The background features a detailed line-art illustration of a classical building facade, including a dome, arched windows, and decorative moldings. A large, semi-transparent orange shape, resembling a stylized architectural element like a dome or a tower, is overlaid on the left and center of the page. The text is centered within this orange area.

STUDENT
MANUAL
2016



Welcome!

This manual summarizes the way the Oswaldo Cruz Foundation (Fiocruz), located in Rio de Janeiro, is organized, as well as provides information and tips about what is offered to students. This manual is an initiative of the Vice-President's Office of Education, Information, and Communication along with the Fiocruz Graduate Students Association of the Rio de Janeiro State (APG Fiocruz-RJ).

Oswaldo Cruz Foundation - Fiocruz

President

Paulo Gadelha

Vice-President of Research and Reference Laboratories

Rodrigo Stabeli

Vice-President of Administration and Institutional Development

Pedro Ribeiro Barbosa

Vice-President of Education, Information, and Communication

Nísia Trindade Lima

Vice-President of Environment, Healthcare, and Health Promotion

Valcler Rangel Fernandes

Vice-presidente de Produção e Inovação em Saúde

Jorge Bermudez

Dear Fiocruz students,

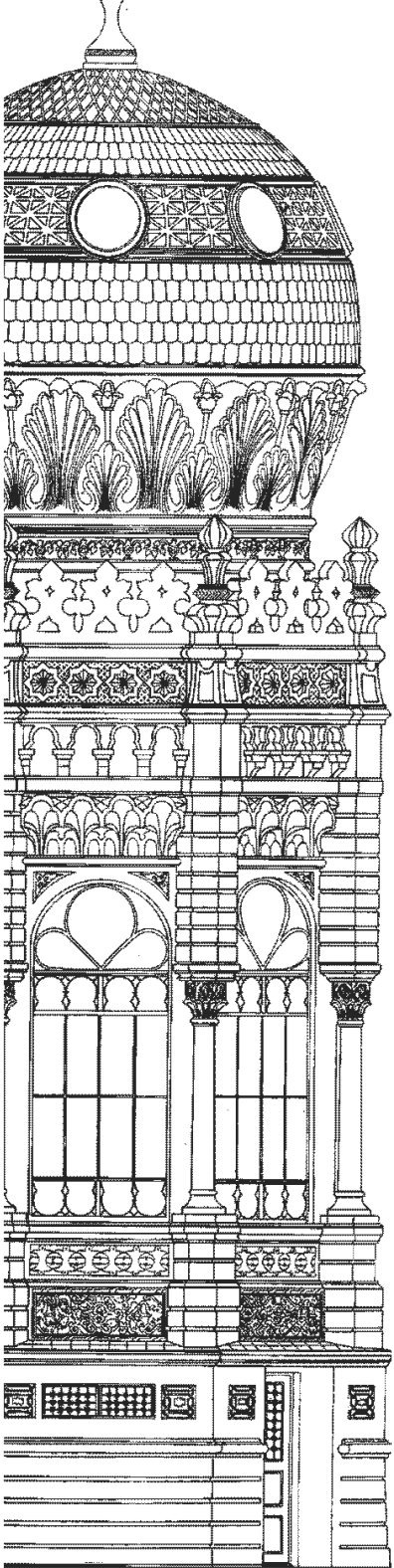
The Oswaldo Cruz Foundation, in its long history, has always been dedicated to teaching Health Science and Health Technology professionals. Many prominent researchers have emerged from its grounds, either as masters or students. They have offered important contributions to the Brazilian science; some names are Oswaldo Cruz, Carlos Chagas, Adolpho Lutz, and many others. Currently, the Foundation is proud to teach and capacitate people to work at the Sistema Único de Saúde – SUS (Brazil’s Unified Health System).

Now, you are part of the Fiocruz community. We are glad to have you here in this special place where we not only teach professionals, but also we develop the capacity of our students to understand health as an integrated and multidisciplinary process.

In this manual, you will find information about the Fiocruz organizational and functional structure, as well as the support to move around the foundation.

At last, we hope your stay is an exercise of citizenship and accomplishments.

Paulo Gadelha
Presidente da Fiocruz



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▪ Pavilhão Mourisco em construção, projeto do arquiteto Luiz de Moraes Júnior, s.d.

Fiocruz

Created on May 25, 1900, the Oswaldo Cruz Foundation (Fiocruz), under the Ministry of Health, is the leading institution in Latin America carrying biological, biomedical, and public health research.

Fiocruz carries its activities through institutional programs in research and technological development, education, production, reference services and environment, information and communication, and planning and management.

Today, Fiocruz is the biggest national producer of immunobiological and an important supplier of medicines for the Unified Health System (SUS). In its laboratories, it performs the quality control of products and services with potential risk to public health. Its supporting units carry clinical analysis and medical appointments. Its facilities host dozens of national and international reference centers.

In the information and communication field, Fiocruz has scientific and outreach publications. Its libraries are connected in a network.

