



GUIDE FOR ARCHMAT STUDENTS - UNIVERSITY OF ÉVORA PORTUGAL



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Mobility and
International
Relations Office



GUIDE FOR ARCHMAT STUDENTS – UNIVERSITY OF ÉVORA – PORTUGAL

The purpose of this guide is to help students and researchers, teachers and non-teaching staff to prepare their stay in Portugal, and more specifically in the university and the city of Evora.

Although its main purpose is to help the Erasmus Mundus students and researchers, we hope that it may also help other students and researchers who wish to undertake the adventure of studying in Portugal, in the city and in the University of Evora.

MOBILITY AND INTERNATIONAL RELATIONS OFFICE

The **Mobility and International Relations Office** (DMRI) is a structure of the University of Evora, whose tasks are, among others, as it follows:

- a) To promote, support, implement and monitoring the mobility of students and researchers, teachers and technical staff, foreign and nationals;
- b) To provide information about the University directly related to its scope;
- c) To play the role of information and liaison office at the University with the national and international networks to which it belongs;
- d) To be updated as an information center based on the documentation received from higher education institutions foreign and national and the European Union, particularly with regard to Community cooperation and academic mobility.

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PORTUGAL¹

Located at the extreme southwest of Europe, Portugal is constituted by the continental territory and two Autonomous Regions, the archipelagos of Madeira and Azores (*Açores*). The Continent is divided into 18 districts. Portugal's total area is 92.152 Km² and there are around 10 million inhabitants. The Portuguese Republic borders Spain North and East and has an extensive maritime coastline South and West that bathes the Atlantic Ocean. The country's capital is Lisbon and the official language is Portuguese.

CURRENCY

Since January 2002 the Euro has replaced the Escudo as the national currency.

RELIGION

Although Portugal is a laic country, most Portuguese citizens are Roman Catholics and most holidays have a religious character.

CLIMATE

Mainland Portugal is blessed with both an Atlantic and Mediterranean climate, providing mild year-round weather with no excessive variations of temperature (usually between 10° C in winter and 30° C in summer).

TIME ZONE

Continental Portugal and the Madeira archipelago adhere to the Greenwich Mean Time (GMT). In the Azores archipelago it is one hour earlier than in the rest of Portugal and Madeira. From October to March, Portugal (continent & islands) uses the daylight saving time.

COST OF LIVING

In order to afford the monthly expenses, students and researchers should have at least 250€ for food, 150€ for accommodation in a university hall of residence and between 170€ and 250€ for a room in private accommodation. Moreover, students and researchers should consider the cost of books, copies, etc.

PORTUGUESE SYSTEM OF HIGHER EDUCATION²

The Portuguese Higher Education system, a state-run educational establishment, is divided into two sub-systems, university and polytechnic education.

The network of **public Higher Education** comprises 15 Universities, 24 Polytechnic Institutes and 5 institutions of military and police education.

¹ Source: Your Way to Portugal: A Guide for Erasmus Mundus Students, DGES, 2010.

² Your way to Portugal: A Guide for Erasmus Mundus Students, DGES, 2010

The network of **private Higher Education** includes 32 Universities and 36 Polytechnic Institutes.

APPLICATION

To apply for Higher Education courses via the national system, students must go through a competitive process with access being regulated by the *numerus clausus* system. Higher Education provides the following academic qualifications: First-degree (*licenciado*), Master's degree (*mestre*) and PhD (*doutor*). University and Polytechnic Institutions confer First-degrees and Master's degrees, while Universities also award PhD.

In Polytechnics, a "*licenciado*" degree normally involves six semesters, which corresponds to 180 credits. In Universities a "*licenciado*" degree normally lasts from six to eight semesters, which corresponds to 180 or 240 credits (in that case it is then called *Mestrado Integrado*). The study cycle that leads to a *master* degree lasts between three and four semesters, both in Universities and Polytechnics, corresponding to 90 or 120 credits.

Fees are set by the different Higher Education institutions, being their amount defined between a minimum and a maximum, depending on the type of the course.

The Portuguese Higher Education system is currently undergoing a profound reform. This objective is part of a European-wide strategy for the modernization of Higher Education Institutions promoting the knowledge-based economy and society. A series of measures have been introduced in the last years for the accomplishment of the **Bologna Process** in order to: widen access to Higher Education, particularly new audiences; guarantee quality evaluation; modernize and internationalize Higher Education Institutions.

In the academic year 2008/2009, about 98% of the initial training courses that have opened vacancies were already organized according to the principles of the Bologna Process, including public and private Higher Education (90% in 2007/2008).

ASSESSMENT

Assessment can be either continuous or final, depending on the course, the module taken and individual choice. In a continuous assessment scheme, students will have to submit one or two essays, prepare a presentation or do a written test. Final examinations are usually written even though oral exams are also possible.

