



Lifelong  
Learning  
Programme

## ERASMUS INTENSIVE LANGUAGE COURSES 2013-2014

### - ORGANISING INSTITUTION'S INFORMATION FORM -

INSTITUTION NAME:	INSTITUTO POLITÉCNICO DE TOMAR	
ADDRESS:	ESTRADA DA SERRA, QUINTA DO CONTADOR 2300-313 TOMAR	
COUNTRY:	PORTUGAL	
EILC LANGUAGE	PORTUGUESE	
LEVEL COURSES ORGANISED:	<b>LEVEL I (BEGINNER)</b> <input checked="" type="checkbox"/> NUMBER OF COURSES: <b>1</b> DATES: <b>20/01/2014 TO 07/02/2014</b>	<b>LEVEL II (INTERMEDIATE)</b> NUMBER OF COURSES: DATES:
WEB SITE		

PLEASE NOTE THAT ALL STUDENT EILC APPLICATION FOR OUR EILC SHOULD BE SENT BY E-MAIL TO THE FOLLOWING ADDRESS: **eilc@ipt.pt**

#### STAFF

JOB TITLE / NAME	ADDRESS, TELEPHONE, FAX, E-MAIL
CONTACT PERSON FOR EILC MARIA CATROGA JOB TITLE INTERNATIONAL RELATIONS OFFICE DIRECTOR	AV. CÂNDIDO MADUREIRA, N° 13 2300-531 TOMAR PORTUGAL

RESPONSIBLE PERSON FOR THE PROGRAMME	MARIA CATROGA
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## ***PART I: GENERAL INFORMATION***

### **• DESCRIPTION OF TOWN**

#### **- SHORT HISTORY AND LOCATION**

The city of **Tomar** is a medium-size city in central Portugal beautifully located on the banks of the river Nabão. Therefore, its inhabitants are called the Nabantinos. With about 43,000 inhabitants, it spreads through an area of 351 km<sup>2</sup>. The municipality is composed of 16 parishes and is located in the district of Santarém in the Ribatejo Province. The streets and squares of the picturesque centre of Tomar are organised following a chessboard pattern. Scattered throughout the town there are many interesting houses with Renaissance, Baroque and Romantic façades. By the river Nabão there is a park, the so-called *Mouchão*, which offers nice views of the city and surroundings.

The city was founded in the 12<sup>th</sup> century. It was conquered to the Mouros by King Afonso Henriques in 1147 and donated to the Templar Order in 1159. Gualdim Pais, the Grand Master of the Order and the city's mythical founder, laid the first stone of the Castle and Monastery that would become the Headquarters of the Order in Portugal. The *foro* or feudal contract was granted to the city in 1162 by the Grand Master. The Templars ruled from Tomar a vast region of central Portugal which they pledged to defend from Moorish attacks. Tomar was especially important in the 15<sup>th</sup> century when it was a centre for Portuguese overseas expansion under Henry the Navigator, the Grand Master of the Order of Christ, successor organization to the Templars in Portugal. Today, the Convent of Christ is one of the most remarkable monuments in the country being included in the UNESCO's World Heritage list since 1983.

#### **- MAIN LOCAL/CULTURAL EVENTS**

*Festa dos Tabuleiros* is our main Festival and takes place every four years during the first week of July. It will happen on 2011. It is a magnificent event dedicated to the Holy Spirit which involves several months' work and attracts to Tomar some 500 000 visitors. Hundreds of traditional *tabuleiros* decorated with paper flowers and loafs of bread are carried by women dressed in white accompanied by men wearing black trousers, white shirt and red tie who form a procession and walk through the town streets.



Saint Iria fair takes place on 20 October every year and is dedicated to Iria, the patron saint of Tomar. It includes a popular trade fair and a great procession with flowers thrown into the Nabão river, the place where according to the legend the saint has been deposited after having been sacrificed.

The Soup Festival is a gastronomic event held every year in May where a wide variety of delicious soups prepared by local restaurants can be tried and enjoyed.

