



FACULDADE DE
CIÊNCIAS E TECNOLOGIA
UNIVERSIDADE NOVA DE LISBOA

Bem-vindo



Handbook for International Researchers

FCT NOVA



UNIVERSIDADE
NOVA
DE LISBOA



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Welcome to NOVA SCHOOL of SCIENCE and TECHNOLOGY

NOVA School of Science and Technology (FCT NOVA) is a prestigious School of Engineering in Portugal. A young School with a multicultural environment, FCT NOVA is one of the 50 best Universities in Europe under 50 years old, contributing to the development of both individuals and society through high-quality education and outstanding research. FCT NOVA is the youngest public university in the Lisbon metropolitan area. It has a strong tradition of working in innovative areas. Being a higher education international institution, its scientific research and quality teaching are well recognised, which ensures a high level of professional success for its students and researchers.

FCT NOVA hosts several research centres across various research areas, particularly in Digital Innovation & Big Data, Biomedicine & Biomedical Devices, Circular Economy & Sustainability, Manufacturing & Automation, Nano & Smart Materials, Arts & Cultural Heritage, Security & Defence Technologies. FCT NOVA has in its genes a drive to enhance the technologies supported by science; it has a unique profile in terms of its research path. This means that FCT NOVA is well prepared to address the industrial and societal needs to respond to current challenges, which we are always committed to addressing. I am happy to welcome you to the outstanding environment at FCT NOVA.

We hope that you will enjoy your stay. Welcome!

Virgílio Cruz Machado

Dean

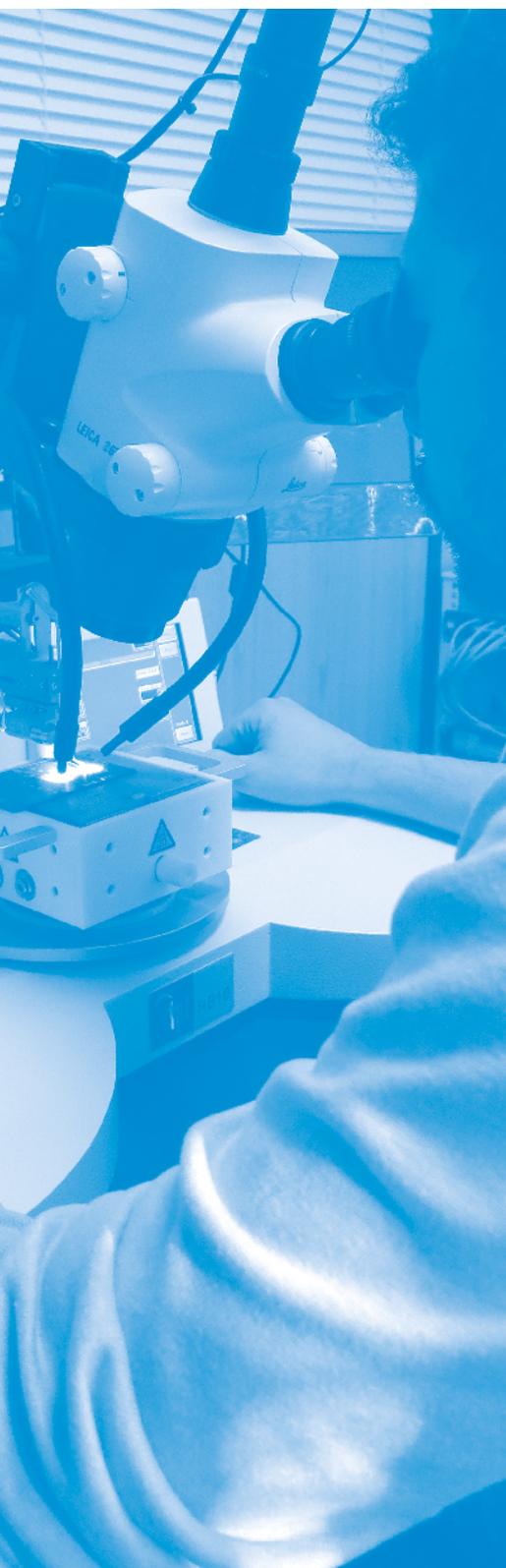
NOVA School of Science and Technology

Bringing Society and University Together:

<https://youtu.be/462e6mx3Q7M>

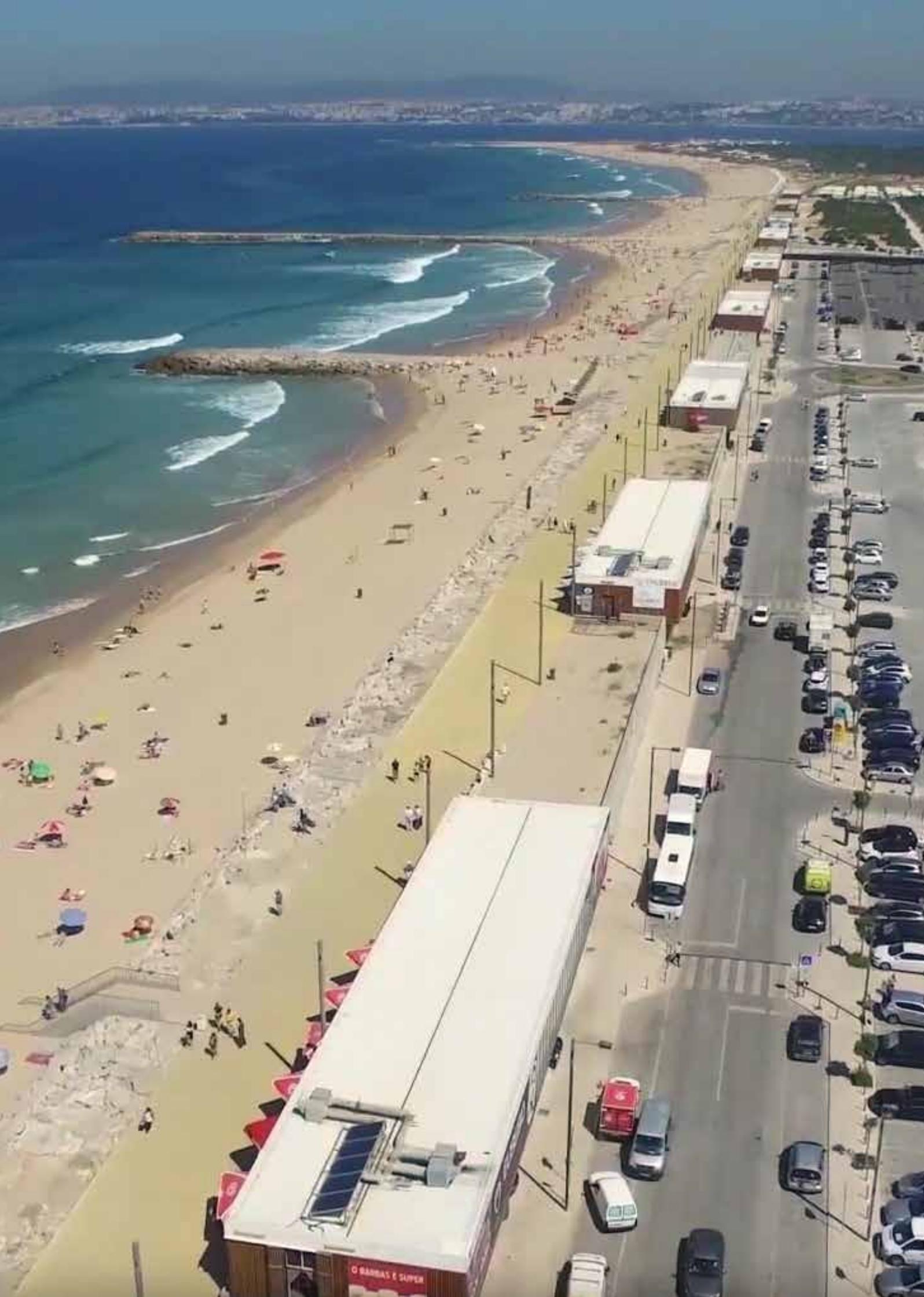
Contents

Welcome to NOVA SCHOOL of SCIENCE and TECHNOLOGY	3
Portugal	7
Almada	9
Emergency Numbers	10
National Emergency Services	10
Emergency Terms and Phrases	10
About the NOVA SCHOOL of SCIENCE and TECNOLOGY	11
Ready to start?	12
Diploma Recognition	12
CiênciaVITAE	13
Academic Calendar	13
How to get to FCT NOVA	13
Campus	15
School Card & Parking	15
Special needs facilities	15
Food Services	15
Library	16
Support services	16
Email	16
PURE - Information Management System	17
Science and Technology	19
Research Funding	19
Funding Opportunities	19
Research Professional	25
Innovation Research & Impact Strategy Office – IRIS	25
Annex I - Moving to Portugal	27
Check Lists	27
Before you leave home	27
When you arrive	27
Residence Permits and Visas	28
Non-EU citizens	31
Swiss citizens	31
EU citizens	31





Civil Registration and Residence Conditions	31
Public Administration in Portugal	33
Tax Identification Number (NIF)	33
Bank Account	34
Postal Services	34
Cost of Living	35
Insurance and medical care	35
Medical Care	36
European Health Insurance Card	38
Leaving Portugal <and Moving On	38
Annex II - Working life	41
Portuguese Labour System	41
Types of Employment Contracts	42
Remuneration	43
Working Hours	43
Holidays, Vacations and Absences	44
Annex III - Transportation	47
Transportation	47
Trains	48
BUS	50
Lisbon Metropolitan Area	51
Annex IV - Accommodation	55
Housing Issues in Portugal	55
Buying a House	55
Rental Contract	56
Insurance	57
Utility Bills	57
Electricity & Gas	58
Water	59
Recycling	59



Portugal

Portugal is the third largest country in Southern Europe and is a free and open society.

Portugal is one of Europe's oldest nations. Portugal has a temperate maritime climate which varies significantly from one region to another, depending mainly on the altitude and the proximity to the sea. Most rainfall occurs in the winter months with the north of the country receiving much more than the south. Summers in Portugal are hot and dry, particularly in inland areas. These areas can get very warm, with summer temperatures sometimes exceeding 40°C. Temperatures are slightly lower around the coasts. Winters in the country are mild in comparison to the rest of Europe, particularly in the south of the country. The winters are colder inland and in the north of the country, with some snow falling in the Serra da Estrela mountains where skiing is possible. Portugal has a relatively low rate of violent crime. Pick pocketing and car break-ins are the most common forms of crime experienced, predominantly in the major tourist destinations. The acquisition of passports and money is the main aim of the majority of petty criminals. Mainland Portugal is part of the Iberian Peninsula, located at the south-western edge of Europe. It is bordered by Spain to the north and east and the Atlantic Ocean to the west and south. The country also includes the Madeira Islands and the nine islands of the Azores archipelago in the Atlantic Ocean.

Portuguese is the official language and is the native language of around 200 million people globally. It is the third most widely spoken European language. Religious freedom is protected in the country, most of which is Catholic. Forgotten for decades in the shadow of Southern Europe, nowadays, Portugal is a place to visit, to live and work: our winters are mild and summers are hot and dry; huge diversity of landscapes and environments; the Portuguese are gracious and friendly; great food, with special traditional dishes, mainly using fresh ingredients; Portugal has an excellent geographical location; Portugal is the 3rd most peaceful country in the world (Global Peace Index 2017) and ranks 29th in Transparency International (Corruption Perception Index 2016); Most foreigners consider the cost of living to be low; Portugal has a special regime for non-habitual residents, aimed at attracting foreign investors through very favourable income tax rates.

Regarding time Portugal (continent) and the archipelago of Madeira have the same GMT (one hour earlier than the Continental European Time – CET). In the Azores it is one hour earlier than in continental Portugal and Madeira.



Almada

Almada is a municipality in Portugal, located on the southern bank of the Tagus River, on the opposite side of the river from Lisbon. At Cacilhas, Porto Brandão and Trafaria, ferry boats transport visitors and local residents across to Lisbon daily, while the 25 de Abril Bridge, which spans the Tagus, is traversed daily by rail, commercial and personal vehicles. Almada is considered a transportation hub and a fast-growing town and its coast has several sandy beaches and panoramic views. As a result, Almada has some of the best views of the city of Lisbon. The most exceptional views are from the castle, the panoramic funicular of the Boca do Vento, and above all the statue of Cristo Rei, built in 1959. Although small in area, the city of Almada has a large population.

