



University of Minho
School of Economics and Management

Student Guide

Bachelor Programmes





welcome!



Dear Students,

Welcome to the School of Economics and Management of the University of Minho. It is with great pleasure that we host you at the School, which will be your home over the next few years.

Here you will begin an exciting, enriching, and challenging journey, but certainly fruitful for your professional and personal future. I hope EEG will be part of that journey, now and throughout your career.

We are committed to providing learning excellence. Over the next three years you will come into contact with a faculty trained in the best internationally recognized academic institutions. You will also have the opportunity to enhance your learning by acquiring individual and professional competences through the participation in a broad program of transferable skills, the EEGenerating Skills program.

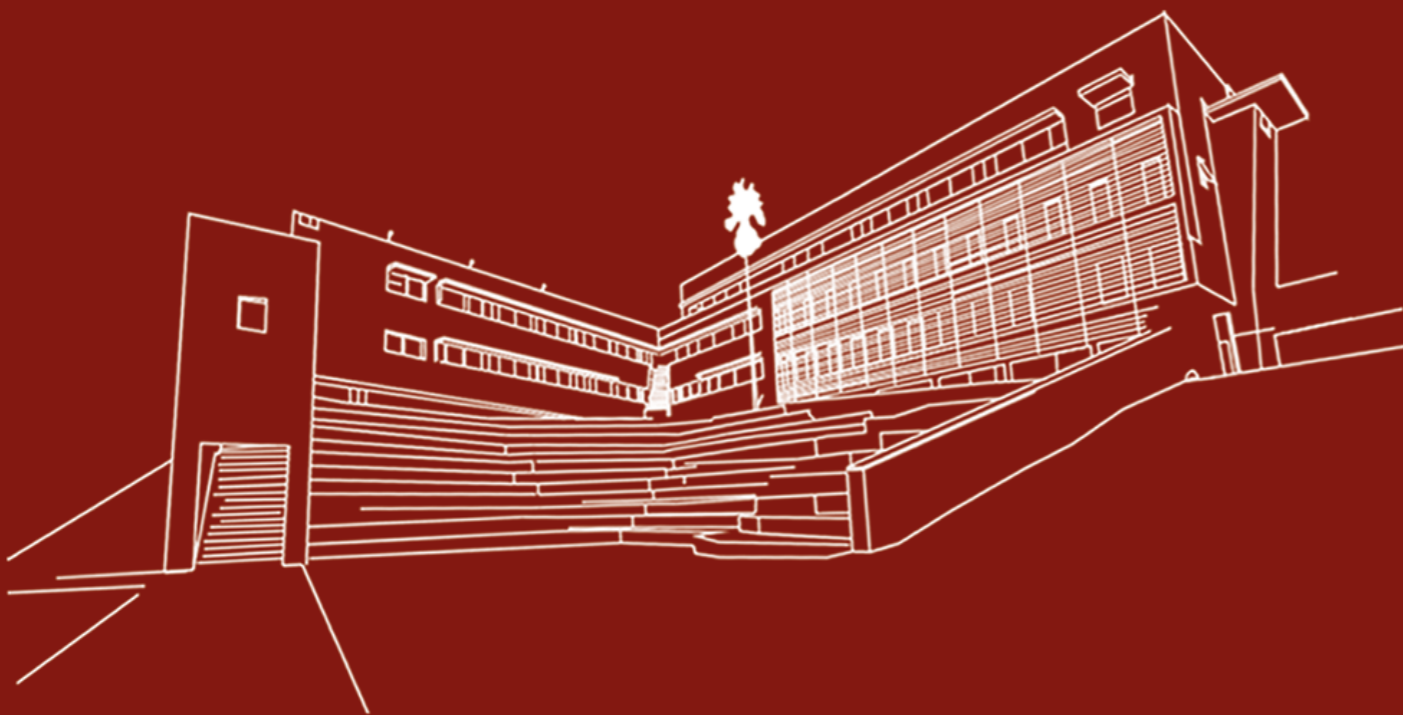
Throughout the course you will build friendships with your classmates. You will work with them and certainly create solid and lasting connections. This network of friendships will be a very important support in your career development and will enrich your personal life.

We hope, together with you, to develop your academic and technical skills under an integrative and socially responsible perspective. We count on your enthusiasm, creativity and participation, so that together we can form a solid, competitive and intervening School.

I thank you for your preference for our academic offer and wish you all the best and success.

