



Universidade do Minho  
Rectorate

### RT Order 55/2020

Stipulation of attendance fees  
for non-degree training and  
courses for 2020/21

In accordance with the Academic Regulation (RAUM), approved by RT Order 03/2020, of 3 January, and published in the *Official Gazette*, 2<sup>nd</sup> Series, no. 13, of 20 January, by Order no. 778/2020, the University of Minho offers non-degree courses and training and defines their form of approval, as well as the rules for admission and registration of candidates. The corresponding attendance fees must be stipulated.

Thus, considering:

- a) The provisions of articles 7 and 15 of the University of Minho Statutes, approved by Normative Order no. 13/2017, published in the *Official Gazette*, 2<sup>nd</sup> Series, no. 183, of 21 September;
- b) The provisions of article 4 of the UMinho Academic Regulation (RAUM), approved by RT Order 03/2020, of 3 January, and published in the *Official Gazette*, 2<sup>nd</sup> Series, no. 13, of 20 January, by Order no. 778/2020;
- c) The provisions of article 9 in conjunction with article 16, both from Decree-Law no. 36/2014, of 10 March, as amended and republished by Decree-Law no. 62/2018, of 6 August;

Pursuant to article 37, paragraph 2, of the University of Minho Statutes, I hereby determine the following:

1. Fees are due for attending non-degree courses and training, referred to in article 4 of RAUM and offered by UMinho in 2020/21, in accordance with the provisions of paragraphs 1 and 2 of article 23 of RAUM and under the terms of this Order.
2. The attendance fee for the Preparation Course for Students over 23 for Access to Higher Education (*Curso de Preparação de Maiores de 23 anos para Acesso ao Ensino Superior*), defined in article 5, paragraph a) of RAUM, in accordance with the provisions of article 157, paragraph 8 of RAUM:
  - a) is set at 600 euros;
  - b) may be paid in a lump sum or in 6 instalments of 100 euros each, due by 10 November, December, February, March, April, and May;
  - c) is set at 200 euros per course unit, for attendance of only one or two of the four course units. The amount is to be paid in two equal instalments, due by 10 November and December, or by 10 March and April, depending on whether the course unit(s) runs during the first or second semester;
  - d) is subject to an institutional overhead of 15%.
3. The attendance fee for a Specialisation Course (*Curso de Especialização*) with 60 ECTS, described in article 7, paragraph b) of RAUM:
  - a) is the same as the annual tuition for the relevant master's degree, depending on whether the student is national or international, and it increases in proportion to the number of additional credits, in case the course has more than 60 ECTS;
  - b) may be paid in a lump sum or in 10 equal instalments, due by the 10<sup>th</sup> of each month, between October and July, with the necessary adjustments for courses starting in the second semester;
  - c) is subject to an annual institutional overhead of 1050 euros and increases in proportion to the number of additional credits, in case the course has more than 60 ECTS.
4. Under the terms of article 23, paragraph 2 of RAUM, the attendance fee for a Specialised Training Course (*Curso de Formação Especializada*), described in article 7, paragraph c) of RAUM, is stipulated by the Rector upon recommendation of the Organic Unit (OU) and:
  - a) is paid under the terms set forth in the course opening announcement;

- b) is subject to an institutional overhead of 15%;
  - c) for courses previously approved to run in 2020/21, is set at the amounts listed in Annex 1.
5. Under the terms of article 23, paragraph 2 of RAUM, the attendance fee for a Specialised Postgraduate Course (*Curso de Pós-licenciatura de Especialização*), described in article 7, paragraph d) of RAUM is stipulated by the Rector upon recommendation of the OU and:
- a) takes as reference the annual tuition for the relevant master's degree, depending on whether the student is national or international, and it increases in proportion to the number of additional credits, in case the course has more than 60 ECTS;
  - b) may be paid in a lump sum or in 10 equal instalments, due by the 10<sup>th</sup> of each month, between October and July, with the necessary adjustments for courses starting in the second semester;
  - c) is subject to annual institutional overhead of 1050 euros and increases in proportion to the number of additional credits, in case the course has more than 60 ECTS;
  - d) for courses previously approved to run in 2020/21, is set at the amounts listed in Annex 2.
6. Under the terms of article 23, paragraph 2 of RAUM, the attendance fee for an Advanced Training Course (*Curso de Formação Avançada*), with 30 ECTS, corresponding to a doctoral course, as described in article 8, paragraph b) of RAUM, is stipulated by the Rector upon recommendation of the OU and:
- a) is set at half the amount of the annual tuition for the relevant doctoral degree, depending on whether the student is national or international;
  - b) may be paid in a lump sum or in 5 equal instalments, due by the 10<sup>th</sup> day of each month, between October and February, or between March and July, depending on whether the course starts in the first or second semester;
  - c) is subject to an institutional overhead of 525 euros;
  - d) increases in proportion to the number of additional credits, if the course has more than 30 ECTS, in which case the amounts for instalments and overhead are also adjusted.
7. Under the terms of article 23, paragraph 2, of RAUM, the attendance fee for an Advanced Studies Course (*Curso de Estudos Avançados*), described in article 8, paragraph c) of RAUM, is stipulated by the Rector upon recommendation of the OU and,
- a) is paid under the terms set forth in the course opening announcement;
  - b) is subject to an institutional overhead of 15%;
  - c) for courses previously approved to run in 2020/21, is set at the amounts listed in Annex 3.
8. The attendance fee to complete an Advanced Scientific Internship (*Estágio Científico Avançado – ECA*) for doctoral studies, described in article 8, paragraph d) of RAUM:
- a) is indexed to the applicable annual tuition, considering the doctoral degree in which it is integrated, the national or international status of the student and the number of months of the ECA;
  - b) may be paid in a lump sum or in instalments of equal amount to those of the corresponding doctoral degree, by the 10<sup>th</sup> of each month, starting in the month the ECA begins;
  - c) is subject to an institutional overhead indexed to the annual amount of 1050 euros, considering the number of months of the ECA.
9. The attendance fee to complete Postdoctoral training, described in article 9, paragraph 1 of RAUM:
- a) is indexed to the reference amount of doctoral tuition set for national students, considering the number of months of the Postdoctoral training;
  - b) may be paid in a lump sum or in instalments with equal amount to those of a national doctorate, due by the 10<sup>th</sup> of each month, starting in the month the Postdoctoral training begins;
  - c) is subject to an institutional overhead indexed to the annual institutional overhead amount, of 1050 euros, considering the number of months of the Postdoctoral training.

