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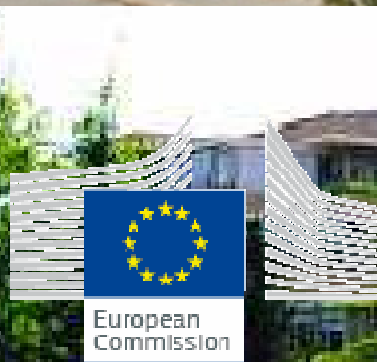
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INFORMATION ON UTAD

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Universidade de Trás-os-Montes e Alto Douro – UTAD (University of Trás-os-Montes and Alto Douro)
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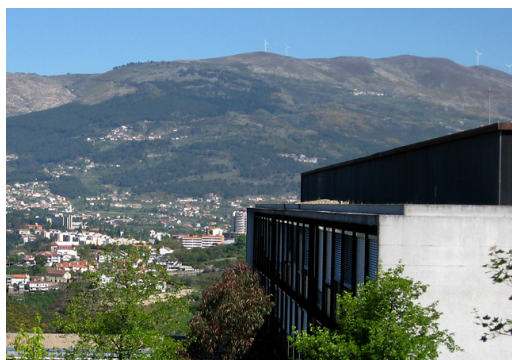Fax: 259 325 058
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GENERAL DESCRIPTION OF UTAD

Situated in the north-eastern city of Vila Real, the Trás-os-Montes and Alto Douro University (UTAD) was created in 1973 as a Polytechnic Institute, and became a **fully-fledged Public University** in 1986. UTAD is one of the younger universities in Portugal, and has been involved in shaping the national higher education background. By choosing teaching and research fields that meet the national needs and are not yet exhausted on the labour market, the university was also instrumental in the development of the region where it is located, creating jobs and providing courses directed at the needs of the region and its population.

Financially and culturally, the region around Vila Real reflects both the economic development of its wine sector, with the production of highly appreciated red wines and the world renowned Port wine; as well as that of what is known as the "Cold Land" (*Terra Fria*). The economy is mostly based on livestock, forestry and natural resources, which are the region's greatest source of wealth – the rivers and wind generate electricity for the whole country, the geology provides spring, mineral and heated spa waters of the highest quality, and there are enormous reserves of granite and other ornamental rocks and minerals to be quarried. The Trás-os-Montes and Alto Douro region possesses some of the most spectacular scenery in Portugal, with extensive vineyards and impressive country residences that can be found in the valleys of the Douro and its tributaries – which together constitute the Port Wine Demarcated Region, recognized as World Heritage in 2001.

The natural beauty and contrasts of an unpolluted landscape – fertile verdant lowlands, lofty mountains, terraced valleys, olive and almond groves, deep forests, majestic rivers and gushing streams – all infuse the region with a charm, grace and peacefulness that leave no visitor unmoved. It is a region that combines centuries-old traditions – historical and archaeological heritage, traditional handcrafts and folklore, as well as varied and appetising cuisine – and an openness that encapsulates both the traditional hospitality of the region and its willingness to adapt to the challenges of today. All this endows the region with great tourist potential, and a privileged environment for pursuing academic studies.

As specified in its Statutes, UTAD's core objectives are high quality Teaching, Research and Community Outreach, UTAD is a high level institution oriented towards the creation and dissemination of culture, knowledge and science by merging teaching, scientific research and experimental development. Within the current framework of innovation, the Schools and Research Centres develop scientific activity that seeks to deepen knowledge and develop technology capable of addressing issues of global, national or regional scope.

UTAD has an ability to adapt to new situations, balancing the resources available with modern teaching methods, and being able to propose new ways of learning and distributing scientific knowledge. UTAD inspires students to exploit their potential to the fullest, developing their academic and personal skills (such as computer and communication skills) in order to respond to the changing needs of the labour market. This flexibility is irrefutable proof of the University's vitality, which justifies its assertion within the Portuguese University System.

All the graduate courses offered by UTAD are currently in agreement with the Bologna Declaration (1st Cycle – 3 years; Veterinary Medicine is Long Cycle Integrated Master's – 5 years). UTAD also provides a wide range of specialised courses and programmes at postgraduate, Master's (2nd Cycle) and Doctoral (3rd Cycle) levels.

UTAD's academic activities operate based on Departments and Research Centres which provide teaching and undertake research in the disciplinary areas for which they have responsibility. The university's 15 Departments are divided into Five Schools: Agricultural and Veterinary Sciences; Human and Social Sciences; Science and Technology; Life Sciences and Environment; and the Higher Education School of Nursing.

The campus, built on the site of a number of adjacent former farm estates, is located near the city centre and has bus connections to any part of the city. There are also two other academic units close to the city centre – a complex containing CIFOP (the Education Department), the Department of Arts and Crafts and the Department of Physical Education and Sports; and The Higher Education School of Nursing next to the Hospital. UTAD also has facilities in the city of Chaves, to the north of Vila Real, near the border with Spain's province of Galicia. The Cultural and Social Animation and Tourism degrees are housed there.

In order to fulfil its mission, UTAD is organized internally into Teaching and Research Units (Schools); Research Units (Research Centres); Services; Specialized structures; Subsidiary entities; and Other units that may be created for the pursuit of University activities.

The following services exist for the technical and administrative support necessary to the proper functioning of the University and all of its organizational structure:

- Academic Services (SA)
- Social Welfare Services (SAS – administrative and financial autonomy under the terms and scope defined by law)
- Documentation and Library Services (SDB)
- IT and Communication Services (SIC)
- Human Resources Services (SRH)
- Financial and Patrimonial Services (SFP)

To support teaching, research and the provision services, UTAD offers specialized structures such as the Active Life Integration Support Office (GAIVA), the Projects Support Office (GAP), the Promotion of Industrial Property and Technology Transfer Support Office (GAPI-OTIC), the Communication and Image Office (GCI), the Training Office (GForm), the International Relations and Mobility Office (GRIM), the E-learning Office, the Quality Management Office (GESQUA) and the Technical Support, Maintenance and Security Unit (UATMS).

Other specialized structures within the university are the Sports Excellence and Training Monitoring Centre (CATED); the Agricultural Management and Exploitation Centre (CEGA); the Botanical Garden, The Applied Ecology Office, the Geology Museum, the Electronic Microscopy Unit, the Soil and Fertility Laboratory and the

Veterinary Hospital. UTAD also incorporates or participates in the following subsidiary entities: *Rei D. Dinis Foundation*, with the structure and powers provided in their statutes; and the Institute of Trás-os-Montes for Agro-Industrial Research and Development (ITIDAI).

ACADEMIC AUTHORITIES

The UTAD's governing bodies are:

- ▪ THE GENERAL COUNCIL

The General Council is comprised of 23 members, among which 13 representatives of UTAD's teachers and researchers; three students' representatives; six personalities of recognized merit, not belonging to the University but with knowledge and experience relevant to the role; and one representative of non-teaching or researching staff.

By its own initiative or under a proposal from the Rector, the General Council may create bodies of an advisory nature and define their composition and skills.