Fiocruz also develops a series of educational and research extracurricular activities. For example, a TV channel (Canal Saúde), Museu da Vida (Museum of Life), Fiocruz Publishing Co., Fiocruz News Agency, Radis Program, VídeoSaúde Distributor, projects with underprivileged communities in Rio de Janeiro and other States, among others.

For more information, access
www.fiocruz.br

Education

Fiocruz is the leading institution (that is not a university) teaching and training personnel for the Unified Health System (SUS) and the Health science and technology field in Brazil. Students come from all over the country and the world, especially Latin America and Portuguese-speaking African countries. All Fiocruz Units offer Ph.D., Masters, Professional Masters courses (stricto sensu graduate studies), and specialization, training, refresh, residency, and professional education courses (lato sensu graduate studies).

For the list of courses offered, access: **www.siga.fiocruz.br**.

The lato sensu graduate and professional education courses are also offered as distance learning courses. For more information, access www.ead.fiocruz.br.

For the Fiocruz stricto sensu graduate regulations, access <https://portal.fiocruz.br/pt-br/content/regimento-da-p%C3%B3s-gradua%C3%A7%C3%A3o-stricto-sensu-da-fiocruz>.

For the Fiocruz lato sensu graduate regulations, access <https://portal.fiocruz.br/pt-br/content/regimento-p%C3%B3s-gradua%C3%A7%C3%A3o-lato-sensu>.

Contact the specific campus offering the course, which may have specific instructions.

Vice-President's Office of Education, Information, and Communication

The Vice-President's Office of Education, Information, and Communication is responsible for planning, integrating, and evaluating the Fiocruz activities of education (technical, lato and stricto sensu graduate courses), information (information systems for management and academic support, scientific publications, the library system and the Museum of Life), and communication (internet and dissemination in every type of media).

The Coordenação de Aperfeiçoamento de Pessoal de Nível Superior (CAPES), which is the Brazilian Federal Agency for the Support and Evaluation of Graduate Education, rates Fiocruz as a graduate course.

The Graduate Studies General Office corresponds to a University Dean's Office..

- **Vice-President of Education, Information, and Communication**

Nísia Trindade Lima

E-mail: vpEIC@fiocruz.br

- **Graduate Studies General Coordinator**

Maria Cristina Rodrigues Guilam

E-mail: cgpg@fiocruz.br

- **Graduate Studies Assistant Coordinator**

Milton Ozório Moraes

E-mail: cgpg@fiocruz.br

International students can also contact us by e-mail: ensino.internacional@fiocruz.br or by phone **(55 21) 3885-1653**.

Fiocruz Technical-Scientific Units at Manguinhos

- **Evandro Chagas National Institute of Infectious Diseases - INI**

A unit focused on clinical research, education, reference services, and assistance in infectious diseases.

Website: www.ini.fiocruz.br

- **Oswaldo Cruz Institute – IOC**

The Oswaldo Cruz Institute carries out research, technological development and innovation, as well as provides reference services related to infectious and genetic diseases and vector control. IOC also teaches scientists and technicians through its professional education and graduate courses, and also maintains biological collections with an important application for teaching and research activities. Since 1909, it publishes Memórias do Instituto Oswaldo Cruz, a scientific journal.

Website: www.ioc.fiocruz.br

- **Sergio Arouca National School of Public Health - ENSP**

A technical-scientific unit dedicated to the training and development of human resources for SUS and the science and technology system, scientific and technological production, and the provision of reference services in the public health field.

Website: www.ensp.fiocruz.br

- **Joaquim Venâncio Polytechnic School of Health - EPSJV**

A unit dedicated to education, research, and cooperation in Health Professional Education.

EPSJV offers beginners and continued education courses, mid-level technical courses, and technical specializations in public health surveillance, healthcare, information and records, health management, laboratory techniques, and equipment maintenance.

Website: www.epsjv.fiocruz.br

- **Casa de Oswaldo Cruz (Oswaldo Cruz House) - COC**

A unit dedicated to the preservation of the institution's memory. It is also dedicated to public health and biomedical sciences research, teaching, documentation, and dissemination of their history in Brazil. COC develops research projects in scientific and cultural sociology and history; history of healthcare public policies, institutions, and professions; history of medicine and diseases.

Website: www.coc.fiocruz.br

- **Institute for Scientific and Technological Communication and Information in Health - ICICT**

A unit that articulates research, education, services, and health technological development to strengthen SUS and to benefit the quality of life of Brazilians. From this perspective, the ICICT operates in the field of Information and Communication in Health, an interdisciplinary area of knowledge that, because of its wide coverage and recent creation, generates challenges and unique opportunities at the same time.

Website: www.icict.fiocruz.br

- **Immunobiological Technology Institute – Bio-Manguinhos**

With a strategic role in the National Immunization Program of the Ministry of Health, the Immunobiological Technology Institute (**Bio-Manguinhos**) is one of the largest public vaccine producers in Latin America. It offers millions of doses of vaccines that protect people against yellow fever; polio; meningitis A and C; measles, mumps and rubella (MMR); rotavirus; Haemophilus influenzae type B (Hib) – a bacteria that may cause various infectious diseases, meningitis being one of the most serious; and diphtheria, tetanus, and pertussis (DTP). In addition to vaccines, Bio-Manguinhos manufactures reagents for diagnosing diseases such as Chagas, leishmaniasis, leptospirosis, SIDA, and diseases caused by helminths, such as schistosomiasis.