GRADING SYSTEM

The Portuguese grading system is ranked on a scale of 0 to 20. In order to pass a subject, you must achieve a minimum score of 10:

0- 9 insufficient ;

10-13 sufficient ;

14-15 good - To pass a curricular unit, the Student must obtain a grade superior or equal to E according to the following conversion table valid for the ARCHMAT Consortium Partner Institutions:

ECTS	UE	AUTH	UNIROMA1
A	18-20	9.5-10	30/30-30 E LODE
B	16-17	7-9	27/30-29/30
C	15	5.5-6	25/30-26/30
D	12-14	5	23/30-24/30
E	10-11	4.5	18/30-22/30
F/FX			

16 -17 very good;

18 -20 excellent.

THE UNIVERSITY OF ÉVORA

RECTOR'S MESSAGE



Since its foundation the University of Évora was recognized as an important an European center of knowledge concentration; a school sought by an influx of various horizons, which found here the conditions for the study of different fields and exercise their ability to expose and counter arguments.

With our eyes on the future, we pride ourselves on our past.

In the twentieth and twentieth first centuries, after its refounding by Veiga Simão, the University of Évora is still recognized as an important center of knowledge; as part of our mission we seek knowledge and spread knowledge, Evora University is, in fact, concerned about the knowledge socialization without losing the vision of networking with different partners around the world in order to be able to enhance the knowledge either produced or transferred.

Evora University offers undergraduate, master and PhD courses but also informal courses to ensure lifelong learning at all levels of society.

Having been submitted to international evaluation, Évora University today is an integral part of the European Network for Higher Education and Science and all qualifications are recognized and validated.

With the arts, humanities, sciences and technologies, we continued the journey from the past to the future!"

The Rector, Professor Ana Maria Costa Freitas

GENERAL DESCRIPTION OF THE UNIVERSITY

The University of Évora is a public higher education institution whose origins date back to 1559. After being closed in the 18th century, the university reopens in 1979. At the present time, it is organized in departments which are grouped in schools related to specific scientific domains, such as in particular:

- ❖ Arts
- ❖ Sciences and Technology
- ❖ Social Sciences
- ❖ Nursing School

Blended in with the city, the campus is comprised of buildings with a high patrimonial value from different historical periods. The following buildings deserve special attention:

- ❖ Espírito Santo College
- ❖ Casa Cordovil
- ❖ Luís António Verney College
- ❖ Pedro da Fonseca College
- ❖ Mateus d' Aranda College
- ❖ Vimioso Palace
- ❖ Leões' Factory
- ❖ São João de Deus Nursing School
- ❖ Santo Agostinho's Building

Outside city limits, the university reaches as far as 12km at the Mitra Centre. There are also two experimental properties in the South of Alentejo and several other units scattered over different cities in the South of Portugal where teaching and researching activities are carried out: Mitra, Estremoz, Sines, Marvão and Alter do Chão Centres.

The University of Évora has around 10029 students enrolled in all courses, 4862 in undergraduate courses 4279 in post-graduate courses and 888 in PhD courses. The University offers around a total of 33 undergraduate degrees and 41 postgraduate degrees. Moreover, it has a teaching staff of 655, of whom more than half hold a PhD degree, 29 researchers and an administrative staff of 389.

INSTITUTE FOR RESEARCH AND ADVANCED EDUCATION (IIFA)



Research and Development is organised in several areas through a network of 14 Research Unities, all of them submitted to international evaluation and under the global co-ordination of the Institute for Research and Advanced Education (IIFA). The Institute for Advanced Education and Research" IIFA" is an organic unit of the University of Évora constituted under article 39 of its Statute. Like the Doctoral Schools that exist in many European Universities" IIFA has as its main objectives the Development of synergies between advanced education, PhD Programs

and International Masters and the Scientific capacities inherent in the R&D Units and the Endowed Chairs.

HERCULES LABORATORY



Conscious of its role as a centre for the cultural heritage legacy of the Alentejo region and Portugal, UE has created in 2008 the HERCULES Laboratory for the Study and Conservation of Cultural Heritage through European EEA Grants, instrumentally upgraded in 2010/2013 by a QREN-PORA grant and by 1/SAESCTN ALENT-57-2011-20 COMPETITIVIDADE INOVAÇÃO E CONHECIMENTO: Imagos QREN Programme corresponding to a total investment of over 3.5 M euros. The HERCULES lab has developed over the years interdisciplinary collaboration with international SME and academic partners to explore new ideas in policy and programs in the field of cultural heritage thus rapidly becoming a national reference in Cultural Heritage/Conservation.

