

NOVA University Lisbon

Rectorate

Regulation No. 687/2020

Summary: Regulation for the International Student Status of the NOVA University Lisbon.

Within the scope of Decree-Law No. 36/2014, of 10 March, republished by Decree-Law No. 62/2018, of 6 August, particularly in the development of article 14 of this regulation, it is necessary to approve the Regulation for the application of the International Student Status at the NOVA University Lisbon, hereinafter referred to as NOVA.

Pursuant to article 98 of the Code of Administrative Procedure, approved by Decree-Law No. 4/2015, of 7 January and paragraph no. 3 of article 110 of the Legal Regime for Higher Educational Institutions, approved by Law No. 63/2007, of 10 September, this regulation was subject to public consultation, with the contributions of interested parties being collected, which were inserted in the text published below.

Thus, under the provisions of article 8 and subparagraph o) of article 92 of the Legal Regime for Higher Educational Institutions, combined with subparagraph c) of paragraph 1 of article 21 of the NOVA University Lisbon, approved by Legislative Order No. 3/2020 of 6 February and after a favourable opinion from the Board of Deans on 20/02/2020, I hereby approve the Regulation for the International Student Status of NOVA University Lisbon, which is published below:

Regulation of the International Student Status of the NOVA University Lisbon

SECTION A

General provisions

Article 1

Object

1 — This regulation defines, under the International Student Status (*Estatuto do Estudante Internacional* - EEI) approved by Decree-Law No. 36/2014, of 10 March, amended and republished by Decree-Law No. 62/2018, of 6 August, the rules applicable to international students, namely concerning:

- a) The conditions for entering study programs at the NOVA University Lisbon;
- b) The terms under which the application for enrolment and registration must be submitted through the Special Access and Admission Processes for International Students (CEAIEI).

2 — Any student who satisfies the conditions laid down in article 3 of Decree -Law No. 36/2014, of 10 March, as amended and republished by Decree-Law no. 62/2018 of 6 August, is considered an international student at NOVA University Lisbon.

Article 2

International Student

1 — For the purposes of the provisions of article 3 of Decree -Law no. 36/2014, of 10 March, in the current wording, an international student is a student who does not have Portuguese nationality.

2 — The provisions of paragraph 1 exclude:

- a) Nationals of a Member State of the European Union;
- b) Those who, not being nationals of a Member State of the European Union, have legally resided in Portugal for more than two years (regardless of the time they had a residence permit for carrying out studies) in an uninterrupted manner, on 1 January of the year they intend to enrol, as well as the children who legally reside with them;
- c) Those who require entry through special access and entry regimes regulated by Decree-Law No. 393-A/99, of 2 October, amended by Decree-Law No. 272/2009, of 1 October;
- d) Those who are attending a Portuguese higher educational institution, within the scope of an international mobility program to carry out part of a study program of a foreign higher educational institution with which the Portuguese institution has established an exchange agreement for this purpose, without prejudice to the eligibility of their application after the exchange period;
- e) The family members of Portuguese nationals or nationals of a member state of the European Union, with the concept of “family member” being defined by item i) of article 2 of Law No. 37/2006, of 9 August;
- f) Those who are beneficiaries, on 1 January of the year in which they intend to enter higher education, of the status of equal rights and duties attributed under the international treaty granted between the Portuguese State and the State of which they are nationals.

3 — Students entering Portuguese higher education under Decree-Law No. 36/2014, of 10 March, maintain the status of international student until the end of the study program in which they enrolled or to which they have transferred, regardless of whether their initial enrolment and registration took place at the NOVA University Lisbon or another Portuguese higher educational institution.

4 — International students who acquire the nationality of a Member State of the European Union are excluded from the preceding paragraph.

5 — The termination of the application for international student status as a result of the provisions of paragraph 4 takes effect in the academic year following the date of the acquisition of nationality.

Article 3

Students with dual nationality

1 — A foreign student who, at the time of submitting an application, complies with any of the provisions provided for in paragraph 2 of article 3 of Decree-Law No. 36/2014, of 10 March, may not apply for this special admission process.

