



University of Minho
School of Economics and Management

Student Guide

Master 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/continue an exciting, enriching, and challenging journey, but certainly fruitful for your professional and personal future. I hope EEG will be/continues to 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.

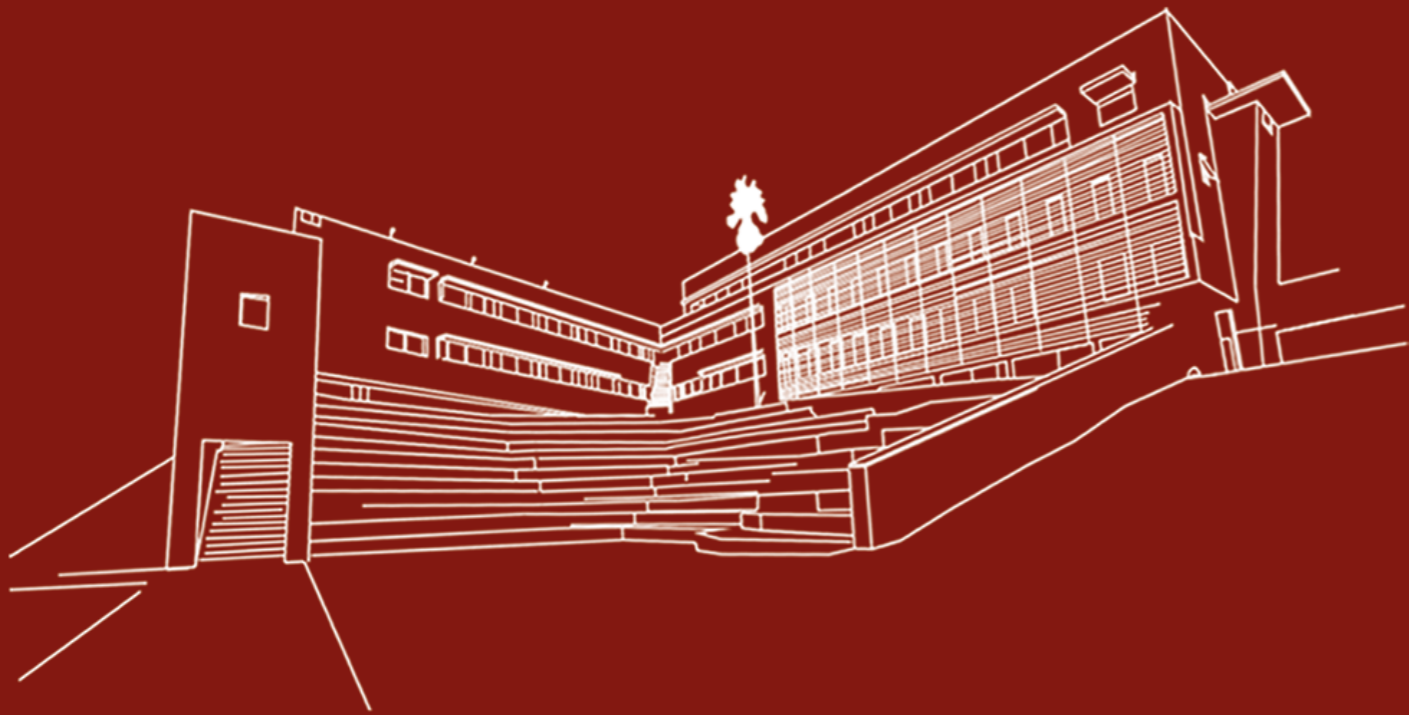
Throughout the course you will build friendships with your classmates. You will work with them and certainly create solid and lasting connections. This network of friendships will be a very important support in your career development and will enrich your personal life.

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.



your Master Degree

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.

Master programmes comprise a first year of taught courses and a second year to develop a dissertation, project or internship in order to obtain the Master’s degree. You can attend the programme on a full-time or part-time regime. If you choose for the part-time regime, your plan of taught courses will be spread over two years and you will also have double of the time to complete your second-year work. This is highly recommended if you are studying while in full-time employment. To attend on the parttime regime, you must request this specifically to the Academic Services (via the Academic Portal) at the beginning of each academic year.

First year



In the first year, there is a plan of taught courses that you must attend and pass in order to advance in the programme. You can find the study plan for your programme, files for each course and respective professors in EEG’s intranet, as well as the contacts of the Programme Director.



- UMinho’s global Academic Calendar, which defines classes and exam periods
 - and information about tuition fees.
- The specific assessment calendars and other relevant information for your courses are available in EEG’s intranet. This is also where you choose your elective courses.

You may find contact and professional information for all members of faculty in the School’s webpage.