THE UNIVERSITY CAMPUS



Colégio do Espírito Santo (Espírito Santo College)

Largo dos Colegiais, 2

7004-516 Évora



Palácio do Vimioso (Vimioso Palace)

Largo Marquês do Marialva, 8

7000-554 Évora



Colégio Luís António Verney (Luís António Verney College)

Rua Romão Ramalho, 59

7002-554 Évora

	<p>Colégio Pedro da Fonseca (Pedro da Fonseca College)</p> <p>PITE - Parque Industrial e Tecnológico de Évora</p> <p>Rua da Barba Rala, 7000 - Évora</p>
	<p>Colégio Mateus d'Aranda (Mateus d'Aranda College)</p> <p>Rua do Raimundo</p> <p>7000 Évora</p>
	<p>Antiga Fábrica dos Leões (Leões' Factory)</p> <p>Fábrica dos Leões</p>
	<p>Núcleo da Mitra (Mitra Research and Teaching Centre)</p> <p>Apartado 94</p> <p>7002-554 Évora</p>
	<p>Escola Superior de Enfermagem São João de Deus (São João de Deus Higher School of Nursing)</p> <p>Largo do Senhor da Pobreza</p> <p>7000-811 Évora - Portugal</p>
	<p>Edifício Santo Agostinho</p> <p>Rua dos Duques de Cadaval</p> <p>7000-883 Évora</p>

BEFORE ARRIVAL

THE SCHENGEN AREA AND COOPERATION³

The Schengen area and cooperation are founded on the Schengen Agreement of 1985. The Schengen area represents a territory where the free movement of persons is guaranteed. The signatory states to the agreement have abolished all internal borders in lieu of a single external border. Here common rules and procedures are applied with regard to visas for short stays, asylum requests and border controls. Simultaneously, to guarantee security within the Schengen area, cooperation and coordination between police services and judicial authorities have been stepped up. Schengen cooperation has been incorporated into the European Union (EU) legal framework by the Treaty of Amsterdam of 1997. However, all countries cooperating in Schengen are not parties to the Schengen area. This is either because they do not wish to eliminate border controls or because they do not yet fulfill the required conditions for the application of the Schengen ACQUIS

LIST OF SCHENGEN AREA STATE MEMBERS

The following countries signed the Schengen Agreement and their territory is in the Schengen Area:

- ▶ Austria
- ▶ Belgium
- ▶ Czech Republic
- ▶ Denmark
- ▶ Estonia
- ▶ Finland
- ▶ France
- ▶ Germany
- ▶ Greece
- ▶ Hungary
- ▶ Iceland (not a European Union Member State)
- ▶ Italy
- ▶ Latvia
- ▶ Lithuania
- ▶ Luxembourg
- ▶ Malta
- ▶ Netherlands
- ▶ Norway (not a European Union Member State)
- ▶ Poland
- ▶ Portugal
- ▶ Slovenia
- ▶ Slovakia
- ▶ Spain
- ▶ Sweden

³ Source: http://europa.eu/legislation_summaries/

ENTRY REQUIREMENTS⁴

Portugal is part of the Schengen Area, a group of 26 European Countries which have abolished all border controls between each other. Hence, citizens of the EU, the European Economic Area (EEA – Andorra, Iceland, Liechtenstein and Norway) as well as Switzerland need only an identity card in order to enter Portugal.

INSTRUCTIONS FOR VISA

Any type of Visa can be requested at any Portuguese Embassy or Consulate in one's home country. **You must refer that you are asking for residence visa for research or highly qualified activity, under the Portuguese law nº 23/2007, 4th July, article 61⁵.**

USEFUL LINKS FOR PORTUGUESE EMBASSIES AND CONSULATES

For information concerning Portuguese Embassies in the World follow the official link: <http://www.mne.gov.pt/mne/pt/infocidadao/pestrangeiro/embaixas/>

Important note: It's important that you apply for Visa as soon as possible. It demands a lot of time and attention. Please, double check all documents and data before you apply for it.

IMPORTANT INFORMATION ON VISA REQUEST FOR STUDENTS/RESEARCHERS⁶:

The entry and residence conditions in Portugal depend on whether you are either an EU, EEA and Switzerland national, or a third country national (see <http://www.euraxess.pt/incoming/visas.phtml.en>). **Retirei** informação e adicionei este link

Important note: At the Embassy your visa application/request will have a reference. It's important that you send that reference to us by email to the following address dmri@uevora.pt.

Please, check in which city you must address for Portuguese embassy:

Home Country	Portuguese Embassy	Address	Contact
Serbia	Belgrade	Vladimira Gacinovica 4, 11040 Beograd	Tel:+(38111) 266 28 94 / 97 (Chancellery) Fax:+(38111) 26 628 92 (Chancelary) Email: portambs@verat.net
Iran	Theran	16, Rouzbeh Alley Darrous, Av. Hedayat	Tel: +(9821) 227 640 60/1 (Chancellery) +(9821) 225 432 37 (Consular Section) Fax: +(9821) 225 526 68

⁴ Source: Your Way to Portugal: A Guide for Erasmus Mundus Students, DGES, 2010.