2 — In situations where the applicant declares that they do not have Portuguese nationality or that of a Member State of the European Union and, subsequently, the declaration is found to be false, the registration and enrolment made will be cancelled, without the possibility of refunding the amount paid in the meantime by the student.

3 — Except for the provisions of paragraph 1, foreign students who, throughout the study program, are able to comply with any of the provisions provided for in paragraph 2 of article 2 of this regulation. However, such a change will not have any retroactive effect, being exclusively applicable from the academic year following the change in the student's situation.

4 — Without prejudice to the provisions of the previous paragraph, the situation presented by the foreign student at the time of application to the Pre-University Semester is considered as definitive, and subsequent changes are not allowed during the course of the same.

Article 4

Application and documents

1 — Special competitions for access and admission of international students to enter study programs leading to a Bachelor's degree and integrated study programs leading to the degree of Master are organized in the Organic Units responsible for the training offer in question.

2 — The deadlines for applications to study programs or to the Pre-University Semester will be published in a harmonized manner in a specific notice by the Rectorate Team, together with the number of vacancies, the application requirements, the selection criteria and the applicable fee, working together with the General Council.

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

- a) Simple photocopy of the foreign passport or identity card;
- b) Statement of honour stating that the candidate is not a Portuguese national nor is covered by any of the exceptions that, under the terms of Decree-Law No. 36/2014, of 10 March, exclude them from International Student Status;
- c) Documents proving access qualifications, duly validated by the competent authority of the issuing country, which must be accompanied by an official translation, provided that they are not originally written in Portuguese, English, French or Spanish;
- d) Other documents that are deemed necessary for the assessment of the application, as determined in the respective application Notice, also translated under the terms of the previous paragraph, whenever they are not originally written in one of the aforementioned languages;
- e) Document proving command of the language in which the course is taught, for which the application is being made.

4 — Until the act of registration, the documents referred to in subparagraphs c) and d) of paragraph 3 must be recognized by a Portuguese diplomatic or consular authority or presented with the seal of the Hague Apostille by the competent authority of the State from which the document originates, or other certification of the authenticity of the diploma.

5 — The Organic Units will also accept the placement of students admitted through the Pre-University Semester, in accordance with the provisions of paragraph 2, once the performance conditions in that program, previously established by them, have been satisfied.

6 — Entry into study programs leading to the degree of master and PhD is carried out in accordance with the regulations approved by the legally and statutory competent body, pursuant to paragraph 2 of article 4 of Decree-Law No. 36/2014, republished by Decree-Law No. 62/2018, of 6 August.

Article 5

Re-entry and Change of Institution/Course Pair regimes

International students admitted from the 2017-2018 academic year through re-entry and change of institution/course arrangements are subject to the provisions of this regulation, in particular Article 7.

Article 6

Enrolment and registration

1 — Admitted candidates must complete their registration and enrolment within the specific terms and conditions set out in the calendar applicable to the respective study program to which they applied, without prejudice to the need to enrol in the NOVA's annual language course, under the terms of the Notice of the admission process, when they do not have certification of the level of mastery in the language of instruction.

2 — Whenever an “Approved — Placed” candidate does not register and enrol within the established period, it is considered that there has been a withdrawal, and the following candidates on the ranking list will be called, by email, up to the maximum number of places made available for this.

3 — In addition to the specific aspects resulting from international student status, students in everything else, are subject to the internal regulations in force in the Organic Unit in which they are enrolled, benefiting from indirect social welfare.

4 — The payment made for the application, registration and enrolment, under the terms of article 7, is not refunded, regardless of the reason.

5 — The Organic Unit responsible for the admission process will communicate to The Portuguese Service for Border Control and Aliens (SEF) the identification of “Approved — Placed” candidates who do not register and enrol within the set deadline, for the purpose of cancelling student visas.

Article 7

Attendance rate (tuition fee)

1 — The value of the annual registration fee is fixed annually, for each cycle of studies, by the NOVA General Council, following the proposal of the Rector.

2 — The tuition fee can be paid at once, for the full amount of the annual specified amount, at the time of enrolment, or in instalments, in a number to be defined by the legal and statutory competent body.

3 — In addition to the tuition fee, there is the cost of compulsory school insurance and the registration fee, due at the time of registration.

