



GROW YOUR ROOTS

IN FCNAUP



WELCOME MANUAL



WELCOME TO FCNAUP

FCNAUP is currently the only national public Faculty entirely dedicated to teaching Nutrition Sciences. Over the last few decades, it has helped build the Nutritionist profession in Portugal and its international reputation.

Pedro Graça | FCNAUP Dean



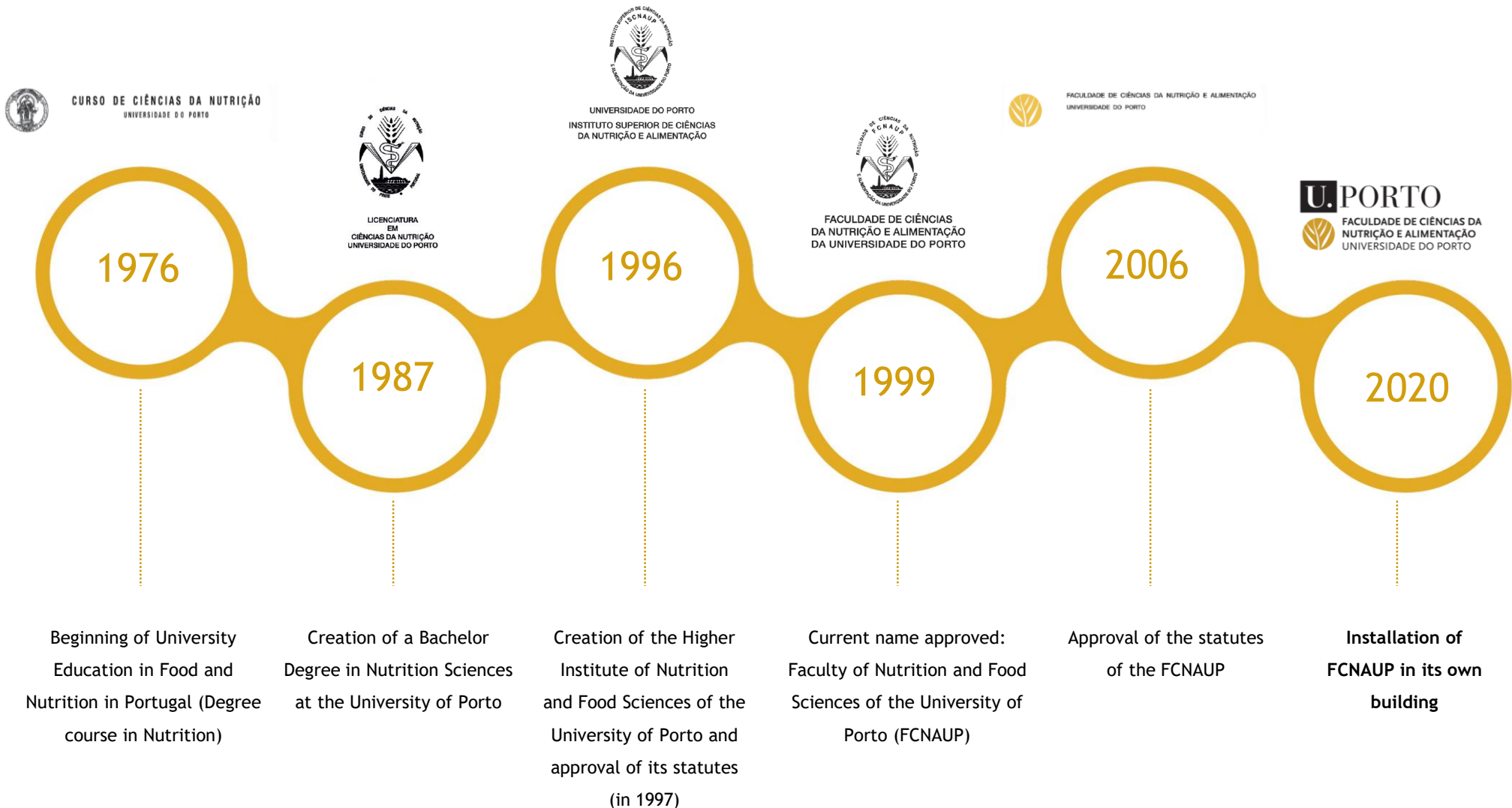
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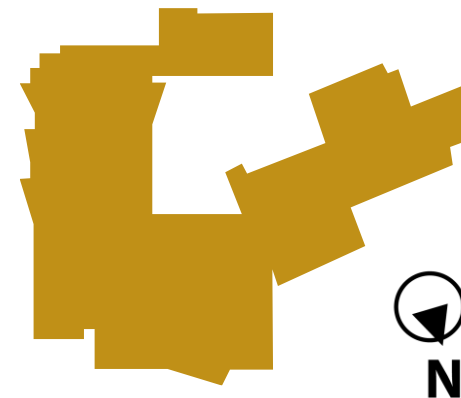
Milestones | Porto School of Nutrition