Website: www.bio.fiocruz.br

- **National Institute for Quality Control in Health - INCQS**

A unit dedicated to education, research, and lab technology related to the quality control of raw materials, products, environments, and services subject to the Sanitary Surveillance. INCQS acts in close cooperation with the Brazilian Health Surveillance Agency (Anvisa), with state and municipal departments of Health, among other partners.

Website: www.incqs.fiocruz.br

The Manguinhos Campus also houses a technical support unit, the **Animal Breeding Laboratory Center – Cecal**, which develops management techniques, genetic engineering, and molecular biology to create animals suitable for research purposes and the production of health products.

Website: www.cecal.fiocruz.br

Other Fiocruz Technical-Scientific Units in Rio de Janeiro

- **Fernandes Figueira National Institute of Women, Children, and Adolescent's Health - IFF**

A unit dedicated to the education, research, and support for maternal and child's health.

Website: www.iff.fiocruz.br

- **Institute of Drug Technology - Farmanguinhos**

Leading unit in drug production and technological development. It is the biggest official pharmaceutical lab connected to the Ministry of Health. The Institute produces over a billion of drugs per year for the Federal Government strategic programs, which are distributed to the population by SUS and meet emergency demands in Brazil and abroad.

Website: www.far.fiocruz.br

Fiocruz has offices and regional units in Brazil and Mozambique. For more information, visit www.fiocruz.br

General Information

Student Identification

- **Academic Administrative Office**

Once at Fiocruz, go straight to your department's Academic Administrative Office, who will provide you with a badge to go around campus and access buildings.

The administrative office will also give you information about registration, courses to attend, transcripts, qualification/dissertation and thesis defense, among other academic processes. Access more information in your restricted area on the Fiocruz website: <http://www.sigass.fiocruz.br>, for *stricto sensu* students, and <http://www.sigals.fiocruz.br>, for *lato sensu* students.

Students should request their login and passcode at the administrative office

- **Graduate Studies Administrative Office**

The Graduate Studies Administrative Office shall inform students about the availability of assistantships, grants for attending conferences, among other allowances. The programs have a limited amount of grants, and their implementation rules follow the funding agency's regulations. Contact the program department for more information.

Food at Manguinhos

- **Casa de Chá (Tea House)**

It is located next to Castelo. Operating hours: from 7 AM to 10AM for breakfast and from 11AM to 3PM as a restaurant. It serves snacks from 3PM to 4:40PM. **Phone: (21) 98654-6467.**

- **Bandejão Fiocruz**

It is located on the top floor of the building Sindicato dos Servidores de Ciência, Tecnologia, Produção e Inovação em Saúde Pública - ASFOC-SN. With capacity for 1,500 people, the restaurant offers both quality and affordability, benefiting workers and students. It serves food by the kilo from 11AM to 2:30PM. **Phone: (21) 2560-9816.**

- **Térreo Restaurant at ENSP**

It serves breakfast from 7AM to 9AM; and lunch (food by the kilo) from 11AM to 3PM. **Phone: (21) 2598-2525.**

- **Sombrero Diner - ENSP**

It operates on the Second Floor, from 7AM to 5PM. **Phone: (21) 2598-2535.**

- **Laboratório Culinário – Bio-Manguinhos**

Near the Complexo Tecnológico de Vacinas (CTV) and across from the soccer field, this restaurant serves food by the kilo from 11AM to 3PM. **Phone: (21) 2560-3462.**

- **Cantina da Tia Penha**

Located at the Arthur Neiva Pavilion, it operates from 11AM to 2PM.

- **Lanchonete da Asfoc**

Located at Asfoc, it serves snacks from 9AM to 4PM.

- **Quadra de Esportes Restaurant**

Located behind the garage, it serves snacks from 7AM, and meals from 11AM to 3PM. Various foods on the menu. **Phone: (21) 3882-8943.**

- **Bandejão Fiocruz (Lanchonete da Expansão)**

Located on the 10th floor of the Expansão building, it serves food by the kilo and snacks. It operates from 7:30AM to 5PM. **Phone: (21) 3882-9071.**

- **Espaço Gourmet**

Located at the Museum of Life Reception Center. Operating hours: from 9AM to 10:30AM for breakfasts and from 11:30AM to 2PM as a restaurant. It serves snack food from 9AM to 4PM. **Phone: (21) 3867-0834.**

Transportation at Manguinhos

- **On Campus**

Those who move around the Foundation have quick access to any part of the campus and surroundings, such as Bonsucesso and Triagem subway station, through the Fiocruz transportation service. Here's the available routes and current schedules:

- **Bonsucesso x Expansão (Via Campus Manguinhos)**

7AM | 7:30AM | 8AM

Out of campus boarding: Av.Londres – in front of the Rui Barbosa School – and Av.Paris – in front of Suam and Toulon.

