

## Annex 1 – IPBeja Erasmus+ Info-Sheet Erasmus+ Inter-Institutional Agreement 2014/2021

### A. Information about the Polytechnic Institute of Beja

<b>Name of the Institution</b>	<b>INSTITUTO POLITÉCNICO DE BEJA</b> <i>Polytechnic Institute of Beja</i>
<b>Erasmus+ Code</b>	P BEJA01
<b>Erasmus Charter (ECHE)</b>	29249-LA-1-2014-1-PT-E4AKA1-ECHE
<b>PIC number</b>	986224803
<b>Website</b>	<a href="http://www.ipbeja.pt">www.ipbeja.pt</a>
<b>Legal representative</b>	Prof. João Paulo Trindade, President
<b>International Relations Office Team (IRO)</b>	<b>International Relations Office (IRO):</b> ( <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a> ) Maria Cristina Palma: Outgoing exchange students and staff / inter-institutional agreements): <a href="mailto:cristina.palma@ipbeja.pt">cristina.palma@ipbeja.pt</a> Fátima Raposo: Incoming exchange students and staff contact ( <a href="mailto:fatimaraposo@ipbeja.pt">fatimaraposo@ipbeja.pt</a> ) Ana Mestre: International student ( <a href="mailto:ana.mestre@ipbeja.pt">ana.mestre@ipbeja.pt</a> )
<b>Official Contacts:</b>	Adress: Instituto Politécnico de Beja - Gabinete de Relações Internacionais (GRI) (Edif. ESA) Rua Pedro Soares, Apt. 6155 7800-295 Beja (PORTUGAL) e-mail: <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a> * Tel: 0351 284 314 400 * Fax: 0351 284 314 401

### B. Academic Information

<b>Fields of Study (ISCED code)</b>	0110 - Elementary and Early Childhood Education 0210 - Arts and Multimedia 0211 - Multimedia Education and Communication 0923 - Social Work 0410 – Business and Administration 1015 – Travel, Tourism and Leisure 0421 - Applied Law 0610 – Information and Communication Technologies 0810 - Agriculture 0721 - Food Processing 0712 - Environmental Protection Technologies 0913 - Nursing 0915 – Therapy and Rehabilitation 1014 - Sports 1022 – Occupational Health and safety
<b>Unit courses in english</b>	<a href="https://www.ipbeja.pt/servicos/gmc/Paginas/International%20Students%20(Erasmus).aspx">https://www.ipbeja.pt/servicos/gmc/Paginas/International%20Students%20(Erasmus).aspx</a>
<b>Website link to find programmes offered (course catalogue)</b>	1 <sup>st</sup> cycle degrees (graduate courses - <i>licenciatura</i> ) <a href="https://www.ipbeja.pt/en/Courses/Pages/Graduate%20Couses.aspx">https://www.ipbeja.pt/en/Courses/Pages/Graduate%20Couses.aspx</a> 2 <sup>nd</sup> cycle degrees (Master - <i>mestrado</i> ) <a href="https://www.ipbeja.pt/en/Courses/Pages/Masters.aspx">https://www.ipbeja.pt/en/Courses/Pages/Masters.aspx</a>

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### C. Recommended Language Skills

<b>Language requirements</b>	Portuguese (teaching/learning language) – B1 Or/and English (teaching and/or tutorial support) – B1 - The IPBeja doesn't require foreign students a previous language test or certificate. However, we expect incoming students to have the sufficient language competencies in Portuguese or English to attend classes and/or follow autonomous work, worksheets, reports and final assessments. - Foreign students are recommended to attend a Portuguese course previously to the exchange period.
<b>Language of instruction</b>	The "unit courses in English" are taught in English language. For the other unit courses integrating the general course catalogue the teaching language is Portuguese. Despite most of the lecturers are able to provide tutorial support to foreigner students in English, it's not guarantee that all the unit courses can be managed through tutorial support. For this reason, you may have to change your Learning Agreement after arrival. However, in some subjects, written essays in English; French or Spanish can be accepted, depending on students' language of communication and teachers' proficiency.
<b>Language Courses offered</b> (free an compulsory for Erasmus Students)	<i>Intensive Course of Portuguese as a Foreign Language</i> (beginners and elementary level_A1) – 60h / 4 ECTS <i>Intensive Course of Portuguese as a Foreign Language</i> (beginners and elementary level_A2) – 60h / 4 ECTS
<b>Contacts</b>	Language and Culture Centre of the IPBeja, E-mail: <a href="mailto:clc@ipbeja.pt">clc@ipbeja.pt</a>
<b>Fees</b> <b>Application</b> <b>Dates</b>	Level A1- FREE for Erasmus Students Level A2 – Under Fee (defined by CLC) As soon as the students formalize their participation in the Erasmus Mobility they are automatically enrolled in the course. Any application form is needed. The course is running in the beginning of each semester Timetable: to be defined

