

# Final Steps - Small Session

*Incoming Mobility*

2023/2024

FEUC International Relations Office





# OUR JOURNEY



# 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 sent your Changes to the Learning Agreement (UC version), you must do it until **June 11th** to **[gri@fe.uc.pt](mailto:gri@fe.uc.pt)**.
- Emails regarding this issue were sent by the IRO/FEUC in April and May.

**Commitment of the three parties**  
*Any Mobility type*

By digitally signing this document, the student, the sending institution and the receiving institution confirm that they approve the Double Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply the principles of the Erasmus Charter for Higher Education, pending its mobility for studies the beneficiary institution and the student should also commit to what is set out in the Erasmus grant agreement. The receiving institution confirms that the educational components listed are in line with its course obligations or as agreed otherwise and should be available to the student. The sending institution commits to recognize all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the sending institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Digital Signature
Student					
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

**Changes to the learning agreement**  
*Mobility type: Semester(s)*

Exceptional changes to Table A (to be digitally approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component (tick if applicable)	Added component (tick if applicable)	Reason for change	Number of ECTS credits (or equivalent)
	01349630	Portuguese Language I (semestre)		X		6
	01010114	Relationship Marketing	X			6
	01010158	Relationship Marketing		X		6
	01014627	Transport Economics	X			6

Exceptional changes to Table B (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)

Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component (tick if applicable)	Added component (tick if applicable)	Number of ECTS credits (or equivalent)	Automatic recognition
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

15/11/2022

Exceptional changes to Table C (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)

Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field)	Reason for change	Number of ECTS credits to be awarded	Automatic recognition
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

Instituição de origem / Sending institution: [Universidade de Geneve (CH GENEVE)]  
 Instituição de acolhimento / Receiving institution: [Universidade de Coimbra] Erasmus Code: [FEUCOMBRAD1]

**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 of receiving institution	Disc. eliminada / Deleted course unit (D)	Disc. acrescentada / Added course unit (A)	Créditos ECTS / ECTS Credits
01349632	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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Examination Calendar



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

## Avaliações

**2023-2024**

- PDF Época Normal - Calendário de Avaliações 2 semestre – COM HORAS (1 MB)
- PDF Época Recurso - Calendário de Avaliações 2 semestre – COM HORAS (2 MB)
- PDF Época Especial - Calendário de Avaliações (734 kB)

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

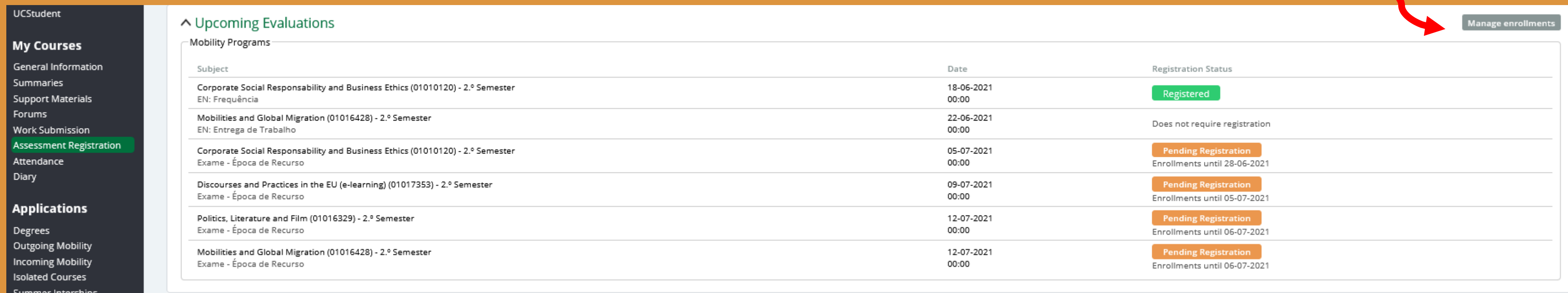
Further information about ASSESSMENT AT FEUC / AVALIAÇÕES NA FEUC on  
<https://www.uc.pt/feuc/cooperacao-internacional/incoming-mobility-students/>

