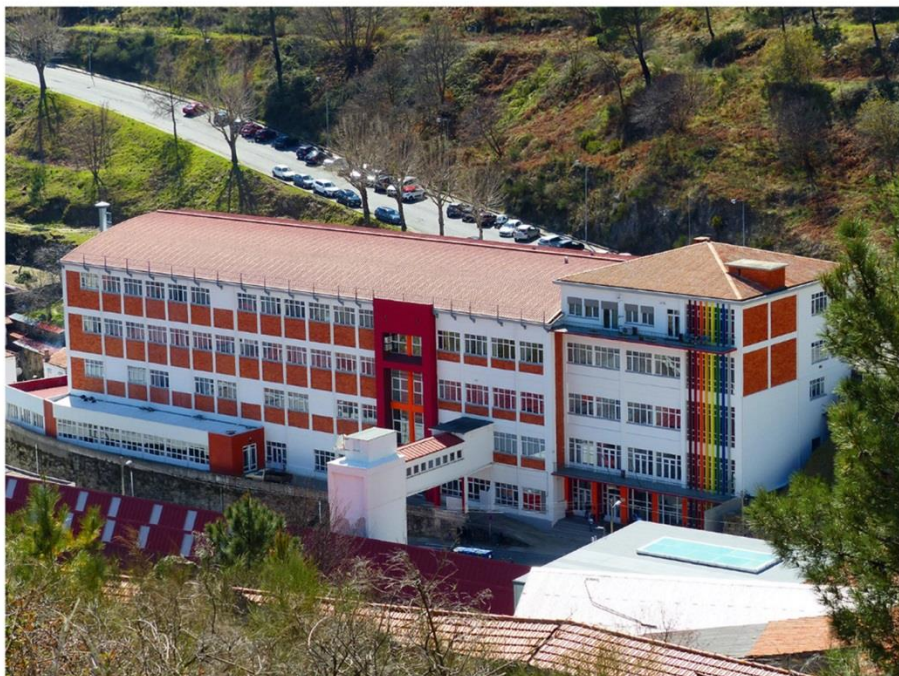




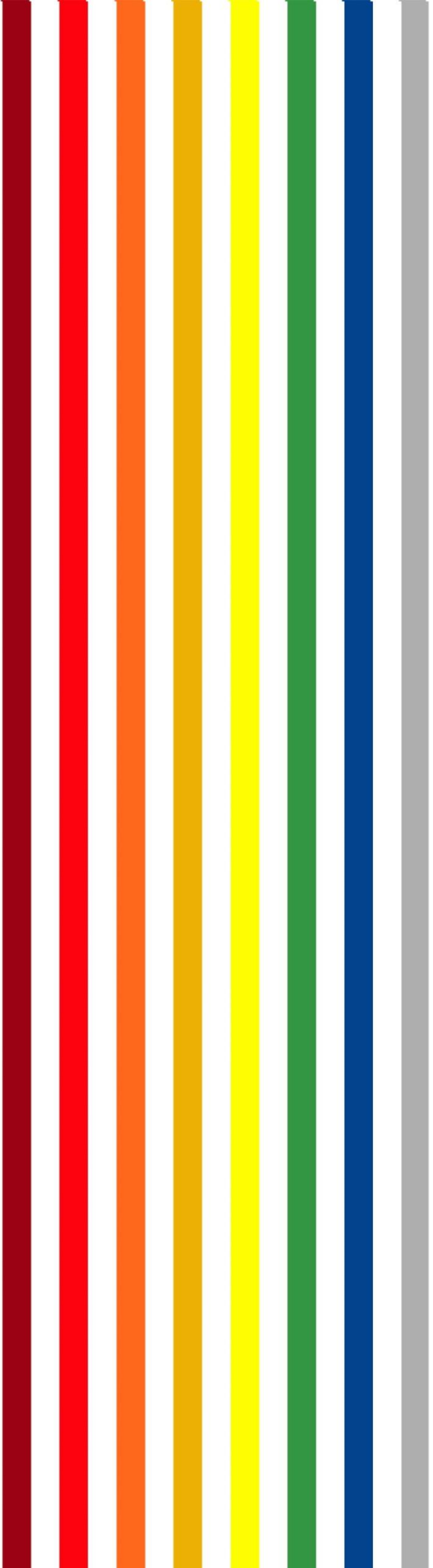
FACULDADE
CIÊNCIAS SOCIAIS
E HUMANAS

WELCOME GUIDE

2019 / 2020



#SOMOSFCSH



WELCOME GUIDE

2019/2020

We want this Welcome Guide to allow you, student of the Faculty of Social and Human Sciences of the University of Beira Interior (FCSH-UBI), to find essential information and guidelines that will certainly contribute to your academic success!

We wish you a great Academic Year 2019/2020 and welcome to FCSH!

MESSAGE FROM THE FACULTY



Dean
Helena Alves
halves@ubi.pt
(+351) 275 319 800



Vice-Dean
Zélia Serrasqueiro
zelia@ubi.pt
(+351) 275 319 837



Vice-Dean
Catarina Sales Oliveira
csbo@ubi.pt
(+351) 275 319 866

Dear student

Welcome to the Faculty of Social and Human Sciences!

We start by thanking you for choosing FCSH/UBI and invite you to discover the best of what this Faculty has to offer.

Here you will find a team of teachers, staff and colleagues who will help you to take the first steps in the Academy and acquire the competences necessary to attain your professional objectives.

You can count on us to give you full support in pursuing your university studies, and also to make the most of your academic life, which are often said to be the best years of our life!

One aspect (among many others characterising FCSH) we are proud of and which will be very important for you is our reputation of scientific and pedagogical quality. We count on you to maintain and enhance that reputation, and to do so it is essential to *enter into the spirit* and give of your best for OUR – and now YOUR - Faculty!

So we begin by giving you this welcome guide. Here you will find the necessary information to clarify your first doubts. Then, to find out more and participate actively, come and ask us!

#SOMOSFCSH



