

PERSONAL INFORMATION



Castelo Grande de Andrade e Sousa João

Av. Comendador Manuel Almeida, 346, 4780-164 Santo Tirso (Portugal)

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WORK EXPERIENCE

7/2/16–4/6/16

Advertising

Localvisão TV, Bragança (Portugal)

- Motion Graphic;
- Cameraman.

1/7/17–31/8/17

Advertising

ARMIS Group, Porto (Portugal)

- Filming;
- Production;
- Post production (montage and CG).

17/2/18–12/7/18

Multimedia Production

NSI – Nordinfor Soluções Informáticas, Bragança (Portugal)

- Production of flyers and newsletters;
- Filming, production and Post production (montage e CG).

15/7/18–7/9/18

Multimedia Production

GLINTT, Porto (Portugal)

- Production of flyers and newsletters;
- Filming, production and Post production (montage e CG).

EDUCATION AND TRAINING

13–16

Professional Course

EQF level 4

OFICINA – Escola Profissional do INA, Santo Tirso (Portugal)

Design, Communication and Audiovisual, Multimedia Techniques, Multimedia Design and Production, English, Portuguese

16–17

CTESP – Cursos Técnicos Superiores Profissionais

EQF level 5

IPB - Instituto Politécnico de Bragança, Bragança (Portugal)

Realization, camera operation, audiovisual post production, motion design, animation and virtual scenography, programming and editing of multimedia products, webdesign e multimedia project management

17/9/18–Present

Degree in Multimedia

EQF level 6

IPB - Instituto Politécnico de Bragança (Escola Superior de Comunicação, Administração e

Turismo – Mirandela), Mirandela (Portugal)

Animation laboratory, photography laboratory, audio laboratory, video laboratory, 3D Animation e post production

PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	B1
Spanish	B1	B1	B1	A2	A2
French	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Job-related skills

- Ability to communicate and interpersonal relationship;
- Ability to organize groups / teams, also in stress situations.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Windows TM operating system domination (Windows 7, Windows 8, Windows 10);
- Domination on Adobe Illustrator CCTM;
- Domination on Adobe PhotoshopTM (CS4, CS6 e CC);
- Domination on Adobe Flash ProfessionalTM (CS4, CS6 e CC);
- Domination on Autodesk Maya 2014TM;
- Knowledge on Autodesk ShowcaseTM;
- Knowledge on Adobe Dreamweaver CS6TM;
- Domination on Cinema 4DTM;
- Domination on Adobe PremiereTM (CS4, CS6 e CC);
- Domination on Adobe After EffectsTM (CS4, CS6 e CC);
- Domination on Adobe InDesign CS6TM.

ANNEXES

- Certificate of qualifications

Certificate of qualifications



INSTITUTO POLITÉCNICO DE BRAGANÇA



DIPLOMA SUPPLEMENT

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1 Information identifying the holder of the qualification

- 1.1 **Family name(s):** Sousa
- 1.2 **Given name(s):** João Rodrigo Castelo Grande de Andrade e
- 1.3 **Date of birth (day/month/year):** 18/12/1998
- 1.4 **Student identification number or code (if available):**
Student number: 36475
Civil ID number: 15141433

2 Information identifying the qualification

- 2.1 **Name of qualification and (if applicable) title conferred (in original language):**
"Diploma de Técnico Superior Profissional em Desenvolvimento de Produtos Multimédia".
- 2.2 **Main field(s) of study for the qualification:**
Audiovisuals and media production.
- 2.3 **Name and status of awarding institution (in original language):**
Instituto Politécnico de Bragança (IPB). Public Higher Education Institution created in 1979 by the Decree-Law No. 513-T/79, published in the Diário da República (Official State Gazette) No. 296, 1st series, on 26 December 1979, under Ministry of Education and Science.
Escola Superior de Educação de Bragança (ESE) - a school of IPB
- 2.4 **Name and status of institution (if different from 2.3) administering studies (in original language):**
Not applicable.
- 2.5 **Language(s) of instruction/examination:**
Portuguese.