#### **- HOW TO REACH TOWN (LINKS FROM THE NEAREST AIRPORT, TRAIN OR COACH STATIONS)**

##### **Access to Tomar**

##### **✈ Plane**

The International Airport of Lisbon is located in Portela, 7km Northeast from the city centre. It offers daily

flights to major Portuguese cities and overseas. The airport is about 130 km from Tomar. From Lisbon Airport take a taxi (around 15€) or a bus (lines 5 and 44, around 1,50€) to Estação do Oriente, which is located at Parque das Nações. Here take a train to Tomar.

#### Lisbon Airport

☎ (+351) 218 413 500

🌐 <http://www.ana.pt>

#### 🚗 Road Network

To access Tomar by car from the airport take the motorway A-1 up to Torres Novas exit and then take motorway A-23 which is toll-free.

If you come from Coimbra, take the motorway A-1, exit at Condeixa and take N-110 or exit at Torres Novas and take A-23.

There are also daily buses (express buses) from the main cities in the country to Tomar. For further information, please go to:

🌐 <http://www.rede-expressos.pt/>

#### 🚆 Train

The railway station is located within five minutes' walk from the city centre. There are direct connections from Lisbon to Tomar (a 1h30m-trip) but not from cities to the North of Tomar such as Coimbra, Aveiro or Porto.

If you come from Lisbon airport, take the train at Estação do Oriente in Parque das Nações. There are direct trains to Tomar. The trip to Tomar takes about 1h30m. Regional Train Tickets cost around 8,50€.

If you come from Sá Carneiro airport in the North, you have to exit at Entroncamento station and take the connection train to Tomar.

The train service is run by Comboios de Portugal (CP).

For further information, please call:

☎ +351 213 185 990

🌐 <http://www.cp.pt>

### - TRANSPORT IN TOWN (BRIEF INFORMATION ON THE MAIN MEANS OF TRANSPORT AVAILABLE)

#### How to get to the campuses

Tomar campus is located at approximately 5km from the non-payable motorway A-23 that connects to A-1 (Oporto-Lisbon motorway) and within 15 minutes walk from the city centre.

#### Transport to Tomar campus

You can access the campus by car, by taxi or by bus.

#### Bus

There is a bus line (a red bus called TUTOMAR) with stops in different parts of the city, which goes to the campus (tickets cost 0,70€).

Pass cards or rechargeable cards can be bought at the central bus station in the city centre.

If you require further information, please call

☎ +351 249 312 815

🌐 <http://www.i-tomar.info/cmvtut.php>

## • SHORT DESCRIPTION OF THE ORGANISING INSTITUTION

### Brief History



The Polytechnic of Tomar is a young institution. Its history dates back to the beginning of 1973, when it was created by ministerial decree but it was only in 1982 that installation of the School of Technology was possible. In 1986, the first bachelor degrees were created and classes held in an old building in the downtown using laboratories located in several spots of the city. Finally, in 1992 it changed to a new campus with over 10 hectares. On 1 January 1997, it obtained the permanent statute of independent establishment housing three schools: the School of Technology and the School of Management at Tomar and the School of Technology at Abrantes. The Polytechnic comprises two campuses: the main campus in Tomar and the Abrantes campus (in the city of Abrantes). Today, about 4500 members integrate our academic community: 4000 of these are students, 300 are teachers and 125 are technical and administrative staff. IPT has been awarded with ECTS and DS Labels.

#### *Tomar Campus*

Which is located in the city of Tomar and houses the Tomar Technology School (ESTT).

☞ <http://www.estt.pt>

and the Tomar Management School (ESGT)

☞ <http://www.esgt.pt>

#### *Abrantes Campus*

Which is located in the city of Abrantes and houses the Abrantes Technology School

☞ <http://www.esta.ipt.pt>

### Educational Structure

As a consequence of the accommodation of degree programmes to the Bologna model, the former Licenciatura degrees (four- or five-year courses) offered by the Polytechnic of Tomar were converted into BSc degrees (three-year courses), which are first-cycle studies as according to Bologna. The Polytechnic also offers post-graduation programmes and some departments may organise MSc programmes in a near future.

