



Instituto Politécnico  
de Viana do Castelo

## Information for foreigner students

<b>General website</b>	<a href="http://www.ipv.c.pt">www.ipv.c.pt</a>
<b>Information International website</b>	<a href="http://internacional.ipv.c.pt">http://internacional.ipv.c.pt</a>
<b>Contact information</b>	<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>  <a href="mailto:internacional@ipv.c.pt">internacional@ipv.c.pt</a></p> <p><b><i>Institutional Coordinator for International relations:</i></b>  <i>Florabela Correia</i></p> <p><b><i>All Incoming &amp; Outgoing - Europe:</i></b>  <i>Elsa Coelho</i>  <i>Sónia Simas</i>  <a href="mailto:internacional@ipv.c.pt">internacional@ipv.c.pt</a></p>
<b>Erasmus code</b>	P VIANA-Do1
<b>Application deadlines</b>	<p><i>1<sup>st</sup> Semester and a full academic year: 31<sup>st</sup> May</i>  <i>2<sup>nd</sup> Semester 31<sup>st</sup> October</i></p>
<b>Information for Erasmus students application</b>	<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 fill the form on-line '<a href="#">Erasmus Student Form</a>'. In this registration form is mandatory to enclose filled and scanned documents (ID Card, students Application form, Learning agreement and accommodation form). The only document that must be sent the original signed to us by post is the '<a href="#">Learning Agreement</a>'.</i></p>
<b>Study Plans</b>	<p><i>The 'Learning Agreement' should be completed, validate and approved for the course and Erasmus coordinator at the host institution. Any change to the same LA, should be in conformity with this agreement and requested to the course and Erasmus coordinator by completing the form for '<a href="#">Changes to Learning Agreement</a>' until 30 days after arrival at the Institution of destiny.</i></p> <p><i>These original documents should be delivered in duplicate at IPVC (GMCI).</i></p>



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<b>Online application</b>	<a href="http://internacional.ipvc.pt/en/enesf">http://internacional.ipvc.pt/en/enesf</a> <i>Further information will be sent to nominated students by email.</i>
<b>Application checklist</b>	<p><i>Students need to send the following:</i></p> <ul style="list-style-type: none"> <li><i>The online application with the entire documents request enclosed (Student application form, learning agreement, Application form for accommodation (sign) and ID card. Only Learning agreement or Training agreement need to be send in duplicate, originals by post (signed by the student and his/her coordinator)</i></li> <li><i>One passport photograph</i></li> <li><i>European Health Insurance card</i></li> </ul> <p><b><i>Only originals of LA, TA and Changes to LA are required. Color scanned forms are accepted.</i></b></p>
<b>Application documents must be sent to</b>	<p><i>International Office</i> Praça General Barbosa, Apartado 51 4901-909 Viana do Castelo Portugal Tel: +351 258 809 610 Fax: +354 258 829 065 <a href="mailto:internacional@ipvc.pt">internacional@ipvc.pt</a></p>
<b>Acceptance</b>	<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. Students will be informed by email about their acceptance.</i>
<b>Academic year</b>	<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>
<b>Expected date of arrival</b>	<i>Approx 2<sup>nd</sup> or 3<sup>rd</sup> week of September (depends of school) for fall semester and the 1<sup>st</sup> first or 2<sup>nd</sup> week of February for the spring semester. Exact dates will be given to the students after acceptance.</i>
<b>Programs offer</b>	<p><i>Exchange students may take a combination of courses and subjects from different schools:</i></p> <p><a href="http://internacional.ipvc.pt/en/cursos">http://internacional.ipvc.pt/en/cursos</a></p>
<b>Credits</b>	<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>



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<b>Grading system</b>	<p>Grades are awarded on a scale of 0 to 20</p> <p><i>A - 18-20 Excellent</i></p> <p><i>B - 16-17 - Very Good</i></p> <p><i>C - 14-15 - Good</i></p> <p><i>D - 10-13 - Satisfactory</i></p> <p><i>E- 0-9 Fail</i></p>
<b>Language of Instruction</b>	<p><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></p>
<b>Portuguese language courses</b>	<p><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:</i></p> <p><a href="http://internacional.ipvc.pt/en/node/386">http://internacional.ipvc.pt/en/node/386</a></p> <p><i>IPVC offers a 'Portuguese Language and Course' subject with 6 ECTS for Erasmus students, this subject must be referred in Learning Agreement.</i></p>
<b>Timetables</b>	<p><a href="http://internacional.ipvc.pt/en/node/425">http://internacional.ipvc.pt/en/node/425</a></p>
<b>Reception</b>	<p><i>An introductory session for all new international students is held at the start of each semester.</i></p>
<b>Accommodation</b>	<p><i>To support the students, the Social Services [SAS] have four Residences</i></p> <ul style="list-style-type: none"> <li><i>• At Academic Center (Pink Residence)</i></li> <li><i>• Next to the ESE</i></li> <li><i>• In the Centro Social e Paroquial de Santa Maria Maior (Erasmus Residence)</i></li> <li><i>• Refóios - Ponte de Lima with the ESA</i></li> </ul> <p><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 machine. 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).</i></p> <p><i>All students that pretend to stay in IPVC residence must fill and send the 'Application form for accommodation'.</i></p> <p><i>If the student doesn't want to stay in Residences, during the stay in Viana do Castelo, the International office of IPVC can give some contacts of apartments in the city.</i></p>



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### Student residency- and work permits for non European students

*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.*

*It's open on working days, hours: 9.00 - 16. 30 (break: 12.00-14.00)*

*Telefone: +351 258 824 375 Fax: +351 258 828 181*

*Address: Rua José Espregueira, 145, 4900-459 VIANA DO CASTELO, Portugal*

*Email: [del.vcastelo@sef.pt](mailto:del.vcastelo@sef.pt)*

*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 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.*

#### **Necessary Documents**

*When applying for a residency permit the following documents must be supplied:*

- *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 130 EUR for 1 year)*

*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.*

*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.*

### 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.portaldasaudef.pt>*



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

GMCI - IPVC International Office  
[internacional@ipvc.pt](mailto:internacional@ipvc.pt)  
March 12