

#ESELx

INTERNATIONAL STUDENT GUIDE

Escola Superior de Educação de Lisboa
Instituto Politécnico de Lisboa

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TEXTS

ESELx

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ESELx



#ESELx

WEL COME

Welcome to Escola Superior de Educação de Lisboa, our School.

Now you are part of a universe, very unique, very different, certainly more demanding, but also much more fruitful, as we will do everything to meet all your expectations.

It counts, to accompany you on the journey that is now starting, with the availability of the entire ESELx community, all those who study at the School, your colleagues, or who work here, teachers and all other employees.

We will be here to be with you on this journey that can become yours, but also ours, the best moments for years to come.

INTERNATIONAL STUDENT GUIDE



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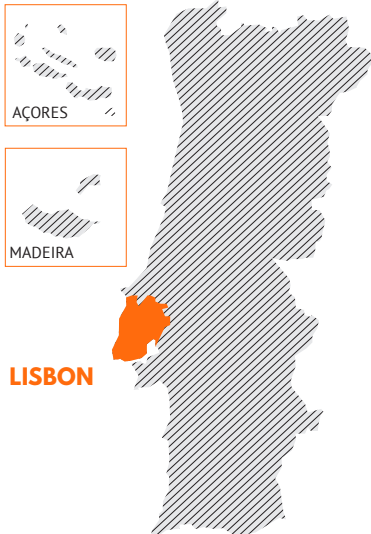


PORTUGAL
LISBON

LISBON PORTUGAL

PRESENTATION

Located at the extreme southwest of Europe, Portugal is constituted by the continental territory and two Autonomous Regions, the archipelagos of Madeira and Azores (Açores). The Continent is divided into 18 districts. Portugal's total area is of 92.152 Km² and there are around 10 million inhabitants. The Portuguese Republic borders Spain North and East and has an extensive maritime coastline South and West that bathes the Atlantic Ocean. The country's capital is Lisbon and the official language is Portuguese.



HISTORY

Portugal was founded in 1143, being one of the oldest countries in Europe. Until the 5th October 1910, when the foundations of the Modern Portuguese Republic were laid, the Portuguese monarchy had developed a long history of discoveries and conquests in Africa, India and Brazil. In 1926, the parliamentary regime was replaced by a military dictatorship leading to the formation of the Estado Novo in 1933. Democracy was restored 41 years later, on the 25th April 1974, through a nearly bloodless coup, later nicknamed the Revolution of the Carnations, which are still a national symbol of freedom. In the following years, mostly as a consequence of the restoration of democracy, independence was granted to some of Portugal's last colonies: São Tomé & Príncipe, Angola, Guinea-Bissau, Mozambique and Cape Verde. In 1986, after nine years of negotiations, Portugal joined the EC. Today, it is one of the 27 members of the EU.

POLITICAL SYSTEM

Portugal is a Parliamentary Republic. The President is directly elected by universal adult suffrage every 5 years. Executive power is exercised by the Council of Ministers. Legislative power is vested in both the government and the Parliament. Since 1975 the party system is dominated by the Socialist Party (Partido Socialista) and Social Democratic Party (Partido Social Democrata). Other political parties include: Bloco de Esquerda, Partido Comunista Português, CDS/Partido Popular.

ECONOMY

After entering the EC in 1986, Portugal benefited from a significant economic growth and development throughout the 90s, largely thanks to the funds allocated by the European Union to improve the country's infrastructures. Although this scenario changed quite dramatically in the past years, the service industry, particularly tourism, is playing an increasingly important role in Portugal's economy. Today Portugal is part of the "euro area" (Economic and Monetary Union). Currency Since January 2002 the Euro has replaced the Escudo as the national currency.

CLIMATE

Mainland Portugal is blessed with both an Atlantic and Mediterranean climate, providing mild year-round weather with no excessive variations of temperature (usually between 10°C in winter and 30° C in summer).

TIME ZONE

Continental Portugal and the Madeira archipelago adhere to the "Greenwich Mean Time" (GMT). In the Azores archipelago it is one hour earlier than in the rest of Portugal and Madeira. From October to March, Portugal (continent & islands) uses the daylight saving time.