The University of Beira Interior (UBI) is a state institution of higher education with a national and international standing in terms of teaching, research, innovation and entrepreneurship. Its dynamic nature is visible in its more than 7000 students, over 600 lecturers and 270 non-teaching staff distributed over its five Faculties and other services. It offers 30 degree or integrated master courses, around 40 2nd cycle/master courses and 25 3rd cycle/Ph.D. courses, distributed over the five faculties: Faculty of Science, Faculty of Engineering, Faculty of Social and Human Sciences, Faculty of Arts and Humanities and Faculty of Health Sciences.

In 2018, in the *Times Higher Education (THE) Young University Rankings*, UBI was considered one of the best Higher Education institutions worldwide founded in the last 50 years.

Covilhã is considered the gateway to the Serra da Estrela mountain range. Covilhã local authority belongs to the district of Castelo Branco, in inland Portugal and has a population of around 35.000. The surrounding Cova da Beira region has around 90.000 inhabitants.



Traditionally associated with woollen production, Covilhã has grown in perfect harmony with the mountain, formed by constructions linked to industry, many of which have been restored by the University of Beira Interior and converted into teaching and research premises.

The steep streets of the town give it its own unique character. The challenging flights of steps connecting the various levels of the town are now accompanied by a modern system of bridges, lifts and funicular railways which are free to use, the result of adopting an innovative model of development, to make movement on foot easier. The town's historical centre is now marked by urban art paintings and sculptures by some famous names, creating their own tourist route alongside that of the town's history.



