



Instituto de Estudos Superiores Financeiros e Fiscais
(Institute of Advanced Studies in Finance and Tax)

INFORMATION GUIDE 2009|2010

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INTRODUCTION

What is the ECTS (European Credits Transfer System)?

With the purpose of improving the quality of education, the European Commission encourages the cooperation between universities, in favour of the students and also of the Higher Education Institutions. Under the cover of the Socrates/Erasmus Program, the European Commission has developed a system for recognising qualification and capacity. This system allows the transfer of credits between Education Institutions and it is called “European Credits Transfer System” (ECTS).

The ECTS was adopted in the Bologna Agreement, and it allows the recognition, not only, of European studies, but also of the certificates between education institutions in any country inside de European Union. This is very clear and universally accepted.

To secure the students’ effective mobility, the application of the Credits Transfer System is based on three basic elements translated into three key documents:

ECTS Credits

The ECTS develops a relative evaluation form of the subjects and certificates that is common to every Education Institution. Basically, ECTS credits quantify, under the form of a numerical value, from 1 to 60, the necessary work volume, so that a student can successfully conclude a subject and consequently the entire course. The subjects are therefore quantified in credit units.

This system is different from other credit systems used in many institutions that are based on credit units referring only to the number of lessons in which students were actually present. In quantifying the credit units it is had under consideration, not only the number of lessons in which students were present, but also the study hours, the preparation for essays, support tutorial sessions, seminars...

How can you define the ECTS Credits?

It is common to accept that an average student works for 40 to 42 hours per week and that a school year corresponds to 37 to 42 weeks. Therefore, we can conclude that an average student works between 1.480 (37*40) and 1.764 (42*42) hours per year. So the European Commission has defined that a full-time school year corresponds to 60 credits ECTS. This means that one credit corresponds to a value between 24, 7 (1.480/60) and 29, 4 (1.764/60) hours.

At IESF, and having under consideration the specific characteristics of the country and of the Institution, the Scientific Council has decided that each credit ECTS would correspond to 25 hours of labour for an average student.

With this system, having all subjects defined in terms of ECTS credits, it is possible to know, in a transparent way, the work volume to which each subject corresponds, no matter the course or institution in which it is lectured.

The ECTS system also involves a classification scale that should be used cumulatively with the scale that is normally used to evaluate students.

Generally, most institutions use absolute scales. In IESF’s case (and in the majority of Portuguese institutions) the attributed scale is quantified between 0 and 20. Nevertheless, it is clear that by using

this quantification scale, the students' results are connected to the degree of demand of the evaluation process.

For instance, a student with a 15 values classification, on a certain subject, may be better prepared than a student that has 18 values in the same subject, but in another institution, or even in the same one. This may very well happen because the teacher adopted a superior exigency level.

This is why the Bologna Agreement also defines the following relative scale.

ECTS Grades	% of students performance that obtain that that grade	Definition
A	10%	EXCELLENT: exceptional performance with only few character flaws.
B	25%	VERY GOOD: superior to the average results in spite of a certain number of flaws.
C	30%	GOOD: solid work in spite of a certain number of meaningful flaws.
D	25%	SATISFACTORY: honest work but with important gaps.
E	10%	SUFFICIENT: the performance is satisfactory in a minimum criterion scale.
FX		INSUFFICIENT: additional work is needed for the attribution of a credit.
F		INSUFFICIENT: considerable additional work is needed.

Information

The information on each education establishment and the information on the student's results should be stated in clear and complete terms.

The most important characteristics of each institution should be known by its students and by the whole institution. In order to support all students when deciding on institutions, each education organization must elaborate an Information Dossier. This document should include general information on the student's life as a campus member, concrete information on the education establishment, and also information on courses and subjects lectured.

Each institution should also present, in a transparent way, the academic results of each student in particular. Therefore, the establishment should issue a document – Academic Record Report, subjected to certain rules, in which the results of each student are clearly stated.

Mutual Agreement

So that the students' transfer between institutions can actually take place, the institution of origin, the student and the destined institution should agree on the manner in which the transfer occurs. This agreement should exist in a written form named "Learning Agreement". This pact should define the studies' programme to be followed by the student and the ECTS credits that are attributed to the student if he/her manages to overcome this programme successfully.

At the end of the term, the student will receive a transcript of the grades achieved in each subject. The origin institution must then recognize the credits attributed to the student by the receiving institution, so that those credits may substitute the ones achieved at the origin institution during the same period of time.

PART I: INFORMATION ON THE INSTITUTION

A. CONTACTS

IESF - Instituto de Estudos Superiores Financeiros e Fiscais – Institute of Advanced Studies in Finance and Tax

IESF is located at Edifício Heliântia, Avenida dos Sanatórios - 4405-604 Vila Nova de Gaia.

Telephone: +351 227538888

Fax: + 351 227538855

E-mail: geral@iesf.pt

Web site: www.iesf.pt

B. YEARLY SCHEDULE

1. Graduate Degree

The academic activity referring to the graduate degree obeys to an annual regime in which each academic year is composed by two periods:

- * Normal Term, divided in two semesters
- * Summer Term

To each term correspond 15 school weeks. The Summer Term is destined to the accomplishment of optional activities such as: free language and computer science courses, and other activities of cultural and sportive character. The summer term also includes curricular subject classes that finish with the realization of an exam. The opening of these courses is subjected to a minimum number of candidates.

2. Master of Business Administration Degree / MBA

The Master of **Business Administration** degree is composed by study cycles that include two components: the Master of **Business Administration** course and the Work Project or Professional Nature Training. The first one has duration of almost one year whereas the second one only lasts one semester.

3. Executive MBA

The Executive MBA Course corresponds to the Master of **Business Administration** course of the MBA studies cycle – Master of Arts in Management with some particularities. The undergraduates will have to accomplish the basic subjects of the course and some optional subjects too. The Executive MBA has the duration of one year.

4. Post – Graduation Courses

The Post – Graduation Courses are structured in two semesters. The first semester approaches introductory themes within the course's area putting into context more specific themes approached during the second semester. With the goal of deepening knowledge in more specific areas, these courses integrate a seminar programme in which well-known specialists approach themes within the management of enterprises extent and the specific areas of specialization of each course.

