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Instituto
Politécnico
de Tomar



Mobility Guide

Incoming Student



PAC





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Welcome by the President

On behalf of the Polytechnic Institute of Tomar I would like to welcome the new students who have joined our academic community this year.

The first academic year of the course is a milestone for all students. It is a crucial moment in your personal and intellectual development that will prepare you to meet the technical and scientific needs of the labour market and for active citizenship in an ever-changing society.

The Polytechnic of Tomar offers unique conditions for high-quality training of excellence, i.e. the scientific and professional expertise of our faculty members and the dedication of our staff that will make your stay with us an unforgettable experience.

Investment on local development and reinforcement of our partnerships requires continuous review of our training offer, including foundation courses (cTeSP), undergraduate degrees (1st cycle), master's degrees (2nd cycle) and postgraduate programmes.

Joining our academic community also means to participate in its varied activities that will develop your social, cultural and sports skills.

Our Institute provides you with a range of services designed to facilitate your integration and respond to your anxieties and aspirations. Our Student Ombudsperson and a number of technical staff will be available to support you with advice and information.

I truly hope that your stay in the Polytechnic of Tomar will leave a significant mark and will be an experience that you will remember with pride.

Dare to learn and live to inspire!

Academic Greetings

Tomar, 5th September 2019

The President
João Freitas Coroado



1. The Polytechnic Institute of Tomar (IPT)

1.1. Brief History

The Polytechnic of Tomar is a young institution. Its history dates back to the beginning of 1973, when it was created by ministerial decree but it was only in 1982 that installation of the Higher School of Technology was possible. In 1986, the first bachelor degrees were created and classes held in an old building in the downtown using laboratories located in several spots of the city. Finally, in 1992 it changed to a new campus with over 10 hectares. On January 1st, 1997, it obtained the permanent statute of full Institute housing three schools: the Higher School of Technology and the Higher School of Management at Tomar and the Higher School of Technology at Abrantes. The Polytechnic comprises two campuses: the main campus in Tomar and the Abrantes campus (in the city of Abrantes). The Institute also has several Centers of Polytechnic Studies in the region, including a small campus in the Village of Mação. Today, about 2400 members integrate our academic community: 2000 students, 216 lecturers and 122 technical and administrative staff.

Tomar Campus

Which is located in the city of Tomar and houses the Tomar Technology School (ESTT).

www.estt.pt

and the Tomar Management School (ESGT)

www.esgt.pt

Abrantes Campus

Which is located in the city of Abrantes and houses the Abrantes Technology School

www.esta.ipt.pt

CEPBARQ - VN Barquinha Polytechnic Study Center

CEPTON - Torres Novas Polytechnic Study Center

www.cepton.ipt.pt

CESPOGA - Golegã Polytechnic Study Center

www.ipt.pt

CEFT - Center for studies in Photography in Tomar

CEPE - Entroncamento Polytechnic Study Center

CEPSE - Sertã Polytechnic study center

CEFE.FZ - Center for Specialized Studies in Ferreira do Zezêre

CEPMAC - Mação Polytechnic Study Center

www.pacadnetwork.com/itm

1.2. Educational Structure

As a consequence of the accommodation of degree programs to the Bologna model, the former Licenciatura degrees (four- or five-year courses) offered by the Polytechnic of Tomar were converted into BSc degrees (three-year courses), which are first-cycle studies as according to Bologna. Some departments also organize post-graduation and master programs.

In addition to vocational training courses, retraining programs for teachers and staff lifelong learning actions, the Polytechnic offers 18 BSc degrees (Licenciatura) in areas ranging from arts and management to engineering and technologies, 12 post-graduation programs and 16 Master courses, some of them in partnership with other universities.



1.3. Degrees, post-graduation and Master courses in the Polytechnic of Tomar

Degrees offered by Schools of the IPT are:

Technology Higher School of Tomar . www.estt.pt

Graduation Programs (BA/BSc)

- Conservation and Restoration
- Construction and Rehabilitation
- Design and Graphics Technology
- Chemical Technology
- Electrotechnical and Computer Engineering
- Computer Engineering
- Photography

Post-Graduation Programs

- Archaeology, Heritage Management and Education
- Underwater Archaeology
- Computational Data Analysis

Master Programs

- Prehistoric Archaeology and Rock Art
- Conservation and Restoration
- Chemical Technology
- Editorial Design
- Electrotechnical Engineering - Specialization in Control and Industrial Electronics
- Computer Engineering - Internet of Things
- Urban Rehabilitation
- Archaeological Techniques



Management Higher School of Tomar . www.esgt.pt

Graduation Programs (BA/BSc)

- Business Administration
- Touristic and Cultural Management
- Human Resources Management and Organizational Behavior
- Accounting

Post-Graduation Programs

- Business Management Systems -SAP

Master Programs

- Analytics and Business Intelligence
- Cultural Tourism Product Development
- Human Resource Management
- Management
- Auditing and Finance



Technology Higher School of Abrantes . www.esta.ipt.pt

Graduation Programs (BA/BSc)

- Mechanical Engineering
- Media Studies
- Informatics and Multimedia Technology
- Documentary Film Studies

Post-Graduation Programs

- Journalism of Proximity
- Territorial Marketing
- New Information Technologies
- Industrial Production
- Civil Protection
- e-Sports

