

# Incoming Mobility at the University of Coimbra

## Frequently Asked Questions

### **I've been nominated to do an ERASMUS mobility period at the University of Coimbra. How can I apply?**

Congratulations for your nomination! To apply to the University of Coimbra you should follow the link [www.uc.pt/en/driic/estudantesIN/CandidatIN/](http://www.uc.pt/en/driic/estudantesIN/CandidatIN/) and register online. Follow the instructions in the Application Guide to complete your application.

### **How can I apply if I have already used my opportunity via the ERASMUS + studies program?**

You have two options:

- Check if your University is a member of any of the networks that the University of Coimbra is part of (list of networks available here: [www.uc.pt/en/driic/redes/](http://www.uc.pt/en/driic/redes/)) or has a valid bilateral agreement. If so, ask your University whether it is possible to do a mobility period under this network or bilateral agreement.
- If this is not possible, you can apply through the FREE-MOVER program that involves paying a tuition fee to the UC. Find more information on FREE-MOVER here: [www.uc.pt/en/driic/estudantesIN/Free\\_mover\\_Program](http://www.uc.pt/en/driic/estudantesIN/Free_mover_Program) .

In any of these cases you will have to fill in your application at [www.uc.pt/en/driic/estudantesIN/CandidatIN/](http://www.uc.pt/en/driic/estudantesIN/CandidatIN/), after carefully reading the Application Guide.

### **What is the difference between ERASMUS+ studies and ERASMUS+ Traineeship (Placement)?**

As an Erasmus student you can apply to study in a partner institution of your University. A new feature of the Erasmus program is that you can also go abroad more than once as an Erasmus student during your studies. You can get scholarships for studies and/or traineeships for a maximum amount of twelve months per study level, that is to say twelve months each on bachelor, master and doctorate level. The placement scholarship is not affiliated to a specific subject area; therefore all students who meet the criteria are entitled to apply for a scholarship. You need to arrange your placement (traineeship/internship) host organization yourself.

### **Where can I check the study plans of the degrees lectured at the University of Coimbra?**

You can find the information on the subjects and their content at <https://apps.uc.pt/courses/en/index>

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### **If I am a Master degree student, can I study subjects at Bachelor level?**

You may attend bachelor courses just as long as your UC and your home Coordinators approve it in your Learning Agreement.

### **Does the University of Coimbra require a language certificate?**

The University of Coimbra does not require a language certificate, but we recommend students to start classes here with B1 proficiency level of Portuguese (check if you have this level in the [Common European Framework of Reference for Languages](#)), since the majority of 1<sup>st</sup> cycle course units are taught in Portuguese. You can find more detailed information in our “[Arriving](#)” page for incoming students:

[www.uc.pt/en/driic/mobilidade/ac/#anchor4](http://www.uc.pt/en/driic/mobilidade/ac/#anchor4)

### **Do you offer courses in English?**

As explained above, the majority of 1<sup>st</sup> cycle courses are lectured in Portuguese, although there is a number of course units offered in English (find them listed here: [www.uc.pt/en/ects/catalogo/](http://www.uc.pt/en/ects/catalogo/)); in some cases, mobility students make arrangements directly with lecturers in order to be allowed to do examinations or submit assignments in English (or in another language, if both parts know it). Modern Language studies are usually half taught in Portuguese, English, French, German, Dutch, Spanish and Italian.

The Faculty of Sciences and Technology (FCTUC) usually offers complete Master courses in English in the fields of Ecology, Cell Biology and Software Engineering; as well as a doctoral program in the field of Information Technology. Professors are also prepared to switch to English whenever there is a foreign student at the classroom.

### **Does the University of Coimbra offer a Portuguese Language course? Do I have to pay for it?**

Erasmus students are strongly advised to take the **OLS preparation course in Portuguese** available online (access is provided by the home university).

The University of Coimbra offers you the opportunity to attend the Portuguese Language subject for ERASMUS students free of charge. This subject is worth 6 ECTS credits and must be part of your Learning Agreement to guarantee you a place in it. You may also decide to attend the Portuguese Intensive Language course and for this course you will have to pay a fee.

You can see more information about this matter here:

[www.uc.pt/fluc/ensino/cpe/cursos\\_intensivos](http://www.uc.pt/fluc/ensino/cpe/cursos_intensivos)

Students have also another option: to Learn Portuguese online with E-LOCAL. Try

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a free demo at the web page of the Center for Social Studies (CES) of the University of Coimbra: [www.ces.uc.pt/extensao/elocal/indexen.php](http://www.ces.uc.pt/extensao/elocal/indexen.php)

### **Can I take courses taught by different Faculties of UC?**

Your request must be submitted to the Departmental Coordinator of the area of studies you are interested in and, if approved, you may then follow courses in other study areas and Faculties.

### **How many ECTS can I choose per semester?**

You may choose up to a total of 30 ECTS credits per semester.

### **Can I take courses from a UC Faculty different from the one in which I study at in my home university?**

If your UC Coordinator and your home Coordinator approve your selection of courses, yes, this will be possible.

### **If I am a Free Mover student, how many subjects do I have to register for? If I take more subjects does it affect the value of the fee I will have to pay?**

You may choose up to a total of 30 ECTS credits per semester. The total due amount is calculated based on the number of ECTS credits of the courses you chose and it varies from one Faculty to another. Some subjects are not available for registration. Also, please note that a FREE MOVER student can only make exceptional changes to their learning agreement.

### **Will I have to pay any fees to the UC?**

Within the Erasmus+ program students are not required to pay tuition fees to the host institution. Students in mobility at UC will have to support other costs, such as the registration fee, which includes the school tax insurance (mandatory per law, this fee is currently worth 20 EUR; payment is made after the student's arrival via PayPal or credit card; payment data is provided via [inforestudante.uc.pt](http://inforestudante.uc.pt)), food, accommodation, Portuguese intensive language course, photocopies, laboratory products, etc. as any regular student.

