The Coimbra, Portugal Academic Program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with the Portuguese Language and Culture course for international students in the Letters Faculty (Faculdade de Letras) at the University of Coimbra. This IAP Program Handbook supplements the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

This program handbook contains the following information:

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Contact Information

On-Site Program Information
Your primary contact in Coimbra, Portugal will be the On-Site Resident Director Ana Paula Arnaut, a faculty member from the University of Coimbra.

Her contact information is:
Ana Paula Arnaut
Email: arnaut@fl.uc.pt
Mobile: 011-351-91-993-6582
Home: 011-351-23-910-9032

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon St
Madison, WI 53706
Tel: 608-265-6329 Fax: 608-262-6998
Web: www.studyabroad.wisc.edu
Emergency Contact Information
In case of an emergency, call the main IAP number (608) 262-2851 between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.

Embassy Registration
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

U.S. Embassy in Portugal
Avenida das Forças Armadas
1600-081 Lisboa
Tel: 351-1-21-7273300
Fax: 351-1-21-7269109
E-mail: lisbonweb@state.gov
Web: http://portugal.usembassy.gov/

Program Dates
Program dates and arrival information will be sent once the academic calendar has been finalized.

Preparation Before Leaving
The more prepared you are before you leave the United States, the more you can take advantage of your time in Coimbra. See your academic advisor now and obtain a precise understanding of your degree requirements. Read everything you can about Portugal, practice your Portuguese, read Portuguese newspapers and magazines, watch Portuguese movies, and consult travel guides about Europe and the Iberian Peninsula.

Immigration Documents
Passport
A passport is needed to travel to Portugal and to obtain your student visa. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (http://travel.state.gov/passport). If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Visa
IAP will provide you with an application and instructions. Apply for your visa as soon as possible, since processing can take time (up to 2 months).
Extra Photos: You will need to take with you 8 extra passport-size photos.

Several weeks after the regular classes begin in Coimbra, you will be issued a student ID card which entitles you access to all regular student services such as sports facilities, some limited hospital services, and occasional discounts for the theater, movies and other cultural events.

While in Coimbra, carry your passport only when necessary. Otherwise, rely on some other means of routine identification, such as your university ID card and a photocopy of your passport. Carry your passport, student ID card, and ISIC card whenever you travel outside of the greater Coimbra area, however.

Handling Money Abroad
The currency of Portugal is the Euro. You will need about €50 to cover arrival expenses: taxi in Lisbon, train to Coimbra, and a meal, if necessary. You can exchange US dollars for Euros at the airport, but be forewarned that the exchange rates are usually not as good. There is also a subway from the airport to the railway station Lisboa-Oriente. You can purchase a 2nd class ticket with a reserved seat instead of taking a taxi. More information on this option will be sent to you before departure for Lisbon.

You have the option of opening a personal bank account soon after arriving if you wish; however, with the widespread use of ATM cards, this is no longer necessary. If you do want to have a bank account, The Resident Director will help you set up an account at Caixa Geral de Depósitos. You will need your student visa to set up an account. Once you have a personal account, you can cash checks and have money transferred from the United States to your Portuguese account. The commission rate is approximately $1.50 for checks transferred under $1,000. If you want to open a bank account in Portugal, dollars can also be deposited in that account in the form of an International Bank draft not drawn on any particular bank.

Past students have reported that if you live in a dorm, you can live fairly well on approximately $300-$400 per month, but if you are planning on living in an apartment, you should budget slightly more per month. Cafeteria meals range between $1.50 and $3.00.

Packing
Pack lightly. Do not pack a suitcase so full that you cannot carry it by yourself. Do not pack jewelry, computers or other irreplaceable objects in luggage that does not travel on your person.

