



Universidade do Minho
Rectorate

Order
RT-03/2020

Whereas, under the terms of Article 37(1)(s) of the Statutes of the University of Minho, approved by Legislative Order no. 13/2017, published in the *Diário da República*, 2nd series, no. 183 of 21 September, it is the Rector's responsibility to approve the general regulations on pedagogical matters needed for the proper functioning of the University;

Whereas the legislative amendments that have been made in the meantime, specifically those arising from publication of Decree-Law no. 65/2018 of 16 August, which amended Decree-Law no. 74/2006 of 24 March, which established the legal regime of higher education degrees and diplomas, and publication of Decree-Law no. 62/2018 of 6 August, and Decree-Law no. 55/2019 of 24 April, as well as the Statutes of UMinho;

Considering the experience accumulated by applying the Academic Regulations and the interest in integrating some still independent regulations therein and updating and harmonising the internal regulations that govern the University of Minho's academic activity, there were grounds for an overall revision of the Academic Regulations;

Following public consultation of the Draft Regulations under the terms of Articles 100 and 101 of the Code of Administrative Procedure, and by way of a favourable opinion from the Pedagogical Committee of the Academic Senate, the Academic Regulations of the University of Minho were approved by Order RT-85/2019. However, following the detection of some errors in the version attached to that Order, this Order corrects and republishes the Academic Regulations of the University of Minho.

I hereby revoke Order RT-85/2019 of 20 December.

Let it be published in the *Diário da República*.

The Rector of the University of Minho

ACADEMIC REGULATIONS OF THE UNIVERSITY OF MINHO

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ACADEMIC REGULATIONS OF THE UNIVERSITY OF MINHO

Preamble

In 2014, the University of Minho (UMinho) decided to prepare a systematised compilation of all the academic regulations, believing that regulation of these matters is a way of ensuring the quality of its projects and protecting the rights and duties of all those involved therein, and provides a higher degree of consistency and greater ease in applying the regulatory framework in force at UMinho. This decision, which led to drawing up the Academic Regulations of the University of Minho (ARUM), published by Order RT-41/2014, revised and republished by Order RT-43/2017 of 24 July, had undeniable advantages for all its users.

This new version of the Academic Regulations of the University of Minho (ARUM) was drawn up to meet the provisions laid down in the law, specifically in Decree-Law no. 74/2006 of 24 March, amended and republished by Decree-Law no. 63/2016 of 13 September, and the rules regarding teaching projects laid down in the Statutes of the University of Minho, approved by Legislative Order no. 61/2008 of 14 November, published in the 2nd series of the *Diário da República*, no. 236 of 5 December, and amended by Legislative Order no. 14/2016 of 17 November, published in the 2nd series of the *Diário da República*, no. 228 of 28 November.

The amendments to legislation that have taken place in the meantime, specifically those arising from publication of Decree-Law no. 62/2018 of 6 August, Decree-Law no. 65/2018 of 16 August and Decree-Law no. 55/2019 of 24 April, as well as the Statutes of UMinho, approved by Legislative Order no. 13/2017 of 29 August, published in the 2nd series of the *Diário da República*, no. 183 of 21 September, the experience from implementing the ARUM and the interest in integrating some still independent regulations therein, provided grounds for a revision of the ARUM, in order to adjust these Regulations to the new legislative context.

The second revision of the ARUM is therefore necessary so that they continue to be the reference text for UMinho on matters of programming, management and functioning of teaching activities.

CHAPTER I

Scope of the Academic Regulations

Article 1

Object and scope

1 — The Academic Regulations of the University of Minho (hereafter “Regulations” or “ARUM”) establish the general rules for the organisation and functioning of the different study cycles and other courses delivered by the University of Minho (UMinho), individually or in partnership.

2 — The ARUM also define the duties and rights of students and teaching staff and regulate procedures for assessment and advancement to the following year.

Article 2

Abbreviations

1 — The ARUM use the following abbreviations:

- a) AAUM – Academic Association of the University of Minho (*Associação Académica da Universidade do Minho*);
- b) SB – Scientific Board (*Conselho Científico*);
- c) GB – General Board (*Conselho Geral*);
- d) PB – Pedagogical Board (*Conselho Pedagógico*);
- e) TSB – Technical-Scientific Board (*Conselho Técnico-Científico*);
- f) CUF – Course Unit File (*Dossiê de Unidade Curricular*);
- g) PSYI – Portuguese Sport and Youth Institute (*Instituto Português do Desporto e da Juventude*);
- h) SEN – Special Educational Need;
- i) ARUM – Academic Regulations of the University of Minho (*Regulamento Académico da Universidade do Minho*);
- j) NRTD – National Register of Theses and Dissertations (*Registo Nacional de Teses e Dissertações*);
- k) NRYA – National Register of Youth Associations (*Registo Nacional do Associativismo Jovem*);
- l) AcS – Academic Senate (*Senado Académico*);
- m) QAS – Quality Assurance Services (*Serviços para a Garantia da Qualidade*);
- n) IQAS-UM – Internal Quality Assurance System of the University of Minho (*Sistema Interno de Garantia da Qualidade da Universidade do Minho*);
- o) CU – Course Unit (*Unidade Curricular*);

- p) UMinho – University of Minho (*Universidade do Minho*);
- q) OU – Organisational Unit (*Unidade Orgânica*);
- r) TROU – Teaching and Research Organisational Unit (*Unidade Orgânica de Ensino e Investigação*);
- s) ROU – Research Organisational Unit (*Unidade Orgânica de Investigação*).

2 – If the bodies, services or entities mentioned in these Regulations change name or are wound down, the functions, competences or responsibilities assigned to them shall be exercised by those that replace them.

