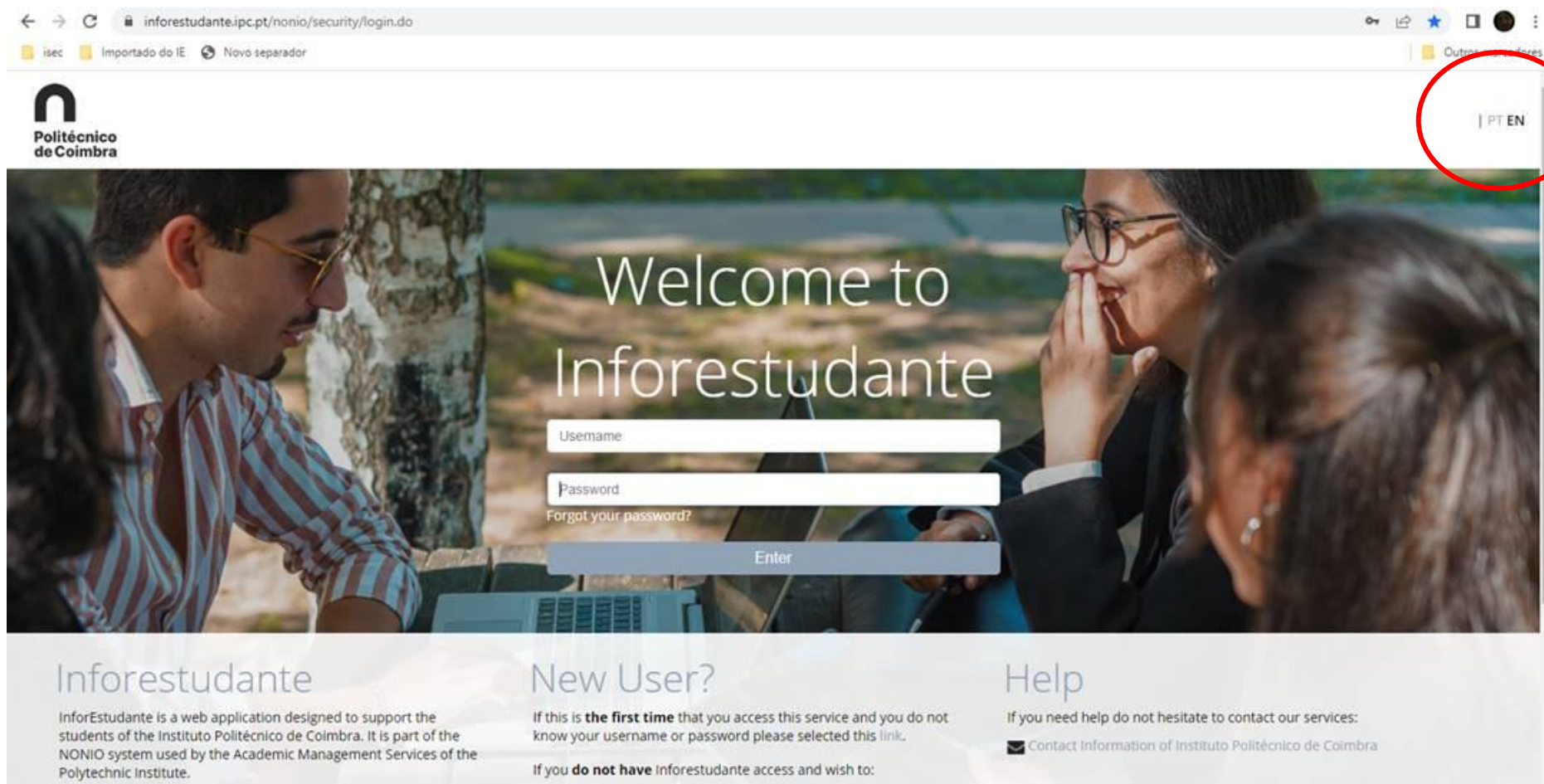


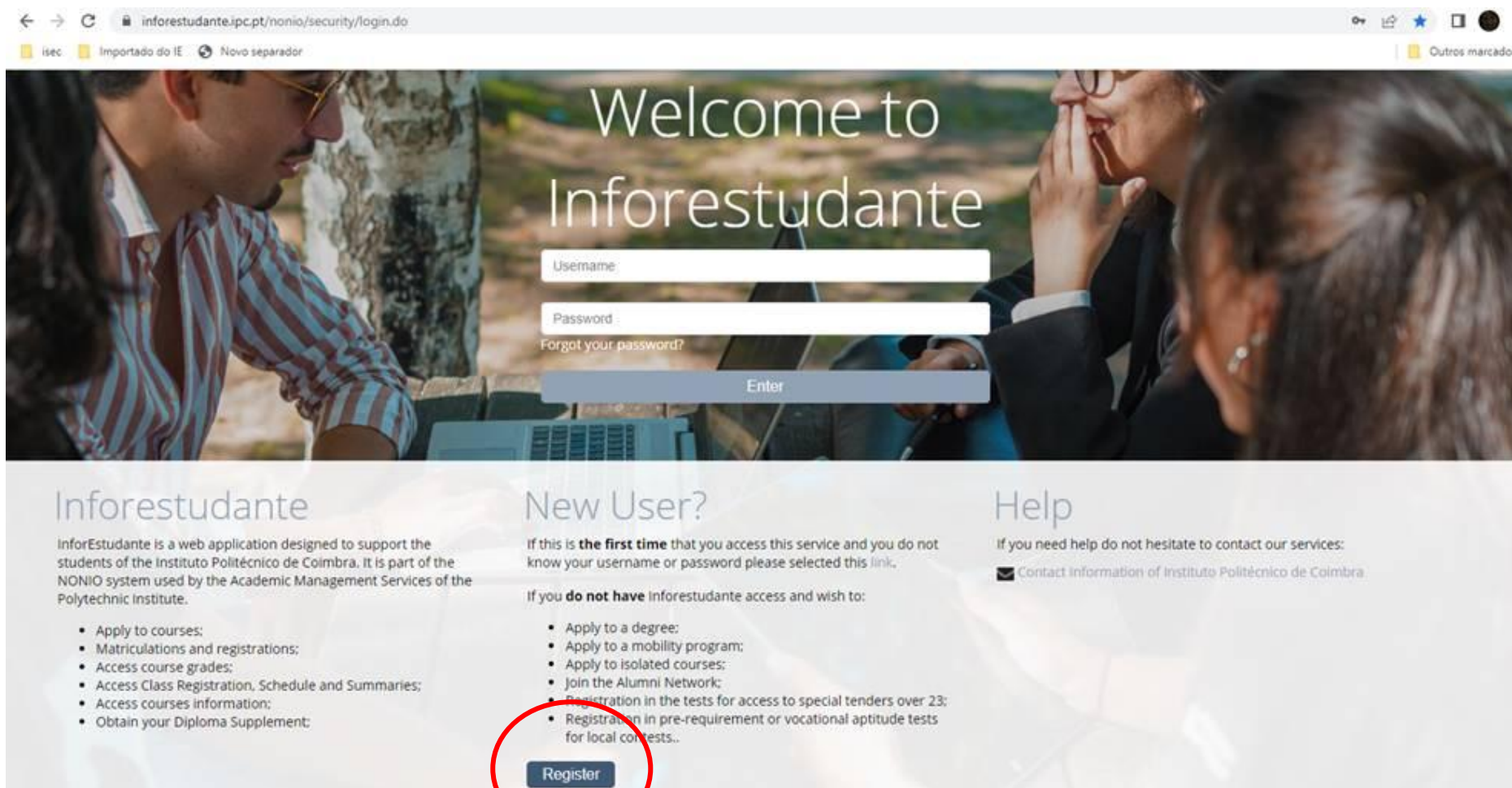
REGISTRATION GUIDE ACADEMIC PLATFORM – INFOESTUDANTE

- 1 Please submit your application at Infoestudante platform by using this link: [HERE](#)
- 2 On the top right of the page you're able to change the application Language to English (EN)



