

During the Mobility Session

Incoming Mobility

2021/2022

FEUC International Relations Office



OUR JOURNEY

Before the
Mobility



During the
Mobility



After
Mobility

Next steps

what you need to know

Changes to the Learning Agreement

Assessment Registration

Examination Calendar

Transcript of Records

School Insurance – fee

Certificate of Departure

Changes to the LA - *UC version*

- If you haven't send your Changes to the Learning Agreement (UC version), you must do it until **June 10th** to **gri@fe.uc.pt**.
- Emails regarding this issue were sent by the IRO/FEUC in March and in April.

Section to be completed DURING THE MOBILITY
CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad

Código de disciplina / Course unit code	Nome da disciplina na universidade de acolhimento / Course unit title at receiving institution	Créditos ECTS / ECTS credits	Língua de ensino / Language of instruction	Duração / Duration	Disciplina eliminada (D) ou acrescentada (A) / Deleted (D) or added (A) course unit	Código de disciplina / Course unit code	Nome da disciplina na universidade de origem / Course unit title at sending institution	Créditos ECTS / ECTS credits
01011401	Anglo-Irish Studies	6	English	1.º Semester	D			
01010120	Corporate Social Responsibility and Business Ethics	6	English	1.º Semester	D			
01010158	Relationship Marketing	6	English	1.º Semester	A			

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

The student
Student's signature: _____ Date: _____

The sending institution
Responsible person's signature: _____ Date: _____

The receiving institution
Responsible person's signature: _____ Date: 30.10.2020

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Instituição de origem / Sending institution: [Universidade de Geneve (CH-GENEVE)]
Instituição de acolhimento / Receiving institution: [Universidade de Coimbra] Erasmus Code: [F-COIMBRA01]

ALTERAÇÕES AO PROGRAMA DE ESTUDOS PROPOSTO/CONTRATO DE ESTUDOS / CHANGES TO THE PROPOSED LEARNING AGREEMENT

Código de disciplina / Course unit code	Nome da disciplina na universidade de acolhimento / Course unit title at receiving institution	Disc. eliminada / Deleted course unit (D)	Disc. acrescentada / Added course unit (A)	Créditos ECTS / ECTS Credits
01349630	Portuguese Language II (semestre)		A	6
01349621	Portuguese Language II (semestre)	D		6
Total / Sum of ECTS credits				12

Assinatura do estudante / Student's signature: _____
Data / Date: ____/____/____

INSTITUIÇÃO DE ORIGEM / SENDING INSTITUTION
Assinatura da Pessoa responsável / Responsible person's signature: _____
Data / Date: ____/____/____

INSTITUIÇÃO DE ACOLHIMENTO / RECEIVING INSTITUTION
Assinatura da Pessoa responsável / Responsible person's signature: _____
Data / Date: 03.11.2020