Cláudia Simões

Dean of the School of Economics and Management



your School



EEGIUMinho is one of the 12 Schools and Institutes of the University of Minho. Did you know that EEG are the initials for “School of Economics and Management” in Portuguese?

Founded in 1982, The School of Economics and Management - EEGIUMinho - is among the best universities in Portugal in the areas of Economics, Management, and Political Science.

The School is responsible for eight undergraduate programmes, 15 Master’s programmes, and 5 PhD programmes, attended by over 3000 students, 11% of whom are foreign nationals. It has a faculty body of 90 PhD holding full-time professors, most with PhDs from the best universities in Europe and the world, including Oxford, Lancaster, Manchester, Warwick, Stockholm, London School of Economics, Tinbergen Institute, Cornell, State University of New York and Florida State University.

EEGIUMinho stands out for its excellence in research, being the home of the best research centre in the country in the area of Political Science (CICP - FCT assessment: Excellent) and the third-best in the areas of Economics and Management (NIPE - FCT assessment: Very Good).

EEGIUMinho is organised in three departments: the Department of Economics, the Department of Management, and the Department of Political Science.

This Guide aims to facilitate your integration into the School and your academic programme. It presents

relevant information about how the programme works, what you can expect, and what you are expected as a Bachelor’s student. The Guide is thought to be succinct, providing an overview of a set of topics and referring to specific documents and websites that provide more detailed information.

Key documents that apply to all students of UMinho are the Academic Regulations of the University of Minho (Order RT-03/2020 - RAUM) and the EEG’ Rules that apply to all students of the School.

UMinho is committed to upholding high ethical standards in all research and academic activities. Therefore, students, faculty, and the whole academic community are expected to comply with UMinho’s Code of Ethical Conduct.

Note that the rules may change during your academic path at UMinho, and the rules in force on the relevant dates will apply. So, do keep abreast of the latest rules and regulations.

As you will notice along with this Guide, there are several electronic platforms you will need to access as a student in EEGIUMinho, including UMinho’s Academic Portal, EEG’s intranet, and your institutional email. Please see the details about these platforms below.



The EEGI UMinho has as the motto “Prepare for the World,” providing students with sound and international-level theoretical and technical training alongside countless opportunities for developing transversal skills. You can count on a solid bet on the development of transversal skills, data analysis, international mobilities and experiences, the opportunity to apply knowledge, and to be in close contact with the professional world.

EEGIUMinho expects work, dedication, and proactivity from its Bachelor Students intending to make the most of all the opportunities offered to them at the School and at the University in addition to School and academic activities. This Guide aims to shed light on new opportunities and help you in the kick-off of your future.

Your Bachelor’s study plan can be found on the EEG intranet. You may find there the forms for each one of the curricular units and an indication of the respective professor and the contact of the Course Director. On the School’s website, you will find professional information and all EEGIUMinho faculty (Professors) contacts. The timetable can be found on the Academic Portal and the School Calendar, defining classes and evaluation timelines.

Evaluation calendars and other relevant information are also available on the EEG intranet.

The accomplishment of the UC “Project” implies cumulatively, in addition to obtaining a positive classification in the project component, the following requirements:

1. compliance with 3 ECTS in the EEGenerating Skills programme (EEGS);
2. compliance with the Data Analysis Requirement;
3. and compliance with the Internationalisation Requirement.

Out of the 3 minimum ECTS in the EEGenerating Skills programme, 2 ECTS must be obtained by participating in activities of the predefined Plan, and at least 1 ECTS should be received by participating in activities freely chosen by the student, whether according to the typology Workshop or Talk.

The activities can be attended at any time throughout the Bachelor course; nevertheless, we recommend you to follow our indications during the duration of your Bachelor. The predefined Plan is available in the “Rules” item on the programme platform (<https://eegs.eeg.uminho.pt/>). Compliance with the number of ECTS in the EEGenerating Skills programme aligns with the annual rules for that Programme. You may meet the Data Analysis Requirement by successfully attending an Excel course offered within the EEG Data Analysis Programme (EEG DATAPro).

Alternatively, if the student has already acquired this course's competencies, he/she can choose an Advanced Excel, Stata, SPSS, or NVivo course.

NOTE: The delivery of the activities of the EEGenerating Skills and EEG DATAPro programmes may not coincide with the timetable of the Bachelor degree.