The screenshot shows the login page for the Infoestudante platform. The browser address bar displays 'infoestudante.ipc.pt/nonio/security/login.do'. The page features the Politécnico de Coimbra logo on the left. The main content area has a background image of students and the text 'Welcome to Infoestudante'. Below this, there are input fields for 'Username' and 'Password', a 'Forgot your password?' link, and an 'Enter' button. In the top right corner, there is a language selector showing 'PT EN', which is circled in red with an orange arrow pointing to it. At the bottom, there are three sections: 'Infoestudante' (describing the application), 'New User?' (with a link for first-time users), and 'Help' (with contact information).

3 Go down the page and press “Register”



← → ↻ inforestudante.ipc.pt/nonio/security/login.do

isec Importado do IE Novo separador Outros marcadores

Welcome to Inforestudante

Username

Password

[Forgot your password?](#)

Enter

Inforestudante

inforEstudante is a web application designed to support the students of the Instituto Politécnico de Coimbra. It is part of the NONIO system used by the Academic Management Services of the Polytechnic Institute.

- Apply to courses;
- Matriculations and registrations;
- Access course grades;
- Access Class Registration, Schedule and Summaries;
- Access courses information;
- Obtain your Diploma Supplement;

New User?

If this is **the first time** that you access this service and you do not know your username or password please selected this [link](#).

If you **do not have** inforestudante access and wish to:

- Apply to a degree;
- Apply to a mobility program;
- Apply to isolated courses;
- Join the Alumni Network;
- Registration in the tests for access to special tenders over 23;
- Registration in pre-requirement or vocational aptitude tests for local contests..

[Register](#)

Help

If you need help do not hesitate to contact our services:

✉ [Contact information of Instituto Politécnico de Coimbra](#)

4 Choose “Mobility Program” and start your registration



Degree Application

- Applications for international students (1st Cycle Studies and Integrated Masters);
- Applications to 2nd and 3rd Cycles (Master and Ph. D courses);
- Change of Course, Readmission and Transfer;
- Special Qualifications for access to higher education.

Mobility Program

You can use this place to apply to Instituto Politécnico de Coimbra in the ambit of mobility programs.

Apply



Isolated Courses

You can use this place to apply to Instituto Politécnico de Coimbra in the ambit of isolated courses.

Apply

Alumni Network

Access to Infoestudante by **former students** of Politécnico de Coimbra. InfoEstudante is a web application designed to support the students of IPC that allows you to:

- Join the former student network;
- Access news and exclusive information;
- Access to newsletters;
- Apply to courses.