Article 3 Concepts

For the purposes of these Regulations, the following definitions shall apply:

- a) “Year of study”, “semester of study” and “trimester of study”: parts of the course’s study plan that, in accordance with the relevant legal approving body, should be completed by the student on a full-time basis over one academic year, one academic semester or one academic trimester respectively;
- b) “Academic activities”: teaching and learning activities performed during the contact hours of a CU, which can take several forms and require differing levels of student and professor involvement, taking place at UMinho, in a work setting (such as clinic teaching or placements) or in e-learning settings;
- c) “Blended learning (b-learning)”: teaching that combines face-to-face teaching with e-learning;
- d) “Academic calendar”: single organisation instrument for all OUs at UMinho that defines the time periods for activities related to the development of study cycles for each academic year;
- e) “Course certificate”: document providing proof of holding a first degree or master’s degree, available to students who, having completed those degrees, request it;
- f) “Doctoral certificate”: document providing proof of holding a doctoral degree, available to students who, having completed that degree, request it;
- g) “Study cycle”: organised set of CUs structured according to a training objective, forming an educational path leading to the awarding of a degree;
- h) “Access requirements”: general conditions that should be met to request admission to a study cycle at a certain level of training or to a course not leading to a degree;
- i) “Entry requirements”: specific conditions that should be met to request entry to a specific study cycle or course not leading to a degree;
- j) “Learning agreement”: agreement established between the sending and host universities or organisations and the individually considered students that: i) defines the objectives and content for the academic mobility period, in order to ensure it is relevant and of high quality; ii) is used as the basis for recognition by UMinho of the training completed during the period spent abroad;
- k) “Academic mobility coordinator”: professor to whom the academic coordination of the mobility processes within the scope of the OU is assigned by the head of the OU;
- l) “CU coordinator”: professor to whom the scientific and pedagogical coordination of a specific CU is assigned;
- m) “Crediting”: assigning credits to academic or vocational training and/or previous professional experience, recognising it for academic purposes as being equivalent to one or more CUs in a certain study cycle or course not leading to a degree, exempting the student from taking that CU;
- n) “Credit”: unit of measurement for the student’s work, in any form, specifically group teaching sessions, tutorial personal guidance sessions, placements, project works, dissertations and theses, field work, autonomous work and assessment that, in accordance with the European credit transfer and accumulation system (ECTS), corresponds to a total of 28 hours’ work;
- o) “Course”: organised set of CUs or modules, structured according to a technical, vocational or cultural training objective, which does not lead to a degree;
- p) “Course year delegate or subdelegate”: representative of the students of one year group of a study cycle or other course, elected from among the students in the same year, recognised as the OU’s interlocutor for pedagogical matters regarding the functioning of the study cycle or other course;
- q) “Diploma”: document issued by UMinho in the legally established format proving the awarding of an academic degree or the conclusion of a course not leading to a degree;
- r) “Normal duration of a study cycle”: number of academic years, semesters or trimesters over which the study cycle should be completed by a student attending it on a full-time basis;
- s) “E-learning”: teaching situations in which the student is geographically far from the professor, based on a technologically mediated communication process, generally based on the internet, which may be synchronous and/or asynchronous;
- t) “Face-to-face teaching”: didactic situations in which the student and professor are located in the same physical space

and are involved in a process of direct and synchronous communication;

- u) "ECTS grading scale": scale based on percentiles that enables the comparison of marks achieved in different European higher education systems;
- v) "Curricular structure of a study cycle or course not leading to a degree": set of scientific fields included in the study cycle or course not leading to a degree and number of credits that a student should achieve in each one in order to successfully complete it;
- w) "Student on mobility at UMinho": student registered and enrolled at a higher education institution who is carrying out a period of studies or research or work placement at UMinho under an institutional programme or agreement, with compulsory recognition by the sending education institution;
- x) "Student on mobility abroad": UMinho student who is carrying out a period of studies or research or work placement at a foreign higher education institution or foreign research institution under an institutional programme or agreement, with compulsory recognition by UMinho;
- y) "Enrolment": action by which students are able to attend a specific set of CUs of a study cycle for which they are registered, or a course not leading to a degree;
- z) "Registration": action by which access to a UMinho study cycle is provided, which is performed at the same time as the first enrolment and is valid while the student attends the study cycle without interruption;
- aa) "Change of institution/course pair": action by which a student registers and/or enrolls for a different institution/course pair than the one he/she registered for in a previous academic year, whether or not registration has been interrupted;
- bb) "Results list": document recording the marks achieved by students for a specific CU using the scale in force and comprising the following fields: student's name and number, the attendance regime on which the student was enrolled and the marks obtained for the CU. The following types of results lists are established: normal period results list, special period results list, additional results list and amending results list;
- cc) "Percentile of order n": value of the ordered distribution of marks for a group of students below which n% of marks are found and, therefore, n% of the students in that group;
- dd) "Study plan": organised set of CUs that a student shall pass in order to obtain an academic degree or complete course not leading to a degree;
- ee) "Transition plan": study plan that is applied on a temporary basis, by an order from the rector (RT/C), to students covered by an amendment to a study cycle or course not leading to a degree;
- ff) "Learning management system": digital information management system regarding the different study cycles, other courses and corresponding CUs, which must be used by professors in the fields that form the course unit file, providing a diverse range of synchronous and asynchronous resources to support the learning process that can be used for the purpose of e-learning and others;
- gg) "Academic Portal": digital platform that allows UMinho students to perform several administrative academic actions;
- hh) "Post-doctoral studies": individual research programme lasting between six months and three years, completed at a UMinho OU;
- ii) "Precedence": restriction on enrolment for one or more CUs of a study cycle or course with the requirement of having passed other CUs of the same study cycle or course;
- jj) "Expiry": loss of the right to register and enrol for study cycles leading to a first degree, integrated study cycles leading to a master's degree and study cycles leading to a master's degree which occurs when students do not meet the academic passing criteria established in these Regulations;
- kk) "Tuition fee": annual amount owed by students to the higher education institution at which they are registered and enrolled as a way of co-funding education costs;
- ll) "Academic recognition": process of recognising CUs completed abroad under international mobility programmes, based on the learning agreement, academic recognition plan and the mark transcript sheet issued by the host institution;
- mm) "Degree recognition": process by which a foreign academic qualification is compared with a Portuguese qualification in terms of level, duration and syllabus;
- nn) "Attendance regime": a student's situation that provides him/her with certain rights and duties regarding participation in academic and/or assessment activities for the CUs of the study cycle or other course for which he/she is enrolled;
- oo) "Re-entry": act by which a UMinho student, following an interruption in a specific study cycle or other course, renews his/her registration at UMinho and enrolls for the same study cycle or course or the study cycle or course that has replaced it;
- pp) "Re-enrolment": act by which a UMinho student, having completed the normal study period for a certain study cycle or other course but without completing it, enrolls again, without interrupting his/her registration, for the same study cycle or course or the study cycle or course that has replaced it;
- qq) "Diploma supplement": document added to the diploma, issued in Portuguese and English, that:

- i) Describes the Portuguese higher education system and how it fits into the education system at the time when the diploma was obtained;
 - ii) Describes the institution that provided the teaching and awarded the diploma;
 - iii) Describes the training carried out (degree, field, access requirements, normal duration, level) and the objectives thereof;
 - iv) Provides detailed information on the training carried out and the results obtained;
 - v) Includes complementary information on extracurricular activities, certified under the terms of the regulations in force, carried out during the student's education journey;
 - vi) Provides detailed information about training carried out under institutional mobility programmes or agreements (if applicable).
- rr) "Course unit": portion of the study plan with specific training objectives and content, which is subject to enrolment and assessment and translates into a final mark to be recorded on a results list;
- ss) "Elective course unit": CU which students need to pass and can be chosen from a group of CUs made available to them.

