



Regulations on the Application of International Student Status at Universidade Católica Portuguesa

Attracting international students is at the heart of Universidade Católica Portuguesa's (UCP) internationalisation strategy. As such, in order to promote and streamline the application process for international students, and taking into account the issue of Decree-Law No. 36/2014, of 10 March, concerning the International Student Status, and so as to clarify a few underlying directives, the regulation implementing said statute is hereby approved, with the following clauses:

Article 1

International Student Status

- 1 – For the purposes of the provisions of the present document, an international student shall be so considered who does not hold Portuguese nationality.
- 2 – The following are excluded from the provision set out in paragraph 1:
 - a) European Union (EU) Member State Nationals;
 - b) Non-EU Nationals who have been legally and continuously residing in Portugal for longer than two years on 31 August of the year in which they intend to enter higher education, as well the children who legally reside with them;
 - c) Those who request admission into higher education through the special admission procedures regulated by Decree-Law no. 393-A/99 of 2 October, amended by Decree-Law no. 272/2009 of 1 October;
- 3 – Foreign students currently enrolled in a Portuguese higher education institution within the framework of an international mobility programme as part of a degree programme in a foreign higher education institution with whom the Portuguese institution has entered into an exchange agreement are equally excluded from the provision set out in paragraph 1.
- 4 – The length of residence with a student residence permit is not relevant for the purposes of paragraph 2*b*.
- 5 – Students accepted into higher education under the present regulations will keep the status of international students until the end of the degree programme in which they originally enrolled or into which they have been transferred;
- 6 – An exception to the preceding paragraph is made in the case of international students who acquire, in the interim, EU Member State nationality.



7 – The termination of the applicability of international student status as a result of the preceding paragraph shall take effect in the academic year following the date of acquisition of said nationality.

Article 2

Study Cycles

1. The present regulations shall apply exclusively to admission or readmission into undergraduate and integrated master's study cycles, generally named "degrees".
2. The arrangement provided for in the present regulations *in lieu* of entrance examinations is also applicable to admission through transfer of institution/degree pair, in the case of students who have been previously accepted into Portuguese higher education under the status of international student.

Article 3

Application requirements

The following international students may apply to degrees:

- a) Holders of qualifications enabling access to higher education, understood as any diploma or certificate issued by a competent authority attesting to the successful completion of a secondary education programme (with a minimum of 11 years of schooling) and which grants them the right to apply for admission to higher education in the country in which the same was granted;
- or
- b) Holders of a Portuguese secondary school diploma or legally equivalent qualification.

Article 4

Admission requirements

1. Admission requirements for each degree include proof of language proficiency for the language in which the intended degree will be taught, proof of achievement of any pre-requisites (if required), proof of achievement in the academic areas relevant to the intended degree, namely the subjects tested in the entrance exams established under the general admission framework of the Universidade Católica Portuguesa. Only those students who demonstrate knowledge in the subjects of the entrance exams at a level and content equivalent to those students accepted under the aforementioned general admission framework shall be accepted.



- 2.** If required, proof of knowledge of Portuguese can be submitted through documentary evidence, in the form of a certificate of Portuguese language at B2 level or equivalent. Alternatively, a written examination can be taken in person at any of the UCP campuses (Lisbon, Porto, Braga or Viseu) or abroad, at examination centres of partner organisations. Moreover, a fixed period, long-distance examination and confirmation via interview can be conducted via Skype. Candidates whose secondary education was conducted in Portuguese are exempted from submitting the corresponding language certificate.
- 3.** For undergraduate or integrated master's degrees taught in English, proof of English proficiency shall consist of documentary evidence, namely a language certificate of a minimum of B2 level and ideally of C1 level. In the latter case, the following certificates shall be accepted: IELTS: 6.5; TOEFL: 95 (IBT); Certificate in Advanced English (CAE): A; Cambridge Certificate of Proficiency in English: A. Alternatively, in the case of specific degrees, the relevant Academic Units may, subject to authorisation from the Rector's Office, consider carrying out an English assessment exam, in accordance with the dispositions published at www.ucp.pt/candidatos-internacionais. Applicants whose secondary education was conducted in English are exempted from submitting the corresponding language certificate.
- 4.** Proof of knowledge in subjects assessed by entrance exams, at a level equivalent to that of students accepted via the general admission framework may be supplied in one of the following ways:

 - a) documentary evidence – under the terms of the equivalence table set out at www.ucp.pt/candidatos-internacionais. Alternatively, by producing documentation attesting to the attainment, during secondary education, of the curricular components encompassing the contents of the entrance exams required for each degree;
 - b) written examination in those subjects corresponding to the entry exams as required by the different Academic Units (Faculties/Institutes/Schools), to be undertaken in person at any of the University's campuses: Lisbon, Porto, Braga or Viseu; or abroad, at the premises of partner organisations.
- 5.** Proof of the qualifications set out in the preceding paragraphs may be complemented by oral examinations or candidate interviews. Failure to achieve a satisfactory outcome in these may result in non-admission.
- 6.** The organisation and marking of the examinations referred to in paragraphs 2, 3 and 4b) and of any vocational examinations as set out in paragraph 5 are the responsibility of a panel of judges created and approved by the Scientific Committee of the respective Academic Unit.