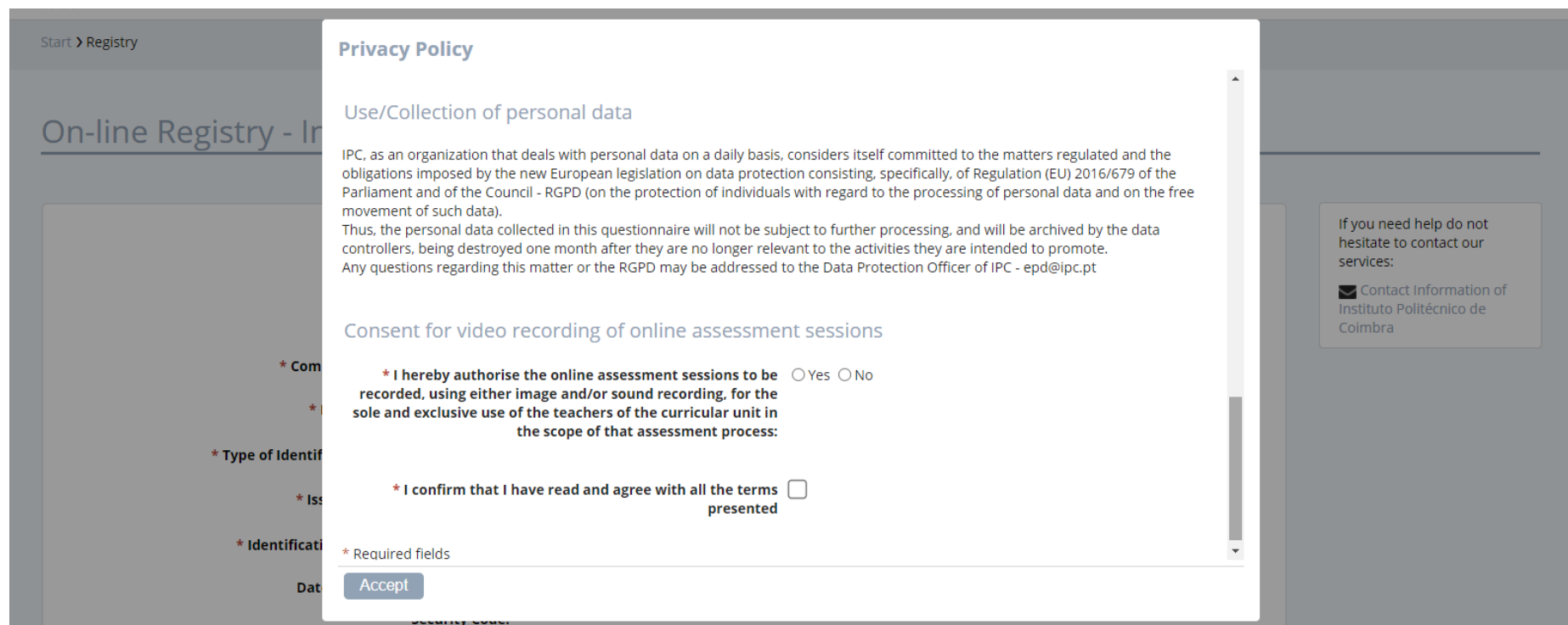
Non-Student Application

Access to specific services such as registration in competitions for special tenders over 23 and pre-requirement or aptitude tests for local contests.

Register

Registry

5 Accept the terms and continue...



The screenshot shows a web interface for the 'On-line Registry - In'. A modal window titled 'Privacy Policy' is open, displaying the following text:

Privacy Policy

Use/Collection of personal data

IPC, as an organization that deals with personal data on a daily basis, considers itself committed to the matters regulated and the obligations imposed by the new European legislation on data protection consisting, specifically, of Regulation (EU) 2016/679 of the Parliament and of the Council - RGPD (on the protection of individuals with regard to the processing of personal data and on the free movement of such data).

Thus, the personal data collected in this questionnaire will not be subject to further processing, and will be archived by the data controllers, being destroyed one month after they are no longer relevant to the activities they are intended to promote. Any questions regarding this matter or the RGPD may be addressed to the Data Protection Officer of IPC - epd@ipc.pt

Consent for video recording of online assessment sessions

*** I hereby authorise the online assessment sessions to be recorded, using either image and/or sound recording, for the sole and exclusive use of the teachers of the curricular unit in the scope of that assessment process:** Yes No

*** I confirm that I have read and agree with all the terms presented**

* Required fields

In the background, a registration form is partially visible with fields for 'Com', 'Type of Identif', 'Iss', 'Identificati', and 'Dat'. A sidebar on the right contains contact information: 'If you need help do not hesitate to contact our services: Contact Information of Instituto Politécnico de Coimbra'.