Article 4

Education offered by UMinho

UMinho offers training in the following study cycles and courses not leading to a degree:

- a) Pre-graduate training;
- b) First-cycle training and integrated training leading to a master's degree;
- c) Second-cycle training;
- d) Third-cycle training;
- e) Post-doctoral training;
- f) Short courses;
- g) Extracurricular course units;
- h) Isolated course units.

Article 5

Pre-graduate training

Pre-graduate training comprises:

- a) The preparation course for people over 23 years of age to access higher education, which aims to develop and enhance prior competencies for applicants to higher education who are over 23 years of age in order to increase their chances of succeeding in their application to this level of education and gaining a first degree or master's degree for the first time, as part of an integrated study cycle;
- b) The preparation course for foreign students to access higher education, which aims to ensure these students have the specific academic qualification needed to join the study cycle they wish to attend and knowledge of the language(s) in which the study cycle is taught.

Article 6

First-cycle training and integrated training

First-cycle training and integrated training leading to a master's degree includes:

- a) Study cycles leading to a first degree, corresponding to 180 or 240 credits, which:
 - i) Take the form of wide-reaching higher education, providing a solid base of scientific and cultural training and that primarily empower them for working life;
 - ii) Are directed towards access to one or more second-cycle courses, although providing competencies to start working;
- b) Integrated study cycles leading to a master's degree, that is, courses that include a combined first- and second-cycle stage corresponding to between 300 and 360 credits.

Article 7

Second-cycle training

Second-cycle training includes:

- a) Study cycles leading to a master's degree, corresponding to between 90 and 120 credits or, exceptionally, 60 credits;
- b) Specialisation courses (called master's courses), organised sets of CUs forming the taught part of study cycles leading to a master's degree, corresponding to a minimum of 60 credits;
- c) Specialised training courses, organised sets of CUs structured in accordance with a training objective and pertaining to

a training programme at second-cycle level, with a minimum of 15 credits, which may be subject to crediting for the taught part of study cycles leading to a master's degree;

c) Post-graduate specialisation courses, organised sets of CUs structured in accordance with a training objective that aims to develop scientific, technical, human and cultural competencies in a specific field.

Article 8

Third-cycle training

Third-cycle training includes:

- a) Study cycles leading to a doctoral degree, corresponding to 180 or 240 credits, which require:
 - i) The drafting of an original, innovative thesis, prepared specifically for this purpose, appropriate to the field of knowledge and a specialism thereof or, alternatively, a duly contextualised and summarised compilation of a consistent, relevant set of research works already published in journals with review committees of internationally recognised merit during the period in which the doctorate takes place;
 - ii) In the field of arts, a piece or set of pieces or creations of innovative character produced during the period in which the doctorate takes place, accompanied by written grounds that explain the design and creation process and demonstrate how it fits into the development of knowledge and the field of knowledge or specialism thereof, as well as demonstrating the student's research abilities;
 - iii) When appropriate, the completion of CUs intended for training for research, referred to as a whole as a doctorate course, which may not be more than 30 of the 180 or 60 of the 240 credits of the study cycle.
- b) Advanced Training Courses (called doctorate courses), organised sets of CUs forming the taught part of study cycles leading to a doctoral degree, corresponding to a minimum of 30 credits;
- c) Advanced Studies Courses, organised sets of CUs structured in accordance with a training objective pertaining to a study programme at third-cycle level, with a minimum of 15 credits, which may be recognised for the taught part of study cycles leading to a doctoral degree;
- d) Advanced Scientific Placements for doctorates, scientific research works designed for doctoral candidates at other higher education institutions in Portugal or abroad, in accordance with a project approved by the SB of the OU and which is part of one of the fields of knowledge and a specialism thereof, if applicable, for which the organisational unit awards doctoral degrees.

Article 9

Post-doctoral training

- 1 – The aim of post-doctoral training is for advanced scientific research works to be carried out by holders of doctoral degrees completed in Portugal or abroad within the fields of knowledge and a specialism thereof, if applicable, for which the OU awards doctoral degrees.
- 2 – Admission to post-doctoral training by the OU's SB is based on an individual research project submitted by the applicant and a written scientific opinion from the professor or the PhD holder researcher who will supervise the post-doctoral work.
- 3 – The work plan for post-doctoral training shall be defined in direct connection with the research activities of the OU where the post-doctoral training takes place.
- 4 – The post-doctoral programme shall last a minimum of 6 months and a maximum of 3 years.
- 5 – At the end of the programme, the post-doctoral student shall submit a report containing the scientific activities and conclusions of the research carried out, the number and references of the publications that resulted from it, as well as a written opinion from the professor or researcher who supervised the work, to be approved by the OU's SB and subsequent communication to the academic services.
- 6 – The OUs shall establish regulatory rules regarding the monitoring and assessment of the activities carried out by post-doctoral students, as well as the requirements that should be fulfilled by the report mentioned in paragraph (5).

Article 10

Short courses

Short courses may be structured into modules and aim to develop specific technical, vocational or cultural competencies following an initial or continuous training rationale, depending on the objectives and the applicants at which they are aimed, and may be:

- a) Credited short courses, corresponding to less than 15 credits, approved and certified by UMinho and included in the information system of UMinho, which may or may not at the same time be recognised and certified by vocational orders or bodies, and have one of the following levels:
 - i) Foundation level, which can be credited as part of first study cycles;
 - ii) Specialisation level, which can be credited as part of second study cycles;
 - iii) Advanced level, which can be credited as part of third study cycles.

b) Non-credited short courses, with a duration and workload for trainees calculated by analogy with credited courses, approved and certified by the OU's SB/TSB and included in the OU information system, which may or may not, at the same time, be recognised and certified by vocational orders and bodies.