Internationalisation Requirement

The Internationalisation Requirement is fulfilled by obtaining stamps on the "EEG Passport". Activities to which stamps are assigned include, amongst others:

- International mobility within the Erasmus + Programme or equivalent;
- International placement/International Volunteering Placement (minimum of 6 weeks);
- Extracurricular Language(s) course(s);
- Short international mobility stays (minimum of 1 week);
- Attendance of curricular units delivered in English;
- Participation in competitions, such as, "challenge" when it reaches the international phase;
- Participation in negotiation simulation sessions of International Organisations (Model UN/EU Debates);
- Participation in ESN + AIESEC activities;
- Collaboration in the organisation of international conferences held at the EEG.

NOTE: the internationalisation activities can be updated each year. Compliance with the requirements under the Internationalisation component is under the rules established annually for that component.

Please refer to Blackboard for specific information on your Bachelor's degree, specifically in the "Pedagógico" folder and the EEGenerating Skills platform.





one new e-mail
and much more



An email that connects you to the academy and the world.
A vast range of digital tools we urge you to resort to in your day-to-day academic life.

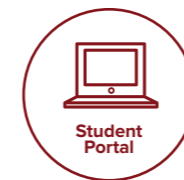
As an EEGI UMinho student, you have access to an institutional email account and a set of electronic platforms that you must use, namely:

1. UMinho's Academic Portal
2. The institutional email account
3. The e-learning platform – Blackboard
4. Documentation and Library Services Unit (USDB)
5. The EEGS platform (it supports the EEGenerating Skills Platform and the EEG DATAPro Programmes)
6. JobTeaser platform
7. EEG intranet

The institutional Email is used to communicate with students. Electronic platforms, including the Blackboard, the EEGenerating Skills/EEG DATAPro platform, and the EEG intranet, use the institution email exclusively. Useful and sometimes crucial information is transmitted via institutional Email. It is therefore vital that you consult it regularly.

Some of the platforms are centrally managed by UMinho, including the Academic Portal and Blackboard. Other platforms, such as the EEG intranet and the EEGS/EEG DATAPro platform, are only available for EEG Students.

1. UMinho's Academic Portal



To access the Academic Portal at <https://alunos.uminho.pt/EN>, you must use the credentials (login + password) that were delivered to you at the time of enrolment in the University. On this portal, you will find the Academic Regulation of UMinho (RAUM), schedules, school calendar, various forms, information on tuition fees and other fees, as well as information about your academic background in your personal "profile". You can use the Electronic Desk on this portal to interact with the Academic Management Services Unit of UMinho, like submitting applications/solicitations, making or renewing registrations, paying your tuition fees, among other things.

2. The institutional email account



All UMinho students have an institutional email account with a 100MB capacity. This email account is accessed using the credentials (login + password) that were delivered to you at the time of university enrollment. Your email address consists of your student number followed by “@alunos@uminho.pt” (e.g. a99999@alunos@uminho.pt). UMinho’s electronic platforms communicate exclusively through the students’ institutional Email. This Email must be consulted regularly (preferably daily) so as not to lose important information.

The institutional email account can be consulted from a personal email account through pop3 or IMAP protocols. You’ll find instructions for accessing institutional Email from a GMAIL account on the Pedagogical Council’s Blackboard.

Any problems with the institutional email account should be reported to the Information and Communications Systems Services Unit (USSIC) at: suporte@ussic.uminho.pt.

3. The e-learning platform - Blackboard



Blackboard accesses itself using the credentials (login + password) delivered to you when you enrolled at the University. At UMinho, the Blackboard supports all curricular units and serves as a repository of documentation and class support material and communication with students. The Pedagogical Council of the EEGI UMinho and some curricular units also have their entries in Blackboard. Important information and resources are released, including evaluation calendars and guides on various relevant procedures and announcements.

You can change the language settings in Blackboard to English by accessing your profile on the top righthand corner, choose “Configurações”, then “Informações Pessoais”. In “Selecionar Idioma” you can open the pop down menu and select “English” or “Pro-Ed English”.

The Blackboard uses students’ institutional Email. Therefore, you will lose important information if you do not check this account frequently. Any problems with Blackboard should be reported to the Education Activity Support Services Unit (USAAE) at: suporte@usaae.uminho.pt.

4. Documentation and Library Services Unit (USDB)



Access the USDB (UMinho Libraries) page using the credentials (login + password) that were delivered to you when you enrolled at the University. On the USDB page, you can access bibliographic resources, including the book catalogue, various digital collections, and reference databases and bibliographic portals, such as, B-on, ISI Web of Knowledge/Scopus ABI/INFORM Complete.

