To all international cooperation and exchange students

WELCOME to Coimbra and to FEUC!

February 2020
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:

MARCH 13 (2nd semester courses)
# Academic calendar 2019/20

## Semester 2

<table>
<thead>
<tr>
<th>Classes</th>
<th>Evaluation break (1st cycle courses)</th>
<th>Examination period *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aulas</td>
<td>Avaliações Periódicas (1º ciclo)</td>
<td>Exames *</td>
</tr>
<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>
</tr>
</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 15th – deadline is Thursday, January 9th

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

Exact dates will be notified

WHERE?
• at inforestud@nte

February 2020
EXAMINATION calendar/dates cannot be changed!

2º semestre 2019-2020

Frequências

- Calendário de avaliações na Pausa letiva e período letivo 2019/2020: LE, LG, LRI, LS, ME

Época Normal e Época de Recurso

- Calendário de avaliações na Época Normal 2019/2020: LE, LG, LRI, LS, ME, MG, MIESP, MS, MCF, MISIE, MMQF
- Calendário de avaliações na Época de Recurso 2019/2020: LE, LG, LRI, LS, ME, MG, MIESP, MS, MCF, MISIE, MMQF
- Calendário de avaliações na Época Normal e de Recurso 2019/2020: DSSXV - Doutoramento em Democracia no Séc. XXI
- Calendário de avaliações na Época Normal e de Recurso 2019/2020: DSCG – Doutoramento em Governação, Conhecimento e Inovação
- Calendário de avaliações na Época Normal e de Recurso 2019/2020: DPRBC – Doutoramento em Política Internacional e Resolução de Conflitos
- Calendário de avaliações na Época Normal e de Recurso 2019/2020: DRTSS - Doutoramento em Relações do Trabalho, Desigualdades Sociais e Sindicalismo
- Calendário de avaliações na Época Normal e de Recurso 2019/2020: DS – Doutoramento em Sociologia

Further information about ASSESSMENT AT FEUC / AVALIAÇÕES NA FEUC at http://www.uc.pt/feuc/pess_serv/servicos/gri/internacionalizacao/incoming

February 2020
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!**
II: OTHER PROCEDURES

Keep your contact information (address, emergency contacts, mobile phone) at inforestud@nte updated

BEFORE LEAVING ....

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.
II: OTHER PROCEDURES

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

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

Currently, TRs are provided in an electronic version (UC, provides, no longer the paper version)
II: OTHER PROCEDURES

(DEPARTURE) CONFIRMATION OF STUDY PERIOD

Need a declaration of stay? Request it, in advance, at **CLUC** (front office from IRU-DRI/UC)

• **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 CLUC (DRI/UC).*

• **last day** - the day students contact, directly and in presence, CLUC 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) B
Dr Carla Roque - 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) B
Dr Carla Roque - 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.
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

12:30 - Group photo

... if the weather conditions allows
# IV: Important Contacts

## Emergency Contacts | Contactos de Emergência

<table>
<thead>
<tr>
<th>Medical Services at the University of Coimbra (*)</th>
<th>Serviços Médicos da Universidade de Coimbra (*)</th>
<th>[+351] 239 240 845 [+351] 939 855 967</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency number (ambulance, police etc...)</td>
<td>Número de emergência (ambulância, polícia etc...)</td>
<td>112</td>
</tr>
<tr>
<td>Student SOS line / SOS Estudante</td>
<td></td>
<td>808 200 204</td>
</tr>
<tr>
<td>Hospital / Centro Hospitalar e Universitário de Coimbra</td>
<td></td>
<td>[+351] 239 400 400</td>
</tr>
<tr>
<td>Firefighters / Bombeiros</td>
<td></td>
<td>[+351] 239 822 323</td>
</tr>
<tr>
<td>PSP (Police) / Polícia</td>
<td></td>
<td>[+351] 239 797 640</td>
</tr>
</tbody>
</table>

(*) 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)

February 2020
Further info and contacts:

Dra. Margarida Santos
I. R. Officer

Luara Maranhão
incoming / outgoing students officer

Other issues
intfeuc@fe.uc.pt
Tlf: +351 239 790 506

Student’s issues
student.mobility@fe.uc.pt
Tlf: +351 239 790 521

• Skype: gri_feuc
• Facebook: facebook.com/GRIFEUC