Getting on and off at Fiocruz: Portão Pesado, CTV, Almoxarifado Central, Rocha Lima Pavilion, Av.Brasil Entrance Gate, Castelo, Newsstand, Museum of Life, Library/BB, Daycare, Cecal, Dirac, Creek waterfront, ENSP, Creek waterfront, Expansão.

- **Triagem x *Campus Manguinhos***

7:30AM|8:30AM

Out of campus boarding: Triagem subway station, Senai Triagem, Rua Dom Helder Câmara, across from Prezunic (on the other side).

Getting on and off at Fiocruz: ENSP, Creek waterfront, Dirac, Farmacodinâmica, INCQS, Library, INI, Bio-Manguinhos, Av. Brasil Entrance Gate, Castelo, Newsstand, Museum of Life, Library/BB, Daycare, Dirac, Creek waterfront, ENSP.

- **ENSP x Expansão x ENSP (circular)**

9AM | 9:30AM | 10AM | 10:30AM | 11AM | 11:30AM | 12PM | 12:30PM | 1PM | 1:30PM | 2PM | 2:30PM | 3PM | 3:30PM | 4PM (except Fridays, last one at 3:30PM)

Starting points: Leopoldo Bulhões Entrance and Expansão Building Entrance.

Getting on and off at Fiocruz: ENSP, Creek waterfront, Dirac, Farmacodinâmica, INCQS, Library, INI, and/or Pav. Rocha Lima, Bio-Manguinhos, Av. Brasil Entrance Gate, Castelo, Museum of Life, Library/BB, Daycare, Dirac, Creek waterfront, Expansão, Campus Manguinhos.

- **Expansão x Bonsucesso (via *campus Manguinhos*)**

4PM | 4:30PM | 5:10PM

Getting on and off at Fiocruz: Expansão, Portão Pesado, CTV, Almoxarifado Central, Rocha Lima Pavilion, Av. Brasil Entrance Gate, Castelo, Newsstand, Museum of Life, Library/BB, Daycare, Cecal, Dirac, Creek waterfront, ENSP.

Getting off off-campus: Post Office (Praça das Nações), Av. Paris (Suam), Av. Paris (Toulon).

• **Campus Manguinhos x Bonsucesso**

5PM | 5:30PM | 6:05PM

Getting on and off at Fiocruz: Portão Pesado, CTV, Almojarifado Central, Rocha Lima Pavilion, Av. Brasil Entrance Gate, Castelo, Newsstand, Museum of Life, Library/BB, Daycare, Cecal, Dirac, Creek waterfront, ENSP.

Getting off off-campus: Post Office (Praça das Nações), Av. Paris (Suam), Av. Paris (Toulon).

• **Campus Manguinhos x Triagem**

4:15 PM | 5:15PM

Getting on and off at Fiocruz: ENSP, Creek waterfront, Portão Pesado, CTV, Almojarifado Central, Rocha Lima Pavilion, Av. Brasil Entrance Gate, Castelo, Newsstand, Museum of Life, Library/BB, Daycare, Cecal, Dirac, Creek waterfront, ENSP.

Getting off off-campus: Rua Dom Helder Câmara, in front of Prezunic, Triagem subway station, Senai Triagem.

Orientations:

- To arrive off-campus, once you get on the bus, ask the driver to stop at the footbridge No. 6 at Av. Brasil (either way), in front of the new Brasil entrance gate;
- Animals can only ride the bus if enclosed in a transportation-specific cage;
- You cannot wear coats (hospital and laboratory use) within the vehicles, as prescribed by the biosafety standards.

- **Off-campus**

Those who wish to get to Fiocruz can take the bus, train, or subway.

For those coming by train, get off at the Manguinhos Supervia station, located in front of the back entrance (Rua Leopoldo Bulhões, 1480). Pay attention to the boarding platform. At Central do Brasil, use Platform 12, towards Gramacho and Saracuruna. From Deodoro, Santa Cruz, Japeri, Paracambi, Belford Roxo, Vila Inhomirim, and Guapimirim, get off at São Cristóvão, transfer station to the Gramacho and Saracuruna lines.

If you are taking the subway, take Line 2 and get off at the Triagem station. At this station, you can transfer to the Supervia Triagem station, just one station short from Manguinhos, or, depending on the schedule, you can use the Fiocruz bus connecting Manguinhos-Triagem-Manguinhos.

**For information about bus routes serving Fiocruz,
check the Rio de Janeiro bus routes guide
<http://www.vadeonibus.com.br/Vdo/index.php>**

Health Care – Campus Manguinhos

Department of Worker´s Health - CST

- **NUST – Worker’s Health Center**

NUST/CST is located at the Carlos Augusto da Silva Pavilion, next to Asfoc. NUST is open to the public Monday-Friday, from 8AM to 5PM, just like the entire CST. To get treatment at NUST, you need to have a link with the institution (employee, intern, fellow, collaborator, or student) and show identification, such as a badge, paycheck, or a letter from your department. For visitors, NUST will register the user as a visitor.

