# SCHOOL OF HEALTH SCIENCES POLYTECHNIC OF LEIRIA



## International Students' Guide

# 1. Relevant information for your stay in Leiria

Studying in Leiria will not be resumed to classes and books! The following information might be useful:

- ▪ **Before Arrival – Where to stay?**

**» Students' Residence -** The Polytechnic of Leiria has a Students' Residence which you can apply for. In order to do so, please send a request to sas@ipleiria.pt. You can check the rooms here: https://www.ipleiria.pt/viver/dia-a-dia/alojamento/

**» Casulo -** Casulo is a low-cost accommodation in Leiria directed to students! All information about accommodation and reservations is available here: https://www.casulo.pt/en

**» Atlas Hostel -** Located in the heart of down town Leiria, this can be a good option for those who do not have a definite accommodation and wish to stay a couple of days until finding one. You can check information here: https://www.facebook.com/atlasleiria

**» Online offers -** The Polytechnic of Leiria has an online accommodation platform available for those who want to rent their rooms and for those who need a room to stay: https://alojamento.ipleiria.pt/

**» Real Estate Agencies -** You can also try contacting an agency to help out in this task! Try (Ms.) Maria Olaio at arrendamentosleiria@imoveismais.pt

- ▪ **Arriving in Leiria**

**» Getting from Lisbon to Leiria:** you can easily get to Leiria (and also travel around the country) by bus. There is the express coach (Rede Expressos) that will get you in the city center in a couple of hours - https://rede-expressos.pt/en/timetables. There is also Flixbus, a lowcost company: https://www.flixbus.pt/

- ▪ **During your stay in Leiria**

**» U-Bike**: do you have a drivers license? If so, during your exchange you can request an electric bike to make your trips to Campus easier! All information on how it works and applications is available here: https://www.ipleiria.pt/viver/dia-a-dia/u-bike/

**» Mobilis:** Leiria has a public transportation system called MOBILIS. There are busses going all around the city and 3 lines stop at Campus 2, where the School of Health Sciences is located. Information concerning bus lines and fares: https://mobilis.pt/en/home/

**» COVID-19:** The Polytechnic of Leiria has a webpage dedicated to this matter - https://covid-19.ipleiria.pt/en/elementor-363/ . If, upon arrival you have any symptom, contact ESSLei's International Office and stay isolated until you get further information. Stay informed, stay safe!

**» Sports:** If you're an athlete back home, you can continue doing sports here! We have various modalities, even competition sports! Take a look: https://www.ipleiria.pt/viver/dia-a-dia/desporto-e-atividade-fisica/

**» Where to eat**: We have 2 canteens on Campus and the School has its own self-service bar. The cost per meal at the canteens is 2,65€ (pre-bought ticket). And there's also take-away! Menus and prices here: https://www.ipleiria.pt/viver/dia-a-dia/alimentacao/

**» Health**: The Polytechnic of Leiria has its own medical services, if you need to get a dental or ophthalmology consultation, for example - https://www.ipleiria.pt/viver/servicos/servicos-medicos/

**» SAPE**: We know that being away from home isn't always easy. In case you need someone to talk to you can reach out to our Student Support Service team - https://www.ipleiria.pt/viver/servicos/apoio-psicologico/

- **Follow us!**

You can find the School of Health Sciences on social media – follow our pages!

» Facebook: https://www.facebook.com/ESSLei

» Instagram: https://www.instagram.com/esslei.ipleiria/

» LinkedIn: https://www.linkedin.com/company/esslei/

» Twitter: https://mobile.twitter.com/ESSLei

- **Important contacts**

» School of Health Sciences (reception): (+351) 244845300

» Emergency: 112

» Police: 244 859 859

» Taxi: 244 815 900

- **School Location** (click to see map)

# 2. Accessing E-tools

After we register you at the Academic Services, you will be sent an e-mail with your student credentials, which you will use to access:

## » Student platform

In order to validate your student credentials, you will need to follow the information sent by the academic services: Enter www.ipleiria.pt/esslei > select "Estudantes"/"Students" > select page language > scroll and select "student portal" button > Select "Entrar"/"Enter" > enter your student credentials and click "register" > repeat credentials and click "entrar"/"enter" - according to the indications on the images below.