Teaching, Research and Community since 1976



Location | Access and Contacts

FCNAUP is located in one of Porto's prime areas, on Rua do Campo Alegre, between the Faculty of Sciences and the Botanical Garden.



CONTACTS

Rua do Campo Alegre, 823 | 4150-180 Porto | Portugal
Coordinates: 41° 9' 10.451' 'N / 8° 38' 17.678'' W

Telephone: +351 225 074 320

Fax: +351 225 074 329

URL: <https://www.up.pt/fcnaup/>

Email: webmaster@fcna.up.pt



OPENING HOURS

08:00 a.m. to 08:00 p.m.



HOW TO GET TO FCNAUP



CAMPUS MAP

Building | Floor Plan

3rd Floor

Governing Bodies
Teachers' offices

2nd Floor

Teaching and R&D Laboratories
Gastrotechnics Laboratory
ICT Helpdesk
Classrooms

1st Floor

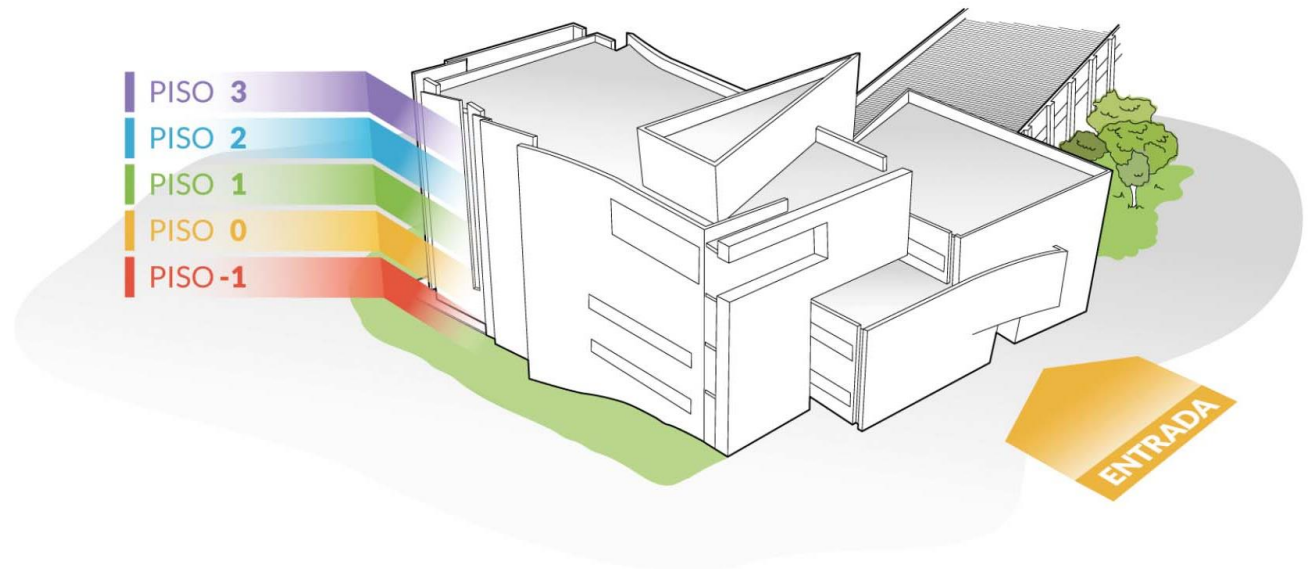
Dr Emílio Peres Space | Library
Computer Rooms | Classroom
Support and Logistics