5. Post-Graduation for Executives (PGE)

Destined to experienced professionals in various areas, the Post-Graduation for Executives Course has, as its primary goal, to present to its participants knowledge and day-to-day work techniques, favouring the daily practice in detriment of a more academic orientation. The PGE curricular component's study plan is structured in one semester organized by six subjects of 20 hours each and 5 obligatory seminars, corresponding to a schedule of 140 hours. The academic timetables for this school year are still undefined.

C. ACADEMIC AUTHORITIES

According to the statutes of IESF the following positions are an integrant part of the management, scientific and pedagogic organs within the institution's structure:

- The President of the Institution;
- The Board of Directors;
- The Scientific Council;
- The Pedagogic Council;
- The Consultive Council

D. OVERALL DESCRIPTION OF THE INSTITUTION

IESF – The Institute of Advanced Studies in Finance and Tax is a non-integrated private polytechnic superior studies establishment. It is instituted by Espaço Atlântico – Financial Training, SA and recognized by edict nº 1126/90 of the Ministry of Education.

Established by Dr. Miguel Cadilhe on the 24th of April of 1990, IESF is a superior studies institute with vocation for graduation and post-graduation studies within the domain of business-related and financial areas such as: Finance, Financial Markets, Management of Financial Institutions, Tax Control, Accountancy and Auditing, Marketing Strategies, Human Resources, International Management, Computer Information Systems, Quality, Environment, Hygiene and Security at Work Environment.

IESF's activity is extended to the advanced training of executives in each of the areas mentioned before and also to consulting and editorial activities.

The school's objective, since its foundation, is to constitute itself as the best national Business School. The entire school activity developed at IESF is based on a dual concern: to secure a theoretically consistent and actual knowledge, and at the same time, to establish an intimate connection with the markets' and enterprises' reality. This orientation is reflected in the programmes adopted by the institution, in the composition of its teaching staff – integrated not only by well-known academics, but also by executives with the best professional reputation – and in the pedagogic methods practiced (case studies, simulations, workshops...).

Quality is the organization's main criteria in all its activities, therefore, these are the ruling principles adopted by the institute:

- to offer high tech and pedagogic quality
- to support teaching by having highly qualified teaching staff
- to use the newest teaching methods with resource to modern means of communication
- to grow a narrow interface with markets, institutions and enterprises.

Firstly, the quality of IESF's courses is a result of a strong bet in the usage of teaching methods in which the practice and experimentation are favoured, which allows students to easily fit in various functions of their professional activity (for instance, the inclusion of an obligatory period of training in the courses' programme). The conjugation of this factor with the establishment of various protocols with enterprises, some of which are affiliated within IESF's Consultive Council, is a guarantee of a high level of employment for our graduation finalists.

Secondly, the existing concern in the adaptation of programme contents to the enterprise world necessities, of which the restructuring of the courses has been an example.

Thirdly, the bet on a personalized teaching and also in the maintenance of a tight relationship between teaching staff and students, promotes a more accompanied and advantageous teaching/learning environment. The maintenance of a relatively low number of openings stimulates the essential personalization and a regime of student/teacher tutorship that allows the students' attendance throughout their academic lives. When they finish their courses, the Management Career Office will help on their insertion in the job market and also on looking for enterprises for professional training. Those students who finish their graduation also benefit of privileged accessibility conditions to the MBA and Post-Graduation courses ministered by the institution.

E. LIST OF ACADEMIC PROGRAMMES THAT LEAD TO A DEGREE

1. Graduation Degree

IESF teaches 2 graduation degree courses in:

- Management and Business
- Finance and Tax Management
- Management and Information Systems

Every graduation degree course includes a curricular professional training supported by the institution. Students can also count with a tutorship regime in which the teaching staff will provide them with all the necessary support throughout their academic life and professional insertion.

Management and Businesses

The degree on "Management and Business" has the objective of training professionals on Management. These professionals should be skilled on the Enterprise Management area, gifted with a solid formation on Economy, Law, Accountancy, Quantitative Methods, Computer Systems, Marketing and Business Management. Their sensibility on these matters should overcome the frontier of the Business Science area in which they will be inserted. It is also this degree's goal to train qualified professionals to perform relevant and responsibility functions on Marketing Management and Commercial Management, Human Resources Management, Financial Management and Enterprise Tax Management. According to the chosen optional subjects, students may choose to reinforce their generic skills on Commercial Management, or to specialize on Commercial Management, International Commerce, Finance, Tax Control, or in Digital Economy.

Financial and Tax Management

The degree on "Finance and Tax Management" has the goal of training management professionals, with a deep knowledge on the Financial and Tax areas and also gifted with a solid formation on

Economy, Law, Accounting, Quantitative Methods, Computer Information and Enterprise Management Systems. It is also this degree's goal to train qualified professionals to perform relevant and responsibility functions on Audit, Financial Management and Fiscal Enterprise Management areas.

Management and Information Systems

The objective of the "Management and Information Systems" degree is training management professionals, capable of dealing with all the areas related to Business Management, with a solid education on Economy, Law, Accounting, Quantitative Methods, Information Systems, Information Technologies, Networks and Communications, Information Management and Company Management. Their sensibility on those matters should overcome the frontier of the Business Science area in which they will be inserted. The purpose of the degree is to train professionals capable of managing companies and Information Systems, or create and develop business in those areas. The graduate should know how to analyze real business problems with specific knowledge on Information Systems, Information and Communication Technologies.

2. Master of Business Administration Degree

The Master of **Business Administration** degree has the objective of promoting the student's professional specialization, securing a continuous and narrow concern by the development and constant economic growth within the enterprises' and society's context, integrating in their investigations analyses and reflections, the ethical responsibilities of the protagonists and self-conscious leaders, still exempted by the nature and involvement on the activity's professional nature of all people.

The degrees' academic programmes may be consulted at the administration service.

F. PROCEDURES ON ENROLMENT AND APPLICATION

1. Graduate Degrees

1.1 Types of Enrolment on Higher Education

Nowadays, there are three types of regime for the admission to higher education.

