

# REGULATIONS

## FOR INTERNATIONAL STUDENT APPLICATION AND ADMISSION PROCESS

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## **POLYTECHNIC INSTITUTE OF PORTO**

### **REGULATIONS FOR INTERNATIONAL STUDENT APPLICATION AND ADMISSION PROCESS**

#### **Article 1**

##### **Object and Scope**

Under the terms of article 14 of Decree-Law no. 36/2014, of 10th March, the current Regulations establish the guidelines for the international student application and admission process (ISAAP), for undergraduate courses of the Polytechnic Institute of Porto, hereinafter referred to as IPP.

#### **Article 2**

##### **International Student**

1. For the purpose of the current regulations, the international student is a student who is not a Portuguese citizen.
2. Excluded from the terms stated in the previous number are:
  - a) Citizens from a member State of the European Union;
  - b) Those who, not being a citizen of a member State of the European Union, are residing in Portugal for more than two years, uninterruptedly, by 31<sup>st</sup> August of the year in which they wish to apply for Higher Education, as well as children legally residing with them;
  - c) Candidates for Higher Education through special application and admission processes regulated by Decree-Law no. 393-A/99, of 2<sup>nd</sup> October, amended by Decree-Law no. 272/2009, of 1<sup>st</sup> October.
3. Foreign students attending a Portuguese Higher Education institution under an international mobility program, as part of a degree program of a foreign Higher Education institution with which the Portuguese institution has established a previous exchange agreement, are also excluded from the terms set in no. 1.
4. The period of residence under a study residence visa is not relevant for the terms set on paragraph b) of no. 2.
5. Students registered in Higher Education under the terms stated in the present diploma will keep the international student statute until they finish the study cycle for which they initially registered or to which they moved.
6. International students that become citizens of a member State of the European Union are an exception to the terms stated on the previous number.
7. The cessation of the international student statute as a consequence of the terms stated on the previous number comes into effect in the academic year immediately following the date in which citizenship was acquired.

### **Article 3**

#### **Application requirements**

International students in compliance with one of the following conditions may apply:

- a) Holders of qualifications enabling application and admission for Higher Education in the issuing country;
- b) Holders of a Portuguese secondary education diploma or legally equivalent qualification.

### **Article 4**

#### **Admission requirements**

1. The international student should fulfill the following admission requirements:
  - a) Own the specific qualification for admission in the degree he/she is applying for;
  - b) Have a proficiency level of B2 in the tuition language of the degree, according to the Common European Framework of Reference for Languages (CEFR);
  - c) Fulfill the prerequisites set for the general application and admission process, if requested in the application for the degree he/she is applying for.
2. Candidates for the Music and Theater degree programs of the School of Music and Performing Arts (ESMAE), are only admitted provided they obtain a "Pass" in the admission exam, taken in the application year and are therefore excluded from the terms referred to in paragraphs a) and c) of the previous number.

### **Article 5**

#### **Qualifications**

1. The verification of the academic qualifications of students from foreign secondary school systems is based on the document issued by the authority of the country where it was obtained, stating that the student fulfills all requirements to apply and register, in that country, for a degree in the same domain of the degree he/she is applying to. This document should identify the required application and admission requirements, as well as the results.
2. The verification of the academic qualifications of students with a Portuguese secondary school diploma or equivalent is based on the document proving that they have written the Portuguese admission tests, required by the study cycle in question, under the general application and admission process. It can also be based on the specific tests taking place at IPP, according to the terms set by the Public Notice Information referred to in paragraph c) of article 10.

### **Article 6**

#### **Document translation and validation**

1. The mandatory documents listed in the Public Notice Information referred to by article 14 that are not issued in Portuguese, English, French or Spanish, must be translated and certified by the consular service or presented with compliance to the Hague Apostille by the proper authority of the issuing State.
2. International students who do not hold translated and certified documents by the time of the application should include a fully substantiated request in the process, where they state the fulfillment of the required academic qualifications, accompanied by the untranslated and uncertified documents, and commit to presenting them at the time of their enrollment/registration, should they obtain the result "Selected".

## **Article 7**

### **Language proficiency**

1. As a student of the undergraduate courses of IPP, you are required to be an independent user of the English or Portuguese Language (B2 Level) according to the Common European Framework of Reference for Languages (CEFR).
2. International students who do not hold a Portuguese or English B2 Level Certificate by the time of application should include a duly substantiated request in the process, where they state to have such a language proficiency level, and commit to presenting a proof at the time of their enrollment/registration, should they obtain the result "Selected".
3. International students with Portuguese or English as their mother language are excused from proving their proficiency in the tuition language of the undergraduate degrees, but need to include, in the application process, a statement of this proficiency.
4. International students undertaking the Portuguese or English proficiency tests in IPP, under the terms set by the Regulations referred to by article 10, are excused from proving their proficiency in the tuition language of the undergraduate degrees, if they get a "Pass" result in the test.
5. The use of English as tuition language depends of having a minimum number of international students enrolled/registered for attendance of the degree in that language.

