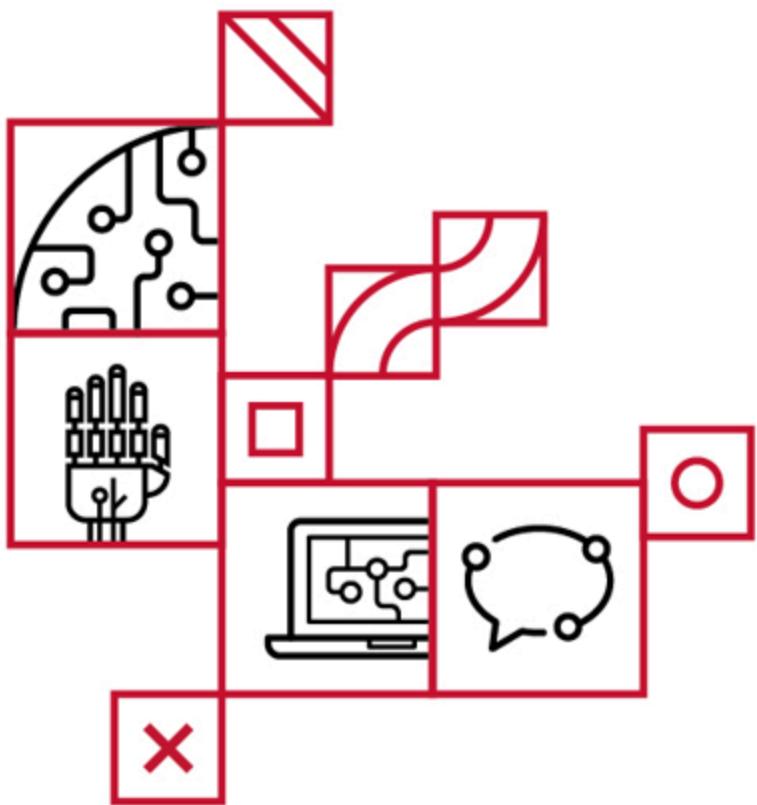


# Student Guide

2025-2026



**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](#)

# Table of Contents

<b>1. Welcome</b>	<b>5</b>
<b>2. Contacts</b>	<b>6</b>
2.1 Coordination Offices	6
Carnegie Mellon University	6
Portugal	6
2.2 Scientific Directors	8
<b>3. About the Carnegie Mellon Portugal Program</b>	<b>9</b>
3.1 CMU Portugal Mission	9
3.2 Ph.D. Programs	10
<b>4. Your Scholarship</b>	<b>11</b>
4.1 Process to Obtain the FCT Scholarship	11
4.2 Support for Installation and Travel	13
4.3 Support for Research Visits to CMU While in Portugal	14
4.4 Support to Participate in Scientific Meetings	15
4.5 Other Sources of Funding	15
4.5.1 Internships	15
<b>5. Traveling to Portugal</b>	<b>16</b>
5.1 Financial Arrangements	16
5.2 Visa and Entering Portugal	17
<b>6. Traveling to the U.S.</b>	<b>18</b>
6.1 Applying for a U.S. Visa	19
6.1.1 Get your I-20 (for F-1 status) or DS-2019 (for J-1 status) and pay the SEVIS Fee	19
6.1.2 Apply for a F-1 or J-1 VISA	20
<b>7. Housing Arrangements</b>	<b>21</b>
7.1 Portugal	21
7.2 Pittsburgh	21
<b>8. Medical Insurance</b>	<b>21</b>
8.1 Medical Insurance in Portugal	22
8.1.1 Civil Liability Insurance	22
8.1.2 Personal Physical Accidents Insurance	23
<b>9. Health Insurance in the U.S.</b>	<b>23</b>

<b>10. During Your Stay in Portugal</b>	<b>24</b>
10.1 Arriving in Portugal	24
10.2 Request a Residence Card	25
10.3 Leaving Portugal (only for students with residence permits)	25
10.4 Renew a Residence Card	26
<b>11. Arriving in the U.S.</b>	<b>26</b>
11.1 Foreign Student Documents and Maintaining Legal Immigration Status	28
11.2 Full Course of Study	31
<b>12. Transfer Matters: Transfers between Portugal and USA</b>	<b>32</b>
12.1 Suspension, Reactivation and Renewal of The Scholarship	32
Going To CMU	32
Transferring to a Portuguese Institution	33
Staying at a Portuguese Institution	34
<b>13. Dual Degree Ph.D. Program Structure</b>	<b>35</b>
13.1 Guidelines for Co-Supervision	35
Individual Development Plan (IDP)	36
13.2 Doctoral Degree Requirements	36
2024-25 Department Handbooks	36
Timeline & Residency Requirements	37
Research	37
Qualifying Exam (Certain Ph. D. Programs)	38
Teaching Requirements (Ph.D. Students)	38
Thesis Proposal and Defense of Dissertation (Ph.D. Students)	38
13.3 Good Practice for Acknowledging FCT and CMU Portugal Program	38
Visual Mark – integrated logo banner	39
<b>14. Reporting to the CMU Portugal Program</b>	<b>40</b>
14.1 Academic Year in Portugal	40
Important Dates - Basic Calendar	41
14.2 Academic Calendar at CMU	42
14.3 Useful Addresses	42
OIE - Office of International Education at Carnegie Mellon University	42
Graduate Student Handbook Suite	42
2024-25 Department Handbooks	42

