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 front office from the main International Relations Unit (DRI/UC) of the University of Coimbra, also known as CLUC / 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
   ♦ ESTUDANTES: informações para atuais estudantes (information for current students)
   ▼ Horários (1st cycle (Bachelor) studies / 2nd cycle (Master) studies)

☐ 3. Go to the front-office for students from the International Relations Office (classes building, 2nd floor) 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 your inforestudante account, in order to be able to have access to your page at 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 all your data (e-mail, mobile phone, emergency contacts, etc.) 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 on inforestudante and the CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT within the deadline.

NB: Every CHANGE 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 in writing with both the home and host institutions immediately when they occur.”

**DEADLINE for changes:** MARCH 13 (for 2nd semester courses)

1. **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>SEMESTER 2</th>
<th>Classes</th>
<th>Evaluation break (1st cycle courses)</th>
<th>Examination period *</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/02/2020 - 30/05/2020</td>
<td>30/03/2020 - 04/04/2020</td>
<td>01/06/2020 - 03/07/2020</td>
<td></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 May/June (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 - after the **3 working days before the day of the exam** - you may sign up late. However, a request form is compulsory. Therefore, you must first 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...

9. 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;

10. **DEPARTURE CONFIRMATION** – should be requested, directly and in presence, at CLUC (front office from the main International Relations Unit (DRI/UC) in advance (2 or 3 days prior to your departure) – ALWAYS PAY ATTENTION to the OFFICE HOURS from the services!

**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 September, at latest (2nd semester/annual students).

**Erasmus+ Programme** - Learning Agreement – After the Mobility part
Since all the information relating to the completion of the mobility period required by the Erasmus+ is included in the UC Transcript of Records, we do not provide the **After the mobility** part of the Learning Agreement.
# EMERGENCY CONTACTS / CONTACTOS DE EMERGÊNCIA

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Services of the University of Coimbra / Serviços Médicos da Universidade de Coimbra</td>
<td>[+351] 239 240 845</td>
</tr>
<tr>
<td></td>
<td>[+351] 939 855 967</td>
</tr>
<tr>
<td>Student SOS Line / SOS Estudante</td>
<td>808 200 204</td>
</tr>
<tr>
<td></td>
<td>[+351] 239 410 400</td>
</tr>
<tr>
<td>Emergency Number / Número de Emergência</td>
<td>112</td>
</tr>
<tr>
<td>Hospital / Centro Hospitalar e Universitário de Coimbra</td>
<td>Praceta Prof. Mota Pinto</td>
</tr>
<tr>
<td></td>
<td>3000-075 COIMBRA</td>
</tr>
<tr>
<td></td>
<td>[+351] 239 400 400</td>
</tr>
<tr>
<td>Firefighters / Bombeiros</td>
<td>[+351] 239 822 323</td>
</tr>
<tr>
<td>Police / Polícia</td>
<td>[+351] 239 797 640</td>
</tr>
</tbody>
</table>

**MEDICAL SERVICES OF THE UNIVERSITY OF COIMBRA / SERVIÇOS MÉDICOS DA UNIVERSIDADE DE COIMBRA**

**Working Hours / Horário de Funcionamento:**
Monday to Friday from 8:30 am until 5:30 pm / Segunda a Sexta das 8:30 às 17:30

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

**ONLINE APPOINTMENTS / MARCAÇÃO ONLINE**

Site: [https://portal2.sas.uc.pt/e_consultas/(S(ale042nh1ikg5v0umdb2aqzy))/Login.aspx](https://portal2.sas.uc.pt/e_consultas/(S(ale042nh1ikg5v0umdb2aqzy))/Login.aspx)