

<b>Institutional information</b>	
<b>Legal name</b>	Politécnico de Leiria (Polytechnic of Leiria)
<b>Country</b>	Portugal
<b>Erasmus code</b>	P LEIRIA01
<b>PIC Number</b>	996273421
<b>Legal representative</b>	Professor Rui Pedrosa (President)   email: <a href="mailto:presidencia@ipleiria.pt">presidencia@ipleiria.pt</a>
<b>Address</b>	Rua General Norton de Matos Apartado 4133, 2411- 901 Leiria, Portugal
<b>Telephone and Fax</b>	Telephone: +351 244 830 010   Fax: +351 244 813 013
<b>Website</b>	<a href="http://www.ipleiria.pt">www.ipleiria.pt</a>   <a href="https://www.ipleiria.pt/international/exchange-students/">https://www.ipleiria.pt/international/exchange-students/</a>

<b>International Relations Office – IRO – Central Services</b>		
<b>Incoming students</b>	<b>Outgoing students/Bilateral Agreements</b>	<b>Staff mobility/Outgoing students for traineeship</b>
<b>Naide Martins</b> naide.martins@ipleiria.pt tel: +351 244 860448	<b>Ana Patrícia Silva</b> ana.silva@ipleiria.pt tel: +351 244 860448	<b>Ana Boa-Ventura</b> acecilia@ipleiria.pt tel: +351 244 860448
<b>Address:</b> Rua General Norton de Matos Apartado 4133, 2411- 901 Leiria, Portugal		

<b>International Relations Office – IRO – Schools</b>				
<b>School of Education and Social Sciences (ESECS) - Leiria</b>	<b>School of Technology and Management (ESTG) - Leiria</b>	<b>School of Health Sciences (ESSLei) - Leiria</b>	<b>School of Arts and Design (ESAD.CR) - Caldas da Rainha</b>	<b>School of Tourism and Maritime Technology (ESTM) - Peniche</b>
<b>Contact person:</b> Margarida Cerejo internacional.esecs@ipleiria.pt	<b>Contact person:</b> Eduardo Batalha internacional.estg@ipleiria.pt	<b>Contact person:</b> Tânia Mota internacional.esslei@ipleiria.pt	<b>Contact person:</b> Sandra Ferreira gamci@ipleiria.pt	<b>Contact person:</b> Helena Santos internationaloffice.estm@ipleiria.pt

