

Regulations of the Foundation Programme of NOVA University Lisbon

CHAPTER I

Programme Framework

Article 1

Purpose

1. The Foundation Programme (FP) of the NOVA University (*Universidade NOVA de Lisboa* - UNL) is a programme developed for students who have completed secondary education and wish to complement their training and/or apply for higher education in Portugal.
2. The present regulation aims at defining the operational model of the FP at NOVA, namely:
 - a) The general and specific conditions for admission to the Programme;
 - b) Its operating structure;
 - c) The competencies and responsibilities of the NOVA Rectorate and the other Organic Units (OU);
 - d) Admission to OU degree programmes, after successful completion of the FP, in accordance with the conditions pre-established by them.

Article 2

Objectives

The objectives of the FP are to:

- a) Help foreign students adapt to the culture and educational system in Portugal, gaining autonomy, and adjusting their working methods;
- b) Improve Portuguese and English language skills when necessary;
- c) Facilitate subsequent entry into one of the NOVA's first cycle programmes with International Student Status (ISS), or other applicable access regimes;
- d) Provide students with the possibility of experiencing interdisciplinary teaching, through attendance at optional curricular units (CU) from different areas of knowledge;

- e) Provide students with experiences of Portuguese customs, facilitating their integration into Portuguese society and understanding its historical, political and cultural framework.

Article 3

Management of the FP

1. The management of the FP, including its coordination and organization, as a NOVA foundation programme not leading to a degree, shall be ensured in an integrated manner by the NOVA Rectorate, working together with the other participating OUs, as provided for in articles 28 and 29 of these regulations.
2. The participating OUs within the current structure of the FP at the NOVA are as follows:
 - a) NOVA School of Science and Technology;
 - b) NOVA Medical School;
 - c) NOVA FCSH (Faculty of Social and Human Sciences);
 - d) NOVA School of Law;
 - e) NOVA Information Management School;
 - f) Nova School of Business and Economics;
 - g) NOVA Rectorate.

Article 4

Duration, editions and modalities

1. Each FP lasts for approximately one academic semester.
2. Each academic year, two editions of the FP are held:
 - a) First semester (or *Fall semester*), starting in September and ending in January;
 - b) Second semester (or *Spring semester*), starting in February and ending in June.
3. The FP can be attended in a face-to-face format or in an online format.

CHAPTER II

Admission conditions, curricular structure, study plan and credits

Article 5

General conditions for admission to the FP

1. Applicants may apply to the FP, under International Student Status (ISS), approved by Decree-Law No. 36/2014, of 10 March, amended and republished by Decree-Law No. 62/2018, of 6 August, as an admission mechanism to study cycles of which the programme forms part, and in accordance with the provisions of paragraph 1 of article 2 of the NOVA's International Student Status Regulations.
2. Other interested parties not included in the previous paragraph, whether Portuguese nationals or foreigners, may also apply to the FP, in cases where a) they only wish to complement their academic training and/or b) they cannot enrol directly in the intended study cycle, and should, after successful completion of the FP, join the Portuguese University Application Programme (*Concurso Nacional de Acesso*)¹ or other alternative access regimes, in accordance with the legislation in force at any moment.
3. Without prejudice to the provisions of paragraph 1 of this article, a foreign student who, at the time of submitting an application to the FP, complies with any of the provisions set out in paragraphs 1 and 2 of article 2 of Decree-Law no. 36/2014, of 10 March, and subsequent wordings, as well as the provision set out in paragraph 2 of article 2 and in paragraph 1 of article 3 of the NOVA's International Student Status Regulations, will not be covered by the International Student Status.
4. For the purposes of paragraphs 1 and 2 of this article, and in accordance with paragraph 4 of article 4 of the NOVA's International Student Status Regulations, the situation given by the foreign student at the moment of application to the FP is considered definitive, and subsequent alterations will not be allowed during the course of the FP.

¹ More information is available on the DGES website, at <https://www.dges.gov.pt>

5. All applicants must have a minimum fluency of B2 in Portuguese and/or English, depending on the official language of the study cycle they are applying for, after completion of the FP.

