



Instituto Politécnico
de Viana do Castelo

Information for foreigner 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-D01</i>
PIC Number	<i>998454563</i>
EUC	<i>29219-EPP-1-2014-1-PT-EPPKA3-ECHÉ</i>
General website	www.ipvc.pt
Information International website	http://internacional.ipvc.pt/en/node/20
Contact information	<p><i>International Office</i> <i>Praça General Barbosa, Apartado 51</i> <i>4901-909 Viana do Castelo</i> <i>Portugal</i> <i>Tel: +351 258 809 610</i> <i>Fax: +354 258 829 065</i> internacional@ipvc.pt</p> <p><i>Institutional Coordinator for International relations:</i> <i>Florbela Correia</i></p> <p><i>Incoming & Outgoing Exchange, Bilateral agreements</i> <i>Elsa Coelho</i> <i>Sónia Simas</i> internacional@ipvc.pt</p>
Application deadlines	<p><i>1st Semester and a full academic year: 31st May</i> <i>2nd Semester 31st October</i></p>
Information for Erasmus students application	<p><i>Each student interested in mobilizing should proceed to registration online at the International IPVC site, in specific period for call for applications and follow 3 addresses in order to facilitate the application process.</i></p> <ol style="list-style-type: none"> <i>1. Application rules: http://internacional.ipvc.pt/en/node/283</i> <i>2. Help for application: http://help.ipvc.pt/doku.php?id=internacional_erasmus</i> <i>3. Application platform and courses portfolio: https://on.ipvc.pt</i> <p><i>All Candidates need to read the points 1 and 2 before submit the application.</i></p>



Instituto Politécnico
de Viana do Castelo

Information for foreigner students

	<i>In this registration form is mandatory to upload, filled and scanned documents (ID Card, photo, learning agreement and accommodation form). The 'Learning Agreement', after validation, 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 'Changes to Learning Agreement' until 30 days after arrival at the Institution of destiny.</i>
Online application	<i>https://on.ipvvc.pt Further information will be sent to nominated students by email.</i>
Application checklist	<i>Students need to :</i> <ul style="list-style-type: none"> • Upload in the online application the entire documents request (learning agreement, Application form for accommodation (signed), one digital color photograph and ID card. • Bring European Health Insurance card <i>Color scanned forms are accepted.</i>
Application documents must be sent to	<i>International Office Praça General Barbosa, Apartado 51 4901-909 Viana do Castelo Portugal Tel: +351 258 809 610 Fax: +354 258 829 065 internacional@ipvc.pt</i>
Acceptance	<i>Student's acceptance depends on their right admission procedures and the acceptance of their Learning agreement by course 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 of school) for fall semester and the 1st first or 2nd week of February for the spring semester. Exact dates will</i>



Instituto Politécnico
de Viana do Castelo

Information for foreigner students

	<i>be given to the students after acceptance.</i>																					
Programs offer	<i>Exchange students may take a combination of courses and subjects from different schools: https://on.ipvc.pt</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.</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><tr><td><i>B</i></td><td><i>16 - 17</i></td><td><i>Very Good</i></td></tr><tr><td><i>C</i></td><td><i>14 - 15</i></td><td><i>Good</i></td></tr><tr><td><i>D</i></td><td><i>12 - 13</i></td><td><i>Satisfactory</i></td></tr><tr><td><i>E</i></td><td><i>10 - 11</i></td><td><i>Sufficient</i></td></tr><tr><td><i>FX</i></td><td><i>8 - 9</i></td><td><i>Fail</i></td></tr><tr><td><i>F</i></td><td><i>Less than 8</i></td><td><i>Fail</i></td></tr></table>	<i>A</i>	<i>18 - 20</i>	<i>Excellent</i>	<i>B</i>	<i>16 - 17</i>	<i>Very Good</i>	<i>C</i>	<i>14 - 15</i>	<i>Good</i>	<i>D</i>	<i>12 - 13</i>	<i>Satisfactory</i>	<i>E</i>	<i>10 - 11</i>	<i>Sufficient</i>	<i>FX</i>	<i>8 - 9</i>	<i>Fail</i>	<i>F</i>	<i>Less than 8</i>	<i>Fail</i>
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Language of Instruction	<i>The principal language of instruction at the IPVC is Portuguese, but most faculties give some unit courses in English and tutorial as well.</i>																					
Portuguese language courses	<i>Intensive Portuguese Language Course is organized one week before the starting date 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 Course' subject with 6 ECTS for Erasmus students, this subject must be referred in Learning Agreement.</i>																					
Timetables	http://internacional.ipvc.pt/en/node/283																					
Reception	<i>An introductory session for all new international students is held at the start of each semester.</i>																					
Accommodation	<i>To support the students, the Social Services [SAS] have five Residences</i> <ul style="list-style-type: none"><i>• At Academic Center (Pink Residence)</i><i>• Next to the ESE - School of Education</i><i>• In the Centro Social e Paroquial de Santa Maria Maior (Erasmus Residence)</i><i>• Refóios - Ponte de Lima with the ESA - Agrarian School</i><i>• Youth Hostel - Pousada da Juventude - Melgaço</i> <i>The rooms at the Residences are double or triple with a shower and toilet, heating, desk, wardrobe. The cleanness 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</i>																					