Clothing
Students dress as casually as in the States, so do not be overly concerned about what clothes to wear in Portugal. Do not plan on buying blue jeans in Portugal because they are much more expensive there. Other cotton clothing, however, is available and relatively inexpensive. It is a good idea to bring clothes you can layer for the cold and damp winter. Most dorms probably have at least one washing machine and possibly a dryer. Pack clothes you feel comfortable in, as there is a variety of dress among students. Here is a list of recommended clothes to pack:

- 2-3 pairs of jeans
- 1-2 pairs of shorts
- pajamas (warm & cold weather)
4-5 summer shirts
1-2 nice pairs of pants
pantyhose
underwear
heavy jacket
bathing suit
1-2 skirts
socks
2 long-sleeved shirts
2-3 sweaters (turtleneck)
1-2 nice outfits
sturdy shoes for walking (you’ll do lots of it)
rain jacket

**Electrical Appliances**
The electrical current in Portugal is 220 volts, which means that students bringing electrical appliances should bring a converter with them or be prepared to purchase one in Portugal.

If you use a hair dryer, you may want to consider buying one when you get to Portugal. If you bring one from home, you will need a converter, and even then, it may not always work. In addition, they are very inexpensive to purchase in Portugal.

If you are considering taking a laptop computer, take an adaptor plug, as sockets are differently shaped. You should also check your computer to make sure that it can be switched to the different electrical current. A past participant reported that although digital clocks work with converters, they do not keep correct time. You may want to bring a battery-operated alarm clock. These can also be purchased in Portugal at reasonable prices.

**Shoes**
Shoes are very important, as you will do a lot of walking in Coimbra. Bring tennis shoes, sandals (which can double as slippers), sturdy, well broken-in shoes and, if you jog, running shoes. Men and especially women with larger feet may have a difficult time finding shoes in Portugal.

It never snows in Coimbra, but it can get quite cold at night (close to freezing) during the winter. Most houses do not have central heating, so it is important to bring warm and comfortable clothes to wear around the house. Layering your clothes is also a good way to stay warm.

Hiking: Many students abroad enjoy camping and hiking. A good backpack for traveling and hiking is important. A down jacket, heavy jeans, and hiking boots will all be useful. Even if you have never camped-out, you may want to while in Portugal. Students have found it helpful to bring knapsacks or daypacks and sleeping bags. Other recommended traveling and camping gear include a Swiss army knife and a small flashlight with extra batteries. Your daypack can also be used in Coimbra for carrying books and papers to class.

**Gifts**
You may want to bring several gifts for different ages and genders. T-shirts are usually a good idea. Anything identified with your university or hometown will be appreciated such as a t-shirt with the university seal. Make sure to bring something that is meaningful to you as this will make the gift more special.

**Travel and Arrival Information**

**Travel Plans**
You will arrange your own flight to Lisbon, Portugal. The Resident Director will arrange an arrival date for the program which will be sent to you. Please consult with her prior to purchasing any airfare. Once you have purchased your tickets, be sure to send your travel plans to the Resident Director so that she knows when to expect you.

**Arrival Information**
You will receive an email from Ana Paula approximately one month before your departure date outlining the arrival information.

**The Academic Program**

**General Information**
You will enroll in the Portuguese Language and Culture course for international students in the Letters Faculty (Faculdade de Letras) at the University of Coimbra. You will take classes in university buildings where you will see many regular Portuguese students. You will attend class with other international students, both from European and non-European countries. The Faculdade de Letras web site will provide you with more information regarding the respective semester’s Annual Course for Foreign Students. This address is: [http://www.uc.pt/fluc/ensino/cpe](http://www.uc.pt/fluc/ensino/cpe)

The Annual Course of Portuguese Language and Culture for Foreign Students is offered through the Letters Faculty at the University of Coimbra. Classes will be held regularly from Monday to Friday. At least one guided excursion is included in the program per semester.

**Course Information**

Courses
Upon arrival in Coimbra, students are given a Portuguese language placement test. The results of the placement test will help determine which level of instruction a student should be placed in (elementary, intermediate, or advanced) for the Portuguese Language and Culture courses for foreign students.

