



Erasmus Charter for Higher Education 2014-2020

Application Form Call: 2014

Note: The data of this application form will be used by the European Commission/ Executive Agency EACEA and National Agencies for evaluation and monitoring

Program	The 2014-2020 EU programme for education, training, youth and sport proposed by the European Commission on 23 November 2011 (hereafter the Programme)*
Action	Erasmus Charter for Higher Education
Call	2014
Deadline for Submission (dd-mm-yyyy)	16/05/2013 12:00 midday Brussels time.
Application language	EN
Correspondence Language	EN

52823-LA-1-2014-1-PT-E4AKA1-ECHE-1

Applicant's previous EUC number (if applicable):

52823-IC-1-2007-1-PT-ERASMUS-EUC-1

Erasmus Policy Statement (Overall Strategy) section D of this application form - original language (official EU languages): EN

If the original language is not English, French or German, the Erasmus Policy Statement (EPS) should also be provided in one of those three languages.

Erasmus Policy Statement translation language (if applicable): not applicable

Acknowledgement of receipt

After submission, applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to check successful receipt of their Erasmus Charter for Higher Education (ECHE) application. If by the second week after the deadline, the application has not been listed on the website, the applicant should contact the EACEA (e-mail: EACEA-ECHE@ec.europa.eu).

* COM(2011) 788 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0788:FIN:EN:PDF>)

Applicant Organisation

A.1. Applicant Organisation

PIC, if available. Cf. Application manual	996273421
Full legal name (official name in latin characters)	INSTITUTO POLITÉCNICO DE LEIRIA (IPL)
Full legal name (English name)	POLYTECHNIC INSTITUTE OF LEIRIA
Acronym	IPLEIRIA
Erasmus code (e.g. F PARIS33) - if available	P LEIRIA01
Address (N°, street, avenue, etc.)	RUA GENERAL NORTON DE MATOS, LEIRIA-PORTUGAL
Country	Portugal
Region	Centro (P)
Post code	2411-901
City	LEIRIA
Website	http://www.ipleiria.pt

A.2. Legal Representative

Title	PhD
Gender	Male
First Name	Nuno André
Family Name	MANGAS PEREIRA
Position	President
E-mail	ipleiria@ipleiria.pt
Telephone (including country / area codes)	+351 244 860 448
Address (n°, street, avenue, etc)	Rua General Norton de Matos, Apartado 4133
Country	PT, Portugal
Post code	2411-901
City	LEIRIA

A.3. Coordinator

Title	PhD
Gender	Male
First Name	José Manuel

Family Name	SILVA
Department	RECTORATE
Position	Vice-President
E-mail	gmci@ipleiria.pt
Telephone (including country / area codes)	+351/244/830 010
Address (n°, street, avenue, etc)	Rua General Norton de Matos, Apartado 4133
Country	PT, Portugal
Post code	2411-901
City	LEIRIA

The purpose of these statistics is to put into context the actions and strategies the institution is asked to present in the following sections.

For the academic year 2012-2013:

Total number of students enrolled in all degree programmes offered by your institution (data from official HEI register)

Short cycle:	1475.0
1st Cycle:	8261.0
2nd Cycle:	1165.0
3rd Cycle:	0.0

Number of staff (Equivalent full-time)

Teaching:	725.0
Administrative:	310.0

Number of degree courses on offer

Short cycle:	33.0
1st Cycle:	63.0
2nd Cycle:	50.0
3rd Cycle:	0.0

STUDENTS (academic year 2011-2012)

1. Credit Mobility for Students (all types of mobility programmes for periods between 2 and 12 months)

Number of outgoing study mobility students (Erasmus and/or others): to participating countries	134.0
Number of outgoing study mobility students (Erasmus and/or others): to non-participating countries	48.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to participating countries	21.0
Number of traineeship (work placement) mobility students (Erasmus and/or others): to non-participating countries	2.0
Number of study mobility students (Erasmus and/or others): from participating countries	258.0
Number of study mobility students (Erasmus and/or others): from non-participating countries	49.0

2. International Degree Students (students enrolled for a full degree programme with foreign nationality or having completed a foreign previous degree)

Number of foreign students, if applicable: from Participating countries	29.0
Number of foreign students, if applicable: non-participating countries	228.0

3. If applicable, number of local (having the nationality of the country) and international students (of foreign nationality / with foreign previous degree) involved in double/multiple/joint degrees:

Number of Local students, involved in Double/multiple/joint degrees	27.0
---	------

