



Handbook for Mobility Students at FCNAUP

Welcome to the University of Porto, Faculty of Nutrition and Food Sciences (FCNAUP)!

Mobility students should arrive at FCNAUP no later than two weeks after classes start (see "SCHOOL SCHEDULE").

Once you arrived to Porto city, you should consider and complete the administrative procedures for registration:

- at the session organized by the International Relations Service (SRI), to which you were informed by this service after the validation of the application and receiving the letter of acceptance (international@reit.up.pt). Schedule a meeting on the SRI website: <https://international.up.pt/>

After arriving at FCNAUP, you must also go in person to the Academic Services (SA) - Internationalization area, to register your arrival: you can take a "D" ticket for attendance. At that moment of arrival, the School Insurance (2€) will be created, which you must pay as indicated by these Services. If you have any form or document stating the date of arrival at FCNAUP, the student must request a signature from these Services.

Office hours: from 9.30 a.m. to 12 p.m. and from 1.30 p.m. to 3 p.m.

NOTE: *although the mobility application form indicates an estimated period of mobility, the date of arrival/start of studies and departure/end of period of studies to be declared by FCNAUP in any certificates/documents related to mobility to be requested by students, will respect the ACADEMIC CALENDAR, namely the day of arrival registration indicated above, as well as the final dates of examinations to be done by students, or academic activities necessary for the completion of mobility.*

After these two registrations you are registered as a student of the University of Porto, like any other regular student of this University. In this way, mobility students at U.Porto have the rights of other students of the University of Porto, and also have the duty to respect all regulations and guidelines in force (https://sigarra.up.pt/fcnaup/pt/LEGISLACAO_GERAL.LISTA_TEMAS ; https://sigarra.up.pt/fcnaup/pt/legislacao_geral.lista_legislacao?p_grupo_legislacao=4).

You will have at your disposal all the services and supplies that any student can enjoy, when properly identified by the U.Porto student card:

- Access to school canteens;
- Access to all places/events for which the U.Porto student card is accepted (with the appropriate benefits);

- Access to the services offered by SASUP, namely medical consultations and psychological support (more information at: <https://www.up.pt/portal/en/sasup/health/presentation/>)

- More information about the advantages of the U.Porto student card:
<https://www.up.pt/portal/en/live/uporto-student-card/a-world-of-benefits>

DURING MOBILITY

Timetables and Changes to the Mobility Study Plan/Learning Agreements

The timetables are organized every year by the Mobility Coordinator, together with the FCNAUP Information Manager, before the arrival of the students at FCNAUP, since mobility students usually have Course Units (UC's) from different years of studies. Usually, the timetables are only available at the beginning of each semester.

This way, and considering that **additional student vacancies** at the Course Units were created precisely for these students, **changes to the study plan** will be duly analyzed and only the addition of UC's that do not have an excessive number of students will be allowed (attention: some courses may no longer admit additional students).

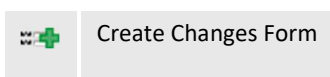
Students must make these changes at the very beginning of the mobility, and have up to two weeks after classes have started to formalize the request to change some UC's included in the initial mobility plan.

PROCEDURES TO FOLLOW:

Students wishing to change the UC's of the initial mobility contract should send an email, no later than two weeks after classes have started, to the email international@fcna.up.pt indicating the UC's they wish to delete and those they wish to add. It will be analysed whether the change is feasible, taking into account the number of existing students, and the student will receive a reply via email.

In case the changes are possible, the student must formalize the changes in SIGARRA, where he/she made his/her initial mobility application (https://sigarra.up.pt/up/en/coop_estudantes_in_geral.ver_mobilidades), and send the signed change form to the email international@fcna.up.pt no later than 1 week after submitting this form; please note that the form must be signed by the student.

Click on the following green symbol to create a change form:



Please remember that the changes to the study plan cannot be validated if it does not have the minimum number of credits established at the U.Porto (20 ECTS for 1 semester or 40 ECTS for 1 year).



Note: due to a very high number of mobility students for current year, the registration at some courses might be conditioned; permission to make changes to the study plan to include new courses which were not previously established in the study plan is limited and depends on the number of mobility students at FCNAUP each year.

For any request to change only the timetable of the class to which you are registered, an email should be sent to the contacts horarios@fcna.up.pt and international@fcna.up.pt with the respective request and its justification.

TYPE OF CLASSES AT FCNAUP AND ABSENCE REGIME

In the timetable consultation in FCNAUP's Sigarra the student can check the type of class of each UC:

T - Theoretical

TP - Theoretical-Practical (in order not to fail for absences the student can only miss a maximum of 25% of these classes)

PL - Practical-Laboratory (in order not to fail for absences the student can only miss a maximum of 25% of these classes)

V - Study Visits (occur occasionally)

ACADEMIC CALENDAR

The weeks in which classes, holidays and breaks take place, as well as the examination period, are described at the school calendar. This can be found at the *Sigarra* FCNAUP (see the Academic Calendar of the mobility year):

https://sigarra.up.pt/fcnaup/pt/web_base.gera_pagina?p_pagina=2302

EXAMINATION PERIOD

The final exams are scheduled only **at the end of the semester** in which they occur, available at the *Sigarra* FCNAUP ("exams" on the right side of the page):

https://sigarra.up.pt/fcnaup/pt/web_base.gera_pagina?p_pagina=1942

Thus, before there is a specific date for each exam, students should use as an indication the complete period for exams which is indicated at the academic calendar (mentioned above).

