluation, through a set of documents with different names but with the same goals to establish rules for evaluation.

This subject has been the object of adjustments that reflect this institution's main concern for the definition of the teaching guiding principles and student's performance evaluation, considering the teaching challenge, but also, and mostly, the learning capacity enhancement.

The interpretation of these rules is published annually for teachers and students, with previous evaluation and approval by the competent board.

As its name implies, it also defines rules regarding academic life and management, such as the graduation courses functioning and the rules on appliance; year approval; curricular unit regimen and mobility.

The Pedagogic Rules, given the Institution's experience, thrives to update and adapt the rules to a new reality facing the graduate university formation paradigms created by the Bologna process.

Given the current ruling Pedagogic Code, we describe in the following text a few of the most important aspects.

EVALUTION MODES (12th article)

The evaluation method is suggested by the Professor responsible for the curricular unit, and is approved by the competent board. The student has the responsibility to know the evaluation modality of each curricular unit.

The different evaluation modalities are:

1. Curricular evaluation

It's a continuous evaluation throughout the semester, or year, through a global evaluation test or, eventually, a split evaluation.

2. Final evaluation

It's the evaluation through a single written examination (final exam), included in a normal evaluation period, or in second trial or special examination period, in
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predetermined evaluation periods.

Curricular evaluation

This type of evaluation can be:

1. Through Global evaluation

The evaluation through test corresponds to a single examination (written, practical or oral), with physical presence, at the of the semester, in curricular units that last a semester, or at the end of each semester, for annual curricular units.

2. Though Continuous evaluation

This type of evaluation can include several evaluation elements, as described by article 13 of the Pedagogic code of rules, that is transcribed ahead, in Particular aspects of Continuous Evaluation.

- a) Given the characteristics of any given curricular unit, the responsible teacher will be allowed to propose the continuous evaluation, adapted to the Course objectives, as an alternative to the global evaluation test;
- b) The eventual proposal for the continuous evaluation modality choice, will have to be approved by the Coordinator of the respective Scientific area;
- c) If the modality of continuous evaluation is proposed and approved for a given curricular unit, each student will have the choice between each of the curricular evaluation modalities: global evaluation test or continuous evaluation;
- d) Given the previous paragraph, and from the moment that the evaluation method of the curricular unit is determined, each student will be obliged to communicate his/her option to the responsible teacher, in order to, later on, allow the transmission of this information to the Academic Secretary, until 15 (fifteen) days after the evaluation method is explained;
- e) For those students that do not communicate their choice of type of curricular evaluation (paragraphs d) and e)), the final evaluation through a global test will be assumed;
- f) After the end of the deadline include in paragraph e), a list with the choice of each student will be displayed in a proper location for this purpose.

Final Evaluation

All curricular units will have a final examination, with the exception of those whose evaluation method is based on a project, or have similar scientific or pedagogic characteristics.

Each curricular unit final examination includes a written examination with the presence of the student.

Oral Examination

Except for the curricular units in which the oral examination is compulsory, according to each evaluation method defined for each curricular unit, this kind of evaluation becomes mandatory at the final examination for all students that, on the written examination, receive a classification of 8 or 9 on a 20 points scale.

If the student reaches a classification of 16 or above, the teacher and/or the coordinator of the respective scientific area can demand that the student “defends” his classification on a oral examination.

General considerations

The teacher may, at the global evaluation through teste or on a final evaluation, demand one or more of the evaluation elements describe on paragraph a) of article 13, and in any of the evaluation periods, as long as it is duely planed.

During the evaluation process teachers are guided in harmony with the principles of justice, equality, impartiality and proportionality.

PECULIAR ASPECTS OF CONTINUOUS EVALUATION (article 13)

Elements of Evaluation:

- a) The considered evaluation elements are: individual test or trial, Laboratorial individual test, construction/discussion of individual or group work report, construction/discussion of individual or group case study, Individual or group work presentation, Individual or group case presentation, trial or oral examination, Individual or group exercises, Individual or group Portfolio and Simulation. These are just a few of the possible designations that can be used;
- b) Essays, tests and other activities with several demands, presentations or bias discussion, several evaluation methods are considered.
- c) The use of portfolios, when associated with other elements, can only be complement with a individual test;
- d) In the semester curricular units, one of the evaluation methods to be considered can be a individual test, counting for 50%, after the end of lessons, in a given date that matches the global evaluation test due for the same curricular unit. In the case of annual curricular units, two individual evaluation tests should be considered, counting 25% each, after the end of lessons in each semester. The first individual evaluation test will be in the period due for the first semester global evaluation exams (first period of the first evaluation season) and the last will match the global evaluation test due for the same curricular unit (second period of the first evaluation season);
- e) Except for a few curricular units embraced by rules of accreditation/ certification, assiduity cannot be considered as one of the evaluation components;
- f) Curricular unit teacher will be able to define one or several components of individual or group evaluation. Curricular units that include projects, seminars, monographs, traineeship or which characteristics are similar are the object of special treatment according to its specificity. Therefore, when the evaluation method comprises the above mentioned characteristics, these may be the only evaluation elements.
- g) The work/cases presentation/discussions will have as objective the maximum duration of 30 minutes;

- h) The curricular unit planning should clearly reflect the eventual evaluation elements.
- i) It's the teacher's responsibility to elaborate lists that include all the components of the classification obtained, as well as the final classification and the formula that determined it;
- j) The teacher should deliver the partial classification and the final one, as well as all the proof of the evaluation elements in the Academic Secretary;
- k) All the continuous evaluation elements are valid only for the curricular year in which they were done.

The weight of each different element included in the curricular unit evaluation, besides what was referred in paragraph d) previously, should be distributed in balanced manner, and considering the relative importance of each element in function of the expected amount of work for the curricular unit's conclusion:

- a) It's the teacher's responsibility to elaborate lists that include all the components of the classification obtained, as well as the final classification and the formula that determined it;
- b) The teacher should deliver the partial classification and the final one, as well as all the proof of the evaluation elements in the Academic Secretary;
- c) All the continuous evaluation elements are valid only for the curricular year in which they were done.

LEARNING CLASSIFICATION (article 14)

The evaluation and consequent classification are individual, even when they concern a group work, in which the classification of each group member may be different.

The evaluation result will be complemented applying the European Credit Transfer and Accumulation System – ECTS. This system is an instrument whose objective is to create clearness, establish approach conditions between Academic Institutions and to broaden the options at the student's disposal for the study period.

The scale doesn't replace the evaluation, and becomes essential in the national and international mobility processes.

The ECTS scale sets in the combined use of appropriate key-words and of numeric definitions that make those key-words clearer.

Therefore, the ECTS definition of excellence and the matching classification are conceived to facilitate transfers, but not to replace the classification given by the respective establishment neither, on the other hand, to diminish its importance.

This adopted scale (ECTS) follows the recommended European determinations. The approved result is composed by five categories, identified by the letters A to E. The rejected result is composed of two categories, identified by the letters FX and F.

ECTS

ECTS scale	Approved students, in the % they obtain from the Scale	Key-word	Definition corresponding to the classification
A	10	Excelent	Exceptional performance, with only a few minor insufficiencies.
B	25	Very Good	Above average results, despite a certain amount of insufficiencies.
C	30	Good	Generally a correct work, although with a few relevant mistakes.
D	25	Average	Honest work, with a few significant flaws.
E	10	Enough	The performance matches the minimum criteria.
FX	≥ 10	Insuficient	Further work is necessary for this competence recognition.
F	≥ 10	Insuficient	A considerable further ammount of work is necessary.

EVALUATION SEASONS (article 15)

The evaluation seasons are:

- a) Regular season
- b) Appeal season
- c) Special season

The evaluation seasons are defined per academic year, on the academic calendar.

On any of the seasons there will only be one exam, per curricular unit.

The access to the special season evaluation is subjected to the legal setting for that purpose.

CLASSIFICATION ANNOUNCEMENT (article 17)

Teachers and employees are expressly forbidden to divulge the students classification before it is published, even if it concerns a evaluation element that might affect a final classification result.

The classification announcement follows these rules:

- a) The lists and written exams are delivered by the teachers to the Academic Secretary, dated and signed, in the maximum recommended deadline of 15 (fifteen) working days counting from the exam or the evaluation element's delivery, or until 72h before the next evaluation;
- b) The evaluation proof, done along the academic year, should be delivered until the end of the respective semester, along with the classification lists;
- c) With oral examinations, classification lists are elaborated, signed by the members of the jury and immediately delivered to the Academic Secretary.

