

Regulation of the Pre-University Semester

CHAPTER I

Goals, organic units and duration

Article 1

Goals

1. The Pre-University Semester (SPU) is a programme originally developed for students who have just completed the secondary education and that, in the future, wish to apply to higher education in Portugal.
2. The objectives of the SPU are:
 - a) To help foreign students in the adaptation to the Portuguese education system, gaining autonomy, and adjusting working methods;
 - b) To improve skills in English and Portuguese language when necessary;
 - c) To facilitate the admission in one of the University courses of Universidade NOVA de Lisboa, under the International Student Status (ISS);
 - d) To be exposed to interdisciplinary education, via the frequency of elective curricular units (UC) from different academic areas;
 - e) To expose students to European thinking, understanding your historical, political and cultural framework.

Article 2

Organic units participating

1. The SPU has the participation of the following Organic units (OU) of Universidade NOVA de Lisboa:
 - a) Faculty of Sciences and Technology (FCT NOVA);
 - b) NOVA Medical School | Faculty of Medical Sciences (NMS | FCM);
 - c) Faculty of Social Sciences and Humanities (FCSH);
 - d) Faculty of Law (FDUNL);
 - e) NOVA Information Management School (NOVA IMS);
 - f) Nova School of Business and Economics (NOVA SBE);
 - g) Rectory of Universidade NOVA de Lisboa.
2. The integrated management of the SPU program falls within the competence of the Rectory of Universidade NOVA de Lisboa, in coordination with the participating OU, in accordance with Articles 27 and 28 of this regulation.

Article 3

Duration and editions

1. SPU has the approximate duration of one academic semester.
2. In each academic year, there are two editions of the SPU:
 - a) First semester (or fall semester), beginning in September and ending in January;
 - b) Second Semester (or spring semester), beginning in February and ending in June.

CHAPTER II

Conditions of admission, curriculum structure, syllabus and credits

Article 4

General conditions of admission in SPU

1. International candidates, covered by the ISS, may apply to SPU, as a mechanism of entry into programmes of study available at Universidade NOVA de Lisboa.
2. Other candidates, national or foreign, that are not included in the preceding paragraph, may also apply to SPU, in which case students cannot enroll directly in the programme of study, and should integrate the National Contest [i] or other alternative mechanisms of access, in accordance with current legislation.
3. All applicants must possess minimum fluency B1 [ii] in at least one of the following languages: Portuguese or English.

Article 5

Specific conditions of admission to the SPU

1. In addition to the General conditions of access to the SPU, each Organic Unit of Universidade NOVA de Lisboa, establishes specific conditions for the admission of cycles study by which is responsible.
2. The specific conditions for the access to each Organic Unit and cycle of study are published on the website of the SPU.
3. Each OU is responsible for issuing a letter of acceptance, communicating to the candidates accepted by them, which criteria candidates must meet to be later accepted in the intended cycles of study, whether under the ISS or the under another access mechanism.

Article 6

Curricular structure and credits

1. The programme structure of SPU consists of a set of courses offered by the participating OU.
2. Each student should select three courses of at least two distinct OU.
3. To have access to each OU, candidates must complete specific courses, according to the information published on the website of the SPU and described in the letter of acceptance sent to each candidate.
4. For all candidates, it is compulsory to complete the following courses:
 - a) Book Club - available in Portuguese and in English, depending on the candidate's preference;
 - b) English language, except for candidates who are certified level B1;
 - c) Portuguese language, except for candidates who are certified level B1.
5. Some of the courses completed during the SPU may be awarded ECTS credits, recognized under the first cycle or integrated master to which

the student will apply, in accordance with the rules of recognition of ECTS credits are specific defined for each OU.

Article 7

Curricular structure of each edition

1. For each edition of the SPU, a detailed curriculum structure will be published in the website, laying down the schedule of the offered courses of that particular edition, based on the number of registered students.
2. For each edition of the SPU, each OU must indicate the courses that will offer before the start of the application period.
3. Universidade NOVA de Lisboa will publish on the website of the SPU the detailed course structure as well as any other information concerning the operation of each edition of the SPU.

CHAPTER III

Formal application and registration in the SPU programme

Article 8

Formalizing the application to the SPU

1. The application period for the SPU is open from March to May, for the fall-semester, and from August to October for the spring-semester.
2. The application for the SPU is formalized by the completion and submission of the online form, available on the website of the SPU.
3. The application must include the following documentation:
 - a) Letter of motivation
 - b) Identification of the OU to which the candidate wants to apply after the end of the programme;
 - c) Letter of recommendation (optional);
 - d) High-school diploma, including the transcript of records with all completed subjects and corresponding grades. If the candidate has not yet completed the secondary education at the time of the application, he/she must deliver the transcript of records with all subjects carried out so far and corresponding grades;
 - e) copy of passport;
 - f) Certificate of English and/or Portuguese minimum level (B1);
 - g) Other relevant information, namely international exams or completed courses in higher education.
4. After the submission of the online application, the candidate receives an email confirming the reception of the documentation and indicating the procedure for payment of the application fee, in accordance with Article 26 of this regulation.
5. Universidade NOVA de Lisboa will only evaluate the application after receiving and verifying the required documentation and after the receiving confirmation of the payment of the application fee.
6. Candidates applying directly to one OU may be referred to the SPU when the OU considers that the candidate will benefit from its frequency before being admitted to the intended programme.

