TO ALL INTERNATIONAL COOPERATION AND EXCHANGE STUDENTS'

Welcome to Coimbra and to the Faculty of Economics

REGISTRATION PROCEDURES

👉 You must:

☐ 1. Report yourself to the main International Relations Unit (DRI/UC) of the University of Coimbra – Casa da Lusofonia (tel.: 239 857 090) – where you will be given some practical/relevant information;

☐ 2. Get your own timetables at the following website:

http://www.uc.pt/feuc/informacoes/horarios

◊ Informações para Atuais estudantes (information for current students)

▼ Horários (1st cycle (Bachelor) studies / 2nd cycle (Master) studies)

http://www.uc.pt/feuc/informacoes/horarios

☐ 3. Go to the front-office for students from the International Relations Office of the Faculty of Economics to take care of the procedures concerning academic issues, with the following documents:

1) copy of passport/ID card (updated version, whenever necessary);

2) copy of the certificate of arrival received at DRI/UC-Casa da Lusofonia.

At the IRO/FEUC you will receive the registration application form that you should fill in with the final choice of your courses. Afterward, you hand it at the IRO/FEUC that: a) will confirm the information; b) will register you in inforestudante and c) will give you a copy of your registration and a copy of your Changes to Learning Agreement.

NB: If necessary, make an appointment with the ERASMUS departmental coordinator at IRO/FEUC to help you to decide your final plan of studies;

OTHER RELEVANT PROCEDURES

☐ 4. AFTER receiving an e-mail from DRI/UC with your coordinates (STUDENT NUMBER and PASSWORD), you should activate inforestudante account, in order to be able to have access to your page in the UC.

(In this account you will receive ALL IMPORTANT ACADEMIC INFORMATION: important notices, bibliography, summaries from classes, notes, etc.);

☐ 5. As soon as you have a final address, you should update this information at inforestudante; we strongly advise you to keep your data updated into the system;

☐ 6. Every time you need to change the initial plan of studies (to add or to delete a subject), you have to fill in a new registration application form and hand it in at the IRO/FEUC;

Based on your new proposal, the IRO/FEUC will update your registration in inforestudante and the CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT within the deadline.

NB: Every CHANGES TO THE LEARNING AGREEMENT done during the semester must also be signed and stamped by your home university and sent back to the IRO/FEUC, as soon as possible.
inforestudante – web service where students get all information regarding academic matters, such as detailed information about the courses, registration for classes and exams, timetables, support materials, grades, etc.

https://inforestudante.uc.pt

Please note that, “as an Erasmus student you are expected to:
Ensure that any changes to the LA are agreed with both the home and host institutions immediately they occur.”


**DEADLINE for changes:** OCTOBER 16 (for 1st semester courses) and MARCH 16 (for 2nd semester courses)

☐ 7. **REGISTRATION for turmas (groups)** is compulsory. You should do it directly at Inforestudante, menu Registration Classes (for any further queries about this issue, do not hesitate to contact directly IRO front office);


<table>
<thead>
<tr>
<th>1st semester:</th>
<th>from 11/09/2017 to 21/12/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>examination period *</td>
<td>from 03/01/2018 to 03/02/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd semester:</th>
<th>from 05/02/2018 to 30/05/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>examination period *</td>
<td>from 01/06/2018 to 07/07/2018</td>
</tr>
</tbody>
</table>

*Includes resit 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)!!

This process will take place in November/December (and in May/June, for 2nd semester courses) at inforestudante. Exact dates will be notified.

**NB:** If you are not registered for the exams you will not be allowed to take them. Exceptionally, and if you need to make your inscription later, after the 3 working days before the day of the exam, you must contact the front office for students from FEUC, to check whether there are still places left for the exam you want to attend.

The same procedure is required for resit examination period.

**BEFORE LEAVING ...**

☐ Check with the services – IRO/FEUC - whether your file is completed or not – you have to check if all the Changes to the Learning Agreement, signed and stamped by your home university, have already been received at the Faculty;

☐ In case you need a declaration with your dates of stay you should request it in advance (at least, the week before your departure);

**RELEVANT INFORMATION**

After checking the information on your file, namely, if **CHANGES TO THE LEARNING AGREEMENT** are signed and stamped, the IRO/FEUC will send your **TRANSCRIPT OF RECORDS** (grades) in March (1st semester students) and in September, at latest (2nd semester/annual students).
PLANO INICIAL (INITIAL PLAN OF STUDIES) ☐
ALTERAÇÃO AO PLANO INICIAL (CHANGES TO THE INITIAL PLAN OF STUDIES) ☐

**HOME UNIVERSITY:** ____________________________

**NAME:** ______________________________________

[ ] em Coimbra ____________________________

[ ] (mobile) ____________________________ e-mail: ____________________________

**Estadia / Period of studies:**

[ ] 1º semestre/1st semester ☐ 2º semestre/2nd semester ☐

### UNIDADES CURRICULARES (course units):

<table>
<thead>
<tr>
<th>Code</th>
<th>ECTS</th>
<th>Turma (check back-side)</th>
<th>Cycle *(1/2)</th>
<th>A/D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 

#### Unidade(s) curricular(es) de outra(s)
Faculdade(s)

Course units from other Faculties *

<table>
<thead>
<tr>
<th>Code</th>
<th>ECTS</th>
<th>Degree</th>
<th>Faculty</th>
</tr>
</thead>
</table>

**Curso de Português – especificar o NÍVEL**
Portuguese Course at FEUC (specify level and class (Turma))

| 1. |      |        |
| 2. |      |        |
| 3. |      |        |
| 4. |      |        |

**TOTAL CRÉDITOS ECTS**

A = Added (aumentada) / D = Deleted (eliminada)

* 1= first cycle (licenciatura) / 2= second cycle (mestrado)
<table>
<thead>
<tr>
<th>Unidades curriculares (Course Units)</th>
<th>Ciclo (Cycle)</th>
<th>Teórica (T)</th>
<th>Prática (P)</th>
<th>Teórica-prática (TP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Álgebra Linear</td>
<td>Economia (PIC)</td>
<td>12</td>
<td>4</td>
<td>--------</td>
</tr>
<tr>
<td>Ex: Análise de Decisão</td>
<td>Gestão (2ºPIC)</td>
<td>--------</td>
<td>--------</td>
<td>1P2</td>
</tr>
</tbody>
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(a preencher pelo GRI/FEUC):
registo no informe de ____/____/____

Assinatura/rúbrica ______________________

(a preencher pelo GAALA/FEUC):
Inscrição nas turmas registado no informe de ____/____/____

Assinatura/rúbrica ______________________

Obs: ___________________________________________