Governmental Agencies in Portugal	43
Courses of Portuguese Language for Foreigners	43
Where to Learn Portuguese?	43
Cultural Organizations in Pittsburgh	43
14.4 CMU Policies and Procedures	43

# 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.

While this handbook is specific to your academic experience with CMU Portugal, it is just one element of the Graduate Student Handbook Suite. There are several other Carnegie Mellon University resources within the suite that you should consult when needed:

- Your Program Handbook
- Your College's Handbook [if your college has one]
- University-Wide Graduate Student Handbook (Office of Graduate & Postdoctoral Affairs)
- The Word Student Handbook

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 & João Magalhães  
National Directors at Portugal

José M. F. Moura  
Director at Carnegie Mellon University

## 2. Contacts

### 2.1 Coordination Offices

#### Carnegie Mellon University

Scott Hall, Room 6103  
5000 Forbes Avenue  
Pittsburgh, PA 15213  
[CMUPortugal@andrew.cmu.edu](mailto:CMUPortugal@andrew.cmu.edu)



José M. F. Moura  
Director at CMU  
[leadership@cmuportugal.org](mailto:leadership@cmuportugal.org)

#### Portugal

Carnegie Mellon Portugal Program  
INESC ID, Room 412  
Rua Alves Redol nº9  
Lisboa 1049-001 Portugal



João Magalhães & Inês Lynce  
National Directors at Portugal  
[leadership@cmuportugal.org](mailto:leadership@cmuportugal.org)



Megan Berty, Associate Director at CMU  
[mflohr@andrew.cmu.edu](mailto:mflohr@andrew.cmu.edu)



Sílvia Castro, Executive Director at Portugal  
[silvia.castro@cmuportugal.org](mailto:silvia.castro@cmuportugal.org)



Nikki Singer, Administrative Coordinator  
[nikoles@andrew.cmu.edu](mailto:nikoles@andrew.cmu.edu)



João Fumega, Education Officer  
[joao.fumega@cmuportugal.org](mailto:joao.fumega@cmuportugal.org)



Mariana Carmo, Communications Officer  
[mariana.carmo@cmuportugal.org](mailto:mariana.carmo@cmuportugal.org)



Joana Aleixo, Project Officer  
[joana.aleixo@cmuportugal.org](mailto:joana.aleixo@cmuportugal.org)

## 2.2 Scientific Directors



Lia Patrício  
Faculdade de Engenharia da  
Universidade do Porto



Luís Filipe Antunes  
Faculdade de Ciências da  
Universidade do Porto



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 Sargentó  
Universidade de Aveiro



Rui Maranhão  
Faculdade de Engenharia da  
Universidade do Porto

## 3. About the Carnegie Mellon Portugal Program

### 3.1 CMU Portugal Mission

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, a key initiative of the Carnegie Mellon Portugal Program is the dual degree Ph. D. programs.

Our Ph.D. Programs are structured so that students gain experience both at Carnegie Mellon University and at the Portuguese host institution. Throughout their tenure, 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. With dual, international graduate credentials, graduates are well poised to build successful careers.



### 3.2 Ph.D. Programs

The CMU Portugal Program offers dual degree Ph.D. programs in selected cutting-edge areas of ICT.

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. Graduates of the program receive dual degrees conferred by Carnegie Mellon University and by the affiliated Portuguese University.

The expected duration of the program is five years (full-time). Scholarships are available to qualified candidates. These scholarships award a monthly stipend and cover tuition fees in Portugal and at CMU. By enrolling in a dual degree 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.

Below is a list of the doctoral programs currently available under the CMU Portugal Program:

- [Ph.D. in Computer Science](#)
- [Ph.D. in Electrical and Computer Engineering](#)
- [Ph.D. in Engineering and Public Policy](#)
- [Ph.D. in Human- Computer Interaction](#)
- [Ph.D. in Languages Technologies](#)
- [Ph.D. in Machine Learning](#)
- [Ph.D. in Robotics](#)
- [Ph.D. in Societal Computing](#)
- [Ph.D. in Software Engineering](#)

## 4. Your Scholarship

While pursuing their studies in Portugal, students enrolled in the dual degree Ph.D. program will receive a scholarship directly from [Fundação para a Ciência e a Tecnologia](#) (FCT). While at Carnegie Mellon University, students will receive funding from the CMU Portugal Program through the home department of the Ph.D. Program in which they are enrolled.

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.

