



TÉCNICO LISBOA

2016 / 2017

ACADEMIC GUIDE

**1st and 2nd cycle
and integrated cycles**

PART I

Support services
Operational procedures
Calendars
Handling fees
Tuition

PART II

Regulations regarding the 1st and 2nd
cycles and integrated cycles

PREAMBLE

The Academic Division of Técnico Lisboa (DA-IST) has endeavoured to make this Academic Guide a support tool for all IST students (1st cycle, 2nd cycle, integrated cycle and 3rd cycle), by providing in-depth information on support services, operational procedures, handling and tuition fees, and regulations for the 2016/2017 academic year.

This Guide is divided in three parts:

P1

Part I provides information regarding support services, operational procedures, handling and tuition fees.

P2

Part II presents a number of regulations in force in this academic year.

P3

Part III, which is dedicated solely to 3rd cycle students, gives information on support services, operational procedures, handling and tuition fees and presents a number of regulations in force in this academic year – this information is only available in Portuguese language, for further details please contact npfc@tecnico.ulisboa.pt

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Part I

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Support services
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1. CONCEPTS

IST Student

IST students refer to all those validly enrolled and registered in one of IST taught programmes or study cycles.

1st cycle programme

It refers to a programme which leads to a bachelor's degree under article 9 of Decree-Law 74/2006 of 24 March.

2nd cycle programme

It refers to a programme which leads to an MSc degree under article 18 of Decree-Law of 24th March.

Integrated programme

It refers to a programme which leads to an MSc degree under article 19 of Decree-Law 74/2006 of 24th March.

1st cycle

A 1st cycle includes a number of course units, which involve a total of 180 ECTS that correspond to a 1st cycle programme or to 180 ECTS that correspond to the total of course units of the three first academic years of an integrated programme.

2nd cycle

A 2nd cycle includes a number of course units, which correspond to a 2nd cycle programme or to 120 ECTS that corresponds to the total of course units of the two last academic years of an integrated programme.

3rd cycle

A 3rd cycle refers to a study cycle which does not lead to an academic degree, i.e., an Advanced Training Diploma (DFA) or an Advanced Study Diploma (DEA), or PhD programmes.

Programme Coordination Board

A Programme Coordination Board is a structure composed by the Programme Coordinator, the Programme Scientific Committee and the Programme Pedagogical Committee.

Scientific consistency between cycles

Scientific consistency between a 1st and a 2nd cycle programme will be deemed to exist when educational skills of the 1st cycle meet educational needs for entering the 2nd cycle.

The decision on cycle scientific consistency will be taken by the Coordinating Committee of the Scientific Board as proposed by programme coordination boards.

Registration

It consists of an act whereby a student registers at the University.

Tuition fee

It consists of a regular attendance fee charged to the *student* by the *institution* in which he or she is enrolled and registered. If the tuition fee is cancelled until one month after the beginning of 1st semester classes, payment will not be due. If the student only enrolls in course units of the 2nd semester, and in the event that the registration is cancelled until the month after the beginning of 2nd semester classes, payment will not be due either.

Enrolment in an academic year

It consists of an act that enables a student, after enrolling, to register in any course units of the curriculum of the programme/year/semester.

A student is deemed to be enrolled in a certain academic year when he/she enrolls for the first time in that academic year. In the same situation are those who have enrolled at IST, having been registered in at least one course unit in the previous academic year and have not cancelled or requested the course letter (diploma) or have not been excluded. Students are required to pay tuition fees.

Enrolment in course units

It consists of an act that allows a student to attend course units, to be evaluated and have his/her grades recorded in his/her academic record. Should the student not enrol in course units in two consecutive semesters, his/her enrolment as an IST student shall be cancelled. To resume his/her studies, he/she must be readmitted.

Course Change

It consists of an act whereby the student enrolls and registers in the same or in another institution, different from that he or she enrolled for last time, whether he/she has interrupted his/her enrolment in a higher education institution.

Transfer

It consists of an act whereby the student enrolls or registers in the same programme in a different establishment from which he/she is enrolled. The Alameda and Taguspark campuses are considered as different institutions.

Readmission

It consists of an act whereby the student enrolls and registers in the same programme and establishment, after having interrupted his or her enrolment for, at least, one academic year.

Exclusion

It is an act whereby the enrolment is suspended after repeated academic failure.

Precedence

It refers to a course unit in which a student may enrol, depending on approval in another course unit that takes precedence.

ECTS credit unit

It is the measurement unit of the student workload that corresponds to the European Credit Transfer and Accumulation System). An academic year of full-time work corresponds to 60 ECTS credits, considering a total number of annual working hours, which includes tutorials, assessment and independent study.

Major

It consists of an alternative specialization route of a programme corresponding to the principal field of study of a student at a university

Minor

It consists of an alternative specialization route of a programme corresponding to a subsidiary field of study.

Graduate trainee

The graduates or MSc holders from IST, who are carrying out a professional training period, within 24 months after obtaining their degree, may enrol at IST as graduate trainees, pursuant to article 46, paragraph b of Decree-Law 107/2008 of 25th June.

2. STUDENT SUPPORT SERVICES (1ST AND 2ND CYCLE AND INTEGRATED CYCLES)

2.1. Graduate Unit

The Graduate Unit is responsible for receiving, organizing and managing 1st and 2nd cycle and integrated cycle programmes taught at IST.

The Graduate Unit assists students and provides information on all matters related to enrolments, registrations, tuition fees, academic records and certificates. It is also in this service that faculty members provide grading details for different course units, file study programmes for course units and collect data for statistical purposes and organize information for the start of the academic year.

At the Alameda Campus, the registrar office is located on the ground floor of the Main Building. The Taguspark campus hosts the registrar office at room 0.29, ground floor.

Forms and templates for requests are available at the Graduate Unit, <http://academica.tecnico.ulisboa.pt/en/formularios/>. Técnico Lisboa only sends notices by email, to the address available to the academic services. Within 15 days upon notification, the student should acknowledge receipt of the request approval at the Graduate Unit and then he/she should carry out the act he/she applied for.

The registrar fee includes:

- 1 certificate of registration
- 2 declarations for the social services
- 1 declaration for the student travel pass.

The student should also pay a School Insurance whose amount will be fixed on a yearly basis. The School Insurance and the Registrar fee should be paid simultaneously, within the deadlines defined for the purpose. After these deadlines the amount will rise. No documents will be issued to those students who paid neither the School Insurance nor the Registrar fee. In addition, enrolment will only be possible, in a given academic year, after the amounts outstanding relative to previous academic years are paid.

IMPORTANT NOTES:

Contacts between IST services and students will be preferably made by email. Each student should confirm that the FÉNIX database contains a valid email address relative to himself or herself. DSI will provide an email account to those students who still do not have it and require it upon enrolment.

Requests for Statements and Certificates, out of the normal enrolment period, may be made via email, Internet or directly at the Registrar offices both in Alameda and Taguspark campuses.

Whenever a student changes his/her address, email or telephone number, he or she should complete an amendment form and send it to the Registrar or preferably by email: academica@tecnico.ulisboa.pt (Alameda) or academica@tagus.tecnico.ulisboa.pt (Taguspark).

Diploma Supplement: according to the guidelines adopted under the Bologna Process, and to the terms of article 40 of Decree-Law 42/2005, of February 22nd and article 49 of Decree-law 107/2008 of June 25th the issuance of documents giving proof of academic title will be accompanied by a diploma supplement. Below are listed after-class activities carried out from the beginning of the 2006/2007 academic year, which may be included in the diploma supplement. This can be done as long as the student requires it and proves he/she carried them out by submitting a document confirming it upon the request for the diploma or the “carta de curso”. The diploma supplement should contain five of the activities at the most, which are listed below.

After-class activities recognized in the diploma supplement include:

- Members of Standing Committees or Ad-hoc Committees of the Assembly of Representatives of IST;
- Member of the Assembly of Representatives of IST
- Member of the General Board of the Technical University of Lisbon, UTL
- Member of the Statutory Assembly of UTL
- Member of the Board of AEIST
- Course representative
- Course Deputy-representative
- Year Representative (YR)

- Scholarship holder of IST (NAPE, DSI, monitors, other)
- Member of TUIST (appointed by the Board of TUIST)
- Member of TFIST (appointed by the Board of TFIST)
- Member of TMIST (appointed by the Board of TMIST)
- Member of Formula Student (appointed by the Board of ForSt)
- Member of BEST
- Monitor of LT1
- Member of the Sports Teams of AEIST (appointed by the Board of AEIST)
- Member of the Autonomous Sections of AEIST (appointed by the Board of AEIST)
- Member of JUNITEC
- Other activities to be approved by the Governing Board.

GRADUATE UNIT

academica.tecnico.ulisboa.pt

CAMPUS DA ALAMEDA

Opening Hours (working days)

from 09 am to 04:30 pm (Every Wednesday,
from 01 September to 31 July - from 09am to 07pm)

Location

Main Building – Ground Floor

Telephone

218 417 769/ 218 419 019

E-mail

academica@tecnico.ulisboa.pt

ÁREA ACADÉMICA DO TAGUSPARK

Opening Hours (working days)

from 9:30 am to 4:00 pm

Location

Room 0.29

GRADUATE UNIT

Telephone

214 233 528/ 214 233 529

E-mail

academica@tagus.ist.utl.pt

2.2. Pedagogical Organization Office (GOP)

The GOP mission is to: i) organize, manage and elaborate class schedules for the programmes taught at the Alameda Campus of IST; ii) organize examination scheduling procedures at the Alameda Campus and elaborate the respective maps; iii) manage the use of class rooms at the Alameda Campus and book them for classes, examinations and other activities promoted by the bodies and services of IST or duly authorized by them; supervise problem-solving procedures related to overcrowded classes/shifts during enrolment; manage audio-visual resources that support teaching or other activities at the Alameda Campus.

PEDAGOGICAL ORGANIZATION OFFICE (GOP)

gop.tecnico.ulisboa.pt

Horário de Atendimento (dias úteis)

from 9:30 am to 12:30 and from 1:30 pm to 04:00 pm

Localização

Campus da Alameda - Pavilhão Central - 1º andar
(ao lado da Biblioteca Central)

Telephone

218 417 319 (ext. 1319)
218 419 637 (ext. 3637)

E-mail

gop@tecnico.ulisboa.pt

AUDIOVISUAIS**Telephone**

218 417 637 (ext. 1514)

E-mail

audiovisuais@tecnico.ulisboa.pt

2.3. Tutoring Support Office (GATu)

The main goals of the Tutoring Office (GATu) are to follow up students during their academic journey at IST through the supervision of their academic potential. Simultaneously, the GATu helps identify early student failure, by taking timely action.

TUTORING SUPPORT OFFICE (GATU)

tutorado.tecnico.ulisboa.pt

Opening Hours (working days) from 8.00 am to 04:00 pm	Location Alameda Campus — Main Building, 1 st floor (door 1.37)
Telephone 218 419 814	E-mail tutorado@tecnico.ulisboa.pt

2.4 Student Support Unit (NAPE)

NAPE is mainly focused on Student Integration and Follow-up, in particular new 1st year students, foreign students, including students from the Portuguese-Speaking Countries (PALOP), among other students entered for the first time at Técnico (through the implementation of the Mentoring Programme). Decentralized from the Registrar, NAPE actively participates in enrolment and registration of new 1st year students, placed through the national procedure of access to higher education, giving them all necessary support. This personalized service is carried out by NAPE, Guides and Mentors who are students from different programmes and later years. — Dissemination/Admission, through the organization and follow-up of study visits to IST and to other higher education institutions, oriented to higher education candidates and the participation in S&T fairs and shows and dissemination of teaching and training.

STUDENT SUPPORT UNIT (NAPE)

nape.tecnico.ulisboa.pt/en

ALAMEDA CAMPUS

Opening Hours (working days) (except for August) from 09:00am to 05:00pm	Location Main Building, Ground Floor, Reception
Telephone 218 417 251	E-mail nape@tecnico.ulisboa.pt

TAGUSPARK CAMPUS

Opening Hours (working days) from 10:00am to 12:30pm and from 02:00pm to 04h30pm	Location Main Building, Ground 0, room 0.53
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STUDENT SUPPORT UNIT (NAPE)

Telephone
214 233 545

Fax
214 233 252

2.5. Mobility and International Cooperation Unit (NMCI)

The Mobility and International Cooperation Unit (NMCI) carries out its role within student mobility programmes, internal or external. Among other activities, the NMCI manages:

- a) mobility programmes for study periods carried out nationally and internationally, in particular agreements with Brazil, China and Russia; programmes such as Almeida Garrett, ERASMUS, ERASMUS MUNDUS, KICInnoEnergy, TIME and SMILE;
- b) the ATHENS programme, which focuses on short intensive courses;
- c) academic and professional internships, in particular Erasmus Placements (at European level), IAESTE programme (at global level) and the Vulcanus programme (with Japan).

MOBILITY AND INTERNATIONAL COOPERATION UNIT (NMCI)

ai.tecnico.ulisboa.pt/en/

Opening Hours (working days)

from 10:30 am to 12 am and from 2:30 pm to 4:30 pm
(Tuesdays and Thursdays)
from 10:30 am to 12:00 am (Mondays, Wednesdays
and Fridays)

Location

Alameda Campus – Main Building Ground Floor
(near the book shop)

Telephone
218 417 362

E-mail
nmci@tecnico.ulisboa.pt

2.6 Technology Transfer Area (ATT)

The mission of the Technology Transfer Area is to support the Governing Board in liaising the Técnico Lisboa to Society, through the institution's economic value of knowledge and human capital. It includes the Intellectual Property (NPI) and the Business Partnership Unit (NPE), which is responsible for fostering business relationships and the entrepreneurship. a) It offers a career development programme, which is designed for graduate students: IST Job Bank, a job opportunity platform;

IST Career Session, information sessions on recruitment requirements; IST Career Scholarships, a competition designed for awarding training scholarships; IST Career Workshops, training actions to prepare for recruitment; IST Career Weeks; AEIST Jobshop, an initiative during which contract conditions are negotiated; IST Summer Internships, summer internships in companies; b) it seeks to encourage entrepreneurship at IST with students, faculty members and researchers: IST Spin-off community, which consists of a number of companies whose origins are linked to IST; ISTARTI: a venture capital fund destined to business initiatives promoted by the academic community; Entrepreneurship activities: entrepreneurship support initiatives.

TECHNOLOGY TRANSFER AREA (ATT)

ATT

tt.tecnico.ulisboa.pt

IST Job Bank

jobbank.tecnico.ulisboa.pt

Opening Hours (working days)

from 10:00 am to 12:00 am and from 2:00 pm to 4:00 pm. Customized service is subject to prior appointment.