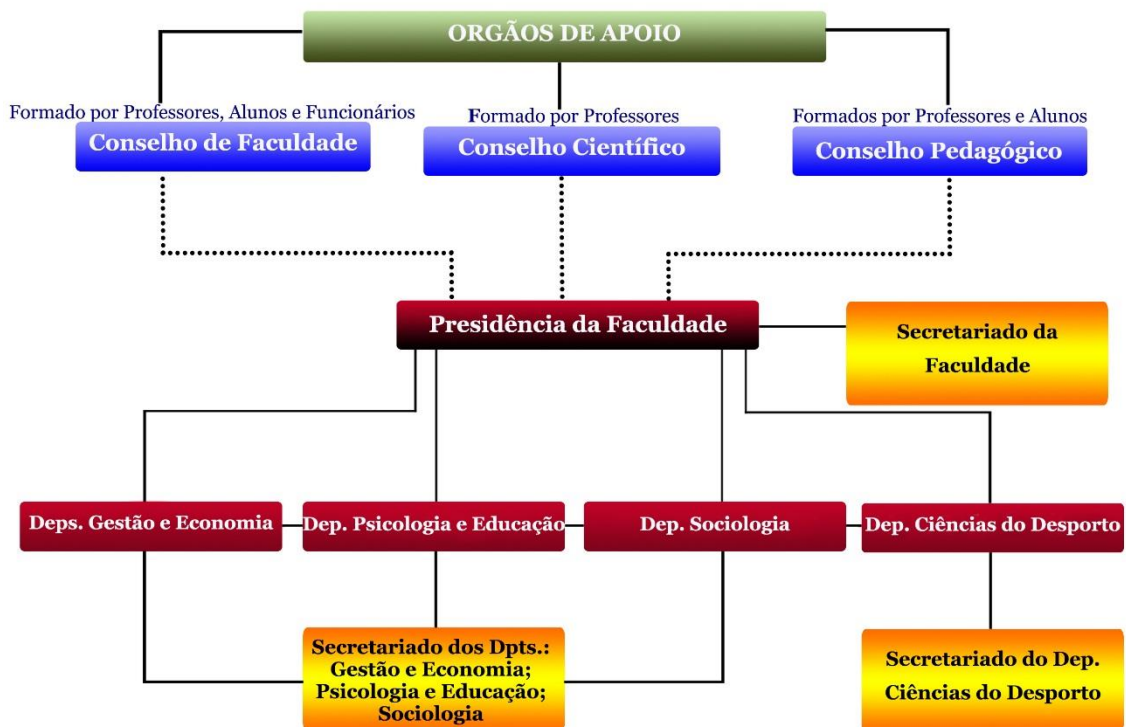
WHO WE ARE AND WHERE WE ARE?



Today, the Faculty of Social and Human Sciences of UBI is a reference in its areas of action, combining the best conditions to learn, teach and research. Built in the former Ernesto Cruz textile factory, Polo IV, as it is also known by the students and residents of Covilhã, FCSH houses the following Departments:

- ✚ **Management and Economics,**
- ✚ **Psychology and Education,**
- ✚ **Sociology**
- ✚ **Sport Sciences** (located in Polo II, near the sports infrastructures)

HOW YOUR FACULTY IS ORGANISED



OUR COURSES

Management and Economics

- ✚ 1st Cycle/Degree:
[Management](#), [Economics](#) and [Marketing](#)
- ✚ 2nd Cycle/Master:
[Economics](#), [Entrepreneurship and Firm Creation](#), [Management](#), [Management of Health Units](#) and [Marketing](#)
- ✚ 3rd Cycle/Ph.D.:
[Economics](#) (UÉ-UBI), [Management](#) and [Marketing and Strategy](#) (UM-UA- UBI)
- ✚ Post- Ph.D.s
[Management and Economics](#)
- ✚ Non-Degree Course
[Master in Business Administration](#)

President of the Dep. of Management and Economics
Arminda Maria Finisterra **do Paço**
apaco@ubi.pt
(+351) 275 319 825



Psychology and Education

- ✚ 1st Cycle/Degree:
[Psychology](#)
- ✚ 2nd Cycle/Master:
[Clinical and Health Psychology](#)
- ✚ 3rd Cycle/Ph.D.:
[Education](#)
- ✚ Post-Ph.D.
[Psychology and Education](#)

President of the Dep. of Psychology and Education
Marta Sofia Lopes Pereira **Alves**
E-mail: mpalves@ubi.pt
Tel: (+351) 275 319 880



