



### Institutional Information

Name	Escola Superior de Educação de Paula Frassinetti
Erasmus Code	P PORTO21
OID	E10077600
Website	<a href="http://www.esepf.pt">www.esepf.pt</a>
Address	Rua Gil Vicente, 138-142 4000-255 Porto - Portugal

### Center for International Relations

Website	<a href="#">Erasmus+ Students</a> <a href="#">Erasmus+ Staff</a>
Contact details	cri@esepf.pt +351 225 573 420

### Nomination procedure

Nominations must be sent through Erasmus Without Papers (EWP) - Digital nominations.  
Only if the partner universities don't work with EWP we can accept nominations by e-mail. In that case, partner universities are required to send an e-mail to cri@esepf.pt with the following information:

- Full name
- E-mail address
- Study Field
- Study Level
- Period of mobility (first semester, second semester or complete year)

### Nominations Deadlines

	From	To
First semester (Winter/Autumn) or Full Academic Year	1st April	15 <sup>th</sup> June
Second semester (Summer/Spring)	1st September	15 <sup>th</sup> November

After nomination, students will receive an e-mail with the necessary instructions to apply for a mobility period at ESEPF.

### Application procedure

The Application/Learning Agreement must be sent through Erasmus Without Papers (EWP) (in case it is not possible, contact cri@esepf.pt).

Additional Documentation (to send by e-mail to cri@esepf.pt):

- ID document (Passport/ID Card)
- 1 photo (face/passport type) (.jpg or .gif)
- [European Health Insurance Card](#) (only for Member States of the European Union, Iceland, Liechtenstein, Norway or Switzerland) or copy of private health insurance

Note: All documents must be valid for the entire mobility period.

### Applications Deadlines

	From	To
First semester (Winter/Autumn) or Full Academic Year	15 <sup>th</sup> April	30 <sup>th</sup> June
Second semester (Summer/Spring)	15 <sup>th</sup> September	30 <sup>th</sup> November



## Academic Calendar

	1 <sup>st</sup> semester / Autumn Semester	2 <sup>nd</sup> Semester / Spring Semester
Classes	September to January	February to June
Regular Exam Period	January	June
Reassessment Exam Period	February	July
Holidays:		
<ul style="list-style-type: none"> <li>· Christmas: From 19th December to 2<sup>nd</sup> January (dates may vary slightly depending on the year)</li> <li>· Easter: One week in March or April (depending on the year)</li> <li>· Summer: August</li> </ul>		

## Additional Information

Welcome Session	<p>Welcome meeting for incoming students September and January of each academic year (usually at the end of the week before the start of the semester).</p> <p>Upon application and successful acceptance, students will be informed of all details.</p>
Course catalogue	<p>See document <a href="#">Courses offered in the scope of the mobility</a></p> <p>Note: This document is updated throughout the year. Please always check for the latest version.</p> <p>To avoid scheduling conflicts later, we recommend choosing as many course units as possible from the same course/semester.</p> <p>Changes to the curricular units (changes to the original OLA) are permitted up to one month after the start of classes.</p>
ECTS	<p>Students will be awarded ECTS credits when they have passed the assessments corresponding to the courses to which ECTS credits are allocated.</p> <p>As reference:</p> <ul style="list-style-type: none"> <li>· 1 full academic year: 60 ECTS</li> <li>· 1 semester: 30 ECTS</li> </ul>
Language of instruction	<p>Classes are taught in Portuguese. Therefore, the students need to have some knowledge of Portuguese before travelling to Porto. However, for studying or evaluation purposes other languages can be allowed, namely English, French and Spanish. This has to be discussed with the teacher on a particular basis.</p> <p>It is the sole responsibility of the sending institution to prepare their nominated candidates with the appropriate language skills before they begin their study period.</p> <p>The minimum recommended level of knowledge of the Portuguese language is B1 (according to the <a href="#">CEFR - Common European Framework of Reference for Languages</a>)</p> <p>Students should take advantage of the <a href="#">Online Language Support (OLS)</a> for Erasmus+ mobility participants (language test and related courses).</p>
Housing	<p>ESEPF does not provide accommodation (has no residences or agreement with residences) and the students are free to seek a place to live. However, we can advise you in your choice (Contact: cri@esepf.pt).</p>
Visa/Residence Permit Procedures	<p>EU Nationals: Do not need a Visa/Residence Permit.</p> <p>Non-EU Nationals: Need a Visa/Residence Permit to enter Portugal even if they come from another European country.</p> <p>Before leaving the country of origin we advise the students to ask the nearest Portuguese Embassy what they need to do to apply for a study visa (not tourism) to Portugal, even if they intend to enter Portugal from another European country.</p>
Health Insurance	<p>Health insurance is obliged.</p> <p>EU-inhabitants: European Health Insurance Card.</p> <p>Non-EU: private health insurance.</p>



Civil Liability Insurance	This cost-effective insurance is not compulsory, but is recommended, since health insurance policies and the European Health Insurance Card do not cover civil liability (damage caused to third parties) of your daily activities (outside ESEPF activities, which are covered by School insurance).
Personal Physical Accidents Insurance	This insurance is not compulsory but is recommended. Besides covering personal physical accidents in your daily life, this insurance often provides you with repatriation insurance, in case of sickness or accident (depending on the insurance policies).
Disabled Students	Disabled students should inform the CRI in advance. Further assistance will be provided in these cases, especially by the Student Support Office (GAE).
Grading system	The result achieved in a curricular unit is expressed through a classification in a whole numeric scale from 0 to 20. To obtain approval it is necessary to obtain the minimum classification of 10.
Student's Evaluation	<p>Exclusion or failure in continuous assessment will result in a final assessment during the appeal season exams.</p> <p>The student who wants to give up the continuous assessment must do the respective cancellation in the Portal until December 31st (1st semester) / May 31st (2nd semester). Professors will provide some feedback/classifications until that deadline, allowing students to decide whether to continue or withdraw from continuous assessment.</p> <p>Withdrawal from continuous assessment is necessary for carrying out the assessment at the normal season of exams. If a student does not withdraw from continuous assessment and does not pass, he will have to take the exam during the appeal season of exams (época de recurso).</p> <p><a href="#">Evaluation Rules</a></p>
System of Classes Attendance	<p>Students will have a personal electronic card to register the attendance using the device at the classroom.</p> <p>The student needs to swipe the card on the electronic device on two occasions:</p> <ul style="list-style-type: none"> <li>· whenever they start a block of classes</li> <li>· whenever they are absent from classes before they end (leave early)</li> </ul> <p>Students can only miss up to a fifth (1/5) of the total number of contact hours of curricular unit in order to be eligible to do the curricular unit by continuous assessment. If the student exceeds the limit of absences, he will have to do the final exam. If the student arrives more than 15 minutes late, he will have an absence registered.</p>
Confirmation of Stay	<p>The actual start and end dates of the study period will be confirmed according to the following definitions.</p> <p>The start date of the mobility will be the first working day (Monday to Friday) following the student's arrival in Portugal, which can be proven with a travel ticket in the student's name (for example, an airline ticket).</p> <p>If the student does not have a travel ticket, the start date will be the first day the student is present at ESEPF.</p> <p>The end date of the mobility will be the last working day (Monday to Friday) preceding the student's departure in Portugal, which can be proven with a travel ticket in the student's name (for example, an airline ticket).</p> <p>If the student does not have a travel ticket, the student needs to contact CRI to define the date.</p> <p>The Certificate of Attendance will be sent to the student and their home university in digital format.</p>
 <p>Erasmus Student Network Porto</p>	<p><a href="#">Erasmus Student Network Porto</a></p>