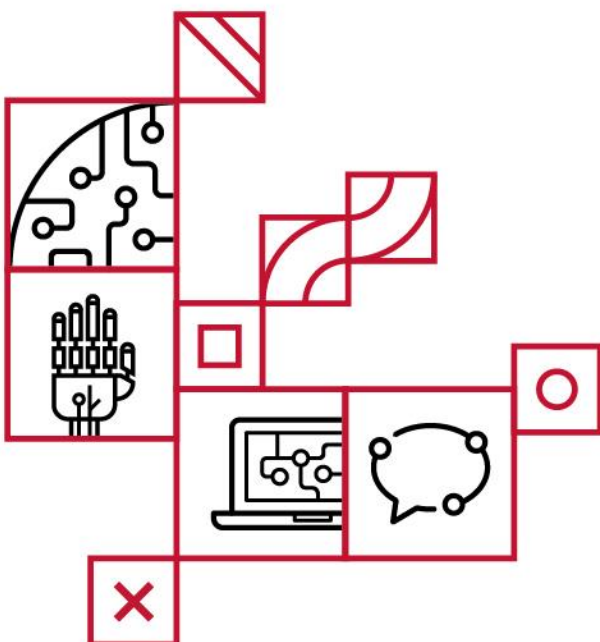


Affiliated Ph.D. Programs

Student Guide

2022-2023



**Carnegie
Mellon**
Portugal



Prepared by: Carnegie Mellon Portugal Program

This handbook is provided for informational purposes only and is intended to assist you during your participation in the Carnegie Mellon Portugal Program. If you have additional questions that are not answered by this handbook, please [contact us](#).

We are here to help.

Please also check our [FAQ page](#)

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1. Welcome

Welcome to the Carnegie Mellon Portugal Program!

The goal of the student guide is to provide you with essential information on various organizational aspects related to your involvement in the partnership and its educational programs.

We aim to assist you in adapting to your new student life in Portugal and in Pittsburgh and we hope that this student guide will be a valuable resource throughout your path within the Carnegie Mellon Portugal Program.

The Executive Teams at Carnegie Mellon and Portugal are available at your disposal. Please do not hesitate to contact us with questions, suggestions and ideas.

Very best wishes,

Inês Lynce and Nuno Nunes
National Directors at Portugal

José M. F. Moura
Director at Carnegie Mellon University

2. Contacts

2.1 Coordination Office

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2.2 Scientific Directors



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Fernando Velez, Instituto de Telecomunicações & Universidade da Beira interior



Luís Caires, Faculdade de Ciência e Tecnologia da Universidade Nova de Lisboa



João Paulo Cunha, Faculdade de Engenharia, Universidade do Porto



Paulo Marques, Feedzai



Susana Sargento, Universidade de Aveiro



Rui Maranhão, Faculdade de Engenharia da Universidade do Porto

3. About the Carnegie Mellon Portugal Program

CMU Portugal's mission is to place Portugal at the forefront of research and technological development in the area of Information and Communication Technologies (ICT), by promoting an innovation ecosystem with a tight coupling between cutting-edge research, world-class graduate education, and highly innovative companies in the data-driven economy.

In order to achieve this goal, the CMU Portugal Program comprises world-class Ph.D. initiatives which includes Dual Degree Ph.D. programs launched in 2007 and the Affiliated Ph.D. programs, which began in 2021.

Our Ph.D. Programs are structured so that students gain experience both at Carnegie Mellon University and in Portugal. Throughout the Dual Degree programs, students maintain FULL status both at Carnegie Mellon and at the partner university in Portugal. Upon completion of their program, all students will have fulfilled all degree requirements for both institutions and will be granted full degrees from both institutions. Under the Affiliated Ph.D. programs, candidates are entirely hosted by **a Portuguese University, with a research period at Carnegie Mellon up to 1 year**. Upon the Ph.D. conclusion, candidates will be awarded a degree by the Portuguese host University.



3.1 Affiliated Ph.D. Programs

The CMU Portugal Affiliated Ph.D. Programs Initiative offers Ph.D. scholarships in selected cutting-edge areas of Information and Communication Technologies (ICT), related to the scope of the CMU Portugal Program.

Doctoral students conduct their studies both in Portugal and in the United States, and are co-advised by faculty from Carnegie Mellon University and from Portuguese partner higher education institutions. The expected duration of the program is four years (full-time), 3 years spent in Portugal and 1 year spent at CMU.

Graduates of the program receive a degree by the affiliated Portuguese University.

Scholarships are available to qualified candidates. These scholarships award a monthly stipend and cover tuition fees in Portugal.

By enrolling in an Affiliated Ph.D. program, students experience the advantages of collaborative research between top-tier research institutions. The program's high scientific standards serve to educate high-quality researchers, instructors, and innovators in ICT related areas.

Scholarships are granted in the following CMU Portugal research areas:

- Computer Science,
- Electrical and Computer Engineering,
- Engineering and Public Policy,
- Human-Computer Interaction,
- Language Technologies,
- Robotics,
- Software Engineering.

4. Your Scholarship

While pursuing their studies, students enrolled in the Affiliated Ph.D. program will receive a scholarship directly from [Fundação para a Ciência e a Tecnologia \(FCT\)](#). While at Carnegie Mellon University, the scholarship monthly stipend will be increased to the international amount according to the [values established by FCT](#).

[Here](#) you can find more information about the FCT scholarship and the exact amount you will be receiving during your studies (BI - Bolsa de Investigação para Doutoramento is the Ph. D. scholarship).

FCT is Portugal's national science and technology foundation, and their mission consists of continuously promoting the advancement of scientific and technological knowledge in Portugal, exploring opportunities that become available in any scientific or technological domain, to attain the highest international standards in the creation of knowledge.

Students are required to include the following sentence in the scientific paper, poster, or any other publication: "Support for this research was provided by the Fundação para a Ciência e a Tecnologia (Portuguese Foundation for Science and Technology) through the Carnegie Mellon Portugal Program under Grant (*number of your Grant*)." The grant number applies whether on the campus of CMU or in Portugal. In the event that you do not have a grant number yet simply state: "Support for this research was provided by the Fundação para a Ciência e a Tecnologia (Portuguese Foundation for Science and Technology) through the Carnegie Mellon Portugal Program.

FCT Regulations for Research Studentships and Fellowships are available [here](#). The Research Fellowship Holder Statute is available [here](#).

4.1 Process to Obtain the FCT Scholarship

The following documents are required:

1. CMU Portugal student information online form ;
2. FCT form with personal information
3. Passport (EU citizens, third states citizens) / Citizen Card (Portuguese citizens);
4. Document with the fiscal number in Portugal - NIF (a);

5. Document with Portuguese social security number – NISS (Optional)(b)
6. Document with a bank account number identification (IBAN) and the name of the bank in Portugal (c);
7. Academic diploma for each degree that you have: official certified copy and transcript of records. If the degree was conferred by a non-Portuguese higher education institution it will need to be recognized and final classifications converted to the Portuguese scale (d);
8. Work Plan (e);
9. Declaration of Admission in the Ph.D. Program from the Portuguese University (f);
10. Declaration of Registration in the Ph.D. Program from the Portuguese University (g);
11. Declaration of acceptance from the Portuguese host research institution;
12. Document signed by each advisor stating that he/she agrees to take responsibility for supervising the student's Ph.D. work;
13. CVs: student and for each supervisor;
14. Document signed by the student stating his/her professional working status during the scholarship period;
15. If you intend to have an income from a professional activity during the scholarship period please send us the following documents depending on your case:
 - a. Up to date document issued by the higher education institution where you are lecturing indicating the type of professional activity, position and number of lecturing hours (per academic year, week, and average number of hours per semester);
 - b. Document that states the professional activities that you intend to maintain during your scholarship (h).

