



**Institution's Full Name :**  
Polytechnic Institute of Viseu  
Instituto Politécnico de Viseu

<b>Erasmus Code</b>	P VISEU 01
<b>Website</b>	<a href="http://www.ipv.pt">www.ipv.pt</a>
<b>Postal Address</b>	Polytechnic Institute of Viseu Av. Coronel José Maria Vale de Andrade – Campus Politécnico 3504-510 Viseu
<b>Phone and fax</b>	Tel.: +351 232480700 Fax: +351 232480750
<b>E-mail</b>	<a href="mailto:ipv@sc.ipv.pt">ipv@sc.ipv.pt</a>
<b>Head of the institution</b>	João Luís Monney de Sá Paiva – President

**INTERNATIONAL OFFICE CONTACTS**

<b>Head of the International Office, Erasmus+ Institutional Coordinator, outgoing students</b>	Sandra Familiar Phone: +351 232 480773 Fax: +351 232 480750 e-mail: <a href="mailto:sfamiliar@sc.ipv.pt">sfamiliar@sc.ipv.pt</a>	
<b>International students, teachers and staff advisors</b>	Rita Castro Lopes Phone: +351 232 480739 Fax: +351 232 480750 e-mail: <a href="mailto:rlopes@sc.ipv.pt">rlopes@sc.ipv.pt</a>	Marlene Albuquerque Phone: +351 232 480707 Fax: +351 232 480750 e-mail: <a href="mailto:malbuquerque@sc.ipv.pt">malbuquerque@sc.ipv.pt</a>
<b>General e-mail for enquiries</b>	<a href="mailto:internationaloffice@sc.ipv.pt">internationaloffice@sc.ipv.pt</a>	
<b>Web site for incoming students</b>	<a href="http://www.ipv.pt/guide/">http://www.ipv.pt/guide/</a>	

**ERASMUS + ACADEMIC COORDINATORS**

<b>School of Education</b> <a href="http://www.esev.ipv.pt/">http://www.esev.ipv.pt/</a>	Véronique Delplancq Phone: +351 232 419000 e-mail: <a href="mailto:vero@esev.ipv.pt">vero@esev.ipv.pt</a>
<b>School of Tecnology and Management of Viseu</b> <a href="http://www.estgv.ipv.pt/estgv/">http://www.estgv.ipv.pt/estgv/</a>	Isabel Duarte Phone: +351 232 480500 e-mail: <a href="mailto:isabelduarte@estv.ipv.pt">isabelduarte@estv.ipv.pt</a>
<b>Agrarian School</b> <a href="https://www.esav.ipv.pt/">https://www.esav.ipv.pt/</a>	Carla Santos Phone: +351 232 446600 e-mail: <a href="mailto:casarede@esav.ipv.pt">casarede@esav.ipv.pt</a>
<b>Health School</b> <a href="https://www.estgl.ipv.pt/">https://www.estgl.ipv.pt/</a>	Graça Aparício Phone: +351 232 419100 e-mail: <a href="mailto:sfamiliar@sc.ipv.pt">sfamiliar@sc.ipv.pt</a>
<b>School of Technology and Management of Lamego</b> <a href="https://www.estgl.ipv.pt/">https://www.estgl.ipv.pt/</a>	Isabel Oliveira Phone: +351 254 615477 e-mail: <a href="mailto:estgl.gamci@estgl.ipv.pt">estgl.gamci@estgl.ipv.pt</a>

Students Exchange / Academic Information			
<b>Academic calendar</b>	1 <sup>st</sup> term: middle of September – middle of February 2 <sup>nd</sup> term: middle of February - beginning of June		
<b>Recommended arrival dates</b>	1 <sup>st</sup> term: beginning of September 2 <sup>nd</sup> term: beginning of February		
<b>Language of courses</b>	We offer International Semester designed for Erasmus + students. The regular courses are lectures in Portuguese, but the teachers provide individual consultations.		
<b>Courses taught in English</b>	<a href="http://www.ipv.pt/guide/is.htm">http://www.ipv.pt/guide/is.htm</a>		
<b>Credit System</b>	30 ECTS per semester		
<b>Evaluation scale</b>		<b>Portuguese Scale</b>	<b>ECTS Scale</b>
		18-20 Excelente	A
		16-17 Muito Bom	B
		14-15 Bom	C
		12-13 Satisfatório	D
		10-11 Suficiente	E
		< 9	FX/F
<b>Deadline for nomination</b>	Nomination by e-mail to <a href="mailto:rlopes@sc.ipv.pt">rlopes@sc.ipv.pt</a> 1 <sup>st</sup> term: 1 <sup>st</sup> of May 2 <sup>nd</sup> term: 1 <sup>st</sup> of November		
<b>Application deadlines for exchange</b>	1 <sup>st</sup> term: 31 May 2 <sup>nd</sup> term: 30 November		
<b>Application documents</b>	On-line Application Form for exchange students Learning Agreement National Identification card/Passport copy Transcript of Records CV Proof of Health Insurance (EU students: EHIC, for NON-EU students attainable upon arrival)		
<b>Minimum Language Requirements</b>	English: B2 level or Portuguese : B2 level		

Accommodation and Visa Information	
<b>Accommodation Contact Person</b>	Rita Castro Lopes Phone: +351 232 480739 Fax: +351 232 480750 e-mail: <a href="mailto:rlopes@sc.ipv.pt">rlopes@sc.ipv.pt</a>
<b>Deadline for housing application</b>	1 <sup>st</sup> term: 31 of May 2 <sup>nd</sup> term: 30 November
<b>Visa/Residence permit information</b>	Rita Castro Lopes Phone: +351 232 480739 Fax: +351 232 480750 e-mail: <a href="mailto:rlopes@sc.ipv.pt">rlopes@sc.ipv.pt</a>