



European Master in
Building Information Modelling

Student's guide

Portugal



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Universidade do Minho

Univerza v Ljubljani



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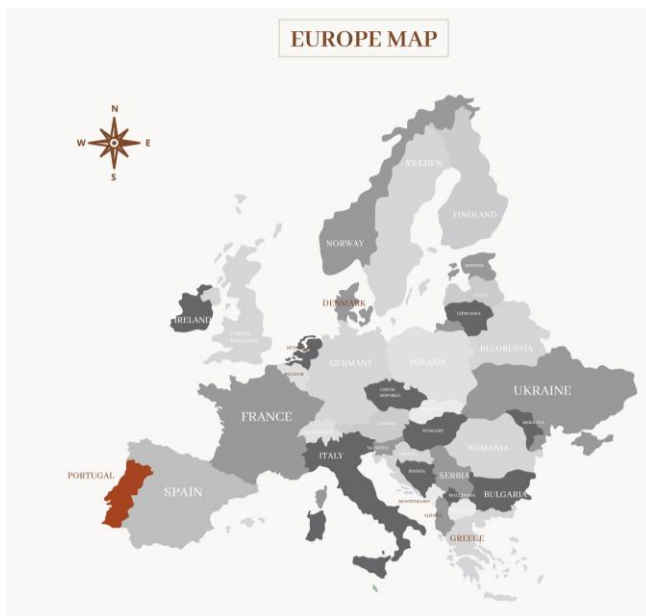
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HOST COUNTRY AND CITY

Portugal

Portugal is one of the world's oldest countries. It became an independent nation in 1143, and has maintained its independence and national boundaries from the 13th century to this day, except for a brief period under Spanish domination between 1580 and 1640. Portugal became a republic on 5th October 1910 and is an established democracy today.

Portugal has a rich seafaring past, superb beach resorts, wistful towns and a landscape wreathed in olive groves, vineyards and wheat fields. Littered with UNESCO World Heritage sites and graced by one of Europe's most relaxed and attractive capitals, it also remains refreshingly affordable. Savouring life slowly is a Portuguese passion, and much of the best is humble - traditional folk festivals; simple, honest food drowning in olive oil; music that pulls at the heart strings, recalling past love and glories; and markets overflowing with fish, fruit and flowers.



Location:

South-Western of Spain and Europe, Iberia Peninsula. Borders the Atlantic ocean on western and southern coast. North of Morocco, North Africa.

Area:

Total Area: 89,456 km²

Water territory: 400 km²



Coastline:

1,621 km

Climate:

Portugal has a mild weather, winters are never too cold and summers are always moderately hot. Lightweight clothing is suitable from June to September. A topcoat and umbrella are advisable for autumn and winter.

Population:

10,276,617 (2018 est.)

Religion:

Roman Catholic 94%, Protestant (1995)

Language:

The official language is Portuguese. It is also the mother tongue in Brazil, Mozambique, Angola, Cape Verde, Guinea, Timor and S. Tomé e Príncipe.

Government information



Government type: Parliamentary democracy

Administrative divisions: 18 districts and 2 autonomous regions*; Aveiro, Açores (Azores)*, Beja, Braga, Bragança, Castelo Branco, Coimbra, Évora, Faro, Guarda, Leiria, Lisboa, Madeira*, Portalegre, Porto, Santarém, Setúbal, Viana do Castelo, Vila Real and Viseu.

Capital: Lisbon



LISBOA

Independence: 1385 (independent republic proclaimed 5 October 1910)

Constitution: 25 April 1976, revised 30 October 1982, 1 June 1989, 5 November 1992, 3 September 1997 and 2004.

Legal system: Civil law system; the Constitutional Tribunal reviews the constitutionality of legislation; accepts compulsory ICJ jurisdiction, with reservations

Suffrage: 18 years of age; universal

Executive branch:

Chief of state: President Marcelo Rebelo de Sousa

(since 9 March 2016)

Head of government: Prime Minister António Costa (since 26 November 2015)

Cabinet: Council of Ministers appointed by the president on the recommendation of the prime minister

Elections: president elected by popular vote for a five-year term; (eligible for a second term); election last held 24 January 2016 (next to be held January 2021); following legislative elections, the leader of the majority party or leader of a majority coalition is usually appointed prime minister by the president

Legislative branch:

Unicameral Assembly of the Republic or Assembleia da Republica (230 seats; members are elected by popular vote to serve four-year terms)

Elections: last held 6 October 2019 (next to be held September 2023)

Judicial branch:

Supreme Court or Supremo Tribunal de Justiça (judges appointed for life by the Conselho Superior da Magistratura)

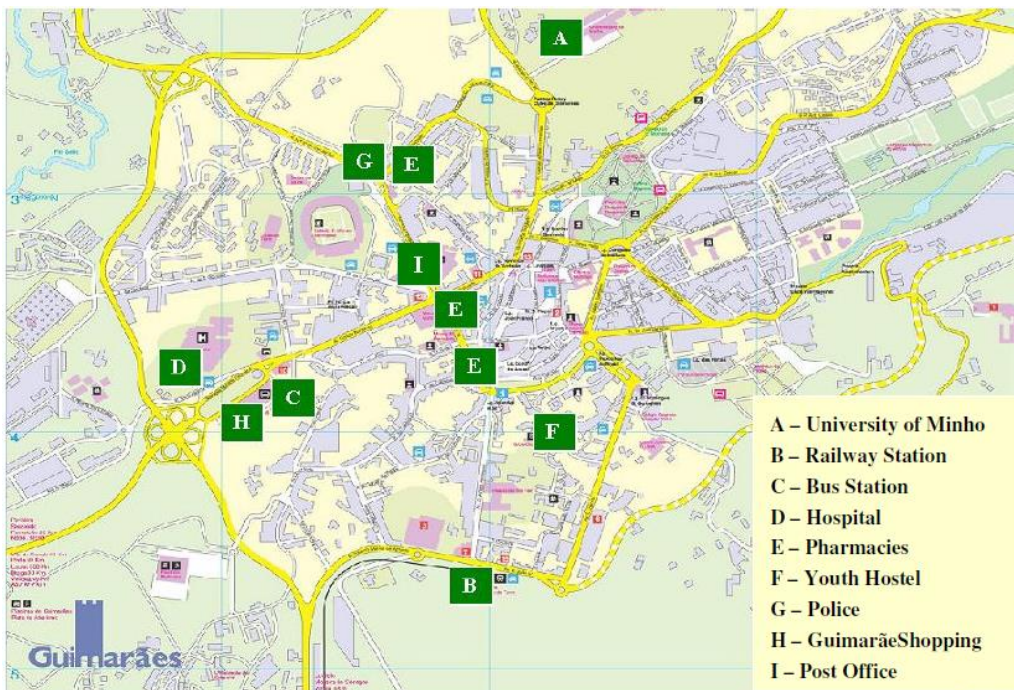
The city of Guimarães



Guimarães, the city you will be living in, is located in north-western Portugal, approximately 350 km north of the capital, Lisbon, and about 50 km from the second largest city, Porto. In administrative terms, it is a municipality made up of 48 parishes, occupying an area of 241.3 km² and including about 160,000 inhabitants.