- ▪ THE RECTOR

The Rector is elected by the general council according to university statutes and regulations. During his/her tenure, the Rector is advised by three Vice-Rectors in the areas of Education and Training; Administrative and Financial Issues; and Research and Cooperation. He/she is also assisted by 4 Pro-Rectors in the areas of Evaluation and Education Quality; Built Heritage, Environment and Safety; Development and Internationalization; and Innovation and Information Management.

- ▪ THE MANAGEMENT BOARD

Chaired by the Rector, the Management Board consists of a Vice-Rector appointed by the Rector and the Administrator. It may also include one or two members with recognized competence in the management area, freely chosen by the Rector from among the teachers and investigators, or from among the non-teaching staff of the university. The tenure of the Management Board lasts as long as that of the Rector that appointed it.

The Management Board handles the university's administrative, economic and financial management, as well as human resources management.

- ▪ THE STUDENT'S OMBUDSMAN

The Student's Ombudsman is an independent body, and its main function is to defend and promote the legitimate rights and interests of students within the University. They also develop activities and initiatives deemed appropriate to their good performance in conjunction with UTAD's Academic Association and the bodies and services of the University, namely the Pedagogic Councils of Schools.

- ▪ THE ETHICS COMMITTEE

The Ethics Committee of the University of Trás-os-Montes and Alto Douro (EC-UTAD) is an advisory, collegial, multidisciplinary and independent body.

The EC-UTAD's mission is to ensure that the activity of the Teaching and Research Units at the University of Trás-os-Montes and Alto Douro (UTAD) complies and promotes standards of integrity, honesty and responsibility in its internal and external relations as well as in the conduct of its members.

- THE ACADEMIC COUNCIL

The Academic Council is chaired by the Rector and its mission is to promote cooperation and coordination between the Scientific, Technical-Scientific and Pedagogic Councils of Schools and Research Centres. It's comprised of each School's Scientific and Pedagogic Council President, representatives from each Research Centre, one student representative per school and also by UTAD's Academic Association President.

MAIN NORMS AND REGULATIONS

The University of Trás-os-Montes and Alto Douro is governed according to its Statutes, published in *Diário da República, 2ª série*, nº 204, October 22nd 2012.

The regulations on Undergraduate, Post-graduate, Masters, Doctoral and Post-Doctoral study programmes are in accordance with the Portuguese Law (Decree-Law 74/2006 of March 24th, altered by the Decree-Law 107/2008 of June 25th; and Decree-Law 230/2009 of September 14th, rectified by the Rectification Declaration 81/2009 of October 27th).

ACADEMIC CALENDAR

The university operates on a two semester system. Erasmus students may study at UTAD for a full year or for one semester only.

The first semester starts in mid-September and ends in late January. Examinations are held in January for approximately four weeks after a two-week Christmas Break in December.

The second semester begins in early February and ends in late June, with a week-long break for the Easter holidays. Examinations begin in June and last around four weeks.

There are also resit examination periods (mid to late July) for those who did not pass their exams. The teachers will inform students of the times and forms (written or oral) of the examinations at the beginning of the courses.

Days off in Portugal:

1st January	New Year's Day
A Friday in March or April *(moveable)*	Good Friday – Friday before Easter Sunday
A Sunday in March or April *(moveable)*	Easter Sunday
25th April	Freedom Day
1st May	Labour Day
10th June	Portugal, Camões and the Portuguese Communities Day
15th August	Assumption of Our Lady
8th December	Immaculate Conception
25th December	Christmas Day

NOTE: The calendar might vary slightly according to the courses or study programmes.

LIST OF PROGRAMMES OFFERED – SCHOOLS, DEPARTMENTS AND RESEARCH CENTRES

UTAD is organized internally into five Teaching and Research Units (Schools), each divided into Departments, offering study programs in numerous academic disciplines. In the year 2012/2013, the University had available 39 1st cycle study programmes, 70 2nd cycle programmes (including several specializations in a single area) and 20 3rd cycle programmes.

UTAD's also has Research Centres which undertake research in the disciplinary areas for which they have responsibility.

SCHOOLS AND DEPARTMENTS	MAJOR STUDY PROGRAMMES
AGRICULTURAL AND VETERINARY SCIENCES SCHOOL **Agronomy** **Animal Science** **Forestry** **Veterinary Sciences** CONTACTS Escola de Ciências Agrárias e Veterinárias UTAD - Apartado 1013 5001-801 Vila Real Secretariat: Tel. 259 350 473 | Ext. 2473 E-mail: sececav@utad.pt Dean's Office: Tel. 259 350 413 | Ext. 2413 E-mail: gaecav@utad.pt	1ST CYCLE STUDY PROGRAMMES Agricultural Engineering Animal Science Forestry Landscape Architecture Oenology Veterinary Medicine 2ND CYCLE STUDY PROGRAMMES Agricultural Engineering Animal Science Food Safety Forestry Geographic Information Systems Landscape Architecture 3RD CYCLE STUDY PROGRAMMES Animal Science Agricultural Sciences and Forestry Veterinary Sciences
HUMAN AND SOCIAL SCIENCES SCHOOL **Economics, Sociology and Management** **Education and Psychology** **Languages, Arts and Communication** CONTACTS Escola de Ciências Humanas e Sociais Rua Dr. Manuel Cardona 5000-558 Vila Real Tel: 259 330 100/25| Fax: 259 330 125 Email: sechs@utad.pt	1ST CYCLE STUDY PROGRAMMES Communication Sciences Economics Languages and Business Relations Languages, Literature and Culture Management Primary School Teaching Psychology Social Work Sociocultural Animation Theatre and Performing Arts Tourism (in Chaves) 2ND CYCLE STUDY PROGRAMMES

Applied Foreign Languages
Communication Sciences
specialization in Journalism
specialization in Public Relations and Advertising
specialization in Information and Documentation
specialization in Public, Political and Intercultural Communication
Cultural Sciences
specialization in Culture and Arts
specialization in Portuguese Speaking Cultures
specialization in Culture and Communication
Economical and Business Sciences
Economy
Education Sciences (Communication and Educational Technology)
Education Sciences
specialization in Adult Education
specialization in Cultural and Social Animation
specialization in Educational Administration
specialization in Pedagogical Supervision
specialization in Special Education: Cognitive and Motor Skills
Entrepreneurialism
Finance and Accounting
Management
Management of Health Services
Psychology
specialization in Clinical Psychology
specialization in Education Psychology
specialization in Sports Psychology
specialization in Exercise and Health Psychology
Social Service
Teaching of 1st and 2nd cycles of basic education levels
Teaching of Biology and Geology at the 3rd cycle of basic and secondary education levels
Teaching of Computer Sciences
Teaching of Mathematics at the 3rd cycle of basic and secondary education levels
Teaching of Physical Education at basic and secondary education levels
Teaching of Physics and Chemistry at the 3rd cycle of basic and secondary education levels
Teaching of Portuguese Language at the 3rd cycle of basic and secondary education and Spanish Language in basic and secondary education levels
Teaching of Pre-Primary Education
Teaching of Pre-Primary Education and Teaching of Basic Education
Teaching of the 1st. cycle of Basic Education
Teaching of the German and English Languages at the 3rd cycle of basic and secondary education levels
Teaching of Theatre