### 4.1 Process to Obtain the FCT Scholarship

The following documents are required:

- CMU Portugal student information online form
- FCT form with personal information
- Passport (EU citizens, third states citizens) / Citizen Card (Portuguese citizens);
- Document with the fiscal number in Portugal – NIF (a);
- Document with Portuguese social security number – NISS (Optional)(b)
- Document with a bank account number identification (IBAN) and the name of the bank in Portugal (c);
- 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);
- Work Plan (e);
- Declaration of Admission in the Ph.D. Program from the Portuguese University (f);
- Declaration of Registration in the Ph.D. Program from the Portuguese University (g);
- Declaration of acceptance from the Portuguese host research institution;
- Letter of Admission from Carnegie Mellon University;

- Document signed by each advisor stating that they agree to take responsibility for supervising the student's Ph.D. work;
- Student's CV;
- Student and supervisors' Ciência ID (h);
- Document signed by the student stating their professional working status during the scholarship period;
- 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:
  - 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);
  - Document that states the professional activities that you intend to maintain during your scholarship (i).

## Notes

a) EU citizens and third state 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 state 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) [Ciência ID](#) is mandatory for the student and each supervisor. It is a science identifier created by FCT. After the creation of Ciência ID, it is recommended to login in the [MyFCT](#) website, which is a platform to manage funding or scholarships awarded by FCT.
- i) 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](#)).

Additional information on your scholarship can be found below:

- [FCT Scholarship Amount](#) - the exact amount you will be receiving during your studies ("BD - Bolsa de Doutoramento" is the Ph. D. scholarship);
- [FCT Regulations](#) - for Research Studentships and Fellowships;
- [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. Although students might change locations several times during their studies, 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 before the

contract is suspended, we advise students to submit the request for the allowances together with the suspension request.

**Important Note:** If a student is starting the program at Carnegie Mellon University, which means the contract with FCT has not been signed yet, the student will not be able to receive these subsidies. In this case, the request can be submitted when the student returns to Portugal or to Carnegie Mellon University to pursue their studies, justifying it was not possible to do so before. Please contact the Student Support Officer ([info@cmuportugal.org](mailto:info@cmuportugal.org)) for more information.

Please read [section 12](#) "Transfers between Portugal and USA" 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](mailto:info@cmuportugal.org)).

These visits should last up to 6 months, and a monthly allowance of up to 750€ 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:

- Contact the CMU Portugal Program Office in Portugal to check that the motive for the visit qualifies for support (an interview may be required).
- Send a formal request for support to the National Director of the CMU Portugal Program, including:
  - The scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;
  - A short paragraph about the activities to be conducted;

- The travel dates and the planned duration for the visit to CMU;
- The estimated cost for travel and the estimated cost for accommodation.
- 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 they cannot accumulate it with any other grant, subsidy or paid work.

However, there are some exceptions, and for more information please visit the FCT's regulations on [chapter 4](#) of this guide.

##### **4.5.1 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 activity;

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](mailto:info@cmuportugal.org) with:

- A letter for FCT's approval justifying the objective of the internship, duration and the activities to be carried out;
- 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;
- A letter from the institution where the internship will take place supporting the student internship request.

When located at Carnegie Mellon University, international students are required to consult with the Office of International Education for eligibility for work authorization before starting or seeking an internship/co-op or consulting opportunity. International students will benefit from proactively reviewing OIE guidance regarding off-campus work authorization. Off-campus work authorization processing times can take several weeks or months, and international students will benefit from starting the off-campus work authorization process as early as possible.

## 5. Traveling to Portugal

### 5.1 Financial Arrangements

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.

Traveling 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 [Agência para a Integração Migrações e Asilo \(AIMA\)](#) of their residence area.

Agência para a Integração Migrações e Asilo, abbreviated to AIMA, follows on from a restructuring of the Portuguese border control system, which will now be based on separating law enforcement from administrative tasks pertaining to migration and asylum, which until then were under the Borders and Immigration Service (SEF).<sup>1</sup>

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.

For more information on the types of visas that are available please view the [Portuguese Ministry of Foreign Affairs](#) webpage. Usually, the visa that is issued follows under the category "Research, study, higher education students exchange, internships and volunteer work", but you should confirm this with the nearest Portuguese consulate. The Portuguese consulate will ask you for specific documentation, at

<sup>1</sup>FAQ <https://www.portugal.gov.pt/en/gc23/communication/news-item?i=migration-and-asylum-faqs>

At this stage we can issue a CMU Portugal support letter that states that you have been admitted in a dual degree Ph.D. program and that you are funded both in Portugal and at CMU.

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 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 students entering Portugal through a non-controlled border (whose passports are not stamped in Portugal) need to contact AIMA 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](#)
- [Agência para a Integração Migrações e Asilo \(AIMA\)](#)
- [Secretary-General of the Ministry of Science, Technology and Higher Education \(SG-MCTES\)](#)
- [Directorate-General of Consular Affairs and Portuguese Communities \(DGACCP\)](#)

## 6. Traveling to the U.S.

*The information in this section is for informational purposes only. Please carefully review the [Carnegie Mellon University's Office of International Education's \(OIE\) website](#) for the most up-to-date U.S. Immigration regulations and processes.*

## 6.1 Applying for a U.S. Visa

Please contact your department at Carnegie Mellon University and [Office of International Education \(OIE\)](#) at Carnegie Mellon regarding the visa process.