Article 6

Specific conditions for admission to the FP

1. In addition to the general conditions for admission to the FP, should applicants later wish to enrol in the first cycle programmes at NOVA, applicants must comply with the specific conditions previously established and made available by the OUs, in order to guarantee subsequent admission in the study cycles to which they apply.
2. The specific conditions for admission to each OU study cycle will be published on the FP webpage, which is available at the NOVA website.
3. Without prejudice to the information that will be made available, if the student intends to attend the mathematics CU at the FP, he/she should previously take an online test to diagnose his/her level of knowledge, to ensure that he/she is able to attend the course.

Article 7

Curriculum structure and credit equivalence

1. The FP programme will consist of a set of compulsory CUs and, in those cases where it functions as an entry mechanism to NOVA's study cycles, complemented by specific CUs, which will be taught in Portuguese, English, or both.
2. For the purposes of the previous paragraph, the completion of the following CUs is considered compulsory:
 - a) Ideas Club - available in Portuguese or English, according to the applicant's preference;
 - b) English language, except for applicants: (a) who are English mother tongue speakers; (b) whose secondary education was in English; (c) who have B2 fluency certification according to the Common European Framework of Reference for Languages (CEFR). Portuguese language, except candidates: (a) whose mother tongue is Portuguese; (b) whose secondary education was in Portuguese; (c) who have B2 fluency certification according to the Common European Framework of Reference for Languages (CEFR).

3. Some CUs completed during the FP may be equivalent to ECTS credits recognised within the degree programme to which the student will apply, according to the specific ECTS credit recognition rules specified by each OU.
4. The availability of each CU that forms part of the curricular structure of each edition will depend on registered demand and the available resources. The Foundation Programme Management reserves the right to decide which UCs will be taught in each edition, after hearing the opinion of the OUs.

Article 8

Sending information

1. Each OU defines (a) its study cycles that can be accessed by the FP, (b) the specific conditions of access to each of these cycles, (c) the language in which they will be taught, (d) the number of vacancies for each cycle, and (e) admissible entry semesters for each of these cycles. These parameters may only be revised exceptionally and sufficiently in advance to implement them before the application period for the semester in which they come into force.
2. For each edition of the FP, each OU will send the list of members of the teaching staff in charge of teaching the respective CUs that will be offered.
3. The NOVA Rectorate will send a letter of acceptance to the candidates accepted in each edition of the FP, which will include:
 - a) the list of first cycle programmes to which this provides access;
 - b) the criteria established by the OUs that must be met in order to be subsequently accepted into the intended first cycle programmes, either under ISS or under another access regime;
 - c) the available curriculum structure;
 - d) the documentation to be submitted, in particular visas (when required);
 - e) any other information concerning the implementation of the respective edition of the programme.

CHAPTER III

(Deadlines, submission procedures and review of applications and enrolment on the FP)

Article 9

Procedures for submission and review of applications to the FP

1. Specific application deadlines for each edition of the FP will be published on the FP website, together with the number of places, application requirements, selection criteria and applicable fees.
2. Without prejudice to the provisions in the previous paragraph, the application deadline for the FP will occur in the following periods:
 - a) from January to March for the first semester (or *Fall semester*) edition, as provided for in Article 4 of this Regulation.
 - b) from July to October for the second semester (or *Spring semester*) edition, as provided for in Article 4 of these Regulations.
3. The application to the FP should be formalized by filling in and submitting the online form, available at the FP webpage on the NOVA website.
4. The application must include the following documentation:
 - a) Motivation letter;
 - b) Documentary proof of completion of secondary education with curricular history, which must include all subjects and the respective grades. If the applicant has not completed secondary education by the date of application, he/she must submit a curricular history with all the subjects completed so far and the respective grades;
 - c) Copy of passport or other identification document, as applicable.
 - d) Proof of English and/or Portuguese language with a minimum level (B2), in accordance with the CEFR, if applicable;
 - e) Letter of recommendation (optional);
 - f) Other relevant evaluation elements, namely international exams or CUs studied in higher education.

