Dear Partner,
We are happy to inform you that the nominations period has already started for the autumn semester and annual 2019/2020 at IPB.
The deadline for the application is 1st of July.
Our study offer can be checked here: http://www.ipb.pt/go/d731

Please find attached the draft of the Learning Agreement and the Pdf file with all the important information.

We appreciate if you send us the names and the email addresses of the nominated students so we can contact the students directly.

Should you not be in charge of your outgoing Erasmus+ students, please forward this e-mail to the relevant person and provide us with his/her contact details. Thank you!

Best regards,
Sylwia

Higher Education
Learning Agreement for Studies

Student's name
Academic Year 2019/2020

Student	Last name(s)	First name(s)	Date of birth	Nationality[1]	Sex [M/F]	Study cycle[2]	Field of education [3]

Sending Institution	Name	Faculty/Depa rtment	Erasmus code[4] (if applicable)	Address (Faculty)	Country	Contact person name[5] (faculty administrative); email; phone	

Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	Polytechnic Institute of Bragança		P BRAGANC01	Campus de Santa Apolónia, 5300-253 Bragança	Portugal	Sylwia Solczak Melo sylwia@ipb.pt	

Before the mobility

Study Programme at the Receiving Institution

Planned period of the mobility: 09/2019 till 02/2020

Table A Before the mobility	Component[6] code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue[7])	Semester [e.g. autumn/spring; term]	Number of ECTS credits [8] to be awarded by the Receiving Institution upon successful completion
			Total:	

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: http://www.ipb.pt/go/d731

The level of language competence[9] in English language that the student already has or agrees to acquire by the start of the study period is: *A1* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native speaker* ☐

Recognition at the Sending Institution

Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits to be recognised by the Sending Institution
			Total:	

Provisions applying if the student does not complete successfully some educational components:

Commitment, signatures and stamp (stamp of the sending institution obligatory; receiving institution if applicable)

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	SIGNATURE, STAMP
Student			Student		
Responsible person[10] at the Sending Institution					
Responsible person at the Receiving Institution[11]					

[1] **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

[2] **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

[3] **Field of education:** The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

[4] **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

[5] **Contact person**: person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

[6] An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

[7] **Course catalogue**: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

[8] **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

[9] **Level of language competence**: a description of the European Language Levels (CEFR) is available at: https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

[10] **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

[11] **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Documentation

Attached I send you the Learning Agreement. You should fill it (it can be this model or your university model) on computer and then send it back to me by email, still in editable Word version, so I can confirm if it is all ok and correct it if needed.

After confirmation, you should print, sign and get the Learning Agreement signed by your university and send me a good quality scan by email. I also need a scan of your ID or passport.

Learning Agreement - choosing subjects

The subjects that we offer are available on our website http://portal3.ipb.pt/index.php/en/guiaects/degree-programmes/bachelor-programmes-licenciado-degree

Please don't forget that if you come here in the 1st semester, you should choose subjects from first semester or annual. If you come for the 2nd semester, the chosen subjects must be from second semester or annual. If you choose an annual subject, but you stay here only for one semester, you should divide the ECTS credits, for example if the annual subject has 8 ECTS and you stay here only for one semester, you should put 4 ECTS in your Learning Agreement.

The maximum number of the ECTS per semester is 36 ECTS.

Remember that you can also choose subjects not fully lectured in English and have individual tutoring with teachers.

If you are going to study in Mirandela, you have to choose subjects from School of Public Management, Communication and Tourism. Don't choose subjects from courses with the number 3045 if you are not going to study in Mirandela.

Portuguese Course

We also offer the Portuguese Course for Erasmus students and it gives 3 ECTS, so if you want you can add it to your Learning Agreement.

There are various levels:

Portuguese A1.1 (4005-4005-1001-00-12); Portuguese A1.2 (4005-4005-1002-00-12); Portuguese A2.1 (4005-4005-1003-00-12); Portuguese A2.2 (4005-4005-1004-00-14),

During the first week of classes all the students have to do the basic intensive Portuguese course A1.1. The Spanish students will start with A1.2.

You can also attend the Portuguese Course without adding it to your Learning Agreement. In the end of the course we will give certificates to all the students who attended at least 70% of the classes and pass the final exam.

Accommodation

Considering the accommodation, you can look for it by yourself (I can give you contacts to real estate agencies) or contact Riskivector, a company that rents flats for Erasmus students in Bragança. In order to book accommodation with Riskivector, go to the link https://riskivector.com/students and follow the steps.

Health insurance

Please be sure that you will have with you the European Health Card (I don't need a copy of it; you just need to have it)

http://ec.europa.eu/social/main.jsp?catId=857&langId=en&intPageId=1304).

Deadline and academic calendar

Our deadline for applications for 2019/2020 is:

- For the autumn semester and the entire year - 1st of July 2019 (1st of June for students who need visa)
- For the spring semester - 1st of December 2019 (15th of November for students who need visa)

Attention, we will not receive students after the deadline!

Academic Year 2019/2020:
1st Semester: from 16/09/2019 to 14/02/2020
2nd Semester: from 17/02/2020 to 10/07/2020
Holidays: from 23/12/2019 to 04/01/2020 (Christmas) and from 06/04 to 13/04/2020 (Easter)

If you have some more questions, please do not hesitate to contact me.
Greetings from Bragança
Sylwia