TO ALL INTERNATIONAL COOPERATION AND EXCHANGE STUDENTS'

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
    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, 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: OCTOBER 18 (for 1st semester courses) and MARCH 13 (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>Semester</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester</td>
<td>from 16/09/2019 to 21/12/2019</td>
</tr>
<tr>
<td>examination period *</td>
<td>from 03/01/2020 to 07/02/2020</td>
</tr>
<tr>
<td>2nd semester</td>
<td>from 10/02/2020 to 30/05/2020</td>
</tr>
<tr>
<td>examination period *</td>
<td>from 01/06/2020 to 03/07/2020</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 - 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 ...

☐ 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).

- 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>Medical Services of the University of Coimbra / Serviços Médicos da Universidade de Coimbra</th>
<th>+351 239 240 845</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

## Emergency Number / Número de Emergência

<table>
<thead>
<tr>
<th>Emergency Number / Número de Emergência</th>
<th>112</th>
</tr>
</thead>
<tbody>
<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(ale042nh1ikg5v0umdb2aqzv))/Login.aspx](https://portal2.sas.uc.pt/e_consultas/(S(ale042nh1ikg5v0umdb2aqzv))/Login.aspx)