

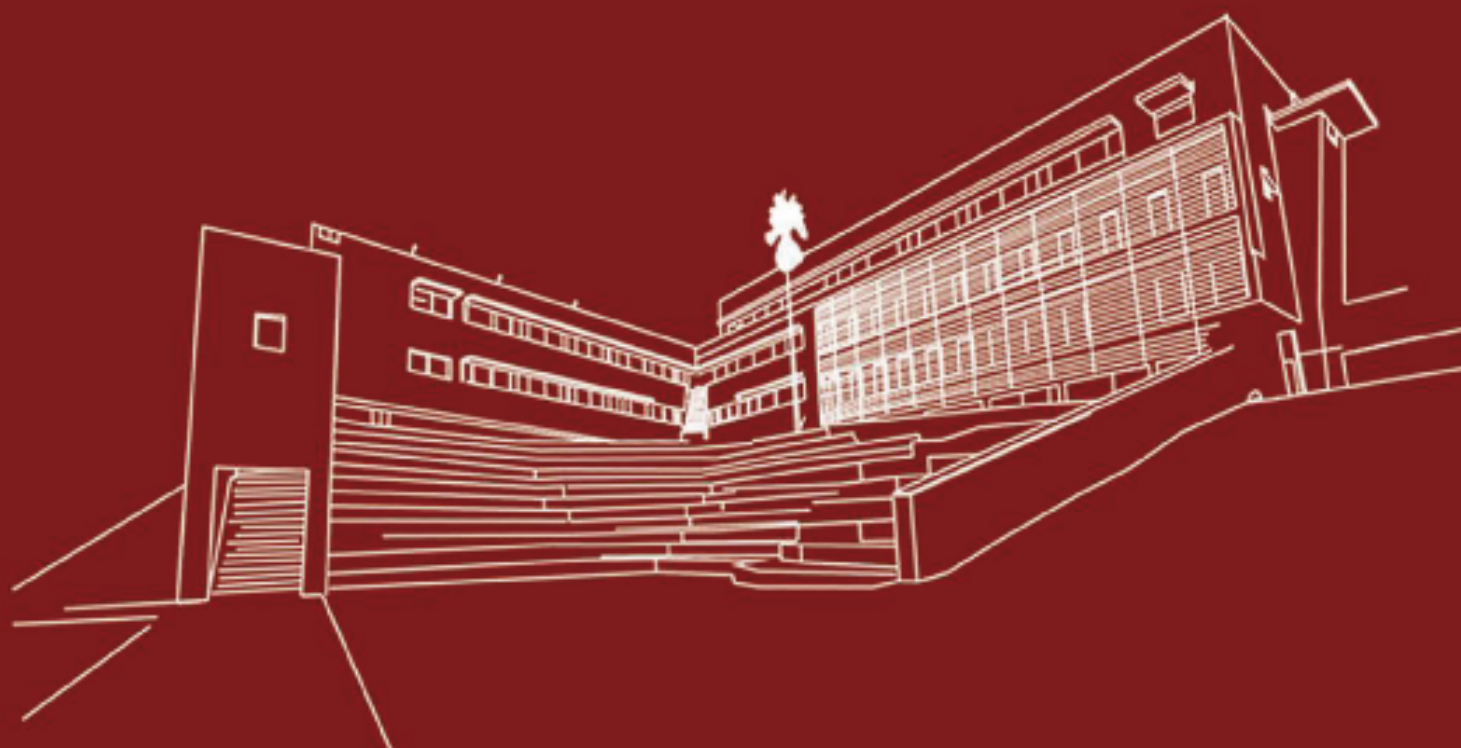


University of Minho  
School of Economics and Management

# ERASMUS AT EEG | UMINHO WELCOMING THE NEW STUDENTS







# your school



## Welcome to EEG|UMinho!

Dear Erasmus student

Welcome to the School of Economics and Management (Escola de Economia e Gestão – EEG|UMinho) at the University of Minho. It is a great pleasure to have you with us over the next year.

