

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

A. Information about the Polytechnic Institute of Beja

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

B. Academic Information

Fields of Study (ISCED code)	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
Unit courses in english	https://www.ipbeja.pt/servicos/gmc/Paginas/International%20Students%20(Erasmus).aspx
Website link to find programmes offered (course catalogue)	1 st cycle degrees (graduate courses - <i>licenciatura</i>) https://www.ipbeja.pt/en/Courses/Pages/Bachelors_Degrees.aspx 2 nd cycle degrees (Master - <i>mestrado</i>) https://www.ipbeja.pt/en/Courses/Pages/Masters.aspx

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C. Recommended Language Skills

Language requirements	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.
Language of instruction	There is a list of unitary courses taught in English with some units taught in Portuguese, but international students benefit from the extra support in English. 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.
Language Courses offered (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
Contacts	Language and Culture Centre of the IPBeja, E-mail: clc@ipbeja.pt
Fees Application Dates	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

Language Course Certification	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

Application deadlines	15th June – 1st semester /autumn 15th December – 2nd semester / spring
Academic calendar	To be advertised each year

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Semester duration	1 st semester: middle of September – end of January (aprox.5 months) 2 nd semester: middle of February – middle of June (aprox.5 months)
Second chance evaluation period	1 st semester: February 2 nd semester: July
International Relations Office contact person for incoming students:	Fátima Raposo email: fatimaraapos@ipbeja.pt International Relations Office email: gri@ipbeja.pt

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>1º Step:</u> <u>Nomination by the Sending Institution</u></p>	<ul style="list-style-type: none"> ✓ The International Office of the Sending Institutions must nominate the students and send it to gri@ipbeja.pt; ✓ 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); ✓ Applications from students who have not been nominated will not be considered. ✓ 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.
<p><u>2º Step:</u> <u>Application Process:</u></p>	<ul style="list-style-type: none"> ✓ 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>: https://mobilidade.ipbeja.pt/mobilidadenet/page?stage=HomeIncoming&language=en ✓ At this stage, students are requested to upload in <i>Mobilidadenet</i>: the Learning Agreement (LA) proposal duly signed by the sending institution. ✓ 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. ✓ After the students submit their application in the on line platform form an acceptance letter will be sent with more useful information. ✓ 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. <p><u>Application Deadlines</u> 1st semester – 15th June 2015 2nd Semester- 15th December 2015 <u>No applications will be accepted after the deadline date</u></p>

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3^o Step: Courses catalogue: pick out your subjects!	<ul style="list-style-type: none"> ✓ The <u>list of unit courses taught in English</u> and the units taught in Portuguese but international students benefit from extra tutorial support in English (recommended): samjvoçdjybodjfvohvcshfvcshdfcvshfdcvsfhdc ✓ The <u>IPBeja general unit courses catalogue</u> (the teaching is in Portuguese): https://www.ipbeja.pt/en/Courses/Pages/default.aspx
Final Certificates and Transcript of Records	<ul style="list-style-type: none"> ✓ 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.

G. Information

Grading System	Assessment System and ECTS Grading Scale: https://www.ipbeja.pt/servicos/gmc/Documents/IPBeja_Grading%20System.pdf
Visa	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: http://www.sef.pt/portal/V10/EN/asp/page.aspx#0 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: gri@ipbeja.pt
Insurance	<ul style="list-style-type: none"> - European Health and Security Card (compulsory for European students); - Health insurance covering the access to the Portuguese health care (compulsory for extra-Europe students); - 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.
Housing	<p>The Student Residence has a limited number of rooms for exchange students. The students' residence, designed for students of mobility, has internet, equipped kitchen, laundry with washing and drying machines, rooms for socializing and study. Rooms are shared by 4 students and bed and bath linen is provided. The monthly amount is 165 euros per student.</p> <p>To apply for accommodation, must submit the form. First come, first served!</p> <p>Private apartments are usually a more popular option among exchange students. We suggest students to look for it after their arrival to Beja.</p>
Support Services to Incoming Students	<p>The Polytechnic Institute of Beja provides the following support to incoming students:</p> <p>Logistic and Integration Support:</p> <ul style="list-style-type: none"> - Lisbon airport pick up service (specific dates each semester); - <i>Buddy mentor</i> support; - Welcome meeting (social and academic integration in the Polytechnic) and farewell activities;

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	<p>Welcome Week</p> <ul style="list-style-type: none"> - 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. <p>Administrative Support (paperwork):</p> <ul style="list-style-type: none"> - Useful information and administrative support (pre and post arrival): Application procedures; academic issues (learning agreements and transcript of records, certificates and other documents). <p>Academic and Cultural Support:</p> <ul style="list-style-type: none"> - <i>Intensive Portuguese Course as a Foreign Language</i> (beginners and elementary level) – 60h / 4 ECTS, by the Language and Cultural Centre (clc@ipbeja.pt). The programme is taking place in the beginning of each semester and is free for Erasmus students; - Mobility Academic Coordinator by programme (academic integration); - Cultural activities. <p>International Office contact for incoming students:</p> <ul style="list-style-type: none"> – International Relations Office (gri@ipbeja.pt). <p>Students Support</p> <ul style="list-style-type: none"> – Some buddy support will be available for the incoming students after the nomination period, the students will be contacted.
<p>Cost of Living per month (approximately)</p>	<p>About 500,00€ You should need between 150 and 200 €/month for renting a room; If you take your meals at the Institute canteen you should spend around 150 €/month in meals; Depending on the programme and the required learning material (photocopies, technical books, dictionaries, etc.), you can spend 50 to 100 €/ semester. 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) 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)

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