

EXCHANGE STUDENTS INCOMING STUDENT GUIDE



International Office
University of Aveiro

Contents

ABOUT THE UNIVERSITY OF AVEIRO	2
Welcome to the University of Aveiro!	2
PRE- ARRIVAL.....	3
What to do before arriving.....	3
The International Office	3
ARRIVAL & BEGINNING OF MOBILITY	5
Arrival in Aveiro.....	5
Meet your Academic Coordinator.....	6
Certificate of Arrival	6
Registration and During the Mobility / Changes.....	7
Portuguese as a Foreign Language - Semester course.....	8
Student card	9
ESN Buddy Programme	9
Proof of admission, Certificate or Declaration to: Request a Visa/Tax purposes/Transportation Discount	10
Visa/ Resident Permit.....	11
Tax identification number	11
Open a bank account	11
Health Insurance	12
IT Services: Information and Communication Technology Services	12
Timetable and Classrooms	14
Academic Calendar.....	14
Evaluation.....	15
Extension of the mobility / Prolonging your stay.....	15
Reducing the Mobility Period.....	15
PRE-DEPARTURE/CHECK-OUT	16
Confirmation of Departure.....	16
Transcript of Records	16
Grading System	16
LIVING IN AVEIRO	18
Cost of Living	18
Accommodation.....	18
Food at the University of Aveiro	19
Sports at the University of Aveiro	20
Health Services and Special Needs.....	20
Libraries and Study Rooms.....	21
Student Associations	21
Transportation.....	22
Culture and Leisure	22
Aveiro and Around	22

ABOUT THE UNIVERSITY OF AVEIRO

Welcome to the University of Aveiro!

The University of Aveiro (UA) was founded in 1973 and paved the way for the creation of teaching offers in several knowledge fields. Today, UA is widely recognized as one of the most innovative universities in Portugal, for its teaching and research quality and cooperation with regional and national businesses. The University of Aveiro (UA) integrates the **university campus of Santiago (main campus)**, the campus of Crasto also in Aveiro, the **schools of Águeda (School of Technology and Management)**, and **Oliveira de Azeméis (School of Design, Management, and Production Technologies)**, forming the UA cities trio. Discover UA cities through a 360º experience here: <https://www.ua.pt/en/visitas/experiencia-360o>.

This guide is for you. It will provide you with practical information (administrative formalities, accommodation, transport, etc.) and help you carry out the relevant steps throughout your stay at the University of Aveiro.



PRE- ARRIVAL



What to do before arriving

- ✓ Contact your Mobility Coordinator <https://www.ua.pt/en/divisaointernacional/lista-coordenadores> by e-mail and make an appointment to meet him/her.
The name, e-mail, and department of your [coordinator](#) are in the **acceptance e-mail** sent to you previously. The department number/ localization can be found on the: <https://www.ua.pt/file/57161>.
- ✓ Activate your Universal User account (e-mail) (mandatory) at <https://id.ua.pt> (“utilizador comunidade UA”) using the information provided in the document AK_XXXX (Activation Key: XXXXX-XXXXX-XXXX-XXXX-XXXX). You received this document, along with a provisional student card, via an automatic email.
- ✓ Register for - Portuguese language course (PLE): This free course for exchange students is strongly recommended. It must be included in your Learning Agreement or can be added upon arrival (registration required). Registration instructions are available here: <https://www.ua.pt/en/dlc/page/5966>.

On your arrival you will be asked to present:

1. Valid ID card or passport (for non-EU citizens);
2. Valid visa (only for non-EU citizens);
3. European Health Insurance Card (EHIC) or a private medical insurance policy (for non-EU citizens) or PB4 for Brazilian citizens;
4. Flight/train ticket or gas or toll receipt (if you need confirmation of arrival).

The International Office

INCOMING TEAM: Zita Morgado and Anabela Manso

Please note that all essential information will be sent by email, including matters related to course registration, re-enrolment for the next semester, and end-of-stay procedures in Aveiro. Deadlines for course registration, pass/fail declarations, and course withdrawal will also be communicated by email. Please read these messages carefully and keep them for future reference.

It's very important to meet all deadlines.

International Office Contacts

Address: University of Aveiro
Campus de Santiago, Aveiro
E-mail: incoming@ua.pt

We prioritize requests via email to incoming@ua.pt.

However, if you have a matter that absolutely requires an in-person meeting, it is **mandatory to schedule an appointment**. The period to attend is **09:30 am-16:30 pm** at **building 25**.

To schedule an appointment, access to:

<https://siga.marcacaodeatendimento.pt/Marcacao/marcacaoInicio>

How to schedule an appointment:

By entity/start

1. Subject or entity (page2): *University of Aveiro*: select
2. Attendance options:
 - a. Theme: *students*
 - b. Subtheme: *Mobility/Erasmus incoming*
 - c. Motive: *select*
3. *Attendance place*: Next
4. (choose) Appointment time and fill in your personal information

ARRIVAL & BEGINNING OF MOBILITY



Arrival in Aveiro

Located right in the center of Portugal, Aveiro city is easy to reach, both by air and by road.

How to get to the University of Aveiro (Santiago Campus):

1. From Porto Airport (Aeroporto Francisco Sá Carneiro), about 80km north of Aveiro (nearest airport)

➤ *PRIVATE TRANSPORTATION: Taxi/Uber/Similar*

You can choose to go all the way by private transport (such as a taxi, Uber, or a similar service) or just part of the way, for example, to the Porto-Campanhã train station, from where the train to Aveiro will depart. The cost of the entire trip by cab will be around 75€. If you choose to travel by cab just to Porto-Campanhã, you will pay about 25€. Services like Uber, Bolt, or Free Now are available and have lower prices. Between 25 and 75 euros, about 1 hour.

