Student Guide

Information and Communication Technologies Institute

Carnegie Mellon | PORTUGAL

AN INTERNATIONAL PARTNERSHIP

A Survival Guide for Portugal
2009/2010

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This handbook is provided for informational purposes only and is intended to assist you during your participation in the Carnegie Mellon | Portugal Program. If you have any additional questions that are not answered by this handbook, please contact us. We are here to help.

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1. Welcome

Welcome to the CarnegieMellon|Portugal Program!

The goal of this student guide is to provide you with essential information on various organizational aspects related to your involvement in our partnership and its educational programs.

We aim to assist you in adapting to your new student life in Portugal and we hope that this student guide will be a valuable resource throughout your path within the CarnegieMellon|Portugal.

The Executive Teams at Carnegie Mellon and Portugal are at your disposal. Please do not hesitate to contact us with questions, suggestions and ideas.

Very best wishes,

João Barros   José Moura

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2. Contacts

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3. About the CarnegieMellon|Portugal Program

The mission of the CarnegieMellon|Portugal Program is to place Portugal at the forefront of innovation in key focused areas of information and communications technologies by means of cutting-edge research, world-class graduate education and a close connection with the Portuguese industry.

To achieve this goal the CarnegieMellon|Portugal Program offers world-class Ph.D. and professional masters programs. Each link below brings up a page that provides an overview of that particular program, and a link to that program's home page. Prospective students apply directly to the program they are interested in. The intellectual focus and theme of the Carnegie Mellon | Portugal partnership is information and communication technologies.

Master Programs	Carnegie Mellon University	Portuguese Institution
MSIN (Master in Information Networking)	http://www.ini.cmu.edu/	*University of Aveiro* http://www.ua.pt/
MSE (Master of Software Engineering)	http://www.mse.cs.cmu.edu/	*University of Coimbra* http://mse.dei.uc.pt/
MSIT – IS (Master in Information Technology – Information Security)	http://www.ini.cmu.edu/	*University of Lisbon* http://cmuportugal.di.fc.ul.pt/ *Faculdade de Ciências da Universidade de Lisboa* http://www.fc.ul.pt/
MHCI (Master in Human Computer Interaction)	http://www.hcii.cmu.edu/	*University of Madeira* http://dme.uma.pt/pt/index.html http://www.labuse.org/mhci/index.php/application

Ph.D. Programs	Carnegie Mellon University	Portuguese Institution
Ph.D. in Electrical and Computer Engineering	http://www.ece.cmu.edu/	*Instituto Superior Técnico* http://cmuportugal-ece.isr.ist.utl.pt/dual_doctoral_program *Faculdade de Ciências, University of Lisbon* http://www.di.fc.ul.pt/ ***MAP***-*I Consortium* *http://www.map.edu.pt/i* - University of **M**inho *http://www.uminho.pt/* - University of **A**veiro *http://www.ua.pt/deti/* - University of **P**orto *Faculdade de Engenharia http://www.fe.up.pt/ Faculdade de Ciências http://www.fc.up.pt/* *University of Coimbra* http://www.uc.pt/fctuc
Ph.D. in Language Technology	http://www.lti.cs.cmu.edu/index.html	*Instituto Superior Técnico at Universidade Técnica de Lisboa* https://www.l2f.inesc-id.pt/wiki/index.php/Ph.D._Program_CMU-PORTUGAL_in_the_area_of_Language_and_Information_Technologies
Ph.D. in Computer Science	http://www.cs.cmu.edu/	*University of Minho* http://www.uminho.pt/ *University of Porto* http://sigarra.up.pt/up/web_page.inicial *University of Aveiro* http://www.ua.pt/ *Faculdade de Ciências e Tecnologia at the University of Coimbra* http://www.uc.pt/fctuc *Faculdade de Ciências at the University of Lisbon* http://www.fc.ul.pt/en/ *Faculdade de Ciências e Tecnologia at the Universidade Nova de Lisboa* http://www.fct.unl.pt/ *Instituto Superior Técnico* https://fenix.ist.utl.pt/departamentos/dei

Ph.D. in Technological Change and Entrepreneurship	*Department of Engineering and Public Policy* http://www.epp.cmu.edu/ *Department of Social and Decision Sciences* http://sds.hss.cmu.edu/ *Heinz School* http://www.heinz.cmu.edu/index.aspx *Tepper School* http://www.tepper.cmu.edu/index.aspx	*Instituto Superior Técnico* http://www.ist.utl.pt/ *Universidade Técnica de Lisboa* http://www.utl.pt/ *Universidade Católica Portuguesa* http://www.ucp.pt/site/custom/template/ucptplportalhome.asp?sspageid=1&lang=1
Ph.D. in Engineering and Public Policy	http://www.epp.cmu.edu/	*Instituto Superior Técnico* http://www.ist.utl.pt/
Ph.D. in Applied Mathematics	http://www.math.cmu.edu/cna/	*Center for Mathematical Analysis, Geometry, and Dynamical Systems* http://camgsd.math.ist.utl.pt/ *Centro de Matemática e Aplicações* http://www.dmat.fct.unl.pt/cma/index.do *Group of Mathematical Physics* http://gfm.cii.fc.ul.pt/ *Centro de Matemática e Aplicações Fundamentais* http://cmaf.fc.ul.pt/
PhD in Software Engineering	http://www.cs.cmu.edu/	*University of Coimbra* http://www.uc.pt/fctuc

Upon completion of their program, students receive a degree from Carnegie Mellon and from the partner university in Portugal. With dual, international graduate credentials, graduates are then well poised to build successful careers.