Master Programs

- Mechanical Engineering - Mechanical Design and Production



For further information on the curriculum of our courses please consult our web page:

www.gri.ipt.pt/?pag=6&lng=EN

1.4. Grading of Qualifications

The same marking scale is used throughout the Portuguese higher institutions. Marks range from 0 to 20 points. A mark of 10 or more points indicates a pass and a mark below 10 indicates a fail. The correspondence to the ECTS grading scale is roughly the following:

A » 18 to 20 ; **B** » 16 to 17; **C** » 14 to 15
D » 12 to 13; **E** » 10 to 11; **F** » 0 to 9

1.5. Academic Calendar

First semester

- Lectures: first half of September – first half of January
- Exams: first half of January – first half of February

Second semester

- Lectures: mid-February – first half of June
- Exams: second half of June – end of July

Holydays during the academic year

- Christmas: two weeks
- Easter: one week

Main Portuguese public holydays

- **1st of January** – New Year's Day
- **March or April** – Easter Friday and Easter Sunday
- **Monday after Easter Sunday** – municipal holiday – village of Mação
- **1st of March** – Municipal holiday – city of Tomar
- **25th of April** – Liberty Day
- **1st of May** – Labor Day
- **May or June** – Religious holiday
- **10th of June** – Portugal Day
- **14th of June** – Municipal holiday – city of Abrantes
- **15th of August** – Religious Holiday
- **5th of October** – implementation of the Republic
- **1st of November** - All Saints Day
- **1st of December** – Restoration of independence
- **8th of October** – Religious Holiday
- **25th Christmas**



1.6. Adresses

Escola Superior de Tecnologia de Tomar (ESTT)

Quinta do Contador-Estrada da Serra . 2300-313 Tomar

Tel: (+351) 249 328 100 . Fax (+351) 249 328 187 . www.estt.pt

Escola Superior de Gestão de Tomar (ESGT)

Quinta do Contador-Estrada da Serra . 2300-313 Tomar

Tel: (+351) 249 328 100 . Fax (+351) 249 328 188 . www.estt.pt

Escola Superior de Tecnologia de Abrantes (ESTA)

Rua 17 de Agosto de 1808 . 2200-370 Abrantes

Tel: (+351) 241 379 500 . Fax (+351) 241 361175 . www.esta.ipt.pt

2. The ERASMUS + Programme at IPT

IPT has participated in the Erasmus Programme since the beginning of the project. Currently IPT has Erasmus + bilateral agreements with circa 175 partner universities.

You can consult our partner institutions in our web page:

www.gri.ipt.pt/?pag=10&lng=EN

International Relations Office (IRO)

The Polytechnic's International Office takes a special interest in the needs of overseas students and is always happy to provide advice, assistance and information to those considering applying to Tomar.

The IRO is responsible for receiving students in the IPT, offering advice and help looking for housing, informing them about different cultural activities that are organized and putting them in contact with the student's union or other student's organizations.

In order to be able to coordinate the arrival and exchange of students in a suitable way, students should contact the International Relations Office at:

Address

Instituto Politécnico de Tomar

Estrada da Serra – Quinta do Contador . 2300 - 313 Tomar, Portugal

Telf: (+351) 249 346 363 . Fax: (+351) 249 346 366 . email: gri@ipt.pt

www.gri.ipt.pt

Opening Hours

From Monday to Friday:

from 9.00 to 12.30 am and from 2.00 to 5.30 pm

2.1. HOW TO APPLY FOR AN ERASMUS + MOBILITY AT IPT - APPLICATION PROCEDURES

2.1.1. Before arrival

If you want to make an ERASMUS + mobility period in our Institute first you need to contact the International Relations Office of your University in order to know the procedures required to complete a mobility abroad.

Before you can apply, a bilateral agreement must have been signed between your home university and your host university.

Once you have been selected as an Erasmus student, your University should send to our Institute, by email, your nomination (gri@ipt.pt).

Application procedures - Required documents

After the nomination by your University you should send us by email and by post the following documents, to International Relations office:

1. Student Application Form;
2. An Academic Transcript of Records from the Student's Home University;
3. Learning Agreement for Studies (if you want to do a study period) or the Learning Agreement for Training (if you prefer to do a training period);
4. Copy of the European Health Insurance Card for the period spent in Portugal or a copy of any other insurance document covering the mobility period;
5. Application form for accommodations (if you want to apply for a room in our student's residence)

The forms are available in our web page: www.gri.ipt.pt/?pag=9&lng=EN

Any questions or doubts please contact our IRO (gri@ipt.pt).

In case you have questions concerning your courses or your study programme at IPT, please contact the coordinator in a particular degree directly. You can find the contacts in our webpage: www.gri.ipt.pt/download/site/gri/1718/ii1718finalacademicguidance.pdf

Visa

All foreign students, except for those from within the European Union, need a permit to stay in Portugal. If you are an Erasmus Mundus Student, from a country outside the EU, you should be very attentive, because in some cases the procedures to obtain a visa may be very longwinded and bureaucratic.

All students should contact the **Borders and Immigration Services** to inform them about the period of and duration of studies at IPT and complete all registration procedures. This registration applies to all students staying in Portugal for more than 3 months.

If everything is in order with your application, our Institute will send to your University your acceptance letter and learning agreement signed.

2.1.2. During your mobility

Welcome meeting

When you arrive at our institute you will have a meeting with our International Office where you will receive all necessary information on your registration in our Institute, timetables, internet access and others.