## **Article 8**

### **Portuguese Language Course (B2 Level)**

1. International students that do not have a B2 level Portuguese language proficiency may acquire it by attending successfully a Portuguese course in one of the IPP Schools.
2. The attendance of this course is mandatory for international students enrolled/registered in undergraduate degrees in English and may take place during the 1<sup>st</sup> year of the study cycle. Registration of these students in the 2<sup>nd</sup> year of the study cycle depends on the attendance of the Portuguese language course.
3. The terms and deadlines for registration in this course, as well as the amount of the tuition fee, are set annually by the President of the School of IPP offering the course.
4. The enrollment/registration in the course is subject to the payment of registration and school insurance fees, whose values are stated in the fee table of IPP.

## **Article 9**

### **English Language Course (B2 Level)**

1. International students that do not have a B2 level English language proficiency may acquire it by attending successfully a English course in one of the IPP Schools.
5. The terms and deadlines for registration in the course, as well as the amount of the tuition fee, are set annually by the President of the School of IPP offering the course.
2. The enrollment/registration in the course is subject to the payment of registration and school insurance fees, whose values are stated in the fee table of IPP.

## **Article 10**

### **Regulations for Admission Tests**

Regulations for the International Student Admission Tests is approved by the President of the Institute, as published in the 2<sup>nd</sup> series of the *Diário da República* and disseminated in the website of the Institute before the start of the tests, providing information on:

- a) Registration conditions for the admission tests;
- b) Composition and responsibilities of the juries;
- c) Elements that should be present on the Public Notice Information;
- d) The registration process;
- e) Reasons for rejection;
- f) Reasons for exclusion;
- g) Appealing procedures.

## **Article 11**

### **Validity of the specific admission tests**

1. The international student specific admission tests are valid for the year in which they were written and in the two following years, without the need for its repetition in the year of application for Higher Education.
2. Candidates for the Music and Theater degree programs of the School of Music and Performing Arts (ESMAE), are only admitted provided they obtain a "Pass" in the admission exam, taken in the application year and are therefore excluded from the terms referred to in the previous number.

## **Article 12**

### **Vacancies and deadlines**

1. The number of vacancies is determined each year by the President of IPP, as proposed by the Deans of the Schools.
2. The aforementioned vacancies are non-transferable between application and admission processes, study cycles or schools.
3. The set vacancies and application deadlines shall be known through the Public Notice Information for the opening of the process and made known to the Directorate-General for Higher Education.

## **Article 13**

### **Selection and seriation**

1. Candidate selection and seriation is carried out by a Panel appointed by the Dean of the School.
2. It is the Panel's duty to group applications per degree program and contingent according to the following rules:
  - a) Applications for the study cycles in Portuguese shall be included in the PDP contingent;
  - b) Applications for study cycles in English shall be included in the EDP contingent;

## **Article 14**

### **Public Notice Information for the process**

The application process shall begin each academic year with the publication in the IPP website of the Public Notice Information by the President of the Polytechnic Institute of Porto, with the following information:

- a) Deadlines;
- b) Degree Programs for which International Students may register;
- c) Vacancies in degree programs and contingent;
- d) Information on application procedures;
- e) Specific academic qualification for each degree;
- f) Minimum required results in the specific academic qualifications for each degree;
- g) Selection and seriation criteria;
- h) Tie-breaking criteria;
- i) Appealing procedures;
- j) Payments.

## **Article 15**

### **Application Periods**

1. The application process has 2 periods.
2. The 2<sup>nd</sup> phase of the process will take place to fill in the following vacancies:
  - a) Remaining vacancies from the 1<sup>st</sup> period of the process;
  - b) Filled vacancies from the 1<sup>st</sup> period of the process that were not followed by enrollment and registration by period.

## **Article 16**

### **2nd Application Period**

The 2<sup>nd</sup> period of the process is open to:

- a) Students who were admitted in the 1<sup>st</sup> period but did not proceed to finish their their enrollment and registration;
- b) Students who did not apply in the 1<sup>st</sup> period, even though they fulfilled the requirements to do so;
- c) Students who only fulfilled the application requirements after the application deadline for the 1<sup>st</sup> period.

## **Article 17**

### **Application**

1. The application procedure is carried out according to the terms set by the Public Notice.
2. The application is made *on-line* and requires payment of the fees fixed in the current fee table, not refundable under any circumstance, namely in case of rejection, exclusion or withdrawal.
3. The application is only valid for the year in which it is submitted.

## **Article 18**

### **Application submission**

The following are deemed eligible to submit the student's application:

- a) The student;
- b) A proxy of the student;
- c) Should the student be underage, the person proving to be his/her parent or tutor.

## **Article 19**

### **Rejection**

1. Applications under any of the following conditions will be immediately rejected:
  - a) Applications that are not carried out and submitted under the terms and deadlines set by the Public Notice Information;
  - b) Applications that do not fulfill the payment of the required fee in the set deadline;
  - c) Applications that are carried out by candidates under irregular tuition payment situations or any other debt to IPP, regardless of its nature.
2. In the event of rejection, candidates shall be notified via email and on-line.

