

## IPBeja Erasmus+ Info-Sheet Erasmus+ Inter-Institutional Agreement

### A. Information about the Polytechnic Institute of Beja

<b>Name of the Institution</b>	<b>INSTITUTO POLITÉCNICO DE BEJA</b> <i>Polytechnic University of Beja</i>
<b>Erasmus+ Code</b>	P BEJA01
<b>Erasmus Charter (ECHE)</b>	<a href="#">IPBeja ECHE</a> 2021/2027
<b>PIC number</b>	986224803
<b>OID number</b>	E10175118
<b>Website</b>	<a href="http://www.ipbeja.pt">www.ipbeja.pt</a>
<b>Legal representative</b>	Prof. <sup>a</sup> Maria de Fátima Carvalho, President
<b>International Relations Office Team (IRO)</b>	<b>International Relations Office (IRO):</b> ( <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a> ) Maria Cristina Palma: Head of IRO ( <a href="mailto:cristina.palma@ipbeja.pt">cristina.palma@ipbeja.pt</a> ) Ana Mestre: Students Mobility Coordinator ( <a href="mailto:ana.mestre@ipbeja.pt">ana.mestre@ipbeja.pt</a> ) Marcos Alho: Staff Mobility Coordinator ( <a href="mailto:marcos.alho@ipbeja.pt">marcos.alho@ipbeja.pt</a> )
<b>Official Contacts:</b>	Address: Instituto Politécnico de Beja - Gabinete de Relações Internacionais (GRI) (Edif. ESTIG) Rua Pedro Soares, Apt. 6155 7800-295 Beja (PORTUGAL) e-mail: <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a> * Tel: 0351 284 314 400 * Fax: 0351 284 314 401

### B. Academic Information

<b>Fields of Study (ISCED code)</b>	0110 - Elementary and Early Childhood Education 0211 - Audio-visual techniques and media production 0923 - Social Work 0410 – Business and Administration 0421 - Applied Law 0512 - Biochemistry 0610 – Information and Communication Technologies 0810 - Agriculture 0721 - Food Processing 0712 - Environmental Protection Technologies 0913 - Nursing 0915 – Therapy and Rehabilitation 1014 – Sports 1015 – Travel, Tourism and Leisure 1022 – Occupational Health and safety
<b>Course units in English</b>	IPBeja offers course units taught in English in the academic areas of Tourism and Management, Agriculture, Environmental Sciences and Food Technology.  Course units catalogue: <a href="https://www.ipbeja.pt/servicos/gmc/Documents/COURSES_CATALOGUE/IPBeja_unitcourses_EN1.pdf">https://www.ipbeja.pt/servicos/gmc/Documents/COURSES_CATALOGUE/IPBeja_unitcourses_EN1.pdf</a>
<b>Website link to find programmes offered (course catalogue)</b>	1 <sup>st</sup> cycle degrees (graduate courses - <i>licenciatura</i> ) <a href="https://www.ipbeja.pt/en/Courses/Pages/Bachelors_Degrees.aspx">https://www.ipbeja.pt/en/Courses/Pages/Bachelors_Degrees.aspx</a>  2 <sup>nd</sup> cycle degrees (Master - <i>mestrado</i> ) <a href="https://www.ipbeja.pt/en/Courses/Pages/Masters.aspx">https://www.ipbeja.pt/en/Courses/Pages/Masters.aspx</a>

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#### C. Recommended Language Skills