### 6.1.1 Get your I-20 (for F-1 status) or 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 (either an I-20 or 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 **I-20 (for F-1 status)** or **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 the [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.

### 6.1.2 Apply for a F-1 or 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. Most non-U.S. citizens who wish to study in the United States will seek an F-1 (non-immigrant) student visa, but there are other visa types that are sometimes authorized for those who study in the U.S. Here is a short description of the different visa types that involve study:

- F-1, or Student Visa: This visa is the most common for those who wish to engage in academic studies in the United States. It is for people who want to study at an accredited U.S. college or university or to study English at a university or intensive English language institute.
- 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.
- M-1, or Student Visa: This visa is for those who will be engaged in non-academic or vocational study or training at an institution in the U.S.

Citizens of Canada and Bermuda do not require entry visas for study in the U.S. but must present the I-20 or 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. For more information regarding applying for a visa please visit [OIE's website](#).

## 7. Housing Arrangements

### 7.1 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.

### 7.2 Pittsburgh

Graduate students and visiting scholars independently arrange for housing at off-campus locations. Below are resources for finding off campus housing near Carnegie Mellon University's campus. As you search for housing, we advise that you consider neighborhoods closest to CMU's campus including Oakland, Shadyside, and Squirrel Hill.

CMU Resources:

- [CMU Student Affairs Housing & Residential Education Off Campus Housing Guide](#)
- [CMU's Off-Campus Housing Marketplace](#)
- [Finding Off-Campus Housing Frequently Asked Questions](#)

Depending upon availability, new graduate students may take advantage of a two-week period of Transitional Housing in campus dormitories in August prior to Graduate Orientation; move in and move out dates are strictly enforced and arrangements must be made in advance. Visit [CMU Housing Accommodations](#) for more information.

International students and scholars should anticipate a brief stay at a hotel or with a friend immediately upon arrival to Pittsburgh.

## 8. Medical Insurance

## 8.1 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 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 traveling 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.

### 8.1.1 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).

### 8.1.2 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).

## 9. Health Insurance in the U.S.

Carnegie Mellon University requires all graduate students to enroll in the University's health insurance program unless covered as a dependent elsewhere, in which case an insurance waiver must be completed. Visit [Student Health Services](#) for more information.

Please refer to your specific Program regarding Carnegie Mellon University's Student Health Insurance Plan (SHIP) financial support for your individual coverage under SHIP. While you will have the opportunity to purchase partner, spouse or dependent coverage under the SHIP plan, the University's support will be limited to the individual coverage amount. Please note that if you wish to elect the required health insurance coverage under an alternate plan, you will not be eligible for the University support referenced here. In order to be eligible for the financial support, you must enroll in the SHIP. Any questions regarding health insurance payments can be addressed to [the HUB](#).

For more information on Health Insurance and Immunization for students visit [CMU University Health Services](#).

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.

# 10. During Your Stay in Portugal

## 10.1 Arriving in Portugal

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

- If entering by car in Portugal, you must notify Portuguese authorities ([AIMA](#)) about your arrival. It is important to highlight foreign students entering Portugal through a non-controlled border (whose passports are not stamped in Portugal) need to contact [AIMA](#), within 3 days of their arrival, in order to report their entrance into 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](mailto:info@cmuportugal.org).

## 10.2 Request a Residence Card

Once you have arrived in Portugal, and if you are not a permanent resident in this country or/and don't Portuguese nationality, we recommend you to go to an AIMA office in order to request a residence permit.

Visit [AIMA](#)'s website to find the types of residence permits and documentation required as well as their [contact information](#).

AIMA has recently made available [an online form](#) for citizens who have been granted a residence visa with no appointment for an interview at AIMA to obtain a residence permit. If this is your case, you should access the [online form](#) and choose the following options:

- Topic: Autorização de Residência (Residence Permit)
- Subtopic: Autorização de residência com visto consular (Não CPLP) (Residence permit with consular visa (Non CPLP))

If you have already been interviewed for the residence card, but your residence card is considerably delayed, you can try to send a detailed email to AIMA explaining the urgency of your situation and attaching all relevant documents, including the acceptance letter at CMU and in the Portuguese higher education institution, evidence of the work to be developed under the Ph.D., and a comprehensive explanation of your emergency.

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 AIMA for more information.

## 10.3 Leaving Portugal (only for students with residence permits)

In most cases, students enrolled in the doctoral programs start their studies at a Portuguese institution or university. However, during their studies students are required to spend one or two years in the U.S., working on their research and taking courses at Carnegie Mellon University, 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 AIMA 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 AIMA when back in Portugal).

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, please contact AIMA explaining your situation. More information on AIMA and their contacts/offices is available [here](#).