Article 11

Other training

UMinho also offers training in:

- a) Extracurricular course units, CUs that are part of a study cycle's curricular plan, attended by a student registered on another study cycle at UMinho; although these units may be credited under the terms of the law, those that attend them shall not have the right to access the study cycle to which the units belong;
- b) Isolated course units, CUs that are part of a study cycle's curricular plan, attended by a person not registered for a study cycle at UMinho; although these units may be credited under the terms of the law, those that attend them shall not have the right to access the study cycle to which the units belong.

CHAPTER II

On the status of being a student

SECTION I

Status, individual file and legal representation of students

Article 12

Status of student

- 1 – People who are registered and enrolled for one of UMinho's study cycles or courses not leading to a degree, approved by a Rector's order, shall be considered UMinho students.
- 2 – The following shall also be considered UMinho students:
 - a) Students on mobility abroad or on mobility at UMinho;
 - b) Students attending second- or third-cycle study cycles offered by UMinho in association with other higher education institutions.
- 3 – Students with their situation in order at UMinho have the right to:
 - a) Be issued a UMinho student identification card;
 - b) Access to academic social action;
 - c) Access to UMinho resources, such as libraries, education support platform, email and other educational resources;
 - d) Student insurance.
- 4 – For the purposes of paragraph (3)(c) and d), those who are accepted onto courses and training not leading to a degree and request registration with the following bodies shall be deemed equivalent to students:
 - a) Academic services, provided that they make that registration and keep it active;
 - b) OUs, provided they make that registration and keep their situation in order, with the OU being obliged to notify the competent services of the registration for the due purposes.
- 5 – The students mentioned in paragraph (4) have the right to an identification document while they keep their registration at UMinho active.

Article 13

Individual student file

- 1 – The individual student or equivalent file shall be organised and managed in digital format.
- 2 – The file mentioned in paragraph (1) shall contain all the relevant information on the identification and academic career of the student or equivalent.
- 3 – The individual student file for a study cycle leading to a degree shall be unique and managed by the academic services.
- 4 – The provisions of paragraph (3) shall also apply to the files of people who attend training not leading to a degree and that requires registration with the academic services.
- 5 – For courses and training that require registration with the OU only, the latter shall be responsible for organising and managing the individual's file, in digital format, which shall preferably be unique for each OU.
- 6 – Students shall be responsible for keeping their personal data up to date on the Academic Portal.

Article 14

Students' legal representation

For the purposes of registration, enrolment and other administrative acts, students or equivalents may be represented by someone else, provided that the latter is empowered to do so by a power of attorney or declaration for the purpose, signed by the student or equivalent.

SECTION II

Entry to and attendance and conclusion of UMinho study cycles and other courses

Article 15

Provisions common to study cycles

1 – Registration and enrolment shall be carried out online on the Academic Portal, by way of filling in a specific form and official questionnaire and submitting proof that the prerequisites have been met, if applicable.

2 – Presentation of the following documents may also be requested:

- a) Identification document (ID card, citizen card, passport or legally equivalent document);
- b) Tax number card or document replacing it;
- c) Individual, up-to-date health booklet;
- d) Other documents, depending on the specific features of the course.

3 – Registration shall be subject to payment of a fee set annually by the competent bodies as defined in the Statutes.

4 – All the following conditions must also be met in order to be able to carry out enrolment:

- a) Having a valid registration;
- b) Having no hindrance due to expiry or other reasons.

5 – Enrolment shall be subject to payment of an enrolment fee, which includes student insurance, set annually by the competent bodies as defined in the Statutes.

6 – Students on mobility at UMinho shall be subject to the conditions laid down in paragraph (5) but only with regard to payment of the student insurance.

7 – Additional fees, set annually, shall be owed for late registrations, taking as a benchmark the time limits established in the academic calendar.

Article 16

Enrolment for first study cycles and integrated study cycles leading to a master's degree

1 – Enrolment shall be carried out at the start of each academic year within the time limits established every year in the academic calendar, safeguarding special situations, specifically those regarding systems for re-entering or changing the institution/course pair and others that are duly justified, in which case enrolment should be carried out whenever the conditions are met to do so.

2 – At the moment of enrolment, students on first study cycles or integrated study cycles leading to a master's degree shall be informed about the number of credits that have to be obtained during the academic year for which they are enrolled so that their enrolment will not expire at the end of that year.

Article 17

Registration and enrolment for second cycles

1 – Accepted applicants shall register and enrol on the Academic Portal within the time limit established for that purpose.

2 – In the event of an express decision to withdraw from the registration and enrolment or if they are not carried out within the time limit established, the academic services shall successively invite the alternate applicant(s) following the order of the list, by way of a notification sent to the email address given by the applicant for that purpose, so that they may carry out their registration and enrolment until the places have been filled or the end of the list of applicants has been reached or the deadline proposed by the TROU for the purpose has passed. The deadline may not, in any event, be later than 31 October.

3 – The applicants mentioned in paragraph (2) shall have a non-extendible time limit of 3 days from when the notification has been sent to carry out their registration and enrolment.

4 – Admission to the study cycle shall only produce effects for the academic year to which the start of the study cycle refers.

Article 18

Registration and enrolment for third study cycles

1 – Registration and enrolment for study cycles leading to a doctoral degree shall be carried out online on the Academic Portal.

2 – Applicants accepted onto study cycles leading to a doctoral degree shall carry out their registration and enrolment under the following terms:

- a) For study cycles that include a doctorate course, within the time limits set in the academic calendar;
 - b) For study cycles without a doctorate course, until the last day of the month on which the student is notified by the OU's SB that his/her application has been accepted.
- 3 – Renewal of enrolment for a study cycle leading to a doctoral degree shall be carried out annually under the following terms:
- a) For study cycles that include a doctorate course, renewal of enrolment shall be carried out within the time limits set in the academic calendar;
 - b) For study cycles without a doctorate course, renewal of enrolment shall be carried out by the last day of the month corresponding to the month in which the first enrolment was carried out;
 - c) Renewal of enrolment is not possible when the SB issues a written opinion against continuing the doctorate before the start of the month before the month in which renewal of enrolment should take place, and such an opinion shall be reasoned and drawn up in terms to be set by the SB of each OU;
 - d) Non-renewal of enrolment shall lead to discontinuation of registration and, consequently, interruption of the student's connection with UMinho.

