

**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 1<sup>st</sup> Cycle Admission Regulation****Preamble**

Admission into a 1st cycle of studies, which corresponds to either a degree course or an integrated master's course, is governed, on the present date, by what is established in articles 7 and 19 of Decree-Law no. 74/2006, of 24th March, the last amendment introduced by Decree-Law no. 65/2018, on 16th of August, which also recasted that diploma.

The access and admission regime to higher education now in force was established by Decree-Law No. 296-A/98, of 25th of September, the last amendment introduced by Decree-Law no. 11/2020, of April 2. This regime results in the annual holding of the general access call, of national scope and which takes place under the responsibility of the services of the Ministry of Science, Technology and Higher Education, which proceed with the ranking and placement of candidates for this call.

However, it is up to Instituto Superior Técnico to promote the Special Access Calls, currently regulated by Decree-Law no. 113/2014 of 16th July, amended by Decree-Law no. 63/2016, of September 13 and by the Decree-Law no. 11/2020, of April 2. In the case of the admission of candidates over 23 years of age, the provisions of Decree-Law No. 64/2006, of 21st of March, also amended by that Decree-Law No. 63/2016, of September 13 and by the Decree-Law no. 113/2014, of June 16 are applied on this date.

It also takes place under the auspices of Instituto Superior Técnico to carry out the procedures provided for by the regulations for the re-entry and change of institution/course pair, in the version currently in force, approved by Ordinance no. 181-D / 2015, of 19th of June, as amended by Ordinance No. 305/2016, of 6th of December, by the Ordinance n.º 249-A/2019, of August 5 and by the Ordinance n.º 150/2020, of June 22.

Bearing in mind the Instituto Superior Técnico's competences, this regulation establishes the procedures related to those Special Admission Examinations for Holders of Higher Education Courses, Technological Specialisation Diplomas, Higher Professional Technician Diploma, over 23 years old, as well as the Change of Institution/Course pair Regime.

**Section I****Change of institution/course pair****Article 1**

## Access Conditions

1 — Can apply under the regime of Change of institution/course pair, anyone who, cumulatively:

- a) has been registered and enrolled in another pair institution/course and not have

- completed it;
- b) is not covered by prescription enrollment for the academic year applying for admission. If the information about the prescribed status is not yet available by the application deadline date, the application is accepted conditionally, but will be rejected if it is found that the student would go into prescription in the academic year to which he submits the application;
  - c) Have carried out, in any academic year, the national exams of secondary education corresponding to the entrance exams fixed for that institution/course pair, for the academic year to which are applying, under the general access regime;
  - d) Have, in these exams, the minimum classification required by IST, in the academic year to which are applying, within the scope of the general access framework;
  - e) The institution/course pair change regime also applies to students who have been registered and enrolled in a foreign higher education institution in a course defined as higher education by the legislation of the country concerned and have not completed it.

## **Article 2**

### Application

1 - The application is made on the IST academic portal, within the deadlines set for this purpose, and accompanied by the documents in PDF format, as follows:

#### **IST students:**

- Curriculum vitae;
- Printing of grades in completed subjects of the current course;
- ENES form;
- Proof of payment of application fees
- Exhibit of identification document (passport, foreign citizen card or other suitable), or, when authorised by the applicant, a simple photocopy of the identification document.

#### **National external students:**

- Curriculum vitae;
- Certificate of Achievement of the current course with the respective classifications and corresponding ECTS;
- Identification document (optional); or when authorised, simple copy of the document;
- Certificate of enrollment, containing mention of all curricular units in which there was valid enrollment;
- ENES form;
- Exhibit of identification document (passport, foreign citizen card or other suitable), or, when authorised by the candidate, a simple copy of the identification document;
- Declaration of non application of statutory limitation period, to be issued by the last educational establishment attended, for the academic year for which you are applying (only for national school students with 3 or more enrollments (school years in higher education));
- Proof of payment of application fees.

## Students under the International Student statute:

- Curriculum vitae;
- Display of identification document (passport, foreign citizen card or other suitable), or, when authorised by the candidate, a simple photocopy of the identification document;
- Document that proves the qualification for access to higher education (ENEM for Brazilian candidates);
- Document proving the completion of Portuguese secondary education (12th grade) or equivalent in the country of origin (High school transcript);
- Certificate of achievement, with detailed classifications (school history of the current course)
- Document specifying the scale of academic classifications;
- Declaration, under oath of honor, that you do not have Portuguese nationality or that of an EU member country and that you meet the conditions to enjoy the status of International Student.
- Document authorising stay in Portugal, issued by the Serviço de Estrangeiros e Fronteiras (SEF) - deadline for delivery at the time of registration/enrollment.