**10.4 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 AIMA to confirm what are the necessary documents.

## 11. Arriving in the U.S.

This [checklist](#) will help you prioritize upon your arrival in the U.S.:

- Review the Office of Graduate and Postdoctoral Affairs [Pre-Arrival Webinar Series](#);
- Secure transitional housing (if necessary);
- Attend [Graduate Student Orientation](#). You will receive essential information and assistance in getting settled. Orientation is a rare opportunity to meet students from across campus and around the world. It's also an opportunity to meet staff from a variety of Carnegie Mellon offices. If you arrive later than the main orientation program deadline, you must inform the Office of International Education by emailing [oie@andrew.cmu.edu](mailto:oie@andrew.cmu.edu).

- Register and Attend the [\*\*Mandatory International Student Orientation and SEVIS Registration program with CMU's OIE\*\*](#).
  - Immigration check-in must be completed by the first day of classes to maintain your legal nonimmigrant status in the U.S.!
- Report to your academic department and complete registration procedures. Your department may have other tasks for you and should also be able to give your student ID number and email user ID, if available;
- Get your student ID card. Distribution processes vary by department. To confirm your department's distribution plan, you can contact your department after August 1 for instructions and details. If your department will be distributing ID cards with The HUB, please bring a form of government ID, such as a passport.
- Find off-campus housing. If you arrive early, be sure to visit the Housing Services on the second floor of Residence on fifth, tel: (+1) 412-268-2139;
- Open a bank account. When you attend international student orientation, you will receive detailed information on the many full-service banks close to campus;
  - 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; In the meantime, you can find more information about [banking at CMU](#), and check out the following websites:
    - [PNC Bank](#)
    - [Chase Bank](#)
    - [Citizens Bank](#)
    - [Dollar Bank](#)
- Health insurance. Please contact your home departments at Carnegie Mellon University regarding the health insurance issues;
- Apply for a [\*\*Social Security Number \(SSN\)\*\*](#) if you will be employed on campus. A Social Security Number is a number used for tax purposes that are required for employment in the US. You must have an offer of employment to be eligible to apply for an SSN. You can learn more about working on campus under the [Employment](#) section of the OIE website.
- Most international students and scholars living in the United States are required to file at least one tax form. As U.S. tax laws are very complex, CMU's Office of International Education has assembled helpful information and resources for international students, scholars and dependents to assist them through tax season. Please visit this [page](#) for further information.

For more information, please contact the [Office of International Education](#) at Carnegie Mellon University.

## 11.1 Foreign Student Documents and Maintaining Legal Immigration Status

International students are required to abide by United States immigration regulations throughout their stay. Students are admitted to the U.S. by the Department of Homeland Security (DHS) to be full-time students. Participation by students in any other activity, from employment to travel, is considered to be a privilege and is only allowable under strict DHS rules. Penalties for violations of immigration law can be severe and can include deportation and 10-year bars from reentry to the U.S., 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. as long as they "maintain legal student status," which may be longer or shorter than? the length of time listed on their initial visa or Certificate of Eligibility (I-20 or DS-2019 form).

### Student Responsibility

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 I-20 Or DS-2019	The I-20 (for F-1 status) or 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	Upon entry to the U.S., a Customs and Border Protection (CBP) Officer will stamp your passport with your arrival date, classification (F-1, J-1, etc.), and the expiration date of your status. The expiration should be D/S (duration of status) and not an actual date. F-1/J-1 students are permitted to remain in the U.S. as long as they have a valid I-20/DS-2019, are enrolled in the academic program listed on the I-20/DS-2019, and have otherwise maintained their immigration status. After entry to the U.S., you can view your <a href="#">I-94 record online</a> . Check the website, verify the information, and print or save a copy for your records every time you re-enter the U.S. <a href="#">Contact OIE</a> for assistance if the information is not correct. Check this document for accuracy.
Entry Visa	Your 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. You can still maintain your student status even if your visa expires while you are in the U.S. However, if you travel outside and then wish to re-enter the U.S., you will need to apply for a new entry visa at a U.S.

embassy or consulate while outside the U.S. You cannot renew your visa while in the U.S.

**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 I-20 or DS-2019.
- Be registered as a full-time student (at least 36 units or ABD units for doctoral students). You cannot drop below this except under specific circumstances which must be authorized in advance by an OIE advisor.
- Keep your Certificate of Eligibility (I-20 or 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 website. 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. Students on post-completion work authorization should email address updates directly to the Office of International Education.
- 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.
- Maintain valid health insurance coverage. For students in F-1 status, this is a CMU requirement. For students in J-1 status, this is both a CMU requirement and a federal requirement.
- If you are in F-1 status and intend to engage in Optional Practical Training (OPT) after the completion of your program, apply for OPT 90 days prior to program completion or within the 60-day grace period following program completion. OIE strongly recommends applying before completing your program.
- If you are in J-1 status, you must apply for Academic Training before your DS-2019 expires.
- F-1 students have a 60-day grace period and 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.
- F-1 students may also use the 60-day grace period to obtain a new certificate of eligibility for a new school or program.