Apart from professional training courses, retraining programmes for teachers and staff lifelong learning actions, the Polytechnic also offers a specialization programme in Preservation and Musealization of Archaeohistorical Sites and two post-graduation programmes in partnership with other universities: the Master's Degree in Prehistoric Archaeology and Rock Art (under the framework of ERASMUS-MUNDUS program), a partnership between the IPT and the Trás-Os-Montes e Alto Douro University (UTAD), the Master's Degree in Geographic Information Systems (GIS) a partnership between the IPT and the UTAD and the Master's Degree in Landscape Management and Preservation, a partnership between the Polytechnic of Tomar and the University of the Algarve.

### Degrees in the Polytechnic of Tomar

The degrees offered by Schools of the IPT are:

Technology School of Tomar

[www.estt.pt](http://www.estt.pt)

#### BSc Degrees

Electrotechnical and Computer Engineering  
Chemical and Biochemical Engineering  
Environmental and Biological Engineering  
Design and Graphics Technology  
Conservation and Restoration  
Civil Engineering  
Computer Engineering  
Plastic Arts, Painting and Intermedia

Photography  
Archaeological Techniques  
Territory Management

**Master's Degrees**

Prehistoric Archaeology and Rock Art (A Partnership between the Polytechnic of Tomar and Universidade de Trás-os-Montes e Alto Douro.)  
Conservation and Restoration  
Control and Industrial Electronics  
Civil Engineering  
Photography  
Technical Maintenance of Buildings  
Urban Renewal  
Archaeology Techniques  
Editorials Techniques  
Chemical Technology

Management School of Tomar

[www.esgt.pt](http://www.esgt.pt)

**BSc Degrees**

Business Administration  
Tourist and Cultural Management  
Human Resources Management and Organizational Behaviour  
Auditing and Taxation  
Public Administration  
Commerce and Services Management  
Health Services Management  
Banking Management and Administration

**Master's Degrees**

Auditing and Financial Analysis  
Corporate Accounting, Taxation and Finance  
Product Development of Cultural Tourism  
Human Resource Management  
Management and Public Policy  
Innovation and Entrepreneur Development

Technology School of Abrantes

[www.esta.ipt.pt](http://www.esta.ipt.pt)

**BSc Degrees**

Product Design and Development  
Mechanical Engineering  
Media Studies  
Communication and Information Technologies  
Video and film documentary

**Master's Degrees**

Technical Maintenance of Buildings

• **ACCOMMODATION**

- *SHORT DESCRIPTION OF THE ACCOMMODATION OFFERED (HOTEL, APARTMENTS, STUDENT HALLS, OTHERS; IF THERE ARE*

## Accommodation

### *Rented room*

Students can rent rooms in a family house. Prices vary between 100 and 150 € per month depending on the quality of the room and renting conditions.

Those who want a private room or a flat are advised to make a booking at a hotel for the first days of stay:

### **Pensão Residencial Trovador**

Rua 10 de Agosto de 1385 nº 22-24

2300-553 Tomar

Tomar - Santarém

Tel. +351 249 322 567

Fax. +351 249 322 194

e-mail: [residencialtrovador@hotmail.com](mailto:residencialtrovador@hotmail.com)

### **Estalagem de Santa Iria**

Mouchão Parque

2300 Tomar

Tel.:+ 351 249 313 326

Fax.:+ 351 249 321 238

Telm.: +351 968 815 471

E-mail: [estalagem.iria@sapo.pt](mailto:estalagem.iria@sapo.pt)

<http://www.estalagemiria.com/index.htm>

### **Residência Santa Marta**

Morada: Santa Marta \_ 2300 Tomar

telemóvel: 962 495 456

Fax: 249 327 179

e\_mail: [residestudantes@hotmail.com](mailto:residestudantes@hotmail.com)

<http://residenciasantamarta.com.sapo.pt/rooms.htm>

### **Pensão Luanda**

Avenida Marquês Tomar nº 15

2300-586 Tomar

Tomar - Santarém

Tel.