⁵ Source: DR nº 127, 1ª série de 4 de Julho de 2007

⁶ Source: EURAXESS – PORTUGAL

			Email: teerao@mne.pt
United States of America	Washington D.C	2012 Massachusetts Avenue, NW Washington DC 20036	Tel: +(1) 202 35 05 400 (Chancellary) +(1) 202 33 23 007 (Consular Section) Fax: +(1) 202 46 237 26 +(1) 202 38 727 68 (Consular Section) Email: info@embassyportugal-us.org (Chancellary) ; mail@scwas.dgaccp.pt (Consular Section) Webpage.: http://www.embassyportugal-us.org/
Egypt, Eritrea	Cairo, Egypt	Shagareth el Dor Street Nr. 3, 3rd & 5th floor, ap. 31 & 51 Zamalek-Cairo	Tel: +(202) 273 50 779 / 781 (Chancellary) Fax: +(202) 273 50 790/99 (General) Email: embassy@cairo.dgaccp.pt
Ethiopia, Kenya	Adis Abeba	Dembel City Center - 8th floor - Bole Road, Adis Abeba P.O. Box 438/1110	Tel: +(251) 11 552 68 99 /92 (Chancellary) Fax: +(251) 11 552 68 87/85 Email: embportaddis@gmail.com
China	Beijing	San Li Tun Dong Wu Jie, nº.8 100600 Beijing	Tel: +(8610) 65 32 32 42 (Chancellary) +(8610) 65 32 47 98 (Consular Section) +(8610) 65 32 47 95 (Consular Section) Fax: +(8610) 65 32 46 37 (Chancellary) +(8610) 65 32 02 84 (Consular Section) +(8610) 65 32 47 97 (Consular Section) Email: pequim@mne.pt embport@public2.bta.net.cn Webpage: http://www.embaixadadeportugalempequim.com
Malawi	Harare, Zimbabwe	12, Harvey Brown, Milton Park, Harare	Telephone: +(2634) 253218 / 23 / 253449 (Chancellary) Fax: +(2634) 253637 (General) Email: embport@harare.dgaccp.pt (Chancellary)

			mail@harare.dgaccp.pt (Consular Section)
Turkey	Ankara	Kuleli Sokak n° 26 Gaziosmanpasa 06700 Ankara	Tel: +(90312) 40 56 028 (Chancellery) +(90312) 40 56 029 (Consular Section) Fax: +(90312) 44 63 670 (Chancellery) +(90312) 43 73 844 (Consular Section) Email: embaixada@portugal.org.tr
Croatia	Zagreb	Trg Bana Jelacica 5/ II kat 10 000 Zagreb	Tel: +(385) 148 82 210/1 (Chancellery) Fax: +(385) 149 20 663 Email: emb.port.zagreb@zg.t-com.hr Webpage: http://embportugal-zagreb.com/
Denmark	Copenhagen	Tolbodgabe 31, 1 Th, 1253 Kobenhavn K	Tel: + 45 33131301 (Chancellery) + 45 33127117 (Consular Section) Fax: + 45 33149214 (Chancellery) + 45 33131062 (Consular Section) Email: embport@get2net.dk Webpage: http://www.embaixadadeportugal.dk/
Armenia	Moscow	Botanitchesky Per., 1 129010 Moscow	Tel: +(7495) 9813410 (Chancellery) +(7495) 9813414 (Consular Section) Fax: +(7495) 9813416 +(7495) 9183415 (Consular Section) Email: embptrus@moscovo.dgaccp.pt scptrus@moscovo.dgaccp.pt (Consular Section)
Romania	Bucharest	Strada Paris N° 55, Sector 1 011815 Bucharest	Tel: +(4021) 23 04 136 (Chancellery) +(4021) 23 04 118 (Consular Section) Fax: +(4021) 23 04 117 / 23 04 130 Email: secretaria@embportugal.ro consular@bucareste.dgaccp.pt Webpage: http://www.embportugal.ro/pt
Russia	Moscow	Botanitchesky Per. 1 129010 Moscovo Rússia	Tel: (007.495) 981.341.4 Tel: (007.495) 981.341.0 Fax1: (007.495) 981.341.5