Additionally, for the purposes of automatic admission to first cycle programmes of the OUs that form part of the Programme:

- g) Identification of the OUs and study programmes to which it is intended to apply after completing the FP;
 - h) Declaration, under oath, that the candidate does not have Portuguese nationality nor is covered by any of the exceptions which, under the terms of Decree-Law no. 36/2014, of 10 March, exclude him/her from International Student Status;
 - i) Possibility of an online interview, to clarify any doubts regarding the application.
5. After submitting the online application the applicant will receive an email acknowledging receipt of the documentation and indicating the procedure for payment of the application fee, in accordance with article 26 of these regulations.
 6. Applications will only be analysed after verification of the submission of the required documentation and validation of the payment of the application fee.
 7. Once the preconditions mentioned in the previous paragraph have been verified, the applications shall be analysed directly by the NOVA Rectorate, who will decide on their admissibility and eligibility, as provided for in article 28 of these Regulations.
 8. Without prejudice to the provisions in the previous paragraphs, those interested under the ISS who apply directly to OU study cycles, may be referred by them to the Foundation Programme Management, with a proposal to attend the FP, whenever the OUs understand that they will benefit from attending the Programme before being admitted to their study cycles.
 9. Once the referral foreseen in the previous paragraph has been carried out, the Foundation Programme Management, after a preliminary analysis of the application, reserves the right to directly contact the candidate in order to assess his/her interest in carrying out the FP, following, in the event of interest by the candidate, the general terms of an application to the programme foreseen in these Regulations.

Article 10

Formalising the FP enrolment of ISS applicants

1. In the case of acceptance of the application by the Foundation Programme Management, the applicant covered by ISS must formalise his/her enrolment in the CUs which are included in the FP, and ensure fulfilment of the necessary conditions to attend and complete the FP, as described in the acceptance letter sent.

2. In the case of an applicant covered by ISS, the acceptance of the application to the FP will imply admission to the study cycle chosen by the student, provided that the following requirements are cumulatively fulfilled:
 - (a) successfully complete the FP, including the compulsory and specific CUs;
 - (b) ensure the minimum attendance percentage established in these Regulations.
 - (c) comply with the specific conditions for admission established by the OUs, previously communicated in writing to the applicant by the NOVA Rectorate, in the acceptance letter sent.

Article 11

Formalising FP registration for non-ISS applicants

1. In case of acceptance of their application by the NOVA Rectorate, the candidates not covered by ISS should formalize their enrolment in the CUs which are included in the FP, and commit to fulfilling the necessary conditions to attend and conclude the FP, as described in the acceptance letter sent.
2. In the case of applicants not covered by ISS, attendance at the FP will have the aim of improving knowledge and skills and/or cultural adaptation.
3. After successful completion of the FP, admission to a study cycle at a NOVA OU will depend on the candidate's compliance with the special conditions and procedures applicable to admission to Portuguese higher education at any particular time.
4. RUNL will issue a final certificate.

Article 12

Enrolment in the FP curricular units

1. Applications to the FP will be made per CU, during the application process.
2. Each student must enrol in the compulsory CUs and, whenever applicable, in the specific CUs of the OUs to which he/she intends to apply, besides others that he/she wishes to attend.

3. In the CUs that register a number of students enrolled which is higher than the number specified on the FP website, the Foundation Programme Management will undertake a selection according to the following preference criteria:
 - a) First: Specific CUs for access to the OU to which the student intends to enter after completing the FP;
 - b) Second: students with an earlier enrolment date;
4. The Foundation Programme Management reserves the right to set a minimum and maximum number of enrolments for any compulsory and/or optional CU.

CHAPTER IV

(Academic calendar and class timetable)

Article 13

Academic and examination calendar

1. The FP academic calendar will be based on the regular NOVA academic calendar:
 - a) First annual edition of the FP (*Fall* semester), which corresponds to the first semester of the academic year:
 - i) Teaching period: September to December;
 - ii) Examination period: December to January;
 - b) Second annual FP (*Spring* semester), which corresponds to the second semester of the academic year:
 - i) Teaching period: February to June;
 - ii) Examination period: June to July.
2. The examination schedule for each edition of the FP will be announced at the beginning of each semester by the Foundation Programme Management.

Article 14

Class timetable

Before the beginning of each edition of the FP the schedule of classes for each UC will be made available by the Foundation Programme Management, up to 30 days in advance.