- General Regime
- Reentrance. Change of Course and Transfer Regime
- Special Access and Enrolment Concourse

General Regime

According to the law by decree nº 296 – A/98 from the 25th of September, all students skilled with a high school course that pass on a frequency ability test, should have access to higher education.

Reentrance, Change of Course or Transfer Regime

Reentrance

Former IESF students that want to re-enter this institution fit this regime. The ones who are interested should apply at IESF's general office within the stated closing dates.

Change of Course

All students that wish to enrol in a different higher education course than the last one in which they were enrolled, in the same course, or even in another teaching institution fit this regime. In these cases, the registration may or may not have expired. Therefore, interested students should make an equivalence request at the time of their enrolment at IESF. During this process, students must present their professional ability certificates with all subjects discriminated, and also having the subjects' programme and schedule, as well as the origin course's study plan.

The equivalence requests will be analysed by the school's Scientific Council in a casuistic form.

Course Transfer

All students that wish to enrol in the same course but in a different institution, in case of invalid or valid enrolment, fit this regime. Those students interested on applying, should deliver their ability certificates discriminating subjects and their programme and schedules, as well as the origin course's studies plan.

The equivalence requests will be analysed by the Scientific Council in a casuistic form.

Special access and admission tender

Special tender acts are destined for candidates with specific ability situations, namely:

- If the student is the titular of the Higher education Access Capacity evaluation Extraordinary Exam for older than 23 years old.
- If the student is the titular of Higher Education courses, Post-High School courses and medium courses.
- Those who have enrolled in Foreign Higher Education establishments.

For more information please consult the Science, Technology and Higher Education Ministry site at www.mctes.pt

1.2. Necessary documents for enrolment

The necessary documents for the enrolment process, despite the type of admission, are the following:

- IESF's enrolment formulary (given by IESF);
- A photocopy of the Identification Card and of the Fiscal Card;
- A document proving the titularity of the professional ability with which the student applies, the respective classification and the classification obtained in the enrolment test (if applicable).

If there is a course change or a course transfer it is also necessary to present:

- Professional ability certificate including programmes and schedules of the origin course's subjects (only if the candidate applies for an equivalence request).

This documentation should be delivered in person at the Administration Office, or despatched by mail with a reception notice within the regulated terms.

Candidates, who didn't complete the appliance process within the stated terms or didn't attain the minimum appliance classification, can apply on a 2nd and 3rd phase of the admission process from August to October. During this time, the remaining openings will be disposed in the concourse once more.

1.3. Terms and Prices of Enrolment

The terms and prices of enrolment are posted by IESF's Administration Services on an yearly basis.

1.4. Openings

The openings for Higher Education concourses are posted in agreement with paragraph b) of the nº1 article 5 of law decision nº296-A/98.

Regime	FTM	MB	MIS
Normal	75	65	35
Special Access Concourses	8	7	4
Change Course	7	6	3
Total	90	78	42

2. Master of Business Administration / MBA degrees

2.1 Access conditions

Candidates who apply for Master of Business Administration or MBA degrees should have a degree or present a curriculum with relevant work experience.

2.2. Necessary Documents for Enrolment

The necessary documents for the enrolment process are the following:

- IESF's enrolment formulary (given by IESF);
- Photocopy of the Identification Card and Fiscal Card;
- A document proving the titularity of the professional ability with which the student applies.

2.3. Terms and Prices of Enrolment

The terms and prices of enrolment are posted by IESF's Administration Services annually.

G. IMPORTANT REGULATIONS

There are many important regulatory rules on different topics. Nevertheless, a few should be pointed out:

- General Course Regulation;
- Statutes;
- Evaluation Regulation;
- Credits Transfer European Regulation System (ECTS)

H. INSTITUTIONAL COORDINATOR OF ECTS

IESF's ECTS Institutional Coordinator is represented by MSc João Paulo Peixoto who is also the Institution's President.

Contacts: Edifício Heliântia, Avenida dos Sanatórios - 4405-604 Vila Nova de Gaia. Telephone: +351 227538888. Fax: + 351 227538855. e-mail: jpp@iesf.pt

PART II: CURRICULAR STRUCTURES

A. MANAGEMENT AND BUSINESSES

	SUBJECTS	STAFF	ECTS
1º Sem.	Enterprise Economy	Prof. Doutor Pedro Arroja Dra. Ana Canavarro	6
	General Management	Prof. Doutor Henrique Diz	6
	Communication Workshops	Dra. Fátima Araújo	6
	Emotional Management and Group Dynamics	Prof. Doutor Jorge Sequeira	6
	Accounting I	Prof. Dra. Paula Nunes	6
2º Sem.	Financial Markets	Prof. Doutor Pedro Arroja Dr. Manuel Leite	6
	Techniques and Methods in Economy and Finance	Prof. Doutor Paulo Teles	6
	Marketing	Mestre Teresa Fernandes	6
	Business Law	Mestre Francisco Reis Lima	6
	Accounting II	Prof. Dra. Paula Nunes	6
3º Sem.	Management Accounting	Dra. Graça Maciel	6
	Enterprise Finance	Prof. Dr. João Paulo Peixoto	6
	Information Analysis and Risk Management	Prof. Doutor Paulo Teles	6
	Services Marketing	Mestre Teresa Fernandes	6
	1 Optional Discipline		
	Tax Management (IRS)	Prof. Dr. Luís Bandeira	6
	International Trade	Prof. Doutor José Azeredo	6
	Project Management	Prof. Dra. Paula Santos	6
	Image and Communication	Prof. Doutor Carlos Magno	6
4º Sem.	Management Information Systems	Mestre Elizabete Maciel	6
	Macroeconomic Policy	Prof. Doutor Álvaro Almeida	6
	Entrepreneurship and Innovation	Prof. Doutor Henrique Diz	6
	Human Resource Management	Prof. Doutor Jorge Sequeira	6
	1 Optional Discipline		
	Tax Management (IRC)	Dr. Silva Dias	6
	Financial Management	Prof. Dr. João Paulo Peixoto	6
	Integrated Management System	Prof. Dr. João Paulo Peixoto	6
	Enterprise Law	Prof. Dr. Luís Bandeira	6
5º Sem.	Seminars	Dr. Rui Moreira	
	Commercial Management and Negotiation Techniques	Prof. Dr. Paulo Ferreira do Amaral	6
	3 Optional Disciplines		
	International Finance	Prof. Doutor Álvaro Almeida	6
	Digital Economics and Internet Business	Prof. Doutor Henrique Diz	6
	Business Ethics	Dr. José Lemos	6
	Tax Management (IVA)	Dr. Emanuel Lima	6
	Tax Management (Patrimony Taxation)	Dr. Silva Dias	6
	Leadership and Motivation	Prof. Doutor Jorge Sequeira	6
	International Marketing	Prof. Doutor José Azeredo	6
	Business Management and Sustainability	Prof. Doutora Constança Peneda	6
	Public Relations and Event Management	Dr. Alexandre Sousa	6
	Investment Management	Dr. Ricardo Arroja	6
	Company Management II	Prof. Dr. João Paulo Peixoto	6
	Auditing	Prof. Dra. Paula Nunes	12
Financial Analysis	Prof. Dr. João Paulo Peixoto	12	
Strategic Accounting	Prof. Dra Paula Nunes	12	
6º Sem.	Internship		30

