

## Summary of the general rules for admission of international students at Polytechnic Institute of Portalegre (IPP), Portugal<sup>1</sup>

### I - International student definition

1 - For the purposes of these general rules, international students are those who have a nationality different from the Portuguese one.

2 – The following are not considered as international students and thus not covered by these general rules:

- a) Nationals of an EU Member State;
- b) Those who, not being an EU member state nationals, legally live in Portugal for more than two years, uninterrupted, as of August 31 of the year in which they wish to enter higher education, as well as children with whom they legally reside;
- c) Those requiring entry into higher education through the special schemes for access and entry into Portuguese higher education.

3 – Students attending a Portuguese higher education institution under a programme of international mobility for the purpose of completing part of a course of study, coming from a foreign higher education institution with which the Portuguese higher education institution has established an exchange agreement with that purpose, are also not covered by these general rules.

5 - Students who are admitted as international students under the framework of these general rules maintain the statute of international student until the end of the course of studies in which they initially enrolled or were transferred to, regardless of the initial registration and enrollment have taken place at IPP or at another Portuguese higher learning another institution.

### II - Conditions of access, registration and enrollment

1 – Applications for registration and enrollment in an undergraduate education programme at IPP may be submitted by international students who:

- a) Hold a qualification giving access to higher education, understood as any diploma or certificate issued by a competent authority attesting the passing of an educational programme that gives them the right to apply to higher education in the country where it has been issued;
- b) Hold a Portuguese secondary school or equivalent degree diploma.

### III - Conditions of admission

1 - International students may be admitted at IPP if they cumulatively:

- a) Possess an academic qualification for entry into the study programme they are applying to;

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<sup>1</sup> This summary of the general rules is made available for the sole purpose of making it easier for interested candidates not familiar with the Portuguese language to have an idea of the official rules applicable for admission at IPP. By no means it replaces the official Regulation as published in the Republic Gazette, which always takes precedence over this summary. Candidates cannot therefore recur to this summary as an official document having legal effect, a statute that only the official Regulation possesses.

- b) Have a language or languages level required to attend that programme, or commit themselves to achieve it by attending an adequate certified course at IPP Centre for Languages and Cultures;
- c) Meet the prerequisites that have been established for the programme under the general scheme for access and entry;

#### IV - Validation of academic qualifications

- 1 - Candidates must demonstrate knowledge of the subjects of the Portuguese higher education entry examinations, with the level and content equivalent to those of national students admitted to the course of study concerned.
- 2 – Diplomas issued to candidates with foreign secondary education shall include subjects equivalent to those set for admission for the course of study concerned for national students.
- 3 – The verification of qualification for admission to the course of study concerning candidates with a Portuguese secondary education diploma or equivalent is based on the grades obtained at the exams of general system of access and enrollment, subject to the weighting to be defined.
- 5 - In case it is not possible to demonstrate the provisions set out in point 2, the applicant shall conduct specific test(s) for the area(s) of knowledge set for admission in the study programme they are applying to, organized by IPP under the conditions prescribed by its President.
- 6 - Verification of the special requirements of III c) is performed under the conditions set out annually by the President of the IPP.
- 7 - The evidence referred to in point 2 and 5 above, if the selection committee so wishes, may be supplemented by interviews to candidates.

#### V - Knowledge of the language

- 1 - The attendance of any of the courses of study at IPP requires an independent domain of the language in which the course is taught (B1 level), according to the Common European Framework of Reference for Languages (CEFR).
- 2 - International students who do not possess the B1 level may exceptionally apply if they commit to attending a certified language course at the Center of Languages and Cultures of IPP, enabling them to achieve that level.
- 3 - Applicants who have attended secondary education or equivalent taught in the language of the course they are applying to are exempted from the above provisions.

#### VI - Selection criteria and ranking

- 1 - The ranking of candidates is made by a selection committee, in descending order of final classification.
- 2 - The ranking of candidates who meet the conditions referred to in IV.2, is obtained according to the average of the grades obtained in the subjects considered equivalent to the entrance examinations set for the course of study concerned for national students.

3 - The ranking of candidates referred to in IV.3 is based on the arithmetic average of the grades obtained in the Portuguese higher education admission exams.

4 - The ranking of candidates that undergo the tests referred to in IV.5 corresponds to the average of the grades obtained in these tests, weighted by the grades obtained in the certificate concerned.

5 - Whenever expressed on another scale, the grades obtained in the documents submitted by the candidates are converted to the Portuguese scale of 0-200.

#### VII - Number of places and deadlines

1 - The number of places available for each course of studies is set annually by the President of IPP.

2 - The calendars, the number of places available and other relevant information are posted on the IPP website and on other media deemed appropriate.

3 - The President of the IPP annually sets the timetable for completion of the tests referred to in IV.5

#### VII – Application process and due documents

1 - The submission of the application is made by completing the application form available on the IPP website.