3 Information on the level of the qualification

- 3.1 **Level of qualification:**
EQF level 5. ISCED 2011 level 6.
- 3.2 **Official length of programme:**
2 academic years; 3240 hours in total; 120 ECTS, equivalent to one credit for each 27 hours. It includes a 30-ECTS internship to be completed in the 2nd semester of the 2nd year.
- 3.3 **Access requirement(s):**
The following may apply for the CTSP: those who hold a secondary education course or legal equivalent; those who have been approved in the exams specifically directed to assessing the ability of applicants over 23 to attend higher education, exams that were taken within the desired degree, in accordance with the Law no. 64/2006, 21st March; those who have a diploma in technological specialisation or of higher professional technician or another higher education degree that seek to achieve their professional requalification.

4 Information on the contents and results gained

- 4.1 **Mode of study:**
Full-time.
- 4.2 **Programme requirements:**
The Diploma for professional higher technician is granted after a 120-credit cycle of studies, which encompasses 3 training components: general and scientific (24 credits); technical (66 credits); work context (30 credits). In order to complete the course, students must pass all curricular units in the cycle of studies.

This diploma is awarded to the students who demonstrate that they:

- possess knowledge and comprehension skills;
- know how to apply the knowledge and comprehension skills acquired in professional contexts;
- display the skill to identify and use information, so as to provide answers to well-defined problems, both concrete and abstract;
- possess skills that allow them to convey their understanding about issues, skills and activities to their peers, supervisors and clients;
- demonstrate learning skills that enable them to pursue studies autonomously.

4.3 Programme details (e.g. modules or units studied), and the individual grades/marks/credits obtained:

Scientific areas of the study plan:

Scientific Area	ECTS Credits	
	Compulsory	Optional
Audio-Visual and Media Production	67.0	0.0
Computer Sciences	20.0	0.0
Management and Administration	3.0	0.0
Informatics from the User Point of View	6.0	0.0
Mother Tongue and Literature	6.0	0.0
Foreign Languages and Literatures	6.0	0.0
Mathematics	3.0	0.0
Psychology	6.0	0.0
Health and Safety at Work	3.0	0.0
TOTAL	120.0	0.0

The student's transcript of records is fully detailed in appendix I.

4.4 Grading scheme and, if available, grade distribution guidance:

a) National and IPB classification scale:

The overall classifications of the qualification and of each course unit are expressed through a mark on a numerical integer scale from 0 to 20. In order to "Pass" a course unit the student must obtain a mark not under 10. To complete a qualification, to which it will be assigned an overall classification from 10 to 20, the student is required to pass all compulsory course units of the study plan.

b) ECTS classification scale:

The ECTS classification scale (European scale of comparability of classifications), for graduates and for students that pass course units, is composed by five levels, identified by letters A to E (where A is the highest and E the lowest grade), and aims to simplify the comparison between the classification scale used at national level and those current in other countries and to make more transparent the process of evaluation and the academic recognition of the results obtained. Classifications A, B, C, D and E will be awarded to 10%, 25%, 30%, 25% and 10% of the students, respectively.

The settle of the classifications included by each one the levels of the European scale of comparability of classifications is carried out: (i) for each programme, of each cycle of studies; (ii) for each course unit. The awarding of classifications according to the ECTS is based in the distribution of marks, from 10 to 20, of the graduates (or students that pass a course unit), in the three academic years before the one when the graduate (or student) completed the qualification (or passed the course unit), in such a way that the number of graduates (or students that pass a course unit) in that period is not below 30. When such dimension (thirty) is not reached for that period, it will evolve, at each stage, to: (i) the 4th year before; (ii) the 5th year before. If the referred dimension is still not verified, the following universes will be used:

- for programmes, we will consider all graduates from programmes: 1st - with similar goals; 2nd - of the same cycle of studies; 3rd - of the school and IPB, successively, from any cycle of studies;
- for course units, we will consider all students that have passed course units: 1st - with similar outcomes; 2nd - of the same programme, curricular year and semester; 3rd - of the same programme and curricular year; 4th - of programmes with similar goals and of same curricular year and semester; 5th - of programmes with similar goals and of the same curricular year; 6th - of the same programme; 7th - of programmes with similar goals; 8th - of programmes of the same cycle of studies; 9th - of the school and IPB, successively, from any cycle of studies.

4.5 Overall classification of the qualification (in original language):

In the national classification scale: 14 (Fourteen)

In the ECTS scale: C

5 Information on the function of the qualification

5.1 Access to further study:

The holders of a diploma for professional higher technician can access to a bachelor's degree and an integrated degree with a master. Access and enrolment is done by means of a special application enshrined in a particular law. Those who were awarded a diploma in "Desenvolvimento de Produtos Multimédia" may apply to the following bachelor's degrees without having to take the necessary exams: Art and Design; Basic Education; Game Design; Informatics and Communications; Management Informatics; Informatics Engineering.