- Note: 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;
- Take a leave of absence, withdraw from classes, or drop below 36 units without receiving advance permission from the Office of International Education.
  - 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 your I-20 or DS-2019 form and the staff of OIE can no longer sign those forms.

## 11.2 Full Course of Study

To comply with immigration regulations, foreign students must meet certain course delivery modality and course load requirements throughout their time at Carnegie Mellon. Students in F or J status must register for and complete a full course of study during each fall and spring semester in which they are enrolled. Students must check with their academic programs to confirm if full-time enrollment is required in the summer semester or if summer is considered a vacation semester.

- [Review carefully the immigration regulations and consult with the OIE](#) prior to making any changes to the academic program or degree, or reducing courseload.

## 12. Transfer Matters: Transfers between Portugal and USA

This section provides students a summary of important information on transfers between Carnegie Mellon University(CMU) and Portugal, in particular 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. To avoid disruptions of the payments, students are required to take the actions summarized below.

## 12.1 Suspension, Reactivation and Renewal of The Scholarship

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

### Going To CMU

When going to CMU, students must SUSPEND their FCT scholarship, by doing the following:

1. **Send a request via email to suspend the scholarship** to the CMU Portugal coordination office **at least 90 days before going to CMU ([info@cmuportugal.org](mailto:info@cmuportugal.org))** with:
  - 1.1. the planned date of transfer;
  - 1.2. the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;
  - 1.3. a short paragraph on the coursework and the research developed in the doctoral program;
  - 1.4. Attached to this request, a statement from each advisor by email describing their agreement with the transfer date, including a short statement on the student's progress in the work plan.
2. After we check that all documents are in order, **the request must be forwarded to FCT by the student on the website [MyFCT](#)**. Please note that the advisors will receive an email from FCT inviting them to fill in their statement on the MyFCT website.
3. **Please notify the CMU Portugal Program ([info@cmuportugal.org](mailto:info@cmuportugal.org))** once the request is approved by FCT, specifying the approval date.

### Transferring to a Portuguese Institution

When transferring to a Portuguese Institution, students must REACTIVATE their FCT scholarship, by doing the following:

1. Send a request via email to reactivate the scholarship to the CMU Portugal coordination office **at least 90 days before transfer date ([info@cmuportugal.org](mailto:info@cmuportugal.org))** with:
  - 1.1. the planned date of transfer;

- 1.2. 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);
- 1.3. a short paragraph on the coursework and the research developed in the doctoral program.
- 1.4. Attached to this request, a statement from each advisor by email describing their agreement with the transfer date (and renewal if applicable, please see section 2 below), including a short statement on the student's progress in the work plan.

2. **If the reactivation and the renewal of the scholarship coincide**, please submit the following documents together with the reactivation request in order to **renew your scholarship**:

- 2.1. An up-to-date declaration of the student's professional situation, including the nature of the employment relationship, position and annual average teaching hours (if applicable), replaceable by a statement under oath (affidavit), in case there is no professional or provision of services activity - there is a template document from FCT, you can contact the coordination office so we can provide you that document;
- 2.2. 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;
- 2.3. Document issued by the Portuguese higher education institution where the student is pursuing the Ph.D. in which it is stated that the student is currently registered in the Ph.D. for the current academic year;
- 2.4. Declaration of contributions to Portuguese social security (in case the student is making those contributions).<sup>2</sup>

3. After we check that all documents are in order, **the request must be forwarded to FCT by the student on the website [MyFCT](#)**. Please note that the advisors will receive an email from FCT inviting them to fill in their statement on MyFCT.

<sup>2</sup> To obtain the declaration of contributions to social security please go to [www.seg-social.pt](http://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.

4. **Please notify the CMU Portugal Program ([info@cmuportugal.org](mailto:info@cmuportugal.org))** once the request is approved by FCT, specifying the approval date.

### Staying at a Portuguese Institution

A request to RENEW the FCT contract is required whenever the scholarship is active during a period that comprises in total 12 months. **The contract is not renewed automatically.** In this situation, the students are required to do the following:

1. Send an email to the CMU Portugal coordination office ([info@cmuportugal.org](mailto:info@cmuportugal.org)) **at least 90 days before** the scholarship renewal date, with:
  - 1.1. The expected month for beginning of renewal;
  - 1.2. the scholarship reference number (SFRH/BD/.../...) stated in the FCT contract;
  - 1.3. a short paragraph on the coursework and the research developed in the doctoral program;

And attach to the request the following documents:

- 1.4. A statement from each advisor by email describing their agreement with the renewal, including a short statement on the student's progress in the work plan; An up-to-date declaration of the student's professional situation, including the nature of the employment relationship, position and annual average teaching hours (if applicable), replaceable by a statement under oath (affidavit), in the case of no professional or provision of services activity - there is a template document from FCT, you can contact the coordination office so we can provide you that document;
- 1.5. 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;
- 1.6. Document issued by the Portuguese higher education institution where the student is pursuing the Ph.D. in which it is stated that the student is currently registered in the Ph.D. for the current academic year;

- 1.7. Declaration of contributions to Portuguese social security (in case the student is making those contributions).<sup>3</sup>
2. After we check that all documents are in order, the request must be forwarded to FCT by the student on the **website MyFCT**. Please note that the advisors will receive an email from FTC inviting them to fill in their statement on MyFCT.
3. Please notify the CMU Portugal Program (info@cmuportugal.org) once the request is approved by FCT, specifying the approval date.