➤ *PUBLIC TRANSPORTATION: Metro and Train / FlixBus*

If you choose to travel by public transport, you should use the **metro** between Porto Airport and the Porto-Campanhã station. The trip (Z4 title), costs about 2€ and the subway departs every 30 minutes. The trip takes about 45 minutes. Additional information <https://en.metrodoporto.pt/>. At Porto-Campanhã, you should buy a ticket to train to Aveiro. You have several options available, which have different travel times and prices. The suburban train is the most accessible: trains run every hour, the trip takes about 50 minutes and costs 3.90€. The fast trains take about 30 minutes and prices vary between 12€ and 20€. Additional information <https://www.cp.pt/passageiros/en>

2. From Portela Airport in Lisbon, about 250 km away.

➤ *PRIVATE TRANSPORTATION: Taxi/Uber/Similar*

A trip by cab, Uber, or similar services from Lisbon to Aveiro can amount to several hundred Euros. However, you can choose to use this transportation, for example, from the airport to the train station or the bus terminal. It costs between 6 and 20 euros, depending on the destination. About 200 euros for 2 hours and 30 minutes.

➤ *PUBLIC TRANSPORTS: Metro and train / FlixBus*

You must go to the subway train station. The route starts at the Airport station, with the Red Line, in the direction of São Sebastião. The trip costs about 1.50€ and takes 15 minutes to Oriente, where you should leave the metro. Additional information <https://www.metrolisboa.pt/>. The train is the most practical transport to travel between Lisbon and Aveiro. You should board at Lisbon - Oriente, the trip takes about 2h30 and costs between 21€ and 31€. If you buy the ticket in advance, you can get prices starting at 4€. Additional information <https://www.cp.pt/passageiros/pt>.

Here: <https://www.ua.pt/en/como-chegar>

If you go to the Águeda School of Technology and Management (ESTGA) it's about 30km from Aveiro city center. Find out how to arrive at ESTGA:

<https://www.google.com/maps/dir/Universidade+de+Aveiro,+Aveiro/40.574734,-8.443685/@40.6172816,->

If you go to the School of Design, Management and Production Technologies (ESAN) it's about 40km from the center of Aveiro. Find out **how to arrive** at ESAN: <https://www.ua.pt/en/esan/page/21718>

Meet your Academic Coordinator

Before or during your first week at the University of Aveiro, contact your **departmental coordinator** to schedule a meeting.

👉 List of coordinators: <http://www.ua.pt/en/gri/departmental-coordinators>
(The coordinator's contact was sent in your acceptance email.)

⚠️ Bring your **Learning Agreement** to the meeting to:

- review your study plan, and
- complete the **"Changes to the Learning Agreement / During the Mobility" form** - if you need to **add or delete courses** - only valid if the document is duly signed by the student, and the UA departmental coordinator.

More information:

👉 <https://www.ua.pt/en/divisaointernacional/coordinators-list>

Certificate of Arrival

All Arrival and Departure Certificates for incoming students at the University of Aveiro will be issued exclusively using the standardized template of University of Aveiro. Templates from home institutions will not be signed.

⚠️ **Only complete this step if your home university requires a Certificate of Arrival.**

After your arrival in Aveiro, complete the online form:

Incoming Students – Certificate of Arrival / Registration / Changes to the Learning Agreement

👉 <https://forms.ua.pt/index.php?r=survey/index&sid=952522&lang=en>

Upload **official proof of your arrival date** (self-declarations are not accepted), such as:

1. flight ticket
2. train ticket
3. fuel or toll receipt
4. any official document proving your arrival in Aveiro

⚠️ The declared arrival date **must correspond to**:

- the start of **ESN welcome activities**, or
- the **beginning of classes**

Certificates **will not be signed** with dates **before** the start of integration activities or class attendance, even if you arrived earlier.

Issuing of the Certificate:

- The International Office will issue the **University of Aveiro Certificate of Arrival**
- The certificate will be **signed, stamped, and sent by email** to:
 - the student, and
 - the home university

More information:

👉 <https://www.ua.pt/en/divisaointernacional/prepare-mobility-incoming>

Registration and During the Mobility / Changes

1. Mandatory Registration (upon arrival)

- All incoming students must complete the online form:
Incoming Students – Certificate of Arrival / Registration / Changes to the Learning Agreement
as soon as possible, **preferably within the first two weeks after arrival**:

👉 <https://forms.ua.pt/index.php?r=survey/index&sid=952522&lang=en>

⚠️ **Important:** If you do not submit your registration, your courses **will NOT appear** in your final Transcript of Records.

In the “Registration” section, you must upload:

- Registration form
- “During the Mobility” / OLA – Changes (if applicable, duly filled and signed)
- Copy of health insurance
- Passport/visa (non-EU students only)

After submission, you will receive a registration confirmation.

More information:

👉 <https://www.ua.pt/en/divisaointernacional/during-mobility-incoming>

2. Changes to the Learning Agreement (During the Mobility)

The courses registered in your **Transcript of Records must match your Learning Agreement**.