<b>Language requirements</b>	<p>Portuguese (teaching/learning language) – B1 Or/and English (teaching and/or tutorial support) – B1</p> <ul style="list-style-type: none"> <li>- The IPBeja doesn't require foreign students a previous language test or certificate. However, we expect incoming students to have the sufficient language competencies in Portuguese or English to attend classes and/or follow autonomous work, worksheets, reports and final assessments.</li> <li>- Foreign students are recommended to attend a Portuguese course previously to the exchange period.</li> </ul>
<b>Language of instruction</b>	<p>There is a list of unitary courses taught in English with some units taught in Portuguese, but international students benefit from the extra support in English.</p> <p>For the other unit courses integrating the general course catalogue the teaching language is Portuguese.</p> <p>Despite most of the lecturers are able to provide tutorial support to foreigner students in English, it's not guarantee that all the unit courses can be managed through tutorial support. For this reason, you may have to change your Learning Agreement after arrival. However, in some subjects, written essays in English; French or Spanish can be accepted, depending on students' language of communication and teachers' proficiency.</p>
<b>Language Courses offered</b> (free an compulsory for Erasmus Students)	<i>Intensive Course of Portuguese as a Foreign Language</i> (beginners and elementary level_A1) – 60h / 4 ECTS
<b>Contacts</b>	Language and Culture Centre of the IPBeja, E-mail: <a href="mailto:clc@ipbeja.pt">clc@ipbeja.pt</a>
<b>Fees</b>	Level A1- FREE for Erasmus Students Level A2 – Under Fee (defined by CLC)
<b>Application</b>	As soon as the students formalize their participation in the Erasmus Mobility they are automatically enrolled in the course. Any application form is needed.
<b>Dates</b>	The course is running in the beginning of each semester Timetable: to be defined

#### D. Additional Requirements

<b>Language Course Certification</b>	The Language Courses final marks will be included in the final Transcript of Records if previous integrated in the Learning Agreement. In any case, the Language Centre will provide the students with a final certificate
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#### E. Calendar - Applications/information on nominated students

<b>Application deadlines</b>	<p>15th June – 1st semester /autumn 15th December – 2nd semester / spring</p>
<b>Academic calendar</b>	To be advertised each year
<b>Semester duration</b>	<p>1<sup>st</sup> semester: middle of September – end of January (aprox.5 months) 2<sup>nd</sup> semester: middle of February – middle of June (aprox.5 months)</p>

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<b>Second chance evaluation period</b>	1 <sup>st</sup> semester: February 2 <sup>nd</sup> semester: July
<b>International Relations Office contact person for incoming students:</b>	Mrs. Ana Mestre International Relations Office email: <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a>

### F. How to Apply?

International students who plan to undertake a limited study period at the Polytechnic Institute of Beja (IPBeja) are advised to follow the steps below:

<b><u>1<sup>o</sup> Step:</u></b> <b><u>Nomination by the Sending Institution</u></b>	<ul style="list-style-type: none"> <li>– The International Office of the Sending Institutions must nominate the students and send it to <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a>;</li> <li>– The nominations should content: Name of the student, Personal Identification Number, Email address, Study area and code , study period (autumn term, spring term or academic year);</li> <li>– Applications from students who have not been nominated will not be considered.</li> <li>– After receiving the nominations of the students, the International Relations Office of IPBeja will register the student in the Mobilidade Net, the online mobility platform, and the students will receive an email with the instructions to fill in the application form.</li> </ul>
<b><u>2<sup>o</sup> Step:</u></b> <b><u>Application Process:</u></b>	<ul style="list-style-type: none"> <li>– As soon as the students receive the email through the online platform they can start their application process in our Incoming Students online platform <i>IPBeja Mobilidade Net</i>: <a href="https://mobilidade.ipbeja.pt/mobilidadenet/page?stage=HomeIncoming&amp;language=en">https://mobilidade.ipbeja.pt/mobilidadenet/page?stage=HomeIncoming&amp;language=en</a></li> <li>– At this stage, students are requested to prepare the Learning Agreement proposal via Online Learning Agreement Portal (OLA) <a href="https://learning-agreement.eu/">https://learning-agreement.eu/</a></li> <li>– After the students submit their application in the on line platform, an <b>acceptance letter</b> will be sent with more useful information.</li> <li>– After arrival the students are advised to get in touch with the Academic Mobility Coordinator of the Program in which they are enrolled in Beja. A post-arrival meeting will be arranged by the International Office in order to facilitate the first contacts and the students' successful integration in the academic life.</li> <li>– Some Changes to Learning Agreement may occur after student's arrival.</li> </ul> <p><b><u>Nomination and Application Deadlines</u></b> 1<sup>st</sup> semester – Nom: 15<sup>th</sup> June 2015 / Application: 30<sup>th</sup> June 2<sup>nd</sup> Semester- Nominations: 15<sup>th</sup> December 2015 / Application: 30<sup>th</sup> December <b><u>No applications will be accepted after the deadline date</u></b></p>
<b><u>3<sup>o</sup> Step:</u></b> <b><u>Courses catalogue: pick out your subjects!</u></b>	<ul style="list-style-type: none"> <li>- <u>Catalogue of Course Units in English</u> (recommended for incoming and non-speaking Portuguese students): <a href="https://www.ipbeja.pt/servicos/gmc/Documents/COURSES_CATALOGUE/IPBeja_unitcourses_EN1.pdf">https://www.ipbeja.pt/servicos/gmc/Documents/COURSES_CATALOGUE/IPBeja_unitcourses_EN1.pdf</a></li> </ul> <p>The <u>IPBeja general courses units catalogue</u> (the teaching is in Portuguese): <a href="https://www.ipbeja.pt/en/Courses/Pages/default.aspx">https://www.ipbeja.pt/en/Courses/Pages/default.aspx</a></p>