Telefone

218 419 842 (ext. 3842)

CONTACTS (PER INTERVENTION AREA)

Business Partnerships

pe@tecnico.ulisboa.pt

Innovation and Entrepreneurship

tt@tecnico.ulisboa.pt

Intellectual Property

pi@tecnico.ulisboa.pt

Career Development

pe@tecnico.ulisboa.pt

3. COMPUTER RESOURCES AND THE ACADEMIC AND MANAGEMENT ADMINISTRATIVE SYSTEM OF IST (FÉNIX)

3.1. Computer Services Division (DSI) (DSI)

The central computer resources of the Técnico Lisboa are managed by the Computer Services Division (DSI). DSI is responsible for the computer network of IST and that of the University of Lisbon (UL) and for managing and maintaining the respective central servers. While registering, all IST students receive a username and a password — IST ID — which allow them to have access to the Fénix system. In addition, then can log in to the different services provided by DSI, and view its page at <http://dsi.tecnico.ulisboa.pt/en/>. Setup instructions of the different computer services and the clarification of doubts regarding their use are available at the User Support of DSI at suport-edsi.ist.utl.pt. All contacts with DSI should preferably take place from the support website, then through e-mail to dsi@tecnico.ulisboa.pt. Nevertheless, for a face-to-face contact, the services of the Alameda Campus are located at the Main Building, first corridor on the right after the lobby. At the Taguspark Campus, the DSI services are located on the first floor, room 1.14.

COMPUTER SERVICES DIVISION (DSI)

dsi.tecnico.ulisboa.pt/en

Horário de Atendimento (dias úteis)

das 9h30 às 12h30 e das 14h00 às 16h30

E-mail

dsi@tecnico.ulisboa.pt

ALAMEDA CAMPUS

Location

Main Building, first corridor on the right after the lobby

TAGUSPARK CAMPUS

Location

1st floor, room 1.14

3.2. The Academic and Administrative Management System of IST – FÉNIX

The Fénix system allows for access to academic information and offers a number of functionalities that simplify the institution's daily functioning. Information and services are available in two areas: public and private. The former, available at <http://tecnico.ulisboa.pt/en/education/>, needs no authentication and provides information on all course units of the programmes taught at IST. This information includes dates and examinations and class timetables. Moreover, specific information on each course unit, such as notices and pedagogical material, is provided.

Faculty members allocated to the course units are responsible for the introduction of this information. The private area, available at fenix.tecnico.ulisboa.pt, needs authentication for access. The username for authentication takes the format Lnnnnn, in which nnnnn is the student number. The password should be obtained with the services of the Computer Services Division of Instituto Superior Técnico (DSI). Once the access to area is obtained, students have access to two portals: Personal and Student. In the Student Portal, students should update their personal data in order to receive emails from the institution. In the Student Portal, within the deadlines and under the necessary conditions, students can:

- enrol in course units,
- choose classes and/or shifts they wish to attend,
- enrol for tests or exams,
- apply for seminars,
- enrol in working groups for each course unit,
- apply for 2nd cycle dissertations
- participate in discussion forums in each course unit,
- deliver assignments or projects,
- reply to worksheets,
- consult their CV,
- visualize their timetable, which was built upon choosing classes and/or shifts,

- reply to pedagogical evaluation surveys conducted by the Pedagogical Council.

The Representative's Portal provides tools for supporting activities carried out by Year Representatives of each programme.

4. REGULATIONS FOR ACCESS AND ADMISSION OF INTERNATIONAL STUDENTS UNDER THE INTERNATIONAL STUDENT STATUTE

Types of International Student:

Non-European Students: students who are citizens of any of Non-EU countries.

European Students: students who are citizens of any of the EU countries.

Exchange Students: international students who study at Técnico for a period which does not lead to a degree conferred by Técnico Lisboa (IST).

1st, 2nd and 3rd cycles of IST

Decree-Law 36/2014 of 10 March governs the International Student statute (EEI). The Regulations for Access and Admission of International Students of the University of Lisbon are defined in Order 8175-B/2014 published in the Official Journal, II series, No. 118 of 23 June, with the following amendments (686/2014 published in the Official Journal, II series, No. 127 of 4 July and 718/2014 published in the Official Journal, II series, No. 133 of 14 July). These Regulations aim at describing the specific requirements of access and admission of international students to the three cycles of studies of IST. These regulations do not apply to students admitted under international agreements, in particular students of CLUSTER institutions or under programmes such as TIME, ERASMUS and ERASMUS MUNDUS.

4.1. Admission to 1st Cycle of IST

1. Introduction

Students who have appropriate qualifications which allow them to apply for and be admitted to higher education of a country where they obtained those qualifications may be admitted in a first cycle of a Degree programme or an integrated programmes, either those who are or have been enrolled in a Foreign Higher Education Institution but do not yet hold a higher education degree.

[Students should have knowledge of Portuguese or acquire it under the University of Lisbon.](#)

2. Admission requirements

2.1. Knowledge of Portuguese Language, Level B2 (according to the Common European Framework of Reference of Languages (CEFR), certified by an Intermediate Diploma of Portuguese as a Foreign Language (DIPLE). If the applicant holds a B1 level, certified through the Elementary Diploma of Portuguese as a Foreign Language (DEPLE), the admission will be contingent upon obtaining Level B2, by attending an intensive course of Portuguese Language in a UL institution.

2.2. Academic qualification that, in the country where it was obtained, qualifies them to enter higher education.

2.3. If the candidates have a Portuguese secondary education course, they are required to have successfully taken admission tests on the course they applied for.

2.4. If candidates from foreign education systems have concluded the equivalent to the Portuguese secondary education, they are required to have successfully taken exams comparable to the admission exams required for the course they are applying for.

2.5. If candidates only conclude the 12th grade of the Portuguese secondary education, without having concluded the secondary education or obtained an equivalency, they are required to have had an average rate equal to or above 120/200 and equal to or higher than 100/200 in the subjects that correspond to the admission exams they apply for.

3. Ranking of candidates

Candidates who meet previous requirements are ranked on the basis of the average scores of the year that, in the country where they attended it, allows them to have access to higher education after conversion to the 0-200 scale. It is mandatory that the previously mentioned average is equal to or higher than 100.

4. Application

The application procedure includes:

- a)** Candidates who did not attend secondary education in Portuguese must deliver proof of knowledge of Portuguese through a DEPLE or a B2 certificate. Alternatively, they may submit a B1 certificate and undertake to acquire a B2 level of knowledge within one year. Candidates may also take an exam of Portuguese Language and Culture, and pay the respective fees on a date to be defined. The result of that exam will determine the level of knowledge of Portuguese and whether he or she needs additional training, but the need for candidates to acquire a B2 level of Portuguese remains.

- b)** A proof that the conclusion of the study cycle allows, in the country where it was obtained, the candidate to have access to Higher Education, where direct access to 1st year occurs. That proof must be validated by the relevant entity of that country and certified by the Portuguese consular office or with the Hague Apostille endorsed by the relevant authority of the State of origin of the document.
- c)** A proof of attendance of higher education and a transcript of records, together with a list of subjects that are part of the curriculum, whether it is a transfer or shift of course. These documents must be certified by the Portuguese consular office or with the Hague Apostille endorsed by the relevant authority of the State of origin of the document.
- d)** A certificate of successful completion with detailed scores, certified by the Portuguese consular service or with the Hague Apostille endorsed by the competent authority of the State of origin of the document.
- e)** A statement under oath that the candidate is neither of Portuguese nationality nor is covered by any of the conditions that, in accordance with the EEI, do not give him or her the condition of International Student;
- f)** Document that specifies the evaluation scale used
- g)** Photocopy of passport

The documents must be supplied in Portuguese or English or Spanish or French. If the original document is not in one of these languages, a translation to English or Portuguese should be delivered and the translation validated by the consular service or embassy.

Candidates are required to apply online on a date to be announced, and fees are to be paid. The Scientific Coordination committee is responsible for examining applications, in terms of eligibility and ranking and the process is validated by the Scientific Board of IST.

For admitted students who are or have been enrolled in a Foreign Higher Education Institution an equivalency plan will be established.

5. Application fee

- 100€, paid upon application

6. Fees and tuition

- Registrar's fee: € 25;
- School insurance: € 1.15;
- Fee: € 7000/year. 30% paid upon registration and the other 70% paid in two installments (35% each), the first until 15 March and the last one until 31 May.

4.2. Direct admission to the 2nd cycle

1. Admission

Eligible candidates for the 2nd cycle include those with an academic degree following a 1st study cycle organized under the principles of the Bologna Process, which is recognized by a state that accepted to and became a party to this process and is acknowledged as meeting the objectives of a BSc Degree or have an equivalent academic degree and that is recognized as having the capacity to carry out this study cycle.

2. Ranking of candidates

Candidates are ranked as follows: $C = (0,4x \text{ "Similarity" } + 0,3x \text{ "Nature" } / 5 + 0,3x \text{ FCA} / 200) \times 200$,

In which "Similarity" is a coefficient between 0 and 1 awarded by the selection board and weighs the scientific coherence between the course that the applicant is attending or attended and the one he or she is applying for, while "Nature" is a coefficient awarded by the selection board that weighs the quality of the higher education institution of origin, measured on the basis of international rankings (in particular the Shanghai ranking) and that may have scores of 1, 2, 3, 4 or 5.

FAC is the final course average of the student on a 0-200 scale.

Candidates to the 2nd cycle are finally ranked on the basis of parameter C.

3 - Eligibility Criteria

It is mandatory that $C \geq 100$. The programme selection board may exclude candidates to that programme if it is considered that the 1st cycle study programme or equivalent does not correspond to the competencies needed for the programme they apply for.

4 - Application

The application includes these elements:

- a) Curriculum vitae

- b)** A certificate of successful completion with detailed scores, certified by the Portuguese consular service or with the Hague Apostille endorsed by the competent authority of the Stet of origin of the document
- c)** A statement under oath that the applicant is neither of Portuguese nationality nor is covered by any of the conditions that, in accordance with the EEI, do not give him or her the condition of International Student;
- d)** Copy of passport

These documents should be supplied in Portuguese or English or Spanish or French. Where the original document is not in one of these languages, a translation to English or Portuguese must be delivered, and the translation validated by the consulate office or embassy.

Candidates are required to apply online on a date to be announced, and fees are to be paid. The Scientific Coordination committee is responsible for examining applications, in terms of eligibility and ranking and the process is validated by the Scientific Board of IST.

5. Application fee

€ 100, paid upon registration.

6. Fees and tuition

- Registrar's fee: € 25;
- School Insurance: €1.15;
- Tuition: € 7000/year. 30% paid upon registration and 70% paid in two installments (35% each), the first until 15 March and the last until 31 May.

4.3. Admission to the 3rd cycle

1. Introduction

Doctoral programmes include an Advanced Study Course, with a total number of ECTS between 30 and 60, followed by a research project leading to a PhD thesis.

2. Admission

This study programme is aimed at MSc and BSc holders with core skills that are fit for specialisation areas in the context of the PhD programme at issue.

3. Eligibility Criteria and method of sorting candidates

Candidates must fill out and send an application form to the Post-Graduate and Continuous Training Unit ([🔗 tecnico.ulisboa.pt/en/education/courses/phd-programmes/](https://tecnico.ulisboa.pt/en/education/courses/phd-programmes/)) together with these documents:

- a) Copy of passport
- b) Curriculum vitae
- c) Diplomas of previous academic degrees, certified by the Portuguese consular office or with the Hague Apostille endorsed by the relevant authority of the State of origin of the document
- d) A statement under oath that the applicant is neither of Portuguese nationality nor is covered by any of the conditions that, in accordance with the EEI, do not give him or her the condition of International Student;
- e) Letter of motivation
- f) Letters of reference

These documents should be supplied in Portuguese or English or Spanish or French. Where the original document is not in one of these languages, a translation to English or Portuguese must be delivered, and the translation validated by the consulate office or embassy.

Candidates are required to apply online on a date to be announced, and fees are to be paid. Candidate applications will be analyzed by the Scientific Committee of the Doctoral Programme, particularly in terms of eligible criteria and method of sorting candidates, based on the examination of their curricula and their academic and/or professional experience, and the process will be validated by the Scientific Board of IST.

4. Application fees:

- € 100, paid upon registration.

5. Fees and tuition

- Registrar's fee, € 25;
- School Insurance, € 1.15;
- Tuition: € 2.750/year. 50% paid upon registration and 50% until 28 February.

Omissions and doubts arising of these regulations are governed by Decree-law Decreto-Lei nº 36/2014 of 10 march and Order 8175-B/2014 of 23 June.

5. REGULATIONS FOR INTERNATIONAL MOBILITY PROGRAMMES

5.1. Programme Management

1. The member of the Governing Board who is responsible for the International Affairs Management of the Mobility Programmes shall also manage the Mobility Programmes.
2. The Mobility and International Cooperation Unit, hereinafter referred to as NMCI, shall ensure that all acts under its purpose are carried out.
3. The management of the programmes shall be carried out by a scientific expert in charge of each programme, known as Mobility Coordinator and appointed by the President of IST on a proposal of the Programme Coordinator.
4. Any situations not provided for in these regulations shall be subject to a decision of the Governing Board on a proposal of the Programme Mobility Coordinator.

5.2. Duties under the management of the Programmes

1. The NMCI shall be responsible for:
 - a) Opening applications for the different programmes;
 - b) Proposing the allocation of scholarships (Erasmus, Santander), through a selection to be proposed to the Mobility Coordinators, which must be approved by the member of the Governing Board who is responsible for the International Affairs.
 - c) Sending the Transcript of Records, issued by the Graduate Unit, of the students who participate in a mobility programme at IST.
2. Without prejudice to the competences of the Scientific Board and the Programme Coordinators, the Mobility Coordinators are responsible for:
 - a) Selecting and arranging the students;

- b)** Defining the Learning Agreement, hereinafter referred to as LA, to be carried out in the Host Universities;
- c)** Defining, at IST, the initial Study Plan, as well as the necessary amendments and the respective academic recognition;
- d)** Elaborating the Final Study Plan elaborated on the basis of the Transcript of Records of the Host University;
- e)** Accepting the students that participate in a mobility programme at IST, as well as the respective Study Plan;
- f)** The amendments to the Initial Study Plans by these students must be submitted by no later than 30th October for the 1st semester and 30th March for the 2nd semester

5.3. Specific programme rules

- 1.** Where applicable, the specific rules of the mobility programmes must be observed, namely regarding the award of scholarships.
- 2.** Under the Erasmus Programme, only specific types of students may benefit from the mobility scholarships, namely:
 - a)** Those who are nationals of a Member State from the European Union or from another eligible country;
 - b)** Those who are officially recognized by Portugal as refugees, stateless persons or permanent residents.

5.4. Applications

5.4.1. Students admitted through a competitive process

- 1.** An application will be deemed admissible, only if the students:
 - a)** of the third academic year within a mobility programme have completed 120 ECTS
 - b)** of the fourth academic year within a mobility programme have completed 180 ECTS

- c) of the fifth academic year within a mobility programme have completed 240 ECTS
2. An application will also be deemed admissible if the students have already successfully concluded any course units of their study plan.
 3. The students who do not comply with the requirements at the time of application, will be conditionally accepted and are allowed to participate in a mobility programme only if the Mobility Programme carries out a new evaluation.
 4. The minimum grade necessary will be 12.50/20, computed as the weighted average by the ECTS of the course units already concluded up to the moment of application and to the second decimal place.
 5. Each Mobility Coordinator may send annually to the NMCI the proposal of the number of mobility vacancies to be filled in the respective MSc Programme. The number of vacancies is approved by the Governing Board.
 6. Students who have got a grade lower than that stated in paragraph (4) may also be admitted if: (i) the Mobility Coordinator has issued a favourable opinion and (ii) the existing mobility vacancies have not been filled by candidates who have got a mark greater than the minimum grade.

