



## *Information Sheet For incoming Exchange students*

<b>Institution Original Name</b>	<i>Instituto Politécnico de Viana do Castelo</i>
<b>Institution Name English</b>	<i>Polytechnic Institute of Viana do Castelo</i>
<b>Abbreviation</b>	<i>IPVC</i>
<b>Erasmus ID Code</b>	<i>P VIANA-Do1</i>
<b>PIC Number</b>	<i>998454563</i>
<b>OID Number</b>	<i>E10203394</i>
<b>EUC</b>	<i>29219-EPP-1-2014-1-PT-EPPKA3-ECHÉ</i>
<b>General website</b>	<a href="https://www.ipvc.pt/en/ipvc/">https://www.ipvc.pt/en/ipvc/</a>
<b>Information International website</b>	<a href="https://www.ipvc.pt/en/internacional/video-de-apresentacao-2/">https://www.ipvc.pt/en/internacional/video-de-apresentacao-2/</a>
<b>Contact information</b>	<i>International Office Rua Escola Industrial e Comercial de Nun'Álvares, n.º 34 4900-347 Viana do Castelo Portugal Tel: +351 258 809 610 Fax: +354 258 829 065 <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a>  <i>Elsa Coelho - Erasmus Incoming Exchange and International Students Sónia Simas - Outgoing Exchange - Bilateral agreements <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a></i></i>
<b>Nomination deadlines by Home Institutions</b>	<i>1<sup>st</sup> Semester and a full academic year: 30 April 2<sup>nd</sup> Semester 30 September</i>
<b>Application deadlines by Students</b>	<i>1<sup>st</sup> Semester and a full academic year: 31<sup>st</sup> May (can be extended till 15<sup>th</sup> June 2023) 2<sup>nd</sup> Semester 31<sup>st</sup> October (can be extended till 15<sup>th</sup> November 2023)</i>
<b>Information for Erasmus students application</b>	<i>Each student interested in mobilizing should proceed to registration online at the MOBILIDADNet (<a href="https://academicos.ipvc.pt/mobilidadenet">https://academicos.ipvc.pt/mobilidadenet</a>), in specific period for call for applications and follow the guidelines and procedures in the <b>MobilidadeNet_Incoming_Application_Guide_IPVC</b>. All Candidates need to read this GUIDE before submit the application. In this registration form is mandatory to upload, filled and scanned documents (ID Card, photo, learning agreement and accommodation form) Non-EU students must also submit proof of Insurance. The '<u>Learning Agreement</u>', after validation, must be signed by the student and by home university and uploaded to the registration online.</i>

## *Information Sheet For incoming Exchange students*

<b>Study Plans</b>	<i>The 'Learning Agreement' should be completed, validate and approved for the course and Mobility coordinators at the host institution. Any change to the same LA, should be in conformity with this agreement and requested to course and coordinators on the registration online by completing the form for 'Changes to Learning Agreement' until 30 days after arrival at the Institution of destiny.</i>						
<b>Online application</b>	<a href="https://academicos.ipvc.pt/mobilidadenet">https://academicos.ipvc.pt/mobilidadenet</a> <i>All the students nominated by their home university will receive an email from <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a> with information to create their access, which will allow them to access and proceed with the online application.</i>						
<b>Application checklist</b>	<p><i>Students need to :</i></p> <ul style="list-style-type: none"> <li>• <i>Upload in the online application the entire documents request (learning agreement, Application form for accommodation (signed), one digital color photograph and ID card.</i></li> <li>• <i>Bring European Health Insurance card or Proof of Insurance in case of Non-EU students</i></li> </ul> <p><i>Color scanned forms are accepted.</i></p>						
<b>Application documents must be sent to</b>	<i>The students have to upload all the documents in their account in <a href="https://academicos.ipvc.pt/mobilidadenet">https://academicos.ipvc.pt/mobilidadenet</a> Any problem please contact <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a></i>						
<b>Acceptance</b>	<i>Student's acceptance depends on their right admission procedures and the acceptance of their Learning Agreement by course or mobility coordinators of host and home institution.</i>						
<b>Academic year</b>	<i>The academic year is divided into two semesters, fall and spring, each semester lasting thirteen weeks. The academic calendar varies somewhat from one faculty to another. Generally the fall semester begins in mid-September with examinations in January, while the spring semester begins in mid-February with examinations completed by the mid-June.</i>						
<b>Expected date of arrival</b>	<i>Approx. 2<sup>nd</sup> or 3<sup>rd</sup> week of September (depends on school) for fall semester and the 1<sup>st</sup> first or 2<sup>nd</sup> week of February for the spring semester. Exact dates will be given to the students after acceptance.</i>						
<b>Programs offer</b>	<i>Exchange students may take a combination of courses and subjects from different schools.</i>						
<b>Credits</b>	<i>IPVC uses ECTS credits. This means that 60 credits amount to one year of full-time study and 30 credits constitute one semester's full-time study. Each ECTS credit represents from 25 to 28 hours of student's work.</i>						
<b>Grading system</b>	<p><i>Grades are awarded on a scale of 0 to 20</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">18 - 20</td> <td style="text-align: center;">Excellent</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">16 - 17</td> <td style="text-align: center;">Very Good</td> </tr> </table>	A	18 - 20	Excellent	B	16 - 17	Very Good
A	18 - 20	Excellent					
B	16 - 17	Very Good					