## **Article 20**

### **Exclusion**

1. Students shall be excluded from the application process at any time, should they:
  - a) Not present all required documents mentioned to in the Public Notice Information;
  - b) Not fulfill the payment of the required fee in the set deadline;
  - c) Give false statements;
  - d) Not fulfill all the application and admission requirements.
2. All actions resulting from false statements, including the registration and enrollment, shall be deemed null.
3. In the event of exclusion, candidates shall be notified via email and on-line.

## **Article 21**

### **Tie-breaking**

Whenever, after applying the seriation criteria for each degree program, there is a tie situation for filling the last available vacancy, the President of IPP is to decide on the tie-break, being allowed to define tie-breaking criteria in the Public Notice Information for the opening of the process.

## **Article 22**

### **Decision**

1. The President of IPP is responsible for the decision on the applications referred to by the present Regulations, after a proposal of the Jury, in the form of a Public Notice Information for the results, organized by degree program and contingent, and published on the website of IPP.
2. The decision on the applications is expressed according to the following results:
  - a) "Selected";
  - b) "Not Selected";
  - c) "Excluded".
3. The decision for exclusion should be dully substantiated.



### **Article 23**

#### **Appeals**

1. Applicants may appeal for the decision stated in the previous article, by presenting a substantiated appeal under the terms and deadline stated in the Public Notice Information.
2. The appeal is made on-line and requires payment of the fees stated in the current fee table, which shall be refunded should the appeal be accepted.
3. Appeals shall be rejected if they are not substantiated, if they do not fulfill the payment of the appeal fee or were not submitted under the terms and deadlines determined by the Public Notice Information.
4. The President of IPP is responsible for the decision on appeals, after proposal of the appeal panel, being the appealing party notified via email and on-line.
5. Candidates whose appeal is accepted must proceed to finish their enrollment and registration within four days after being notified.

### **Article 24**

#### **Enrollment and Registration**

1. Admitted candidates should proceed to enrollment and registration under the terms set by the Public Notice Information.
2. The enrollment/registration in the degree program requires the payment of registration and school insurance fees, stated in the fee table of IPP, and the payment of the tuition set annually by the General Council of IPP.
3. Should any admitted candidate withdraw from his/her enrollment and registration, or not proceed to make it, the academic services of the Schools will summon via email, within three weekdays after the end of the enrollment and registration period, candidate(s) not admitted in the ordered admission list, in descending order, to proceed to their enrollment and registration until all vacancies filled or the list is exhausted.
4. Candidates mentioned to in the previous number have a non-extendable deadline of four weekdays after being notified to proceed to their enrollment and registration.
5. The academic services of the Schools will summon the students, via email, to show the originals of mandatory documentation uploaded to the on-line service when applying.
6. The students mentioned to in the previous number have a deadline of seven weekdays being notified to show the documentation, under penalty of academic disqualification..

### **Article 25**

#### **Rectifications**

1. Should the candidate not have been admitted or has been wrongly admitted, due to any circumstance that is neither directly or indirectly related to the candidate, such situation should be rectified, even if a new vacancy must be opened.
2. Rectification may take place after an appeal process of the candidate, by action of the juries or of the academic services.
3. The rectification may take the form of:
  - a) Admission;
  - b) Correction to "Not Admitted";
  - c) Correction to "Excluded";
4. Rectifications will be considered by the President of IPP, being the appealing party notified via email and on-line, within the deadlines set out in the Public Notice Information referred to in article 14.

5. The decision of changing the admission result, correcting it to "Not Admitted" or "Excluded" is communicated to candidates via registered mail.
6. The Administrative Procedure Code is applicable to the process of presentation and decision on the rectification.
7. The rectification concerns only the candidate in whose process the error was detected, having no other effect on any other Candidate.

#### **Article 26**

##### **Application Submitted after Deadline**

1. A substantiated request, submitted on-line on the website of IPP, at [www.ipp.pt](http://www.ipp.pt) in the <Requests> option menu, may be considered by the President of IPP after the deadline, as long as there are admission conditions, namely available vacancies in the admission process for the desired degree program.
2. These applications are subject to the payment of the application fee plus the fee for administrative acts after deadline, set in the current fee table.
3. The payments stated in the previous number will not be refunded under any circumstance avoiding enrollment/registration, namely in case of rejection, exclusion or withdrawal.
4. The fee for administrative acts after deadline shall be calculated taking into consideration the request date, referred to in number 1 of the present article.

#### **Article 27**

##### **Doubts and Omissions**

Any omissions and doubts in the interpretation and application of these Regulations shall be answered by order of the President of IPP.

#### **Article 28**

##### **Publication**

These Regulations are published in the 2nd Series of Diário da República

#### **Article 29**

##### **Enforcement**

These Regulations will be enforced from the Application Process for the academic year 2014-2015 onwards.