Article 19

Cancellation of enrolment

- 1 – Cancellation of enrolment may be requested on the Academic Portal using a specific form by 30 October or within 30 days of enrolment.
- 2 – The following shall be exempt from the provisions of paragraph (1):
- a) Students who have demonstrably applied for a scholarship, who may request cancellation of enrolment up to 5 days after notification of a final negative decision by the funding body;
 - b) Foreign students who need a study visa, who may request cancellation of enrolment up to 5 days after communication of a final negative decision and never after 30 November;
 - c) Students who, in the act of enrolment, request crediting of training or previous experience, who request cancellation of enrolment up to 5 days after notification of a negative decision.
- 3 – Cancellation of enrolment shall relate to the current academic year.
- 4 – Cancellation of enrolment shall dispense the student from paying instalments of tuition fees not yet due, although he/she shall be obliged to pay the fees due, except in cases where:
- a) After the payment has become due, the student is notified that a scholarship to which he/she demonstrably applied was not granted;
 - b) The payment became due before the date of enrolment;
 - c) After the payment has become due, the student is notified that his/her visa was not granted;
 - d) After the payment has become due, the student is notified that a request for crediting was not granted.
- 5 – Cancellation of enrolment shall mean it is not calculated for the purposes of application of the expiry regime, when applicable.
- 6 – Cancellation of enrolment shall involve cancellation of any possible marks recorded for the respective academic year.
- 7 – If a student whose request to cancel enrolment was granted wishes to pursue his/her studies on the same study cycle in a later academic year, he/she shall request re-entry to the course under the terms of Article 36(1).
- 8 – Enrolment may be cancelled unilaterally by UMinho, under the general terms of the law and also in situations when, after the student has enrolled, a record is found that he/she completed the course in the previous academic year, or when the conditions needed to run the study cycle are not met.

Article 20

Enrolment for courses not leading to a degree, course units and study periods or placements

- 1 – Applicants accepted onto courses not leading to a degree, CUs and study periods or placements shall enrol under the following terms:
- a) In the case of short, non-credited courses, enrolment shall be carried out at the OU responsible for the course, under the terms and within the time limits established by its competent bodies and published on the relevant page;
 - b) In other cases, enrolment shall be carried out on the Academic Portal, within the following time limits:
 - i) In the case of individual training, specifically advanced and post-doctoral scientific placements, enrolment shall be carried out up to 20 days from admission by the OU's SB, and may, in duly justified cases and with authorisation from the SB, take place up to five days after the formal working period at UMinho has begun;
 - ii) In the case of group training, enrolment shall be carried out within the time limits established for that purpose either published in the order opening the course or in the academic calendar.
- 2 – The enrolment mentioned in paragraph (1)(b) shall adhere to the following rules:
- a) For training lasting less than one year, enrolment shall be carried out only once and shall be valid for the training

period approved by the SB or other competent body;

b) For training lasting more than one year, it shall be renewed annually by the last day of the month in which the first enrolment took place, and the OU may make renewal dependent upon a favourable written opinion from the SB, under terms to be defined by the relevant SB or other competent body.

Article 21

Precedences

The precedence system for CUs that form the study plan of a study cycle shall be the system established in law or set in the Rector's order creating or altering the study cycle.

Article 22

Tuition fees

1 – Enrolment for study cycles leading to a degree shall determine the provision of an education service and shall require payment of tuition fees.

2 – The amount of the tuition fees shall be set annually by the GB, upon a proposal by the Rector, having consulted the AcS.

3 – The amount of the tuition fees owed for enrolment for a study cycle leading to a master's degree, when combination with a study cycle leading to a first degree is indispensable for performance of a professional activity, as well as the amount of tuition fees owed for enrolment for integrated study cycles, shall be the fee set for the study cycle leading to a first degree under the terms of the law.

4 – The Rector shall be responsible, upon a proposal by OUs' SB/TSB, for approving study cycles leading to a master's degree that meet the conditions provided for in paragraph (3).

5 – The amount of the tuition fees to be paid by students attending study cycles provided in association shall be set annually by joint order of the Rectors of the partner universities, unless different provisions are laid down.

6 – The amount of the tuition fees to be paid by students enrolled on a part-time regime, or by students who need to complete up to a maximum of 30 credits and re-enrol in order to conclude a first degree or the taught part of integrated master's or study cycles leading to a master's or doctoral degree, shall be determined by a Rector's order to be published annually.

7 – The amount of the tuition fees to be paid by students who, for the purposes of concluding a dissertation, placement or project work or doctoral thesis or equivalent, re-enrol in the last year of the course shall be proportional to the number of months passed until submission of the master's or doctoral work, in accordance with the corresponding number of terms.

8 – Payment of the tuition fees relating to study cycles leading to first, master's or doctoral degrees shall be made in a single payment or in instalments, under the terms provided for in a Rector's order to be published annually.

9 – Late payment interest at the legal rate shall accrue for the payment of tuition fees after the established time limits, and academic acts performed until the situation is in order shall not be recognised.

10 – Students joining a payment plan for tuition fees in arrears, under the terms of the law, shall involve suspension of the late payment interest that becomes due after submission of the request and shall allow access to all UMinho services, namely for the purposes of issuing academic documents.

11 – The academic services shall publish tuition fee amounts and payment methods on the Academic Portal.

Article 23

Enrolment and attendance fees

1 – Enrolment for courses not leading to a degree, whether credited or not credited, shall be subject to payment of an enrolment fee, which includes student insurance and an attendance fee.

2 – The amount and payment methods for the fees mentioned in paragraph (1) shall be set by the Rector, following a proposal from the OUs, except for short, non-credited courses, for which the attendance fee shall be set by the OU.

3 – Enrolment for extracurricular or isolated CUs shall be subject to payment of an enrolment fee, which includes student insurance, and an attendance fee, to be set annually by the competent bodies at UMinho.

4 – The fees owed for enrolment and attendance of an advanced scientific placement or post-doctoral studies programme shall be set annually by the competent bodies at UMinho, taking as a reference the amount set for doctoral students' tuition fees.

5 – Late payment interest at the legal rate shall accrue for payment after the established time limits, and academic acts performed until the situation is in order shall not be recognised.

6 – The order on opening courses or document of acceptance for study periods or placements not leading to a degree shall express the time limits and conditions under which a possible cancellation of enrolment and the refunding of the respective attendance fee may be requested.