### D. Additional Requirements

<b>Language Course Certification</b>	The Language Courses final marks will be included in the final Transcript of Records if previous integrated in the Learning Agreement. In any case, the Language Centre will provide the students with a final certificate
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### E. Calendar - Applications/information on nominated students

<b>Application deadlines</b>	15th June – 1st semester /autumn 15th December – 2nd semester / spring
<b>Academic calendar</b>	To be advertised each year
<b>Semester duration</b>	1 <sup>st</sup> semester: middle of September – end of January (aprox.5 months) 2 <sup>nd</sup> semester: middle of February – middle of June (aprox.5 months)
<b>Second chance evaluation</b>	1 <sup>st</sup> semester: February

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<b>period</b>	2 <sup>nd</sup> semester: July
<b>International Relations Office contact person for incoming students:</b>	Maria Cristina Palma e-mail: <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a>

### F. How to Apply?

International students who plan to undertake a limited study period at the Polytechnic Institute of Beja (IPBeja) are advised to follow the steps below:

<p><u>1<sup>o</sup> Step:</u> <b><u>Nomination by the Sending Institution</u></b></p>	<ul style="list-style-type: none"> <li>✓ The International Office of the Sending Institutions must nominate the students and send it to <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a>;</li> <li>✓ The nominations should content: Name of the student, Personal Identification Number, Email address, Study area and code , study period (autumn term, spring term or academic year);</li> <li>✓ Applications from students who have not been nominated will not be considered.</li> <li>✓ After receiving the nominations of the students, the International Relations Office of IPBeja will register the student in the Mobilidade Net, the online mobility platform, and the students will receive an email with the instructions to fill in the application form.</li> </ul>
<p><u>2<sup>o</sup> Step:</u> <b><u>Application Process:</u></b></p>	<ul style="list-style-type: none"> <li>✓ As soon as the students receive the email through the online platform they can start their application process in our Incoming Students online platform <i>IPBeja Mobilidadenet</i>: <a href="https://mobilidade.ipbeja.pt/mobilidadenet/page?stage=HomeIncoming&amp;language=en">https://mobilidade.ipbeja.pt/mobilidadenet/page?stage=HomeIncoming&amp;language=en</a></li> <li>✓ At this stage, students are requested to upload in <i>Mobilidadenet</i>: the Learning Agreement (LA) proposal duly signed by the sending institution.</li> <li>✓ Once in Beja, students may need to change the Learning Agreement due to several reasons, e.g. timetable clashes, courses not being offered anymore, new courses of interest available, restricted access, etc.. at this stage, students will be suggested to fill in the form “Changes to LA” and confirm their final LA.</li> <li>✓ After arrival the students are advised to get in touch with the Academic Mobility Coordinator of the Program in which they are enrolled in Beja. A post-arrival meeting will be arranged by the International Office in order to facilitate the first contacts and the students’ successful integration in the academic life.</li> <li>✓ After the students submit their application in the on line platform form an <b>acceptance letter</b> will be sent with more useful information.</li> </ul> <p><b><u>Application Deadlines</u></b> 1<sup>st</sup> semester – 15<sup>th</sup> June 2015 2<sup>nd</sup> Semester- 15<sup>th</sup> December 2015 <u>No applications will be accepted after the deadline date</u></p>
<p><u>3<sup>o</sup> Step:</u> <b><u>Courses catalogue:</u></b></p>	<ul style="list-style-type: none"> <li>✓ The list of unit courses available for foreign students is available in the following link: <a href="https://www.ipbeja.pt/servicos/gmc/Paginas/Internacional%20Students%20(Erasmus).">https://www.ipbeja.pt/servicos/gmc/Paginas/Internacional%20Students%20(Erasmus).</a></li> </ul>

