



INSTITUTO DE
EDUCAÇÃO
—
ULISBOA

STUDENT GUIDE

INSTITUTO DE EDUCAÇÃO FROM
UNIVERSIDADE DE LISBOA



THE FUTURE **RE**STARTS TODAY

welcome to Instituto de Educação (IE-ULisboa), the School of the University of Lisbon (ULisboa) dedicated to research, teaching and intervention in public space, within the scope of education and training.

The Guide for new IE-ULisboa Students provides necessary and useful information for attending IE-ULisboa. This guide contains the first steps for those arriving at IE-ULisboa for the first time. You will find up-to-date information on academic operations and services available to students. IE-ULisboa wishes you an excellent academic year.



SCHOOL CALENDAR AND TIMETABLES

The school calendar is defined for each academic year.

Check the current school calendar [here](#).

Check the schedules [here](#).



ACADEMIC DIVISION (FLOOR 1)

<https://www.ie.ulisboa.pt/servicos-comuns/divisao-academica>

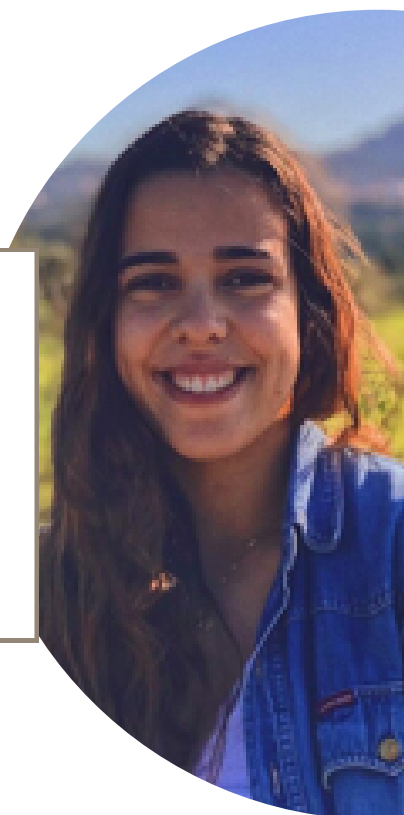
The Academic Division provides information on the functioning of IE-ULisboa, receives requests and applications, registrations and applications, archives individual processes and issues certificates and records of classifications.

Contacts

Telephone | + 351 21 794 38 00

Email | sacademicosie@ie.ulisboa.pt

"IE-ULisboa prepared me for the world of work, perfectly reconciling theory and practice, using great Education and Training professionals and with excellent internship opportunities that we carried out throughout the Bachelor." **Catarina Peixe**



TECHNICAL SERVICES DIVISION (FLOOR 0)

<https://www.ie.ulisboa.pt/servicos-comuns/divisao-dos-servicos-tecnicos>

The Technical Services Division ensures the functioning of IT resources and equipment and is responsible for the security, cleaning and maintenance of the Building. If you have questions regarding access and configuration of your name@edu.ulisboa.pt, you can contact IT Support.

Contacts

Telephone | + 351 21 794 36 55

Email | suporteie@ie.ulisboa.pt

MOBILITY OFFICE (FLOOR 2)

<https://www.ie.ulisboa.pt/internacional>

The Mobility Office ensures the dissemination of International and National Mobility Programs and the monitoring of students from the Institute of Education interested in carrying out studies and/or internships in other institutions abroad and in Portugal. It also provides the necessary support to international students.

“Since I returned to Portugal, I hear questions like “Did you like it? Would you recommend this experience to other people?” and I always say yes because it is a unique experience that helps a lot with your personal and academic development, as well as creating unforgettable memories.”

Isabella Furtunato



Contacts

Telephone | +351 217 943 607

Email | mobilidade@ie.ulisboa.pt

STUDY ROOMS (FLOOR 0 AND FLOOR 2)

IE-ULisboa offers its students different spaces for academic activities, all with wireless access. There are also two study rooms, intended for individual work: one on the 2nd floor and the other next to the canteen.

GAPE (FLOOR 0 AND FLOOR 3)

<http://www.ie.ulisboa.pt/gabinete-de-apoio-psicopedagogico-ao-estudante>

GAPE (Student Psychopedagogical Support Office)'s mission is to promote the integration, academic success and well-being of students of all cycles. It provides actions to promote the psychosocial well-being and personal development of students, through clinical and psychoeducational counseling sessions and the presence of service technicians in spaces used by students (next to the bar and Student Association) providing support with everyday issues.

Contacts

Telephone | +351 217 943 609

Email | gapeie@ie.ulisboa.pt

STUDENTS ASSOCIATION

The Students Association develops training, pedagogical, cultural and recreational activities, provides support and monitors all students, in order to guarantee effective academic success, and offers advantageous conditions for students in various services.

Academic material: Sweat shirts, pins, badges, ribbons, etc.

Contactos

Email | aefpie@fpie.ulisboa.pt

LIBRARY (FLOOR 3)

<https://www.ie.ulisboa.pt/servicos-comuns/divisao-de-documentacao-biblioteca>

Offering a welcoming space for studying and consulting documentation, the Library makes available to IE-ULisboa students the bibliographic and informative services and resources necessary for their academic journey. In addition to a vast documentary fund, you will have access to research in several reference and full-text databases specific to the areas of Education and Psychology.

If you access the Digital Libraries from the ULisboa Campus, you must ensure that you have access to the **VPN connection**.

To register at the Library, simply go to the service desk and present your proof of registration at IE-ULisboa.

The Library allows access to group work offices, for groups of 2 to 5 people, upon reservation, for up to 2 hours.

“In addition to sharing with colleagues from other countries, with other realities and experiences, the support of such experienced teachers certainly made a lot of difference in my academic trajectory. Being part of the Institute was a true gift!”