## 13. Dual Degree Ph.D. Program Structure

### 13.1 Guidelines for Co-Supervision

Students enrolled in the dual degree Carnegie Mellon Portugal Program will be guided during their studies by two advisors (one at Carnegie Mellon and one at the Portuguese university). Students will carry out their research and coursework on both locations, in distinct periods defined by the time plan.

Therefore, students and advisors must make a yearly Work Plan after the acceptance of admission in the Carnegie Mellon Portugal Program. The Work Plan should include preliminary research topics, host institutions, and tentative dates, and it should be signed by all parties (student and both advisors). The Work Plan must be sent to FCT (when acquiring a fellowship) and to the National Directors, because it will allow ICTI staff to address students' issues effectively and in a timely manner.

Periodic conference call meetings between the student and the advisors is an essential part of the process because it enables effective collaboration and full immersion in the educational activities and

---

<sup>3</sup> To obtain the declaration of contributions to social security please go to [www.seg-social.pt](http://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.

research projects. Both advisors should be highly involved in the student's degree pursuit and should provide the student with constant guidance.

### Individual Development Plan (IDP)

Individual Development Plans (IDPs) are meant to promote professional and personal growth by formally documenting goals and facilitating dialogue, collaboration, and accountability between advisors and advisees. Carnegie Mellon has developed a set of templates that can be used by doctoral students and their advisors to create an Individual Development Plan. You can find the templates [here](#).

### 13.2 Doctoral Degree Requirements

Please review the applicable [Ph.D. Program page](#) for the specific requirements of the program that you are enrolled in, as requirements may vary from department to department. You may also refer to your department's handbook below.