+351 249 323 200

Fax.

+351 249 322 145

### **Hotel dos Templários**

Largo Cândido dos Reis, 1

2300 Tomar

Tel.: (+351) 249.310.100

Fax: (+351) 249.222.191

[geral@hoteldostemplarios.pt](mailto:geral@hoteldostemplarios.pt)

[http://www.hoteldostemplarios.pt/templarios\\_en.html](http://www.hoteldostemplarios.pt/templarios_en.html)

For further information on accommodation, please consult/contact:

**International Relations Office (IRO)**

☎ <http://www.gri.ipt.pt> and [gri@ipt.pt](mailto:gri@ipt.pt) or [eilc@ipt.pt](mailto:eilc@ipt.pt)

## • MEALS

- **SHORT DESCRIPTION ON THE SERVICES OFFERED (UNIVERSITY CANTEENS, RESTAURANTS, BARS, OTHERS)**



### *Canteens and bars*

The Food Unit of the IPT campus located next to the Halls of Residence houses a cafeteria (open from 8:30am to 8:30pm) and a standard snack bar on the first floor and a low-cost canteen on the ground floor. This canteen is aimed to serve the IPT students and requires the use of meal tickets, which can be bought at the IPT Social Services until the day before. A complete meal (soup, dish, bread, drink and dessert) at the canteen costs 2,30 € and students can choose between a fish, a meat or a diet course and on Thursdays they can also choose from a vegetarian course. This service is available at lunch and dinner times. There is also a standard bar located near the canteen open all day long.

## • RECEPTION OF STUDENTS

- **MEETING POINT (PLACE, DATE AND TIME OF FIRST MEETING - FOR EACH COURSE WHERE DIFFERENT)**

WINTER EILC - 20<sup>th</sup> JANUARY 2014, 10 HOURS AM, IPT CAMPUS, ESTRADA DA SERRA, QUINTA DO CONTADOR, TOMAR, IN FRONT OF THE AUDITORIO PACHECO DE AMORIM

## • EXTRA MURAL ACTIVITIES

- **SITE VISITS**

### Interesting Places to Visit in Tomar

Tomar attracts thousands of tourists all year round because of its varied monuments and natural beauty. These include:

- **Castle and Convent of the Order of Christ:** Magnificent ensemble of the 12th to 16th century architecture and art, it is the main monument of the city and one of the most important in Portugal. It was declared World Heritage Site by UNESCO in 1983. It has been the headquarters of the Templar Order and later of its successor, the Order of Christ.
- **Church of Santa Maria do Olival:** This Gothic church (13th century) was built as a burial ground for the Templar Knights. Gualdim Pais, the founder of the city, was buried in the church and his original tomb slab, dated from 1195 and bearing a gothic inscription, is still preserved inside.
- **Synagogue of Tomar:** Tomar has the best-preserved mediaeval synagogue of Portugal. It was built in the mid-15th century and has an interesting interior with Gothic vaulting and columns with classic capitals. Since 1939, it houses the small **Jewish Museum Abraão Zacuto**, with interesting pieces related to Jewish history in Portugal.
- **Church of Saint John the Baptist: (*São João Baptista*):** The main church of Tomar is located in the main

square of the town, in front of the Municipality (17th century) and a modern statue of [Gualdim Pais](#). The church was built between the 15th and 16th centuries and has many interesting artistic details, like the flamboyant Gothic portal, the Manueline tower with a 16th century clock, the decorated capitals of the inner columns of the nave and several panels painted in the 1530s by one of Portugal's best Renaissance artists, Gregório Lopes.