Article 9

Formalization of registration on the SPU for candidates covered by ISS

1. After verification, the application is forwarded to the OU indicated by the candidate and it is the responsibility of the OU to decide on the acceptance of the application for the SPU.
2. For candidates covered by the ISS, the acceptance of the application by the OU entails the prior acceptance of the admission of the candidate to the programme of study for which the candidate is proposing, as long as the candidate complies with the conditions laid down by the OU and communicated to the candidate.
3. If the application is accepted, it is the responsibility of each OU to communicate to the candidate, in writing, which conditions must be fulfilled within the SPU to the future entry into a programme of study offered by that OU.
4. In addition to the general conditions, each OU should inform candidates which of the SPU courses the candidate must register and complete successfully to be accepted at the intended programme of study.
5. It is the responsibility of the candidate to proceed to the formal registration on the courses of the SPU, in accordance with the preceding paragraph.
6. Applicants not accepted by an OU may submit a new application to another participating OU, provided that they comply with the deadlines established for each edition of the SPU.
7. The candidates covered by the ISS that are not accepted by any of the participating OU may still attend the SPU programme. However, there will be no guarantee that they will be accepted as in any programme of the new University of Lisbon, after successfully completing the SPU.

Article 10

Formalization of registration on the SPU for candidates NOT covered by the ISS

1. Candidates not covered by the ISS may enrol in the SPU in order to improve knowledge and skills.
2. Subsequently, to join a study programme of Universidade NOVA de Lisboa, candidate will have to comply with the conditions and procedures of the applicable mechanism of admission in the Portuguese Higher Education System.
3. After initial verification, the application is analysed, competing the management of the SPU, in accordance with Articles 27 and 28 of this regulation, to decide on the admission of the candidate.
4. If the candidate is admitted, it is the responsibility of the management of the programme, in accordance with Articles 27 and 28 of this regulation, to notify the applicant, in writing, informing of the conditions that must be fulfilled for the frequency and completion of SPU.

5. It is the responsibility of the candidate to proceed to the formal registration on the courses of the SPU, in accordance with the preceding paragraph.
- 6.

Article 11

Registration for the courses of SPU

1. Candidates must register to each individual course of the SPU online or by e-mail, at the beginning of the corresponding edition.
2. Each student must register for three elective courses of at least two distinct OU.
3. Upon request, it may be allowed registration in more than 3 courses.
4. If the number of registered students for one course of the SPU exceeds the available seats, students will be selected in accordance with the following criteria:
 - a) First: Mandatory course for accessing the OU to which the student intends to apply after the completion of the SPU;
 - b) Second: Students with the earliest enrolment date;
 - c) Third: students with the highest grade of completion of the secondary school;
5. Universidade NOVA de Lisboa or the OU may set a maximum number of seats for any of the courses that is offering.
6. Universidade NOVA de Lisboa or the OU may condition the opening of an elective course to a minimum of registration.

CHAPTER IV

Calendars and scheduling of classes

Article 12

School calendar and examinations

1. The school calendar of SPU has as reference the regular school calendar of Universidade NOVA de Lisboa:
 - a) The fall-semester which corresponds to the first semester of the academic school year:
 - i) Classes schedule: 15 September to 22 December;
 - ii) Exams schedule: December and January;
 - b) The spring-semester that corresponds to the second semester of the academic school year:
 - i) Classes schedule: 1 February to 22 may;
 - ii) Exams schedule: May and June;
2. The calendar of examinations of each edition of the SPU will be published on the SPU website until 60 days before the beginning of exam period.

Article 13

Scheduling of classes

The scheduling of classes for each edition of the SPU will be published on the website of the SPU.

CHAPTER V

Teaching

Article 14

Syllabus of courses

1. The syllabus of each course is the responsibility of the lecturer in charge
2. The syllabus of the courses is published on the website of the SPU, before each edition

Article 15

Class attendance and replacement of classes

1. The estimated number of classes per semester must be fulfilled. In case of justified impediment, the lecturer must teach new classes, replacing those that could not be taught.
2. The presence of students in class is mandatory and subject to attendance record.
3. Student's absences are allowed up to one-third of the number of classes of each course.
4. If the number of absences of a student to a course is higher than limit allowed, the student cannot be approved to the course concerned unless he/she presents a justification for illness or other cause of *force majeure*.