3RD CYCLE STUDY PROGRAMMES

Business Communication Management
Cultural Sciences
Educational Sciences
Language Sciences
Literary Studies
Portuguese Language and Culture

SCIENCE AND TECHNOLOGY SCHOOL **Engineering** **Mathematics** **Physics** CONTACTS Escola de Ciências e Tecnologia - Edifício de Engenharias UTAD – Apartado 1013 Quinta de Prados 5001-801 Vila Real Tel: +351 259 350 356 e-mail: secretaria-ect@utad.pt	1ST CYCLE STUDY PROGRAMMES Biomedical Engineering Civil Engineering Communication and Multimedia Computer Engineering Electronics and Computer Engineering Energy Engineering Information and Communication Technologies Mechanical Engineering Rehabilitation and Human Accessibility Engineering 2ND CYCLE STUDY PROGRAMMES Applied Statistics Civil Engineering Communication and Multimedia Computer Engineering Electronics and Computer Engineering Energy Engineering Information and Communication Technologies Mechanical Engineering Rehabilitation and Human Accessibility Engineering 3RD CYCLE STUDY PROGRAMMES Computer Sciences Electronics and Computer Engineering Physics Teaching of Science and Technology
LIFE AND ENVIRONMENT SCIENCES SCHOOL **Biology and Environment** **Chemistry** **Genetics and Biotechnology** **Geology** **Sport Sciences, Exercise and Health** CONTACTS Escola de Ciências da Vida e do Ambiente UTAD – Apartado 1013 5001-801 Vila Real Secretariat: Tel. 259 350 230 | Ext. 2230 Fax: 259 350 266 E-mail: secretariado-ecva@utad.pt	1ST CYCLE STUDY PROGRAMMES Applied Ecology Biochemistry Bioengineering Biology Biology and Geology Environmental Engineering Food Science Genetics and Biotechnology Medicinal Chemistry Physical Education and School Sport Psychomotor Rehabilitation Sport Sciences 2ND CYCLE STUDY PROGRAMMES Biochemistry Biology Biotechnology and Food Quality Comparative and Technological Molecular Genetics Environmental Engineering Gerontology: Physical Activity and Health in Senior Citizens

	Health Sciences Biotechnology Laboratorial Clinical Biology Natural Resources Management Oenology Physical Education and Sport (specialization in child development) Prehistoric Archaeology and Rock Art Sports Sciences (specialization in Assessment and Physical Activity Prescription) Sports Sciences (specialization in collective sports and games) Sports Sciences (specialization in gymnasium activities) 3RD CYCLE STUDY PROGRAMMES Chemical and Biological Sciences Comparative and Technological Molecular Genetics Earth and Life Sciences Geology Quaternary, Materials and Cultures Sport Sciences
HIGHER EDUCATION NURSING SCHOOL **Maternal And Child Health Nursing** **Mental Health and Community Nursing** **Rehabilitation and Medical-Surgical** **Nursing** CONTACTS Escola Superior de Enfermagem Vila Real Lugar do Tojal 5000-232 Lordelo VRL Telefone: 259 30 95 30 | Fax: 259 34 10 34 E-mail: secretariado.esevr@utad.pt	1ST CYCLE STUDY PROGRAMMES Nursing 2ND CYCLE STUDY PROGRAMMES Community Nursing Maternal Health and Obstetric Nursing Nursing POST-GRADUATION STUDY PROGRAMMES Clinical Supervision in Nursing

RESEARCH CENTRES

Research Centres are entities devoted to continued research, shared science and technology, dissemination of culture and providing specialized services.

UTAD has adhered to an open access policy in what concerns scientific production. An online institutional repository has been created to store, preserve, divulge and provide access to the university's scientific output. Another aim of this repository is to maximize the prominence and usage of this research, which is available for free to all who access the Internet. At UTAD, Research is coordinated by the Vice-Rectory for Investigation and Cooperation.

The projects refer to scientific and/or technological research activities with specific purposes, limited time frames and a scheduled execution time for each task. Projects are the main form of organising the production of scientific knowledge in the research centres and they are normally integrated in programmes for research support promoted by national and international agencies.

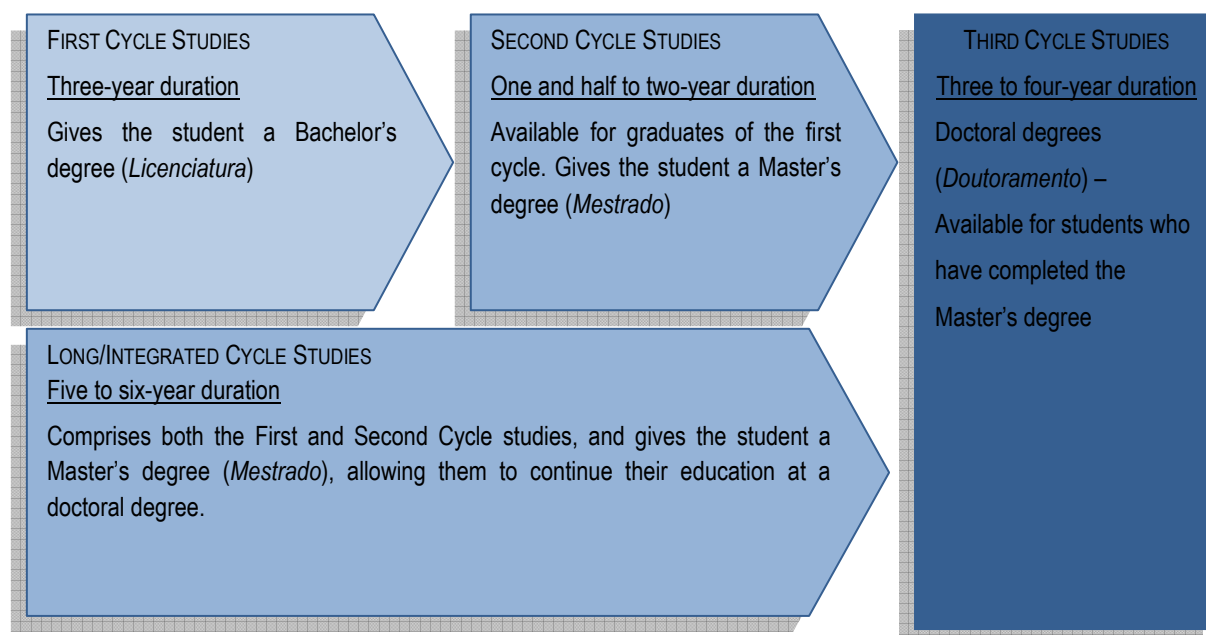| RESEARCH CENTRES	
CECAV - ANIMAL AND VETERINARY RESEARCH CENTRE	CECAV is a research centre that develops fundamental and applied research in animal production and veterinary sciences, with emphasis on increasing efficiency and sustainability of livestock production and safety of products of animal origin without compromising the surrounding environment and economic conditions. New developments on animal production, industrial processing of animal products, animal health issues, as well as on the environmental impacts constitute the main research areas.
CEL – CENTRE FOR LANGUAGE AND LITERATURE STUDIES	CEL is a multidisciplinary research centre, which aggregates researchers from the Trás-os-Montes and Alto Douro University and the Évora University around the issues of Linguistics (main scientific domain), Literature, Culture and Communication. It was created in 2003 with 15 members and has grown over time to encompass 51 senior researchers.
CERTIC – REHABILITATION AND ACCESSIBILITY ENGINEERING CENTRE	Activity at CERTIC is oriented towards the application of science and technology in the improvement of the quality of life of people with special needs, including persons with disabilities, elderly and bedridden in areas such as access to information technologies, communication and mobility. The Centre's main activities include research, assessment and dissemination of technical help; creation of Municipal Accessibility Plans; support to special educational needs of the Vila Real District schools (collaboration protocol with DREN – Northern Region Educational Directorate); development of telecommunications rehabilitation; advancement of rehabilitation and accessibility engineering in Portugal; promotion of IT and Communication Technologies (computers, software, Internet, digital contents, telecommunications, television, among others); and collaboration in the implementation of the National Programme for the Participation of Special Needs Citizens in the Information Society. In 2001, the Centre for Accessibility to New Information and Communication Technologies of Vila Real (CANTIC) was created in the UTAD campus, with a Technical Help Room open to the community.
CETRAD – CENTRE FOR TRANSDISCIPLINARY DEVELOPMENT STUDIES	CETRAD is a multidisciplinary research centre in the field of social sciences, which works mainly around three thematic Research Areas: Globalisation, State & Policy; Innovation, Markets & Organisations; and Society, Territory & Resources. The expertise of the CETRAD researchers covers a wide range of fields, including Economics, Management, Sociology, Anthropology, Social Work and Development Studies. The centre's on-going research includes various national and international projects