Article 24

Crediting of previous training and experience

- 1 – Under the terms of the law, with a view to pursuing studies to obtain an academic degree or diploma, UMinho may:
 - a) For its study cycles, credit training completed as part of study cycles at other Portuguese higher education institutions or UMinho itself, as well as training carried out as part of study cycles at foreign higher education establishments, after considering aspects relating to the former institution and course or training;
 - b) Credit training completed as part of vocational, technical higher education courses up to a limit of 50% of the total number of credits for the study cycle;
 - c) Credit successfully completed CUs, under the terms of Articles 31 and 32, up to a limit of 50% of the total number of credits for the study cycle and not exceeding a maximum of 60 credits accumulated throughout the academic career;
 - d) Credit training completed as part of courses not leading to an academic degree given at Portuguese or foreign higher education institutions up to a limit of 50% of the total number of credits for the study cycle;
 - e) Credit training completed as part of technological specialisation courses up to a limit of one-third of the total number of credits for the study cycle;
 - f) Credit other training not covered by the preceding subparagraphs up to a limit of one-third of the total number of credits for the study cycle;
 - g) Credit work experience up to a limit of 50% of the total number of credits for vocational, technical higher education courses in situations where the student has more than five years' duly evidenced work experience;
 - h) Credit duly evidenced work experience, up to a limit of one-third of the total number of credits for the study cycle, with this crediting being fully or partly conditional upon taking examinations.
- 2 – The credits awarded under the terms of paragraph (1)(d) to (h) may not exceed two-thirds of the total number of credits for the study cycle.
- 3 – For study cycles leading to master's or doctoral degrees, the crediting limits established in paragraphs (1) and (2) shall refer to the master's courses and doctoral courses laid down in Articles 164 and 178(5) respectively.
- 4 – Having consulted the course director and the PB respectively, it shall be the SB/TSB's responsibility to make a decision on requests to credit training and work experience addressed to them.
- 5 – The crediting of training shall take into consideration the level of credits, of first, second or third study cycles, and the scientific field in which they were obtained, and therefore training obtained in a specific higher education study cycle may not be credited for a study cycle at a higher level.
- 6 – Parts of course units may not be credited.
- 7 – Crediting of work experience shall be governed by regulatory rules to be approved by the SB/TSB, and these shall establish:
 - a) Ways of assessing to what extent, in light of that experience, the requesting party has developed skills, in terms of content and level, similar to those that would be developed if he/she successfully completed the CU which he/she may be exempted from attending;
 - b) Time limits and procedures to be adopted, namely for the possible examinations;
 - c) Composition of the panel responsible for analysing and proposing the crediting of work experience, which shall include the course director.
- 8 – Crediting of training or work experience may lead to:
 - a) Identification of the CU(s) which the student is exempted from attending, as well as the mark awarded for that/those CU(s);
 - b) A single mark for a set of duly identified CUs which the student is exempted from attending;
 - c) Crediting without awarding a mark for a CU or duly identified set of CUs, which shall not be considered when calculating the student's final mark for the course.

Article 25

Request for crediting of previous training and experience

- 1 – Requests for crediting training and work experience shall be submitted on the Academic Portal up to 20 days following enrolment and shall be subject to the charges laid down in the table approved annually by the competent bodies according to the law and the statutes.
- 2 – Requests for crediting training, to be submitted using a specific form, shall be accompanied by authenticated copies of the study certificates and programmes, credits and education level of the CUs completed, as well as any other items the applicants believe to be of interest for consideration of their request.
- 3 – Students whose training was carried out at UMinho shall be exempt from submitting the certificates and curricular information mentioned in paragraph (2).
- 4 – Requests for crediting of previous experience, to be submitted in a specific form, shall be accompanied by:

- a) A document identifying the activity that describes the content, duration and conditions of the work experience completed;
 - b) Certificate from the employer that attests to that information;
 - c) Other items the applicants believe to be of interest for consideration of their request.
- 5 – Requests for crediting training and work experience shall not be eligible for more than one request for reconsideration.
- 6 – If a student intends to dispense with the crediting of a CU, he/she shall request it on the Academic Portal up to 5 days from notification of the decision, and requests submitted after the time limit shall be rejected out of hand.
- 7 – During the crediting process, additional documentation may be requested from the requesting party.

Article 26

Recognition of training done during international mobility

- 1 – Training of students on international mobility shall be recognised based on the mark transcript sheet obtained from the host institution, after checking that it matches the learning agreement and the academic recognition plan approved before the mobility began.
- 2 – The learning agreement, drawn up in English, shall be signed by the student and the sending and host institutions.
- 3 – Until UMinho joins Erasmus without Paper, students shall be responsible for submitting the mark transcript sheet obtained from the host institution to the International Relations Service (IRS), and this shall include the scale used by that institution and the lowest mark for a pass.
- 4 – The academic mobility coordinator shall be responsible for ensuring the balance of credits between the sending institution and the host institution.
- 5 – Students who participate in international mobility periods shall include in the respective learning agreements a total of 30 credits for each of the institutions if the mobility lasts a semester and 60 credits if the mobility lasts a year.
- 6 – If it is not possible to include the values/credits mentioned in paragraph (5), the academic mobility coordinator may authorise up to 3 credits more or less, taking into consideration the workloads at the two institutions.
- 7 – Final-year students may include up to 5 credits more or less in their learning agreements than the amounts presented in paragraph (5).
- 8 – It shall be the UMinho academic mobility coordinator's responsibility to check compatibility between the mark transcript sheet obtained during mobility abroad with the work plan and validate them so that they can be recorded on the student's file at UMinho.
- 9 – Except in situations where the information is not made available, the process for recording marks achieved during mobility abroad shall be based on the information relating to percentiles, which shall be made available annually by the competent services.
- 10 – If a student on mobility abroad has not successfully completed all the CUs included in the learning agreement, he/she shall take the equivalent CUs to those missing at UMinho.
- 11 – If a student on mobility abroad has passed CUs that are not included in the learning agreement, they cannot be recorded in his/her individual file.
- 12 – CUs and placements provided for in the learning agreement and completed by the student during the mobility period shall be mentioned in the diploma supplement.
- 13 – The provisions of this rule shall apply, *mutatis mutandis*, to students covered by national mobility programmes.