Sport Sciences

- ✚ 1st Cycle/Degree:
[Sport Sciences](#)
- ✚ 2nd Cycle/Master:
[Sport Sciences](#) and [Teaching of Physical Education in Basic and Secondary Education](#)
- ✚ 3rd Cycle/Ph.D.:
[Sport Sciences](#)
- ✚ Post-Ph.D.
[Sport Sciences](#)

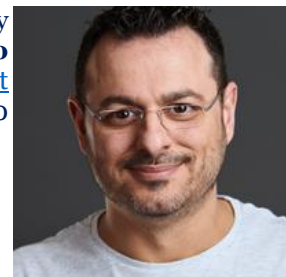
President of the Dep. of Sport Sciences
Kelly de Lemos Serrano O'Hara
ohara@ubi.pt
(+351) 275 329 153



Sociology

- ✚ 1st Cycle/Degree:
[Political Science and International Relations](#) and [Sociology](#)
- ✚ 2nd Cycle/Master:
[Entrepreneurship and Social Innovation](#), [International Relations](#) and [Sociology: Exclusion and Social Policies](#)
- ✚ 3rd Cycle/Ph.D.:
[Sociology](#)
- ✚ Post- Ph.D.
[Sociology](#)

President of the Dep. of Sociology
Nuno André Amaral Jerónimo
nunoaj@ubi.pt
(+351) 275 319 660



WHERE TO GO FOR ADMINISTRATIVE, COMPUTER AND
AUDIO-VISUAL MATTERS

Secretary of the Faculty of Social and Human Sciences

Manuela Campos
mcampos@ubi.pt
(+351) 275 319 801



Administrative Services -
Secretary of the Dep. Management and Economics

Cristina Grácio
cmag@ubi.pt
(+351) 275 319 826



Administrative Services-
Secretary of the Dep. Sociology and Psychology and Education

Isabel Pires
ipires@ubi.pt
(+351) 275 319 861



Secretary of the Dep. Sport Sciences

Vera Batista
vmrb@ubi.pt
(+351) 275 329 153



Office to Support Post-Graduate Courses and Event Coordination

Carla Loureiro
carlalou@ubi.pt
(+351) 275 319 804



Audio-Visual Support Office

Nuno Pessoa
npessoa@ubi.pt
(+351) 275 319 803



Computer Services – FCSH extension

Mário Diogo
helpdesk.ci@ubi.pt



LIBRARY



UBI has 3 libraries (Central Library; Social and Human Sciences and Health Sciences). The closest to FCSH is the library opposite the faculty building and it is here you will find all the work and books on your area of study. This library has the following opening times:

Monday to Friday, in class-time: 9 a.m. to 8 p.m.

Monday to Friday, holiday period: 9 a.m. to 12.30 p.m. | 14 to 18 p.m.

Saturday: 9 a.m. to 13 p.m.

At night (especially at exam times), the room in the canteen area of FCSH is open 24 hours and this can be accessed using your student card.

You can also use the Central Library, located next to Polo I, which is intended to be a “Living Library” and this is open 24h a day/every day.

Through its library, UBI provides several bibliographical resources and subscribes to a variety of databases to support scientific research.

[<http://www.biblioteca.ubi.pt/Pagina/bases-de-dados>]

+ info: <http://www.biblioteca.ubi.pt/>

STEP BY STEP

ACCESS TO THE WIRELESS NETWORK (WI-FI)

To access the wireless network, it is necessary to have the UBI account activated and have a compatible device.


+ info: <http://wireless.ubi.pt/> or <http://ci.ubi.pt/>

ACCESS TO MINHA UBI

<p>Access the UBI site - http://www.ubi.pt – and then click on the link to Minha UBI</p>	
<p>Enter your institutional e-mail address and password/code defined at the time of registration</p>	
<p>Done! You have accessed your virtual space at UBI. Here, you will find all the information to support your academic experience</p>	

MOODLE

A virtual space where, among other relevant information to facilitate the learning process, lecturers provide the programme of the curricular units (subjects) and their content.

<p>Access MINHA UBI and then Moodle</p>	
<p>Done! Now you are in an interactive space which allows communication with your lecturers in a simplified way.</p>	

WEBMAIL/ELECTRONIC MAIL

A service which lets you send and receive e-mails simply and conveniently, wherever you are.