CGB – GENOMICS AND BIOTECHNOLOGY RESEARCH CENTRE	The CGB is integrated in the Institute for Biotechnology and Bioengineering Associate Laboratory (IBB), which is a research and development (R&D) unit, founded in October 2006, aiming to be a strategic infrastructure for the development of the Portuguese R&D and innovation policies in the areas of Biotechnology, Nanotechnology, Bioengineering, Biomaterials and Life, Biomedical and Agricultural Sciences. IBB combines its R&D activities with advanced education, technology transfer, consulting and services, with the aim of fostering the industrial, health, agriculture and environmental sectors. The CGB activities are designed to create, develop and transmit knowledge in the field of Genetics and Biotechnology, promoting quality and innovation. The research activities are directed by a multidisciplinary team of researchers and teachers (agronomists, biologists, biochemists, animal science and agricultural engineers), grant recipients, doctorate, masters and post-doctorate students. In addition to the IBB research areas, the CGB also focuses on Biodiversity; Plant Engineering; Cell Genetics; Comparative, Proteomic and Functional Genomics; Cytogenetics, Pharmacogenomics, Cancer Genetics, Genetics of stress, Genotoxicity and Traceability.
CIDESD – RESEARCH CENTRE IN SPORTS, HEALTH SCIENCES AND HUMAN DEVELOPMENT	CIDESD is a cross-institutional, technical and scientifically multi-disciplinary unity of applied and fundamental research. Its main research fields are Sports, Health Sciences and Human Development. Several universities, schools and higher education institutes partake in this research centre, among which the University of Beira Interior, the Polytechnic Institute of Bragança and the Sport Schools of Rio Maior. Its research activities are organized into three fundamental areas: Sport Sciences and Performance; Health; Professional and Pedagogical Intervention.
CITAB – CENTRE FOR RESEARCH AND TECHNOLOGY OF AGRO-ENVIRONMENTAL AND BIOLOGICAL SCIENCES	CITAB is mostly focused on the agro-food and forestry systems, using the production-chain approach as a whole. It is composed of a multidisciplinary team with expertise ranging from fundamental sciences such as biology and chemistry to agronomists, forestry engineers and ecologists, and also benefits from the input of other scientific experts in the fields of mathematics, physics, technological engineering and engineering. The inclusion of these other experts in the centre brings new solutions, maximizes the resources and adds higher value to the development and upgrading of the agriculture and forestry production chains. To cover vertical studies in all the systems the *foci* for the new centre were divided into three major areas: Eco integrity, Sustainable Agro-food Chains and Bio-systems Engineering. This structure aims for more homogeneity and interaction when approaching the production chain concept, in which the climate effects, the quality of the final plant products and the inputs from engineering, modelling and remote sensing technologies have a relevant and innovative role.
CM – CENTRE FOR MATHEMATICS	CM-UTAD is a scientific research unit which started its activities in July of 2007. Its objectives include the promotion and support of Mathematics through research, education at the graduate and undergraduate levels, activities for Primary, Elementary and Secondary Schools, as well as science outreach. The Centre comprehends four main research areas: Algebra, Geometry and

	Applications; Statistics and Operational Research; Analysis; and History and Methodology of Mathematics.
CQVR – CHEMISTRY RESEARCH CENTRE	CQVR is a research unit of UTAD. Its mission is to perform scientifically recognized research in areas involving Chemistry, to explore potential applications and to contribute to the training of young researchers. Since its foundation (2001) the CQVR has seen an increase in its members and, particularly, a noticeable enhancement of their academic qualifications. The CQVR unit is organized into 3 research groups that develop fundamental and applied chemistry research in the areas of Organic Chemistry, Natural Products and Food Chemistry; Materials Chemistry; and Environmental Chemistry. The research activities of the unit have been supported mainly through national and international projects from R&D funding agencies awarded to its members and in the last 5 years (2006-2011) complemented by the FCT budget.

THE PORTUGUESE HIGHER EDUCATION SYSTEM

Portuguese higher education includes university and polytechnic education. University education is offered by public and private university institutions while polytechnic education is offered by public and private non-university institutions.

UTAD is a public university which has implemented the European Credit Transfer System (ECTS), and offers education in a three-cycle system, according to the principles of the Bologna Process.

FIRST CYCLE STUDIES

Three-year duration

Gives the student a Bachelor's degree (*Licenciatura*)

SECOND CYCLE STUDIES

One and half to two-year duration

Available for graduates of the first cycle. Gives the student a Master's degree (*Mestrado*)

THIRD CYCLE STUDIES

Three to four-year duration

Doctoral degrees (*Doutoramento*) – Available for students who have completed the Master's degree

LONG/INTEGRATED CYCLE STUDIES

Five to six-year duration

Comprises both the First and Second Cycle studies, and gives the student a Master's degree (*Mestrado*), allowing them to continue their education at a doctoral degree.

Bachelor's degree:

Universities and polytechnic institutions in Portugal bestow a bachelor's degree (*licenciatura*), which has the normal duration of six curricular semesters of student's work – 180 Credits. To obtain the degree, the student must conclude all the curricular units that are a part of their study programme and obtain the established number of ECTS credits.

Master's degree:

The master's degree (*mestrado*) can also be bestowed by universities and polytechnic institutions, and has the duration of three to four curricular semesters of student's work – 90 to 120 Credits. In some exceptional cases, like those of professionals with a long and established career in that particular field of knowledge, the master's degree can be bestowed within two semesters of student's work.