Number of international students, involved in double/multiple/joint degrees

31.0

ACADEMIC STAFF (academic year 2011-2012)

All types of Erasmus staff mobility (for periods between 2 days and 2 months) for teaching and training purposes

Number of outgoing academic staff to participating countries

20.0

Number of incoming academic staff from participating countries

47.0

COOPERATION (academic year 2012-2013)

HEI AGREEMENTS IN EDUCATION AND RESEARCH valid in 2012/2013: European and International HEI Agreements / Consortia / Networks

Number of Erasmus interinstitutional agreements:

196.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from participating countries

19.0

Number of other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from non-participating countries

48.0

Total number of consortium agreements for double/multiple/joint degrees:

1.0

Of these, percentage of the consortium involving non-participating countries

1.0

European and International Education and Training Projects with contracts running in 2012-2013 (e.g.: Lifelong Learning Programme, Erasmus Mundus or Tempus)

Number of projects as coordinator:

2.0

Number of projects as partner:

18.0

Equivalent full-time administrative staff engaged in the HEI's European and International Offices working for the Programme (2012-2013)

Number of staff at the central level:

5.0

Number of staff at the Faculty/School/Department Level:

5.0

C1. General Organisation

Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (max. 1000 characters)

Please provide the direct web link with the contact details of the international office (or equivalent) in your institution dealing with the implementation and organisation of European and international mobility:

IPLeiria has two main offices dealing with international relations : The Project Office and The International Cooperation and Mobility Office. International programs are dealt with two-fold, one focusing in R&D research projects and the other on mobility programs for teacher, students and staff, both for studies and placements. In spite of having administrative support in each School, the Headquarters have 1 person dealing with project application and 4 persons dealing with International Cooperation and Mobility . This last office has one person for Erasmus incoming students, placements outgoing/incoming and Bilateral Agreements, another person for IP's, teaching and staff mobility, one person half time to support Erasmus outgoing for studies and another one for cooperation outside Europe.

Both offices are physically located in the same building and have frequent meetings.

link: http://www.ipleiria.pt/portal/ipleiria?p_id=9106

C2. Fundamental Principles

By applying for the Erasmus Charter for Higher Education my institution will:

Respect in full the principles of non-discrimination set out in the Programme and ensure equal access and opportunities to mobile participants from all backgrounds.

Ensure full recognition for satisfactorily completed activities of study mobility and, where possible, traineeships in terms of credits awarded (ECTS or compatible system.). Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (Diploma Supplement or equivalent).

Please explain the academic credit system and the methodology used to allocate credits to the different course units followed by your students abroad. (max. 1000 characters)

In addition, please provide the direct web link where the methodology is explained:

Students have to fill in a learning agreement with more specifications that the one's required by the National Agencies since they have to put both the Portuguese subjects and the subjects they want to attend in the host institution. Also they have to mention the credits allocated to each one of the subjects, accordingly with the following form:

http://www.ipleiria.pt/portal/ipleiria?p_id=18959

Additionally the necessary information is mentioned on the websites of our Schools and also in the international portal:

<http://www.esad.ipleiria.pt/index.php?id=5576>

<http://www.dges.mctes.pt/DGES/pt/Reconhecimento/NARICENIC/Reconhecimento+Académico/Atribuição+de+Classificação+Conversão+de+Escalas/>

Unfortunately since we are changing the portal not all Schools have the information on site but there are small difference in the allocation of credits- some convert the credits directly and some take in account the average grade of the class of the mobility students.

Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.

C3. When Participating in Mobility Activities - Before mobility

Publish and regularly update the course catalogue on the website of the Institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

Provide guidance to incoming mobile participants in finding accommodation.

Please explain if all courses taught at your institution are described in the Course Catalogue and in which languages. (max. 500 characters)

In addition, please provide the direct web link to your Course Catalogue:

All courses are described in the Course Catalogue which is available online in Portuguese and English. Students have easily access to the list of courses in each School of contents of each subjects through a general with an intuitive option of finding.

<http://publico.agcp.ipleiria.pt/paginas/ProgramasPublico.aspx>

Furthermore students have good tutoring in English and a very good support from their local coordinators helping them to choose the most adequate subjects.

Carry out mobility only within the framework of prior agreements between institutions. These agreements establish the respective roles and responsibilities of the different parties, as well as their commitment to shared quality criteria in the selection, preparation, reception and integration of mobile participants.

