

## 1. Institutional Information

### 1.1. Institutional details

Name of the institution	CESPU - COOPERATIVA DE ENSINO SUPERIOR POLITÉCNICO E UNIVERSITÁRIO, CRL.
PIC	949657161
Erasmus Code	P PORTO 56
EUC	29210-IC-1-2007-1-PT-ERASMUS-EUCX-1
Institution Website	<a href="http://www.cespu.pt">http://www.cespu.pt</a>   <a href="http://www.cespu.pt/en/">http://www.cespu.pt/en/</a>
Erasmus Website	<a href="http://www.cespu.pt/ensino/erasmus-plus/">http://www.cespu.pt/ensino/erasmus-plus/</a>   <a href="http://ects.cespu.pt/">http://ects.cespu.pt/</a> <a href="http://www.cespu.pt/en/erasmus/">http://www.cespu.pt/en/erasmus/</a>   <a href="http://ects.cespu.pt/en/">http://ects.cespu.pt/en/</a>

### 1.2. Main contacts

ERASMUS OFFICE	CESPU - Erasmus Office Rua Central de Gandra, 1317   4585-116 Gandra PRD – Portugal TLF : 00351 224 157 200   E-MAIL: <a href="mailto:erasmus@cespu.pt">erasmus@cespu.pt</a>
Contact person	SARA GAMA Erasmus Institutional Coordinator <a href="mailto:sara.gama@cespu.pt">sara.gama@cespu.pt</a>

## 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:

Subject area	Language(s) of instruction	Recommended language of instruction level *
All areas	Portuguese French (only 1 <sup>st</sup> year of Dentistry, Prosthodontics and Physiotherapy)	Studies (SMS) - B1 – Portuguese Traineeships (SMP) – B1 Portuguese or B2 English Teaching Assignments - B1 Portuguese or B2 English or B2 French Training - B1 Portuguese or B2 English or B2 French

\* 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 ([erasmus@cespu.pt](mailto:erasmus@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 program 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/>

### 3. Calendar

#### 3.1. Nomination and Application Deadlines

Information on students nominated must reach our institution by:

Autumn term	Spring term
<b>September-February</b> Nomination: June 15 <sup>th</sup> Application: July 15 <sup>th</sup>	<b>February-July</b> Nomination: October 15 <sup>th</sup> Application: November 15 <sup>th</sup>

#### 3.2. Decision Response

We will send our decision within **5 weeks**.

#### 3.3. Transcripts of Records

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

#### 3.4. 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.

### 4. Additional information

#### 4.1. Grading system

The **final assessment of a curricular unit** is expressed in a numerical grading from 0 to 20, with 10 as the minimum passing grade, as well as in its equivalent ECTS grading scale (from A to E).

The **final classification of a degree programme** is expressed in a numerical grading from 10 to 20 within the whole numerical scale from 0 to 20, as well as in its equivalent ECTS grading scale (from A to E). The final classification is calculated using the weighted average number of ECTS credits earned in each approved course unit, which is eligible for the completion of the degree programme.

The **ECTS grading scale** is based on a percentile statistical distribution, which splits into five percentage segments also called A, B, C, D, E according to the following table:

Classificação ECTS <i>ECTS grade</i>	% de alunos que obtêm uma determinada classificação, admitindo uma <i>distribuição normal</i> <i>% of successful students normally achieving the pass grade</i>
<b>A</b>	10
<b>B</b>	25
<b>C</b>	30
<b>D</b>	25
<b>E</b>	10

The classification obtained in the ECTS grading scale is based on the distribution of the grades in the range of 10 to 20 obtained by all students in a course unit or in a degree's final classification corresponding to the three academic years prior to those grades taking into account a minimum cohort of 50 approved or graduated students.

According to the Portuguese legislation (DL 42/2005 of 22 February), the grades below 10, in the 0-20 numerical scale, are failing grades and do not have a corresponding ECTS grade.

## 4.2. 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 details	CESPU - Erasmus Office Rua Central de Gandra, 1317   4585-116 Gandra PRD – Portugal TLF : 00351 224 157 200   E-MAIL: <a href="mailto:erasmus@cespu.pt">erasmus@cespu.pt</a>
Information	<a href="http://ects.cespu.pt/en/practical-information/">http://ects.cespu.pt/en/practical-information/</a>

## 4.3. 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](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:

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Information	<a href="http://ects.cespu.pt/en/practical-information/">http://ects.cespu.pt/en/practical-information/</a>

## 4.4. 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:

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Information	<a href="http://ects.cespu.pt/en/practical-information/">http://ects.cespu.pt/en/practical-information/</a>