

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Escola Superior de Educação de Fafe
Erasmus Code	P FAFE04
EUC	257294-IC-1-2010-1-PT-ERASMUS-EUCX-1, EXTENDED
Institution Web site	http://www.iesfafe.pt/index.php?option=com_content&view=category&layout=blog&id=8&Itemid=12&lang=en
International relations office Web site	
Online course catalogue	http://www.iesfafe.pt/index.php?option=com_content&view=category&layout=blog&id=8&Itemid=12&lang=en

1.2. Main contacts

Contact person	Maria Dulce de Noronha Abreu e Sousa
Responsibility	Erasmus Institutional coordinator
Contact details	dulcenoronha@iesfafe.pt , internacional@iesfafe.pt

Contact person	Susana Carvalho
Responsibility	Administrative contact for bilateral agreements
Contact details	internacional@iesfafe.pt

Contact person	Susana Carvalho
Responsibility	Contact person for outgoing students/staff
Contact details	internacional@iesfafe.pt

Contact person	Nataliya Klimenko
Responsibility	Contact person for incoming students/staff
Contact details	internacional@iesfafe.pt

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 *
Student Mobility for Studies		English	B1
Staff Mobility for Teaching		English	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

P FAFE04 – Application documents received after application deadlines will not be accepted.

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	May, 15 th
Spring term	November 30 th

2.3.2. Decision Response

We will send our decision within **2 weeks**.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than **5 weeks** after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

The result achieved in a subject, whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scheme.

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming 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	Susana Carvalho
Responsibility	International Relations Responsible
Contact details	internacional@iesfape.pt
Website	http://www.iesfape.pt/index.php?option=com_content&view=category&layout=blog&id=8&Itemid=12&lang=en

3.3. Insurance

Our institutions 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	Susana Carvalho
Responsibility	International Relations Responsible
Contact details	internacional@iesfape.pt
Website	http://www.iesfape.pt/index.php?option=com_content&view=category&layout=blog&id=8&Itemid=12&lang=en

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Susana Carvalho
Responsibility	International Relations Responsible
Contact details	internacional@iesfape.pt
Website	http://www.iesfape.pt/index.php?option=com_content&view=category&layout=blog&id=8&Itemid=12&lang=en