NUST offer students the following services:

I. Prompt medical attention in case of emergency/urgency related to:

a) Emergency/urgency level 3 - cases where there is a need for medical evaluation, but there is no risk of life or loss of function. These cases do not require immediate intervention;

b) Emergency/urgency level 4 - situations in which the doctor may provide telephone advice, guidance on the use of medicines, general care, and other referrals.

In cases where there is an immediate risk and/or risk of severe functional loss, immediate or secondary, Fiocruz has an agreement for transferring the patient to hospitals on a mobile ICU.

- 2. Interdisciplinary care in cases of accidents;**
- 3. Condoms distributions – requires signing up;**
- 4. Immunization - routine actions for specific groups and campaigns.**

Center for Studies on Worker’s Health and Human Ecology (CESTEH/ENSP)

In specific cases, students may also use the Center for Studies of Worker’s Health and Human Ecology of the Sergio Arouca National School of Public Health, located at the Primeiro de Maio Building, for the following:

- Preventive exams for cervical cancer;
- Respiratory diseases related to environmental or occupational issues;
- Dermatological diseases related to environmental or occupational issues;
- Work-related hearing loss;
- Bullying and harassment at work or educational activities.

For information, contact the Documentation Service **(2598-2830)** or the Services Department **(2598-2728)**.

Libraries

The Fiocruz Library Network, coordinated by Icict, has an updated collection of books and periodicals. This network provides communication tools in the scientific documentation field, ensuring adequate support for theses, dissertations, research, and other student or advisory work.

Electronic address of the Library Network:

<http://www.fiocruz.br/redebibliotecas>

- **Main Library** – Guidelines for students

The Biomedical Sciences Library is open to the public, Monday through Friday, from 8AM to 5PM.

For library registration, you must fill out the Registration Form and submit the following documents: badge and work id or another document that proves your link with Fiocruz, in addition to proof of residence.

Users will receive an ID card with barcode, which is required to loan the desired material. This id is personal and non-transferable.

Loan deadlines are: seven days for books, dissertations, and theses - you are entitled to up to five publications; seven days for other items such as VHS, DVD and CD-ROM, you can check out three VHS tapes or three DVDs.

Everyone has access to the Library and can consult its collections in the days and hours of operation.

Some Fiocruz technical-scientific units have libraries with their own collections. Contact them about the operating hours and loaning criteria.

Besides the libraries network, Fiocruz has other resources that publicize science and culture.

Science, Culture, and Society at Fiocruz: Read more

- **Fiocruz Publishing Co.**

Created in 1993, the Publishing Company has over 400 titles that spread not only the academic production of Fiocruz, but also any study of importance and impact on health at the national and international level. This company is one of the leaders on the SciELO Books Portal (<http://livros.scielo.org>). The portal was launched in March 2012 and currently has nine participating academic publishers. Fiocruz Publishing Co today has 178 titles available on SciELO Books, 88 of them have open access. The commercial e-books are 40% cheaper than the printed copy in order to facilitate access.

Website: www.fiocruz.br/editora

E-mail: editora@fiocruz.br

Phone: (21) 3882-9039

Also in the social media: www.facebook.com/fiocruzeditora

Fiocruz Publishing Co. Headquarters

Prédio da Expansão, térreo, sala 112

Phone: (21) 3882-9039

Fiocruz Publishing Co. Bookstore

Prédio da Asfoc-SN, térreo

Phone: (21) 2598-4231 ramal 219

Publisher's books of Fiocruz Publishing Co. and other publishers can also be found in **Abrasco Books:**

Prédio da Ensp, térreo, sala 129

Phone: (21) 2590-2073

Website: www.abrascolivros.com.br

E-mail: livraria@abrasco.org.br

- **Canal Saúde**

The Fiocruz television station combines communication, information, and education, and contributes to the discussion of public policies and strengthening of healthcare professionals and managers' practices.

The network expands its reach to Latin America countries, especially South America, in close collaboration with Unasur, Opas, and a number of academic, research and production of audiovisual institutions, television stations, and websites that are associated with the effort to strengthen the health communication policy in South America. We are starting an online collaboration in the field of health TV with African Portuguese-speaking countries.

E-mail: canal@fiocruz.br

Available on: <http://www.canal.fiocruz.br/>

- **VideoSaúde Distributor**

The Fiocruz VideoSaúde Distributor produces and distributes audiovisual material that meets the demands in the areas of health education and research. With a collection of over four thousand titles, the distributor has more than four thousand registered users, both SUS organizations and institutions, such as private entities, schools, NGOs, community organizations, and individual users.

Available on: <http://www.fiocruz.br/icit>

- **Radis**

Fiocruz has been developing the Gathering, Analyzing, and Disseminating Information on Health program (Radis) since 1982. In 2002, the program uploaded the entire collection of publications to digital media with search possibilities by words and phrases. It also launched Radis Magazine, incorporating the previous publications' features and publishing it monthly

with more content, editorial flexibility, and graphics; thus, improving the quality in healthcare journalism. The publication includes information on Brazilian public health, current debates on healthcare, interviews with professionals, information on books, congresses, etc. You can sign up for free by e-mail. You can also find these publications on the Radis website.