The Portuguese Language and Culture courses for foreign students include the following subjects ([http://www.uc.pt/fluc/ensino/cpe/calcp_12_13/plano_estudos](http://www.uc.pt/fluc/ensino/cpe/calcp_12_13/plano_estudos)):

<table>
<thead>
<tr>
<th>Levels</th>
<th>1º semestre</th>
<th>2º semestre</th>
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<tbody>
<tr>
<td>Iniciação (A1)</td>
<td>Elementar (A2)</td>
<td>Pré-intermédio (B1)</td>
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<tr>
<td>Study plans</td>
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<tr>
<td>Iniciação (A1)</td>
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<tr>
<td><strong>Disciplinas</strong></td>
<td><strong>Componente lectiva</strong></td>
<td></td>
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<tr>
<td>Estruturas da Língua Portuguesa</td>
<td>5 horas semanais</td>
<td></td>
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<tr>
<td>Comunicação Oral</td>
<td>5 horas semanais</td>
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<tr>
<td>Comunicação Escrita</td>
<td>4 horas semanais</td>
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<tr>
<td>Laboratório</td>
<td>4 horas semanais</td>
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<tr>
<td>Actividade cultural</td>
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<td></td>
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<tr>
<td><strong>TOTAL SEMESTRAL</strong></td>
<td>18 horas semanais</td>
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| Elementar (A2)              |                        |
| **Disciplinas**             | **Componente lectiva** |
| Estruturas da Língua Portuguesa | 5 horas semanais        |
| Comunicação Oral            | 5 horas semanais        |
| Comunicação Escrita         | 4 horas semanais        |
| Laboratório                 | 4 horas semanais        |
| Actividade cultural         |                        |
| **TOTAL SEMESTRAL**         | 18 horas semanais       |

| Pré-intermédio (B1 e B1+)   |                        |
| **Disciplinas**             | **Componente lectiva** |
| Estruturas da Língua Portuguesa | 5 horas semanais        |
| Comunicação Oral            | 3 horas semanais        |
| Comunicação Escrita         | 3 horas semanais        |
| Laboratório                 | 3 horas semanais        |
| Cultura Portuguesa*         | 4 horas semanais        |
| Actividade cultural         |                        |
| **TOTAL SEMESTRAL**         | 18 horas semanais       |
* A disciplina de **Cultura Portuguesa** é constituída por módulos temáticos. Os módulos a leccionar serão divulgados oportunamente.

### Intermédio (B2 e B2+)

<table>
<thead>
<tr>
<th>Disciplinas</th>
<th>Componente lectiva</th>
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<tbody>
<tr>
<td>Estruturas da Língua Portuguesa</td>
<td>4 horas</td>
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<tr>
<td>Comunicação Oral e Escrita</td>
<td>4 horas</td>
</tr>
<tr>
<td>Laboratório</td>
<td>2 horas</td>
</tr>
<tr>
<td>História de Portugal</td>
<td>4 horas</td>
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<tr>
<td>Geografia de Portugal</td>
<td>2 horas</td>
</tr>
<tr>
<td>Arte Portuguesa</td>
<td>2 horas</td>
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<tr>
<td>Atividade cultural</td>
<td></td>
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<tr>
<td><strong>TOTAL SEMESTRAL</strong></td>
<td>18 horas</td>
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### Avançado (C1 e C1+)

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<tr>
<th>Disciplinas</th>
<th>Componente lectiva</th>
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<tbody>
<tr>
<td>Estruturas da Língua Portuguesa</td>
<td>4 horas</td>
</tr>
<tr>
<td>Comunicação Oral e Escrita</td>
<td>4 horas</td>
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<tr>
<td>Opções**</td>
<td>10 horas</td>
</tr>
<tr>
<td>Atividade cultural</td>
<td></td>
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<tr>
<td><strong>TOTAL SEMESTRAL</strong></td>
<td>18 horas</td>
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### Opções