Insert your data and finish your registration

Personal Data

6 Continue with your application by using the e-mail that you previous provided

Start > Personal Data

Data gathering and processing

Personal Data
In order to use the service we ask you to write some personal information. After filling the information you will have access to all the features such as the ability to make course applications, applications under a mobility program or registration in the Instituto Politécnico de Coimbra former students network.

This information will be processed automatically. The forms must be completed in full.

The Instituto Politécnico de Coimbra is the recipient of this information.

All identified persons have the right to access their personal information. (Art. 22, 27 e 28 - Law n. 10/91 of 29/04).

Continue

If you need help do not hesitate to contact our services:
✉ Contact Information of Instituto Politécnico de Coimbra


7 Personal data: You just need to fill the mandatory fields (marked with *)

Personal Data


Personal Information

Complete Name: Georgina spandilova

*** Gender:** Male Female

*** Date of birth:**  dd-mm-yyyy

If you need help do not hesitate to contact our services:


 Contact Information of Instituto Politécnico de Coimbra


Nationality and Identification Data

*** Nationality:**

Type: Foreign Identity Card

Issue Country: Poland


Date issued:  dd-mm-yyyy

*** VAT Number:**  Alter the VAT Number issuing country (by default the country of the nationality)

Do not define the VAT Number / No issued VAT Number

Number: DJDHJHDH114

Place of Issue:

Expire date:  dd-mm-yyyy

8 Submit your photo (needed for your student card)

Start > Personal Data

Personal Data

i The submission of the picture is not mandatory at this stage. It can be submitted later on.
The picture will be validated by the academic services.

Upload Picture

* Method: Webcam
 File
 Submit later

* Required fields

Continue Back

If you need help do not hesitate to contact our services:
✉ Contact Information of Instituto Politécnico de Coimbra

Add address

9 You may use your home address. Please select first the country

Add address

* Address Type: Home address

Country: Poland

* Address line 1:

Address line 2:

Address line 3:


* Town/City:

State/Area:

Postal code:

* Required fields

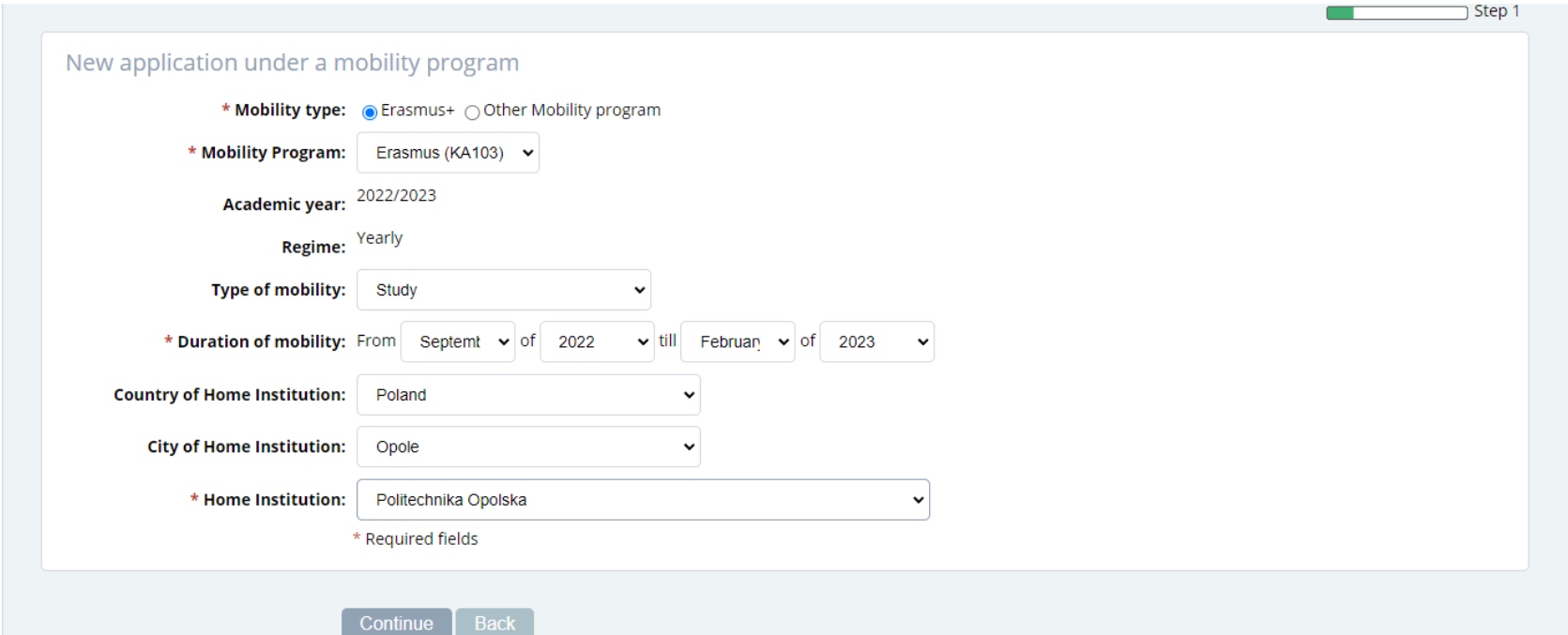
If you need help do not hesitate to contact our services:

 Contact Information of Instituto Politécnico de Coimbra

Incoming Mobility Applications

New application under a mobility program

10 Continue the application as showed below. Choose your home Institution country and City and then your Institution



Degrees

Incoming Mobility

Isolated Courses

Academic Service

Tuition Fees

Requests

Privacy Policy

Step 1

New application under a mobility program

* Mobility type: Erasmus+ Other Mobility program

* Mobility Program: Erasmus (KA103) ▼

Academic year: 2022/2023

Regime: Yearly

Type of mobility: Study ▼

* Duration of mobility: From Septemt ▼ of 2022 ▼ till Februar ▼ of 2023 ▼

Country of Home Institution: Poland ▼

City of Home Institution: Opole ▼

* Home Institution: Politechnika Opolska ▼

* Required fields


Continue Back

11 **IMPORTANT:** If you do not find your home Institution in the list, please e-mail us to ri@isec.pt; internationaloffice@ipc.pt. Your Institution will be added to the list.

... Please continue...

Language competence

12 By default, the minimum Portuguese language knowledge considered is A1...

 Step 3

Language competence

*** Portuguese Knowledge level:** A1 ▾

*** Mother language:**

Another(Other) Language(s):

Other questions


Do you wish to apply for accommodation using the institution web portal: Yes No

*** Do you consider yourself to have a disability, impairment or long-term medical condition?:** Yes No Prefer not to say

*** Degree followed at Home Institution:**

*** Degree level at Home Institution:** ▾

If you need help do not hesitate to contact our services:

 [Contact Information of Instituto Politécnico de Coimbra](#)

* Required fields

Select course units

13 To select the subjects from ISEC, please consider the ECTS catalogues available at www.isec.pt/en to check the code of the subjects

14 IMPORTANT: Please choose the subject by using “code” instead of “name” as shown below

Step 4

i At this point you must **search and add to your list the course units you wish to attend** during your mobility period. It is possible to filter your search for the course units, by code and by name of the course unit, among other filters.

Select course units

You have not selected any course unit so far. Please use search tool bellow to select the course units in which you wish to enroll.

