

## WELCOME GUIDE INCOMING EXCHANGE STUDENTS



### INTRODUCTION

Welcome to the [University of Porto](#) and to the [Faculty of Arts and Humanities \(FLUP\)](#)!

This guide is intended to provide you with practical information about matters related to preparing your arrival and studies in Portugal.

**Location:** The University of Porto is not located in a single campus: the faculties/schools are spread out in the city of Porto. The Faculty of Arts and Humanities (FLUP) is located to the west of the city centre, in an area called Boavista/Campo Alegre. There are several public transport options from Boavista to the city centre and the historic area (buses, metro, etc.). Information about location and transport options can be found here:

- [How to get to FLUP?](#) and [Map](#)

The closest Metro station is 'Casa da Música', located on 5 of the 6 metro lines in Porto, including the Airport line:

- [Porto Metro System](#) and [Map](#)

### 1. UPON ARRIVAL

**1.1 Beginning of the semester:** The 2<sup>nd</sup> semester will start on **6<sup>th</sup> February 2023**.

**1.2 Final date for arrival:** All students must arrive by the end of the second week of classes, **17<sup>th</sup> February**.

**1.3 Late arrivals:** Any delays after this date will only be exceptionally considered, upon written request by email (visa delays, health-related reasons, etc.) but no later than **24<sup>th</sup> February**. Arrivals after this date will not be accepted. Information about delayed arrivals and requests must be sent in writing to: [sri@letras.up.pt](mailto:sri@letras.up.pt).

**1.4 Academic Calendar 2022/2023:** Information about the main dates of the [academic year](#), namely semester dates, exams, holidays, etc.

#### 1.5 Classes

Classes will be held entirely face-to-face and online or blended attendance is not an option.

### 1.6 Teaching language

- The large majority of the subjects at FLUP are taught ONLY in Portuguese. The language of instruction/teaching language is specified on each subject record under “Teaching Language”.
- Non-speakers of Portuguese may select subjects specified as taught in Portuguese followed by the indication “Suitable for English-speaking students”: this does not mean that the classes are taught in English, but that English may be used for assessment purposes (writing papers, taking exams, etc.) and lecturers provide tutorials in English, whenever possible.
- Subjects indicated as taught only in Portuguese are not open to non-speakers of Portuguese or Spanish (i.e., do not explicitly include the reference “Suitable for English-speaking students”).

### 1.7 COVID-19 Restrictions and Measures

All restrictions regarding the COVID-19 pandemic have been lifted, with the exception of face masks being mandatory at health care facilities (hospitals, health centres, etc.). The following sites cover the main information about existing measures still in place in Portugal:

- Visit Portugal: [COVID-19 | Measures implemented in Portugal](#)
- Portuguese Directorate-General of Health / *Direção Geral de Saúde* (DGS): [COVID-19](#) (only in Portuguese)

## 3. REGISTRATION UPON ARRIVAL

There are TWO STEPS involved in registration:

- **STEP ONE:** Online registration meeting with the CENTRAL International Office (Rectorate University of Porto)
- **STEP TWO:** Online orientation session with the FACULTY International Office (Faculty of Arts and Humanities)

### STEP ONE

#### 3.1 Registration meeting: University of Porto IO-Rectorate

Please schedule your incoming registration meeting at UPORTO: [Registration Form](#).

This is the first step upon your arrival at the University, which is essential to ensure your official enrolment at the Faculty of Arts and Humanities (please search for an email named “U.Porto: Começa a aventura! | The adventure begins!” sent by the IO-Rectorate: [international@reit.up.pt](mailto:international@reit.up.pt)).

#### 3.2 Pre-Arrival Preparatory Week (online sessions)

In another email, you will receive information about a pre-arrival preparatory week: register for the sessions the IO-Rectorate has organized, which will certainly be very useful for your mobility.

### STEP TWO

#### 3.3 Orientation sessions: IO-Faculty of Arts and Humanities

The International Office-Faculty of Arts and Humanities (SRI-FLUP) will hold two online orientation sessions, via Zoom, in which information will be provided about class organization, schedules, Learning Agreement changes, etc.