Scholarships and fellowships are available on a competitive basis for many of the programs, and full-time jobs are guaranteed for graduates of the Master of Software Engineering program.

Our Master and Ph.D. programs are structured so that students gain experience both at Carnegie Mellon and at the respective campuses in Portugal. Throughout their respective programs, students maintain FULL status both at Carnegie Mellon and at the partner university in Portugal. In the end, all students will have fulfilled all degree requirements for both institutions and will be granted full degrees from both institutions.

4. Your Fellowship

All the students enrolled in the dual program (Masters or Ph.D.), **while staying in Portugal** will be receiving scholarship from FCT (Fundação para a Ciência e a Tecnologia). FCT is Portugal's national science and technology foundation, and their mission consists of continuously promoting the advancement of scientific and technological knowledge in Portugal, exploring opportunities that become available in any scientific or technological domain to attain the highest international standards in the creation of knowledge.

To process the fellowship, the FCT requires the following documents:

1. Curriculum Vitae;
2. Copy of the academic diploma that certifies graduation;
3. Copy of the Passport / Identity Card;
4. Document with the fiscal number in Portugal (foreign students must send this within three days upon arrival in Portugal);
5. Document with a bank account number identification (NIB) and the name of the bank in Portugal (foreign students are expected to open a bank account in Portugal within three days and to send this this information);
6. Address in Portugal (student's address or someone he/she trusts);
7. Letter of Admission from Carnegie Mellon;
8. Letter of Admission from the Portuguese University;
9. Work Plan (mentioning the preliminary research topic, host institutions, and tentative dates, all signed by you and by your advisors);
10. Document signed by the advisors stating that they agree to take responsibility for supervising students Ph.D. work;
11. Document signed by the student stating that he/she agrees to carry out Ph.D. work in the XY institutions.

These documents must be sent to ICTI@Portugal *(Please see "Contacts" on pages 6. and 7.)*

On the following website you can find more information about the FCT scholarship and the exact amount you will be receiving during your studies:
http://alfa.fct.mctes.pt/apoios/bolsas/concursos/cmu2008.phtml.pt
Note: BD (Bolsa de Doutoramento) is the Ph.D. scholarship, and BM (Bolsa de Mestrado) is the Masters scholarship.

All students are eligible to recover their travel expenses when traveling to Portugal. (Consult the Table under "Tipo de Subsídios"). However, when traveling to the U.S., Carnegie Mellon is the financially responsible institution for any occurred travel expenses, as well as for the payment of the scholarship and tuition. Please, see page 24. "Transfers between Portugal and the U.S." for more information.

5. Before Departure

5.1. Financial Arrangements

Bring sufficient funds for your expenses during the first month, since your first stipend will only be transferred to your account towards the end of the first month. During the first month you should account for additional expenses: the rent (usually for the first and last month), opening bank accounts, utilities, etc.

Travelling and settling in costs should be recovered in the amount that is stated in the table (depending on your program: MS/Ph.D.) by the end of the first month. http://alfa.fct.mctes.pt/apoios/bolsas/concursos/cmu2008.phtml.pt

Note: BD (Bolsa de Doutoramento) is the Ph.D. scholarship, and BM (Bolsa de Mestrado) is the Masters scholarship.

For other financial issues check the section "Cost of living", page 29.

5.2. Your Passport/Visa and Entering Portugal

To study in Portugal you will need to obtain a **residence visa/permit** from a Portuguese consular office or embassy in your home country. Please visit the following websites to determine the location of the embassy or consular office in your home country and to get more information.

> **Consulates**
> http://www.consuladovirtual.pt
> http://www.secomunidades.pt
>
> **Directorate-General of Consular Affairs and Portuguese Communities (DGACCP)**
> Lubélia Gomes and Catarina Rocha
> Tel: 00 351 21 396 30 86
> lubelia.gomes@dgaccp.pt and catarina.rocha@dgaccp.pt
>
> **Foreign Nationals and Borders Service (SEF)**
> www.sef.pt
> Marta Ferreira and Cristina Vieira Gonçalves
> Tel: 00 351 21 711 51 05;
> marta.ferreira@sef.pt and Cristina.vieira@sef.pt
>
> **Secretary-General of the Ministry of Science, Technology and Higher Education (SG-MCTES)**
> www.sec-geral.mctes.pt
> Iolanda Sousa and Teresa Magalhães
> Tel: 00 351 21 723 10 00;
> iolanda.sousa@sec-geral.mctes.pt
> teresa.magalhaes@sec-geral.mctes.pt

5.3. Housing Arrangements in Portugal

You are responsible for making your own housing arrangements for the academic year. The international relations office at your university in Portugal can provide you with local assistance. It is important to start looking for permanent or at least temporary accommodation well in advance.

Temporary housing
On the following websites you can find hostels and hotels all over the Portugal depending on your location, taste, and budget:

> http://www.hostelworld.com/
> http://portugal.hotels.com/
> http://www.maisturismo.com/4/search.html

Long term housing
Finding a nice place to live is always cumbersome. Portugal is no exception - getting the right accommodation may require considerable effort, especially in large cities. Ideally, you should try to arrive about 2 weeks before the beginning of your courses and attend the orientation phase *(See section "General Advice and Assistance", on the page 19.)*

Rental costs vary considerably according to the size (number of bedrooms) and quality of a property, its age and the facilities provided. However, the most significant factor affecting rents is the region, the city or town, and the particular neighborhood.
When you are looking at places to rent, find out exactly what is covered by the rent (e.g., electricity, water, furniture, parking, etc.) You may be required to sign a lease for 5 years with a 10 months notice clause. A guarantee is required, usually in the amount of 2 months' rent (first and last).