Notes

a) EU citizens and third states citizens can request this document if they are not in Portugal through a fiscal representative or must request this document upon arrival in Portugal to the Portuguese Tax Authority office or Citizen Shop (Loja do Cidadão). The scholarship contract may only be issued after FCT receives this document, so our recommendation is for the student to request the fiscal number as soon as possible;

b) In case the student already made contributions to the social security regime in Portugal;

c) EU citizens and third states citizens are expected to open a bank account in Portugal within three days upon arrival in Portugal and to send this information. The scholarship contract may

only be issued after FCT receives this document, so our recommendation is for the student to open a bank account in Portugal as soon as possible;

d) If the degrees were conferred by a non-Portuguese higher education institution, and if you have not already done so, you will need to require the recognition of each degree under the Portuguese law. This can be requested online for most of the degrees in the [Directorate-General for Higher Education](#) or in a Portuguese public higher education institution (e.g. University);

e) Mentioning the preliminary research topic, supervisors, host institutions, tasks and tentative timeline location (Portugal or CMU), signed by the student and the advisors;

f) The CMU Portugal coordination office will inform your host university in Portugal of your admission in the Program and will request that a letter of admission should be sent to you;

g) After having received the letter of admission from the Portuguese host institution you should register in that institution. At this point, we recommend you to contact your host institution graduation office to understand what are the documents required and how/when can you register since they vary from institution in Portugal;

h) These professional activities must comply with the list of activities allowed under the exclusive dedication regime (Article 5, numbers 3-4 of the [Research Fellowship Holder Statute](#)).

4.2 Support for Installation and Travel

FCT can provide a one-time travel allowance (600€) and a one-time moving allowance (1.000€) for stays abroad for six consecutive months or more. The two allowances may be combined but are always dependent on available funds and approval. These predetermined subsidies will be given only once for the entire duration of the FCT scholarship contract, to cover expenses with installation and travel from Portugal to Carnegie Mellon University.

To receive these allowances, the student must have an FCT contract signed and active. The request can be made to FCT, through the Portugal office. To guarantee that payments are processed in time, we advise students to submit the request with 3 months in advance.

Please contact the CMU Portugal Program (info@cmuportugal.org) for more information.

Please read chapter "Transfers between Portugal and the U.S." for additional information.

4.3 Support for Research Visits to CMU While in Portugal

Partial financial support for research visits to CMU (supplementary training activities allowance) while the student is in Portugal, can be requested through the CMU Portugal Program Office in Portugal (info@cmuportugal.org).

These visits should last up to 6 months, and a monthly allowance of up to 750€/month will be given. The approval of the financial support will depend upon the scope, the length of the visits for each student, and the availability of funds.

To receive this support, the student must have a FCT contract signed and active, and are required to do the following:

1. Contact the CMU Portugal Program Office in Portugal to check that the motive for the visit qualifies for support (an interview may be required).
2. Send a formal request for support to the National Director of the CMU Portugal Program, including:
 - i. The scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;
 - ii. A short paragraph about the activities to be conducted;
 - iii. The travel dates and the planned duration for the visit to CMU;
 - iv. The estimated cost for travel and the estimated cost for accommodation.
3. A support letter from both advisors must be submitted with a formal request, stating their agreement with the planned visit, a brief paragraph about the activities to be conducted, travel dates, and the planned duration for the visit to CMU.

A statement that reimbursement for these expenses were not, nor will be, covered by any other source. This can be a separate statement or added to the request.

4.4 Support to Participate in Scientific Meetings

A single allowance to participate in scientific meetings (750€) may be given by FCT within the full duration of the scholarship. Although students may participate in several events for the presentation and dissemination of their work, this allowance will be given only once. The amount of the allowance is fixed and published under the FCT Regulation for Studentships and Fellowships.

In order to receive this allowance, the student must have a FCT contract signed and active. Usually this allowance is given automatically upon the start of the contract, if not, you can request the allowance directly to FCT, or through our Portugal office.

4.5 Other Sources of Funding

Work of the student receiving the FCT scholarship is under the regime of exclusive dedication and in most cases he/she cannot accumulate it with any other grant, subsidy or paid work. If you intend to have other grant, subsidy or paid work at the same time of the scholarship please contact the CMU Portugal Program (info@cmuportugal.org),

Internships

Paid internships may be compatible with the Research Grant Holder Statute (Estatuto do Bolseiro de Investigação Científica, Article 5) exclusive dedication requirement only if the internship is:

a) A short, non-permanent activit;

OR/AND

b) Directly related to the work plan.

The student is required to send the following documents (in official stationary, signed and dated) to the Education Officer at info@cmuportugal.org with:

- a) A letter for FCT's approval justifying the objective of the internship, duration and the activities to be carried out;
- b) A support letter from the advisors on the internship indicating if the activities to be carried out are related or not with the work plan, that the internship will be carried out in an external host institution, and that the activities are temporary and do not compromise the Ph.D. work plan;
- c) A letter from the institution where the internship will take place supporting the student internship request.

5. Before Departure

5.1 Financial Arrangements

If you are a foreign student, when coming to Portugal, bring sufficient funds for expenses during the first one to two months, since the first stipend will only be transferred to your account at the end of the first month after the contract is signed. During the first month, the student should account for additional expenses: rent (usually for the first and last month), opening bank accounts, utilities, etc.

Travelling and settling in costs should be recovered in the amount that is stated in the [FCT page](#) by the end of the first month.

5.2 Visa and Entering Portugal

Students from EU countries and from European Economic Area/EEA (Iceland, Liechtenstein and Norway) and Switzerland do not need a visa to enter Portugal, which is a signatory of the 1995 Schengen Agreement.

These students have the right to live in the national territory for a period up to 3 months without other conditions and/or formalities beyond having a valid identity card or passport. However, if the stay is longer than 3 months, the student must formalize their right of residence by applying for the residence card within 30 days of arrival, before the end of the three-month stay in the country at the Serviço de Estrangeiros e Fronteiras (SEF) of their residence area.

Serviço de Estrangeiros e Fronteiras, abbreviated to SEF, is a security service organized vertically under the Ministry of Home Affairs. It has administrative autonomy and its fundamental objectives within the internal security policy include border control of persons, leave to stay and the activities of foreigners in Portugal, as well as the study, promotion, coordination and execution of measures and actions related to these activities and migratory flows.

Students from non-EU countries must obtain a residence study visa before departure from their home country. They can request their visa at the nearest Portuguese Embassy or Consulate. Please consider that a 'tourist' visa will not be accepted.

A visa request to enter Portugal should be made several months in advance as the process can take up to 3 months depending on the country of origin (the visa will be valid for the European Area under the Schengen Agreement). Some visa applicants may also be subject to security clearance checks. These checks may take 30 to 60 days to be processed.

A residence visa will allow the student to enter Portugal with the ability to apply for a residence permit. The residence visa allows the holder to remain in Portugal for six months. However, persons applying should take into an account that someone having a residence visa is not yet a resident, but only authorized to apply for a residence permit.

It is important to highlight that foreign student entering Portugal through a non-controlled border (whose passports are not stamped in Portugal) need to contact the Serviço de Estrangeiros e Fronteiras (SEF), within 3 days of their arrival, in order to report their entrance in the country. After this three-day-period, they will be charged a fine.