You can use most features without having to register. You must log in (in the “Catalogue” area), for example, to make book reservations or renewals.

5. EEGS Platform (EEGenerating Skills + EEG DATAPro)



The EEGS platform supports two of the EEGIUMinho programmes - The EEGenerating Skills and the EEG DATAPro - and is specific to the School. It does not automatically recognise the credentials of UMinho. On your first access, you must set the password you want to use. It is possible to define the same password that you use for the other electronic accesses of UMinho. This platform is the tool to register in EEGenerating Skills and EEG DATAPro activities and manage students’ participation in these programmes.

6. JobTeaser Platform

EEG’s JobTeaser platform announces job and internship offers and other initiatives that can lead to professional placements.

7. EEG Intranet

The EEG intranet platform is specific to the School and does not automatically recognise UMinho’s credentials. On your first access, you must set the password you want to use. You can set the same password that you use for the other electronic accesses of UMinho. It is on this platform that you will register in your Optional Curricular Units (CU). You may also find information on the study plan, the syllabus for each course, the teacher in charge and other details on each CU, the evaluation schedule and the contacts of the Programme Director.



Much more than providing you with basic education, the EEGUMinho offers you the conditions for building the foundations of a booming and outshining professional career.

1. English courses at EEGUMinho

EEGIUMinho prepares its students for the world. In this sense, it offers part of the curricular units (CUs) of the undergraduate courses in the English language. It does not only provides students with better preparation for the work environment but also allows them to take advantage of international mobility programmes, which are highly valued by employers. It also enhances the hosting of international students within these programmes, which is an enriching element of the experience of EEG students| UMinho.

In order to improve the skills and employability of its graduates and facilitate the monitoring of Curricular Units taught in English, the School provides students admitted to the EEGUMinho Bachelor Degrees the possibility of doing a test to determine their level of English language. Those who do not reach the defined minimum level (B1) are offered a BabeliUM English course to improve their English language skills, funded by the School.

 **EEGENERATING SKILLS**
PROGRAMA DE DESENVOLVIMENTO DE COMPETÊNCIAS TRANSVERSAIS DA EEG

1. EEGenerating Skills



 Support manual

At EEGI UMinho, the quality and relevance of education are a priority, where transferable skills play a central role. In addition to opportunities to develop transferable skills within the school activities, EEG offers its students the EEGenerating Skills Programme to develop and refine their soft skills. It aims to enhance the individual talent of EEG students by developing skills relevant across any scientific area and professional context, such as, decision making, problem-solving, teamwork, leadership, and communication.

These skills are a vital element of differentiation, facilitating integration and performance in the job market. This programme is open to all EEGIUMinho students. EEGenerating Skills streamlines over 150 activities throughout the entire academic year, including:

- Workshops oriented to the development of skills in communication, teamwork, interpersonal relationship, leadership, planning and organisation, problem-solving, critical thinking, ethics and creativity;
- Talks with CEO's of companies and other companies' representatives, projects and institutions, as well as Alumni, who return to school to inspire future graduates;
- Field Days, or study visits to companies and institutions of interest;
- Job Sessions, in which companies present internship and employment opportunities and their trainee programmes.

The EEGenerating Skills programme is coordinated by the Careers Office and supported by the EEGS platform/ DATAPro platform, where students register and manage their participation in the programme's activities. Instructions on how this programme works are available on the EEGS platform.



2. EEG DATA Pro

EEG DATA Pro is the Data Analysis Programme of EEGIUMinho. EEG considers that data analysis skills are key tools for situation analysis and effective decision-making in the various scientific areas.

As such, mastering these competencies and skills may constitute an element of graduates' differentiation in the job market. The Data Analysis Programme allows Students to develop these competencies and skills within all EEG courses' curricula. It integrates a set of modules assigning ECTS (short courses of Excel, SPSS, STATA, and other data and information analysis).

The EEG DATA Pro Programme is coordinated by the Pedagogical Council and supported by the EEGS/ DATA Pro platform, where students register and manage their participation activities in the programme.



4. EEGoing Pro

EEGoing Pro is EEGIUMinho internship programme. Linking to the business context and the world of work are key features of EEGIUMinho. It encourages students to develop their skills and gain experience through extra-curricular internships.

The JobTeaser platform (<https://uminho.jobteaser.com/>) - our career platform - publishes several opportunities for internships, employment, and other initiatives daily that can lead to professional placements. Also, seize the chance to look for international opportunities on the HigherEd platform (<https://uminho.gethighered.global>). If you are interested in doing an internship, do not hesitate to contact the EEG Careers Office| UMinho.

