



**Universidade do Minho**  
Rectorate

**Order**  
**RT-50/2014**

With the creation of the Preparatory Course for Access to Higher Education for International Students, it is important to define its regime of operation, namely the necessary procedures for its organisation and management.

Therefore, pursuant to No. 4 of Article 111 and Article 54 of the Statutes of the University of Minho, published in the 2<sup>nd</sup> series of the Official Gazette No. 236 of 5 December 2008, approved by Legislative Order No. 61/2008 and with the assent of the Teaching Committee of the Academic Senate:

I hereby approve the Regulation of the Preparatory Course for Access to Higher Education for International Students, annexed to this order.

University of Minho, 16 October 2014.

The Rector,

António M. Cunha

## **Regulation of the Preparatory Course for Access to Higher Education for International Students.**

### Preamble

The Decree-Law No. 36/2014 of 10 March, amended by the Decree-Law No. 113/2014 of 16 July, regulates the statute of the international student for enrolment in public higher education institutions exclusively through a special competition for access and enrolment in the cycle of studies of undergraduate and integrated master's degrees.

In this context, the University of Minho (UMinho) has approved, by Rectoral Order RT-31/2014 of 2 June, the Regulation for the Special Competition for Access and Enrolment of the International Student.

On 15 October, the Rectoral Order RT/C-92/2014 created the Preparatory Course for Access to Higher Education for International Students, whose regime of operation is defined in this Regulation.

### CHAPTER 1

#### **General provisions**

##### Article 1

##### **Scope**

This Regulation establishes the regime applied to the Preparatory Course for Access to Higher Education for International Students, hereinafter referred to as Course.

##### Article 2

##### **Objectives of the Course**

The objectives of the Course are as follows:

1. Provide international students with the specific tools and knowledge necessary for enrolment in an undergraduate or integrated master's degree of UMinho.
2. Prepare international students for a successful academic path at UMinho through complementary training that includes:
  - a) Deepening students' cultural level, by providing them with experiences and appropriate information.
  - b) Guiding and monitoring students in their studies, in order to enhance the competences acquired and to be acquired;
  - c) Promoting continuous student learning assessment and self-assessment, by confronting students with the demands of their personal training project.
3. Provide international students with all the information on the organisation and operation of the degrees of UMinho, as well as existing career opportunities, with a view to clarifying the available options and readjusting their education direction.

##### Article 3

##### **Course Certificate**

1. International students that have cumulatively attended at least two thirds of the classes and attained success in all course units that make up the Course will receive a certificate.
2. Academic success in the Course will not grant a degree at UMinho.
3. The course units that were successfully completed by international students, which are included in the study plans of the degrees offered by UMinho, are susceptible of future accreditation in the corresponding cycles of studies.

Article 4

**Access to undergraduate and integrated master's degrees**

1. International students that successfully complete the Course do not need to perform the entrance examinations for access to higher education to be able to enrol in an undergraduate or integrated master's degree of UMinho.
2. The undergraduate and integrated master's degrees aforementioned are annually published by UMinho.
3. UMinho annually establishes the course units for each degree, whose successful completion is expected so that the provisions in paragraph 1 can be applied.

Article 5

**Duration**

The Course has the duration of forty weeks, thirty of which are in classroom, and it is equally distributed between the two semesters, according to the Course's academic calendar.

Article 6

**Organisation and Curricular structure**

The scientific areas, course units, school regime and course load are part of the study plan of the Course.

Article 7

**Conditions of operation**

1. The operation of the course units require a minimum number of international students per class, which is annually set.
2. Upon completion of the enrolment process, if the number of international students is lower than 15, the decision on the operation of the respective class rests with the Teaching and Research Unit (UOEI) responsible for the management of the Course, on proposal from the Steering Committee of the Course.

Article 8

**Deadlines**

The deadlines for application and enrolment, and the academic calendar are annually published by order of the President of the UOEI, responsible for the coordination of the Course, on proposal from the Steering Committee.

CHAPTER 2

**Application and enrolment**

Article 9

**Application and enrolment**

1. The application to the Course can be done in the Access Support Office of the Academic Services, by completing the application form and paying the respective enrolment fee.
2. The application must include the following documents:
  - a) Photocopy of the candidate's identification document;
  - b) *Curriculum vitae* (a specific template provided by the Institution);
  - c) Certified documents of the students' academic and professional curriculum;
  - d) Other elements that applicants may consider relevant to the analysis of their application.
3. Application can be done in the Access Support Office of the Academic Services, by paying the respective enrolment fee.

4. Applications and enrolment after the deadline may be accepted, provided that there are still vacancies.
5. The amount of the enrolment fee is reimbursed if the conditions set in Article 7 are not met.

#### Article 10

##### **Fees**

Apart from the application fees, students will also have to pay an enrolment fee and tuition fees, whose value is established by the Rector, on proposal from the Steering Committee.

#### Article 11

##### **Administrative support**

The Access Support Office, under the coordination of the Course Director, is responsible for the administrative support to the Course, namely:

- a) Provide all the necessary information to international candidates;
- b) Manage and update the database of international students and candidates;
- c) Disclose all the information concerning the operation of the Course in the Academic Portal of UMinho (<http://alunos.uminho.pt>) ;
- d) Maintain archives.

### CHAPTER 3

#### **Course Administration and Management**

#### Article 12

##### **Administration and Management Bodies**

The Administration and Management Bodies of the Course are composed of:

- a) The Course Director;
- b) The Steering Committee.

#### Article 13

##### **Constitution of Steering Committee**

1. The Steering Committee is composed of all the Presidents of the Pedagogical Council of the UOEI and an international student representative.
2. The Course Director is the President of the Pedagogical Council of the UOEI that has the highest number of international students enrolled in his/her degrees in the academic year in question.

#### Article 14

##### **Competences of the Steering Committee**

1. The Steering Committee is responsible for:
  - a) Proposing the academic calendar of the Course;
  - b) Approving the assessment criteria of the Course;
  - c) Monitoring and supporting the students throughout the Course;
  - d) Proposing to the Rector the amount of enrolment and tuition fees;
  - e) Monitoring the operation of the Course;
  - f) Commenting on the reports performed by the Course Director;

- g) Promoting coordination between course units and other activities within the Course.
- 2. Each member of the Steering Committee is responsible for ensuring the normal operation of the Course.
- 3. The Steering Committee holds ordinary meetings at the beginning and at the end of each edition of the Course, and extraordinary meetings requested by the Director or by at least two thirds of the members.

#### Article 15

##### **Course Director**

The Course Director is responsible for:

- a) Representing the Steering Committee;
- b) Coordinating the work plans and chairing the meetings;
- c) Resolving day-to-day issues;
- d) Financially managing the Course;
- e) Preparing the annual report on the operation of the Course;
- f) Performing other duties established by the Steering Committee;
- g) Proposing the necessary measures that ensure the normal operation of the Course to the competent bodies, after consulting the Steering Committee.

#### Article 16

##### **Revenues and expenses**

- 1. The amount paid in tuition fees are recognised as revenue to the Course, after the deduction of the overheads to the University and UOEI, as institutionally established.
- 2. The financial expenses of the Course are supported by the tuition fees.

#### CHAPTER IV

##### **Final provisions**

#### Article 17

##### **Omissions**

All omitted situations will be decided by rectoral order.

#### Article 18

##### **Entry into force**

This Regulation shall enter into force on the day following its publication.