Available on: <http://www.ensp.fiocruz.br/radis>

- **Museu da Vida (Museum of Life)**

A place that integrates science, culture, and society, the Museum of Life aims to inform and educate the public about science, health, and technology in a fun and creative way through permanent exhibitions, interactive activities, multimedia, theater, video, and laboratories.

Available on: <http://www.museudavida.fiocruz.br/>

Technical-Scientific Magazines / Journals

- ***Cadernos de Saúde Pública*** – Created in 1985, this is a monthly publication edited by the Sergio Arouca National School of Public Health (ENSP/Fiocruz). It publishes original papers that contribute to the healthcare study in general and correlated disciplines.

Available on: [://www4.ensp.fiocruz.br/csp/](http://www4.ensp.fiocruz.br/csp/)

- ***História, Ciências, Saúde – Manguinhos Manguinhos (History, Science, Health - Manguinhos)*** – This is a publication focused on the history of science and health. It is a journal published every four months by the Oswaldo Cruz House (COC / Fiocruz).

Available on: <http://www.coc.fiocruz.br/hscience/>

- **Memórias do Instituto Oswaldo Cruz (The Oswaldo Cruz Institute Memoire):** It is one of the most prominent journals in Latin America.

Available on: www.ioc.fiocruz.br/memorias

- **Trabalho, Educação e Saúde (Work, Education, and Health) –** Journal edited by the Joaquim Venâncio Polytechnic School of Health (EPSJV/Fiocruz) and published every four months. It focuses on publishing debates, analyzes, and theoretical aspects of investigations or issues related to professional training in health, from the perspective of the organization of the contemporary workplace.

Available on: <http://www.revista.epsjv.fiocruz.br>

- **POLIMagazine –** health, education, and work: An initiative that goes beyond information; it aims at contributing to the training of individuals - professionals, students, teachers, administrators - working at the interface between these three areas.

Available on: <http://www.epsjv.fiocruz.br/index.php?Area=RevistaPOLI&Destques=I>

- **RETS Magazine –** Quarterly magazine of the International Education Network for Health Technicians (RETS). RETS is an articulation between institutions and organizations involved in the training and qualification of healthcare technical personnel in the Americas and Caribbean, Portuguese-Speaking African Countries (PALOP), and Portugal.

Available on: <http://www.rets.espsjv.fiocruz.br//home.php?Area=Revista>

Revista Eletrônica de Comunicação, Informação & Inovação em Saúde (RECIIS) – Communication, Information, and Innovation in Health Online Magazine Pioneer product of the Institute for Scientific and Technological Communication and Information in Health(Icict) dedicated to the dissemination of research in the fields of scientific and technological communication and information in health.It is a biannual bilingual edition (English and Portuguese).

Available on: <http://www.reciis.icict.fiocruz.br/index.php/reciis>

Copying Services

The outsourced copying service is located next to the ground floor restaurant at ENSP.It is open from 9AM to 11AM and from 12PM to 5PM.

Phone: (21) 2598-2513

The outsourced copying service is located on the ground floor of the Joaquim Venâncio Polytechnic School. It is open from 8AM to 5PM.

Phone: (21) 3865-9799

Lodging

Foreigners and out-of-state students may use our accommodations for a limited period at the Professor Hélio Fraga Reference Center (CRPHF / ENSP / FIOCRUZ). **Lodging is free.** It is located in Jacarepaguá, west zone of the City of Rio de Janeiro.

- **Facilities**

The facilities encompass 22 shared apartments for four people each. Each apartment has two bedrooms with two single beds each, ceiling fan, air conditioning, kitchen with microwave oven and small refrigerator, bathroom with electric shower, living room with television, table with two chairs and a two-person couch. It also has a telephone for internal calls, collect calls, and to receive calls.

Outside, the property has a grassy area for leisure, ample parking and a restaurant, which is open Monday through Friday. Those interested in meals shall talk directly to the owner about meals and payments.

- **Maintenance**

The cleaning and maintenance of common and external areas are the responsibility of the general service department.

The maintenance of the apartments is the guests' responsibility. Guests receive a clean and organized apartment and shall leave them in the same conditions. Therefore, the guests shall clean and purchase cleaning supplies during their stay.

Bed sheets and towels have to be washed before returning them. There is laundry available to guests and a separate one for the facilities administration.

- **Security**

An outsourced company provides security to campus 24 hours per day in the common areas. The Reference Center, however, has no responsibility in case of loss of guests' private belongings.

- **Requesting a room**

Students should formally request a room to the department head of CRPHF / ENSP through the Graduate Studies General Department. The request shall be made about 30 days prior to the desired period, detailing:

- Name, department, position or function, and contact details of the person responsible for the request at Fiocruz. The letter of request may be signed by the Education Vice-Director, program coordinator, course coordinator, or advisor.
- Full name of the student interested in staying there.
- Dates of arrival and departure at the dorm.

