

International Student Regulation

Approved at the Meeting of
the Scientific and
Pedagogical Councils of
26/09 and 10/10/2018.

In compliance with Article 14 of Decree-Law 36/2014, of 10 March, in the wording given by Decree-Law 62/2018, of 6 August, the amendments to the International Student Regulation were approved by the Scientific and Pedagogical Councils of ULHT, in the meetings of 16 September and 10 October.

Article 1

Scope

- 1 - This Regulation applies exclusively to international students who wish to attend study cycles leading to bachelor's and integrated master's degrees.
- 2 - The admission of international students in study cycles leading to master's and doctoral degrees is carried out in accordance with the duly approved internal regulations, and the conditions of access and admission set out must comply with the applicable legislation with respect to each of the respective study cycles of.

Article 2

The concept of International Student

- 1 – International student is understood to be a student who does not have Portuguese nationality.
- 2 – The following are not covered by the definition of international student laid down in the preceding paragraph:
 - a) Nationals of a member state of the European Union;
 - b) Family members of Portuguese nationals or of nationals of a member state of the European Union, regardless of their nationality;
 - c) Those who, although they are not nationals of a member state of the European Union and are not covered by the preceding item, have been legally resident in Portugal for more than two years, uninterruptedly, on 1 January of the year in which they wish to enter higher education, as well as the children who legally reside with them;
 - d) Those who, on 1 January of the year in which they wish to enter higher education, are beneficiaries of the equal rights and duties status granted under an international treaty signed between the Portuguese State and the State of which they are nationals;
 - e) Those who require admission to higher education through the special access and admission regime regulated by Decree-Law 393 – A/99, of 2 October, amended by Decree-Lei 272/2009, of 1 October.





3 – Also not covered by the concept of international student are foreign students who are attending a cycle of study, under an international mobility programme, to carry out part of it in a foreign higher education institution with which ULHT has signed an exchange agreement for this purpose.

4 – The residence time with a residence permit for study is not relevant for the purposes of the provisions laid down in item c) of paragraph 2.

5 – For the purposes of item b) of paragraph 2, family members are those considered to be so, in accordance with Law 37/2006, of 9 August.

6 – Admission to ULHT of those students covered by items a) to d) of paragraph 2 is carried out on the same terms as students with Portuguese nationality.

Article 3

International Student Status

1 - International students maintain their status until the end of the study cycle in which they initially enrolled or transferred to, even if, during attendance of the study cycle, they are granted equal rights and duties status under an international treaty signed between the Portuguese state and the state of which they are nationals.

2 - The provisions of the preceding paragraph do not apply to international students who acquire the nationality of a member state of the European Union.

3 - The termination of the application of international student status as a result of the terms laid down in the preceding paragraph shall take effect in the academic year following the date when nationality is acquired.

Article 4

Special access and admission competition

Without prejudice to situations of re-admission or change of the institution/programme duo, the admission of international students is, pursuant to applicable legislation and this regulation, implemented through a special access and admission competition.

Article 5

Access requirements

The following international students may apply for registration and enrolment in the study cycles referred to in paragraph 1 of Article 1:

- a) Holders of a qualification that gives access to higher education, understood as any diploma or certificate issued by a competent authority attesting to a passing grade in an academic programme and giving them the right to apply and be admitted into higher education in the country in which it was conferred;
- b) Holders of a Portuguese secondary education diploma or legally equivalent qualification.





Article 6

Diplomas and certificates

1 - The diplomas and certificates referred to in the preceding article must clearly show the circumstances of their issuance in a reliable manner and must be authenticated by the Portuguese Consulate in the issuing country or, should this be the case, apostilled, under the terms of the Hague Convention and translated into Portuguese by a sworn translator when they are written in a language other than Portuguese, Spanish, French or English.

2 - The diplomas and certificates referred to in the preceding paragraph must include the grading scale and the final grade received in the academic programme.

Article 7

Admission requirements

1 – For the purpose of being admitted to the respective study cycle, international students must demonstrate:

- a) Specific academic qualification to be admitted to this study cycle;
- b) Knowledge of the language or languages in which teaching will be carried out;
- c) Compliance with the prerequisites, where appropriate, in accordance with applicable law.

2 - Verification of the specific academic qualification:

- a) Focuses on the topics of the entrance exams set out for the study cycle in question, under the general access and admission regime;
- b) Must ensure that international students are knowledgeable in the subjects of the admission exams of equivalent level and content to those of the students admitted through the general access and admission regime regulated by Decree-Law 296-A/98 of 25 September, in its current wording.

3 – International students must have a level of knowledge of the language that is appropriate to the study cycle they are applying to, to be demonstrated in one of the following ways:

- a) The language of their academic qualification is the language of attendance for the study cycle they are applying to;
- b) Submission of a certificate attesting to an independent level of proficiency in the language concerned (level B2, in accordance with the Common European Framework of Reference for Languages);
- c) Taking a test at ULHT aimed at ascertaining that the level of knowledge of the required language is met.

4 – Verification of compliance with the prerequisites which have been defined for the institution/programme duo concerned.

