

1. INSTITUTIONAL INFORMATION

1.1. INSTITUTIONAL DETAILS

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| NAME OF THE INSTITUTION | CESPU - COOPERATIVA DE ENSINO SUPERIOR POLITÉCNICO E UNIVERSITÁRIO, CRL. |
| PIC | 949657161 |
| OID | E10108217 |
| ERASMUS CODE | P PORTO 56 |
| INSTITUTION WEBSITE | http://www.cespu.pt http://www.cespu.pt/en/ |

1.2. MAIN CONTACTS & INFO FOR OLA

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| MAIN ERASMUS OFFICE OLA SENDING ADMINISTRATIVE CONTACT PERSON | CESPU - Erasmus Office Avenida Central de Gandra, 1317 4585-116 Gandra PRD – Portugal TLF : 00351 224 157 200 EMAIL: erasmus@cespu.pt http://www.cespu.pt/ensino/erasmus-plus/ http://www.cespu.pt/en/erasmus/ |
| ERASMUS INSTITUTIONAL COORDINATOR | SARA GAMA sara.gama@cespu.pt |
| OLA SENDING RESPONSIBLE PERSONS | Erasmus Pedagogical Coordinators* |

IUCS - INSTITUTO UNIVERSITÁRIO DE CIÊNCIAS DA SAÚDE

AVENIDA CENTRAL DE GANDRA, 1317 | 4585-116 GANDRA PRD | PORTUGAL

| PROGRAMME | ISCED CODE | *ERASMUS PEDAGOGICAL COORDINATOR | E-MAIL |
|--|---------------|--|--|
| MESTRADO INTEGRADO EM MEDICINA DENTÁRIA <i>INTEGRATED MASTER'S DEGREE IN DENTISTRY</i> | 0911 | CRISTINA TRIGO CABRAL | CRISTINA.CABRAL@IUCS.CESPU.PT |
| MESTRADO INTEGRADO EM CIÊNCIAS FARMACÊUTICAS <i>INTEGRATED MASTER'S DEGREE IN PHARMACEUTICAL SCIENCES</i> | 0916 | CARMEN MARIBEL TEIXEIRA | MARIBEL.TEIXEIRA@IUCS.CESPU.PT |
| LICENCIATURA EM PSICOLOGIA <i>BACHELOR'S DEGREE IN PSYCHOLOGY</i> | 0313 | LUÍS COELHO MONTEIRO | LUISMC.MONTEIRO@IUCS.CESPU.PT |
| MESTRADO EM PSICOLOGIA DA SAÚDE E NEUROPSICOLOGIA <i>MASTER'S DEGREE IN HEALTH PSYCHOLOGY AND NEUROPSYCHOLOGY</i> | 0313 | | |
| LICENCIATURA EM CIÊNCIAS BIOMÉDICAS <i>BACHELOR'S DEGREE IN BIOMEDICAL SCIENCES</i> | 091 0914 | ALBINA DOLORES RESENDE | ALBINA.RESENDE@IUCS.CESPU.PT |
| LICENCIATURA EM CIÊNCIAS DA NUTRIÇÃO <i>BACHELOR'S DEGREE IN NUTRITION SCIENCES</i> | 091 0915 | HELENA REAL | HELENA.REAL@IUCS.CESPU.PT |
| LICENCIATURA EM CIÊNCIAS FORENSES <i>BACHELOR'S DEGREE IN FORENSIC SCIENCES</i> | 051 0512 | DANIEL MONGIOVI | DANIEL.MONGIOVI@IUCS.CESPU.PT |
| MESTRADO EM CIÊNCIAS FORENSES <i>MASTER'S DEGREE IN FORENSIC SCIENCES</i> | 051 0512 | ÁUREA CARVALHO | AUREA.CARVALHO@IUCS.CESPU.PT |
| DOUTORAMENTO EM CIÊNCIAS BIOMÉDICAS <i>DOCTORAL PROGRAMME IN BIOMEDICAL SCIENCES</i> | 091 0914 | BRUNO SARMENTO | BRUNO.SARMENTO@IUCS.CESPU.PT |
| MESTRADO INTEGRADO EM MEDICINA VETERINÁRIA <i>INTEGRATED MASTER'S DEGREE IN VETERINARY MEDICINE</i> | 0841 | CARLA MIRANDA | CARLA.MIRANDA@IUCS.CESPU.PT |
| DOUTORAMENTO EM TOXICOLOGIA <i>DOCTORAL PROGRAMME IN TOXICOLOGY</i> | 0916 | VÍTOR SEABRA | VITOR.SEABRA@IUCS.CESPU.PT |