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<b>pick out your subjects!</b>	<p><a href="#">aspx</a></p> <ul style="list-style-type: none"> <li>✓ Students are free to propose their learning agreement by choosing any of the unit courses available in the catalogue and according to their study area and preferences.</li> <li>✓ <b>International Programmes</b> (30 +30 ECTS) in the following study areas <ul style="list-style-type: none"> <li>Food and Science Technology</li> <li>Agronomy</li> </ul> </li> </ul>
<b>Final Certificates and Transcript of Records</b>	<ul style="list-style-type: none"> <li>✓ Final Certificates and Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI.</li> </ul>

### G. Information

<b>Grading System</b>	<p>Assessment System and ECTS Grading Scale: <a href="https://www.ipbeja.pt/servicos/gmc/Documents/RECONHECIMENTO%20ACAD%C3%89MICO/2013_2014/Tabela%20de%20convers%C3%A3o%20ECTS_2013_14_en_pt.pdf">https://www.ipbeja.pt/servicos/gmc/Documents/RECONHECIMENTO%20ACAD%C3%89MICO/2013_2014/Tabela%20de%20convers%C3%A3o%20ECTS_2013_14_en_pt.pdf</a></p>
<b>Visa</b>	<p>Those students who are not from the European Union and would like to stay longer than three months in Portugal must apply for the corresponding visa at the Portuguese Embassy. More information on the Foreigners and Frontiers Service: <a href="http://www.sef.pt/portal/V10/EN.aspx/page.aspx#0">http://www.sef.pt/portal/V10/EN.aspx/page.aspx#0</a> When required, the Polytechnic Institute of Beja is providing assistance and information in securing visas for incoming and outbound mobile participants. Contact points and information sources: International Relations Office e-mail: <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a></p>
<b>Insurance</b>	<ul style="list-style-type: none"> <li>- European Health and Security Card (compulsory for European students);</li> <li>- Health insurance covering the access to the Portuguese health care (compulsory for extra-Europe students);</li> <li>- In addition, all students may benefit from a school insurance, which covers all accidents that occur at the Polytechnic's facilities during the formally organised curricular activities and on the way to and back from the university and the official residence. This insurance is compulsory and must be taken upon enrolment at the International Relations Office (GRI) of IPBeja, requiring the payment of approximately 3€/student.</li> </ul>
<b>Housing</b>	<ul style="list-style-type: none"> <li>- The Social Services of the IPBeja are providing incoming students with a student's residence accommodation (limited number), under availability and following conditions: 165€ month/double rooms. Residence facilities and services: common rooms (to socialize and equipped with refrigerator and microwave (simple meals); study rooms (internet linked); weekly laundry service (towels and sheets provided by the residence); cleaning service; clothes washing (requiring the previous purchasing of tickets to use the washing/drying machine = 6Kgs).</li> <li>- As we have a limited number of places in the students residence, we can only guarantee accommodation for the first applications and by submitting order.</li> <li>- Apartments will be an alternative. The Buddy mentor students will provide help on searching;</li> <li>- Detailed information will be sent to each student</li> <li>- Contacts: International Relations Office: <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a></li> </ul>
<b>Support Services to Incoming Students</b>	<p>The Polytechnic Institute of Beja provides the following support to incoming students: <b>Logistic and Integration Support:</b></p> <ul style="list-style-type: none"> <li>- Lisbon airport pick up service (specific dates each semester);</li> </ul>