Guimarães was successively a “Citânia”, a Roman Village, a barbarian and christian village up to the IX Century. In the X Century Mumadona, the King of Léon’s relative, created the double Monastery for Monks and Nuns of *Santa Maria, S. Salvador e Todos-os-Santos*.

Guimarães was born around this Monastery. After the Normans’ invasion in 996, Mumadona was also responsible for the building of the Keep, which still ornaments the Guimarães Castle nowadays. Soon after, there were several events that would take place in Guimarães, which would have great importance in the birth of Portugal. D. Afonso Henriques was born in 1111, and in 1125 he becomes a knight in the roman Cathedral of Zamora. In 1127 a siege was laid to Guimarães and on the 24th of June D. Afonso Henriques organised, in the North of the Castle, the battle of S. Mamede against his mother and foreign allies. The infant ended up victorious and there began his sovereignty at the head of the Portuguese Kingdom. Guimarães became the birthplace of the nation.



TRAVELLING IN GUIMARÃES

Buses

TUG (Public Transports of Guimarães) covers almost all of Guimarães and runs from 06:00 to 23:00. Running hours are shown at bus stops. A single bus ticket costs 1.00 €. A monthly pass, commonly called "passe", is valid for the urban network and costs 22.00 €.

Taxis

You can hail a taxi in the street or take one from a taxi stand. The telephone taxi companies are honest. The driver may be polite and should give you a receipt for the ride. You can call a taxi at: 253 522 522

Bike

If you are considering bringing your bike or motorbike to Guimarães, reconsider. The city simply isn't designed to safely accommodate bike riders.

Car

We do NOT recommend bringing a car to Guimarães. It is a small city and the public transportation system is cheaper. Some general traffic rules:

- Seat belts must be used at all times, including rear seats, if equipped
- Maximum speed: 90 km per hour, in all built-up areas 50 km per hour, motorways 120 km per hour
- Motorways fees (paid by purchasing a window sticker - valid for 1 year)

TRAVELLING OUTSIDE GUIMARÃES

When you travel outside Guimarães you can use a train or a bus. Both are quite cheap and reliable. You'll be able to find connection to every village of the country, especially by train.

By air

The nearest airport is Francisco Sá Carneiro International Airport, located in the suburbs of Porto, about 50km from Guimarães. Phone number: +351 - 229 432 400

By train

Guimarães is part of the modern network of trains that link the main cities in Portugal. This is probably the best way to travel. One word of warning about taking trains within Portugal is that different trains will take different lengths of time to reach the same destination - so check the travel time before you buy a ticket. Phone number: 808 208 208 - From 7am to 11pm

By bus

The Bus Centre (Central de Camionagem), is placed in Al. Dr. Mariano Felgueiras, near GuimarãesShopping. The main regional buses operators are:

- ARRIVA Portugal - Phone: 253 423 500 / 253 423 519 and
- Rodoviária Entre Douro e Minho - REDM - Phone: 253 516 229.

UNIVERSITY OF MINHO



Universidade do Minho is located in the centre of the Minho region, as a part of the *Costa Verde* (Green Coast) region, forming the NorthWest corner of Portugal. It is a public university with administrative and financial autonomy. It was founded in 1973 and started its academic activity in 1975/76.

Universidade do Minho offers you an environment which is free from the strains of life in the big city. Its first class and modern facilities include two campi which provide a comfortable and relaxed atmosphere to study.

Whilst Universidade do Minho (UM) is a young University, having been founded in 1973, it enjoys a very high reputation for its research and educational performance. It is a medium sized University with over 16000 students.

Presently, the University is located in two sites: the campus of Braga (Gualtar) and the campus of Guimarães (Azurém). The courses in Architecture and Engineering are taught in Guimarães. The other courses are predominantly ministered in Braga.

HOW TO GET TO UMINHO – GUIMARÃES

The Francisco Sá Carneiro International Airport is connected with the Porto railway central station (Campanhã) by metro line E (violet line). The travel takes 25 minutes, with trains departing every 20 minutes. Tickets can be purchased at the automatic ticket machines located in the Metro station or in the Airport information desk. Tickets can be must be validated before travel by scanning them in front of the yellow machines located in stations.

Airport Station is located just in front of the arrivals zone of the International Francisco Sá Carneiro Airport, in parallel with the two existing road ways. Nevertheless, the person's circulation between both the equipments is guaranteed by a proper underground passage. When arriving at the Airport Station, people only needs to go down a floor and, in little less than 50 meters walking, they are inside of the Airport. Equally, the access to the Station from the interior of the Airport is extremely simple and practical, being fully signalled.

From Porto to Guimarães

Motorways and railways are the most direct means of reaching Guimarães.

By Motorway:

Using the current network of motorways, Oporto can be reached from Guimarães in 30 minutes via the A7 and A3. Braga is a mere 15 minutes away on the A11 motorway. Taking the A11 and A3 northbound, Vigo, Spain is 90 minutes away, and Lisbon is 3 hours to south, via the A7, A3 and A1 motorways.

By bus

From the centre of Porto you may take a bus to Guimarães at Parque da Magauanha (close to Trindade), where the Bus Station to Guimarães is located. See the following timetable (Monday to Friday):

07h05	15h30
07h25	16h20
08h15	16h50
09h10	17h20
09h20	18h00
10h20	18h30
11h15	19h20
12h15	19h45
13h20	20h05
14h20	21h30

By train

Guimarães is part of the modern network of trains that link the main cities in Portugal. All-stop service between Porto and Guimarães takes approximately 60 minutes and costs around 2 euros. From the centre of Porto you can catch a train to Guimarães at *São Bento* Station, according to the following timetable (monday to friday):

6h15	16h15
7h15	17h15
8h15	18h15
10h15	19h15
12h15	20h30
14h15	22h15

By Taxi

If you wish to take a taxi from the airport to Braga or Guimarães: the journey takes approximately 45 min. and the fare is around 50€.

Once you arrive in Guimarães, it is better to take a taxi to your accommodation. From the Railway Station or the Bus Station to the Halls of Residence the fare is around 5 €.

ADVANCED MASTERS IN BUILDING INFORMATION MODELLING

The Civil Engineering Department will welcome the European Master in Building Information Modelling.

The objective of BIM A+ is to offer an advanced education programme on BIM integrated design, construction and operation processes, with a strong focus on the collaborative practices that are the cornerstone of such integration.

