

**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 Extracurricular Activities I Curricular Unit**  
**and Extracurricular Activities II Curricular Unit Regulation****Article 1**

## Scope

The accreditation of extracurricular activities aims to encourage students to acquire, in a diversified and complementary way, knowledge and behavioral, social, cultural, scientific, technological and professional skills. Currently, in addition to a curricular path that provides evidence of well-established scientific/technological knowledge, employers value the extracurricular path of students in its various aspects.

Extracurricular activities must be credited at the request of students in one or two curricular units called Extracurricular Activities I and II (AE I and AE II) with 3 ECTS each, offered to the entire universe of 2<sup>nd</sup> Cycle students at IST.

**Article 2**

## Procedure

Students after enrolling in AE I or AE II can choose their activity(ies) from a list of previously identified activities (Annex I).

Students can also carry out another activity by submitting their approval to the coordination. After carrying out each activity, the student will have to send to the coordination a certificate/proof issued by the entity where the activity was carried out indicating the number of hours completed or an equivalent in ECTS (if applicable). Annex II presents a template for this certificate. This certificate must contain the following information: entity where the activity was carried out, type of activity (as described in Annex), brief description of the activity and the no. of working hours (contact and/or autonomous) or corresponding ECTS (if applicable), and date of the activity. Subsequently, the coordination will indicate to the student the number of credited hours.

The activities can be carried out during the semester in which the student is enrolled, but extracurricular activities carried out between semesters or carried out during the entire course of the student in the 1<sup>st</sup> and 2<sup>nd</sup> cycles will also be considered. Curricular activities of the 2<sup>nd</sup> cycle are excluded or activities that have been previously counted towards obtaining the diploma of the 1<sup>st</sup> cycle where the student comes from.

**Article 3**

## Categories

The activities and respective categories and subcategories covered for accreditation purposes are described in Annex I.

## **Article 4**

### Accreditation

Students can choose the accreditation of Extracurricular Activities (AE) I and II in the group of Free Option Curricular Units, each with 3 ECTS, which obey the following accreditation rules:

- 1) Each hour of extracurricular activity recorded in a certificate by the certifying entity includes time for face-to-face and non-face-to-face work, being counted as 1/28 of ECTS (1 ECTS is equivalent to 28 hours of work in a semester).
- 2) For accreditation in AEI and AEII, the total time may correspond to a single curricular activity, or to several of different types (depending on the number of hours spent). Extracurricular activities:
  - a. with a duration equal to 84 h (internship, course, etc.) will correspond to a UC of 3 ECTS
  - b. duration < 84 h can be added to other activities, in order to reach the total necessary for 3 ECTS (i.e., at least 84 h).
- 3) Activities declared within the scope of obtaining student worker status are considered excluded for accreditation in AE I or AE II.
- 4) Activities in which there is any remuneration are also considered excluded for accreditation in AEI or AEII.
- 5) The activities considered for the purposes of accreditation in the Curricular Unit(s) Extracurricular Activities cannot, in any way, constitute activities carried out by the student within the scope of the curriculum of their course.
- 6) In the case of category AE2 and AE6, they must be credited according to the table in Annex I.

## **Article 5**

### Evidence of achievement

Students are required to present certificates from the entities where they performed the extracurricular activities for the certification process. The type of certificate may depend on the type of activities, and the no. of effective hours (contact and/or independent work) or the corresponding ECTS, if the issuing entity has the legal capacity to do so. In some cases, such as in the case of training courses, the final course certificate issued by the school/institution may be sufficient, as long as it indicates the no. hours (or ECTS equivalent) of course commitment.

Regarding the certificate that only mentions the value in ECTS, IST reserves the right to reassess the value of ECTS indicated on the certificate through an eventual analysis of adequacy (or equivalence) of criteria required by the entity issuing the certificate to the standards in force. at IST (namely in case ECTS consider equivalent values of hours lower than IST).

