PRACTICAL INFORMATION

2024/2025

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Fax:*+351 239 403 511*
E-mail: *student.mobility@uc.pt (students' issues)*
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Coimbra, May 2024

RE: STUDENT MOBILITY WITHIN ERASMUS+/Other mobilities programs (2024/2025)

Dear Student,

Bem vindo(a)! Welcome to Coimbra and to the Faculty of Economics!

√ 1. NOMINATION

Nomination period: from 1 January until 30 June.

Partner institutions may nominate students:

1) By e-mail, to dri.intstudy@uc.pt (full name of the student; e-mail address; period of studies; field of studies at the UC)

2) Directly, via EWP (for ERASMUS partners already working on EWP).

After receiving nominations students will get further information about application procedures.

Important:

♦The information system of the University of Coimbra already supports the Erasmus Without Paper (EWP) nomination process and Learning Agreement services. Applicants nominated via EWP will get from the University of Coimbra a simplified information for registration in *InforEstudante*, our academic platform.

♦For Beneficiary Module information (if the application is under the Erasmus+ program), students may get the dates of arrival and departure on the official web site https://www.uc.pt/academicos/regulamentos/calendario_2024_2025, **academic calendar 2024/25.**

Original documents will only be issued to the students upon their request after arrival.

♦Please note that you must upload the copy of the European Health Insurance Card (EHIC) or Private Health Insurance.

√ 2. ONLINE application: procedures and deadlines

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The **application procedure (online system)** at the University of Coimbra **is mandatory**. It should be done at

http://www.uc.pt/en/driic/estudantesIN/CandidatIN/

Please read carefully the **application guide –**

https://www.uc.pt/en/driic/estudantesIN/application_guide_100317.pdf , before starting the application

and follow the instructions in order to fill in the forms correctly.

♦ ♦ Additionally, and still during the application process you must submit on our platform [1] ALL the necessary

application forms **(including the ones from the home institution). Soon after, all the documents, including**

both learning agreements will be available there (*inforEstudante* | **Versão Atual da Ficha de Candidatura).**

If you skip this step and do not carry out this process, the remaining forms (mandatory at your home

institution) that need to be signed can only be signed later on and after your arrival.

The **deadlines** for registration are:

1st semester (September 2024 – February 2025) and full year: **15th July 2024**

2nd semester (February 2025 – July 2025): **15th December 2024**

The *academic calendar 2024/2025,* as well as further / detailed information for *incoming mobility students*

at

https://www.uc.pt/feuc/cooperacao-internacional/incoming-mobility-students/

A complete (**UC) version** from the **academic calendar** is also available at

https://www.uc.pt/en/academicos/regulamentos/calendario_2024_2025

√ 3. Plan of studies / LEARNING AGREEMENT

THE WORKLOAD FOR ONE SEMESTER IS 30 ECTS. **At FEUC we do not accept students with an incomplete**

Learning Agreement (without performing 30 ECTS).

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[1] *Outra Ficha de Candidatura, se aplicável*

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You can either choose course units lectured at the 1st cycle of studies (in any of our 4 bachelor degrees) – https://www.uc.pt/en/feuc/teaching , or at the 2nd cycle of studies (**Masters in Economics, Sociology Management and International Relations (NB1**) https://www.uc.pt/en/feuc/eea/masters-degree-courses/

Regarding the **2nd cycle of studies**, only these four-degree courses are available for *incoming mobility students*, since all the other courses have restricted *numerus clausus.* Besides, **students registered at the 2nd cycle of studies at their home university will have priority on attendance** of 2nd cycle course units at FEUC. For the remaining 2nd cycle courses, some EXCEPTIONS may be considered, if previously requested and analysed by the corresponding coordination.

*(NB1) In order to be able to follow the course units belonging the Master's Degree in International Relations, incoming mobility students, **MUST, compulsory, be enrolled in the 2nd cycle of studies at their home institution.***

♦At FEUC **ALL courses** are lectured in Portuguese, except the ones listed at courses *lectured in English 2024/2025* – **UNDER CONSTRUCTION.**

Concerning **all other courses (NB2) lectured at the University of Coimbra** you can find further/detailed information (such as syllabus, bibliography, etc.) at:

https://apps.uc.pt/courses/en/index?designacao=&uno_sigla=&cic_tipo=PRIMEIRO&submitform=Pesquisar

(NB2): Some of the course units listed here may not be lectured in 2024/2025 OR may have some restrictions that are not mentioned in this link

IF YOU ARE GUIDED BY THIS INFORMATION, YOU SHOULD ALWAYS **CHECK (IN ADVANCE), ON FEUC'S WEB SITE** https://www.uc.pt/feuc/cooperacao-internacional/incoming-mobility-students/ IF THE COURSE UNIT IN QUESTION WILL BE LECTURED IN 2024/25.

