

Annex to Erasmus+ Inter-Institutional Agreement (2014-2020)



Institutional Datasheet

General Information

Full legal name of the Institution	Instituto Politécnico de Lisboa	
Erasmus Code/EUC number	P LISBOA05 / 29144-EPP-1-2014-1-PT-EPPKA3-ECHE	
Web site	www.ipl.pt	
Main Contacts	Legal Representative of Institution	Prof. Dr. Luís Manuel Vicente Ferreira President of Instituto Politécnico de Lisboa Estrada de Benfica n° 529 1549-020 Lisboa. PORTUGAL Phone: +351 217 101 200 e-mail: ipl@sc.ipl.pt
	International Relations Office Coordinator Erasmus Institutional Coordinator	Carla Ruivo Gabinete de Relações Internacionais e Mobilidade Académica Postal address: Campus de Benfica do IPL 1549-014 Lisboa, PORTUGAL Phone: +351 210 464 762, Fax: +351 217 166 147 e-mail: grima@sc.ipl.pt
Schools Contacts	Escola Superior de Tecnologia da Saúde (Lisbon School of Health Technology)	Prof. Rute Borrego Erasmus Mobility Coordinator rute.borrego@estesl.ipl.pt Phone: +351 218980400 - Ext 545
		Cristina Marques International Coordinator cristina.marques@estesl.ipl.pt Phone: +351 218980420 Av. D. João II, lote 4.69.01 Parque das Nações – 1990-096 Lisboa, Portugal
Application deadlines	Autumn Semester: May 15 th Spring Semester: October 31 st	
General academic requirements for admission	Valid Inter Institutional Agreement	

Language proficiency for Students	B1 level for Portuguese is recommended B1 level for English if recommended
Application procedure for exchange students	Procedures and application forms at: http://www.estesl.ipl.pt/en/incoming-students
Visa requirements	No visa requirements for EU citizens. Citizens from outside Schengen space or from third countries should apply for residence permission on arrival. Nationals of EU/EEA countries staying in Portugal for a period exceeding 3 months should register at "Junta de Freguesia", on accommodation area. Please check for further information's at your International Office.
Accommodation	A list of recommend accommodation contacts will be provide by your International Office
Health Insurance	Erasmus students are required to have the European Health Card issued at your home country (valid for the whole period of mobility). Non-EU students are required to have commercial health insurance which covers medical costs and consequences of any accidents.
Approximate Living Costs	Private Housing – 200/300 Euros Public Transport – 1.50 Euros Meals at School – 2,80 Euros Meals at Restaurant (Medium)– 10 Euros Books – 20 Euros Dance Club – 20 Euros
Educational Information	
Academic Calendar	Autumn Semester: generally mid-September – mid February (to be confirmed) Spring Semester: generally mid-February – mid July (to be confirmed)
Exam periods	Autumn Semester: during semester and January-February Spring Semester: during semester and June-July
Students' welcome meeting	Autumn Semester: beginning of semester or accordingly to mobility period Spring Semester: beginning of semester or accordingly to mobility period
Breaks and Holidays:	Autumn Semester holidays: to be announced Christmas holidays: to be announced Spring Semester: to be announced Easter holidays: to be announced
Curriculum and course information	http://www.estesl.ipl.pt/en/incoming-students
Language(s) of instruction	Most of classes are conducted in Portuguese. Some classes (depending on the number of Erasmus students attending) can be offered in English, in some Schools. All teachers supply English bibliography and allow the assessment moments in English. Some lectures occasionally can be given in English, Spanish or French by visitors.
Grading System	
Full study load for each semester	30 ECTS
Grading system	0 (lowest) – 20 (excellent), passing grade: 10

Credit system	ECTS units
Portuguese Language Course for Exchange students	
Intensive Language courses (3 ECTS in each semester)	Intensive Portuguese Language Courses (for free) will be held at Escola Superior de Educação de Lisboa, at the following address: Campus de Benfica do IPL, 1549-003 Lisboa. Localization:http://maps.google.pt/maps?q=38.746528,-9.195246&num=1&t=h&sll=38.752945,-9.194734&sspn=0.034606,0.054932&hl=pt-PT&ie=UTF8&ll=38.746293,-9.195235&spn=0.004343,0.006877&z=17



Instituto Politécnico de Lisboa

Logo of Institution

Name of Institution

ANNEX TO THE *ERASMUS + INTER-INSTITUTIONAL AGREEMENT* with the University of Genoa

Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility

1. Information about higher education institutions

1.1 Institutional details

Name of the Institution	Instituto Politécnico de Lisboa
Erasmus code	P LISBOA 05
Institution website	http://www.ipl.pt/
International Students webpage	
Information for incoming students	
Course catalogue	http://www.escs.ipl.pt/experimentar/intercambios/erasmus/applications

1.2 Main contacts

Institutional Coordinator	Carla Ruivo
Contact details	Campus de Benfica do IPL 1549-014 LISBOA Tel. +351 21 0464762 Email. cruivo@esclx.ipl.pt , grima@sc.ipl.pt

Other useful contacts	Departmental Coordinator: Carla Medeiros Tel. +351 21 711 9000 Email. cvieira@escs.ipl.pt
-----------------------	---

2. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PLISBOA05		Portuguese	English	B1 (Portuguese - just recommended)*	B2 English

*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Additional requirements

P LISBOA05

- * The recommended language of instruction level can be discuss on a “case to case” basis, with each Erasmus Coordinator and depending on the chosen curriculum;
- The language course take at P LISBOA05 might be included in the student learning agreement but its marks will be not part of the regular transcript of records. An additional document will be provided including mark, language level and ECTs credits;

P LISBOA05 has the infrastructure to welcome students or staff with disabilities, in some cases. For further details contact the Erasmus coordinator: cruivo@sc.ipl.pt

4. Calendar

4.1 Applications/information on nominated students must reach Instituto Politécnico de Lisboa by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PLISBOA05	30th May	30th November

4.2 Decision

The receiving institution will send its decision within 6 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than 6 weeks after the assessment period has finished at Instituto Politécnico de Lisboa.

¹ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

5. Information

5.1 Grading system of the Institution

Website: _____

Other information

1. Grading systems of the institutions

In Portugal students are normally graded on a scale ranging from 1 to 20. Any grade below 10 it's a fail grade. A typical student will be awarded a grade in the range 10 to 14, while a good student will be awarded a grade in the range 15 to 17. An excellent student will be awarded a higher grade until 20.

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

5.2 Visa

Instituto Politécnico de Lisboa will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA05	International Office cruivo@sc.ipl.pt Phone: +351 21 046 47 62	www.escs.ipl.pt Visa detail information's: Under construction

5.3 Insurance

Instituto Politécnico de Lisboa will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PLISBOA05	International Office cruivo@sc.ipl.pt Phone: +351 21 046 47 62	www.escs.ipl.pt Insurance detail information's: Under construction

5.4 Housing

Instituto Politécnico de Lisboa will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contacts and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PLISBOA05	International Office cruivo@sc.ipl.pt Phone: +351 21 046 47 62	www.escs.ipl.pt Accommodation detail information's: Under construction