During the Mobility Session

Incoming Mobility

2020/2021

FEUC International Relations Office
OUR JOURNEY

Before the Mobility → During the Mobility → After Mobility
Next steps

what you need to know

Changes on the Learning Agreement
Assessment Registration
Examination Calendar
Transcript of Records
School Insurance – fee
Certificate of Departure
If you haven’t send your Changes to The Learning Agreement (UC version), you must do it until December 15th to gri@fe.uc.pt.

Emails regarding this issue were sent by the IRO/FEUC on October and November.
Examination dates can't be changed! Make sure to book your flight back home after your last assessment.

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

DURING THE MOBILITY SESSION INCOMING MOBILITY | 2020-2021
Registration in Exams

On infoestudante

Assessment Registration

Registration in exams is compulsory!
You have up until three working days
before the exam to register.
Transcripts of Records will be issued as soon as their UC local grades have been uploaded by the lecturers and validated by the services. This also includes the full year students.

Based on our previous experience and according to our academic calendar, TRs will be send, until March (1st semester students) and until September (2nd semester/annual students) at the latest.

A scanned (signed/stamped) version of the TR is sent, both to the student him/herself, as well as, to the partner institution.

Currently, TRs are only provided in an electronic version (UC doesn’t provide the paper version, anymore).
We do not provide After Mobility part/signature, since all the information regarding course completion is included in the UC Transcript of Records.

Further information:
https://www.uc.pt/feuc/internacionalizacao/incoming
Certificate of Departure

Confirmation of study period
Date of departure

✓ Check if you have a confirmation of study period from your home university to be signed

✓ Send your request for signing the confirmation of study period / certificate of departure to: gri@fe.uc.pt

→ Do not forget to attach your home university certificate in the email!
Certificate of Departure

Confirmation of study period
Date of departure

✓ Make sure to send the request only after finishing your exams

✓ The date of departure to be considered will be the date of the request *

✓ If necessary, some further documents (ex: flying tickets) may be requested

* e-mails received on working days; e-mails received during weekends and/or holidays: the date to be considered will be the first working day soon after

* Dates comprised within the 2nd semester academic calendar cannot be considered
Essential tasks for: 
Issuing the Transcript of Records and Confirmation of Study Period

✓ Changes on the Learning Agreement (CLA) document (UC version), dully signed
✓ Payment of the Registration / School Insurance fee:
Last but not least...

Thank you very much for all your cooperation and understanding during this challenging semester!
OBRIGADA.

Thank you.

Stay Safe.
How to contact us

E-mail
student.mobility@fe.uc.pt | gri@fe.uc.pt

Skype (to make an appointment)*
IRO_FEUC_appointment

*until the working day before the appointment at 1:00 pm