



UNIVERSIDADE
PORTUCALENSE

Incoming Students Mobility Regulation

April 2013

TABLE OF CONTENTS

ARTICLE 1 —INCOMING ADMISSION	2
ARTICLE 2 — UPT'S PROCEDURES BEFORE ARRIVING TO PORTUCALENSE.....	2
ARTICLE 3 – ARRIVAL AT PORTUCALENSE	2
ARTICLE 4 — ACADEMIC INTEGRATION.....	3
ARTICLE 5 —ASSESSMENT	3
ARTICLE 6 — LANGUAGE OF TEACHING	3
ArtiCLE 7 — DEPARTURE TO HOME UNIVERSITY	3

ARTICLE 1 —INCOMING ADMISSION

1. *Incoming* students are selected by the sending institution, in accordance with the number of students authorized by the bilateral agreement.
2. The Institutional Coordinator may determine every year the deadlines for *Incoming* students admission, having in mind the academic calendar and the required procedures defined by International Relations Office (IRO). Nevertheless, applications to Fall semester and whole year usually occur in the end of May and those to Spring semester in the beginning of December.
3. *Incoming* Students are informed by IRO, by e-mail, about the academic offer, procedures and deadlines, concerning their mobility at UPT, after having received students' formal nomination from sending university.
4. Prior to their arriving to UPT, *Incoming* Students should send by e-mail the following documents: the application form duly signed and stamped, one scanned photo, the copy of the transcript of records, a copy of the identification card or passport, a copy of the European health card and the learning agreement.

ARTICLE 2 — UPT'S PROCEDURES BEFORE ARRIVING TO PORTUCALENSE

1. The IRO achieves the formal application of the Incoming Students using the Information Systems of UPT (SIUPT), before students' arrival.
2. The Academic Office makes a provisional enrolment, based upon the learning agreement already sent by the student to the IRO.

ARTICLE 3 – ARRIVAL AT PORTUCALENSE

- 1 *Incoming* Students will be given a student card and will have right to have the same conditions of other UPT's students.
2. As soon as *Incoming* Students get an address and phone contact in Porto should let IRO know.
3. Students should enroll at Academic Office, presenting their learning agreement, as soon as they arrive.
4. Till one month after their arrival, *Incoming* students may change their enrolment at the Academic Office, after having the change document to the learning agreement approved and signed by sending university.

ARTICLE 4 — ACADEMIC INTEGRATION

1. *Incoming* students are welcomed by the IRO, institutional coordinator, departmental coordinators and buddies, with an International Aperitif. It takes place in the first day of each academic semester. Incoming students are informed before, by IRO, about necessary arrangements.
2. The International Relations Office and UPT buddies help in the full integration of *Incoming* students, especially in searching accommodation and getting transports monthly card with discount.

ARTICLE 5 —ASSESSMENT

1. *Incoming* students may be evaluated by the same assessment methods applied to the other students from UPT. Nevertheless, the teacher, who is responsible for the curricular unit, may settle down other rules more suitable to *Incoming* students.
2. These rules may include tutorial support and a final essay.
3. Each senior teacher is responsible for acquainting students with assessment rules of the curricular unit.
4. The teacher is also obliged to publish the final grade obtained by the student, or any other academic information, at the information system of UPT (SIUPT), <http://siupt.uportu.pt/>.
5. Every time an incoming student attends to any curricular unit, the teacher must provide the curricular unit record in English, at Moodle or SIUPT.

ARTICLE 6 — LANGUAGE OF TEACHING

1. 1st and 2nd cycle courses are taught in Portuguese. The offer of curricular units taught in English within regular studies is a desirable policy and should be fostered.
2. International Semester is taught in English.
3. Any lecturer may decide about the language used in evaluation components, according to Incoming student's preference.

ARTICLE 7 — DEPARTURE TO HOME UNIVERSITY

1. Before departure, *Incoming* students should contact the IRO in order to get the attendance certificate and fill in a questionnaire about their mobility at UPT.
2. The transcript of records will be published afterwards by the Academic Office, upon IRO request, and sent to the *Incoming* student's university.