1/1

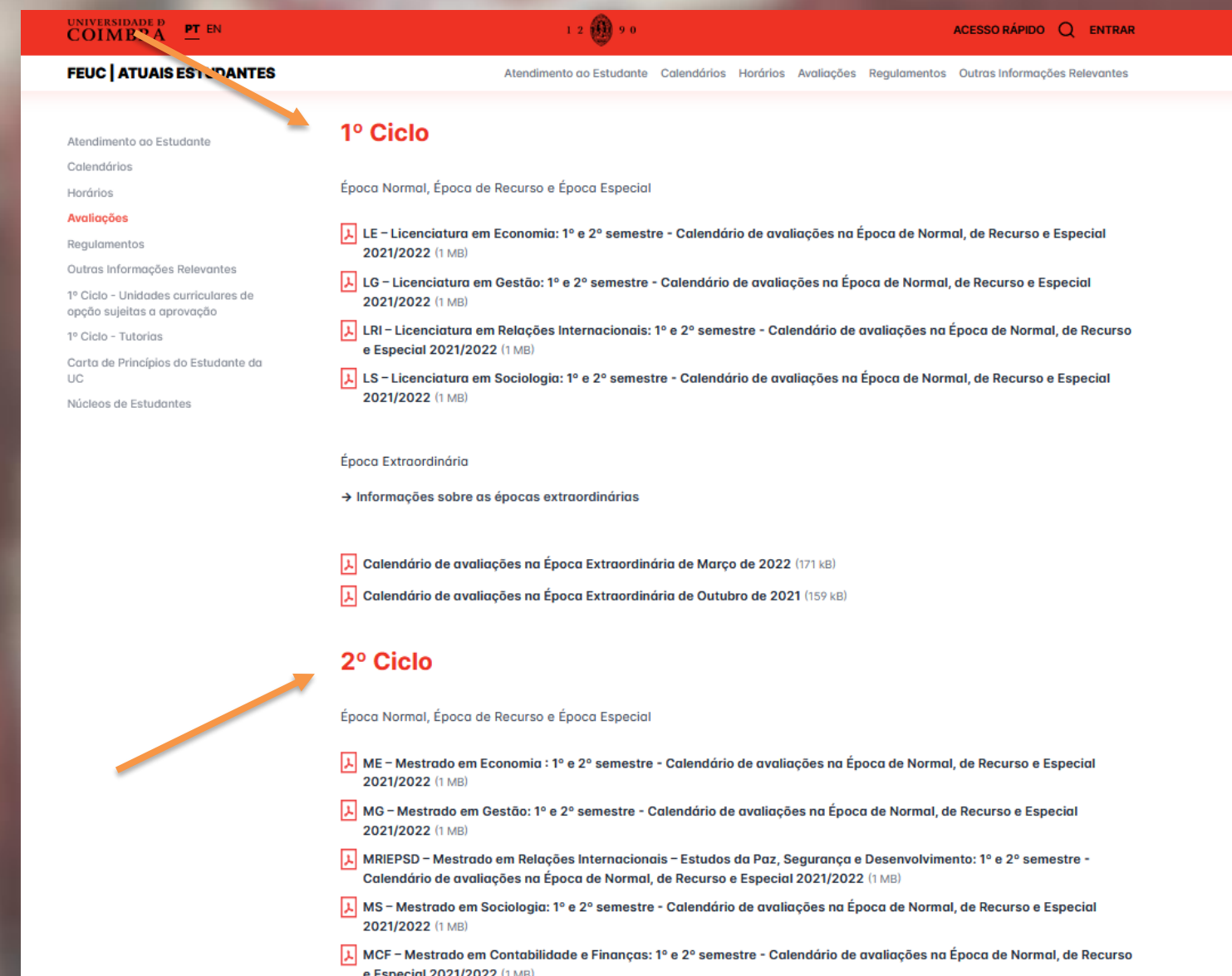
Examination Calendar



<https://www.uc.pt/feuc/atuais-estudantes/avaliacoes/>

Further information about ASSESSMENT AT FEUC / AVALIAÇÕES NA FEUC at
<https://www.uc.pt/feuc/cooperacao-internacional/incoming-mobility-students/>

Examination dates can't be changed!
Make sure to book your flight back home after your last assessment.



DURING THE MOBILITY SESSION INCOMING MOBILITY | 2021-2022

Registration in Exams

On inforestudante

Assessment Registration

Registration in exams is compulsory!
You have up until three working days before the exam to register.

UCStudent

My Courses

General Information

Summaries

Support Materials

Forums

Work Submission

Assessment Registration

Attendance

Diary

Applications

Degrees

Outgoing Mobility

Incoming Mobility

Isolated Courses

Summer Internships

^ Upcoming Evaluations

Manage enrollments

Subject	Date	Registration Status
Corporate Social Responsibility and Business Ethics (01010120) - 2.º Semester EN: Frequência	18-06-2021 00:00	Registered
Mobilities and Global Migration (01016428) - 2.º Semester EN: Entrega de Trabalho	22-06-2021 00:00	Does not require registration
Corporate Social Responsibility and Business Ethics (01010120) - 2.º Semester Exame - Época de Recurso	05-07-2021 00:00	Pending Registration Enrollments until 28-06-2021
Discourses and Practices in the EU (e-learning) (01017353) - 2.º Semester Exame - Época de Recurso	09-07-2021 00:00	Pending Registration Enrollments until 05-07-2021
Politics, Literature and Film (01016329) - 2.º Semester Exame - Época de Recurso	12-07-2021 00:00	Pending Registration Enrollments until 06-07-2021
Mobilities and Global Migration (01016428) - 2.º Semester Exame - Época de Recurso	12-07-2021 00:00	Pending Registration Enrollments until 06-07-2021

Registration in Exams

- **All the exams will take place in a face-to-face format.**
- **Registration in all exams is mandatory.**
- **In época normal and recurso:**
 - InforEstudante - Menu Inscrição em Avaliações up until 3 office days before the date of the exam
(For example: Exam on a Tuesday – last day for registration shall be the Thursday of the previous week;
Exam on a Friday – last day for registration shall be the Tuesday of that same week);

Transcript of Records

Transcripts of Records **will be issued as soon as their UC local grades have been uploaded by the lecturers and validated by the Academic Services.**

Based on our previous experience and according to our academic calendar, TRs will be sent, until **September** 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).