Article 5

Application Grade

1. The application grade is made up of the final results obtained in secondary education or equivalent qualification (or from a programme of studies as set out in Article 3) combined with the entry exam(s) results of the degree to which the candidate is applying.
2. Additionally, other types of assessment elements may be considered, namely vocational qualifications, CV, motivation letter, interview, among others, as authorised by the Rector's Office on the advice of the corresponding Academic unit, as set out in the table published at www.ucp.pt/candidatos-internacionais.
3. The classification attributed on the foreign education classification scale shall be converted into the Portuguese scale in use on the ENES Table (0-200).
4. The application grade is made up, in general, of a weighted average consisting of 60% for the secondary education results and of 40% for the entry exam(s) results. In such cases as set out in paragraph 2, different weightings may be attributed, as long as a minimum of 50% is attributed for the secondary education results and 35% for the entry exam(s) results.

Article 6

Applications

1. Applications are to be submitted to Universidade Católica Portuguesa, either online or by email (all original documents to be presented at a subsequent date) or in person, at the premises of the Lisbon, Porto, Braga or Viseu campuses, depending on the degrees being applied for and within the annually set deadlines.
2. Applications are formalised by completing an application form, accompanied by:
 - Identification document (passport or Portuguese residency card);
 - One photograph;
 - Documentation attesting to a qualification enabling access to higher education or to the completion of Portuguese secondary education or any other legally equivalent degree, as set out in Article 3.
 - Should the candidate lack the previous documentation due to being in the process of completing the final year of the education programme enabling access to higher education, they must submit a certificate detailing the grades obtained in the subjects taken in the previous two years, as well as the predicted final average. Students may only enrol after submitting documentation attesting to the finality of these qualifications.



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- Official declaration with details of the teaching system and institution attended, for holders of a qualification enabling access to higher education as detailed in Article 3a).
 - Document proving that the admission requirements as detailed in Article 4, above, have been met.
 - Motivation letter and CV, if required.
 - Declaration, on honour, stating that the candidate is eligible to enrol as an “international student”.
 - Any other such documents as may be requested for the specific degree(s) to which the candidate is applying.
- 3.** A non-refundable application fee applies, according to the fees table annually set out by the Rector’s Office.

Article 7

Document Validation

The documentation attesting to the completion of secondary education and compliance with admission requirements referred to in Articles 3 and 4 above, must be:

- a) Translated into Portuguese, when they are not originally drafted in Portuguese, French, English or Spanish; and
- b) Certified by a Portuguese consular service or bearing the Hague Apostille by the competent authority of the State in which the documents were issued.

Article 8

Vacancies and deadlines

- 1.** The admission of international students to UCP takes place via a separate admissions and entrance process established under the present regulations and within annually announced deadlines.
- 2.** The number of vacancies for the admission of international students is annually determined by the Rector, based on a proposal by the Academic Units.

Article 9

Enrolment



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1. Successful candidates must enrol in their respective degree within the corresponding deadlines, and produce the required documentation.
2. At the point of enrolment, in addition to the enrolment fee, the payment of the first monthly tuition fee is due. These are non-refundable in the case of cancellation of enrolment.
3. In order to successfully complete enrolment, in addition to the aforementioned documents, students must present proof of an up-to-date tetanus vaccine.
4. Students must present documentation attesting to their qualifications.
5. Students shall be solely responsible for obtaining a visa and maintaining the validity of their residence status while in Portugal.

Article 10

Tuition Fees

Tuition fees for international students are set out and annually approved by the Rector's Office.

Article 11

Non-refundable payments

If, after application and/or enrolment, it is determined that the student does not meet the conditions for the status of international student, this will result in the cancellation of the student's application/enrolment without refund of any of the fees already paid.

Article 12

Scholarships

UCP may award scholarships to international students, under terms stipulated by the Rector's Office on the advice of the Academic Units.

Article 13

Interpretation

Any uncertainties of interpretation resulting from the application of the present regulations shall be arbitrated by the Rector's Office.



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Article 14

Implementation Date

The present regulations are applicable to candidates to undergraduate and integrated master's degrees commencing in the 2018-2019 academic year.

Lisbon, 19 March 2018

The Rector's Office