



INFORMATION FACT SHEET

1. CONTACT INFORMATION:

Office	International Relations Office (IRO)		
Head of the IRO	João Vasco Matos Neves (Vice-president)		
Email	vp.jneves@ipcb.pt		
Address	Av. Pedro Álvares Cabral, nº 12 6000-084 Castelo Branco, Portugal		
Website	http://www.ipcb.pt		
IRO Staff	Name	Telephone	Email
Coordinator of the International Office	Roberto Monteiro	+351 272339600	gri@ipcb.pt
Erasmus Incoming/ STAFF	Paula Ribeiro	+351 272339625	incoming@ipcb.pt
Erasmus Outgoing/ STAFF	Edite Nunes	+351 272339627	outgoing@ipcb.pt

2. DEADLINES & APPLICATION PROCESS

Nomination deadlines	Autumn semester & Full Year: May 2 Spring semester: November 15
Application deadlines	Autumn semester & Full Year: February 15 – May 15 Spring semester: October 15 - November 30
Application documents	The application is made on the online application, at https://mobilidade.ipcb.pt Required documents: • Photocopy of ID card or passport • Photo • Copy of the European Card of Health Insurance for the period spent in Portugal • Portfolio (only for Arts students)



3. ACADEMIC CALENDAR

AUTUMN SEMESTER

Autumn semester begins in the 3rd week of September and ends in the 2nd week of January. The exams are made until the 1st week of February.

SPRING SEMESTER

Spring semester begins in the 3rd week of February and ends in the 1st week of June. The exams are made until the 1st week of July.

The full academic calendar of each school is available online, in <https://ipcb.pt/estudar/academicos/horarios-e-calendarios>

4. ACADEMIC INFORMATION

Study Plans

All study plans are available online, at <https://mobilidade.ipcb.pt/mobilidadenet/page?stage=HomeStudyPlan&language=en>

Language requirements

The UPCB does not have a specific language requirement but we recommended our incoming students to have at least a B1 level of English. The courses are taught in Portuguese and our incoming students can attend language courses at the School of Education. The teaching staff speaks English and makes sure that the pedagogical needs of the Erasmus/ International students are taken into account. Most of the teachers provide English tutorial support on their classes.

Grading System

The Polytechnic University of Castelo Branco uses the ECTS Grading system. The number of ECTS credits for each course reflects the total number of hours a student is expected to need, in order to complete it (lectures, homework, reading, essays, consultations, seminars, etc.). One credit corresponds to 27 hours of total student workload.

1 full academic year = 60 credits
1 semester = 30 credits

Local Grade

Grades are awarded on a scale of 0-20 (pass mark 10)

18 to 20	Excellent
16 and 17	Very good
14 and 15	Good
10 to 13	Sufficient
0-9	Fail



Student ranking

Whenever the number of students enrolled per subject is smaller than 100, the ECTS grades should not be used and are replaced by the student ranking: student position (number of students in the same position)/total number of students in the subject.

5. VISA INFORMATION

Our services will provide assistance, when required, in securing visas for incoming mobility participants, according to the requirements of the Erasmus Charter for Higher Education.

6. ACCOMMODATION

Mobility participants can stay at the Students' Residences, upon availability.
The IRO service and ESN (Erasmus Student Network) will provide support in finding accommodation.

7. LIVING COSTS

The average monthly costs that students should be prepared to spend is approximately 600-800€:

- Accommodation: 200€
- Food: 250€ (lunch and dinner is available at our canteens for 3.00€/ meal)
- Other expenses (phone, Internet, travelling): 200€

8. INCLUSION AND ACCESSIBILITY

UPCB offers support services for students with learning or physical disabilities, providing material, technical and social aid, whenever possible, within the scope of the Psychological Support Office and the Office for Students with Special Education Needs.

Students and their home institution should inform of any disabilities at the application stage, so that their needs and requirements can be addressed and the right support assured prior to their acceptance.

9. HEALTH INSURANCE

All students have a personal injury insurance when at the school premises and when travelling to and from school.

Students must also hold a valid European Health Insurance Card (EHIC), or equivalent, and we strongly encourage students to have travel insurance before coming to Portugal.