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<b>Final Certificates and Transcript of Records</b>	Final Certificates and Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI.
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### G. Information

<b>Grading System</b>	Assessment System and ECTS Grading Scale: <a href="https://www.ipbeja.pt/servicos/gmc/Documents/IPBeja_Grading%20System.pdf">https://www.ipbeja.pt/servicos/gmc/Documents/IPBeja_Grading%20System.pdf</a>
<b>Visa</b>	Those students who are not from the European Union and would like to stay longer than three months in Portugal must apply for the corresponding visa at the Portuguese Embassy. More information on the Foreigners and Frontiers Service: <a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx#0">http://www.sef.pt/portal/V10/EN/asp/page.aspx#0</a> When required, the Polytechnic Institute of Beja is providing assistance and information in securing visas for incoming and outbound mobile participants. Contact points and information sources: International Relations Office e-mail: <a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a>
<b>Insurance</b>	<ul style="list-style-type: none"> <li>- European Health and Security Card (compulsory for European students);</li> <li>- Health insurance covering the access to the Portuguese health care (compulsory for extra-Europe students);</li> <li>- In addition, all students may benefit from a school insurance, which covers all accidents that occur at the Polytechnic's facilities during the formally organised curricular activities and on the way to and back from the university and the official residence.</li> </ul>
<b>Housing</b>	<p>Private apartments are usually a more popular option among exchange students. We recommend incoming students to approach the IPBeja respective Buddy on the available apartments list.</p> <p><i>The Student Halls of Residence, can also be a possibility, despite the very limited number of rooms available for exchange students The monthly rate is 165€ per person, a room is usually shared by 2 or 3 students and the rule is: First come, first served!</i></p> <p><i>The application form is available here:</i> <a href="https://www.ipbeja.pt/sas/alojamento/Paginas/Formularios.aspx">https://www.ipbeja.pt/sas/alojamento/Paginas/Formularios.aspx</a> <i>For more info, please contact the Social Services: <a href="mailto:sas@ipbeja.pt">sas@ipbeja.pt</a></i></p>
<b>Support Services to Incoming Students</b>	<p>The Polytechnic Institute of Beja provides the following support to incoming students:</p> <p><b>Logistic and Integration Support:</b></p> <ul style="list-style-type: none"> <li>- <i>Buddy mentor</i> support and accommodation guidance</li> <li>- Welcome week (social and academic integration in the Polytechnic) – compulsory attendance to all incoming students.</li> <li>- Monitoring and farewell activities.</li> </ul>

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	<p><b>Administrative Support (paperwork):</b></p> <ul style="list-style-type: none"> <li>- Useful information and administrative support (pre and post arrival): Application procedures; academic issues (learning agreements and transcript of records, certificates and other documents).</li> </ul> <p><b>Academic and Cultural Support:</b></p> <ul style="list-style-type: none"> <li>- <i>Intensive Portuguese Course as a Foreign Language</i> (beginners and elementary level) – 60h / 4 ECTS, by the Language and Cultural Centre (<a href="mailto:clc@ipbeja.pt">clc@ipbeja.pt</a>). The programme is taking place in the beginning of each semester and is free for Erasmus students;</li> <li>- Mobility Academic Coordinator by programme (academic integration);</li> <li>- Cultural activities.</li> </ul> <p><b>International Office contact for incoming students:</b></p> <ul style="list-style-type: none"> <li>– International Relations Office (<a href="mailto:gri@ipbeja.pt">gri@ipbeja.pt</a>).</li> </ul> <p><b><u>Students Support</u></b></p> <ul style="list-style-type: none"> <li>– Some buddy support will be available for the incoming students after the nomination period, the students will be contacted.</li> </ul>
<b>Cost of Living per month</b> (approximately)	<p>About 700,00€ per month</p> <p>You should need between 250 and 300 €/month for renting a room;</p> <p>Canteen ticket meal: 2,80€/month;</p>