In the past, Almada was a popular summer resort for the Court, which ordered the construction of stately homes and buildings that are still preserved in the city. Life in Almada does not revolve only around the capital. It is a city with its own life, the setting for well-attended events like its Theatre Festival. In Caparica you can find the Convento dos Capuchos, a 16th century Franciscan monastery that has several interesting details, and is an excellent spot for a walk with special views of Lisbon, the Sintra Mountains, the Bay of Cascais, Bugio, the Tower of S. Julião, the Arrábida Mountains and Cape Espichel.

Costa da Caparica is sought after during the summer season due to its 53 sandy beaches. More than 13 km of excellent beaches await to welcome those who love the sun and the sea. The beaches in the centre are the busiest, while those further away are popular with those who want to spend the whole day on the sand or sun loungers. There are several eating establishments, shopping centres, outdoor shops and a train that connects the Costa da Caparica beaches to the Fonte da Telha beaches along a path of 9 km with 4 stations and 15 stops. This train functions from 9:00 to 20:00 during the bathing season (June to September). The area's cuisine deserves a special mention, especially the delicious caldeiradas (fresh fish casseroles) which are characteristic of places like Cacilhas, Porto Brandão, Ginjal and the Costa da Caparica.

Almada is just a few minutes from Lisbon and there is a lot of public transportation to the area and especially to the NOVA School of Science Technology. The municipality is served by a light-rail transit system (Metro Transportes do Sul). The Municipal Holiday is on the 24th of June.

Emergency Numbers

In the event of an accident or emergency, it is important to know who to contact and what to say. You can use these contacts at any location in Portugal, and they will forward you to the nearest service available. All the three digit number are free, as well all the numbers starting with 808. Please note that not all public officials speak English. You should add your country embassy to this list: <https://www.embassypages.com/portugal>

National Emergency Services

Services	Number
Pan-european emergency SOS	112
Police	112
Fire Rescue	112
Medical emergency	112
Forest Fires	117
Health line	808 242 424
Anti-Poison	808 250 143
Sea Rescue	214 401 919
Maritime Police	210 911 100
Alcoholics Anonymous	217 162 969
Suicide/Crisis Line	800 202 669

Emergency Terms and Phrases

English	Portuguese	Phonetic transcription
I have had an accident	<i>eu tive um acidente</i>	'ew 'ti.vi 'ũ e.si.'dẽ.ti
This is an emergency	<i>é uma emergência</i>	'e 'u.me i.mɨr.'gẽ.si.e
I need an ambulance	<i>preciso de uma ambulância</i>	prɨ.'si.zu dɨ 'u.me ẽ.bu.'tẽ.si.e
I need a doctor	<i>preciso de um médico</i>	prɨ.'si.zu dɨ 'ũ 'mɛ.di.ku
I need the police	<i>chamar a polícia</i>	ʃe.'mar e pu.'ti.si.e
Heart attack	<i>ataque cardíaco</i>	e.'ta.kɨ kar.'di.e.ku
Very sick	<i>muito doente</i>	'mũj.tu du.'ẽ.ti
Unconscious	<i>inconsciente</i>	ĩ.kõʃ.si.'ẽ.ti
Where is the nearest hospital?	<i>onde é o hospital mais próximo?</i>	'õ.dɨ 'e u of.pi.'taʃ 'majʃ 'prɔ.ʃi.mu?
Is there a pharmacy near here?	<i>há uma farmácia aqui perto?</i>	'a 'u.me far.'ma.si.e e.'ki 'pertu?
Call the fire services	<i>chamar os bombeiros</i>	ʃe.'mar uʒ bõ.'bej.ruʃ
I have had a car accident	<i>eu tive um acidente de carro</i>	'ew 'ti.vi 'ũ e.si.'dẽ.ti dɨ 'ka.ɾu
I have been robbed/mugged	<i>eu fui assaltado</i>	'ew 'fuj e.saʃ.'ta.du

About the NOVA SCHOOL of SCIENCE and TECHNOLOGY

NOVA SCHOOL OF SCIENCE AND TECHNOLOGY is one of the best young higher educational institutions in Europe and one of Portugal's largest establishments of higher education, as well as one of the largest employers in the Lisbon area with more than 8,000 students and over 1,000 employees.

Nova School of Science and Technology (FCT NOVA) is a major research School with an unusually strong focus on fundamental and applied research, covering the whole value chain. All research at the School strives to lead nationally and be prominent internationally. FCT NOVA is the largest Faculty in the country when it comes to both scientific areas – science and the Technologies - as well as intersecting various research areas (the environment, materials, engineering, etc.)

FCT NOVA is structured into 14 Departments and 16 Research Centres, offering 94 study cycles (7 Bachelor's, 11 Integrated Master's, 28 Master's and 38 PhDs). Its scientific production, resulting from the publication of a large number of articles in quality international scientific journals with high search rankings gives it wide international recognition. The scientific areas aim to offer a good balance between research and education. Despite their differences, many of the challenges the scientific areas face in terms of research and education are the same. They also have in common the fact that research and education are closely connected, and FCT NOVA strives to develop collaboration across disciplinary boundaries.

The School's researchers contribute to the development of public policy and political decision making, engage in government investigations, participate in the media, leave comments on draft laws and are involved and participate in several Nobel Prize Committees and international expert bodies. Its participation in 9 COLABs and the 8 ERC scholarships awarded to by FCT NOVA researchers demonstrate how NOVA School of Science and Technology is oriented towards the future and based on cutting edge international research.

FCT NOVA safeguards collegial work in a decentralised organisation with strong independent departments. At the same time, an overarching goal for the School is to gradually strengthen its strategic work at all levels.

Ready to start?

The aim of this handbook is to help you transition to your research position. It is intended to be a useful tool throughout your stay and consequently facilitate your experience. The handbook offers some suggestions and guidelines for practical and formal issues.

Diploma Recognition

The recognition of higher education degrees and diplomas awarded by foreign higher education institutions is mandatory in Portugal and is divided into three recognition types: automatic recognition; level recognition; and specific recognition.

Automatic Recognition: this is for a higher educational foreign degree or diploma with identical level, objectives and nature to the Portuguese degrees of licenciado, mestre and doutor and the short cycle professional higher technical diplomas, that are included in the list of degrees and diplomas approved by the commission for the recognition of foreign degrees and diplomas. This takes a maximum of 30 days after the full completion of all the necessary steps for the application.

Level Recognition: this is the act that allows recognition through comparability, in an individualized way, of a higher educational degree or diploma as having a level corresponding to an academic degree or Portuguese higher educational diploma. This takes a maximum of 90 days after the full completion of all the necessary steps for the application.

Specific Recognition: this is the act that allows recognition of a degree or diploma from a foreign higher educational establishment to be identical to a Portuguese academic degree or higher educational diploma, through a casuistic analysis of its level, duration and programmatic content, in a certain area of formation, branch of knowledge or specialty. This takes a maximum of 90 days after the full completion of all the necessary steps for the application.

A fee will be charged by the Directorate-General for Higher Education. In all cases, you must fulfil an application at: <https://www.dges.gov.pt/recon/formulario>

For more information, see: <https://www.dges.gov.pt/en/pagina/portuguese-naric-center>



Academic Calendar

CiênciaVITAE is a unique, personalised, simple, harmonised and structured curriculum vitae site hosted at <http://cienciavitae.pt>. This allows you to gather all the information about yourself on a single platform, whether you are a student or a researcher. The creation of this curriculum vitae requires a unique identifier for each researcher: the CIÊNCIA ID, with an access key, and this is a form of authentication that will allow you to put all your information in a single platform. For more information and to sign up, go to: <https://www.ciencia-id.pt/CiencialD/HomePage.aspx>

Academic Calendar

The NOVA School of Science and Technology has a comprehensive network of physical and digital infrastructures for learning and research and several support services, which provide students, researchers and academic staff with study and living conditions offering high quality. Through our departments and research units, we offer a wide range of undergraduate, postgraduate and non-degree courses in almost all subject areas. The academic year has two semesters. The first semester begins in the first fortnight of September, ending in January/February, and continues until the beginning of February. The second semester begins in February/March and goes on until the end of May/beginning of June (depending on the year).

How to get to FCT NOVA

The campus is served by a wide transport network, including combined services (bus, train, ferry) and by tram, the terminus of which (Universidade) is located alongside one of the FCT NOVA entrances. Here are some suggestions, although there are other possibilities, to combine public transportation.

From Lisbon (Praça de Espanha)

Using public transportation: You can use the TST bus to “Costa da Caparica” and get out at the bus stop located right in front of the FCT main entrance. By car: Follow the directions to “A2 Sul”. Cross the “25 de Abril” bridge heading south (“Sul”), and take the first exit after the bridge, entering the expressway to Caparica (IC20), then follow the sign “Universidade”.

From Lisbon (Santa Apolónia)

Using public transportation: Metro using the “Amadora Este” (blue line), get out at “Jardim Zoológico” station. Take the Fertagus train to “Coima” or “Setúbal” and get out at “Pragal”. Once there, take the tram to “Universidade”, hopping off at its terminus (located near one of the campus entrances).





By Taxi: There are always plenty of taxis outside the station. All the taxis have meters, and a ride to FCT NOVA costs approximately 25€, depending on the traffic. During weekends, nights, and holidays there is a 20% surcharge.

From Lisbon (Cais do Sodré)

Using public transportation: In the “Cais do Sodré” Ferry Station, you can take a ferryboat to “Cacilhas”. Once in Cacilhas you take a tram to “Universidade”, hopping off at its terminus (located near one of the campus entrances). In Cacilhas you can also take one of the following TST buses: “Marisol”, “Fonte da Telha” or “Costa de Caparica – via Almada”. They all stop next to the FCT main entrance.

From Lisbon (Airport)

Using public transportation: There is a special shuttle bus (Carris 91), that takes passengers to Lisbon downtown in 20 minutes. This bus also stops at “Cais do Sodré” Train Station, next to the Ferry Station, where you can take a ferryboat to “Cacilhas”. Once in “Cacilhas” you can take a tram to “Universidade”, hopping off on its terminus (located near one of the campus entrances). In Cacilhas you can also take one of the following TST buses: “Marisol”, “Fonte da Telha” or “Costa de Caparica – via Almada”. They all stop next to the FCT main entrance. (In the airport there are other town bus lines: 5, 22, 44, 45 and 83 to Lisbon).

By Taxi: There are always plenty of taxis at the Arrivals and Departures Halls. All the taxis have meters, and a ride to FCT NOVA costs approximately 30€, depending on the traffic. During weekends, nights, and holidays there is a 20% surcharge.

From Lisbon (Belém)

Using public transportation: Take the ferry to “Trafaria”. Once there, take the TST bus to “Cacilhas”, getting out at the bus stop next to FCT.

From Setúbal

Using public transportation: Take the Fertagus train to “Roma-Areeiro” and get out at “Pragal”. Once there, take the tram to “Universidade”, hopping off at its terminus (located near one of the campus entrances).

By car: Follow the A2 motorway towards Lisbon, take the exit “Caparica” (before the “25 de Abril” bridge), entering the expressway to “Caparica” (IC20), follow the sign “Universidade”.

From Costa da Caparica

Using public transportation: Take a TST bus to “Cacilhas – via Almada” and get out at the bus stop right in front of the FCT main entrance.



Campus

The quality of research, innovation and culture attracts an increasing amount of international talent seeking to develop projects at the highest level in our research Units and Groups. We are preparing professionals for the World, providing them with the skills to take on the demands of the global market. Therefore, our campus provides you a set of high quality facilities and education.

The FCT NOVA Campus offers a wide range of study rooms and offices. The study rooms are dispersed throughout the Campus. Part of these study rooms, namely the study rooms located in Building VII of the Campus, are open 24 hours a day, 7 days a week, except Christmas Eve and New Year´s Eve.

School Card & Parking

As you arrive at FCT NOVA you must go to the Safety and Health at Work Section (Secção de Segurança e Saúde no Trabalho) office where you will register and get a School Card. The request for vehicle access to the Caparica Campus can be made then or later. FCT NOVA has semi-fast charging stations dedicated to charging electric vehicles. Access can be made through the School Card that will be delivered by hand at the Safety and Health at Work Section Office. For more information, please contact: div.at.s.helpdesk@fct.unl.pt

Special needs facilities

FCT NOVA provides parking places specifically for students/academic staff with special needs, and also has access ramps to its buildings and lifts. It is also possible to carry out a case-by-case analysis to try and minimise any difficulties that such students/academic staff may experience.

