

INTERPRETATION

This is a nonbinding translation of the Regulation. If any question regarding the meaning and interpretation of the present regulation arises, the Portuguese Version should prevail.

IST 1st and 2nd cycles and Integrated Cycles Fees Regulation**SECTION I**

General provisions

Article 1

Object

1 - The purpose of this Regulation is to regulate the matters associated with tuition fees related to the study cycles conferring degrees of the Instituto Superior Técnico.

2 - Students at Instituto Superior Técnico are required to pay tuition fees, without prejudice to special circumstances provided for by law and in these Regulation.

Article 2

Definitions

For the purposes of this Regulation, the following are considered:

- a) Students in general regime - Those enrolled in a cycle of studies leading to the achievement of an academic degree;
- b) Students in general part-time regime - Students who, according to the ULisboa Part-Time General Student Regulations, acquire this condition;
- c) Free regime students - Those whose enrollment in isolated curricular units does not lead to obtaining an academic degree;
- d) International students - Those enrolled as students on a general basis under the International Student Statute, published by Decree-Law No. 36/2014, of March 10 and amended by DL 68/2018 of August 6;
- e) Tuition Fee - Annual attendance fee due for enrollment in degree-granting study cycles or isolated curricular units.

SECTION II

Settlement of the tuition fee

Article 3

Students in the general scheme

The tuition fee for students on a full-time basis is fixed annually by the General Council of the

University of Lisbon, which may, under the International Student Statute, set different values for international students.

Article 4

General part-time students

The annual fee to be paid by the student on a part-time basis is fixed by the Management Council, and corresponds to an amount proportional to that defined for the student on a full-time basis.

Article 5

Students enrolled in isolated curricular units

The amount to be paid by the student for the individual curricular units is fixed by the Management Council and must:

- a) Be proportionate to the number of ECTS in which it is registered;
- b) Do not exceed the amount of the fee set for the corresponding cycle of studies in the academic year to which they refer.

SECTION III

Tuition fee and payment

Article 6

Tuition fee

1 — The tuition fees set for each 1st, 2nd cycle and integrated cycle courses and the tuition fees applicable to international students are published annually by the IST Academic Area and the IST Academic Guide.

2- In the case of free regime students, who are enrolled in isolated curricular units of the 1st or 2nd cycle in accordance with the Regulation for Enrollment in Isolated Curricular Units of the IST, and who are simultaneously registered and enrolled in a degree course at ULisboa, the fee charged is $P/60$ (euro)/ECTS, rounded to units, where P is the maximum value between the values set by the General Council of ULisboa for the 1st and 2nd cycles awarding a degree at IST, under the terms of article 3, maintaining the differentiation in the case of international students. For students who are not simultaneously registered and enrolled in a degree-granting course at ULisboa, the amount of the fee charged corresponds to the total cost of training, being fixed annually by deliberation of the IST Management Council.

3 — For students on a general part-time basis, the total amount of annual tuition fee to be paid is 50% of the amount fixed at 1 for students enrolled up to 30 ECTS per year, and 70% of the fixed amount at 1 for enrolled students up to 42 ECTS per year.

Article 7

Timetable and payment

1 — Students on a general basis are informed, annually at the time of registration, of the amount, calendar, forms and methods of payment of the tuition fee.

2 — The value of the installments is fixed annually by the Management Council.

3 — The number of installments is fixed annually by the Management Council.

4 — The tuition fee must be paid at once, upon registration, without prejudice to the provisions

of the following numbers.

i) The Management Council may authorize the payment of fees to occur in several installments, defining the number of installments, due dates and amounts.

ii) The Management Council decides on the deadlines for payment of the tuition fee in the case of students who only enter study cycles in the second semester, for reasons arising from school calendars in the countries of origin, or because they are in a situation of mobility .

5 - The obligation to pay tuition fees ceases in cases of cancellation of registration required until October 31, or from the date on which the request for cancellation of registration is granted in all the curricular units of the current academic year, without prejudice to the fact that, in this case, payment of the tuition fees in the meantime already overdue will be due.

6 — Students enrolled in study cycles leading to the master's degree are required to pay tuition fees until the completion of the respective master's dissertations, other supervised autonomous works, doctoral theses or equivalent works, safeguarding the special situations provided for in this Regulation.

