

Students Mobility for Studies (SMS)

Guidelines for foreign Erasmus students Applications period each academic year:

31 May for the entire academic year

31 May for the 1st semester (winter semester)

15 November for the 2nd semester (spring semester)

Applications procedures:

The Student's application for Erasmus mobility must include:

- Coordinators confirmation (home university)
- Student's grades Certificate of the previous years (home university)
- Student's presentation letter
- Student's Portfolio (only accepted in CD/DVD format)
- Student's 2 original ID photos (obligatory)
- Student's copy of an identity card, for ex: passport
- ESAP's Student Application Form
- Students Learning Agreement initial proposal

Please note that an Application without all this required documents will not be analyzed!

The above mentioned and complete documents must be sent by post to:

Erasmus Coordination

GREI – International and External Relations Office

Escola Superior Artística do Porto

Largo de S. Domingos, 80

4050-545 Porto – Portugal

The results of applications for Erasmus mobility acceptance or refusal will be formally communicated by e-mail to the University partners Erasmus/International Office Coordination.

Important information for students regarding registration/study plan (learning agreement) criteria:

---- Erasmus students for the entire academic year can choose semestrial and annual disciplines;

---- Erasmus students for the 1st semester can only choose semestrial disciplines from that semester;

---- Erasmus students for the 2nd semester can only choose semestrial disciplines from that semester.

---- from 2015/2016 on: The following disciplines are not oppened to foreign students: 'Estágio' (Internship) from Cinema and Audiovisual and from Design Communication and Multimedia BA Courses; 'Trabalho de Projeto/Dissertação' (Final Thesis) from Architecture Integrated Master Course.

Concerning the definition of the Erasmus learning agreement (study plan) our School allows the Erasmus foreign students to propose disciplines from all ESAP's 1st cycle Courses, besides the disciplines from the area Course which the student provides and which is officially registered in the bilateral agreement between the two Institutions. However, the student must realize that the percentage of disciplines from ESAP's other courses can never exceed or equal the percentage of the disciplines from the area Course which the student provides and which is officially registered in the bilateral agreement between the two Institutions.

Recommended language skills:

ESAP's Courses language of instruction is Portuguese, although our teachers are able to give each foreign student a tutorial guidance in a foreign language, namely in english, if agreed between them. So, B1 is the recommended language level of Portuguese. Be aware that this not a language certification demand, only a recommendation we are making in order for the interested students and their Home Schools know what we point as the minimum satisfactory Portuguese skill level. Despite you have it or not, you can make a conscious decision about your mobility intention here. Since the sending institution is the one responsible for providing support to its nominated candidates, for any issue about this, please contact your School Erasmus Office.

We also inform that ESAP's International and External Relations Office (GREI) organizes two annual editions of a specific Portuguese course for foreign Erasmus students, at pre-elementary level and each edition lasts for 30 hours. The first edition usually happens near the beginning of the 1st semester (winter semester), for the 1st semester Erasmus students and those Erasmus students that came for the entire academic year. The second edition usually

happens near the beginning of the 2nd semester (spring semester), for the Erasmus students of that semester. This Course editions are free of charges, all the accepted Erasmus students are automatically inscribed and are free to decide if they want to attend it or not. To those who attend the Course, in the end of the Erasmus mobility we provide the Home School a Statement attesting that attendance.

Housing:

Our School cannot offer accommodation since we don't have a Students Residence. You may want to rent your own room/flat. If so, check:

- local newspapers (e.g. Jornal de Notícias)
- Pin-walls inside ESAP's buildings
- Or the Internet - e.g.:

<https://home-4-students.com/>

www.easyquarto.com.pt

www.uniplaces.com/pt/

<https://home-4-students.com/>

<http://www.esnporto.org/>

Sharing a flat with other students is very common in Portugal. Prices vary significantly depending on the city and the area (living in the outskirts is, obviously, less expensive than living in town centre). Prices range, depending on the room characteristics and relying on the location, facilities, and the landlord's common sense! Also, keep in mind that some areas might be dangerous to walk alone at night, so when looking for a room/flat, try to find out whether the area is safe. Try to see the room/flat in person before renting it. Pictures on the internet are often misleading.