♦ **Course units lectured by another Faculty/Department at the UC**

If you want to attend a **course unit lectured by another Faculty/Department within the University of Coimbra** this request has to be validated, in advance, by each respective coordinator (https://www.uc.pt/en/ects/info_inst/coord_dept/). Please note that, **in this case, you must complete the majority of course units from the study area of the agreement that you are using for your application.**

For example, a student coming to FEUC, within an agreement signed in Economics, has to follow a minimum of 3 course units (18 ECTS, total, 6 ECTS/each) in order to be allowed to follow another two course units (12 ECTS, 6 ECTS/each) from the Faculty of Arts and Humanities.

The Portuguese Language course (6 ECTS) may be considered as an extra course unit, not included in the regular 30 ECTS.

√ 4. Language requirements

At FEUC courses are lectured in Portuguese, except the ones listed at *Courses Lectured in English.*

Thus, we recommend the following language levels:

- **Portuguese: B1 (min)**
- **English: B2 (min)**

Further information on language issues at http://www.uc.pt/en/driic/mobilidade/ac/#anchor4

√ 5. PORTUGUESE Language course

This course unit, with (4) four different levels, is managed by FLUC (*Faculty of Arts and Humanities*).

It is lectured on a semester basis and worth 6 ECTS.

You may get **further information** at https://www.uc.pt/fluc/ensino/cpe/cursos_anuais_semestrais

and **contacts** at https://www.uc.pt/fluc/lape/contactos

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Since this is a very requested course unit, **it is COMPULSORY to include it in the initial plan of studies/*Learning Agreement*.**

Students may change the level of the course unit firstly chosen upon arrival. However, students who decide to follow it later on (upon arrival, for instance) may have no further places available!

√ 6. Accommodation

Accommodation in students' residencies are managed by the accommodation office - SASUC *(Serviços de Ação Social da UC).* Further information at https://www.uc.pt/sasuc/apoios/alojamento/

Students will have to book their own accommodation on the online platform - further information https://www.uc.pt/sasuc/apoios/alojamento/candidaturas-a-alojamento-2023-2024/ and application at https://portaldossas.uc.pt/meuprocesso/#/sasuc/pedidoAlojamento

For any further information about this issue, **students will have to contact directly the services at**

STUDENT HUB

Previous appointment booking at https://ucstudenthub.uc.pt/

Other contacts:

Núcleo de Alojamentos

R. Oliveira Matos, 27

3000-305 Coimbra

Tel:+351 239 101 282

Email: alojamentos@sas.uc.pt

https://apps.uc.pt/accommodation?locale=en

√ 7. Other documents

Finally, **DO NOT FORGET** to upload **all (necessary) documents** in the platform, namely:

√ your European Health Insurance Card (**EHIC)** (or similar);

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√ copy of your passport/ID card;

√ your *Transcript of Records;*

√ any **other (compulsory) forms from your home university.**

You may also find relevant and practical information to prepare your arrival at

http://www.uc.pt/international-applicants

Looking forward to hearing from you!

Com os melhores cumprimentos/Kind regards,

Dr. Margarida Santos

International Relations Officer

Dr. Luara Maranhão

Incoming/Outgoing students

√ 8. Remarks

1. You may only apply within the ERASMUS+ programme, if an *ERASMUS+ bilateral agreement* between the UC and your home university has been signed (and stills valid) within the study areas taught at FEUC, as follows:

    a. 041/Business and Administration: 0413/*Management and Administration*

    b. 0311/*Economics*

    c. 0312/*Political Sciences and Civics* (former International Relations)

    d. 0314/*Sociology and Cultural Studies*

2. International students from non-partner or from partner Universities, who have already used their opportunity of exchange, have the new chance to study for one or two semesters at the University of Coimbra as FREE MOVERS students.

    Further information at http://www.uc.pt/en/driic/estudantesIN/Free_mover_Program

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3. **If you are not an European Citizen**, after receiving the acceptance documents, you need to contact the nearest Portuguese Consulate/Embassy of your city of residence. Inform yourself about the types of visa that apply to your case and how you should proceed to obtain it in the <u>web portal of the Portuguese Communities Office</u>.

<mark>**Please note that without a (valid) VISA it will be impossible to register (after arrival) at the UC**</mark>.

4. **European Heath Insurance Card (EHIC)** / *Cartão Europeu do Seguro de Doença* (CESD): be sure to make all arrangements to get your EHIC before arriving in Coimbra and start your mobility period

   If you are not an European Citizen we strongly recommend you to do an Health insurance, valid for the host country (in this case, valid for Portugal), during your mobility period.

   You may get further information at https://www.uc.pt/international-applicants/estudar-viver-coimbra/mais-info/seguro

5. Students with **special educational needs** should report immediately upon arrival their situation to the IRO/FEUC, so that they might be followed by the responsible services within the UC, namely the:

   Integration and Counselling Service (NIA)

   University of Coimbra Social Services

   Colégio S. Jerónimo r/c Largo D. Dinis

   3001-401 COIMBRA – PORTUGAL

   Tel.: +351 239 240 848

   E-mail: gabadmin@sas.uc.pt

   Web: http://www.uc.pt/en/sasuc/Welcome-and-Integration/NIA

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