There are usually **two exams** for each course (UC), designed as the "**normal exam**", first exam, and the "**examination for recovery/ 2nd exam**", the latter usually allocated to the recovery in

case of non-approval of the first exam. At courses that use a distributed assessment, the normal exam is usually replaced by two evaluation moments that occur during the semester.

Please consider that it is not possible to take an exam in a different date from the ones established by the Pedagogical Council for any FCNAUP student, and it is recommended that students do not book their return flights before all exams. It is also important to be present on the date scheduled by the Responsible Teacher to consult/review the exam. **We do not accepted requests for anticipation or change of the date, or request for repeating** the exam due to an absence at the exam on the scheduled date/ hour.

Students who have obtained a positive grade for a UC in the exam, and wish to improve their grade, must submit a specific request in FCNAUP's SIGARRA to improve their grade, in which case they are subject to the U.Porto Fees Table, and must pay 12€ to be able to improve their grade.

AT THE END OF THE MOBILITY

After the student has the final marks for all the UC's, a **Transcript of Records** is issued with the grades obtained, which is sent to the student and to his/her Home University by email (in pdf format).

If the student wishes to request and pay the "certificate of programs and hours", he can do it only at the end of the mobility, after the classifications are visible at the academic pathway, on his personal page at Sigarra FCNAUP, as previously explained. For any additional questions about this document, you should contact the FCNAUP Academic Services, either in person or by e-mail (sacademicos@fcna.up.pt).

How do the Information Systems work in the U.Porto?

Mobility students usually have access to **3 information** systems at the University of Porto:

1. Sigarra of U.Porto

https://sigarra.up.pt/up/en/coop_estudantes_in_geral.ver_mobilidades

USER: up2022XXXX (without any further information)

Password: xxxxx

This is the system in which you submitted your mobility application when you were still in your home country. Any change to your study plan during mobility must be formalised in this system, so that it is valid and the document with the final grades is correct. It is therefore essential that any change is formalised in this system following the procedures indicated in " Timetables and Changes to the Mobility Study Plan/Learning Agreements". If you have any questions about changing your study contract, please consult the online application manual:



https://www.up.pt/portal/documents/54/Manual_de_Candidatura_Online_23-24_EN.pdf

2. *Sigarra* of FCNAUP

https://sigarra.up.pt/fcnaup/pt/web_page.inicial

The information regarding the student and its study plan transfers to the FCNAUP information system, being visible to teachers and staff, **only after registration of the date of arrival** at the University of Porto system, by SRI, during the registration session. That is why it is essential that the student try to have the registration session before having a meeting with GRI- FCNAUP. As soon as the student arrives at FCNAUP, a **new login** is provided to allow the access to *Sigarra* FCNAUP. Student can access, after authentication, to:

- **Academic pathway**: where can be found the courses (UC) present in the plan of studies and its summaries, documents and other information provided by the Teachers;
- **Institutional email** (<https://webmail.up.pt/>): each Teacher will only have the list of students registered in their UCs. Therefore, if student wishes to make a change to the study plan he has to complete it at the *Sigarra* U.Porto and request its validation as soon as possible. These changes migrate directly to the *Sigarra* FCNAUP after being validated and become visible in the academic pathway by the student.

USER: up2022XXXX@up.pt

Password: xxxxx

- **Request of certificates**: if required by the Partner University, the student may request and pay an additional certificate with the contents ("menus") of the UCs attended and approved at FCNAUP. The "certificate of programs and hours" is a document **required online** at *Sigarra* FCNAUP in "certificates", directly to the Academic Services by the student at its own personal page of *Sigarra* FCNAUP. The certificate can only be requested after the classifications are visible to the student in the academic pathway at *Sigarra*, at the end of the examination period.

- **Request for Declaration @Sub 23**: intended for students aged 23 or under and that can be used for student to have a discount on the monthly fee for public transport in Porto.

- **New credentials** - access to *Sigarra* FCNAUP (provided at the beginning of mobility by GRI FCNAUP): these new credentials also give access to the page of the *Sigarra* U.Porto, previously used to make the application for mobility. Credentials allow access to various resources, such as email account, among others (see TIC resource booklet)

There is an interaction between the *Sigarra* U.Porto / *Sigarra* FCNAUP information systems, since the basic and valid information concerning the mobility is the one from the 1st (*Sigarra* U.Porto) visible at the 2nd (*Sigarra* FCNAUP). For this reason it is **necessary to ensure that the plan of studies is always duly updated** at the *Sigarra* U.Porto, as previously indicated.

3. Moodle System

<http://moodle.up.pt/> (only for some of the courses –UC-, it is identified at the Course page)

Example of UC with Moodle: https://sigarra.up.pt/fcnaup/pt/ucurr_geral.ficha_uc_view?pv_ocorrenca_id=400929

USER: up2022XXXX@fcna.up.pt

Password: xxxxx

Some teachers prefer to use the Moodle platform/ system to make the contents available to students, since it allows more interaction with the students during classes. In this case they use the Sigarra page of the course only for the presentation of summaries. In this case the student must be authenticated at Sigarra before they access the Moodle system, to be redirected to the courses they are registered (the ones that use this platform). Students which are not properly registered to courses do not have access to Moodle from these courses. Thus, if the student is not registered at the course neither the International Relations Office FCNAUP / International Relations Office U.Porto, nor the informatics support of the Faculty / University, can add it to the list of students. The registration is only completed by validation of the change to study plan, in which the course was added to the student's study plan (*Sigarra* U.Porto), which will subsequently be transferred to the FCNAUP information system (Sigarra FCNAUP).

ENJOY YOUR STAY!

INTERNATIONAL RELATIONS OFFICE

FACULTY OF NUTRITION AND FOOD SCIENCES

OF THE UNIVERSITY OF PORTO

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