Ground Floor

Auditorium
Bar
AEFCNAUP
Body Composition Laboratory
Academic Services
Accounting and Human Resources

-1 Floor

Teaching and R&D Laboratories
Nutrition Counselling Service
Academic Activities



[VIRTUAL VISIT](#)

[INTERACTIVE MAP](#)

Internal Organization | Management Bodies and Services

MANAGEMENT BODIES and ETHICS COMMISSION

Scientific Council [Prof. Nuno Borges](#) | cientifico@fcna.up.pt

Executive Board [Prof. Pedro Graça](#) | diretor@fcna.up.pt

Pedagogic Council [Prof. Pedro Moreira](#) | pedagogico@fcna.up.pt

Council of Representatives [Prof.^a Ada Rocha](#) | representantes@fcna.up.pt

Dean [Prof. Pedro Graça](#) | diretor@fcna.up.pt **Secretariado** [Rosa Barros](#)

Ethics Commission [Prof.^a Sara Rodrigues](#) | etica@fcna.up.pt

SERVICES and INTERNAL STRUCTURES

Academic Services Responsible: [Bárbara Pereira](#) | sacademicos@fcna.up.pt

Team: [Alda Alvim](#), [Carla Rocha](#), [Giselda Freitas](#), [Joana Campos](#)

Opening hours: Face-to-face service, working days: 09.30 am to 12.00 pm - 1.30 pm to 3.00 pm

Telephone service, working days: 09.00 am to 10.00 am - 2.00 pm to 3.00 pm

Accounting Service contabilidade.fcnaup@sp.up.pt

Team: [Almerinda Pinto](#)

Opening hours: Working days: 09.30 am to 12.00 am · 2.00 pm to 4.00 pm



Internal Organization | Management Bodies and Services

SERVICES and INTERNAL STRUCTURES (cont.)

Service of Cooperation and Communication [Bela Franchini](#)

Service of Documentation and Information **Responsible:** [Marta Azevedo](#) | biblioteca@fcna.up.pt

Team: [Alcina Seixas](#)

Opening hours: working days, 8.00 am to 8.00 pm

Service hours: working days, 9.30 am to 4.00 pm

Human Resources Service [Cristina Claro](#) | recursoshumanos@fcna.up.pt

Service of Support and Logistics **Responsible:** [Ana Mogadouro](#) | logistica@fcna.up.pt

Team: [Alexandra Pinto](#), [João Lopes](#)

Opening hours: working days, 8.30 am to 12.30 pm · 2.00 pm to 4.30 pm

Support for R&D Labs [Daniel Nunes](#), [Fernanda Cardoso](#), [Mónica Lamas](#)

Management Support Unit [Carlos Firmino](#), [Elsa Ferreira](#), [Rosa Barros](#)

IT Support Unit [João Garcia](#), [Alexandre Bellard](#) | helpdesk@fcna.up.pt

Concierge and Security Staff portaria@fcna.up.pt; vigilante em ronda T. 962 123 829

Cleaning and sanitising **EQM** [Márcia Cardoso](#)

Maintenance and Support for Facilities **TRM** [Filipe Araújo](#), [Pedro Santos](#)



Internal Organization | Management Bodies and Services

COURSES DIRECTORATE

First Degree Nutrition Sciences Prof.^a Cláudia Afonso

Master Degree in Clinical Nutrition Prof.^a Cármen Silva

Master Degree in Community Nutrition and Public Health Prof.^a Sara Rodrigues

Master Degree in Food Service Management Prof.^a Ada Rocha

Master Degree in Gastronomic Sciences*

Master Degree in Nutrition Education Prof. Pedro Graça

Master Degree in Paediatric Nutrition Prof. Pedro Moreira

Doctoral Degree in Clinical Nutrition Prof. Nuno Borges

Doctoral Degree in Food Consumption and Nutrition Sciences*

*The process of appointing a new board is in progress.