Useful links:

- [Portuguese Consulates](#)
- [SEF](#)
- [Secretary-General of the Ministry of Science, Technology and Higher Education \(SG-MCTES\)](#)
- [Directorate-General of Consular Affairs and Portuguese Communities \(DGACCP\)](#)

5.3 Applying for a U.S. Visa

5.3.1 Long Term Visits

The CMU host department will initiate the visa process once a visiting period at CMU has been determined. CMU Visitors Office validates the Collaborating Visitor Process information submitted by the candidate. The host department will collect all information required and will provide guidance on visa related procedures and other useful information such as office space, computer and network access, CMU ID, etc. The host department at CMU must provide students' complete information to the Office of International Education (OIE), no later than 60 days in advance of the anticipated arrival date, to allow sufficient time for all document processing requirements.

The Office of International Education (OIE) at Carnegie Mellon University is committed to supporting, promoting, and celebrating individuals in an intercultural environment. We advocate for and facilitate international and cross-cultural experiences, perspectives and initiatives. OIE promotes and facilitates study abroad and acts as a liaison to the university for international students, researchers, and professors.

1) Get your DS-2019 (for J-1 status) and pay the SEVIS Fee

In order to apply for a visa at a U.S. embassy or consulate, you must first have a [SEVIS \(Student and Exchange Visitor Information System\)](#) generated document issued by a U.S. college or university or Department of State-designated sponsor organization (DS-2019 at CMU). You will be required to submit this form when you apply for a visa. Carnegie Mellon University will provide you with the appropriate SEVIS-generated form only when you have been academically admitted to the institution. The university will also send you additional information about applying for the appropriate visa, as well as other guidance about beginning your academic program in the United States.

The **DS-2019 (for J-1 status)** is the document issued by Carnegie Mellon University. It is specific to the institution and program of study you will attend in the U.S. It must be presented to the U.S. Embassy or Consulate abroad to obtain an entry visa and to immigration officials to enter the U.S. in student status. Extensions or updates may be made by contacting [Office of International Education](#). After your initial entry, a travel signature less than 6 months old is

required in order to re-enter the U.S. in student status. Signatures can be obtained at the OIE.

The Student and Exchange Visitor Program (SEVP) is designed to help the Department of Homeland Security (DHS) and Department of State better monitor school and exchange programs and F, M and J category visitors. Exchange visitor and student information is maintained in the Student and Exchange Visitor Information System (SEVIS). SEVIS is an Internet-based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the DHS and Department of State (DOS) throughout a student or exchange visitor's stay in the United States.

2) Apply for a J-1 VISA

Once you have all the required documentation, you may apply for a visa, even if you do not intend to begin your program of study for several months. It is best to apply early for a visa to ensure there is sufficient time for visa processing. J-1, or Exchange Visitor: This visa is for people who will be participating in an exchange visitor program in the U.S. The "J" visa is for educational and cultural exchange programs.

Citizens of Canada and Bermuda do not require entry visas for study in the U.S. but must present the DS-2019 and financial information when entering the U.S. Landed immigrants of Canada must travel with a passport and obtain a U.S. visa in order to enter the U.S.

In case of denial, ask for the reason in writing before you leave the consulate. Only in this way can you address the U.S. Consulate concern if and when you return for a second interview. Additionally, in case of a denial, contact the Office of International Education for advice and new forms, if necessary, before returning to the U.S. Consulate.

Comprehensive information on applying for a U.S. visa is available on the [U.S. Department of State website](#). In particular, you may wish to consult the visa wait times or the individual consular websites for post-specific visa application procedures.

5.3.1.1 Planning Ahead for The Visa Process, Not Just Your Academic Admission

One of the most important things you can do to ensure that you will be able to arrive in time for the start of your educational program in the United States is to plan well in advance, not only for the academic portion of your U.S. program, but also for the visa process. This means you will need to request and receive the appropriate visa-qualifying document (DS-2019) from the U.S. institution or program sponsor well in advance of your planned departure to the United States. You will also need to make an appointment for your visa interview. Please consult the U.S. Embassy or Consulate nearest you to find out how long it may take to get an appointment.

5.3.1.2 Applying for A Visa – Key Points to Keep in Mind

Among the things you'll need to do is pay the SEVIS and visa processing fee, and make an appointment for the visa interview (the procedure will differ on all of these from one U.S. Embassy/Consulate to another, so visit the website of the specific U.S. Embassy). You should also make sure you have all the documentation you will need when you go for the interview, including the visa-qualifying document (DS-2019), financial support documents, proof of payment of the SEVIS and visa fees, and a completed visa application form. Ensure that you complete the visa application correctly by following the Department of State website procedures carefully.

5.3.1.3 Key Information About Visas and Entering the United States

There are two additional pieces of information that are useful to know. The first is that the U.S. Embassy/Consulate cannot issue a visa more than 120 days before the actual start of the program in the United States. However, visa applicants are encouraged to apply for their visa as soon as they are prepared to do so. Thus, if the college or university to which you have been admitted states on the DS-2019 that the program will start on September 1, a visa cannot be issued before May 1. Second, even if you have been issued a visa to enter the United States, you will not be allowed to enter the country more than 30 days before the start of your program if you are an initial entry student. Returning students do not have this requirement. Using the earlier example, if the program of study starts on

September 1, you will not be permitted to enter the United States until August 1 or later. Statistics on visa issuance rates around the world can be found [here](#). Information on visa appointment wait times can be found [here](#).

Some visa applicants may be subject to security clearance checks. These checks may take 30 to 45 days to be processed. If you are notified that your visa application will be delayed because of administrative processing or security clearance, please notify Office of International Education.

If you are applying for a U.S. VISA from Portugal (whether you are Portuguese or an international student), please ask your home university department in Portugal to issue a confirmation letter – signed and with seal of the institution.

5.3.2 Short Term Visits

A visa is not required for most tourist and business visits of 90 days or less, provided that you are a citizen of one of the following countries: Andorra, Australia, Austria, Belgium, Brunei, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, the Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovakia, Slovenia, Spain, South Korea, Sweden, Switzerland, and United Kingdom.

The Visa Waiver Program (VWP) enables nationals of certain countries to travel to the United States for tourism or business for stays of 90 days or less without obtaining a visa. The program was established with the objective of eliminating unnecessary barriers to travel, stimulating the tourism industry, and permitting the Department of State to focus consular resources in other areas.

Please visit the following [link](#) for more information about the visa waiver program.

If your country does not fall under the Visa Waiver program with the United States, please check the website of the embassy or consulate in your home country for information. To find the website, please use the following [link](#).

If you are a native of a country that falls under the Visa Waiver Program and you are planning to go to Carnegie Mellon for periods shorter than 90 days to work on your research, a visa will NOT be required. If your country does not fall under the Visa Waiver program with the United States, please check the website of the embassy or consulate in your home country for information.

5.4 Housing Arrangements

Portugal

You are responsible for making your own housing arrangements for the academic year. The international relations office at your university in Portugal can provide you with local assistance. It is important to start looking for permanent or at least temporary accommodations well in advance.

Pittsburgh

There are several housing options that are offered some at a reduced CMU rate. There are also several boarding houses available. In order to access the CMU rate, researchers must state that they are visiting on behalf of CMU. Housing and other relevant information about life in Pittsburgh and at CMU is available in the [online resources](#) for CMU Portugal students.

Graduate students and visiting scholars independently arrange for housing at [off-campus locations](#), sometimes with the assistance of the home academic department and perhaps in consultation with the Community Housing Office.