## *Information Sheet For incoming Exchange students*

	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td><i>C</i></td> <td><i>14 - 15</i></td> <td><i>Good</i></td> </tr> <tr> <td><i>D</i></td> <td><i>12 - 13</i></td> <td><i>Satisfactory</i></td> </tr> <tr> <td><i>E</i></td> <td><i>10 - 11</i></td> <td><i>Sufficient</i></td> </tr> <tr> <td><i>FX</i></td> <td><i>8 - 9</i></td> <td><i>Fail</i></td> </tr> <tr> <td><i>F</i></td> <td><i>Less than 8</i></td> <td><i>Fail</i></td> </tr> </table>	<i>C</i>	<i>14 - 15</i>	<i>Good</i>	<i>D</i>	<i>12 - 13</i>	<i>Satisfactory</i>	<i>E</i>	<i>10 - 11</i>	<i>Sufficient</i>	<i>FX</i>	<i>8 - 9</i>	<i>Fail</i>	<i>F</i>	<i>Less than 8</i>	<i>Fail</i>
<i>C</i>	<i>14 - 15</i>	<i>Good</i>														
<i>D</i>	<i>12 - 13</i>	<i>Satisfactory</i>														
<i>E</i>	<i>10 - 11</i>	<i>Sufficient</i>														
<i>FX</i>	<i>8 - 9</i>	<i>Fail</i>														
<i>F</i>	<i>Less than 8</i>	<i>Fail</i>														
<b>Language of Instruction</b>	<i>The principal language of instruction at the IPVC is Portuguese, but most schools give some unit courses in English and tutorial as well.</i>															
<b>Portuguese language courses</b>	<i>Introduction to Portuguese Language and Culture Course is organized one week before the starting date of classes, normally in September and February. It is free of charge for Erasmus exchange students. Students will get a declaration in the end of the course. Further information can be found at: <a href="http://internacional.ipvc.pt/en/node/386">http://internacional.ipvc.pt/en/node/386</a> IPVC offers a 'Portuguese Language and Culture' subject with 6 ECTS for Erasmus students, this subject must be referred in Learning Agreement.</i>															
<b>Timetables</b>	<a href="https://www.ipvc.pt/en/estudar/estudantes-ipvc/calendario-escolar/">https://www.ipvc.pt/en/estudar/estudantes-ipvc/calendario-escolar/</a>															
<b>Reception</b>	<i>An introductory session for all new international students is held at the start of each semester.</i>															
<b>Accommodation</b>	<p><i>To support the students, the IPVC Social Services [SAS] have five Residences and some protocols with another's</i></p> <p><a href="https://www.ipvc.pt/en/estudar/estudante-internacional/alojamento/">https://www.ipvc.pt/en/estudar/estudante-internacional/alojamento/</a></p> <ul style="list-style-type: none"> <li>• <i>At Academic Center (Pink Residence)</i></li> <li>• <i>Next to the ESE - School of Education</i></li> <li>• <i>In the Centro Social e Paroquial de Santa Maria Maior (Erasmus Residence)</i></li> <li>• <i>Refóios - Ponte de Lima with the ESA - Agrarian School</i></li> <li>• <i>Youth Hostel - Pousada da Juventude - Melgaço</i></li> </ul> <p><i>The rooms at the Residences are double or triple with a shower and toilet, heating, desk, wardrobe. The cleanness of the room as well as the change of the bed linen and towels is made by the Residence Hall's Services, every week. There is a communal kitchen - equipped with fridge, microwaves, and house wares, such as cutlery, dinnerware, glassware and dishwashing machine but <b>only for light meals</b>. There are no communal machines in this Residence for students to wash their clothes (only at Academic Center- Pink Residence); however the Services of the Residence will wash, dry and iron the clothes (prices available for consulting). All students must fill and upload the '<a href="#">Application form for accommodation</a>' in the registration online.</i></p>															
<b>Student residency- and work permits for non European students</b>	<i>Students have 3 days after their arrival to go to the former Portuguese Immigration Service (Serviço de Estrangeiros e Fronteiras - SEF), now the <b>Agency for Integration, Migration and Asylum (AIMA)</b> - <a href="https://aima.gov.pt/pt/estudar">https://aima.gov.pt/pt/estudar</a>, which is the administrative body responsible</i>															

