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)

Horários

1.º semestre 2019/2020

- Calendário, Instruções e Perguntas Frequentes - Inscrições nos Horários 1.º semestre 19/20

1.º ciclo

- Horários de todas as Unidades Curriculares - 1.º semestre 19/20
- Blocos de horários para os 1.º, 2.º e 3.º anos – 1.º semestre 19/20
  - Licenciatura em Economia: Blocos 1.º ano
  - Licenciatura em Economia: Blocos 2.º ano
  - Licenciatura em Economia: Blocos 3.º ano
  - Licenciatura em Gestão: Blocos 1.º ano
  - Licenciatura em Gestão: Blocos 2.º ano
  - Licenciatura em Gestão: Blocos 3.º ano
  - Licenciatura em Relações Internacionais: Blocos 1.º ano
  - Licenciatura em Relações Internacionais: Blocos 2.º ano
  - Licenciatura em Relações Internacionais: Blocos 3.º ano
  - Licenciatura em Sociologia: Blocos 1.º ano
  - Licenciatura em Sociologia: Blocos 2.º ano
  - Licenciatura em Sociologia: Blocos 3.º ano

2.º ciclo

- Horários de todas as Unidades Curriculares 1.º semestre 19/20 – ME, MG, MS, MBRSP, MISE, MESUC, MIAQF, MDSRNT
- MCF – Mestrado em Contabilidade e Finanças – 1.º semestre 19/20
- MGES – Mestrado em Gestão e Economia da Saúde – 1.º semestre 19/20

September 2019
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
Fill in a new registration application form (only courses you want to follow)

Hand it in at IRO/FE

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 18** (1\textsuperscript{st} semester courses)

**MARCH 13** (2\textsuperscript{nd} semester courses)
# Academic calendar 2019/20

<table>
<thead>
<tr>
<th></th>
<th>1st semester</th>
<th>2nd semester</th>
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<tbody>
<tr>
<td></td>
<td>16/09/2019 - 21/12/2019</td>
<td>10/02/2020 - 30/05/2020</td>
</tr>
<tr>
<td>Evaluation (1st cycle students)</td>
<td>04/11/2019 to 09/11/2019</td>
<td>Evaluation (1st cycle students)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30/03/2020 to 04/04/2020</td>
</tr>
<tr>
<td>Evaluation (ALL study cycles)</td>
<td>18/12/2019 to 21/12/2019</td>
<td>Easter Break</td>
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<td></td>
<td></td>
<td>06/04/2020 to 13/04/2020</td>
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<tr>
<td>Christmas Break</td>
<td>23/12/2019 to 02/01/2020</td>
<td>Classes break: &quot;Queima das Fitas&quot; Festival</td>
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<tr>
<td></td>
<td></td>
<td>11/05/2020 to 15/05/2020</td>
</tr>
<tr>
<td>Examination Period *</td>
<td>from 03/01/2020 to 07/02/2020</td>
<td>Examination Period *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>from 01/06/2020 to 03/07/2020</td>
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</tbody>
</table>

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 15\(^{th}\) – **deadline** is Thursday, January 9\(^{th}\)

**WHEN?**

- November/December (1\(^{st}\) semester courses) and May/June (2\(^{nd}\) semester courses)

*Exact dates will be notified*

**WHERE?**

- at *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
- 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 contact information (address, mobile phone) at infoforestud@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).

Collect your original (if necessary) in advance.
LEARNING AGREEMENT

*After the mobility* part of the Learning Agreement is NOT PROVIDED. All information regarding course completion required by the Erasmus+ is included in the UC Transcript of Records.

TRANSCRIPT OF RECORDS

- issued as soon as UC local grades have been uploaded (lecturers) and validated (academic services).

(NB) Transcript of Records will just be printed after the re-sit examination period finishes.
TRANSCRIPT OF RECORDS

• includes, not only, the local grade, but also the (corresponding) ECTS grade. This information is automatically generated by our IT system (platform) and cannot be changed, since:

the classification obtained in the ECTS grading scale at the University of Coimbra is based on the distribution of the grades in the range of 10 to 20 obtained by all students in a course unit or in a degree’s final classification corresponding to the three academic years prior to those grades taking into account a minimum cohort of 30 approved or graduated students.

• UC grading scale available at http://www.uc.pt/en/ects/info_inst/ma
II: OTHER PROCEDURES

• TRANSCRIPT OF RECORDS

When?

• TRs will be sent, until **March** (1st semester students) and until **September** (2nd semester/annual students) **at the latest**.

HOW

• A scanned (signed/stamped) version will be send both to the student him/herself, as well as, to the partner institution.

**ORIGINAL** TRs will just be sent to student(s) that express this need, by filling in a *questionnaire* that the IRO/FEUC will provide, in due time.
CONFIRMATION OF STUDY PERIOD

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

• **first day** - will be the first day of classes (cf academic calendar)

  OR

• day of attendance of the general meeting, held by the IRU (DRI/UC).

  *(NB1)* For later arrivals, the *Confirmation will express the real date of registration at our office.*

• **last day** - the day students contact, physically / in person, the IRO/FEUC within the date of the semester, as established in the academic calendar.

  *(NB2)* This does not include seminar papers or other types of evaluation, handed in online

Students should ONLY LEAVE COIMBRA AFTER CERTIFYING that they don’t need to attend re-sit examination period.
III: OTHER ISSUES

PORTUGUESE LANGUAGE I – group (turma) E
Dr Alexandra Baltazar - Classes are lectured at FEUC
  Wednesday: 14-16 (room A.3.1) and Thursday: 16-18 (room A.3.1.)

PORTUGUESE LANGUAGE II – group (turma) D
Dr Alexandra Baltazar - Classes are lectured at FEUC
  Wednesday: 16-18 (room A.3.1) and Thursday: 18-20 (room A.3.1.)

REGISTRATION for groups (turmas) is mandatory.
The DEADLINE was 11 September. For any updates just contact FEUC front-office for students!
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)
WELCOME DAY: PROGRAMME

14:00 - Group photo
Paço das Escolas

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>10:30</td>
<td>Registration</td>
</tr>
<tr>
<td>11:15</td>
<td>Welcome Session / sessão de boas-vindas</td>
</tr>
<tr>
<td>12:15</td>
<td>Lunch / Almoço</td>
</tr>
<tr>
<td>14:00</td>
<td>Group photo (at Paço das Escolas) / Foto do grupo (no Paço das Escolas)</td>
</tr>
</tbody>
</table>
### IV: Important Contacts

**Emergency Contacts | Contactos de Emergência**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
<th><em>(+351) 239 240 845</em>(+351) 939 855 967</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency number (ambulance, police etc...)</td>
<td>112</td>
<td></td>
</tr>
<tr>
<td>Firefighters</td>
<td>(+351) 239 822 323</td>
<td></td>
</tr>
<tr>
<td>PSP (Police)</td>
<td>(+351) 239 797 640</td>
<td></td>
</tr>
<tr>
<td>Student SOS line</td>
<td>808 200 204</td>
<td></td>
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*Online appointments | Marcação Online: [https://portal2.sas.uc.pt/e_consultas/(S(ale042nh1lk5v0umdb2aqzy))/Login.aspx](https://portal2.sas.uc.pt/e_consultas/(S(ale042nh1lk5v0umdb2aqzy))/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)

September 2019