

**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 International Student Access and Admission Regulation**

Decree-Law nº. 36/2014, of March 10, recasted by Decree-Law nº. 62/2018, of August 6, regulates the International Student Statute (EEI).

This regulation is intended, as provided for in paragraph 1 of article 23 of the admission and access regulation for international students at the Universidade de Lisboa, to specify the particular conditions of access and admission to the three applicable IST study cycles to international students.

This regulation also took into account the recommendations of an audit carried out recently by the Inspectorate-General for Education and Science.

**Section I****Applicable rules to the admission to study cycles leading to a bachelor's degree and integrated study cycles leading to a master's degree****Article 1**

## Access conditions

The following can apply for registration and enrollment in the 1<sup>st</sup> cycle of studies:

- a) Holders of a qualification that gives access to higher education, understood as any diploma or certificate issued by a competent authority that attests to the approval of a teaching programme and grants them the right to apply for and be able to enter higher education in the country in which it was conferred;
- b) Holders of a Portuguese secondary education diploma or a legally equivalent qualification;
- c) Students who are or have been registered and enrolled in a foreign higher education establishment in a course defined as higher by the legislation of the country in question, but who do not yet hold a higher education degree and students who have been admitted under the status of international student in Portuguese higher education (Re-entry and Institution/Course Pair Change).

**Article 2**

## Admission Eligibility

In order to enter a cycle of studies leading to a bachelor's degree or an integrated study cycle leading to a master's degree at IST, international students must demonstrate, cumulatively:

a) Have specific academic qualifications in the areas of knowledge required for the study cycle to which they apply, as defined in article 3;

b) Have a level of knowledge of the Portuguese language and/or the English language required to attend this cycle of studies, as defined in article 4;

### **Article 3**

#### Specific Academic Qualification

1 - Candidates must demonstrate knowledge of the subjects necessary to continue their studies in the course they are applying for.

2 - When the candidate holds a Portuguese secondary education course, this demonstration corresponds to passing the admission exams defined for that cycle of studies in the year of entry, as announced by the Directorate-General for Higher Education (DGES).

3 - The admission exams used for the application must be carried out in the calendar year or in the three calendar years prior to the candidacy.

4 - For candidates from foreign education systems in which the provisions of article 20-A of Decree-Law no. 296-A/98, of September 25, this demonstration is based on the provisions of paragraph 2 of this article.

5 - When the candidate holds a course for which the provisions of paragraphs 2 and 4 are not applicable, he/she must present documentation to prove that, in his/her academic training, passed final exams that integrate the knowledge covered by the tests defined in paragraph 2.

6 - When the candidate is the holder of a course for which the provisions of the previous numbers are not applicable, he must present documentation to prove that, in his education, he has passed the curricular components that integrate the knowledge covered by the tests defined in no. 2.

### **Article 4**

#### Knowledge of Portuguese and/or English

1 - Attendance at the study cycles leading to a bachelor's degree and the integrated study cycles leading to a master's degree at IST, taught in Portuguese, requires an intermediate command of the Portuguese language (level B1, in accordance with the Common European Framework Reference for Languages).

2 - International candidates who do not have an intermediate level of proficiency in Portuguese (B1 level, according to the Common European Framework of Reference for Languages) may apply for this special access call, provided that they undertake to attend a annual course of Portuguese language and culture under the terms of paragraph 4 of this article.

3 - With the exception of candidates who have attended secondary education in Portuguese, candidates for this special access call must:

a) Present a DEPLE (Elementary Diploma of Portuguese as a Foreign Language) or;

b) Present a B1 certificate issued by a ULisboa School or;

c) Submit to a test of Portuguese language and culture promoted by ULisboa, subject to ULisboa's fee and price list, which will take place in a published calendar annually.

4 - International students who have not attended secondary education in Portuguese and who do not provide proof of having a DEPLE, or a B1 certificate issued by a ULisboa School, undertake to attend an annual course in Portuguese language and culture:

a) The attendance of this course can be simultaneous to the attendance of the 1st year of the cycle of studies in which the student enrolled;

b) At the end of the year, the student must demonstrate that has reached level B1.

5 - As long as the B1 level is not reached, the student is obliged to re-enroll in the Portuguese language and culture course until reaches the referred level of mastery of the Portuguese language.

6 - In the case of study cycles leading to a bachelor's degree and integrated study cycles leading to a master's degree taught in English, candidates must only demonstrate an intermediate command of the English language (level B1, in accordance with the Common European Framework of Reference for Languages).

#### **Article 5** Application

1 - The application is made online, through an electronic platform, accessible on the IST website.

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

3 - The application must be accompanied by the following documents:

a) Exhibit of a identification document (passport, foreign citizen card or other suitable), or, when authorised by the candidate, a simple copy of the identification document;

b) Declaration, under oath, that the candidate does not have Portuguese nationality nor is covered by any of the conditions that, according to the EEI, do not grant him the status of International Student;

c) Document proving the completion of Portuguese secondary education or equivalent, or, if the academic qualification does not correspond to Portuguese secondary education, a document proving that, in the country in which it was obtained, it provides access to higher education.

d) Document proving the final classification in Portuguese secondary education, or equivalent, indicating the classification scale in which it is expressed.

e) DEPLE diploma or B1 certificate issued by a ULisboa School, or declaration of level B1 mastery of Portuguese language and culture, when applicable.

f) Document proving intermediate proficiency in English (B1), when applicable.

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

1) The jury responsible for conducting the admission process and ranking of candidates is appointed by decision of the Scientific Council.

