

Information Sheet For incoming Exchange students

Institution Original Name	<i>Instituto Politécnico de Viana do Castelo</i>
Institution Name English	<i>Polytechnic Institute of Viana do Castelo</i>
Abbreviation	<i>IPVC</i>
Erasmus ID Code	<i>P VIANA-Do1</i>
PIC Number	<i>998454563</i>
OID Number	<i>E10203394</i>
EUC	<i>29219-EPP-1-2014-1-PT-EPPKA3-ECHF</i>
General website	https://www.ipvc.pt/en/ipvc/
Information International website	https://www.ipvc.pt/en/internacional/video-de-apresentacao-2/
Contact information	<i>International Office</i> <i>Rua Escola Industrial e Comercial de Nun'Álvares, n.º 34</i> <i>4900-347 Viana do Castelo</i> <i>Portugal</i> <i>Tel: +351 258 809 610</i> <i>Fax: +354 258 829 065</i> <i>internacional@ipvc.pt</i> <i>Elsa Coelho - Erasmus Incoming Exchange and International Students</i> <i>Sónia Símas - Outgoing Exchange - Bilateral agreements</i> <i>internacional@ipvc.pt</i>
Nomination deadlines by Home Institutions	<i>1st Semester and a full academic year: 30 April</i> <i>2nd Semester 30 September</i> <i>Nomination by email are not allow. Please nominate students at the link below: <i>Nomination Form</i>.</i>
Application deadlines by Students	<i>1st Semester and a full academic year: 30th June (can be extended till 15th July)</i> <i>2nd Semester 30th November (can be extended till 15th December)</i>
Information for Erasmus students application	<i>Each student interested in mobilizing should proceed to registration online at the MOBILIDADEnet (https://academicos.ipvc.pt/mobilidadenet), in specific period for call for applications and follow the guidelines and procedures in the <i>MobilidadeNet Incoming Application Guide IPVC</i>. All Candidates need to read this GUIDE before submit the application. In this registration form is mandatory to upload, filled and scanned documents (ID Card, photo and learning agreement). Non-EU students must also submit proof of Insurance. The '<i>Learning Agreement</i>', after validation,</i>

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	<i>must be signed by the student and by home university and uploaded to the registration online.</i>					
Study Plans	<i>The 'Learning Agreement' should be completed, validate and approved for the course and Mobility coordinators at the host institution. Any change to the same LA, should be in conformity with this agreement and requested to course and coordinators on the registration online by completing the form for '<u>Changes to Learning Agreement</u>' until 30 days after arrival at the Institution of destiny.</i>					
Online application	<i>https://academicos.ipvc.pt/mobilidadenet All the students nominated by their home university will receive an email from internacional@ipvc.pt with information to create their access, which will allow them to access and proceed with the online application.</i>					
Application checklist	<i>Students need to :</i> <i>• Upload in the online application the entire documents request (learning agreement, one digital color photograph and ID card.</i> <i>• Bring European Health Insurance card or Proof of Insurance in case of Non-EU students</i> <i>Color scanned forms are accepted.</i>					
Application documents must be sent to	<i>The students have to upload all the documents in their account in https://academicos.ipvc.pt/mobilidadenet Any problem please contact internacional@ipvc.pt</i>					
Acceptance	<i>Student's acceptance depends on their right admission procedures and the acceptance of their Learning Agreement by course or mobility coordinators of host and home institution.</i>					
Academic year	<i>The academic year is divided into two semesters, fall and spring, each semester lasting thirteen weeks. The academic calendar varies somewhat from one faculty to another. Generally the fall semester begins in mid-September with examinations in January, while the spring semester begins in mid-February with examinations completed by the mid-June.</i>					
Expected date of arrival	<i>Approx. 2nd or 3rd week of September (depends on school) for fall semester and the 1st first or 2nd week of February for the spring semester. Exact dates will be given to the students after acceptance.</i>					
Programs offer	<i>Exchange students may take a combination of courses and subjects from different schools.</i>					
Credits	<i>IPVC uses ECTS credits. This means that 60 credits amount to one year of full-time study and 30 credits constitute one semester's full-time study. Each ECTS credit represents from 25 to 28 hours of student's work.</i>					
Grading system	<i>Grades are awarded on a scale of 0 to 20</i> <table><tr><td><i>A</i></td><td><i>18 - 20</i></td><td><i>Excellent</i></td></tr></table>			<i>A</i>	<i>18 - 20</i>	<i>Excellent</i>
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Language of Instruction	<i>The principal language of instruction at the IPVC is Portuguese, but most schools give some unit courses in English and tutorial as well.</i>																		
Portuguese language courses	<i>Introduction to Portuguese Language and Culture Course is organized during the first weeks of classes, normally in September and February. It is free of charge for Erasmus exchange students. Students will get a declaration in the end of the course. Further information can be found at: http://internacional.ipvc.pt/en/node/386</i> <i>IPVC offers a 'Portuguese Language and Culture' subject with 6 ECTS for Erasmus students, this subject must be referred in Learning Agreement.</i>																		
Timetables	https://www.ipvc.pt/en/estudar/estudantes-ipvc/calendario-escolar/																		
Reception	<i>An introductory session for all new international students is held at the start of each semester as well as Welcome Erasmus Week!</i>																		
Accommodation	<i>To support the students, the IPVC Social Services [SAS] have Residences and some protocols with another's</i> https://www.ipvc.pt/en/estudar/estudante-internacional/alojamento/ <i>IPVC Dormitories</i> • <i>Academic Center - 196 beds</i> • <i>Erasmus Dormitory, in the Centro Social e Paroquial de Santa Maria Maior (Erasmus Residence) - 60 beds - Housing managed by CSPSMM</i> • <i>School of Agriculture (ESA) Dormitory - 134 beds</i> • <i>School of Education (ESE) Dormitory - 119 beds</i> • <i>School of Sport and Leisure (ESDL) Dormitory - 30 beds</i> • <i>Pousada da Juventude managed by Movijovem, according to protocol in effect</i> <i>The rooms at the Residences are double or triple with a shower and toilet, heating, desk, wardrobe. The cleanliness of the room as well as the change of the bed linen and towels is made by the Residence Hall's Services, every week. There is a communal kitchen - equipped with fridge, microwaves, and house wares, such as cutlery, dinnerware, glassware and dishwashing machine but only for light meals. There are no communal machines in this Residence for students to wash their clothes (only at Academic Center- Pink Residence); however, the Services of the Residence will wash, dry and iron the clothes (prices available for consulting).</i> <i>Due to a limited number of places, we cannot guarantee accommodation for all students.</i>																		

