

A. Information about the Polytechnic University of Beja

Name of the Institution	INSTITUTO POLITÉCNICO DE BEJA <i>Polytechnic University of Beja</i>
Erasmus+ Code	P BEJA01
Erasmus Charter (ECHE)	IPBeja ECHE 2021/2027
PIC number	986224803
OID number	E10175118
Website	www.ipbeja.pt
Legal representative	Prof. ^a Maria de Fátima Carvalho, President
International Relations Office Team (IRO)	International Relations Office (IRO): (international@ipbeja.pt) Ana Mestre: Mobility Coordinator (ana.mestre@ipbeja.pt) Marcos Alho: Incoming students and staff (marcos.alho@ipbeja.pt) Julia Martins: outgoing staff (julia.martins@ipbeja.pt) Marisa Furtado: outgoing students and BIP (marisa.furtado@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: international@ipbeja.pt * Tel: 0351 284 314 400 * Fax: 0351 284 314 401

B. Academic Information

ISCED Code	IPBeja Programme	Level	Academic International coordinator	E-mail
0110 - Elementary and Early Childhood Education	1. Elementary and Early Childhood Education 2. Special Education - Cognitive and Motor Development	1st cycle and 2 nd cycle	Paulo Vilia	paulo.vilias@ipbeja.pt
0211 - Audio-visual techniques and media production	Audiovisual and Multimedia	1st cycle	Aldo Passarinho	apassarinho@ipbeja.pt
0410 – Business and Administration	Business Management	1st cycle	Fernando Teixeira	fernando.teixeira@ipbeja.pt
0421 - Applied Law	Attorneyship	1st cycle	Marinêz Xavier	marinez.xavier@ipbeja.pt
0610 – Information and Communication Technologies	1. Computer Sciences 2. Computer Security Engineering 3. Computer Science and Internet of Things	1st cycle and 2 nd cycle	Luis Bruno	lbruno@ipbeja.pt
0810 - Agriculture	Agronomy	1st cycle and 2 nd cycle	Sofia Ramôa	sofia.ramoa@ipbeja.pt
0721 - Food Processing	1. Food Sciences and Technology 2. Food Engineering	1st cycle and 2 nd cycle	Anabela Amaral	anabela.amaral@ipbeja.pt
0712 - Environmental Protection Technologies	Environmental Engineering	1st cycle and 2 nd cycle	Jorge Tavares	jorge.tavares@ipbeja.pt
0923 - Social Work	1. Social Work 2. Social and Community Gerontology	1st cycle and 2 nd cycle	Ana Isabel Fernandes e Paula Godinho	afernandes@ipbeja.pt ; paula.godinho@opbeja.pt

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	3. Community Development and Entrepreneurship			
0913 - Nursing	Nursing	1st cycle	Ana Cristina Martins	ana.martins@ipbeja.pt
0915 – Therapy and Rehabilitation	Occupational Therapy	1st cycle	Patrícia Santos	patricia.santos@ipbeja.pt
1014 – Sports	1. Sport 2. Physical Activity and Health	1st cycle and 2 nd cycle	Paulo Paixão	paulo.paixao@ipbeja.pt
1015 – Travel, Tourism and Leisure	Tourism	1st cycle	João Rodrigues	joao.rodrigues@ipbeja.pt
1022 – Occupational Health and safety	Safety and Hygiene at Work	2 nd cycle	Rui Isidoro	rui.isidoro@ipbeja.pt

Course units in English	<p>IPBeja offers course units taught in English in the academic areas of Tourism and Management, Agriculture, Environmental Sciences and Food Technology.</p> <p>Courses catalogue in english: www.ipbeja.pt/servicos/gmc/Documents/DESCRITORES_UC_PLANO_TRANSVERSAL/IPBeja_Course%20Units%20Catalogue%20in%20English_25_26_4.pdf</p>
Website link to find programmes offered (course catalogue)	<p>1st cycle degrees (graduate courses - <i>licenciatura</i>) https://www.ipbeja.pt/en/Courses/Pages/Bachelors_Degrees.aspx</p> <p>2nd cycle degrees (Master - <i>mestrado</i>) https://www.ipbeja.pt/en/Courses/Pages/Masters.aspx</p>

