

Institutional information				
Legal name	Politécnico de Leiria (Polytechnical University of Leiria) - IPLeiria			
Country	Portugal			
Erasmus code	P LEIRIA01			
PIC Number	996273421			
Legal representative	Professor Carlos Rabadão (President) email: presidencia@ipleiria.pt			
Address	Rua General Norton de Matos, 2410 - 191 Leiria – PORTUGAL			
Telephone and Fax	Telephone: +351 244 830 010 Fax: +351 244 813 013			
Website	www.ipleiria.pt			
International Relations Office – IRO – Central Services Rua General Norton de Matos Apartado 4133, 2411- 901 Leiria, Portugal Tel: +351 244 860 448 erasmus@ipleiria.pt				
Bilateral Agreements: Carla Rocha INcoming Students For Studies: Carla Rocha For Placements: Ana Silva	OUTgoing Students For Studies: David Lima For Placements: Ana Silva	Staff Mobility: Ana Cecília Boa-Ventura		
International Offices Schools				
School of Education and Social Sciences (ESECS) - Leiria	School of Technology and Management (ESTG) - Leiria	School of Health Sciences (ESSLei) - Leiria	School of Arts and Design (ESAD.CR) - Caldas da Rainha	School of Tourism and Maritime Technology (ESTM) - Peniche
Contact person: Margarida Cerejo internacional.esecs@ipleiria.pt	Contact person: Gustavo Duque internacional.estg@ipleiria.pt	Contact person: Tânia Mota internacional.esslei@ipleiria.pt	Contact person: Sandra Ferreira gamci.esad@ipleiria.pt	Contact person: Rúben Almeida internationaloffice.estm@ipleiria.pt

Information for exchange students	
Communication	All communication should preferably be done between International Offices of both institutions, and not directly by the students.
Erasmus Procedures	https://www.ipleiria.pt/international/exchange-students/ (page under updating)
Language of Instruction	The Undergraduate programmes are taught in Portuguese, but Erasmus students can have the support of the teachers in English and materials in English; it depends on the subject and on the teacher. The students is advised to contact the International Office of the correspondent School to have more information about language of instruction. There are 9 Master programmes totally taught in English.
Academic Offer	Undergraduate programmes: https://www.ipleiria.pt/en/study/courses/undergraduate-degrees/ Master programmes: https://www.ipleiria.pt/en/study/courses/masters-degrees/
Subjects and Learning Agreement (LA)	Subjects The students should choose subjects from only one School, and in order to avoid incompatibility of schedule and changes in the LA, we recommend students to choose subjects from the same degree course and year. Learning Agreement (LA) In order to prepare a proposal of LA the students are advised to contact the International Office of the correspondent School they wish to attend. The LA to be proposed must mention the course and indicate the codes of the subjects (mandatory) the student wants to attend.
Academic Calendar (exams period included)	1st Semester: from middle September to middle February 2nd semester: from February to middle July
Application Procedure and Deadlines	Nomination procedure: The partner Institution is kindly asked to officially nominate all the exchange students by e-mail, specifying the following details: i) Student's complete name; ii) Student's e-mail; iii) Period of exchange/semester; iv) School at IPLEiria the student would like to attend, and correspondent Degree; v) Area of studies.

	Nomination/application deadlines: Since the date is the same – nomination/application - we advise the partner institutions to send the nomination at the maximum at least 2 weeks before the deadline. 1st Semester/Autumn term: until May,30th 2nd Semester/Spring term: until November, 30th (Applications after these dates are accepted, but the approval of the Learning Agreement might not be ready before starting classes). Application documents: • Learning Agreement (LA) • 1 photo (jpeg format); • Scanned Passport or ID document; • Copy of valid European Health Insurance Card Acceptance: The only acceptance letters issued are for visa purposes, for the citizens outside the European Union that will need it (like Turkish students). For the rest of exchange students the signature of the LA by the correspondent School is the sufficient proof of acceptance.																		
Language Requirements (see also “Language of Instruction”)	Language level agreed in the Inter-Institutional Agreement signed by partners institutions (according to the Common European Framework for Languages – see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr). Generally speaking, it is recommended to have a minimum level of language equal to B1 Portuguese/English (understanding, speaking and writing), but the School that the student is going to attend might request a different level/document (to be confirmed with the International Office of the School).																		
Portuguese Language Course	IPLeiria organizes a Portuguese Language Course for Erasmus students at each semester. This course will be held on a <i>b-learning</i> modality, so the students will have e-learning lessons using a specific web platform and some indoor classes. At the beginning of each semester the exchange students will be informed by email about the registration procedure and specific information about this course (such as price - 50€ for exchange students, number of credits, ...). FOR MORE INFORMATION please contact: plc@ipleiria.pt																		
Grading System	The institutional grading system is based on a scale from “0” to “20”. The approval grades range between “10” and “20”. The following table shows the grades and their definitions. <table><tr><td>19/20</td><td><i>Excelent</i></td><td><i>outstanding performance with only a few minor shortcomings</i></td></tr><tr><td>17/18</td><td><i>Very Good</i></td><td><i>above average results, despite a number of shortcomings</i></td></tr><tr><td>14/16</td><td><i>Good</i></td><td><i>overall consistent work despite a number of significant shortcomings</i></td></tr><tr><td>12/13</td><td><i>Satisfactory</i></td><td><i>fair but with significant shortcomings</i></td></tr><tr><td>10/11</td><td><i>Sufficient</i></td><td><i>performance meets the minimum criteria</i></td></tr><tr><td>00/09</td><td><i>Fail</i></td><td><i>considerable further work is required</i></td></tr></table>	19/20	<i>Excelent</i>	<i>outstanding performance with only a few minor shortcomings</i>	17/18	<i>Very Good</i>	<i>above average results, despite a number of shortcomings</i>	14/16	<i>Good</i>	<i>overall consistent work despite a number of significant shortcomings</i>	12/13	<i>Satisfactory</i>	<i>fair but with significant shortcomings</i>	10/11	<i>Sufficient</i>	<i>performance meets the minimum criteria</i>	00/09	<i>Fail</i>	<i>considerable further work is required</i>
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Health System	European Health Insurance Card mandatory. Additional insurance support recommended.																		
Housing/Accommodation (please notice that IPLeiria is located in 3 different cities, depending on the School of attendance)	https://www.ipleiria.pt/en/live/student-life/accommodation/ - Dormitory places are limited. Please contact the Student Support Services before apply sas@ipleiria.pt.																		
Classes Timetable	Only available after arrival in Politécnico de Leiria																		
Arrival Date	We recommend the students to arrive one week before the start date of classes. Students should agree the reception date directly with the corresponding International Office of the School they are going to attend.																		