To all international cooperation and exchange students

WELCOME to Coimbra and to FEUC!
1. Registration procedures

1) Contact directly **CASA DA LUSOFONIA** (main international relations unit) where you will receive some practical/relevant information
2) Get your own timetable at [http://www.uc.pt/feuc/informacoes/horarios](http://www.uc.pt/feuc/informacoes/horarios)
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 inforestudante;
  - 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 15 (1st semester courses)

MARCH 15 (2nd semester courses)
### Academic calendar 2018/19

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
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<tbody>
<tr>
<td><strong>10/09/2018 – 20/12/2018</strong></td>
<td><strong>04/02/2019 – 30/05/2019</strong></td>
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<tr>
<td>Evaluation (1st cycle students)</td>
<td>Evaluation (1st cycle students)</td>
</tr>
<tr>
<td>05/11/2018 to 10/11/2018</td>
<td>25/03/2019 to 03/04/2019</td>
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<td>Evaluation (ALL study cycles)</td>
<td>Easter Break</td>
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<tr>
<td>19/12/2018 to 20/12/2018</td>
<td>15/04/2019 to 22/04/2019</td>
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<tr>
<td>Christmas Break</td>
<td>&quot;Queima&quot; Break</td>
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<tr>
<td>21/12/2018 to 02/01/2019</td>
<td>06/05/2019 to 11/05/2019</td>
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<tr>
<td>Examination Period *</td>
<td>Examination Period *</td>
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<tr>
<td>03/01/2019 to 03/02/2019</td>
<td>03/06/2019 to 06/07/2019</td>
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</table>

**Remarks:**

1. **Classes** will not be lectured during evaluation period
2. *Examination period* includes re-sit examination period

September 2018
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 9th – deadline is Thursday, January 3rd

WHEN?
• November/December (1st semester courses) and May/June (2nd semester courses)

Exact dates will be notified

WHERE?
• at inforestud@nte

September 2018
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
• Fill in a *late registration request form* (compulsory procedure)

**IF YOU ARE NOT REGISTERED YOU WILL NOT BE ALLOWED TO TAKE THE EXAM!**
Keep your contacts information (address, mobile phone) at inforestud@nte updated

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**
III: OTHER ISSUES

PORTUGUESE LANGUAGE I – group *turma* E
PORTUGUESE LANGUAGE II – group *turma* D
Dr Alexandra Baltazar - Classes will just **start on September 24**

**REGISTRATION** (mandatory) for groups *turmas* at


**DEADLINE: 12/09 (11:59pm)**
III: OTHER ISSUES

Other courses in English:

**ECOLITERACY**, 6 ECTS

(2\textsuperscript{nd} semester: 3-14 June, 2019)

Department of Life Sciences, UC
University restaurant: **Cantina Vermelhas / Restaurante Vermelhas**

**Address**: Rua Teixeira de Pascoais, Coimbra  
**Office hours (Monday to Friday)**: 12:00-15:00

**Options**  
- Social meal *  
- Vegetarian meal *  
- Diet meal *  
- Snack meal

**PRICES * (students): 2,40€**

Further information at  
[https://www.uc.pt/sasuc/Alimentacao](https://www.uc.pt/sasuc/Alimentacao)
## EMERGENCY CONTACTS | CONTACTOS DE EMERGÊNCIA

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Services at the University of Coimbra</td>
<td>(+351) 239 240 845 (+351) 939 855 967</td>
</tr>
<tr>
<td>Emergency number (ambulance, police etc...)</td>
<td>112</td>
</tr>
<tr>
<td>Firefighters</td>
<td>(+351) 239 822 323</td>
</tr>
<tr>
<td>PSP (Police)</td>
<td>(+351) 239 797 640</td>
</tr>
<tr>
<td>Student SOS line</td>
<td>808 200 204</td>
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</tbody>
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(* ) Online appointments | Marcação Online: [https://portal2.sas.uc.pt/e_consultas/(S(ale042nh1ikg5v0umdb2aqzy))/Login.aspx](https://portal2.sas.uc.pt/e_consultas/(S(ale042nh1ikg5v0umdb2aqzy))/Login.aspx)

**Working hours | Horário de Funcionamento:** 8.30 am til 5.30 p.m (Monday to Friday) | 8.30 – 17.30 (Seg – Sex)

**Address | Morada:** Faculty of Medicine (Polo I) | Faculdade de Medicina (Pólo 1)