2 - The application is subject to payment of the fee provided for in the IST Fee Table.

### Article 3 Ranking

1 - The ranking of candidates is done taking into account:

- a) Candidates will be ranked using the following formula (scale 0-200):

$NS = A \times MS + B \times PI + C \times MA$  where

MS and PI designate the average grade of secondary education and the average grade of the entrance exams required for the course and academic year to which they apply, respectively, expressed on the 0-200 scale.

MA represents the average of the grades obtained in the course of origin, weighted with the corresponding ECTS, calculated (on a scale 0-200) as:

$$MA = \frac{\sum_{UCs \text{ com aprovação}} \text{Nota } UC_i * ECTS_i}{60N}$$

- b) The values of parameters A, B and C, the sum of which is 1, will be defined before the opening of the application period. By default, these parameters will take the values A = 0.3, B = 0.3 and C = 0.4.
- c) It is a condition of admissibility to verify that  $NS \geq NMA$ , NMA being the minimum grade for access to the course and in the academic year to which the student is applying (on a scale 0-200), without prejudice to the provisions of number 4 below.

2 — To apply the provisions of the preceding paragraphs and in particular the formula set out in a) of the previous number, the following rules are observed for candidates who are students:

- a) holders of non-Portuguese courses legally equivalent to Portuguese secondary education, the conditions established by subparagraphs c) and d) of paragraph 1 of this article can be satisfied through the application of article 20-A of Decree-Law no. 296-A/98. Equivalent examinations of homologous subjects are considered, if they are national in scope and with an express score, or which can be converted, on a scale of 0-200.
- b) who entered higher education under the Special Admission Call for over 23 years old, the conditions established by subparagraphs c) and d) of paragraph 1 of this article can be met taking into account, as provided for in paragraphs 2 and 3 of article 12 of Decree-Law No. 64/2006, the capacity assessment tests carried out to enter the PI calculation.
- c) who entered university higher education with the title of a technological specialisation diploma or holders of higher education technician diplomas, the conditions established by subparagraphs d) and e) of paragraph 1 of this article apply.
- d) who entered the course of origin through the special call for holders of other higher education courses, the formula set out in paragraph 1 applies. a) the preceding point.
- e) framed in the International Student Statute, and applying for a change of institution/course pair, the conditions established by subparagraphs d) and e) of paragraph 1 of this article are replaced by the application of the provisions of articles 5 and 6 Of Decree-Law no. 36/2014, of March 10, as amended by Decree-Law no. 113/2014, of July 16, in the application of the formula in paragraph 2 of this article, that is, MS corresponds to the classification of the Portuguese secondary education diploma or its legal equivalent, on the 0-200 scale. PI is the average of the marks of the entrance exams required for the course and academic year to which they are applying, or its equivalent, expressed in the scale 0-200. If there is no equivalent, the grade of subjects obtained in the last year of secondary education (or equivalent) that correspond to those of the entrance exams required for the course and academic year to which they are applying will be considered in the calculation of IP.

3 - The admissibility rule set out in subparagraph c) of precedent number 1 is waived when the following conditions are cumulatively met:

- i) There is an opinion from the Course Coordination justifying the admissibility of a certain candidate taking into account the student's academic path in the institution/course of origin;
- ii) To have unfilled vacancies for candidates with  $NS \geq NMA$ .

#### **Article 4** Readmission Regime

1 — Readmission is the act by which a student, after interrupting his studies in a higher education institution/course, enrolls in the same institution and enrolls in the same course or in a course that has succeeded him.

2 — Students may require readmission on an institution/course pair if they:

- a) Have been enrolled and enrolled in that institution / course pair or in a pair that preceded it;

b) Have not been enrolled in this institution/course pair in the academic year preceding the year in which they intend to be readmitted.

3 — As an exception to the previous paragraphs, readmission cannot be requested when the course for which it is requested is not in operation, or is in the process of being discontinued, and there is no other course in operation that has succeeded it.

4 — The application is made on the IST academic portal, within the deadlines set for that purpose.

5 — The application is subject to payment of the fee provided for in the IST Fee Table.

6 — Readmission is not subject to quantitative limitations.