CHAPTER V

(Teaching, modalities and assessment model)

Article 15

CU Programmes

1. The syllabus for each CU is prepared by the teaching staff member in charge and made available up to 30 days before the start of classes to the Foundation Programme Management, which will disseminate this among the FP students.

Article 16

Absences and substitution of lessons

1. The total number of classes per semester must be strictly adhered to, in accordance with the planning of the semester calendar. In the event of a justified impediment, the person in charge of the CU must compensate this within the established schedule.
2. FP student class attendance is compulsory and registered.
3. Unexcused absences will be allowed up to a limit of 20% in each CU.
4. An FP student cannot successfully pass any course in which he/she has more than the permitted number of absences. Exceptions to this rule will be assessed by the Foundation Programme Management and forwarded for decision by the person in charge of the UC concerned.

Article 17

Examination periods

1. The FP exams' resit period will only be available to those who have failed any UC during the normal examination period, and only in those UCs.
2. The resit period takes place immediately after the assessment period, in accordance with the previously established schedule.

Article 18

Assessment of learning and grading

1. The final assessment consists, in principle, of a written examination on all the subjects taught up to one week before the final assessment.
2. The alternative use of another form of final assessment — oral exam, assessment of essays and reports — may be considered, subject to prior authorisation by the OU, under the terms of Article 29 of these Regulations, granted for each CU and for each edition of the semester.
3. Cases of students with special educational needs (SENs) should be brought to the attention of the Foundation Programme Management at the beginning of the Semester with proof of diagnosis and recommendations. These cases should be forwarded in due time to the teacher who may suggest changes in the learning and assessment method in accordance with that which is considered more appropriate.
4. The classification of the CU is expressed on a numerical scale from 0 to 20, with students passing the FP who obtain a classification greater than or equal to 10. Successfully passing the UC does not necessarily guarantee admission on the Degree to which the student is applying, which may have more demanding criteria than a simple pass grade.
5. The final classification attributed to the student for each CU is calculated according to the criteria established and made available on the CU information sheet.

Article 19

Resit examination

1. The subject matter of the resit examination will be that corresponding to the current edition of the CU taught.
2. Of the marks obtained in examinations for the same CU, the best one shall count as the final mark.

Article 20

Correction and handing in of exams

1. The deadline for the delivery of all the exam papers, duly marked, is fifteen calendar days, counting from the day after the day of the assessment and published in the Moodle unit for each CU.

2. The written exam papers must be signed by the member of the teaching staff responsible for the curricular unit, with an indication of the marks awarded.
3. The mark sheets corresponding to the previous point should be duly completed and signed by the responsible member of the teaching staff.
4. The teachers responsible for the CU should ensure a time for the consultation and discussion of final examinations with interested students.

CHAPTER VII

(Final successful completion of the FP and admission to the OU)

Article 21

Final classification

1. The final FP classification is expressed as “pass” or “fail”, without this being associated with any numerical grading.
2. The status of “pass” is considered for any FP student who has had a minimum of ten (out of 20) in each of the CUs in which they enrolled, and has met the minimum attendance requirements. All other students will be deemed to have failed the FP.
3. In cases of OUs that require the fulfilment of specific additional requirements, simply passing the FP is not enough to guarantee admission to the undergraduate degree course.

Article 22

Issuing of the FP completion certificate

1. FP completion certificates will be issued after the publication of the mark sheet for the final examination held in the normal exam period of each FP edition.
2. Where the student has requested a resit exam, the certificate will be issued after the publication of the last examination held.
3. A student is considered to have successfully completed the FP after passing all the CUs included in its curricular programme. If you wish to enter the OU under the application format corresponding to your current situation, you must also meet the specific conditions established by the OU to which you wish to apply for, in accordance with article 6 of these Regulations.

4. A minimum attendance of 80% of the scheduled classes in each of the CUs in which you are enrolled is also considered a necessary condition for the completion of the FP, in accordance with Article 16 of these Regulations.