RELIGION

Although Portugal is a laic country, most Portuguese citizens are Roman Catholics and most holidays have a religious character.

LANGUAGE

Of Latin origin, Portuguese is the third most widely spoken European language in the world and is mother tongue to about 200 million people in Angola, Cape Verde Islands, Guinea Bissau, Mozambique, S. Tomé and Príncipe in Africa and Brazil in South America. The mostcommonly spoken foreign languages are English, Spanish, and French. German is also known in the main

tourist regions of the country, such as Lisbon, Madeira and the Algarve. Despite its similarities to Spanish, Portuguese sounds more like a Slavic language than a Romanic one to an untrained ear. It will therefore take you some time to get acquainted with Portuguese pronunciation.

GASTRONOMY

Portuguese food is distinctive and varied, featuring many regional specialities that have evolved from local traditions and ingredients. A typical meal in Portugal starts with a selection of appetizers such as goat or sheep's cheese, pâté, olives, cornbread and delicious smoked ham called presunto. Soup (sopa) is a regular feature on the restaurant menus, normally made on the premises with fresh ingredients bought at the local market. Fish is a mainstay of Portuguese cuisine, particularly sardines (sardinhas) and the everpresent dried codfish known as bacalhau. Portuguese meat is both tasty and safe to eat, particularly pork (porco) which for centuries has been an important livestock in the country's rural economy.

NATIONAL HOLIDAYS

1 JANUARY New Year's Day	25 APRIL Freedom Day	1 MAY Worker's Day	10 JUNE Portugal Day
15 AUGUST Feast of the Assumption	8 DECEMBER Immaculate Conception	25 DECEMBER Christmas Day	

MOVEABLE PUBLIC HOLIDAYS

MAR APR GOOD FRIDAY	MAR APR EASTER
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STUDYING IN PORTUGAL

APPLICATION

To apply for Higher Education courses via the national system, students must go through a competitive process with access being regulated by the numerous clauses system. Higher Education provides the following academic qualifications:

- # First-degree (licenciado)
- # Master's degree (mestre)
- # PhD (doutor)

University and Polytechnic Institutions confer First-degrees and Master's degrees, while Universities also award PhD. In Polytechnics, a licenciado degree normally involves six semesters, which corresponds to 180 credits. In Universities a licenciado degree normally lasts from six to eight semesters, which corresponds to 180 or 240 credits (in that case it is then called Mestrado Integrado). The study cycle that leads to a master degree lasts between three and four semesters, both in Universities and Polytechnics, corresponding to 90 or 120 credits. Fees are set by the different Higher Education institutions, and their amount is defined between a minimum and a maximum, depending on the type of the course.

ASSESSMENT

Assessment can be either continuous or final, depending on the course, the module taken and individual choice. In a continuous assessment scheme, students will have to submit one or two essays (trabalhos), prepare a presentation (apresentação) or do a short test. Final examinations are usually written although oral exams are also possible.

GRADING SYSTEM

The Portuguese grading system is ranked on a scale of 0 to 20. In order to pass a subject, you must achieve a minimum score of 10.

- 0-9 insufficient
- 10-13 sufficient
- 14-15 good
- 16-17 very good
- 18-20 excellent



THE SCHOOL

THE SCHOOL ESELX

PRESENTATION

HISTORY

ESELx - Lisbon School of Education was founded in 1979 and, upon nomination by the induction committee, was incorporated into IPL-Politécnico de Lisboa in 1985. Despite its young age, its origins reveal a proud history and a pedagogical tradition inherited from two training institutes for teachers and educators: Lisbon School of Primary Teacher Education (Escola do Magistério Primário de Lisboa)(1930) and the António Aurélio da Costa Ferreira Institute(1929).

ESELx is located at the Benfica campus of IPL- Politécnico de Lisboa, in the building that between 1919 and 1930 housed the Normal Primary School of Lisbon.