			Email1: scptrus@moscovo.dgaccp.pt Webpage: http://www.secomunidades.pt/web/moscovo
Mexico	Mexico city	Calle Alpes 1370 Lomas de Chapultepec, Miguel Hidalgo 11000 México, D.F.	Tel: (005.255) 552.078.97 Tel: (005.255) 552.025.62 Fax: (005.255) 552.046.88 Email: mexico@mne.pt Webpage: http://www.secomunidades.pt/web/mexico
Colombia	Bogota	Calle 99#7A-77 Oficina 507, Edificio Advance, Barrio Chicó Reservado, Bogotá DC, Colômbia	Tel: (005.71) 307.299.0 Fax: (005.71) 307.299.9 Email: bogota@mne.pt Web: http://www.secomunidades.pt/web/bogota
Argentina	Buenos Aires	Maipu, 942 - 17º 1340 - Buenos Aires	Tel: (005.411) 431.376.01 Fax1: (005.411) 431.125.86 Email1: seconsular@buenosaires.dgaccp.pt Webpage: http://www.secomunidades.pt/web/buenosaires
France	Paris	6, rue Georges Berger - 75017 Paris	Telephones Service Center (9h to 17h): (00 .331) 563.381.00 Emergency weekends and holidays (00 .33) 626 986 703 Faxes Office: (003.31) 476.693.35 Chancery: (003.31) 476.319.64 Legal and Social: (003.31) 476.319.87 Emails Email1: mail@paris.dgaccp.pt Webpage: http://www.secomunidades.pt/web/paris Note: For other Portuguese Consulates in France go to http://www.secomunidades.pt/web/guest/PostosConsulares
India	New Delhi	Nº 4, Panchsheel Marg, Chanakyapuri New Delhi - 110021 Índia	Tel: (009.11) 146.071.001 Fax1: (009.11) 146.071.003 Email1: emportin@ndf.vsnl.net.in Webpage: http://www.portugal-india.com/en/ Note: If you are from the states of Goa or Maharastra, from the territories of Daman, Diu, Nagra and Haveli or from the following countries: Nepal, Bangladesh and Sri Lanka you should consult http://www.portugal-india.com/en/content/visa-information
Kazachstan	Portuguese Mission in Astana: - Address: Kababbai Batyr, 28, 010000 Astana; - Tel: (007) 7172240280 / 7782342438;		

	- Charge d'Affaires.: Alexandre Duarte de Jesus (alexandre.jesus@mne.pt)
Syria	<p>There is no Portuguese diplomatic representation in Syria. The subjects of this country are followed by the Embassy of Portugal in Nicosia.</p> <p>Honorary Consulate of Portugal in Aleppo: - Honorary Consul: George Antaki - Address: Quartier Jamilieh, Zuhair Ibn Abi Selma St., P.O. Box 113 - Tel: +96 321 2214601 - Fax: +96 3212214602.</p> <p>Honorary Consulate of Portugal in Damasco: - Honorary Consul: Abdul Rahman El Attar - Address: Mehdi Ben Baraka St., P.O. Box 2771 & 3972 - Tel. +96 311 3327250 / 3334041 / 3320593 - Fax: +(96 311) 3320253 / 3338464</p>
FYROM	<p>There is no Portuguese diplomatic representation in FYROM. The subjects of this country are followed by the Embassy of Portugal in Belgrade.</p> <p>Portuguese Embassy</p> <p>Address: Vladimira Gacinovica 4, 11040 Beograd, Serbia</p> <p>Tel:+(38111) 266 28 94 / 97 (Chancellery)</p> <p>Fax:+(38111) 26 628 92 (Chancelary)</p> <p>Email: portambs@verat.net; portcons@verat.net</p>

The form to apply for visa can be obtained on the following link:

http://www.secomunidades.pt/vistos/index.php?option=com_content&view=article&id=171&Itemid=14&lang=en

HOW TO ARRIVE IN ÉVORA

BY BUS⁷:

After your arrival at Lisbon airport you can take the bus to Évora. You can buy your ticket on the Bus Station. It is suggested being present at the departure station with a minimum of 15 minutes prior to the time of travel. For any other detailed information, please contact the Customer Care at **707 22 33 44** (working days from 8:00 am to 9:00 pm, Weekends and holidays from 9:00 am to 6:00 pm). For timetable and prices click on **<http://62.48.142.96/default.aspx>** and on departure should write down Lisboa and on arrival should write down Évora.

⁷ Source: Rede Nacional de Expressos <http://www.rede-expressos.pt/default.aspx>

BY TRAIN⁸:

After your arrival to Lisbon Airport, go by bus to Gare do Oriente to take the train to Évora. First class ticket costs* 16 euros and a second class ticket costs 12 euros. Timetables and other information are as follows:

Partida Lisboa - Oriente	Chegada Evora	Duração
6h50	8h33	1h43
8h50	10h25	1h35
16h50	18h25	1h35
18h50	20h25	1h35

Partida- Departure; Chegada-Arrival; Duração-Length

For more information and/or to buy a ticket see <http://www.cp.pt/cp/displayPage.do?vgnextoid=87cbd5abe2a74010VgnVCM1000007b01a8c0RCRD&lang=en> or call from 7am to 11pm to the following numbers:

808.208.208 - National Calls

+351.707.201.280 - International Calls

* Ticket price can be changed without previous notice.