5.4.2. Application Procedure

1. Applications are carried out once a year, and scheduled every year, for mobility in the following next year.
2. The NMCI is responsible for disseminating relevant information and the instructions for application to the mobility programme, namely through the web page.
3. Student must indicate up to five host universities, by order of preference.
4. Students may apply for more than one programme. After the arrangement must define the mobility programme who wish to take and sign a waiver statement from the other programmes.
5. Any waiver must be immediately communicated to the NMCI.

5.4.3. Arrangement Procedure

1. Regarding the host universities, applications selected as admitted are arranged according to the following criteria:

- a) The highest average score of the course units already concluded, of 1st and 2nd cycles, weighted by the ECTS and rounded to the second decimal place;
- b) The largest number of ECTS credits and course units already concluded;
- c) The smallest number of ECTS credits of non-concluded course units.

5.4.5. Applications to the Host Universities

1. Students accepted for mobility must prepare, with the respective Mobility Coordinator, the following documents to be sent to the host universities:

- a) Application Form of the Host University, signed by the Mobility Coordinator and by NMCI;
- b) Learning Agreement (hereinafter referred to as LA), signed by the student and by the Mobility Coordinator and lodged at the NMCI.
- c) The elaboration of the LA must observe at least 20, 30 or 60 ECTS credits, depending on whether the student carries out a mobility programme of respectively three months, one semester or one academic year.
- d) If the student does not comply with all initially proposed credits, he or she must ask for a proof of completion of exams, whether successfully or not.
- e) Any student who does not obtain approval in any course unit must return the amount received pertaining to the mobility scholarship.
- f) Language skills tests may be required (such as TOEFL, IELTS or CAE) by some host universities.

5.5. Proceedings after acceptance of the student by the Host University

1. Before leaving for a mobility programme, the student must:

- a) Prepare the initial Study Plan of IST, which includes the course units within the mobility programme and the course units to which he or she will be granted equivalency at IST. This document allows any student to enroll at IST during the mobility period;

- b)** Sign the scholarship agreement, for the mobility programmes that include the award of a scholarship (e.g. Erasmus and Santander);
- c)** Appoint an authorized representative with power to represent in all matters related to the mobility programme in which he or she participates.

During the mobility period, amendments to the initial study plan are only accepted by means of an express permission of the Mobility Coordinator, who inform the NMCI thereof.

The Mobility Coordinator may authorize the extension of studies at the Host University to one more semester (for students who carry out a mobility programme in the 1st semester at IST only). For the purpose, the student must present a LA with which the coordinators of both institutions agree and submit a study plan. The student must communicate his or her intent to the NMCI until the end of December.

5.6. Duration of Mobility

- 1.** Under the Erasmus, SMILE and Cooperation with Brazil and Russia, the mobility period may be of 3 months, one semester or one academic year.
- 2.** The CLUSTER Double Diploma programmes require 60 ECTS at the host university and 60 ECTS in the university of origin.
- 3.** The TIME Double Diploma programmes usually require 120 ECTS at the host university and 60 ECTS and the university of origin. With regard to the agreement entered into with the Polytechnic School of the University of São Paulo, a period of studies is carried out for one year and a half at the host university.
- 4.** The duration of other mobility programmes, namely aiming at the Double Diploma, is that established in the respect regulatory norms.

5.7. MSc Dissertation

- 1.** For the completion of the MSc Dissertation within a Mobility Programme there must be two supervisors, one at IST, one at the host university.
- 2.** Any student must enroll in this course unit at IST within the legal deadlines.

3. For mobility students at IST, who are completing the Dissertation, must be enrolled in this course unit.
4. After the Dissertation is successfully defended at the Host University, it must be defended at IST. The final grading will be the grade awarded at IST.
5. For the specific case of the Double Diploma Programmes, the dissertation may only be defended once, as long as there is a previous agreement.

5.8. Recognition of course units

5.8.1. Requirements for the recognition of credits

1. The course units carried out at the host university are fully recognized through the LA and the Study Plan.
2. For the purpose of the previous paragraph, any student must communicate any amendment to the Initial Plan and require approval from the Mobility Coordinator.
3. Credits may be awarded if course units in language skills, within a mobility programme, are done, up to 3 ECTS per year.
4. Course units cannot be done, within a mobility programme, in which students have previously enrolled and evaluated by IST. There will be no recognition of ECTS credits whenever that occurs.
5. No more than 7.5 ECTS may be credited, per semester and within a mobility programme, corresponding to 1st cycle course units taught at IST. This limit shall be of 15 ECTS if the mobility period is of one year.
6. The recognition of the course units done within a mobility programme may only be considered against the submission of the Transcript of Records issued by the host university and completion of the Study Plan Sheet, which is the Mobility Coordinator's responsibility.
7. A tolerance up to 10% of the ECTS number may be given when establishing equivalences between the course units of the host university and IST.

5.8.2. Equivalences and Marks

1. Equivalences and marks are awarded by the Mobility Coordinator and approved by the Scientific Board.

2. There are two main forms of awarding equivalences: (i) through the course unit or (ii) through blocks of course units.
3. Wherever possible, the marks are awarded according to the ECTS system, namely when the mobility is carried out in institutions with the ECTS.

5.9. Students' Duties

5.9.1. Students' Behaviour

1. Students must adopt appropriate behaviour to dignify IST.
2. A breach of the provisions of the foregoing paragraph, confirmed by the Programme Coordinator of the Host Institution, may lead to the immediate suspension of the scholarship, if any, and the loss of the mobility student status and the notified student must return to the University of Origin.

For the purposes of these regulations, the academic year of mobility is defined, at the beginning of the academic year, as follows:

$$AYm = \text{least integer } ((ECTS \text{ approved} + 24) / 60 + 1); 5$$

For students enrolled in a non-integrated MSc programme, the ECTS approved in the 1st and 2nd cycles are accounted for the purposes of AYm (including 180 ECTS in the case of the 1st full cycle). According to this definition, any student who, at the beginning of the academic year, has already 156 ECTS is considered as a 4th year mobility student. Any 1st-year 2nd cycle student is considered as a AYm = 4 student.

5.9.2. Delivery of Documents

1. The mobility student must lodge at the NMCI, up to 30 days after the date of arrival, the following documents:
 - a) Residence Statement to be issued by the Host University;
 - b) Student Report which must be completed online.

5.10. Final Provisions

5.10.1. Enrolment

1. Under the different mobility programmes, the students must keep the registration at IST for the mobility period.

5.10.2. Tuition Fees

- 1.** The students who participate in the mobility programmes must tuition fees that correspond to the mobility period in the University of origin.
- 2.** The mobility students are exempt from paying tuition fees at the host university.
- 3.** Where the mobility is carried out under a double diploma programme, there may be specific conditions established in each agreement, regarding the payment of tuition fees.

5.10.3. Non-compliance

- 1.** Failure to comply with the Rules and Regulations of the Mobility Programmes, as well with the mobility agreement, may lead to sanctions, as follows:
 - a)** The non-recognition of the study period;
 - b)** The suspension of the administrative process;
 - c)** The return of all or part of the scholarship.

6. ACADEMIC CALENDAR 2016/2017

1st, 2nd and 3rd cycles and integrated cycles

1 ST SEMESTER	
Class Period	From Monday 19 th September 2016, to Friday, 16 th December 2016 Duration - 14 weeks
Christmas Recess	From 22 nd December 2016 to 30 th December 2016
Exam Preparation Period	From 2 nd January 2017 to 6 th January 2017

EXAM PERIOD	
Normal Season	From Saturday, 7 th January 2017, to Saturday, 21 st January 2017
Special Make-Up Exams (*)	From Saturday, 28 th January 2017, to Saturday, 4 th February 2017
Deadline for publishing 1st semester results	10 th February 2017: course units active during a semester or having precedence. 15 th February 2017: Other course units

2 ND SEMESTER	
Class Period	From Monday, 20 th February 2017, to Friday, 2 nd June 2017 Duration - 15 weeks (including 1 week of Easter holidays)
Carnival Recess	From Monday, 27 th February 2017, to Tuesday, 28 th February 2017
Easter Recess	From Monday, 10 th April 2017, to Friday, 14 th April 2017

Exam Preparation	From 5 th June 2017 to 9 th June 2017
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EXAM PERIOD	
Normal Season	From Monday, 12 th June 2017, to Monday, 26 th June 2017
Make-up Season (*)	From Saturday, 1 st July 2017 to Saturday, 8 th July 2017
Deadline for publishing 2nd semester results	13 th July 2017
Make-up Exams	From Monday, 17 th July 2017, to Friday, 28 th July 2017
Deadline for publishing 2nd semester results	31 st July 2017

(*) Not applicable to 3rd Cycle

7. ACADEMIC DEADLINES 2016/2017

Application periods of International Students (Decree-Law 36/2014 of 10 March) are made available separately.

Admission to 1st Cycle

ADMISSION TO 1ST CYCLE

COURSE TRANSFERS AND CHANGES

Submission of applications	From 11 th July to 17 th August 2016
Publication of placement notices	5 th September 2016
Enrolment and registration	From 5 th to 9 th of September 2016
Claims about placements	From 5 th to 9 th of September 2016
Decision on claims	26 th September 2016
Registration for claims solved	26 th to 30 th September 2016

READMISSIONS

Submission of requirements for readmission and applications for equivalency of qualifications in the 1st semester	From 22 nd to 31 st August 2016
Submission of requirements for readmission and applications for equivalency of qualifications in the 2nd semester	From 1 st to 5 th February 2017

8. FAQs REGARDING THE REGULATIONS OF 1ST AND 2ND CYCLE PROGRAMMES AND INTEGRATED PROGRAMMES

1. How can I enrol in course units?

Before the beginning of each semester, you should enrol in course units on the Internet, through your private area at the Fénix system.

If you are unable to do it, or if you do not have access to the Internet, you may go to the Graduate Unit to enrol in the course units of that semester.

If you are admitted for the first time, in the 1st year of a 1st cycle programme, you are automatically enrolled in all course units of the 1st semester but, since then, you will have to enrol through the Fénix.

Note: enrolments have fixed deadlines that must be complied with, which are available at tecnico.ulisboa.pt/en/students/

2. Where can I ask for the Enrolment Statement?

If you need an Application Form, i.e., for military purposes, family allowance, ADSE, travel pass, please ask for it at the Graduate Unit.

Opening hours can be viewed at academica.tecnico.ulisboa.pt/en/contactos/

3. How many course units may I enrol in?

You cannot enrol in more than 40,5 ECTS per semester. If you are a Part-time Student, you cannot enrol in more than 20,3 ECTS per semester.

In order to know the number of ECTS comprised in the course units you want to enrol in, you should consult your course Programme or Plan.

4. What is, and how can I become a part-time student?

This means that you cannot enrol in course units whose ECTS sum exceeds 50% of the maximum number of ECTS in which the enrolment of an IST full-time student is allowed. In practice, you cannot enrol in more than 40,5 ECTS per year.

In order to transit to the part-time regime you should submit your application during August, on a date to be fixed by the Governing Board of IST.

You may consult it at [🔗 tecnico.ulisboa.pt/en/students/](https://tecnico.ulisboa.pt/en/students/)

Note: The part-time regime remains valid only during the academic year for which it is requested. If you want to keep it, you should make a new request during the following academic year.

5. What does exclusion mean?

Exclusion is an act whereby the enrolment of a student is suspended for two consecutive semesters following recurrent academic failure events.

Except for working students, all students that, during the academic year at issue meet the requirements defined in the regulations for exclusions (Part II of this guide), can be excluded.

6. How can I know if I am at risk for exclusion?

Consult the regulations for exclusions of IST (Part II of this guide). There you can find the conditions that may lead a student to be excluded. In mid-August the provisional list of excluded student is published. If your name appears on it and if you consider it appropriate, you may send a requirement to the President of IST, by challenging in a validly reasoned manner.

7. What can I do if my name appears on the Provisional List of Excluded Students?

In August each year, the provisional lists of excluded students to be excluded in the following year are published.

If your name appears on those lists you are entitled to appeal. For the purpose, you should lodge your appeal at the Graduate Unit, addressed to the President of IST.

After lodging your appeal, it will be analysed, and if the opinion is positive, you may enrol in the following academic year. If it is negative, you cannot enrol during one year, but you can ask for re-admission in the following academic year.

8. I am excluded. What should I do to enrol again in IST?

After one year of interruption, you should only ask for readmission at IST. The requests for readmission may be carried out in two particular times of the year, coinciding with the six-month period at which the enrolment in course units is carried out.

9. I have already been excluded once. Can it happen again?

Yes, you can be excluded again. It is therefore important for you to be committed to studying.

10. What should I do to become a working student?

You should lodge, at the Graduate Unit, up to 30 working days after the deadline of the enrolment period of each semester, a duly certified statement from your employer, which must contain:

2. Employer's full identification (including Social Security Number);
3. Employee's name;
4. Type of employment contract;
5. Position;
6. Weekly working time;
7. Monthly wage;
8. Employee's Social Security Number;
9. Employee's taxpayer Number;
10. Proof of tax obligations fulfilled with the Social Security.

[Note: The working student status is granted on a six-month basis.](#)

11. What benefits and duties does a working student have?

Working students are not obliged to enrol in a minimum number of course units.

Working students cannot be excluded. Nevertheless, they lose their rights if they do not have satisfactory academic performance in 2 consecutive years or 3 un-sequential years. Satisfactory academic performance occurs when a student is allowed transition into another grade or passes at least half the subjects he/she is enrolled in (rounded off to the nearest lower number, if necessary).

Working students have access to the Exam Make-up Season and may enrol in a set of course unit that does not exceed 15 ECTS.

12. I want to change to another programme or request transfer for another institution. What should I do?

A student is eligible to apply if he/she:

- Is or has been enrolled in a higher education programme, in Portugal or abroad;
- Is not covered by exclusion requirements for enrolment in the academic year they apply for;
- Does not hold a higher education programme or equivalent.
- Upon application, he/she should submit the following documents:
- Successful completion certificate;
- Enrolment certificate, mentioning all course units in which he/she is validly enrolled in;
- Proof of grading scale used (foreign student);
- Proof of qualifications of Access to Higher Education;
- Photocopy of ID Card/Citizen Card or Passport.

Note: students that do not enrol or apply for equivalent grades within the deadlines fixed for the purpose are not entitled to the their placement vacancy with the consequences set forth in the Legislation in force, Order 401/2007 of 5 April.

