

1. Institutional Information

1.1. Institutional details

Name of the institution	COOPERATIVA DE ENSINO SUPERIOR POLITÉCNICO E UNIVERSITÁRIO
Erasmus Code	P PORTO 56
EUC	29210-IC-1-2007-1-PT-ERASMUS-EUCX-1
Institution Web site	http://www.cespu.pt
International relations office Web site	http://ects.cespu.pt/en/mobility/
Online course catalogue	http://ects.cespu.pt/en/campuses-schools-and-available-courses/

1.2. Main contacts

Contact person	SARA GAMA
Responsibility	ERASMUS INSTITUTIONAL COORDINATOR
Contact details	CESPU - Erasmus Office Rua Central de Gandra, 1317 4585-116 Gandra PRD – Portugal TLF : 00351 224 157 200 FAX : 00351 224 157 102 sara.gama@cespu.pt / erasmus@cespu.pt

Contact person	SARA GAMA
Responsibility	ADMINISTRATIVE CONTACT FOR BILATERAL AGREEMENTS
Contact details	CESPU - Erasmus Office Rua Central de Gandra, 1317 4585-116 Gandra PRD – Portugal TLF : 00351 224 157 200 FAX : 00351 224 157 102 sara.gama@cespu.pt / erasmus@cespu.pt

Contact person	SARA GAMA
Responsibility	CONTACT PERSON FOR OUTGOING STUDENTS/STAFF
Contact details	CESPU - Erasmus Office Rua Central de Gandra, 1317 4585-116 Gandra PRD – Portugal TLF : 00351 224 157 200 FAX : 00351 224 157 102 sara.gama@cespu.pt / erasmus@cespu.pt

Contact person	SARA GAMA
Responsibility	CONTACT PERSON FOR INCOMING STUDENTS/STAFF
Contact details	CESPU - Erasmus Office Rua Central de Gandra, 1317 4585-116 Gandra PRD – Portugal TLF : 00351 224 157 200 FAX : 00351 224 157 102 sara.gama@cespu.pt / erasmus@cespu.pt

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
All	All areas	Portuguese (SMS) English (only for SMT, STA OR STT)	B1 - Portuguese B2 - English

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

- The Erasmus Office sends to the nominated students and their respective coordinators information about CESPU and required documents to formalize their official application. These documents must be sent by email (sara.gama@cespu.pt) and by regular mail to CESPU Erasmus Office. Students receive an acceptance letter by email within a max of 6 weeks.
- Incoming teaching staff must be individually accepted by CESPU's Faculty that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the Faculty.
- Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.
- CESPU welcomes students and staff with disabilities, providing information and assistance through its Academic Management Department. Further information is available at: <http://ects.cespu.pt/en/students-support/>

6.1. Calendar

6.1.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	15 th June
Spring term	15 th November

6.1.2. Decision Response

We will send our decision within **6** weeks.

6.1.3. Transcripts of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution.

6.1.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

7. Additional information

7.1. Grading system

1. The final evaluation of a curricular unit / course is expressed by a rating on a numerical scale from 0 to 20, considering the approval when getting a minimum of 10 values.
2. The final grade must be accompanied by a qualitative definition on the following scale: Failed (0-9.44), Sufficient (9.45-13), Good (14 and 15), Very Good (16 and 17) and Excellent (18-20).

7.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Contact person	SARA GAMA
Responsibility	ERASMUS INSTITUTIONAL COORDINATOR
Contact details	sara.gama@cespu.pt / erasmus@cespu.pt
Website	http://ects.cespu.pt/en/practical-information/

7.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm. We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	SARA GAMA
Responsibility	ERASMUS INSTITUTIONAL COORDINATOR
Contact details	sara.gama@cespu.pt / erasmus@cespu.pt
Website	http://ects.cespu.pt/en/practical-information/

7.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	SARA GAMA
Responsibility	ERASMUS INSTITUTIONAL COORDINATOR
Contact details	sara.gama@cespu.pt / erasmus@cespu.pt
Website	http://ects.cespu.pt/en/practical-information/ CESPU has not university residences, but we can help students in finding accommodation near to our campuses. However, we recommend to those who will study in ISCSN or ESSVS (Academic Campus of Gandra) or make a period of Hospital training, to look for accommodation in Porto city in order to have more facilities. Students have to look for apartments / rooms in Porto city by their own. If students are going to make a period of studies (theoretical units) at ESS-VA (Academic Campus of V. N. Famalicão), it is better to stay in V. N. Famalicão.