ESELx is dedicated to teaching, research and community service in the areas of education and social and cultural involvement. It works in collaboration with national and foreign entities that have similar educational projects. Furthermore, with regard to community interaction, a significant number of training initiatives for teachers and educators are in progress to follow up on requests made by various institutions. Its pedagogical culture is guided by the dictates of participation, critical reflection, lifelong training and teamwork.

ESELx promotes the creation and consolidation of ties among education, community and human development.

Lisbon School of Education has fostered a flexible, evolving educational approach, with a diversity of learning options as one of its core features. Although its original and fundamental mission is teacher training, it has come to offer other kinds of instruction designed for different segments of the labor market that have different output profiles. These include instruction in Sociocultural Community Development, Visual Arts and Technologies, Artistic and Cultural Mediation and Music in Community Development.

ESELx possesses a highly qualified teaching staff composed of PhD professors and specialists who are recognized in the academic and professional fields. At ESELx, there is a growing number of exchange programs for students, teaching staff and non-teaching staff through the Erasmus+ program and through involvement in national and international partnerships.

COURSES

FIRST-DEGREE

- \ in Artistic and Cultural Mediation
- \ in Basic Education
- \ in Music in Community Development
- \ in Sociocultural Community Development
- \ in Visual Arts and Technologies

OTHER POSTGRADUATE

- \ in Digital Education
- \ in Design of Interactive Products for Education
- \ in Didactics of Mathematics - Learning and Resources
- \ in Early childhood Education in nursery and other equipment for children from 0 to 3 years
- \ in Inclusive Pedagogy
- \ in Story Animation
- \ in Puppetry and Animated Forms

MASTER'S DEGREE

Professional Masters

- \ in Pre-school Education
- \ in Teaching in the 1st Cycle of Basic Education and Portuguese and History and Geography of Portugal in the 2nd Cycle of Basic Education
- \ in Teaching in the 1st Cycle of Basic Education and Maths and Science in the 2nd Cycle of Basic Education
- \ in Visual Arts and Technologies

Masters Post-Professional

- \ in Artistic Education
- \ in Early Intervention
- \ in Didactics of Portuguese in the 1st and 2nd Cycles of Basic Education
- \ in Play, Toys and Languages in Early Childhood Education - Erasmus Mundus Joint Master Degree
- \ in Educational Administration
- \ in Special Educational Needs
- \ in Social Education and Community Intervention

THE SCHOOL ESELX

ERASMUS COORDINATORS

- # Erasmus Institutional Coordinator
Paulo Rodrigues | prodriguesvice@eselx.ipl.pt
- # Artistic and Cultural Mediation Mobility Coordinator
Laurence Vohlgemuth | laurence@eselx.ipl.pt
- # Basic Education Mobility Coordinator
Nuno Melo | nunom@eselx.ipl.pt
- # Community Music Mobility Coordinator
Abel Arez | aarez@eselx.ipl.pt
- # Socio-cultural Community Development Mobility Coordinator
Laurence Vohlgemuth | laurence@eselx.ipl.pt
- # Visual Arts and Technologies Mobility Coordinator
Sandra Antunes | santunes@eselx.ipl.pt

COURSES COORDINATORS

- # Artistic and Cultural Mediation Coordinator
Laurence Vohlgemuth | laurence@eselx.ipl.pt
- # Basic Education Coordinator
Ana Caseiro | anac@eselx.ipl.pt
- # Community Music Coordinator
Abel Arez | aarez@eselx.ipl.pt
- # Socio-cultural Community Development Coordinator
Joana Campos | jcampos@eselx.ipl.pt
- # Visual Arts and Technologies Coordinator
Teresa Pereira | tpereira@eselx.ipl.pt

PEDAGOGICAL COUNCIL

- # President | Ana Gama



EMAIL cpedagogico@eselx.ipl.pt

MAIN SERVICES

ACADEMIC SERVICES AND TREASURY

The academic services are situated on the Ground Floor. The staff member uncharged of this service is Sílvia Santos.