Figure 1
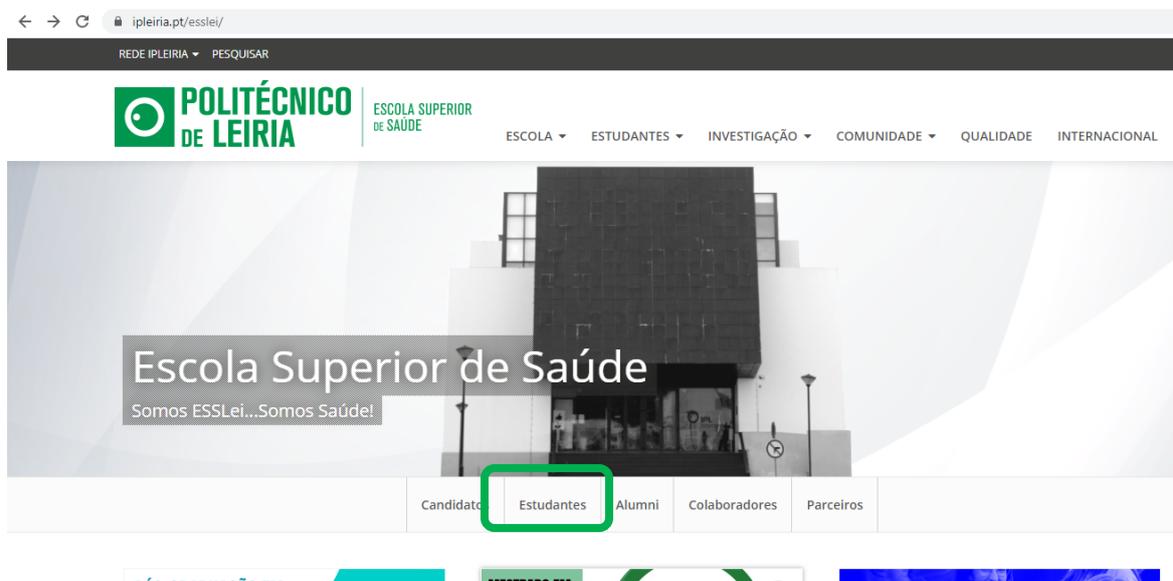
Figure 2.
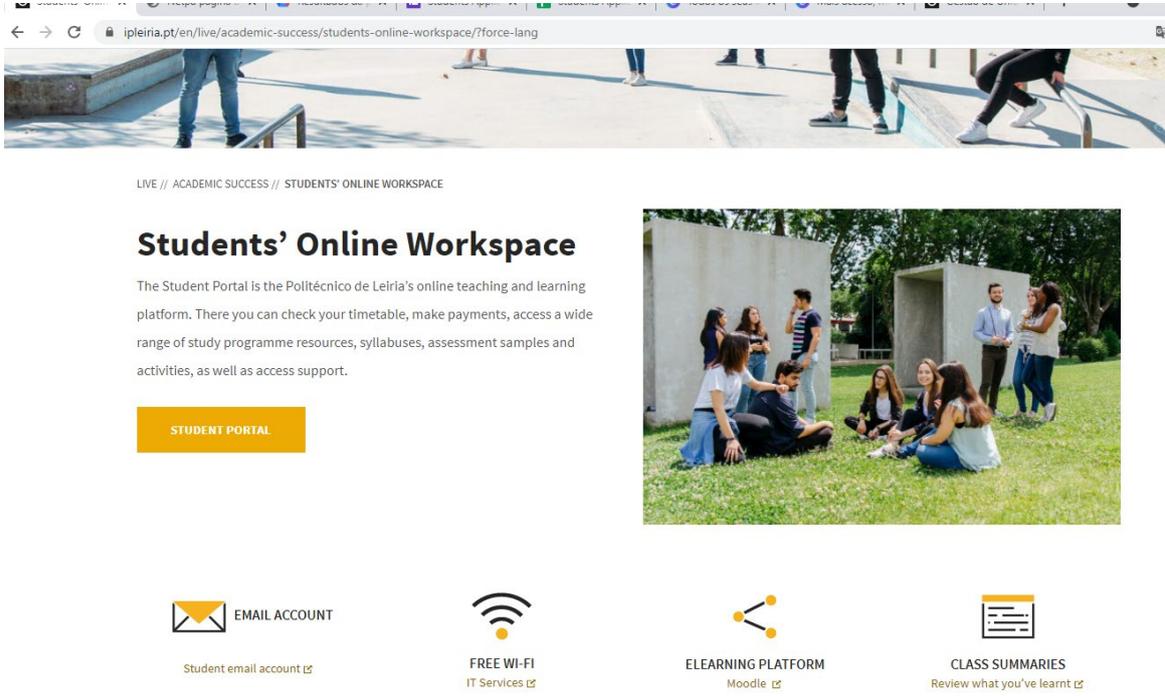