Applications will be evaluated according to room availability and the distribution of students according to gender (women-only or men-only apartments).

For more information, e-mail: ensino.internacional@fiocruz.br.

Carlos Chagas Building / Yellow House Manguinhos Campus

Besides the Professor Hélio Fraga Reference Center, there is a possibility of temporary PAID lodging at the Carlos Chagas Building / Yellow House, an area dedicated to hosting researchers when passing by Fiocruz.

The Yellow House is a shared accommodation (four beds per room), and charges for your stay.

Reservations can be made at the Yellow House link <http://www.sch.fiocruz.br/reserva/> - or by e-mail: casaamarela@fiocruz.br.

For online reservations, just fill the online form. Observation: first timers need to register.

For e-mail reservations, please send the following information:

- Full name;
- Period of stay (please, state approximate time of arrival and departure, so we can calculate the amount due).
- Reason/justification of lodging request;
- Contacts and institution.

Banks

There is a Banco do Brasil branch in front of the Manguinhos Central Library, which is open from 10AM to 4PM. There are ATMs located on the ground floor of the ENSP, Rocha Lima Pavilion (Bio-Manguinhos), and at the back of the Quinine building.

Post Office

A The post office is located on campus, behind the Casa de Chá, near Castelo. It is open from 9AM to 11AM and from 12PM to 5PM.

Phone: (21) 2598-4377.

Information for foreigners

- Foreign students shall register as a foreigner (Registro de Estrangeiro) at the Global Health Center (CRIS), after passing by the Academic

Administrative Office.

- Each unit's Academic Administrative Office shall forward the student's functional identification.
- Any changes in the information provided in the Foreigners Registration shall be reported to CRIS in person or by e-mail.
- The course coordinator shall communicate CRIS when the foreign student's institutional affiliation ends and the expected return date to his/her country of origin.
- Students of the Students Program - Graduate Studies Agreement (PEC-PG) shall follow the guidelines described in the specific manual issued by the responsible governmental agencies.
- The student must provide the legalization of school documents issued by Fiocruz before returning to his/her country. Contact your unit's Academic Administrative Office.

How to get a CPF (Taxpayer identification number)

To be included in the CPF register, you (or your proxy) shall register at Receita Federal.

The complete information is available on Receita Federal website:
<<https://idg.receita.fazenda.gov.br/orientacao/tributaria/cadastros/cadastro-de-pessoas-fisicas-cpf>>

○ You can also request a CPF at a post office, Caixa Econômica Federal, or Banco do Brasil branch. You shall present your passport and proof of address and pay the fee. Then, you need to validate your request at Receita Federal. You will receive a receipt with the CPF number.

How to get the RNE at the Federal Police (Polícia Federal)

Within 30 days of arrival in Brazil, and as soon as possible, students with a student visa (**temporary visa type IV**) must go to the Federal Police (Polícia Federal) for registration.

The document of foreigners' permanent residency in Brazil is the Registry of Foreigners (Registro Nacional de Estrangeiros, RNE). You will need this number to open a bank account or carry any activity that requires you to prove your prolonged stay in Brazil.

Information on how to obtain the RNE is available on the Federal Police website: <http://www.dpf.gov.br/servicos/estrangeiro/>

How to open a bank account – Banco do Brasil

Required documents:

- Foreigner National Identification Card (Carteira Nacional de Estrangeiro)
- Other documents required by the bank to open a personal account – this may vary according to each bank. Contact the branch of interest.

If you do not have a Foreigner National Identification Card because it takes a long time to be issued, exceptionally, you may present the following documents provided they are presented all together:

- A valid registration protocol at the Federal Police;
- Current certificate issued by the Federal Police with the registration information;

- The document mentioned in the registration protocol with photo and entry visa issued by the Federal Police.

The student/client must present the Foreigner National Identification Card upon receipt, regardless of presenting the aforementioned documents.

About the Fiocruz Graduate Students Association of the Rio de Janeiro State (APG Fiocruz-RJ)

Fiocruz-RJ APG is the graduate student representative body of the Fiocruz technical and scientific units in the state of Rio de Janeiro. Created in March 2012, this association was the result of intense articulation of student representatives of the institution's different units. It is a nonprofit organization dedicated to representing and fighting for the rights of students, as well as discussing issues related to education, research, technological development, and health. APG Fiocruz/RJ operates together with the National Association of Graduate Students (ANPG: <http://www.anpg.org.br>) for the value of science and graduate students.