Article 23

Admission to OUs

1. A student under the ISS who has successfully completed the FP in its face-to-face format, including the specific conditions of the OUs as described in point 2 of Article 10 of these Regulations, will be automatically admitted to the study cycle to which he/she applied, provided that he/she maintains his/her ISS student status when enrolling, in accordance with the provisions of the NOVA's International Student Status Regulations.
2. The automatic admission of a student under the ISS who has successfully completed the FP in the online version may depend on additional criteria of the OU responsible for the study cycle to which they have applied, such as the need for a personal interview, or physical attendance at the final exam.
3. Students covered by the ISS who cannot be accepted by one of the OUs to which they applied because they do not fulfil the specific conditions previously provided for may automatically be admitted to another OU at the NOVA participating in the Programme, as long as they comply with the specific conditions corresponding to this other OU.
4. When a student under the ISS does not successfully complete the FP, they may apply externally to the OU.
5. Applicants not covered by the ISS may apply to one of the NOVA's first cycle programmes, under the applicable admission regime in accordance with the procedures in force at that time.
6. Once the criteria established in these Regulations for automatic admission to the study cycles at the OUs, under the ISS status or other regimes when applicable, have been fulfilled, the administrative admission procedures will be carried out directly at the OU responsible for the study cycle sought by the student, in accordance with the actual regulations in force.
7. It is the applicant's responsibility to inform himself/herself, at the OU he/she seeks to enter, of the administrative requirements and official calendar of the study cycle to which he/she wishes to apply.

CHAPTER VIII

(Responsibilities, duties and rights of candidates)

Article 24

Applicants' responsibilities

1. When applying for and enrolling in the FP, it is the responsibility of applicants to ensure that the necessary conditions for their participation in the FP are met, in particular:
 - a) Applying in a timely manner for the visa required to undertake the FP, including ensuring that you meet the accommodation, insurance and other requirements set by the visa-issuing body;
 - b) Supporting the expenses arising from participation in the FP.
2. Upon successful completion of the FP, including its specific conditions, it is the student's responsibility to inform themselves of and comply with the admission procedures of the OU where applicable.
3. If the candidate is a minor, it is the responsibility of their guardian to comply with the conditions established in the previous points.
4. It is the student's duty to comply with the university's code of ethics (which includes rights and duties of students and the general NOVA community).
5. All matters concerning FP students can be dealt with in the final instance by the student ombudsperson.
6. Students with formally identified SENs may request the adaptation of teaching and assessment methods, subject to the availability of resources.

Article 25

Fees

1. The following fees are due:
 - a) Application fee;
 - b) Enrolment fee;
 - c) Programme fee

2. The table of deadlines and payment amounts in force for each edition of the FP will be published on the FP's webpage, available at the NOVA website, in accordance with paragraph 1 of article 9 of these Regulations.
3. The application fee is due at the application stage of each FP edition. Non-payment by the applicant, within the established deadline, will invalidate the application from being considered.
4. The enrolment fee is due no later than one week after notification of acceptance of the application by the Foundation Programme Management. Failure to pay the enrolment fee on time will lead to the forfeiture of the FP attendance place.
5. The Letter of Acceptance on the FP, required to forward the visa application, is sent by the Foundation Programme Management immediately upon receipt of the enrolment fee by the NOVA.
6. The full tuition fee is due by the official start of each edition of the FP. Failure to pay all or part of it, within the established deadline, will render the applicant's participation in the programme inviable.
7. In accordance with paragraph 4 of article 6 of the NOVA's International Student Status Regulations, the application, enrolment or tuition fee is non-refundable for any reason.

CHAPTER IX

(FP management structure)

Article 26

Powers and responsibilities of the NOVA Rectorate

1. It is the responsibility of the NOVA Rectorate, in accordance with Article 3.1 of these regulations, to coordinate and organize the FP, liaising with the participating OUs.
2. It is the responsibility of the Rectorate to:
 - a) Disseminate and promote the FP and follow up on contacts made;
 - b) Develop and update the FP webpage, available at the NOVA website;
 - c) Communicate with applicants concerning how the FP functions;