If you need to:

- change courses, or
- add the Portuguese Language Course,

you must submit a “**During the Mobility**” form or OLA (**Changes section**) via the same online platform:

👉 <https://forms.ua.pt/index.php?r=survey/index&sid=952522&lang=en>

Deadline:

🕒 **Within 2 weeks after the beginning of classes (each semester)**

⚠️ After this deadline:

- No changes will be accepted or signed
- Grades from unapproved courses will **not be validated**
- Vacancies in classes are **not guaranteed**

3. How to Fill in the “During the Mobility” / OLA

- Include **only the courses you are adding or deleting**
- Indicate all changes in “**Exceptional changes to Table A**” or A2 in OLA
 - Deleted courses → tick “**Deleted component**”

- Added courses → tick **“Added component”**
- The document must be **approved and signed by your UA academic coordinator** (home coordinator signature is recommended)
- If using OLA:
 - upload the version **signed by all three parties**
 - never modify the Table A (before mobility) – all changes must be done in Table A2 – Changes to the Learning Agreement

 If you have already uploaded your **health insurance and passport/visa**, you **do not need to upload them again**.

4. Important Notes

- You may use **only ONE document**:
 - During the Mobility form **OR**
 - OLA **OR**
 - A template from your home university**Do NOT submit more than one document with the same information** (we will not sign duplicates).
- **Course Enrollment:**
 - Exchange students must enrol in practical and theoretical-practical classes directly with the departmental secretaries after arrival (not via PACO).
 - If some practical classes do not appear in your timetable or Moodle, you must enrol locally with the department secretary.

Portuguese as a Foreign Language - Semester course

The University of Aveiro offers our Incoming students the opportunity to attend the Portuguese Language course a free of charge:

- The course **must be included in your Learning Agreement** via the **“During the Mobility” / Changes form**, during your meeting with the academic coordinator.
- Credits: 6 ECTS

Course Structure

- 4 hours per week (2 × 2h classes)
- Classes take place after working hours:

Course Units (by level)

- 46033 – Portuguese as a Foreign Language (A1)
- 46034 – Portuguese as a Foreign Language (A2)
- 46035 – Portuguese as a Foreign Language (B1)
- 46037 – Portuguese as a Foreign Language (B2)
- 46038 – Portuguese as a Foreign Language (C1)

Registration (Mandatory) - Registration is **mandatory to guarantee a place on the class** (you received an email with instructions and deadlines)

Register online:

 <https://forms.ua.pt/index.php?r=survey/index&sid=269463>

 <https://www.ua.pt/en/dlc/page/5966>

 dlc-ple@ua.pt

Student card

You will receive a provisional card/chip that grants access to on-campus facilities. An email will be sent to you with details on the date and location where you can collect it.



Where to Use Your Card: Your student card serves as identification for accessing various on-campus services, including the library, canteens, and other facilities. It is also used for meal payments at the University of Aveiro, both in the canteens and cafeterias.

How to Activate and Load Money on Your Card: Before using the card for the first time, it must be activated. You can do this at the STIC Helpdesk (Building 6) or at the library. The default PIN is 1234; you are required to change it after your first use for security purposes.

You can charge money at the Canteen of Santiago (building 6, ground zero) or at the Canteen of Crasto. For more information, visit: <https://www.ua.pt/en/sas/cartao>

How to Obtain the UA Student Card (Optional): The University of Aveiro partners with Caixa Geral de Depósitos (Bank) to issue the student card. Please note that you are not required to open an account with the bank to receive the card. Opening a bank account is entirely optional.

Caixa Geral de Depósitos Address: Rua Dr. Mário Sacramento 177, 3810-106 Aveiro.

ESN Buddy Programme

Once you are accepted, you will automatically be assigned to an ESN Buddy.

All exchange and international students must register in the [Papaya](#) matching system to join this program. If you have any questions or need assistance, please contact the ESN office at vicepresident@esnaveiro.org.

The Erasmus Student Network (ESN) is a voluntary student organization that supports incoming exchange students by organizing various activities such as sightseeing tours, game nights, parties, and other events. Erasmus buddies in this network can provide you with valuable tips on how to navigate daily life and study abroad. Once you know your exact arrival date in Aveiro, be sure to reach out to your ESN Buddy.

ESN Survival Guide: [ESN Survival Guide - Aveiro](#)

For more information about the ESN Card, visit: <https://www.esnaveiro.org/?q=get-your-esncard> or email: board@esnaveiro.org.

Orientation Week Details

Find more information about Orientation Week here: <https://www.esnaveiro.org/>

Erasmus Student Network (ESN)

- Address: Zona Técnica (Catacumbas), Building 6
- Opening Hours: Currently unavailable. For assistance, please contact ESN.
- Contact:
 - Email: board@esnaveiro.org.
 - Website: www.esnaveiro.org
 - Facebook: <https://www.facebook.com/esnaveiro>
 - Instagram: <https://www.instagram.com/esnaveiro/>

Proof of admission, Certificate or Declaration to: Request a Visa/Tax purposes/Transportation Discount

If necessary, you can request certificates for:

- Public transportation discounts
- Tax purposes (ex. to obtain a NIF or open a Bank Account)
- AIMA - Agência para a Integração Migrações e Asilo (ex. to get an appointment for a residence permit)
- Visa preparation

Important note (before you start) - Before requesting any certificate, you must update your address in PACO:

- Use your current residence in Aveiro
- Do not use your home country address



Step-by-Step Guide:

Step 1 – Update Your Address in [PACO](https://paco2.ua.pt/)



Log in to: <https://paco2.ua.pt/> (using your UA institutional email and password)

1. Open the menu → VIRTUAL OFFICE > Personal data
2. Scroll down to “Addresses”
3. Replace the existing address with your current address in Aveiro
4. Click Save

