

## **Regulations on the Application of International Student Status to Universidade Católica Portuguesa**

Attracting international students lies at the heart of the internationalisation strategy of Universidade Católica Portuguesa (UCP). As such, taking into consideration the dispositions laid out in Decree-Law No. 36/2014 of 10 March and the status conferred by Decree-Law No. 62/2018 of 6 August, and in order to promote and streamline the application process for international students, the following regulations are hereby approved:

### **Article 1**

#### **International Student Status**

- 1.** For the purposes of the provisions of the present regulations, an international student shall be so considered who does not hold Portuguese nationality and who is not classified under any of the categories set out in paragraph 2 of the present Article.
- 2.** The following are not categorised as international students:
  - a)* European Union (EU) Member State nationals;
  - b)* Relatives of Portuguese nationals or of European Union (EU) Member State nationals, regardless of nationality;
  - c)* Non-EU Nationals who have been legally and uninterruptedly residing in Portugal for longer than two years on 1 January of the year in which they intend to enter higher education, as well as any offspring who legally reside with them;
  - d)* Those who enjoy, on 1 of January of the year in which they intend to enter higher education, the status of equal rights and duties conferred in accordance with international treaties between the Portuguese State and the State of which they are nationals;
  - e)* Those who request admission into higher education through the special entrance and admission procedures regulated by Decree-Law No. 393-A/99 of 2 October, amended by Decree-Law No. 272/2009 of 1 October.
- 3.** Equally not categorised as international students are those 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 for this purpose.
- 4.** The length of residence with a student residence permit is not relevant for the purposes of paragraph 2, subparagraph c).

5. Without prejudice to the dispositions of the following paragraph, students accepted into higher education under the present regulations will maintain their international student status until the end of the degree programme in which they originally enrolled or into which they transferred, even if, during their course of studies, they are granted the status of equal rights and duties conferred in accordance with international treaties between the Portuguese State and the State of which they are nationals.
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 end 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.
8. For the purposes of paragraph 2, subparagraph *b)*, relatives are those family members so determined in accordance with Law No. 37/2006, of 9 of August.
9. Admission into UCP for those included in paragraph 2, subparagraphs *a)* through to *d)* shall be conducted under the conditions applicable to students of Portuguese nationality.

## **Article 2**

### **Scope of Application**

1. The present regulations shall apply exclusively to admission or readmission into undergraduate and integrated master's study cycles taught by UCP, generally named "degrees".
2. Admissions into UCP of international students for study cycles leading to the attainment of undergraduate and integrated master's diplomas shall be exclusively conducted through the entrance and admissions procedures laid out in the present regulations.
3. The arrangement provided for in the present regulations *in lieu* of entrance examinations is also applicable to admissions via 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**

### **Entrance Requirements**

Under the present regulations, candidates who hold international student status are eligible to apply to UCP degrees provided that they are:

- 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:

a) Proof of language proficiency for the language in which the intended degree will be taught;

b) Proof of achievement of any pre-requisites (if applicable);

c) Proof of specific academic qualifications required for admission into the intended study cycle, namely the subjects assessed in the entrance examinations established under UCP's general admission framework. Only those students who demonstrate knowledge in the subjects of the entrance examinations at a level and content equivalent to those students accepted under the aforementioned general admission framework shall be considered for admission.

**2.** When necessary, 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 length, 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 [https://www.ucp.pt/international/study-catolica/international-applicants?set\\_language=en](https://www.ucp.pt/international/study-catolica/international-applicants?set_language=en). 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 examinations, at a level equivalent to that of students accepted via UCP's 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 [https://www.ucp.pt/international/study-catolica/international-applicants?set\\_language=en](https://www.ucp.pt/international/study-catolica/international-applicants?set_language=en).

Alternatively, by producing documentation attesting to the student's attainment, during secondary

education, of the curricular components encompassing the contents of the entrance examinations required for each degree;

*b)* Written examination in those subjects corresponding to the entrance examinations 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 constitute an eliminating factor.

**6.** The organisation, conducting 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 reached by combining the final results obtained in secondary education or equivalent qualification (or from a programme of studies as set out in Article 3, subparagraph a)) with the entrance examination(s) results of the degree to which the candidate is applying.

**2.** Additionally, other assessment elements may be considered, namely the results of 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 [https://www.ucp.pt/international/study-catolica/international-applicants?set\\_language=en](https://www.ucp.pt/international/study-catolica/international-applicants?set_language=en).

**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, as a rule, of a weighted average consisting of 60% for the secondary education results and of 40% for the entrance examination(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 entrance examination(s) results.

## **Article 6**

### **Applications**

**1.** Applications are to be submitted to UCP, either online or by email (with 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 degree(s) the student is applying for and within the annually set deadlines.

**2.** Applications are formalised by completing an application form, accompanied by:

*a)* Identification document (passport or Portuguese residency card);

*b)* One photograph;

*c)* 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;

*d)* Official transcript of secondary education programme undertaken by those holding qualifications enabling access to higher education, as set out in Article 3, subparagraph a);

*e)* Documentation attesting to the fulfilment of the admission requirements set out in Article 4;

*f)* Motivation letter and CV, if required;

*g)* Sworn statement to the effect that the candidate is eligible to enrol as an “international student”;

*h)* Any other such documents as may be requested for the specific degree(s) to which the candidate is applying.