International students and scholars should anticipate a brief stay at a hotel or with a friend immediately upon arrival to Pittsburgh. Exceptions include new international undergraduates and exchange students who arrive on the scheduled move-in day prior to the start of the classes and graduate students who arrive in August and have already reserved room(s) in Transitional Housing prior to arrival.

5.5 Medical Insurance

5.5.1 Medical Insurance in Portugal

Portugal has a public healthcare system ([Serviço Nacional de Saúde - SNS](#)), which grants its population access to the necessary healthcare at reduced fees. Generally, health insurance is not mandatory for foreign residents, although different prices may be charged by the SNS for foreign residents depending on the agreements in place between the country of origin and Portugal and their

residency status. If you plan to attend the private healthcare system we strongly recommend you to get an health insurance.

If you are a non-Portuguese student attending the Dual Degree Ph.D. Program you will most probably have or will have a permanent residence permit, and in this case the access to the SNS will be as nearly the same as any other Portuguese citizen.

You can find below more details depending on your country of origin and residency status in Portugal:

- If you are a non-Portuguese student coming from the EU, EEE, Switzerland, and have a permanent residence permit you will have access to all the SNS services and will be charged a reduced fee. If for some reason you have a temporary residence permit, we recommend you to get the [European Health Insurance Card \(CESD\)](#). This card is available to European citizens who are traveling within the European Economic Area, (i.e. the European Union, Norway, Iceland and Liechtenstein) and Switzerland, for private or professional reasons, and you will be charged nearly the same as a Portuguese citizen and will have access to the same type of healthcare services.
- Non EU-EEA students should ask for further information in their own country before travelling to Portugal. If the student does not have a permanent residence permit and there are agreements in place between Portugal and the country of origin, the student will be charged by the SNS a reduced fee, while the type of access to the healthcare services may vary depending on the agreement in place.
- If there are no agreements in place the student will need to have a residence permit/ work permit to access the SNS. In these cases the student will be charged a reduced fee, and will have access to the same type of healthcare services.

Civil Liability Insurance

This cost-effective insurance is not required, but is recommended, since health insurance policies and the CESD do not cover civil liability (damage caused to third parties) of your daily activities (except University activities, which are covered by school insurance).

Personal Physical Accidents Insurance

This insurance is not required however it is recommended. Besides covering personal physical accidents in your daily life, this insurance often provides you with repatriation insurance, in case of sickness or accident (depending on the insurance policies).

5.5.2 Health Insurance in The U.S.

All J exchange visitors (J-1) are required by federal [regulations](#) to have health insurance meeting minimum requirements, which can be found [here](#).

Health insurance during your stay at CMU is fully funded through the Affiliated Ph.D. Programs scholarship. Please contact the CMU Portugal Program coordination office when you are preparing your transfer request to CMU (more information on chapter 6.3.1 “Going to CMU”) so we can provide you more information.

Failure of the J-1 exchange visitor to maintain adequate health insurance will result in the loss of their legal J immigration status. A number of companies offer health insurance. [On this page](#), there are a sample of companies which provide health insurance plans which meet the regulations for J-1 students and exchange visitors.

CMU’s Office of International Education cannot recommend plans or guarantee that they will be accepted by Pittsburgh-area providers. Also, while the companies listed on this page currently offer insurance plans that satisfy the minimum U.S Department of State (DoS) requirements, the J exchange visitor must check with the company directly to make sure that the health coverage meets the minimum DoS requirements, as services are subject to change.

International students and scholars are not eligible for public benefits available to many U.S. citizens with low incomes. Accepting any such public benefits can cause you to lose your legal status in the U.S. and create a bar to your re-entry to this country. J visa holders (J-1 students, scholars and their dependents) are required by U.S. federal law to have health insurance which meets minimum standards set by the government.

6. During Your Stay Period

6.1 Upon Arrival to Portugal

This checklist will help you prioritize upon your arrival in Portugal.

- If entering by car in Portugal, you must notify Portuguese authorities about your arrival Serviço de Estrangeiros e Fronteiras ([SEF](#)). It is important to highlight foreign students entering Portugal through a non-controlled border (whose passports are not stamped in Portugal) need to contact SEF, within 3 days of their arrival, in order to report their entrance in the country. After this three-day-period, there will be a fine;
- Notify your advisor and the CMU Portugal office of your arrival;
- Register at your Portuguese institution;
- Locate permanent housing;
- Apply for a NIF (número de identificação fiscal). To apply for a NIF, you must appear in person at the office in Loja do Cidadão nearest your host institution. Take the following documents with you:
 - Your passport and one other document that establishes your age and identity
 - Your Portuguese address
- Open a bank account (IBAN). To obtain a bank account, you must appear in person at a bank office nearest your host institution, and take the following documents with you:
 - Your NIF number
 - Your passport
 - Contract from Carnegie Mellon Portugal Program or letter of admission
 - Your Portuguese address
- Obtain gas, electricity, water and telephone services;
- Identify a doctor, dentist and hospital in case of an emergency;
- Provide your Portuguese address to all university administrative offices and info@cmuportugal.org

6.1.2 Residence Card

Request a residence card

Once you have arrived in Portugal we recommend you to go to a SEF office in order to **request a residence permit**. The type of residence permits and documentation required are available [here](#), usually they fall on the Article 91 type but this should be confirmed by SEF. More information on SEF and their contacts/offices is available [here](#).

Failure to apply for a residence card within the specified time is a serious offense and can result in a heavy fine and even deportation. Please contact Serviço de Estrangeiros e Fronteiras for more information.

Students enrolled in the doctoral programs start their studies at a Portuguese university. However, during their studies students are required to spend one year in the U.S., working on their research, before returning to Portugal.

THEREFORE:

- During the prolonged stay abroad, which is part of the doctoral program, a student's residence card may expire. While abroad, it is not possible to make a request for renewal of the residence card. Therefore, students are required to apply for the issuance of a new visa in order to return to Portugal (which implies a new application for residence at SEF once back in Portugal).
- Furthermore, under the current legislation (Article 85. of Law No. 23/2007), the residence permit in Portugal can be revoked when the person, without suitable reason, is absent from the country for a period of 6 consecutive months, or 8 interpolated months, during the total period of validity of the authorization. This situation requires a new application and issuance of a new visa in order to return to Portugal (and once again a new application for residence at SEF when back in Portugal).

SOLUTIONS:

To avoid these situations and the repetition of the application process for a visa to Portugal (at Portuguese consulates abroad) as well as the application process for the residence card in Portugal, the following solutions are available (as appropriate):

- Application for the renewal of the residence permit can be done before leaving Portugal to the foreign country when the last 30 days of the validity of the authorization coincides with the period of absence of the country.
- Additionally, in order not to revoke the residence permit in its duration due to absence from Portugal (as it foreseen by the Portuguese law), students shall submit a justification to SEF (prior to the absence). The continuation of the course of studies in a third country (in this case the U.S.) is an acceptable reason.

Renew a residence card

To **renew your residence, permit** please find [here](#) more information on the required documents. Before preparing this information we advise you to contact SEF to confirm what are the necessary documents.