IPSN – ESTeSTS - ESCOLA SUPERIOR DE TECNOLOGIAS DA SAÚDE DO TÂMEGA E SOUSA

AVENIDA CENTRAL DE GANDRA, 1317 | 4585-116 GANDRA PRD | PORTUGAL

| PROGRAMME | ISCED CODE | *ERASMUS PEDAGOGICAL COORDINATOR | E-MAIL |
|--|------------|----------------------------------|--|
| LICENCIATURA EM FISIOTERAPIA <i>BACHELOR'S DEGREE IN PHYSIOTHERAPY</i> | 0915 | RAQUEL CARVALHO | RAQUEL.CARVALHO@IPSN.CESPU.PT |
| LICENCIATURA EM PRÓTESE DENTÁRIA <i>BACHELOR'S DEGREE IN DENTAL PROSTHETICS</i> | 0911 | JORGE SOUTO | JORGE.SOUTO@IPSN.CESPU.PT |
| LICENCIATURA EM ENFERMAGEM VETERINÁRIA <i>BACHELOR'S DEGREE IN VETERINARY NURSING</i> | 0841 | JOANA REIS | JOANA.REIS@IUCS.CESPU.PT |

IPSN – ESEnFTS - ESCOLA SUPERIOR DE ENFERMAGEM DO TÂMEGA E SOUSA

RUA DIREITA, 5 - EDIFÍCIO IINFACTS | 4560-485 PENAFIEL | PORTUGAL

| PROGRAMME | ISCED CODE | *ERASMUS PEDAGOGICAL COORDINATOR | E-MAIL |
|---|------------|----------------------------------|--|
| LICENCIATURA EM ENFERMAGEM <i>BACHELOR'S DEGREE IN NURSING</i> | 0913 | FRANCISCA PINTO | FRANCISCA.PINTO@IPSN.CESPU.PT |
| MESTRADO EM ENFERMAGEM DE REABILITAÇÃO <i>MASTER'S DEGREE IN REHABILITATION NURSING</i> | 0913 | | |
| MESTRADO EM ENFERMAGEM MÉDICO-CIRÚRGICA NA ÁREA DA ENFERMAGEM À PESSOA EM SITUAÇÃO PERIOPERATÓRIA <i>MASTER'S DEGREE IN MEDICAL-SURGICAL NURSING IN THE AREA OF NURSING PEOPLE IN PERIOPERATIVE SITUATIONS</i> | 0913 | | |

IPSN – ESSVA - ESCOLA SUPERIOR DE SAÚDE DE VALE DO AVE

RUA JOSÉ ANTÓNIO VIDAL, 81 | 4760-409 VILA NOVA DE FAMALICÃO | PORTUGAL

| PROGRAMMES | ISCED CODE | ERASMUS PEDAGOGICAL COORDINATOR | E-MAIL |
|---|------------|---------------------------------|--|
| LICENCIATURA EM FISIOTERAPIA <i>BACHELOR'S DEGREE IN PHYSIOTHERAPY</i> | 0915 | VÂNIA FIGUEIRA | VANIA.FIGUEIRA@IPSN.CESPU.PT |
| LICENCIATURA EM OSTEOPATIA <i>BACHELOR'S DEGREE IN OSTEOPATHY</i> | 0917 | VICTOR CASTRO | VICTOR.CASTRO@IPSN.CESPU.PT |
| LICENCIATURA EM ENFERMAGEM <i>BACHELOR'S DEGREE IN NURSING</i> | 0913 | NUNO ARAÚJO | NUNO.ARAUJO@IPSN.CESPU.PT |
| MESTRADO EM ENFERMAGEM DE SAÚDE MENTAL E PSIQUIÁTRICA <i>MASTER'S DEGREE IN MENTAL HEALTH & PSYCHIATRIC NURSING</i> | 0913 | | |
| MESTRADO EM ENFERMAGEM MÉDICO-CIRÚRGICA NA ÁREA DE ESPECIALIZAÇÃO EM ENFERMAGEM À PESSOA EM SITUAÇÃO CRÍTICA <i>MASTER'S DEGREE IN MEDICAL-SURGICAL NURSING - IN THE AREA OF NURSING FOR PEOPLE IN CRITICAL SITUATIONS</i> | 0913 | | |
| LICENCIATURA EM PODOLOGIA <i>BACHELOR'S DEGREE IN PODIATRY</i> | 0914 | MIGUEL OLIVEIRA | FMIGUEL.OLIVEIRA@IPSN.CESPU.PT |
| LICENCIATURA EM IMAGEM MÉDICA E RADIOTERAPIA <i>BACHELOR'S DEGREE IN MEDICAL IMAGING AND RADIOTHERAPY</i> | 0914 | RICARDO RIBEIRO | RICARDO.OLIVEIRA@IPSN.CESPU.PT |
| LICENCIATURA EM FISIOLÓGIA CLÍNICA <i>BACHELOR'S DEGREE IN CLINICAL PHYSIOLOGY</i> | 0914 | CARLOS FARIA | CARLOS.FARIA@CESPU.PT |
| LICENCIATURA EM FARMÁCIA <i>BACHELOR'S DEGREE IN PHARMACY</i> | 0916 | ANA LUÍSA SILVA | ANA.SILVA@IPSN.CESPU.PT |
| CURSO TÉCNICO SUPERIOR PROFISSIONAL EM SAÚDE E EXERCÍCIO <i>SHORT CYCLE PROGRAMME IN HEALTH AND EXERCISE</i> | 0915 | MIGUEL OLIVEIRA | FMIGUEL.OLIVEIRA@IPSN.CESPU.PT |