BY CAR⁹:

From Lisbon - 135 Km (1h15m average trip). According to its geographical position within the city of Lisbon, you can choose 25th April Bridge (A2 highway) or Vasco da Gama Bridge (A12 highway). If you choose the latter, after about 40 km, change to the A2 highway (not continue to Setúbal). A little further away (20 km) you will leave the A2 and follow the A6 to Évora. After 59 km traveled on the A6, you must follow the signs to Évora and follow the national road (N114) for 12 km until you reach the city.

From Spain (Badajoz) - 100 km (1 hour average trip), the route is very simple. Just follow the A6 highway for 83 km after the border. Then follow the signs to Evora for 10 km on the national road (N18) until you reach the city.

HOUSING/ACCOMMODATION

STUDENT RESIDENCES

The University of Évora Social Services' provide 574 beds in 9 halls of residence all over the city within easy and fast access to the university buildings. At the present time, the farthest residence is about 30 minutes away on foot. Request for accommodation in students' residences should be submitted to the Mobility International Relations Office (dmri@uevora.pt).

⁸ Source: www.cp.pt

⁹ Source: Guia Turístico de Évora

If the student or the researcher is going to stay at the residence, s/he must bring only personal belongings.

PRIVATE ACCOMMODATION

As the number of vacancies in the halls of residence is limited, it is possible to rent a room in a family house or a furnished flat/house and share it with other students and researchers. Prices vary according to the number of rooms, location and other renting conditions.

Searching for this kind of accommodation is students and researchers' responsibility. In order to facilitate it, the Students' Association can help to find a suitable accommodation if requested. To rent your own room or flat you can also check on the internet on the following places:

- ❖ <http://www.bquarto.pt/>
- ❖ SCOUT Project for accommodation: <http://www.internacional.cne-escutismo.pt/TrilhoEuropeu/Escout/tabid/2341/Default.aspx>
- ❖ Erasmus Student Network – <http://www.esn.aaue.pt>
- ❖ Pin-walls inside university buildings or supermarkets
- ❖ Local newspapers (Registo and Diário do Sul)

TEMPORARY ACCOMMODATION

Until you find a suitable accommodation the University of Évora established some protocols with hotels for lower prices. Send to dmri@uevora.pt a message asking for information on temporary accommodation and we will provide it to you.

AFTER ARRIVAL

RESIDENCE CONDITIONS¹⁰

All foreigners (both EU and Third Country citizens) planning to stay in Portugal for longer than 90 days must apply for a residence permit (*autorização de residência*) upon arrival in Portugal. Applications must be submitted at the nearest Foreigners' Department (*Serviço de Estrangeiros e Fronteiras/SEF*) of the Portuguese Ministry of Internal Affairs (there are offices in most major cities including Évora).

For **third-country nationals**, the required documents are similar to the ones required for visa applications:

- ❖ Passport or other travelling document;
- ❖ Valid Visa (where applicable);
- ❖ Two passport size photos;
- ❖ Criminal register;
- ❖ Health insurance certificate;
- ❖ Lodging certificate in Portugal;
- ❖ Proof of funds in Portugal, upon arrival;
- ❖ Academic registration document ;
- ❖ Vaccines bulletin;

¹⁰ Source: Your way to Portugal: A guide for Erasmus Mundus Students, DGES, 2010

EU students and researchers/academics only have to present a valid identity card/passport and a proof of academic registration.

WHAT TO DO IF YOUR VISA EXPIRES BEFORE YOU LEAVE THE COUNTRY?

Call *SEF-Serviço de Estrangeiros e Fronteiras* (808 202 653) and schedule an interview to renew your visa. Due to the high number of queries, your call is more likely to be taken early in the morning (8am) or late in the evening (7pm).

After you schedule your interview (probably in a month's time) you will need to gather the documents they ask you to renew your visa (See: Residence Conditions).

After you gather all these documents you go to SEF, wait patiently and pay. Then you receive a receipt that you **MUST** keep, for this will be the only proof that you have renewed your visa. Give one to two months for your visa card to be finally ready.

HOW TO OBTAIN A LODGING CERTIFICATE

If you live at a University Residence, this information will be included in the invitation letter from the university.

If you don't live at a University Residence: you will need to go to *Junta de Freguesia* (which is a kind of city hall of each neighborhood) and ask for a "*comprovativo de morada*" (address confirmation). That might be a little complicated given that at *Junta de Freguesia* they will ask for two witnesses to confirm that you really live wherever you say you live. It's certainly a good way to practice your Portuguese! If you have received any commercial letters, i.e. bank, newsletters, at your address, it should work as well.