13. Can I have access to the Exam Make-up Season?

Students that are in the following conditions may have access to the Exam Make-up Season:

- Final-year students that may conclude one of the 1st or 2nd cycle programmes, getting a pass to the course units which they are enrolled in the Exam Make-up Season;
- Students that have been on a maternity or parental leave;
- Students with a physical or sensory disability;

- • Students leading Youth or Student Associations, Members of the Governing Board, member of the Executive Committee of the Pedagogical Council; Student Member of the Governing Committee of the IST Taguspark campus;
- Student Member of the Assembly of Representatives;
- Students that are effective member of the following standing committees of the Assembly of Representatives: Follow-up Committee of IST (CPAFIST); Plan, Budget, Report and Accounts (CPORC) Committee;
- Students/Programme Representatives (1st cycle, 2nd cycle, and representative assistant of an integrated programme);
- University Students/Sportsmen(women);
- Students/Top sportsmen(women);
- Students/Scholarship holders of IST;
- Student members of the Autonomous Section of AEIST;
- Student members of the Tunas do IST (TUIST and TFIST);
- Working students.

14. How many course units can I enrol in and how can I apply for the Exam Make-up Season?

To enrol in the Exam Make-up Season, you should complete a form for the purpose and lodge it at the Graduate Unit within a specific deadline.

Each student can only enrol for exam a set of course units that do not exceed 15 ECTS.

15. If I drop out, does the obligation to pay fees cease?

With your registration/enrollment is generated a bribe of debt. If you want to give up from Técnico, you have to ask, in Graduation Office, the cancellation of bribes in debt installments. Only with the approval of this application ceases the obligation to pay the fee missing.

9. TUITION, HANDLING FEES

9.1. Tuition

For **2016/2017**, the following amounts have been fixed:

BSC PROGRAMMES		
	Regular Students (*)	Students under the International Student Statute (ISS)
Naval Architecture and Marine Engineering	€ 1063,47	€ 7000
Electronics Engineering		
Geological and Mining Engineering		
Industrial Engineering and Management		
Information Systems and Computer Engineering (Alameda Campus)		
Information Systems and Computer Engineering (Taguspark Campus)		
Materials Engineering		
Telecommunications and Computer Science Engineering		
Applied Mathematics and Computation		
Protection and Radiation Safety		

Includes students who are citizens of European Union countries

INTEGRATED MSC PROGRAMMES		
	Regular Students (*)	Students under the International Student Statute (ISS)

Architecture	€ 1063,47	€ 7000
Aerospace Engineering		
Environmental Engineering		
Biological Engineering		
Biomedical Engineering		
Civil Engineering		
Electrical and Computer Engineering		
Mechanical Engineering		
Physics Engineering		
Chemical Engineering		

Includes students who are citizens of European Union countries

MSC PROGRAMMES

	Regular Students (*)	Students under the International Student Statute (ISS)
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Bioengineering and Nanosystems		
Biotechnology		
Naval Architecture and Marine Engineering		
Electronics Engineering		
Mining and Geological Engineering		
Energy Engineering and Management		
Engineering and Industrial Management		
Information Systems and Computer Engineering (Alameda Campus)		
Information Systems and Computer Engineering (Taguspark Campus)	€ 1063,47	€ 7000
Materials Engineering		
Petroleum Engineering		
Telecommunications and Computer Science Engineering		
Information and Enterprise Systems		
Mathematics and Applications		
Microbiology		
Transport Planning and Operation		
Chemistry		
Urban Studies and Territorial Management		

Construction and Rehabilitation	1st year € 2126,94 2nd year € 1063,47	
Structural Engineering		
Engineering and Water Management		
Engineering and Energy Management		
Transport Infrastructure Engineering		
Biomedical Technologies		
Pharmaceutical Engineering	€ 2126,94	€ 7000
Information Security and Cyberspace Law	€ 2500	€ 7000

Note: International students with a better curriculum may benefit from a 50% reduction in the tuition amount. The tuition reduction is contingent upon the formal submission to the Graduate Office of the documents required for the purpose and validation thereof. Tuition reduction requests are validated and subject to approval by the Governing Board.

9.2. IST Handling Fees

1. COMPLETION CERTIFICATES	
1.1. Degree	€ 20
1.2. Msc	€ 20
1.3. PhD	€ 20
1.4. Aggregation	€ 20
1.5 Qualification to carry out scientific coordination activities	€ 20
1.6. MSc course work (pre-Bologna)	€ 20

1.7. PhD course work	€ 20
1.8. Specialization ability and scientific capacity	€ 20
1.9 Advanced Education Diploma	€ 20
1.10 Specialization programmes that do not lead to a degree	€ 20

2. PROCEDURES OF EQUIVALENCY AND GRADE RECOGNITION

2.1. PhD	€ 600
2.2. MSc	€ 550
2.3. Degree	€ 500
2.4. Registration of foreign diplomas	€ 26

3. CERTIFICATES OF EQUIVALENCY AND DEGREE RECOGNITION

3.1. Degree	€ 20
3.2. Msc Degree	€ 20
3.3. PhD Degree	€ 20

4. ENROLMENT, ATTENDANCE OR APPROVAL CERTIFICATES

4.1. One course unit, assignment and internship	€ 10
4.2. Every extra course unit, assignment and internship	€ 5 (up to € 50)
4.3. Enrolment	€ 10
4.4. Academic performance	€ 10

5. PROGRAMMES AND WORKLOADS (PER COURSE UNIT)

7,5 € (up to 50€)

6. CERTIFICATE PER PHOTOCOPY

6.1. One sheet only	€ 5
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6.2. Every extra sheet	€ 1
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7. DIPLOMAS THAT DO NOT LEAD TO A DEGREE

7.1. MSc course work (pre-Bologna)	€ 75
7.2. PhD course work	€ 75
7.3. Specialization courses	€ 75
7.4. Other diplomas	€ 75

8. CERTIFICATE PER PHOTOCOPY

8.1. Admission to tests (a)	€ 600
8.2. Qualification for the performance of scientific coordination activities (a)	€ 600
8.3. PhD (under article 33 of Decree-Law 74/200 of 24 March, amended by Decree-law 107/2008 of June 24 th and 230/2009 of September 14 th)	€ 6550
8.4. PhD (for students enrolled in PhD study cycles at the Organic Unit (a))	€ 550
8.5. MSC or pedagogical aptitude and scientific capacity (a)	€ 150
8.6. Exams that aim at evaluating candidates' capacity to attend a BSc programme for over-23-year-olds.	€ 140
8.7. Exam repetition for grade improvement (per course unit)	€ 10
8.8. Aggravation per enrolment in grade improvement out of date (per course unit)	€ 10

(a) Teaching and non-teaching staff tied to the UTL are exempted from paying these handling fees as well as other teachers from other higher education establishments, in the terms of the existing arrangements or agreements.

9. ADMISSION TO TESTS

9.1. Tests aimed at evaluating the capacity to attend a degree programme for over 23-year olds	€ 140
9.2. Exam repeat periods for grade improvement (per course unit)	€ 10

9.3. Additional amount to improve grades once the deadline has passed (course unit)	€ 10
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10. EQUIVALENCY / TESTS

9.1. Equivalency/Credits per course unit (b)	€ 25 (up to € 125)
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(b) When the equivalency process does not contain the number of subject, the maximum amount should be charged

11. APPLICATIONS

11.1. Application for the degree per person holding a technological specialization diploma, technical courses and higher education courses	€ 140
10.2. Readmissions, course changes and transfers	
10.2.1. UL students or former students of the Technical University of Lisbon	50 €
10.2.2. Other students	€ 140
10.3. Applications for MSc Programmes	€ 100
10.4. Applications for PhD Programmes	€ 100
10.5. Advanced Education Diploma (AED)	€ 100

12. ENROLMENT / REGISTRATION

12.1. Enrolment within the deadlines	Free of charge
12.2. Extra amount per enrolment beyond the deadline	€ 5 per day (up to € 120)

12.3. Registrar fee (per academic year)	€ 25
12.4. Extra amount charged by the Registrar fee beyond the deadline	€ 12,5

13. SEPARATE COURSE UNITS

13.1. Application	€ 100
13.2. Enrolment	according to the IST tuition fee regulations

14. ACCESS TO EXAMS DURING A SPECIAL PERIOD OR DURING MAKEUP PERIODS

Registration	€ 20 / course unit
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(c) Os estudantes que beneficiaram de apoio dos Serviços de Ação Social da Universidade de Lisboa (SASUL) ou da Associação dos Antigos Alunos do IST (AAAIST) e aqueles a quem foi reconhecido pelo Conselho de Gestão do IST o estatuto de Estudante com Necessidades Especiais estão isentos do pagamento deste emolumento.

15. SANCTION FOR NON-COMPLIANCE OF THE PAYMENT OF HANDLING FEES WITHIN THE TIME DUE

Suspension of the act until full payment, plus the respective interest on arrears calculated on the amount of the outstanding fees, multiplied by the time elapsed since the deadline foreseen for the payment, at the annual interest rate fixed by law, applicable to the interest regime foreseen in article 559, No. 1m of the Civil Code and Orders laid down therein

16. URGENCY FEES

The acts requests in No. 1 can be carried out, in principle, within two days, through the payment of a fee in the same amount of the required act.

* Students with a Grant awarded by the Social Action Services and students with special needs shall be exempt from paying Registration fee.



Part II

.....
**Regulations regarding
the 1st and 2nd cycles
and integrated cycles**
.....



1. ENROLMENT AND REGISTRATION REGULATIONS

1.1. Enrolment in course units

Half-yearly enrolments in course units are made by the students on the Internet, through their private area of the Fénix system (fenix.tecnico.ulisboa.pt), authenticated by Username/Password or personally at the Graduate Unit. Where a mistake occurs, the students may change their enrolment in the same place, during enrolment deadlines.

Registration statements required during the registration process for military purposes, family allowance, ADSE, Income Statement, Travel Pass, etc. should be requested at the Graduate Unit (Alameda Campus) or at the Academic Services of the Taguspark Campus.

Where a computer failure or insufficiency occurs, the student must go to Graduate Unit with the deadlines fixed to regularize his or her situation. They should check the respective registrations on the Internet, in their private area of the Fénix system (fenix.tecnico.ulisboa.pt) or at the Graduate Unit.

Enrolment as an IST student is no longer valid if a student fails to enroll in course units in two consecutive semesters. To resume his/her studies, he/she must be readmitted.

Students that are admitted for the 1st time in the 1st year of a 1st cycle are automatically enrolled in all course units of the 1st semester of the 1st year of the respective programme. Enrolment in course units of the 2nd Semester is made by the students on the Internet through their private area of the Fénix System (fenix.tecnico.ulisboa.pt, authenticated by username/password) or personally at the Graduate Unit, during the enrolment period.

The student's enrolment will be checked by the Graduate Unit and in the event of non-compliance with any enrolment rules, his/her enrolment will be suspended. To resume registration, the student must go, on advance notice, to the Graduate Unit to regularize his/her registration, or it will be cancelled.

Maximum number of course units

A student can only enroll in a set of course units per semester which correspond to 40.5 ECTS maximum (the ECTS number of a repeating course unit is weighted as if he/she student enrolled for the first time in a course unit).

As regards the course unit 'Dissertation', the specific rules for each programme, which are to be defined by the respective coordination board, should foresee the minimum of ECTS credits necessary for enrolment and the maximum number of ECTS of other course units in which a student may be enrolled cumulatively.

Part-time students

According to the provisions of Article 46-C of Decree-Law 107/2008, of June 25th, higher education institutions should allow their students to enroll in the cycles of studies on a part time basis.

A part-time student cannot enroll in course units whose number of ECTS exceeds 40.5 ECTS.

By omission, any IST student will attend the full-time cycle of studies. The request for transition will be made yearly by lodging a specific form request at the Academic Graduate Unit of IST (Alameda Campus or Taguspark Campus), which may be obtained at the place designated or on the Internet. The part-time regime remains valid during the academic year for which it is requested.

Precedence

A student is not allowed to enroll in any course unit if he/she has not effectively enrolled in all running course units of previous semesters. In addition to this general enrolment rule, there may be specific precedence rules for each programme or group of course units. The specific rules will have priority over the general rule. All rules of precedence should be adopted by the Executive Committee of the Scientific Board on a proposal by the programme coordination board or by the departments in charge of structuring course units, after hearing the Executive Committee of the Scientific Board.

Course units running in two semesters

There may be course units running in the two semesters (semi-annual core units). When a programme is not organized into Majors and Minors, these course units will correspond to a reference year/semester, running in the following semester for students that have not passed or have not enrolled in the reference semester. The Governing Board will approve, on a yearly basis, the list of course units running in the two semesters on a proposal from the programme coordination committee or from the departments in charge.

Optional Course Units

After hearing the department(s) involved, the programme coordination committees will propose to the Governing Board the list of optional course units running in each academic year. This will be proposed by no later than April 30th, for 1st semester course units and October 30th for 2nd semester course units. The Executive Committee of the Scientific Board will ratify and publish these proposals within a maximum period of 30 days.

Enrollment in free optional course units, i.e., course units that are not part of a specific list of optional course units, will be subject to prior authorization of the programme coordination committee.

Selection of areas of expertise

The selection of areas of expertise should occur at the same time as enrollment in course units for the year/semester from which the study plan begins to be divided into areas of expertise. After selecting an area of expertise, any change will be subject to approval by the programme coordination committee.

Definition of academic year

The definition of the academic year for a student will be made at the outset of each academic year, according to the following rule:

AY = minimum (integer ((ECTS passed + 24) /60 + 1); No. of programme years)

Enrolment of 1st cycles in 2nd cycle course units

Regarding non-integrated programmes and according to Decree-Law 74/2006 of 24th March, admission to 2nd cycle depends on the award of a 1st cycle degree. Nevertheless, course units of subsequent cycles may be attended.

In this regard, during the 2013/14 academic year students of 1st cycle are allowed to attend 2nd cycle course units, except for the course unit 'Dissertation', if:

- There is scientific consistency between an attended 1st cycle programme and the 2nd cycle programme whose course units the student wishes to attend;
- The student has more than 120 ECTS of the 1st cycle programme;
- The student enrolled in all the 1st cycle course units that are necessary to conclude it and that are running in that semester;

The sum of the number of credits already approved in 2nd cycle course units with the number of 2nd cycle credits in which he/she enrolls, $ECTS_{2ndcycle}$, should show the following difference: $ECTS_{2ndcycle} \leq 1.4 \times ECTS_{1stcycle} - 168$ where $ECTS_{1stcycle}$ corresponds to the sum of the number of ECTS in 1st cycle course units concluded.

Selection of classes/shifts

Students should choose a class and/or shift in their private area of the Fénix system, at fenix.tecnico.ulisboa.pt. Enrolment in shifts is only valid and class attendance allowed if the student is

enrolled in the respective course unit. Class timetables for each class may be consulted in the public area of the Fénix system at fenix.tecnico.ulisboa.pt, prior to the beginning of classes in each semester. Students will always be considered to attend the shifts in which they were placed for lectures, problem-solving classes, practical classes, exams, release of marks, etc. As regards laboratory classes, students should seek guidance from the respective course unit coordinators.