B. FINANCE AND TAX MANAGEMENT

	SUBJECTS	STAFF	ECTS
1º Sem.	Enterprise Economy	Prof. Doutor Pedro Arroja Dra. Ana Canavarro	6
	General Management	Prof. Doutor Henrique Diz	
	Communication Workshops	Dra. Fátima Araújo	6
	Emotional Management and Group Dynamics	Prof. Doutor Jorge Sequeira	6
	Accounting I	Prof Dra. Paula Nunes	6
2º Sem.	Financial Markets	Prof. Doutor Pedro Arroja Dr. Manuel Leite	6
	Techniques and Methods in Economics and Finance	Prof. Doutor Paulo Teles	6
	Marketing	Mestre Teresa Fernandes	6
	Business Law	Mestre Francisco Reis Lima	6
	Accounting II	Prof. Dra. Paula Nunes	6
3º Sem.	Management Accounting	Dra. Graça Maciel	6
	Information Analysis and Risk Management	Prof. Doutor Paulo Teles	6
	Enterprise Finance	Prof. Dr. João Paulo Peixoto	6
	Tax Management (IRS)	Prof. Dr. Luís Bandeira	6
	1 Optional Discipline		
	Image and Communication	Prof. Dr. Carlos Magno	6
	International Trade	Prof. Doutor José Azeredo	6
	Project Management	Prof. Dra. Paula Santos	6
	Services Marketing	Mestre Teresa Fernandes	6
4º Sem.	Management Information Systems	Mestre Elizabeth Maciel	6
	Macroeconomic Policy	Prof. Doutor Álvaro Almeida	6
	Financial Management	Prof. Dr. João Paulo Peixoto	6
	Tax Management (IRC)	Dr. Silva Dias	6
	1 Optional Discipline		
	Human Resource Management	Prof. Doutor Jorge Sequeira	6
	Integrated Management System	Prof. Dr. João Paulo Peixoto	6
	Entrepreneurship and Innovation	Prof. Doutor Henrique Diz	6
	Enterprise Law	Prof. Dr. Luís Bandeira	6
	Business Ethics	Dr. José Lemos	6
5º Sem.	Seminars	Dr. Rui Moreira	6
	Internacional Finances	Prof. Doutor Álvaro Almeida	6
	3 Optional Disciplines		
	Digital Economics and Internet Business	Prof. Doutor Henrique Diz	6
	Commercial Management and Negotiation Techniques	Dr. Paulo Ferreira do Amaral	6
	Tax Management (IVA)	Dr. Emanuel Lima	6
	Tax Management (patrimony taxation)	Dr. Silva Dias	6
	International Marketing	Prof. Doutor José Azeredo	6
	Leadership and Motivation	Prof. Doutor Jorge Sequeira	6
	Business Management and Sustainability	Prof. Doutora Constança Peneda	6
	Public Relations and Event Management	Dr. Alexandre Sousa	6
	Investment Management	Dr. Ricardo Arroja	6
	Company Management II	Prof. Dr. João Paulo Peixoto	6
	Auditing	Prof. Dra. Paula Nunes	12
	Financial Analysis	Prof. Dr. João Paulo Peixoto	12
Strategic Accounting	Prof. Dra Paula Nunes	12	
6º Sem.	Internship		30

C. MANAGEMENT AND INFORMATION SYSTEMS

	SUBJECTS	STAFF	ECTS
1º Sem.	Enterprise Economy	Prof. Doutor Pedro Arroja Dra. Ana Canavarro	6
	General Management	Prof. Doutor Henrique Diz	
	Communication Workshops	Dra. Fátima Araújo	6
	Emotional Management and Group Dynamics	Prof. Doutor Jorge Sequeira	6
	Accounting I	Prof Dra. Paula Nunes	6
2º Sem.	Financial Markets	Prof. Doutor Pedro Arroja Dr. Manuel Leite	6
	Techniques and Methods in Economics and Finance	Prof. Doutor Paulo Teles	6
	Marketing	Mestre Teresa Fernandes	6
	Business Law	Mestre Francisco Reis Lima	6
	Accounting II	Prof. Dra. Paula Nunes	6
3º Sem.	Management Accounting	Dra. Graça Maciel	6
	Information Analysis and Risk Management	Prof. Doutor Paulo Teles	6
	Project Management	Prof. Dra. Paula Santos	6
	Information Architecture	Waiting confirmation	6
	1 Optional Discipline		
	Software Development	Waiting confirmation	6
	Enterprise Finance	Prof. Dr. João Paulo Peixoto	6
	Tax Management (IRS)	Prof. Dr. Luís Bandeira	6
	International Trade	Prof. Doutor José Azeredo	6
	Image and Communication	Prof. Dr. Carlos Magno	6
Services Marketing	Mestre Teresa Fernandes	6	
4º Sem.	Management Information Systems	Mestre Elizabete Maciel	6
	Integrated Management System	Prof. Dr. João Paulo Peixoto	6
	Entrepreneurship and Innovation	Prof. Doutor Henrique Diz	6
	Information network	Waiting confirmation	6
	1 Optional Discipline		
	Database Management System	Waiting confirmation	6
	Human Resource Management	Prof. Doutor Jorge Sequeira	6
	Enterprise Law	Prof. Dr. Luís Bandeira	6
	Financial Management	Prof. Dr. João Paulo Peixoto	6
	Business Ethics	Dr. José Lemos	6
5º Sem.	Seminars	Dr. Rui Moreira	6
	Digital Economics and Internet Business	Prof. Doutor Henrique Diz	6
	3 Optional Disciplines		
	Integrated Communications	Waiting confirmation	6
	Programming Language	Waiting confirmation	6
	Commercial Management and Negotiation Techniques	Dr. Paulo Ferreira do Amaral	6
	Internacional Finances	Prof. Doutor Álvaro Almeida	6
	Leadership and Motivation	Prof. Doutor Jorge Sequeira	6
	Tax Management (IVA)	Dr. Emanuel Lima	6
	International Marketing	Prof. Doutor José Azeredo	6
	Business Management and Sustainability	Prof. Doutora Constança Peneda	6
	Public Relations and Event Management	Dr. Alexandre Sousa	6
Investment Management	Dr. Ricardo Arroja	6	
6º Sem.	Internship		30