2 – The payment of a fee is due for application, in the amount to be fixed by the IPP President.

3 - Once the application is submitted, applicants will be contacted in order to send up to a given deadline the email address [servicos.academicos@ipportalegre.pt](mailto:servicos.academicos@ipportalegre.pt) copies of the following documents:

a) Civil identification card or passport;

b) Completion of Portuguese secondary education or equivalent legal qualification issued by the foreign competent authorities attesting that the applicant meets the requirements to enter higher education in the country where it was obtained;

c) When international students are unable to provide at the time of application the document referred to in the preceding paragraph they may declare, on oath, that they will provide it up to a deadline to be determined;

d) Proof of grades obtained:

i) In the Portuguese higher education admission exams for holders of Portuguese secondary school or equivalent;

ii) In the national exam of admission to higher education for applicants holding a foreign secondary education diploma or equivalent;

iii) In duly justified cases, if it is impossible for international students to submit a copy of the documents referred to in i) and ii) at the time application they may declare, on oath, the grades obtained, pledging to submit the respective documents up to a deadline to be determined;

e) If applicable, diploma or certificate demonstrating the knowledge of the language in which the course of studies is taught;

- f) Power of Attorney when the application is submitted by a representative.
- g) Declaration by the applicant, under oath, that he/she:
  - i) has no Portuguese nationality;
  - ii) is not covered by any of the conditions referred to in I.2;
  - iii) if he/she meet sthe conditions laid down in XV, opts for international student status;
  - iv) will inform the IPP, within ten working days, if any circumstance occurs that entails the termination of the application of the international student status;
  - v) agrees to attend course leading to knowledge of the language required to attend the course to reach the B1 level, when appicable, ;
  - vi) has the pre-requisites required by the study programme to which he/she is applying, when applicable;

4 - Documents originally issued by foreign authorities shall be translated into Portuguese whenever they are not issued in Portuguese, Spanish, French or English and endorsed by the consular office or presented with Hague apostille by the competent authority of the State where the document originates, and the originals shall be presented at the time of registration and enrollment.

5 - The application is only valid for the academic year to which it relates.

#### VIII - Rejection of applications

1 – Applications which are in one of the following situations are rejected:

- a) they are not accompanied by the required documentation;
- b) they do not comply with the legal provisions defined for the application and the official Regulation of the International Student.

2 - The decision of rejection is always grounded.

#### IX - Final result

1 - The final results are publicly disclosed through the IPP website.

2 – Applicants can present an official complaint concerning the final result within defined deadline for this purpose.

#### X - Exclusion

1 – Applicants who provide false statements or demonstrably present forged documents are excluded from the process at any time when evidence of that is found.

2 - The IPP President ultimately decides on the exclusion of applicants, which must be substantiated and subject to prior hearing of the interested party.

#### XI - Registration and enrollment

1 - The admitted candidates should proceed to registration and enrollment within the defined deadline.

2 - After registration and enrollment, IPP issues the documents needed for obtaining legal entry and stay of international students in Portugal.

3 - After the registration and enrollment international students have three calendar months to provide the original official documents submitted in the application.

4 - If the contents of the documents referred to above differ from the documents submitted in the application, IPP reserves the right to review the application and exclude it, if the applicant does not meet the requirements.

5 - Failure to submit the original official document, no evidence of the facts stated in the application under oath, and failure to meet the special requirements invalidate the applicant's registration and enrollment.

#### XII - Fees and Benefits

1 - Tuition and other fees payable by international students will be determined by IPP according to law<sup>2</sup>.

2 - The registration and enrollment are confirmed only after payment of at least 40% of the total tuition fee defined, plus the registration fee.

3 - International students may benefit from the same payment scheme in use for national students, namely the payment of the remaining fees in installments.

4 - According to the terms defined by the Ministry of Education international students will be eligible for a grant covering all or part of the tuition fee set for the course of study they are applying to.

5 - The grant application leading to the benefit above will be regulated separately.

#### XII – Rules applicable to international students

Subject to the specific rules of the status of international student system, students who are admitted at IPP shall be subject to the same rules applicable to national students.

#### XIII - Accreditation

International students admitted may require accreditation of training or professional experience under the conditions established by the law and by the legal rules in place at IPP.

#### XIV - Awards

International students are covered by the academic awards by IPP, provided they meet the respective eligibility requirements.

#### XV - Student with several nationalities

International students who have two or more foreign nationalities and one of them corresponds to the nationality of an EU Member State in which they do not live permanently can, at the time of application, choose the status they prefer:

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2 Tuition fee defined for 2014-15: 2250 Euros

- a) If they choose the status of international students, which allows them to apply for this special application, they must keep it until the end of the course of studies they applied for;
- b) If they choose the status of national student they cannot apply for this special application