**PARTNER INFO SHEET**

**(to be filled in by the partner institution)**

**Institution:** *Polytechnic Institute of Bragança*

**Country:** Portugal

**Erasmus code:** P BRAGANC01

**Website:** www.ipb.pt

**Recommended language skills**

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code]** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level[[1]](#footnote-1)** | |
|  | Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| P BRAGANC01 |  | Portuguese | English | B1 | B2 |
|  |  |  |  |  |  |

For more details on the language of instruction, see the course catalogue: <http://portal3.ipb.pt/index.php/pt/guiaects/cursos>

**Additional requirements**

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

*[The polytechnic Institute of Bragança have no structures recommended for people with disabilities.]*

Please specify the hosting department according to the agreement subject area and course restrictions/requirements for students from I BOLOGNA01 (if any, ex: minimum number of credits to be taken per term or requested before starting the exchange period or possibility to attend courses from different departments )

**Calendar**

1. Student nominations and applications must reach the Polytechnic Institute of Bragança by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nomination** | | **Application** | | **On line nomination system (if any)** |
| **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |  |
| June 1st | November 1st | July 1st | December 1st |  |

**INCOMING STUDENTS CONTACT PERSON**: Sylwia Solczak Melo

**Name, Surname**: Sylwia, Solczak Melo

**E-mail address**: sylwia@ipb.pt

**Phone**: (+351) 273 330 835

**Fax:**…………………………………………………………………………………………….

2. The Polytechnic Institute of Bragança will send its decision about acceptance within 4 weeks from the submission of student’s application form.

3. A Transcript of Records will be issued by the Polytechnic Institute of Bragança no later than [3] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

**Information**

**1. Grading systems of the institutions**

[*http://portal3.ipb.pt/index.php/pt/guiaects/apresentacao*](http://portal3.ipb.pt/index.php/pt/guiaects/apresentacao)

**2. Visa**

The Polytechnic Institute of Bragança 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**  **(email, phone)** | **Website for information** |
| International Relations Office:  **Sylwia Solczak Melo** (incoming students)  Phone number: (+351) 273 330 835  E-mail address: sylwia@ipb.pt  **Wagner do Rosário** (outgoing students)  Phone number: (+351) 273 330 690  E-mail address: wagner@ipb.pt | http://portal3.ipb.pt/index.php/pt/ipb |

**3. Insurance**

The Polytechnic Institute of Bragança will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The Polytechnic Institute of Bragança 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:

|  |  |
| --- | --- |
| **Contact details**  **(email, phone)** | **Website for information** |
| International Relations Office:  **Sylwia Solczak Melo** (incoming students)  Phone number: (+351) 273 330 835  E-mail address: sylwia@ipb.pt  **Wagner do Rosário** (outgoing students)  Phone number: (+351) 273 330 690  E-mail address: wagner@ipb.pt | http://portal3.ipb.pt/index.php/pt/ipb |

**4. Housing**

The Polytechnic Institute of Bragança 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 persons and information sources:

|  |  |
| --- | --- |
| **Contact details**  **(email, phone)** | **Website for information** |
| International Relations Office  Sylwia Solczak Melo (incoming students)  Phone number:(+351) 273 330 835  E-mail address: [sylwia@ipb.pt](mailto:sylwia@ipb.pt) | http://portal3.ipb.pt/index.php/pt/ipb |

**5. Further information**

|  |  |
| --- | --- |
|  |  |

1. For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-1)