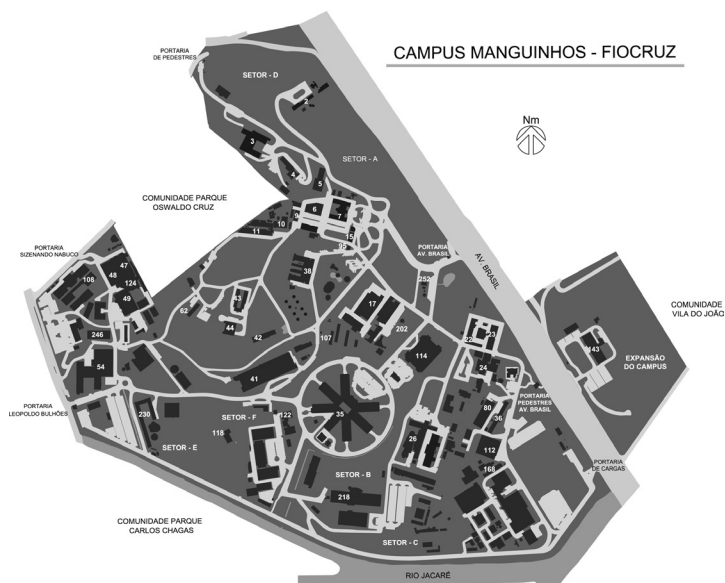
For more information, suggestions, and questions, contact:

apgfioacruzrio@gmail.com

Facebook group: <https://www.facebook.com/groups/apgfioacruz>

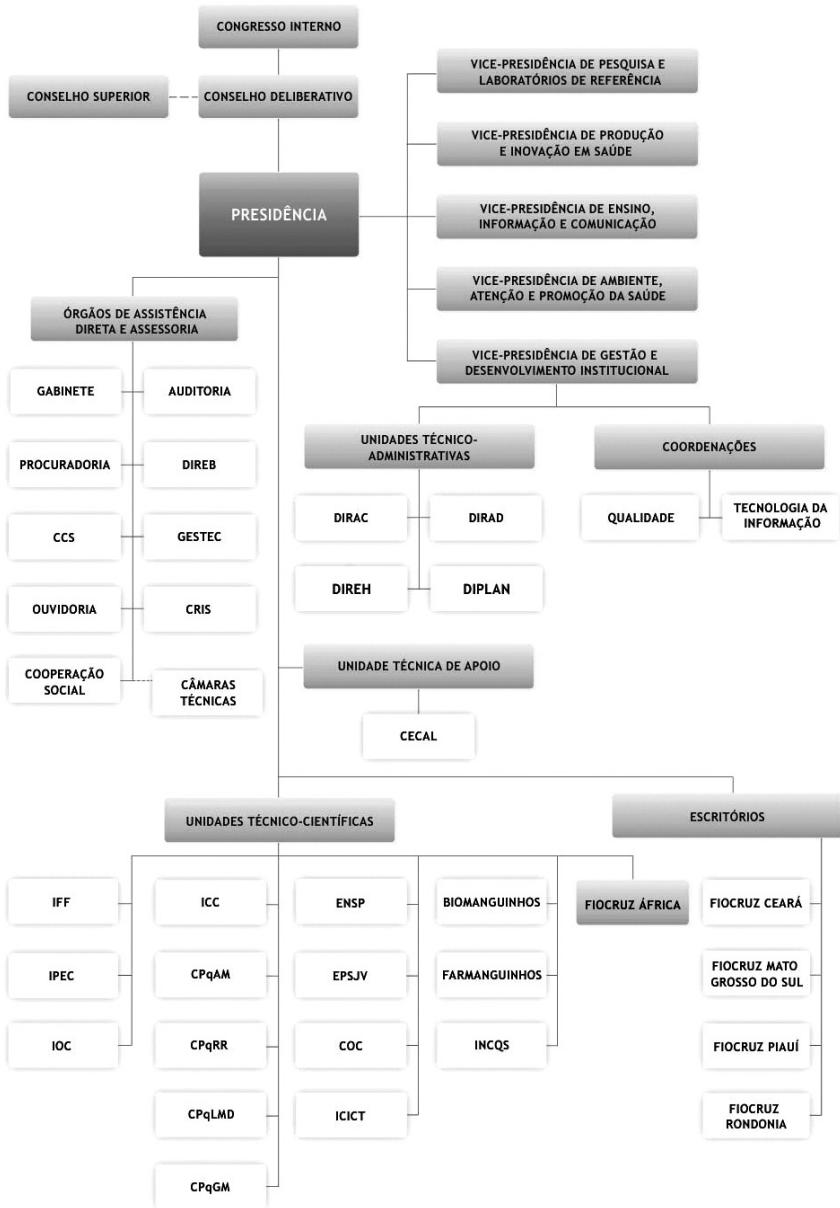
Fan Page – Facebook: APG | Fiocruz/RJ

Fiocruz Campus Map



Find the association on the Manguinhos campus:
<http://www.dirac.fiocruz.br/mapa-do-campus/>

Fiocruz Organogram



Fiocruz Student Manual 2016
Manguinhos Campus

Coordination

-President's Office of Education, Information, and Communication
Nísia Trindade Lima

Graduate Studies General Coordinators' Office

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Revision | Collaboration

José Grillo
Margareth Pessanha – Eventos/ Presidência

Organization and final consolidation

Márcia Silveira – CGPG/VPEIC

Photos

Collection

Oswaldo Cruz House
Social Communication Coordinators' Office – Fiocruz

Graphic Project

Luis Claudio Calvert