Changes to original learning agreement

If you want to do a change to your original learning agreement please have attention that you should do it until one month after the start day of your mobility.

During your mobility you will have:

- Assistance from the International office and from Erasmus + Coordinators in particular degrees
- Orientation days with integration events at the beginning of each semester
- Portuguese language course free of charge
- Opportunities to participate in trips, integration meeting and cultural events organized by our Erasmus Student Network (ESN)

2.1.3. End of your mobility

When you finish your Erasmus + period, and before returning home, you should request in the International office the following documents:

1. Certificate of attendance with the period of your mobility
2. Transcript of records

If your transcript of records is not available when you leave, IPT's International office will send it after by post to your University.

3. The Cities of Tomar and Abrantes and the Village of Mação

3.1. Tomar City

The city of Tomar is a medium-size city in central Portugal beautifully located on the banks of the river Nabão. Therefore, its inhabitants are called the Nabantinos. With about 43,000 inhabitants, it spreads through an area of 351 km². The municipality is composed of 16 parishes and is located in the district of Santarém in the Ribatejo Province. The streets and squares of the picturesque centre of Tomar are organized following a chessboard pattern. Scattered throughout the town there are many interesting houses with Renaissance, Baroque and Romantic façades. By the river Nabão there is a park, the so called Mouchão, which offers nice views of the city and surroundings.

3.1.1. Origins

The city was founded in the 12th century. It was conquered to the Mouros by King Afonso Henriques in 1147 and donated to the Templar Order in 1159. Gualdim Pais, the Grand Master of the Order and the city's mythical founder, laid the first stone of the Castle and Monastery that would

become the Headquarters of the Order in Portugal. The *foro* or feudal contract was granted to the city in 1162 by the Grand Master. The Templars ruled from Tomar a vast region of central Portugal which they pledged to defend from Moorish attacks. Tomar was especially important in the 15th century when it was a centre for Portuguese overseas expansion under Henry the Navigator, the Grand Master of the Order of Christ, successor organization to the Templars in Portugal. Today, the Convent of Christ is one of the most remarkable monuments in the country being included in the UNESCO's World Heritage list since 1983.

3.2. Abrantes City

Abrantes is very well connected by main roads, particularly by the Lisbon – Oporto highway, and it is also highly accessible by rail, being serviced by the *Beira-Baixa* Line. It is a municipality that stretches for about 713.46 km², which, in terms of population, has a total of 42 436 inhabitants, distributed throughout its 19 parishes.

3.2.1. Origins

Abrantes was founded in the mid-twelfth century, resulting from the need to defend the conquered territories and ensure the active life of Santarém. To better safeguard the defences, D. Afonso Henriques donated the town's castle to the Order of Saint James of the Sword in 1173, and six years later, in 1179, he granted himself the town charter. In 1385, King João I, who resided in Abrantes, left to fight in the battle of Aljubarrota.

On 13th June 1476, the countship of Abrantes was founded, a title that was heavily associated with the Almeida clan, when Lopo de Almeida, father of the first Viceroy of India, was appointed 1st Count of Abrantes by King Afonso V, his fourth cousin, in 1476. In 1506 and 1507, Princes Luís and Fernando, sons of King Manuel I, were born in Abrantes, at the former Royal Palace, where the king was a resident for approximately twenty years.

In 1518, D. Manuel retired the old town charter, and in 1641 Abrantes was renamed *Notável Vila de Abrantes*, for having been, after Lisboa, the first town to hail King João IV. In 1771, an important river trade was burgeoning in the region, remaining as such until the early nineteenth century. Abrantes had a vital means of development, the river Tagus, at its disposal, which allowed a diverse business to prosper. On 23rd November 1807, the town was occupied by French troops, commanded by General Junot, to whom Napoleon awarded the title the Duke of Abrantes.

On 14th June 1916, the town of Abrantes is elevated to city status.

3.3. Mação Village

The Mação municipality is situated on the right bank of the river Tagus, between the borders of Upper Ribatejo and Beiras, in a land of transition, marked by the stark diversity between the two surrounding regions.

Mação is a Portuguese village with about 2 200 inhabitants, that belongs to the district of Santarém, and the eastern sub-region of Médio Tejo. It was the first Portuguese member of UNESCO's Global Learning Cities Network, since 2016.

It is the seat of the municipality with a total area of 400.83 km² and 7 338 inhabitants, divided into eight parishes.

The calm and lush waters of the Tagus and the Ribeira de Eiras on the Belver Dam, in Ortiga, are a heaven for water sports.

Its landscape ranges from beautiful mountains to waterfalls that end in delightful rock pools, to cliff faces, that resemble medieval castles, implanted in the immense peaks, basking in the pure mountain air, to the further charm of vast refreshing reservoirs, by the Belver and Pracana dams, where everything is possible and desirable, with water going as far as the eye can see.

3.3.1. Origins

An immensely rich zone for palaeontology and archaeology is spread over the whole council of Mação. Fossils can be found in each of Mação's parishes.

In the field of archaeology, the main focal point of the village's heritage, a lot of which comes from the Roman era, are the Roman baths in Ortiga.

4. Practical Information

4.1. Accommodation

IPT Halls of Residence

The Polytechnic offers accommodation in Halls of Residence. Students must fill in the accommodation application form but admission is not guaranteed since places are not enough for all applicants. Admission results are given out in September every year.