Food Services

There is a Canteen located on Campus with three self-service lines. It has a capacity of 656 seats, and serves more than 1,100 meals per day. Lunch is served from 12:00 to 14:30. Dinner is served from 18:30 to 20:30. For more information about the canteen, see: <https://sas.unl.pt/en/canteens/faculty-of-science-and-technology-canteen-fct/>



In addition to this space, there is a wide range of catering services, with bars and restaurants offering a total of 10 spaces:

- Espaço Mais - Snack-Bar, with terrace. Location: Building VII and Departmental Building;
- Restaurante c@mpus.come - Restaurant. Location: Canteen Building;
- Bar c@mpus - Snack-Bar, with terrace. Location: Library Building;
- Snack-bar SAS - Location: Canteen Building;
- Casa do Pessoal - Snack- Bar, with terrace. Location: Building I;
- D. Lídia - Location: Edifício II;
- Mininova - Location: Building I;
- A Tia - Location: Canteen Building (social room);
- My Spot - Location: floor 0 of the Canteen Building.

Library

The Library is an innovative building due to its architectural design and functionality. It has six reading rooms with free access documentation, accessible to all teachers, researchers, students and employees of FCT NOVA and the general public. It provides the following services: home loans, interlibrary loans, a referral service, user training, photocopying, printing and scanning, remote access to documentation on digital devices. It is ideal for individual and group study, and it is equipped with wireless Internet, equipment for people with motor disabilities, blind and amblyopic individuals, pest control system through anoxia, exhibition hall, and bar. It also has an auditorium fitted with 72 seats, with equipment to produce multimedia contents, of great use in the creation of projects, communication materials, film, and video production, etc. It is open from 9:00 to 20:00 from Monday to Friday. The Library also has a diverse annual cultural programme: <http://www.biblioteca.fct.unl.pt/agenda>

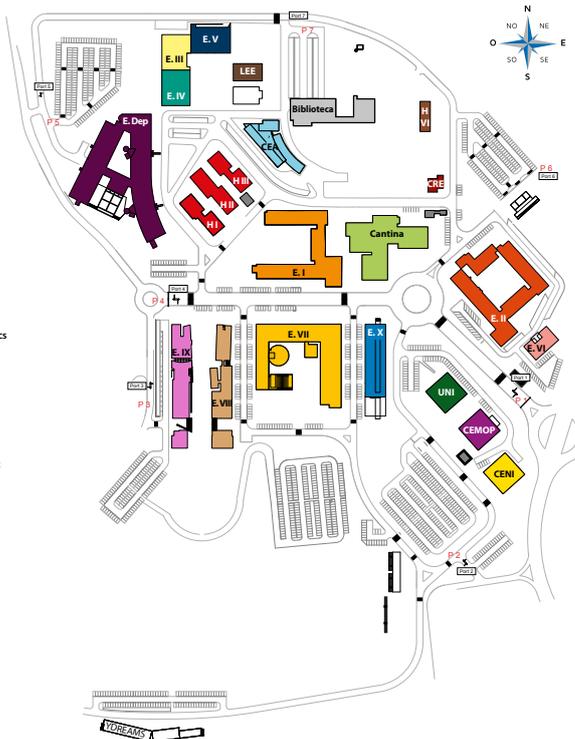
Support services

On the Campus there are also other services such as: a convenience store, photocopying services, stationery store and day care. For an interactive map of the campus, see: <https://www.fct.unl.pt/en/about-fct/campus-map>

Email

The email service available is supported by the Google Apps service for higher education. It comprises a calendar and all the document services that enable you to work collaboratively and effortlessly. You will be able to access your email at <http://webmail.fct.unl.pt>. You must ask the Computing Division (Building III) to create your email address and help you with other computer, network, software and equipment. For more information send an email to: div.ii.helpdesk@fct.unl.pt





A FCT/UNL usa o Sistema de Identificação de Cor para Daltónicos

You can connect with wireless internet via eduroam on all the campuses of the university. You will need your login via eduroam. You can also access the wireless networks of many other universities in Portugal and abroad via eduroam using your FCT NOVA login.

PURE - Information Management System

PURE is NOVA's Current Research Information System (CRIS). Information held in PURE relates to research staff and information concerning their publications and activities. The system allows for relationships and associations to be created between research inputs and outputs, providing a broad picture of research activity at individual, department, research unit, academic unit and University levels. Open access must be effective, fair, affordable, competitive and sustainable for researchers and innovative businesses.

In addition to providing many of NOVA's current research management and reporting needs, data from PURE is also used to populate the NOVA Research Portal, which provides a public view of the University's research activity. Units are also able to access data held in PURE to feed information into their own local web presence, such as publication lists and staff profiles.

PURE is fully interoperable with ORCID, taking advantage of NOVA's institutional partnership, and allowing for all content uploaded in PURE to be exportable to ORCID. In this way, the NOVA system is in line with the Ciência Vitae - national scientific curriculum management system, allowing NOVA researchers to feed their profile with the data loaded in ORCID.

For more information about PURE, see: <https://www.unl.pt/en/research/pure-information-management-system>



Science and Technology

Portugal has benefited from structural funds for research and development. The results can be observed in the national and technological system. Scientific and technological development is a national priority.

Research Funding

Science and technology in Portugal are developed in a collaborative environment and supported by a national network of infrastructures. The state is the largest funder of research at colleges and universities in Portugal. The main government research funding, in addition to direct appropriations from the state to colleges and universities, are research councils and other research funding agencies. Research foundations, the EU, local authorities and other regional grants may help you in funding further research.

In this context it is essential for any researcher to be able to find information on funding for research and innovation, the application process, how to manage their project and how to find project partners. The Research Liaison Office at Nova School of Science and Technology can help with information about research funding in Portugal and how this is handled at the University. If you are seeking funding for research, you need to know what you want to accomplish and how you want to achieve it. At the end or even during the research project there may be a product or service that would likely be commercialised.

There are a few sources of research funding, such as a work contract, a scholarship, or an international grant. Your income from a work contract is taxable and subject to social security contributions under Portuguese law. It might also entitle you to claim Portuguese pension and unemployment benefits, provided certain criteria are met (depending on the duration and amount of taxes/contributions paid over time). If your research stay takes place in the framework of a research scholarship you may be exempt from taxation. It is certainly worth consulting the research centre or the department which has awarded the scholarship on this issue.

Funding Opportunities

There are several funding organisations, but it is important to highlight the role of the Fundação para a Ciência e a Tecnologia (FCT) in Portugal. FCT is the Portuguese national funding agency for science, research, and technology. FCT supports the scientific community in Portugal



through a range of funding schemes, tailored for individual scientists, research teams, or R&D centres. Through its funding schemes, FCT supports graduate education, research and development, establishment and access to research infrastructures, networking and international collaborations, conferences and meetings, science communication, and interaction with industry. Scientists from all nationalities, and in any research area, may apply to FCT for funding. Typically, schemes are launched through competitive calls for proposals, which are evaluated through rigorous peer-review by independent reviewers. For open calls, see: <https://www.fct.pt/concursos/index.phtml.en>

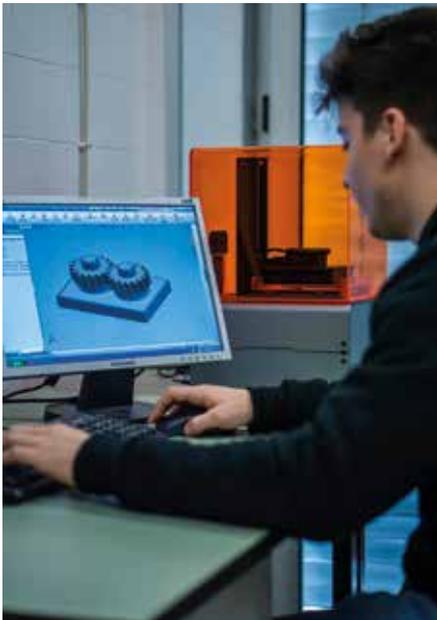
Nonetheless, the EU is an important funder of research at the University. Horizon 2020 is the biggest EU Research and Innovation programme ever with nearly 80 billion euros of funding available over seven years (2014 to 2020). The Horizon Europe (2021-2027) is the next research and innovation framework programme, and has an ambitious 100 billion euros research and innovation programme to succeed Horizon 2020. Horizon Europe information

is available at: https://ec.europa.eu/info/files/horizon-europe-investing-shape-our-future_en

FCT Calls for Projects: In order to access the FCT projects website and submit proposals to the various calls for R&D projects, you must be registered at CiênciaVITAE. The application form is available for the period of time that the call to which the project being submitted is open. The application form must be completed entirely in English, except for those fields that are specifically designated to be filled out in Portuguese. For more information, see: <https://www.fct.pt/apoios/projectos/concursos/instrucoes.phtml.en>

ANI: The Agência Nacional de Inovação, SA, aims to develop actions to support technological and business innovation in Portugal, contributing to the consolidation of the National Innovation System (NIS) and to strengthening the competitiveness of the national economy in global markets. It is incumbent upon the ANI to position Portugal in the group of highly innovative EU countries by the end of the next decade. For more information: <https://www.ani.pt/en/funding/>

Portugal 2020: This is the Partnership Agreement for European Funds in Portugal, from 2014 to 2020. Portugal 2020 is operationalized through 16 Operational Programmes, in addition to the European Territorial Cooperation Programmes in which Portugal participates alongside the other Member States. For more information, see: <https://www.portugal2020.pt/candidaturas>



Interface: The goal of this programme is to boost the knowledge-based economy and innovation by enhancing competitiveness through value creation. Therefore, it is focused on the valorisation of Portuguese products through technological improvement. For more information, see: <http://www.programainterface.pt/en/candidaturas>

Horizon 2020 Funding Instrument (2014-2020): The financial tool implementing the Innovation Union, a Europe 2020 flagship initiative aimed at securing Europe's global competitiveness. It was established under three main pillars: excellence in science; industrial leadership; and societal challenges, and other cross cutting actions. For more information, see: <https://ec.europa.eu/programmes/horizon2020/node/115>

COST Actions: The European Cooperation in Science and Technology is a funding organisation for research and innovation networks. Its Actions help connect research initiatives across Europe and beyond and enable researchers and innovators to grow their ideas in any science and technology field by sharing them with their peers. COST Actions are bottom-up networks with a duration of four years that boost research, innovation and careers. For more information, see: <https://www.cost.eu/funding/how-to-get-funding/how-to-apply/>

Creative Europe: The programme aims to support the European audio-visual, cultural and creative sector. Through helping European cultural and audio-visual works to reach audiences in other countries, the programme will also contribute to safeguarding cultural and linguistic diversity. For more information, see: https://eacea.ec.europa.eu/creative-europe/funding_en

EEA Grants: Through the European Economic Area (EEA) Agreement Iceland, Liechtenstein and Norway are partners, in the internal market, of the Member States of the EU. The Agreement has established a Multiannual Financial Mechanism, known as the EEA Grants. For more information, see: <https://www.eeagrants.gov.pt/en/calls/>

Erasmus+: The programme has opportunities for people of all ages, helping them develop and share knowledge, as well as organisations, including universities, education and training providers. Erasmus+ is managed by the European Commission, as well as by the National Agencies in all Programme countries, and a series of National Offices in some Partner countries. For more information, see: https://ec.europa.eu/programmes/erasmus-plus/opportunities/calls_en



ERC Grants: The European Research Council (ERC) is the pan-European funding body for frontier research. The ERC operates according to a “curiosity-driven”, or “bottom-up”, approach, allowing researchers to identify new opportunities in any field of research. For more information, see: <https://erc.europa.eu/funding/frequently-asked-questions>

ERA-NET: Under Horizon 2020 is a funding instrument designed to support public-public partnerships in their preparation; establishment of networking structures; design and implementation; and coordination of joint activities. This aims to substantially increase the share of funding that the Member States dedicate jointly to challenge driven research and innovation agendas. For more information, see: <https://www.fct.pt/apoios/cooptrans/eranets/index.phtml.en>

EU Health Programme: The Programme outlines the strategy for ensuring good health and healthcare. It feeds into the overall Europe 2020 strategy which aims to make the EU a smart, sustainable and inclusive economy promoting growth for all. The Health Programme is a funding instrument to support cooperation among EU countries and underpin and develop EU health activities. For more information, see: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/programmes/3hp>

