



ISMAI

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	ISMAI
Erasmus code	P MAIA01
Institution website	www.ismai.pt
International Students webpage	http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8,frameless.htm
Information for incoming students	http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8,frameless.htm
Course catalogue	http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8,frameless.htm

1.2 Main contacts

Institutional Coordinator	Mestre Pedro Almiro Neves
Contact details	Av. Carlos Oliveira Campos 4475-690 Avioso S. Pedro - Portugal +351229866022 +351229866031 Erasmus@ismai.pt

Other useful contacts	Liliana Marques – lmarques@maieutica.ismai.pt Nilson Veiga – nveiga@maieutica.ismai.pt Patrícia Araújo – paraujo@maieutica.ismai.pt
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2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
	Portuguese	B1	

*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

ISMAI welcomes students and staff with disabilities, together with their helpers and carers.

4. Calendar

4.1 Applications/information on nominated students must reach ISMAI (*Name of Institution*) by:

Autumn term	30 JULY
Spring term	31 DECEMBER

4.2 Decision

The receiving institution will send its decision within 1 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 ISMAI.

5. Information

5.1 Grading system of the Institution

ISMAI uses the national grading scale (0-20), in accordance with the provisions of Decree-Law 42/2005, chapter III, article 15. The correspondence between the Portuguese scale and the European scale is in accordance with the provisions of Decree-Law 42/2005, chapter III, article 19. The Transcript of Records issued by ISMAI includes the grades in the national grading scale and in the European scale.

5.2 Visa

ISMAI 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	Nilson Veiga – nveiga@maieutica.ismai.pt / erasmus@ismai.pt
Website	http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8.frameless.htm

5.3 Insurance

ISMAI 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:

Nilson Veiga – nveiga@maieutica.ismai.pt / erasmus@ismai.pt

<http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8,frameless.htm>

5.4 Housing

ISMAI 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:

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Website	http://www.ismai.pt/NR/exeres/2DC07724-F7B9-4861-9157-EEB27680AFE8,frameless.htm