Article 27

Registering of degrees and diplomas and course certificates

- 1 – Degrees and diplomas awarded by UMinho shall be registered.
- 2 – Possession of degrees and diplomas shall be proven by the registration document mentioned in paragraph (1) and, also, for students that so request, by:
- a) A course certificate, for first and master's degrees;
 - b) A doctoral certificate, for doctoral degrees, with reference to the branch of knowledge and specialism, if applicable, per Rector's order;
 - c) A certificate, for the completion of short, non-credited courses;
 - d) A diploma, in the case of other courses, placements and training not leading to a degree.
- 3 – When issuing degree registration documents, these shall be accompanied by a diploma supplement.
- 4 – Course and doctoral certificates shall be issued within 180 days of submission of the request on the Academic Portal.
- 5 – The degree or diploma registration document shall be issued within 30 days of submission of the request on the Academic Portal.
- 6 – The certificate mentioned in paragraph (2)(c) shall be issued by the relevant OU within 30 days of completion of the course or completion of the learning assessment process.
- 7 – Course certificates and doctoral certificates shall be issued in paper format and diplomas shall be issued in paper or digital

format, upon request by the person in question, in accordance with the model in force at UMinho and published in the *Diário da República*.

8 – UMinho may also provide information to certify completion of a study cycle or course by a student, to be consulted on the Academic Portal for a limited period of time, using a passkey provided to the student so he/she can give it to third parties.

Article 28

Information included in diplomas

1 – The information that must be included in diplomas issued by UMinho is as follows:

- a) Name;
- b) Parents;
- c) Nationality;
- d) Academic year or date of conclusion;
- e) Final mark, with reference to the mark on the ECTS grading scale;
- f) Degree/Title;
- g) Number of ECTS;
- h) Number of years attended on a part-time basis, if applicable;
- i) Embossed seal (paper formats only);
- j) Signature (digital, for digital formats);
- k) Date of issue.

2 – For study cycles provided in association, where joint qualification is established, the model for course certificates used shall be the result of inter-institutional agreements concluded.

3 – Whenever necessary, upon request and payment of the relevant charges, the academic services shall issue certificates that contain other information that the student wishes to have certified.

4 – The successful conclusion of an advanced scientific placement or post-doctoral studies programme shall grant the right to have a certificate issued which shall comprise, respectively, the name of the doctoral or post-doctoral student, the name of the project and related branch of knowledge and specialism, if applicable, the name of the professor or researcher who supervised the work and the length of the placement or work programme.

5 – Other training not leading to a degree covered by Article 27(2)(d) shall be certified by a diploma to include, as well as the information mentioned in paragraph (1) with adaptations, the following:

- a) Type and name of the CU/course/training;
- b) Final mark, qualitative or quantitative;
- c) Number of training hours, overall and contact hours.

SECTION III

Enrolment regime

Article 29

Enrolment for study cycles on a full-time regime

1 – A student of any study cycle shall be considered to have enrolled for a certain year of study if the number of credits corresponding to uncompleted CUs from previous years, with regard to that year, is less than or equal to 30 credits.

2 – Each academic year, students may enrol for a selection of CUs belonging to the year of study on which they are enrolling, previous years of study or subsequent years of study, corresponding to a maximum of 75 credits.

3 – Students who move to the following year with more than 15 uncompleted ECTS from previous years shall enrol for all these CUs and may also enrol for all CUs of the year of enrolment, up to a limit of 90 credits.

4 – The maximum number of credits mentioned in paragraph (3) may be exceeded in the event of enrolment for a single CU from the previous year or subsequent years, excluding, in the latter case, dissertations, placements, project works or similar, or if the case in question involves enrolment for more than one CU from a previous year, so the student may enrol for the final year of the course study plan in order to complete it. The student may not, in any case, enrol for more than 90 credits.

5 – Enrolment for a particular year of study shall entail enrolment for all the uncompleted CUs from previous years regarding that year, safeguarding possible precedences.

6 – Students who, having been validly enrolled for the same UMinho course in the preceding academic year, did not advance to the following year may enrol for a set of CUs corresponding to a maximum of 60 credits, except for students enrolled for the course's final year of study, who may enrol for all the CUs left to be completed in order to complete the course.

7 – Enrolment for CUs from subsequent years of study shall only be possible if the student is enrolled for all the CUs of his/her corresponding year of study, ensuring possible precedences are fulfilled.

8 – The OUs may define their own rules with regard to precedences and other matters for enrolment for the CUs of

dissertations, project work, placement or similar, without prejudice to the provisions of the law and these Regulations.

Article 30

Enrolment for study cycles on a part-time regime

- 1 – Enrolment on a part-time regime shall only apply to courses leading to a degree.
- 2 – Students on a part-time regime shall be those who, whatever their study cycle, in each academic year, enrol for a set of CUs corresponding to a number of credits between a minimum of 40% and a maximum of 60% of credits for which they could enrol on a full-time study regime, and enrolment may be authorised for two ECTS credits more or less if the characteristics of the study plan demonstrably require this to happen so as not to hinder the student.
- 3 – Each enrolment on the part-time regime shall count as 0.5 of the full-time regime for the purposes of calculating time limits for completing the course and expiry of the right to enrol.
- 4 – For students enrolled for a specific year of the course on the part-time regime, enrolment for CUs belonging to a subsequent year shall only be possible if the student enrolls for all the CUs of the year for which he/she is enrolled and CUs of previous years of study and if that enrolment does not exceed the limits established in paragraph (2).
- 5 – Enrolment on the part-time study regime shall be carried out annually, in accordance with the following method:
 - a) Students shall request enrolment on the part-time regime during the period between the date of enrolment and up to 15 days after the start of academic activities;
 - b) Enrolment on the part-time regime shall be requested by way of a duly reasoned request submitted on the Academic Portal;
 - c) Once authorised, the enrolment shall remain valid for double the number of years which, on the full-time regime, the student would need to complete the course, taking as a reference the year of the course he/she is attending on the date of the request.
- 6 – Withdrawal from the part-time study regime shall be the subject of a reasoned request, submitted on the Academic Portal, up to 20 days after authorisation of first enrolment on that regime.
- 7 – Changes from the part-time study regime to the full-time study regime shall be subject to a request submitted on the Academic Portal up to 15 days after classes have begun or after enrolment, if this is later.
- 8 – The part-time study regime shall not be applicable when this regime unavoidably leads to expiry of the right to enrol.
- 9 – Whenever there is a limit on the number of credits associated with particular situations, such as access to special periods, the limit applicable to such students shall correspond to half the limit applicable to full-time students, rounded to the nearest whole number, unless otherwise specified.
- 10 – For study cycles leading to master's degrees, with the exception of integrated study cycles, and doctoral degrees, enrolment on a part-time regime shall be preceded by a favourable opinion from the OU's competent body(ies), and this opinion shall depend on the possibility of providing guarantees that the student will be able to, when applicable, conclude the taught part in the following academic year.

