

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

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

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

Information for exchange students			
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="http://www.ipleiria.pt/international/exchange-students/#incoming">http://www.ipleiria.pt/international/exchange-students/#incoming</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="http://www.ipleiria.pt/cursos/courses/">http://www.ipleiria.pt/cursos/courses/</a> .		
Academic Offer	Undergraduate programs: <a href="https://www.ipleiria.pt/cursos/course/type/degrees/">https://www.ipleiria.pt/cursos/course/type/degrees/</a> Master programs: <a href="https://www.ipleiria.pt/cursos/course/type/master/clanguage/english-clanguage/">https://www.ipleiria.pt/cursos/course/type/master/clanguage/english-clanguage/</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)	<p><b>Subjects</b></p> <p>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.</p> <p><b>Learning Agreement</b></p> <p>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.</p>		
Academic Calendar	1 <sup>st</sup> semester: From September to January   2 <sup>nd</sup> semester from February to June		
Application Procedure and Deadlines	<p><b>Nomination</b></p> <p>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 IPLeiria; v) Degree Course in IPLeiria; vi) Area of study .</p> <p>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).</p> <p><b>Acceptance</b></p> <p>The only acceptance letters that we issue are the ones for visa purposes of the students outside the European Union (like Turkish).</p> <p>For the rest of Erasmus students, the signature of the LA is a sufficient proof of our acceptance.</p>		
Language Requirements	<p>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>)</p> <p>However, it is recommended to have a minimum level of language equal to B (understanding, speaking and writing).</p>		
Language Support	<p>IPLeiria 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 IPLeiria. This course will have indoor classes and e-learning classes using a specific web platform.</p> <p>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 IPLeiria).</p>		
Grading System	00/09	Fail	further work is required
	10/11	Sufficient	performance meets the minimum criteria
	12/13	Satisfactory	fair but with significant shortcomings

## Fact Sheet Exchange students

	14/16	Good	<i>generally sound work with a number of significant errors</i>	
	17/18	Very Good	<i>above the average, but with some errors</i>	
	19/20	Excelent	<i>outstanding performance with only minors errors</i>	
Health System	European Health Insurance Card mandatory. Additional insurance support recommended.			
Housing/Accommodation	<a href="http://www.ipleiria.pt/sas/accomodations/">http://www.ipleiria.pt/sas/accomodations/</a> - Dormitory places are limited. Please contact the Student Support Services before apply <a href="mailto:sas@ipleiria.pt">sas@ipleiria.pt</a> .  Other options of accommodation: <a href="https://www.ipleiria.pt/international/exchange-students/#incoming">https://www.ipleiria.pt/international/exchange-students/#incoming</a>			
Classes Timetable	Only available after arrival in IPLeiria			
Reception	We recommend the students to arrive one week before the start date of classes.  Students should agree the reception directly with the corresponding colleague in the corresponding School.			