7 — In the case of part-time students, who are enrolled in both semesters of an academic year, the tuition fee calculated according to paragraph 4 of article 2, can be paid in full by December 15 or can be paid in two installments of equal value. If a student enrolls part time in just one semester, the tuition fee must be paid in full by December 15, if enrolled only in the 1st semester, or until May 31, if you are only enrolled in the 2nd semester.

8 — Students who are candidates for individual curricular units must pay the tuition fee defined at the time of registration.

9 — Students who are children of decorated military personnel covered by the exemption from payment of tuition fees provided for in Article 1 of Decree - Law n.º. 358/70, of July 29, must deliver to the academic secretariats the declaration proving the quality of their combatants. parents, during the enrollment period in the 1st semester.

Article 8

Students with Scholarship

1 — Students receiving scholarships from the Social Welfare Services of ULisboa (SASULisboa) and those who prove that they have applied for and are awaiting the award of the scholarship, proceed to the payment of tuition fees from the moment they are notified of the decision that fell on their application and in terms of the following numbers.

2 — The scholarship students' tuition fee can be paid in installments, on dates to be determined by the Management Council taking into account the scholarship payment schedule.

3 — When the scholarship application is rejected, students must pay the tuition fees already expired, within ten days from the date of the student's notification rejection and the remaining amounts under the terms of paragraphs 2 and 3 of the previous article.

Article 9

Parenthood, serious and prolonged illness or other situations

In situations where, by law, there is a suspensive effect on the timing for delivery of master's dissertations, other supervised autonomous works, or equivalent works, there is no room for the payment of an additional fee as a result of this suspension.

SECTION IV

Article 10

Default

1 — Students who do not pay the tuition fee within the established deadlines may pay the outstanding amount plus interest, under the legal terms.

2 — The interest referred to in the preceding paragraph shall be payable from the due date of each of the installments due.

Article 11

Exceptional debt settlement

1 — The Management Council, according to the Regulation of Tuition Fees Debt Settlement Plans of the University of Lisbon, may propose to debtors students, specific plans for payment of fees, provided that they declare, on reasonable grounds, are temporarily unable to make payment of tuition fees.

2 — The specific plans for payment of outstanding fees cannot be extended beyond the academic year following the year in which the debt occurred.

3 — Except when expressly required by law, no total or partial debt forgiveness is permitted.

Article 12

Notification of outstanding fees

1 — At the end of the school year, students in default are notified, preferably electronically, of the amount due, as well as the respective default interest.

2 — The notification provided for in paragraph 1 shall draw attention to the consequences of failure to make payment of tuition fees.

3 — The student is responsible for keeping his contacts up to date with the Academic Services of IST, the fact that the notification referred to in 1 has been sent to an email address provided by him but no longer used by him cannot be taken as an advantage.

Article 13

Coercive payment

1 — Failure to pay the outstanding fees gives the right to the Instituto Superior Técnico, after notification under the terms of the previous article, to request coercive payment from the Tax and Customs Authority, through the tax enforcement process provided for in the Code of Procedure and Tax Process.

2 — For the purposes of the preceding paragraph, the Schools issue certificates containing the amount owed, interest and administrative charges, remitting them to the Finance Service of the debtor's domicile.

Article 14

Expiry and statute of limitations of tuition fees

The debt resulting from the non-payment of tuition fees is time-barred under the general tax law that are applicable to the statute of limitations on tax debts.

SECTION V

Final dispositions

Article 15

Student insurance and Academic Office fee

1 — In addition to the payment of the tuition fee, each IST student must also bear the annual student insurance and the Academic Office fee.

2 — The amount of student insurance and the secretarial fee are fixed annually by the Management Council, and published by the Academic Office of IST and in the Academic Guide of IST.

3 — Payment of student insurance and the Academic Office fee must be made with the first installment of the tuition fee.

Article 16

Applicable law

For all matters in which this regulation is omitted, the ULisboa Tuition Regulations apply subsidiarily.

Article 17

Entry into force

This regulation applies to students enrolled from the academic year 2021/2022 onwards.