

1. Institutional Information

1.1. Institutional details

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

1.2. Main contacts

Contact person	SARA GAMA
Responsibility	ERASMUS INSTITUTIONAL COORDINATOR BILATERAL AGREEMENTS OUTGOING MOBILITIES
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	BRIGITE SILVA
Responsibility	INCOMING MOBILITIES
Contact details	CESPU - Erasmus Office Rua Central de Gandra, 1317 4585-116 Gandra PRD – Portugal TLF : 00351 224 157 284 brigitte.silva@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:

Subject area	Language(s) of instruction	Recommended language of instruction level *
All areas	Portuguese French (only 1 st 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

3. 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) and by regular mail to CESPU Erasmus Office. Students receive an acceptance letter by email within a max of 6 weeks.
4. 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.
5. 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.
6. 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 and Application Deadlines

Information on students nominated must reach our institution by:

Autumn term	Spring term
September-February Nomination: June 15 th Application: July 15 th	February-July Nomination: October 15 th Application: November 15 th

6.1.2. Decision Response

We will send our decision within **5** 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.
- 2.

Grade	Qualification
18 to 20	Excellent
16 to 17,9	Very good
14 to 15,9	Good
9,5 to 13,9	Sufficient
0 to 9,4	Failed

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	BRIGITE SILVA
Responsibility	ERASMUS INCOMING TECHNICIAN
Contact details	brigite.silva@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	BRIGITE SILVA
Responsibility	ERASMUS INCOMING TECHNICIAN
Contact details	brigite.silva@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	BRIGITE SILVA
Responsibility	ERASMUS INCOMING TECHNICIAN
Contact details	brigite.silva@cespu.pt / erasmus@cespu.pt
Website	http://ects.cespu.pt/en/practical-information/ CESPU does not have university residences, but the Erasmus office send some useful info to the students.