The e-mail address has the form: `username@ubi.pt` and can be consulted on the portal <https://minha.ubi.pt> or <https://outlook.com/owa/ubi.pt>

You have 50GB to store e-mails!

It is through UBI's electronic mail (institutional mail) that all communication between the University and students takes place.

If you have another e-mail account, you can forward UBI's email to that account.


Access MINHA UBI and then Webmail	 The screenshot shows the 'Minha UBI' dashboard with various service icons. A blue arrow points to the 'Webmail' icon in the top-left corner of the grid.
Done! Now you have access to a private e-mail account with a capacity of 50GB!	

ACCOMMODATION

UBI has a network of halls of residence, flats and suites coming under SASUBI (Social Services) for students living away from home, enrolled at the University of Beira Interior and, preferably, grant-holders.

Applications are processed annually, in the defined periods and analysis is based on assessment criteria stipulated in the SASUBI university residence regulations.


+ info: <http://www.ubi.pt/Entidade/SASUBI>

Access MINHA UBI and then Aloj.SASUBI	 The screenshot shows the 'Minha UBI' dashboard. A blue arrow points to the 'Aloj.SASUBI' icon, which is located in the bottom-left corner of the grid.
Done! You have access to all information about accommodation at UBI.	



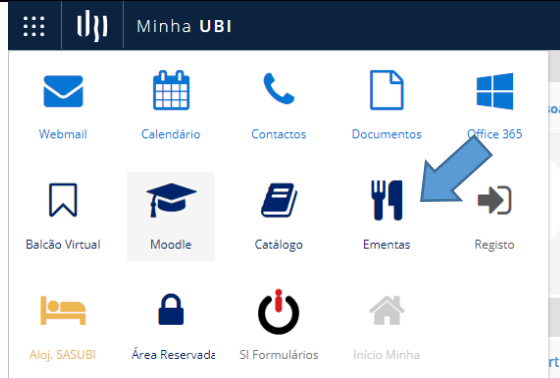
VIRTUAL DESK

The Virtual Desk – Academic Services, is a virtual environment to enrol directly, consult timetables, apply for a grant and see the library catalogue, among other tasks in the UBI student's daily life.

<p>Access MINHA UBI and then click on the link to Balcão Virtual</p>	
<p>Done! You have access to all procedures regarding Academic Services.</p>	

MEALS

All students have access to the canteens on showing their University Identification Card. UBI has 4 canteens, 8 bars and 2 self-service counters.

<p>Access MINHA UBI and click on the link to Ementas</p>	
<p>Done! You have access to the canteen menus. The menus are also available on a shared calendar and to subscribe to this calendar, follow the instructions indicated on the Ementas link</p>	



ONEDRIVE

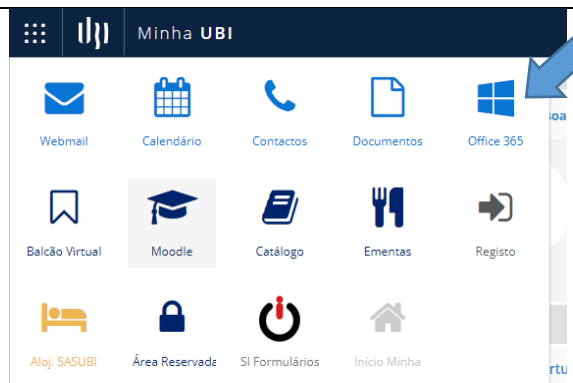
This is a storage service on the Microsoft cloud which UBI provides to its students. ONEDRIVE allows the storage and share of any archive.

You have one *Terabyte* of space available.

<p>Access MINHA UBI and click on the link to Documentos</p>	 The screenshot shows the 'Minha UBI' dashboard with a grid of icons. The icons include Webmail, Calendário, Contactos, Documentos, Office 365, Balcão Virtual, Moodle, Catálogo, Ementas, Registo, Aloj. SASUBI, Área Reservada, SI Formulários, and Início Minha. A blue arrow points to the 'Documentos' icon.
<p>Done! You have a space to store and share your knowledge.</p>	

OFFICE 365

This is a collection of online services from Microsoft Office which includes Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access and others. It is available at no charge to lecturers and students at UBI.