## **SECTION II** **Special Calls**

### **Article 5**

Special calls: holders of higher education courses, technological specialisation diploma, and higher professional technician diploma

1 — The admission and ranking of candidates holding a technological specialisation diploma or a higher professional technician diploma obeys the following rules:

a) Only students holding a diploma of technological specialisation or a diploma of higher professional technician who cumulatively:

i) Have carried out, in any academic year, the national exams of secondary education corresponding to the admission exams set for that pair, for the academic year to which they are applying, within the scope of the general access regime;

ii) Have, in these exams, the minimum classification required by IST, in the academic year to which they apply, within the scope of the general access regime;

### **Article 6** **Application**

1 - The application is made on the IST academic portal, within the deadlines set for this purpose, and accompanied by the documents in PDF format, as follows:

- Curriculum vitae;
- Certificates of qualifications broken down by average
- Final course certificate or equivalent
- Proof of payment of application fees
- ENES form;
- Exhibit of identification document (passport, foreign citizen card or other suitable), or, when authorised by the applicant, a simple copy of the identification document.

2 - The application is subject to payment of the fee provided for in the IST Fee Table.

## **Article 7**

### Ranking

a) Candidates will be ranked using the following formula (scale 0-200):

$NS = A \times MS + B \times PI + C \times MA$  where

MS and PI designate the average grade of secondary education and the average grade of the entrance exams required for the course and academic year to which they apply, respectively, expressed on the 0-200 scale.

MA represents the average of the grades obtained in the course of origin, weighted with the corresponding ECTS, calculated (on a scale 0-200) as:

$$MA = \frac{\sum_{UCs \text{ com aprovação}} \text{Nota } UC_i * ECTS_i}{60N}$$

b) The values of parameters A, B and C, the sum of which is 1, will be defined before the opening of the application period. By default, these parameters will take the values A = 0.3, B = 0.3 and C = 0.4.

c) It is a condition of admissibility to verify that  $NS \geq NMA$ , NMA being the minimum grade for access to the course and in the academic year to which the student is applying (on a scale 0-200).

## **Article 8**

### Holders of Other Higher Courses

Only candidates who hold a bachelor's, licentiate, master's or doctor's degree in progress that, by decision taken by the Scientific Coordination of the course to which they are applying, have an affinity with that IST course are admitted.

## **Article 9**

### Application

1 - The application is made on the IST academic portal, within the deadlines set for this purpose, and accompanied by the documents in PDF format, as follows:

- Curriculum vitae;
- Final course certificate broken down by average
- Proof of payment of application fees
- Exhibit of identification document (passport, foreign citizen card or other suitable), or, when authorised by the applicant, a simple copy of the identification document.

2 - The application is subject to payment of the fee provided for in the IST Fee Table.

## **Article 10**

### Ranking

The Scientific Council may delegate the powers referred to in the previous number to its

Coordinating Committee or its President, with the option of subdelegating to one of the Vice-Presidents or a member of that Council.

1) The ranking of candidates holding a higher education course obeys the following rules:

a) It is up to the Scientific Coordination of the course for which a competition to fill in admissions was opened, the competence to proceed with the ranking of candidates;

b) In this ranking, the Scientific Coordination of the course must comply with the following criteria:

i) Affinity between the 1st cycle course that the candidate has completed and the one for which he is applying;

ii) nature of the educational establishment that awarded the 1st cycle degree and its quality;

iii) classification of the candidate in the 1st cycle course completed by him.

2) The ranking criteria referred to in the previous number are applied, except as provided in the following numbers, according to the following formula:

$C = (0.4 \times \text{“Affinity”} + 0.3 \times \text{“Nature”} / 5 + 0.3 \times \text{MFC} / 200) \times 200$  where:

“Affinity” is a coefficient between 0 and 1 attributed by the jury and which considers the scientific coherence between the course that the candidate attends or attended and the one to which he / she is applying. The values to be attributed in this parameter will take into account the assessment made by the Scientific Coordination of the course regarding the course held by the candidate;

“Nature” is a coefficient attributed by the jury that considers the quality of the higher education institution of origin, assessed based on relevant international rankings, defined annually and that by default are those of Shanghai and Webometrics and which can take the values of 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5 or 5. The values to be attributed in this parameter will take into account the assessment made by the Scientific Coordination of the course in relation to the educational establishment where the course held by the candidate was completed;

“MFC” is the final average of the student's course on a scale of 0 to 200.

3) The President of IST, after hearing the Scientific Council, may establish, for a given call, a formula different from that set out in the previous number, provided that it also guarantees equal treatment between candidates.