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	<i>Accommodation Application Procedure:</i> 1. Students must apply for <i>MOBILITY</i> via the <i>MOBILIDADNet</i> platform. 2. The International Office will validate the application and request access credentials from the IT Department. 3. The International Office will send the access credentials to each student. 4. With these credentials, students can access the SAS accommodation platform at: https://sasocial.sas.ipvc.pt and proceed with their application for accommodation in the student residences. 5. Students must follow the step-by-step instructions in the attached application manual. 6. For any questions or issues, please contact the Accommodation Services by email: alojamento@sas.ipvc.pt.
Student residency- and work permits for non European students	Students must come with visa for studies requested in the nearest Portuguese Embassy. Have 3 days after their arrival to go to the former Portuguese Immigration Service, the Agency for Integration, Migration and Asylum (AIMA) - https://aima.gov.pt/pt/estudar, which is the administrative body responsible for issuing residence permits. SEF's current administrative duties in relation to foreign citizens will now be carried out by AIMA, which concentrates on international protection, temporary protection, integration and reception, and by the Institute of Registry and Notary Affairs. The residence card (Autorização de Residência) is necessary for anyone who moves to Portugal, or for anyone who is planning to stay for longer than six months. This includes those who work, the self-employed, students, those intending to live off savings, retired people and family members of any of the above. First, students must request the Declaration from the International Office of IPVC, which proves their status as non-European students. They will then need to take this document to the bank to open an account and to the Financial Office (Local Tax Office) to obtain a fiscal number, before finally going to AIMA.
Health Issues for European Students	European citizens European students must bring the European Health Insurance Card (EHIC). This is proof that they are entitled to health insurance at home. For further information or if in doubt, see the website of the State Social Security Institute, http://www.portaldasaude.pt.
Erasmus Guide Friends	The "Erasmus Guide-Friend" is a concept implemented at IPVC, in which foreigner students will be received by students from the host schools, guiding and familiarizing them into our institution, our region and our customs. The idea is that old national Erasmus students will be friends and guides for new international Erasmus students, facilitating their integration into the academic and regional environment, as well as, to their own language.

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	<i>The role of this new 'Erasmus Guide-Friend' is to welcome students from the arrival station, take them to the international relations office, giving them enough knowledge about the schools, about their Erasmus and course coordinators, show them their residences, places to eat and shopping, and aiding them to solve the problems of daily life.</i> <i>Before your arrival the GMCI will send you the contact of your Erasmus Guide-friend.</i>
Cost of living	<i>The estimated cost of living in Portugal</i> • <i>Meal at the IPVC Canteens 3.29€ / Meal in a Restaurant-starting at 8.5€</i> • <i>Accommodation at IPVC residence starting at 200€ / Apartments T1 between 400€ to 600€</i> • <i>Bread-0,15 per roll</i> • <i>Coffee - 1 €</i> • <i>Milk (regular), 1 liter-0.85 €</i> • <i>Loaf of Fresh Bread-0.83 €</i> • <i>Eggs (12)- 3 €</i> • <i>Fresh Cheese (1kg)-5.50 €</i> • <i>Chicken Breasts (Boneless, Skinless), (1kg)-7.25 €</i> • <i>Water (1.5 liter bottle)-1 €</i> • <i>Bottle of Wine (Mid-Range)-3.22 €</i> • <i>Domestic Beer (0.5 liter bottle)-0.82 €</i> • <i>Imported Beer (0.33 liter bottle)-0.95 €</i> • <i>Photocopies-0,30 €</i>
Further information	<u>https://www.ipvc.pt/en/ipvc/servicos/gabinete-de-mobilidade-e-cooperacao-internacional/#text-o</u>

GMCI - IPVC International Office
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