

Translation of the Regulation for Access and Admission of International Students into the 1st, 2nd and 3rd study cycles at Técnico

The Decree Law 36/2014 from March 10th establishes the International Student Status (ISS). The University of Lisbon's regulation for access and admission of International students is defined in Resolution ("Despacho") n. 8175-B/2014 from June 23rd.

This Regulation aims to specify the conditions for access and admission of International Students at IST. It does not apply to students admitted via international agreements, namely, TIME, ERASMUS and ERASMUS MUNDUS, nor to students from the CLUSTER schools.

Admission to the first cycle of studies

1 - Introduction

Students holding an academic qualification that, at the country where it was obtained, gives them the right for application and enrolment on a higher education institution, and those that are or have been admitted in a higher education institution but did not yet obtain a degree, can apply for admission at the first cycle of either Bachelor ("Licenciatura") or Integrated Master ("Mestrado Integrado") course programmes.

It is required that the student should possess an adequate knowledge of Portuguese language to be able to follow the courses or should obtain it within the University of Lisbon (UL) schools.

2 - Admission requirements

2.1 - Independent knowledge of Portuguese language, corresponding to B2 level (according to the Common European Framework of Reference for Languages) certified by an Intermediate Portuguese as a Foreign Language Diploma (DIPLE). Should the candidate possess a knowledge of Portuguese language corresponding to B1 level, certified by an Elementary Portuguese as a Foreign Language Diploma (DEPLE), his/her admission will only become effective after the level B2 is obtained, following and intensive course on Portuguese language at a school within UL.

2.2 - Academic qualification that, at the country in which it was obtained, allows the students to be enrolled in a higher education degree.

2.3 - Should the candidates possess the Portuguese secondary school degree, they are required to have passed the entrance exams required to apply to the specific course programmes the student wishes to attend.

2.4 - Should the candidates have undertaken a foreign educational system and have concluded the equivalent to the Portuguese secondary school, they are required to have been approved in exams that are equivalent to the entrance exams required to apply to the specific course programmes the student wishes to attend.

2.5 - Should a candidate have followed only the 12th year of the Portuguese secondary school, without completing the secondary school cycle or without have been granted equivalence to

it, he/she is required to have attained the average grade equal or higher than 120/200 and also to have attained a grade equal or higher than 100/200 in the course units corresponding to the entrance exams required to apply to the specific course programmes the student wishes to attend.

3 - Ranking of candidates

Candidates fulfilling the admission requirements defined above will be ranked according to the average grade obtained in the last academic year which allows them, in the country where they have followed it, to be enrolled in higher education, after conversion into the 0-200 scale. They are required to have an average grade equal or higher than 100/200.

4 - Application

The candidates should provide the following documents:

- a) Candidates that did not undertake the secondary school or its equivalent in Portuguese language must provide a document confirming their knowledge of the Portuguese language, via a DEPLE diploma or a B2 certificate. Alternatively, these candidates may provide a B1 certificate, and must commit themselves to obtain, within one year, the B2 certificate. As a last option, these candidates may go through an exam on Portuguese language and culture, that will be paid, to establish their knowledge of Portuguese language and which will determine whether or not additional learning is required, remaining the mandatory requirement for a B2 level of knowledge of Portuguese language.
- b) Document showing that the study cycle undertaken by the candidate that has never been admitted into a higher education institution allows him/her, in the country where it was undertaken, to get the right to enter a higher education institution. This document must be validated by the Portuguese consular services or presented with the affixing of the Hague Apostille by the competent authority of the State where the document is originating from.
- c) Should the candidate be or have been enrolled in a course programme at a higher education institution, he/she must provide a document with the grades obtained during the higher education studies and the list of course units that make the curricular plan of that course programme. These documents must be validated by the Portuguese consular services or presented with the affixing of the Hague Apostille by the competent authority of the State where the documents are originating from.
- d) Document with the grades of the course units undertaken by the student. This document must be validated by the Portuguese consular services or presented with the affixing of the Hague Apostille by the competent authority of the State where the document is originating from.
- e) Statement, under oath, that the candidate does not have Portuguese nationality nor falls into any of the circumstances that, according to the Decree Law 36/2014 from March 10th, prevents him/her from having the International Student Status
- f) Document specifying the scale in which the grades are given
- g) Copy of the passport

Documents should be provided in Portuguese, English, Spanish or French. Should the original documents be in a language different from any of the above, a translation into English or Portuguese, validated by the consular or embassy services, must be provided.

The application is made *on line*, within a time interval to be defined, being the application considered only if the application fee has been paid, confirmed by a bank document showing

that the money transfer has been made. The Selection Committee is composed by the Scientific Coordination Committee of the course programme the candidate is applying to.

For students that are or have been enrolled in a foreign higher education institution an analysis of the course units that were successfully concluded will be made in order to establish which of them can be considered as equivalent to the course units of the IST curricular plan of the course programme the students will be enrolled at.

5 – Application fee

- 100€, to be paid before submitting the application documents

6 – Registration and tuition fee

- Registration fee: 25€;
- Insurance: 1,43€;
- Tuition fee: 7000€/year. 2000€ upon pre-registration (corresponding to the first two installments) and the remainder in accordance with the 1st, 2nd and integrated study cycles of IST.