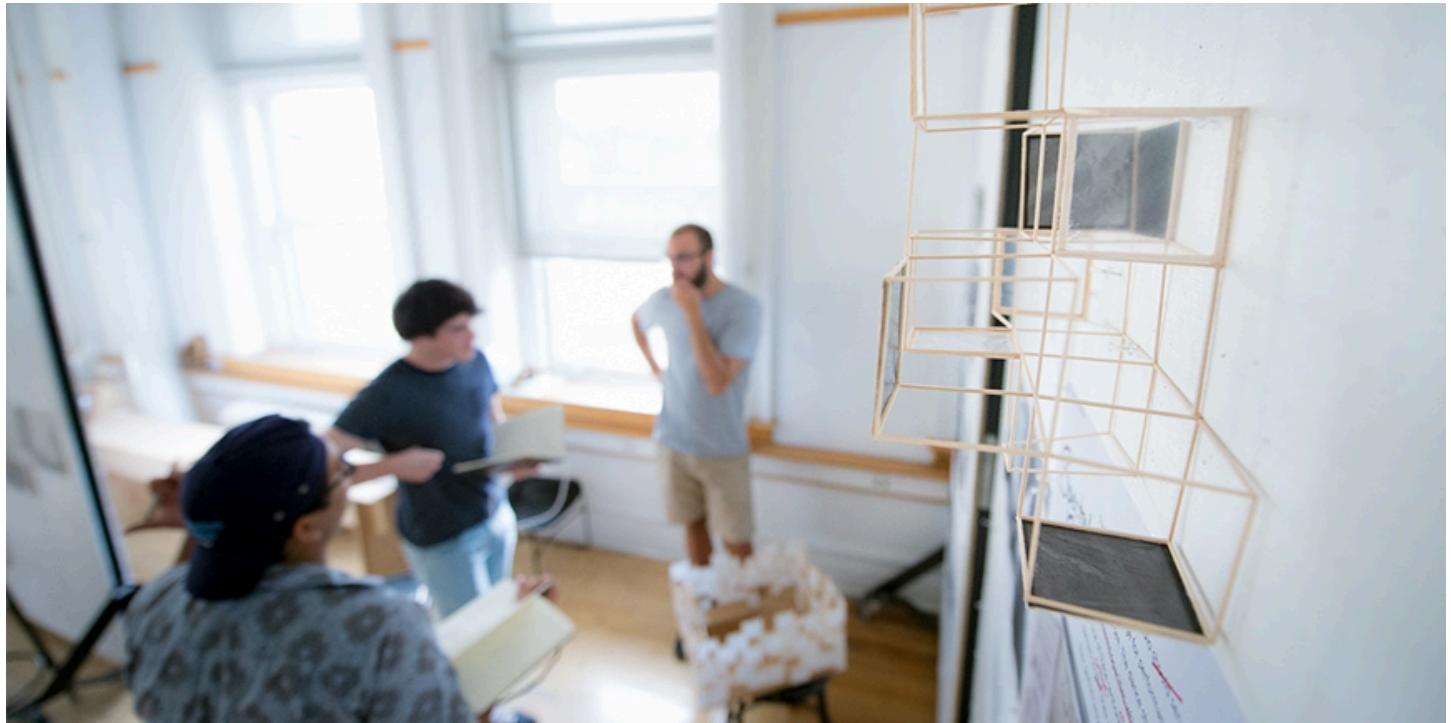
### 2024-25 Department Handbooks

- [Computer Science](#)
- [Electrical and Computer Engineering](#)
- [Engineering and Public Policy](#)
- [Human-Computer Interaction](#)
- [Language Technologies](#)
- [Software and Societal Systems](#) (Societal Computing & Software Engineering)
- [Machine Learning](#)
- [Robotics](#)

### Timeline & Residency Requirements

CMU Portugal students are required to spend three (3) years in Portugal and up to two (2) years at Carnegie Mellon University.

When at Carnegie Mellon University: U.S. government regulations require F-1 and J-1 international students to be enrolled in an in-person degree program, with in-person expectation coursework.



## Research

Students involved in the Carnegie Mellon Portugal Program engage in a wide range of research projects. Throughout our various graduate programs, student and faculty research is a key component to Carnegie Mellon Portugal Program's academic strengths.

As a program, CMU Portugal's research component focuses on scientific areas, including information processing and networks, critical infrastructure and risk assessment, applied mathematics and technology, innovation and policy. An [industry affiliate program](#) includes the membership of some of the main ICT companies in Portugal. Other major national and multinational companies and a number of technology-based firms, have or are currently [collaborating with the Program](#). Please refer to your specific Program requirements.

## Qualifying Exam (Certain Ph. D. Programs)

An extremely important step for students who are working towards a Ph. D. degree is the Ph.D. qualifying examination. The purpose of the Ph.D. qualifying examination is to determine whether the student has the intellectual maturity, readiness and ability to begin engaging in doctoral research. It is an assessment of candidates' thinking, writing and speaking skills, as well as a valuation of students' ability to pursue research activities. Please refer to your specific Program requirements.

## Teaching Requirements (Ph.D. Students)

Experience with teaching or helping teaching courses is another task required for the students enrolled in the Carnegie Mellon Portugal Ph.D. Program. Students will typically teach one undergraduate or graduate elementary course, in English. The aim of this requirement is to develop and to perfect student's communication skills. Please refer to your specific Program requirements.

## Thesis Proposal and Defense of Dissertation (Ph.D. Students)

Please refer to your specific Program requirements.

## 13.3 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 materials.

For downloadable logos, please refer to [CMU Portugal](#) and [FCT](#)'s websites. Be sure to consult the guidelines before using the CMU Portugal Logo. Please e-mail us at [info@cmuportugal.org](mailto: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).

Example of Poster with the integrated logo banner at the bottom:



The CMU Portugal Program works closely with his students to disclose all initiatives, activities, or other interesting news related to their Ph.D. experience. Whenever you have a topic or achievement (award, paper, participation in a relevant Conference) that could be of interest to share among the CMU Portugal Program community please send it to: [info@cmuportugal.org](mailto:info@cmuportugal.org).

We also invite you to follow us on social media at: [Facebook](#) | [X](#) | [LinkedIn](#) | [Instagram](#) | [Youtube](#)

## 14. 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.

### 14.1 Academic Year in Portugal

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

During the academic year there are some breaks or holidays when classes are not being taught:

**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 Calendar

\*\*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: - 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 - Courses - Research First day of class: Beginning of March Final Exams: Mid June

## 14.2 Academic Calendar at CMU

[The Academic Calendar](#) provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more. Transfers to CMU should be scheduled in accordance with the CMU academic calendar.

## 14.3 Useful Addresses

### OIE - Office of International Education at Carnegie Mellon University

#### [Office of International Education](#)

Carnegie Mellon University  
Cyert Hall, First Floor Atrium  
5000 Forbes Ave, Pittsburgh, PA, 15213  
412-268-5231

### Graduate Student Handbook Suite

While this guide is specific to the CMU Portugal Program, it is just one element of the Graduate Student Handbook Suite. There are several other resources within the suite that you should consult when needed:

[University-Wide Graduate Student Handbook](#) (Office of Graduate & Postdoctoral Affairs)

[The Word Student Handbook](#)

### 2024-25 Department Handbooks

- [Computer Science](#)
- [Electrical and Computer Engineering](#)
- [Engineering and Public Policy](#)
- [Human-Computer Interaction](#)
- [Language Technologies](#)
- [Software and Societal Systems](#) (Societal Computing & Software Engineering)
- [Machine Learning](#)
- [Robotics](#)

## Governmental Agencies in Portugal

- [AIMA - Agência para a Integração Migrações e Asilo](#)
- [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.

## 14.4 CMU Policies and Procedures

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:

- [Academic Integrity Policy](#)
- [University Policies Website](#)
- [Office of Graduate and Postdoc Affairs](#)