

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	INSTITUTO SUPERIOR MIGUEL TORGA
Erasmus Code	P COIMBRA05
EUC	
Institution Web site	www.ismt.pt
International relations office Web site	www.gri.ismt.pt
Online course catalogue	http://www.ismt.pt/en/index.jsp?hm=0&vm=0

1.2. Main contacts

Contact person	Prof. Maria João Barata
Responsibility	Erasmus Institutional coordinator
Contact details	gri@ismt.pt tel : +351-239488037

Contact person	Lia Nascimento
Responsibility	Administrative contact for bilateral agreements
Contact details	gri@ismt.pt tel : +351-239488037

Contact person	Lia Nascimento
Responsibility	Contact person for outgoing students/staff
Contact details	gri@ismt.pt tel : +351-239488037

Contact person	Lia Nascimento
Responsibility	Contact person for incoming students/staff
Contact details	gri@ismt.pt tel : +351-239488037

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	all	Portuguese	B1 (Portuguese) B2**
Staff Mobility for Teaching	all		C1**

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

** At least one of the following languages: English, French, Portuguese or Spanish.

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	June, 15th
Spring term	December, 15th

2.3.2. Decision Response

We will send our decision within **5** weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

P COIMBRA05

<i>P COIMBRA05</i>		
Portuguese Scale	ECTS Scale	Definition
18-20 Excelente	A	Excellent
16-17 Muito Bom	B	Very Good
14-15 Bom	C	Good
12-13 Satisfaz	D	Satisfactory
10-11 Suficiente	E	Sufficient
0.0-9.9 Reprovado	FX/F	Fail

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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 person	Lia Nascimento
Responsibility	Contact person
Contact details	gri@ismt.pt tel. +351-239488037
Website	www.ismt.pt

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm. We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Lia Nascimento
Responsibility	Contact person
Contact details	gri@ismt.pt tel. +351-239488037
Website	www.ismt.pt

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Lia Nascimento
Responsibility	Contact person
Contact details	gri@ismt.pt tel. +351-239488037
Website	www.ismt.pt