Figure 3.

Figure 4.
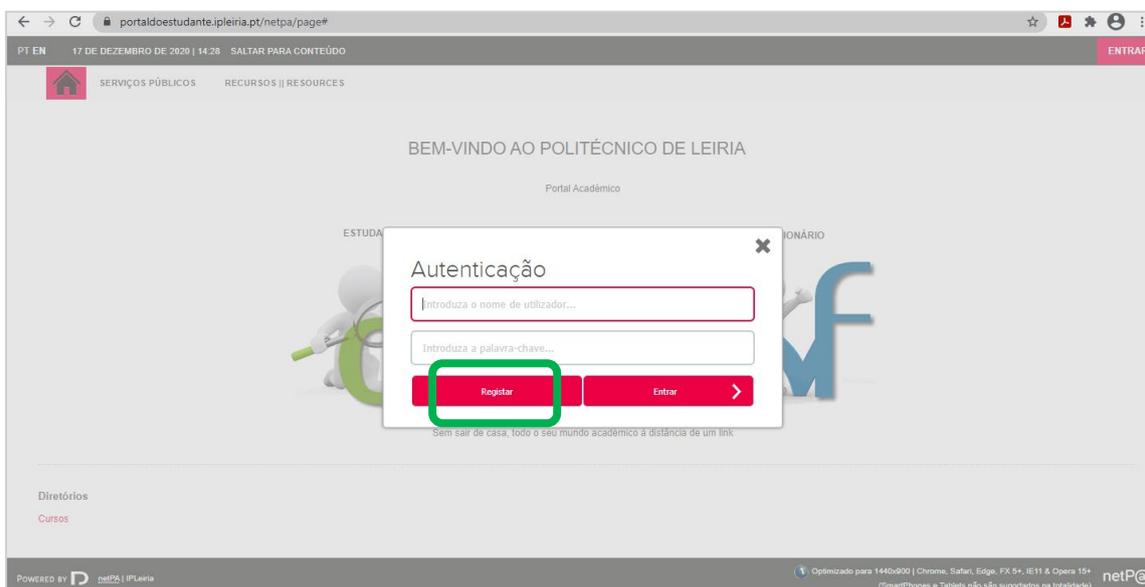


Following the credentials validation, you will need to complete the **students' insurance payment** (3,00€). In order to complete that step, enter "Pagamentos" (payments) > select the item "Seguro" (insurance) > enter "item(s) a pagar" (items to pay) > select credit card > follow the instructions.

After you complete the students' insurance payment, you will be able to access all electronic tools in 24h.

On the student platform, you can have access to the subjects you are enrolled, grades and other links related to students' affairs.

**» Student e-mail box** (where you receive information from School/the Polytechnic)

You can access it by entering www.ipleiria.pt/esslei > select "Estudantes" (figure 1, above) > E-mail account.  If possible, we advise students to keep this email accessible on their mobile devices.

**» E-learning platform**

This is one of the most important tools for students! Here you will find class contents, study materials, you will be able to submit papers, send messages to teachers, etc.

Steps to get there: enter www.ipleiria.pt/esslei > select "Estudantes" (Figure 1, above) > select page language > e-learning platform (figure 2, above) > enter student credentials.