You can find addresses of real estate agents in the local newspapers under "Apartamentos para arrendar", or on the following websites:

> http://casa.sapo.pt/
> http://aeiou.bpiexpressoimobiliario.pt/
> http://alojamento.fap.pt/

5.4. Medical Insurance

According to Portuguese law all residents (this includes students) must have health insurance.

Students coming from EU-EEA

One of the issues students face when they decide to spend a study period abroad is health care. Community provisions on social security provide some solutions on this matter – the European Health Insurance Card (CESD).

This card is available to European citizens who are travelling within the European Economic Area, (i.e. the European Union, Norway, Iceland and Liechtenstein) and Switzerland, for private or professional reasons.

This document allows students from another Member State or country of the European Economic Area (EEA) or from Switzerland to be assisted in case of sickness or personal accident, thus taking advantage of a wider coverage in terms of health care. The CESD, to be requested at the social security service of your country, is a proof that you are registered in that social security service and allows you to take advantage of health services in Portugal. In this case, students will be asked to pay as much as national citizens under the same circumstances.

Non EU –EEA students

The CESD form is part of an agreement between the Member States of the European Economic Area (EEA) and Switzerland. However, there are other agreements between Portugal and other countries outside the EEA. Students from those countries should ask for further information in their own country before travelling to Portugal. If they fall outside the system mentioned above, students must get a health insurance, which will provide them with health care during their stay in Portugal. Without one of these, should they need medical assistance during their stay in Portugal, students will have to pay for the respective health treatment.

Civil Liability Insurance

This cost-effective insurance is not compulsory, but is recommended, since health insurance policies and the CESD do not cover civil liability (damage caused to third parties) of your daily activities (except University activities, which are covered by School insurance).

Personal Physical Accidents Insurance

This insurance is not compulsory however it is recommended. Besides covering personal physical accidents in your daily life, this insurance often provides you with repatriation insurance, in case of sickness or accident (depending on the insurance policies).

5.5. Transportation

Arriving by plane
Portugal has more than a dozen major and regional airports. The most important airports are in Lisbon, Faro, Porto, Funchal (Madeira), and Ponta Delgada (Azores).

> ***Portugal's Lisbon International Airport*** (www.ana.pt) is the busiest in the country and it is fed by many international carriers. The airport is located 7km (4 miles) from Lisbon city centre.
>
> ***The Francisco Sá Carneiro Airport in Porto*** (http://www.aeroportodoporto.com.pt/) is located 11km from the city of Oporto, making it a privileged access point to the North and Central of Portugal.
>
> ***Aeroporto da Madeira*** (http://www.anam.pt/) is located 16km from the centre of Funchal, the largest city of the island.

Arriving by train
There are two main routes to Portugal by train. The first is to travel from Austerlitz station in Paris, changing at Irun (at the French-Spanish border) and then continuing on to the Portuguese border town of Vilar Formoso in the north. The train splits near Coimbra, heading to Porto and south for Lisbon, coming into Santa Apolónia station. The alternative route is to travel on the overnight train from Madrid, passing through Marvão and Santarem, then on to Lisbon. Travel from Madrid into Lisbon takes 10 hours. This train, called the "hotel-train", has luxurious carriages, some of which have showers.
On the following website you can find all the useful information regarding your trip:

http://www.cp.pt/cp/

Porto, Aveiro, Coimbra and Lisbon are connected by a fast train with hourly service.

Arriving by car
The quickest route is to cross French-Spanish border at Irun and then take E80 via Valladolid to Vilar Formoso in Portugal. To go to Lisbon or the Algarve, turn off at Burgos, head for Caceres, then on to Badajoz.

> http://www.viamichelin.com/
> http://maps.google.pt/

5.6. Pre-Departure Check list

This checklist may help you organize your departure from your home country and your arrival in Portugal.

- ☐ Research housing options in Portugal, both short term and long term.
- ☐ Obtain or update your passport and the passports of dependents that will accompany you.
- ☐ Apply for the residential visa for yourself and for any dependents that will accompany you.
- ☐ Transport arrangements. If coming by plane make sure to find out about any baggage specifications and security clearances for your particular airline.
- ☐ Review medical insurance information and purchase insurance for accompanying dependents.
- ☐ Inform the CarnegieMellon|Portugal Program officer info@cmuportugal.org and your host university of the following:
    1. The date of your arrival.
    2. The names of any dependents that will accompany you.

5.7. What to Bring

Below is a list of items that you may not readily think about bringing but will be very glad you did!

- ☐ Your driver's license or international driver's license.
- ☐ A supply of medications for existing medical conditions. Prescriptions from abroad cannot be filled in Portugal. It is a good idea to have your physician provide you with a description of the prescription medicines you take. You can then consult Portuguese physician for a prescription that can be filled in Portugal.
- ☐ An extra pair of eyeglasses or contact lenses.
- ☐ Medical records, dental records, and academic records of any dependents that will be enrolling in school in Portugal.
- ☐ Birth certificates or other proof of age for children who will be entering school for the first time; birth certificate for yourself.
- ☐ Credit cards.
- ☐ Slides, photographs and maps of your home country, which can be used in informal talks you may be invited to give.
- ☐ It is probably wise to omit most household items such as linens and cooking utensils, because they can be purchased in Portugal at a reasonable cost.

5.8. Arrival Checklist

This checklist will help you prioritize things that need to be taken care of immediately upon your arrival in Portugal.