STUDENTS

STUDENTS ASSOCIATION AEFCNAUP

Room 0.502 | aefcnaup@gmail.com



Disciplinary Areas | FCNAUP's Career Teachers

CLINICAL NUTRITION



NUNO BORGES



ALEJANDRO SANTOS

COMMUNITY NUTRITION AND PUBLIC HEALTH



TERESA AMARAL



PEDRO GRAÇA



SARA RODRIGUES



CLÁUDIA AFONSO



MARIA JOÃO GREGÓRIO



BRUNO OLIVEIRA

Disciplinary Areas | FCNAUP's Career Teachers

FOOD AND HUMAN NUTRITION



PEDRO MOREIRA



VITOR HUGO TEIXEIRA



RENATA BARROS

FOOD SERVICE, FOOD SAFETY and QUALITY



OLÍVIA PINHO



ADA ROCHA



PATRÍCIA ANTUNES



DUARTE TORRES



CRISTINA SANTOS



PATRÍCIA PADRÃO



OLGA VIEGAS

Training Offer | Courses and Academic Information

COURSES

ACADEMIC CALENDAR

SCHEDULE AND CLASSES

TIMETABLE CONSULTATION PROCEDURE

horarios@fcna.up.pt

EXAM CALENDAR

ACADEMIC REGULATIONS

Legislation and Regulations (Portuguese only)

Consult academic regulations on the page for each study degree

Pedagogic regulation for assessing student performance (Portuguese only)

Code of Ethics in Academic Conduct at U.Porto (Portuguese only)

University of Porto Student Disciplinary Regulation (Portuguese only)

School Awards

ACCESSIBILITY

U.Porto's Inclusion Support Centre

Special Educational Needs | Responsible: Prof.^a Bárbara Pereira



More information:

sacademicos@fcna.up.pt | educacaocontinua@fcna.up.pt (Lifelong Learning Courses Support); posgraduacao@fcna.up.pt (Master and Doctoral Degrees Support)

U.Porto ID Card

CARD

As well as identifying you as a member of the U.Porto academic community, the U.Porto ID card allows you to access internal services at FCNAUP, such as borrowing books from the library, and also U.Porto services, such as access to school canteens and SASUP services, namely medical appointments and psychological support, as well as other services provided by third parties under particular conditions.

CONSULT [BENEFITS](#).

+ Info

Service of Support and Logistics
Room 1.108 | logistica@fcna.up.pt



Information Systems and Credentials

SIGARRA INFORMATION SYSTEM

FCNAUP's SIGARRA information system is available at:
https://sigarra.up.pt/fcnaup/en/WEB_PAGE.INICIAL

STUDENTS*

On their institutional page, students can view their student profile, information on their academic career, timetables, classes, classrooms, classifications, payment of fees, etc. Access to SIGARRA is via credentials provided or created during enrolment/registration.

Contact: sacademicos@fcna.up.pt

*Mobility students should consider the information provided in the IN Mobility Welcome Manual.

TEACHERS

On their institutional page, teachers can view their professional and scientific careers, information on work distribution, curricular units and timetables.

Contact: gi@fcna.up.pt

CREDENTIALS

The credentials created during enrolment/registration for the first time (or provided by the services in the case of teachers and technical staff) are used to access SIGARRA.

It is suggested that the user changes the password created at <https://self-id.up.pt/password> to activate their account in the various FCNAUP information systems and services, such as SIGARRA, email, AAI systems (federated authentication), eduroam wireless network, VPN, classroom computers and Office 365. It is recommended that users also register an alternative email address and telephone number on their institutional SIGARRA page, which, if forgotten, will help them recover their credentials.

 [More information at IT Resources \(Portuguese only\)](#)



EMAIL

Institutional communication is via the institutional email @[\(edu.\)fcna.up.pt](mailto:(edu.)fcna.up.pt). Access to the institutional email is available at:

STUDENTS

STAFF



MOODLE

Some Curricular Units (CUs) offer online resources on the platform.

E-LEARNING

Access to the CUs on Moodle U.Porto is via the student's institutional page on SIGARRA.

ONLINE ACCESS

Online access to international journals and publications from U.Porto's internal network.