2) Pursuant to the decision referred to in the previous number, the jury responsible for conducting the admission process to the call and ranking candidates for 1<sup>st</sup> cycle and 1<sup>st</sup> cycle of Integrated Masters is composed of the Coordinators of the respective courses.

### **Article 7**

#### Candidate ranking

The ranking is done in descending order of the final classification obtained after applying the following calculation formulas:

a)  $CF = (CFES + PI)/2$ , for the situations provided for in paragraphs 2 and 4 of article 3;

b)  $CF = (CFESC + CFEF)/2$ , for the situation provided for in paragraph 5 of article 3;

c)  $CF = (CFESC + CFCC)/2$ , for the situation provided for in paragraph 6 of article 3,

whereas:

CF - Final classification

CFES - Final classification of secondary education

CFESC - Final classification of the corresponding secondary education

CFEF - average of the final classification of the final exams referred to in paragraph 5 of article 3.

CFCC - average of the final classification of the curricular components that integrate the knowledge covered by the tests defined in no. 2 of article 3.

PI - average of admission exams

1 - Given the existence of several scales, all classifications must be expressed in the approval scale from 100 to 200, being proportionally converted to this scale the classifications that originally did not use it.

2 - The minimum application classification for each study cycle is 100, except in cases where the course coordination proposes a higher classification.

3 - Whenever two or more candidates in a tie dispute the last place, additional vacancies are created to cover all these candidates.

4 - With the exception of applications from students in an emergency situation for humanitarian reasons, applicants with a rating lower than 100 will not be admitted.

### **Article 8**

#### Publication of the results

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

## **Section II**

### **Article 9**

Rules applicable to the admission into the cycle of studies leading to the Master's degree

The admission to the study cycle leading to the master's degree is carried out under the IST 2<sup>nd</sup> Cycle Admission Regulation.

**Article 10**  
Application

- 1 - The application is made online, through an electronic platform, accessible on the IST website;
- 2 - The documents to be submitted in the application are on the IST website;
- 3 - The application is subject to payment of the fee provided for in the IST Fee Table.

**Article 11**

Rules applicable to the admission into the cycle of studies leading to the doctoral degree

The admission to the study cycle leading to the doctoral degree is carried out under the IST's General Regulation for Doctoral Degrees.

**Article 12**  
Application

- 1 - The application is made online, through an electronic platform, accessible on the IST website;
- 2 - The documents to be submitted in the application can be found on the IST website;
- 3 - The application is subject to payment of the fee provided for in the IST Fee Table.

**Section IV**  
**Common rules for all study cycles**

**Article 13**  
Vacancies and Deadlines

Specific conditions regarding deadlines, vacancies, application and selection process, registration fee and fees, as well as other conditions are published on the IST website.

**Article 14**  
Proof of qualifications documents

Support documents proving qualifications:

- a) They are issued by the competent authority of the country in which the qualifications were obtained;
- b) Whenever they are not issued in Portuguese, English, French or Spanish, they must be translated into one of these languages.
- c) When issued by institutions from non-EU countries, they must be legalised by a Portuguese consular agent or by the Hague Apostille, these legalisations being carried out in the country of

origin of the documents.

### **Article 15**

#### Registration and enrollment

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

2 - Enrollment also implies the registration of the student.

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

4 - The payment made for registration and enrollment, under the terms of paragraph 3 of article 15, is not refunded in case of withdrawal.

### **Article 16**

#### Accreditation

1 - Following an admission process for an IST course and prior to the student's enrollment, accreditation of the training already obtained may be requested.

2 - Accreditation procedures are defined in the Regulation for Accreditation and Curricular Integration of Professional Experiences and Academic Training of Universidade de Lisboa, approved by Order n.º 6604/2018, published at Diário da República, 2<sup>nd</sup> Series, n.º 128, of July 5, 2018, as well as in Decree-Law n.º 74/2006, of March 24, in the wording given to it 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 that requested during the respective assessment process. The student's failure to submit an application for credit implies that the student must pass all the curricular units of the course's study plan.

4 - At the request of the interested party, after having knowledge of the results of the accreditation process, he/she 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 communicated.

### **Article 17**

#### Annual attendance fee (TuitionFee)

1 - The value of the annual attendance fee (tuition fee) is fixed annually, for each study cycle, by the General Council, on the proposal of the Rector.

2 - Payment of the annual attendance fee (tuition fee) can be made in instalments, according to a decision by the IST Management Council.

3 - At the time of registration and enrollment, 30% of the total annual attendance fee (tuition fee), plus the Academic Office fee and student insurance (tuition fees) must be paid.

4 - In case of withdrawal from studies, duly formalised and granted by the Management Council, the student is only released from the payment of the installments of the annual

attendance fee (tuition fee) that have not yet expired.

**Article 18**  
Social Welfare

Without prejudice to the provisions of paragraph 3) of article 19, international students benefit exclusively from indirect social welfare.

**Article 19**  
Student in an emergency situation for humanitarian reasons

1 - All international students who meet the conditions defined in article 8-A of the ERA are considered as students in an emergency situation for humanitarian reasons.

2 - Candidates covered by the status of student in an emergency situation for humanitarian reasons, it is up to the jury, provided for in paragraph 1 of article 9 or in paragraph 1 of article 16, to assess whether the candidates have the conditions of access and admission, either through documentary evidence or by resorting to alternative means such as written or oral evidence, namely when the documents presented do not allow for the verification of the ownership of the required qualifications.

3 - International students who are granted the status of student in an emergency situation for humanitarian reasons benefit from all the support provided for in the scope of direct and indirect social action, as well as the tuition, fees and emoluments established for national students .

**Article 20**  
Preliminary rejection

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

**Article 21**  
Entry into force

This regulation enters into force on the date of publication in the Diário da República.