A pdf version is issued directly from the platform with **digital certification code** (used to certify the authenticity of the document)

Transcript of Records

➡ We do not provide After Mobility part and/or signature, since all the information regarding course completion is included in the UC Transcript of Records

➡ Further information:
<https://www.uc.pt/feuc/cooperacao-internacional/incoming-mobility-students/>

UNIVERSIDADE D
COIMBRA

1290

ACESSO RÁPIDO Q ENTRAR

FEUC | COOPERAÇÃO INTERNACIONAL

Estudantes da FEUC | Outgoing Curso Integrado Coimbra-Bordéus Incoming Mobility Students

V. STUDY PLAN

- Bachelor courses at FEUC -

Estudantes da FEUC | Outgoing

Curso Integrado Coimbra-Bordéus

Incoming Mobility Students

Economics (226 kB)

Int. Relations (238 kB)

Management (221 kB)

Sociology (211 kB)

- Master courses at FEUC -

Economics (226 kB)

Int. Relations (238 kB)

Management (last updated: 20/09/20) (221 kB)

Sociology (211 kB)

- Other courses at the UC

VI. MOBILITY PERIOD: Useful information

TRANSCRIPT OF RECORDS | CONFIRMATION OF STUDY PERIOD | LEARNING AGREEMENT – After the Mobility part (251 kB)

Certificate of Departure

Confirmation of study period

Date of departure

UNIVERSIDADE D
COIMBRA
ADMINISTRAÇÃO
P COIMBRA01
ERASMUS+ STUDENT MOBILITY
2020/21

NOME DA UNIVERSIDADE DE ORIGEM / NAME OF THE HOME INSTITUTION
[REDACTED]

RESPONSÁVEL REL. INTERNACIONAIS / INTERNACIONAL RELATIONS RESPONSIBLE
[REDACTED]

NOME DO ESTUDANTE / NAME OF THE STUDENT
[REDACTED]

FACULDADE / FACULTY
Faculty of Economics

DATA DE CHEGADA / DATE OF ARRIVAL
01-09-2020

DATA DE PARTIDA / DATE OF DEPARTURE
01-02-2021

ASSINATURA / SIGNATURE
Liliana Moreira

CARIMBO / OFFICIAL STAMP

Data / Date: 19-11-2020

- ✓ 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

UNIVERSIDADE D
COIMBRA
ADMINISTRAÇÃO

P COIMBRA01
ERASMUS+ STUDENT MOBILITY
2020/21

NOME DA UNIVERSIDADE DE ORIGEM / NAME OF THE HOME INSTITUTION
[REDACTED]

RESPONSÁVEL REL. INTERNACIONAIS / INTERNACIONAL RELATIONS RESPONSIBLE
[REDACTED]

NOME DO ESTUDANTE / NAME OF THE STUDENT
[REDACTED]

FACULDADE / FACULTY
Faculty of Economics

DATA DE CHEGADA / DATE OF ARRIVAL
01-09-2020

DATA DE PARTIDA / DATE OF DEPARTURE
01-02-2021

ASSINATURA / SIGNATURE
Liliana Moreira

CARIMBO / OFFICIAL STAMP

Data / Date: 19-11-2020

- ✓ 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
- * Requests received during weekends: the date to be considered will be the Friday prior to the request
- * Dates outside of the academic calendar for the 2nd semester will not be considered

Essential tasks for:

Issuing the Transcript of Records and Confirmation of Study Period

- ✓ Changes to the Learning Agreement (**CLA**) document (UC version), duly signed
- ✓ Payment of the **Registration / School Insurance fee**:

Academic Service

Documents
Registrations
Submit Dissertation /
Theses
Registrations in
Examination
Registrations Classes
Tuition Fees
Policies and Procedures
Requests

Last but not least...

**Thank you very much for all your cooperation and
understanding during this challenging academic year!**

How to contact us

E-mail

student.mobility@fe.uc.pt |
gri@fe.uc.pt

To make an appointment

<https://forms.gle/2eqvugw1z4S6CDP87>

