PHD QUICK-START GUIDE

School Year 2019-2020

DECivil | Department of Civil Engineering, Architecture and Georesources
Welcome to the Department and your Quick-Start guide!

This guide is designed to provide key information and to support you in your first few weeks in the Department. It contains information on Técnico, the Department, 3rd cycle student affairs, student support and much more.

If you have any additional questions, please refer to your supervisor, student mentors and remaining Department staff.
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PRESIDENT’S WELCOME MESSAGE

The Department of Civil Engineering, Architecture and Georesources (DECivil), the largest at Técnico, with over than 130 professors, researching in a broad range of areas and with internationally recognised expertise, is involved in ten PhD programmes, with the coordination of most of them.

Each year a significant number of students, some of them coming from different parts of the World, not only from Europe but also from Asia, Africa or South America, are successfully applying to these programmes.

As the President of DECivil for this biennium (2019-2020), I have the pleasure and honour to give you a warm welcome and wish you all the success on this rewarding step of your life.

Professor José Saldanha Matos

THE DEPARTMENT

The Department of Civil Engineering, Architecture and Georesources at Técnico focuses on promoting innovation in the Built and Natural Environment sector through the active involvement in fundamental and applied research to meet the major challenges faced by society and knowledge transfer.

SCIENTIFIC AREAS

The department is structured according to seven distinct scientific areas, each coordinated by one Professor:

- Architecture (Profª Ana Cristina Tostões)
- Construction (Prof. Fernando Branco)
- Geotechnics (Prof. Jaime Santos)
- Hydraulics, Environment and Hydric Resources (Prof. António Heleno Cardoso)
- Structural Mechanics and Structures (Prof. João Azevedo)
- Mining and Georesources (Prof. Amílcar Soares)
- Urban and Regional Systems (Prof. Luís Picado Sandos)
EXECUTIVE BOARD

The department is led by the President of DECivil in collaboration with the Executive Board (see the appendix Structure of Governance in page 17).

**President of DECivil**

Professor José Saldanha Matos  
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BUILDING SUPPORT UNITS

The Department has several laboratories (see the appendix Civil and Mining Buildings Plants in pages 18-21) for numerous types of experimentation, advanced modelling, field monitoring and theoretical research, enabling a rigorous approach and hence confidence in our research discoveries. One of the primarily aims is to undertake scientific and technological activities, fostering knowledge transfer and promoting the involvement of national and foreign researchers in RD&I and projects in their areas of expertise.

Civil Building Support Units

Laboratories
- **LERM** – Laboratory of Structures and Strength of Materials
- **LC** – Construction
- **LHRHA** – Laboratory of Hydraulics, Hydric and Environmental Resources
- **LG** – Laboratory of Geotechnics
- **LVTC** – Laboratory of Transport Infrastructures
- **ISTAR** – Laboratory of Architecture
- **LMC** – Computational Mechanics Laboratory
- **LTI CIVMAT** – Information Technology Laboratory

* LHRHA is composed of two laboratories: Laboratory of Hydraulics and Laboratory of Environment

Museum
- Museu DECivil

Mining Building Support Units

Laboratories
- **GEOlab** – Geosciences and Geotechnology
- **LMP** – Mineralogy and Petrology (former LAMPIST)

Museums
- Geology and Ore Deposits (Décio Thadeu)
- Mineralogy and Petrology (Alfredo Bensaúde)
Most of the scientific research at Técnico is carried through FCT-registered research units. The department is host to three of these cross-area R&D units:

**CERENA** - Center for Natural Resources and Environment Studies

![CERENA Logo](image)

**CERIS** - Research and Innovation in Civil Engineering for Sustainability

![CERIS Logo](image)

**CiTUA** – Center for Innovation in Territory, Urbanism and Architecture

![CiTUA Logo](image)
OTHER IMPORTANT INFORMATIONS

Student Groups and Associations

Regarding student activities/initiatives, there are several Student Groups and Associations within Técnico. The ones more closely related with DECivil are:

- Architecture – NucleAr
- Civil Engineering – Fórum Civil
- Petroleum Engineering and Earth-Resources – Numist
- Conseil International du Bâtiment / International Council for Research and Innovation in Building and Construction (CIB) IST student chapter
- Society of Petroleum Engineers (SPE) IST student chapter
- Society of Exploration Geophysicists (SEG) IST student chapter
- Young Professionals Network of the International Association of Hydraulic Research – YPN-IAHR Portugal

IT Support

DECivil IT Support*

Filipe Aparício
apoiotecnico@civil.tecnico.ulisboa.pt
Office: Civil Building – 2.17
Telephone/Ext: 218419003 / 3003

*Much of the IT Support in the Mining Building is provided by Carlos Oliveira, who is linked to the CERENA Research centre.

Building Managers

Civil Building
(Pavilhão de Civil)

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Mining Building
(Pavilhão de Minas)

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PHD INFORMATIONS

NEW STARTER CHECKLIST

- **Registration** – Make sure you are registered in the Doctoral Program at Técnico, and check in the student section of your FenixEdu personal page that you are enrolled in this semester’s courses. If not, please contact the administrative staff and/or the APG - Post-Graduation Academic Unit. If you do not have a personal Técnico ID, contact the IT services.

- **Get your Técnico ID card** – Make sure you get your Técnico ID card, which identifies you as a member of Técnico community. The card also allows you to make payments, provides access to buildings, parking (in FenixEdu follow Personal Area > Parking) and printing machines. See more details [here](#). You can apply for your card in your FenixEdu. Just follow Personal > Personal Area > Técnico Card.

- **Check the Important Documents** provided by Técnico, namely the Alameda Campus Plan, the Student Guide (which includes a chapter on Visa and Legal Formalities) and the Academic Guide for 3rd cycle studies (only available in European Portuguese). For international or mobility students especially, also take a look at the Student Support Unit’s Survival Guide.

- **Meet your Supervisor** – Your Supervisor will be able to provide information specific to your research, as well as relevant training opportunities, computational resources, and student/supervisor responsibilities. He will also provide your office and desk allocation and guide you with the procedure regarding security clearance. Additionally, he should inform you of whether or not you should apply for a collaboration role within an IST-based research centre (e.g. CERIS, CERENA and CITUA). If you do not yet have a supervisor, please contact the coordinator of your Doctoral Degree.

- **Attend the PhD Welcome Session** – You will be guided through the DECIVIL premises and additional information will be transmitted to you, geared towards your role as a PhD student.

- **Contact student mentors** – They will help you with getting to know your PhD and Postdoctoral colleagues and guide you through some of the questions you may have in the initial stage of the PhD.

- **Make sure you know the PhD Key-dates** – According to Técnico rules, you are required to conduct a Doctoral Seminar within 24 months of your admission in the Doctoral Degree to publicly present your thesis proposal (check your enrollment date in FenixEdu following Student > Curriculum). The evaluation committee (CAT) will comment and assess the current state of your research and issue a report on whether you are expected to complete the requirements of the Doctoral Degree. The continuation of your PhD studies is pending on a positive report. The provisional version of the PhD Thesis should be submitted within 3 to 5 years following your admission date.
PHD SUPERVISOR INDUCTION CHECKLIST

As a student starting your Doctoral Degree within DECIVIL, there are many new aspects that need to be understood in order to be fully effective, namely regarding your research. The following is a list of topics you may find useful to explore in discussions with your Supervisor:

- Supervisory team
- Research plan and objectives
- Expected research dissemination outcomes (research publications, seminars, etcetera) and available funding
- Regularity of supervision meetings and feedback
- Office and desk allocation
- IT and laboratory resources and associated staff members
- Department section staff

DOCTORAL DEGREE COORDINATORS

Architecture (Arquitetura)

Professor Ana Tostões
ana.tostoes@tecnico.ulisboa.pt
Office: Civil Building – 3.32 | 3.33
Telephone/Ext: 218 418 332 / 2332

Civil Engineering (Engenharia Civil)

Professor Fernando Branco
fernando.branco@tecnico.ulisboa.pt
Office: Civil Building – 2.30
Telephone/Ext: 218 418 230 / 2230