EMAIL s.academicos@eselx.ipl.pt

INTERNATIONAL RELATIONS OFFICE

The international office is situated on the Ground Floor. The staff member uncharged of this service is Cristina Marques.



EMAIL grima@sc.ipl.pt

AUDIO-VISUAL SERVICE

Situated on the 1st Floor next to the library, there is a studio containing audiovisual resources, a dark room and a multimedia laboratory that students may use upon request.



EMAIL helpdesk@eselx.ipl.pt

SAS - SERVIÇOS DE AÇÃO SOCIAL

The SAS allow the allocation of Social Benefits to students through a registration and analysis.



SITE www.sas.ipl.pt

CANTEEN/BAR

A place where you can have your all meals.



SCHEDULE MONDAY - FRIDAY
8:00am to 9:00pm

INFORMATIC CENTRE

Ensures technical support in the use of available computing resources for students and teachers of ESELx.



EMAIL helpdesk@eselx.ipl.pt

STUDENT´S PROVIDER

It is Student's Provider responsibility to consider complaints of students on educational, administration and social action issues.



EMAIL provedordoestudante@ipl.pt

LIBRARY

Situated on the 1st Floor, the library has a wide range of literature on all subjects. Computers can be used to search and locate the books. There is a space for group work and individual studies. A library card is required for book requisitions and it can be requested at the library.



EMAIL cdi_biblioteca@eselx.ipl.pt

STUDENT´S UNION

Elected by the students every 3 years, the students union develops a series of social and cultural activities for the students, as well as helping with all the matters related to the academic tradition.



EMAIL geralaeeselx@gmail.com

THE WEBSITE AND PLATFORMS

INSTITUTIONAL CREDENTIALS

Upon your arrival on the school, an institutional number will be attributed to you, which you can use to access the different online platforms.

INTERNET ACCESS

Windows 7 and Windows 10

You must detect the presence of the network and allow automatic parameterization, follow the system's instructions.

Windows (versions 7 and later)

> Select the wireless network connection with the right mouse button and choose the option "Connect to network".

> Although the eduroam wireless network is visible, it needs to be configured before you can connect to it.

> Choose the option "Set up a connection or network".

> Choose the illustrated option "Manually connect to a wireless network".

> Choose the options Security type: WPA2-Enterprise and Encryption Type: AES as shown in the following figure.

> To configure some additional parameters, choose "Change connection settings".

> Confirm the configuration with the image and correct the missing parameters.

> Configure the parameters according to the image below and select "Settings".

> To validate the server certificates configure as shown in the following figure.

Note: The "Enable Fast Reconnect" option must be disabled and for greater security, the "Connect to these servers" option must contain "wifi.net.ipl.pt"

> In this window it is necessary to turn off the option "Automatically use my Windows logon name and password (and domain if any)" to prevent the system from trying to use the local Windows user and password as wireless network credentials.

Close all open configuration windows with "OK".

> A dialog box will appear saying that it is necessary to provide additional information for the eduroam or e-U network. Click on that box.

> Insert your e-mail address and password.

Note: Do not put anything in the Logon domain field.

Apple MacOS

> If not active, turn on AirPort.

> Select the "eduroam" network, if it still does not appear, wait for a while until the system detects it.

> At this stage, you must enter your credentials, namely your E-mail address (username) and respective password (password) in order to authenticate yourself and guarantee access to the eduroam wireless network.

> The configuration is completed and you should already have access. If a window with the title "Verify Certificate" appears, as shown in the following figure, it means that you have not installed the root certificate or it has been badly installed.