- ☐ If entering by car in Portugal, you must notify Portuguese authorities about your arrival (ww.sef.pt).
- ☐ Notify your advisor about arrival.
- ☐ Apply for a NIF (número de identificação fiscal).
  To apply for a NIF, you must appear in person at the office in Loja do Cidadão nearest your host institution. Take the following documents with you:
    1. Your passport and one other document that establishes your age and identity.
    2. Your Portuguese Address.
- ☐ Locate permanent housing.
- ☐ Open a bank account (NIB).
  To get your bank account, you must appear in person in any bank office nearest your host institution, and take the following documents with you:
    1. Your NIF number;
    2. Your Passport;
    3. Contract from CarnegieMellon|Portugal Program or Letter of admission;
    4. Your Portuguese Address.
- ☐ Obtain gas, electricity, water and telephone services.
- ☐ Identify a doctor, dentist and hospital in case of an emergency.
- ☐ Provide your Portuguese address to all university administrative offices and info@cmuportugal.org

6. During your stay period

6.1. General Advice and Assistance

During your stay in Portugal we shall be ready to assist you whenever possible. The ICTI personnel, with whom you will correspond, will be involved with your program throughout the year. The ICTI Office will send you general instructions and announcements to inform you of reporting requirements and special opportunities available through the CarnegieMellon|Portugal Program.

Orientation week

The CarnegieMellon|Portugal welcomes its first-year Master and Ph.D. students during the Orientation Week with a number of events designed to welcome them to their new surroundings. You will have an opportunity to:
*   meet other students and staff;
*   obtain important information about your program;
*   familiarize yourself with the Campus.

6.2. Guidelines for co-supervision

Students enrolled in the dual degree CarnegieMellon|Portugal Program will be guided during their studies by two advisors (one at Carnegie Mellon and one at Portuguese university). Students will carry out their research and coursework on both locations, in distinct periods defined by the time plan.

Therefore, student and advisors have to make a yearly ***Work Plan right after the acceptance of admission*** in the Carnegie Mellon | Portugal Program. The Work Plan should include preliminary research topic, host institutions, and tentative dates, and it should be signed by all parties (student and both advisors). The Work Plan must be sent to FCT (when acquiring a fellowship) and to the National Director, because it will allow ICTI staff to address students' issues effectively and in a timely manner.

Periodic conference call meeting between the student and the advisors is an essential part of the process because it enables effective collaboration and full immersion in the educational activities and research projects. Both of advisors should be highly involved in the student's degree pursuit and should provide the student with constant guidance.

6.3. Requirements for students

Please check the webpages mentioned in the section "About Carnegie Mellon | Portugal Program", page 8; 9; and 10. to see the specific requirements of the program that you are enrolled in, since they vary from department to department.

1. **Courses (Master and Ph.D. students)**

   The CarnegieMellon|Portugal Program has developed and adopted a "virtual campus" approach that ultimately enables any student to take advantage of all courses being offered across the programs in the CarnegieMellon|Portugal Program, regardless of the physical location.

   By 2008, 32 courses are being taught across various Portuguese institutions. These have corresponding codes in Carnegie Mellon's system, they are offered in English with the resources similar to the resources offered at Carnegie Mellon and taught consistently with the CMU academic calendar.

   For example, although in Portugal, students are registered in these courses in the Carnegie Mellon student system and have access to all the electronic resources that the students on the Pittsburgh campus have.

2. **Research (Master and Ph.D. students)**

   Whether in masters or doctoral programs, as individuals or in teams, students at Carnegie Mellon | Portugal Program engage in a wide range of research projects. Throughout our various graduate programs, student and faculty research is a key component to Carnegie Mellon | Portugal Program's academic strengths.

   As a program, Carnegie Mellon | Portugal Program's research component focuses on scientific areas, including information processing and networks, critical infrastructure and risk assessment, applied mathematics and technology, innovation and policy. A industrial affiliate program includes the membership of Portugal Telecom, the main telecommunications operator in Portugal; Nokia Siemens Networks; and Novabase. Other major national and multinational companies and a number of technology-based firms, including Critical Software, a leading Portuguese software company, are committed to help define the program strategy and direction.

3. **Qualifying Exam (certain Ph.D. programs)**

   An extremely important step for students who are working towards a Ph.D. degree is the Ph.D. Qualifying Examination. The purpose of the Ph.D. qualifying examination is to determine whether the student has the intellectual maturity, readiness and ability to begin engaging in doctoral research. It is an assessment of candidates thinking, writing and speaking skills, and also a valuation of students' ability to pursue research activities.

4. Teaching requirements (Ph.D. students)

Experience with teaching or helping teaching courses is also one of the tasks required for the students enrolled in the CarnegieMellon|Portugal Ph.D. Program. Students will typically teach one undergraduate or graduate elementary course, in English. The aim of this requirement is to develop and to perfect student's communication skills.

5. Thesis Proposal and Defense of dissertation (Ph.D. students)

Please refer to your specific Program requirements. See page 8; 9; and 10.

6.4. Reporting to ICTI

Student must inform ICTI@CMU and ICTI@Portugal about their plans well in advance, since the Program is carried out on the two continents and timely communication between all parties in the Program is a must.

You should contact ICTI when:

1. Arriving to the institution;
2. Submitting documents for FCT scholarship (see page 12.);
3. Submitting work plan (see pages 12. and 19.);
4. Transferring to the Carnegie Mellon University or vice versa (see pages 24.);
5. Emergency Departure from the U.S. or Portugal;
6. Success stories;
7. Ideas and suggestions.

Also, share with ICTI:

1. Any important academic problems;
2. Serious health issues;
3. Change in address within 10 days of making such a change.

6.5. Plagiarism and Intellectual Property

Plagiarism, defined by Webster's Dictionary is: "To steal and pass off as one's own (the ideas or writings of another): use (a created production) without crediting source…: to commit literary theft: present as new and original an idea or product derived from an existing source."