6.2 Upon Arrival to The U.S.

- Meet your departments' faculty host and key staff;
- You should check in with the OIE so that the office may notify SEVIS of the arrival at intended destination (this is mandatory);
- Attend an OIE International Visitor Orientation Session;
- Through your host department obtain a CMU ID via the Card Office, and CMU IT Guest Privileges via Computing Services;
- Office space is provided by the host department;
- You should contact CMU Portugal office at CMU, namely Megan Flohr, to inform of their arrival. Contacts should be made by email mflohr@andrew.cmu.edu;
- Find off-campus housing;
- You may want to open a U.S. bank account. Take into consideration services and fees associated with checking and savings accounts, interest rates, wire

transfer fees, ATM machine access, credit and debit card availability, as well as telephone and web banking. You may not want to open an account until you have secured housing as proximity to your residence is also an important consideration;

- Health insurance. You should have a valid health insurance from the day of your arrival in the U.S. More information on health insurance while at CMU on chapter 5.5.2 "Health insurance in the U.S."

For more information, please contact the Office of International Education at Carnegie Mellon University.

6.2.1.1 Foreign Student Documents and Maintaining Legal Immigration Status

International students are required to abide by United States immigration regulations throughout their stay in the U.S. International students are admitted to the U.S. by the Department of Homeland Security (DHS) for the purpose of being full-time students. Participation by students in any other activity, from employment to vacation, is considered to be a privilege and is only allowable in accordance with strict DHS rules. Penalties for violations of immigration law can be severe and include deportation and 10-year bars from reentry to the US, so it is extremely important for students to understand their responsibilities.

International students are normally admitted to the U.S. for "Duration of Status" (D/S). This means that they are allowed to remain in the U.S. for as long as they "maintain legal student status," NOT for the length of time listed on their visa or Certificate of Eligibility (DS-2019 form - see below). Listed below are the documents that J-1 students need to keep current while they are residing in the U.S. along with the basic rules that students must follow in order to maintain legal student status in the U.S.

Remember that it is the student's responsibility to be informed about immigration rules and any rule changes which occur during their stay in the U.S. The Office of International Education (OIE) provides Carnegie Mellon international students with the necessary information to do this, but it is the student and not the university who is ultimately responsible for abiding by the rules and maintaining legal student status.

Passport	The passport is the legal document issued by your country of citizenship. It must be kept valid at all times during your stay in the U.S. and must be valid at least 6 months into the future to re-enter the U.S. or apply for a visa. The passport can usually be renewed through your home country's Embassy or Consulate in the United States.
Certificate of Eligibility DS- 2019	The DS-2019 (for J-1 status) is the document issued by your school or a sponsoring agency. It is specific to the institution and program of study you will attend in the U.S. It must be presented to the U.S. Embassy or Consulate abroad to obtain an entry visa and to immigration officials to enter the U.S. in student status. Extensions or updates may be made by contacting OIE or your sponsoring agency. After your initial entry, a travel signature less than 6 months old is required in order to re-enter the U.S. in student status. Signatures can be obtained at OIE.
I-94 Arrival/Departure Record	The I-94 is the white card completed before passing U.S. immigration officials upon entrance to the U.S. It will be stamped with your date and port of entry. Your immigration status and expiration date will also be noted on the card. For F-1 and J-1 students, the "expiration date" should be D/S, or duration of status, not an actual date. This means F-1 and J-1 students are permitted to remain in the U.S. as long as they have a valid I-20 or DS-2019, are enrolled in the institution and academic program listed on the form, and have otherwise maintained their immigration status. Students who receive an I-94 card with an actual expiration date should contact OIE immediately. The number at the top of the I-94 card that you receive upon each entry is called your Admission Number or I-94 number.
Entry Visa	The U.S. entry visa is a sticker on a page of your passport which permits you to enter the U.S. Students will have either an F-1 or a J-1 entry visa. The visa may expire while you are in the U.S. You cannot and need not renew it while you are here. A new entry visa will be required if the

	original expires and you travel outside and then wish to re-enter the U.S. in legal student status.
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YOU MUST ALWAYS:

- Maintain a valid passport throughout your stay in the U.S.
- Attend the school you are authorized to attend by U.S. Citizenship and Immigration Services (USCIS). This is the school whose name appears on the DS-2019.
- Keep your Certificate of Eligibility (DS-2019 form) valid at all times and apply for extensions of stay at least one month before the document expires.
- Keep local and permanent address information current while in the U.S. Enrolled students may do this through the HUB's Student Information On-Line web site. The "off campus residence" address must be completed with your current U.S. residential address (except for undergraduate students living on campus). "Permanent address" must be an address in your home country.
- Complete necessary immigration transfer procedures when changing from one school to another in the U.S. by consulting the international student advisor at the new school and informing the international student advisor at your current school of your intent to transfer.
- All J exchange visitors (J-1) are required by federal regulations to have health insurance meeting minimum requirements, which can be found here. Failure of the J-1 exchange visitor to maintain adequate health insurance will result in the loss of their legal J immigration status. A number of companies offer health insurance. On this page, there are a sample of companies which provide health insurance plans which meet the regulations for J-1 students and exchange visitors. PLEASE NOTE: CMU's Office of International Education cannot recommend plans or guarantee that they will be accepted by Pittsburgh-area providers. Also, while the companies listed on this page currently offer insurance plans that satisfy the minimum U.S Department of State (DoS) requirements, the J exchange visitor must check with the company directly to make

sure that the health coverage meets the minimum DoS requirements, as services are subject to change. If you are in J-1 status, you must apply for Academic Training before your DS-2019 expires.

- J-1 students have a 30-day grace period in which to do one of the following:
 - Leave the U.S.
 - Change to another immigration status.
- To obtain a new certificate of eligibility for a new school or program, J-1 students cannot use the 30-day grace period for SEVIS transfer purposes or to change level but must obtain a new certificate of eligibility for a new program before the end date listed on the DS-2019.

YOU MUST NEVER:

- WORK OFF CAMPUS unless you have the necessary authorization from an OIE student advisor (consult an OIE advisor for details);
- WORK ON CAMPUS more than 20 hours per week while school is in session;
 - Note that once you have completed or terminated your program, or have failed to maintain legal student status, you can no longer legally enter the US with DS-2019 form and the staff of OIE can no longer sign those forms.

6.3 Transfers Between Portugal and USA

This section provides students a summary of important information on transfers between Carnegie Mellon University (CMU) and Portugal, regarding their FCT scholarship.

While staying in Portugal, all students receive a scholarship from FCT. However, during the periods of study in the U.S., financial support is provided through the CMU Portugal office at CMU. In order to avoid disruptions of the payments, students are required to take some actions that are summarized below.

6.3.1 Activation of scholarship when at CMU and scholarship renewal

Going to CMU

When going to CMU, students must **ACTIVATE** their FCT scholarship international amount, by doing the following:

A) Send a request to activate the scholarship to the CMU Portugal coordination office **at least 90 days before going to CMU** (info@cmuportugal.org) with:

1. Document signed by the student with the following information on the scholarship renewal request:
 - a. the planned date of transfer;
 - b. the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;
 - c. a short paragraph on the coursework and the research developed in the doctoral program;

2. Submit a support letter from both advisors together with the request, stating their agreement with the transfer date (and the renewal, if applicable), and including a short statement on the student's progress in the work plan.

If the activation and the renewal of the scholarship coincide, please submit the following documents together with the re-activation request:

1. An up-to-date declaration of the student's professional

situation, this is a template document from FCT, you can contact the coordination office to provide you that document;

2. A statement from the host institution on the student's work, including an evaluation of the student's activities (progress according to the approved work plan), and a recommendation on whether it is appropriate to renew the scholarship for one more year;
3. Document issued by the Portuguese higher education institution hosting the student in which it is stated that the student is currently registered in the Ph.D.;
4. Declaration of contributions to Portuguese social security (if applicable)¹.