5.2 Professional status (if applicable):

The higher professional technician diploma provides a level 5 professional qualification, according to the National Qualification Frame.

6 Additional information

6.1 Additional information:

Not applicable.

6.2 Further information sources:

<http://enic-naric.net/>
<http://www.ipb.pt/sd>
<http://www.esi.ipb.pt>
e-mail: eseb@ipb.pt

7 Certification of the supplement

7.1 Date: 8-08-2018

7.2 Signature:

Carla Cidália Ribeiro da Costa

Carla Cidália Ribeiro da Costa

7.3 Capacity:
Head of the Academic Services

7.4 Official stamp or seal:
This document is officially stamped in all pages.

8 Information on the national higher education system

Description and diagram of the Portuguese Higher Education System, officially provided by NARIC (National Academic Recognition Information Centre) in <https://www.dges.gov.pt/pagina/suplemento-ao-diploma>.

Description of the Portuguese Higher Education System:

Description of the Portuguese Higher Education System:

The Framework Law on the Education System (Law no. 46/86 of 14 October, amended by Law no. 115/97, dated 19 September and Law no. 49/2005, dated 30 August, republished and renumbered in annex to the latter) establishes the general legal framework of the Education System.

The **educational system** comprises three levels: basic, secondary and higher education.

Pre-school education is for children aged between 3 and the age of entering basic education, and is universal for children from the age of 5.

Basic education is universal, compulsory and free and comprises three sequential cycles, the 1st lasting four years, the 2nd lasting two years, and the 3rd lasting three years.

Secondary education comprises a three-year cycle (corresponding to the 10th, 11th and 12th years of schooling) and must be completed by school-aged young people, an obligation that ceases at the age of 18.

National Qualifications Framework

The National Qualifications Framework (NQF) was adopted in 2009. It comprises the formal qualifications of all education and training subsystems as well as the non-formal qualifications derived from professional experience within the framework of the National Qualifications System. It includes eight levels of qualification, following the levels and descriptors of the European Qualifications Framework (EQF). The NQF is referenced to the EQF.

Higher Education Structure

Portuguese higher education includes university and polytechnic education. University education is provided by public and private university institutions while polytechnic education is provided by public and private non-university institutions. Private higher education institutions are subject to prior recognition by the competent Ministry.

Licenciado degree

Both university and polytechnic education institutions award the degree of *licenciado*.

In polytechnic education, the cycle of studies leading to the degree of *licenciado* normally lasts six curricular semesters corresponding to 180 ECTS credits. In exceptional cases covered by national or European Union legislation, it may last up to seven or eight curricular semesters with up to 240 ECTS credits of student work.

In university education, the cycle of studies leading to the degree of *licenciado* ranges from 180 to 240 ECTS credits, and normally lasts from six to eight curricular semesters.

In the 1st cycle of studies the degree of *licenciado* is awarded to those who pass all the course units of the *licenciatura* study programme, therefore obtaining the required number of credits. The degree of *licenciado* corresponds to the level 6 of the QNQ and EQF.

Mestre degree

Both university and polytechnic education institutions award the degree of *mestre*. The cycle of studies leading to the degree of *mestre* ranges from 90 to 120 credits, and normally lasts from three to four curricular semesters. In exceptional circumstances resulting from a stable and consolidated practice in that specific field at international level, it may amount to 60 ECTS credits and last two semesters.

In polytechnic education, the cycle of studies leading to the *mestre* degree must ensure predominantly that the student acquires a professional specialization. In university education, the cycle of studies leading to the *mestre* degree must ensure mainly that the student acquires an academic specialization through research, innovation or development of professional competences.

In university education, the *mestre* degree may also be awarded upon completion of an integrated cycle of studies, ranging from 300 to 360 ECTS credits and usually lasting 10 to 12 curricular

semesters, in cases where the access to the practice of a certain professional activity depends on that length of time in accordance with European Union legal standards or results from a regular practice consolidated within the European Union. Within this cycle of studies, the degree of *licenciado* is awarded to those who have obtained 180 ECTS credits corresponding to the first six curricular semesters.

In the 2nd cycle of studies, the degree of *mestre* is awarded to those who have passed all the course units of the *mestrado* study programme, and who have publicly defended an original dissertation, project work or traineeship report, therefore obtaining the required number of credits.

