

**FACTSHEET**  
**ACADEMICS SERVICES – (MOBILITY SUPPORT OFFICE)**

Name of institution	Erasmus CODE	Contact details	Website
Universidade de Évora	P EVORA 01	<b>Prof. Ana Paula Canavarro</b> Erasmus+ Institutional	<a href="http://www.uevora.pt">www.uevora.pt</a>
		<b>Dr. Alexandra Fernandes</b> Coordinator Academic Services - Mobility Support Office	
		<b>Email:</b> <a href="mailto:mobility@uevora.pt">mobility@uevora.pt</a>	
		<b>Phone:</b> +351 266 760 220	
		<b>Address:</b> Largo dos Colegiais, 2 7002-545 Évora Portugal	

Calendar	
<b>Nominations of incoming students must reach the institution by:</b>	Autumn semester - July 15 th
	Spring semester - November 15th
Information regarding nominated students must reach the receiving institution by email	<a href="mailto:mobility@uevora.pt">mobility@uevora.pt</a>
<b>Applications from incoming students must reach the institution by:</b>  Students must fill in their application in the Universidade de Évora system - SIIUE	Autumn semester - July 31st
	Spring semester - November 30th
<b>Information of application procedure:</b>	<a href="https://www.uevora.pt/en/study/Mobility/Mobility-In">https://www.uevora.pt/en/study/Mobility/Mobility-In</a>

Additional requirements			
Receiving institution	Requirement	Details	Website for information (if applicable)
[Erasmus code]			
P EVORA 01	*Nomination Letter from the Home Institution	P EVORA 01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Mobility Support Office of the Academic services at:	<a href="https://www.uevora.pt/en/study/Mobility/Mobility-In">https://www.uevora.pt/en/study/Mobility/Mobility-In</a>
	*Identification document (Passport, Citizen's Card, etc.)		
	*Transcript of records		
	*Proof of language skills (if applicable)		

Inclusion and accessibility		
The institution will provide support to incoming mobile participants with fewer opportunities, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by information sources:		
Receiving institution	Contact details	Website for information
[Erasmus code]	(email, phone)	
P EVORA 01	<a href="https://atendimento.sac.uevora.pt">https://atendimento.sac.uevora.pt</a>	<a href="https://www.uevora.pt/en/study/Mobility/Mobility-In">https://www.uevora.pt/en/study/Mobility/Mobility-In</a>
	+351 266 760 220	

Housing		
The receiving 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 information sources:		
Institution	Contact details	Website for information
[Erasmus code]	(email, phone)	
P EVORA 01	<a href="https://atendimento.sac.uevora.pt">https://atendimento.sac.uevora.pt</a>	<a href="https://www.uevora.pt/en/study/Mobility/Mobility-In">https://www.uevora.pt/en/study/Mobility/Mobility-In</a>
	<a href="mailto:esn.uevora@gmail.com">esn.uevora@gmail.com</a>	

### Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by information sources:

Institution	Contact details	Website for information
[Erasmus code]	(email, phone)	
P EVORA 01	<a href="https://atendimento.sac.uevora.pt">https://atendimento.sac.uevora.pt</a>	<a href="https://www.uevora.pt/en/study/Mobility/Mobility-In">https://www.uevora.pt/en/study/Mobility/Mobility-In</a>
	+351 266 760 220	

### Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving 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:

Institution	Contact details	Website for information
[Erasmus code]	(email, phone)	
P EVORA 01	<a href="https://atendimento.sac.uevora.pt">https://atendimento.sac.uevora.pt</a>	<a href="https://www.uevora.pt/en/study/Mobility/Mobility-In">https://www.uevora.pt/en/study/Mobility/Mobility-In</a>
	+351 266 760 220	

### Additional informations

Receiving institution	Contact details	Website for information
[Erasmus code]	(email, phone)	
P EVORA 01	<a href="https://atendimento.sac.uevora.pt/">https://atendimento.sac.uevora.pt/</a>	<a href="https://www.uevora.pt/en/study/Mobility/Mobility-In">https://www.uevora.pt/en/study/Mobility/Mobility-In</a>
	+351 266 760 220	

[Erasmus code]	Grading systems of the institutions
P EVORA 01:	<p>Master students it's required to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Mobility and International Relations Office. All master programs are successive master programs at P EVORA O1. A following master's program builds on a previously completed bachelor's program <b>in the same field of studies</b>.</p>
	<p>It's also required to PhD students to send a master certificate to the Mobility and International Relations Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.</p>
	<p>It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.</p>
	<p>University of Évora offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.</p>
	<p>For the implementation of STA/STT-mobilities, a letter of invitation – issued by the University of Évora – contact person – is required.</p>