- d) Combine with the OUs the semestral collection of information necessary for the dissemination, preparation and functioning of the FP, including the specific conditions of access to the study cycles;
- e) Operationalise, receive and record payments of FP fees and tuition fees;
- f) Decide on the admission of applicants, after analysing the admissibility and eligibility of applications, including verifying the ISS, where applicable.
- g) Send an acceptance letter to the admitted applicants, clarifying which requirements they will have to meet for attendance at and completion of the FP, and the specific conditions to be able to enrol in the different OUs after the completion of the Programme, in the applicable cases, including:
 - i) The CUs they should attend in accordance with their stated interests;
 - ii) The documentation to be submitted, namely the visa when necessary;
 - iii) The list of study cycles to which they have access;
 - iv) Other requirements.
- h) Regularly invite representatives of the OUs to assess the current format of the FP;
- i) Establish a maximum and minimum number of enrolments for any CU to be offered;
- j) Collect and make available to OUs the necessary information for enrolment of FP students as external students of the OU, as required;
- k) Plan the FP, specifying the scheduling period for lessons, reserve classrooms and other logistical aspects;
- l) Ensure payment to the teachers involved;
- m) Record the performance of the FP students and communicate the information relevant for subsequent admission to the first cycle programmes to the OUs;
- n) Issue the FP completion certificates.

Article 27

Competences and responsibilities of the OUs

1. The OUs are responsible for the specific procedures of their OU, not provided for in the previous article, namely for the:
 - a) Definition of their knowledge area content to be offered at the FP;
 - b) Identification of the teachers responsible for these CUs;

- c) Definition of suitable criteria for direct admission to their study cycles in the case of ISS students.

In this way, each OU has full control of the quality of the FP students it includes in its study cycles.

- 2. It is the responsibility of the participating OUs to inform the Foundation Programme Management concerning the:

- a) List and description of the CUs that will be offered by the OU, prior to the opening of the application period for each edition of the FP;
- b) Need for any possible changes to the information concerning the OU, which is made available on the FP webpage, available on the NOVA website;
- c) Specific conditions for the NOVA Rectorate, prior to the application stage, clarifying which requirements applicants will have to meet in order to be able to enrol at the OU after completion of the FP, including:
 - i. The list of the CUs which they must successfully complete;
 - ii. The documentation to be submitted for future enrolment at the OU;
 - iii. The list and language of the study cycles to which the candidate will have access;
 - iv. Admissible semesters of entry to the Degree Programmes;
 - v. Other requirements.

- 3. It is the responsibility of the participating OUs to ensure:

- a) The functioning of the proposed CUs, according to the specified schedule;
- b) A decision on the possibility of alternative use of other forms of final assessment, in exceptional cases;
- c) The acceptance of students under ISS in their study cycles, provided they have successfully completed the FP, as well as the specific access conditions defined by the OU, as provided for in paragraph 5 of article 4 of the NOVA's International Student Status Regulations.

CHAPTER X

(Final provisions)

Article 28

Payment for the teaching service

1. Teachers will be paid according to their category, based on regulation 207/2018, of 5 April, which regulates the provision of teaching services between organic units of the NOVA.
2. Payment is made to the OU, at the end of each edition, after sending the information requested by the Foundation Programme Management.

Article 29

Quality assessment

1. The competent bodies of the FP, provided for in Articles 28 and 29 of these Regulations, shall specify, in close cooperation with the Academic and Quality Assurance Department of the Rectorate, methods for the regular assessment of the quality of the FP programme and shall periodically publish their results.
2. The results of the FP assessment will be periodically analysed, thus providing for a strategic review of the programme.

Article 30

False statements

In situations where the applicant makes false declarations or submits forged documents, the ranking or enrolment and registration already made is cancelled, with no refund of the amounts paid, without prejudice to the possibility of adopting other legally provided procedures, namely communication to the competent authorities for the purpose of cancelling a student visa.

Article 31

Student classified as being in an emergency situation due to humanitarian reasons

The provisions of article 8-A of Decree-Law no. 36/2014, as amended by article 3 of Decree-Law no. 62/2018 of 8 June, apply directly to FP applicants who are classified as being in an emergency situation due to humanitarian reasons.

Article 32

Omissions and doubts

Omissions and doubts raised in the application of these Regulations shall be resolved by decision of the Rector.

Article 33

Repealing rule

The FP Regulations previously in force are hereby repealed with effect from the applications made for the FP in the 2021/2022 academic year.

Article 34

Transitional rule and entry into force

These regulations shall come into force on the day following their publication, without prejudice to the necessary harmonisation with the school calendars of the organic units for the 2021/2022 academic year.

11 May 2021, The Rector, Prof. Dr. João Sàágua