Dear Students,

Welcome! We will be very pleased to receive you here at Polytechnic of Setúbal (IPS), for a study exchange period.

The Polytechnic of Setúbal (IPS), founded in 1979, is a public institution of higher education, which comprises five schools and 2 campuses:

- **IPS Campus in Setúbal** - located 7 kms from the centre of Setúbal, in the Estefanilha area.

  **Setúbal School of Technology** | [http://www.estsetubal.ips.pt](http://www.estsetubal.ips.pt)

- **School of Education** | [http://www.ese.ips.pt](http://www.ese.ips.pt)
  Fields of Study: Basic School Teachers, Community Development and Sociocultural Intervention, Art and Heritage Studies, Social Communication, Sport.

- **School of Business and Administration** | [http://www.esce.ips.pt](http://www.esce.ips.pt)
  Fields of Study: Marketing, Logistics and Retailing Management, Information Systems Management, Accountancy and Finance, Human Resources Management. The School of Business and Administration provides to Incoming Students an International Module lectured in English - courses must have the minimum of 15 students to be available.

- **School of Health Care** | [http://www.ess.ips.pt](http://www.ess.ips.pt)
  Fields of Study: Nursing, Physiotherapy, Speech Therapy.

- **IPS Campus in Barreiro** - located in Barreiro, a city about 30 kms far from Setúbal, on the south bank of the river Tagus, within a 15 minutes ferry journey of Lisbon.

  **Barreiro School of Technology** | [http://www.estbarreiro.ips.pt](http://www.estbarreiro.ips.pt)
  Fields of Study: Civil Engineering, Building Conservation and Rehabilitation Engineering, Construction Management and Chemical Engineering.
We have agreements for students’ mobility with several European higher education institutions (Erasmus mobility) as well as Brazilian’s (Bolsas Luso-Brasileiras Santander Universidades) and South American’s (Bolsas Ibero-Americanas Santander Universidades).

With the following information you will learn about our applications procedures and deadlines, accommodation options, language course offer and school’s mobility coordinators’ contacts, as well as some general information about IPS and the city of Setúbal.

**Application Procedures**

You can find detailed information on consulting our website, in http://www.ips.pt/ips_si_uk/web_base.gera_pagina?p_pagina=26567

First of all, you have to be nominated by your home institution. **Nominations shall be done by e-mail to maria.ferreira@sc.ips.pt** with details: student’s name and surname, gender; area of study; mobility period (autumn or spring semester or both); student’s e-mail contact.

To formalize your application the following documents are required - please fill out forms electronically; we will not accept applications filled out by hand.

1. **Student Application Form** (WORD | 339 KB) - Make sure the information about the contact person from your university is correct, as all formal documents will be sent to that person;

2. **Learning Agreement** (WORD | 365 KB) or 3. **Training Agreements** (WORD | 341 KB) duly filled, signed and stamped;

3. 1 transcript of records;

4. Copy of your ID card or Passport;

5. Copy of the European Health Insurance Card;

6. 1 original photo.

After preparing all documents, please **send them by e-mail first** (cimob@sc.ips.pt), and then by post, to the following address:

CIMOB-IPS
Setubal School of Technology - Campus do IPS - Estefanilha
2910-761 Setúbal / PORTUGAL
After your Learning Agreement/Training Agreement is approved by our Mobility Coordinators, we will send to the contact person in your university an original document, as well as your Acceptance Letter.

**Application deadlines**

- **Autumn Semester / Academic Year**: 30th June
- **Spring Semester**: 30th November

**Accommodation**

**IPS Campus in Setúbal** is not in the city centre. If you want to stay at the city centre, you may rent a room or an apartment. There is a large range of accommodation places.

To go to Campus you can use the bus, which takes around 15/20 minutes to arrive – Bus number 780 or 781 – leaving the central bus station, in Setúbal, about every 15 minutes – the bus stop near the Campus is called “Estefanilha (IPS)”.

There’s also a train, coming from Barreiro that stops near the Campus - every 30 minutes in rush hours and every hour after that period.

On the other hand, if you want to stay near the Campus you may stay at the IPS Students Residence, called Santiago’s Students Residence, or rent a room or an apartment in the residential areas near by: Manteigadas and Praias do Sado, or in the city center.

If you want to check it at the Google Earth, IPS Campus in Setubal is located in a small place called Estefanilha, 15 min. away from the city centre, by car/bus. In case you wish to get more details about distances, please use the following references: “Rua Vale de Chaves, Setúbal”.

**IPS Campus in Barreiro** doesn’t have Students Residence – to get details about accommodation you may contact the IPS Academic Association (geral@aaips.com.pt) or geral.estbrain@estbarreiro.ips.pt, directly in Barreiro School of Technology.

CIMOB-IPS - The Centre for Internationalisation and Mobility of the Polytechnic of Setubal will not take responsibility for your accommodation.
However, we list some options:

- **Santiago’s Students Residence** from IPS Students Welfare Services (SAS). This residence is about 2 km far from IPS Campus in Setúbal.
  You have also a bus, coming from Setúbal, which stops near the Residence and near the Campus.

