

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

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| <b>Name of the Institution</b>              | <b>INSTITUTO POLITÉCNICO DE BEJA</b><br><i>Polytechnic Institute of Beja</i>  |
| <b>ERASMUS-Codee</b>                        | P BEJA01  |
| <b>Erasmus Charter (ECHE)</b>               | <a href="#">IPBeja ECHE</a> 2021/2027   |
| <b>Website</b>                              | <a href="http://www.ipbeja.pt">www.ipbeja.pt</a>  |
| <b>Legal representative</b>                 | Prof.ª Maria de Fátima Carvalho, President  |
| <b>International Relations Office (GRI)</b> | International Relations Office (IRO): <a href="mailto:international@ipbeja.pt">international@ipbeja.pt</a><br><br>Ana Mestre: Head of IRO <a href="mailto:ana.mestre@ipbeja.pt">ana.mestre@ipbeja.pt</a><br>Marcos Alho: Incoming students and staff <a href="mailto:marcos.alho@ipbeja.pt">marcos.alho@ipbeja.pt</a><br>Marisa Furtado: Outgoing students <a href="mailto:marisa.furtado@ipbeja.pt">marisa.furtado@ipbeja.pt</a><br>Julia Martins: outgoing staff <a href="mailto:julia.martins@ipbeja.pt">julia.martins@ipbeja.pt</a> |
| <b>Official Contacts:</b>                   | Adress: Instituto Politécnico de Beja - Gabinete de Relações Internacionais (GRI)<br>(Edif. ESA) Rua Pedro Soares, Apt. 6155<br>7800-295 Beja (PORTUGAL)<br>e-mail: <a href="mailto:international@ipbeja.pt">international@ipbeja.pt</a> * Tel: 0351 284 314 400 * Fax: 0351 284 314 401  |

**B. Academic Information**

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| <b>Fields of Study</b>  | 0110 - Elementary and Early Childhood Education<br>0211 - Audio-visual techniques and media production<br>0923 - Social Work<br>0410 – Business and Administration<br>0421 - Applied Law<br>0512 - Biochemistry<br>0610 – Information and Communication Technologies<br>0810 - Agriculture<br>0721 - Food Processing<br>0712 - Environmental Protection Technologies<br>0913 - Nursing<br>0915 – Therapy and Rehabilitation<br>1014 – Sports<br>1015 – Travel, Tourism and Leisure<br>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.<br><br>Courses catalogue in english:<br><a href="https://www.ipbeja.pt/servicos/gmc/Documents/DESCRITORES_UC_PLANO_TRANSVERSAL/IPBeja_Course%20Units%20Catalogue%20in%20English_25_26_4.pdf">https://www.ipbeja.pt/servicos/gmc/Documents/DESCRITORES_UC_PLANO_TRANSVERSAL/IPBeja_Course%20Units%20Catalogue%20in%20English_25_26_4.pdf</a>                          |
| <b>Website link to find programmes offered (course catalogue)</b> | 1st cycle degrees (graduate courses - licenciatura)<br><a href="https://www.ipbeja.pt/en/Courses/Pages/Bachelors_Degrees.aspx">https://www.ipbeja.pt/en/Courses/Pages/Bachelors_Degrees.aspx</a><br><br>2nd cycle degrees (Master - mestrado)<br><a href="https://www.ipbeja.pt/en/Courses/Pages/Masters.aspx">https://www.ipbeja.pt/en/Courses/Pages/Masters.aspx</a>  |

### C. Recommended Language Skills

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| <b>Language requirements</b>      | Portuguese (teaching/learning language) – B1<br>Or/and English (teaching and/or tutorial support) – B1<br>- 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.<br>- Foreign students are recommended to attend a Portuguese course previously to the exchange period. |
| <b>Language of instruction</b>    | There is catalogue of course units taught in English in the areas Tourism and Management, Agriculture, Environmental Sciences and Food Technology.<br><br>For the other course units integrating the general course catalogue the teaching language is Portuguese.   |
| <b>Language Courses offered</b>   | Intensive Course of Portuguese as a Foreign Language (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 / Application / Dates</b> | Level A1- FREE for Erasmus Students<br><br>As soon as the students formalize their participation in the Erasmus Mobility they are automatically enrolled in the course. Any application form is needed.<br>The course is running in the beginning of each semester   |

### D. Additional Requirements

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| <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