Only after the validation by the Academic Secretary, and respective publishing, the students may be informed of their classification, by consulting the board (written examinations), or through the Academic Secretary, in the case of oral examinations.

The classification announcement, as well as its date of publishing, is done through the courses boards, or through another available and reliable method.

The publishing of a final classification should occur, at least, 48 (forty-eight) hours before a possible evaluation in the same curricular unit.

FOREIGN STUDENTS EVALUATION (article 18)

The traineeship, if approved, might be an activity integrated on the curricular program of a few graduate courses.

It's intended to be a pedagogic and scientific useful complement to the student's academic formation, in order to facilitate its professionalization, in a dynamic confrontation between teaching and research, making future graduates facing real problems.

The traineeship's admission and achievement follows its own set of rules

Accommodation

ISLA-IPGT has a folder and online information about rooms and apartments for rent. Here you can find all the information about prices and location of the apartments.

There is also the option of youth hostels in the area which are cheap and very comfortable. For more information visit the site:

<http://www.pousadasjuventude.pt/edicoes1/pousadas/artigos.asp?rev=2&artini=169&art=172>

Other sites you can check for room rentals:

<http://portugal.gabinohome.com/pt/quartos/oporto>

<http://portugal.gabinohome.com/pt/quartos/oporto/vila+nova+de+ga>

[ia http://www.bquarto.pt/porto/](http://www.bquarto.pt/porto/)

We will do everything to help you find a good place.



General Information about Vila Nova de Gaia

Vila Nova de Gaia, or simply Gaia, is in the Porto district, south of the city of Porto on the other side of the river Douro. The city has a population of 178,255. Gaia together with Porto and other 12 municipalities make up the commonly designated Porto Metropolitan Area.

Gaia has a coastline of nearly twenty Kilometres and beautiful parks to stroll around such as the biological park and Quinta Santo Ignacio.

The climate is humid during and temperatures may go from 9º Celsius in winter to 27º in summer.

Gaia is well known for its "lodges" (locally known as "caves") where the world famous Port wine is stored and aged. The lodges have become a major tourist attraction.

Travel expenses

To cover all eventualities students are advised to travel with about €25 in cash. A taxi from the airport into town costs about €15 and a meal about €9. Students who would like to take the bus into town from the airport the cost is about €0.75 and the subway is about the same price as the bus.

In front of the ISLA-IPGT we have a bus stop with busses from all over Gaia and some from Porto and also a subway station.

Banking

It is not a good idea to keep large amounts of cash on one's person or at home. Therefore students are advised to use their bankcard or open a bank account on arrival. Most foreign cards can be used in the teller machines and for payment in shops. Visa is also accepted in most places.

If you would like to open a bank account, banks are open from Monday to Friday from 08.30 to 15.00.

Miscellaneous costs

Cinema	€ 5.00
Lunch at university canteen	€3.80
Coffee	€0.55
Refreshments in bar	€1.50
Refreshments in supermarket	€0.80

Insurance

European students only need the European Insurance Card. Students may also take out an additional insurance to cover liability and personal belongings during their stay in Portugal. ISLA-IPGT will not be held responsible for the loss of personal belongings.

Vaccinations and Prescription medicines

No special vaccinations are required or recommended before travelling to Portugal. Students following a course of treatment should bring enough prescription drugs with them to last them their stay.

Shopping Hours

Normal opening hours for shops: 9.30 – 12.30 and 14.00 – 19.00

Shopping centres are open from 10.00-23.00 every day including Sunday.

Pharmacy

Most pharmacies are open from 09.00 to 20.00. Some open in the weekends or are open 24 hours a day. When in doubt, consult the local newspaper or the pharmacy nearest to you.

Culture

There are always many cultural activities available in Gaia and Porto. For more information consult www.cm-gaia.pt or www.cm-porto.pt

Useful numbers

Emergency number: 112

Fire brigade (bombeiros): 223 778 000

Police: 227 810 631

Hospital Gaia: 227 865 100

Airport: 229 432 400

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Taxis: 227 864 000

Tourist Office: 223 751 902

Vila Nova de Gaia- Santa Marinha

Avenida Diogo Leite, Vila Nova de Gaia