Our halls of residence have double and triple rooms with access to a common kitchen and a living room. The rooms are fully furnished and equipped with bed linen and duvet, hand and bath towels. Linen towels are changed weekly.

The common spaces are cleaned daily but the rooms should be cleaned by the students themselves. The kitchen is equipped with a cooker, a fridge and a microwave but without cutlery, crockery or cooking utensils.

The price per room in our student residence is 84€ monthly.



Contacts: SAS (Social Services)

Campus do IPT – Estrada da Serra, Tomar

Telf: (+351) 249 328 116 . Fax: (+351) 249 328 109

sas@ipt.pt



For further information on accommodation, please contact:

International Relations Office (IRO)

gri@ipt.pt

www.gri.ipt.pt

Rented Rooms or Rented Flats

Students can also rent rooms in a family house. Prices vary between 100 and 150€ per month depending on the quality of the room and renting conditions. The price of a flat with 3 rooms is approximately € 400 monthly, depending on the quality of the room and renting conditions.

Those who want a private room or a flat are advised to make a booking at a hotel for the first few days of stay.

Accommodation in a Private Halls of residence in Tomar

Students studying in Tomar also have the possibility of renting an individual flat or a double flat in the Santa Marta Private Halls of Residence, 500m away from the IPT Campus.

Individual flat and double flat (one room or two rooms, kitchen, wc) – from 230€

Accommodation on Your First Day in Tomar

In the short term, whilst you are looking for a definite place to live, there are halls of residence, Hostel, guesthouses and hotel in the city.

The two below have special prices for IPT students.

Hostel 2300 THOMAR

hostel2300thomar.com/index.php?lang=pt&

Pensão Luanda

www.residencialuanda.com

4.2. How to get to Tomar, Abrantes and Mação

Access to Tomar

Plane

The International Airport of Lisbon is located in Portela, 7km Northeast from the city centre. It offers daily flights to major Portuguese cities and overseas. The airport is about 130 km from Tomar. From Lisbon Airport take a taxi (around 10€) or a bus (lines 5 and 44, around 1,50€) to Estação do Oriente, which is located at Parque das Nações. Here take a train to Tomar or Abrantes.

From Lisbon Airport you should go to Estação do Oriente (train station), which is located at Parque das Nações, by taking:

- a taxi (around 15€);
- a bus (lines N. 208, N. 705, N. 744, around 1,80€ if you purchase the ticket on the bus, or €1,40 if you have a travel ticket metro/carris);
- the underground train to Estação do Oriente(red line , around 1,45 € - You have to acquire the electronic card viva viagem. Price: 0,50€).

In Estação do Oriente you can take a train to Tomar or Abrantes.

Lisbon Airport

Telf: (+351) 218 413 500

www.ana.pt

Road Network

To access Tomar by car from the airport take the motorway A-1 up to Torres Novas exit and then take motorway A-23 and A13(toll around 9,15€).

If you come from Coimbra, take the motorway A-1, exit at Condeixa and take A13 to Tomar (toll around 5,65€).

If you come from Porto, take the motorway A-1, at Condeixa take the A13 to Tomar (toll around 13,55€).

There are also daily buses (express buses) from the main cities in the country to Tomar.

For further information, please go to:

www.rede-expressos.pt

Train

The railway station is located within five minutes' walk from the city centre. There are direct connections from Lisbon to Tomar (a 1h30m-trip) but not from cities to the North of Tomar such as Coimbra, Aveiro or Porto.

If you come from Lisbon airport, take the train at Estação do Oriente in Parque das Nações. There are direct trains to Tomar. The trip to Tomar takes about 2h. Regional Train Tickets cost around 9.65€.

If you come from Sá Carneiro airport in the North, you have to exit at Entroncamento station and take the connection train to Tomar.

The train service is run by Comboios de Portugal (CP).

For further information, please call:

Telf: (+351) 213 185 990

www.cp.pt

Access to IPT campus

Tomar campus is located within 15 minutes' walk from the city centre.

You can access the campus by car, by taxi or by bus.

MiniBus

There is a Minibus line (a red bus called TUTOMAR) with stops in different parts of the city, which goes to the campus – blue line - (tickets cost 1,00€ - bought on the bus).

Frequency: every 10 to 20 minutes.

Pass cards or rechargeable cards can be bought at the central bus station in the city centre.

You can download the TUTOMAR timetable here:

www.cmtomar.pt/images/CMT/municipio/imagens/transportes_urbanos/TUT_2014.jpg

If you require further information, please contact:

Telf: (+351) 249 312 815

TAXI

You can ask for a taxi to take you to the IPT Campus, here are some contacts:

Taxitemplários

Telf: (+351) 962 124 508 / +351 912 702 002

taxitemplarios@gmail.com

Maria João Antunes Luís, Unipessoal Lda

Telf: (+351) 249 313 071

António Pranto LDA

Telf: (+351) 249 312 553

Luis Gil do Pranto Lda

Telf: (+351) 249 312 373

Access to Abrantes

Abrantes is located 30 km away from Tomar. The simplest way to get to Abrantes is by road. Access to the city is simple and fast whether you come from the North or from Lisbon. Take A-1 (Exit Torres Novas) and then A-23 (exit Abrantes).

There are also good train connections to the city (the railway station is 2km from the city centre). The closest aerial connection is Lisbon airport.