Proof of capacity of working-student status

Upon enrolment in each semester, the student should deliver proof of their capacity as a working student. Under article 148 of Law 35/2004 of July 29th and to give proof of the working student capacity, he/she should deliver at the Graduate Unit of the Academic Services a duly certified statement from the employer, which must contain the following information:

1. Full identification of employer (including number of beneficiary of Social Security);
2. Employee's name;
3. Type of labour agreement;
4. Position;
5. Weekly work schedule;
6. Monthly payment;
7. Number of employee's number of beneficiary of Social Security;
8. Employee's taxpayer number;
9. Proof of tax obligations fulfilled at the Social Security services;

The students who want to enjoy the working student status in virtue of being self-employed persons will be subject to the same procedure and must deliver a document with elements 1, 6, 7 and 8, in addition to proof of office (i.e. copy of income tax). These elements must be delivered at the Graduation Unit of the Academic Services until 30 working days after the deadline of the enrolment period of each semester, and the working student status is awarded per semester. Failure to deliver any of the previously mentioned information should be a reason for turning down the working student status. It will be not mandatory for working students to enroll in a minimum number of course units.

A student loses his or her rights laid down by Law when he or she fails to pass in two consecutive years, or three alternate years (Article 153 and article 148 of Law No. 35/2004). Academic performance means passing the academic year or passing at least half of the subjects in which the working student is enrolled (rounded down, where necessary).

2. EXCLUSION REGULATIONS

According to Order 11900/2010, published in Official Journal, 2nd Series – No. 141, of 22 July 2010

The exclusions regime is aimed at making students answerable, which shall be construed as referring that they should show adequate school performance. Any excluded student cannot apply for or enroll in that or any other programme in the two subsequent semesters.

Table I defines the rules for exclusion. In the case of integrated cycles, the values are applied separately to each cycle, and the student is considered a 2nd cycle student if he or she has successfully concluded all 1st cycle course units.

Table I

MAXIMUM NUMBER OF ENROLMENTS	ECTS OBTAINED
3	≤ 59,5
4	≤ 119,5
≥ 5	≤ 179,5

After being excluded once, students will also incur exclusion if they are in the conditions defined on Table II.

Table II

MAXIMUM NUMBER OF ENROLMENTS AFTER EXCLUSION	ECTS OBTAINED AFTER EXCLUSION
2	≤ 59,5
3	≤ 119,5
≥ 4	≤ 179,5

For part-time students, only 0.5 will be considered per each enrolment made in those conditions, for the purpose of applying Tables I and II.

Exclusions shall be removed if a student complies with one or both requirements below:

- $ECTS_N > ECTS_{N-1} \wedge ECTS_{N-1} \geq 12$ (in which $ECTS_N$ is the total ECTS concluded until the last enrolment year and $ECTS_{N-1}$ is the total ECTS concluded until the immediately previous year) ;
- If the minimum figures defined on Tables 1 and 2 are likely to be achieved, but only if the students are enrolled as part-time students in the following academic year.

Bearing in mind the principle of proportionality, exclusions shall be removed if a student submits an application to the President of IST and delivers it at the Graduate Office of IST (Alameda Campus or Taguspark Campus), invoking force majeure reasons, which have prevented them from attending academic activities.

Publication and dissemination of the list of excluded students

In August, the provisional lists of students to be excluded in the following year shall be posted. The right to appeal against the decisions shall be ensured.

3. REGULATIONS ON ADMISSION TO 1ST CYCLE - UNDER REVISION (FOR PORTUGUESE AND EU CITIZENSHIP STUDENTS)

According to Order 5159/2011, published in the 2nd Series – No. 59, of 24 March 2011

1. Introduction

Admission into a 1st cycle corresponds to a 1st cycle programme or to an integrated programme and is governed by the provisions in article 7 and 19 of Decree-Law 74/2006 of 24 March; the Admission Services of the Portuguese Ministry for Education and Science are tasked with carrying out the procedures selection and placement of students from the National Admission Procedure and those from the Special Admission Scheme. The Executive Committee of the Scientific Board of IST will supervise the procedures relating to the admission of students from the Special Admission Procedures, Transfers, Changes of Programme and Readmissions.

2. Change of programme and transfers

The schemes of change of programme and transfers are regulated by Order 401/2007 of 5 April.

Application requirements

Under this scheme, candidates will be eligible to apply if they cumulatively:

- are or have been enrolled in a university programme in Portugal or abroad;
- are not under an exclusion condition that prevents him/her to enroll in the academic year the apply for admission;
- do not hold a university degree from a Portuguese institution, or equivalent.

Admissibility and listing of candidates

Candidates who have been included on an exclusion list for the 2011/2012 academic year will not be considered as admissible (these lists are made available to the public on 18 August 2011).

Candidates will be listed by applying the following formula (0-200 scale):

$C = (0.4 \times \text{“Similarity”} + 0.3 \times \text{“Nature/5} + 0.3 \times (A+B)/2) \times 200$ in which “Similarity” is an number in the interval [0,1], and “Nature” might take the following values: 1, 2, 3, 4 or 5.

The values to be assigned to the parameters “Similarity” and “Nature” will take into account the appraisal carried out by the programme coordination board regarding the programme at issue and the institution of origin.

Parameters A and B are a measure of the student’s academic achievement, in that:

A =	ECTS of the Course Units passed in the Institution/Programme of Origin
	ECTS of the Course Units in which the Student enrolled in the Institution/Programme of Origin

B =	Sum of the Classifications Obtained in the Course Units Concluded
	No. of Course Units Concluded x Maximum Scale Classification

In the absence of information, 5 ECTS per course unit and 60 ECTS per academic year will be considered. In addition, the programme coordination board may choose to interview all candidates, awarding a classification between 0 and 200. In these cases, the final classification includes the interview with 30% and the value obtained by the previously mentioned formula with the remaining 70%.

It is mandatory a full condition of admissibility ($C \geq 100$), except when the following conditions occur:

- a) If there is an opinion from the course coordination board reasoning for the candidate admissibility with $C < 100$;
- b) If there are vacancies unfilled per candidate $C \geq 100$.

Application Documents

- Successful Completion Certificate;
- Certificate of Enrolment, mentioning all course units in which the student validly enrolled;
- Document specifying which evaluation scale used (foreigners); Proof of qualification of Admission to Higher Education;

- Copy of the identification document.

The students that fail to enroll or request equivalency within the deadlines lose their right to the vacancy, with the consequences laid down in the law in force.

3. Readmissions

The scheme of readmissions will be governed by Order 401/2007 of 5 April.

The application for readmission will only be accepted in the programme that the student attended at the moment of interruption. The process of Readmission to IST will run as follows:

- Readmission will not be subject to quantitative constraints;
- Requests for readmission will occur in two periods during the year, in line with the half-year period in course units;
- Readmission will not be admitted for inactive programmes/academic years.

4. Special admission procedure for holders of middle and higher education degrees

The special admission procedure for holders of middle and higher education degrees will be governed by Decree-Law 393-B/99, of 2 October, Order 854-A99 of 4 October, Order 1081/2001 of 5 September, Order 393/2002 of 12 April).

Listing of candidates

Candidates will be listed by applying the following formula (O 200 scale): $C = (0.4 \times \text{“Similarity”} + 0.3 \times \text{“Nature”}/5 + 0.3 \times \text{MFC}/200) \times 200$ in which FCA is the student’s Final Course Average on the 0-200 scale, “Similarity” is a number in the interval [0,1], and “Nature” might take the following values: 1, 2, 3, 4 or 5.

The values to be assigned to the parameters “Similarity” and “Nature” will consider the appraisal carried out by the programme coordination board regarding the programme at issue and the institution of origin.

In addition, the programme coordination board may choose to interview all candidates, awarding a classification between 0 and 200. In these cases, the final classification will weigh as follows: 30% for the interview and 70% for the value obtained by the previously mentioned formula with.

Application Documents

- Detailed Successful Completion Certificate;
- Document specifying which evaluation scale used (foreigners);
- Proof of qualification of Admission to Higher Education;
- Copy of the identification document.

The students that fail to enroll or request equivalency within the deadlines will lose their right to the vacancy, with the consequences laid down in the law in force.

5. Over 23-year olds

The scheme of admission for over 23-year olds is governed by Decree-Law of 21 March.

Application requirements

Under this scheme, candidates will be eligible to apply if they cumulatively:

- Reach the age of 23 until 31 of December of the year prior to the tests;
- Do not hold qualifications for admission to higher education;
- Do not hold a university degree.

Application

- The application will be submitted online at the following address:

🔗 tecnico.ulisboa.pt/en/education/study-at-tecnico/applications-and-admissions/applicants-over-the-age-of-23/

or with the IST Academic services (Alameda Campus Alameda or Taguspark Campus), by lodging an application form which may be obtained at the abovementioned services or through the Internet.

- The application form will include a copy of the candidate's identification or his/her academic and professional curriculum and the respective academic qualification certificates;

- The candidate must mention which programme he/she will apply for in the application form and the respective order of preference;
- The candidate will pay the respective fees, which are fixed by the Governing Board of IST.

Periodicity

The application is made on an annual basis and is only valid for the academic year in which it occurs.

Application Deadline

The application deadline will occur every year during the month of May, on a specific date to be set annually by the Governing Board of IST, after hearing the Executive Committee of the Scientific Board.

Dates on which capacity evaluation tests take place

Capacity evaluation tests take place during the month of June every year, on a specific date to be set annually by the Governing Board of IST.

Parts that make up capacity evaluation tests

The evaluation of the capacity to attend a 1st cycle programme, or the 1st cycle of an integrated programme taught at IST, includes:

- a) An appraisal of the candidate's academic and professional curriculum;
- b) A written test of knowledge assessment in interpretation and written expression;
- c) A written test of scientific capacity evaluation;
- d) An evaluation of the candidate's motivation through an interview.

Scientific capacity evaluation test

Elaborated by the Selection Board, the tests referred to in paragraphs b) and c) of the previous article include a number of questions and have a maximum duration of three hours in a single call. The parts that make up the tests and whose programme is disclosed every year until the end of the month of May, may vary according to the programmes that the candidate wishes to attend.

Selection Board

- The organization, performance and assessment of the different components that make up the written capacity assessment tests are up to a Selection Board, which is appointed

annually by the Governing Board on a proposal of Executive Committee of the Scientific Board;

- The Selection Board is composed by four members, proposed annually by the Departments of Mathematics, Physics, Chemical and Biological Engineering and Civil Engineering and Architecture and Earth Resources;
- The Selection Board decides on its organization and functioning;
- Where votes are tied, the president of the Selection Board exercises the casting vote.

Grading criteria

Each component of the capacity evaluation tests is awarded a grade by the Selection Board on a numerical integer scale from 0 to 20 according to the following weighing criteria:

- Appraisal of the candidate's academic and professional curriculum, 10%;
- Knowledge evaluation test in interpretation and written expression, 20%;
- Scientific capacity evaluation test, 10%.

Candidates who do not score a grade of at least 7 in each of the written tests will be excluded from the application.

Final grading

- The Selection Board awards successful candidates a final grade in the 10-20 interval of the numerical integer scale from 0 to 20, which will be used to list the candidates, if the number of admitted students in each programme is greater than the existing vacancies;
- The final grading will be subject to appeal, which will be sent to the President of IST within 48 hours.

6. Enrolment in separate course units (1st cycle)

Pursuant to article 46 of Decree-law 107/2008 of 25 June, the higher education institutions (HEIs) will allow candidates to enroll in separate course units of programmes taught to students from other programme or to other parties concerned.

Enrolment requirements

Upon enrolment in separate course units (1st cycle of studies) of any programme taught at IST, candidates will be pre-selected on the basis of a curriculum analysis. For pre-selected candidates, the final acceptance depends on the result of an interview conducted by the programme coordinator for which they apply.

Restrictions:

- Students who have been excluded cannot enroll in separate course units;
- Students regularly enrolled in a programme taught at IST cannot enroll in separate course units that are directly equivalent to course units within the same programme;
- Students that are not regularly enrolled in a programme taught at IST:
 - Part-time students are not allowed to enroll in separate course units whose ECTS credits exceeds the maximum possible number of ECTS;
 - Students cannot accumulate enrolments in separate course units greater than half the course units of the plan of study in force.

Application

- Applications will be submitted at the Academic Services of IST (Alameda or Taguspark Campus), by delivering an application form that can be obtained at the above location or through the Internet;
- The application form will include:
 - Copy of the identification element;
 - Academic and professional curriculum vitae;
 - Certificates corresponding to the academic qualifications;
 - Letter of motivation.
- The application is subject to the payment of fees.

Periodicity

Applications occur every six months and are only valid for the academic year to which it refers.

Application deadline

The application deadline occurs every year during the months of January and August, on specific dates to be set annually by the Governing Board of IST, after hearing the Executive Committee of the Scientific Board.

Order 192/CG/2015

ANNEX

1. For candidate application and listing for the institution/programme pair, the regulatory standards adopted by Order 5159/2011 shall remain valid, but the following must be observed:

- a) Candidates should not have faced an exclusion situation in the 2015/16 academic year.
- b) Candidates should have taken, in any academic year, the national exams of secondary education, which correspond to the admission exams fixed for the programme taught at IST in the 2015/16 academic year, under the national admission procedure;
- c) The institution/programme pair change regime also applies to students who have been enrolled and registered in a foreign higher education institution in a programme defined as a university degree programme by the legislation of the country at issue and have not concluded it;
- d) Students who are attending a university technical degree or a similar degree abroad, for degree cycles of integrated MSc cycles cannot change the institution/programme pair;
- e) The documents necessary for application are those fixed in the regulatory standards adopted by Order 5159/2011.
- f) The requirements established in I.b for changing the institution/programme pair may be satisfied for candidates who are students with non-Portuguese degrees, legally equivalent to the Portuguese secondary education, considering for the purpose equivalent exams for comparable courses and with a grade on a 0-200 scale.
- g) The requirements set out in I.b for institution/programme change pair may be satisfied for candidates who are international students, considering for the purpose the legal equivalent to admission exams, provided that grades are given based on a 0-200 scale. Should there be no legal equivalent the grade of the courses obtained in the last year of secondary school (or equivalent) will be considered, which correspond to those of the admission exams necessary for the programme and academic year they apply for.

4. REGULATIONS ON ADMISSION TO 2ND CYCLE (FOR PORTUGUESE AND EU CITIZENSHIP STUDENTS)

According to Order 5158/2011, published in the Official Journal 2nd Series – No. 59, of 24 March 2011

1. Direct access to 2nd cycle

Students who are not subject to numeri clausi can apply for a 2nd cycle programme taught at IST if:

- they have concluded, in the previous academic year, at IST the 1st cycle of a programme that is scientifically consistent with the 2nd cycle programme to which they apply;
- they are under international agreements, namely students of CLUSTER's institutions or under the TIME programme, who are from 1st cycle programmes corresponding to those taught at IST.