In case of malfunction, please contact the International Office (internacional.esslei@ipleiria.pt)

# 3. How to access your schedule

Schedules can change on a weekly basis, so it's important to confirm the class hours and classrooms regularly, especially if you're taking classes from different degrees.

If you use the Google browser to access this page, you can choose to translate to your native language.

**Step 1.**

Enter https://publico.agcp.ipleiria.pt/

**Step 2.**
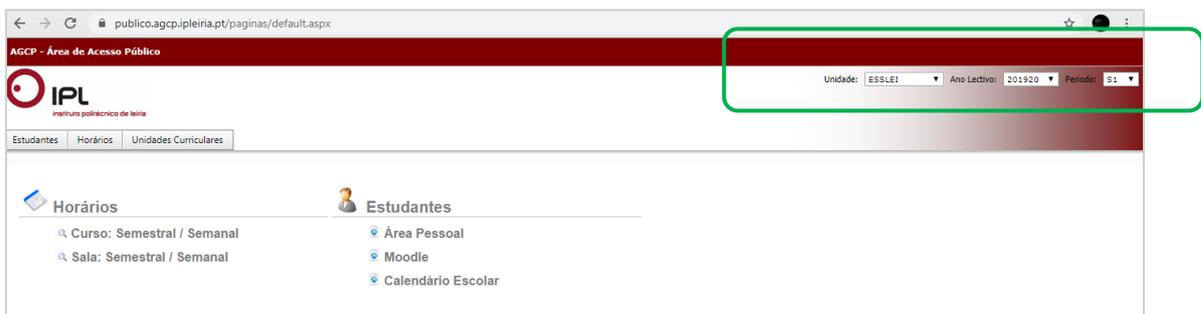


Change:

- Unidade (School): ESSLei
- Ano Letivo (Academic Year): current academic year
- Período (Semester): S1

**Step 3.**
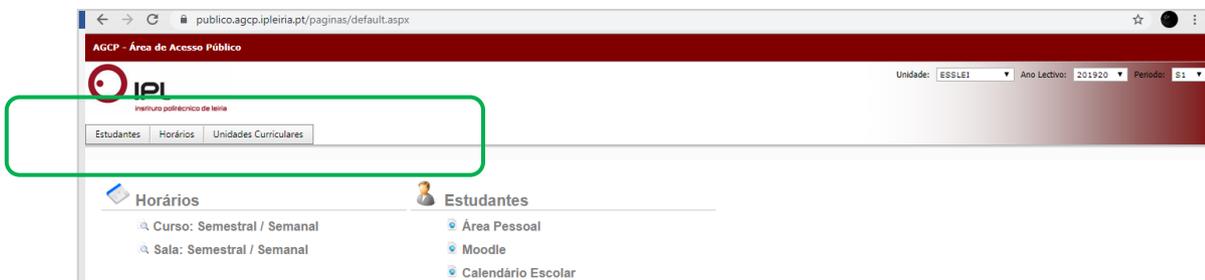


Select: Horários (schedules) –> Por Curso (by course) -> Semanal (weekly)

**Step 4.**



Chose (always in this order):

- Curso (course)
- Ano (year)
- Plano (studies plan): always the most recent


Note: In case you enter a schedule and then choose another year or course, please make sure all fields are correctly chosen, or else the schedule will appear blanc.


**Step 5.**



You can look into the Schedule of the following weeks by changing the field "semana" (week).

## 4. How to access test and exams dates?

You can check information regarding test dates and exams in AGCP Público. The page is in Portuguese but if you use the Google browser to access this page, you can choose to translate to your native language.

**Step 1.**

Enter https://publico.agcp.ipleiria.pt/

**Step 2.**



Change:

- Unidade (School): ESSLei
- Ano Letivo (Academic Year): current academic year
- Período (Semester): chose one

**Step 3.**



Select: Unidades Curriculares (curricular units) –> Avaliações (assessment)

**Step 4.**



Chose (in this order):

- Curso (degree)
- Ano (year)
- Plano (studies plan): the most recent plan
- Unidade curricular (curricular unit): if not chosen, all assessment dates will be shown, regarding all curricular units of the degree. In case you want to see the dates concerning a specific curricular unit, chose one.