FACC Grants: The Scientific Community Support Programme (FACC) provides selective funding for initiatives by the scientific community and institutions in Portugal that are excluded from other FCT funding schemes and programmes. FACC supports proposals from all fields of research, aimed at promoting development and internationalisation of the activities of scientific communities. For more information, see: <https://www.fct.pt/apoios/facc/concorrer.phtml.en>

Fundo Ambiental: This Fund aims to support environmental policies in order to achieve sustainable development goals, contributing to the fulfilment of objectives at national and international levels, particularly those relating to climate change, water resources, waste and nature conservation and biodiversity. For more information, see: <https://www.fundoambiental.pt/home.aspx>

Gulbenkian: The Calouste Gulbenkian Foundation was created by the will and testament of Calouste Sarkis Gulbenkian, a philanthropist of Armenian origin who lived in Lisbon. Its three priority areas are: social cohesion and integration; sustainability; and knowledge – which are reflected across its whole intervention strategy. For more information, see: <https://gulbenkian.pt/en/grants-gulbenkian/>

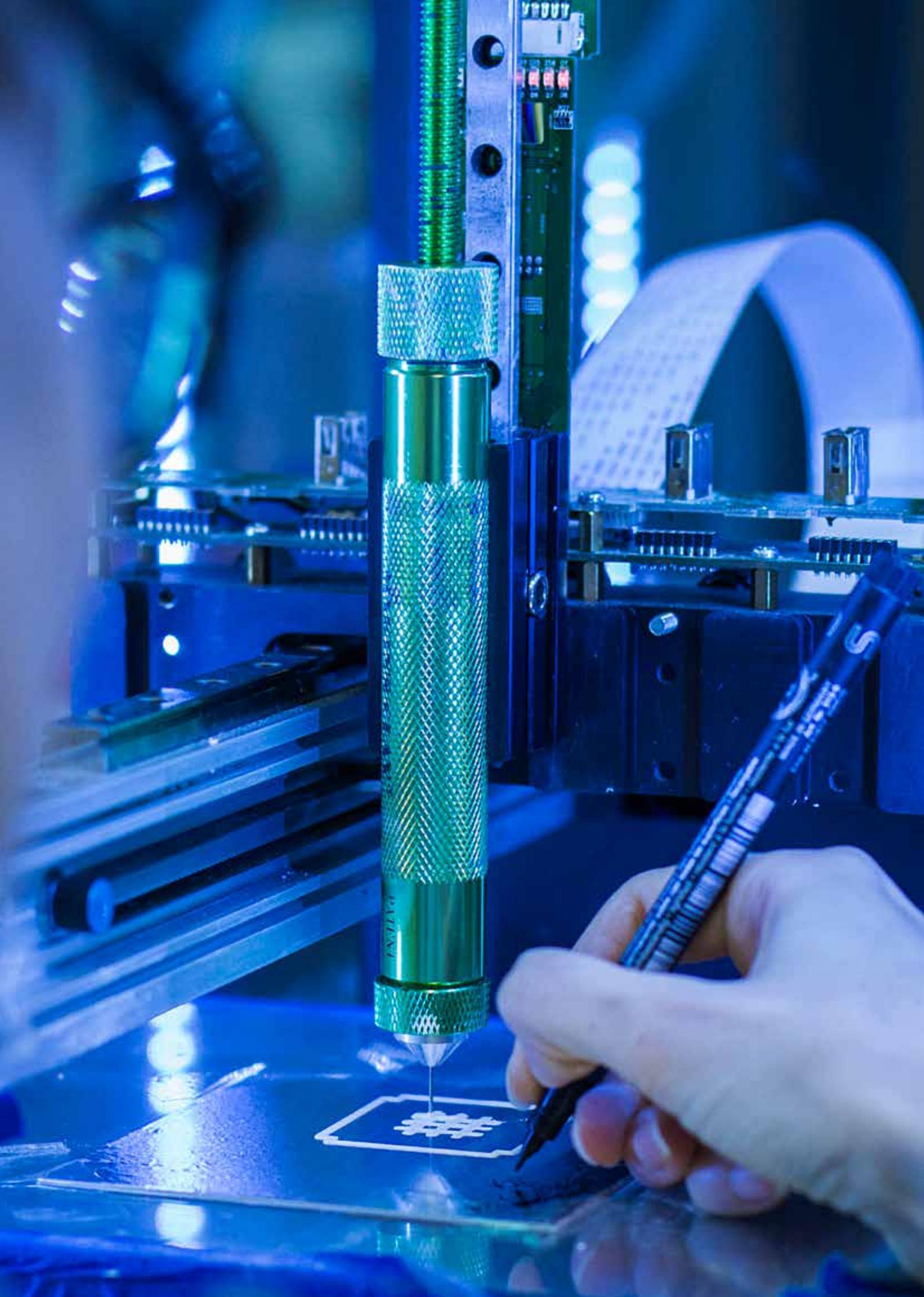
INTERREG: This was an initiative covering exclusively cross-border cooperation. Later, INTERREG was extended to transnational and inter-regional cooperation. For 2014–2020, European territorial cooperation is one of the two goals of the Cohesion Policy besides investment for Growth and Jobs. For more information, see: https://ec.europa.eu/regional_policy/pt/policy/cooperation/european-territorial/

MAR2020: The aim is to support measures within the European Maritime, Fisheries and Aquaculture Fund as well as its strategic priorities. For more information, see: <http://www.mar2020.pt/candidatar/>

Fundo Azul: The Blue Fund is a financial incentive mechanism designed to: boost the development of the sea economy; support scientific and technological research; encourage protection and monitoring of the marine environment; and increase maritime safety. For more information, see: <https://www.dgpm.mm.gov.pt/fundo-azul-candidaturas>

More Science, Better Society: The website displays information about the scientific employment funding attributed to Portugal. This funding is aligned with the policy strategy for the next decade – addressing the United Nations’ 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals – and this will have a special impact on the execution of the 14 Portuguese Thematic Agendas for Research and Innovation. For more information, see: <https://maisciencia.fct.pt/index.html>





Research Professional

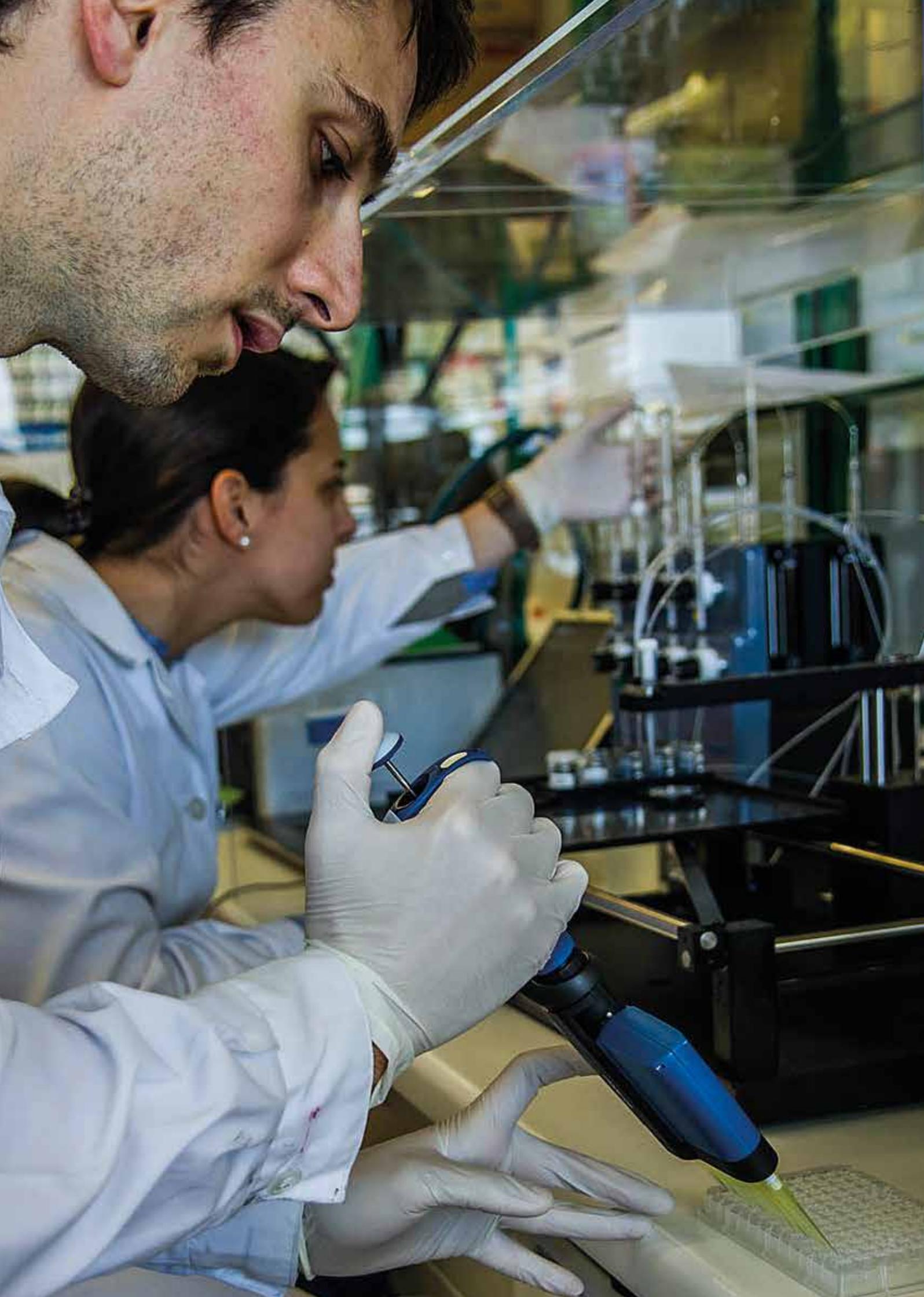
Nova School of Science and Technology subscribes to Research Professional, a major database of research funding opportunities, which is available to all researchers and staff. Research Professional contains information on calls for research funding, postgraduate and postdoc funding, travel grants, conference grants, and much more. All calls in Research Professionals that are displayed to you are open to Portuguese applicants, including calls from abroad, e.g. the U.S.

The database can be searched from all computers connected to the Nova School of Science and Technology network by entering via the Campus access button. You can also set up a personal account, which will enable you to save searches, make bookmarks, and subscribe to alerts by e-mail—a single e-mail per week with all the current calls that match your saved searches.

Innovation Research & Impact Strategy Office – IRIS

Before applying for any grant, always contact your head of department to have your application approved. Furthermore, contact the Innovation Research & Impact Strategy Office (IRIS). This office helps researchers to apply for and acquire funding and also provides support in transferring research results and knowledge, such as inventions and patents. The IRIS office advises and guides researchers across the entire spectrum of national and international grant opportunities for research. This relates to individual grants for various needs, and joint or collaborative projects. It provides intensive assistance and support for grant applications, from initial counselling through coordinating with internal and external services, budgeting and data entry for online applications all the way to the final submission of the application.

IRIS provides strategical support for the entire research & innovation cycle for the FCT NOVA scientific community, from the idea to its market application, fostering sustainable knowledge generation to increase the School's societal and economic impact. This covers six action areas: Funding opportunities; Intellectual Property (IP); Technology transfer (TT); Entrepreneurship liaison; Impact; and Financial lifecycle.



Annex I - Moving to Portugal

THIS INFORMATION IS NOT INTENDED TO BE A SUBSTITUTE FOR CONSULTING THE APPLICABLE LEGISLATION

Check Lists

Before you leave home

The following check list should help you with your travel preparations:

- Assemble the most important documents
- Apply for your visa (and those of any members of your family accompanying you)
- Find accommodation and a new place of residence
- Arrange an appointment with your local Municipality (Certificate of Registration)
- Arrange health insurance cover (for your family as well)
- If applicable, search for local childcare/schools well in advance

When you arrive

These are the first steps you will need to take as soon as you arrive:

- Visit your department or research centre
- Apply for your Tax Identification Number
- Open a bank account
- Sign your rental agreement
- Register yourself (and your family)
- Sign your contract
- If applicable, register your children at kindergarten or school

Residence Permits and Visas

Before coming to Portugal, you need to find out which visa or residence permit you need to legally enter and stay in the country. Portuguese immigration differs depending on your nationality, the purpose of your stay and your intended length of time in Portugal. Whether you need a visa for Portugal depends on your nationality and purpose of stay. Entry into Portugal by foreign citizens is decided upon based on your nationality, the reason for your travel and the amount of time that you will stay. For short stays, foreign citizens must meet the requirements of the Schengen rules. For long stays of more than three months, the requirements of Portuguese legislation in force must be met. You will not need any vaccinations unless you are coming from an infected area, the most likely infection being 'Yellow Fever'. Make a point of checking with your local Portuguese Embassy if in any doubt.

