



Instituto Superior de Contabilidade e Administração do Porto (ISCAP) / School of Accounting and Administration of Porto

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 POLITECNICO DO PORTO
Erasmus code	P PORTO 05
Institution website	https://www.ipp.pt/guiaects/guia_ects.aspx
International Students webpage	http://iscap.ipp.pt/gri/drupal/?q=node/164#overlay-context=mobility%3Fq%3Dmobility
Information for incoming students	http://iscap.ipp.pt/gri/drupal/?q=node/164#overlay-context=mobility%3Fq%3Dmobility
Course catalogue	http://iscap.ipp.pt/gri/drupal/?q=courses

1.2 Main contacts

Institutional Coordinator	Prof. Rosário Gambôa, President
Contact details	Presidency Services Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL Carla Carneiro Head of International Relations Office Presidency Services Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL Tel.: +351 225 571 000/74 Fax: +351 225 020 772 Email: gcri@sc.ipp.pt

Other useful contacts	Head of International Relations Office Mrs. Alexandra Albuquerque Email: gri2@iscap.ipp.pt OUTGOING Mobility: Mrs. Ana Monteiro
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	<p>Email: gri@iscap.ipp.pt INCOMING Mobility: Mrs. Carla Carneiro Email: gri3@iscap.ipp.pt T.: +351 22 905 00 50</p>
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2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
Exchange Program	English	B2	Student Mobility for studies
Exchange Program	English	B1	Staff Mobility for Teaching

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

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

3. Additional requirements

Application Procedures: <http://iscap.ipp.pt/gri/drupal/?q=node/164#overlay-context=mobility%3Fq%3Dmobility>

Application documents received after application deadlines will not be accepted.
Students who wish to apply beyond the contracted numbers, can apply as fee-paying exchange students.

Exchange studies for PhD students are organized according to individual plans.
Applicants with special needs will be contacted before the final approval of the acceptance.
Final decision depends on extra services/ facilities available.

4. Calendar

4.1 Applications/information on nominated students must reach **Instituto Superior de Contabilidade e Administração do Porto (ISCAP) / School of Accounting and Administration of Porto** (*Name of Institution*) by:

Autumn term	1st June
Spring term	1st November

4.2 Decision

The receiving institution will send its decision within 4 weeks.

4.3 Transcript of records

A Transcript of Records will be issued no later than **_5_** weeks after the assessment period has finished at _
 HEI _____ (*Name of Institution*).

5. Information

5.1 Grading system of the Institution

Grading system used at the Instituto Politécnico do Porto, Portugal:

1 - Local Grades

In the national grading system, the results are awarded in a scale from 0 to 20, and the minimum mark required for approval is 10.

18 to 20	Excellent
16 and 17	Very good
14 and 15	Good
10 to 13	Sufficient
0 to 9	Fail

2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		FAIL - considerable further work is required

Portugal adopted ECTS mechanisms for our higher education system by law.

At IPP, the transfer of grades follows the ECTS procedures established in the Portuguese legislation which reflects these principles (DL 42/2005). Hence the ECTS grade calculation is made considering the percentile of each student that reflects the relative position of his/her mark in each curricular unit/course.

ECTS credits:

one full academic year one semester one trimester

60 ECTS credits	30 ECTS credits	-----
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Website: _____

<u>Other information</u>

5.2 Visa

_ The sending and receiving institutions _(name of Institution) 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	Further assistance: gri3@iscap.ipp.pt
Website	http://www.sef.pt/portal/V10/EN/asp/page.aspx

5.3 Insurance

_ The sending and receiving institutions _(name of Institution) 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:

[European Commission](#)

([Employment, Social Affairs & Inclusion](#) / <http://ec.europa.eu/social/main.jsp?catId=559>)

Further assistance: gri3@iscap.ipp.pt _____

5.4 Housing

_____ (name of Institution) 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	COMAP – Committee for International Students Email: comap@comap-portugal.com
Website	http://www.comap-portugal.com/accommodation/