**Note:** regular assessment does not require enrollment (tests/exams).

In case you need to attend additional assessment (2nd chance exams) send an email to the international office requesting (internacional.esslei@ipleiria.pt) – this registration has no cost for Erasmus students!

# 5. Need to access information regarding studies programs?

Some students need to take home detailed information on the subjects attended during mobility in order to validate their exchange at the Polytechnic of Leiria. If that's your case, then follow the steps:

**Step 1.**

Enter https://publico.agcp.ipleiria.pt/
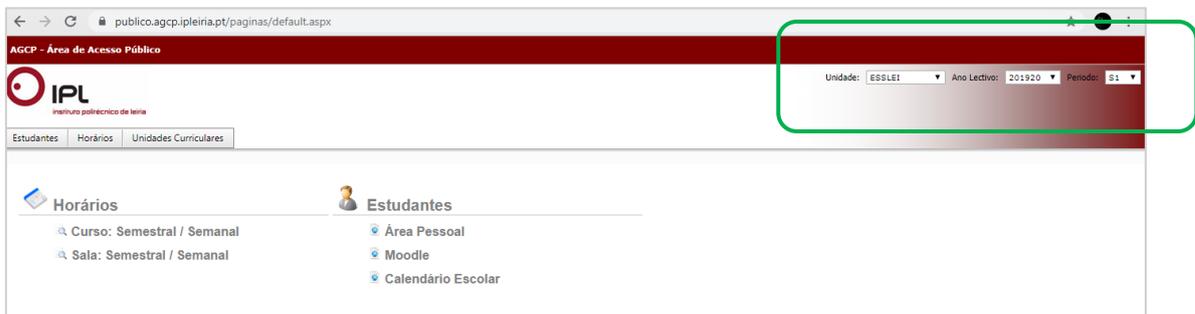
**Step 2.**



Change:

- Unidade (School): ESSLei
- Ano Letivo (Academic Year): current academic year
- Período (semester): corresponding to the subject you've attended

**Step 3.**



Select: Unidades curriculares (curricular units) –> Fichas curriculares (subject programmes)

**Step 4.**
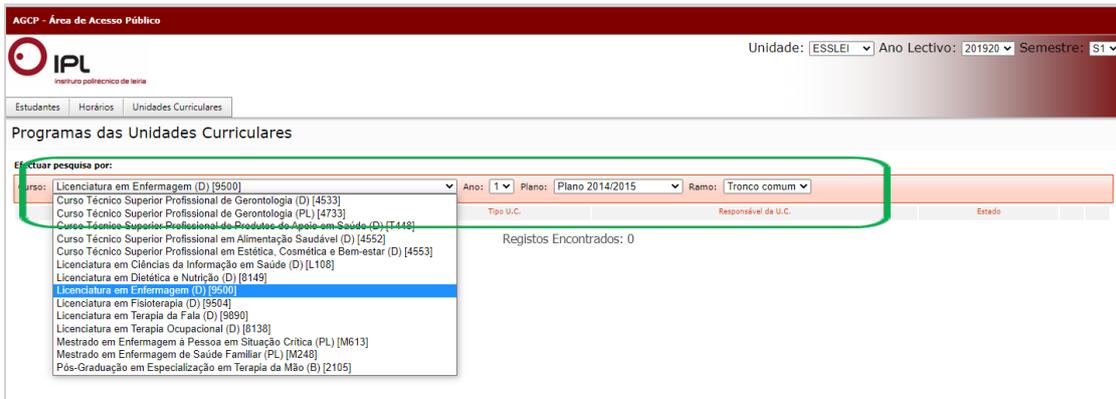


Chose (always in this order):

- Curso (degree)
- Ano (year)
- Plano (studies plan): always the most recent

Note: If your subjects concern different degree years, you will need to repeat this action for every subject.

**Step 5.**

Select the language you need the information in (Portuguese or English) and download the studies plan.

In case the subject you need to download isn't available, please contact the International Office (internacional.esslei@ipleiria.pt)