Portugal is a European Union (EU) member state and grants visa-free entry to all EU/EEA/Swiss citizens. All nationals of EU member states, states that are part of the European Economic Area (EEA), states with which the EU have free travel agreements and nationals of third states who are family members of a Portuguese citizen or family members of EU or EEA citizens are excluded from long-stay visa procedures. The only requirement for these applicants, except if they have to hold a Schengen visa, upon arrival in Portugal is that they must register with the Portuguese Immigration and Borders Service (SEF) in their area of residence.¹

If you intend to come to Portugal and you are a national of a country subject to a visa requirement for entry into the Schengen area², you must request a **Schengen visa** prior to your trip from an embassy or consulate in the area where you live, or from the embassy of a Schengen country representing Portugal for this purpose. Aside from tourism, a Schengen visa also allows entry into Portugal for foreign citizens travelling on business or for professional, family, scientific, cultural, sporting, political or religious reasons. Nevertheless, Portuguese immigration policy also includes some international agreements, which allows for enter and stay in Portugal for 90 days within a six-month period (180 days) without needing any visa for Portugal.³

¹ Source: <https://www.livinginportugal.com/en/moving-to-portugal/entry-requirements/>

² List of countries in the Schengen area: Austria; Belgium; Czechia; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Iceland; Italy; Latvia; Liechtenstein; Lithuania; Luxembourg; Malta; Netherlands; Norway; Poland; Portugal; Slovakia; Slovenia; Spain; Sweden; Switzerland.

³ To find out if you need a visa, see: <https://www.vistos.mne.pt/en/short-stay-visas-schengen/general-information/who-needs-a-visa>

All foreign citizens intending to remain in Portugal for a period of up to one year, or to establish their residence for more than one year, must request the respective long-stay visa – Temporary Stay or Residence – from the Portuguese embassy in their country of residence or from the Portuguese embassy with jurisdiction over their country of residence. A foreign citizen authorised to reside in Portugal is issued a residence permit. Visas may be requested for the following purposes: investment, work (employed or independent), study, professional training, research, highly skilled work or teaching, religious training and medical recovery and treatment. If you require a visa, you will need to pay a non-refundable fee. Upon arrival in Portugal, citizens from non-EU countries should contact the Portuguese Immigration and Borders Service (SEF). Citizens from countries that have signed an agreement with Portugal do not need a visa to come to Portugal if they come as tourists and as long as their stay is no longer than 90 days. However, they need a visa if they stay longer or if they come to Portugal with the purpose of working or studying. In other words, all citizens of other countries need a permit or a visa to stay in Portugal.⁴

Student Visa: This visa is valid for one year. The visa is only valid for Portuguese territory. It is possible to obtain these visas in Portuguese Embassies or Consulates around the world. Students should ask for the visa in the Portuguese Embassy or consulate in their country of residence.

Working Visa: For Researchers the working visa will be Type II – Scientific Research/highly qualified technical activity. This visa is valid for one year and can be renewed for two more years, with a maximum duration of three years. The visa is only valid for Portuguese territory.

Temporary Residence Permit: This permit is valid for one year, renewable for successive periods of two years. You should ask for your temporary residence permit at SEF within a maximum time limit of 90 days after arrival. Renewal of the residence permit must be requested at least 30 days before it expires, and it requires verification of several requirements, namely: the existence of means of subsistence, accommodation, good standing with the Finance and Social Security departments, and not having been sentenced for a period of more than one year in prison.

⁴ Requirements to apply for a visa to Portugal can be found at: <https://www.schengenvisa.info.com/portugal-visa/>

Residence Permit for Research or Other Highly Qualified Activity:

This permit is granted to foreign nationals to pursue research, to teach at a higher educational institution, or other highly qualified activity. In addition to the conditions set out for a temporary residence permit, you must also meet the following requirements: have been hired to work in an officially recognised research centre, namely by means of an employment contract, a service agreement, or a grant for scientific research, or; have an employment contract or service agreement compatible with teaching at a higher educational institution or carrying out another highly qualified activity, and; be enrolled in the Portuguese Social Security.

StartUp Visa: This is a residence visa for entrepreneurs, which aims to attract investment, talent and capacity for innovation to Portugal. Young entrepreneurs from all over the world who want to open an innovative company will have quick access to a residence visa that gives them the possibility to create or move their StartUp enterprise to Portugal.⁵

Permanent Residence Permit: A permanent residence permit should be renewed every five years or whenever changes occur to the identification information recorded therein. A permanent residence permit, to be submitted to SEF, is contingent upon verification of the following cumulative requirements: foreign nationals must have had a temporary residence permit for at least five years; during this period, they cannot have been sentenced to more than one year in prison; they must have means of subsistence and accommodation; and they must prove to have basic knowledge of the Portuguese language. For all legal intents and purposes, a residence permit replaces an identification document.

If you are granted a long-stay visa or a residence permit for the purpose of research, you do not need to apply for a separate work permit; you are allowed to carry out your research and teach under the visa/permit issued in Portugal. If the holder of a residency card decides to leave Portugal permanently, then the residence card should be handed in at the local SEF office or police station. For more information about residence permits and visas, see:
<https://imigrante.sef.pt/en/>

⁵ More information about this visa available at: <https://webapps.iapmei.pt/StartupVisa/VisaEmp/Account/Login.aspx>

Non-EU citizens

Please note that if you plan to stay in Portugal for longer than three months, you need to apply for a residence permit. This also applies to foreign nationals who are exempt from the entry visa requirement. While holding a valid entry visa, you are allowed to travel within the Schengen Area. Visas are required by all, except for nationals of Andorra, Argentina, Brazil, Canada, Chile, Costa Rica, Croatia, Cyprus, Czech Republic, Ecuador, Hungary, Israel, Korea (Rep. of), Lithuania, Mexico, New Zealand, Norway, Paraguay, Poland, San Marino, Singapore, Slovak Republic, Slovenia, Switzerland, United States, Uruguay, Vatican City and Venezuela.

Swiss citizens

Swiss citizens can work and travel freely throughout Portugal, but must apply for a residence permit if they intend to stay for longer than 90 days.

EU citizens

Citizens of the European Union, as well as the European Economic Area (Iceland, Liechtenstein and Norway), can work and travel freely throughout the EU and do not require a permit for long-term stays. If you are planning to spend a longer period of time in Portugal (more than three months), all you have to do is register at the Registration Office.

Civil Registration and Residence Conditions

Upon arrival in Portugal, if you are a national from a Schengen member-state in the first three months in Portugal, you only need to have a valid identity card or passport. After this period, you must request a Certificate of Registration (Certificado de Registo) from the Local Municipality (Câmara Municipal) of your area of residence. Therefore, check the opening hours of your local municipality, and make sure you have a valid identification document and proof of address of residence. Please note that the certificate must be requested between 91 to 120 days counting from your arrival. The certificate costs about 15€, depending on the municipality. This document formalises your right to reside in Portugal as a European citizen. The Certificate of Registration of a Citizen of the European Union must be requested by any citizen of the European Union, Iceland, Liechtenstein, Norway, Andorra and Switzerland, wishing to remain in Portugal for a period exceeding three months. The certificate may be renewed for periods up to five consecutive years. As an EU national (or a national of Iceland, Liechtenstein or Norway), you automatically acquire the right of permanent residence in Portugal if you have lived here for a continuous period of five years. If you fulfil

this requirement, you can apply for a permanent residence document, which confirms your right to live in the country permanently, without any conditions. To apply for a permanent residence document: <https://www.sef.pt/en/Pages/homepage.aspx>

However, non-EU citizens must ask for their temporary residence permit at SEF within the maximum time limit of 90 days after arrival. If they fail to do this, they will be considered illegal and have to pay a fine. While you do not have a temporary residence permit you must always carry your passport and visa with you in Portugal. Once you have a residence permit, you only need to carry your identification document/passport. For more information, see: <https://www.sef.pt/en/Pages/impressos-online.aspx>

To request the residence permit you must have the following documents:

- Residence Permit Form;
- Passport or other valid travel document and visa;
- Two identical passport-type pictures, in colour and with a solid background, which are recent and in good condition;
- Copy of your Passport;
- Proof of an address in Portugal;
- Criminal Record Certificate issued by the competent authority of your country or from the country/countries in which you resided for more than one year;
- Application for your Portuguese Criminal Record;
- Valid travel insurance, which can cover the expenses required for medical reasons, including urgent and possible repatriation medical care.

Besides the general conditions already mentioned, to grant a temporary residence permit to undertake activity as a researcher or a lecturer, the applicant must meet the following special conditions:

- Be admitted to cooperate at an officially recognised research centre, through a work contract, a services rendered contract or a scientific research scholarship;
- Have a work contract or services rendered contract compatible with the practice of lecturing at a university or a services rendered contract compatible with a highly qualified activity;
- Be registered with the social security in Portugal.

Public Administration in Portugal

Many government and municipal public administration organisations have information relevant to foreigners in English aimed at EU immigrants and residents from the EU and other countries. Each local municipality (Câmara Municipal) provides information on local services, emergency numbers, sports and recreation facilities, public transport and tourism, some of which is in English. For more information, see: <https://eportugal.gov.pt/en/inicio>

Social Security: The Portuguese Social Security system (Segurança Social) website is mainly available in Portuguese. However, relevant information on several aspects of the system can be found in English, particularly those related to Social Security affiliation, contributions, benefits, the elderly, the infirm, and the disabled. For more information, see: <http://www.seg-social.pt/>

Taxes: There are quite a few regulations covering taxation and finances (Finanças) but they are principally in Portuguese. However, tax offices usually have some members of staff who speak Spanish, French or English. For more information, see:

<https://www.portaldasfinancas.gov.pt/>

Tax Identification Number (NIF)

Newcomers to Portugal soon learn that they need one particular number for a whole range of everyday transactions in the country. Anyone moving to Portugal must apply for a NIF, which stands for “Número de Identificação Fiscal”, and it is the Portuguese tax identification number. The Portuguese tax identification number has nine digits. It serves to identify a body or a person when requested by the taxation authorities. You will need your personal NIF to deal with a number of transactions, such as getting a phone subscription, buying or renting property long-term, signing up for utilities, etc.

Find a Tax Office “Finanças” office with favourable opening hours. These are the public offices where you will deal with everything related to taxes, including getting your NIF. You will need your passport and proof of your address from your home country. If you are an EU citizen you can replace the passport with your identification card. If you are already a registered resident in Portugal, you must bring proof of your Portuguese address. You will get a single A4 sheet of paper with the information you provided and your NIF number. You should keep this paper. If you are opening a bank account bring the original with you.

Bank Account

Portugal forms part of the Eurozone, in other words, the Euro (sign: €; code: EUR) is the currency in Portugal. If you come from any EUR member state, you will not have any trouble with the currency. If not, you can convert your currency at any airport or branch of a bank. In most shops credit and debit cards are accepted, as well as cash and cheques issued by Portuguese banks. There are many bank branches spread around the country. There are also many ATMs and most of them accept any credit card. In Portugal, you can pay most bills (water, electricity, phone, etc.) in the ATMs, as well as buying train/buses tickets or certain tickets for concerts and shows. In various ATMs of your bank, you can even request cheques and make deposits. Nonetheless, internet banking is increasingly becoming more common. To open a bank account you need a valid ID card or Passport and your NIF (Tax Identification Number). You may be asked for a letter from your employer, proof of your enrolment at the University, or proof of subsistence during your stay (for instance a scholarship or personal savings). To close an account, you must send a letter with acknowledgement of receipt to the bank branch indicating your wish as the account holder to close the account. The letter should also include the bank details of the account to be credited, if the account is in credit when it is closed, and the payment methods you were given (debit/credit card, check book) when the account was opened. You can also close your bank account by going in person to the branch where you first opened it.