CHAPTER VI

Student assessment

Article 16

Calendar of exams

1. Final exams of the courses cannot be scheduled outside the dates and hours provided for in the respective calendar.
2. The resit dates of the SPU courses will follow immediately after the standard dates, according to the published calendar for each edition.

Article 17

Final assessment

1. The final assessment consists, as a rule, a written exam on all the subjects addressed in class, until a week before your achievement.
2. Alternative mechanisms of assessment — oral examination, assessment of works written and reports — may be used but depends always of prior authorisation of the competent bodies, in accordance with Articles 27 and 28 of this regulation, granted to each course and to each edition of the semester.

3. Students with special learning needs, that may affect the performance in the exam, should be brought to the attention of the competent bodies, accompanied by a teacher's proposal, suggesting the change in the type or the duration of the exam or other appropriate method.
4. Written exams have a maximum duration of 3 hours.

Article 18

Assessment of student learning and grading

1. The grading of assessment for each course is expressed in numeric scale from 0 to 20. An approved student must obtain a grade equal to or greater than 10, unless stated differently for a particular course.
2. The final classifications can be associated with qualitative information with four classes:
 - a. the 10 to 13 — Satisfactory;
 - b. b) 14:15 — Good;
 - c. c) 16 and 17 — Very Good;
 - d. d) 18 to 20 — Excellent.

Article 19

Final grade of SPU courses

1. The final course of each course is calculated according to the criteria established and published in the description of the course.
2. In case of omission, the final grade may be higher than the grade of the final exam, taking into account other relevant element as proposed by the lecturer, but can never be lower than the grade of the final exam.

Article 20

Resit exams and grade improvement

1. The subject and contents of the resit exam is related with the contents addressed during the classes of the same edition of the SPU course.
2. Students who pass in a course may attend the resit exam to improve the grade, for the same edition of the SPU, upon registration for this purpose.
3. The fee to be paid by students who request grade improvement is established for each edition of the SPU and published on the website.
4. The best grade obtained in the exams of the same course will prevail as the final grade.

Article 21

Grading and returning graded assessment

1. The deadline for retuning the graded assessment to the students is 15 days, counted in continuous after the date of exam.
2. The lecturer responsible for the course must sign the graded assessment and have the grade and rating on the scale.

3. The lecturer responsible for the course must complete and sign the corresponding gradebook.
4. The lecturer responsible for the course should be available for face-to-face discussion of the exams by the students and organize classes for reviewing the exam.

CHAPTER VII

Final approval of the SPU and admission into the OU

Article 22

Final classification

1. The final classification of the SPU is expressed on a scale of 0 to 20, in accordance with the European scale of comparability of classifications.
2. The final classification of the SPU is the weighted arithmetic average, rounded to the nearest hundredth, of the courses that the student obtained approval.
3. In the set of the selected disciplines, in accordance with the provisions of the preceding paragraph, all mandatory and elective courses are included, in the number required for the completion of the SPU.

Article 23

Issuing of the certificate of completion of the SPU

1. The certificates of completion of the SPU are issued after the publication of the gradebook of the last exam carried out during the standard assessment dates of each edition of the SPU.
2. If the students request a resit examination or grade improvement, the certificate is issued after the publication of the last examination is held and graded.
3. A student completes with success the SPU when he/she was approved at every course requested for compliance with the criteria established by the OU that he/she is applying to, in accordance with Article 5 of this regulation.
4. It is considered as a criterion for success of the SPU the minimum frequency of two-thirds of the scheduled classes in all the courses on which is registered, in accordance with Article 15 of this regulation

Article 24

Admission to the programmes of study

1. After the successful completion of the SPU, students can apply for admission in the programme of study pursued the OU that has accepted your application for the SPU.
2. Exceptionally, a student of SPU may apply for a different OU than the one indicated during the application for the SPU, provided that they fulfil the following two cumulative conditions:

- a. the candidate meets the specific conditions for access to the new UO;
 - b. the management board of the OU accepted, in writing, the application.
3. A student under the ISS that has attended SPU and has been accepted previously by one of the participating OU, as described in paragraph 2 of Article 9 of this regulation, will automatically be admitted to the programme of study referred in the Letter of Acceptance, as long as he/she complies with the criteria defined by the OU.
4. Students covered by the ISS that have not been previously accepted by one of the participants, OU can apply under the ISS one of the OU of Universidade NOVA de Lisboa, being the decision of acceptance of the application the entire responsibility of the OU.
5. Applicants not covered by the ISS may apply for a programme of study of Universidade NOVA de Lisboa, under the applicable mechanism of admission in Higher Education and in accordance with the procedures in force.
6. The application is performed directly in the OU that is offering the programme of study intended by the applicant and in accordance with the regulation in force.
7. The applicant is responsible to request information at the OU on the requirements of the application process and on the official calendar of the programme of study to which he/she is applying.