B) After the confirmation by the Coordination office that all documents are in order, **the request must be forwarded to FCT by the student to the e-mail bolsas@fct.pt (indicating the scholarship reference number in the subject of the email)**. FCT will send a written notification by email of this decision directly to the grant holder.

Transferring back to the Portuguese Institution

When transferring back to the Portuguese Institution, students must **ACTIVATE** the FCT scholarship national amount, by doing the following:

A) Send a request to activate (and renew, if applicable) the

¹ To obtain the declaration of contributions to social security please go to www.seg-social.pt and select "Conta-Corrente" in the menu "Serviços". Then go to "Pagamentos à Segurança Social" and select "Consultar a minha conta-corrente de Contribuições por trabalho independente e Seguro Social Voluntário". You can also obtain this declaration in any Social Security Office or Lojas de Cidadão.

scholarship **at least 90 days before the scholarship starting date to the CMU Portugal coordination office** (info@cmuportugal.org) with:

1. Document signed by the student with the following information on the scholarship renewal request:
 - a. the planned date of transfer;
 - b. the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract (in case the student has previously been in a Portuguese institution, with scholarship support);
 - c. a short paragraph on the coursework and the research developed in the doctoral program;
2. Submit a support letter from both advisors together with the request, stating their agreement with the transfer date (and the renewal, if applicable), and including a short statement on the student's work plan progress.

If the activation and the renewal of the scholarship coincide, please submit the following documents together with the re-activation request:

1. An up-to-date declaration of the student's professional situation, this is a template document from FCT, you can contact the coordination office so we can provide you that document;
2. A statement from the host institution on the student's work, including an evaluation of the student's activities (progress according to the approved work plan), and a recommendation on whether it is appropriate to renew the scholarship for one more year;

3. Document issued by the Portuguese higher education institution hosting the student in which it is stated that the student is currently registered in the Ph.D.;
4. Declaration of contributions to Portuguese social security (if applicable)².

B) After we check that all documents are in order, **the request must be forwarded to FCT by the student to the e-mail bolsas@fct.pt (indicating the scholarship reference number in the subject of the email)**. FCT will send a written notification of this decision directly to the grant holder. The grant renewal does not require signing of a new contract.

Staying at a Portuguese Institution

A request to **RENEW** the FCT contract is required when the students are in Portugal for more than 12 consecutive months (without interruption). **The contract is not renewed automatically**. In this situation, the students are required to do the following:

A) Send an email to the CMU Portugal coordination office at least **90 days before the scholarship starting date** (info@cmuportugal.org), with:

1. Document signed by the student with the following information on the scholarship renewal request:
 - a. The expected month for the beginning of the renewal;
 - b. The scholarship reference number (SFRH/BD/.../...) stated in the FCT

² To obtain the declaration of contributions to social security please go to www.seg-social.pt and select "Conta-Corrente" in the menu "Serviços". Then go to "Pagamentos à Segurança Social" and select "Consultar a minha conta-corrente de Contribuições por trabalho independente e Seguro Social Voluntário". You can also obtain this declaration in any Social Security Office or Lojas de Cidadão.

contract;

c. A short paragraph on the coursework and the research developed in the doctoral program;

2. Submit a support letter from both advisors together with the request, stating their agreement with the renewal, and including a short statement on the student's work plan progress;
3. An up-to-date declaration of the student's professional situation, this is a template document from FCT, you can contact the coordination office to provide you that document;
4. Submit with the request a statement from the host institution on the student's work, including an evaluation of the student's activities (progress according to the approved work plan), and a recommendation on whether it is appropriate to renew the scholarship for one more year;
5. Document issued by the Portuguese higher education institution hosting the student in which it is stated that the student is currently registered in the Ph.D;
6. Declaration of contributions to Portuguese social security (if applicable)³.

B) After a confirmation by the Coordination office that all documents are in order, **the request must be forwarded to FCT by the student to the e-mail bolsas@fct.pt (indicating the** scholarship reference

³ To obtain the declaration of contributions to social security please go to www.seg-social.pt and select "Conta-Corrente" in the menu "Serviços". Then go to "Pagamentos à Segurança Social" and select "Consultar a minha conta-corrente de Contribuições por trabalho independente e Seguro Social Voluntário". You can also obtain this declaration in any Social Security Office or Lojas de Cidadão.

number in the subject of the email). FCT will send a written notification of this decision directly to the grant holder. The grant renewal does not require signing of a new contract.

7. Reporting to the CMU Portugal Program

Students must inform the CMU Portugal Program about their plans well in advance, since the Program is carried out on the two continents and timely communication between all parties in the Program is a must.

You should notify the Coordination Office when you:

1. Arrive at the institution;
2. Submit documents for FCT scholarship;
3. Transfer to Carnegie Mellon or to a Portuguese Institution;
4. Make an emergency departure from the U.S. or Portugal;
5. Have a success story to share;
6. Have ideas and suggestions.

Also, share with us:

1. Any important academic problems;
2. Serious health issues;
3. Change in address within 10 days of making such a change.

8. Good Practice for Acknowledging FCT and CMU Portugal Program

Beneficiaries of Ph.D. scholarships funded through FCT under the CMU Portugal Program should explicitly acknowledge their financial support. This must be ensured across all communication, dissemination and acknowledgement texts (e.g.: in scientific papers; communications) and visual marks (e.g.: banners in posters, presentations, brochures, videos or animations).

Visual Mark – integrated logo banner

Beneficiaries are encouraged to use the mandatory logos of FCT, acting as funder, and CMU Portugal under which the scholarship is being supported. The

scale and dimension of FCT and the CMU Portugal logos must be proportionate to other mandatory logos, i.e., must have a similar scale and dimension. Visual mark (logo banner) should be used in written reports, posters, scientific presentations, press releases, videos and animations, and similar.

CMU Portugal and FCT logos and guidelines are available for download [here](#) and [here](#) respectively.

Please e-mail us at info@cmuportugal.org if any doubts arise on the use of the logo or if further information is required.

Example of acknowledgement text to use in scientific papers, written communications, IPR applications and communication products such as press releases, news articles, a project's official webpage, and in communication products such as tv or radio spots, recognizing FCT and CMU Portugal:

[En] This work is co- financed by Fundação para a Ciência e a Tecnologia (Portuguese Foundation for Science and Technology) through the Carnegie Mellon Portugal Program under the fellowship (insert FCT grant reference SFRH/BD/xxxxxx/20xx).

[Pt] Este trabalho é cofinanciado pela Fundação para a Ciência e a Tecnologia, através do Programa Carnegie Mellon Portugal no âmbito da bolsa (inserir referência da bolsa FCT SFRH / BD / xxxxxx / 20xx).

9. Registration and Academic Rules

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook the following resources are available to assist you in understanding community expectations:

- [The Word/Student Handbook](#)
- [Academic Integrity Policy](#)
- [University Policies Website](#)
- [Office of Graduate and Postdoc Affairs](#)

Please see Appendix A for additional information about The Word and University resources.

9.1 Carnegie Mellon University Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsperson, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault and fire safety policies, and containing statistics about the number and type of crimes committed on the campus, and the number and cause of fires in campus residence facilities during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The annual security and fire safety report also is available [online](#).

Information regarding the application of Title IX, including to admission and employment decisions, the sexual misconduct grievance procedures and process, including how to file a report or a complaint of sex discrimination, how to file a report of sexual harassment, and how the university responds to such reports is available [here](#). The Title IX coordinator may be reached at 5000 Forbes Ave., 140 Cyert Hall, Pittsburgh, PA 15213; 412-268-7125; or tix@cmu.edu.