# 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);



# 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).

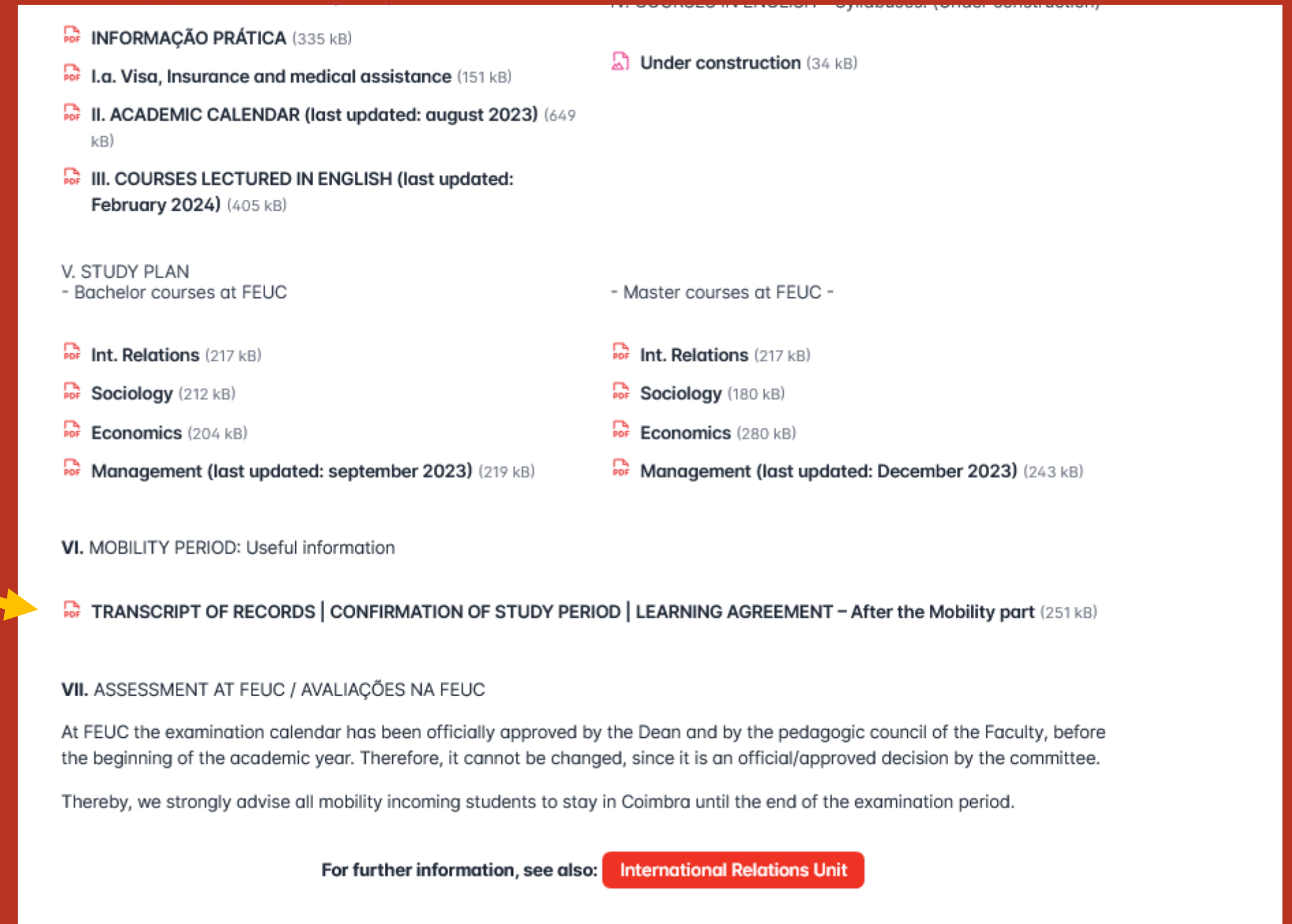
A pdf version is issued directly from the platform with **digital certification code** (used to certify the authenticity of the document)