Please describe the institutional procedure for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (max. 1000 characters)

Normally the inter-institutional agreements are made after the accordance of the School trough the Erasmus Coordinator of each field of study. The International Cooperation and Mobility Office (GMCI) sends the proposal to the Coordinators and after analyzing the subjects they send the information to the GMCI. Normally the sequence is the issuing of the documents and signature by the Institutional Coordinator. The agreements are evaluated yearly to find out the number of mobilities, the language of teaching and the overall reception of our students.

In what concerns traineeship, and in the cases that the work placement it's located by our students, the Erasmus coordinator contact the tutor in order to agree with the training agreement. This is not the normal situation, because the work placements are most of the time agreements made directly by the School to well-known corporate.

Ensure that outgoing mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

Please describe your institution's language policy for preparing participants for mobility, e.g.: course providers within or outside the HEI. (max. 750 characters)

If possible, please provide the direct web link for your language policy:

All students in IPLeia have English in their normal curricula in every course taught and have to attained a minimum B1 level to pass it. Students can attend different language courses to complete their knowledge: Spanish, Italian, French and German. Those course are extra-curricular but are always available to our students independently of being mobile or not.

Our School of Education and Social Sciences organizes an EILC- Erasmus intensive Course. The courses have an excellent component in B-Learning, and an intensive cultural one. Finishing the EILC, our Institute organizes Portuguese courses in each campus during the 1st and 2nd semester.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the home and host institutions or enterprises and the mobile participants.

Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.

Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.

C4. When Participating in Mobility Activities - During Mobility

Ensure equal academic treatment and services for home students and staff and incoming mobile participants.

Integrate incoming mobile participants into the Institution's everyday life.

Have in place appropriate mentoring and support arrangements for mobile participants.

Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeships. (max. 750 characters)

Normally in May the IPLeiria opens the applications for buddies. Students can apply if they know very well a foreign language, if they are friendly and extrovert. Normally we have ex-Erasmus students applying but we accept students that never had an international experience if they fulfill the items above. It is a good first step to awake the curiosity of doing a period abroad.

After an interview with the applicants to check out their competencies, the International Cooperation and Mobility Office gives a Seminar on what to do dealing with foreign students. After an academic year dealing from 1 to 4 Erasmus, students have the information on their Diploma Supplement of Voluntary Work.

Provide appropriate linguistic support to incoming mobile participants.

Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period. (max. 500 characters)

If possible, please provide the direct web link for your language policy:

IPLeiria organizes every year an EILC- Erasmus Intensive Language Course, before the beginning of classes and during approx. one month. EILC is open to every Erasmus students, even students that are not going to study in our Institute, IPLeiria completes the package with our PLC courses. In the last 6 years, we've been organizing one course of Portuguese per Campus (beginning and intermediate, free of charge and at the entire expenses of IPL).
<http://apolo.ipleiria.pt:15021/int> (new portal)

C5. When Participating in Mobility Activities - After Mobility

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile students.

Provide incoming mobile participants and their home institutions with transcripts containing a full, accurate and timely record of their achievements at the end of their mobility period.

Regarding the above two Charter principles, please describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeships in enterprises. (max. 750 characters)
In addition, please provide the direct web link for this recognition procedure:

Internship and placements are of the utmost importance. IPL has both curricular placements and professional placements and both have the constant participation of both tutors (home institution and host institution). Curricular placements are assessed using normal grades. Being professional placements extra-curricular the recognition is mentioned in the diploma supplement. Normally students can go to a company to do a traditional placement but they can go to an academic institution or research Centre to do part of an investigation or project when they are already doing their master degree. Regarding study mobility the learning agreement is very important. This document is analyzed in special committees in the end of the study period.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Please describe your institution's measures to support, to promote and to recognise staff mobility. (max. 750 characters)

Every year our institution opens the Erasmus call for staff mobility by launching an Edital in our website(http://www.ipleiria.pt/portal/ipleiria?p_id=13681&content.id=402131) and used email to all academic community. Usually beneficiaries are supported by the maximum funding made awarded by NA. Grants are given to teaching assignment mobility (STA) and to staff training mobility (STT) for teachers and non-teaching staff. Our institution believes that both stakeholders contribute for the increasing of mobility in general – their testimonies encourage others to mobility. The periods of mobility can be recognized in the individual performance evaluation (SIADAP) and by the external evaluation of the courses.

C6. When Participating in European and International Cooperation Projects

Ensure that cooperation leads to sustainable and balanced outcomes for all partners.

Provide relevant support to staff and students participating in these activities.

Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max. 750 characters)

Through several administrative services, IPL supports and promotes the participation of staff and students in international cooperation projects namely by:

- Developing continuous search for participation opportunities and their dissemination among the academic community (through email, webpages, Facebook and presential sessions);
- Providing support in the application processes;
- Providing support to their effective participation (e.g. traveling arrangements, contacts with partners/services, etc.) and to the projects financial management.

The participation of academic staff in international projects and mobility is valued in terms of institutional evaluation, and the participation of students is recognized in terms of diploma supplement.

Exploit the results of the projects in a way that will maximise their impact on individuals and participating institutions and encourage peer learning with the wider academic community.

C7. For the Purposes of Visibility

Display the Charter and the related Erasmus Policy Statement prominently on the Institution's website.



Promote consistently activities supported by the Programme, along with their results.



Erasmus Policy Statement (Overall Strategy)

D. Erasmus Policy Statement (Overall Strategy)

The Institution agrees to publish this overall strategy (all three parts) on its website within one month after the signature of the Erasmus Charter for Higher Education by the European Commission.

Please describe your institution's international (EU and non-EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical area(s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students in first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (max. 5000 characters)

Original language [EN]

IPLeiria bases its strategic plan on 7 axes, education, research development and innovation, internationalization, teaching and non-teaching staff, students, regional enhancement and development, organization and management. IPLeiria will strive to focus its international cooperation on deeper and wider partnerships and strategic networks, resting on a stronger connection between student and teacher exchange, education and research. Regarding the internationalization axis the main target is to widen the geographic and thematic scope of cooperation, therefore some contacts are being made with European neighbourhood countries - Mediterranean Middle East and eastern countries including Russia and also with 3rd countries of Portuguese language (Brazil, Angola, Cape Verde; Mozambique, Guinea-Bissau) and with China through mainly Beijing and Macao.

Within the EU countries future partners are contacted in order to diversify the existing agreements with "traditional" EU countries. IPLeiria has now a diversified group of partners where Slovenia, Slovakia, Lithuania, Latvia, Croatia and Turkey have such an important place as Spain, Italy, France, Germany or Poland. The University has a number of well-established student mobility programs. These have brought benefit to participating students in and out who have gained from the different perspectives brought. In order to develop new links and the internationalization of its programs, our Institute intends to support the extension of Erasmus exchanges to new subject areas. It will support academic staff setting up exchange programs in Europe and elsewhere, giving priority to equal opportunities and lifelong learning, supporting the inclusion in active life and follow the professional paths of its graduates, recognizes teachers, researchers and technical administrative collaborators for their merit and motivation.

For several years one of the most successful courses is a truly international one - Translation interpretation Portuguese/Chinese/ Portuguese. Chinese students come to study in IPLeiria and our own students go to Beijing and Macao. In two further programs, students are given the possibility to obtain double degrees when completing a mobility period at the partner institution. In addition, we are starting with international Master's degree programs conducted jointly with national partner institutions, leading to a degree awarded by one of the partners.

We are extending our master degrees to Brazil and starting Master degrees in English to the overall international market. At the moment we have 8 masters in English in 3 of the 5 Schools of IPLeiria. From Biology, to Business, from Technology to Design, most of the fields of study are covered by this new initiative.

On the other hand and taking in due account strategic partnerships the IPLeiria takes part in a big consortium between HEI's and business, including several international partners between corporates and academic centres to give the opportunity to students to do a placement, investigation period or project in other countries.

One of the main targets is an active participation in international networks carefully chosen to identify reference partnerships.

IPLeiria promotes 1st and 2nd level joint courses through national and international partnerships. These courses are focused on promoting interdisciplinary creating knowledge alliances according with professional needs.

The Erasmus program is promoted through 1 session in each School before the opening of the application period held by International office. Normally the academic coordinators help out organizing small sessions per department.

The program is also publicized in the IPLeiria website. Later on students will have a new session to cope with bureaucratic matters related with the application. Regarding other international programs things run more or less the same way, with public sessions and information on the website.

Periods of study undertaken by students under the mobility for studies and placements have full academic recognition if corresponding with the subjects mentioned on the previous learning agreement or training program and do not lead to an increase in the overall length of course of study. The International office will continue to work with partner institutions to ensure that incoming students issue the reports which enable them to receive appropriate credit from their home university. All students work under the supervision of a tutor, and are required to keep in contact with them while on exchange as well as with the coordination at home.

Regarding the student mobility we consider the learning agreement as the most important document and have been developing a special form to avoid misunderstandings and guarantee the quality and transparency of the study period. In the end we have a special committee to evaluate the academic path of the students.