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| <b>Application deadlines</b>  | 30th May – 1st semester /autumn<br>30th November – 2nd semester / spring   |
| <b>Academic calendar</b>  | To be advertised each year   |
| <b>Semester duration</b>  | 1 <sup>st</sup> semester: beginning of September – end of January (aprox.5 months)<br>2 <sup>nd</sup> semester: beginning of February – end of June (aprox.5 months) |
| <b>Second chance evaluation period</b>                                      | 1 <sup>st</sup> semester: February<br>2 <sup>nd</sup> semester: July   |
| <b>International Relations Office contact person for incoming students:</b> | Mr. Marcos Alho<br>International Relations Office email: <a href="mailto:international@ipbeja.pt">international@ipbeja.pt</a>  |

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| <b>Application Procedure for Incoming Erasmus students</b> | <p>a) Erasmus students who plan to undertake a limited study period at IPBeja are requested to fill in <i>The Student Application Form and Learning Agreement</i> proposal, attach a photo and a copy of the Personal Identification Card, and send it to the following address: Instituto Politecnico de Beja, Gabinete de Relações Internacionais, Rua Pedro Soares, Apt. 6155, 7800-295 Beja (PT).</p> <p>b) Applications may be found through the following link:<br/><a href="https://www.ipbeja.pt/servicos/gmc/Paginas/International%20Students%20(Erasmus).aspx">https://www.ipbeja.pt/servicos/gmc/Paginas/International%20Students%20(Erasmus).aspx</a></p> <p>c) The application and learning agreement proposal will be analysed and validated by the Mobility Academic Coordinator, after what the International Office in Beja will be issuing the student with an Acceptance Letter and providing information on the suggested arrival dates to Beja, academic calendar, accommodation as well as other useful information.</p> <p>d) IPBeja Academic Mobility Contacts for incoming students:<br/><a href="https://www.ipbeja.pt/servicos/gmc/Paginas/International%20Students%20(Erasmus).aspx">https://www.ipbeja.pt/servicos/gmc/Paginas/International%20Students%20(Erasmus).aspx</a></p> <p>e) 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.</p> <p>f) Changes to the Learning Agreement: till 15 days after the beginning of the classes.</p> |
| <b>Final decision Letter of Acceptance</b>                 | After the applying student has been accepted by the Polytechnic Institute of Beja, a formal Letter of Acceptance will be issued and sent to the student's home institution within <u>8 weeks</u> .  |
| <b>Final Certificates and Transcript of Records</b>        | Final Certificates and Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.   |

## 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:

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| <b>1º Step: Nomination by the Sending Institution</b> | <p>a) The International Office of the Sending Institutions must nominate the students and send it to <a href="mailto:international@ipbeja.pt">international@ipbeja.pt</a> ;</p> <p>b) 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);</p> <p>c) Applications from students who have not been nominated will not be considered.</p> <p>d) 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.</p> |
| <b>2º Step: Application Process</b>                   | <p>As soon as the students receive the email through the online platform they can start their application process in our Incoming Students online platform IPBeja Mobilidade Net:<br/><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></p> <ul style="list-style-type: none"> <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> </ul>  |

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|                           | <ul style="list-style-type: none"> <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> |
| <b>Final Certificates</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.   |

### G. Information

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| <b>Grading System</b>                        | Assessment System and ECTS Grading Scale:<br><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.<br>More information on the Foreigners and Frontiers Service:<br><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><br>When required, the Polytechnic Institute of Beja provides support and guidance in obtaining visas for incoming mobility participants.<br>Contact points and information sources: International Relations Office e-mail:<br><a href="mailto:international@ipbeja.pt">international@ipbeja.pt</a> |
| <b>Insurance</b>                             | - European Health and Security Card (compulsory for European students);<br>- Health insurance covering the access to the Portuguese health care (compulsory for extra Europe students);<br>- 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.   |
| <b>Housing</b>                               | 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.<br><br>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 about 165€ per person, a room is usually shared by 2 or 3 students and the rule is: First come, first served!<br><br>For more info, please contact the Social Services: <a href="mailto:sas@ipbeja.pt">sas@ipbeja.pt</a>   |
| <b>Support Services to Incoming Students</b> | The Polytechnic Institute of Beja provides the following support to incoming students:<br><b><u>Logistic and Integration Support:</u></b> <ul style="list-style-type: none"> <li>▪ Buddy mentor 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> <b><u>Administrative Support (paperwork):</u></b>   |

## Polytechnic University of Beja - IPBeja Erasmus+ Info-Sheet

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|  | <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>▪ Intensive Portuguese Course as a Foreign Language (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:international@ipbeja.pt">international@ipbeja.pt</a>).</li> </ul> <p><b>Students Support:</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> |
| <p><b>Cost of Living per month</b><br/>(approximately)</p> | <p>Between 500,00€ and 700,00€ per month<br/>It will depend on student's lifestyle and type of accommodation.</p>   |