<table>
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<tr>
<th>Disciplinas</th>
<th>Componente lectiva</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geografia de Portugal</td>
<td>2 horas</td>
</tr>
<tr>
<td>Arte Portuguesa</td>
<td>2 horas</td>
</tr>
<tr>
<td>Portugal Contemporâneo</td>
<td>2 horas</td>
</tr>
<tr>
<td>Linguística Portuguesa</td>
<td>2 horas</td>
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</table>
If you have strong Portuguese language skills, you may take up to two regular university courses per semester. IAP strongly encourages students to do this as it is a great way to meet Portuguese students and learn about the Portuguese educational system. Students can choose between University of Coimbra courses in the School of Letters and the School of Economics. The Resident Director will provide students with detailed information about the University of Coimbra courses, how to register for them, etc. upon the students arrival in Coimbra. University of Coimbra courses typically start before the Language and Culture courses (especially in the fall semester), so students who intend to take University of Coimbra courses may need to arrive in Coimbra a few weeks earlier than students just taking the Language and Culture courses.

According to a past participant, the academic system in Coimbra is much less ‘scheduled’ than American students are accustomed to. Classrooms, hours, and starting dates can and do change, but attendance is required and recorded! Students treat instructors with a great deal of respect. Most of your grades for classes will probably be determined by a final exam and do not require research papers, quizzes or midterms.

Registration
If you are a UW Madison student, IAP will register you for a special “Study Abroad Course” for the term(s) you will be studying abroad; therefore, it is not necessary for you to register on the UW-Madison campus. This is a temporary registration, which will be converted into graded UW-Madison credit after the completion of your program.

For your classes in Coimbra, the Resident Director will take care of most of the registration procedures for you. She will also contact the professors of regular classes that you might choose to take.

Equivalents and Course Equivalent Request (CER)
Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER). Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook.

If you would like more information or clarification on the Portuguese major, please contact Karen Thompson (klthompson3@wisc.edu), Undergraduate Spanish and Portuguese Advisor. For course equivalent issues please contact Professor Ellen Saega, (ewsapega@wisc.edu) and for questions about practical issues on this program contact your IAP study abroad advisor.

Credits
Conversions
You will receive 3 credits for each of the Language and Culture courses except the language laboratory for which no credit is granted to intermediate and advanced level students. Because of the course structure, elementary students will receive 3 credits for the language laboratory.

For regular university courses, credits are based on the number of contact hours. If a course meets 45 hours in a semester, you will receive 3 UW credits, if it meets 60 hours in a semester, you will receive 4 UW credits, etc.

If you have any questions about course equivalents in Portuguese or other related questions, please contact Professor Ellen Sapega, Spanish and Portuguese Department at ewsapega@wisc.edu.

Limits and Load
Students must take a minimum of the equivalent of 12 UW-Madison credits and a maximum of 18 UW-Madison credits per semester.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for academic policies.

Grades and Grade Conversions
In cooperation with the program Resident Director and members of the UW-Madison Spanish and Portuguese department, International Academic Programs has established the grade conversion scale listed below for this program.

<table>
<thead>
<tr>
<th>Coimbra</th>
<th>UW-Madison</th>
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<tbody>
<tr>
<td>15 or higher</td>
<td>A</td>
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<tr>
<td>14</td>
<td>AB</td>
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<tr>
<td>12-13</td>
<td>B</td>
</tr>
<tr>
<td>11</td>
<td>BC</td>
</tr>
<tr>
<td>10</td>
<td>C</td>
</tr>
<tr>
<td>less than 10</td>
<td>F</td>
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Besides occasional papers or tests (which will be taken into consideration in terms of students’ overall grades), the standard assessment for each subject will consist of a final exam carried out by the instructor and which can include both written and oral sections. Seminar assessment, on the other hand, will consist of at least one paper, to be delivered and discussed in class. Class attendance is important, as the course content will be stressed in these exams.