This guide provides general information concerning the Learning Agreement, and gathers useful information regarding your arrival and settling in. We want you to make the most of your stay at the School of Economics and Management.

Thank you for choosing EEG|UMinho for your Erasmus Learning experience. We look forward to hosting you at our School, and we hope you enjoy your stay in Braga.

EEG International Mobility Team



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## Important contacts

### International Mobility Office at EEG|UMinho

Contact: Estela Vieira (estelav@eeg.uminho.pt) Office: EEG -1.06

Office Hours: 9h30 to 12h00 and 14h30 to 17h00

### Academic Coordinators for the INCOMING ERASMUS Students at EEG|UMinho

- ✓ Department of Economics: Cristina Matos (crism@eeg.uminho.pt)
- ✓ Department of Management: Emília Fernandes (mifernandes@eeg.uminho.pt)
- ✓ Department of Political Science: Fernando Tavares (atavares@eeg.uminho.pt)

The Office for International Mobility is organising a Welcoming Session at the School for Erasmus students on **08 February 2024, at 10:00, Building 8, Auditorium dst 0.01**, to assist you in preparing your study plan. The Central International Relations Office (USAI) will be presenting UMinho's overall details. You may contact Estela Vieira ([estelav@eeg.uminho.pt](mailto:estelav@eeg.uminho.pt)) if you have any problems finding us.

### Follow us on social media and learn more about the School's activities:

- ✓ Instagram: <https://www.instagram.com/eeguminho/>
- ✓ LinkedIn: <https://www.linkedin.com/school/eegum>
- ✓ Facebook: <https://pt-br.facebook.com/eeguminho>
- ✓ Twitter: [https://twitter.com/eeg\\_uminho](https://twitter.com/eeg_uminho)
- ✓ Youtube: [https://www.youtube.com/channel/UCxAuU-HxCo9uxU\\_S\\_x3i8zw](https://www.youtube.com/channel/UCxAuU-HxCo9uxU_S_x3i8zw)

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# ➤ SCHOOL OF ECONOMICS AND MANAGEMENT

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Founded in 1982, the School of Economics and Management of University of Minho (EEG-UMinho) has been for a while among the best universities in Portugal in the areas of Economics, Management and Political Science.

The School offers eight undergraduate programmes, 15 Master programmes and five PhD programmes, attended by over 3000 students, 17% of whom are foreign nationals. It has a faculty body of 90 full-time academic staff with PhDs from prestigious American and European State universities, as well as from the most prominent private, “Ivy League” universities in the US and the UK, including Oxford, Cornell, London School of Economics, University of London, Warwick, Stockholm School of Economics, Tinbergen Institute, Amsterdam University, SciencePo and European University Institute.

EEG stands out for its excellence in research, hosting the best research centre in the country in the area of Political Science (CICP) and the third best in the areas of Economics and Management (NIPE).

The School is composed of three departments: Economics; Management; Political Science.

## Relevant documents

A key document that applies to all students is the University of Minho's Academic Regulation (Ruling RT- 03/2020 - RAUM). UMinho is also committed to high ethical standards in all research and academic activities. Students, faculty, staff, and the entire educational community are expected to comply with UMinho's Code of Ethical Conduct. You may find these documents and other relevant information in the following link:

✓ <https://alunos.uminho.pt/EN/students/Pages/InfoUteisRegulamentos.aspx>

EEG also has Specific Rules that apply to all EEG students. You may find the EEG Rules document and other relevant information in the Pedagogical Council folder on the Blackboard.

There are various electronic platforms you will need to access as a student at EEG|UMinho, such as, UMinho's Academic Portal, EEG's intranet, and your institutional email. You will find more details about these and other platforms in this guide.