The Master combines the diversity of expertise at leading European universities in the relevant fields, offering education oriented to a multidisciplinary understanding of virtual construction through the involvement of experts from complementary fields (engineers, architects, programmers and others). Students gain top level knowledge on BIM in a research-oriented environment, with close cooperation with the industry and with a strong focus on problem solving.

The course will combine the recent advances in research and development with practical activities applications. After successful completion of the BIM A+ a student will gain competences to compete in a highly demanding market as a BIM Manager/Coordinator/Specialist. Furthermore, students may consider engaging in a further degree of studies towards (PhD) research on the BIM proficiency level.

A brief list of the main learning outcomes follows below:

- Understand the role and potential of BIM for the industry
- Be able to plan the use of BIM in Building projects and provide the right level of detail
- Be able to comply legal and project collaboration requirements
- Identify, describe and apply adequate modelling practices in view of intended uses for the models
- Capability to understand and perform BIM models for the specialties of Architecture, Structural Engineering and MEP Engineering
- Master the use of parametric approaches for advanced object creation
- Be capable of advanced object use in BIM context through interactive editors and object libraries
- Capability of applying scripting methodologies to extend the capacities of existing BIM platforms towards customized capacities
- Be able to assess interoperability issues in BIM Exchange from technical, semantic and organizational point of view
- Apply methods of development of schemata and databases that are relevant to BIM, as well as methods for exchange of building product specifications
- Be capable of dealing successfully with interoperability issues in BIM based exchange of project information in infrastructure and building projects
- Detail and apply the business processes impacted by BIM 4D, 5D and 6D and describe the digitalization approach in terms of workflows, data exchange mechanisms (incl. data management roles, data drops and system interfaces)
- Understand how the Common Data Environment (as prescribed in European practices) can support other business processes such as contract management, tendering and eProcurement, BIM to Field.
- Being able to adapt BIM 4D, 5D and 6D to modelling and applications for the specialties of Architecture, Structural Engineering and MEP Engineering
- Capability of in-depth application of BIM in specific contexts of building rehabilitation and sustainability analysis/assessment.

Moreover, it is relevant to pinpoint the upcoming initiatives on the field of standardization, particularly in the US and Europe (CEN TC442 is setup and running to produce standards) that are strong influencers in the worldwide scenario. The learning and innovative outcomes will be to prepare the student to be qualified, with a broad mind, for participating in drawing new international Guidelines and standards, in a shared table with different experts.

Structure and content

The study programme is composed of seven units, being six courses/units of 5 ECTS (45 hours of lectures and 95 hours of independent/group student work) and one dissertation of 30 ECTS (30 tutorial hours and 558 hours of independent student work). Lectures are held from 9:30 to 12:30 and individual/group work is compulsory at University from 14:00 to 19:00.

The courses of 5 ECTS are given in 3.3 weeks without interruption. Each 5 ECTS course is divided in two modules with independent evaluation, when the lecturers are available for the students and provide extra tutorial as requested.

Therefore, each lecturer is typically involved two weeks in a single course. This allows foreign lecturers to deliver the module and is very beneficial for the students, as they have a lecturer almost full-time at their disposal for all the modules. The 5 ECTS courses are arranged as a mix of theory and application, in a context of a project-led education, where a project is effectively run for the full duration of the course.

Finally, the Final Project/Dissertation (30 ECTS) is carried out in the final part of the MSc (last 14 weeks). This aims at developing research and/or professional competences in the field of Building Information Modelling. The dissertation can be carried out inside the Universities or in a private company, under University supervision. The general description of the course/units is as follows:

BIM A+1 Management of information and collaboration in BIM

- Get an overview of BIM theory and standards;
- Understand the role and potential of BIM for the industry;
- Understand critical aspects in BIM implementation responding to project requirements;
- Be able to plan use of BIM in Building projects and provide the right level of detail;
- Be able to comply to legal and project collaboration requirements;
- Assess capacity and capability for BIM Implementations on specific project;
- Be able to put in place appropriate management procedures and BIM protocols.

BIM A+2 Modelling in Architecture and Engineering

- Be able to differentiate the requisites and uses that are of interest for each construction specialty (Architecture and Engineering);
- Identify and describe adequate modelling practices in view of intended uses for the models;
- List, apply and criticize the several modelling recommendations that exist at international level;
- Capability to understand and perform BIM models for the specialties of Architecture, Structural Engineering and MEP Engineering;
- Understand further particular cases of modelling, targeted for monitoring and management.

BIM A+3 Parametric Modelling in BIM

- Being capable of fully understanding the underlying concepts of parametric modelling;
- Master the use of parametric approaches for advanced object creation;
- Be capable of advanced object use of in BIM context through interactive editors and object libraries;
- To be aware of scripting methodologies to extend the capacities of existing BIM platforms towards customized capacities.

BIM A+4 Advanced BIM data-systems and interoperability

- Be able to assess interoperability issues in BIM Exchange from technical, semantic and organizational point of view;
- Methods of development of schemata and databases that are relevant to BIM;
- Methods for exchange building product specifications;

- Assessment procedures that are relevant for successful implementation of a project;
- Interoperability issues in BIM based exchange of project information in infrastructure and building projects.

BIM A+5 4D, 5D, 6D modelling and applications

- Be able to understand the value of BIM and the impacts on the “more” managerial aspects of Design and Construction (ie. Business process management, construction project management, integrated project delivery);
- Be able to differentiate the requisites and uses that are of interest for dimension of BIM uses (ie. 4D programming, 5D estimating/accounting, 6D facility management);
- Be able to detail the business processes impacted by BIM 4D, 5D and 6D and describe the digitalization approach in terms of workflows, data exchange mechanisms;
- Provide references to practices that exist at international level;
- Understand how the Common Data Environment (as prescribed in European practices) can support other business processes such as contract management, tendering and eProcurement, BIM to Field;
- Understand how to adapt BIM 4D, 5D and 6D to modelling and applications for the specialties of Architecture, Structural Engineering and MEP Engineering

BIM A+6 BIM based rehabilitation and sustainability analysis

- Be able to organize and manage the various phases of the design, tender activity, construction and facility management of the retrofit of existing building;
- Be able to organize Tools, methods, and instruments for the survey of the existing buildings;
- The 3D modelling of the survey for the preliminary diagnosis of the damages and photorealistic reconstruction;
- The structural model and the coordination between the structural model and the architectural model;
- Model for the dynamic structural analysis of the building;
- The design of the rehabilitation and envelope of the construction details;
- Solutions for the reuse of existing buildings: Modelling, Budgeting, Estimating;
- The sustainable reuse with LEED rating system, use of Revit for the evaluation of LEED;
- MEP modelling, into the buildings and clash detection;
- BIM to BEM: Energy management and analysis;
- LCC in the construction and evaluation of the payback;
- The phases in the project of reuse of existing building, the model checking.

BIM A+7: Dissertation

- Plan, develop and present the dissertation work.

The Master Course will be held on a rotating basis. For 2019/2020, the Coursework will be held in Portugal and Slovenia. For 2020/2021, the Coursework will be held in Portugal and Italy. For 2021/2022, the Coursework will be held in Slovenia and Italy. This means that coursework is concentrated in two countries each year and dissertation work is then equally divided by all partners, so that each student spends 30 ECTS in one country and 30 ECTS in another country. The students will indicate their preference and the Management Board will decide a final selection based on the ranking of the first 20 curricular ECTS and a balanced distribution between consortium members.

ECTS

The ECTS - European Credit Transfer System - was developed by the European Commission in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements and transferring them from one institution to another.

The ECTS system is based on the principle of mutual trust and confidence between the participating higher education institutions. The few rules of ECTS, concerning the information on courses available (ECTS Information Package), the agreement between the home and host institutions establishing the programme of study to be taken (Learning Agreement), the use of credit units to indicate the student's workload (ECTS credits) and the use of a Transcript of Records, which shows the student's learning achievements in a way which is commonly understood and easily transferable from one institution to another, are set out to reinforce this mutual trust and confidence.

ECTS Grade	% of successful students normally achieving the grade	UM's Conversion Scale	Definition
A	10	16 - 20	EXCELLENT: outstanding performance with only minor errors
B	25	14 - 15	VERY GOOD: above the average standard but some errors
C	30	13	GOOD: generally sound work with a number of notable errors
D	25	11 - 12	SATISFACTORY: fair but with significant shortcomings
E	10	10	SUFFICIENT: performance meets the minimum criteria
FX	-	-	FAIL: some more work required before the credit can be awarded
F	-	-	FAIL: considerable further work is required

Academic Calendar

Academic year	Period	UMinho	UL	PoliMi
2019-2020	October-March (coursework)	X	X	
	April-July (dissertation)	X	X	X
2020-2021	October-March (coursework)	X		X
	April-July (dissertation)	X	X	X
2021-2022	October-March (coursework)		X	X
	April-July (dissertation)	X	X	X

National Holidays

- January 1: New Year's Eve
- February 24: Carnival
- April 9: Holy Friday
- April 11: Easter Sunday
- April 25: 25th of April Revolution
- May 1: Labour Day
- June 10: National Holiday
- August 15: The Assumption
- October 5: Implantation of the Republic
- November 1: All Saints
- December 1: Independence
- December 8: Mary's Conception
- December 25: Christmas

THE INTERNATIONAL RELATIONS OFFICE

The SRI of UM is the structure responsible for the co-ordination, monitoring and operational support to the development of all initiatives related to the internationalisation of UM's teaching function, namely within the academic cooperation and mobility. It is located on the *Campus* of Gualtar and on the *Campus* of Azurém, set with logical orchestration, complementariness and institutional coherence.

SRI operates directly under the Rectory member with delegated functions regarding internationalisation, Vice Rector Prof. Manuel Mota. The person in charge of this office is Ms. Adriana Lago de Carvalho. Its current staff, in Braga, consists of three International Relations Officers, Ana Carvalho, Beatriz Araújo and Sandra Moreira, and an administrative staff. In Guimarães, its current staff consists of one International Relations Officer, Carina Oliveira, and a technical staff, Sílvia Pereira.

The office is responsible for the reception, treatment and dissemination of information concerning international cooperation programmes, such as SOCRATES, ALFA, LEONARDO, TEMPUS, JEAN MONNET, and for receiving, sending and assisting students within the mobility programmes, namely, by helping them with the preparation of their study periods, with accommodation and social integration. Internationalisation is undoubtedly one of the main quality criterium for UM.

The SRI is always at your disposal and you should never hesitate to contact it whenever you have any doubts or problems.

International Relations Office Guimarães
Campus of Azurém
4800 - 058 Guimarães
Tel.: +351-253510108/09
Fax: +351-253516469
E-mail: incoming@sri.uminho.pt | sri@sri.uminho.pt
<https://alunos.uminho.pt/PT/Estudantesin>

PORTUGUESE LANGUAGE COURSE

The Babelium offers in the beginning of each semester an Intensive Portuguese Language Course of about 60 hours, free of charge for all the Socrates/Erasmus Students. It is aimed at providing the basic tools of the Portuguese language in order to make things easier for you when classes begin and in your daily life in Portugal. For further information you should contact the Babelium.

BabeliUM – Centro de Línguas do Instituto de Letras e Ciências Humanas da Universidade do Minho
E-mail: babelium@ilch.uminho.pt
<http://babelium.ilch.uminho.pt/en/>

UNIVERSITY FACILITIES

Libraries

The University has one main library in each campus: Braga and Guimarães. Foreign students are granted access to it after registration at the SRI when you are given an identification number. To seek out the book you are looking for is quite easy, since all documents are registered in a database you can check from one of the many computers at your disposal in the library. You can also have access to the database from outside the library through the Internet, at the following address: <http://www.sdum.uminho.pt>

If you want to take a book home you must show your student card. Books can be requested for a period of time that varies from 1 to 15 days, depending on the book you want. After that you have to deliver it or make a new request. Do not forget to do so, otherwise you will have to pay a fine (0,50 € per extra day/per book).

You can also take copies of the books inside the library. To do that you must buy your own copier's card in the ground floor of the library. Please note that this information can only be applied to the main libraries in each campus.

Timetable:

School term: Weekdays: 08h30 – 24h00

Saturdays: 08h30 – 14h30

Vacations: Weekdays: 09h00. – 12h30 and 14h00 – 17h30

On Sundays they are closed

Health Facilities

There is a Student Health Service, free of charge, located in both campi. Appointments should be made in advance in the respective campus or at the Social Services.

Social Services (SASUM): +351-253510124

Student Health Service Facilities

Guimarães

SASUM

Campus of Azurém

Timetable: As soon as you arrive, you should get this information at the SASUM.

Psychological Attendance Consultations

SASUM (Braga)

Timetable:

Monday to Friday: 09h30 – 12h30 and 14h00 – 17h30

In case of emergency, if you want to call an ambulance, the police or the fire department you should dial the emergency number 112.

Computer Facilities

UM enjoys plentiful facilities in both campi, Braga (Campus of Gualtar) and Guimarães (Campus of Azurém).

In Guimarães, they are open from 08h45 to 23h45, on weekdays, and from 09h00 to 15h45, on Saturdays. For the use of the computer facilities it is necessary that you make a reservation by identifying yourself with your student card.

All students and teachers have free access to the Internet and electronic mail. You can get your Email address in the Computer Centre in both campi, Gualtar and Azurém, after you make your registration at the SRI, where you are given your student card.

Canteen

There are canteens and snack bars in Braga and Guimarães. The cost of each meal in the canteens is around 2 €.

Timetable:

Guimarães

Canteen in Azurém: The timetable is:

Lunch: 12h00 – 14h00

Dinner: 19h00 – 20h00

Transport

Students benefit from local transport discounts. They receive a document from the SRI to be presented, along with a photograph, at the local transport services, in order to obtain the students reduced tariff card.

There is also a bus service provided by UM, which runs daily at regular intervals, connecting the Campus of Gualtar and the Campus of Azurém. Each trip costs 1,20 €.

Following is the timetable of the buses connecting both campi, from Monday to Friday:

Timetable:

Braga	Guimarães
07h10	07h10
08h10	08h10
09h10	09h10
10h10	12h20
12h20	13h10
13h10	15h10
16h10	17h10
18h10	18h10
20h10	20h10

NOTE: During the month of September and in the examinations period this timetable may suffer some changes.

Bank

In the *Campus* of Azurém there is one bank agency:

Caixa Geral de Depósitos

Timetable:

08h30 – 12h00 / 13h00 – 15h00

If you want to open a bank account you need to take your identity card or passport and the tax number that you should obtain in Portugal (upon your arrival the SRI will provide you with detailed information). It is also important that you inform yourself at your home country about the more advantageous ways for you to deal with your money in a foreign country (e.g. credit card).

Sports

UM enjoys first rate sports' facilities, with two sports pavilions, located in both *Campi* of the university. Students have access to a number of sports, as follows:

Braga and Guimarães

Aerobics, Handball, Football 5, Judo, Karaté Shotokan, Musculation/Body Building, Swimming, Table Tennis, Basketball, Rugby, Volley-Ball, Badminton and Capoeira.

Guimarães

Kick-boxing

The prices vary between 7,50 € /19 € per month (depending on the sport activity) and 11€ per year. For enrolment you need to present your student card, fill in the registration form and deliver it with one photograph at the front desk of the Sports Pavilion. For more information and enrolment you should go to the:

Campus of Azurém, 4800 Guimarães

Tel.: +351-253520820

Fax: +351-253520821

e-mail: pmdias@sas.uminho.pt

Students Union

The Students' Union of *Universidade do Minho* (AAUM) is run by students for students. This union which represents UM students, was created in 1977 to answer students' needs, in a fast growing University. It was the second students' union in the country to be considered a "public service institution".

With only 25 years old the Union has benefited from a structured development and it is, nowadays, one of the biggest in the country. There is one head office in Braga, and another in Guimarães. The Students' Union is divided in departments: cultural, administrative, software, recreation, sports, employment, among others, and all of them try to help students in a different way. The AAUM continues to innovate and to create new activities. "Unplugged-Garage Bands Festival of the Minho's University" is one of these activities that goes in this second edition and that intends to discover new bands for the national musical panorama. The Students' Union organises several events during the academic year. Besides the concerts, exhibitions, theatre and weekly cinema sessions, there are several student's music groups, two theatre groups, a modern dancing group, a folk dancing group, a choir, among other groups.

The Students' Union also organises the famous *Enterro da Gata* Festivities which last a whole week in May, during which there are some free days from classes. During this week a parade is organised where all the courses are represented with characteristic vehicles, decorated by the students, according to a general theme for the festivities. These vehicles pass through the streets of Braga followed by the students, in order to show the population they have completed a year of studies.

There is also an annual inter-universities camping weekend, which gathers students from all Portuguese universities, and the 1st of December Festival that celebrates the reinstatement/restitution of Portuguese Independence from the Spanish governing in which all the university's groups perform.

You can also spend some time at the Students' Union Bar and in its games room (pool, ping-pong, flippers, dards, among others). The "Tricórnio Shop", next to the bar, has at your disposal the University's traditional garment, among other university's objects.

Universidade do Minho's Radio (RUM) is an autonomous organism of the Students' Union, which broadcasts 24 hours a day. Students are free to make a programme in the radio, which can be considered as an "experimental" school for those who intend to give the first steps in this area.

ENTRY AND RESIDENCE REGULATIONS

Students from EU countries should request a residence permit at the *Serviço de Estrangeiros e Fronteiras*, if their stay is longer than 90 days. To be given this permit you need to show your passport, a statement of financial support and a guarantee of health assistance.

When you have received the necessary documents (a Letter of acceptance and a Confirmation of the accommodation) from us you can apply for a visa at the relevant Portuguese Embassy/Consulate in your home country.

You have to visit the Consulate and complete the form there with the help of their personnel. In justified cases the application can be submitted by post. Again, contact the relevant consulate. There are two types of student visa, one for up to 90 days, the other for a stay over 90 days. You have to submit the following documents for a stay over 90 days:

1. Application Form (supplied by the Consulate) duly filled and signed
2. Two photographs
3. Valid passport and photocopies of its relevant pages
4. Documentary proof of Educational qualifications
5. Proof of having been admitted to a course of study programme in a recognized University/Institute
6. Proof of accommodation
7. Proof of sufficient funds to cover all expenses during the stay in Portugal: Self supporting means or documentary proof that the applicant is a beneficiary of scholarship/grant sponsored by the Portuguese authorities
8. Police Clearance Certificate
9. Medical Certificate
10. Medical Insurance (Minimum coverage 30.000/- Euros & minimum validity 6 months)

Upon arrival, foreign students, except EU countries' students, need to contact the *Serviço de Estrangeiros e Fronteiras (The Foreigners' Services)*, in order to report their study period at UM.

Serviço de Estrangeiros e Fronteiras (The Foreigners' Services)

Av. Norton de Matos, nº 26, 1º, 4700 - 387 Braga, Portugal

Tel.: +351-25200940

Timetable: 09h00 – 12h00 - 14h00 – 16h30

Serviço de Estrangeiros e Fronteiras (The Foreigners' Services)

Loja do Cidadão, Rua dos Granjinhos, 6, 4710 - 352 Braga

Tel: +351-808241107

Timetable: Weekdays 8h30 – 19h30 / Saturdays 9h30 – 15h00

COMMUNICATION

Post office

The Post Office in Guimarães is open from 09h00 to 12h30 and from 14h00 to 17h30. Many kiosks sell postage stamps. The cost of the stamps depends on the destination country:

National service: 0,30 €

European countries: 0,56

Other countries: 0,70 €

- Post Offices

Guimarães

Rua de Santo António 4800 - 162 Guimarães

Tel.: +351-253420030

Guimarães Shopping

Al. Dr. Mariano Felgueiras

Lameiras, 306/-8

4810 Guimarães

Tel.: +351-253424230/1

- Shipping Belongings

Post-Offices:

To send postal packages from Portugal you have to:

- Pack properly your belongings
- Put the addressee
- Weight the package
- Go to the Postal Office
- Fill the right form

In the table below you can find the price of sending postal packages. The prices vary according to the weight and the country the package will be sent.

Weight	Price					
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
Until 0,25 kg	22,95	24,97	27,25	32,12	39,47	40,09
From 0,25 kg to 0,5 kg	30,25	36,26	37,81	52,99	62,16	70,45
From 0,5 kg to 1 kg	35,74	40,4	42,06	61,02	73,76	83,09
From 1 kg to 1,5 kg	40,71	45,07	46,72	68,38	85,26	95,67
From 1,5 kg to 2 kg	45,69	49,73	51,39	75,73	96,76	108,26
From 2 kg to 2,5 kg	50,67	54,39	56,05	83,09	108,26	120,85
From 2,5 kg to 3 kg	54,81	59,05	61,07	88,79	119,5	132,4
From 3 kg to 3,5 kg	58,96	63,71	66,09	94,48	130,74	143,95

- Zone 1 (Spain)
- Zone 2 (Germany, Austria, Belgium, Denmark, France, Greece, Holland, Ireland, Italy, Luxemburg, Monaco, United Kingdom, Switzerland)
- Zone 3 (Andorra, The Canaries, Finland, Gibraltar, Iceland, Liechtenstein, Malta, Norway, Sweden)
- Zone 4 (Canada, USA)
- Zone 5 (South Africa, Albania, Angola, Saudi Arabia, Argelia, Argentina, Armenia, Australia, Bahrein, Bosnia, Brazil, Bulgaria, Cape Verde Islands, Chile, Chyprus, North Korea, South Korea, Ivory Coast, Croatia, Egypt, United Arab Emirates, Slovakia, Slovenia, Estonia, Russia, Hong Kong, Hungary, Índia, Indonesia, Iran, Israel, Japan, Yugoslavia, Kuwait, Lithuania, Lebanon, Libia, Latvia, Macau, Macedonia, Malaysia, Morocco, Mauritania, Mexico, Mozambique, Moldova, Namibia, Nigeria, New Zealand, Peru, Poland, Czech Republic, Romania, Senegal, Singapore, Taiwan, East Timor, Tunisia, Turkey, Ukraine, Venezuela)
- Zone 6 (Afghanistan, Bangladesh, Cambodja, China, Colombia, Costa Rica, Cuba, Curaçau, Ethiopia, Ghana, Guinea- Bissau, Haiti, Honduras, Laos, Liberia, Maldives, Mongolia, Nepal, Nicaragua, Pakistan, Paraguay, Puerto Rico, Quatar, Kenya, Dominican Republic, Cameroon Republic, Democratic Republic of the Congo, Popular Republic of the Congo, Rwanda, Syria, Somalia, Sri Lanka, S.Tomé and Príncipe, Togo, Uganda, Uruguay, Vietnam, Yamen, Zambia, Zimbabwe)

DHL Express Portugal, Lda.

Rua Cidade de Liverpool, 16
1199 – Lisboa
Transportation Inside the country: 707 505 606
Transportation Outside the country: +351 707 505 606
Web site: <http://www.dhl.pt>

UPS of Portugal

Rua Dr. Francisco Sousa Tavares, Lote 3
Quinta da Francelha de Baixo
2685333 Prior Velho, Portugal
Phone number: 707 23 23 23
Fax: +351 21 940 70 41
E-mail: ptcsc@ups.com

Translation Services

Eurologos, Languages of Communication
Rua Sinais de Fogo
Lt. 3.14.04-H, Esc. B
Parque das Nações
1990-605 LISBOA
Tel.: 218 94 31 32
Fax: 218 94 31 33
Email: info@eurologos-lisboa.com

Phone Calls

Public telephones, either Portugal Telecom (PT) or Marconi, can be found at airports, seaports, bus and railway stations, in the streets, bars and restaurants. There are two types of telephones that you are likely to come across: coin and card operated.

The minimum charge for a call to someone in this country, in a public telephone box, is 0,20 €. The charge for an international call depends on the country you are calling to. Most calls, including international ones, are cheaper between 21h00 and 09h00, on weekends and on national holidays. We recommend crediphone cards for long distance calls. They can be bought in newsagents and post offices but they are also available in the snack-bars of the university. There are several public pay-phones in both campi.

The crediphone card prices vary from 2,50 € to 10,00 € depending on the periods and on the telephone company.

To make an international call from Portugal, dial:

- a) the international prefix 00
- b) the code for the country you are calling
- c) the area code (without the general prefix 0)
- d) the phone number

To make an international call to Portugal, dial:

- a) the international prefix
- b) the code for Portugal - 351
- c) the phone number

To make a regional call from Braga or Guimarães to other city, dial only the phone number.

FOOD

Shopping

Shopping in the centre of Guimarães is mostly concentrated around the area of the pedestrian streets, ranging from department stores to small shops. Most shops are open Monday to Friday from 09h00 to 13h00 and from 15h00 to 19h00, and on Saturdays from 09h00 to 13h00. Shops are, normally, closed on Sundays and on National Holidays.

These opening hours are the average standard but there are some exceptions. Most grocery stores are open much longer and the major supermarkets are open Monday to Saturday from 10h00 to 23h00 and on Sundays from 10h00 to 13h00. You will find all the basic food and the day-to-day stuff cheaper in these main supermarkets.

Eating Habits

The local dishes are traditional recipes similar to those found in other places in the Minho and include farm-raised chicken with rice, rojões (roast pork) or bucho recheado (pork tripe stuffed with pork cubes), papas de sarrabulho (shredded pork in gravy thickened with blood) and rice with sarrabulho, baked or stuffed cod, all accompanied by “green wine” (vinho verde) from the Minho region.

Recipes for the traditional sweets of Guimarães were originated in local convents; the “heavenly fat” (toucinho do céu) is a dense cake which features shreds of cooked sweet pumpkin, and the tortas de Guimarães are croissant-shaped pastries.

Breakfast, in Portugal, normally takes place between 07:00 a.m. and 10:00 a.m. and consists of milk and/or coffee and toast or bread. In Portugal coffee is normally “*espresso*” type, called “*café*”, in portuguese.

Lunch is usually a full meal, including soup, fish or meat and dessert, followed by a small coffee. Most people have lunch between 12:00 and 3:00 p.m. Around 5:00 p.m. most people have a light snack and a coffee or milk. Dinner is also a full meal, like lunch, served between 7:30 p.m. and 10:00 p.m.

Meals

There are a lot of places in Guimarães where you can stop for lunch or dinner. Just about every type of food. Since menus are usually posted outside restaurants, you can decide if it's right for you before you go in.

There is a students' canteen in University of Minho where lunch is served for 1.80 € per meal. Other meals can be obtained in the various snack bars available throughout UM where full meals should not cost more than 4 €.

There are some fast food restaurants near UM as well as many low-priced restaurants. A meal will cost around 5 to 7€.

FINANCES

Currency

In the year 2000, Portugal joined the Monetary Union and the Euro (€). To get an idea of the exchange rate, we would like to inform you that one USD corresponds approximately to 1,35 €.

Coins: 0,01 €; 0,02 €; 0,05 €; 0,10 €; 0,20 €; 0,50 €; 1,00 €; 2,00 €

Bank-notes: 5 €; 10 €; 20 €; 50 €; 100 €; 200 €; 500€

Currency converter: <http://www.portugal-linha.pt/cambios/index.html>

Exchanging Money

The best place to exchange money is in the main banks (usually 8:00 – 15:00 Monday to Friday and Saturdays morning). The banks at the airport offer a reasonable rate, so change your money there.

Banks

There are many banks in Guimarães, including one in the University space – CGD – Caixa Geral de Depósitos. As a foreigner, you may open a regular bank account at some banks but you must show them your passport. Nowadays you are asked for a paper stating that you a UM student and the International Office will issue the necessary document.

Credit Cards

American Express, MasterCard, Maestro and VISA are increasingly widely accepted in Portugal, but are not always welcome in small hotels, restaurant and shops.

HEALTH AND WELFARE

Students from the EU and the EEA countries are covered by Form E-111 or E-128, which entitles them to benefit from the National Social Security System as any Portuguese citizen. In order to obtain this scheme, students should contact their own Social Security Office, to have the respective form issued, before arriving in Portugal. Students coming from outside the EU or EEA should make sure before arrival that they are properly insured.

All students may benefit from a school insurance, which covers all accidents that occur at the University's facilities, outside the facilities (during formally organised curricular activities) and on the way to and back the university and the official residence. This insurance must be taken upon enrolment at the SRI of UM, requiring the payment of approximately 3 €/ student.

It is important to highlight that in case of accident you must contact the SRI immediately, so that we can formally acknowledge the occurrence to the insurance company and all formal procedures can be triggered.

Hospital

Nossa Senhora da Oliveira - Guimarães
Morada: Rua dos Cutileiros – Creixomil
Cod.Postal 4180-052
Localidade Guimarães
Telefone 253 515 040
Fax 253 513 592
www.hguimaraes.min-saude.pt
Email: administracao@hguimaraes.min-saude.pt

Dentists

CLÍNICA DE MEDICINA DENTÁRIA MANUEL CARLOS PEREIRA MACHADO
Praça Heróis Fundação, Nº 400 Fracção A-E
4800-421 Guimarães
Tel: 253413334

CLÍNICA DENTÁRIA JOSÉ ABÍLIO COELHO
Rua Teixeira Pascoais, 165 - 5.3 – Azurém
4800-073 Guimarães
Tel: 253413860

Pharmacy

Pharmacies are open on weekdays from 09h00 to 13h00 and from 15h00 to 19h00, and on Saturdays during the morning. At night, lunch time and on weekends you can always find two or three pharmacies open. You can check their addresses at the door of any pharmacy (open or closed) or ask through the telephone number 118.

FARMÁCIA BARBOSA
Largo Toural, Nº 36 / 7
4810 Guimarães
Tel: 253 51 61 84

FARMÁCIA HÓRUS
Largo Toural, Nº 26
4810 Guimarães
Tel: 253 41 63 29

FARMÁCIA NOBEL
Rua de Stº António
4800 Guimarães
Tel: 253 51 65 99

ACCOMMODATION

The Halls of Residence of UM have a global capacity of 484 beds in Guimarães. As there are a limited number of rooms available for exchange students at the Halls of Residence, the European Masters Organization arranged other options for accommodation, as for instances private apartments.

Halls of Residence:

Double Room: 71,60€

Address:

Residência Universitária de Azurém

Rua de S. Torcato

Azurém, 4800 - 024 Guimarães

Tel.: +351-253424390

Private Accommodation:

Upon arrival, you will receive a document containing a list of contacts of private accommodation. During the contact and visit phase of private accommodation, you will be lodged in a temporary accommodation we will book for you. In order to look for private accommodation, we strongly advise you to arrive at least one week prior to the beginning of your study period.

Guimarães Private Accommodation

The average prices are as follows:

- Single Room €150/ €180/month/person (plus electricity, gas and water)
- Double Room €110/ €140/month/person (plus electricity, gas and water)
- Apartment (1 Room) €300/ €350/month/apartment (plus electricity, gas and water)
- Apartment (2 Rooms) €350/ €400/month/apartment (plus electricity, gas and water)
- Apartment (3 Rooms) €450/ €550/month/apartment (plus electricity, gas and water)

Temporary accommodation

Youth Hostel

The Youth Hostel in Guimarães has two kinds of rooms:

- Double Rooms which cost 16€ per day, per person
- Dormitories with six beds each, which costs 13€ per day, per person

Here you can find the contacts of the Youth Hostel:

Instituto Português da Juventude

Delegação Regional de Guimarães

Largo da Cidade, 4800 Guimarães

Tel: +351 253421380 Fax: +351 253421381

E-mail: guimaraes@movijovem.pt

<http://www.pousadasjuventude.pt>

CULTURE

Museums

Palace of the Dukes of Bragança (Paço dos Duques de Bragança)

The Paço dos Duques de Bragança, built in the 15th century by the then-future duke Dom Afonso, shows elements of architectural styles common in the great manor houses and palaces of northern Europe. In the 19th century, it served as a military barracks. In the mid-20th century, after a period of disuse and abandonment, the palace was renovated and saw new life as a museum displaying items from the 17th and 18th centuries. From its various collections are pieces that document Portuguese contributions during the Age of Discoveries, while others narrate events in the Conquest of North Africa. Also in the holdings are a collection of arms from the 15th to the 19th centuries and furniture from the Post-Discoveries era.

In addition to the Palace's role as a museum, its top floor also serves as an official residence of the President of the Portuguese Republic whenever staying the north of the country.

Address: Rua Conde D. Henrique

Phone: 253-412-273

Fax: 253-517-201

Hours: July and August, 9:30-18:30; September to June, 9:30-12:30/14:00-17:00

The Alberto Sampaio Museum (Museu de Alberto Sampaio)

This museum was created in 1928 to house the collections of the Chapter House of N. S. da Oliveira and other churches and convents in the Guimarães region, including those items that were previously in the hands of the state. The Museum holds important collections of sculpture that covers the medieval period, the Renaissance and up to the 18th century in addition to paintings and works of silver.

Address: Rua Alfredo Guimarães – Guimarães

Phone: 253-423-910

Fax: 253-423-919

E-mail: masampaio@ipmuseus.pt

Hours: from January to June and September to December 10h - 18h

July and August 10h - 24h

Closed at Mondays

The Martins Sarmiento Archaeological Museum (Museu Arqueológico Martins Sarmiento)

The museum holds important collections on the pre-Roman Castreja culture as well as other archaeological items, sections on ancient sculpture, Latin inscriptions, pre- and proto-historic pieces and coins.

Address: Rua Paio Galvão – Guimarães

Phone: 253-415-969

Fax: 253-415-969

Hours: 9:30-12:00/14:00-17:00

Closed Mondays and holidays

Bookstores

Livraria Bertrand - Sociedade de Comércio Livreiro SA
Quinta Lameiras Guimarãesshopping-lj 113, Guimarães
4835-075 GUIMARÃES

Palivral-Papelaria e Livraria Lda
R 25 Abril 885
4835-296 GUIMARÃES

Ideal L.C.C. - Livraria papelaria e encadernação, Ida
Rua da Rainha, 34 - apartado 10
4801-909 Guimaraes

At night, you have several possibilities of amusement places. Besides the Students' Union Bar, where you can start your evening, you can also go to:

Cinema

Cinema São Mamede
Rua Doutor José Sampaio
4810-275 GUIMARÃES
Phone: 253412402

C. C. Guimarães Shopping
Lameiras, 306/-8
Al. Dr. Mariano Felgueiras
4810 – Guimarães
Tel: +351 - 253 424230/1

Pubs

Convívio Académico
Rua Padre Torcato Azevedo, 95
4800 Guimarães

Ultimatum Jazz Café
Rua dos Bombeiros Voluntários 96/104 – Guimarães
4800-155 GUIMARÃES

Carramão
Largo São Tiago 33-35
4800 Guimarães
Séc. XIX
Quinta da Bornaria
4800 Guimarães

GENERAL INFORMATION

Cost of Living (in €)

Living expenses vary according to personal lifestyle and choice of housing. On average, between 400 and 500€ per month is required to face the basic expenses:

Expenses	Price in Euros
Accommodation	200
Meals	170
Leisure	70
University (books, etc)	40
Total	480

For information only, we present some approximate costs:

Expenses	Price
Canteen meal	2,50€
Economic restaurant meal	5€ - 10€
Milk	0,70€/litre
Bread	0,11€
Eggs	0,80€ - 1,10€/6 eggs
Rice	0,70€ - 2€/kg
Sugar	1€/ kg
Apples	1,20€ - 2€/kg
Coffee	0,50€ - 0,60€
1 print	0,05€
Cinema ticket	5€
Journal	1€
Public transportation ticket	1,70€
Monthly public transportation pass	19,20€
Train ticket Guimarães/Porto	2,10€
Train ticket Porto/Lisbon	25€ - 40€

Usefull Phone numbers

National emergency number	112
Porto airport	229 432 400
CP (Railways)	808 208 208
National information	118
International information	179
Câmara Municipal de Guimarães (Guimarães city hall)	253 421 200
International Affairs & Foreign Services	217 115 000
Tourist Information Office/Guimarães	253 412 450
Hospital Sr ^a da Oliveira	253 515 040

Firedepartment	253 515 444
Police	
PSP	253 513 334
GNR	253 517 598
Guimarães Post Offices	253 420 030
Guimarães Shopping	253 424 230/1

University Services Phone Numbers

International Relations Office	253 510 108/09
Social Services (SASUM)	253 511 670
Students' Union (AAUM)	253 514 679
Academic Services	253 604 110
Civil Engineering Department	253 510 200
Halls of Residence in Guimarães	253 424 300
Azurém Library	253 510 118/9
Computer Laboratories	253 510 130
Sports Pavilion	253 520 820

Usefull phrases

English	Portuguese
Hello.	Olá.
Good Morning.	Bom dia.
Good Afternoon.	Boa tarde.
Good evening/ Good night.	Boa noite.
See you later.	Até logo.
Good bye.	Adeus.
Excuse me.	Desculpa.
How are you?	Como estás?
I'm fine, thanks.	Estou bem, obrigado.
My name is ...	O meu nome é ...
What's your name?	Como te chamas?
Glad to meet you.	Prazer em conhecê-lo.
Hello? Who is speaking?	Estou sim? Quem fala?
This is ... speaking.	Daqui fala ...
Can you speak slower, please?	Pode falar mais devagar, por favor?
I don't understand.	Não percebo.
I'm lost.	Estou perdido.
Where is UM?	Onde é a UM?
Where is it?	Onde fica?
How much is it?	Quanto custa?
I would like to buy.	Eu gostaria de comprar.
May I have the bill, please?	Podia dar-me a conta, por favor?
Do you accept credit card?	Aceita cartão de crédito?
I would like a coffee.	Queria um café.

Where is the Bathroom?

Onde é a casa de banho?

What time is it?

Que horas são?

Help! Police!

Socorro! Polícia!

Vocabulary

English	Portuguese
Yes	Sim
No	Não
Open	Aberto
Closed	Fechado
Push	Empurrar
Pull	Puxar
University of Minho	Universidade do Minho
Student's Residence	Residência Universitária
Train	Comboio
Railway Station	Estação de comboios
Ticket	Bilhete
Timetable	Horário
Bus	Autocarro
Bus stop	Paragem de autocarro
City Centre	Centro da cidade
Post Office	Correios
Pharmacy	Farmácia
Hospital	Hospital
Supermarket	Supermercado
Cinema	Cinema
Theatre	Teatro
Restaurant	Restaurante
Butchary	Talho
Canteen	Cantina
Library	Biblioteca
Book	Livro
Money	Dinheiro
Stamp	Selo
Food	Comida
Bread	Pão
Milk	Leite
Water	Água

Days of the week

English	Portuguese
Monday	Segunda-feira
Tuesday	Terça-feira
Wednesday	Quarta-feira
Thursday	Quinta-feira
Friday	Sexta-feira
Saturday	Sábado
Sunday	Domingo

Months of the Year

English	Portuguese
January	Janeiro
February	Fevereiro
March	Março
April	Abril
May	Maio
June	Junho
July	Julho
August	Agosto
September	Setembro
October	Outubro
November	Novembro
December	Dezembro

Numbers

English	Portuguese
One	Um
Two	Dois
Three	Três
Four	Quatro
Five	Cinco
Six	Seis
Seven	Sete
Eight	Oito
Nine	Nove
Ten	Dez
Eleven	Onze
Twelve	Doze
Thirteen	Treze
Fourteen	Catorze

Fifteen	Quinze
Sixteen	Dezasseis
Seventeen	Dezassete
Eighteen	Dezoito
Nineteen	Dezanove
Twenty	Vinte
Thirty	Trinta
Fourty	Quarenta
Fifty	Cinquenta
Sixty	Sessenta
Seventy	Setenta
Eighty	Oitenta
Ninety	Noventa
One hundred	Cem
One thousand	Mil