<b>Information for exchange students</b>										
Communication	All communication should be done between International Offices of both institutions and not directly by the students.									
Erasmus Procedures	All information about deadlines, subjects/academic offer and language, documents (namely LA), accommodation and other useful information available in the link: <a href="https://www.ipleiria.pt/en/international/studying-in-portugal/exchange-students/">https://www.ipleiria.pt/en/international/studying-in-portugal/exchange-students/</a>									
Language of Instruction	All undergraduate degree courses are taught in Portuguese, but Erasmus students have the support of the teachers in English and materials in English (it depends on the subject and of the teacher). In spite of not having undergraduate studies in English, we have 9 master degrees totally taught in English. You can see all our offer in the following link: <a href="https://www.ipleiria.pt/en/study/courses/">https://www.ipleiria.pt/en/study/courses/</a> .									
Academic Offer	Undergraduate programs: <a href="https://www.ipleiria.pt/en/study/courses/undergraduate-degrees/">https://www.ipleiria.pt/en/study/courses/undergraduate-degrees/</a> Master programs: <a href="https://www.ipleiria.pt/en/study/courses/masters-degrees/">https://www.ipleiria.pt/en/study/courses/masters-degrees/</a> The students should choose subjects from only one School and in order to avoid incompatibility of schedule and changes in the LA, we recommend the students to choose subjects from the same degree course and same year.									
Subjects and Learning Agreement (LA)	<b>Subjects</b> Students should choose subjects from only one School and, in order to avoid incompatibility of schedule and changes in the LA, we recommend the students to choose subjects from the same degree course and same year. <b>Learning Agreement</b> Mention the course in IPLeiria and the codes of the subjects (codes are obligatory) by e-mail (original is not necessary) - directly to the responsible colleague for incoming students in the corresponding School.									
Academic Calendar	1 <sup>st</sup> semester: From September to January   2 <sup>nd</sup> semester: from February to June <a href="https://www.ipleiria.pt/en/international/studying-in-portugal/exchange-students/">https://www.ipleiria.pt/en/international/studying-in-portugal/exchange-students/</a>									
Application Procedure and Deadlines	<b>Nomination</b> The partner Institution is kindly asked to officially nominate all the exchange students by e-mail, specifying the following details: i) Complete name; ii) Student's e-mail; iii) Period of exchange; iv) School in Politécnico de Leiria; v) Degree Course in Politécnico de Leiria; vi) Area of study. Nomination deadlines: Autumn term: May, 30 <sup>th</sup>   Spring term: November, 30 <sup>th</sup> (Applications after this date are accepted, but the approval of the Learning Agreement might not be ready before starting classes). <b>Acceptance</b> The only acceptance letters that we issue are the ones for visa purposes of the students outside the European Union (like Turkish). For the rest of Erasmus students, the signature of the LA is a sufficient proof of our acceptance.									
Language Requirements	Language level agreed in the Inter-Institutional Agreement signed by partners institutions (according to the Common European Framework for Languages – see <a href="http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a> ) However, it is recommended to have a minimum level of language equal to B (understanding, speaking and writing).									
Language Support	Politécnico de Leiria organizes a Portuguese Language Course for Erasmus students in each semester. This course will be held on a b-learning modality to all students who are doing an international mobility at Politécnico de Leiria. This course will have indoor classes and e-learning classes using a specific web platform. All students will be informed about the registration procedure and specific information about this course (such as price - between 50€ and 100€, number of credits, ...) in the beginning of each semester (after the arrival to Politécnico de Leiria).									
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 border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td style="text-align: center;"><b>19/20</b></td> <td style="text-align: center;"><i>Excelent</i></td> <td style="text-align: center;"><i>outstanding performance with only a few minor shortcomings</i></td> </tr> <tr> <td style="text-align: center;"><b>17/18</b></td> <td style="text-align: center;"><i>Very Good</i></td> <td style="text-align: center;"><i>above average results, despite a number of shortcomings</i></td> </tr> <tr> <td style="text-align: center;"><b>14/16</b></td> <td style="text-align: center;"><i>Good</i></td> <td style="text-align: center;"><i>overall consistent work despite a number of significant shortcomings</i></td> </tr> </tbody> </table>	<b>19/20</b>	<i>Excelent</i>	<i>outstanding performance with only a few minor shortcomings</i>	<b>17/18</b>	<i>Very Good</i>	<i>above average results, despite a number of shortcomings</i>	<b>14/16</b>	<i>Good</i>	<i>overall consistent work despite a number of significant shortcomings</i>
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Fact Sheet  
Exchange students



		<b>12/13</b>	<i>Satisfactory</i>	<i>fair but with significant shortcomings</i>	
		<b>10/11</b>	<i>Sufficient</i>	<i>performance meets the minimum criteria</i>	
		<b>00/09</b>	<i>Fail</i>	<i>considerable further work is required</i>	
Health System	European Health Insurance Card mandatory. Additional insurance support recommended.				
Housing/Accommodation	<p><a href="https://www.ipleiria.pt/en/live/student-life/accommodation/">https://www.ipleiria.pt/en/live/student-life/accommodation/</a> - Dormitory places are limited. Please contact the Student Support Services before apply <a href="mailto:sas@ipleiria.pt">sas@ipleiria.pt</a>.</p> <p>Other options of accommodation: <a href="https://www.ipleiria.pt/en/international/studying-in-portugal/exchange-students/">https://www.ipleiria.pt/en/international/studying-in-portugal/exchange-students/</a></p>				
Classes Timetable	Only available after arrival in Politécnico de Leiria				
Reception	<p>We recommend the students to arrive one week before the start date of classes.</p> <p>Students should agree the reception directly with the corresponding colleague in the corresponding Faculty.</p>				