Living Abroad
General information
Portugal is a beautiful and warm country full of traditions. It is also a country of varied geography. The north has mountains, the center has hills and forests, the south is flatter, and the very south has rock cliffs and beaches. The people are nice and fun-loving. Coimbra is about half the size of Madison, with a very student-oriented atmosphere and beautiful architecture. The city sits on a hill-side, so it is very picturesque and close-knit. A city of about 100,000 people, Coimbra is the
5th largest city in Portugal. Most of the city is readily accessible by bus and the downtown area is manageable by foot.

The City of Coimbra
http://www.ci.uc.pt/coimbra/360/p0.html

The Coimbra Region
http://www.turismo-centro.pt

Housing
For at least the first month of the program, students will typically be housed in a campus residence hall. Students are often placed in one of two residence halls (Residencia Universitaria close to campus or Polo II further from campus). The residence hall leases are month to month (and can be as short as 15 days). If you decide that you want to move to a different living situation later, you may do so. Make sure you notify the appropriate housing staff 2-4 weeks in advance of your departure once you plan to end your residence hall contract. You will be charged additional rent if you fail to do so.

The residence halls provide students the opportunity to live with a Portuguese speaking student. The rooms all have beds, armoires, desks and shelves. Depending on which residence hall students live in, students will either have a bathroom within their room (Polo II) or two residence hall rooms will share a bathroom (Residencia Universitaria). The residence halls also have a kitchen on each wing that contains a refrigerator, oven, microwave, food storage space, a large table and most have a washing machine for clothes. Check with the Resident Director to borrow kitchen supplies that past participants might have left. There are general TV viewing area(s), study areas and access to internet. Sheets, towels, and blankets are provided. There are separate wings of residence halls for male and female students; they socialize in joint common areas. Security is maintained by a key to enter the residence hall building, a second key for each wing of the residence hall and a third key for the student’s room. Students in the spring semester are often placed in Polo II, depending on availability in the Residencia Universitaria. For cost estimates, please refer to your cost sheet in your My Study Abroad account.

If you choose to move into an apartment, choose a furnished one. Even in a furnished one, you will sometimes have to provide everything else like blankets, sheets, pillows, towels, cookware, plates, etc. Leases for apartments are typically month to month as well. You will pay your rent monthly to your landlord. The University of Coimbra Student Services Office publishes a booklet that provides up to date information on finding an apartment in Coimbra. This booklet is updated monthly.

Meals
You may cook your own food or eat out if you are not living with a family. Restaurants are usually very good and relatively inexpensive. Cafés generally serve decent sandwiches and meals. The least expensive and most widely used places to eat are the student cafeterias, or “cantinas”, where a meal costs about 4 euros. With a little exploring, you will find many good cantinas.
Student Life
The success of your year in Portugal is largely determined by the friendships you make, and the earlier you can find a compatible group, the more satisfying your experience will be. From the very first week you must take the initiative. Get out of your residence hall or apartment and resist the temptation to hang around with your fellow Americans. Take advantage of whatever organizational contacts you bring from the United States: sports clubs, YMCA, AFS, church groups, Rotary Club, etc.

Check newspapers and bulletin boards for ongoing cultural events and make an effort to go to some. You may want to visit the outlying ruins or take the local bus to the end of the line just to see what the city looks like. You must make an effort in the first few weeks to overcome natural shyness and your nervousness about grammar mistakes to initiate a positive course of action.

Transportation
Most students walk everywhere. In addition, local buses are inexpensive and reliable. You can either pay money when you get on a bus or use a (cheaper) bus ticket, which you buy at certain bus and newspaper stands. Schedules for the bus system are only available at certain stops, so this can get a little confusing. Bicycles are not recommended as the entire city is located on hills, and very few people have bicycles. If you do bike though, bring a helmet from home and wear it! Detailed information on public transportation will be provided by the Resident Director during your on-site orientation in Coimbra.

You will be able to easily travel around the country on inexpensive, public trains and private buses. The train system in Portugal is convenient and well run. You can find schedules, costs and other information online at: http://www.cp.pt/.