HOW TO OBTAIN A CRIMINAL REGISTER

You can get this document from the Police Office at *Loja do Cidadão* (Based on the concept of One Stop Shop, the *Loja do Cidadão* (literally, Citizen Shop) is a public service aiming at providing a multitude of citizens-oriented services (such as social security, health, immigration, etc.) within a same location). You can find this Citizen Shop in Lisbon.

HEALTH¹¹

Under EU legislation on Social Security, nationals from the 27 EU member states, Iceland, Liechtenstein, Norway and Switzerland enjoy the same benefits as Portuguese citizens in terms of access to free or reduced-cost healthcare. In order to benefit from these services, the citizens falling in the category mentioned above need to show the **EHIC (European Health Insurance Card)**.

Third Country citizens must hold medical insurance or benefit from other special medical coverage/arrangements for the entire stay in Portugal.

Third Country citizens, who have been residing in Portugal for more than 3 months (90 days), may wish to apply for the **National Health Service Card (Cartão do Utente do Serviço Nacional de Saúde)**. The card is free of charge and gives you access to Portuguese Public Health Service. The card can be obtained in local Health Centres (*Centros de Saúde*) or in any *Loja do Cidadão*, upon presentation of residence permit.

¹¹ Source: Portal da Saúde

ERASMUS MUNDUS Scholarship holders automatically receive free medical insurance coverage at no extra cost. The insurance is valid for the entire period of the student's/scholar's enrolment in the Erasmus Mundus Programme.

FOREIGNERS CAN ACCESS HEALTH CARE IN PORTUGAL?

Order No. 25360/2001 guarantees foreign citizens legally residing in Portugal the same rights and duties of national beneficiaries access to health care and drug service within the National Health Service.

Foreign countries with whom Portugal has signed bilateral agreements on a reciprocal basis have access to health care in Portugal as regulated by the Law on Health - Law No. 48/90, Base XXV - under its agreement.

Foreign citizens of other countries or who live in Portugal but have not yet legalized their situation may resort to consulting the health center's area of residence taking with them the passport. There they will be entered in the Supplementary Service and have payment of some amount. These citizens may also have an appointment in hospitals.

HEALTH FACILITIES IN ÉVORA

HOSPITAL DO ESPÍRITO SANTO

Largo Senhor da Pobreza

7000-811 ÉVORA

PORTUGAL

Tel.: (+ 351) 266 740100

sec.ca@hevora.min-saude.pt

<http://www.hevora.min-saude.pt>

ÉVORA HEALTH CENTRE – HEALTH UNIT “PORTAS DE AVIS”

Rua Ferragial do Poço Novo
7000-747 Évora

Portugal

Telefone: 266 760 010

Fax: 266 743 383

Open appointment from 2:00 pm to 7:30 pm

Foreign students and researchers of the University of Évora that stay for a longer period than 183 days can apply for the National Health Service Card on the Health Unit “Portas de Aviz” (Red Zone).

BANK ACCOUNT AND TAX AUTHORITY

BANK ACCOUNT

Opening a bank account in Portugal is compulsory for any ERASMUS MUNDUS ARCHMAT scholarship holder as Amount I and Amount III of the can only be paid into a personal Bank account. The procedure to open a bank account is quite simple. You will need: your passport or

international ID card, an address in Portugal and a Portuguese tax payer number which can be provided on **Tax Authority/Finance Service**. The Mobility and International Relations Office will help you to obtain that number.

TAX PAYER NUMBER

The student and the researcher need to pay to the Finance Service a certain amount of money (around 10 euros) to obtain the tax payer number.

Students can usually benefit from special arrangements between universities and banks which offer free or low service fees accounts.

OTHER PRACTICAL INFORMATION¹²

TELEPHONES

There are public telephone booths where coins and special cards (sold in Portugal Telecom shops, post offices and kiosks) can be used.

All telephone numbers in Portugal are composed of nine digits. To call from abroad, 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 posted in public telephone booths.

MOBILE PHONES

There are main network service providers - TMN, Vodafone, Optimus and Zon – that have roaming agreements with most international mobile phone companies providing users with a good coverage nationwide.

Moreover, there are two smaller network providers - UZO and Rede4 - which offer better rates especially if you top up often.

The Erasmus Student Network of the University of Évora will provide the students and researchers with a less expensive mobile phone card that will facilitate communication between them free of charge.

INTERNET

Access is available in cafés, *cyber-cafés*, public services and in several post offices. In hotels and public facilities, like Airports, Conference centres, Restaurants, Service Areas in motorways and shopping centres, it is also possible to access wireless Internet.

All University buildings offer wireless access to registered students, researchers & teaching staff. The Mobility and International Relations Office will provide the students and researchers with a login (username) and a password that will give access to wi-fi, moodle and other informatics facilities.