PART III: OVERALL INFORMATIONS

A. FORMALITIES FOR ENTRANCE AND STAY IN PORTUGAL

In order to enter Portuguese territory, all students must bear a valid trip document or passport.

All students nationalized by one of the European Union's member state, and the national ones from other Schengen Convention undersigned countries may present their National Identity cards.

Portuguese law welcomes the free circulation of students amongst the European Union's member states and the Schengen territory. Other countries' students who enter the country to carry out study periods or scientific investigation are also admitted in Portuguese soil.

Those who come from non-undersigned Schengen Convention countries are subjected to control at the border. The bearers of student Visas who come from other undersigned countries, within the Convention, are obliged to declare their entry within 3 working week days, counting from the entry date (this declaration can be done at the Foreign and Frontier Office).

For more information please consult the Foreign and Frontier Office at www.sef.pt

Student Visa

Those students whose nationality is from countries outside the European Union and the Schengen Territory need Student Visa. The Student Visa may be obtained in the diplomatic representation in their countries (Embassy or the Portuguese Consulate). This document is valid for multiple entries in Portuguese territory. And it may as well be granted for 1 year permanency (may be prolonged). If the student is accompanied by his/her family, the family members should ask for a temporary Stay Visa, in the same diplomatic representation abroad.

Residence Authorization

All those students who are native from European Union or from undersigned Shengen Convention Countries should ask for a Residence Authorization, within 90 days counting from their entry date in national territory.

Summary

	Who needs what?
Passport	Everyone. Nevertheless, natives from a European Union's member state and natives from other undersigned Shengen Convention countries may use the National Identity Card.
Student Visa	All students and investigators native from countries outside the European Union or Shengen Convention undersigned countries.
Residence Certificate	All students and investigators native from European Union and Shengen Convention undersigned countries should ask for the Residence Card within 90 days counting from the entry date in national territory.
Temporary Stay Visa	Students' family members bearers of the Student Visa.

For further information please consult the Foreign Business Ministry at www.min-estrageiros.pt/mne/estrangeiro/

B. VENUE TO IESF

The Tax and Finance Higher Education Institute is situated at the Heliântia Building – Avenida dos Sanatórios, 4405-604 Vila Nova de Gaia.

1. Personal Vehicle

From the North (Braga):

You should enter highway A3, direction Braga/Porto. Afterwards, go to IC 23 south direction (Gaia/ Ponte da Arrábida) where you will find IC 1 which you should leave at the way out to Espinho. Once in N 109, follow the direction Francelos. When you find a circular place, turn on the first street at your right. Go straight ahead, heading for the beach side, and you will enter Avenida de Francelos. At the end of this avenue, you will be at Avenida dos Sanatórios. The Heliântia Building is at the end of this avenue, on the left side of the road before the next circular place. The distance between Braga and IESF is of approximately 65 Kms, and 1 hour is how long it takes to cover this distance.

From the North (Porto):

Enter IC 1 (known as Via de Cintura Interna or VCI) heading for the south (Gaia/ Ponte da Arrábida) which you should leave at the way out to Espinho. Once in N 109, follow the direction Francelos. When you find a circular place, turn on the first street at your right. Go straight ahead heading for the beach side and you will enter Avenida de Francelos. At the end of this avenue, you will be at Avenida dos Sanatórios. The Heliântia Building is at the end of this avenue, on the left side of the road before the next circular place.

15 Kms is the distance between Porto and IESF and 20 minutes is how long it takes to cover this distance.

From the South (Lisbon):

Enter highway A1 North direction and leave on the way out to Carvalhos. Then, enter A 29 following the direction towards Espinho and enter IC1 (Gaia/Ponte da Arrábida) which you should leave at the way out to Espinho. Once in N 109, follow the direction Francelos. When you find a circular place, turn on the first street at your right. Go straight ahead heading for the beach side and you will enter Avenida de Francelos. At the end of this avenue, you will be at Avenida dos Sanatórios. The Heliântia Building is at the end of this avenue, on the left side of the road before the next circular place.

The distance between Lisbon and IESF is of approximately 300 Kms and 3 hours is how long you take to cover this distance.

For more information on the price of fares please consult the Brisa site at www.brisa.pt.

2. Train

Vila Nova de Gaia is integrated at the Porto – Aveiro Portuguese railway line (CP). CP places at your disposal a collection of services as the Porto – Lisbon Urban service; the Alfa Pendular service; the Regional and Intercities services. If you decide to come to our headquarters by train, the nearest way out is the Francelos wayside-station. Nevertheless, only CP's Porto Urban service contemplates this wayside-station.

From Braga:

CP services are placed at your disposal between 5 a.m. and 10 p.m. 1 to 2 hours is how long this trip takes. The expenses vary according to the kind of service you choose.

From Porto:

The timetables for the urban train destined to Valadares exist between 5 a.m. and 11 p.m. The duration of this trip varies between 10 to 12 minutes. The price of the ticket is of 1€.

