



Instituto Politécnico
de Viana do Castelo

INSTITUTO POLITÉCNICO DE VIANA DO CASTELO

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 VIANA DO CASTELO
Erasmus code	P VIANA-D01
Institution website	http://www.ipvc.pt/
International Students webpage	http://internacional.ipvc.pt/en/node/278
Information for incoming students	http://internacional.ipvc.pt/en/enesf
Course catalogue	http://internacional.ipvc.pt/en/cursos

1.2 Main contacts

Institutional Coordinator	Prof. Florbela Correia
Contact details	Address : Praça General Barbosa 4900-347 Viana do Castelo Phone : 00351 258 809 610 Fax : 00351 829 065 Email: internacional@ipvc.pt

Other useful contacts	
	International Office: Dra. Sónia Simas Dra. Elsa Coelho internacional@ipvc.pt

2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
<i>All</i>	<i>Portuguese</i> <i>English</i>	<i>B1 in English recommended</i>	<i>B2 in English recommended</i>

*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

Each student interested in mobilizing should proceed to registration online at the International IPVC site in specific period for call for applications and fill the form on-line '[Erasmus Student Form](#)'. In this registration form is mandatory to enclose filled and scanned documents (ID Card, students Application form, Learning agreement and accommodation form). The only document that must be sent the original signed to us by post is the '[Learning Agreement](#)'

4. Calendar

4.1 Applications/information on nominated students must reach Instituto Politécnico de Viana do Castelo by:

Autumn term	31st May
Spring term	31st October

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 4 weeks after the assessment period has finished at Instituto Politécnico de Viana do Castelo.

5. Information

5.1 Grading system of the Institution

Website: _____

Other information

P VIANA-Do1 grading system

A - 18-20 Excellent

B - 16-17 - Very Good

C - 14-15 - Good

D - 10-13 - Satisfactory

E- 0-9 Fail

5.2 Visa

Instituto Politécnico de Viana do Castelo 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:

Contact details	<p><i>International Office:</i> <i>Sónia Simas and Elsa Coelho</i> internacional@ipvc.pt <i>Tel. +351 258 809 610</i></p> <p><i>Portuguese Immigration Service (Serviço de Estrangeiros e Fronteiras, SEF):</i> <i>Address: Rua José Espregueira, 145, 4900-459</i> <i>VIANA DO CASTELO, Portugal</i> <i>Email: del.vcastelo@sef.pt</i></p>
Website	<p>http://internacional.ipvc.pt/en/node/157</p> <p>http://www.sef.pt/porta1/V10/EN/aspX/page.aspx</p>

5.3 Insurance

Instituto Politécnico de Viana do Castelo 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:

<http://internacional.ipvc.pt/en/node/283>

5.4 Housing

Instituto Politécnico de Viana do Castelo 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:

Contact details	<i>International Office:</i> <i>Sónia Simas and Elsa Coelho</i> <i>internacional@ipvc.pt</i> <i>Tel. +351 258 809 610</i>
Website	<i>http://internacional.ipvc.pt/en/node/382</i>