There is scientific consistency between a 1st cycle and 2nd cycle when the 1st cycle skills training meet the training requirements for entering the 2nd cycle. The table below shows the set of courses with scientific consistency between the 1st and the 2nd cycle:

1 ST CYCLE PROGRAMMES	2 ND CYCLE PROGRAMMES
LEAN	MEAN, MEMEc, MMA, MBIONANO
LEE	MEE, MEEc, MEIC-A, MEIC-T, MMA,
MERC, MBIONANO	MEGI, MMA, MBioNano
LEGI	MEGI, MMA, MBIONANO
LEGM	MEGM, MMA, MBIONANO

1 ST CYCLE PROGRAMMES	2 ND CYCLE PROGRAMMES
LEIC-A	MEIC-A, MEIC-T, MMA, MERC, MBIONANO
LEIC-T	MEIC-A, MEIC-T, MMA, MERC,
MBIONANO	METI, MEIC -A, MEIC -T, MMA, MBioNano
LEMAT	MEMAT, MMA, MBIONANO
LERC	MERC, MEIC-A, MEIC-T, MMA, MBIONANO
LEAN	MEAN, MEMEc, MMA, MBIONANO
LET	MET, MBIONANO, MUOT
LMAC	MMA
LQ	MQ, MBIONANO, MBIOTEC, MEFARM
MA	-
MEAER	MMA, MBIONANO
MEAMB	MMA, MBIONANO
MEBIOL	MEQ, MQ, MMA, MBIONANO, MBIOTEC, MEFARM
MEBIOM	MMA, MBIONANO, MBIOTEC, MEFARM, MEFT
MEC	MET, MMA, MBIONANO, MUOT
MEEC	MEE, MEIC-A, MEIC-T, MMA, MAERO,
MBIONANO	

1 ST CYCLE PROGRAMMES	2 ND CYCLE PROGRAMMES
MEFT	MMA, MBIONANO
MEMEc	MEAN, MMA, MBIONANO
MEQ	MQ, MMA, MBIONANO, MEFARM

2. Admission subject to *numeri clausi*

Admission to the 2nd cycle of the MSc Programmes taught at IST is regulated by the provisions of Decree-Law of 25th June. Students can apply for 2nd cycle MSc Programmes if:

- They hold a graduate degree or a legal equivalent degree;
- They hold an academic degree taken abroad and conferred following a 1st cycle of studies organized in accordance with the Bologna Principles by an acceding State and that is recognized as meeting the objectives of the graduate degree by the Coordinating Committee of the Scientific Board; they have an academic, scientific or professional curriculum that is recognized as attesting their capacity to carry out this cycle of studies by the Coordinating Committee of the Scientific Board.
- Holders of an academic, scientific or professional curriculum that is recognized as attesting the capacity to accomplish this cycle of studies by the Coordinating Committee of the Scientific Council.

Listing and admissibility criteria

Candidates are listed according to the following criteria:

Listing

- Similarity between the 1st cycle programme they hold and the programme they apply for;
- Programme and institution nature in which approval in 1st cycle was obtained;
- Final scoring through the formula below:

$C = (0.4 \times \text{“Similarity”} + 0.3 \times \text{“Nature”}/5 + 0.3 \times \text{FCA}/200) \times 200$ in which FCA means Final Course Average on a 0-200 scale, “Similarity” is a number in the interval [0,1], and “Nature” may take the following values: 1, 2, 3, 4 or 5.

In addition, Programme Coordination may choose to conduct an interview all the candidates, assigning a rating from 0 to 200.

Admissibility

- a) $C \geq 100$ is an exclusive status for admissibility, except when the following events occur simultaneously:
- b) If the programme coordinator issues an opinion with the reasons for the candidate’s admissibility $C < 100$;
- c) If there are non-filled vacancies with $C \geq 100$ and under the approval and grounding from the Programme Coordination.
- d) Where it is considered that the 1st cycle programme does not meet the competences necessary for the programme candidates apply to, the Selection Board may exclude the candidate or propose conditional admission of attendance and approval in a set of course units.
- e) The set of course units will never exceed 30 ECTS and the candidate should pass them to conclude the programme. The scoring obtained in these course units will not be considered for the final course average.

3. Enrolment in separate course units – 2nd cycle

Conditions for enrolment

Upon enrolment in separate course units of the 2nd cycle of studies in any programme taught at IST, candidates are subject to a pre-selection on the basis of a curriculum analysis. For pre-selected candidates the final acceptance depends on the result of an interview carried out by the programme coordinator to which they apply.

Application

Applications are submitted to the Academic Services of IST (Alameda Campus or Taguspark Campus), by delivering an application form that can be obtained at the place mentioned or through the Internet page;

The application form must include:

- Simple photocopy of the identification document;
- Academic and professional CV;
- Certificates corresponding to the academic qualifications;
- Letter of motivation.
- Payment will be due for the application, whose sum is fixed by Governing Board of IST.

Periodicity

Applications take place semi-annually and are valid for the academic year in which it takes place.

Application Deadline

The application deadline takes place during January and August every year, on specific dates to be fixed annually by the Governing Board of IST, after hearing the Executive Committee of the Scientific Board.

4. Procedures for equivalencies

Following an admission process to a programme taught at IST, due to a change of course, a transfer of course, readmission or a special admission, and prior to the enrolment, the student will ask for an equivalency plan. Equivalencies may be carried out by awarding the scoring or just considering the award of ECTS credits. The equivalencies may be awarded through course unit groups.

Under 2nd cycle programmes, under no circumstances can equivalencies be awarded to the course unit 'Dissertation'.

5. REGULATIONS RELATING TO TUITION FEES OF 1ST, 2ND CYCLES AND INTEGRATED CYCLES TAUGHT AT IST

These regulations are expected to be published in the Portuguese Official Journal.

Considering that on 27 May 2015, they were published in the official Journal (DR), 2nd series- N.º 102, by Order 5621/2015, of 7 April 2015, the new Tuition Fee Regulations of the University of Lisbon (ULisboa) which will take effect from the 2015/16 academic year, and upon entering into force shall revoke the Tuition Fee Regulations published in the Official Journal, 2nd series, No. 197, of 11 October, by Order 13358/2012, as amended by Order 259/2013, published in the Official Journal, 2nd series, No. 4, of 7 January, there is the need to update and streamline the Tuition Fee Regulations for 1st and 2nd Cycles and Integrated Cycles of IST, in force since 28 July 2010, which shall read as follows.

IST Student Status

In addition to the duties imposed by law, the duties of IST students are set forth in article 4 of UTL's Code of Conduct and Good Practices (Rector's Order No. 24698/2009).

Tuition Fees

1. The tuition fee amount is fixed annually by the General Council of ULisboa, which may fix different values for international students covered by the International Student Statute.
2. The tuition values fixed for each 1st and 2nd cycle and integrated cycle and the different values for international students shall be disclosed annually by the Academic Area of IST and Academic Guide of IST.
3. For students in a free regime, who are enrolled in separate course units of 1st or 2nd cycle in accordance with Regulations for Registration in Separate Course Units taught at ULisboa, the tuition fee value is calculated in accordance with the formula below:

$$\text{Tuition Fee} = 1,5 \times P \times I_{\text{ECTS}} / 60$$

For this purpose P is the value of the course of the annual fee that the student enrolls and IECTS the sum of the number of ECTS of courses that the student is enrolled , which is limited to 30 ECTS per academic year.

With the following exception:

i) Students who are regularly enrolled in 1st or 2nd cycles of IST who is charged the following amount of additional fee:

$$Tuition\ Fee = P \times I_{ECTS} / 60$$

4. For part-time students in a special regime, the total tuition value to be paid is calculated as follows:

$$Tuition\ Fee = 0,40 \times P \times (1 + I_{ECTS} / 60)$$

For the purpose, P corresponds to the annual tuition value where the student enrolls and the IECTS to the sum of the ECTS number of course units in which the student is enrolled, which is limited to 40,5 ECTS pre academic year.

5. Part-time general regime does not apply to students who attend the second year of Advanced Masters' Programmes (90 ECTS).

Payment of tuition fee

1. Upon enrolment, or in the next 10 days, the new students must pay the total amount of the tuition fee, or opt for the payment in installments.
2. For the students who opt for the tuition payment in installment the deadlines are the following:
 - a) 1st installment must be paid until the 15th of December;
 - b) 2nd installment must be paid until the 15th of March;
 - c) 3rd installment must be paid until the 31st of May.

3. For the majority of the 1^o Cycle and Integrated Cycle students, the 1st and 2nd installments have the value of 370 euros and the 3rd installment has the value of the remaining global tuition value. For the remaining students and 3rd Cycle students, the tuition value is defined by the Management Board.

4. Regarding the students who only enroll in 2nd semester course units, the tuition fee will be made in full until 31st May.

5. If the student enrolls after 11th December, he/she will settle the total amount of outstanding installments, in accordance with the payment schedule referred to in number 2.

6. If the enrollment is cancelled until 31st October, no tuition fee will be due.

7. As regards part-time students, who are enrolled in both semesters of an academic year, the tuition value calculated according to No. 4 Tuition Fee may be paid in full until 15 December or may be paid in two equal instalments, within the following deadlines:

a) The first instalment must be paid until 15 December; and

b) The second instalment until 31 May.

If a student enrolls in a part-time in a single semester, the tuition amount must be paid in full only in the 1st semester or even 31 May, if he or she is enrolled in the 2nd semester.

8. Candidates to separate course units will pay the tuition fee set in point 5.2., number 4 upon enrolment.

9. Students who have applied to a scholarship must only pay their tuition after the publication of the list with the names of the scholarships beneficiaries. In this situation students have an extra 15 days to regularize their situation.

10. Students enrolled in a degree program must pay tuition until the conclusion of their dissertation thesis.

11. Students enrolled in the dissertation course in the 1st semester can deliver their dissertation until the 31st of May of the same academic year. Students enrolled in in the dissertation course in the 2nd semester can deliver their dissertation until the 31st October of the subsequent academic year.

Failure to pay tuition

Failure to pay within the period prescribed

- 1.** Late payment of tuition fees within the prescribed deadlines in these Regulations involves payment of monthly interest in arrears, at statutory rate in force.
- 2.** Interest mentioned in the previous paragraph is due from the date each outstanding instalment falls due.
- 3.** Except as provided in the following paragraph, failure to pay tuition until the end of the academic year to which it refers, leads to the cancellation of all academic acts carried out in the respective academic year, except for registration and enrolment, which shall be suspended until the student is readmitted.
- 4.** Until the student regularizes his or her tuition fee situation, enrolments is suspended and, consequently, he or she is prevented from carrying out any academic acts and to obtain certification of academic information which corresponds to the period to which the outstanding tuition fee refers.
- 5.** Students with suspended registration may apply for readmission provided the reasons that led to the suspension of registration and enrolment are solved.

Compulsory Payment

After the notification for payment if the debtor student persists in failing to pay fees owed, IST will refer the case to the Tax Authority and Customs for compulsory payment of debt.

Final Provisions

School insurance and Registrar fee

In addition to the payment of the tuition fee, each IST student should also make the payments due for the annual school insurance and the Registrar fee. The amount of the school insurance and the Registrar fee will be fixed every year by the Governing Board and disclosed by the Graduate Unit and in Part I of the IST Academic Guide, and are paid together with the 1st installment of the tuition fee.

Applicable law

For all matters that these regulations do not cover the ULisboa Tuition Regulations shall apply.

Entry into Force

These regulations shall apply to the student enrolled from academic year 2015/2016 and remain valid during or while they are not amended or repealed.

6. REGULATIONS RELATING TO DISSERTATION COURSE UNITS

Preamble

Pursuant to Article 20 of Decree-Law 74/2006 of 24th March, the level of studies leading to the MSc degree conferred by IST must include a dissertation of scientific nature and an assignment, which must be original and specially carried out for that purpose. Research projects and assignments may take place in a business context.

DEFINITIONS AND OBJECTIVES

1. Dissertation

The dissertation is a research and development assignment leading to the preparation of a dissertation of scientific nature on a subject of the field of knowledge of the programme.

The research assignment must entail theoretical, laboratory and/or experimental and/or simulation components, helping approach new relevant problems, gather information and bibliography, select the approaching methodologies, design a solution for the proposed problem and implement and analyze critically the results.

The dissertation is a report of the research carried out, which must be written according to the Dissertation Preparation Guide that may be found at: da.tecnico.ulisboa.pt/dissertacao-de-mestrado and must include a discussion on the relevance of the subject considered and its framework and suitability for the state-of-the-art, and a summary exercise and conclusions.

2. Presentation and selection of dissertation themes

The dissertation course unit will be run in the two semesters.

It is up to the programme coordinator to call for dissertation proposals, which will be addressed to the professor of the department(s) involved and extended to teachers of similar areas of other IST departments.

Adequate quantity of proposals for dissertation themes will be ensured by the teaching staff of the department(s) involved to the students enrolled. The proposals should cover the main areas of the programme in a balanced manner.

Proposals will be drawn up in a specific application form, available at the Fénix system, by the respective teachers who propose them and addressed to the programme coordinator. The application form of each proposal includes the set of requirements deemed critical so that the work proposed may be successful. The name of the Selection Board makes it mandatory for the proposals to be formalized at the Fénix system. By proposing an assignment, the teacher must supervise it accordingly, if there is any student interested in fulfilling the pre-established requirements.

The programme scientific board will check whether the objectives of the assignment proposed are clearly stated and disclose them to the students, under key dates to be specified by the programme coordinator. The programme coordinator will be responsible for disclosing the list of the proposals approved in the Fénix system.

3. Supervision of dissertation

Dissertations are supervised by a PhD teacher or researcher of IST, or by an expert of recognized merit as such by the programme scientific committee.

Dissertations may be supervised on a co-supervision basis. This becomes mandatory when the supervisor is not tied to IST and, in these cases, the co-supervision will be ensured by the PhD teacher or researcher of IST.

Where programmes are offered in partnership with other higher education or research institutions, the supervisor must be a PhD teacher or researcher of one of the institutions involved. Supervisors will be appointed by the programme coordinator after the respective scientific committee has delivered its opinion.

4. Selection Board constitution, appointment and functioning

The dissertation analysis Selection Board is appointed by the programme coordinator, upon the supervisor's proposal, after the respective scientific committee has been heard, under Order 170621/2009, Official Journal No. 141, 2nd series of 23rd July, paragraph 22.

The Selection Board must be composed by:

- 1.** Pursuant to the previous order, the Selection Board chair may be the programme coordinator, or a member of the respective scientific committee. The supervisor will never chair the Selection Board;

2. A supervisor or supervisors (max 2);
3. National or international members who may be faculty, PhD researchers, PhD experts or even two experts of recognized standing by the scientific committee of the programme in the field of knowledge of the dissertation at issue.

The Selection Board will consist of five members at the most.

The coordinators must print and sign the Selection Board constitution form, which is available at the Fénix and after being approved electronically. It should be then sent to the Graduate Unit (Alameda or Taguspark).

The Selection Board decisions are made by the majority of the members that compose it, by reasoned nominal vote and abstentions are not allowed. Where a tie occurs, the Selection Board chair has a casting vote.

Minutes will be drawn up as a result of the Selection Board meetings which have the individual votes of each member and the respective justification. The intranet page of the Scientific Board contains a form of the minutes and of the individual vote for download.

The minutes of the Selection Board meetings will take effect after being approved by the Scientific Board of IST. Under Order mentioned in 1) of this paragraph, the programme coordinators will be responsible for sending these minutes to the Scientific Board.

After confirming that the dissertations comply with the Guide for Writing Dissertations, the programme coordinators will send two printed copies and a CD/DVD to the Main Library of IST. The copy of the minutes may be provided to the students if they so require.