Postal Services

Portugal has a national postal service, known as CTT, spread all over the country, in particular in the major urban centres. You may also find red postboxes to drop your mail off. You can buy stamps (selos) at any CTT office, as well as in newsagents, or in small shops with basic postal services. You can also buy Portuguese stamps online on the CTT website. When sending a letter to Portugal, you will need to know the Portuguese postal code (código postal) of the mailing address. The Portuguese postal code has seven digits. To find a CTT Post Office or a Postbox, see:

https://www.ctt.pt/feapl_2/app/open/stationSearch/stationSearch.jsp?lang=01#stationSearchPanel

Cost of Living

Portugal is one of the most affordable places to live in Europe. Combine that with beautiful weather, along with great food, and it's easy to see why so many people are choosing to make Portugal their home. However, the cost of living in the Lisbon metropolitan area has risen in the past few years, particularly when it comes to rental costs. What is more, Lisbon has become a very popular destination. It's still the cheapest in Western Europe, though.

Accommodation

- University Residences: 150-200€/month students | 250-400€/month researchers
- Room (amounts may not include utilities): 100-550€/ month
- Studio/Apartments: 500-800€/ month

Food (General Monthly Expenses): 150€-225€

- Canteen (meal): 2€-5€
- Economic restaurant (meal): 5€-8€

Other expenses

- Public transport: 30€-40€/monthly pass
- Bus ticket: 0.8€-1.5€
- Tram ticket: 1.5€-3€
- Metro ticket: 0.9€-1.5€
- Museums: 1.5€-15€
- Cinema: 7€
- Theatres: 10€-30€
- Concert/Opera/Ballet: 10€-75€

Insurance and medical care

The Portuguese health care system is made up of both state-run and privately run healthcare facilities. It provides total healthcare coverage to registered individuals and citizens and is funded through taxation. There is also a private healthcare system in Portugal providing high quality medical services to patients. Portugal also has an Integrated Medical Emergency System, which guarantees the fast and accurate provision of healthcare to accident victims or anyone suffering a sudden illness, and rapid response times by the emergency services. The World Health Report from the World Health Organization ranked the Portuguese health system in position 22 in its 2019 classification.

All foreign residents or employees in Portugal typically obtain the same healthcare rights as Portuguese nationals, because your employer must automatically enrol you and arrange payments into the social security system in Portugal, after which you can get health insurance. Portugal's state system is open to those who pay social security (Segurança Social) and their dependent family members. You can also apply for private health insurance in Portugal. Private healthcare typically offers you shorter waiting times, better facilities, wider choice, and fewer language barriers. Private insurance can be obtained to cover costs for glasses, contact lenses, general dentistry and orthodontic treatment which are not covered under the public healthcare system. Supplementary health insurance is mandatory by law for those applying for a Temporary Visa with no source of income and no coverage eligibility from another EU country.

If you have private health insurance, check whether your company has an agreement with a private hospital outside the public service. If you need to go to Hospital, the national network of units belonging to the National Health Service is available to you:

<https://www.sns.gov.pt/sns/pesquisa-prestadores/>

Medical Care

In Portugal, the public services for providing healthcare to the population are organised into the National Health Service (SNS). In addition to this public service, private health institutions and professionals are available. The network is made up of modern and well-equipped units, distributed throughout the country, which have long-standing relationships with the major international insurance companies. In order to make overseas patients feel more comfortable, hospitals are implementing personalised patient care and monitoring services, with English as the language of communication.

Where to go?

You can go directly to public health centres (Centros de Saúde) with round-the-clock services (Serviços de Atendimento Permanente) or hospitals in an emergency. To benefit from public medical assistance you have to register at the health centre of your area of residence. When registering at the health centre, you will need to take your social security card and passport and residence permit with you. If you have not yet received your residence permit, you can get a certificate from your local "Junta de Freguesia" confirming more than 90 days of residence in Portugal. After registering, the health centre services will give you a health service user number (cartão do utente), which you should carry with you at all times, and you will be able to have access to the medical services of the Portuguese National Health Service (SNS).

If you are coming from a non-European country with which the Portuguese State has celebrated an international agreement on health and social security, you should also show a certified statement, issued in your home country, which gives you the right of access to medical care in Portugal (for instance, the cdam/pb4 form, in the case of citizens from Brazil). If you are coming from a country of the European Union, the European Economic Area, or Switzerland, you should present your European Health Insurance Card. In other cases, you should present your private health insurance. The legal taxes in force will be applied according to each situation.

If you need to use the National Health Service, remember that you can get medical assistance at the local Health Centre nearest to you. In emergencies, you can use the Hospital Casualty Services (serious trauma, poisoning, burns, heart attacks, thrombosis, respiratory problems, etc.). In the event of an emergency, phone the European Emergency Number: 112. There is also an information hotline where you can get advice and assistance on health issues - Linha Saúde 24 – (+351) 808 24 24 24.

Treatment, coverage & costs

Public healthcare is generally provided free of charge. In some cases, however, a standard fee may be payable. There is a limited number of public dental services, and a standard fee must be paid according to the treatment. Under the Portuguese healthcare system, patients are assigned a general practitioner/family doctor (médico de família) at their local health centre. Overseas citizens holding Portuguese residency permits must be registered at a Health Centre and must hold a User's Card, which may be obtained at the Health Centre by presenting a document showing proof of residence authorisation.

Prescriptions and Pharmacies

Part of the cost of medicines listed in the "Official List of Medicines Subsidised by the Health Services" is covered by the state. You will have to pay the rest upfront. The proportion varies between 10% and 85% of the price. Pharmacies are usually open all day from Monday to Friday (although some close at lunch times) and on Saturday mornings. Some pharmacies open on Sundays. In any event, there are always 24-hour facilities in each area for urgent medical issues. Lists of pharmacies providing 24-hour service are available at any pharmacy, or the website: www.farmaciasportuguesas.pt

Ambulance

Ambulance transport in an emergency situation is included in the provision of care, as it is supported by the treating hospital.

Non-urgent patient transportation is also available, and can be used in certain situations during a temporary stay, such as when travelling from the place of stay to the unit where the patient will have a haemodialysis session or when the patient does not have alternative means of transportation.

Please note:

If you are a national of one of the European Union countries, Iceland, Liechtenstein, Norway or Switzerland, you benefit from the same treatment and costs as a Portuguese citizen within the SNS. However, you must show your European Health Insurance Card (issued in your country of origin) and your passport or identification document in order to gain access to free or low-cost healthcare. If your country is not included in this category, you can get medical insurance, or after three months of living in Portugal, you can apply for a National Health Service Card.

European Health Insurance Card

The European Health Insurance Card is a free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the EU countries, Iceland, Liechtenstein, Norway, and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country. It is not an alternative to travel insurance. It does not cover any private healthcare or costs such as a return flight to your home country or lost/stolen property. It does not cover your costs if you are travelling for the express purpose of obtaining medical treatment. It does not guarantee free services. As each country's healthcare system is different, services that cost nothing at home might not be free in another country. People from non-EU countries who are legally residing in the EU and are covered by a state social security scheme are also eligible for a card. The European Commission has developed a useful multi-language smartphone application which gives details of how to use the EHC in different countries within the EU. It summarises the treatments, costs, procedures for reimbursement and emergency numbers.

Leaving Portugal and Moving On

When leaving Portugal there are several tasks to be completed before your departure. Anyone who registered with their Embassy on arrival needs to let them know that they are leaving the country. Other important tasks to do when moving from Portugal are notifying schools and residency officials, closing bank accounts, ending contracts for utilities and insurance, exporting cars, moving pets, etc. Any private health in-

insurance cover which has been in force may need changing or cancelling. Before leaving, contact the local Health Centre (Centro de Saúde) for information regarding any necessary paperwork that needs to be completed. Anyone who has received medical treatment while in Portugal should ask for copies of records or have them forwarded to their new practitioner. The social security office (Segurança Social) should also be notified of the move. Those who have made contributions to a pension fund should inquire about the possibility of transferring benefits and provide a forwarding address. EU citizens can normally transfer benefits between countries quite simply.

Unless a fixed-term rental period was agreed from the beginning, the rental agreement should be cancelled three months in advance in written form. Fax or email is not legally binding. (Check your contracts for different cancellation terms!) Please note that electricity and gas can usually be cancelled only after the takeover of the apartment when the landlord has read the meters. Furthermore, your phone and internet should be cancelled three months in advance in written form unless you have a year's contract. In addition, remember that you must complete your tax return (due on 31 May for the previous calendar year).





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Annex II - Working life

THIS INFORMATION IS NOT INTENDED TO BE A SUBSTITUTE FOR CONSULTING THE APPLICABLE LEGISLATION

Portuguese Labour System

In recent years, Portuguese employment law has undergone many changes and adjustments. Thus, the Portuguese labour system is now more flexible, particularly in terms of organising working time. Some regulations govern work activities. Among these, it is important to highlight Law No. 93/2019 of 4 September. This Law introduced amendments to the Portuguese Labour Code and entered into force on 1 October 2019.

According to the law, an employment contract is one whereby a person agrees, upon payment, to provide services to one or more other persons, within the latter's organisation and subject to its authority. Portuguese law requires that fixed-term, non-fixed-term, intermittent, part-time and telecommuting contracts, as well as temporary-work contracts (fixed or non-fixed-term), must be agreed in writing. There is no such requirement for an employment contract of indefinite duration or one with a very short duration.

The trial period is the time of initial implementation of the employment contract, during which the parties analyse their interest in maintaining this. During the trial period, the parties shall act so that they may analyse their interest in maintaining the employment contract. The trial period may be excluded by written agreement between the parties. It is necessary to stress out that under the Portuguese Labour Code, the following types of companies are recognised:

- Microbusiness that employs fewer than 10 employees;
- Small business that employs from 10 to 49 employees;
- Medium-sized business that employs from 50 to 249 employees;
- Large business that employs 250 or more workers.

When you arrive

Employees are entitled each year to a minimum of 35 hours of training, or if hired on a fixed contract for a period equal to or greater than three months, a minimum number of hours in proportion to the duration of the contract for that year. People with disabilities are protected by law against discrimination in employment and the public authorities effectively

enforce the law. The law also mandates access to public buildings and ensures that laws are adhered to. No legislation covers private businesses or other facilities.

For more information, see: <https://dre.pt/web/en/home/-/contents/123169278/cl/normal>

Types of Employment Contracts

Under Portuguese labour law, indefinite employment is the general rule as far as hiring is concerned. Fixed and non-fixed-term employment contracts are exceptions to this rule (even if this type of contract is widely used in Portugal). Fixed employment contracts are generally admitted in order to satisfy temporary working needs, such as the replacement of other employees or exceptional workforce demands, or to undertake employment policies (such as the hiring of long-term unemployed or first-time jobseekers) and the launch of new companies or undertakings. Fixed-term contracts may only be renewed three times, and the total duration may not exceed two years (24 months).

In general, an employment contract expires for the following reasons:

- It reaches its end date (for instance, fixed or non-fixed term contracts);
- Due to absolute and definitive supervening facts preventing a worker from doing his or her job or the employer from receiving this;
- When a worker retires, due to age or disability.

Dismissal of the employee without just cause or for political, religious or ideological reasons is forbidden. A fixed-term employment contract expires at the end of the stipulated term, or the end of its renewal, provided that the employer or the employee notifies the other party in writing of its desire to terminate either 15 or 8 days before the deadline expires, respectively. In the event of the expiration of a fixed-term contract due to a declaration by the employer, the employee is entitled to compensation. In addition to other procedures provided for by law, an employment contract may terminate due to:

- Expiration;
- Revocation;
- Dismissal for cause attributable to the employee;
- Collective dismissal;
- Dismissal due to elimination of the job;
- Dismissal for inability to adapt;
- Unilateral termination of the contract by the employer without just cause;
- Unilateral termination of the contract by the employee with just cause.

The employer and the employee may agree to terminate an employment contract. A revocation agreement must be executed in writing. If the signatures of such an agreement are recognised by a notary, the employee cannot regret his or her previous declaration to revoke the contract and may not, in principle, file a labour complaint against the employer to claim other amounts not established therein.

Remuneration

Remuneration is the benefit to be granted to the employee in exchange for work, according to the terms of the contract, the rules that govern it, or the uses thereof. Remuneration includes the base salary and other regular and periodic payments made directly or indirectly in cash or in kind to the employee. Employees are entitled to a Christmas bonus equal to one month's salary, which must be paid by 15th December of each year. Employees are also entitled to receive a salary during their vacations. The vacation salary shall correspond to the one they would receive if they were actually working. In addition to the vacation salary, the employees are also entitled to a vacation subsidy, which includes the employees' base salary and other payments given as consideration for work rendered. All employees are guaranteed a minimum monthly wage, annually defined through specific legislation, after consultation with the Standing Committee for Social Dialogue.⁶



Working Hours

The Portuguese Labour Law establishes a maximum weekly working period of 40 hours and the normal daily working period cannot exceed eight hours. Time breaks and interruptions are also considered. Working time consists of determining the hours at the beginning and end of the normal daily working period and the rest interval, as well as the weekly rest. The working period shall be interrupted by a rest break of not less than one hour nor more than two hours, so that the worker does not provide more than five hours of consecutive work. The worker is guaranteed a minimum resting period of 11 consecutive hours between two consecutive daily periods of work. The worker has the right to, at least, one day of rest per week.