OFFICE 365

use of Office Online (Word, PowerPoint, Excel and OneNote)

installation of Office applications on your device
"cloud" storage through the OneDrive service

Conditions to be able to enjoy Office 365 Education:

have an active institutional email address - for example: user@unidadeorganica.ipl.pt

students can use the service until they finish their studies or stop being enrolled in one of the IPL schools

To activate Office 365 you must follow the steps below:

> access the Control Panel and authenticate

> select the option Office 365

> activate the checkbox "Activar Office 365"

> confirm in the button "Actualizar" and wait a few minutes until you go to the Status: "Activo"

> go to the Office 365 website

[at <https://www.office.com/>]

> in the upper right corner go to "Iniciar> Para emprego, escola ou universidade"

> you will be redirected to the IPL authentication page, where you must enter your credentials (email and password), confirm and consent to sending data to Microsoft

> the process is complete with access to your personal Office 365 page

ACTIVATION OF ESELX EMAIL ACCOUNT

SEE THE TUTORIAL



ACCESS TO ESELX COMPUTERS

SEE THE TUTORIAL



ACCESS TO ESELX EMAIL ACCOUNT

SEE THE TUTORIAL



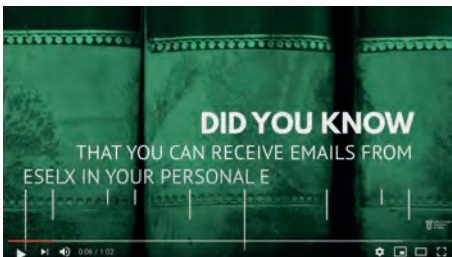
ACCESS TO NETPA

SEE THE TUTORIAL



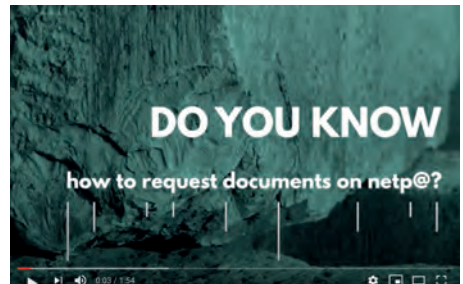
FORWARD ESELX EMAIL TO PERSONAL EMAIL ACCOUNT

SEE THE TUTORIAL



REQUISITION OF DOCUMENTS THROUGH NETPA

SEE THE TUTORIAL



ACCESS TO THE NEW MOODLE ESELX / IPL

SEE THE TUTORIAL



ACCESS TO COMPEND

SEE THE TUTORIAL

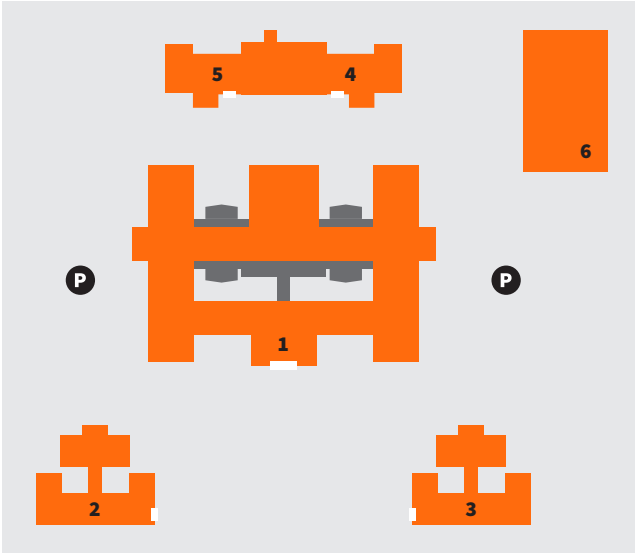


DO YOU KNOW HOW TO PRINT ON ESELX COMPUTERS?

SEE THE TUTORIAL



ESELx MAP



- 1** Main Building
- 2** Pavilion 2 (P2)
- 3** Pavilion 1 (P1)
- 4** Pavilion 3 (P3)
- 5** Pavilion 3 (P3)
- 6** Play Field

P Parking lot

1 GROUND FLOOR

ENTRANCE
TREASURY
ACADEMIC SERVICES
HUMAN RESOURCES
INTERNATIONAL RELATIONS OFFICE
CANTEEN/BAR
MINICAMPUSIPL
GREAT HALL
AMPHITHEATRE
LABORATORY

