

ERASMUS INFORMATION PACKAGE

AVAILABLE DEGREES DURING 2012/13

http://www.uma.pt/portal/modulos/curso/index.php?NV_MOD=MODCURSO&NV_EAGR=EAGR_ENSINOLST&TPESQ=PESQ_ENSINOLST

REGISTERING IN EXAMS

Registering in exams and re-sit exams must be performed in disclosed time limits by the Academic Issues Unit (UAA). Registrations must be done, except when instructed by the UAA, in the InfoAlunos system (Services tab > Registering/Enrolments tab)

Académicos Office:

Web: <http://uaa.uma.pt>

E-mail: assuntosacademicos@uma.pt

Responsible: Gabriel Leça.

Timetable: 9.30 am to 4.30 pm.

Campus Universitário da Penteada

9020-105 Funchal

Telephone: 291 705 246

Fax: 291 705 233

ECTS

ECTS (European Credit Transfer System) – System measuring the amount of hours a student needs to achieve a course's objectives. This amount of hours include: the lecturing hours (theoretical lectures, practical/laboratorial lectures, theoretical-practical lectures, seminars); the professional training hours; the studying hours; the working hours; the assessment hours (written/oral exams and projects presentations); It has been established that one academic year, when in the full-time system, corresponds to 60 ECTS credits.

Each course has 7,5 ECTS.

ACCOMMODATION:

For dislocated students SASUMa provides accommodation at the new University of Madeira's Halls of Residence.

This Halls of Residence is located in the centre of Funchal city, at Rua de Santa Maria n 253, near São Tiago's beach and near the historic São Tiago's Fortress, which is now Funchal's Contemporary Art Museum.

The Halls of Residence has 82 bedrooms, totalling 209 beds, with several different types of rooms namely individual, double and triple rooms as well as rooms equipped for incapacitated students. All bedrooms include a wardrobe, a full WC, a writing desk, a bookcase, a chair for every student, wireless internet access and cable TV. In each one of the Halls of Residence's floors there is a fully equipped kitchen (fridge, microwaves, individual cupboards, tables, chairs and a recipient for garbage disposal), a living room with TV and a shared WC.

Also, the Halls of Residence provides laundry services, outside gardens and a snack-bar with a terrace.

Regulation: <http://www.sasuma.pt/portal/home.php?pagina=regulamentoalojamentoPT>

Prices: <http://www.sasuma.pt/portal/precarioAC.php>

25% Minimum Wage plus Maintenance expenses 30,00€

FOOD AND BEVERAGE - SOCIAL SERVICES (SASUMa):

SASUMa provides students with lunches from Mondays to Fridays, at the Snack-Bar as well as at the University Canteen (both at Penteadá's Campus). The Snack-Bar also provides lunches on Saturdays. Acquiring the lunch tickets shall be done at the Snack-Bar reception, at Penteadá Campus' lobby, or at the Canteen building from Mondays to Saturdays. The ticket shall be bought until 10.30 am of the same day or, if preferred, in the previous day. If this option is chosen the cost shall be inferior. At dinner time, the system works in equal standards. Students may acquire their tickets until 7.30 pm.

With a capacity for 140 seats the Snack-Bar can be found at the University's lobby, ready to serve the whole Academic Community from Mondays to Fridays, from 8 am till 8 pm (the ticket selling reception for the Snack-Bar works between 8.30 am till 7.45 pm) and on Saturdays till 2 pm.

In case someone desires an alternative to the Snack-Bar and to the University's Canteen, he/she may lunch at the Academic Restaurant (next to the University's Canteen) where a

buffet shall be available. However, prices are higher than those of the other alimentary facilities at the University. Students and staff may acquire their tickets until the restaurant is closed, at 2.30 pm.

LIBRARY

Located in the 3rd floor of Penteadá's University Campus building its' entrance is in front of the main campus elevator. All information concerning the Library's services are posted at the entrance door and online (one may access it by clicking Library on the left lateral menu in UMa's main site).