⁶ For 2020 the national minimum wage is 635€ gross per month

Holidays, Vacations and Absences

The Portuguese Labour Law states there are mandatory holidays including: New Year's Day (1st January), Good Friday (which may be observed on another day with local significance during Easter), Easter Sunday, Liberation Day (25th April), Labour Day (1st May), Corpus Christi, National Day (10th June), Assumption (15th August), Republic Day (5th October), All Saints' Day (1st November), Independence Restoration Day (1st December), Immaculate Conception (8th December), and Christmas Day (25th December). A national holiday that falls on a Sunday is not taken the following Monday. There is also one Municipal Holiday. Please note that administrative services will be closed on these days, as well as a significant number of shops and private services.

The annual vacation period has a minimum duration of 22 working days. Workers have the right to a paid vacation period in each calendar year, and this must be carried out in such a way as to enable the physical and psychological recovery of the worker and ensure minimum conditions of personal availability, integration into family life, participation and culture. The right to vacation cannot be waived. Effective vacation time cannot be substituted, even with the employee's consent, by any form of economic or other compensation, if a minimum of 20 business vacation days are not assured. In the admission year, the employee is entitled to two business days of vacation per each month of the labour contract's duration, with 20 days limit, to be enjoyed after six months of work. If the calendar year ends before that six month period, vacation may be taken until 30th of June. The same rules apply in the event of an impediment that started in the previous year. Nevertheless, the employee shall never be entitled to more than 30 business days of vacation in the same calendar year. For employment contracts that last less than six months, the employee is entitled to two business days of vacation per each month of the contract's duration. Employers may change vacation time already scheduled, or interrupt ongoing vacations, due to the imperative demands of the company, but employees will be entitled to be compensated for any losses shown to have been suffered.



Absences are when an employee is not present at the location where they perform their job during a normal workday. Employers should be notified of an absence, whenever foreseeable, which includes a justification, at least five days in advance. If this advanced notice cannot be given, in particular because the absence is unforeseeable five days in advance, then the employer should be notified as soon as possible. An excused absence does not affect any of the worker's rights. However, the following excused absences result in a loss of pay:

- Due to illness, provided that the worker is enrolled in the social security system for protection against illnesses;
- Due to an accident at work, provided that the worker is entitled to any benefit or insurance;
- An absence to care for a member of the household;
- Absences which by law are considered justified when they exceed 30 days per year;
- Absences authorized or approved by the employer.

An unexcused absence results in loss of pay for the period of absence, which is not counted in the employee's length of service. Whenever an employee is late without an excuse:

- If more than 60 minutes, and at the start of daily work, then the employer may not allow the employee to work for the rest of the normal work day;
- If more than 30 minutes, then the employer may not allow the employee to work during this part of the normal work day.

A loss of pay due to absences may be replaced by:

- Waiving an equal number of vacation days, up to the permitted limit during time off, with an express declaration from the employee notifying the employer;
- Working beyond the normal period, within the limits set for adaptability by collective bargaining regulations when the collective bargaining agreement allows it.

These considerations do not imply a reduction in vacation pay for accumulated vacations.



Annex III - Transportation

THIS INFORMATION IS NOT INTENDED TO BE A SUBSTITUTE FOR CONSULTING THE APPLICABLE LEGISLATION

Transportation

Portugal forms part of the network of the major international airlines, so it is easy to find frequent and regular connections from all parts of the world, particularly inside Europe. TO HEREThere are three main airports in mainland Portugal, namely Lisbon, Porto, and Faro and one of these is likely where your trip will start. However, Lisbon airport is probably the best option for you, since the airport is only 20 km away from our campus, and has a metro station underneath that makes getting anywhere in Lisbon easier, including the main train stations. Porto airport is about 11 km from the centre of Porto and also has a metro to the centre of Porto. Faro airport is about 3 km from the centre of Faro and has buses from the airport to the centre from 05:00 until 23:00. The public transport system in Portugal is excellent in some areas, in particularly in the cities and west coast lines, but hard to find and difficult to understand for a lot of other districts.

In the majority of the cities in the country, you can stop a taxi in the streets by making a call sign with your hand, get one at a taxi rank or use the Radio-Taxi service. Portuguese taxis are either of a crème colour or black and green. The price is indicated on the taximeter and the fares are affixed inside the vehicle or available for consultation upon request from the driver. Calling a taxi implies the payment of a small fare and the transport of luggage an additional fare independently of the number of pieces and their weight.

Please note that driving is on the right with overtaking on the left, and you can be fined if you pass a driver on the right. The documents you need to have while driving are: an EU driving licence (otherwise you need to obtain an international driving permit); the vehicle registration document; a valid certificate of insurance, or a green card. If you are bring your car to Portugal, you will need to register the vehicle at the IMT - Institute for Mobility and Transport (Instituto da Mobilidade e dos Transportes). The registration certificate has no expiration date. The vehicle registration document can be updated at any IMT regional branch. However, you will need the following documents: Form Modelo 9 IMT; COC - EC Certificate of Conformity; Vehicle registration certificate authenticated by the Portuguese customs authority; Document

issued by the customs authority declaring that all fiscal obligations, customs duties or taxes concerning the registration of the vehicle have been fulfilled; Vehicle roadworthiness certificate issued by a type B inspection body; and Identification document from the applicant. If you need more information, see: <http://www.imt-ip.pt/sites/IMTT/Portugues/Veiculos/Matriculas/VeiculosNovos/Ligeiros/Paginas/MatriculaAutomoveisLigeirosNovos.aspx>

Trains

The Railway system in Portugal is good along the coast with frequent connections (including high speed ones) between Braga and Faro, with stops at Porto, Coimbra, Aveiro, Lisbon, Loulé and a few other medium sized cities. It is possible to continue travelling from Porto to Vigo by train. On the East-West axis you have connections along the Douro River, from Coimbra to Guarda with connections to Spain, Entrocamento to Covilhã, Lisbon to Beja as well as along Portugal's south coast from Lagos to Vila Real de Santo António. There are three international trains between Portugal and Spain: Porto – Vigo; Sud-Express (Lisbon- Hendaye); Lusitânia (Lisbon – Madrid). There are basically five types of trains in Portugal:

- Urbano – modern suburban trains available in Greater Porto/Northern Portugal, the Coimbra area and Greater Lisbon. They stop at all stops and are intended for daily commuting. From Porto, you can reach Braga, Guimarães, and Aveiro using these trains. From Lisbon you can reach Cascais, Sintra, and Setúbal.
- Regional – slow trains, stopping everywhere.
- Intercidades – Fast, express trains. They include a bar. Porto – Lisbon is about 3h.
- Alfa-Pendular – The fastest trains in Portugal. They stop at fewer towns than the Intercities and comfort levels are higher. Porto – Lisbon 2h30.
- Fertagus – Fertagus is a private operator running suburban trains from Lisbon across the Tagus River to Setúbal which serve 14 stations. They all have air-conditioning with second class seats only. Fertagus has a hot line (707 127 127). For more information about FERTAGUS, see: <https://www.fertagus.pt/en>



Train accessibility depends very much on the type of train and the station. Main stations provide visual and voice information although only in Portuguese. Clear visual and voice information is available inside Urbano, Intercities and Alfa-Pendular trains. As for accessibility, stations like Lisboa – Oriente or Porto – Campanhã are wheelchair friendly and provide, for instance, wheelchair ramps. Older stations do not always have the necessary facilities to allow for equality of access.



As for trains, Alfa-Pendular trains as well as suburban trains in Lisbon and Porto meet all the accessibility requirements for wheelchairs from lower floors to ramps and designated places. Intercity and regional trains do not usually have these but facilities at stations may help make reduced mobility passenger lives' easier. However, CP created a hot line (808 208 746) which passengers can use to obtain accessibility information for trains and stations and to find suitable alternatives. The CP website has a user-friendly interface, is available in Portuguese and English and contains all the necessary information about trains, stations and tickets. Website navigation is relatively smooth and you can find what you are looking for in a few clicks. To enter or exit the train, you always need to press the door button or to turn a handle to open doors.

Train Tickets can be bought at all train stations. Although in some stations, ticket offices are not always open, they open sometime before each train arrives. Tickets can also be bought at ticket vending machines located in every station. Andante tickets in Porto and Lisboa Viva tickets in Lisbon are also valid for the respective suburban trains. Finally, Intercities and Alfa Pendular tickets can also be bought online (seat selection available). Note that Intercities and Alfa Pendular tickets are only valid for the trip you bought them for. If you wish to bring forward or postpone your journey, go to a ticket office to change your ticket for the new train date and time. If you buy your ticket online, you do not need to print it since it is associated with your ID number and it is enough to show your ID-card to the ticket inspector. However, in case you need to make any change to your ticket, you will need to have a print out, so we advise you, if possible, to always print your ticket.

Urban trains and Alfa-Pendular are relatively new and comfortable and compare well with the best European trains. Intercities trains are slightly older, but have been refurbished and provide a good level of comfort, including air conditioning and comfortable seats. Regional trains are older and harder to evaluate, as the comfort level is very dependent on the type of vehicle and route; however, expect a basic to low comfort level. Trains usually run on time, the exception again being the regional trains where older train compositions are less reliable. We advise you to call CP hot lines or ask at ticket offices if there are any strikes planned for the day you wish to travel.

One bike per passenger is allowed free of charge on all urban trains as long as the bikes travel in the designated carriages. One bike per passenger is also allowed free of charge on regional trains with the exception of Minho and Douro regional train routes. For regional trains, however, transporting bicycles is dependent on the type of vehicle and the space available. You should, therefore, inform the ticket office or the Station Officer of your wish to do this so that they can assess if it is possible to transport your bike or not.





BUS

Portugal's domestic bus services are sometimes quicker and cheaper than a similar journey by train. The network of bus companies cover most of the country's main towns and some local destinations. Departure times can be early in the morning and services are reduced at weekends. There are three main types of buses in Portugal: Expressos – which are the quickest inter-city buses; Rápidas – which are fairly fast regional buses; Carreiras – which are slow local buses. Check with the bus companies for schedules and departure points. Express buses can be booked online with Rede Expressos or by SMS by calling 969 50 20 50 (information in Portuguese). For more information about Expressos: <https://www.rede-expressos.pt/en>.

Lisbon's main bus station is presently at Sete Rios easily accessible by the metro to the Jardim Zoologico or by train to the Sete Rios Station. Campo Grande Station in northern Lisbon is the major bus station for long-distance buses to destinations mainly north of Lisbon. The company Transportes Sul do Tejo operates in the Setúbal Peninsula, serving the municipalities of Alcochete, Almada, Barreiro, Moita, Montijo, Palmela, Sesimbra and Setúbal, and carries customers using urban, suburban and express bus services. For more information: <https://www.tsuldotejo.pt/index.php?idioma=2>

Lisbon Metropolitan Area

The Lisbon metropolitan area is an administrative division that includes 18 municipalities: Alcochete, Almada, Barreiro, Amadora, Cascais, Lisbon, Loures, Mafra, Moita, Montijo, Odivelas, Oeiras, Palmela, Seixal, Sintra, Sesimbra, Setúbal and Vila Franca de Xira. About 26.7% of the population of Portugal lives in the Lisbon metropolitan area. The region has an integrated public transport system. The Viva Viagem card comes in two colours, suitable for non-frequent users. Both green and white cards have exactly the same functions, but cover different transport operators. The green card can be used with all member operators. The white card is not valid on the Metro Transportes do Sul. The Viva Viagem card is a personal card, i.e. it cannot be used by more than one person at a time, even if topped up with multiple tickets. On the network, the Viva Viagem card can be purchased and loaded at Ticket Vending Machines and Ticket Offices, but keep the purchase/receipt with you, as you will need it in case of a card malfunction. The Viva Viagem card can be reloaded unlimitedly for one year after purchase. The card is an electronic smart card that is validated by passing the card over the contactless validators.