Support Structures and Spaces

MENTORSHIP

The FCNAUP Mentoring Programme is an institutional programme promoted by the Pedagogic Council, which aims to promote academic, personal and social integration, the development of transversal skills, and the academic success of our students.

mentoria@fcna.up.pt



PSYCHOLOGICAL SUPPORT(PsiCA)

PsiCA offers specialised psychology services to students, teachers and staff at the Campo Alegre campus.

psica@reit.up.pt



FOOD COUNSELLING (available soon)

Food counselling service soon to be available.

aconselhamentoalimentar@fcna.up.pt

DR. EMÍLIO PERES SPACE | LIBRARY

Multipurpose space to support teaching, research and cultural activities. The reading room is always open during the institution's opening hours. Most consultation materials (such as books or scientific articles) are available online via the [U.Porto's Research and Discovery Platform](#).

biblioteca@fcna.up.pt



Support Structures and Spaces

IT SUPPORT

Support provided by UPDigital

Face-to-face and telephone support: FLOOR 2, room 2.103 Helpdesk TIC | 225 081 506 ext.203

[ICT resources for general use \(Portuguese only\)](#)

[ICT Resources to Support Teaching, Research and Publishing \(information for teachers\) \(Portuguese only\)](#)



RESEARCH INITIATION

First-cycle students have the opportunity to take part in research activities.



MOBILITY & INTERNATIONALIZATION

In and Out Mobility Students | international@fcna.up.pt

International Students | sacademicos@fcna.up.pt

EMPLOYABILITY AND ALUMNI

In addition to the central structures for supporting graduates and alumni, FCNAUP offers a personalised service in this area.

[FCNAUP's Employment Exchange \(Portuguese only\)](#)

carreira@fcna.up.pt



SOCIAL ACTION, HEALTH AND WELFARE

In addition to the information on scholarships for accommodation, food and funding provided by the U.Porto Social Action Services ([SASUP](#)), FCNAUP publicises other social support for students.



SPORTS

Physical activity and sport at UPorto, promoted by the U.Porto Sports Centre (CDUP).



Support Structures and Spaces

VOLUNTEERING

Volunteering activities



CULTURE

Common House, Natural History and Science Museum of the U.Porto: Botanical Garden and Biodiversity Gallery



STUDENT OMBUDSMAN

Without decision-making powers, the Student Ombudsman's primary mission is to defend and promote the rights and legitimate interests of U.Porto students in university situations.



FCNAUP STUDENTS ASSOCIATION (AEFCNAUP)

AE FCNAUP is the representative body of the students of the Faculty of Nutrition and Food Sciences of the University of Porto, based in room 0.502 of the FCNAUP premises. This body seeks to actively participate in all matters of student interest, promote its members' civic, physical, cultural and scientific training, and foster the academic spirit of unity, cooperation, solidarity and conviviality.

aefcnaup@gmail.com



Support Structures and Spaces

BOOKING

R&D Labs and Rooms | reservasalas@fcna.up.pt

Equipment

Car parking

Lockers

logistica@fcna.up.pt

STUDY ROOMS

There are computer rooms on FLOOR 1 (room 1.109, outside school hours) and study rooms in the Library, FLOOR 1, by prior reservation. On campus, we also suggest E-Learning [Botanical Café](#).

R&D SUPPORT ROOMS

There are support rooms for scholarship holders and postgraduate students on FLOOR 0 ACCESS. [CONDITIONS DEFINED IN REGULATION.](#)



Support Structures and Spaces

R6D LABS

There are several laboratories to support teaching and R&D activities:

Gastrotechnics Laboratory;

Body Composition Laboratory;

Food Innovation and Technology Laboratories (-1.208 e -1.203).

Access outside the classroom requires authorisation from the laboratory managers.



STUDENT LOUNGE

Space dedicated to FCNAUP students, open permanently, during the institution's opening hours.



BAR

A space dedicated to serving meals on FLOOR 0 opens permanently during the institution's opening hours.



Other useful information at [U.Porto Student Guide](#).

U. PORTO

FACULTY OF NUTRITION
AND FOOD SCIENCES
UNIVERSITY OF PORTO

FACULTY OF NUTRITION AND FOOD SCIENCES UNIVERSITY OF PORTO Rua do Campo Alegre, 823 | 4150-180 Porto | Portugal | +351 225 074 320 | webmaster@fcna.up.pt | © FCNAUP 2023.07



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WWW.UP.PT/FCNAUP