The library possesses some reference works, monographs, serial publications, non-book material, theses and a deposit and reserved area thus forming seven specific collections:

- Collection of references.
- Collection of monographs.
- Collection of general publications.
- Collection of non-book/print material.
- Collection of PhD theses.
- Collection of deposits.
- Community Collection.
- Madeira's Nursing High School Collection.

Digital Collection included in B-on, DigitUMa/RCAAP and other diverse data bases.

Books may be accessed freely and can be found on the bookshelves.

Large signs shall be indicating the subject in a numeric and alphabetized way.

E.g. 512 Algebra

Each monographs' spine contains a white label. This displays a numerical Universal Decimal Classification annotation (CDU), identifying the document's main subject by the set of first three letters of the author's last name, the first 3 letters of the title and the number of the volume.

E.g. Eça de Queirós - Maias. On the spine there is the label:

869 which means “Portuguese Literature”, according to CDU’s frame of reference;

QUE means Queirós;

Mai refers to Maias;

Serial publications are spread according to CDU, arranged by the title’s alphabetical order and placed in proper archive boxes.

All users are allowed to read every kind of book at the Library. When done reading, one is supposed to leave the book on the table in order to be arranged by the staff. Work groups are not allowed at the Library.

The lending service may be required by any element of the academic community as well as exterior elements, as long as they are registered as users. Open University students have the same rights and duties as do UMA’s students.

ELECTRONIC SERVICES

InfoAlunos

InfoAlunos is a personalized data base that contains every student’s academic history. To enter it, just log on in <http://infoalunos.uma.pt> and place the student number (e.g. 2012309) and your pin number (e.g. 1234) into the respective boxes.

The session starts and ends automatically. For safety reasons the data is shown to students with a limit of time, which is indicated at the top of the main page, right under the visitor student’s name in a percentage numeral.

InfoAlunos allows students the following:

- General: Students may check the status of their requests. Students may also change, correct or complete their personal data.

- Services: In this section, students may access payment references, access registrations and requirements meant for the Academic Issues Unit.

- Assessment: Allows students to access their marks in the enrolled courses, claim marks or fill out questionnaires (annual questionnaires to access courses and faculties or MCTES questionnaires, mandatory for the filling of RAIDES).

- Documents: Students may access the required, such as certificates, supplements to the diploma, registration/enrolment documents, etc.
- Class: Allows students to access to the lecturing calendar and course summaries in which they are registered.
- Courses: Students may access course data and their respective forums. Also, it allows students to send and receive documents from the course, in conformity with the lecturer.
- Degree: Students have the opportunity to access general data from their degree, such as Registrations/Enrolments History, among other functions.
- Institution: Gives the possibility to confer the organic structure of the University.

Electronic Mail

UMa provides an electronic mail box to each student. In this mail box every student shall receive a wide range of information since invitations, to exam results. This mail box may be accessed directly in InfoAlunos or through the link <http://webmail.uma.pt>

In order to access your mail box, you should insert an "a" followed by the student's number (e.g. "a2012309") and in password insert your pin code (e.g. "1234"). Before clicking Ligar make sure that Servidor is in Alunos. After these simple steps click in Ligar and you shall automatically enter your mail box.

Customizing and Forwarding the electronic mail

What is your electronic mail address? Every student's mail address is the adding up of "a" with the student's number followed by "@max.uma.pt". By mailing apoio@uma.pt, you may request to customize your electronic mail address (e.g. fabio|at|max.uma.pt). Also, you may request the same services in order to automatically forwarding messages received in this mail to another more suitable address as for example Hotmail, Gmail, Netmadeira or any other.

COPY SERVICES

The Copy Services assures the reproduction of the information resources excluded from the lending services, as long as this does not disrespects the stipulations on "The Copyrights and related rights".

UNIVERSITY OF MADEIRA'S LIBRARY

Web: <http://uda.uma.pt/>

E-Mail: documentacaoarquivo@uma.pt Este endereço de e-mail está protegido de spam bots, pelo que necessita do Javascript activado para o visualizar

Responsible: Iolanda Silva.