Step 2 – Request the certificate

Click on the menu and select VIRTUAL OFFICE > Certificates > New certificate

From the menu, go to:

VIRTUAL OFFICE > Certificates > New certificate

1. Select your course:
1000 – ATTENDANCE AT INDIVIDUAL COURSE UNITS → *Next*
2. Choose Certificates – Registration/Attendance
3. Select Certificates – Enrollment → *Next*
4. When prompted, choose:
“With Exemption / Com Isenção”
5. Select the reason for exemption (type of certificate):
 1. Transports
 2. AIMA
 3. Preparing the visa
 4. Tax purposes
6. Language: Portuguese
Format: Digital
7. Confirm your request
8. Download your certificate after processing at:
VIRTUAL OFFICE > Certificates > Certificates list
(Download icon is on the top right of the document → on mobile phones, use horizontal orientation if needed)

Step 3 – Use the Certificate

- The certificate must be used only in digital format (printing is not allowed)
- For Public Transport Discounts:
 - Present the digital certificate to the transport company when applying for a discounted card
 - You must go in person to:
 - Comboios de Portugal
 - BusWay

Visa/ Resident Permit

If you have questions about your visa or residence permit, the University of Aveiro offers support through the Local Support Centre for the Integration of Migrants (CLAIM). You can get assistance by emailing claim_UA@ua.pt or [scheduling an appointment to CLAIM_UA](#)

Location: aTUA

Opening Hours: 10:00 AM - 01:00 PM / 02:00 PM - 05:00 PM

For more information, visit: <https://www.ua.pt/#/en/international-support>

Tax identification number

To open a bank account or sign any type of contract (e.g., rental agreement, phone line), you will need a Tax Identification Number (NIF).

You can request your NIF (*número de contribuinte*) online before arriving in Portugal by emailing internationalstudents@ua.pt.

Open a bank account

To open a Portuguese bank account, you will need the following documents:

- Valid ID or passport
- NIF (Tax Identification Number)
- Proof of admission / Declaration for tax purposes (see in the previous point - “Proof of admission or Declaration” - how to get it).

DURING YOUR STAY



Health Insurance

EU Students:

Before leaving their home country, EU students must ensure they have valid health insurance coverage. Urgent healthcare in Portugal is provided by the National Health Service (Serviço Nacional de Saúde – SNS) through the **European Health Insurance Card (EHIC)**, issued by the competent national authorities.

Students who do not yet have an EHIC should contact the health services in their home country before departure.

Non-EU Students:

Non-EU students are required to present proof of valid health insurance coverage. Health insurance may be obtained through a private insurance contract issued by an insurance provider either in Portugal or abroad.

The insurance must:

- Be valid in Portugal;
- Cover all risks related to illness;
- Cover the entire duration of the stay in Portugal, indicating start and end dates;
- Specify reimbursement procedures.

Ensuring that the insurance complies with these requirements is the student's responsibility.

IT Services: Information and Communication Technology Services

The Information and Communication Technology Services (STIC) provide technical support and manage all digital services at the University of Aveiro. More information: <https://www.ua.pt/en/stic>

University of Aveiro Email

The University of Aveiro email service is available at <https://mail.ua.pt/>

To access it, use your UA email address and password.

Important:

- To activate your Universal User (UU) account, access <https://id.ua.pt/>
- and use the information provided in the document AK_XXXX (Activation Key).
- This email address will be used for all official academic communications.
- All services become available within 24 hours after account activation.

For additional support, contact the STIC Helpdesk via email at stic-helpdesk@ua.pt or visit the Helpdesk in Building 6. More information: <https://www.ua.pt/en/stic/page/11591>

IT Support on Campus

The EDUROAM wireless network is available across campus. To connect, simply use your University of Aveiro email and password.

E-Learning/Moodle

Your University of Aveiro credentials (UU) also grant access to the Moodle e-learning platform, where students can manage learning activities, assignments, academic materials, communications, and assessments.

Moodle can be accessed:

- Via web browser;
- Through the UA Mobile app (<http://www.ua.pt/stic/uamobile>), available for free on both Apple and Google app stores.

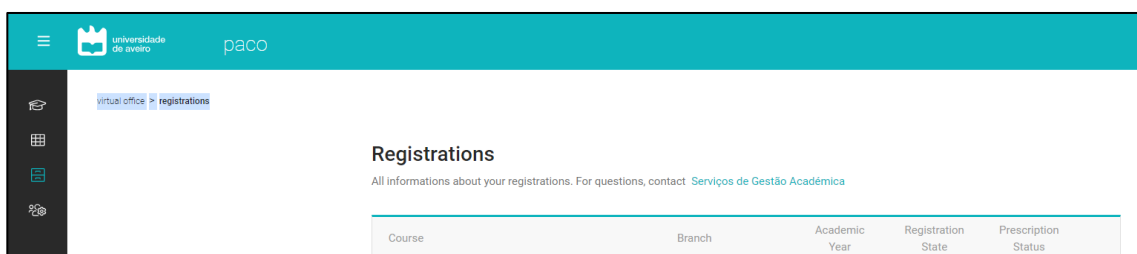
PACO - Academic Online Portal

The PACO – Portal Académico On-Line da Universidade de Aveiro (<https://paco2.ua.pt/>) is an online platform for students, faculty, and staff, offering:

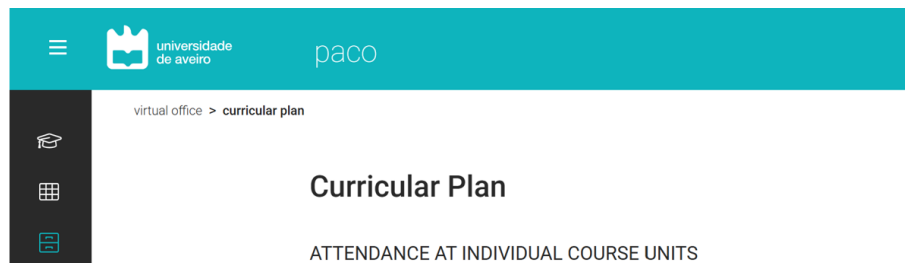
- Virtual office
- Course management
- Timetable management
- Exams calendar
- Online classes management

Access PACO using your University of Aveiro email address and password.

virtual office > registrations

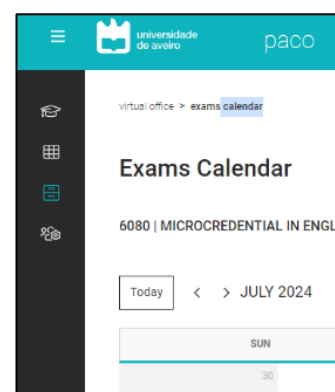


To see your enrollment: **virtual office > curricular plan**



Calendário de Exames/ Exam calendar:

List of exams/ disciplines in which student is enrolled: date, room, etc.



Histórico de Notas/ Grades:

virtual office > enrolments > exams

Allows you to consult the history of all notes that you pass



Timetable and Classrooms

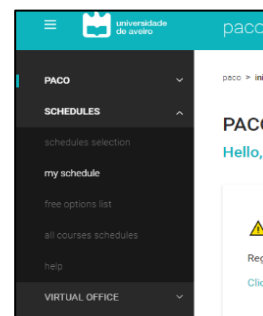
You can view your timetable on PACO (under the "Schedules" tab, typically available the week before classes begin):

- **PACO Timetable Link:** <https://paco.ua.pt/horariosweb>
- **UA Mobile App:** <http://www.ua.pt/stic/uamobile>

Horário/Schedules: <https://paco2.ua.pt/schedules>

If some practical classes don't appear in your timetable or Moodle, after submitting the registration/ changes, you need to enrol (choose a practical class) **also in the secretary of the department**, where you have the course.

If some course has already been **deleted** and appears in your LA, you must **ask the secretary of the department to remove it** from your timetable.



In the University of Aveiro, all departments and classrooms are identified by a numerical sequence in the format "building.floor.room." For example, if your timetable shows "23.2.8," this means you need to go to Building 23 (Pedagogical, Scientific, and Technological Complex), then go up to the 2nd floor and find Room 8.

You can find department locations on the UA campus map: <https://www.ua.pt/file/57161>

Academic Calendar

The academic calendar at the University of Aveiro may vary slightly each year. Students are therefore advised to consult the official calendar published by the Academic Services

For detailed and up-to-date information, please visit: <https://www.ua.pt/pt/sga/page/4618>

1st Semester (Indicative)	2nd Semester (Indicative)
Welcome and Integration Activities: early September	Welcome and Integration Activities: early February
Start of classes: mid-September	Start of classes: early to mid-February
Christmas break: late December to early January	Easter holidays: early to mid-April
End of classes: mid-December	End of classes: early June
Exams (Regular Season): January	Exams (Regular Season): June
Exams (Repeat Exam Season): February	Exams (Repeat Exam Season): late June to early July

Evaluation

Evaluation Methods:

Students usually have the option to choose between periodic evaluations (throughout the semester) or a final exam evaluation, depending on the agreement with each professor. The methods and criteria for assessing student performance will be provided by the professor at the beginning of the course.

Enrolment in Supplementary Exams:

1st and 2nd Semesters: Students are automatically enrolled for the repeat exam season in any courses they have not passed, provided they have not failed due to absences. No formal enrolment is required.

Enrolment in Grade Improvement Exams:

1st and 2nd Semesters: Students can register for grade improvement exams via PACO (PACO -> Apoio a Aulas -> Inscrições em Exames) for each course, once the grade for the regular exam season is released by the professor. Registration must be completed no later than two days before the exam date.

This registration is binding. A fee of 20 euros will be charged if you are absent, withdraw from the exam, or receive a grade that is equal to or lower than your previous one.

Extension of the mobility / Prolonging your stay

Students who had planned to stay for just one semester but decide they would like to stay an extra semester may request to do so (this is **only valid for students in the 1st semester who would like to stay for the 2nd semester**).

The procedure is as follows: first, contact both your home institution coordinator and your departmental coordinator here in Aveiro about the possibility of extending your exchange period for an extra semester. If they agree in principle, then you need to confirm the extension by filling out the "**During the Mobility**" form to indicate the course units you wish to add to your original learning agreement.

Deadline: This procedure must be completed before the 1st Semester exam season.

Reducing the Mobility Period

If you plan to study for the full semester or academic year but need to leave early, you must discuss this with your Departmental Coordinator. Ensure that all assignments and assessments are completed before your new departure date and inform your home university about the change in plans, as it may affect your grant or other arrangements.

If your early departure means you won't be able to complete all your work, you must update your Learning Agreement by filling out the "**During the Mobility**" form. This form is provided by the International Office, and you should tick the course units you wish to remove from your original Learning Agreement.

Additionally, it is your responsibility to notify the Immigration and Borders Services (SEF) in Aveiro about any changes to your planned period of stay.