# 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/>



PDF INFORMAÇÃO PRÁTICA (335 kB)

PDF I.a. Visa, Insurance and medical assistance (151 kB)

PDF II. ACADEMIC CALENDAR (last updated: august 2023) (649 kB)

PDF III. COURSES LECTURED IN ENGLISH (last updated: February 2024) (405 kB)

V. STUDY PLAN  
- Bachelor courses at FEUC

PDF Int. Relations (217 kB)

PDF Sociology (212 kB)

PDF Economics (204 kB)

PDF Management (last updated: september 2023) (219 kB)

PDF Under construction (34 kB)

- Master courses at FEUC -

PDF Int. Relations (217 kB)

PDF Sociology (180 kB)

PDF Economics (280 kB)

PDF Management (last updated: December 2023) (243 kB)

VI. MOBILITY PERIOD: Useful information

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

VII. ASSESSMENT AT FEUC / AVALIAÇÕES NA FEUC

At FEUC the examination calendar has been officially approved by the Dean and by the pedagogic council of the Faculty, before the beginning of the academic year. Therefore, it cannot be changed, since it is an official/approved decision by the committee.

Thereby, we strongly advise all mobility incoming students to stay in Coimbra until the end of the examination period.

For further information, see also: [International Relations Unit](#)

# 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  
[REDACTED]

CARIMBO / OFFICIAL STAMP

Data / Date: 19-11-2020

✓ The date of departure to be considered will be the last working day of the examination cycle the student took :

*Época Normal: June 28<sup>th</sup>*

*Época de Recurso: July 19<sup>th</sup>*

Make sure to request it only after finishing all your exams (from June 28<sup>th</sup> )

It is not possible to sign documents with upcoming dates

\* Dates outside of the academic calendar for the 2<sup>nd</sup> semester will not be considered



# 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  
[REDACTED]

CARIMBO / OFFICIAL STAMP

Data / Date: 19-11-2020

- ✓ Check if you have a confirmation of study period from your home university to be signed
- ✓ You may request your confirmation of study period by email or at the front office (according to the office hours)

> By email:


**[gri@fe.uc.pt](mailto: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

RESPONSÁVEL REL. INTERNACIONAIS / INTERNACIONAL RELATIONS RESPONSIBLE

NOME DO ESTUDANTE / NAME OF THE STUDENT

FACULDADE / FACULTY

DATA DE CHEGADA / DATE OF ARRIVAL

DATA DE PARTIDA / DATE OF DEPARTURE

ASSINATURA / SIGNATURE CARIMBO / OFFICIAL STAMP

Data / Date: 19-11-2020

> At the front office according to the office hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m. period	9:30-11:00	9:30-11:00	9:30-11:00	9:30-11:00	9:30-11:00
p.m. period	14:30-15:30	14:30-15:30	14:30-15:30	14:30-15:30	14:30-15:30

The face to face service can not be performed outside the office hours



# 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...

- ✓ **When sending an e-mail to IRO/FEUC, we kindly ask you to calmly wait for our reply. We're doing our best to reply to all as soon as possible. Please do not send repeat emails as this will increase the number of emails and delay our response.**
- ✓ **Thank you very much for all your cooperation and understanding during this academic year!**



# How to contact us

**E-mail:**

[gri@fe.uc.pt](mailto:gri@fe.uc.pt)

**Front office**

2<sup>nd</sup> floor - Classes Building

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m. period	9:30-11:00	9:30-11:00	9:30-11:00	9:30-11:00	9:30-11:00
p.m. period	14:30-15:30	14:30-15:30	14:30-15:30	14:30-15:30	14:30-15:30