Lisboa Viva is the ideal card for frequent users of public transport. It is a personal card that can only be used by the respective holder. The application for a Lisboa VIVA card must be made at a service office of any operator in the Lisbon Metropolitan Area or online. It will take 10 week days to issue the card or you can pay extra for an express delivery of one day. You will need to fill in the application form, have a Personal Identity Document or Identity Card (EU citizens) or Passport or Residence Permit, and an original colour passport photo, with a plain background. There are essentially two types of fares: Navegante Municipal – valid for the entire month in one municipality; Navegante Metropolitano – valid for the entire month in all 18 municipalities of the Lisbon metropolitan area.



You can order the Lisboa Viva Card online. However, all information is available in Portuguese only: <https://www.portalviva.pt/lx/pt/homepage/como-efetuar-um-pedido-de-cart%C3%A3o-online.aspx>

The card can be ordered from any of the following operators:

- Metro Lisboa: <https://www.metrolisboa.pt/en/buy/>
- Metro Sul do Tejo: <http://www.mts.pt/tarifarios/rede-de-venda-de-titulos/>
- CARRIS: <http://www.carris.pt/en/useful-contacts/>
- Barraqueiro Transportes: <https://www.barraqueirotransportes.pt/>
- Henrique Leonardo Mota: <http://www.hleonardomota.com/en/Contacts>
- Isidoro Duarte: <http://www.isidoroduarte.pt/pt/Contactos>
- Rodoviária de Lisboa: https://www.rodoviariadelisboa.pt/rede_vendas#tab1
- Scotturb: <https://scotturb.com/en/postos-de-venda/>
- Transportes Sul do Tejo: <https://www.tsuldotejo.pt/index.php?idioma=2>
- Vimeca: <https://www.vimeca.pt/titulos-de-transporte/rede-de-vendas.html>
- Comboios de Portugal: <https://www.cp.pt/passageiros/en/train-times/Prices>
- Fertagus: <https://www.fertagus.pt/en/Travel/Where-To-Buy/Tickets-Office>
- Transtejo/Soflusa: <https://ttsl.pt/passageiros/rede-de-vendas/>
- The card can also be ordered online at the website: <https://www.portalviva.pt/>

Support cards:



Viva viagem is the ideal card for occasional users of public transport, as it may be topped up with tickets or money (pay as you go 'zapping' credit). This card is valid for all member operators.

Viva viagem is the ideal card for occasional users of public transport, as it may be topped up with tickets or money (pay as you go 'zapping' credit). This card is not valid on Metro Transportes do Sul.

Lisboa viva is the ideal card for frequent public transport users. It can be topped up with travel passes or money (pay as you go 'zapping' credit). It is a personal card that can only be used by respective holder.

LEGENDA

REDE FERTAGUS

REDE SULFERTAGUS



CONTACTOS

Estação do Pragal, Porta 23
2805-333 Almada
Tel: 707 127 127
www.fertagus.pt
fertagus@fertagus.pt





Annex IV - Accommodation

THERE IS A CONSIDERABLE SHORTAGE OF ACCOMMODATION IN THE LISBON METROPOLITAN AREA, SO FINDING A FLAT IS A CHALLENGE. MAKE SURE TO APPLY FOR ACCOMMODATION WELL BEFORE YOUR EXPECTED ARRIVAL IN PORTUGAL.

Housing Issues in Portugal

There are many factors to consider when choosing a home, based on what you will be looking for. However, there are key aspects when looking for an apartment or a house, such as: the location, how good the neighbourhood is, how close the neighbourhood is to hospitals and services, or access to transportation. These aspects will help you assess your interest in a property before even visiting it. You can use the following search engines for buying and renting in Portugal: Casa SAPO; OLX; Casa IOL; Uniplaces; Expresso Imobiliário; Imovirtual; Grande Mercado; Housing Anywhere; etc.

USEFUL ADVICE:

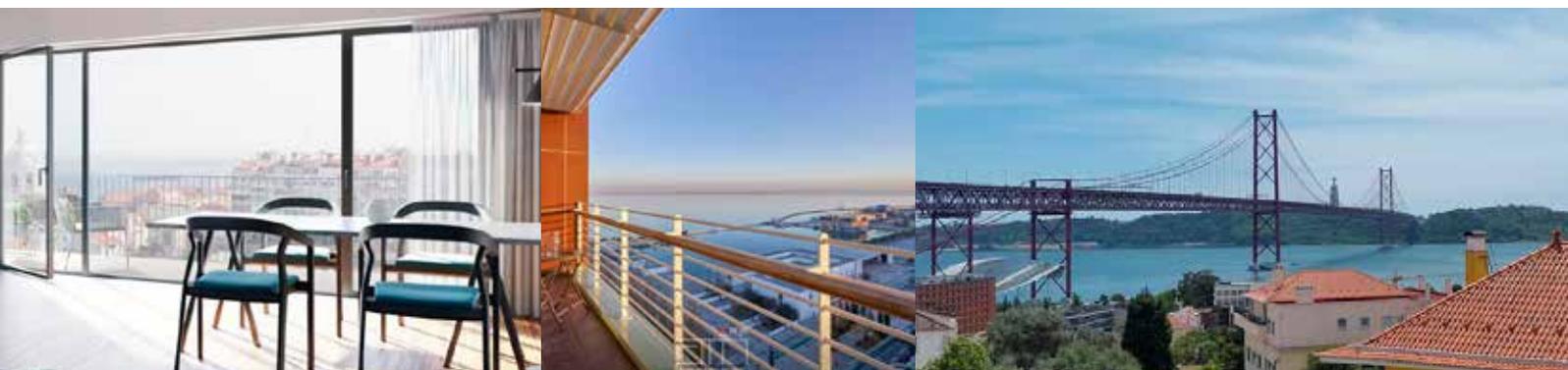
- Photographs can be misleading and it is important to go and see the accommodation;
- If something is not clear, it is necessary to request more information;
- It is necessary to confirm what is included in the price;
- Avoid transferring money without a guarantee that it is safe to do so;
- In some cases you can consider accommodation as temporary until you find "the one".

Buying a House

Before buying propriety in Portugal, you should know that residents abroad, as well as those who, although resident in Portuguese territory, leave for more than six months, should appoint a representative residing in Portuguese territory for tax purposes. If you are a resident or if you are leaving for a member state of the European Union or the European Economic Area, the designation of this representative is merely optional. It must also be said that the price of a property in the Lisbon Metropolitan Area has seen a sharp increase, so buying there is now quite expensive.

In order to purchase a house, you must submit various documents that identify the property and that confirm the legitimacy of the owner and the buyer:

- Land Registry Certificate (Certidão do Registo Predial): the land registry tells you about the composition of a certain building, the legitimacy of the person intending to sell the property and the types of encumbrance that may affect it;
- Title Certificate (Caderneta Predial): this document may be requested from any tax office. It contains information about the property's tax situation and can be used to find out which entity is responsible for meeting fiscal obligations related to the property;
- Usage Licence (Licença de Utilização): this licence must be requested from the City Council of the district where the property is located. However, proof of the licence request may be submitted along with the purchase agreement if the licence is yet to be issued;
- Housing Technical Datasheet (Ficha Técnica de Habitação): this describes the main technical and functional characteristics of a property. It must be requested directly from the City Council of the district where the property is located.



Rental Contract

Rooms, houses, or flats for rent can be found in newspaper ads or through licensed real estate agencies. Rent contracts are normally for a minimum of six months. It is common for the landlord to ask for two months' rent in advance, corresponding to the first and the last months of the rent. Prices are very diverse (from 180€ to 750€ per month, excluding the bills for water, heating, electricity supply, phone, and internet) according to the type of accommodation (number of rooms, furniture, and other equipment) and its location. Contrary to rooms for renting, most houses and flats are not furnished, although they may have wardrobes and an equipped kitchen. It is very rare to find houses in Portugal with heating, especially if the buildings are not recent.

Most rental contracts in Portugal stipulate that the landlord needs to be given a minimum of one month's notice when leaving, though this could be more. A letter giving notice should be photocopied and sent by recorded delivery (or registered post, Correio Registado). Upon the conclusion of a rental contract, the deposit will be returned minus any costs for repairs. Sometimes a landlord may agree to apply part of the deposit toward the last month's rent. The landlord will likely need to visit and inspect the property prior to departure. There may be a penalty if the rental agreement is being terminated earlier than contractually agreed.

Insurance

House insurance will cover the risks associated with your home, including theft, fire, and earthquakes. In Portugal, insurance is mandatory for anyone who takes out a bank loan/mortgage to buy a house. It is possible to do simulations with companies to get the best coverage and price and choose the one that is right for you. House insurance can be cancelled once a sale has been completed and in some circumstances, a partial refund may be due. It is best to cancel all insurance in writing and by recorded delivery.

Utility Bills

As with any house move, there are utility bills to be settled and meters to be read. If meters are not outside, access to the property will be required. It may be advantageous to give utility companies as much notice as possible, as waiting times for services can be long. Leave a forwarding address with all the companies concerned.





Electricity & Gas

The standard electricity supply in Portugal is 220V, although some older properties still have 110V supplies, and some very isolated areas have no mains electricity supply. Portugal uses the two-pin power plug adapters commonly used in much of Europe. If you have appliances with foreign plugs, you will be able to buy a suitable Portuguese power adapter in most supermarkets and electrical shops. You can find a range of Portuguese electricity providers, including green energy providers. The meters are read once a year, and adjusted bills are sent out. Therefore, it will likely be necessary to have the meter read before leaving in order to have an adjusted final bill or receive a refund. Give as much notice as possible, as it could take some time to secure a meter-reading appointment. Cancellation must be done in writing by email, letter, or online. The Contract Annulment form (Formulário de Rescisão de Contrato) will need to be completed. If payment was made using direct debit, cancel this facility.

Gas in Portugal comes in three forms – mains gas, bottled gas, and outdoor tanks. Gas central heating systems in Portugal are not commonplace, and natural gas distribution remains unavailable in some areas. To register your gas supply, you will need to sign a contract and have a technician visit to install your system (or read your meter if it already exists) and to turn the gas supply on. Ideally, it can help to have the contact details of the previous occupant if possible, as you may not need to completely reconnect the supply. In addition to this, you will need the meter number, proof of residency, and your bank account details. Gas prices in Portugal are charged based on usage. You will usually be invoiced on a monthly basis and, as with other utilities in Portugal, you can either set up a direct debit, or go to an ATM or pay bills at your local post office or through online banking. Here are some important numbers to remember in the event of emergencies regarding gas in Portugal:

- Report a gas leak: 800 201 722
- Report a gas emergency: 808 241 107



Water

You should contact the water company for your area. You must present the information required to set up the water supply contract, which is your ID Card/Passport, your Taxpayer Number (NIF), and your Lease Agreement or Title Certificate (Caderneta Predial). Portuguese households pay a fixed, metered amount for their water, and then extra for any usage that exceeds that limit. While bills are estimated bi-monthly, they are adjusted when a meter reading is provided, so it makes sense to also take your own readings too. Before departure, contact the local water board to cancel service and receive final billing or a refund. It is recommended the final reading is checked to make sure the figures are correct.

Here are also some contact numbers for dealing with water in Portugal:

- **Supply problems: 800 222 425**
- **Burst pipes: 800 201 600**
- **Meter readings: 800 201 101**

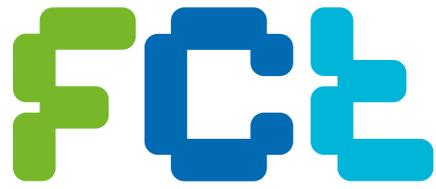
Recycling

Household waste and recycling in Portugal is managed by your municipality. Household waste is collected from your property in a grey bin, and recyclable products should be taken to your local recycling point (Ecoponto). Before going to the recycling point, you will need to sort your materials and learn about the rules for sorting recyclables. As a general guide, recyclable materials are split in to the following categories:

- **Brown bin – organic waste**
- **Green bin – glass**
- **Yellow bin – plastic bottles and packaging**
- **Blue bin – paper and cardboard**
- **Clothing bank – clothing**
- **Red box – Batteries**



If you need to dispose of old electrical appliances, you may find that your local recycling centre has a suitable place. Alternatively, some municipalities offer pickup services for large items, but the exact details of how this works varies from area to area. Alternatively, you can dispose of usable items by giving them away to someone else using certain services available in Portugal such as Freecycle.



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