In polytechnic institutions, the master's degree must ensure a professional specialization for the student. Universities can bestow the master's degree for an academic specialization resorting to research, innovation or development of professional skills.

Universities can also bestow the master's degree after an integrated/long cycle of studies with a normal length of 10 to 12 curricular semesters of student's work – 300 to 360 Credits. This may occur in cases for which the access to the practice of a certain professional activity depends on a length of time established by legal EU standards or resulting from an established practice in the European Union. In this cycle of studies the bachelor's degree is conferred to those who have obtained 180 credits corresponding to the first six semesters of work, but they will need to complete the master's degree to practice their craft – in Portugal this is the case of Medicine and Veterinary Medicine, for example.

To obtain the master's degree, the student must conclude all the curricular units that are a part of their study programme and obtain the established number of ECTS credits, as well as successfully defend their dissertation, project work or internship report in public, before an academic jury.

Doctoral degree:

Doctoral degrees can only be bestowed by universities and university institutes. In order to complete a Doctorate, the student must conclude all the curricular units that are a part of their study programme (if applicable) – 180 Credits, as well as successfully defend their thesis in public and before an academic jury.
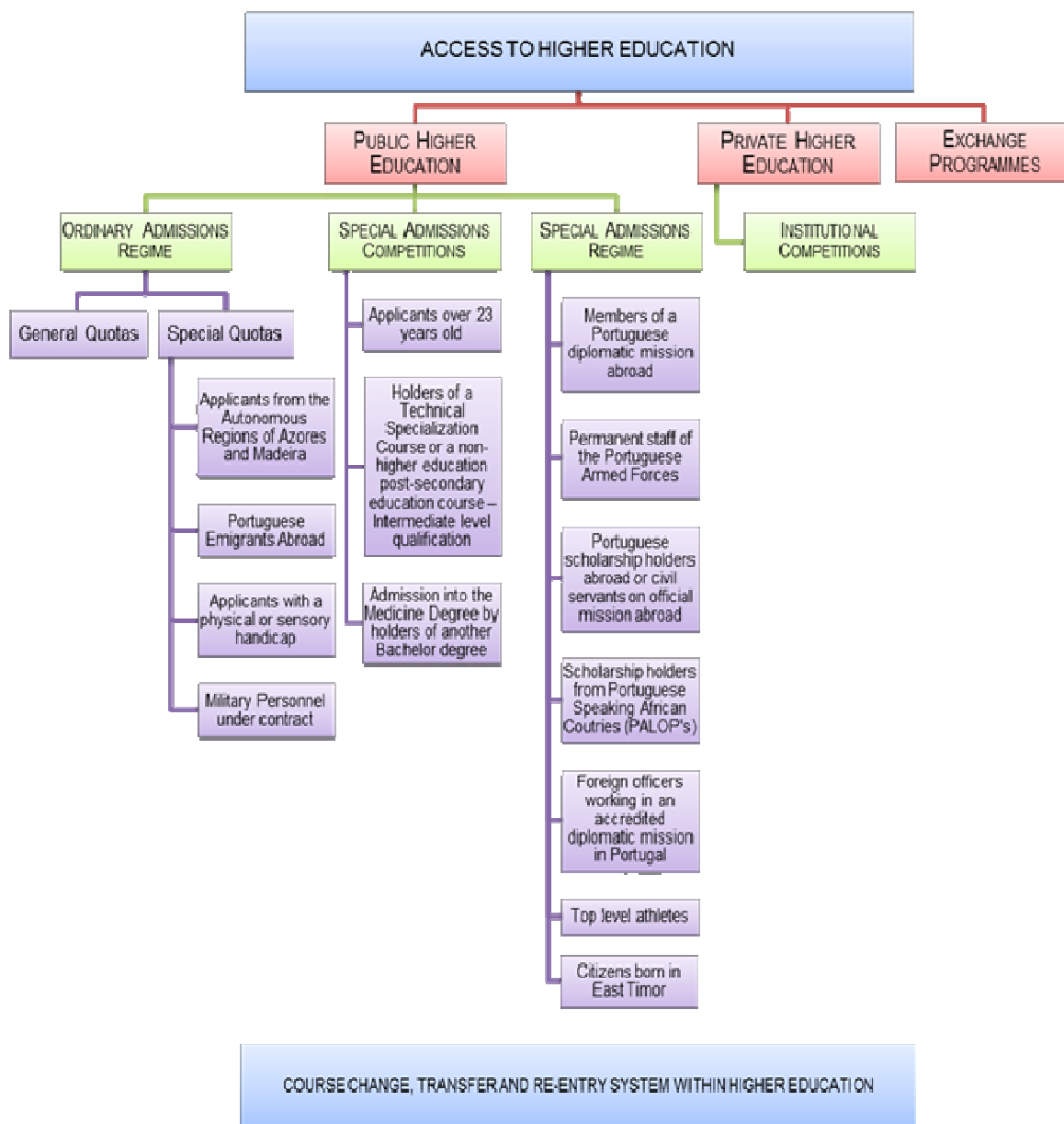

ASSESSMENT SYSTEM

Bachelor and Master's graduates are awarded a numerical grade ranging from 10 to 20 (on a scale of 0 – 20), and the grade's equivalent on the ECTS grading scale.

Doctorate graduates are awarded a grade in accordance with the bylaws of the University that confers the degree. In the case of UTAD, the grade is either Approved or Approved by Unanimity.

GENERAL REQUIREMENTS FOR ADMISSION TO UTAD

There are several frameworks of access to higher education within which students can apply to study at UTAD:

Access to Higher Education Diagram

ACCESS TO HIGHER EDUCATION – ORDINARY ADMISSIONS REGIME

In Portugal, access to higher education through the National Competition is subject to a *numerus clausus* regime, meaning that each university is responsible for deciding the number of students that will be admitted every academic year in each course.

Students may apply for access following the due procedures, and must comply with the following conditions:

- Having successfully completed a secondary education degree or a national/foreign legally equivalent qualification – it is necessary to have an official certificate;

- Complete, with the minimal mark required, the national assessment tests prerequisite for the study programme they wish to apply for;

- Satisfy any other prerequisites for the higher education course they wish to attend.

There is a quota of vacancies that are attributed to students who fulfil certain requirements (see the Access to Higher Education diagram above – Special Quotas).

Foreign students must fulfil the same requirements of national students. They must request equivalence to the 12th grade or, in case of students already enrolled in a Higher Education Institution (HEI) in their country, request a change of course or transfer.

For further information on the Access to Higher Education National Competition please visit: http://www.dges.mctes.pt/DGES/pt/Estudantes/Acesso/ or contact UTAD's Admissions Office: sautad@utad.pt.

ACCESS TO HIGHER EDUCATION – SPECIAL ADMISSIONS COMPETITIONS

Applicants who possess certain characteristics and specific qualifications may be granted access to higher education, following a lifelong learning perspective. Admissions under this regime are also subject to a *numerous clausus*.