4. EEGuiding Your Way

EEGuiding Your Way is the EEGIUMinho Mentoring Programme that aims to contribute to the personal and professional enrichment of the student, enabling to acquire knowledge and skills deemed fundamental in work environments, fostering a quick, effective and conscious integration into the job market.

6. International Mobility



The EEGI UMinho has in internationalisation one of its strategic pillars. The international mobility of students is one of the most important facets of this strategic option, contributing in a unique way to the objective of preparing graduates for the world. The EEGI UMinho has established partnerships with numerous European universities and other parts of the world under Erasmus +, Erasmus + ICM and Cooperation Agreements with third countries encouraging students to take a semester or two of their degree abroad.

International mobility programmes, some of which are funded, are managed by the Internationalisation Support Services Unit (USAI) of the UMinho. In parallel to the financing managed by the USAI, EEGIUMinho may offer a complementary scholarship to students who participate in international mobility. Consult the Blackboard of the Pedagogical Council to know the conditions.

For more information, do not hesitate to contact the Office for International Mobility of EEGIUMinho.





A team designed to support you on your academic path and in the preparation of your future career.

SERVICES AND RESOURCES AT EEGI UMINHO

1. Pedagogical Council

The Pedagogical Council of the EEGI UMinho is a body chaired by one of the Vice-Presidents of the School. It consists of faculty nominated as Course Directors and an equal number of students representing their colleagues. It defines and oversees the pedagogical policy of the School of Economics and Management. The Secretariat of the Pedagogical Council (commonly referred to as the Pedagogical Council) is the service unit that provides administrative support to the school's teaching projects and where students should address firsthand all matters related to the functioning of the course, in particular: registrations, timetables, calendars of evaluations, and "pautas," among others.

Some of these issues are the responsibility of the central services of UMinho. Still, the Secretariat of the Pedagogical Council will always inform you that it is necessary to resort to another service.

Contacts: EEG (Building 8) Room -1.02 | Phone: 253 601 902 | E-mail: pedagogico@eeg.uminho.pt.

2. Careers Office

The EEGIUMinho Careers Office's mission is to promote employability and insertion in the labour market of the School's graduates. As such, it coordinates the EEGenerating Skills Development Programme and the EEGoing Pro internship programme and follows up the professional career of graduates.

EEGIUMinho students can benefit from specialised assistance in preparing CVs, motivation letters, preparation for interviews, and other help in the search for internship and employment.

Contacts: EEG (Building 8) Room -1.09 | Phone: 253 604 582 | E-mail: carreiras@eeg.uminho.pt.

4. Research at EEGIUMinho

Scientific research has been one of the vectors of EEGI UMinho full affirmation, guaranteeing the school a place in the international rankings.

The EEGI UMinho hosts two research centres evaluated and financed by FCT:

- The CICP, Research Centre in Political Science, evaluated by FCT with “Excellent,” integrates about 30 integrated members and 30 other associated researchers.

For more information, please consult the centre at: <http://cicp.eeg.uminho.pt/>

- The NIPE, Centre for Research in Economics and Management, evaluated by FCT with “Very Good,” integrates more than 30 integrated members and about 20 associated researchers.

For more information, please consult the centre at: <http://www.nipe.eeg.uminho.pt/>

SERVICES AND RESOURCES AT UMINHO

The University of Minho is divided into three campuses, one in Braga (Gualtar) and two in Guimarães (Azurém and Couros).

The EEGI UMinho is located in Braga (Gualtar Campus, Building 8).

You can explore the maps of the campuses and each of their buildings at: <https://whereis.uminho.pt/>

In Gualtar, classes take place in one of 3 Pedagogical Complexes (CP) located in Buildings 1, 2 and 3. The rooms are identified by the building and floor where they are located and by their specific number. For example, the room “Building 1 - 0.20” (or simply 1.0.20) is located in Building 1 (also referred to as CP1), on floor 0, room number 20.

1. UMinho Academic Management Services Unit (USGA)

The Academic Management Services Unit of the University of Minho (USGA) is the University’s central service held responsible for the administrative management of students’ educational processes. Students must address USGA to handle all formal registration processes in the academic year and special exams, payment of tuition fees, equivalence processes, issuance of declarations, diplomas and certificates, among others.

Most interactions with the USGA can be done through the Electronic Desk on the Academic Portal.