Access to Mação

Once you arrive at Lisbon Airport you must get the underground or a bus to Oriente station. Here you must buy a train ticket to Alvega/Ortiga (keep this name in mind because there are no direct trains to Mação), which is a train station located 5 kilometres away from Mação. Normally, there are four available trains to Mação every day (except on Sundays):

Departure from Estação do Oriente:

5.56 am » € 10.60 (you must change train at Entroncamento)

9.56 am » € 10.60 (you must change train at Entroncamento)

16.24 pm » € 10.60 (direct train)

18.39 pm » € 16.95 (you must change train at Entroncamento)

For more information please see the contacts below.

It takes around two hours to travel to Mação by train.

When you arrive at Alvega/Ortiga train station, you need to get a taxi. This is a small train station, so it's easier if you phone ahead to advise the Museum of the time of your arrival in Alvega/Ortiga, which you can do from Oriente train station after you have bought your train ticket, so that they can organise a taxi to pick you up.

Masters degree classes take place mainly in the Museum of Prehistoric Art in Mação (it is an hour away from Tomar).

Useful Contacts

Lisbon Airport

Telf: (+351) 218 413 500

www.ana.pt

Rede Expressos (Coaches)

Telf: (+351) 707 223 344

www.rede-expressos.pt

CP (Trains)

Telf: (+351) 808 208 208

www.cp.pt



4.3. The IPT Services

The IPT provides the visiting students access to its various services in order to help them integrate in the polytechnic community:

Central Library

The central library is located in building C of the IPT. It contains about 26 000 titles and a vast collection of journals and magazines. It also contains all necessary materials for every degree course such as newspapers, monographs, maps, audiovisual resources, etc., which may be loaned or consulted.

From local computers the students can access the bibliographical listing by author, title or subject and locate books and journals in the respective shelves.

The Central Library also provides the b-on (Online Library) service, which allows electronic access to major editors of international scientific journals offering a wide range of scientific articles available online.

Opening times:

Monday to Friday: 8h30 – 24h00

Saturday: 9h00 – 12h30

Library at the Technology School of Abrantes

Monday to Friday: Morning: 9h30 – 22h00

Computer Facilities on Campus

Located on the second floor of Unit A of the Polytechnic's main campus, the Computer Office (CIS) runs the computer services of the Polytechnic. This office provides a wide range of services to the polytechnic's community such as e-mail, programmes, intranet and hardware maintenance support.

There is a free e-mail service to all students allowing foreign students to keep in touch with their country of origin.

Access to internet by WI-Fi Network is also possible in the campus through appropriate authentication.

To benefit from these services, Erasmus students should contact the Computer Office.

Opening Hours

From Monday to Friday:

Morning: 09h00 – 12h30

Afternoon: 14h00 – 17h30

Contacts

CIS

Quinta do Contador – Estrada da Serra . 2300-313 Tomar-Portugal

Telf: (+351) 249 328 207

www.gi.ipt.pt

Social Services

The Social Services of the Polytechnic of Tomar (SAS – IPT) are an administrative unit of the Polytechnic with administrative, financial and patrimonial autonomy. This service ensures that no student is hindered of studying at the Polytechnic because of financial difficulties. Its mission is, therefore, to manage and award scholarships and other grants to students in need, to manage and provide low-cost food in canteens and bars, to provide for accommodation in Halls of Residence and to manage sports facilities.



Contacts

SAS (Social Services)

Campus do IPT – Estrada da Serra . 2300-313 Tomar-Portugal

Telf: (+351) 249 328 116 . Fax: (+351) 249 328 109

sas@ipt.pt

Erasmus Student Network (ESN)

IRO (International Relations Office) works in cooperation with ESN, an Europe-wide Student organization that helps incoming international students in IPT. They organize activities that will help you integrate into the city's academic life and Portuguese Culture and help you from arrival until departure.

You may find them in:

facebook.com/ESNtomar/?ref=aymt_homepage_panel

Leisure and Culture

The IPT offers sports facilities for the practice of football, basketball, handball, indoor football, tennis, table tennis, beach volley and rugby. Users of these facilities must have the SAS-IPT card. The associative spirit of our students led to the creation of the Tuna Templária (Students' Song Fest Group) in 2000. It is a male group and incorporates many different instruments. There is also a female group in Tomar, which started in 2001 and has also won some awards. The School of Technology at Abrantes also has its musical group (Estatuna) founded in 2000.

Every year, during one week in the month of May, the students commemorate the so-called "Queima das Fitas". It is the students' week and includes several festivities such as a religious ceremony, a student's parade, a ball and music concerts, among others.

Other Services on Tomar Campus

Canteens and bars

The Food Unit of the IPT campus located next to the Halls of Residence houses a cafeteria (open from 8:30am to 9:00pm) and a standard snack bar on the first floor and a low-cost canteen on the ground floor.

The canteen is aimed to serve the IPT students and requires the use of meal tickets, which can be bought at the IPT Social Services until the day before. A complete meal (soup, dish, bread, drink and dessert) at the canteen costs 2,60€ and students can choose between a fish, a meat or a diet course. This service is available at lunch and dinner times from Monday to Fridays (12:00pm-14:30pm; 18:30pm-21:00pm).

The standard snack bar have also different meals. The price per meals is around 5,50€. Lunch time: 12:00pm-14:30pm and Dinner time: 18:30-21:00.



Photocopying service

Location: Building B ground floor. This service is run Tribo das Letras and is open Monday to Friday from 8:30 am to 8:00 pm.