CHAPTER VIII

Obligations of candidates

Article 25

Responsibilities of the candidates

1. At the application and registration stage of the SPU, it is the responsibility of the candidates to ensure that they meet the conditions necessary for the participation in the SPU, namely:
 - a) Obtain a visa on time, including ensuring that they comply with the necessary conditions including accommodation, insurance and other established by the entity issuing the visa;
 - b) Assume all the costs related with the participation in the SPU.
2. After completing the SPU with success, it is the responsibility of the student to obtain information and comply with the procedure of registration to the programme of study, in accordance with the rules of admission in higher education.
3. If the candidate is still a minor, it is the guardian that takes responsibility for the procedures established in the previous points.

Article 26

Fees and tuitions

1. For the participation in the SPU, the following charges and fees are due:
 - a) the application fee

- b) registration fee;
 - c) tuition
2. The deadlines and payment values in effect for each edition of the SPU are published on the website of the SPU.
 3. The application fee is due at the application stage of each edition of the SPU.
 4. If the applicant misses the deadline of payment of the application fee, the application process will not be assessed or taken in consideration for the SPU.
 5. The registration fee is due until one week after the notification of acceptance of the application by one of the OU participating in the SPU.
 6. If the applicant misses the deadline for the payment of the registration fee, the candidate loses the vacancy for the SPU.
 7. Universidade NOVA de Lisboa will issue the letter of acceptance to the SPU immediately after confirmation of the payment of the registration fee. With this Letter, the candidate can start the visa request process.
 8. The tuition is due until the official start of each edition of the SPU.
 9. If the applicant misses the deadline for the payment of the tuition, he/she will not be allowed to participate on the SPU.

CHAPTER IX

Management structure of the SPU

Article 27

Competences of the Rectorate of Universidade NOVA de Lisboa

1. The Rectorate of Universidade NOVA de Lisboa is responsible for the coordination and management of the SPU, in all procedures that are cross-cutting to the SPU and not specific to each OU.
2. It is the responsibility of the Rectorate:
 - a) Launching the campaign of the SPU and the follow-up of the contacts established;
 - b) Developing and updating of the web page of the SPU;
 - c) Centralizing the communication with candidates about the functioning of the SPU;
 - d) Articulating with the OU for the collection of the necessary information for dissemination, preparation and operation of the SPU;
 - e) Managing and collecting payments of fees and tuitions for the SPU;
 - f) Keeping track of the registration of the candidates in the courses of the SPU;
 - g) Requesting information about the candidates and making it available for OU to ensure the students' enrolment as external students of the OU.
 - h) Detailed planning of the SPU, schedule of classes, booking, rooms reservation of equipment and other logistical aspects;
 - i) Keeping track of the overall performance of students in the SPU and communication to the participating OU;
 - j) Issuing certificates of completion of the SPU.

Article 28

Competencies of the OU

1. The OU is responsible for all the procedures that are specific to the OU.
2. It is the responsibility of the participating OU:
 - a) Sending to the Rectorate the list and description of courses that are offered by the OU before the start of application period of each edition of the SPU;
 - b) Sending to the Rectorate the criteria to be admitted by the OU, upon completion of the SPU, before the period of application of the SPU;
 - c) Verifying the information provided on the web page of the SPU related to the OU;
 - d) Analysing the applications submitted to the OU and communicating to the Rectorate the acceptance or the non-acceptance of the candidate, up to a maximum of 5 working days after receipt of the application;
 - e) Verification of applicability of the ISS, when necessary.
 - f) Issuing the letter of acceptance to the candidate, clarifying the requirements the candidates must meet in order to register to the OU after the completion of the SPU, including:
 - i) the list of courses that have to be completed;
 - ii) the documentation to be submitted;
 - iii) the list of programmes of study that are available to the student;
 - iv) other requirements
 - g) to guarantee the functioning of the courses proposed by the OU, in accordance with the agreed calendar;
 - h) Upon completion of the SPU and receiving information from the Rectorate about the performance of the students, each OU should communicate to the candidates whether or not they can formalize their registration in the programme of study, and clarifying deadlines and procedures.

CHAPTER X

Final provisions

Article 29

Payment of the teaching service

Teachers are paid according to their category and in accordance with the salary table of the respective OU.

Article 30

Quality Evaluation

1. The management team of the SPU, pursuant to Articles 27 and 28 of this Regulation, defines methods to a regular assessment of the quality of the program of the SPU and publicize its findings regularly.
2. The results of the evaluation of the SPU are reviewed periodically and improvement strategies are proposed.

Article 31
Entry into force

1. This Regulation shall enter into force on the day following its publication, and it applies to the second edition of the SPU and following.