Safety
Always be extremely careful whenever you carry a wallet or purse with you on buses. Never carry important documents, such as your passport, unless you are going to use them for a specific purpose such as exchanging money. Instead, carry a photocopy of your passport with you. Men are advised to carry wallets in their front pants pockets and women should be very conscious of their purses or bags at all times. Shirts with button-down pockets may be useful for carrying money or documents. Do not wear expensive watches or flashy jewelry on crowded buses or in congested markets, as is the case in any country.

It is Portuguese law to carry an ID at all times. However, do not carry your passport, but another form of ID (copy of your passport or University of Coimbra ID) that would be relatively easy to replace if stolen.

Health
Coimbra has one of the best hospitals in Portugal, Hospital da Universidade de Coimbra (HUC). There are also medical facilities on campus for University of Coimbra faculty and students for more routine medical care, as well as student support services.

If you have a chronic illness, check with your doctor before leaving home about special medications you may need to bring with you. Be sure to inform The Resident Director of the
medications that you are taking. This information is crucial, should there be an emergency. If you wear contact lenses, you may wish to bring an extra pair, as well as a pair of glasses, as they may be hard to replace in Coimbra. Bring a typewritten copy of your prescription along as well. Most therapeutic and non-prescription drugs (as well as some which require a prescription in the United States) are readily and cheaply available.

**A Special Note about AIDS**
The risk of acquiring the HIV infection through sexual contact is growing. If you are sexually active, beware, be smart, be safe—use condoms always and correctly. You should bring a supply of condoms from the United States as they are held to higher standards than condoms in other countries. If you are or think you may become sexually active, bring the birth control you will need for the year. See the Health and Safety Notes section of this handbook for more information.

Portugal has one of the highest rates of HIV/AIDS infection in Europe, due mainly to intravenous drug use. Please take all necessary precautions.

**Communication**
When making calls, keep in mind time zone differences ([www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online ([www.timeanddate.com/worldclock/dialing.html](http://www.timeanddate.com/worldclock/dialing.html)). Some of above steps can vary if you are using a calling card.

You will find the mail system similar to the U.S. mail system. Post offices are located in several convenient places, including the university campus. Telephones, however, are a little different than those to which you may be accustomed. Calls are made from public phones. Post offices have the cheapest rates for phones, but you will have to use them during the limited hours that they are open. You can also use the phone in the dormitory, but it is coin operated, so you may prefer to use a phone card from the United States if you use the dormitory phone. Many different phone cards are readily available for purchase and work well for international as well as local calls. Rates will vary so shop around. Telephone cards are available at almost any tabacaria.

Cell phones are very common and make communication much easier. They have become extremely popular in Portugal in recent years, especially among young people and students in particular. In many ways, they can be an integral part of your social life. Unfortunately, cell phones purchased in the United States do not work in Portugal, but you can buy a reliable, relatively inexpensive phone while in the country. It is possible to purchase a phone with a debit system for less than $50 with The Resident Director’s assistance.

**Computers**
The Faculdade de Letras has good internet access on the 2nd floor, in a computer lab. You might have to wait, but the access is free and there are no hassles (no registration, etc). Also, it is
mostly empty at certain times of the day. You can also use this lab to work on papers. There is a small fee for printing documents in the computer lab.

Internet cafés are found all over downtown Coimbra, and internet access there costs about €1 to 1.50 per hour. However, with all the free time you will have between classes, it is better to use computers at the Faculdade de Letras. If you do not have time to wait for a free computer there, do not want to go back up the huge stairs to the university once you have come down, or need internet on the weekend, the cafés are very convenient. The residence halls also have access to internet.

In addition, the residence at Polo II has a very modern computer lab with internet. Students report that this lab is oftentimes empty.

**Student Testimonials**

The testimonials below are from past participants; they reflect various students’ experiences and are included to provide different perspectives. IAP does not endorse any specific view expressed in this section.

**Academic Program**

I recommend to incoming students to try to take classes outside of the Language and Culture courses; my professor in particular, Tatiana, was amazing--she taught Mulheres, Paz, e Conflictos armados, which was an excellent course and I think any American could benefit from and find interesting.