**3.** Should the candidate lack, at the time of applying, the documentation referred to in subparagraph c) of the preceding paragraph 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 preceding two years, as well as the predicted final average. However, those candidates who meet the admission requirements detailed in Article 4 and who receive the offer of a place may only enrol after submitting documentation attesting to the finality of these qualifications.

**4.** A non-refundable application fee applies, according to the fees table annually set out by the Rector’s Office.

## **Article 7**

### **Students in Emergency Situation for Humanitarian Reasons**

**1.** For the purposes of the present regulations, the category of student in emergency situation for humanitarian reasons applies to those students originating from countries or regions where a recognised situation of armed conflict, natural disaster, generalised violence or human rights violations prevails, requiring humanitarian assistance.

**2.** The application for the status of student in emergency situation for humanitarian reasons can be made by those who meet one of the following conditions:

*a)* Beneficiaries of the status of refugee as defined by Law No. 27/2008, of 30 of June, in its current drafted form;

*b)* Beneficiaries of the status of international subsidiary protection as defined by Law No. 27/2008, of 30 of June, in its current drafted form;

*c)* Those originating from countries or regions where the United Nations High Commissioner for Refugees or the International Organization for Migration have declared the existence of an emergency situation requiring humanitarian assistance.

**3.** The application for the status of student in emergency situation for humanitarian reasons can furthermore be made by the following:

*a)* Holders of a temporary residence permit as detailed in Article 27 of Law No. 27/2008, of 30 of June, in its current drafted form;

*b)* Holders of a residence permit attributed to those who have been the victims of human trafficking or of an action to facilitate illegal immigration, as detailed in Article 109 of Law No. 23/2007, of 4 July, in its current drafted form;

**4.** The application to receive the status of student in emergency situation for humanitarian reasons must be accompanied by documentation provided by the Serviço de Estrangeiros e Fronteiras [Foreigners and Borders Service], by the United Nations High Commissioner for Refugees or by the International Organization for Migration, to the effect that the applicant meets one of the conditions set out in paragraphs 2 and 3.

**5.** Without prejudice to the provisions of paragraph 6 of the present Article, the application to receive the status of student in emergency situation for humanitarian reasons shall be accompanied by the documentation detailed in Article 6.

**6.** Where it is not possible to provide the documentation detailed in Article 6:

*a)* The student shall provide a set of potentially relevant documents (biography, motivation letter, CV, among others). Additionally, further complementary forms of verification of entrance and admission requirements, in accordance with paragraphs 4, 5 and 6 of Article 4, may be employed;

*b)* UCP shall conduct all due diligence, through an interview with the student, in accordance with paragraphs 5 and 6 of Article 4, as well as by consulting the Direção Geral de Ensino Superior and the Direção de Gestão e Administração Escolar, in order to verify the validity of the information provided by the student regarding educational institutions attended and qualifications obtained.

*c)* A written examination may be conducted, in those subjects corresponding to the entrance examinations as required by the different Academic Units (Faculties/Institutes/Schools), in accordance with Article 4, paragraphs 4 and 6.

**7.** International Students who are granted the status of student in emergency situation for humanitarian reasons shall benefit from all forms of available aid within the scope of State social welfare, both direct and indirect.

## **Article 8**

## **Document Authentication**

The documentation attesting to the completion of secondary education and compliance with entrance and admission requirements referred to in Articles 3 and 4 above, shall 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 bear the Hague Apostille by the competent authority of the State in which the documents were issued.

## **Article 8**

### **Places and Deadlines**

1. The admission of international students to UCP is conducted via a separate entrance and admissions procedure, established under the present regulations, and within annually announced deadlines.
2. The number of places allocated for international students is set annually by rectorial dispatch, based on the advice of the different Academic Units.

## **Article 10**

### **Enrolment**

1. Successful candidates must enrol in their respective degree within the relevant deadlines, and on condition of producing all of 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 documentation detailed in the present regulations, students shall present proof of an up-to-date tetanus vaccine.
4. Students shall present documentation and certification attesting to the finality of their qualifications.
5. Students shall be solely responsible for obtaining a visa and maintaining the validity of their residence status in Portugal.

## **Article 11**

### **Tuition Fees**

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

## **Article 12**

### **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 paid up to that point.

## **Article 13**

### **Scholarships**

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

## **Article 14**

### **Interpretation and Additional Regulations**

1. Any issues of interpretation resulting from the application of the present regulations shall be arbitrated by the Rector's Office.
2. Academic Units may set additional conditions to those established in the present regulations, providing that said conditions are duly approved by the Rector's Office.

## **Article 15**

### **Implementation Date**

The present regulations are applicable to candidates to undergraduate and integrated master's degrees commencing in the 2019-20 academic year and subsequent academic years.