PRE-DEPARTURE/CHECK-OUT



Confirmation of Departure

- After completing all exams, fill out the **Incoming Students – Certificate of Departure** form: [Certificate of Departure Form](https://forms.ua.pt/index.php?r=survey/index&sid=249373&lang=en) (<https://forms.ua.pt/index.php?r=survey/index&sid=249373&lang=en>) and upload the required documents.
- The confirmation will be sent to you and your home university, signed and sealed, by email. The date on the certificate will correspond to the date of your last exam or when the grade for your last exam is published.

Transcript of Records

Note - to ensure your grades appear on the Transcript of Records, confirm that you are correctly registered in your courses in PACO before the exam period begins.

Your Transcript of Records will be available for download from PACO after all grades are finalized and the exam period ends.

See the step-by-step instructions:

📌 **Access to PACO** - <https://paco2.ua.pt/> (Login using your UA email address and password)

Step-by-step Instructions

1. Go to Virtual Office
2. Select Certificates → New Certificate
3. Course/Registration: → *1000 – Attendance at individual course units*
4. Certificate Type: → *Certificates – Approval*
5. Select: → *Certificates – Approval of Curricular Units (UC) (Transcript of Records – ToR) – 0,00 €*
6. Language and format:
 - Language: English
 - Format: Digital only (paper format is not available)

After Submitting the Request

7. The request will be processed and digitally signed by the Academic Services
8. The certificate will be available under “List of Certificates”
9. You will receive a notification indicating where to download it - Send notification informing where to download the certificate
10. Consult the certificate on the "card" - click to view
11. Download your Transcript of Records

Important Reminder

Please note that it is your responsibility to send the digital Transcript of Records to your home university's International Office or Academic Coordinator.

Grading System

ECTS Credits: ECTS credits (European Credit Transfer and Accumulation System) have been created to facilitate the transfer of credits earned abroad. You will earn ECTS credits only for the courses you pass. These will be reported on your Transcript of Records.

The correspondence between the European grading scale and the Portuguese grading scale is composed of 5 segments (classes), identified by the letters A to E.

In the 10-20 interval of the entire 0-20 numerical scale in use in Portugal, the European grading scale adopts the following correspondence:

A: grade 20 to p, where p is the classification that incorporates, in this segment, 10% of the students;
B: grade p-1 to q where q is the classification that incorporates, in this segment combined with the previous segment, 35% of the students;
C: grade q-1 to r where r is the classification that incorporates, in this segment combined with the two previous segments, 65% of the students;
D: grade r-1 to s where s is the classification that incorporates, in this segment combined with the previous segments, 90% of the students;
E: s-1 to 10.

In applying the correspondence between the European grading scale and the Portuguese grading scale, as per the above-mentioned legal instrument, the distribution of classifications is calculated for at least three years and a sample of at least 100 students.

LIVING IN AVEIRO



Cost of Living

In the Aveiro region, particularly in the cities near the University of Aveiro, the cost of living is quite reasonable compared to other parts of the country. The flat layout of the cities makes it easy to travel on foot or, as is traditional, by bicycle, which can significantly reduce transportation costs. On average, a student in Portugal will spend between €600 and €700 per month on accommodation, food, transport, study materials, and other basic expenses (excluding tuition fees). Despite these costs, living in Portugal is still more affordable than in many other European countries.

Regarding food, the canteens on campus offer complete meals for €2.65, and there are also bars with reduced prices available. As for accommodation, there are various rental options starting from €300. Additionally, you can access sports facilities or a gym for €22.50 per month.

For more information, visit: <https://www.ua.pt/en/cidades-ua>.

Accommodation

Approximate Prices:

- University Halls of Residence (on campus, single room): €180/month/person
- Private sector student accommodation (single room): €350 - €400/month/person
- Private sector student accommodation (double room): €250 - €350/month/person
- Private sector apartment: over €600/month

Important Reminder: Do not make any payments before seeing the accommodation or verifying that it is not a fraud.

Student Residences

We understand the importance of secure and convenient housing. However, due to various contingencies and the limited number of available rooms in our Halls of Residence, we regret to inform you that it will not be possible to provide accommodation for our incoming students.

Therefore, we recommend that incoming students begin looking for alternative accommodation options as soon as they receive their University of Aveiro acceptance email.

Private Sector

Download this map to help determine the best areas to look for an apartment based on walking distance from the university.

Important: Never make a payment or transfer money unless you are sure the transaction is trustworthy. Tips to avoid scams:

- Ask detailed questions about the property and the neighborhood.
- Ensure the landlord's name is Portuguese.
- Request photos of the building and the street where it's located, and compare them with Google Maps.

Qualified Accommodation

As an alternative to university residences, SASUA offers a list of qualified accommodations in the cities of Aveiro, Águeda, and Oliveira de Azeméis. This list is compiled through contacts with property owners in these cities where the University of Aveiro is located. After visiting the accommodations and verifying that they meet certain criteria (e.g., signed contract, receipt issuance, rent values, living conditions), the properties are added to the list provided by the institution.

In this type of accommodation, the prices may not exceed €350-€400 (for a private bathroom with expenses included – energy, water, etc.). However, it is important to note that SASUA and the International Office are not responsible for the advertised accommodation. This service is purely informational, intended to help students find alternative housing.

You can access the list online at the SASUA website: <https://www.ua.pt/sas/page/12465>.

