

8. SiPN Pre-Approval Course Form

Note: This document requires signature/s other than the student. Read the instructions carefully.
(The form itself can be found on the next pages, or access it [here](#))

Instructions for student:

Please refer to your school's catalog requirements regarding credit transfer policies and approvals required for study away.

Students should prepare for their meeting with their advisor by printing the course descriptions and any other relevant information (syllabi, number of contact hours, etc.) and ranking which courses they would like to take abroad. You might also take the initiative and make some suggested requests for credit transfer equivalencies, but ultimately these decisions are made by officials at your home school.

Academic advisors will be able to assess the quality of the course, whether your home school credit may be granted, and whether the course will be applicable for graduation requirements.

Once the course equivalencies have been established, students must obtain the signatures of their relevant school officials for final approval. Follow the requirements dictated by your home school during this step.

The student can choose whichever courses fit your needs on our website. Check those directly on our website under "build your semester". There you can access the respective syllabi by clicking on the title of the course.

Be sure that you are looking at courses that are offered in the semester that you are applying for.

Instructions for chair, student's major department:

The Study in Portugal Network works to make the credit pre-approval process as easy and transparent as possible, but we recognize that approving foreign credits for transfer is an inexact science. Our website provides detailed information on the courses available to students through our consortium arrangements, including course syllabi, ECTS credits, classroom contact hours, and where possible links to the respective faculty member's CV.

Our suggestion is that academic advisors in the US pay special attention to the number of classroom contact hours required by each course, since the number of ECTS can vary widely across and even within the same university in Portugal. Although a 6 ECTS class with 42 contact hours might typically come back to the US as a 3-semester credit hour transfer, some classes here may have 80 contact hours and yet still be worth only 6 ECTS. We are available for consultation or questions if needed at info@studyinportugalnwork.com

8. SiPN Pre-Approval Course Form

Before you start choosing courses, please consider the following:

1. Students should pre-approve at least 10 courses:

The more courses you pre-approve, the more flexibility and responsiveness you will enjoy. Please indicate which are your “1st options” and “2nd options” in the document that you will be sending to our office. Please rank which courses you want as your “1st choices”. In case there are class schedule overlaps or any other reason, we can trigger an “Alternate option”. You will be given 2 weeks as the “add/drop period” at the beginning of your Lisbon semester to make some class swaps, if necessary.

2. Location of the Schools – SiPN is a Network of 4 Lisbon’s Top Schools

Also, another criterion that you should have in mind is the location of the school where each of the courses are being offered. It is true that all schools are located close to one another, but we do recommend that students choose courses from only two (maximum three) different schools.

[Click here and see this interactive map for you to understand exact locations of our various colleges in our university network](#)

3. Schedules are only made available 1 week before classes start:

Class schedules in Portugal are only made available shortly before classes start. This is another reason why you should have a list of pre-selected options to plug-in, in case some of your pre-approved choices end up overlapping one another. Once you arrive in Lisbon, during SiPN’s orientation week, we will provide you with all the schedules and classrooms for the (at least) 10 courses that you have pre-approved and previously communicated to SiPN.

4. SiPN requires that you enroll in enough classes/credits that assure you a full-time student status at your home school.

This usually corresponds to 4 or 5 courses and 12 US semester credits. In addition, you should verify if your school has other specifics in terms of work/credit load. Each US school has its own specific requirements, so please double check with your study abroad/academic advisor AND your financial aid office (if you receive federal aid, federal financial aid typically requires 24 credits/academic year for you to be considered a FT student).

5. All students are required to take “Portuguese Culture and Society”

Starting in Spring semester 2018, SiPN has instituted a new policy that requires all participants to register for at least one of our 4 core course offerings- Portuguese Society & Culture (syllabus available on SiPN’s website). While students will still enjoy the freedom to design their semester curriculum from among the hundreds of classes and/or internships offered through our 4-university consortium, the Academic Council of SiPN felt that it was imperative that all of our students come away from their semester or year abroad with at least 1 course that covers the basics of Portuguese history, economy, politics and culture. Other core classes will continue to dive into these and other topics in much greater depth and from a disciplinary perspective, but this survey course will at least guarantee some basic familiarity with the host society in which you are immersed during your stay. Note that students who study with SiPN for the academic year only need to complete this course during one of their semesters. Just as with any SiPN course, this class will require pre-approvals on your home campus for transfer credit. The syllabus will survey an interdisciplinary set of social science and humanities-related topics about Portugal, its former empire, and its contemporary relations with Europe and the community of Portuguese-speaking countries. SiPN recommends that study abroad advisors consider this course for upper-level undergraduate social science or humanities elective credits.

