



EXCHANGE STUDENT PROGRAM

Institutional Information

<i>Institution's Name</i>	INSTITUTO POLITÉCNICO DA GUARDA (IPG)
<i>Address</i>	Av. ^a Dr. Francisco Sá Carneiro, 50 6300-559 Guarda – Portugal
<i>Homepage</i>	www.ipg.pt
<i>Campus Location</i>	Main campus located in the city of Guarda: School of Education, Communication and Sports (ESECD); School of Technology and Management (ESTG); The School of Health (ESS) is located in Guarda next to the Hospital facilities; The School of Tourism and Hospitality Management (ESTH) is located in the city of Seia (about 60kms from Guarda).
<i>International Relations Office</i>	Gabinete de Mobilidade e Cooperação Av. ^a Dr. Francisco Sá Carneiro, n.º 50 6300-559 Guarda (Portugal) Tlf: +351 271 220 105 // Fax +351 271 222 690 / E: gmc@ipg.pt
<i>Coordinator for the International Relations</i>	Prof. Pedro Alexandre Nogueira Cardão Vice President
<i>Staff and contact for the International Relations</i>	Ms. Anabela Pires / Ms. Lurdes Mendes / Ms. Susana Pereira / Ms. Vitória Fonseca gmc@ipg.pt Ms Ivone Cravo (ESTH - campus in Seia) gmc-esth@ipg.pt
<i>Application Deadline</i>	Winter semester: 30 th May Spring semester: 15 th December
<i>Application Procedures</i>	Contact the International Relations Office: gmc@ipg.pt Students receive information through email as well as their Acceptance Letters, which are sent directly to the international office of their home institutions.
<i>Arrival Date</i>	Students should plan their arrival at IPG for at least one/two days before the academic semester begins.
<i>Airport Pick-up</i>	There is no airport pick-up service provided upon arrival but GMC can give students some orientation on how to get to Guarda/Seia.
<i>Insurance</i>	The sending and receiving institutions may provide assistance in obtaining insurance for incoming and outgoing participants. Students applying to countries other than Europe should have a health insurance, but it's on the student's responsibility.

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<i>Accommodation</i>	Contact Social Services/Students Residences - Ms. Isabel Calçada e-mail: isabelcalcada@ipg.pt . Students can also search for private housing.
<i>Academic Activities</i>	Academic calendar is planned annually but usually classes start on mid-September and finish on mid- June. Examination period is extended until end July.
<i>Courses for Exchange Students</i>	Most of the degrees are taught in Portuguese language. An optional Portuguese course for Foreign Students is provided on both semesters.
<i>Grading System</i>	The grading system is provided according to the statistical distribution of grades agreeing to the description in the ECTS user's guide as well as the quantitative and qualitative institutional grading system.
<i>Tuition Fees</i>	If the student comes from a partner university and under a mobility agreement, there will be no tuition fees.
<i>Estimated Living Expenses per Month</i>	Between 250-350 Euros
<i>Remarks</i>	Although classes are taught in Portuguese teachers usually give bibliography in English or Spanish. A Portuguese course with 2 ECTS is given during each semester to Incoming students.
<i>PAL Friend programme</i>	The PAL Friend programme (Portuguese Academic Lifelong Friend) is meant to give some practical help to exchange students and it's composed mostly by Portuguese students who have already participated in mobility programmes.
<i>Facebook</i>	https://www.facebook.com/erasmus.ipguarda https://www.facebook.com/IPGuarda