- **Chapel of Our Lady of the Conception:** (*Nossa Senhora da Conceição*): Chapel built between 1532 and 1540 in pure Renaissance style, begun by João de Castilho and finished by Diogo de Torralva. It was intended to be the burial chapel of King John III. Its beautiful and clear architecture turns it into one of the most remarkable early Renaissance buildings in Portugal.
- **Church and Convent of Saint Iria:** Located on the upper bank of the Nabão river, this early 16th century building has a nice Renaissance portal and altar, as well as Manueline architectural details.
- **Historic Centre:** The historic centre of Tomar is also worth a visit. It contains the greatest monumental collection of central Portugal and natural attractions such as the river, the weirs, the garden-island (the so-called Mouchão) as well as rich renaissance-style architectural details.

### *Museums*

The most important museums are:

- **The Matches Museum** - with about 50 000 items it is the biggest in Europe.
- **The Contemporary Art Museum** – houses works of great Portuguese contemporary artists such as Almada Negreiros, Vespeira and Cutileiro. Collection donated by Professor José Augusto França.
- **Abraham Zacuto Portuguese-Jewish Museum** – installed in the synagogue, the museum is a very important testimony of the presence of the Jewish culture in the country and in the world

### *- SPORTS FACILITIES (SWIMMING, TENNIS, GYMNASIUM; OPENING DAYS AND AVAILABLE INFORMATION)*

#### [Sports](#)

Besides the sports facilities in the IPT campus, the city also offers several sports units such as a modern stadium and a multi-function pavilion, a new sports complex with excellent conditions for the practice of swimming and water gymnastics, tennis, squash, gymnastics, yoga and dancing. Those who like bowling can play it in an entertainment facility not far from the Polytechnic.

### *- ENTERTAINMENT (CINEMA, THEATRE, ETC.; BRIEF INFORMATION ON PLACES AND STUDENT FACILITIES)*

#### [Cultural Life](#)

Tomar is home to numerous cultural activities. The Cine-Teatro Paraíso located downtown offers theatres, music concerts and cinema.

The Convent of Christ is also stage for several theatre plays and renaissance dinners offered throughout the year. Art lovers ought to visit museums or the Town Hall art gallery where temporary exhibitions are held throughout the year. The Lagares d'El Rei (old olive oil mills) is also home to several music and dance performances.



**Note: where more than one course is organised at each level, this form should be copied and completed for each course**

## ***PART II: COURSE(S) DESCRIPTION***

**COURSE NO:**

**LEVEL:**

**I: Beginner course**

☒

**II: Intermediate course**

☐

	FROM...	TO...
PERIOD:	20/01/2014	07/02/2014

### **• LANGUAGE COMPONENT**

#### **- SHORT DESCRIPTION OF LANGUAGE COMPONENT: OBJECTIVES AND TEACHING METHODS**

The perspective and action-learning tasks, recommended by the Common European Framework of Reference for Languages, creates learning conditions close to the present conditions of practice of the language in the real world.

This means that users and language learners are, above all, considered as "social actors" having to do tasks in circumstances and environment in order to act or, even better, interact socially in order to master the target language. From his own identity and speaking in its own criteria, students will naturally develop their own communicative skills in the target language, Portuguese.

The course will be based on learner-centred methodologies, in which students are highly involved in the study process (besides the coursebook, authentic materials will be used in classes, along with role-play situations); learning is processed through direct interaction, not only with peers (communicative pair and group work) but also with surrounding environment (academic and everyday life skills). Besides this essentially communicative approach to language learning, students are encouraged to use ICT as a part of their learning process, academic research, everyday needs and activities.

The classes will be focused on activities that develop autonomy, using authentic materials and real life situations:

- Every class will begin with a lead in conversation about a present subject;
- The importance given to the study of the four foreign language learning skills (listening, reading, writing and speaking) will be the same and will be equally developed in each unit studied: reading short ads, articles; listening to dialogues; having telephone conversations; sending e-mails; role-playing real life situations.