Territorial Engineering (and Spatial Planning) (Engenharia do Território)

Professor Fernando Nunes da Silva
fnsilva@tecnico.ulisboa.pt
Office: Civil Building – 3.04
Telephone: 218 418 304 / 2304
Earth-Resources (Georrecursos)

Professor Fernando Durão
fdurao@tecnico.ulisboa.pt
Office: Mining Building – 3105
Telephone/Ext 218 417 761 / 1761

Transportation Systems (Sistemas de Transportes)

Professor Luís Picado dos Santos
luispicadosantos@tecnico.ulisboa.pt
Office: Civil Building – 3.26.1
Telephone/Ext: 218 419 715 / 3715

Petroleum Engineering (Engenharia de Petróleos)

Professor Amílcar Soares
asoares@tecnico.ulisboa.pt
Office: Mining Building – 2.25
Telephone/Ext: 218 417 444 / 1444

Climate Change and Sustainable Development Policies (Alterações Climáticas e Políticas de Desenvolvimento Sustentável)

Professor José Saldanha Matos
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River Restoration and Management (Restauro e Gestão Fluviais)

Professor António Pinheiro
antonio.pinheiro@tecnico.ulisboa.pt
Office: Civil Building – 5.50
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ADMINISTRATIVE STAFF*

Architecture, Civil Engineering, Territorial Engineering and Earth-Resources**

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paula.marques@tecnico.ulisboa.pt
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* In conjunction with the Post-Graduation Academic Unit
** For other Doctoral Degrees, refer to the Coordinator

STUDENT MENTORS

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FUNDING OPPORTUNITIES

If you are looking for information and support regarding researcher or PhD positions you can visit the following websites:

- Técnico’s recruitment page
- Calouste Gulbenkian Foundation
- Luso-American Development Foundation
- Fullbright Comission Portugal
- Portuguese Foundation for Science and Technology (FCT)
- Pan-European Researcher’s Mobility Portal (http://www.eracareers.pt/), co-funded by the European Commission and maintained by FCT (opportunities in Portugal)
- Euraxess to researchers moving to and from Portugal
- Euro Science Jobs for positions in Europe
INTEGRATION WITHIN TÉCNICO

- **Técnico Services**

The following lists contain a brief description of some of the services at Técnic thought to be useful for PhD students:

**APG - Post-Graduation Academic Unit** – Manages administrative processes and procedures related to Doctoral Programs, Advanced Training Diplomas (DFA) and similar (registration, tuitions, course enrolments). Helpful information can be consulted in their [FAQ](#) section. Note: They do not handle pedagogical affairs, such as schedules or marks.

**GATPI - Researcher and Project Technical Support Office (part of the Project Division)** – Provides advisory support in the preparation for project calls (among which [Marie Skłodowska-Curie Actions](#) and [European Research Council (ERC)](#)) and helps communicate funding opportunities.

**AAI – International Affairs Office** – Handles all aspects to do with international affairs (international mobility, university partnerships, international projects, and funding, etc), which are detailed [here](#). Works in cooperation with GATPI for the identification of international funding opportunities and assistance in project calls.

**TT – Technology Transfer Office** – Provides assistance regarding intellectual property, promotes entrepreneurship and innovation through several initiatives and competitions and helps with career development. It also establishes corporate partnerships between Técnic and the industry.

**NDA – Academic Development Unit** – Beyond the work regarding the teaching-learning process, it provides students with soft skill training and coaching.

**Lifelong Training Office (part of the Academic Services)** – Develops training initiatives such as Portuguese Language Courses and other short courses regarding Scientific Writing & Publication, Editing Research Papers and How to Design Powerful Scientific Experiments.

**IT – IT Services** – Manages the network infrastructure of IST, as well as the main information systems of IST. Provides computer and network support (recall that there is also IT support provided by the Department).

**Health Services** – Provides medical support in the areas of general medicine, dental medicine, psychology, clinical analyses, among other specialties.

