



## Erasmus partner university sheet

### General Information

Name of Institution Erasmus code	<b>Instituto Superior da Maia - PMAIA 01</b>
International Relations Office address, telephone, fax and e-mail	Av. Carlos de Oliveira Campos 4475-690 Avioso – S. Pedro – Castelo da Maia – Portugal Tel.: +351 229 866 022 Fax: +351 229 825 331
Head of the International Office	<b>Prof. Pedro Almiro Neves</b>
Website	<b>www.ismai.pt</b>
ERASMUS OUTGOING	<b>Liliana Marques – <a href="mailto:lmarques@maieutica.ismai.pt">lmarques@maieutica.ismai.pt</a> / <a href="mailto:erasmus@ismai.pt">erasmus@ismai.pt</a></b>
ERASMUS INCOMING	<b>Nilson Veiga – <a href="mailto:nveiga@maieutica.ismai.pt">nveiga@maieutica.ismai.pt</a> / <a href="mailto:erasmus@ismai.pt">erasmus@ismai.pt</a></b>

### Application procedure

<b>Application deadlines</b> Autumn Semester Spring Semester	30 <sup>th</sup> July 31 <sup>st</sup> December
<b>Application procedure for Erasmus students and documents to be sent</b>  Partner Universities must nominate their students, by sending an e-mail to <a href="mailto:Erasmus@ismai.pt">Erasmus@ismai.pt</a> , with the following information: <ul style="list-style-type: none"><li>• Name of the Student</li><li>• E-mail contact</li><li>• Degree</li><li>• Mobility Period</li></ul> After sending these elements, Partner Universities must send an application form and a learning agreement for each student. A Letter of Acceptance will follow afterwards and we will start to get in contact with the students by e-mail.	



## General requirements for admission

<b>Language proficiency</b>  Not required	<b>Other (VISA, Health Insurance...)</b>  European Health Card
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## Academic Information

Academic Calendar	
<b><u>AUTUMN SEMESTER</u></b>  16 <sup>th</sup> September - 12 <sup>th</sup> February	<b><u>SPRING SEMESTER</u></b>  14 <sup>th</sup> February – 23 <sup>rd</sup> July

<b>Exam sessions</b>  19 <sup>th</sup> January - 12 <sup>th</sup> February	<b>Course/exam registration</b>  27 <sup>th</sup> June – 23 <sup>rd</sup> July
<b>Course information and descriptions, specify website – <a href="http://www.ismai.pt/en">www.ismai.pt/en</a></b>	<b>Language(s) of instruction</b>  Portuguese
<b>Available courses for Erasmus students in English, specify website → Not applicable</b>	<b>Are exchange students allowed to take courses in different Departments? Yes</b>
<b>Date in which transcript of records are sent - first semester: 28<sup>th</sup> February</b>	<b>Date in which transcript of records are sent – full year and second semester: 29<sup>th</sup> July</b>

## Grading System

<b>Full study load for one semester (ECTS)</b> 30 ects	<b>Grading system</b> 10 (minimum) – 20 (maximum)
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## Practical Information for Incoming students

### **Housing information**

Though *ISMAI* does not have a university residence, the International Relations Office has several apartments and/or rooms available to Erasmus students and/or other international students of Higher Education Institutions. Moreover, before arriving, each student will be informed regarding housing conditions and prices. It is important that students from abroad have a place to stay upon arrival. In other situations, there are many residents in Maia who rent rooms to students: prices may vary from €120.00 to €180.00 per month. Students have information concerning accommodation posted throughout the university campus as well as at the Student Association and at the International Relations Office which has an updated data base.

### **Welcome and orientation for Erasmus students**

In the beginning of each semester, the International Relations Office organizes a Welcome Day for all Incoming Students.

### **Intensive Language courses**

Incoming Students benefit from a Portuguese Language Intensive Course free of charge. 40H / 4 ECTS