- Applicants over 23 years old who have been deemed eligible after making the necessary grade in a special exam that accesses their aptitude to be admitted in higher education (Law-Decree 64/2006, of March 21st);

- Holders of a Technical Specialization Course or a Non-higher education post-secondary education course – Intermediate level qualification;

- Admission into the Medicine Degree by holders of another Bachelor degree.

The over-23 applicants are placed according to the final grade obtained in the exam (higher grades will have a better chance); the grade of the national assessment tests prerequisite for the study programme they wish to apply for.

Holders of a Non-higher education degree which complements the secondary education are placed according to the number of ECTS Credits in curricular units that are related to the scientific areas of the course that the person is applying to; and the ECTS weighed mean of the grades obtained in those same curricular units.

Holders of a Technical Specialization Course are placed according to the final grade obtained in their technical specialization diploma.

In case of a draw under this regime, the older candidate will have priority. Applicants must also satisfy any prerequisites for the higher education course they wish to attend.

For further information on Access to Higher Education Regimes please visit: http://www.dges.mctes.pt/DGES/pt/Estudantes/Acesso/ or contact UTAD's Admissions Office: sautad@utad.pt.

ACCESS TO HIGHER EDUCATION – SPECIAL ADMISSION REGIMES

These special regimes are aimed at students from African Portuguese speaking countries within the scope of cooperation agreements signed by the Portuguese Government; foreign diplomats living in Portugal and Portuguese diplomats/officials living abroad and their families; natives and native descendants of Timor Lorosae (East Timor); professional athletes; and members of the Armed Forces within a framework of cooperation agreements signed by the Government.

For further information on Access to Higher Education Regimes please visit: http://www.dges.mctes.pt/DGES/pt/Estudantes/Acesso/ or contact UTAD's Admissions Office: sautad@utad.pt.

ACCESS TO HIGHER EDUCATION – EXCHANGE PROGRAMMES

Students from foreign countries can study at UTAD within an exchange programme, performing a mobility period (a semester or an academic year), and thus continue to be formal students at their home university.

Students can choose one of these formats:

LLP-Erasmus Programme: Erasmus is a European Community Programme based on Bilateral Agreements signed by UTAD and its various Partner Institutions. Students must obtain a Bilateral Learning/Training Agreement describing what they will be studying at UTAD, signed both by their Home Institution and by their Department's Mobility Academic Coordinator. To know if your home institution has a bilateral agreement in place with UTAD, visit the International Relations Office at your university or check our agreements list;

Cooperation Protocols and other Mobility Programmes: Other mobility programmes developed at UTAD include Leonardo da Vinci, Erasmus Mundus, Tempus, Intensive Programmes, Almeida Garrett and the Fulbright and Santander Scholarship Programmes.

UTAD receives students from universities in Brazil, Argentina, China, Japan and other countries within the Scope of Bilateral Cooperation Protocols, which allow student and staff mobility.

UTAD is also involved in the Brazilian *Programa de Licenciaturas Internacionais* (International Bachelor Programme) and in the *Ciência Sem Fronteiras* Programme (Science Without Borders), also from Brazil. The former will allow a Brazilian student to obtain a bachelor's degree awarded by both the Brazilian and

the Portuguese University (Double/Joint Degrees); the latter will grant a student the master's or doctoral degree, also awarded by both universities (Double/Joint Degrees).

Note: It is important to highlight that all exchange programmes applications should be sent through the International Relations Office of your home institution. UTAD does not accept applications sent directly by the students.

ADMISSION TO SECOND CYCLE STUDIES

To apply for second cycle studies, which award the master's degree, applicants must meet one of the following conditions:

- Hold a bachelor's degree (*licenciatura*) or a legal equivalent;

- Hold a foreign academic degree deemed to be equivalent to the bachelor's degree by the statutorily competent scientific body of the HEI a student is applying for;

- Have an academic, scientific or professional curriculum vitae deemed to be sufficient to carry out this cycle of studies by the higher institution's statutorily competent scientific body.

ADMISSION TO THIRD CYCLE STUDIES

To apply for third cycle studies, which award the doctoral degree, applicants must meet one of the following conditions:

- Hold a master's degree (*mestrado*) or a legal equivalent;

- Hold a bachelor's degree (*licenciatura)* and have a particularly relevant academic or scientific curriculum deemed to be sufficient to carry out this cycle of studies by the statutorily competent scientific body of the HEI a student is applying for;

- Have an academic, scientific or professional curriculum vitae deemed to be sufficient to carry out this cycle of studies by the higher institution's statutorily competent scientific body.

GENERAL ARRANGEMENTS FOR THE RECOGNITION OF PRIOR LEARNING

Academic recognition of prior learning is the process that allows a person to pursue further studies and have the learning/training undertaken in other national or international Higher Education Institutions (HEI's) credited (as well as previous professional experience and any other kind of training or education). It also confers the right to use a national title/degree from the host country on the basis of a degree conferred by a HEI in the country of origin.

The *Convention on the Recognition of Qualifications concerning Higher Education in the European Region*, usually referred to as the Lisbon Convention, is considered to be the fundamental international legal instrument for academic recognition. It was developed by the Council of Europe and UNESCO and adopted by national representatives in Lisbon on 11 April 1997, and it covers access to higher education, study periods and higher education qualifications.

In Portugal there are two main procedures set up in two legal diplomas legal diplomas on recognition of foreign higher education qualifications:

- **Decree-Law nº 341/2007 of October 12th** which sets up a new regime, based on the principle of mutual trust, for the automatic recognition of foreign higher education degrees of a level and nature identical to the degrees of *Licenciado* (Bachelor), *Mestre* (Master's) and *Doutor* (Doctor) awarded by Portuguese HEI's and allowing the same rights to those holding these academic degrees.

- **Decree-Law nº 283/83 of June 21st** which regulates the equivalence/recognition system of foreign qualifications, based on the scientific evaluation of the work carried out by the applicant and on a case by case basis assessment of the merit of the foreign higher degrees/diploma. Under this decree-law, the decision on granting or denying equivalence/recognition is the sole responsibility of the HEI's.

For questions relating to academic and professional recognition, you can contact the National Recognition Information Centre (NARIC) at:

Directorate General for Higher Education
NARIC
Avenida Duque D'Avila 137
1069-016, Lisbon
info.naric@dges.mctes.pt | www.naricportugal.pt

At UTAD, recognition of prior learning is certified through the following frameworks:

Mutual recognition of credits – executed using the European Credit Transfer System, based on the principles of trust and shared recognition of the value of the learning/training undertaken and competences acquired;

Awarding of credits – in what concerns the recognition of prior learning and in accordance with the procedures established by its legally and officially authorised bodies, UTAD awards credits to students:

- Who have undertaken a full study cycle in a national or foreign HEI and wish to pursue further studies by obtaining a Master's or Doctorate degree.

- Who have undertaken part of a study cycle in a national or foreign HEI and wish to complete their studies in the same scientific field in UTAD;

- Who have undertaken a technological specialization course and wish to pursue further studies;

- With professional experience and post-secondary training, who wish to enter a cycle of studies leading to a Master's degree (to those who hold an academic, scientific or professional curriculum vitae that is officially recognized by UTAD's authorised scientific body as demonstrating the capacity to carry out a 2nd cycle of studies); or a cycle of studies leading to the Doctorate degree (to those who hold an academic, scientific or professional curriculum vitae that is officially recognized by UTAD's authorised scientific body as demonstrating the capacity to carry out a 3rd cycle of studies.