Add course units

Course units of: Course Organic Unit


Degree: Ano Zero ▼

Organic Unit/Faculty: Instituto Superior de Engenharia ▼

Filter by: Name ▼


Name

Code



Continue Back

If you need help do not hesitate to contact our services:

 [Contact Information of Instituto Politécnico de Coimbra](#)

15 Please confirm all of your data and upload your documents at the bottom



ID: IN_2022_0008

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

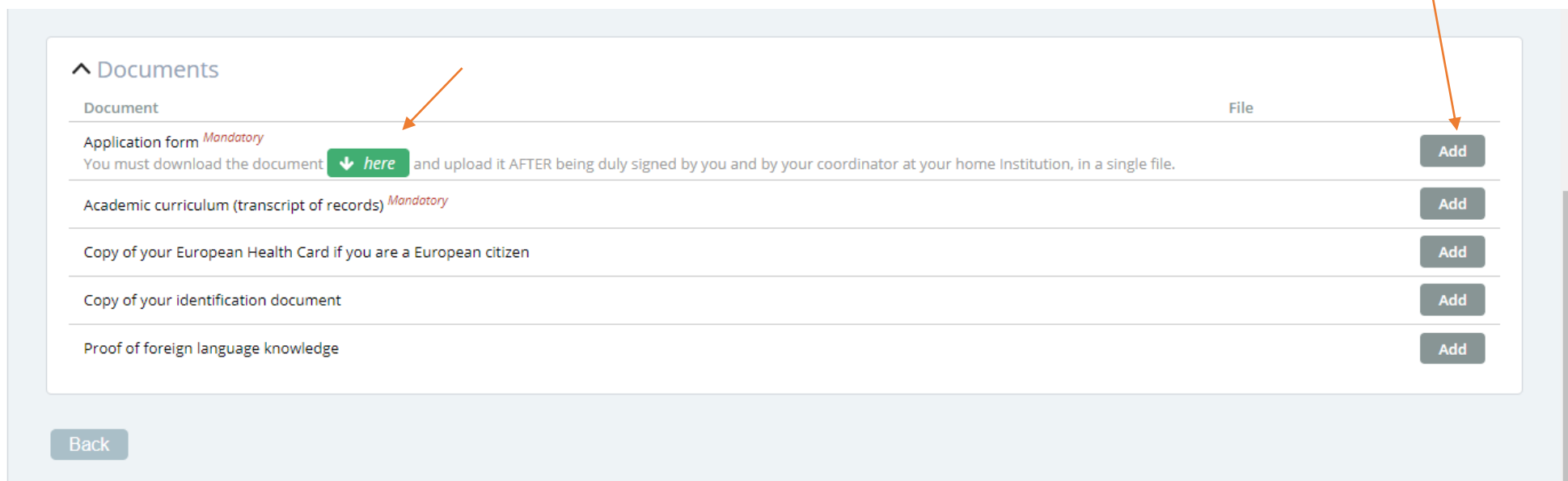
Planned dates of the start and the end of the study period:

From October of 2022 till February of 2023

Table A: Study programme abroad

Código de disciplina / Course unit code	Nome da disciplina na universidade de acolhimento / Course unit title at receiving institution	Créditos ECTS / ECTS credits	Língua de ensino / Language of instruction	Duração / Duration	Código de disciplina / Course unit code	Nome da disciplina na universidade de origem / Course unit title at sending institution	Créditos ECTS/ ECTS credits
61000625	Análise de Sistemas Elétricos	6	Portuguese	1st Semester			
61000636	Complementos de Eletrónica	6	Portuguese	1st Semester			
61000196	Electric Power Systems	6	English	1st Semester			
60013076	Electrical Machines	6	English	1st Semester			
61000185	Power Electronics	6	English	1st Semester			

- 16 Download the pdf Application Form and, before the signatures, please use a convertor (ex: <https://www.ilovepdf.com/>) to convert the pdf into word (doc) in order to fill also the table with the subjects from your University.
- 17 Then, upload the Application Form at Infoforestudante **AFTER** being duly signed by you and your home Institution.