If applicable, please describe your institution's strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (max. 2000 characters)

Original language [EN]

Internationalization has been defined as one of the strategic axes of IPL's Strategic Plan 2010-2014 (http://www.ipleiria.pt/portal/planoestrategico?p_id=185464), and for which two main strategic goals were pointed: to increase and diversify international mobility, and to reinforce and enhance cooperation activities. In this particular scope, it was defined an operating goal of widen the geographic and thematic scope of IPL's cooperation, and pointed a measure of establishing new cooperation agreements, namely in what refers to holding new training activities, graduate and post-graduate courses, and research and development projects.

Being an institution integrating several Schools, with different fields of study and interests, IPL has been participating in several cooperation projects, not only in the domain of higher education, with other HEI, but also in the domains of vocational training and adult education, with different types of entities (public and private).

At EU level, IPL has been participating in education and training projects mainly with medium/long-term partner entities. The objective is, thus, to maintain successful partnerships and to promote new ones. At non EU level (within and outside the Program), and more recently, IPL has been integrating cooperation projects and project applications involving Latin America, the "neighbourhood countries" and China (namely under Erasmus Mundus, Tempus and FP7). In the next Program, IPL would like to reinforce these partnerships, as well as to implement new ones, developing education and training projects involving the African Countries of Portuguese Language (PALOP), East Timor and Brazil.

IPL's participation in cooperation projects has been mainly as a partner, which has allowed gaining experience. In this scope, one of IPL's priorities for 2014-2020 is to give a step forward and to assume the coordination of international cooperation projects.

Please explain the expected impact of your participation in the Programme on the modernisation of your institution (for each of the 5 priorities of the Modernisation Agenda*) in terms of the policy objectives you intend to achieve. (max. 3000 characters)

Original language [EN]

IPLeiria strives to improve curricula development including both structure and content, through development of flexible learning paths. One of the biggest concerns is strategic partnership and implementation of new knowledge alliances enlarging the current consortia, creating a platform for innovation and collaborative development.

Quality of teaching and research development and innovation are of course of the utmost concern for IPLeiria and this requires improvement of the curricular quality of our programs and international recognition of our studies. One important goal is increasing the number of foreign teachers in 1st and 2nd cycle courses. Benchmarking is one priority, to promote our research programs. In the overall IPLeiria has been making a special effort in 3rd countries to receive students in a more global way.

IPLeiria is involved in a Consortia of 8 Institutions in the centre of Portugal. This cooperative relation between actors is a social arrangement and resources can be seen as an economic activity. Higher education consortia are arrangements in which organizations cooperate to exchange and pool resources in order to look after their individual interests, being cooperation seen as an economic activity that is performed within a social context in which the actors are embedded. Actually this is a first step to change to a more business like institution looking for new market and students in a ever more international environment.

IPLeiria is now dealing in a much proactive way in the coordination of different projects, searching for new markets and defining its place in the global HE market. Strategic management as a different standpoints - scope, efficiency and effectiveness to create sustainable competitive advantage. Nevertheless institutional heritage and broader socio-cultural context continue to have a special importance in the IPLeiria. What really defines the advantages of this present Consortia it's the complementary as well as compatibility. Combine resources, efforts and knowledge give all members strength and disclosure, physical capital resources, human capital resources and organizational capital resources. The geographic location of the Institute could be seen as an advantage, in a very entrepreneurial region, half way between Lisbon and Oporto and near the seashore. IPLeiria belongs to the biggest administrative region of Portugal which give the institute the necessary features to knowledge alliances and strategic partnerships.

We cannot go international or even regional without an efficient internal leadership accepted by all the peers. Fighting the old system of bottom-heavy departments we have now a good and strategic vertical leadership with the participation of regional stakeholders. IPLeiria also belongs to an important association in the centre of Portugal, named "Politécnica" which has as main goal the development and enhancing the polytechnic image in a national and international level.

* COM (2011) 567 (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0567:FIN:EN:PDF>)

E

Endorsement of the application

I, the undersigned, legal representative of the applicant institution,

certify that the information contained in this application is complete and correct to the best of my knowledge. All Programme activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

agree to the content of the Erasmus Charter for Higher Education (ECHE) application outlined above and commit my institution to respect and observe these obligations;

agree to the publication of the Erasmus Policy Statement by the European Commission

Place: Leiria

Name: João Paulo Marques Date (dd/mm/yyyy): 14/05/2013

I have read and accept the Privacy statement

Original signature of the legal representative of the Institution (as identified in section A.2 above)

Original stamp or seal of the Institution