From Lisbon:

In this case, the most advised service is Alfa Pendular which is available from 7 a.m. to 9 p.m. According to the type of service you choose, this trip can take between 2h 45min. and 3h.

Notes:

If you are coming from Braga or Lisbon, you will have to catch two trains, one train to Porto or to Gaia (Estação das Devesas) and another one to Francelos. Or, you can always choose to make this connection by taxi or bus.

For more information on train schedules and ticket prices, please consult the Portugal Train Service site at www.cp.pt.

3. Plain

The Francisco Sá Carneiro Airport is situated in an important industrial and commercial area, at a distance of 11Kms from Porto.

The national flight schedules exist between 7:30 a.m. and 9:50 p.m. The flight takes about 40 minutes to cover the distance Lisbon/ Francisco Sá Carneiro Airport. The tickets' prices vary according to the rates in vigour (around 86€).

From the airport, you can choose to make the connection by renting a car, or using taxi services.

Rent-a-car

The estimated weekly value for a car rental (type B) is of approximately 225€.

To go from the Airport to IESF, you will have to go through IC1 and follow the direction Porto/ Matosinhos. Then, follow go to Ponte da Arrábida (Arrábida Bridge) and turn on the way out to Espinho. Once in N 109, follow the direction Francelos. When you find a circular place, turn on the first street at your right. Go straight ahead, heading for the beach side, and you will enter Avenida de Francelos. At the end of this street, you will be at Avenida dos Sanatórios. The Heliântia Building is at the end of this avenue, on the left side of the road before the next circular place.

Taxi

Outside the airport you will find it easy to catch a taxi. This service's prices vary according to the number of Kms covered and the time of the day (night service is more expensive). Their medium price is about 0,11€ p/ Km.

Bus/ Metro/ Train:

Bus and Metro are usually faster.

Enter bus nº 87 destined to Cordoaria (the estimated waiting time is about 15 minutes). Leave the bus at Pedras Rubras stop and then walk for 5 minutes to the metro station. Once in the metro station, follow line B on the way to Estádio do Dragão and then, leave at Trindade. Enter the metro once more, but this time follow line D on the way to Câmara de Gaia (Gaia's City Hall). Leave at General Torres stop (5 minutes). Afterwards, you will have to catch a suburban train and leave the train at the Francelos wayside-station. You will take about 5 minutes walking to get to IESF. This trip usually takes 1h and 40 minutes (including waiting time) and it costs about 3,07€.

Bus (less transport changes):

Get to Pedras Rubras bus stop and enter bus nº 601 destined to Cordoaria. Leave at Pr. da Galiza (51 minutes) and enter bus nº 96 destined to Francelos, following the beach direction (50 minutes), then leave at the Francelos bus stop (Praias). IESF is situated within a distance of 50 meters from the beach. 2h and 5 minutes (including waiting time) is how long this trip takes. And it costs about 2,25€.

For more information on timetables and ticket prices please consult the ANA Airports site at www.ana-aeroportos.pt.

4. Expresso Service**From Lisbon**

You have schedules from 7 a.m. to 9 p.m. (on weekends, schedules may suffer some adjustments).

3h and 30 minutes to 4h is how long this trip takes.

This trip costs 14€.

Approximately 315 Kms is the distance covered on this trip.

From Braga

You have schedules from 6 a.m. to 11 p.m. (on weekends, schedules may suffer some adjustments).

1h and 15 minutes is how long this trip takes.

This trip can cost from 3,60€ to 4,80€.

Approximately 55 Kms is the distance covered on this trip.

Notes: If you choose this service it will only take you as far as Porto (city centre). In order to get to Francelos, you should choose other means of transportation.

C. ACCOMMODATION

In Vila Nova de Gaia you will find an extensive list of hotels, tourist lodging and guest houses. Nevertheless, the ones closer to IESF are Hotel Casa Branca (****) and Park Hotel (*). Both are situated within 5 Kms from IESF.

Casa Branca Beach & Golf Hotel

Near Lavadores Beach, close to Douro River's mouth, and a few minutes from the historic centre of Porto, this hotel has 56 bedrooms and 4 luxury suits at your disposal.

Address:

Rua da Bélgica, 96 – 4400-044 Vila Nova de Gaia

Telephone: + 351 227727418; Fax: +351 227813691

For more information please consult www.casabranca.com.

Park Hotel

Open during the entire year and within a few minutes from IESF, Park Hotel can offer you 112 bedrooms.

Address:

Rua da Bélgica, 3172 – 4400-049 Vila Nova de Gaia.

Telephone: +351 220425100; Fax: +351 220125199

For more information please consult www.parkhotel.pt.

In annex I you can consult more information on hotels and nearby guest houses.

Notes: You may also choose to rent a bedroom in private houses. The prices go around 250€ p/ month (expenses included).

D. BANKS

In annex II you can consult a list of various agencies on IESF's surroundings.

E. MEDICAL FACILITIES

In case you need a health service, you may resort to the following health centres and hospitals:

1. Health Centres

The **Valadares Health Centre** is the closest to IESF at a 4 kms distance from the Heliântia Building.

This centre is situated at Rua da Boa Nova – 325, 4405-535 Valadares.

In order to contact the centre dial: +351 227125042 or +351 227124983.

2. Hospitals

Arrábida Hospital – The Arrábida Private Hospital is situated near the Porto highway intersection in the Porto/ Lisbon direction, near Arrábida Bridge in the Arrábida Shopping complex. The entrance is through Praceta Henrique Moreira, nº150 or by one of the two underground parking lots in Arrábida Shopping.

Vila Nova de Gaia's Public Hospital – This medical facility is constituted by the Eduardo dos Santos Silva (unit I) Hospital, and by the Vila Nova de Gaia (unit II) District Hospital. The first one is situated at Rua Conceição Fernandes, 4430 Vila Nova de Gaia and the telephone is +351 227865100.

The second one is situated at Rua Doutor Francisco Sá Carneiro, 4400-189 Vila Nova de Gaia and you can call +351 223778100.

Blue Emergency Line: 800 205 687.

3. Pharmacies:

The closest pharmacy to the Heliântia Building is the Francelos Pharmacy that is situated at Avenida de Francelos, nº 611, 4405-693 Vila Nova de Gaia.