ESN Aveiro Accommodation Group

Many students share flats near the campus or in the city center. The Erasmus Student Network (ESN) provides exchange students with practical advice and contact information for students looking to rent a flat. Whenever possible, ESN will assist students individually during their search for accommodation, helping with communication with landlords. Details about available rooms are shared among Erasmus students through their Facebook group: <https://www.facebook.com/groups/545334885857966/>.

Estate Agencies

Most estate agencies in Aveiro do not specialize in student accommodation, but they can still be very helpful. If you decide to contact an estate agency (referred to in Portuguese as "agência imobiliária"), you will have the opportunity to view various student housing options in the city. If you choose to rent a flat through an agency, you will sign a tenancy agreement. Please read your tenancy agreement very carefully and ensure that you fully understand the details (ask your buddy to help you understand the contract and clarify any doubts). Pay particular attention to the following:

- Duration of the agreement
- Implications of withdrawing from the agreement before the expiry date
- Services included in the contract
- Your obligations regarding water, communication, and energy contracts

Popular websites for finding accommodation include: <https://bquartos.pt/aveiro/>, <https://www.idealista.pt/>, <https://www.remax.pt/>, OLX, Uniplaces, and others.

Important Note: Never make any payment or money transfer without confirming that the source is trustworthy.

Temporary Accommodation

In the meantime, we recommend staying in a hostel for a few days when you arrive in Aveiro. This will give you a place to stay while you visit various accommodations in the city.

Food at the University of Aveiro

At the University of Aveiro, you can enjoy a variety of meal options at the campus canteens – including meat or fish dishes, healthy choices, vegetarian and vegan meals, salads, grilled food, and light options. You can also bring your own packed lunch and enjoy it in one of the many beautiful green spaces around campus.

All UA students and staff have access to several food facilities, including canteens and cafeterias, spread across the campuses.

The basic daily menu includes - bread, soup, a main course, salad, fruit or dessert, and a drink.
Prices:

- Students: €2.80
- Teachers and staff: €4.90
- External users: €5.10

You can check the daily menus here: <https://cms.ua.pt/ementas/>

Note: Meals are paid for exclusively using the UA student ID card: <https://www.ua.pt/en/sas/cartao>

Sports at the University of Aveiro

The University of Aveiro offers excellent sports facilities, both in terms of infrastructure and scenic surroundings. The UA has a multi-sports pavilion equipped with a sports hall for practicing gymnastics and martial arts, a fitness room, sauna and squash courts, an athletics track, a football field, and a smaller gym.

To learn more about available sports and how to get involved, visit: <https://www.ua.pt/en/sport-in-ua> or contact: rt-ndi-desporto@ua.pt

Health Services and Special Needs

Health

If you fall ill and need to see a doctor or require medical services, the University of Aveiro provides all the support you need. You will also have free access to various sources of medical expertise to keep you fit and healthy. We have a **University Health Center located at UA (Building 30)**, and if you get sick, you can receive medical help for free: [University Health Center \(https://www.ua.pt/#/en/health-wellness\)](https://www.ua.pt/#/en/health-wellness); [Student Services \(https://www.ua.pt/sas/page/11765?ref=ID0EHCA\)](https://www.ua.pt/sas/page/11765?ref=ID0EHCA). To book an appointment, send an email to csu@ua.pt.

If you get sick during the weekend, you can visit the community health center, located at Praça Rainha D. Leonor, 3810-042 Aveiro.

Regarding payment: healthcare is always paid directly by the user or through health insurance. It is the responsibility of students to ensure they have adequate health insurance. If you are an EU citizen, you can present the European Health Insurance Card.

You can also call **SNS 24 (808 24 24 24)** and report your illness.

Pharmacies: Pharmacies are generally open during the week from 9 AM to 1 PM and from 3 PM to 7 PM. On Saturdays, they are open from 9 AM to 1 PM. They close on Saturday afternoons and Sundays. For emergencies or other reasons, access to a pharmacy is ensured through the “on-call pharmacies” system. Every day, at least one pharmacy is open 24 hours, according to a rotating schedule. The address and phone number of the pharmacy on duty are published in local newspapers and are also displayed in the windows of all pharmacies.

Healthy Mind

Studying abroad can be challenging at times. If you encounter any difficulties or mental health issues while in Aveiro, please do not hesitate to contact us: we will help you find the support you need. You can also book an appointment by sending an email to csu@ua.pt.

Students with Special Needs - Student Support Office of the University of Aveiro

Students with special needs (SEN) benefit from specific accommodation tailored to their individual needs and receive specialized support, defined on a case-by-case basis in accordance with the Statute of Students with Special Educational Needs of the University of Aveiro (EENEE). This includes accessibility to buildings, library resources, and cultural, sports, and recreational activities.

If you are a student with special educational needs and are on mobility in Aveiro, here are the contact details that could be useful to you:

GUIA - Student Support Office

<https://www.ua.pt/pt/guia>

Dr. Sandra Caldeira

guia@ua.pt

Libraries and Study Rooms

Located in the center of the university campus, the UA library is an ideal place to read, study, and conduct research. It is accessible to the entire academic community. The UA library network also includes five specialized libraries in different scientific areas: the Mediateca, the Domingos Cravo Library (ISCA-UA), the libraries at the Águeda School of Technology and Management, the Aveiro North School of Design, Management and Production Technologies, and the Study Room in the Pedagogical Complex.

If you need to study or do group work late into the night, you should know that the UA provides space that is available 24 hours a day: E24 Spaces. During exam periods, the University of Aveiro and the UA Academic Association extend the opening hours of study rooms (Halls of Residence Bar, Pedagogical Complex, Open Space in the Home of the Student, E24 Spaces in the Department of Biology, and the Catacombs). Read more at: <https://www.ua.pt/en/sbidm>.