IPT Shop

This shop is located on the ground floor of Building B and offers a wide choice of materials with the logo of IPT. It is open Monday to Friday from 9:00 am to 12:30 pm and from 1:30 to 5:00 pm.

Cashing Point Machines

There is a cash point machine on campus available 24 hours a day located on the ground floor of Building A.

4. 4. Living in Tomar

Interesting Places to Visit in Tomar

Tomar attracts thousands of tourists all year round because of its varied monuments and natural beauty. These include:

Castle and Convent of the Order of Christ

Magnificent ensemble of the 12th to 16th century-architecture and art, it is the main monument of the city and one of the most important in Portugal. It was declared World Heritage Site by UNESCO in 1983. It has been the headquarters of the Templar Order and later of its successor, the Order of Christ.

Church of Santa Maria do Olival

This Gothic church (13th century) was built as a burial ground for the Templar Knights. Gualdim Pais, the founder of the city, was buried in the church and his original tomb slab, dated from 1195 and bearing a gothic inscription, is still preserved inside.

Synagogue of Tomar

Tomar has the best-preserved mediaeval synagogue of Portugal. It was built in the mid-15th century and has an interesting interior with Gothic vaulting and columns with classic capitals. Since 1939, it houses the small Jewish Museum Abraão Zacuto, with interesting pieces related to Jewish history in Portugal.

Church of Saint John the Baptist (São João Baptista)

The main church of Tomar is located in the main square of the town, in front of the Municipality (17th century) and a modern statue of Gualdim Pais. The church was built between the 15th and 16th centuries and has many





interesting artistic details, like the flamboyant Gothic portal, the Manueline tower with a 16th century clock, the decorated capitals of the inner columns of the nave and several panels painted in the 1530s by one of Portugal's best Renaissance artists, Gregório Lopes.

Chapel of Our Lady of Conception (Nossa Senhora da Conceição)

Chapel built between 1532 and 1540 in pure Renaissance style, begun by João de Castilho and finished by Diogo de Torralva. It was intended to be the burial chapel of King John III. Its beautiful and clear architecture turns it into one of the most remarkable early Renaissance buildings in Portugal.

Church and Convent of Saint Iria

Located on the upper bank of the Nabão river, this early 16th century building has a nice Renaissance portal and altar, as well as Manueline architectural details.

Historic Centre

The historic centre of Tomar is also worth a visit. It contains the greatest monumental collection of central Portugal and natural attractions such as the river, the weirs, the garden-island (the so-called Mouchão) as well as rich renaissance-style architectural details.

Museums

The most important museums are:

- The Matches Museum

With about 50 000 items it is the biggest in Europe.

- The Contemporary Art Museum

Houses works of great Portuguese contemporary artists such as Almada Negreiros, Vespeira and Cutileiro. Collection donated by Professor José Augusto França.

- Abraham Zacuto Portuguese-Jewish Museum

Installed in the synagogue, the museum is a very important testimony of the presence of the Jewish culture in the country and in the world.

Sports

Besides the sports facilities in the IPT campus, the city also offers several sports units such as a modern stadium and a multi-function pavilion, a new sports complex with excellent conditions for the practice of swimming and water gymnastics, tennis, squash, gymnastics, yoga and dancing. Those who like bowling can play it in an entertainment facility not far from the Polytechnic.

Cultural Life

Tomar is home to numerous cultural activities. The Cine-Teatro Paraíso located downtown offers theatres, music concerts and cinema.

The Convent of Christ is also stage for several theatre plays and renaissance dinners offered throughout the year. Art lovers ought to visit museums or the Town Hall art gallery where temporary exhibitions are held throughout the year. The Lagares d'El Rei (old olive oil mills) is also home to several music and dance performances.

Local Festivities

Festa dos Tabuleiros is our main Festival and takes place every four years during the first week of July. It is a magnificent event dedicated to the Holy Spirit which involves several months' work and attracts to Tomar some 500 000 visitors. Hundreds of traditional tabuleiros decorated with paper flowers and loafs of bread are carried by women dressed in white accompanied by men wearing black trousers, white shirt and red tie who form a procession and walk through the town streets.

Saint Iria fair takes place on 20 October every year and is dedicated to Iria, the patron saint of Tomar. It includes a popular trade fair and a great procession with flowers thrown into the Nabão river, the place where according to the legend the saint has been deposited after having been sacrificed.

The Soup Festival is a gastronomic event held every year in May where a wide variety of delicious soups prepared by local restaurants can be tried and enjoyed.

Climate

Tomar enjoys a mild temperate climate. The average annual temperature is 19°C with warm summers and very mild winters.

4.5. Living in Abrantes

Abrantes Castle/Fortress

Abrantes once had a strategic importance, namely during the Christian Reconquest (12th century) and the Peninsula War. The castle and fortress is a reminder of this historical role. It was built by the first king of Portugal, Afonso Henriques and was used for military purposes until the 20th century. The fortified walls now enclose the great keep and the 15th-century church of Saint Mary of the Castle, which lodges the Dom Lopo de Almeida Museum displaying archaeological finds, Moorish-style tiles, tombs and statues from the 15th and 16th centuries.

Misericórdia Church

This church displays a magnificent Renaissance portal and panels with paintings attributed to Gregório Lopes (1490-1550), the Albuquerque Family Manor, once used as a royal palace, and the ancient Church of Saint Vincent.