Dial: +351 227623645

Other Pharmacies in Vila Nova de Gaia:

Macedo Pharmacy

Rua Doutor Cândido dos Reis nº 163

4400 Vila Nova de Gaia.

Madalena Pharmacy

Rua Tapada da Marinha, nº 348

4405 Madalena.

Castelo Branco Pharmacy

Rua Castelo Branco, nº 135

4400 Vila Nova de Gaia.

S. Félix da Marinha Pharmacy

Rua de São Félix nº 940

4400 Vila Nova de Gaia.

Central Pharmacy (Valadares)

Rua Professor Amadeu Santos

4405-594 Valadares.

Pharmacy

Rua Moura do Jardim, nº 1758

4405 Vilar do Paraíso.

Pestana Pharmacy

Rua Salvador Brandão, nº 585

4405 Gulpilhares.

For more information on the pharmacies' schedules please consult: www.anf.pt.

F. FOOD

1. Canteen/ Snack Bar

IESF has a Canteen and a Bar for students, teachers and staff members. The Bar opens from Sunday to Friday, from 8:30 a.m. to 10 p.m., and on Saturdays from 9 a.m. to 1 p.m. Meals are selected in a weekly basis and the menus vary between the delicious duck rice, to French toasts with a special sauce, special pasta and codfish and cream sauce among many other delicious dishes.

2. Restaurants

If you prefer to have lunch or dinner out, there are some good restaurants in the surroundings, such as:

- A Cozinha do Português: Rua José Monteiro Castro Portugal, nº 12, Valadares;
- Agudamar – Avenida Jorge Correia, nº 641, Arcozelo;
- Dom Marisco – Avenida Gago Coutinho, nº 792, Gulpilhares;

- Assador Típico – Avenida da República, 872, r/c trás, Mafamude;
- Dorna Velha – Rua das Oliveiras, 340 - Madalena.

For more information please consult the Netmenu site at www.netmenu.pt.

G. COST OF LIVING

Next we will present you approximate prices for some basic need goods:

Goods	Approximate Price
Milk	0,80€/litre
Butter	6,€/kg
Rice	2,30€/kg
Oil	1,2€/litre
Olive Oil	7€/litre
Ham	4€/kg
Cheese	7€/kg
Cigarettes	2,90€/packet

H. SCHOOL INSURANCE

All students benefit of a school insurance – personal accidents type covering:

Treatment Expenses	3.500,00€
Permanent Illness	15.000,00€
Death	7 500,00€
Civic Responsibility	2 500,00€

I. SCHOLARSHIPS

Two types of scholarships are attributed to IESF's students. One is promoted by the institute and the other by the Ministry of Education.

Scholarship Tender for Distinguished Students

To choose IESF is the correct option for those who want training in Management in a Higher Education School that is directed for the practical study of specific areas within Management, such as financial, Tax, commercial and marketing areas. In order to help the our candidates at the beginning of their higher education studies, IESF has developed a tender for “Distinguished Students” that rewards students with the best entry average with a free from charge frequency on the 1st semester of the student’s 1st year.

Ministry of Education Scholarships

The management of the Social Action Services integrated since 2003 in the Higher Education General Management within the Ministry of Science, Innovation and Higher Education, has created their own programme of scholarship attribution for non-public establishments higher education students. Students who want to apply for this scholarship affected to the Social Action Fund – FAS, should make their enrolment in an appropriate formulary, which they can get at each education establishment, within the terms posted in an edict annually.

For more information please consult the Social Action Management site at www.asocialensinosuperior.pt.

J. LANGUAGE COURSES

Believing that students should improve their skills, IESF develops new language and computer training courses every year. All students can enrol in these courses. Here are some editions promoted in the last year: English for Managers; Commercial English; Spanish for Managers; Commercial Spanish; Certification in Microsoft Office Course; Word Specialist Practical Course; Excel Specialist Practical Course, among others.

L. ASSOCIATIONS

Students Association

Since the beginning, IESF’s students have assumed an active role in the orientation of the school’s destiny through their Students Association.

IESF’s Academic Week is one of the most important initiatives of this association and also of the Graduates Commission. It usually happens in the first two weeks of May and it includes recreational, cultural and sports activities.

Initiatives promoted by the Students Association:

- Theme Parties: Beer Party or Hip Hop & Cia;
- “Student’s Big Dinner Party” (once a month);
- Futsal Championship (local, regional and academic);
- Radical Weekend “Gerês 2006” (treasure hunt, paintball, climbing, rappel, floating bridge, etc);
- The “Queima das Fitas” Ceremony;
- Participation in “Queima das Fitas” Porto at the city park (first week of May);
- Participation in IESF’s Academic Week;
- Participation in Maio Florido (Flowery May) in the Valadares village: “barraquinha”, stage, flowery procession, etc.

AIESEC – International Economic Business Students Association

AIESEC is a very experienced international character association, with many contacts and notoriety within Higher Education Institutions and other organizations of interest abroad. This entity promotes several extra-curricular activities directed to higher education students in the Management and Economic areas. It develops programmes promoting the exchange between students, professional training abroad, access to simulation games, investigation projects, among others. Keeping a regular cooperation with the AIESEC-Porto-FEP centre, at the Porto's Economy Faculty (FEP), IESF has been noticed as the new member in this organization, namely through its participation on the International Exchange Professional Training Programme. This programme has allowed several students to enrich their professional experience, through the accomplishment of professional training in foreign institutions.

M. DOCUMENTATION CENTRE, STUDY ROOMS AND COMPUTER ROOMS

Document Centre

IESF's Document Centre is a structure built to create conditions and to promote investigation activities. The centre has two floors and a total area of 110 m², having at your disposal 50 reading seats. From its general characteristics, its mobility, its connection to the computer room and also to the study room, should be enhanced. The Document Centre is specialized on financial, Tax and management areas. At the present, there are about 3000 headings and 200 periodic publications available.

Opening Hours: Monday to Friday, from 9 a.m. to 8 p.m.

Study Room and Computer Room

IESF's students have at their disposal a Study Room next to the Library (room 2.7) with free access at any time, and also, four Computer Rooms in floors 0 (room 2.6), -1 (room 1.6) and 1 (rooms 3.5 and 3.6). IESF reserves the right to, exceptionally, close these rooms whenever there is a class or another kind of activity scheduled for them. Nevertheless, students may use any of these rooms whenever they are free.