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### Academic and Mobility Coordinators by Study Programme

In order to **submit studies/traineeship/teaching/training mobility proposal**, prospective incoming foreign students / visitors are suggested to contact the IPBeja International Relations Office (e-mail: [gri@ipbeja.pt](mailto:gri@ipbeja.pt)) or the appropriate **International Academic Coordinator** (contacts below) by sending the following documents:

**Students:** Learning / Training Agreement proposal

**Teachers and staff:** The general teaching/training plan proposal, mentioning the previewed dates and topics;

Copy of the curriculum vitae (EN)

School	Programme and Mobility Coordinator		e-mail
ESA - Agriculture	Agronomy	Sofia Ramôa	<a href="mailto:sofia.ramoa@ipbeja.pt">sofia.ramoa@ipbeja.pt</a>
ESA - Agriculture	Environmental Engineering	Jorge Tavares	<a href="mailto:jorge.tavares@ipbeja.pt">jorge.tavares@ipbeja.pt</a>
ESA - Agriculture	Food Engineering	Maria João Carvalho	<a href="mailto:joaobcarvalho@ipbeja.pt">joaobcarvalho@ipbeja.pt</a>
ESE - Education	Audiovisual and Multimedia	Aldo Passarinho	<a href="mailto:apassarinho@ipbeja.pt">apassarinho@ipbeja.pt</a>
ESE - Education	Elementary and Early Childhood Education	Carla Santos	<a href="mailto:carla.santos@ipbeja.pt">carla.santos@ipbeja.pt</a>
ESE - Education	Sports	Paulo Paixão	<a href="mailto:paulo.paixao@ipbeja.pt">paulo.paixao@ipbeja.pt</a>
ESE - Education	Social Work	Paula Godinho	<a href="mailto:paula.godinho@ipbeja.pt">paula.godinho@ipbeja.pt</a>
ESS - Health	Nursing	Ana Cristina Martins	<a href="mailto:ana.martins@ipbeja.pt">ana.martins@ipbeja.pt</a>
ESS - Health	Occupational Therapy	Ana Isabel Xavier Ferreira	<a href="mailto:anaisabel.ferreira@ipbeja.pt">anaisabel.ferreira@ipbeja.pt</a>
ESTIG – Technology and Management	Work Health and Safety	Rui Isidoro	<a href="mailto:rui.isidoro@ipbeja.pt">rui.isidoro@ipbeja.pt</a>
ESTIG – Technology and Management	Computer Sciences	Luis Bruno	<a href="mailto:lbruno@ipbeja.pt">lbruno@ipbeja.pt</a>
ESTIG – Technology and Management	Management	Pedro Cravo	<a href="mailto:pedro.cravo@ipbeja.pt">pedro.cravo@ipbeja.pt</a>
ESTIG – Technology and Management	Internet of Things	João Barros	<a href="mailto:joao.barros@ipbeja.pt">joao.barros@ipbeja.pt</a>
ESTIG – Technology and Management	Engineering of Computer Security	Rui Silva	<a href="mailto:rui.silva@ipbeja.pt">rui.silva@ipbeja.pt</a>
ESTIG – Technology and Management	Applied Law	Marinêz Xavier	<a href="mailto:marinez.xavier@ipbeja.pt">marinez.xavier@ipbeja.pt</a>
ESTIG – Technology and Management	Tourism	João Rodrigues	<a href="mailto:joao.rodrigues@ipbeja.pt">joao.rodrigues@ipbeja.pt</a>