You can contact ESAP's Students Association to get advice and help on how to find a room/flat to rent in our city and near our School.

E-mail contact: esap.ae@gmail.com

Registration procedures:

When arrived to ESAP, the student must contact ESAP's International and External Relations Office (GREI) in its schedule of service [Monday | Tuesday | Wednesday and Friday from 11.00am to 12.30am and from 14.30pm to 17.00pm], at Largo de S. Domingos nº 80, Porto,

that will receive the student and send him/her to our Courses Direction Office in order for him/her to schedule a meeting with the Course(s) Director(s) he/she wants to attend, so that together, the student and the Course(s) Director(s), be able to confirm the initial learning agreement proposal or define the necessary changes according to the disciplines schedules and the student goals and best interests. The final learning agreement must be formalize until 2 weeks after the beginning of the classes in ESAP, in each semester.

After the definition of the final learning agreement (study plan), the student must wait for the GREI Office contact to formalize his/her registration. At that time the student will receive a document attesting the registration, a student number and a student card. We suggest the student to consult and download our Courses study plans on this webpage.

Additional Informations:

Visa/Residence Permit Procedures:

Before leaving your country of origin we advise you to ask the nearest Portuguese Embassy what you need to do to apply for a study visa (not tourism) to Portugal, even if you intend to enter Portugal from another European country.

EU Nationals:

Do not need a Visa. They just need to present ID Card or Passport. In case you study permanence is for more than 90 days, when you arrive in Portugal, after taking care of all your details at the lodging and Mobility Office, it's necessary to obtain the European Union Certificate (Certificado de Registo para Cidadão da UE/EEE/Suiça) in our country.

For more information details please contact directly our Country Foreigners Service (SEF – Serviço de Estrangeiros e Fronteiras) and visit their webpage:

<http://www.sef.pt/portal/V10/EN.aspx/page.aspx>

Non EU Nationals:

Need a Visa to enter Portugal even if they come from another European country. Please, get more information at the nearest local Portuguese Embassy/Consulate, namely the steps you need to take before leaving your home country or the country where you are. When you arrive in Portugal you don't need to apply for the European Union Certificate because you must already have your Study Visa and Passport. Please pay careful attention to the expiry date of your Study Visa. It is necessary to book an appointment at our Country Foreigners Service (SEF – Serviço de Estrangeiros e Fronteiras). For more details please visit their webpage:

<http://www.sef.pt/portal/V10/EN.aspx/page.aspx>

Health/Insurance:

We strongly suggest the Erasmus students to provide the EHIC - European Health Insurance Card: a free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Lichtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country. This Card is issued by your national health insurance provider. We alert that this Card is not an alternative to a travel insurance. It does not cover any private healthcare or costs such as a return flight to your home country or lost/stolen property; does not cover your costs if you are travelling for the express purpose of obtaining medical treatment; does not guarantee free services. As each country's healthcare system is different, services that cost nothing at home might not be free in another country.

For additional information about EHIC: <http://ec.europa.eu/social/main.jsp?catId=559>

For information on any other kind of insurances, please contact your Home School Erasmus Office.

How to get here:

When you arrive to Porto Airport, you can pick in the Airport the subway (violet line) that has connection to the city downtown and interface with Railways. The schedule of Porto subway Airport line is between 06h00a.m.-01h30a.m and a ticket (that you must by at the Airport) costs around: 1,35€. You take near 28 minutes by subway between the Airport and 'Trindade' Station. To come to our location area (S. Bento/Rua das Flores) you just have to go out on 'Trindade' Station and pick another subway line (yellow line) to the 'S. Bento' Station. You can consult the Porto metro company website on: www.metrodoporto.pt

For further information's it is requested the contact through the following e-mail: erasmus@esap.pt