GENERAL REGISTRATION PROCEDURES

Students who wish to enrol in UTAD under the Ordinary Admissions Regime; the Special Admissions Competitions; the Special Admission Regimes; or through a Course Change/Transfer/re-entry should visit the UTAD Academic Services webpage or contact the Academic Services directly through the following e-mail: sautad@utad.pt.

Students who seek admission to second and third cycle studies should also contact the Academic Services.

APPLICATION PROCEDURES – EXCHANGE PROGRAMMES

The registration and enrolment of international students in mobility programmes (LLP – Erasmus Programme and other programmes resulting from protocols and agreements between UTAD and foreign Higher Education Institutions – HEI's) are completed at the International Relations and Mobility Office (GRIM).

Over the last few years, UTAD has been encouraging the mobility of its students and steadily increasing the number of students received from other HEIs from within and outside of Europe. Mobility from and to UTAD is accomplished with full academic recognition, using the main ECTS tools – Application Form, Learning/Training Agreement and Transcript of Records –, which have been put to use for both incoming and outgoing students, in an effort to uphold a high level of quality and transparency in the accreditation process.

Mobility Academic Coordinators

In UTAD, each Department has a Mobility Academic Coordinator, who is responsible for all academic matters which concern student and teaching staff mobility. It's this coordinator who establishes Bilateral Agreements (which are then validated by GRIM); defines the specific rules applied to the selection of students/teachers who will go on a mobility period; and relates to GRIM which students and teaching staff will go on mobility. Upon the student's return, it's the Academic Coordinator who recognizes all the work completed abroad, the credits awarded, and assigns them into the degree programme they are attending at UTAD.

The Mobility Academic Coordinators also accept foreign students' applications and study programmes, and provide the incoming students with all the academic support needed for them to fulfil their study plan and successfully adapt to a new institution and language.

Non-teaching staff who wish to go abroad for training or on an official visit to a HEI, should contact GRIM for details: grim.sec@utad.pt |+351 259 350 407

Incoming Foreign Students – LLP Erasmus Programme

Before leaving for Portugal, foreign students who will be coming to UTAD for a mobility period as part of the LLP – Erasmus Programme should contact the International Relations Office (or equivalent) at their home institution, which is responsible for forwarding all relevant documents by post to the International Relations and Mobility Office at UTAD:

> Universidade de Trás-os-Montes e Alto Douro (UTAD)
> International Relations and Mobility Office (GRIM)
> Dra. Sara Alves Dias – Incoming Coordinator
> Quinta De Prados - Edifício Pedrinhas
> Apartado 1013, 5001-801 Vila Real, Portugal

The deadline to receive applications is June 30th for first semester and full year students, and November 30th for second semester students. Students should follow these steps:

- Send the Application Form, the Accommodation Form, at least two originals of the Learning Agreement, one colour passport photograph and a copy of their European Health Insurance Card (or other private health insurance that will be active at least during their stay in Portugal) by **regular post** to UTAD.
  The required documents are available for download at GRIM's website and must be filled in by computer;

- The Learning Agreements must be signed and stamped by the student's course Mobility Academic Coordinator and the International Relations/Erasmus Office before being sent to UTAD;

- When in possession of all these documents, the UTAD Mobility Academic Coordinator of the chosen Department/Study Area will evaluate if the student can be accepted here for a study period. If the student is accepted, we will return one Learning Agreement signed and stamped;

- The student's Accommodation Form must have the exact dates when they will arrive in and leave Vila Real. UTAD guarantees accommodation for all students, but can't assure a room for every student in the University's Halls of Residence – these go to the more underprivileged students. Most students are usually placed in a room/floor in the city, near all services and with a good bus connection to the university. Upon arrival, students may decide to move to different accommodations;

- If the home university demands an Acceptance Letter, students should ask for it by e-mail (grim@utad.pt) and specify whether the letter must be sent by post or if sending it by e-mail will suffice. This can only be done after the Learning Agreement is sent. If they need a Visa, Students

must ask for the Acceptance Letter at least **2 months before** their appointment in the Portuguese embassy/consulate.

- Students can ask for more information and clarify their situation by e-mail (grim@utad.pt) anytime they find it necessary.

Upon their arrival in Vila Real, LLP/Erasmus students should report in person to the International Relations and Mobility Office (*Gabinete de Relações Internacionais e Mobilidade – GRIM*), in the *Pedrinhas* building at the *Quinta de Prados* Campus, where they will be provided with general information on how to register at UTAD and about their stay in Vila Real. Students failing to register will not have access to the University's services, namely the wireless network, the library and the computer rooms.

<u>Documents required for registering:</u>

- Identification Card/Passport;
- European Health Insurance Card (E-111/E-128 Form) or other Medical Insurance Cover;
- 1 Passport-size photograph

No later than one week before returning to their country of origin, visiting LLP – Erasmus students should again contact the International Relations and Mobility Office in order to: check if any of the documents are missing; get the signatures for UTAD's official Certificate of Completed Studies (Transcript of Records) or get their home university form signed; fill in the form to get the corresponding results/marks, which may then be used in their home university to obtain credit recognition; and clarify any remaining doubts and close their file. The Transcript of Records will be sent by post to the home university after the student has left UTAD.

Incoming Foreign Students – Other Programmes

Foreign Students under the Portuguese-Brazilian Conventions (2nd and 3rd cycles) should email or telephone the International Relations and Mobility Office contact person to ask for any information or documentation they may require: lusobrasileiro.secretariado@utad.pt | +351 259 350 407.

Other 1st Cycle Students under the Brazilian *Programas de Licenciaturas Internacionais* (International Bachelor Joint Degrees Programme) and *Ciência sem Fronteiras* (Master's and Doctoral Degrees) Programme; as well as students who wish to come to UTAD for a study period under other mobility programmes and cooperation protocols should contact the International Relations and Mobility Office Coordinator for access to any information or documentation they may require: grim.coord@utad.pt |+351 259 350 407.

UTAD Outgoing Mobility

UTAD students who wish to complete a period of studies abroad should visit or email the <u>International Relations and Mobility Office (GRIM)</u> to ask for information on the programmes and cooperation protocols available to them. GRIM carries out all general and technical coordination of mobility programmes and protocols, overseeing the technical support for staff and student mobility, and handling all documents needed for a mobility period abroad. The Office is also responsible for the financial management of all Mobility Projects.

UTAD students who wish to complete a period of studies abroad under the LLP – Erasmus Programme must pay attention to the following steps:

Student Application Form

Students must fill in the appropriate application form with all their relevant data. The Student Application Form model can be found here in Portuguese. This form will be delivered by the student at GRIM, after the Mobility Academic Coordinator notifies the students and International Office of which students were selected for mobility.