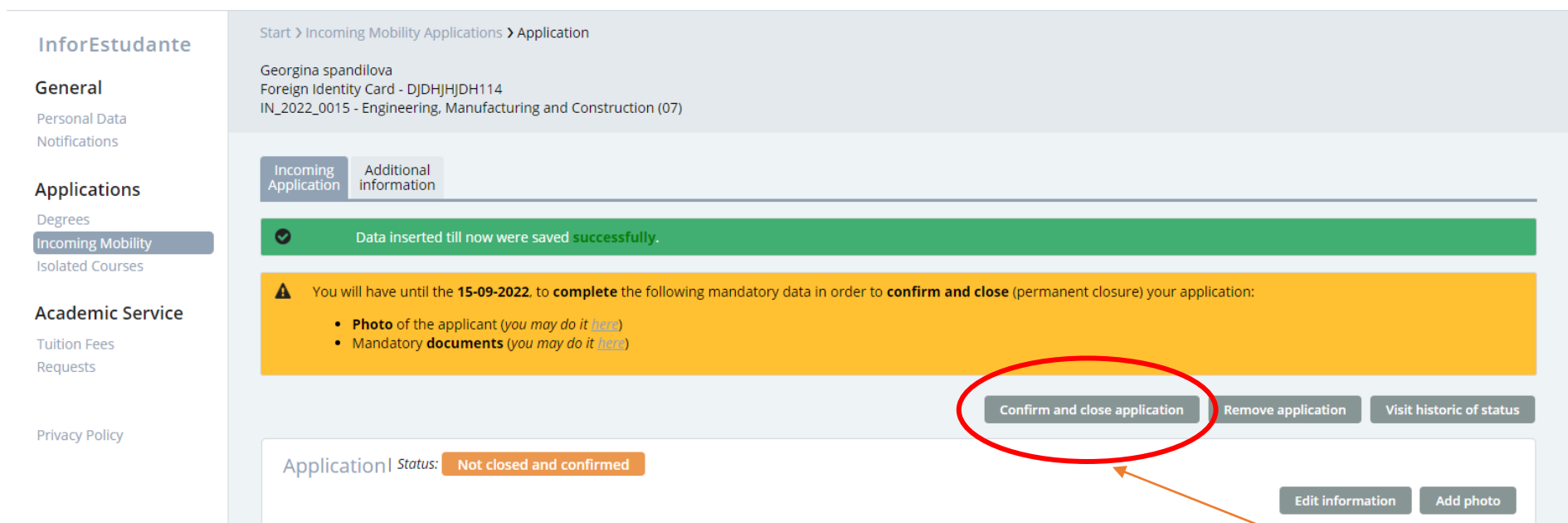
Document	File
Application form <i>Mandatory</i> You must download the document here and upload it AFTER being duly signed by you and by your coordinator at your home Institution, in a single file.	Add
Academic curriculum (transcript of records) <i>Mandatory</i>	Add
Copy of your European Health Card if you are a European citizen	Add
Copy of your identification document	Add
Proof of foreign language knowledge	Add

Back

IMPORTANT: In case your University requests the “traditional” learning agreement, please upload it at Infoforestudante, in a single pdf file, or send it by e-mail to ri@isec.pt to be signed by ISEC.

CONFIRM AND CLOSE APPLICATION

IMPORTANT: your application will be completed and submitted just after you press **“Confirm and close application”** as shown below:



Start > Incoming Mobility Applications > Application

Georgina spandilova
Foreign Identity Card - DJDHJHJDH114
IN_2022_0015 - Engineering, Manufacturing and Construction (07)

Incoming Application Additional information

✔ Data inserted till now were saved successfully.

⚠ You will have until the **15-09-2022**, to **complete** the following mandatory data in order to **confirm and close** (permanent closure) your application:

- **Photo** of the applicant (*you may do it [here](#)*)
- **Mandatory documents** (*you may do it [here](#)*)

Confirm and close application Remove application Visit historic of status

Application| Status: **Not closed and confirmed**

Edit information Add photo

NOTE: After the submission, your application will be analysed. The acceptance documents signed by ISEC will be uploaded at Inforestudante.