### **Am I an international student? Do I have to pay any tuition fees for that reason?**

If you applied for mobility under the bilateral agreement established between your University and the University of Coimbra you are considered a mobility student, and you will only have to pay the 20 EUR due for the registration fee which includes the mandatory school tax insurance. Please note, though, that

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under the FREE MOVER program although you are considered a mobility student, you do have to pay fees, but not the same as an International Student.

### **What does “International Student” mean at the UC?**

An International Student is a student that applies for an undergraduate full degree under a special call for non EU-students. For more information, please check [www.uc.pt/international-applicants](http://www.uc.pt/international-applicants).

### **Does the University of Coimbra offer mobility students the opportunity to stay in its student dormitories/residences?**

Mobility students may book their own accommodation at student residences or private lodging included in the online accommodation platform of the University of Coimbra available at [www.uc.pt/go/accommodation](http://www.uc.pt/go/accommodation)

### **Is it possible to move from one UC residence to another in middle of the semester? What should I do to be able to move?**

This is possible as long as the housing services have this possibility, i.e., as long as there are rooms available. You need to go to the housing services located at Rua Oliveira Matos, 27, and ask about availability and conditions.

### **How can I apply for a UC buddy to help me when I come to Coimbra?**

After your acceptance you are automatically qualified to get a UC buddy, but this will depend on the number of volunteer students signing up to be a buddy on that academic year.

### **What is InforEstud@nte?**

InforEstud@nte is the students' online platform ([infoestudante.uc.pt](http://infoestudante.uc.pt)) where all academic data, including the application form, registrations, course materials, timetables, payment data, etc. are placed and managed.

### **I cannot access InforEstud@nte, what can I do?**

Try recovering your password in the option *forgot your password*. If you still cannot access InforEstud@nte you should come to our services at *Casa da Lusofonia* to solve the problem.

### **What should I do if I want to change my Learning Agreement?**

You should use the change form provided at the time of your registration or come to our services and ask for a new one and then fill it in with the subjects

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you wish to add or delete from the original Learning Agreement. Then, you should meet your UC Coordinator and ask his/her authorization for this change by signing this document. If your Faculty has an International Office you should hand in this document there after it is also signed by your home Coordinator, so that your Learning Agreement is updated. If you are a student of the Faculties of Arts (FLUC), Sciences and Technology (FCTUC) or Pharmacy (FFUC), you should return this document to DRI's front office at Casa da Lusofonia so that your Learning Agreement can be updated in InforEstud@nte.

### **What is the deadline for making changes in Learning Agreement?**

After your arrival at the University of Coimbra you will have one month to make changes in your Learning Agreement. If you are an annual student, in the 2nd semester you will have 10 working days counting from the start date of the semester to make new changes.

### **How many times is it possible to make changes to the Learning Agreement?**

You may change your Learning Agreement according to your needs and if the UC Coordinator agrees, as long as it is within the period of one month after your arrival and, if you are an annual student, within 10 working days following the beginning of the 2nd semester.

### **If I am making changes to the Learning Agreement, do I also need to submit a new document with all (unchanged) course units, signed by the coordinator?**

No, you only need to submit a form with added subjects and deleted subjects listed and duly approved by the UC and the home Coordinator.

### **I have made changes in the Learning Agreement, but they are not appearing in InforEstud@nte, what should I do?**

Please check if you have handed in the change form duly signed by your Coordinators (UC Coordinator and home Coordinator) to the International Office of the Faculty you are attending or, in case your Faculty does not have an International Office, at DRI's front office in Casa da Lusofonia. If you have done so, contact them via email or in person to check what the problem is.

### **What happens if I do not pass an exam?**

The information about not passing an exam is recorded in the student's Transcript of Records and the Home University is informed when it receives this document. At the University of Coimbra the fact of not passing an exam does not

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have consequences. Students must ask their own University about these consequences.

### **Does the Portuguese Language subject appear in the Learning Agreement? If so, do the ECTS credits awarded by it count in the Transcript?**

The Portuguese language course must appear in the Learning Agreement so that you can attend those classes. At the University of Coimbra the awarded ECTS credits do count for the Transcript, but it is up to the student's home University to validate it, count it as an optional course unit, or include it in the Diploma Supplement.

### **How can I ask for a Portuguese Language Certificate?**

There are several ways to request the certificate:

- Online: via [infoestudante.uc.pt](http://infoestudante.uc.pt) at the menu "Academic Services / Certificates";
- In person: go to Academic Services ("Serviços Académicos") located at Palácio dos Grilos, Rua da Ilha (Polo I) and in Edifício Central at Rua Sílvia Lima (Polo II);

Check the step-by-step guidelines available here:

[www.uc.pt/en/academicos/certidoes/solicitar](http://www.uc.pt/en/academicos/certidoes/solicitar).

### **What should I do before leaving Coimbra?**

You should check if you have handed in all the change forms duly signed to the International Office of the Faculty you are attending or at DRI's front office at *Casa da Lusofonia* (in case your Faculty does not have an International Office). If not, you should hand in the respective service a copy of that document and then go to DRI's front office at *Casa da Lusofonia* to pick up your attendance certificate.

### **Now that my study period is over, what should I do to get my exams' results?**

Your Transcript of Records will be sent via email to you and to your home University just as soon as all the results of your exams are available in the online platform InforEstud@nte in the final evaluation column duly confirmed by the academic services. As the University of Coimbra follows a dematerialization policy, a hard copy of this document will only be sent to you or your university if requested.