1st FLOOR

BOARD
COMPUTER ROOM
THEATRE CLASSROOM
AUDIOVISUAL AND MULTIMEDIA
DEPARTMENT
LIBRARY
MUSIC ROOM
ARTS ROOM

2 GROUND FLOOR

ARTS ROOMS

3 GROUND FLOOR

MATHEMATIC ROOMS

4 GROUND FLOOR

STUDENT'S UNION ROOMS
STUDY ROOM

5 GROUND FLOOR

SAS -SOCIAL SERVICES

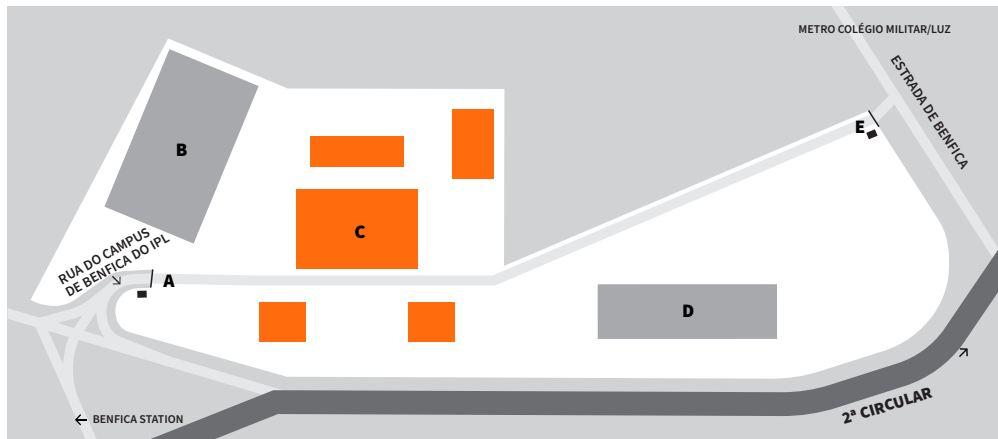
6 GROUND FLOOR

PLAYING FIELD

IPL CAMPUS MAP

IPL CAMPUS - BENFICA

IPL - Politécnico de Lisboa



A ENTRY 1

B ESML | Escola Superior de Música de Lisboa | Lisbon School of Music

C ESELx | Escola Superior de Educação de Lisboa | Lisbon School of Education

D ESCS | Escola Superior de Comunicação Social | School of Communication and Media Studies

E ENTRY 2

HOW TO ARRIVE

BY SUBWAY (A)

To get school by subway, go to Colégio Militar/Luz metro station on the blue line (See the highlighted station on the subway diagram). From there follow Colégio Militar's Avenue to school as shown on the map.

BY TRAIN (B)

To get school by train, go to Benfica Station in Sintra's Line (See the highlighted station on the subway diagram). From there, just go up the road to the school as shown on the map.

BY BUS (C)

There are several options to get school by bus, stopping either in Colégio Militar or near Benfica's train station. Listed below are the buses that allow you to get school.

STOPPING IN COLÉGIO MILITAR E CALHARIZ (C1)

- 703** Bairro Santa Cruz - Charneca
- 716** Alameda D. Afonso Henriques - Benfica
- 729** Bairro Padre Cruz - Algés
- 746** Marquês de Pombal - Estação Damaia
- 750** Estação Oriente - Algés
- 758** Cais do Sodré - Portas de Benfica
- 764** Cidade Universitária - Damaia de Cima
- 765** Colégio Militar (Metro) - Portas de Benfica
- 767** Campo Mártires Da Pátria - Reboleira
- 799** Alfragide Norte - Av. Colégio Militar (Metro)

STOPPING NEAR BENFICA'S TRAIN STATION (C2)

- 703** Bairro Santa Cruz - Charneca
- 724** Pontinha - Alcântara
- 729** Bairro Padre Cruz - Algés
- 750** Estação Oriente - Algés
- 754** Alfragide - Campo Pequeno
- 764** Cidade Universitária - Damaia de Cima
- 799** Alfragide Norte - Av. Colégio Militar (Metro)



 **LOCATION**

Escola Superior de Educação de Lisboa
Campus de Benfica do IPL
1549-003 Lisboa

 **CONTACTS**


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