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| CURSO TÉCNICO SUPERIOR PROFISSIONAL EM ESTÉTICA, COSMÉTICA E BEM-ESTAR <i>SHORT CYCLE PROGRAMME IN AESTHETIC, COSMETICS AND WELLNESS</i> | 1012 | RUI LINHARES | RUI.LINHARES@IPSN.CESPU.PT |
| CURSO TÉCNICO SUPERIOR PROFISSIONAL EM GERONTOLOGIA <i>SHORT CYCLE PROGRAMME IN GERONTOLOGY</i> | 0921 | MARIA BEGOÑA CRIADO | MBEGONA.CRIADO@IPSN.CESPU.PT |
| CURSO TÉCNICO SUPERIOR PROFISSIONAL EM BIOANÁLISES E CONTROLO <i>SHORT CYCLE PROGRAMME IN BIOANALYSIS AND CONTROL</i> | 0914 | CARLA COIMBRA | CARLA.COIMBRA@IPSN.CESPU.PT |
| CURSO TÉCNICO SUPERIOR PROFISSIONAL EM SECRETARIADO CLÍNICO <i>SHORT CYCLE PROGRAMME IN CLINICAL SECRETARIAT</i> | 0415 | CARLA GUERREIRO | CARLA.GUERREIRO@CESPU.PT |

2. APPLICATION PROCEDURES, DEADLINES AND REQUIRED DOCUMENTS

Students who wish to undertake an Erasmus period of studies (SMS) / traineeship (SMP) at CESPU must confirm at their institution the existence of a bilateral agreement between the two institutions of higher education. After confirming the existence of the agreement, they must make an application to the Erasmus programme at the home institution.

STEP 1. OFFICIAL NOMINATION BY THE HOME INSTITUTION

Home institutions must send to CESPU Erasmus Office the **official list of the nominated students** (full name, field of study, period of study, type of mobility and electronic contact) by email to erasmus@cespu.pt.

DEADLINE FOR NOMINATIONS

Mobility for the 1st Semester/Full Year: **MAY 30TH**

Mobility for the 2nd Semester: **OCTOBER 15TH**

STEP 2. APPLICATION TO CESPU

CESPU Erasmus Office sends to students and their respective coordinators information about CESPU and about the required documents to submit the official application.

DEADLINE OF APPLICATIONS

Mobility for the 1st Semester/Full Year: **JUNE 30TH**

Mobility for the 2nd Semester: **NOVEMBER 15TH**

APPLICATION FORM AND REQUIRED DOCUMENTS

The **APPLICATION FORM** is online. The link will be sent to each student after receiving the official nomination.

At the end of the application students must upload the following mandatory documents:

1. **Photo in passport size for the student's card** (.jpg);
2. **Copy of Learning / Training Agreement** (.pdf or by OLA) duly signed by the student and the home university;
3. **Copy of Transcript of Records / Academic Records History** (.pdf) - with all the courses / curricular units and corresponding grades you got until the date of the application to CESPU;
4. **Copy of Health European Insurance Card or Proof of Private Health Insurance** (.pdf);
5. **Proof of Personal Accidents and Liability Insurance Policy** (.pdf), if you already have it by the time of this application - valid for the activities which will be undertaken during the mobility in Portugal.

After acceptance, Non-European students will also have to send a copy of VISA for studies.

STEP 3. OFFICIAL ACCEPTANCE BY CESPU

CESPU will send the **Acceptance/Declining** of the mobility proposed to the applicant students by email within **5 weeks after closing the respective applications period**. As sooner you send the required documents as soon you receive the result of your application. **We do not recommend students to book flights or accommodation before having the official acceptance.**

IMPORTANT NOTES:

To prepare your Learning Agreement you must discuss your options with your academic coordinator.