Admission to the second cycle of studies

1 – Admission

Candidates possessing an academic degree resulting from the completion and approval in a first cycle of studies organized according to the Bologna Process in a country that has adhered to this Process and that is recognized as fulfilling the aims of the Bachelor (“Licenciatura”) degree can apply to a second cycle of studies. This is also applicable to candidates possessing an equivalent academic degree that is recognized as providing them with the required competences to be enrolled in a second cycle of studies.

2 – Ranking of candidates

Candidates will be ranked according to the parameter C calculated by following equation:

$$C=(0.4x\text{”Affinity”} + 0.3x\text{”Nature”}/5 + 0.3x\text{”Grade”}/200)x200$$

where “Affinity” is a coefficient between 0 and 1 attributed by the Selection Committee that weights the scientific coherence between the degree obtained by the candidate and the course programme he/she is applying to, and “Nature” is a coefficient attributed by the selection committee that weights the quality of the higher education institution where the candidate obtained the degree, according to the Shanghai ranking, and which can assume the values 1, 2, 3, 4 or 5.

“Grade” is the final grade obtained by the candidate in the first study cycle or its equivalent in the range 0-200.

3 – Admission Requirements

Only candidates with $C \geq 100$ can be admitted to the second cycle of studies. The selection committee may exclude the candidates that it considers, based on the qualification obtained in

the first cycle or its equivalent, do not possess the required competences to be enrolled in the course programme they are applying to.

4 - Application

The applicants should provide the following documents:

- a) Curriculum vitae
- b) Document showing that the candidate possesses qualification and classification that awards him/her the right to apply and to be enrolled in a second study cycle, along with the list of grades obtained in the various course units. This document must be validated by the Portuguese consular services or presented with the affixing of the Hague Apostille by the competent authority of the State where the document is originating from.
- c) Statement, under oath, that the candidate does not have Portuguese nationality nor falls into any of the circumstances that, according to the Decree Law 36/2014 from March 10th, prevent him/her from having the International Student Status.
- d) Copy of the passport

Documents should be provided in Portuguese, English, Spanish or French. Should the original documents be in a language different from any of the above, a translation into English or Portuguese, validated by the consular or embassy services, must be provided.

The application is made *on line*, within a time interval to be defined, being the application considered only if the application fee has been paid, confirmed by a bank document evidencing that the money transfer has been made. The Selection Committee is composed by the Scientific Coordination Committee of the course programme the candidate is applying to.

5 - Application fee

- 100€, to be paid before submitting the application documents

6 - Registration and tuition fee

- Registration fee: 25€;
- Insurance: 1,43€;
- Tuition fee: 7000€/year. 2000€ upon pre-registration (corresponding to the first two installments) and the remainder in accordance with the 1st, 2nd and integrated study cycles of IST.

Admission to the third cycle of studies

1 - Introduction

Doctoral programs include an Advanced Study Course, with a total ECTS credits ranging from 30 to 60, and the development of a research project that leads to the PhD thesis.

2 - Admission

The third cycle of studies is meant for candidates having a Masters (“Mestrado”) or a Bachelor (“Licenciatura) degree that provides them with the competences required to be enrolled in the specialization area of the PhD programme.

3 - Application and ranking of the candidates

Candidates should fill and submit an application form (that can be found at <http://tecnico.ulisboa.pt/pt/candidatos/candidaturas/doutoramentos/>) along with the following documents:

- a) Copy of the passport
- b) Curriculum vitae
- c) Document proving possession of qualification and classification that awards the candidates the right to apply and be enrolled in a third study cycle. This document must be validated by the Portuguese consular services or presented with the affixing of the Hague Apostille by the competent authority of the State where the document is originating from
- d) Statement, under oath, that the candidate does not have Portuguese nationality nor falls into any of the circumstances that, according to the Decree Law 36/2014 from March 10th, prevent him/her from having the International Student Status;
- e) Motivation letter
- f) Reference letters

Documents should be provided in Portuguese, English, Spanish or French. Should the original documents be in a language different from any of the above, a translation into English or Portuguese, validated by the consular or embassy services, must be provided.

The application is made *on line*, within a time interval to be defined, being the application considered only if the application fee has been paid, confirmed by a bank document showing that the money transfer has been made. The Selection Committee is composed by the Scientific Coordination Committee of the doctoral programme the candidate is applying to. Candidates’ academic curricula and their professional and/or academic experience will be taken into consideration by the Selection Committee.

The present call for applications to PhD programmes does not include the FCT PhD programmes, which have an independent admission process.

4 - Application fee

- 100€, to be paid before submitting the application documents

5 - Registration and tuition fee

- Registration fee: 25€;
- Insurance: 1,43€;
- Tuition fee: 2750€/year. 50% must be paid when registering as IST student and the remaining 50% must be paid before February 28th.

Should there be any questions, please contact us by email at nucleo.graduacao@ist.utl.pt (if related to the 1st and 2nd cycles admission)

OR

npfc@tecnico.ulisboa.pt (if related to the admission to the 3rd cycle)