

REGULATIONS FOR INTERNATIONAL STUDENT EXCHANGE

ERASMUS

The international students exchanges follow the ERASMUS+ European Plan. These exchanges are settled between ESAD and the Schools with which ESAD has signed inter-institutional agreements. Those contracts specify the number of students, the time exchanges duration and the departments involved.

Our code is: P Lisboa47
ESAD – Escola Superior de Artes Decorativas

Terms and Conditions for an Exchange

The student applying to ESAD must be enrolled at his home school. All applications and related procedures for the exchanges have to be sent to ESAD by the Erasmus coordinator.

Please notice that all the classes are Portuguese spoken, so we strongly recommend incoming students to take lessons of Portuguese before the exchange.

Our academic course is divided in 2 terms (1st term from September to February; 2nd term from February to July). The minimum exchange period demanded is 5 or 6 months, according with one of the terms.

All necessary documents should be sent to:

ESAD – Escola Superior de Artes Decorativas
Rua João de Oliveira Miguens, 80
1350-187 Lisboa
PORTUGAL

Telephone: +351 218814696 | Fax: +351 218814643
Email: esad.geral@fress.pt | Website: www.fress.pt

Selection of Candidates

ESAD makes the selection of foreign applicants twice a year. Students must keep in mind the deadline for the submission of applications stipulated annually.

Student's acceptance will depend on the quality of their work (only for Design students), their academic *resumé* and also the number of places available.

ESAD reserves the right not to accept admissions of exchange students when:

- The number of applications exceed places available;
- Applications form and portfolio arrive after deadline;
- Student's work and academic standing are inappropriate to such exchange.

Procedures to Request an Exchange

The following documents must be sent by the ERASMUS coordinator to ESAD:

- "Incoming Students Application Form" (available in www.fress.pt);
- *Curriculum Vitae*;
- Academic *resumé*;
- Letter of intentions;
- Portfolio (DIN-A4 maximum size or CD-ROM) only for Design Students.

Procedures for Selected Candidates

ESAD will notify the applicant's School of the decision around mid-July (1st term or whole academic year) or mid-December (2nd term). In case of acceptance, ESAD will send an official confirmation letter to ERASMUS coordinator. This letter will indicate the date of arriving at our School and also the documentation necessary.

Useful Advices

Medical Insurance E111 or E128 (depending of the exchange) or private insurance is recommended, to cover illness or accidents during the exchange period.

ESAD will not be responsible for searching accommodation for exchange students, however, our ERASMUS coordinator directs students to a company that does it.