



Universidade do Minho  
International Relations Office

## **ENROLMENT AT *UNIVERSIDADE DO MINHO* (UMinho):**

Upon arrival you must contact the International Relations Office (IRO) that will help you with your formal enrolment at UMinho and introduce you to the host department.

The IRO schedules a meeting with your academic coordinator at UMinho in order to discuss the study plan you intend to follow among us and obtain some important information at academic level. All students should fill in the **Enrolment Form**, in electronic format (we do not accept handwritten forms), and send it by e-mail to the Academic Coordinator in order to validate the study plan. Please consider that the Enrolment Form must be sent in Word format.

After receiving your final study plan proposal, the Academic Coordinator must validate and forward it to the IRO, also by e-mail.

**Please consider that the Enrolment Form must be sent to the IRO as soon as possible, but never after the 16<sup>th</sup> of February 2024.** Should the Coordinator answer you directly, you should forward us that information with the Enrolment Form attached.

In the first class of each course unit, it is advisable that you introduce yourself to the teacher in order to obtain more specific information about it and to clarify any doubt concerning assessment methods, contents, special requirements, among others.

**NO CHANGES to your study plan at UMinho can be made after the above registration date. In exceptional and *force majeure* cases, changes to the study plan outside the established period must be communicated by the student to the IRO, with due justification, in writing. The IRO will be responsible for sending the change request to the Academic Coordinator for validation and will notify the student about the final decision.**

## **EXAMINATIONS:**

You are requested to contact each teacher, as well as your Academic Coordinator, in order to obtain all information on the assessment methods (and examination period, if existent) defined within each course unit.

In the end of your study period, the IRO is responsible for sending your ***Transcript of Records*** directly to you by e-mail.