Plagiarism can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement. Plagiarism can have serious consequences, so it is important that students be aware of what it is, and how to avoid it.

Most students who plagiarize do so unintentionally, usually because they don't have the skills to avoid over-reliance on the work of others or because they aren't sure what constitutes plagiarism.

The best way to avoid plagiarism is to:
- know what it is
- develop the skills to write well and consequently avoid doing it.

It is stated in **the Policy on Cheating and Plagiarism** by Carnegie Mellon University that; students at Carnegie Mellon are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience a university establishes clear standards for student work.

In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Cheating includes but is not necessarily limited to:

1. Plagiarism, explained below.
2. Submission of work that is not the student's own for papers, assignments or exams.
3. Submission or use of falsified data.
4. Theft of or unauthorized access to an exam.
5. Use of an alternate, stand-in or proxy during an examination.
6. Use of unauthorized material including textbooks, notes or computer programs in the preparation of an assignment or during an examination.
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the university as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

1. A phrase, written or musical.
2. A graphic element.

3. A proof.
4. Specific language.
5. An idea derived from the work, published or unpublished, of another person.

For more information, please check the following websites:

http://www.cmu.edu/policies/documents/Cheating.html

http://www.cmu.edu/academic-development/publications/fastfact/Plagiarism07.pdf

http://www.epp.cmu.edu/httpdocs/graduate/handbook/gradbk_2.html#2.5

http://www.cmu.edu/teaching/designteach/design/instructionalstrategies/writing/preventplagiarism.html

6.6. Enrichment Opportunities and Language courses

During your studies you will be presented with various enrichment opportunities: seminar series, lectures by renowned professors and scientists in various fields of study, opportunities to visit other universities and institutions with which you will cooperate, visits to companies in Portugal and abroad etc.

It could be very helpful for the foreign students to learn Portuguese, although this is not a pre-requisite because all course units are taught in English. Learning a foreign language is one of the greatest advantages of mobility programs - in this case this is an opportunity to learn one of the most spoken European languages in the world (about 200 million speakers). *Please consult the page 36. "Useful Information" to check websites to* *learn Portuguese*.

6.7. Residence Card

A foreigner residing in Portugal for longer than six months must apply for a residence card (autorização de residência). Since the students involved in the Program came to Portugal with the intention of remaining longer than six months, they must apply for a residence card on their arrival. Failure to apply for a residence card within the specified time is a serious offence and can result in a heavy fine and even deportation. Please contact *Serviço de Estrangeiros e Fronteiras (*http://www.sef.pt/) to get more information.

6.8. Transfers between Portugal and USA

As mentioned before, while staying in Portugal all students will be receiving scholarship from FCT (Fundação para a Ciência e a Tecnologia). However, during the studies in the U.S., the financial support will be provided by the Carnegie Mellon University.
In order *to avoid administrative problems and further delays*, the students are required to do the following:

> 1. The student has to ask his/her advisor in Portugal (or at Carnegie Mellon University) to write a support letter stating that he agrees with the plan.
>
> 2. Student has to send a formal request to the National Director together with the support letter of the advisor.
>
> 3. National Director approves and sends a request to FCT to suspend or restart the payments of the FCT fellowship.

Visa Issues for the U.S.
The American Embassy possesses a standard copy of a confirmation letter for each program (signed and with the seal of the institution), against which they can compare whatever the visa applicant presents at the Embassy interview. To get more information please visit: http://portugal.usembassy.gov/.

Visa Issues for Portugal
Please check the page 13. for more information.

7. Registration and academic rules

7.1. Academic year

Universities and colleges follow an academic year, which consists of two semesters. Academic year begins with the start of autumn and ends the following summer.

During the academic year there are several breaks or holidays when classes are not being taught:

- **Christmas Break:** Usually beginning in the 3rd week of December and lasts for two weeks including Christmas and New Year holidays.
- **Carnival Break:** Three days (Monday, Tuesday and Wednesday) during Carnival. This break used to be one week long but in recent years it has been reduced.
- **Easter Break:** Two weeks including Easter. It varies from year to year, but it is usually around late March or middle April.
- **Queima das Fitas:** One week of celebration of student life with the traditional *burning of the ribbons* by senior students, usually in the middle of the spring semester.
- **Summer Break:** Usually known as "*Férias Grandes*" (Big Holidays) it lasts during the summer from late June to middle September and it separates one school year from another.

7.2. Important dates - Basic Calendar

Mid September	**Arrival** - Start of the Academic Year • language course (optional) • orientation week (optional)
Mid September through **Mid February**	**1st Semester**: • courses • research First day of class: Mid of September Christmas break: Last week of December + First week of January Final exams: End of February
March through **Mid July**	**2nd Semester**: • courses • research First day of class: Beginning of March Final Exams: Mid of June
June	Carnegie Mellon	Portugal Conference
Summer	Summer school and Workshops

For the information listed bellow, please check the websites on the page 8; 9; and 10. that will bring you to the homepage of the universities involved in the Program.

University history
Course / exam registration
Catalogue of courses (accredited for the
Carnegie Mellon | Portugal Program)
Course schedules
Structure of studies
Language Courses

E-mail account
Access to University facilities
Library
Bookshop
Map of campus
Hospitals
Police station
Student association

8. Portuguese Society and Culture

8.1. About Portugal

Portugal is a country on the Iberian Peninsula. Located in southwestern Europe, Portugal is the westernmost country of mainland Europe and is bordered by the Atlantic Ocean to the west and south and by Spain to the north and east. The Atlantic archipelagos of the Azores and Madeira are also part of Portugal.