Instituto Politécnico
de Viana do Castelo

Information for foreigner students

	<p>machine but only for light meals. There are no communal machines in this Residence for students to wash their clothes; however the Services of the Residence will wash, dry and iron the clothes (prices available for consulting).</p> <p>All students must fill and upload the 'Application form for accommodation' in the registration online.</p>
<p>Student residency- and work permits for non European students</p>	<p>Students have 3 days after their arrival to go to Portuguese Immigration Service (Serviço de Estrangeiros e Fronteiras, SEF), which is the administrative body responsible for issuing residence permits.</p> <p>It's open on working days, hours: 9.00 - 16.30 (break: 12.00-14.00)</p> <p>Telephone: +351 258 824 375 Fax: +351 258 828 181</p> <p>Address: Rua José Espregueira, 145, 4900-459 VIANA DO CASTELO, Portugal</p> <p>Email: del.vcastelo@sef.pt</p> <p>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.</p> <p>First of all students have to go to International office of the IPVC to take Declaration for proving their status of Erasmus Mundus student, to take to the bank to open an account and to financial office to take fiscal number, finally to SEF.</p> <p><u>Necessary Documents</u></p> <p>When applying for a residency permit the following documents must be supplied:</p> <ul style="list-style-type: none"> • Application Form • Valid passport plus one photocopy • Two identical recent, color passport photos • Fiscal ID number • Declaration (which one you took from International office) • A fee (around 150 EUR for 1 year) <p>The residence permit takes a few weeks to process and once issued bears the person's photograph and signature. Once the residency card has been issued it must be carried at all times for possible inspection.</p> <p>Temporary permits are valid for one year and are renewable for two-year periods. Applications to renew a permit must be sent 30 days before the expiry date.</p>
<p>Health Issues for</p>	<p>European citizens</p>



Instituto Politécnico
de Viana do Castelo

Information for foreigner students

European Students	<i>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.portaldasauade.pt</i>
Erasmus Guide Friends	<i>The "Erasmus Guide Friend" is a concept implemented in 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. 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. Before your arrival the GMCI will send you the contact of your Erasmus Guide friend.</i>
Cost of living	<p><i>The estimated cost of living in Portugal</i></p> <ul style="list-style-type: none"> • Meal in a Restaurant-starting at 6 € • Bread-0,11 per roll • Milk (regular),1 liter-0.65 € • Loaf of Fresh Bread-0.83 € • Eggs (12)-1.29 € • Fresh Cheese (1kg)-5.50 € • Chicken Breasts (Boneless, Skinless), (1kg)-7.25 € • Water (1.5 liter bottle)-0.95 € • Bottle of Wine (Mid-Range)-3.22 € • Domestic Beer (0.5 liter bottle)-0.62 € • Imported Beer (0.33 liter bottle)-0.95 € • Pack of Cigarettes (Marlboro)-3.54 € • Photocopies-0,30 €
Further information	http://internacional.ipvc.pt

GMCI - IPVC International Office
internacional@ipvc.pt
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