Our classes are mostly in Portuguese, although the 1st years of Dentistry, Pharmacy, Veterinary, Physiotherapy & Osteopathy have classes in French.

You can select the curricular units you need to complete by consulting the **courses catalogue** at our webpage.

You can only course annual units if you stay for the entire year. If you are going to stay for just one semester, you can only choose units from that correspondent semester. If you select units from different years, you take the risk of timetable overlapping. Our schedules are only available at the beginning of each semester. But we can advise students considering the schedules of the previous year.

Also, be aware that you must stay for the entire semester and perform the exams at the end to successfully complete a curricular unit. We cannot change the dates of the exams. We do not send exams by mail.

To be accepted the LA must be filled, have the correct name, semester and ECTS of CESPU curricular units and must be signed by the student and by the home coordinator.

VISA FOR STUDIES (ONLY NON-EUROPEAN STUDENTS NEED IT)

Non-European Students will receive the official acceptance letter to start the request of VISA for studies at the Portuguese consulate in their country of residence. This process is the entire responsibility of the applicant students.

Students are required to send a copy of the VISA as soon as they get it to ERASMUS@CESPU.PT and present the original upon their arrival at the CESPU Erasmus Office.

Students who do not have a valid student visa will not be registered at CESPU and their condition will be reported to Portuguese Authorities.

More information on Portuguese consular posts worldwide and obtaining student visa can be found at:

- [Portal de serviços públicos da República Portuguesa](http://portal.servicos-publicos.gov.pt)

3. LANGUAGE REQUIREMENTS

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 | Studies (SMS) - B1 Portuguese |
| | French (only 1 st year of Dentistry, Pharmacy, Veterinary, Physiotherapy & Osteopathy) | Traineeships (SMP) – B1 Portuguese or B2 English |
| | English (only 1 st year of the Master's in Health Psychology and Neuropsychology) | Staff Teaching Assignments - B1 Portuguese or B2 English or B2 French Staff Training - B1 Portuguese or B2 English or B2 French |

*Level according to Common European Framework of Reference for Languages - [CEFR](http://cefr.eu)

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

4. ACADEMIC CALENDAR

Integration Week: beginning of September

CESPU's Erasmus Integration Week is an event organized by the International Mobility and Cooperation Office to promote a better and more pleasant integration of the exchange students who will attend our institution. It aims to welcome our incoming exchange students and give them essential information on CESPU Schools main features. The programme comprises a main welcome session, visits to the campuses, orientation sessions, and some cultural, social, and academic activities. Sometimes we can organize an intensive Portuguese language course depending on the number of students.

1ST SEMESTER

BEGINNING OF CLASSES: beginning of September

END OF CLASSES: beginning of January

EXAMS - 1ST CALL: beginning/middle of January until beginning of February

EXAMS - 2ND CALL: beginning of February

2ND SEMESTER

BEGINNING OF CLASSES: middle of February

END OF CLASSES: beginning/middle of June

EXAMS - 1ST CALL: beginning/middle of June until the beginning of July

EXAMS - 2ND CALL: beginning/middle of July

5. ADDITIONAL INFORMATION

5.1. GRADING SYSTEM

Assessment comprises written, oral and practical tests/examinations, papers, theses, projects, reports, and portfolios. All these modes of assessment may take place during and/or at the end of each semester. More detailed information about assessment methods can be found in the content description of the different course units of the study.

The **final assessment** of a course unit is expressed by a grade on a scale of whole numbers from 0 to 20, with 10 as the minimum passing grade.

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:

| <i>ECTS GRADE</i> | <i>% OF SUCCESSFUL STUDENTS NORMALLY ACHIEVING THE ECTS GRADE</i> |
|-------------------|---|
| A | 10 |
| B | 25 |
| C | 30 |
| D | 25 |
| E | 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 considering a minimum cohort of 30 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.

5.2. VISA

CESPU will help, when required, 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:

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| CONTACT DETAILS | CESPU - Erasmus Office TLF : 00351 224 157 200 EMAIL: erasmus@cespu.pt |
| INFORMATION | www.cespu.pt/en/erasmus-plus/ www.sef.pt/en/Pages/homepage.aspx |

5.3. INSURANCE

CESPU 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:

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|------------------------|--|
| CONTACT DETAILS | CESPU - Erasmus Office TLF : 00351 224 157 200 EMAIL: erasmus@cespu.pt |
| INFORMATION | www.cespu.pt/en/erasmus-plus/ |

5.4. HOUSING

CESPU 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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|------------------------|--|
| CONTACT DETAILS | CESPU - Erasmus Office TLF : 00351 224 157 200 EMAIL: erasmus@cespu.pt |
| INFORMATION | www.cespu.pt/en/erasmus-plus/ |