Completing your Enrollment Form and Learning Agreement

Before you make any changes to your Learning Agreement (LA), you ought to prepare your study plan on your Incoming Form provided by the International Relations Office. For that purpose, you should check the classes' schedule in the following link:

✓ <https://alunos.uminho.pt/EN/students/Pages/horarios.aspx>

You may take a couple of weeks to prepare your incoming enrolment form. The deadline is 17 February 2024. From 08 to 15 of February, you must attend classes, talk to lecturers to find out if you are choosing the right curricular units (UCs) and that the grading is suitable for you. Introduce yourself to lecturers as an Erasmus student and explain you need materials/references in English and to take the course assessment in English (if that is your case and/or if the module is not offered in English). The idea is that you “shop around”.

The Enrolment Form, **in word format**, should be emailed to Estela Vieira (estelav@eeg.uminho.pt) until 15 February 2024 for further analysis and approval. After further evaluation and approval of your final study plan by your Academic Coordinator, Estela Vieira will email your Form to UMinho’s IRO (USAI) on 17 February 2024.

NOTES:

- ✓ **If you have any difficulties while preparing your study plan and Learning Agreement, do not hesitate to contact Estela Vieira (estelav@eeg.uminho.pt);**
- ✓ **After 17 February, if you have problems with your Form and the absolute need to make new amendments, you must report the problem to the IRO (incoming@usai.uminho.pt) and ask for permission to make changes.**

Total Number of ECTS

If you are staying one semester, you should complete a minimum of 25 ECTS and a maximum of 35 ECTS. If you are staying two semesters, you should complete a minimum of 50 ECTS and a maximum of 70 ECTS. These credits do not include the Portuguese Language course offered by the USAI.

Period of Erasmus	Required Total Number of ECTS
1 Semester	25 ≤ Total ECTS ≤ 35
1 Year	50 ≤ Total ECTS ≤ 70

Host Department

As an Erasmus student, you are hosted by one of the three different departments of EEG|UMinho depending upon your home institution' nomination:

- ✓ Department of Economics
- ✓ Department of Management
- ✓ Department of Political Science

As a rule, at least 60% of your ECTS should correspond to courses offered by your host Department. For example, if your host Department is the Department of Management, at least 60% of the total ECTS of your study plan should correspond to courses offered by the Department of Management. The remaining 40% of your study plan ECTS may include courses offered by any other Departments from UMinho (within or outside the School).

Degree Programmes

You may find in the table below the Undergraduate Degree Programmes offered by EEG|UMinho.

Undergraduate Degree Programmes
Department of Economics
Economics (Economia)
International Business (Negócios Internacionais)
Department of Management
Management (Gestão)
Marketing
Accounting (Contabilidade)
Department of Political Science
International Relations (Relações Internacionais)
Political Science (Ciência Política)
Public Administration (Administração Pública)

As stated above, your Study Plan may include courses from different Departments in the University. Should you be interested in courses from outside EEG|UMinho, please check all degrees study plans in the UMinho Course Catalogue in the links below:

- ✓ Bachelor Degrees
- ✓ Master Degrees
- ✓ PhD Degrees

**NOTE:** When filling in the Enrolment Form and Learning Agreement, please make sure that you write down all the required information (full name of the curricular unit, name of the degree programme, year, semester and number of ECTS). Incomplete documents will not be accepted. Once you complete your Form, send it to Estela Vieira (estelav@eeg.uminho.pt). She will send it to USAI on your behalf – (WORD FORMAT ONLY).

**IMPORTANT:** The deadline to submit your Changes during Mobility to your Learning Agreement is 31 March 2024 in order to avoid further problems at the end of the Semester with both home and host university.

Remember to pay a visit to the Central IRO before you return home at the end of your mobility. There are mandatory documents to be validated and signed there.

If you need to do an exam in “Época Especial” in July 2024, you must send an email to [incoming@usai.uminho.pt](mailto:incoming@usai.uminho.pt) to enrol in the exam in late June or very early July 2024. You must write in the email:

- ✓ Your full name
- ✓ Your student number at Uminho (starts with e...)
- ✓ The exact and full name of the course unit you need to retake

Consult the Exams Calendar in the blackboard to avoid overlapping exams.





