

1)

TRANSCRIPT OF RECORDS



UNIVERSIDADE DE COIMBRA

Transcrição de Registos Académicos
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: dn@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 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 calendar¹, TRs will be sent, 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 by the mid of July;

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

2) CONFIRMATION OF STUDY PERIOD



CONFIRMATION OF STUDY PERIOD

The student named below has received a mobility grant, and confirmation of the dates of the study period at the host institution is required. For purposes of correct grant calculation in case of blended mobility, please specify the period the student was physically in the host country, and the period the student was following the course online in his/her home country.

The *Confirmation of Study Period* will be signed, according to the following remarks:

1) The **first day** of arrival will be the day of the **introductory (welcome) session**, held by the International Relations Unit – DRI/UC.

1.a) For late arrivals, namely, the ones after the beginning of the semester (date established by the academic calendar), the *Confirmation* will express the day students will be, in person, checking in at the main IRU (DRI/UC)

2) The **last day** of stay – departure date - will be the day of end of the (regular) examination period from the semester (date established by the academic calendar) of the mobility.

This date does not include seminar papers or other types of evaluation, submitted online.

Students should only leave Coimbra after making sure that they do not need to attend re-sit examination period.

2.a) For students who need to attend re-sit examination period, the **last day** of stay – departure date - will be the day of the last exam, duly demonstrated through the respective registration (for example, or, whenever necessary, any other document(s) (e.g., flight tickets).

This information is emphasized to all of students, repeatedly, during the mobility period.

Erasmus+ logo and a large black redacted area covering the top half of the form.

3)

LEARNING AGREEMENT After the Mobility part

Since all the information regarding course completion required by the Erasmus+ is included in the UC Transcript of Records, **we do not provide** the *After the mobility* part of the Learning Agreement. Students are often advised to collect the originals of their Learning Agreements (or any other documents) in our *front office*², prior to their departure.

² Office hours available at <https://www.uc.pt/feuc/cooperacao-internacional/#OfficeHours>