

Instituto Politécnico de Tomar

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 Tomar
Erasmus code	P TOMAR01
Institution website	http://www.ipt.pt
International Students webpage	http://www.gri.ipt.pt
Information for incoming students	http://www.gri.ipt.pt
Course catalogue	http://www.gri.ipt.pt

1.2 Main contacts

Institutional Coordinator	Doutor Luíz Oosterbeek
Contact details	<p>Dr.ª Conceição Catrogra, IRO Director</p> <p>Address : Av.ª Cândido Madureira n.º13, 2300-531 Tomar</p> <p>Phone : + 351 249346363</p> <p>Fax : + 351 249346366</p> <p>Email : c.catroga@ipt.pt; gri@ipt.pt</p>

Other useful contacts	
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2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
0222 History and archaeology	Portuguese	English	English: 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

P TOMAR01 The candidates with disabilities can only be accepted after the consultation with the International Relations Office of IPT

4. Calendar

Applications/information on nominated students must reach

4.1 *Ip Tomar 01* by:

Autumn term	Preferably the previous Semester
Spring term	Preferably the previous Semester

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 4 weeks after the assessment period has finished at IP TOMAR01

5. Information

5.1 Grading system of the Institution

Website: <http://www.gri.ipt.pt>

<u>Other information</u>

5.2 Visa

IP TOMAR 01) 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	International Relations Office/Gabinete de Relações Internacionais Av. Cândido Madureira, nº 13 2300-531 Tomar Portugal Phone: +351249346363 Fax: +351249346366 gri@ipt.pt
Website	http://www.gri.ipt.pt

5.3 Insurance

IP TOMAR 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://www.gri.ipt.pt>

5.4 Housing

IP TOMAR01 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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