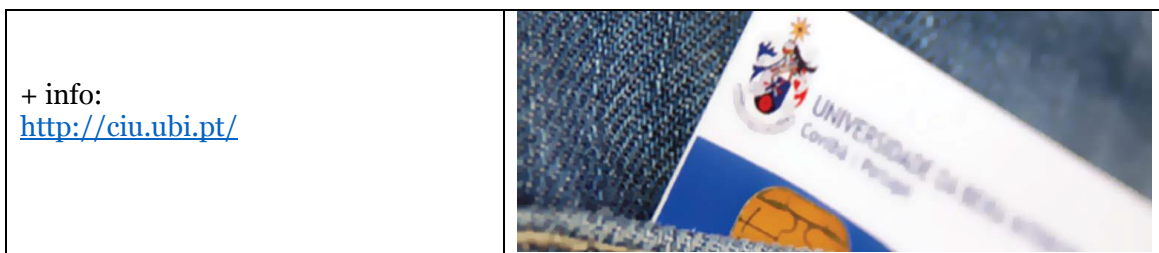
<p>Access MINHA UBI and click on the link to Office 365</p>	 The screenshot shows the 'Minha UBI' dashboard with a grid of icons. The icons include Webmail, Calendário, Contactos, Documentos, Office 365, Balcão Virtual, Moodle, Catálogo, Ementas, Registo, Aloj. SASUBI, Área Reservada, SI Formulários, and Início Minha. A blue arrow points to the 'Office 365' icon.
<p>Done! Now you have access to Microsoft Office tools to help you with your academic work.</p>	

UNIVERSITY IDENTIFICATION CARD

The University Identification Card (CIU) is a free and differentiated service joining various functions in just one card, namely:

- ✚ identification as a member of the UBI academic community;
- ✚ access to internal services (printing and copying, library loans, payment in bars and canteens);
- ✚ control of access to libraries, classrooms, buildings, car parks and other restricted areas or facilities.

The Card takes about two weeks to be processed and the student is informed by e-mail when and where it can be collected. If it is a bank card it will be sent to the user's home address.



IS FORMS

This is a virtual platform with the following functions: change of password and personal data; administration of equipment; creation of a sub-domain in ubi.pt; accommodating web pages; creation of a record on the DNS of UBI; VPN access to UBI; creation of an alias for an e-mail address; creation of a questionnaire on the LimeSurvey platform, etc.



GENERAL INFORMATION

STUDENT OMBUDSMAN + info: [http://www.ubi.pt/Entidade/Provedor do Estudante](http://www.ubi.pt/Entidade/Provedor_do_Estudiante)



The Student Ombudsman's main function is to ensure promotion of students' rights and legitimate interests. Complaints presented will be considered and solutions sought through mediation and negotiation with the parties involved, with appropriate recommendations being made to the relevant organs and services.

The Student Ombudsman operates with autonomy and impartiality in relation to the University's organs and services.

Before turning to the Student Ombudsman, for any pedagogical or course-related problem, first you should always contact the teacher responsible for your year or the course director.

HEALTH + info: [https://www.ubi.pt/Entidade/SASUBI Saude](https://www.ubi.pt/Entidade/SASUBI_Saude)



SASUBI (Social Services) provides students with medical and sport support through the services of the Medical and Sport Support Centre of UBI. It provides services of Medicine at Work; Preventive medicine and sports medicine; Psychological support; Physiotherapy and Nutrition.

MOBILITY AND CAREER + info: [http://www.ubi.pt/Pagina/GISP internacionalizacao](http://www.ubi.pt/Pagina/GISP_internacionalizacao)



The Internationalization and Career Office of UBI (GISP) provides a variety of programmes supporting student mobility. These programmes are divided as follows:

- + Programmes of international mobility during student life;
- + Programmes of national mobility during student life;
- + International and National traineeships programmes.