5. Confidentiality

In some dissertations, due to their nature or because they are carried out in cooperation with business entities, it is necessary to ensure some confidentiality. These situations must be reported to the programme coordinator before the dissertation is delivered, clearly identifying the entity that requires confidentiality. The reasons for confidentiality given by the programme coordinator will be deemed relevant and the following procedures should be ensured:

- the title, the abstract and the key-words (both in Portuguese and English) cannot be confidential;
- the IST coordinator and the Selection Board members shall accept and sign a confidentiality commitment (form adopted by the IST Legal Support Office and agreed

with any external entity involved in the work, see example in the Guide to Writing a Dissertation)

- the dissertation text, which will be public, must be reviewed and authorized by the entity that requires confidentiality. The data and/or results deemed confidential must be included in annex, in a separate volume, which is only distributed to the Selection Board members.

6. Submission of dissertation

The dissertation will be submitted according to the dates specified in Section 7.9.

The student who has not complied with deadlines defined in the previous paragraph must, in connection with programme completion, apply for a new edition by re-enrolling in the course unit.

The dissertation to be submitted for final analysis may be drawn up in Portuguese or in English, following the general guidelines described in the Guide to Writing a Dissertation.

The layout of the dissertation for final analysis must comply with the form available at Guide to Writing a Dissertation.

The dissertation to be submitted for final analysis will not exceed 80 A4 pages. Further documentation deemed relevant will be attached to the dissertation in the form of an independent annex up to 100 A4 pages in all.

The dissertation written in Portuguese (English) will include an extended abstract in the form of a scientific/technical paper up to 10 A4 pages written in English, in accordance with the form available in the Guide to Writing a Dissertation. The dissertation, the paper and the annex, if any, will be uploaded on the Fénix academic management system (see Guide to Writing a Dissertation).

7. Public evaluation exams

The public evaluation exams for the critical analysis of the dissertation will be carried out within the deadline defined by the programme coordinator. Under no circumstances can this date exceed the deadline for approval of minutes stipulated by the Scientific Board of IST, which is available in section 7.9.

The programme coordinator and the scientific committee will be responsible for advertising the public exams. The advertisement will include the title of the assignment, the author's identification, the identification of the Selection Board members, the date, the time and the venue.

The public exams cannot, in any case, exceed 90 minutes, and it is recommended that they take place during 60 minutes. The Selection Board chair will manage the duration of the public exams according to the rules below:

- the first 20 minutes will include an oral summary of the assignment by the candidate, which, without prejudice to its scientific/technical rigour, should also be addressed to a target-public of experts;
- the other 40 to 70 minutes should include a discussion of the scientific/technical content of the assignment, and are shared on an equal basis by the interventions of the Selection Board members and by the candidate.
- during the public exams Portuguese and/or English may be used.

8. Quantitative classification of the result of the public evaluation exam

The Selection Board will be responsible for evaluating the scientific/technical content of the submitted piece of work, the public presentation made by the candidate and the candidate's performance before the penal members. The following components should be evaluated:

a) Scientific/technical quality of dissertation:

- clarity and quality of writing;
- document structure;
- ability shown to apply knowledge in solving unfamiliar problems;
- originality of the problem/project addressed, the methodologies used and the solutions proposed;
- scientific/technical rigour;
- critical analysis of the solutions proposed and the results obtained.

b) Quality of paper/extended abstract, in terms of conciseness without prejudice to:

- clarity and quality of writing;
- scientific/technical rigour.

c) Quality of public address in terms of:

- clarity of speech, concluding the ability of communication for non-experts;
- scientific/technical rigour;
- capacity for synthesis.

d) Public discussion: argumentative firmness and capacity.

How To Calculate Your Final Grade Point Average

It is given by the weighted average, rounded up to the nearest integer, of the grade on a 0-to-20 scale to the evaluation components (A to D) in accordance with the following percentages:

A: 50%

B: 20%

C: 10%

D: 20%

The final grade shall be released by the programme coordinator within 10 days from the date of approval of the minutes by the Scientific Board of IST. The programme coordinator may delegate the release of the final grade to other member(s) of the programme scientific committee but it is its exclusive responsibility to send the minutes to the Scientific Board.

The student who has failed the dissertation defense must enroll again in the 'Dissertation' course unit in order to conclude the programme.

7. DISSERTATION/ASSIGNMENT PROCEDURES

	PERSON/BODY IN CHARGE	ACTION	MEANS	DEADLINE 1 ST SEM.	DEADLINE 2 ND SEM.
1	Programme Scientific Committee	Release of dissertation themes and supervisors	FÉNIX	To be defined by the Programme Scientific Committee	To be defined by the Programme Scientific Committee
2	Student	Application for dissertation themes			
3	Programme Scientific Committee	Selection and allocation of themes to students			

DEVELOPMENT OF DISSERTATION

4	Student	Delivery of dissertation, for discussion, to the course coordinator (3 to 5 copies)	Printed or digital form	To be defined by the Programme Coordinator (deadline: 31 May)	To be defined by the Programme Coordinator (deadline: 31 October)
5	Programme Coordinator/ Scientific Board (only when the Coordinator is the Programme Coordinator)	Approval by selection board, printing, signature and sending of the composition of the selection board to the Academic Area	FÉNIX + Printed		

DISCUSSION OF DISSERTATION (grade award, preparation of minutes)

	PERSON/BODY IN CHARGE	ACTION	MEANS	DEADLINE 1 ST SEM.	DEADLINE 2 ND SEM.
6	Student	Final version upload: Dissertation (pdf); Extended abstract (pdf); Abstract (Portuguese and English) (ASCII); Key-words (Portuguese and English) (ASCII). Confirmation of knowledge and acceptance of the dissertation terms of disclosure.	FÉNIX • dissertation.pdf • abstract.pdf • identification.pdf	To be defined by the programme coordinator	To be defined by the programme coordinator
7	Programme coordination	Confirmation of documents; Introduction of classification in Fénix; Minutes are sent to the Academic Area	FÉNIX printed minutes	To be defined by the programme coordinator	To be defined by the programme coordinator
8	Scientific Board	Approval of minutes; Email is sent to the Programme Scientific Committee	FÉNIX	Until 15 July	Until 15 September
9	Academic Area	Issue of grade sheets	FÉNIX	Until 31 July	Until 31 December
10	Course Coordinator	Grades are launched in the Academic area	Signature of sheets		

	PERSON/BODY IN CHARGE	ACTION	MEANS	DEADLINE 1ST SEM.	DEADLINE 2ND SEM.
11	Fénix Team	Disclosure of abstract and key-words after approval of the minutes by the Scientific Board	FÉNIX		

8. SPECIAL EXAM SEASON REGULATIONS

- During the special exam season, each student shall include a number of course units that do not exceed **15 ECTS** for the exam season. These exams will be administered only once. The student may only take exams during this period if he/she is validly enrolled in course units for the respective academic year.
- Applications will be considered for the Special Exam Season if the applicants are in any of the following situations:
- **Final-year students** who, having passed all course units in which they are enrolled, may conclude a 1st cycle programme, a 2nd cycle programme or an MSc integrated programme excluding completion of a 1st cycle of integrated programmes). This benefit will cease after applying for the 2nd time for a Special Exam Season.
- **Students who have been on a maternity or paternity leave** during the academic year referring to the Special Exam Season.
- **Students with a physical or sensory disability** who have entered IST through the Special Admission Procedure to Higher Education (Order 428/97 of 30th June) or the students who give proof of fulfilling the requirements set out in said Order.
- **Leaders of student associations**
- **Students who are members of the School Council**, in accordance with the information to be supplied by the President of the School Council.
- **Students who are full members of standing commissions of the Assembly of Representatives**, in accordance with the information to be supplied by the President of the Assembly of Representatives.
- **Students who are members of the executive committee of the Pedagogical Council**, in accordance with the information to be supplied by the President of the Assembly of Representatives.
- **Students' representatives** (1st and 2nd cycle programmes, and representative and deputy-representative of an integrated programme), in accordance with the information to be supplied by the Pedagogical Council.

- **Student athletes**, in accordance with the statute defined in the Senate of the Technical University of Lisbon, UTL, who are members of a list drawn up by the Board of AEIST, based on the requests made by the people concerned. This list will have a maximum number of students which will be defined by the Governing Board.
- **Top-level student athletes**, in accordance with the statute defined by the Portuguese Sport Institute.
- **IST scholars**, with a management support scholarship or a scientific research initiation scholarship for a period equal to, or exceeding, six months, starting before one month after the enrolment period of the 2nd semester.
- **Members of AEIST's Autonomous Sections**, who are part of lists elaborated by the Board of AEIST, based on the applications submitted by the Boards of the Autonomous Sections to the Board of AEIST. This list will have a maximum number of students defined by the Governing Board.
- **Members of IST "Tunas" (TUIST, TFIST and TMIST)**, who are part of lists elaborated by the Boards of the "Tunas". This list will have a maximum number of students defined by the Governing Board.
- **Working students**, for each course unit the student is only entitled to take these exams if he/she has given proof of his/her working student status at the beginning of the respective semester.

The cases not covered herein must be submitted to the Governing Board of IST by means of a request.

9. TRANSCRIPT OF RECORDS REGULATIONS

8.1. Credits for the conclusion of a programme syllabus

A programme syllabus will be concluded by considering credits from different origins:

1. Successful completion of course units, which are part of the syllabus;
2. Replacement of course units, which are part of the syllabus, for: a. Course units of previous versions of that or other syllabus taught at IST, provided that the corresponding degree has not been obtained (i.e.: curriculum changes; internal course changes); b. course units carried out under cooperation agreements, notably Sócrates/Erasmus, SMILE and Almeida Garrett; c. course units carried out in preparatory course within the scope of agreements with the IST (i.e. University of Azores).
3. Equivalency between course units of the current syllabus and course units from other syllabus (e.g. study plans corresponding to already concluded degrees; syllabuses of other institutions which have not been concluded, where an external course change or transfer takes place). As regards the equivalency, the scoring awarded in this process is considered for the course average.
4. Exemption of credits due to successful completion of course units from other syllabuses (i.e. syllabuses corresponding to already concluded degrees; syllabuses of other institutions which have not been concluded, where an external course change or transfer takes place), when the intention is not to consider the scoring for the final grade;
5. Credits obtained by other universities regarding the acquisition of skills by way of non-formal teaching ways, with no effect on the final average grade, namely professional activities, training actions promoted by IST or UTL, with ECTS awarded.

The number of credits for the conclusion of the level of studies is determined on the basis of the credits of the course units of the current syllabus (target), rather than based on credits obtained throughout the student's stages of education (source), despite the qualifications and average calculation include the successful completion of the source course units.

Final average grade

Students who have completed a Degree or an MSc degree are awarded a final scoring on a 10 to 20 scale, as well its equivalent on the European scoring comparability scale.

10 to 20 Scale

The final scoring is based on a 10 to 20 scale, as follows:

$$MC = \frac{\sum_i (P_i \times \text{Classificação}_i)}{\sum_i (P_i)}$$

where the sum can be extended to the course units considered to comply with the cycle (1st or 2nd) syllabus. P_i and Grading_i represent respectively the weight and the scores obtained in a course unit i .

In order to calculate the course average, the grades obtained in the course units, or equivalent, are scored and weighted according to the percentage on the date they were successfully concluded.

8.2. European grading scale

The calculation of the final scoring is based on the ECTS grading scale, which stems from the implementation of the Bologna Process to the Portuguese Higher Education (Decree-Law 42/2005). This scale allows for establishing a correspondence to the numerical scale in force in HEIs, and must be applied to the final scores obtained by the graduates and to the scores of each course unit.

The purpose of applying the European grading scale is to obtain a student distribution profile within the levels A-B-C-D-E, corresponding to 10%-25%-30%-25%-10% of 'Pass' students, i.e. the intervals between the scores must correspond to 10%, 35%, 65% and 90% of the total number of 'pass' students.

The ECTS grading system is applied to a course unit/programme on the basis of the allocation of marks obtained by successful students in that course unit/programme in the previous three years and can be extended to four or five years. This complementary information regarding the scores obtained to the students on a 10 to 20 scale must be included in the Supplement to the Diploma.

10. ASSESSMENT OF KNOWLEDGE AND SKILLS REGULATIONS

ACADEMIC ACTIVITIES

8.1. Definition

The academic activities are all learning moments where a member of faculty is present, defined in the context of a course unit and expressed in contact hours.

8.2. Classification

Academic activities are classified as follows:

- Lectures (L);
- Lectures/Practical Classes or Problem-solving Classes (LP);
- Practical or Lab Classes (P/L);
- Seminar Classes (S);
- Tutorial Orientation (TO);
- Internships (I);
- Field Work (FW).

8.3. Laboratory Activities

Laboratory activities are defined as those that make the usage and handling of experimental equipment or means mandatory that cannot be carried out elsewhere, but in the specific locations at IST or in another R&D institution.

8.4. Other Activities

There may be other academic activities in one course unit, which are not specified in the previous number and that are not included in its normal workload, such as study visits. Those activities should be approved by the Programme Pedagogical Committee and, when subject to assessment, provided for in the assessment methods defined at the beginning of the semester for the course unit.

8.5. Compulsory In-person Activities

Generally speaking, students are not required to attend academic activities. The Programme Pedagogical Committee may consider laboratory classes, invited seminars or study visits as compulsory, which are the only way to acquire or evaluate a specific competence.

Other academic activities, other than those mentioned, which are meant to be considered as of compulsory attendance, must be submitted to previous analysis of the Pedagogical Council.

8.6. Teaching in English

The course units that are included the syllabuses of 2nd and 3rd cycle programmes are taught in English whenever foreign students are enrolled, who state that they do not have sufficient command of the English language.

In course units taught in English:

- the support bibliography in that language must be indicated;
- class summaries must be drawn up in English;
- the evaluation of knowledge, namely test papers and assignment guides should be drawn up in English and made available in Portuguese, if students so require.

ASSESSMENT METHODS

8.7. Definition

The Assessment Method is the set of assessment criteria and rules of a course unit that determine the grading of each student.

8.8. Grading Scale

The final score of a student in a course unit is awarded on an absolute 0 to 20 scale and the student will pass if he/she is awarded 10/20 or higher, after rounding up to next integer.

Grading scales resulting from the comparison of a student with the other students or from any statistical distribution are not allowed. Compliance with overall objectives established for a course unit must correspond to 20/20.

8.9. Assessment Components

8.9.1 Types of Assessment

The assessment components of the course units are classified as follows:

- Exams;
- Tests;
- Assignments or Projects;
- Assessment Sheets;
- Oral Examinations;
- Performance assessment in compulsory in-person activities.

8.9.2 Exam-based Assessment

Exams are taken during the Regular Season and during the Makeup Season.

An exam is a set of written questions, which takes no longer than 3 hours that typically focuses on the whole of the objectives of the course unit.

Students are entitled to take their exam in the two seasons at their choice or in both, and the best of the two classifications is considered.

8.9.3 Test-based Assessment

Several tests are taken during the academic year, the last of which during the Regular Exam Season.

A test is a written examination, which takes no longer than 2 hours that typically focuses on one part of the course unit objectives.

Test-based assessment should make it possible for students to appeal in at least two situations:

- in at least one of the tests;
- disregarding one or more tests with the worst classifications of the set;
- an exam in the Makeup Season that replaces the set of exams.