¹² Your way to Portugal: A Guide for Erasmus Mundus Students, DGES, 2010

SHOPS

Shops are traditionally open from Monday to Friday, from 9:00/10:00 am to 7:00 pm. Some close for lunch from 1:00 pm to 3:00 pm. On Saturdays from January to November, shops generally close at 1:00 pm though in city centres some are open in the afternoon. Shopping malls usually open from 10:00 am to midnight every day of the week.

Traditional shops with Portuguese products can be found particularly in city centres and older neighborhoods of towns and cities.

BANKS

Banks are open from 8.30 am to 3 pm from Monday to Friday.

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 to a maximum of 400,00 Euros/day. The most commonly used credit cards are: Visa, American Express, Diners Club, Europay / MasterCard, JCB and Maestro.

In Portugal, ATM machines also offer several additional services: you can charge your mobile phone, pay your bills or even buy a train ticket!

POST OFFICES

Generally speaking, post offices are open between 9:00 am to 6:00 pm from Monday to Friday. Airport offices and those located on city centres have extended opening hours and may be open on Saturdays and in some cases also on Sundays. Stamps are also sold in selling-machines placed in the streets.

In Évora you can find two main post offices:

CTT - Posto de Correios de Evora

Rua de Olivença

7000-866 Évora

Telef. 266 745 480/81

Monday to Friday from 8:30 am to 18:30 pm

CTT - Posto de Correios de Horta das Figueiras (Rossio)

Avenida Dinis Miranda - Horta das Figueiras

E-Mail: informacao@ctt.pt

<http://www.ctt.pt>

PHARMACIES

Pharmacies are open on weekdays between 9:00 am and 7:00 pm (some close for lunch from 1:00 pm to 3:00 pm) and on Saturdays between 9:00 am and 1:00 pm. When open at night and/or on Sunday, pharmacies display an illuminated green cross outside. Otherwise, they have information posted on the entry indicating the nearest pharmacies that are open at night and/or on Sunday.

NATIONAL EMERGENCY NUMBER – 112

The national emergencies number is **112**. The call is free and it can be dialed at any time of the day or night from anywhere in Portugal.

OTHER IMPORTANT LOCATIONS AND NUMBERS IN ÉVORA:

- **Police Station**
Tel. 266 707 550 or 112 (emergency number)
Rua Francisco Soares Lusitano, 1
7004-511 Évora
- **Hospital of Espírito Santo**
Tel. 266 740 100
- **Radio TAXI**
Tel. 266 734 734
- **SEF (Serviço de Estrangeiros e Fronteiras)**
Regional Delegate: José Miguel Vermelho Augusto
Address: Rua de Machede, 61 – 1st floor
Code: 7000-864 Évora
Country: Portugal
Tel: +351 266 788 190
Fax: +351 266 788 198
Working hours: 9:00 am -12:30 pm and 2:00 pm -17:30 pm
Email: del.evora@sef.pt
Website: <http://www.sef.pt>
- **Serviços Académicos**
Rua Duques de Cadaval
7000 Évora
- **Divisão de Mobilidade e Relações Internacionais**
Rua Duques de Cadaval, Room 5
7000 Évora
Tel./Fax: +351 266 760242

USEFUL LINKS

Portal do Cidadão: www.portaldocidadao.pt

Divisão de Mobilidade e Relações Internacionais (DMRI):
http://www.uevora.pt/estudar/mobilidade_e_relacoes_internacionais

ENROLLMENT PROCEDURES AT THE UNIVERSITY OF ÉVORA – FOR ARCHMAT SCHOLARS

ENROLLMENT AT THE UNIVERSITY OF ÉVORA

The ARCHMAT students at the coordinating institution (University of Evora) and will be registered at each host institution for mobility period. There are two procedures for enrollment depending on the situation of the scholar beneficiary. S/he will be enrolled at Serviços Académicos (SAC). The address is:

Edifício Santo Agostinho
Rua Duques de Cadaval
Évora, Portugal

ARCHMAT STUDENT AGREEMENT

Under the Erasmus Mundus ARCHMAT each grantee will sign a STUDENT AGREEMENT which describes the rights and duties, the value of the monthly grant and other conditions that must be observed in the mobility period.

SCHOLARSHIP PROCEDURES

The payment of the first month of the grant is made by check so that the grantee may pay the initial expenses without being linked to opening a bank account. The remaining payments will be made by bank transfer.

PORTUGUESE LANGUAGE COURSE

The integration of foreigner scholars in society and in academic life at the University of Évora is increasingly more important in the success of the mobility period. **The addition of the course of Portuguese Language and Culture offered by the University in the study plan is mandatory.** The course is paid by the ARCHMAT programme.