**NAPE – Student Support Unit** – Promotes the Técnic students’ integration, supporting all kinds of activities that contribute to better involvement of the academic community. They also have a [Survival Guide](#) for Mobility and International Students.

**AEPQ – Institutional Studies, Planning and Quality Area** – Handles aspects regarding Strategy, Planning and Quality at an Institutional level. It is in charge of statistics (academic marks, bibliometric and scientific productivity indicators, etc) and coordinates the [IST Graduate Employability Observatory](#), the [Rankings Observatory](#) and the [Best Practices Observatory](#).

Additional information on Técnic’s organization scheme can be found [here](#).
• Where to print?

LTI DECivil – Room V1.20 of the Civil Building

Técnico Scan&Print services – Printer Locations

Núcleo de Reprografía – Room 01.37 of the Central Building (level -1)

• PhD related activities

PhD Open Days – an opportunity for Técnico’s PhD students to socialize and share research, skills and expertise with the rest of the academic community.

Architecture PhD Weeks – lectures organized in the scope of the Doctoral Degree in Architecture. Sponsored by Docomomo International (International committee for documentation and conservation of buildings, sites and neighborhoods of the modern movement), which has its headquarters in the Civil Building (rooms 5.01, 5.02 and 5.03).

MEP IST Annual Meeting of the MSc and PhD in Petroleum Engineering

EnergySummit – annual meeting that discusses the role of the Earth-Resources in the world’s energy systems through sustainable and efficient management of natural resources.

Forums and Meetings sponsored by APU (Portuguese Association of Urban Planners), which has its headquarters in the Civil Building (room 5.33).

FUNDEC specialization courses – students of the Doctoral Program in Civil Engineering can attend the courses for free under the conditions of the collaboration agreement.

ACKNOWLEDGEMENTS

This document is the result of a continuous student-led initiative hosted by DECivil Executive Board with the combined efforts of Alexandre Pinheiro, Ana Fernandes, André Biscaya, André Quinhones, Ângela Pereira, Didia Covas, Inês do Ó, Joana Baltazar, João Narciso, João Pacheco, Laura Khammash, Luís Vieira, Maria Ana Bonito and Vera Durão.
Update of the Quick-Start Guide

The major contents of this guide should be revised yearly by the DECIVIL Executive Board.

Suggestions for improvement of this guide should be addressed to welcomedecivil@gmail.com

Additional suggestions, compliments and/or complaints should be forwarded to the centralized Técnico website page specially designed for this purpose.
STRUCTURE OF GOVERNANCE

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Alterações Climáticas e Políticas de Desenvolvimento Sustentável
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Hidráulica, Ambiente e Recursos Hídricos
António Heleno Cardoso

Mecânica Estrutural e Estruturas
Júlio Azevedo

Minas e Georesursos
Amílcar Soares

Sistemas Urbanos e Regionais
Luís Picado Santos
Civil Building facilities – laboratories

-2

LERM - Laboratory of Structures and Strength of Materials
LC - Laboratory of Construction
LHRHA - Laboratory of Hydraulics, Hydric and Environmental Resources
LVCT - Laboratory of Transport Infrastructures
LG - Laboratory of Geotechnics
ISTAR - Laboratory of Architecture

-1
Civil Engineering Building facilities - offices

Coffee room

Microwave room

- Structural Mechanics and Structures Scientific Area
- Construction Scientific Area
- Architecture Scientific Area
- Hydraulics, Environment and Hydric Resources Scientific Area
- Urban e Regional Systems Scientific Area
- Geotechnics Scientific Area
- Mining and Geo-Resources Scientific Area
- Civil Engineering Department
- Executive Board
Mining Building facilities – Laboratories and offices

- GEOLab
- Mining and Georources Scientific Area
- Museum of Geology and Ore Deposits (Décio Thadeu)
Mining Building facilities – Laboratories and offices (continuation)

- Mining and Georesources Scientific Area
- Museum of Mineralogy and Petrology (Alfredo Bensaúde)
- Laboratory of Mineralogy and Petrology
Thank you for reading all the way through.

Once again,

welcome to the Department!