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	<ul style="list-style-type: none"> <li>- <i>Buddy mentor</i> support;</li> <li>- Welcome meeting (social and academic integration in the Polytechnic) and farewell activities;</li> </ul> <p><b>Welcome Week</b></p> <ul style="list-style-type: none"> <li>- At the beginning of each semester, first weeks of September and February, the international office organises a “welcome week” that includes a Portuguese Language Intensive Course (4 ECTS credits). The participation in this programme will help students with their integration in the institutions and city, so foreign students are highly advised to attend it.</li> </ul> <p><b>Accommodation</b></p> <p>As soon as the students submit their application, the International Office will provide them with some platform web links where they can find accommodation possibilities in Beja. Exchange students are also advised to ask for help to their buddy mentor.</p> <p><b>Administrative Support (paperwork):</b></p> <ul style="list-style-type: none"> <li>- Useful information and administrative support (pre and post arrival): Application procedures; academic issues (learning agreements and transcript of records, certificates and other documents).</li> </ul> <p><b>Academic and Cultural Support:</b></p> <ul style="list-style-type: none"> <li>- <i>Intensive Portuguese Course as a Foreign Language</i> (beginners and elementary level) – 60h / 4 ECTS, by the Language and Cultural Centre (<a href="mailto:clc@ipbeja.pt">clc@ipbeja.pt</a>). The programme is taking place in the beginning of each semester and is free for Erasmus students;</li> <li>- Mobility Academic Coordinator by programme (academic integration);</li> <li>- Cultural activities.</li> </ul> <p><b>International Office contact for incoming students:</b></p> <ul style="list-style-type: none"> <li>– International Relations Office (<a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a>).</li> </ul> <p><b>Students Support</b></p> <ul style="list-style-type: none"> <li>– Some buddy support will be available for the incoming students after the nomination period, the students will be contacted.</li> </ul>
<p><b>Cost of Living per month</b> (approximately)</p>	<p>About 500,00€</p> <p>You should need between 150 and 200 €/month for renting a room;</p> <p>If you take your meals at the Institute canteen you should spend around 150 €/month in meals;</p> <p>Depending on the programme and the required learning material (photocopies, technical books, dictionaries, etc.), you can spend 50 to 100 €/ semester.</p> <p>Please note that these prices are merely indicative.</p>

**Academic and Mobility Coordinators by Study Programme**

In order to submit studies/traineeship/teaching/training mobility proposal, prospective incoming foreign students / visitors are suggested to contact the IPBeja International Relations Office (e-mail: [gri@ipbeja.pt](mailto:gri@ipbeja.pt)) or the appropriate International Academic Coordinator (contacts below) by sending the following documents:

**Students:** Learning / Training Agreement proposal

**Teachers and staff:** The general teaching/training plan proposal, mentioning the previewed dates and topics; Copy of the curriculum vitae (EN)

Programme and Mobility Coordinator	e-mail
<b>Agronomy</b>	Sofia Ramoa <a href="mailto:sofia.ramoa@ipbeja.pt">sofia.ramoa@ipbeja.pt</a>
<b>Environmental Engineering</b>	Adelaide Almeida Anabela Durão <a href="mailto:maalmeida@ipbeja.pt">maalmeida@ipbeja.pt</a> <a href="mailto:adurao@ipbeja.pt">adurao@ipbeja.pt</a>
<b>Food Engineering</b>	Maria João Barata Carvalho <a href="mailto:joaobcarvalho@ipbeja.pt">joaobcarvalho@ipbeja.pt</a>
<b>Arts and Multimedia</b>	Aldo Passarinho <a href="mailto:apassarinho@ipbeja.pt">apassarinho@ipbeja.pt</a>
<b>Elementary and Early Childhood Education</b>	Maria do Sameiro <a href="mailto:sameiro@ipbeja.pt">sameiro@ipbeja.pt</a>
<b>Multimedia Education and Communication</b>	Tiago Nunes <a href="mailto:tnunes@ipbeja.pt">tnunes@ipbeja.pt</a>
<b>Sports</b>	Paulo Paixão <a href="mailto:paulo.paixao@ipbeja.pt">paulo.paixao@ipbeja.pt</a>
<b>Social Work</b>	Ana Isabel Lapa Fernandes <a href="mailto:afernandes@ipbeja.pt">afernandes@ipbeja.pt</a>
<b>Nursing</b>	Ana Cristina Martins <a href="mailto:ana.martins@ipbeja.pt">ana.martins@ipbeja.pt</a>
<b>Occupational Therapy</b>	Maria Raquel Santana <a href="mailto:maria.santana@ipbeja.pt">maria.santana@ipbeja.pt</a>
<b>Work Health and Safety</b>	Rui Isidoro <a href="mailto:rui.isidoro@ipbeja.pt">rui.isidoro@ipbeja.pt</a>
<b>Computer Science</b>	João Martins <a href="mailto:joao.martins@ipbeja.pt">joao.martins@ipbeja.pt</a>
<b>Management</b>	Pedro Cravo <a href="mailto:pedro.cravo@ipbeja.pt">pedro.cravo@ipbeja.pt</a>
<b>Applied Law</b>	Manuel Masseno <a href="mailto:masseno@ipbeja.pt">masseno@ipbeja.pt</a>
<b>Tourism</b>	João Rodrigues <a href="mailto:joao.rodrigues@ipbeja.pt">joao.rodrigues@ipbeja.pt</a>