Participation in one of these Orientation Sessions is mandatory:

#### 30 January 2023 (online)

- 10h00: English session – [Registration Form \(EN\)](#)

#### 31 January 2023 (online)

- 14h30: Portuguese session – [Registration Form \(PT\)](#)

(WEST | UTC/GMT +1 hour)

### 3 February 2023 (In-person – Anfiteatro Nobre – Ground Floor)

- 10h00: English session – [Registration Form \(EN\)](#)
- 14h30: Portuguese session – [Registration Form \(PT\)](#)

(WEST | UTC/GMT +1 hour)

### Special session for Changes to Learning Agreement: 27<sup>th</sup> February 2023 (Anfiteatro Nobre – Ground Floor)

- 10h00: in English
- 14h30: In Portuguese

### Follow-up Orientation Session: Doubts and questions

#### 4. INSTITUTIONAL IDENTIFICATION

**4.1 Student Card:** The student card will be delivered at the Rectorate at the University of Porto after your online registration meeting. It is necessary in order to loan books from the Library, as well as to access other Faculty services, such as printing and scanning services, among others. Please note that you must activate and charge your card with money, before it can be used.

**4.2 Activating your student card:** Once you have received your card, you must send an email with your student number to the Faculty's IT Office asking for it to be activated, at the following address: [si@letras.up.pt](mailto:si@letras.up.pt)

**4.3 Access to the University's Information System:** After 1<sup>st</sup> February, you will receive your username and password by email at the address with which you applied to U.Porto, which you should change immediately, following the instructions [HERE](#).

You will then have access to your profile, class summaries, support texts, exam results, courses, programmes, schedules, lecturers, maps and plants of the Faculty, etc.

**4.4 Institutional E-mail:** It is essential that you check your [institutional email](#) regularly, as all the lecturers send important information by email about classes, changes of classrooms / timetables, evaluation requirements, etc.

**Note:** students will only have access to information for the subjects they are enrolled in.

#### 5. TIMETABLES/SCHEDULES

**5.1 Consult your timetable:** Each subject's timetable is available online, so you can start to build your timetable. Go to [www.letras.up.pt](http://www.letras.up.pt) → Search → Curricular Units → and then enter the subject's code or name. On the subject page, click on the Schedule link on the right-hand side menu.

#### 5.2 Joint Courses

The Information Science course is lectured jointly between FLUP and the Faculty of Engineering (FEUP). The subjects are divided between the two Faculties. Information on timetables will be provided in both websites. Please note that you will also have to register at FEUP's International Office ([Location](#))

#### 6. FINAL LEARNING AGREEMENT

**6.1 Deadline to make changes:** Students will have until **24<sup>th</sup> February** to decide which subjects they are definitely going to register for (students who arrive late will have less time to make their final choices). Absence from class will be recorded as of that date. Please check each subject programme, where you will find all relevant information, such as the teaching language, contents, lecturers, assessment requirements, etc.

**6.2 ECTS Credits:** Students must choose a minimum of 20 ECTS and up to a maximum of 30 ECTS credits per semester. Annual students may choose a minimum of 40 ECTS credits.

**6.3 Changes to your Learning Agreement:** All changes in subject choices must be submitted through the online application form in order to be considered and accepted, as well as to annul those that have been replaced. Additional information will be provided in the Orientation Sessions.

## 7. ASSESSMENT AND EXAMS

**7.1 Exam Periods:** As specified in the [academic calendar](#), the Faculty of Arts and Humanities has established two examination periods per semester: regular exams and the resit exams.

- Students who have taken **regular exams** and failed can take the resit examination. You can also choose to take the resit examination only. This only applies to students who have met the class attendance requirements and have fulfilled the assessment components as specified in each subject programme.
- Students may also take the **resit examination period** to improve grades (if have passed the regular exams). However, improving grades requires pre-enrolment and payment of a fee.

## 8. PORTUGUESE COURSES FOR FOREIGNERS

The Faculty offers a variety of Courses of Portuguese for Foreigners, including intensive courses (Beginner's) for Erasmus/Mobility students, in February/March and there is also a 2<sup>nd</sup> Semester Course, with several levels ranging from Beginner's to Advanced. Information can be found at [Portuguese Language Courses](#). Please note that the application is only online, through each course page.

## 9. OPENING HOURS AND BOOKING AN APPOINTMENT:

**9.1 Contacts:** FLUP's International Office team remains at your disposal through:

- E-mail: [sri@letras.up.pt](mailto:sri@letras.up.pt)
- Telephone: (+351) 226077140
- Skype: sri.flup.international

**9.2 Face-to-face and online appointments:** In order to have a face-to-face or online appointment, you will need to schedule previously at the following link:  
<https://international.letras.up.pt/> > Schedule an Appointment

### 9.3 Opening hours:

Monday and Tuesday: 2.00 to 4:30 p.m.

Wednesday and Thursday: 10.00 a.m. to 12.00 p.m.

### AND FINALLY...

We are pleased to welcome you to Porto and hope that you will have an enjoyable and rewarding time with us. We look forward to meeting you soon!

The International Office team of FLUP