In the Computer Rooms every work station has free internet access. IESF is integrated in the e-U initiative offering free Internet access in the entire building through a wireless net structure.

N. EXTRA-CURRICULAR AND LEISURE

There are many interesting places that you can visit in Vila Nova de Gaia, for instance, Biologic Parks, Museums, beaches, Golf courses or you can simply tour the city of Porto, right next to Vila Nova de Gaia.

Next we will give you some Gaia contacts that may be of interest:

Gaia's Biologic Park (Municipal Park)
Parque Biológico de Gaia, 4430-757 Avintes
Telephone: + 351 227878120
Site: www.parquebiologico.pt

Santo Inácio Farm House (Park, Manor, Restaurant e Zoo)

Rua 5 de Outubro nº 4503, 4430-809 Avintes

Telephone: +351 227878500

Site: www.quintasi.pt

Serra do Pilar Monastery

Largo de Aviz, 4430-329 Vila Nova de Gaia

Pedroso Monastery

Largo da Igreja, 4415 Pedroso

Telephone: +351 227842042

Quinta do Fojo Golf Club

Rua Quinta do Fojo, 4400 Vila Nova de Gaia

Telephone: +351 227727070

Miramar Golf Club

Avenida Sacadura Cabral, 4405-013 Arcozelo

Telephone: +351 227622067

Site: www.clubdegolfdemiramar

For more information please consult www.gaiaglobal.pt

Hotels

	Hotel Meliá Gaia Porto****	Hotel Holiday Inn ****	Hotel Mercure ****	Novotel Porto Gaia ***	Hotel Íbis Porto Gaia **	ParK Hotel *
Address	Rua Diogo de Macedo, 220	Av. República, 2038	Rua Manuel Moreira Barros, 618 D	Lugar das Chãs - Afurada	Rua Mártires de S. Sebastião, 243 - Afurada	Rua da Bélgica, 3172
Zip Code	4400-107	4430 - 195	4400	4400 - 499	4400 - 499	4400-049
Localization	Vila Nova de Gaia	Vila Nova de Gaia	Vila Nova de Gaia	Vila Nova de Gaia	Vila Nova de Gaia	Vila Nova de Gaia
Telephone	+351 2237475 00	+351 223742600	+351 2237408 00	+351 227728700	+351 227720772	+351 220125100
Fax	+351 223747576	+351 223742620	+351 223740801	+351 227728701	+351 227720788	+351 220125199
Site	www.hotelmeliagaiaporto.com	www.holiday-inn.com	www.accor-hotels.com	www.novotel.com	www.accorhotels.com	www.parkhotel.pt
e-mail	melia.gaia.porto@solmelia.com	holiday.inn.prt@mail.telepac.pt	h3747@accor-hotels.com	h1050@accor-hotels.com	h1274@accor-hotels.com	geral@parkhotel.pt
Period of functioning	From 1 January to 31 December	From 1 January to 31 December	From 1 January to 31 December	From 1 January to 31 December	From 1 January to 31 December	From 1 January to 31 December
Capacity	338 Beds	184 Beds	104 Beds	216 Beds	143 Beds	
Medium Price	88€ / Night	50€ / Night	50€ / Night	45€ / Night	45€ / Night	37€ / Night

Residentials

	Pensão Davilina Residencial	Pensão Residêncial Requite	Pensão Residencial S. Luís	Albergaria Cervantes	Pensão Residencial Orla Marítima	Apartamentos Turísticos Céu Azul
N.º of stars	2 **	2 **	3 ***	4 ****	3 ***	3 ***
Address	Av. da República, 1571	Rua do Bairro Japonês, 2	Rua de Gulpilharinhos, 478	Av. da República, 1559	Rua dos Combatentes	Av. Gago Coutinho, 1223
Zip Code	4430 - 195	4405-026	4405-648	4430 - 230	4405-738	4405-710
Localization	Vila Nova de Gaia	Vila Nova de Gaia	Vila Nova de Gaia	Vila Nova de Gaia	Vila Nova de Gaia	Vila Nova de Gaia
Telefone	+351 223757521	+351 227624076	+351 227623683	+351 22 3745910	+351 227626080	+351 227625400
Fax	+351 223757571	+351 227626136	+351 227623749	+351 22374 5911	----- ----	+351 22 7627548
Site	-----	-----	----- --	www.albergariacervantes.com	www.apartamentosceuzul.com	www.apartamentoceuzul.com
e-mail	www.davilina@n etc.pt	residencialrequite@mail.telepac.pt	----- --	Cervantes1559@iol.pt	geral@apartamentos	geral@apartamentos
Period of functioning	From 1 January to 31 December	From 1 January to 31 December	From 1 January to 31 December	From 1 January to 31 December	From 1 January to 31 December	From 1 January to 31 December
Capacity	36 Beds	25 Beds	35 Beds	96 Beds	9 Beds	7 Apartments T1 and three T2
Médium Price	30€ / Night	25€ / Night	25€ / Night	41€ / Night	20-30€ / Night	50-105€ / Night

Banks

Entity	Address	Localization	Contact
Banco Internacional do Funchal	Rua Boavista Estrada BI F-408-r/c	Arcozelo	+351 227536510
Banco Espírito Santo	Rua Bélgica nº 3361	Canidelo	+351 223706136
Banco Português do Investimento	Rua do Corvo, nº 692	Arcozelo	+351 22730080
Milennium BCP	Avenida da República nº 1174	Vila Nova de Gaia	+351 223705172
Banco Santander Totta	Rua Doutor Milheiro nº 38	Arcozelo	+351 227300920
Caixa Geral de Depósitos	Rua do Corvo, nº 726	Arcozelo	+351 227533291
Caixa de Crédito Agrícola	Avenida da República nº 1342	Vila Nova de Gaia	+351 223745970
Caixa de Ahorros de Galicia	Avenida da República nº 2025	Vila Nova de Gaia	+351 223700494
Finibanco	Avenida Doutor Moreira Sousa nº 3495	Pedroso	+351 227470660