Saint John the Baptist Church

It dates back from the 12th century having been remodelled in the 14th and 16th centuries. It has a mannerist façade, its interior is composed of three ceiling naves covered by wood panels and mannerist gold-carved altarpieces.



Saint Vincent Church

Built in the 13th century, it was totally reconstructed in the 16th century under the reign of King Sebastian. The main façade is mannerist and is incomplete. This church built in the mannerist style has three naves, nine altars and 18th-century tiling. The tile panels depicting Saint Vincent's vessel, some renaissance altarpieces and various artifacts are of significant artistic value. The Castelo do Bode dam and the Nautical Leisure Park of Aldeia do Mato provide opportunity to enjoy the river and its natural setting ideal for the practice of water sports and boating.

Gastronomically, the region is famous for its typical cakes, based on ancient recipes created by nuns, namely palha de Abrantes and tigeladas, delicious specialities made with egg yolks and sugar.

4.6. Useful Information

Currency

Portugal is a member of the European Monetary Union and its currency is the Euro (€).

Banks

Banks are usually open in the morning from Monday to Friday from 8:30 am to 3:00 pm.

Living Costs

Entertainment Prices

Magazines » 1.50 € – 3.50 €

Newspapers » 1.00 €

Cinemas » 5.00 €

Museums » 1.20 €

Discos/clubs » 10.00 €

Food In the City In the Campus

Coffee » 0.65€ 0.60 €

Coke » 1.10 € 0.90 €

Milk (glass) » 0.80 € 0.50 €

Bread (bola) » 0.30 € 0.20 €

Menu » 5.50 € - 4.50€

Sandwich » 3.00 € - 1.70 €

Accommodation Prices

Flats to rent » 400.00 €/month

Rented room » 150.00 €/month Room in the Students'

Residence » 64.00 €/month

in double or triple-room (with previous application)



Facilities for students with Special Needs

International Students with Special Needs should contact the International Relations Office and also the Students Affairs Office, which promotes student autonomy and integration within the academic community.

International Relations Office (GRI)

Tel:+351 249 346 363

Fax:+ 351 249 346 366

gri@ipt.pt

www.gri.ipt.pt

Balcão Único - BUn - SPOC

Quinta do Contador – Estrada da Serra

2300-313 Tomar

Tel: + 351 249 328 216

spoc@ipt.pt

Medical Facilities

Students that come to study at IPT can seek medical assistance at:

Centro de Saúde de Tomar

Rua da Nabância, 14 – 1.º, 2300-469 Tomar

Tel: 249 329 710

Fax: 249 329 735

estom@cstomar.srssantarem.min-saude.pt

The nearest Hospital is:

Hospital de Nossa Senhora da Graça – Tomar (Centro Hospitalar do Médio Tejo)

Av. Maria de Lurdes de Mello e Castro

2304-909 Tomar

Tel: 249 320 100

Abrantes

Unidade de Cuidados de Saúde Personalizados Abrantes

Largo Eng. Bioucas, Edifício HAD – 3.ª Piso Poente

Tel: 241 360 781

csabt@csabrant.es.srssantarem.min-saude.pt

Mação

Centro de Saúde de Mação

Avenida Vicente mendes Mirrado

Tel: 241 577 020

csmac@csmacao.srssantarem.min-saude.pt



Hospital (students from Mação and Abrantes)

Hospital Doutor Manoel Constâncio

Lg. Eng. Bioucas

2200-202 – Abrantes

Telf: 241 360 700

abrantes@chmt.min-saude.pt

Pharmacies

Pharmacies are open on week days from 9:00am to 1:00pm and from 3:00pm to 7:00pm and on Saturday mornings. During the evening, lunch hour and week-ends there is always a pharmacy open. Information is obtainable at the door of every pharmacy.

Telephone Calls

National information number: 118

International information number: 177

For international calls from Portugal you will have to dial the following codes:

- 00 (access to the international exchange)
- The code of the country you are phoning
- Local code
- The phone number you want to call

If you want to call to Portugal while abroad the international code is 351.

Useful Addresses and Phone Numbers

Instituto Politécnico de Tomar

Quinta do Contador - Estrada da Serra . 2300-313 Tomar - Portugal

Telf: (+351) 249 328 100 . Fax: (+351) 249 346 572

(International Code: +351)

Gabinete de Relações Internacionais (IRO)

Av. Cândido Madureira, nº 13 . 2300 - 531 Tomar, Portugal

Telf: +351 249 346 363 . Fax: +351 249 346 366

City of Tomar

Emergency calls: 112

Firemen: (+351) 249 329 140

Police (P.S.P.): (+351) 249 313 444

Hospital: (+351) 249 320 100

City Hall: (+351) 249 329 800

Municipal Library: (+351) 249 329 874

Sports Centre: (+351) 249 310 320

Consulates and Embassies in Portugal

Angola

Av. da República, 68
1069-213 LISBOA
Tel: 217 961 830 . Fax: 217 971 238
embaixadadeangola@mail.telepac.pt
www.embaixadadeangola.org

Argentina

Av. João Crisóstomo, 8 r/c esq.
1000-178 Lisboa
Telf: 217 977 311 . Fax: 217 959 225
embargpi@mail.telepac.pt

Australia

Av da Liberdade 200 - 2º
1250-147 Lisboa
Telf: 213 101 500 . Fax: 213 101 555
austemb.lisbon@dfat.gov.au
www.portugal.embassy.gov.au