10. Under the terms of article 23, paragraph 2 of RAUM, the attendance fee for credited short courses, as described in article 10, paragraph a) of RAUM, is stipulated by the Rector upon recommendation of the OU and:
  - a) is paid under the terms set forth in the course opening announcement;
  - b) is subject to an institutional overhead of 15% of the attendance fee.
11. Under the terms of article 23, paragraph 2 of RAUM, the attendance fee for non-credited short courses, described in article 10, paragraph b) of RAUM, is stipulated by the OU and:
  - a) is paid under the terms set forth in the course opening announcement;
  - b) is subject to an institutional overhead of 20% of the attendance fee, which includes the school insurance mentioned in article 12, paragraph 3, subparagraph d) of RAUM. For this purpose, the OUs shall communicate to the administration the list of enrolled students up to three days before the beginning of the course.
12. In the cases referred to between items 2 and 10, a registration fee of 26 euros is due in addition to the attendance fee, which includes school insurance.
13. The payment of registration (when applicable) and attendance fees shall be made through one of the payment methods available on the Payments area of the Academic Portal. The Academic Management Services shall conveniently announce on the Academic Portal where and how payment of attendance fees should be made.
14. Payment of attendance fees after the established deadlines shall bear interest at the legal rate and shall imply non-recognition of academic acts carried out during the period to which the obligation refers until the debt is settled.

The present Orders revokes all norms and guidelines that conflict with the provisions herein stipulated.

The Rector of the University of Minho,

**ANNEX 1**  
**RT Order 55/2020**

**ATTENDANCE FEES FOR SPECIALISED TRAINING COURSES**

**SCHOOL OF ARCHITECTURE**

<b>Course</b>	<b>National student (€)</b>
Specialised Training Course in Scenography	290
Specialised Training Course in Accessibility and Inclusive Design	260

**SCHOOL OF ECONOMICS AND MANAGEMENT**

<b>Course</b>	<b>National student (€)</b>
Specialised Training Course "Public Management Training Programme" (FORGEP)	1 326
Specialised Training Course in Senior Management for Public Administration (CADAP)	6 450
Specialised Training Course "Postgraduate Course in Management - For Senior Officials"	5 950

**SCHOOL OF ENGINEERING**

<b>Course</b>	<b>National student (€)</b>
Specialised Training Course in Systems Engineering - Logistics and Systems Analysis	350
Specialised Training Course in Systems Engineering – Production Simulation and Management	350
Specialised Training Course in Optimisation Applied to Science and Engineering	350
Specialist Training Course "Introduction to Timber Construction"	300

**SCHOOL OF MEDICINE**

<b>Course</b>	<b>National student (€)</b>
Specialised Training Course "Comprehensive Ultrasound Training Program – CUTP"	4 000

**SCHOOL OF NURSING**

<b>Course</b>	<b>National student (€)</b>
Specialised Training Course in Advanced Wound Care Intervention	1 300

## ANNEX 2

### ATTENDANCE FEES FOR SPECIALISED POSTGRADUATE COURSES

#### SCHOOL OF NURSING

<b>Course</b>	<b>National student (€/year)</b>
Specialised Postgraduate Course in Rehabilitation Nursing (1 year)	2 300
Specialised Postgraduate Course in Maternal Health and Obstetric Nursing (2 years)	2 300
Specialised Postgraduate Course in Child Health and Paediatric Nursing (1,5 years)	2 300

## ANNEX 3

### ATTENDANCE FEES FOR ADVANCED STUDIES COURSES

#### SCHOOL OF ENGINEERING

<b>Course</b>	<b>National student (€)</b>
Advanced Studies Course in Numerical Computing in Engineering	800
Advanced Studies Course in Engineering - Cost Management in New Product Development	800
Advanced Studies Course in Bioengineering Systems	2 750