Please note that, as part of your study plan, you must complete a number of credit units in the EEGenerating Skills Programme and in the EEG Data PRO to obtain approval in the course “Data Analysis and Transferable Skills”. See the details about this below.

In the Academic Portal you will find:

- your classes timetable

Second year



In order to obtain a Master's degree, you are expected to develop in the second year of your programme an academic Dissertation or an applied Project, which can be developed in collaboration with an organisation or within as part of an Internship.



This work is done under the guidance of a supervisor, which is a member of faculty from EEG.

School's Academic Calendar for the Proposal submission deadline.

Discuss with your programme Director and seek information in your programme's Blackboard about possible supervisors.

The second year therefore starts with the formal submission of your Dissertation/Project/Internship Proposal in the School's Pedagogical Council. Find documentation about the three formats (dissertation/project/ internship) in the Pedagogical Council's Blackboard and consult the

The UC "Data Analysis and Transferable Skills"* requires the fulfilment of two conditions:

(1) fulfilment of at least 4 ECTS in credited modules in the EEG DATAPro programme;

and

(2) fulfilment of the 2 obligatory ECTS in the EEGenerating Skills programme, with the following distribution: 1.5 ECTS should be obtained by participating in Workshop activities; at least 0,5 ECTS should be obtained by participating in Lecture type events.

The UC "Data Analysis and Transferable Skills" can be taken throughout the first year of the study cycle.

The description and time schedule of each module are available on the registration platform of the programme.

Students must enroll in the modules in which they wish to participate by following the access instructions available. They should also consult the "Rules" document available on the programme's platform.

NOTE: The operation of the modules may not coincide with the time schedule of the Master programmes.





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 and HigherEd platforms
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.

It is also on this portal you can solicit access to Campus Parking Lots.

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 and HigherEd Platforms

EEG’s JobTeaser platform announces job and internship offers and other initiatives that can lead to professional placements. HigherEd platform also makes available job offers and international internships, as well as high quality resources for graduates.

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.



a School of opportunities

EEGENERATING SKILLS

EEG'S TRANSFERABLE SKILLS DEVELOPMENT PROGRAMME

1. EEGenerating Skills



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.

As a Master student, your study plan includes mandatory ECTS in this programme as a condition of approval in the course "Data Analysis and Transferable Skills". You can choose to attend what interests you most provided you meet the required ECTS. Most students accumulate many more ECTS than the minimum while participating in the programme.

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

3. 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://gethighered.com/en/jobs>). You can access it via institucional email. 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.

5. 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. In a Master programme, the possibility of an international internship during your second year may be especially interesting.

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.



EEGIUMINHO SERVICES AND RESOURCES

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.

3. Research at EEGUMinho

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:// www.cicp.eeg.uminho.pt](http://www.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/>

As a student of EEGIUMinho you will benefit from being part of this research community and from participating in the many activities organised by the research centres. These include research seminars, which often have the participation of guests from foreign universities, courses and summer schools.

The School organizes the EEG Research Day event annually, which aims to disseminate the research developed by students of the School within the scope of master’s and Phd courses. About 30 to 40 Master and PhD students present their work at this event.

4. Office for International Mobility

The Office for International Mobility has the mission to execute one of the internationalisation vectors of EEG related to the international mobility of its students. Hence, it supports the Erasmus Coordinators of the three Departments of EEG in the preparation of the international mobility of its students, from the pre-application to the process of transferring ECTS from the host universities that are part of the portfolio of EEGIUMinho partnerships, specific to the department.

Master students who wish to undertake a mobility experience under the Erasmus+ Programme, Erasmus + ICM Programme, Cooperation Programmes with countries outside Erasmus+ mobility (e.g., Brazil) and Erasmus Placements

should contact this Office during the 1st semester, preferably before December. The Call for applications always takes place from 15 of December until 31 of January of the following year.

Contacts: EEG (Building 8) | Room -1.06 | Ph. 253 601 904 | Email: estelav@eeg.uminho.pt.

5. Databases and software



As a Master student at EEGIUMinho, you have access to excellent research resources, unmatched by other universities in Portugal, including financial and statistical databases (e.g., EIKON, CRSP, 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>

6. EEGIUMinho IT Service

EEG’s IT Service (assistencia@eeg.uminho.pt) can assist you installing or remotely accessing software packages and databases, as well as installing a VPN connection, that will allow you to access these resources when you are away from the campus.

7. Merit Award

EEGIUMinho attributes a Merit Award annually to the best students in each programme, equivalent to 50% of the tuition fee for the academic year. Please find the details about this award in the Pedagogical Council’s Blackboard.



UMINHO SERVICES AND RESOURCES

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



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:

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Gualtar Campus
Telephone: + 351 253 601 901
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