Austria

Av. Infante Santo, 43-4.º
1399-046 Lisboa
Telf: 21 394 39 00 . Fax: 213 958 224
lissabon-ob@bmaa.gv.at

Belgium

Praça Marquês de Pombal, 14 - 6.º
1269-024 Lisboa
Telf: 213 170 510 . Fax: 213 561 556
lisbon@diplobel.org
www.diplomatie.be/lisbon

Brazil

Quinta das Mil Flores
Estrada das Laranjeiras, 144
1649-021 Lisboa
Telf: 217 248 510 . Fax: 217 287 623
geral@embaixadadobrasil.pt
www.embaixadadobrasil.pt

Cape Verde

Av. do Restelo, 33
1449-025 Lisboa
Telf: 213 041 440 . Fax: 213 041 466
info@embcv.pt
www.embcv.pt

East Timor

Av. Infante Santo, 17 - 6º Esq.
1350-175 Lisboa
Telf: 213 933 730 . Fax: 213 933 739
embaixada.rdtl@mail.telepac.pt

Finland

Rua do Possolo, 76, 1º
1350-251 Lisboa
Telf: 213 933 040 . Fax: 213 904 758
sanomat.lis@formin.fi
www.finlandia.org.pt

France

Rua de Santos-o-Velho, 5
1249-079 Lisboa
Telf: 213 939 100 . Fax: 213 939 150
ambafrance@hotmail.com
www.ambafrance-pt.org

Germany

Campo dos Mártires da Pátria, 38
1169-043 Lisboa
Telf: 218 810 210 . Fax: 218 853 846
info@lissabon.diplo.de
www.lissabon.diplo.de

Greece

Rua Alto do Duque, 13
1449-026 Lisboa
Telf: 213 031 260 -5 . Fax: 213 011 205
gremlis@mfa.gr

Guinea

R. de Alcolena, 17 A
1400-004 Lisboa
Telf: 213 030 440

Italy

Largo Conde de Pombeiro, 6
1150-100 Lisboa
Telf: 213 515 320 . Fax: 213 154 926
archivio.lisbona@esteri.it
www.amblisbona.esteri.it

Lithuania

Av. 5 de Outubro, 81 - 1º esq.
1050-050 Lisboa
Telf: 217 990 110
Fax: 217 996 363
emb.lituania@mail.telepac.pt

Mozambique

Av. de Berna, 7
1050-036 Lisboa
Telf: 217 961 672 . Fax: 217 932 720
embamoc.portugal@minec.gov.mz

Netherlands

Avenida Infante Santo, 43 - 5.º
1399-011 Lisboa
Telf: 213 914 900 . Fax: 213 966 436
nlgovlis@mail.telepac.pt
www.emb-paisesbaixos.pt

Norway

Av. D. Vasco da Gama, 1
1400-127 Lisboa
Telf: 213 015 344 . Fax: 213 016 158
emb.lisbon@mfa.no
www.noruega.org.pt

Slovenia

Av. da Liberdade, 49 - 6ºE
1250-139 Lisboa
Telf: 213 423 301 . Fax: 213 423 305
vli@mzz-dkp.gov.si
www.gov.si/mzz-dkp/veleposlanistva/eng/lisbon

Spain

Rua do Salitre, 1
1296-052 Lisboa
Telf: 213 472 381 /2 /3 . 213 478 621 /2
Fax: 213 472 384
embesppt@correo.mae.es
www.embaixadadeespanha.com

Sweden

Rua Miguel Lupi, Nº 12, 2.º
1249-077 Lisboa
Telf: 21 394 22 60 . Fax: 21 394 22 61
ambassaden.lissabon@foreign.ministry.se
emb.suecia.lis@mail.telepac.pt
www.swedenabroad.com

Switzerland

Travessa do Jardim, 17
1350-185 Lisboa
Telf: 213 944 090 . Fax: 213 955 945
vertretung@lis.rep.admin.ch
www.eda.admin.ch/lisbon

Turkey

Av. das Descobertas, 22
1400-092 Lisboa
Telf: 213 003 110 . Fax: 213 017 934
info-turk@mail.telepac.pt

Tzech Republic

Rua Pêro de Alenquer, 14
1400-294 Lisboa
Telf: 213 010 487 . Fax: 213 010 629
lisbon@ambassy.mzv.cz
www.mfa.cz/lisbon

United Kingdom

Rua São Bernardo, 33
1249-082 Lisboa
Telf: 213 924 000 . Fax: 213 924 021
ppa@fco.gov.uk
www.uk-embassy.pt

4.7. English – Portuguese dictionary

Hello » Olá

Good morning » Bom dia

Good afternoon » Boa tarde

Good evening » Boa noite

Goodbye/Bye » Adeus

Thank you » Obrigado

Please » Por favor

You're welcome » De nada

Yes » Sim

No » Não

I do not know » Não sei

Maybe » Talvez

I am sorry » Peço desculpa

I do not understand » Eu não compreendo

I need help » Eu preciso de ajuda

What's your name? » Como te chamas?

My name is ... » O meu nome é ...

Nice to meet you » Prazer em conhecer-te

I am from ... » Eu sou de ...

I like ... » Eu gosto ...

I don't like ... » Eu não gosto ...

Where is / Where do I find... » Onde é / Onde posso encontrar ...

How much does ... cost? » Quanto custa?

Railway station » Estação dos comboios

Train » Comboio

Bus station » Estação Rodoviária

Bus » Autocarro