4 — Tuition fees are paid in the form and within the deadlines established for the remaining students.

5 — The act that constitutes the obligation to pay the tuition fee corresponds, in each academic year, to the act of enrolment, and any other type of notification is not necessary for the benefit to be paid.

6 — Any student enrolled in NOVA's study programs is obliged to pay the full annual tuition fee of the respective academic year of enrolment and other fees/charges associated with that enrolment, even if they interrupt, withdraw or cancel the enrolment and regardless of the reason, unless based on a different view of the OU's Tuition Fees Regulation.

Article 8

Vacancies, application deadlines and exam registration

1 — The number of vacancies for the study program is fixed annually by an Order from the Rector.

2 — For its definition, the following must be taken into account:

a) The human and material resources of the Organic Unit;

b) The limits previously fixed and the general guidelines established by the member of the government responsible for higher education.

3 — The vacancies referred to in paragraph 1 are communicated annually to the Directorate-General for Higher Education, accompanied by the respective justification, where necessary.

4 — The special access admission process takes place according to the calendar set annually by the Rector by at least three months before the start date of the admission process.

5 — The said calendar is published on the NOVA website and that of the respective Organic Units.

6 — The calendar covers all actions related to the application to the Organic Unit, including the intervals within which the acts must be performed.

7 — The written assessment tests, if applicable, are carried out in person at the Organic Unit responsible for the admission process or through an electronic platform.

8 — Failure to appear in the written exam, where applicable, is equivalent to withdrawing the application.

Article 9

Final classification, ranking and dissemination of results

1 — The criteria for weighting the curriculum assessment and the interview, referred to in paragraph 2 of article 4, must be included in the respective opening of the admission process.

2 — The final result of the application is expressed through one of the following statements:

a) “Excluded”, if the candidate does not satisfy or has not shown they satisfy the access conditions indicated in this regulation;

b) “Not approved”, if the candidate has a final classification below 95 points;

c) “Approved — admitted”, if the candidate has a final classification equal to or higher than 95 values and an application mark that enables them to fill one of the vacancies available in the cycle of studies to which they are applying;

d) “Approved — Not admitted”, if the candidate has a final classification equal to or higher than 95 values but does not have an application mark that enables them to fill one of the vacancies available in the cycle of studies to which they are applying;

3 — The ranking of candidates in each cycle of studies is done in decreasing order of the final classification.

4 — The candidate ranking list is published on the Organic Unit website.

5 — Complaints about the results must be submitted to the departments of the Organic Unit, by filling in a form, attaching all the documents necessary to justify the complaint, within the deadlines stipulated for that purpose.

6 — Decisions about complaints are made by the Director of the OU, within the period stipulated for that purpose and notified to the complainant, by e-mail.

Article 10

Juries

1 — The juries responsible for examining the applications are appointed by Order of the Dean of each Organic Unit.

2 — It is up to the juries, among other tasks, to:

a) Draw up the list of approved and excluded candidates given the access conditions defined in Article 4;

b) Prepare written exams and assess them, where applicable;

c) Carry out interviews, if applicable;

d) Proceed with the final ranking of candidates.

Article 11

False statements

In situations where the candidate makes false declarations or presents forged documents, the raking 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 12

Student in an emergency situation due to humanitarian reasons

The provisions of article 8-A of Decree-Law No. 36/2014, in the wording given by Article 3 of Decree-Law No. 62/2018 of 8 June, directly apply to candidates for NOVA study programs as well as the SPU, who are in an emergency situation due to humanitarian reasons.

Article 13

Omissions and doubts

Any omissions and doubts raised when applying this regulation are resolved by an Order from the Rector.

Article 14

Repealing rule

The International Student Status Regulations approved in the Organic Units of the NOVA University Lisbon are revoked, with effect from the admission process held for the placement of international students, in the 2021/2022 academic year.

Article 15

Transitional rule and entry into force

These regulations come into force on the day following their publication in the Official Gazette (*Diário da República*), without prejudice to the necessary harmonization with the school calendar of the organic units for the 2020/2021 academic year.

9 July 2020. — The Rector, *Prof. Doutor João Sàáguas*.

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