Student Associations

Students Union - AAUAV

The **Associação Académica da Universidade de Aveiro** (AAUAv) represents the interests of students in the management entities of the UA (Building N). The AAUAv, along with other student groups at UA, plays a key role in organizing cultural and sporting activities. It is made up of several bodies, including sports clubs, course groups, and cultural and sporting associations that not only represent the diversity of the university but also its strength and unity. Among other things, it aims to organize, defend, and represent all UA students. Learn more about the associations. For more information, visit: <https://aauav.pt/>.

Course and Associate Nuclei / Núcleo de Curso

In each department or course, you will find the “**Núcleo de Curso**”: student groups usually organized by study area. Their general objective is to represent the students of the courses they are associated with, providing support, promoting cultural, sporting, pedagogical, and formative activities, and offering materials for studies and exams.

UA Intercultural and CLAIM

The **UA Intercultural Service** (UAI) welcomes and integrates the international community, addressing any doubts and helping resolve academic and social issues. The UA Intercultural Service organizes a series of introductory sessions at the beginning of the academic year. These sessions will be shared with international students so they can register and participate.

The **CLAIM-UA** (Local Support Centre for the Integration of Migrants from the University of Aveiro) offers general information and specialized support in various areas, including regularizing your situation with SEF, obtaining nationality, family reunification, professional issues, access to public services, and support for migrant entrepreneurship, among other topics. For more information, visit: <https://www.ua.pt/en/international-support>.

ESN Aveiro

The **Aveiro Erasmus Student Network (ESN)** is an international non-profit student organization that promotes academic mobility programs. ESN Aveiro supports and develops exchange programs for young

students at UA, facilitates their integration into the academic environment and local communities, and offers an intercultural experience for those who are unable to study abroad.

ESN Aveiro also assists UA students who wish to study in another European country and organizes recreational, cultural, social, and civic activities that promote a warm welcome and integration.

Transportation

To get around Aveiro, you can use the bus, taxi, UBER, or bicycle. For more information, visit: <https://www.ua.pt/en/transportes>.

If you choose the bus, there are routes available from various locations in Aveiro to the university. You can check the bus timetable at: <https://www.aveirobus.pt/>.

If you need a declaration to obtain a student pass for bus or train travel with a student discount, you must request it from the PACO system.

If you prefer to travel by bicycle, Aveiro offers a great solution: **BUGA** – Free Bicycle of Aveiro.

For those who ride bicycles to UA, the campus provides a network of infrastructures dedicated to bicycle mobility, including several bicycle paths, Sheffield-type parking points, the Totem (self-service repair/tuning station), and the **Espaço da Bicicleta**. This space, dedicated to bicycles, also features a workshop where bicycle maintenance services are provided at a reduced cost to the academic community. Learn more at the **Núcleo da Bicicleta da AAUAv**.

Where to get a bicycle:

- **UAUbike**: a university project that provides conventional and electric bicycles for long-term, free use by the academic community (subject to a deposit and registration).
- **BUGA 2.0**: a municipal service in the city of Aveiro offering shared electric bicycles throughout the city – ideal for short trips.
- **@RentBikesUA**: an Instagram page where some students organize bike rentals within the academic community.

Culture and Leisure

Studying at the University of Aveiro means not only living in the city but also immersing yourself in the region, getting to know its history, culture, legends, and mysteries. The cities of UA and their neighboring municipalities offer a wide range of experiences. These include everything from the arts and culture to gastronomy and history, from natural heritage to the architectural richness of the buildings, from the bustling city life to the tranquility of the lagoon, from the powerful force of the sea to the mysterious charm of the mountains.

For more information, visit: <https://www.ua.pt/en/cultura-tempo-livre>.

Aveiro and Around
[Tourism in Aveiro](#)
[Tourism in Centro Portugal](#)

Moliceiro Tour

Ride on the gondola-like boats called **moliceiros**, traditionally used for gathering seaweed that was once used as local fertilizer. These boats are larger than their Italian counterparts and are now available year-round for tourists. A moliceiro ride is not only an iconic activity but also a great way to experience Aveiro's charm.

Try Ovos Moles

Anyone looking for a souvenir to bring back home should consider a box of **ovos moles**, a local sweet made with sugar and eggs. Sweet and creamy, they come in various shapes and sizes, making them a unique treat.

Enjoy Traditional Dishes

The local cuisine is a must-try, especially along the coast, where the dishes are heavily focused on fish and seafood.

Visit the Art Nouveau Museum

Along the main canal in downtown Aveiro, you will find a series of buildings with façades inspired by the romantic Art Nouveau period. This has earned Aveiro its reputation as an open-air Art Nouveau Museum. *Museu de Arte Nova and Casa de Chá*, Address: [R. Dr. Barbosa de Magalhães 10, Aveiro, Portugal](#),

Visit Museu de Aveiro / Santa Joana

Address: Avenida Santa Joana, 3810-329 Aveiro

Near Aveiro – Surf & Beach

The two beach “towns” are **Barra** and **Costa Nova**, both approximately ten kilometers from Aveiro, with Costa Nova being slightly further along the peninsula. Don't forget to snap some iconic photos of the colorful striped houses of Costa Nova!

Do you want to continue your studies at the University of Aveiro as an international student, request transfers, or apply to another study cycle?

For more information, visit: <https://www.ua.pt/en/international-applications>.