5 – The verification referred to in items a) and b) of paragraph 1 may be made by documentary evidence or written examinations, if necessary supplemented by oral examinations.

6 – Annually, a rectoral order shall set out the conditions under which the verification of the admission requirements will be carried out simply by submitting documentary evidence.





7 - In the remaining situations, the verification that admission requirements have been met is made through written examinations.

8 – The written and, if necessary, oral examinations are prepared by an evaluation jury appointed by the Rector, composed of at least 3 PhD holders who are tasked to produce, approve the templates of the written examination, define evaluation criteria, as well as supervise the resulting examination service.

9 - All documents related to the verification that the admission requirements have been met, including the written exams taken by international students, are part of their files.

Article 8

Places

1 - It is up to the Rector to set out, per study cycle, the number of places available, taking into account the limits and requirements provided for in the legal regime of the International Student.

2 – The places may be open, partially, with distinct deadlines depending on the geographical origin of the applicants.

Article 9

Applications

1 – Applications are submitted directly to ULHT, depending on the prior definition of phases and application deadlines.

2 – The phases and deadlines for submitting applications are defined annually by the Rector under the terms of legislation in force and are posted on the ULHT website.

3 - The application for registration and enrolment is made through the special competition referred to in Article 4, after verification of compliance with the access and admission requirements provided for in Articles 5 and 7 of this regulation.

4 - The application is valid only for the year in which it takes place.

Article 10

Serialisation of candidates

1 – The serialisation of candidates for each study cycle is done in descending order of the final grade.

2 – The final application grade is expressed on a scale of 0 to 200.

3 – The final application grade must be 95 points or higher.

4 – Annually, a Rectoral order will define the formula to calculate the application grade.

5 – In the event of a tie, the younger student has preference for filling the place.

Article 10 - A

Student in emergency situation for humanitarian reasons

1 - For the purposes of this regulation, students in emergency situations for humanitarian reasons are those from countries or regions where a recognised situation of armed conflict,





natural disaster, widespread violence or human rights violations prevails, resulting in the need for a humanitarian response.

2 – Those who are in one of the situations provided for in paragraphs 2 and 3 of Article 8-A of Decree-Law 36/2014, of 10 March, in the wording given by Decree-Law 62/2018 of 6 August, can request the application of the status of student in emergency situations for humanitarian reasons.

3 - It is up to the international student in emergency situation for humanitarian reasons to submit their request for the application of the respective regime, which must be accompanied by documentation issued by Serviço de Estrangeiros e Fronteiras (Foreigners and Borders Service), the Office of the UN High Commissioner for Refugees or by the International Organization for Migration, attesting that the student is in a position to benefit from the legal regime in question.

4 – The status of student in emergency situation for humanitarian reasons may be requested by students who are already registered and enrolled in ULHT, with effect on 7 August 2018, even if they have not entered via the special access and admission competition for international students.

Article 11

Documentation

1 – When applying via the special access and admission competition, International students must submit the following documents:

- a) Application form, duly filled out;
- b) Sworn statement that the applicant is not a Portuguese national, nor are they covered by the exceptions provided for in the law and in Article 2 of this regulation;
- c) Diploma or certificate issued by a competent authority attesting to the passing grade in an academic programme and awarding its holder the right to apply and to be admitted into higher education in the country in which the document proving the completion of the Portuguese secondary education or equivalent was obtained;
- d) Document attesting to the knowledge of the teaching language of the programme to which they apply;
- e) Photocopy of the passport or other legally equivalent document.

2 – International students must also pay the application charges in force.

3 - Where they cannot prove by means of a document that they are covered by item a) of Article 5 of this regulation, international students in emergency situations on humanitarian grounds shall:

- a) have an interview with the director of the study cycle in which they intend to enrol with the goal of verifying the reasons why it is not possible to prove their academic qualification by means of a document;
- b) sign a sworn statement that they hold an academic qualification, specifying it, which gives them the right to apply and be admitted into higher education in the country in which it was awarded.





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Article 12

Student Welfare

ULHT, with the collaboration of relevant entities, takes action to promote the academic and social integration of international students, organising initiatives considered appropriate for active participation, in particular in the fields of language, culture, science, technology and sports.

Article 13

Registration and enrolment

- 1 - The admitted candidates must register and enrol within the deadline set in the respective calendar for this purpose.
- 2 - There is no refund of charges paid.

Article 14

Charges and tuition fees

The charges and tuition fees are defined annually by the Directorate of ULHT's Instituting Entity, via a specific table, and are posted on the ULHT website within the deadline set out for the submission of applications.

Article 15

Interpretation and omissions

Omitted situations or doubts of interpretation of this regulation shall be decided by order of the Rector, as well as by the legislation in force.

Article 16

Entry into force

- 1 - This regulation shall enter into force on the day following its publication in *Diário da República*, without prejudice to the following paragraph.
- 2 - The provisions of paragraphs 2, 5 and 6 of Article 2 of this regulation only apply to applications for access and admission into higher education from and including the 2019/2020 academic year, and they do not apply to students who benefit from the international student status at the date of entry into force of Decree-Law 62/2018, of 6 August.

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