The validity of certificates is not specified; only subject to the condition that the performance of the extracurricular activities to be credited occurs/has occurred during the course in higher education, i.e. even if they were carried out during the 1st cycle, but with the safeguard of not having been previously certified in the 1st cycle diploma.

Regarding the originals of the certificates, two possible situations were considered: i. the student must show the original (physical/paper) of each certificate of extracurricular activity for verification, for example at the course coordination offices; ii. or, you will be exempt from delivering the original physical certificate if the digital certificate is digitally signed by the certifier.

**Article 6**  
Assesement

AE I or AE II has an approved/non-approved type assessment.

**Article 7**  
Missing Cases

Situations not provided for in this regulation, in particular students who have completed the 1st cycle outside IST, must be resolved by the coordination.

## Annex I - List of extracurricular activities to credit AE I or AE II

AEi	List of extracurricular activities	Category	Subcategory
AE1	Intensive courses (e.g. ATHENS, BEST Summer courses, ESA Academy, EIA - European Innovation Academy)	Academic	Courses
AE2	Student members of school bodies (CP, AE, CE, Research Centers) and members of student organisations at IST/UL <sup>1</sup>	Academic	Management
AE3	Participation in academic and scientific competitions (eg Ciber Security Challenge, CoderMojo, Mojo, Technov).	Academic	Competition S&T
AE4	Unpaid research internship (e.g. research centre) <sup>2</sup>	Academic	Research
AE5	Approval of Online Courses (e.g. MOOC Técnico)	Academic	Courses
AE6	Participation in the organisation of activities of student centers and other academic organisations (eg BEST and prototyping projects) <sup>2</sup>	Academic	S&T Clubs
AE7	Volunteering (e.g. olympics, conferences, NGOs, hospitals, firefighters)	Community	
AE8	Activities related to social/citizenship and environmental responsibility (for example, dissemination actions and environmental cleaning)	Community	
AE9	Support for IST activities/services (unpaid) <sup>2</sup>	Community	
AE10	<b>Unpaid internship at an entity outside IST</b> (company, organisation) <sup>2</sup>	Community	
AE11	<b>Member of management bodies in associations /communities external to IST without remuneration</b>	Community	Management
AE12	<b>Participating in university or federated sports competitions</b>	Sports	
AE13	<b>Non-native language learning/improvement course</b>	Artistic and cultural expression	
AE14	Participation in artistic collective activities (e.g. Tuna, band, choir, theatre, dance)	Artistic and cultural expression	
AE15	Course of learning/improvement of an artistic expression (e.g. music, theatre, painting, sculpture)	Artistic and cultural expression	
AE16	<b>Other activities</b>	Other	

<sup>1</sup> Governance structures of associations and student representation organisations: accreditation through point 4); the remaining members of these bodies must have the opportunity to credit their participation in these same bodies by means of validation by their superiors in the organisation, using a short report reporting the main functions performed and the learning experiences.

<sup>2</sup> The same as AE2 applies; If the activity developed is associated with a research initiation grant/other similar ones, the student must choose in which of the modalities he/she wants to be recognised (ECTS or monetary compensation)

*Note: The list indicated in the table is not exhaustive and may be revised in the future and other relevant activities within the scope of extracurricular activities may be added.*

## ANNEX II - Certificate Template

<p><b>Description of the Certifying Entity</b></p> <ul style="list-style-type: none"><li>• Logo</li><li>• address</li><li>• Identification of the person in charge of the entity (name, telephone, email)</li><li>• Identification of the person responsible for guiding the activity (name, telephone, email)</li><li>• Brief description of the entity's activity</li></ul>
<p><b>Typology of credited activity:</b> AE1 to AE16 according to Annex I</p>
<p><b>Brief description of the activity carried out:</b> Indication of the main tasks, accomplishment in time and brief note on the performance</p>
<p><b>Effective hours</b></p> <p><b>Contact hours   Autonomous working hours   Total</b></p>
<p><b>Activity completion date</b> Indicate the start and end date of the activity</p>
<p><b>Signature</b> Signature of the person in charge of the entity Signature of the person responsible for supervision of the activity</p>