## Access to UMinho's email and electronic platforms

As a student of EEG|UMinho, you have an institutional email account you must use, and there are several electronic platforms you will need to access, namely:

1. UMinho's Student Portal
2. The institutional email account
3. The e-learning platform – Blackboard
4. UMinho's Library
5. The EEGS (EEGGenerating Skills) platform

Some of these are central UMinho platforms, and others are located at the School and are available only to EEG students. UMinho electronic platforms communicate exclusively with the student's institutional Email. Useful and sometimes vital information is conveyed through them, so you must regularly use the platforms and institutional email.

### 1. UMinho's Student Portal



The UMinho's Student Portal has relevant information about the University's services for candidates, students and alumni of the University of Minho. You can access the portal in the following link:

<https://alunos.uminho.pt/EN>

### 2. The institutional email account



All UMinho students have an institutional email account with 100MB capacity. This email account is accessed at <https://mail.alunos.uminho.pt>, using the credentials (login + password) given to you when you enrol at UMinho. Your email address is made up of your student number followed by "@alunos@uminho.pt" (e.g., e99999@alunos@uminho.pt).

UMinho electronic platforms communicate exclusively with the student's institutional Email. It is vital to check this Email regularly (preferably daily), as you may miss important information otherwise. The institutional email account can be accessed from a personal email account via pop3 or IMAP. Instructions to access this account from a GMAIL account are available in Blackboard (EEG's Pedagogical Council folder). Any problems related to the institutional email account should be reported to DTSI (Direção de Tecnologias e Sistemas de Informação) at [suporte@ussic.uminho.pt](mailto:suporte@ussic.uminho.pt).

### 3. The e-learning platform – Blackboard



Blackboard is accessed at <https://elearning.uminho.pt>, using the credentials (login + password) given to you when you enrol at UMinho.

We use Blackboard as a virtual learning environment (VLE) for each course. It is used to archive class materials and various resources, as well as to communicate with students. The School's Pedagogical Council and many Programmes also have their Blackboard entry, where vital information is posted, including assessment calendars, guidelines about several procedures and relevant announcements.

There is a part dedicated to Erasmus students - **Erasmus and International Mobility**. You will find there relevant information, including all the materials distributed in the welcome session and a list of the courses taught in English at EEG|UMinho.

#### NOTES:

- ✓ Blackboard relies on students' institutional email accounts. You will miss important information if you do not check your email account regularly.
- ✓ You can change the language settings in Blackboard to English by accessing your profile on the top right-hand corner, choose "Configurações", then "Informações Pessoais". In "Selecionar Idioma", you can open the pop-down menu and select "English" or "Pro-Ed English".
- ✓ There will be available three lists of the Curricular Units/department taught in English.
- ✓ It is your responsibility to confirm you have access to each UC in which you are enrolled.

Any problems related to Blackboard should be reported to GAE (Gabinete de Apoio ao Ensino) at: [suporte@usaae.uminho.pt](mailto:suporte@usaae.uminho.pt).

### 4. UMinho's Library (USDB)



You can access UMinho's Library here or at <http://www.sdum.uminho.pt>, using the credentials (login + password) given to you when you enrol in UMinho.

At UMinho's Library (USDB) portal, you can access bibliographical databases, including the Catalogue of books, several digital collections, reference databases and bibliographical portals such as B-on, ISI Web of Knowledge/Scopus, ABI/INFORM Complete.

You can use most functionalities without logging in. Login is required, for instance, if you want to make reservations and renew book loans. Go to "Catalogue" to log in.

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## How to Proceed Upon Arrival at the EEG|UMinho

The first semester of classes typically begins in the 2nd week of September and the second semester in the 2nd week of February.

Since you may not have considered the schedule for the specific courses in your Learning Agreement, it may be necessary to adjust your initial LA to avoid class overlaps among courses. Class overlaps are more likely to occur if you choose courses from different degree programmes.

