

Final Steps - Small Session

Incoming Mobility

2024/2025

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 **December 30th** to **gri@fe.uc.pt**.
- Emails regarding this issue were sent by the IRO/FEUC in October and November.

Commitment of the three parties
Any Mobility type

By signing this document, the student, the sending institution and the receiving institution confirm that they agree the Learning Agreement and that they will comply with the obligations specified therein. The student, the sending institution and the receiving institution agree to provide the necessary support to ensure the student's mobility and to ensure the student's academic success. The student, the sending institution and the receiving institution agree to provide the necessary support to ensure the student's mobility and to ensure the student's academic success. The student, the sending institution and the receiving institution agree to provide the necessary support to ensure the student's mobility and to ensure the student's academic success.

Commitment	Name	Email	Position	Date	Signature
Student					
Responsible person at the sending institution					
Responsible person at the receiving institution					

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

Table A2
Component code (FEUC)
Component title at the Receiving Institution (as indicated in the annex catalogue)
Deleted component (if applicable)
Added component (if applicable)
Reason for change
Number of ECTS credits (if applicable)
Automatic recognition

Component code (FEUC)	Component title at the Receiving Institution (as indicated in the annex catalogue)	Deleted component (if applicable)	Added component (if applicable)	Reason for change	Number of ECTS credits (if applicable)	Automatic recognition
0104010	Portuguese Language I (semestre)		X		6	
0104011	Portuguese Language II (semestre)		X		6	
0104012	Portuguese Language III (semestre)		X		6	

Table B2
Component code (FEUC)
Component title at the Receiving Institution (as indicated in the annex catalogue)
Deleted component (if applicable)
Added component (if applicable)
Reason for change
Number of ECTS credits (if applicable)
Automatic recognition

Component code (FEUC)	Component title at the Receiving Institution (as indicated in the annex catalogue)	Deleted component (if applicable)	Added component (if applicable)	Reason for change	Number of ECTS credits (if applicable)	Automatic recognition

Table C2
Component code (FEUC)
Component title at the Receiving Institution (as indicated in the annex catalogue)
Deleted component (if applicable)
Added component (if applicable)
Reason for change
Number of ECTS credits (if applicable)
Automatic recognition

Component code (FEUC)	Component title at the Receiving Institution (as indicated in the annex catalogue)	Deleted component (if applicable)	Added component (if applicable)	Reason for change	Number of ECTS credits (if applicable)	Automatic recognition

Instituição de origem / Sending institution: Universidade de Coimbra
Instituição de acolhimento / Receiving institution: Universidade de Coimbra
Estrutura Code: FCO/COIMBRA2

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

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
Portuguese Language III (semestre)		X	6
Portuguese Language II (semestre)		X	6
Portuguese Language I (semestre)		X	6
Total / Sum of ECTS credits			18

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 ACOLOHIMENTO / 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.

<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

Mobility Programs

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

Manage enrollments

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 **March** 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.**