Portugal is a democratic republic ruled by the constitution of 1976, with Lisbon (Lisboa) the nation's largest city (2,641,006 habitants), as its capital. The second largest city is Porto (O Porto) with 1,647,469 habitants. Aveiro, Braga, Coimbra, Guimarães and Madeira are other cities where the CarnegieMellon|Portugal Program is conducted.

Portugal is one of the warmest European countries, the annual temperature averages in mainland Portugal are 13 °C (55 °F) in the north and 18 °C (64 °F) in the south and over 20 °C (68°F) on the warmest spots (e.g., south coast of Madeira island).

Recent studies indicate Portugal to be the 7th most peaceful and the 13th most globalized country in the world, ranking 19th with respect to the highest quality of life.

8.2. Locations

Lisbon (Lisboa)
Lisbon is the capital and the largest city in Portugal. It is located in the west of the country, on the Atlantic coast at the point where the river Tagus (Tejo) flows into the Atlantic Ocean. Due to its economic output, standard of living, and market size, the Greater Lisbon (Grande Lisboa) subregion is considered the second most important financial and economic center of the Iberian Peninsula. The Lisbon region is the wealthiest region in Portugal and well above the European Union's GDP per capita average – it produces 37% of the Portuguese GDP. It is also the political center of the country, as seat of government and residence of the Head of State.

Porto (O Porto)
Porto is located in the estuary of the Douro river in northern Portugal. The largest city in the region, Porto is considered the economic and cultural heart of the entire region. The city of Porto comprises 15 civil parishes. The historic centre of Porto was declared a World Heritage Site by UNESCO in 1996.

Aveiro
Aveiro is situated 68 km to the south of Porto and 58 km north of Coimbra, straddling the "ria" Aveiro and the river Vouga a few kilometers from the Atlantic Ocean. The city of Aveiro has a population of approximately 57,000 inhabitants. The city is full of canals, bridges, and painted boats called moliceiros.

Coimbra

Coimbra is a city and municipality in Portugal. It served as the country's capital during the First Dynasty (12th Century) and remains home to the University of Coimbra, the oldest academic institution in the Portuguese-speaking world and one of the oldest in Europe. Over 430,000 people live in the Greater Metropolitan Area of Coimbra. Like most university cities, Coimbra is home to many students, including thousands of international students.

Madeira

In the Atlantic Ocean are the islands of Madeira and Porto Santo. The archipelago is famous for its friendly people, exceptional natural beauty and mild climate. Madeira island is 310 miles from the African coast and 620 miles from the European continent, which is the equivalent of a 1 hour 30 minute flight from Lisbon.

Minho - Braga and Guimarães

The University of Minho is located in the Minho region of Northern Portugal, a region with an extremely strong tradition of vibrant enterprise, essentially of small and medium-sized businesses. University of Minho has two campuses located 20 km apart: one in Braga and the other in Guimarães.

> **Braga**
>
> Braga is a city and municipality in northwestern Portugal. It is the capital of the district of Braga, the oldest archdiocese and one of the major cities of the country. The city of Braga has a centuries-old affiliation with Culture and the Arts, and is firmly established in the service industry sector. It is here, in this city, that the following institutes and schools are installed: the Institutes of Arts and Humanities, Social Sciences, and Child Studies, the Schools of Sciences, Health Sciences, Nursing, and Law, as well as some Engineering areas.

> **Guimarães**
>
> Guimarães, often referred to as the birth place of the nation, is dominated by the manufacturing sector with a strong investment in the textile and clothing, metallurgy and shoemaking industries. The campus of Azurém, Guimarães, is home to the School of Engineering, and the departments of Architecture, Fashion Design and Marketing, Geography and Planning, and Applied Mathematics.

8.3. Living in Portugal

8.3.1. Cost of living

In spite of the perceived price increase after Euro has been introduced in 2002, Portugal has a relatively low cost of living, as compared to other EU Member States, although some products might be more expensive here than in other countries.

Shops
Traditionally, shops are open from Monday to Friday, from 9 or 10 a.m. to 7 p.m. Some close for lunch from 1 to 3 p.m. On Saturdays from January to November, shops generally close at 1 p.m. though in city centers some are open in the afternoon. Shops tend to stay open on Saturday afternoons and sometimes even on Sundays in December for Christmas shopping.
There are plenty of shopping centers inside and outside the cities that are usually open from 10 a.m. to midnight every day of the week. They generally have stores with the main international brands. However, traditional shops with Portuguese products can be found particularly in the streets of the older neighborhoods of towns and cities.

Food and drinks
Prices vary based on the type of establishment and whether or not the cost includes a table service or esplanade service, as a result of which the prices presented are purely indicative.
An espresso coffee, which is popular amongst the Portuguese and is normally referred to as a "bica" or in the north as "pingo", costs around €0.60 to €0.70 at the counter of a traditional café. A galão (a cup of coffee with milk) may cost between €0.70 and €1,20 and a cup of tea between €1 and €1.50. A glass of natural orange juice costs around €2,50 and a beer or Coca-Cola costs between €1 and €1.50. A cheese or ham sandwich costs between €1.50 and €2.50 and a slice of toast or cake usually cost less than €2. If you have a full meal it may be between €5 to €11 per person in a snack bar, between €13 and €20 in a restaurant and around €30 to €50 in a first-class restaurant or Fado house.

Culture
An entrance ticket to a Museum, National Monument or exhibition may cost between €2 and €5. A cinema ticket costs around €5.50. Theatre tickets may vary between €10 and €30 and tickets for concerts, opera or ballet performances vary between€15 and €75.
In order to watch a bull fight, (the bullfighting season is between Easter Sunday and All Saints day), tickets may vary between €15 and €75, depending on the bull-ring and participants.

8.3.2. Communication

Telephone
In public telephone booths, coins and special cards can be used. They are sold in Portugal Telecom shops, post offices and some kiosks and news-stands (with a sign indicating this).
All telephone numbers in Portugal are composed of nine digits. To call from abroad to Portugal, it is necessary to dial the international access code 00 and the country code 351.
To call abroad from Portugal, dial 00, the country code, the area code and then the number wanted. The dialing codes of the various countries are affixed in public telephone booths.

Mobile phones
Portugal is one of the countries with the highest number of mobile phone users.
There are three network service providers - TMN, Vodafone and Optimus – that have roaming agreements with most international mobile phone companies and provide users with a good coverage

nationwide.

The Portuguese Highway Code forbids the use of mobile phones while driving, unless you're using hands-free equipment or an earphone, and there are established penalties that can be applied in the event of any infringement.

Internet

Internet access is available in some cafés and in numerous post offices that have the Netpost service.

In various hotels and public facilities, like Airports, Conference centers, Restaurants, Service Areas in motor-ways and shopping centers, there are duly marked "wi-fi" areas where it is possible to access wireless Internet.

Post Offices

In general, post offices are open from Monday to Friday; from 9 a.m. to 6 p.m. Central and airport offices have extended opening hours and may be open on Saturdays and in some cases also on Sundays. Stamps are sold in post offices and vending-machines in the streets. Many post offices have the Netpost service that allows access to personal e-mail and the Internet. More detailed information about opening hours and services available at each office can be found on www.ctt.pt

8.3.3. Personal health and Security

What to do in case of emergency

The number to call in an emergency is 112. Dial the number and ask for the service you require – police (policia), ambulance (ambulancia) or fire brigade (bombeiros). If you need medical treatment, the casualty department (servico de urgencia) of the closest main hospital will treat you. On motorways and main roads, use orange SOS telephone to call for help in case you have a car accident. The service is in Portuguese; press button and then wait for the operator who will connect you.

Health care

The quality of health care and health care facilities in Portugal are generally good and have improved considerably in recent years, although they aren't up to the high standard taken for granted in North America and northern Europe. There are many English-speaking and foreign doctors in resort areas and major cities, although hospital facilities are limited in some rural areas.

Portugal has a public health system, providing free or low cost health care for those who contribute to Portuguese social security (segurança social), plus their families and retirees (including those from other EU countries).

If you don't qualify for health care under the public health system, it's essential to have private health insurance (in fact, you won't usually get a residence card without it). This is often recommended in any case if you can afford it, due to the inadequacy of public health services (which like most, are strapped for cash) and long waiting lists for specialist appointments and non-urgent operations in many areas. Visitors to Portugal should have travel health insurance if they aren't covered by a reciprocal

arrangement.

Health Centers

There are state health centers (centros de saúde) in most areas (typically open from 8am to 8pm) which treat minor health problems and where it's easier to get prompt emergency treatment than at a public hospital. There are 24-hour emergency hospitals in major towns and private hospitals and clinics in major towns and resort areas (including small British hospitals in Lisbon and Porto).

Pharmacies

English-speaking Portuguese doctors and English and other foreign doctors practise in resort areas and major cities, many of who advertise in the local expatriate press. You can obtain free advice for minor ailments from pharmacies (farmácias), open from 9am to 1pm and 3 to 7pm Monday to Friday and from 9am to 1pm on Saturdays. There's normally a duty pharmacy (farmácia de serviço) open outside usual business hours. A list of duty pharmacies is posted in pharmacy windows and announced in the local press (you can also telephone 118 and ask for the name of your local duty pharmacy).

8.3.4. Transportation

Portugal, Madeira and Porto Santo as well as the major Azorean Islands, have airports served by TAP, the national airline. European and other airlines fly to the international airports of Lisbon, Porto, Faro and Funchal, which all get busier during the holiday season. Portugal's mainland rail network is fast and modern on busy lines such as Lisbon-Porto and slow on provincial lines. Trains are inexpensive, especially if you are eligible for any discount. Buses are sometime faster and generally offer a wider choice of departures than rail network.

Air

There are several Portuguese airlines offering regular domestic and international flights. TAP - Air Portugal (www.tap.pt) is the country's "flagship" airline and has scheduled flights to more than 50 international destinations and domestic flights between Lisbon, Oporto, Faro, Madeira and the Azores, and also between Madeira and Porto Santo. SATA (www.sata.pt) has regular flights between all the islands of the Azores and from the Azores to Madeira and mainland Portugal. SATA also offers regular flights to a number of international destinations.

Rail

CP - Comboios de Portugal (www.cp.pt), the Portuguese railway company, offers a vast rail network covering the whole of mainland Portugal and also offers international train services to Vigo, Madrid and Paris. There are a number of options to meet your needs:

- The top-of-the-range "Alfa Pendular" trains offer the fastest and most comfortable rail link between Lisbon and the Algarve and, in the north, Porto or Braga, with stops in Coimbra.
- The "Intercidades" or Intercity service covers the Lisbon-Porto-Guimarães, Lisbon-Guarda, Lisbon-Covilhã, Lisbon-Évora-Beja and Lisbon-Faro routes.

- The international Sud-Express train and Lusitânia hotel-train leave from Lisbon.
- There is a vast network of regional, inter-regional and suburban trains covering the whole of the country.

Road

Portugal has a good road network consisting of auto-estradas (AE, motorways), itinerários principais (IP, main trunk roads), itinerários complementares (IC, complementary trunk roads), estradas nacionais (EN, national roads) and estradas municipais (municipal roads).

All motorways are marked with the internationally recognized sign and motorists using them have to pay tolls. (See prices on www.brisa.pt or www.aeatlantico.pt)

In case of breakdown or accident on the motorway, you can phone for assistance on 808 508 508. Toll gates have Via Verde channels. This is an innovative electronic system enabling motorists to debit tolls to their bank account. Only holders of Via Verde identifiers supplied by Brisa can use it.

Caches

There are regular coach services between Portugal's main towns and cities. For details on routes, timetables and fares visit www.rede-expressos.pt, the website of Rede Nacional de Expressos (only in Portuguese).

Subway system

The subway system is an important addition to the traditional forms of public transport.
In Lisbon and Oporto it operates between 6 a.m. and 1 a.m. The Lisbon underground (www.metrolisboa.pt) is the older of the two and reaches a considerable part of the city. Its network has gradually been extended in recent years. Both the oldest and the most recent stations are decorated with panels of tiles by renowned Portuguese artists, making them true underground art galleries. In Porto, the underground (www.metro-porto.pt) is new. There are five lines in operation - blue, red, green, yellow and violet and most of their route is above ground.

Taxis

Taxis are usually cream in color, although there are still some painted black with a green roof in the traditional Portuguese style. The fare is shown on the taximeter. The prices are affixed inside the car or you can ask the driver about them. If you phone for a taxi you have to pay an extra 0.80 euros. There is a charge of 1.60 euros for luggage, regardless of weight or the number of pieces. Carry cots, pushchairs, wheelchairs and walking aids are carried free of charge. Outside towns, taxis charge by the kilometer and the driver and passenger agree on the fare in advance. Where they exist, the passenger has to pay the road tolls there and back. Tipping is at the passenger's discretion, though it is normal to tip 5-10% or round the amount up to the nearest euro.

Car rentals

Car rental is not cheap (pre-arranged package deals are often the best value) but obviously offers the greatest flexibility. There are car rental services at airports, international rail terminuses and in the main

towns and cities. Drivers with mobility difficulties, or anyone who prefers to, can rent automatic or adapted vehicles. To rent a car you must:
- be at least between 21 and 25 years old, depending on the company's rental policy;
- show identification (identity card for EU citizens or a valid passport for other nationalities);
- have a driving license for more than one year.

8.3.5. Money matters

Currency
Portugal is one of the European Union countries whose common official currency is the euro. 1 euro is divided into 100 cents. The coins come in denominations of 1, 2, 5, 10, 20 and 50 cents, and 1 and 2 euros. The notes are differentiated by their size and color and come in denominations of 5, 10, 20, 50, 100, 200 and 500 euros. One side of the coins has a common design (the European side), and the other side has a national symbol. All euro coins can be used in any euro-zone country, irrespective of which national symbols they display.

Currency Exchange
You can exchange money at banks, which are open from 8.30 a.m. to 3 p.m., five working days a week; at bureau de change; and at automatic currency exchange machines (these are for currency sale transactions only).

ATMs - Automatic Teller Machines (Multibanco)
Portugal has a national network of cash machines (ATMs) identified by the symbol MB (Multibanco), from which you can withdraw cash 24 hours a day.

Credit cards
In Portugal, the most commonly used credit cards are: Visa, American Express, Diners Club, Europay / MasterCard, JCB, and Maestro.
If your Visa or MasterCard credit card is lost or stolen, contact the following telephone numbers for assistance:
- Visa: Tel. 800 811 107
- MasterCard: Tel. 800 811 272

Banks
Banks are open from 8.30 a.m. to 3 p.m., five working days a week. Portugal has a national network of cash machines (ATMs) identified by the symbol MB (Multibanco), from which you can withdraw cash 24 hours a day.

9. Useful addresses

9.1. Universities and Institutions involved in the CarnegieMellon|Portugal Program

Official website: http://www.cmuportugal.org

FCT - Fundação para a Ciência e a Tecnologia: http://alfa.fct.mctes.pt/

Portuguese Universities involved in the Carnegie Mellon Portugal Program	
Universidade de Lisboa	www.ul.pt
Instituto Superior Técnico	www.ist.utl.pt
Universidade Católica Portuguesa	www.ucp.pt
Universidade Nova de Lisboa	http://www.unl.pt/
Universidade do Porto	www.up.pt

Universidade de Aveiro		www.ua.pt
Universidade de Madeira		http://www.uma.pt/
Universidade de Coimbra		www.uc.pt
Universidade do Minho		www.uminho.pt

	http://www.cmu.edu/

9.2. Governmental agencies for immigration issues

http://www.acidi.gov.pt/

http://www.acidi.gov.pt/modules.php?name=Content&pa=showpage&pid=1093

9.3. Loja do cidadão

http://www.portaldocidadao.pt/PORTAL/pt/LojaCidadao/

9.4. Embassies in Portugal

http://www.embassiesabroad.com/embassies-in/Portugal

9.5. Courses of Portuguese Language

Courses of Portuguese language for foreigners	
Porto	http://sigarra.up.pt/flup_uk/cursos_geral.FormView?P_CUR_SIGLA=CIPLE
Coimbra	http://www.uc.pt/fluc/ensino/cpe
Lisbon	http://www.fl.ul.pt/servicos/rel_externas/cursos_PLE.htm http://www2.fcsh.unl.pt/clcp/
Aveiro	http://www.ua.pt/dlc/PageText.aspx?id=5967&ref=ID0EBBA
Braga	http://www2.ilch.uminho.pt/ple/cursosUK.html
Madeira	http://www.uma.pt/Unidades/DER/