The *mestre* degree corresponds to the level 7 of the QNQ and EQF.

Doutor degree

The *Doutor* degree is awarded by universities and university institutes to those who have passed all the course units of the *Doutoramento* study programme, when applicable, and who have publicly defended an original thesis. It may also be awarded on account of a coherent and relevant set of research works or, in the field of the arts, on a work or a set of works or achievements.

The *doutor* degree corresponds to the level 8 of the QNQ and EQF.

Cursos Técnicos Superiores Profissionais

The *técnico superior profissional* diploma is awarded upon completion of a non-degree higher education cycle of studies entitled *curso técnico superior profissional* (CTeSP). It corresponds to a short cycle of studies within the cycle of studies leading to the *licenciado* degree. The CTeSP are provided by polytechnic higher education institutions as well as polytechnic organic units integrated in universities.

The CTeSP have 120 ECTS credits and normally last four curricular semesters including general, scientific and technical subjects, as well as a training period at the workplace.

Other diplomas

Higher education diplomas may also be awarded following the partial completion of a cycle of studies. In such cases, the chosen title must differ from the title of the final award of the applicable degree.

Diplomas may also be awarded for non-degree courses, some of which are regulated, e.g. postgraduate specialization courses in Nursing or supplementary courses in Nursing or Teaching.

Access conditions

Admission to higher education institutions is subject to *numerus clausus*.

Admission to the first cycle of studies

General regime

National and foreign students wishing to apply to the 1st cycle of studies leading to the *licenciado* degree through the general regime must fulfil the following conditions:

- Have successfully completed a secondary education course or a national or foreign qualification legally equivalent;
- Have taken the entrance exams required for the programme the student wishes to attend with a mark equal or higher than the minimum required (there are higher education institutions that accept foreign tests or exams);
- Have fulfilled the prerequisites (when applicable) of the programme the student wishes to attend.

An annual competition is held by the Directorate-General for Higher Education for admission to public higher education through the general regime.

Institutional competitions are held for admission to private higher education through the general regime.

Special conditions

Besides the *regime geral* (general regime), there are special conditions that apply to top-level athletes, Portuguese citizens on an official mission abroad, national or foreign diplomatic staff, permanent staff of the Portuguese Armed Forces, and scholarship holders within the framework of cooperation agreements agreed by Portugal.

An annual competition is held by the Directorate-General for Higher Education for admission to public higher education through the special conditions.

Special competitions

Besides the general regime and the special conditions, there are special competitions for applicants holding specific qualifications, thus opening higher education to new publics in a lifelong learning perspective, namely:

- Applicants over 23 years old who have passed special exams for assessing their capacity to accede to higher education;
- Holders of other higher education courses, *técnico superior profissional* diplomas, and *diploma de especialização tecnológica* (a post-secondary course certificate).
- Holders of the *licenciado* degree wishing to apply to Medicine.
- International students.

In addition, students who have been or are registered and enrolled in higher education are allowed to apply for readmission or to opt for another institution/programme pairing.

The special competitions for applying to higher education are held by higher education institutions.

Admission to the second cycle of studies

Those who meet the following conditions may apply to the 2nd cycle of studies leading to the *mestre* degree:

- Holders of the *licenciado* degree or legal equivalent;
- Holders of a foreign academic degree duly recognised as satisfying the objectives identical to the *licenciado* degree by the relevant scientific body of the higher education institution they wish to be admitted to;
- Holders of an academic, scientific or professional *curriculum vitae* that is recognised as attesting to the capacity to carry out this cycle of studies by the relevant scientific body of the higher education institution they wish to be admitted to.

The relevant bodies of each higher education institution are responsible for the regulations, application requirements and selection criteria for admission to this cycle of studies.

The access and admission to the integrated cycle of studies leading to the *mestre* degree are governed by the norms applicable to the access and admission to the 1st cycle of studies leading to the *licenciado* degree.

Admission to the third cycle of studies

Those who meet the following conditions may apply to the 3rd cycle of studies leading to the *doutor* (doctor) degree:

- Holders of a *mestre* (master) degree or legal equivalent;
- Holders of a *licenciado* degree who have a particularly relevant academic or scientific *curriculum vitae* that is recognised as attesting the capacity to carry out this cycle of studies by the relevant scientific body of the higher education institution they wish to be admitted to.
- Holders of an academic, scientific or professional *curriculum vitae* that is recognised as attesting the capacity to carry out this cycle of studies by the relevant scientific body of the higher education institution they wish to be admitted to.