C. Recommended Language Skills

Language requirements	<p>Portuguese (teaching/learning language) – B1 Or/and English (teaching and/or tutorial support) – B1</p> <ul style="list-style-type: none"> - 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	<p>There is catalogue of course units taught in English in the areas Tourism and Management, Agriculture, Environmental Sciences and Food Technology.</p> <p>For the other course units integrating the general course catalogue the teaching language is Portuguese.</p>
Language Courses offered (free and compulsory for Erasmus Students)	<i>Intensive Course of Portuguese as a Foreign Language</i> (beginners and elementary level_A1) – 60h / 4 ECTS
Contacts	Language and Culture Centre of the IPBeja, E-mail: clc@ipbeja.pt
Fees	Level A1- FREE for Erasmus Students Level A2 – Under Fee (defined by CLC)
Application	As soon as the students formalize their participation in the Erasmus Mobility they are automatically enrolled in the course. Any application form is needed.

Dates	The course is running in the beginning of each semester
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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	30th May – 1st semester /autumn 30th November – 2nd semester / spring
Academic calendar	To be advertised each year
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:	Mr. Marcos Alho International Relations Office email: international@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:

1^o Step: Nomination by the Sending Institution	<p>a) The International Office of the Sending Institutions must nominate the students and send it to international@ipbeja.pt;</p> <p>b) 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);</p> <p>c) Applications from students who have not been nominated will not be considered.</p> <p>d) 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>
2^o Step: Application Process	<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 Mobilidade Net</i>: https://mobilidade.ipbeja.pt/mobilidadenet/page?stage=HomeIncoming&language=en – At this stage, students are requested to prepare the Learning Agreement proposal via Online Learning Agreement Portal (OLA) https://learning-agreement.eu/ – After the students submit their application in the on line platform, 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

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	<p>Office in order to facilitate the first contacts and the students' successful integration in the academic life.</p> <ul style="list-style-type: none"> - Some Changes to Learning Agreement may occur after student's arrival. <p><u>Nomination and Application Deadlines</u> 1st semester – Nom: 15th June 2015 / Application: 30th June 2nd Semester- Nominations: 15th December 2015 / Application: 30th December <u>No applications will be accepted after the deadline date</u></p>
<p>3^o Step: Course s catalog ue: pick out your subject s!</p>	<ul style="list-style-type: none"> - <u>Catalogue of Course Units in English</u> (recommended for incoming and non-speaking Portuguese students): www.ipbeja.pt/servicos/gmc/Documents/DESCRITORES_UC_PLANO_TRANSVERSAL/IPBeja_Course%20Units%20Catalogue%20in%20English_25_26_4.pdf - The <u>IPBeja general courses units catalogue</u> (the teaching is in Portuguese): https://www.ipbeja.pt/en/Courses/Pages/default.aspx
<p>Final Certificates</p>	<p>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.</p>

G. Information

<p>Grading System</p>	<p>Assessment System and ECTS Grading Scale: https://www.ipbeja.pt/servicos/gmc/Documents/IPBeja_Grading%20System.pdf</p>
<p>Visa</p>	<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: 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: international@ipbeja.pt</p>
<p>Insurance</p>	<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.
<p>Housing</p>	<p>Private apartments are usually a more popular option among exchange students. We recommend incoming students to approach the IPBeja respective Buddy on the available apartments list.</p> <p><i>The Student Halls of Residence, can also be a possibility, despite the very limited number of rooms available for exchange students The monthly rate is 165€ per person, a room is usually shared by 2 or 3 students and the rule is: First come, first served!</i></p>

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	For more info, please contact the Social Services: sas@ipbeja.pt
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"> - <i>Buddy mentor</i> support and accommodation guidance - Welcome week (social and academic integration in the Polytechnic) –compulsory attendance to all incoming students. - Monitoring and farewell activities. <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 (international@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.
Cost of Living per month (approximately)	<p>About 700,00€ per month</p> <p>You should need between 250 and 300 €/month for renting a room;</p> <p>Canteen ticket meal: 2,80€/month;</p>