Bernardo Silveira



FOOD (FLOOR 0)

ULisboa students have access to nine dining halls distributed across the different campuses of the University of Lisbon. IE-ULisboa also has a bar and cafeteria for light meals. Students have access to a microwave, for those who prefer to bring their own meals.

FENIXEDU – IE-ULisboa ACADEMIC PORTAL

<http://fenix.ie.ulisboa.pt/>

The enrollment and registration are done on the FenixEdu Portal, the academic portal used at ULisboa. On this portal you can consult the list of subjects and respective classes in which you are enrolled at IE-ULisboa, as well as the classifications. To log in to the FenixEdu Portal, you must use the credentials created at the time of registration. To retrieve your account access credentials, go to <https://utilizador.ulisboa.pt/UlisboaUsers/home>.

@EDU.ULISBOA.PT ACCOUNT

<http://utilizador.ulisboa.pt>

Through a single login, with your @edu.ulisboa.pt account, you have access to a diverse set of IE-ULisboa electronic services. When you register, you will receive* the access credentials to activate your account, managing these same credentials on the website <http://utilizador.ulisboa.pt>.

* If you have not received these credentials, please contact::
suporteie@ie.ulisboa.pt.

WIRELESS EDUROAM NETWORK

<https://www.ulisboa.pt/info/wireless>

From this service, you have access to an email account with unlimited storage space that you can continue to use after you have completed your studies. This is your institutional email and it receives information from IE-ULisboa and ULisboa.

MOODLE@IE-ULisboa

<http://elearning.ulisboa.pt>

Through Moodle you will have access to content to support classes, abstracts, summaries, subject programs, documents, scientific articles, work publications, etc.

SOFTWARE RESOURCES

<https://recursos.ie.ulisboa.pt>

With your account credentials (@edu) you can access SPSS, AMOS, nVivo, Office365 and VPN as well as their respective user manuals and installation and activation instructions.



EVENTS ON EDUCATION AND TRAINING

<http://www.ie.ulisboa.pt/noticias-eventos>

IE-ULisboa maintains a program of diverse initiatives (conferences, seminars, meetings, congresses) where current issues in Education are debated and the work carried out by its teachers, researchers and students is publicized.

IE-ULisboa Students have the opportunity to participate in the organization of these events in order to enrich their academic career, develop personal and work skills and also strengthen relationships with teachers and colleagues.

To support IE-ULisboa events, click [here](#)

MENTORING PROGRAM

<http://www.ie.ulisboa.pt/gabinete-de-apoio-psicopedagogico-ao-estudante/programa-mentorado>

Through the Mentoring Program, GAPE provides and organizes organizational resources for peer support, in order to contribute to promoting the academic and personal well-being of students in the transition and integration process at IE-ULisboa.

If you would like to be a Mentor, get in touch with GAPE.

STUDENT OMBUDSMAN

<https://www.ulisboa.pt/info/provedor-do-estudante>

Independent from the University of Lisbon (ULisboa), the Student Ombudsman is a body that focuses mainly on the defense and protection of the students' rights and interests within the University.

CONTACTS

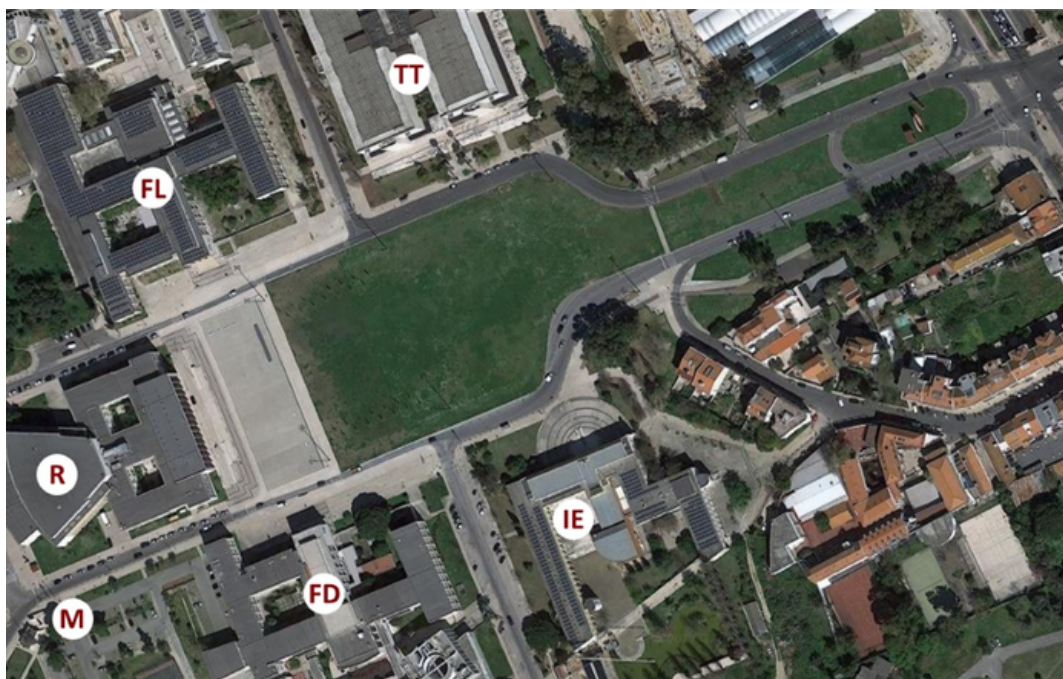
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1649-013 Lisboa

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Site | <http://www.ie.ulisboa.pt>

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IE Instituto de Educação

R Rectory

FD Faculdade de Direito

FL Faculdade de Letras

TT Torre do Tombo (Arquivo Nacional)

M Metro Station (Cidade Universitária)

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