9.2 The Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line [here](#).

9.3 Academic Integrity- CMU

Please review the University Policy on [Academic Integrity](#). The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's [Academic Disciplinary Actions procedures](#) is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

Due to the changing nature of conditions and expectations surrounding public health and safety requirements please visit [this page](#) for the most up to date information.

9.4 Policy Against Sexual Harassment and Sexual Assault- CMU

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith.

The University's Sexual Misconduct Policy is available [here](#).

The University's Policy Against Retaliation is available [here](#).

If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- [Office of Title IX Initiatives](#), 412-268-7125, tix@cmu.edu
- [University Police](#), 412-268-2323

Additional resources and information can be found [here](#).

9.5 Consensual Intimate Relationship Policy Regarding Undergraduate Students- CMU

[This policy](#) addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the policy.

9.6 Assistance for Individuals with Disabilities- CMU

[The Office of Disability Resources](#) at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to

ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal (<https://rainier.accessiblelearning.com/cmu/>) or email access@andrew.cmu.edu to begin the interactive accommodation process. Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121.

9.7 Maternity (Childbirth) Accommodation- CMU

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. Any student who gives birth to a child while engaged in coursework or research is eligible to take either a short-term absence or formal leave of absence. Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away.

- Students must contact the Office of the Dean of Students to register for Maternity (Birth of a Child) Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student.
 - Planning for the student's discussion with appropriate academic contact(s) (advisor, associate dean, etc.) may be reviewed during this meeting.
- Students in course work should consider options for the semester of the anticipated birth such as working with their course instructors to receive incomplete grades, electing to drop to part-time status or taking a full semester leave of absence.
- Students engaged in research must work with their faculty/P.I. to develop plans for the research for the time they are away and for resuming upon return.
- Doctoral students who receive an academic stipend funded by Carnegie Mellon are eligible to continue to receive stipend funding for

up to six (6) weeks during a Short-Term Maternity (Childbirth) Accommodation or a Formal Leave of Absence. Continued academic stipend funding may be extended by two (2) weeks, for a total of eight (8) weeks, if an absence longer than six weeks is medically necessary. To receive this support students must be registered with the Office of the Dean of Students.

9.8 Academic Calendar in Portugal

Universities and colleges follow an academic year, which consists of two semesters. Academic year begins with the start of autumn and ends the following summer.

Christmas Break: Usually beginning the 3rd week of December and lasts for two weeks including Christmas and New Year holidays.

Carnival Break: Three days (Monday, Tuesday and Wednesday) during Carnival.

Easter Break: Around two weeks including Easter. It varies from year to year, but is usually around late March or mid-April.

Summer Break: Takes place from late July to early September and it separates one school year from another.

Important dates - Basic Calendar⁴

⁴ This calendar represents a general guideline for the incoming students. Please check the website of your home institution to get the exact academic calendar.

Last Week of August/ Mid-September	Arrival - Start of the Academic Year
Mid-September Through Mid-February	1st Semester: <ul style="list-style-type: none"> • Courses • Research First day of class: Mid-September Christmas break: Last week of December + First week of January Final exams: End of February
March Through Mid-July	2nd Semester: <ul style="list-style-type: none"> • Courses • Research First day of class: Beginning of March Final Exams: Mid-June

9.9 Academic Calendar at CMU

The Academic Calendar can be found [here](#) and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

10. Useful Addresses

OIE - Office of International Education at Carnegie Mellon University

[Office of International Education](#)

Carnegie Mellon University
 Posner Hall, Third Floor Pittsburgh, PA, 15213

Governmental Agencies in Portugal

- [SEF - Serviço de Estrangeiros e Fronteiras](#)

- [ACM – Alto Comissariado para as imigrações](#)
- [Loja do Cidadão](#)
- [Embassies in Portugal](#)

Courses of Portuguese Language for Foreigners

- [University of Porto](#)
- [University of Coimbra](#)
- [University of Lisbon](#)
- [University of Aveiro](#)
- [University of Minho](#)

Where to Learn Portuguese?

It is common for universities to have Portuguese courses for foreign students throughout the academic year. Students can obtain more information at the international office support of their Portuguese institution.

Cultural Organizations in Pittsburgh

GLOBAL PITTSBURGH is an organization which brings together international residents and visitors temporarily living, studying and working in the Pittsburgh region through the CONNECT program, which offers 20+ programs and networking events per year.

CONNECT membership program:

- It is a membership that helps internationals living in the Pittsburgh area to adjust to life in the U.S. and also to see what Pittsburgh has to offer. It introduces internationals to Americans who are interested in sharing their knowledge of Pittsburgh and the US;
- GlobalPittsburgh's members have opportunities to see live theatre and classical music concerts for free;
- A popular part of the CONNECT membership is having the opportunity to meet Americans for dinners in their home, and one of the most

interesting days to meet a family for dinner is during the Thanksgiving Day holiday in November;

- Global Pittsburgh arranges group activities about twice a month throughout the year that may be free, but if an activity is not free, it will likely be discounted from the original price;
- Membership application: <https://www.globalpittsburgh.org/get-involved/membership>.

GlobalPittsburgh's international student members come from several universities and the majority of members are graduate students.

[More information on the program.](#)

11. Appendix A

Highlighted University Resources for Graduate Students and The WORD, Student Handbook

Key Offices for Graduate Student Support

Graduate Education Office

The Graduate Education Office (grad-ed@cmu.edu) provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. The Graduate Education Office serves as a hub for connecting graduate students to relevant campus experts and resources to support their academic success, understanding of university level policies and practices and to assist them in advancing their personal and professional development.

Examples of resources offered through the Graduate Education Office include—but are not limited to:

- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly email to all graduate students with information on activities, resources and opportunities
- Professional Development Seminars and Workshops
- GSA/Provost Conference Funding Grants
- GSA/Provost Small Research Grants (GuSH)

- Consultations on issues related to the graduate student experience

The Graduate Education Office also works with the colleges and departments by informing and assisting in developing policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally we partner with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

Office of the Dean of Students

The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the Division of Student Affairs which includes the offices and departments listed below (not an exhaustive list).

Graduate students will find the enrollment information for [Domestic Partner Registration](#) and [Childbirth/ Maternity Accommodations](#) in the Office of the Dean of Students or on their [website](#). This Office also manages the Student Emergency Support Funding process. There are three forms of support funding for enrolled students: emergency student loans, maternity loans, and the Tartan Emergency Support Fund. These funds are made available through generous gifts of alumni and friends of the university as well as support from student organizations, Undergraduate Student Senate and the Graduate Student Assembly. Students will be provided with additional information about the various types of funding during a consultation meeting with a member of the Dean of Students team. Tuition costs are not eligible for Student Emergency Support Funding.

Additional resources for graduate students include [College Liaisons](#) and the [Student Support Resources](#) team. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the student SIO page in the Important Contacts list. The Student Support Resources team offers an additional level of support for students who are navigating any of a wide range of life events. Student Support Resources staff members work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs includes (not an exhaustive list):

- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Office of Community Standards and Integrity (OCSI)
- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)
- Wellness Initiatives

Center for Student Diversity & Inclusion

Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

- First generation/first in family to attend college programs
- LGBTQ+ Initiatives
- Race and ethnically-focused programs, including Inter-University Graduate Students of
- Color Series (SOC) and PhD SOC Network
- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)
- Transgender and non-binary student programs

Assistance for Individuals with Disabilities

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable

accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal (<https://rainier.accessiblelearning.com/cmu/>) or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121.