SOCIAL SUPPORT FUND + info: <http://www.ubi.pt/Pagina/FAS>



The Social Support Fund (FAS) aims to be a mechanism for student support, promoting solidarity and social equity, as well as the reduction of academic drop-out, contributing to the intellectual and scholastic development of all in equal circumstances.

If economic circumstances make it difficult for you to continue your studies, you can put your name down for the Social Support Fund (FAS). Through this fund, you will be able to do some hours' work at the university, with the amount earned going towards paying your fees, accommodation, meals or other expenses.

GRANTS + info: http://www.ubi.pt/Entidade/SASUBI_Bolsas



SASUBI gives direct support to economically disadvantaged students in the form of grants. This is a monetary sum, paid entirely by the State, aiming to promote an equal opportunity for academic success.

ASSOCIATIONS AND STUDENTS GROUPS

+ info: http://www.ubi.pt/Pagina/Associacoes_e_Nucleos

It is students who give life to institutions and animate places of knowledge, cultural creation and enjoyment. Scientific training can be complemented by participating in organised groups aiming to promote a certain course, activity, culture or sport.

The Academic Association of the University of Beira Interior (AAUBI) is the organisation representing all students enrolled at UBI.

At FCSH, its seven Degree/1st Cycle courses have Students Groups:

- ✚ CESUBI (Sociology);
- ✚ DespUBI (Sport Sciences);
- ✚ MKTUBI (Marketing);
- ✚ NE CPRI-UBI (Political Science and International Relations);
- ✚ PSICUBI (Psychology);
- ✚ UBIGEST (Management);
- ✚ UBINEEC (Economics).



EXTRA-CURRICULAR ACTIVITIES

Sport+info: http://www.ubi.pt/Entidade/SASUBI_Cultura_Desporto



The mission of the Culture and Sport Section of Social Services of the University of Beira Interior (SASUBI) is to promote regular participation in sport activities and healthy habits in the entire academic community of UBI. Competitive activities are directed at students aiming to participate in the National University Championships of the Academic Federation of University Sport. Leisure activities, on the other hand, are directed to the whole UBI community.

Volunteering+ info: <http://www.ubi.pt/Entidade/voluntariado>

The University's Social Responsibility is the essential element of corporate social and politically democratic management and Volunteering one of its most important facets. At UBI you have various projects where your willingness to help will be the first and only requirement.

Free Language Courses+ info: http://www.ubi.pt/Pagina/cursos_livres_linguas



The Language Laboratory in the Department of Letters of UBI offers the whole academic community and beyond with the opportunity to learn languages.



ACADEMIC CALENDAR*

Meses	T	Q	Q	S	S	D	S	T	Q	Q	S	S	D	S	T	Q	Q	S	S	D	S	T	Q	Q	S	S	D	S	T							
setembro						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
outubro	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
novembro				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
dezembro				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
janeiro		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
fevereiro					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
março					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
abril		1	2	3	4	5	6	7	8	9	10	11	P	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
maio				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
junho					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
julho		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
agosto					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Subtitle

- Student enrollment, 1st Cycle, 1st Year
- Classes' suspension
- Teaching and learning period - 1st Semester
- Teaching and learning period - 2nd Semester
- Exams
- Exams - Appeal
- Exams - Special season
- Interdiction to evaluation activities
- Deadline for submission of 2nd Cycle Dissertation - 1st Sem./Annual
- Deadline for submission of 2nd Cycle Dissertation - Annual
- Deadline for submission of 3rd Cycle Thesis - Annual
- Break / Vacation
- Holidays
- Preparation | other school activities

* The Department of Management and Economics, concerning to its 1st Cycles, has its own calendar.

WELCOME GUIDE 2019/2020

This Guide is not a substitute for consulting more complete information in the appropriate place: www.ubi.pt



Estrada do Sineiro, 6200-209 Covilhã, PORTUGAL
 Tel.: (+351) 275 319 801
fshpres@ubi.pt | www.ubi.pt
<http://www.facebook.com/FCSH.UBI>