Learning/Training Agreement

A student attending a higher education degree, who wishes to do a study period abroad, must first design a study plan, so that his/her academic achievements abroad can be credited upon return to the home institution. The Learning Agreement LA is a study/training plan drawn up by the student with the support and agreement of the Mobility Academic Coordinator of his/her Department. The LA is then signed in triplicate by the student, the Academic and the Institutional Coordinators at the home institution and the originals are forwarded to the host institution. If the student is accepted, the host institution will return to GRIM an original of the LA, duly signed and stamped by their Academic and Institutional Coordinators.

Learning Agreements in UTAD must include the dates in which the student will be at the host country, the course units the student will attend while at the host institution, the languages in which classes are taught and assessment is accomplished, and the number of credits these course units correspond to. For transparency purposes, the LA must also contain the course units of the degrees awarded by UTAD whose approval will be equated by those that will be taken abroad, and the number of ECTS Credits that will be awarded to the student in case of successful completion of the course units. The Learning Agreement must be finalized and duly signed and stamped by both HEI's and the student before the beginning of the mobility period, regardless of any future modifications that may be considered necessary. The Learning Agreement Form for UTAD students can be found here.

Any changes to the initial Learning Agreement must be discussed between the student and the Academic Coordinator, and made official within 30 days of arrival at the host country through the *Changes to the Learning Agreement Form*, which must also be signed by the student and the host and home institutions' academic and institutional coordinators. This is done so as to uphold the agreement between both HEI's and the Student in terms of academic recognition.

The Training Agreement works much in the same way for student placements, but instead of Course Units to be taken, the student must describe which competences will be acquired and the tasks they will be performing. The Training Agreement must be signed by the student, the Academic Adviser from UTAD and the Academic Advisor from the Host institution. This document can be found here.

Transcript of Records

Once their study period abroad ends, each student is entitled to a Transcript of Records - TR issued by the host institution, which must contain the following information: Title and code of the Course Units the student attended at the host institution; local grades and corresponding ECTS grades (complete with a clear explanation of the institutional grading system); and number of ECTS Credits allocated. This TR is necessary for UTAD to recognize the work the student carried out abroad.

As soon as it arrives in UTAD, the original Transcript of Records, duly signed, stamped and dated by the host institution, is handed to the department's Mobility Academic Coordinator. Based on this certificate, together with the Learning Agreement (within the framework of the current legislation), the Coordinator will recognize all the work the student completed abroad, and assign it into the degree programme the student is attending at UTAD, by filling in an Academic Recognition Plan with the Course Units completed, the grades to be awarded to the student (on the Portuguese scale) and the corresponding ECTS credits obtained. This document is then sent to the UTAD Academic Services, with the knowledge of GRIM and the Pedagogic Council of the appropriate School. All work accomplished abroad will also be duly registered in the Diploma Supplement (DS) attributed to all UTAD students free of charge.

ECTS CREDIT ALLOCATION

The European Credit Transfer and Accumulation System ECTS is a learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. The use of this system, which is made operational through the use of four key documents – the Information Package/Course Catalogue, the Application Form, the Learning Agreement and the Transcript of Records –, allows for better comparability, mobility, transparency and full recognition of students' academic results.

ECTS itself doesn't regulate the content, structure or equivalence of study programmes in any way. These are issues of quality which have to be determined by the HEI's themselves when establishing a satisfactory basis for cooperation agreements, bilaterally or multilaterally (Decree-Law 42/2005, of February 22).

Based on the European Union's recommendations, UTAD has defined the following guidelines for ECTS Credit allocation:

- 60 credits represent the workload of a whole academic year, 30 credits represent a semester and 20 credits are attributed to a trimester;

- The Bachelor Degree has the normal duration of six to eight curricular semesters of students' work – 180 to 240 Credits; the Master's Degree has the normal duration of three to four curricular semesters of students' work – 90 to 120 Credits; an integrated/long cycle of studies has the normal length of ten to twelve curricular semesters of student's work – 300 to 360 Credits (in UTAD this is only the case of Veterinary Medicine – 10 semesters and 300 credits); and a Doctorate has the normal duration of six curricular semesters of students' work – 180 Credits.

- Considering that one credit corresponds to 25 to 30 hours of work, and the total estimated workload of a full-time student is roughly 40 to 45 hours a week, in UTAD the average student will have an annual workload of 1500 to 1800 hours;

- Credits are allocated taking into account not only the number of contact hours, but the total number of hours a student will need to work to achieve the expected learning outcomes of a Course Unit;

- Credits are allocated to all students who successfully complete their study/traineeship programme, regardless of the amount of time the student has been abroad – the time to be spent abroad is determined in the learning/training agreement;

- Readjustments of ECTS credits allocation and/or learning outcomes of a Course Unit are made taking into account the results obtained and the national legal framework.

ARRANGEMENTS FOR STUDENT'S ACADEMIC GUIDANCE

International Students who spend a mobility period at UTAD, and UTAD students who go on a mobility period abroad have a wide-ranging support system.

The International Relations and Mobility Office (GRIM) is permanently available to all students – both national and foreign – for assistance with any difficulties or problems they may encounter (e.g. enrolment, accommodation, health, documents, institutional contacts), and we will try to help them to the best of our abilities. Students may either come to GRIM during office hours, or contact us by e-mail or telephone.

Specific academic guidance can be obtained from the directive board of each school/department as well as from teachers and the Mobility Academic Coordinator of the chosen Department/Study Area.

The university has also in place a branch of the Erasmus Student Network (ESN), located in the same building as the GRIM. The ESN supports the Erasmus international student exchange with the MENTOR Programme, which assists foreign students with settling in a new country, a new city, a new school and a different culture. In the programme, each foreign student is assigned to a Portuguese student who will help them with the classes, the culture and with university life as a whole. The person responsible for ESN at UTAD can be contacted by e-mail at president@esnutad.org or through the ESN UTAD Facebook page.

With the support of ESN, GRIM arranges accommodation for all incoming students before their arrival, either in the University's Residence Halls or in student apartments. Upon arrival, students may choose to move to different lodgings.

Each semester, UTAD also organizes a Welcome Meetings for foreign students, which allows them to meet and interact with local students and among themselves. This initiative is fundamental for students to know that they are not alone when they arrive in Portugal – there are others who are having the same experiences, and there are always people to turn to in case of need.

Other Cultural Activities are also organized throughout the year, such as Erasmus themed parties, Nationality Nights (one for each nationality represented at UTAD), International Dinners, National Erasmus Meetings, sightseeing visits, field trips, environment awareness actions, sports activities, among others.

INTERNATIONAL RELATIONS AND MOBILITY OFFICE CONTACTS:

Universidade de Trás-os-Montes e Alto Douro (UTAD)
International Relations and Mobility Office (GRIM)
Quinta De Prados - Edifício Pedrinhas
Apartado 1013
5001-801 Vila Real, Portugal

Tel.: +351 259 350 407 / 439
Fax: +351 259 350 629

Vice-Rector for Sciences, Technology and Innovation
Prof. António José Rocha Martins da Silva
E-mail: vr_cti@utad.pt

GRIM coordinator, ECTS Contact Person and Responsible for LLP-Erasmus [outgoing], PLI, Ciência sem Fronteiras and other Cooperation Protocols:
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