## *Information Sheet For incoming Exchange students*

*for issuing residence permits. SEF's current administrative duties in relation to foreign citizens will now be carried out by **AIMA**, which concentrates on international protection, temporary protection, integration and reception, and by the Institute of Registry and Notary Affairs.*

*It's open on working days, hours: 9.00 - 16. 00 (break: 13.00-14.00)*

*Telephone: +351 258 824 375 Fax: +351 258 828 181*

*Address: Rua José Espregueira, 145 - 147, 4900-459 VIANA DO CASTELO, Portugal.*

*The residence card (Autorização de Residência) is necessary for anyone who moves to Portugal, or for anyone who is planning to stay for longer than six months. This includes those who work, the self-employed, students, those intending to live off savings, retired people and family members of any of the above.*

*First of all students have to go to International office of the IPVC to take Declaration for proving their status of non-European student, to take to the bank to open an account and to financial office to take fiscal number, finally to SEF.*

### *Necessary Documents*

*When applying for a residency permit the following documents must be supplied:*

- *Application Form*
- *Valid passport plus one photocopy*
- *Two identical recent, color passport photos*
- *Fiscal ID number*
- *Declaration (which one you took from International office)*
- *A fee (around 150 EUR for 1 year)*

*The residence permit takes a few weeks to process and once issued bears the person's photograph and signature. Once the residency card has been issued it must be carried at all times for possible inspection.*

*Temporary permits are valid for one year and are renewable for two-year periods. Applications to renew a permit must be sent 30 days before the expiry date.*

### **Health Issues for European Students**

#### ***European citizens***

*European students must bring the European Health Insurance Card (EHIC). This is proof that they are entitled to health insurance at home. For further information or if in doubt, see the website of the State Social Security Institute, <http://www.portaldasauade.pt>.*

### **Erasmus Guide Friends**

*The "Erasmus Guide-Friend" is a concept implemented at IPVC, in which foreigner students will be received by students from the host schools, guiding and familiarizing them into our institution, our region and our customs.*

## *Information Sheet For incoming Exchange students*

	<p><i>The idea is that old national Erasmus students will be friends and guides for new international Erasmus students, facilitating their integration into the academic and regional environment, as well as, to their own language. The role of this new 'Erasmus Guide-Friend' is to welcome students from the arrival station, take them to the international relations office, giving them enough knowledge about the schools, about their Erasmus and course coordinators, show them their residences, places to eat and shopping, and aiding them to solve the problems of daily life. Before your arrival the GMCI will send you the contact of your Erasmus Guide-friend.</i></p>
<p><b>Cost of living</b></p>	<p><i>The estimated cost of living in Portugal</i></p> <ul style="list-style-type: none"> <li>• <i>Meal in a Restaurant-starting at 6€</i></li> <li>• <i>Bread-0,12 per roll</i></li> <li>• <i>Milk (regular),1 liter-0.65 €</i></li> <li>• <i>Loaf of Fresh Bread-0.83 €</i></li> <li>• <i>Eggs (12)-1.29 €</i></li> <li>• <i>Fresh Cheese (1kg)-5.50 €</i></li> <li>• <i>Chicken Breasts (Boneless, Skinless), (1kg)-7.25 €</i></li> <li>• <i>Water (1.5 liter bottle)-1 €</i></li> <li>• <i>Bottle of Wine (Mid-Range)-3.22 €</i></li> <li>• <i>Domestic Beer (0.5 liter bottle)-0.62 €</i></li> <li>• <i>Imported Beer (0.33 liter bottle)-0.95 €</i></li> <li>• <i>Photocopies-0,30 €</i></li> </ul>
<p><b>Further information</b></p>	<p><a href="https://www.ipvc.pt/en/ipvc/servicos/gabinete-de-mobilidade-e-cooperacao-internacional/#text-0">https://www.ipvc.pt/en/ipvc/servicos/gabinete-de-mobilidade-e-cooperacao-internacional/#text-0</a></p>

*GMCI - IPVC International Office  
[internacional@ipvc.pt](mailto:internacional@ipvc.pt)  
January 2024*