To all international cooperation and exchange students

WELCOME to Coimbra and to FEUC!
1) Contact directly **CASA DA LUSOFONIA** (main international relations unit) where you will receive some practical/relevant information
3) Contact the *front-office for students* from the IRO/FEUC

You will get information about procedures regarding **academic issues**

- Bring:
  a) copy of **passport/ID card** (updated version, whenever necessary)

  b) copy of certificate of arrival received at **Casa da Lusofonia/DRI**
3.a) Fill in the **registration application form** with your final choice
4) Hand it at the IRO/FEUC

• We will:
  - **Confirm** the information;
  - **Rearrange** your registration at *infoforestudante*;
  - **Give** you a copy of your updated registration and a copy of your updated *Learning Agreement*
CHANGES to the Learning Agreement

- Fill in a new registration application form (only courses you want to follow)
- Hand it in at IRO/FE

REMARKS

ALL the Changes to the Learning Agreement must also be signed and stamped by your home university and sent back to the IRO/FE
DEADLINE FOR CHANGES:

OCTOBER 16 (1st semester courses)

MARCH 16 (2nd semester courses)
# Academic calendar 2017/18

<table>
<thead>
<tr>
<th>1st semester</th>
<th>2nd semester</th>
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<tbody>
<tr>
<td>11/09/2017 - 21/12/2017</td>
<td>05/02/2018 - 30/05/2018</td>
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<tr>
<td><strong>Evaluation (1st cycle students)</strong></td>
<td>Easter Break</td>
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<tr>
<td>06/11/2017 – 12/11/2017</td>
<td>26/03/2018 – 02/04/2018</td>
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<tr>
<td><strong>Evaluation (ALL study cycles)</strong></td>
<td>Evaluation (1st cycle students)</td>
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<td>18/12/2017 – 21/12/2017</td>
<td>03/04/2018 – 07/04/2018</td>
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<td><strong>Christmas Break</strong></td>
<td>“Queima” Break</td>
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<td>22/12/2017 – 01/01/2018</td>
<td>07/05/2018 – 12/05/2018</td>
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<tr>
<td>**Examination period ***</td>
<td>**Examination period ***</td>
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<tr>
<td>From 03/01/2018 to 03/02/2018</td>
<td>From 01/06/2018 to 07/07/2018</td>
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Remarks:

1. Classes will not be lectured during evaluation period
2. *Examination period* includes re-sit examination period
REGISTRATION for the exams is compulsory!
• It is each students’ responsibility to do this procedure on time – until 3 working days before the day of the exam!
• EXAMPLE – exam on Wednesday January 13\textsuperscript{th} – \textbf{deadline} is Thursday, January 7\textsuperscript{th}

\textbf{WHEN?}
• November/December (1\textsuperscript{st} semester courses) and May/June (2\textsuperscript{nd} semester courses)

\textit{Exact dates will be notified}

\textbf{WHERE?}
• at \texttt{inforestud@nte}
FORGET TO INSCRIBE ON TIME (after the 3 working days before the day of the exam)?

- **Contact** the *front-office for students* from FE and check whether there are still places left for the exam (a *penalty* for late inscription will be charged)

- **IF YOU ARE NOT REGISTERED YOU WILL NOT BE ALLOWED TO TAKE THE EXAM!**
II: OTHER PROCEDURES

Keep your contacts information (address, mobile phone) at IRO/FE updated

BEFORE LEAVING ....

Check whether your file is complete. (Changes to the Learning Agreement are signed and stamped and have been received at the IRO/FE)

Need a declaration of stay? Request it the week before your departure.