

1. Institutional Information:

1.1 Institutional details:

Name of the Institution	ISPA – Instituto Universitário de Ciências Psicológicas, Sociais e da Vida
Institutional Website	http://www.ispa.pt
Online course catalogue	https://international.ispa.pt/pagina/course-catalogue

1.2 Main Contacts

Contact Person	Catarina Machado
Responsibility	Erasmus Coordinator
Contact details	Email: international@ispa.pt ; / Tel.: +351 21 8811700

Contact Person	Niccolò Bonacchi
Responsibility	Scientific Coordinator
Contact details	Email: international@ispa.pt ; / Tel.: +351 21 8811700

Contact Person	Catarina Machado & Inês Rodriguez
Responsibility	Academic Mobility Service
Contact details	Email: international@ispa.pt
	Tel.: +351 21 8811700

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:

Type of mobility	Subject area	Language(s) of Instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies	All	Portuguese	B1
Staff Mobility for Teaching	All	Portuguese and/or English	B2

2.2. Calendar

a) **Nomination Deadlines:** Applications/information on students nominated must reach our institution by:

Autumn term (please specify)	June 30th
Spring term (please specify)	November 15th

b) **Decision Response:** As receiving Institution, ISPA – Instituto Universitário de Ciências Psicológicas, Sociais e da Vida will send its decision within 8 weeks;

c) **Transcript of Records:** A Transcript of Records will be issued by the receiving Institution, ISPA – Instituto Universitário de Ciências Psicológicas, Sociais e da Vida, no later than five weeks after the assessment period has finished.

2.3 Additional Information:

a) Grading System:

Students are graded on a 0 to 20 point scale (minimum passing grade is 10) and according to the ECTS Grading Scale. The ECTS grading scale provides additional information on the rank of a student in a given assessment, i.e., how he/she performed comparatively to other students in the same class (or in a significant group of students). The grades are expressed as follows:

Local Grade	Definition
18 - 20	Excellent
16 - 17	Very good
14 - 15	Good
10 - 13	Sufficient
0 - 9	Fail

ECTS Grade	% of students who have achieved this grade	Definition
A	10	Excellent: outstanding performance with only minor errors.
B	25	Very Good: above average standard but with some errors.
C	30	Good: generally sound work with a number of notable errors.
D	25	Satisfactory: fair but with significant shortcomings
E	10	Sufficient: performance meets the minimum criteria.
F	---	FAIL - some more work required before the credit can be awarded.

b) Visa:

Our Institution will provide assistance, when required, in securing visas for incoming students 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	Catarina Machado & Inês Rodriguez
Responsibility	Academic Mobility Service
Contact details	Email: international@ispa.pt
	Tel.: +351 21 8811700/Fax: +351 21 8860954
Website :	http://www.sef.pt/portal/v10/EN/asp/page.aspx

c) Insurance:

Our Institution 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	Catarina Machado & Inês Rodriguez
Responsibility	Academic Mobility Service
Contact details	Email: international@ispa.pt
	Tel.: +351 21 8811700/Fax: +351 21 8860954
Website :	http://international.ispa.pt/pagina/general-information-students

d) Housing :

Our Institution will guide incoming students/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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