  There isn’t any public transport that goes directly from the Residence to Barreiro, so, if you are studying at Barreiro School of Technology and are planning to stay at the Residence, you shall have your own mean of transport.

  To make reservation:

  - Fill and send the Accommodation Request Mobility Program Students by e-mail to cristina.almeida@sas.ips.pt.
  - You can also use this same e-mail address to put any question about accommodation.


  **Be aware that there are limited rooms** at Santiago’s Students Residence. Applications will be registered by arrival order.

  **IPS Campus in Barreiro** has no Students Residence – you may contact the Academic Association (geral@aaips.com.pt) or, directly in Barreiro School of Technology, geral.estbrain@estbarreiro.ips.pt.

- You may also contact some Real Estate Agencies:

  and ask for a room or an apartment to rent. Please remember that IPS Campus in Setúbal is not in the city centre. If you want to stay near this Campus, the residential areas near the Campus are: **Manteigadas** and **Praias do Sado**.

  If you want to check it at the Google Earth, IPS Campus in Setúbal is located in a small place called **Estefanilha** – use references "Rua Vale de Chaves, Setúbal".

  When contacting the Real Estate Agency you should let them know if you prefer to stay in the city or near the campus.
IPS Academic Association also has information about apartments and rooms to rent. If you contact them, they will be glad to help you: geral@aaips.com.pt or geral.estbrain@estbarreiro.ips.pt in Barreiro School of Technology.

You may also ask, at your International Relations Office, the contacts of former IPS ERASMUS students so they may give you contacts of particular landlords. Once your exchange has been confirmed you can apply for Accommodation.

Learning Portuguese

The Portuguese Language and Culture Course (5 ECTS) is offered, by School of Education, to incoming students who doesn’t speak Portuguese and must be included in your Learning Agreement. It is not an EILC course.

The course is not compulsory, but we consider it’s very important to students’ integration, even because most of the classes are lectured in Portuguese.

Be aware that this course will take place before the semester starts. In the academic year 2012/2013 it is planned to start the 3rd September/2012.

In autumn semester, it will have two levels:

- Level B1 for Spanish students/students who speak Spanish
- Level A1 for students from other nationalities

In spring semester will have only level A1. Exceptionally, in this semester, course will be available along the semester and not with an intensive schedule. It is planned to start between 18th and 22nd February, 2013 and to finish in June.

Students coming in the Autumn Semester and/or for the complete Academic Year will attend the Portuguese Language and Culture Course in the first semester and will not repeat the course in February.

Language Courses

Only the School of Business and Administration offers an International Module lectured in English – courses must have the minimum of 15 students to be available.

Other Schools have only courses lectured in Portuguese. It might be possible to have tutorial support in English (support given outside classes and exams in English), but this has to be confirmed with the Mobility Coordinator of each School.
Mobility Coordinators

The Learning / Training Agreement must be approved by our Mobility Coordinators. If you have questions about the subjects you will attend, please contact the Mobility Coordinator of your field of study, directly:

Setúbal School of Technology | [http://www.estsetubal.ips.pt](http://www.estsetubal.ips.pt)
Mobility Coordinator: Prof. José Simões | [jose.simoes@estsetubal.ips.pt](mailto:jose.simoes@estsetubal.ips.pt)

School of Education | [http://www.ese.ips.pt](http://www.ese.ips.pt)
Mobility Coordinator: Prof. José Freitas | [jose.freitas@ese.ips.pt](mailto:jose.freitas@ese.ips.pt)

School of Business and Administration | [http://www.esce.ips.pt](http://www.esce.ips.pt)
Mobility Coordinator: Prof. David Snow | [david.snow@esce.ips.pt](mailto:david.snow@esce.ips.pt)

Barreiro School of Technology | [http://www.estbarreiro.ips.pt](http://www.estbarreiro.ips.pt)
Mobility Coordinator: Prof. Raquel Barreira | [raquel.barreira@estbarreiro.ips.pt](mailto:raquel.barreira@estbarreiro.ips.pt)

School of Health Care | [http://www.ess.ips.pt](http://www.ess.ips.pt)
Mobility Coordinator: Prof. Fernanda Pestana | [fernanda.pestana@ess.ips.pt](mailto:fernanda.pestana@ess.ips.pt)
(Although there might be other executive coordinator for each field of study)

Academic Calendar

The academic calendar is not established at the moment and it may be different from School to School.
Usually, the winter semester starts in the middle of September and ends in January next year. Then, in February there is a break for the final exams.
The spring semester starts in March and ends in June. The final exams take place in July.
As soon as the academic calendar is published we will inform you.
Useful Links

Lisbon Airport:
http://www.ana.pt/portal/page/portal/ANA/AEROPORTO_LISBOA_CNT/?AE_Ls=84635592&actualmenu=84339800&cboui=84635592

Erasmus Students Network - Lisbon

http://www.esn-lisboa.org/

Contact us:
If you have any questions, please contact us by email: cimob@sc.ips.pt or check our website: http://www.ips.pt/ips_si_uk/WEB_BASE.GERA_PAGINA?p_pagina=25249

Thank you!

CIMOB – IPS

Centre for Internationalisation and Mobility – Polytechnic of Setúbal / Portugal