However, these should be **minor changes**. We recommend that you check the class schedules available in the **Students Portal**. Please browse the page and find the Name of the Bachelor|Master programmes offered by EEG. This process might be a challenge because schedules are in Portuguese. Please consult here the Portuguese version of our **Bachelor Programmes** and **Master Programmes** for your guidance. In case you need assistance, please do not hesitate to reach out for the assistance of Estela Vieira.

We also recommend you consult here EEG's Calendar available in Pedagogical Council's folder in Blackboard.

The exam schedule for the Bachelor and Master Degrees can be consulted here. These calendars will allow you to find out if there is any overlap and discuss possible alternatives with your academic coordinator. It will make your process much easier once you arrive at the University of Minho.

### Steps to follow

A few steps that you should take once you arrive at EEG|UMinho:

- 1 Upon arrival, you are advised to introduce yourself to Estela Vieira at EEG|UMinho's International Mobility Office (Office: - 1.06, Ground Floor of the EEG Building – Building 8; Tel: 253601904; Email: estelav@eeg.uminho.pt).
- 2 While you prepare your final study plan, begin attending classes and introduce yourself to each course lecturer within the first week of the semester. If you missed the introductory classes, ask each lecturer about the syllabus, particularly, the grading methodology specified in the course, as you will have to comply with it.
- 3 Make any changes (considered by your academic coordinator) necessary to the Learning Agreement and send it to Estela Vieira for a preliminary evaluation. After validation by your Academic Coordinator, this enrollment form will be sent to USAI.
- 4 Make sure that you have access to the e-learning platform for each one of the courses in your study plan.
- 5 If you have any problem with your approved study plan, after USAI's deadline, please report it first to USAI. Any changes made after the deadline is initially handled by USAI.





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## EEG|UMinho services and resources

### EEG Pedagogical Council

EEG|UMinho's Pedagogical Council defines and supervises the School's pedagogical policy. It is chaired by a School Vice-President and is formed by members of faculty (programme directors elected from the group of programme directors) and an equal number of elected student representatives.

The Pedagogical Council Administrative Services (usually simply referred to as Pedagogical Council) provides administrative support to the School's teaching programmes. Students should seek this service for all matters related to the functioning of their programmes, in particular: class schedules, exams and assessment calendars. Some of these matters may be the responsibility of the University's central services, but EEG's Pedagogical Council will direct you to those whenever necessary.

Contacts:

EEG (Building 8) room -1.02

Telephone: 253 601903

Email: [pedagogico@eeg.uminho.pt](mailto:pedagogico@eeg.uminho.pt)

### Databases and software

Erasmus Students at EEG|UMinho have access to excellent research resources, unmatched by other universities in Portugal, including financial and statistical databases (e.g., EIKON, ORBIS) and data gathering and analysis software (e.g., STATA, SPSS, Qualtrics and NVivo). You can find detailed information about EEG databases and software at:

✓ <https://www.eeg.uminho.pt/en/investigar/recursos/Pages/default.aspx>

### EEG|UMinho IT Service

EEG's IT Service ([assistencia@eeg.uminho.pt](mailto:assistencia@eeg.uminho.pt)) can assist you in installing or remotely accessing software packages and databases. You will need to install a VPN connection to access some of these resources when you are away from campus. EEG's IT Service may help you with this.

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## UMinho services and resources

### International Relations Office (USAI)

On the USAI's web page, you find important information relating to the Learning Agreement procedures, accommodation facilities, and how to get to and live in Braga. USAI website can be consulted here.

Relevant contacts are:

- ✓ USAI general contact - [usai@usai.uminho.pt](mailto:usai@usai.uminho.pt);
- ✓ Raquel Oliveira - Incoming students manager ([incoming@usai.uminho.pt](mailto:incoming@usai.uminho.pt))

### Campi

The University of Minho integrates three campi, one in Braga (Gualtar) and two in Guimarães (Azurém and Couros), apart from other sites within both cities. EEG|UMinho is located in Braga (Gualtar Campus, Building 8). You can explore the maps of the campi's buildings on the following website:

- ✓ <https://whereis.uminho.pt/>

In Gualtar, classes take place in one of three Pedagogical Complexes (Complexo Pedagógico - CP) located in Buildings 1, 2 and 3. Classrooms are identified by the building number and floor where they are located, followed by the specific room number. For example, room "Building 1 0.20" (or simply 1.0.20) is located in building 1 (also referred to as CP1), ground floor (0), room number 20.