2. Documentation and Library Services Unit (USDB)

The Documentation and Libraries Service Unit of the University of Minho (USDB) manages the various physical libraries of UMinho, including the General Library of UM (BGUM - Building 4), which should be the one you will use most throughout your EEGI Uminho course. In addition to books and scientific journals, physically available in libraries and whose Catalogue you can consult online, the USDB also manages RepositoriUM, the institutional repository of UMinho where digital versions of the works produced by faculty and students of the University are deposited. Additionally, USDB provides digital reference and full-text databases, allowing online access to a vast collection of bibliographic resources indispensable for academic and research work.

USDB organises several presentation sessions of their services and bibliographic databases at EEGI UMinho at the beginning of each semester. Attendance of these sessions is not mandatory but highly recommended as it considerably facilitates resorting to the use of these services and resources.

3. Canteens & bars



Canteens and bars at UMinho are managed by the Social Services (Serviços de Ação Social - SASUM). There are three canteens in Braga: one on the Gualtar campus, one at Santa Tecla’s Halls of residence and another in the city centre, at the Congregados building. In addition, there are 6 bars on campus, some of which serve light meals, a grill snack bar and the Panoramic Restaurant. There is also a “take away” service, with ready, pre-packed and refrigerated meals.

A distinctive characteristic of UMinho's catering services, besides its high quality, is the availability of vegetarian meals in the canteen, at the Restaurant and in the "take away" service.

In addition to the Catering department, SASUM also runs social scholarships, residence halls, sports halls, and clinical services.

4. Sports at UMinho



UMinho is a renowned university sports reference at the European level, hosting several high-level tournaments throughout the year. UMinho student-athletes also frequently conquer medals and trophies at the national and international levels.

Sports at UMinho is not just for competitive athletes. SASUM offers classes and training sessions in numerous sports to all students who want to engage in sporting activities, including cardio-fitness, dance, orienteering, climbing, martial arts, swimming, surf and bodyboard, and futsal handball, volleyball, table tennis, badminton, among many others.

You can register for the different sports at the campus Sports Complex (Building 9).

5. Peer tutoring



The Peer Tutoring Programme envisions to promote a healthy and proactive integration of new students at the University. Current students (tutors) provide individual and personalised tutorials to students attending the University for the first time, facilitating their integration and adaptation to their new life in the academy.

To participate in the Peer Tutorials Programme, sign up by sending an email to tutorias@reitoria.uminho.pt

6. Merit Awards



UMinho awards annual prizes to the best students of each one of its courses. Merit Scholarships are awarded to all students who have obtained approval in all the curricular Units and obtained a CGPA of 16 or more.

UMinho awards the Scholarship of Excellence to students who have entered the course as the best candidate.



FURTHER SUPPORT

1. Student Ombudsman

The Student Ombudsman is an independent body within the University, with complete autonomy. Its mission is to promote and defend the interests of students within university life. The Student Ombudsman assesses complaints or reports made by the students against acts or omissions of the bodies and services of the University. It acts as a mediator, making suggestions for solutions. Principles of neutrality and confidentiality rule it.

Contacts: Campus Gualtar: Room C2.323 (2nd Floor of Pedagogical Complex II) | Phone: 253 601710.

2. Clinical and Psychological Support

UMinho's Social Services (SASUM) provides medical and nursing appointments and psychological support, and counselling sessions at the Medical Centre located on campus.

3. Education Activities Support Service Unit (USAAE)

UMinho's Education Activities Support Services Unit (USAAE)'s mission is to promote the inclusion in the academic context of students, faculty and other workers with disabilities or special needs, including motor, visual, hearing impairments, chronic diseases, psychiatric problems, dyslexia or dysgraphia.

USAAE designs, in articulation with the Schools, individual support and follow-up plans and proposes the necessary adaptations to class and evaluation activities so that students with disabilities or special needs enjoy the conditions required to attain academic success.

4. Practical information about getting to and living in Braga

You will find useful information in the Pedagogical Council's Blackboard about the practicalities of coming to and living in Braga regarding: information about the city; means of transport to get to Braga from the main airports; accommodation alternatives; the cost of living; formalities on arriving, if you are a foreign student.



FOR MORE INFORMATION:

School of Economics and Management
University of Minho
Guimarães Campus
Telephone: + 351 253 601 901
e-Mail: pedagogico@eeg.uminho.pt
Website: www.eeg.uminho.pt

FOLLOW US:

