

1) TRANSCRIPT OF RECORDS



	Instituição de Origem / Issuing Institution	Instituição de Acolhimento / Receiving Institution
Nome / Name		Universidade de Coimbra Telephone: +351 239 857 003 Fax: +351 239 857 002 Email: or@uc.pt
Código Institucional / Institutional Code		P COIMBRA01
Faculdade ou Departamento / Faculty or Department		Faculdade de Economia

Transcripts of Records will be issued as soon as students' (UC) local grades have been uploaded by the lecturers and validated by the (Academic) Services. This also includes the full year students.

Nevertheless, it is very important to bear in mind that our IT system only allows the Transcript of Records to be issued after the re-sit examination period finishes.

For further information about the UC grading scale, please go to the link http://www.uc.pt/en/ects/info_inst/ma

UC TR's include, 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.

In general, we try to accomplish the ERASMUS+ rule that the Transcript must be sent to the home university no later than **5 weeks** after the assessment period has finished at the receiving HEI.

Based on our previous experience and according to our academic calendar¹, TRs will be send, until **March** (1st semester students) and until **September** (2nd semester/annual students) **at the latest**.

A **scanned version of the TR** will be sent, both to the student him/herself, as well as, to the partner institution.

(NB) UC provides, no longer, originals in paper version. A pdf version is issued directly from the platform with digital certification code, which can be used to certify the authenticity of the document (check the information and link at the bottom of the document).

¹ 1st semester re-sit examination period ends on the 1st week of February;

2nd semester re-sit examination period ends on the 1st week of July;

The IRO/FEUC closes for summer holidays in August, usually, for 3 weeks