### UMinho Libraries (USDB)

The physical libraries available at UMinho are managed by the Documentation Services (USDB), including UMinho's General Library, which should be the one you use most during your degree at EEG|UMinho.

Besides physical books and scientific periodicals, you can access the Catalogue online. USDB also runs RepositoriUM, which is UMinho's institutional depository of the works done by faculty, researchers and students. Additionally, USDB provides online access to several digital reference and full-text databases, making available a vast array of bibliographical resources necessary for academic and research work.

At the beginning of each semester, UMinho's Library holds several sessions at EEG|UMinho to present their services and bibliographical databases. Attendance is voluntary but highly recommended as they make using library services and resources much easier.

For more information, go to the following link:

- ✓ <https://www.uminho.pt/PT/Unidades/Unidades-Servicos/Servicos-Especializados/Paginas/USDB.aspx>

### Bars and Canteens

Bars and canteens at UMinho are managed by the Social Services (Serviços de Ação Social - SASUM). There are 3 canteens in Braga: one on the Gualtar campus, one at Santa Tecla's Halls of residence and one 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 meals, pre-packed and refrigerated.

UMinho's catering services, besides their high quality, include a vegetarian option in the meals offered in the canteen, the Restaurant and the "take away" service.

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

You may find more information about the University's bars and canteens and the other services run by SASUM here.

### Sports at UMinho

UMinho is a renowned Sports' University at the European level, hosting several high-level tournaments throughout the year. UMinho student-athletes frequently win medals and trophies at national and international competitions.

Sports at UMinho is not just for competing athletes. SASUM offers classes and training sessions to all students who want to engage in sports 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 activities at the campus' Sports Complex (Building 9). See here more information about UMinho sports.

### Students Unions

The AAUM is the UMinho's Student Union, and it is managed by students for the students. For further information, please check this link and this one.

The Erasmus Student Network Minho (ESN UMinho) is headquartered in the School of Economics and Management building, Room -1.29, Building 8, Campus de Gualtar.

Each of EEG bachelor programme also has a student association. These students associations are based at the EEG Building (Building 8) on the lower ground floor.



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## Further support

### 1. Student Ombudsman

The Student Ombudsman is an independent body within the University, with full 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. It is ruled by principles of neutrality and confidentiality. You may find more information in the following link:

- ✓ <https://www.uminho.pt/EN/uminho/student-ombudsman/Pages/default.aspx>

Contacts:

Campus Gualtar: room C2.323 (2nd floor, Building 2)

Telephone: 253 601710

Email: gabinete@provedorestudante.uminho.pt

### 2. Clinical and Psychological Support

UMinho's Social Services (SASUM) provide medical and nursing appointments and psychological support, and counselling sessions at the Medical Centre located on campus. See detailed information on how to schedule appointments here.

### 3. Education Activities Support Service Unit (USAAE)

UMinho's Education Activities Support Service Unit aims at promoting inclusion in the academic context of students, faculty, and staff with disabilities or special needs, including motor, hearing and visual impairments, chronic illness, psychiatric problems, or dyslexia. USAAE designs individual support plans in articulation with Schools and proposes the necessary adaptations to class and assessment activities so that students with disabilities or special needs have the conditions for attaining academic success.

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## Practical information about getting to and living in Braga

You will find helpful information in the Pedagogical Council's Blackboard folder about the practicalities of traveling to and living in Braga, such as:

- ✓ information about the city;
- ✓ how to get to Braga from the country's main airports;
- ✓ accommodation alternatives;
- ✓ the cost of living.

You can also find relevant information here.

Have a look at Braga, **Welcome!**



**University of Minho**  
School of Economics and Management



### FOR MORE INFORMATION:

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