The relevant bodies of each higher university or university institute are responsible for the regulations, application requirements and selection criteria for admission to this cycle of studies.

Admission to CTESP

Those who meet the following conditions may apply to a CTESP:

- Holders of a secondary education course or legal equivalent;
- Applicants aged over 23 who have passed the special exams for assessing their capacity to attend higher education required for a particular course;
- Holders of *diploma de especialização tecnológica*, *técnico superior profissional* diploma or of a degree wishing to undergo reskilling.

The specific conditions to apply for a *técnico superior profissional* course are set by higher education institutions, according to the field of the course.

The competitions are held by higher education institutions.

Classification system

The *técnico superior profissional* diploma, as well as the *licenciado* and *mestre* degrees are assigned a 10-20 final classification on a numerical scale from 0 to 20, as well as its equivalent in the European scale of comparability of classifications. The academic degree of *doutor* is assigned a final classification pursuant to the regulating standards approved by the awarding university or university institute.

WHERE APPLICABLE

Former higher education structure

Degree programmes

Prior to Law no. 49/2005, dated 30 August, and ensuing adoption of the regulatory principles for the creation of the European Higher Education Area:

- The degrees of *bacharel*, *licenciado*, *mestre* and *doutor* were awarded in university education;
- The degrees of *bacharel* and *licenciado* were awarded in polytechnic education;
- Diploma to *licenciatura* programmes, organised in two stages, the first leading to the *bacharel* degree and the second to the *licenciado* degree, could be provided in polytechnic education. The first stage lasted six semesters and the second lasted two to four semesters;
- The programmes leading to the *bacharel* degree usually lasted three years, but under certain conditions could be one or two semesters shorter;
- The programmes leading to the *licenciado* degree usually lasted four years, but under certain conditions could one to four semesters longer;
- The programmes leading to the *mestre* degree had a maximum length of four semesters;
- Degree programmes were not assigned a given range of ECTS credits.

The former degrees remain valid as there is no matching mechanism or automatic conversion from the former to the current degrees.

The degrees and diplomas prior to the Bologna Process implementation were given the following correspondences within the framework of the QNQ:

- The *bacharel* and *licenciado* degrees correspond to level 6;
- The *mestre* degree corresponds to level 7;
- The *doutor* degree corresponds to level 8.

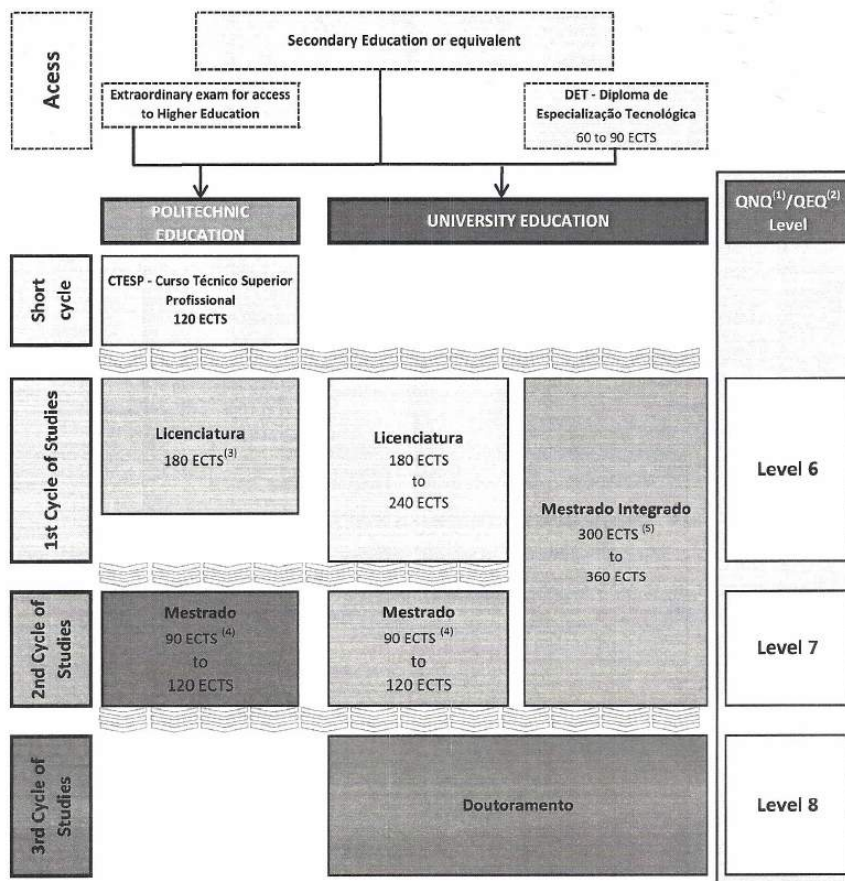
Cursos de Especialização Tecnológica

Higher education institutions were given the deadline of 31 December 2016 to conclude the provision of post-secondary courses aimed at specialized professional training, entitled *Cursos de Especialização Tecnológica* (CET).

The CET range from 60 to 90 ECTS credits and include subjects in general, scientific and technical areas, as well as a training period at the workplace.

The completion of a CET implies a technological specialization certificate providing a level 4 professional qualification, in accordance with Council Decision 85/368/CEE of 16 July, which corresponds to a level 5 qualification within the framework of the QNQ.

Diagram of the Portuguese Higher Education System according to Bologna:



- (1) QNQ - National Qualifications Framework.
(2) UEQ - European Qualifications Framework.
(3) Except when in order to exercise a certain professional activity requiring education and training ranging between 210 and 240 ECTS.
(4) In exceptional circumstances, a cycle of studies leading to a Mestre degree in a specialized field may have 60 credits, resulting from a stable and consolidated practice in that specific field at international level.
(5) A Mestre degree may also be awarded following an integrated cycle of studies, for access to a professional activity, if the length: a) is established by European Union regulations; b) results from a regular and consolidated practice within the European Union; in such cases, a Licenciado degree is awarded to students having obtained 180 ECTS (3 years, 6 semesters).

I Appendix Transcript of records

Year (*)	Sem. (**)	Course Unit	Academic Year	National Grade (***)	ECTS Grade (****)	ECTS Credits	Notes
1	1	Algorithms and Programming	2016/2017	12 (Twelve)	C	5	-
1	1	Portuguese Language	2017/2018	14 (Fourteen)	B	6	-
1	1	Mathematics	2016/2017	10 (Ten)	E	3	-
1	1	Programming and Applications for the WEB	2016/2017	10 (Ten)	E	5	-
1	1	Nets and Telematic Services	2016/2017	11 (Eleven)	D	5	-
1	1	Information and Communication Technologies	2016/2017	14 (Fourteen)	B	6	-
1	2	Graphics Computation	2016/2017	16 (Sixteen)	A	6	-
1	2	Foreign Language - English	2016/2017	13 (Thirteen)	C	6	-
1	2	Audiovisual and Animation Production	2016/2017	15 (Fifteen)	B	6	-
1	2	Social Psychology	2016/2017	13 (Thirteen)	C	6	-
1	2	Technical Design and Composition	2016/2017	12 (Twelve)	C	6	-
2	1	Entrepreneurship and Project Management	2017/2018	15 (Fifteen)	B	3	-
2	1	Ergonomy	2017/2018	14 (Fourteen)	B	3	-
2	1	Methodology Analysis and Projects	2017/2018	17 (Seventeen)	A	3	-
2	1	Multimedia Production	2017/2018	16 (Sixteen)	A	6	-
2	1	Multimedia Project	2017/2018	18 (Eighteen)	A	10	-
2	1	Information Systems	2017/2018	12 (Twelve)	C	5	-
2	2	On-the-job Training	2017/2018	16 (Sixteen)	A	30	-
TOTAL						120	

(*) Curricular Year.

(**) Semester: "1" and "2" are used for identifying 1st and 2nd semester curricular units, respectively, while "-" is used for annual curricular units.

(***) National classification scale:

The overall classification of a course unit is expressed through a mark on a numerical integer scale from 0 to 20, in order to pass a course unit the student must obtain a mark not under 10.

(****) ECTS scale:

The ECTS classification scale (European scale of comparability of classifications), for students that pass course units, is composed by five levels, identified by letters A to E, and aims to simplify the comparison between the classification scale used at national level and those current in other countries and to make more transparent the process of evaluation and the academic recognition of the results obtained. The conversion between this scale and the national classification scale is described in section 4.4 of this supplement.