8.9.4 Assignment or Project-based Assessment

This type of assessment is carried out through one or more assignments or projects.

These are assessment tests carried out individually or in a group where some tasks are required under the competences defined in the objectives of the course unit.

These include namely:

- reports of practical, laboratory and computational assignments among others;
- results of other assignments or projects (information programmes or systems, electronic assemblies, mechanical assemblies, models, plans or schemes, etc);
- guide visits reports, seminar reports or any other activities;
- electronic sheets;
- problems;
- papers or monographs.

The assignment and project statements should clearly indicate the objectives and methodologies to be used.

8.9.5 Assessment Sheets

Sheet-based assessment is carried out through a set of small tests of formative nature taken in class. It is considered as a bonus, which allows for increasing the grading only.

8.9.6 Oral Examinations

This type of evaluation includes oral exams, oral presentations and assignment or project discussions.

8.9.7 Performance Evaluation in Compulsory In-person Activities

Performance evaluation of compulsory in-person activities which have been defined under number 2.4 may be considered as an evaluation component.

8.9.8 Other Evaluation Components

Any evaluation components other than those set out in these regulations should be justified and their adoption submitted for appreciation by the Pedagogical Council.

RULES AND WEIGHTS OF EVALUATION COMPONENTS

8.10. General Rules

Evaluation components and their respective weights and rules must be defined in the course unit Evaluation Method, which must be approved and disclosed at the beginning of the semester. The weights of the evaluation components must be defined according to the course unit objectives and take into account the efforts spent by students in it. An evaluation component cannot be graded below 0.

8.11. Qualifying Evaluation Components

Any qualifying evaluation components (i.e. with minimum grade) must be justified based on the objectives of the course unit and included in the evaluation method.

Evaluation components which weigh less than 30% of the final grading must not have a qualifying nature, except for laboratory activities, which can weigh 25%. Qualifying evaluation components, except for projects or laboratories, should be allowed for appeal.

8.12. Optional and Alternative Evaluation Components

The course unit may provide for alternative methods of evaluation or some optional components of evaluation and, in those cases, the student will choose the way he/she wants to be evaluated.

8.13. Release from Evaluation Components

There may be some evaluation components from which the student may be released by obtaining a grading above a certain threshold in another evaluation component.

8.14. Evaluation Components for Grading Confirmation

In addition, there may be evaluation components for confirming grades beyond a certain threshold (i.e. “grade defense”). In these cases, the student will choose not to carry out the confirmation component, and the maximum possible grade will be assigned without the confirmation component.

8.15. Grading Calculation

The final grade of a course unit will be calculated clearly and include all evaluation components used in that course unit.

8.16 Special Season

For each course unit, an evaluation method must be defined for the Special Season, which must provide for all evaluation components, namely those conclude through Written Tests, Assignments and Projects and Oral Exams.

8.17 Re-enrolled Students

8.17.1 General Rules

Re-enrolled students in a given course unit may be exempted from the course unit head of some evaluation components, which have already been successfully concluded. Students wishing to take all exams, including those that have been successfully concluded, cannot be prevented from doing so.

8.17.2 Grade Improvement

Students are entitled to have an opportunity for grade improvement in a given course unit, within two academic semesters after that in which the student successfully concluded it or obtained an equivalency. Grade improvement is subject to prior enrolment in the Academic Services.

Students enrolled for grade improvement are only given one evaluation opportunity. Grade improvement in Make-up Season is not allowed.

Evaluation Tests

8.18. Definition

Evaluation tests are aimed at measuring the knowledge and competences (learning results) of a student under a course unit.

8.19. Classification

Evaluation Tests are classified as follows:

- Written Tests (Exams and Tests);
- Oral Exams.

8.20. Written Tests

8.20.1 Definition

The Written Tests are individual tests during which students are required to answer to a test paper.

8.20.2. General Rules applied to Written Tests

Tests begin immediately after students have taken their seats, test papers have been distributed and any instructions given. Students are not allowed to enter the classroom 30 minutes after the written test begins nor they will be allowed to leave in the course of the test, except in the case of abandonment or early delivery of the test.

The test supervisor must ask for the students' identification (IST card), and any other valid document with an updated photo may exceptionally be accepted. Plans with the students' position must be drawn up.

Abandonment or early delivery of a test may only occur one hour after it begins. In these cases the test papers must be returned to the test supervisor.

The course unit head will make his/her best efforts to overcome any unforeseen event during the tests. If any error in the test papers is found, it must be communicated immediately to all students.

All sheet or sheet groups delivered for correction must be identified with the student name and number. Because these are individual written tests, students are not allowed to have any oral or written contact to other test takers. Any breach of the rules of written tests constitutes sufficient ground for the cancellation of the test, without prejudice to any disciplinary proceedings.

The course unit head and the classroom supervisors must ensure that there are no fraud events in the course of the tests and, if they are detected, report them to the Governing Board for any disciplinary procedure.

The course unit head must keep all resolutions delivered, filing them for a minimum period of five years.

8.20.3 Test Paper

The test paper must contain the following information:

- the duration of the test;
- the weight of each question.

The test paper must be published on the Fénix System after the end of the test as well as the date expected for publication of the results and review of the tests.

8.20.4 Calculus and Reference Material

The calculus and reference materials that may be used in the Written Test must be defined and published by the teacher-in-charge at the beginning of the semester, together with the Evaluation Method.

The test supervisor may require that any other material is placed outside the table. The use or display of cell phones or of any other remote communication means is expressly forbidden.

8.21 Registrations

The course unit head is responsible for organizing the registration of students in the test. Registrations must be open during at least 3 working days and must be published on the course unit webpage. Between the close of registrations and the test, no more than three working days must elapse.

In the event a prior allocation of classrooms to students is made, this information can only be made available on the course unit webpage well in advance.

Wherever possible, non-registered students must be allowed to register, except if their number makes it impossible for the test to be taken.

From the moment the non-registered students are accepted to take the test, they must be on an equal footing in terms of scoring with registered students.

8.22 Quitting Written Tests

In the course of a written test, the student may choose quit and not to be evaluated. For the purpose, he/she must express his/her intention in writing on the test paper or on the test sheet, together with his/her name and student number.

Quitting a test may only occur after a minimum period of one hour has been elapsed, and the test paper must be returned to the test supervisor.

Quitting a Written Test is the same as failing to appear to take a test.

8.24. Oral Tests

The oral test is an evaluation test during which the student must answer to questions asked by a Selection Board of at least two teachers. These tests are public and, in this case, all test takers can do so, as long as they do not interfere with them.

8.25 Dissemination of Results

The results obtained by the students in each evaluation test must be published on the Fénix System.

The scores must be disseminated within the shortest possible deadline, and it is considered good practice to publish the scoring within the maximum deadline of two weeks after they are taken or delivered.

8.26 Test Review

8.26.1 General Rules

The student has the right to check the correction of a Written Test, Assignment or Project he or she carries out and to be clarified on the correction criteria.

During the written test review and in the doubt clarification sessions, the students must be provided, for consultation, a proposal for resolution, which can be published on the course unit webpage.

If the student so wishes, he or she may also require them to be reviewed, during the test consultation time, by the course unit heads.

The course unit head may elaborate specific regulations for consultation and review of the tests, which must publish at the beginning of the academic term.

8.26.2 Deadlines

The time and venue for consultation and review of a test must be published on the Fénix System at least 48 hours in advance.

The scores must be published before the test consultation. Whenever the scores of an evaluation test affects the following test, the publication of the scores will must be made at least 48 hours before the date of the tests it is being affected.

SCHEDULING OF EVALUATIONS

8.27. Evaluation Scheduling Norms

Course unit evaluation components are scheduled throughout the academic term and are divided into three periods:

- academic term;
- exams preparation period;
- exams period.

These components must be scheduled before the beginning of each term by the Programme Pedagogical Committee. Scheduling of evaluations should allow students to conclude before the Exams Period, at least 40% of the evaluation of the set of course units of each semester. Thus, it is not allowed to schedule evaluation tests that weigh more than 60% of the set of evaluations of the semester in the exams period and in the exams preparation period, except in the makeup season

period. These percentages must be calculated taking into account the share of classification to be obtained in each evaluation stage, as well as the distribution of ECTS by the different course units.

8.28. Exams Period

The Exams Period (as defined in the School Calendar) is divided in the Regular Season and Makeup Season and is intended for exams or final tests. The Programme Pedagogical Committee and the GOP are responsible for scheduling the tests to be carried out in the exams season.

8.29. Assignments and Projects

Before the semester start date, and within the scheduling of evaluations, the dates of test papers, delivery and discussion (if any) of the assignments and projects must be defined. The delivery of assignments and projects must be preferably scheduled for the academic term. If the delivery or discussion of the assignment or project is scheduled during the exams period, it will be, for the purposes of the provisions of number 5.1., considered as an evaluation in exams period.

8.30. Oral Exams

The oral exams period must be defined by the Programme Pedagogical Committee at the beginning of the academic semester and the exact date, time and venue of an oral exam must be published at least 48 hours in advance.

8.31. Non-scheduled or “Surprise” Evaluation Tests

All evaluation moments must be scheduled and “surprise” tests are not allowed, except for bonus purposes.

11. EXAMS SCHEDULING REGULATIONS

This section includes some relevant guidelines about exams and class schedules, which is ensured by the Pedagogic Organization Office, GOP.

Information provided to students' representatives /students / teachers

There are four exams shifts from Monday to Friday: 8h, 11h30m, 15h, 18h30m. On Saturday, there are usually two shifts at 8h and 11h30, primarily for 1st cycle subjects and an afternoon shift (15h).

Exams are distributed per academic year and shift, wherever possible, as follows:

DAYTIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	SEXTA	SÁBADO
8:00 am	1 st and 5 th year	2 nd year	3 rd year	4 th year	1 st and 5 th year	Primarily first cycle
11:30 am	2 nd year	3 rd year	4 th year	1 st and 5 th year	2 nd year	
3:00 pm	3 rd year	4 th year	1 st and 5 th year	2 nd year	3 rd year	Second cycle if necessary
6:30 pm	4 th year	1 st and 5 th year	2 nd year	3 rd year	4 th year	

Core course units are exceptions to this distribution, namely: Linear Algebra, Differential and Integral Calculus I and II, Complex Analysis and Differential Equations, Probabilities and Statistics and Computational Mathematics and Management which, due to their dimension, may have more than one evaluation shift on the same day.

These subjects will not be subject to the above table. They will be scheduled by the GOP and the Pedagogical Council, and the coordinators and representatives will be informed about other exams.

During the regular exams season, exams of course units of the same academic year should not be overlapped. As for optional subjects, students should check evaluation dates before enrolment. At the Makeup Season, once the number of available days is short, overlapping rules do not apply, except for those that refer to the Core Course Units, described below.

At the Taguspark campus, and during exam season, evaluation blocks also have a duration of 3 hours and exams should be taken in 3 distinct blocks (starting at 08h30, 12h00 and 15h30) and according to the IST evaluation norms. During exam season shuttle timetables shall be adapted to exam timetables.

Procedures

On the dates and deadlines indicated by GOP, the Students' Representatives and/or Programme Representatives (and only the Representatives) may hold meetings with GOP and submit Exams Lists proposals as long as the deadlines and guidelines are met, and necessarily signed by the course head and/or the Programme Coordinator. If the course head cannot be contacted, they must ask for the authorization/signature of the Lists proposed to the Programme Coordinator.

The Exams Lists, with the respective allocation of classrooms, will be made on the Fénix System.

INFORMATION PROVIDED TO STUDENTS

A) Timetables (Morning/Afternoon)

Class schedules at IST- Alameda Campus in two periods: Morning/Afternoon during which most of the classes take place, according to the academic year and programme:

COURSES	YEARS				
	1 st year	2 nd year	3 rd year	4 th year	5 th year
1ST CYCLE					
LEMat	Afternoon	Morning	Afternoon	-	-
LEAmb	Afternoon	Morning	Afternoon	-	-
LEAN	Afternoon	Morning	Afternoon	-	-
LEGM	Morning	Afternoon	Morning	-	-
LEIC -A	Morning	Afternoon	Morning	-	-
LMAC	Morning	Afternoon	Morning	-	-
2ND CYCLE					
MeMat	-	-	-	Morning	Afternoon

COURSES	YEARS				
	1 st year	2 nd year	3 rd year	4 th year	5 th year
MEAmb	-	-	-	Morning	Afternoon
MET	-	-	-	Afternoon	Morning
MEAN	-	-	-	Morning	Afternoon
MEGM	-	-	-	Afternoon	Morning
MEIC –A	-	-	-	Afternoon	Morning
MMA	-	-	-	Afternoon	Morning
MQ	-	-	-	Morning	Afternoon

INTEGRATED MASTER PROGRAMMES

MA	Morning	Afternoon	Morning	Afternoon	Morning
MEAero	Afternoon	Morning	Afternoon	Morning	Afternoon
MEB	Afternoon	Morning	Afternoon	Morning	Afternoon
MEBiom	Morning	Afternoon	Morning	Afternoon	Morning
MEC	Morning	Afternoon	Morning	Afternoon	Morning
MEEC	Afternoon	Morning	Afternoon	Morning	Afternoon
MEFT	Morning	Afternoon	Morning	Afternoon	Morning
MEMec	Afternoon	Morning	Afternoon	Morning	Afternoon
MEQ	Afternoon	Morning	Afternoon	Morning	Afternoon

B) Overcrowding of students enrolled in shifts (Fénix)

Upon enrolment on the Fénix system, if students see that all Shifts (classes) are unavailable due to overcrowding, they must send an email (gop@tecnico.ulisboa.pt) or contact personally GOP and state the Programme/Year/Subject/Name of the Shifts required, so that more vacancies are open.

C) Information provided to Students' Representatives

At the beginning of each term, students elected as Course/Year Representatives must consult GOP's webpage at "Exams Dates" and "Exams Scheduling", in order to obtain information on pre-scheduled exams dates with the teachers of horizontal subjects, exams lists elaboration guidelines, exams proposal delivery deadlines, among other information.

D) Special Season

The exams dates for the special season are available for consultation at Fénix every year, between May and June.

12. STUDENTS WITH SPECIAL EDUCATIONAL NEEDS REGULATIONS

Regulations for Students with Special Educational Needs is available, which may be consulted in Portuguese language.

Any student with Special Educational Needs should look for support at NAPE – Student Support Unit.

Student Support Unit

Competency

- 1.** It is incumbent on NAPE to centralize information, promote communication between students, teachers and services, and can be heard about subjects that relate to “Students with Special Education Needs”.
- 2.** NAPE must obtain direction from IST’s Governing Board, which allows for analyzing and solving cases that are not foreseen or do not fall into the scope of the previously described solutions.
- 3.** According to its resources, NAPE is also responsible for adapting to or acquiring the necessary means to proper achievement of the teaching – learning process of the “Students with Special Education needs”.

Evaluation support

NAPE provides the students with health conditions that prevent them from taking the written tests, temporarily or extendedly, with personalized support. This follow-up service is made by the NAPE Guides when each test is being taken.



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