

## Documentation

Attached I send you the Learning Agreement. You should fill it in on computer and then send it back to me by email, still in editable Word version, so I can confirm if it is all ok and correct it if needed.

After confirmation, you should print 2 Learning Agreements. Please sign and get the Learning Agreements signed by your university before you send them by regular post. We will also need an ID photo and a copy of your ID or passport.

All in all, the documents that you should send to me by **email and then by regular post** are:

- Signed Learning Agreement (two hard copies)
- One ID photo
- Copy of your ID or passport

## Learning Agreement - choosing subjects

The subjects that we offer are available on our website <http://portal3.ipb.pt/index.php/en/guiaects/degree-programmes/bachelor-programmes-licenciado-degree>

Please don't forget that if you come here in the 1<sup>st</sup> semester, you should choose subjects from first semester or annual. If you come for the 2<sup>nd</sup> semester, the chosen subjects must be from second semester or annual. If you choose an annual subject, but you stay here only for one semester, you should divide the ECTS credits, for example if the annual subject has 8 ECTS and you stay here only for one semester, you should put 4 ECTS in your Learning Agreement.

**The maximum number of the ECTS per semester is 36 ECTS.**

Remember that you can also choose subjects not lectured in English and have individual tutoring with teachers.

If you are going to study in Mirandela, you have to choose subjects from School of Public Management, Communication and Tourism. Don't choose subjects from courses with the number 3045 if you are not going to study in Mirandela.

## Portuguese Course

We also offer the Portuguese Course for Erasmus students and it gives 3 ECTS, so if you want you can add it to your Learning Agreement.

There are various levels:

Portuguese A1.1 (4005-4005-1001-00-12); Portuguese A1.2 (4005-4005-1002-00-12);  
Portuguese A2.1 (4005-4005-1003-00-12); Portuguese A2.2 (4005-4005-1004-00-14),  
Portuguese B1.1 (4005-4005-1005-00-15)

During the first week of classes all the students have to do the basic intensive Portuguese course A1.1. The Spanish students will start with A2.1.

You can also attend the Portuguese Course without adding it to your Learning Agreement. In the end of the course we will give certificates to all the students who attended at least 70% of the classes.

## Accommodation

Considering the accommodation, you can look for it by yourself (I can give you contacts to real estate agencies) or contact Riskivector, a company that rents flats for Erasmus students in Bragança. In order to book accommodation in Bragança with Riskivector, please read carefully <http://www.erasmus.embraganca.info/procedureEN.php> and then open the file [http://riskivector.com/Reservation/Reservation\\_Form.html](http://riskivector.com/Reservation/Reservation_Form.html) and follow the steps

### **Health insurance**

Please be sure that you will have with you the European Health Card (I don't need a copy of it; I just want you to have it)

<http://ec.europa.eu/social/main.jsp?catId=857&langId=en&intPageId=1304>).

### **Deadline and academic calendar**

Our deadline for applications for 2017/2018 is:

- For the autumn semester and the entire year - 1<sup>st</sup> of July 2017 (1<sup>st</sup> of June for students who need visa)
- For the spring semester - 1<sup>st</sup> of December 2017 (15<sup>th</sup> of November for students who need visa)

**Attention**, we will not receive students after the deadline!

Academic Year 2017/2018:

1st Semester: from 18/09/2017 to 17/02/2018

2nd Semester: from 19/02/2018 to 14/07/2018

Holidays: from 18/12/2017 to 02/01/2018 (Christmas) and from 26/03 to 02/04/2018 (Easter)

If you have some more questions, please do not hesitate to contact me.

Greetings from Bragança

Sylwia