Eberly Center for Teaching Excellence & Educational Innovation

We offer a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, our goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found [here](#).

Graduate Student Assembly

The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the [strategic plan](#).

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor

of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at <gsa@cmu.edu> to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

Office of International Education (OIE)

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities and advisement. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation and pre-departure programs.

Veterans and Military Community

Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying for veteran education benefits, campus services, veteran's groups at CMU, and non-educational resources through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at urovaedbenefits@andrew.cmu.edu or 412-268-8747.

Carnegie Mellon Ethics Hotline

The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity, violations of university policy, or violations of law. Topic areas for reporting may include, but are not limited to:

- Academic and Student Life
- Bias Reporting
- Discriminatory Harassment / Sexual Misconduct / Title IX
- Employee Misconduct
- Employment Related
- Environmental Health and Safety / Pandemic Safety
- Financial Matters
- Health and Wellness
- Information Systems and Data Privacy
- Public Safety & Criminal Activity
- Research & Intellectual Property

Students, faculty and staff can anonymously file a report by calling 1-844-587-0793 or visiting cmu.ethicspoint.com. All submissions are reported to appropriate university personnel and handled discreetly. The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

Policy Against Retaliation

It is the policy of Carnegie Mellon University to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct.

Additional details regarding the Policy Against Retaliation are available [here](#).

Key Offices for Academic & Research Support

Computing and Information Resources

Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the [Safe Computing section](#) and the [University Computing Policy](#).

Visit the [Computing Services website](#) to learn more. For assistance the Computing Services Help Center is available at 412-268-4357 (HELP) or ithelp@cmu.edu.

[Student Academic Success Center](#)

Student Academic Support Programs.

Communication and Language Support

Communication Support: The program offers free consultations for all CMU students on their written, oral, and visual projects. Our trained communication consultants help communicators convey ideas clearly and effectively on a variety of STEM and humanitiestopics. Consultants support communication excellence on essays, technical reports, oral presentations, slides, data visualization, advanced English language learning, and many other project types. Clients can bring in a project at any stage including brainstorming ideas, organizing thoughts, responding to instructor feedback, or putting finishing touches on the final draft. Support is offered in several modes:

- One-on-one communication tutoring (in-person or Zoom synchronous meeting) -- Clients meet with a consultant to improve the logic, clarity, and flow of writing or presentation and receive expert feedback that will strengthen a project. When making an appointment, clients upload a draft, instructor prompts, and rubrics so consultants can use specific criteria to give relevant feedback. See the appointment types offered.
- Video response (asynchronous) -- Clients upload documents in advance, then receive a 20-to 30-minute recorded video with a consultant's feedback. The feedback video will be received within 5 days after the scheduled appointment.
- Group appointments -- Participate with your group to accomplish peer reviews or focus on collaborative presentation strategies.
- Workshops -- Workshops are available on a variety of topics and help attendees learn research-backed communication strategies.
- Resources -- An online collection of handouts and videos that concisely explain specific communication strategies is available.

Language and Cross-cultural Support:

More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues. Students can choose from sessions on

- giving how to give a strong presentation,
- writing academic emails,
- analyzing expectations and strategies for clear academic writing,
- talking how to talk about oneself yourself as a professional in the U.S.,

- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.
- Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

The Student Academic Success Center is also charged with certifying the language of International Teaching Assistants (ITAs), ensuring that nonnative English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom.

Students preparing to do an ITA Certification should plan to take classes offered by the language support team at the SASC from the beginning of their first semester. Start by contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department.

Learning Support

Academic Coaching: Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.

Peer Tutoring: Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.

“Just in Time” Workshops: The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students’ academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

University Libraries

The University Libraries offers a wide range of information resources and services supporting graduate students in course-work, research, teaching, and publishing. The library licenses and purchases books, journals, media and other needed materials in various formats. Library liaisons, consultants and information specialists provide in-depth and professional assistance and advice in all-things information - including locating and obtaining specific resources, providing specialized research support, advanced training in the use and management of data. Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

Research at CMU

The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential

setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

Health Services

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

Campus Wellness

At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. Sign up for the Be Well monthly newsletter via <https://bit.ly/BeWellNewsletter> or by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

Religious and Spiritual Life Initiatives (RSLI)

Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

University Police

412-268-2323 (emergency only), 412-268-2323 (non-emergency)

The University Police Department is located at 4551 Filmore Street. The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-2323. The annual security and fire safety report is also available online [here](#).

Shuttle and Escort Services

Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

The WORD⁵

The WORD is Carnegie Mellon University's student handbook and serves as the foundation for the department (and sometimes college) handbook. The WORD contains university-wide academic policy information and resources, community policies and resources, and describes the university level procedures used to review possible violations of these standards. It is designed

⁵ <http://www.cmu.edu/student-affairs/theword//>

to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community. Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: <http://www.cmu.edu/policies/>.

Carnegie Mellon Vision, Mission
Statement of Assurance
Carnegie Mellon Code

Academic Standards, Policies and Procedures

- Educational Goals
- Academic and Individual Freedom
- Academic Disciplinary Actions Overview
- Statement on Academic Integrity Standards for Academic & Creative Life
- Assistance for Individuals with Disabilities
- Master's Student Statute of Limitations
- Conduct of Classes
- Copyright Policy
- Cross-college & University Registration
- Doctoral Student Status Policy
- Evaluation & Certification of English Fluency for Instructors
- Final Exams for Graduate Courses
- Grading Policies
- Intellectual Property Policy
- Privacy Rights of Students
- Student's Rights

Research

- Human Subjects in Research
- Office of Research Integrity & Compliance
- Office of Sponsored Programs
- Policy for Handling Alleged Misconduct of Research
- Policy on Restricted Research

Tax Status of Graduate Student Awards

Campus Resources & Opportunities

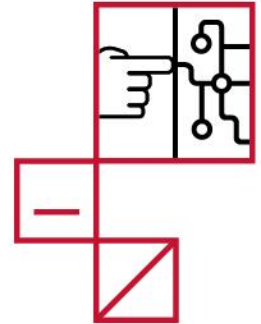
- Alumni Relations
- Assistance for Individuals with Disabilities

Athletics, Physical Fitness & Recreation
Carnegie Mellon ID Cards and Services
Cohon University Center
Copying, Printing & Mailing
Division of Student Affairs
Domestic Partner Registration
Emergency Student Loan Program
Gender Programs & Resources
Health Services
Dining Services
The HUB Student Services Center
ID Card Services
Leonard Gelfand Center
LGBTQ Resources
Multicultural and Diversity Initiatives
Opportunities for Involvement
Parking and Transportation Services
Shuttle and Escort Services
Spiritual Development
University Police
Student Activities
University Stores

Community Standards, Policies and Procedures

Active Medical Assistance Protocol
Alcohol and Drugs Policy
AIDS Policy
Bicycle/Wheeled Transportation Policy
Damage to Carnegie Mellon Property
Deadly Weapons
Discriminatory Harassment
Disorderly Conduct
Equal Opportunity/Affirmative Action Policy
Freedom of Expression Policy
Health Insurance Policy Immunization Policy
Missing Student Protocol
Non-Discrimination Policy
On-Campus Emergencies
Pets
Political Activities
Recycling Policy
Riotous and Disorderly Behavior

Safety Hazards
Scheduling and Use of University Facilities
Sexual Harassment and Sexual Assault Policy
Smoking Policy
Student Accounts Receivable and Collection Policy and Procedures
Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy



Carnegie Mellon Portugal

www.cmuportugal.org

