

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](#)

1. UPON ARRIVAL

1.1 Beginning of the semester: The 2nd semester will start on 5th February 2024.

1.2 Final date for arrival: All students must arrive by the end of the second week of classes, 23rd February 2024.

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.). Requests for delayed arrivals must be sent in writing to: sri@letras.up.pt. Please note that more than a one-month delay will not be accepted under any circumstances.

1.4 Academic Calendar 2023/2024: Information about the main dates of the [academic year](#), namely semester dates, exams, holidays, etc.

1.5 Class attendance: Classes will be held entirely face-to-face, which means online or blended attendance is not an option. Attendance requirements are specified on each specific subject record.

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”).

2. REGISTRATION AND ARRIVAL

There are THREE STEPS involved in registration:

- **STEP ONE:** Online or in-person registration meeting with the CENTRAL International Office (IO Rectorate University of Porto)
- **STEP TWO:** Online orientation session with the FACULTY International Office (Faculty of Arts and Humanities - FLUP)
- **STEP THREE:** In-person Welcome Session with the Faculty’s International Office and Erasmus Coordinator (Faculty of Arts and Humanities - FLUP)

STEP ONE

2.1 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).

2.1.1 Pre-Arrival Preparatory Week (online sessions)

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

STEP TWO

2.3 Orientation Sessions: IO-Faculty of Arts and Humanities

The International Office-Faculty of Arts and Humanities (IO-FLUP) will hold online orientation sessions in Portuguese and English, in which information will be provided about class organisation, schedules, Learning Agreement changes, etc. Participation in one of these Orientation Sessions is mandatory. Links will be sent before the sessions to the enrolled students:

Dates: 31st January or 6th February (online):

- 10h00: English session – [Registration form](#) (EN)
- 14h30: Portuguese session – [Formulário de inscrição](#) (PT)
(WEST | UTC/GMT +1 hour)

STEP THREE

2.4 Welcome Session (in-person):

This session is intended for all exchange students to meet the international team personally and clarify any final questions, as a follow-up to the online orientation sessions.

Date: 15th February 2024

Place: Main Conference Hall, Ground Floor

- 10h00: Portuguese session [Formulário de inscrição](#) (PT)
- 14h30: English session – [Registration form](#) (EN)

3. INSTITUTIONAL IDENTIFICATION

3.1 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.

3.2 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 the card to be activated, at the following address: si@letras.up.pt

3.3 Access to the University's Information System: You will receive your username and password by email at the address with which you applied to U.Porto. You will then have access to your profile, class summaries, support texts, exam results, courses, lecturers, maps and plants of the faculty, etc.

3.4 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.

4. TIMETABLES/SCHEDULES

4.1 Consult your timetable: Each subject's timetable is available online, so you can start to build your timetable. Go to www.letras.up.pt → 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.

4.1.1 Multiple timetable options: In the case of curricular units (subjects) with several "classes", the specific class number must be taken into account when choosing the timetable (e.g., 1XXX01; 2XXX04, etc.). The timetable options will be explained during the Orientation Sessions mentioned above.

4.2 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 on both websites. Please note that you will also have to register at FEUP's International Office ([Location](#))

5. FINAL LEARNING AGREEMENT

5.1 Deadline to make changes: Students will have until 29th February to decide the 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, which contains all relevant information, such as the teaching language, contents, lecturers, assessment requirements, etc.

5.2 ECTS Credits: Students must choose a minimum of 20 ECTS credits and a maximum of 30 ECTS credits per semester, whereas annual students must choose a minimum of 40 and a maximum of 60 credits.

5.3 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.

6. ASSESSMENT AND EXAMS

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

7. 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 September/October and there is also a 1st Semester Course, with several levels ranging from Beginner's to Advanced. Information can be found at [Portuguese Language Courses](#).

8. OPENING HOURS AND BOOKING AN APPOINTMENT:

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

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

8.2 In-person and online appointments: In-person or online appointments at the International Office must be scheduled previously at the following link:

<https://international.letras.up.pt/> > Schedule an Appointment

8.3 Opening hours for students:

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 look forward to welcoming you to Porto and hope that you will have an enjoyable and rewarding experience with us!

The FLUP International Team

SRI-FLUP: Serviço de Relações Internacionais | International Office

Faculdade de Letras | Universidade do Porto

Faculty of Arts and Humanities | University of Porto

Via Panorâmica, s/n | 4150-564 Porto | Portugal

sri@letras.up.pt | (+351) 226077140 | www.letras.up.pt

[Agendar uma reunião](#) | [Schedule a meeting](#)

[Mapa](#) | [Map](#)