6. We encourage you to choose courses from our Core Curriculum

SiPN, besides the mandatory course that all students must take “Portuguese

Culture and Society”, 6 ECTS, offers another 3 courses each semester that are developed by the program itself. The faculty in these classes are handpicked by our Academic Council based on their profile, fluency in English, academic fit, etc. The topics of those courses are related to Portugal, Portuguese speaking countries, and Portuguese integration in the European Union.

Students are not required to choose from our core, although we strongly suggest that they pay special attention to these, since they assure a more US-style academic pedagogy and a perfect calendar format and the student doesn’t need to proctor final exams after the end of the semester. Check out our website to access the list of core courses to be offered during the next SiPN semester editions.

7. Portuguese Language Classes

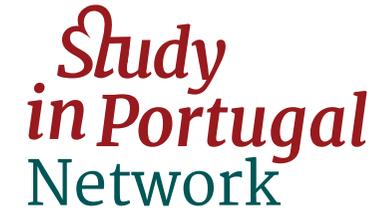
SiPN strongly encourages you to take a “Portuguese Language Course” (all levels available, every semester). Even if you are not seeking equivalences for these efforts, taking a Portuguese language course will surely benefit your overall experience and help you integrate into the local culture.

8. Courses Taught in Portuguese

If you are interested in direct enroll in courses that are taught in Portuguese, SiPN offers those too. We do not list those on our website because there are simply too many of them to list. If this is your case, please e-mail us with some curricular goals so we can work on your behalf to propose a set of courses and the respective syllabi for your/academic advisor to consider.

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This form is used to obtain academic approval for any credit-bearing courses the student wishes to bring back to their home college/university. If your school prefers that you use their form, please do so. This form is produced as an illustration for how students might guarantee study abroad credit transfer from their home school.



Students should list their first 5 or 6 course choices, followed by alternate classes that are ordered according to preference. Please pay attention to the SEMESTER in which said SiPN courses are being offered (see website column). If you are choosing classes taught in Portuguese, please note that the SiPN website only lists those courses taught in English and/or Portuguese language classes.

Name: _____ ID: _____

Study in Portugal Network Title of Course to be Taken Abroad *	ECTS Credits	University where course is offered	Course Equivalent at your school	US Credits	Major Minor Elective	Signature of Relevant Advisor for Credit Transfer	Printed Last Name	Notes (*)
Example: MacroEconomics	6	ISCTE	ECON 212	3	Major	Signature	Printed Last name	
1st choices								
Portuguese Culture & Society (required course)	6	Offered every semester at the Host University						
Alternates								

* Please mention when the Language of Instruction is Portuguese, write “taught in PT”

For the purposes of US federal financial aid, full-time student status requires 24 semester credits per academic year (12 per semester). Most US schools equate 2 ECTS with 1 US semester credit, so our recommendation is that students register for at least 24 ECTS/semester. In any case, our students are expected to undertake a minimum course load equivalent to full-time status as determined by their home university or program. Moreover, our students will receive a letter of admission by the SiPN host university in Portugal for the purposes of their request for a Schengen student visa.

Please complete all fields on reverse prior to signing

For department chair:

All SiPN courses come back on original Portuguese university transcripts with grades.

Does your institution accept study abroad transfer credits for grades or just on a Pass / No Credit basis? **(PLEASE CHECK ONE)**

Grades do come back Transfer is only based on Pass / No Credit

Will study abroad credits at your school count toward the student's GPA?

Yes No

Note: SiPN will provide all academic advisors a template for how the Portuguese 0-20 scale typically translates back into the US 0 – 4.0 grade format.

Required signatures:

	Signature	Printed Name	Date
1. Dept. Chair of the Major	_____	_____	_____
2. International Education Liaison (if other than Dept. Chair)	_____	_____	_____
3. International Programs Office	_____	_____	_____