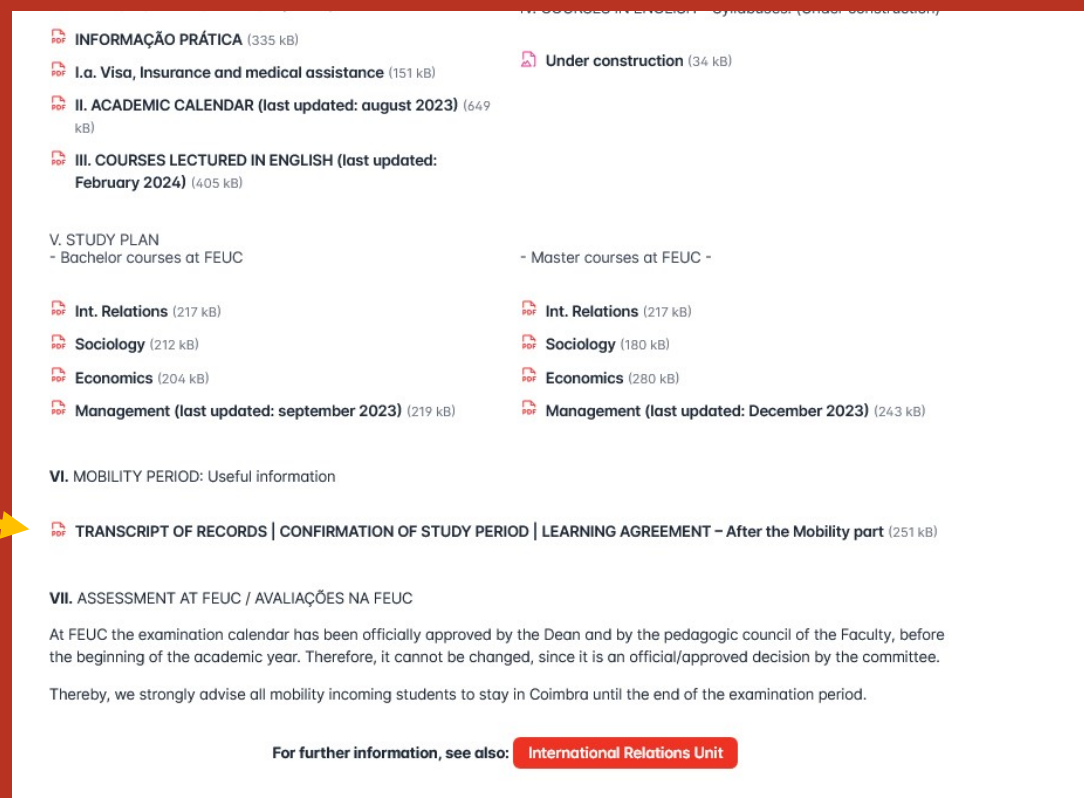
Currently, **TRs are only provided in an electronic version** (UC doesn't provide the paper version, anymore).

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/>



The screenshot displays the UC Transcript of Records page, which is organized into several sections. The top section lists various documents available for download, including 'INFORMAÇÃO PRÁTICA', 'I.a. Visa, Insurance and medical assistance', 'II. ACADEMIC CALENDAR', 'III. COURSES LECTURED IN ENGLISH', 'V. STUDY PLAN', and 'VI. MOBILITY PERIOD'. Each document is accompanied by a PDF icon and its file size. The 'VI. MOBILITY PERIOD' section is highlighted with a yellow arrow. Below this, the 'TRANSCRIPT OF RECORDS | CONFIRMATION OF STUDY PERIOD | LEARNING AGREEMENT - After the Mobility part' is listed. The 'VII. ASSESSMENT AT FEUC / AVALIAÇÕES NA FEUC' section contains text regarding the examination calendar and a recommendation for incoming mobility students. At the bottom, a red button labeled 'International Relations Unit' is provided for further information.

INFORMAÇÃO PRÁTICA (335 kB)

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

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

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

V. STUDY PLAN
- Bachelor courses at FEUC

VI. MOBILITY PERIOD: Useful information

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 DE 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: January 17th

Época de Recurso: January 31st

Make sure to request it only after finishing all your exams (from January 17th)

It is not possible to sign documents with upcoming dates

- * Dates outside of the academic calendar for the 1st semester will not be considered

Certificate of Departure

Confirmation of study period

Date of departure

UNIVERSIDADE DE 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

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

Final Steps - Small Session INCOMING MOBILITY | 2024-2025

Certificate of Departure

Confirmation of study period

Date of departure

UNIVERSIDADE DE 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
[REDACTED]

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!

IRO/FEUC
INTERNATIONAL RELATIONS OFFICE



MERRY CHRISTMAS
&
HAPPY NEW YEAR

We wish you a
happy new year and
hope you had a great
time in Coimbra!

FROM

Margarida, Luara e Luana





How to contact us

E-mail:
gri@fe.uc.pt

Front office
2nd 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