Timetable: 9 am to 8 pm (lecturing period and during the week).

Campus Universitário da Penteada

9020-105 Funchal

Telephone: 291 705 070

Fax: 291 705 089

TRANSPORTATION INSIDE FUNCHAL

In Funchal public transportation is assured by the Horários do Funchal company which operates at Funchal and further periphery. This company has around 31 million passengers a year.

Client Services may be accessed at the Sales and Support Counter located at Anadia Shopping Centre (Shop no. 6), at Avenida do Mar (Rua Artur Sousa Pinga) and at Campo D. Carlos I. Automatic Ticket Vending Machines are also available at Avenida do Mar, at the “Loja do Cidadão” and at Funchal Hospital. Any commercial facility, affiliated to the PayShop network sells tickets and reloads transportation cards.

DIVERSE TIMETABLES

Business Shops: Week Days – From 9 am to 1 pm and from 3 pm till 7 pm. However, the majority stays open during lunch time. On Saturdays, although the majority of business shops tend to close at 1 pm some city centre shops stay open till evening. At shopping malls the open hours are wider, normally from 10 am till 11 pm.

Banks: From Monday to Friday from 8.30 am till 3 pm.

Pharmacies: Same schedule as business shops. However, when closed the nearest open pharmacy shall be displayed where the service is assured 24h a day.

Post offices: Post offices are open from 9 am till 6 pm on the week days. Some are open on Saturdays morning.

STUDENTS ASSOCIATION - ASSOCIAÇÃO DE ESTUDANTES DA UMa (AAUMa):

AAUMa is open daily, Mondays to Fridays, from 9 am to 5.30 pm, but on Thursdays it stays open until 7 pm. AAUMa is also open on lecturing pauses and on holiday months (except for August). Besides our HQ, one may also contact AAUMa via electronic mail, available the whole year (auma[at]uma.pt), where students may see their questions answered or addressed towards the correct place.

COMPUTER CENTRE AND PRINTING FACILITIES

In the 2nd floor of the Penteada Campus, one can find AAUMa's Computer Centre. This space belongs to the Academic Community with computers connected to the internet where anyone may develop their work only by showing an ID card. Close to the secretary of the Centre various printings may be requested besides the resolution of several computer problems.

COMPLEMENTARY FORMATION

Throughout the year, in collaboration with several experts in diverse fields, AAUMa provides Workshops and Seminars.

Photoshop and Digital Photography, Organizational Psychology, Relationship Dysfunctions, Job Search Management, Social Service, Social Inclusions and Re-inclusions, AutoCAD courses, Basic Photography courses, Scientific Assignments' Methodology, The Potential of Clinical Hypnosis, Culture courses in vitro, were some of the subjects discussed at UMa by different experts in the field. Stay tuned to AAUMa's Formation Plan for 2010/2011.

UNIVERSITY SPORTS

Madeira's University Sports has been seeing considerable evolution. With no designated building facilities, this area has established several protocols with different institutions with the purpose of offering a regular sports practice to anyone interested. AAUMa provides tournaments, leisure activities, radical activities as well as other sports activities throughout the whole academic year. Football, Volleyball, Beach Volleyball (M/F), Badminton (M/F), Chess, Tennis (M/F), Table Tennis (M/F), Squash (M/F), Futsal as well as "Levada" Walks are some of the activities provided.

The peak of the University Sports consists in participating in the National University Sports' Championship. AAUMa has regular participations in this competition, in various sports.

Actually, AAUMa is a national reference in terms of University Sports having achieved several titles in different sports.

Due to this fact, AAUMa's, UMa's as well as Portugal's names have been carried into the European University Sports Championship in the previous academic years.

In 2011, Madeira shall be the main stage of the European University Table-Tennis Championship, due to AAUMa's application. For this competition, around 120 representatives of several European Universities are expected.