The approach will allow:

- The genuine process of communication systems in exchanges similar to those of everyday life;
- The use of authentic language of dialogue and not artificial conversations;
- The access of students who have some prior knowledge and whose interests are usually not considered will be used as a starting point.

Transforming the classroom into a space where communication is as lively as in the outside world, where the exchange of experience among the learners are constant because the real daily life, where a real group dynamics appears and really works.

#### **- SUBJECT-SPECIFIC LANGUAGE ELEMENTS**

☐ YES ☒ NO

(e.g. special modules for students in particular disciplines)

IF YES, SPECIFY:

**Note: where more than one course is organised at each level, this form should be copied and completed for each course**

So, whether performing tasks, business acquisition of language resources or intercultural activities, interaction is the main point of the pedagogical work. The autonomy will have a huge role in this work, once the acquisitions are essential to achieving the task done, and it is the student who recalls his own knowledge to establish synergy in order to achieve a common goal.

Course books from well-known publishers appropriate to the CEFRL's goals, varied audiovisual media, including on-line exercises through Internet, language laboratory and real life interaction will, this way, be used to achieve the learning outcomes.

**- DURATION**

TOTAL NUMBER OF CLASSES	130 h.
HOURS IN CLASSROOM	90 h.
HOURS OF PRACTICE CONVERSATION/LANGUAGE LABORATORY	12 h.
OTHER (PLEASE SPECIFY) Divided into: <ul style="list-style-type: none"> <li>Technical visits to the historical, literary and natural patrimony of the region</li> <li>Autonomous student work, in order to consolidate the knowledge acquired in classes</li> </ul>	40h.

**- ASSESSMENT (SPECIFY IF THE ASSESSMENT IS MADE BY WRITTEN/ORAL EXAMINATION, ASSIGNMENT, ETC.)**

The assessment methods used are the ones recommended by CEFRL as to assessment of the main language skills, including:

- Oral comprehension;
- Oral expression;
- Oral interaction;
- Written comprehension;
- Written expression.

The students will be assessed according to the following items:

- Attendance to class (75% of the total classes);
- Continuous assessment (Exercises done in the class, interest, involvement, commitment and participation of the student in activities);
- One evaluation test;

One final exam (written and oral exam).

**• COURSE FACILITIES**

**- TEACHING AIDS**

<input checked="" type="checkbox"/> AUDIO/VIDEO MATERIALS
<input checked="" type="checkbox"/> COMPUTER/SOFTWARE
<input checked="" type="checkbox"/> HANDOUTS/PRINTED TEXTS
<input checked="" type="checkbox"/> TRANSPARENCIES
<input type="checkbox"/> OTHER : (SPECIFY)

**- LIBRARY**

YES ☒ NO ☐

**Note: where more than one course is organised at each level, this form should be copied and completed for each course**

**IF YES, SPECIFY:**

TIMES	
OPENING DAYS	
ADDRESS	

**- LANGUAGE LABORATORY**

YES ☒ NO ☐

**IF YES, SPECIFY:**

TIMES	
OPENING DAYS	
ADDRESS	
COST	

## • CULTURAL COMPONENT

**- SHORT DESCRIPTION OF THE CULTURAL ELEMENTS INCLUDED IN THE COURSE: OBJECTIVES AND TEACHING METHODS**

<p>All teaching materials will relate students to the Portuguese way of life and culture. Conversation classes will emphasize relevant aspects of Portuguese recent history, society, teaching system, political, social and economical contemporary aspects, and significant personalities. It's also important to remind that the Portuguese language in the world (the 6th most spoken language in the world).</p>
<p>Participants will have the opportunity to visit the city of Tomar and the surrounding region and to contact with schools and its students.</p>

**- DURATION**

TOTAL HOURS OF ACTIVITIES	h.
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## • TEACHERS AND SUPPORT STAFF

	NUMBER OF...:
<input checked="" type="checkbox"/> TEACHERS	6
<input checked="" type="checkbox"/> ADMINISTRATORS	10
<input checked="" type="checkbox"/> STUDENTS	15