

# 1) TRANSCRIPT OF RECORDS



	Instituição de Origem / Issuing Institution <sup>1</sup>	Instituição de Acolhimento / Receiving Institution <sup>2</sup>
Nome / Name		Universidade de Coimbra Telephone: +351 239 857 003 Fax: +351 239 857 002 Email: <a href="mailto:or@uc.pt">or@uc.pt</a>
Código Institucional / Economic Institutional Code		UC 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](http://www.uc.pt/en/ects/info_inst/ma)

UC TR includes, 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+ regulation, that establishes the commitment to send the Transcript to the partner institution 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 calendar<sup>1</sup>, TRs will be sent, until **March** (1<sup>st</sup> semester students) and until **September** (2<sup>nd</sup> 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).

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<sup>1</sup> 1<sup>st</sup> semester re-sit examination period ends on the 1<sup>st</sup> week of February;

2<sup>nd</sup> semester re-sit examination period ends by the mid of July;

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