4) The Scientific Coordination of the course for which a call to fill in admissions was opened can:

i) Add to the final ranking of each candidate a bonus B of up to 30 points if that candidate has an academic, scientific or professional curriculum considered relevant, with the final classification resulting from the following formula:  $D = C + B$ ,

ii) Choose to conduct an interview with all candidates, which is classified as E on a scale from 0 to 200, with the final classification resulting from the following formula:

$F = 0.3 \times E + 0.7 \times D$  or  $F = 0.3 \times E + 0.7 \times C$ , depending on whether or not the antecedent

subparagraph i)

5) Before the start of the application period, a minimum value of C or MFA for admission of a candidate to the course put up for call is fixed by the Scientific Coordination of the course for which the admissions call was opened. In the absence of this fixation, the minimum values are  $C = 100$  and  $MFC=100$ .

6) When interviews are carried out, and if a minimum value of F is not established before the start of the application period, this minimum value will be  $F = 100$ .

7) If, after completing the ranking in the terms defined in the previous numbers, there are still vacancies, these can be filled, according to the ranking of candidates and under a reasoned proposal from the Scientific Coordination of the course, approved by the Scientific Council, which may delegate this its competence in its President, by those who were previously excluded for not reaching the minimum value of C that was fixed for the call.

8) In exceptional cases in which the Scientific Coordination of the course considers that the 1st cycle training of a given candidate does not correspond to the competences necessary for the training to which he is applying, this may, in a reasoned proposal that is approved by the Scientific Council that may delegate this competence to its President, determine that the classification of that specific candidate is the one that results from:  $F = 0.3 \times E + 0.7 \times C$ .

### **Article 11**

#### **Special call for candidates over 23 years old**

1 - Applicants over 23 years of age who have passed the tests especially suited to assessing the ability to attend higher education are covered by this competition.

2 - The entire application process for the tests, ranking, criteria and dissemination of results is carried out by Reitoria da Universidade de Lisboa, with all the information at <https://www.ulisboa.pt/info/maiores-de-23-years-old>.

3 - Submission of Applications for admission to the IST after passing the tests especially suited to assessing the ability to attend higher education at the University of Lisbon:

i) Students who pass the tests mentioned in article 1 acquire the right to apply for admission to IST.

ii) The application is made on the IST academic portal, within the deadlines set for this purpose, and accompanied by the following documents in PDF format:

- Curriculum vitae
- Qualifications certificates broken down by average
- Proof of payment of application fees
- Exhibit of identification document (passport, foreign citizen card or other suitable), or, when authorised by the candidate, a simple copy of the identification document;

4 - The submission of the application is subject to payment of the fee established in the IST fee table in force.



### **Section III**

#### Common rules for all study cycles

#### **Article 12**

##### Vacancies and Deadlines

Specific conditions regarding deadlines, vacancies, application and selection process, registration fee and fees, as well as other conditions are defined in the Academic Guide and Academic Deadlines Calendar.

#### **Article 13**

##### Publication of the results

The ranking list of candidates is published on the IST website.

#### **Article 14**

##### Registration and enrollment

1 - Admitted candidates must complete their registration and enrollment within the deadline set in the IST academic deadline calendars.

2 - Registration also implies the enrollment of the student.

3 - Registration is only considered definitive after showing the originals or certified copies of documents proving identification and qualifications considered in the application process.

4 - Students who do not register within the specified deadlines lose their right to a place with the consequences provided for in the legislation in force.

#### **Article 15**

##### Accreditation

1 — Following the admission process of an IST course and prior to the student's enrollment, the accreditation of the training already obtained must be required.

2 — The accreditation procedures are defined in the Regulation for Accreditation and Curriculum Integration of Professional Experiences and Academic Training of the University of Lisbon, approved by Order No. 6604/2018 recast in the Diário da República, 2nd series, N. 128, of July 5, 2018, as well as in Decree-Law n.º. 74/2006, of 24 March 24, as amended by Decree-Law n.º 63/2016, of September 13 and in Ordinance 181-D / 2015, of June 19.

3 — The student will be responsible for providing the necessary documentation for the assessment of his request, including the ones that are requested during the respective process of appreciation. Failure by the student to submit a request for credit implies that the student must obtain approval in all course units of the course plan.

4 — At the request of the interested party, after being aware of the results of the accreditation process, he may not accept some components of the accreditation process, preferring to obtain approval for these curricular units. This request must be made during the academic year in which the decision on the accreditation process is noticed.

### **Article 16**

#### Tuition fees

1 - The tuition fee is fixed annually, for each study cycle, by the General Council, on a proposal from the Rector of the Universidade de Lisboa.

2 - The payment of the tuition fee can be made in installments, in accordance with the decision of the IST Management Council.

### **Article 17**

#### Preliminary rejection

Applications that are not accompanied by all the requested documents are immediately rejected.

### **Article 18**

#### Entry into force

This Regulation shall enter into force on the date of its publication.