Article 31

Enrolment for extracurricular course units

- 1 – UMinho shall provide students who are enrolled for any of its study cycles with enrolment for CUs on other study cycles of the same or different degrees on an extracurricular basis.
- 2 – Students enrolled for a specific study cycle may enrol for CUs of other study cycles leading to the same or different degrees, up to a maximum of 15 credits per year.
- 3 – Each student may enrol for a maximum of 60 credits on an extracurricular basis, accumulated throughout his/her academic career.
- 4 – The limit provided for in paragraph (3) shall apply to CUs for which the student is enrolled on an extracurricular basis from the 2018/2019 academic year onwards.
- 5 – If a student passes extracurricular CUs, the latter shall be:
 - a) Certified;
 - b) Credited if the student enrolls for the study cycle to which they belong or for another study cycle at the same training level that contains CUs equivalent to them, up to a limit of 50% of the total number of credits for the taught part of the study cycle;
 - c) Included in the diploma supplement issued.
- 6 – Passing these CUs shall not lead to the awarding of a course certificate or academic degree, nor shall it provide the right to be admitted to the study cycle in which they were completed.
- 7 – Requests for enrolment on these CUs shall be submitted on the Academic Portal using a specific form up to 10 days after the date on which the student enrolled for the study cycle on which he/she is registered.
- 8 – Exceptionally, the request for enrolment may be submitted after the period mentioned in paragraph (7), provided that this request is duly reasoned, up to 10 days after the start of academic activities.

9 – Decisions on requests for enrolment for extracurricular CUs shall be the responsibility of the chair(s) of the PB(s) of the OU(s) involved, or the chair of the SB in the case of a ROU, having consulted the director of the course to which each of the CUs belongs and taking into consideration the possibility of access requirements for the CU(s) in question, among other aspects. Decisions shall be made and sent to the academic services within 10 days of receiving the request communicated by the academic services.

10 – Requests submitted after the time limit mentioned in paragraph (8) shall be rejected out of hand, as shall requests that, although submitted within that time limit, are not duly reasoned.

11 – Acceptance of enrolment shall only be valid for the academic year in which the request is submitted.

12 – The amounts established in the table of charges in force shall be owed for enrolment for extracurricular CUs, which shall be made via the Academic Portal, within 10 days of notification that the decision to accept the request has been issued.

Article 32

Enrolment for isolated course units

1 – UMinho shall provide all those interested who are not registered for its study cycles the possibility to request enrolment for isolated CUs, up to a maximum of 30 credits per year, as external students.

2 – If an external student passes CUs, the latter shall be:

a) Certified;

b) Credited, in accordance with the legislation applicable, if the holder has or later acquires the status of student of a study cycle offered by UMinho.

3 – Each student may enrol for a maximum of 60 credits, accumulated throughout his/her academic career.

4 – The limitation provided for in paragraph (3) shall apply from the 2018/2019 academic year onwards.

5 – Passing these CUs shall not lead to the awarding of a course diploma or academic degree, nor shall it provide the right to join the study cycle in which they were completed.

6 – Requests for enrolment in the CUs mentioned in paragraph (1) shall be submitted on the Academic Portal using a specific form up to 10 days before the start of the respective academic semester.

7 – Whenever the CU does not operate on a semester system, the period mentioned in paragraph (6) shall relate to the time when the CU begins to run.

8 – Decisions on requests for enrolment for isolated course units shall be the responsibility of the chairs of the PBs of the OUs involved, or the chair of the SB in the case of a ROU, having consulted the director of the course to which the CU belongs and taking into consideration the possibility of access requirements for the CU(s) in question, among other aspects. Decisions shall be made and sent to the academic services within 10 days of receipt of the request.

9 – Requests submitted after the time limit mentioned in paragraphs (6) and (7) shall be rejected out of hand.

10 – Acceptance of enrolment shall only be valid for the academic year in which the request is submitted.

11 – The amounts established in the table of charges in force shall be owed for enrolment for isolated CUs, which shall be made via the Academic Portal, within 10 days of notification that the decision to accept the request has been issued.

Article 33

Re-enrolment and re-entry in second and third cycles

1 – Students who intend to complete the taught part of a course for which they were enrolled the previous academic year may carry out their re-enrolment on the Academic Portal during the period established for that purpose, provided that the taught component of the course is running.

2 – Students who intend to complete the taught part of a course after a period of interruption in their enrolment shall submit a request for re-entry on the Academic Portal during the period defined for that purpose, using a specific form, provided that the taught component of the course is running.

3 – Students who intend to complete a thesis/dissertation/placement/project work or similar, having been enrolled in the last year of study of the course for the first time the previous academic year, shall submit a request for re-enrolment on the Academic Portal during the period established for that purpose, and acceptance of such requests shall be the responsibility of the course director, after consulting the supervisor(s).

4 – Students who intend to carry out or complete the thesis/dissertation/placement/project work or similar after a period of interruption in their enrolment shall submit a request for re-enrolment on the Academic Portal during the period defined for that purpose, using a specific form, and acceptance of such requests shall be the responsibility of the OU's SB/TSB, after consulting the course director and taking into account the opinion of the coordinator of the area of specialisation or specialism, if applicable, and of the supervisor(s), if already appointed.

5 – Students meeting the conditions laid down in paragraph (4) shall submit the plan or updated plan for the thesis/dissertation/placement/project work or similar to the SB/TSB of the respective OU or meet other requirements established by the respective SB/TSB within the time limits set by the latter.

- 6 – Doctoral students, after re-entry, shall revalidate registration of the thesis theme with the competent services.
- 7 – If no changes have been made to the study plan, students shall maintain the CUs they have previously passed.
- 8 – When there has been an amendment to the study plan, the files shall be sent to the OU for crediting of the previous training under the terms of the Regulations.
- 9 – Requests for re-enrolment or re-entry shall always refer to the respective academic year, except for doctorates under the tutorial regime, in which case they shall be calculated under the terms of Article 181(5).
- 10 – The time limits for re-entry or re-enrolment for the completion of the thesis/dissertation/placement/project work or similar shall be as follows:
- a) Re-enrolment of students who were enrolled the previous year for the final year of the course for the first time shall be requested on the Academic Portal up to 10 days after the deadline established for submitting the thesis/dissertation/placement/project work or similar;
 - b) Re-enrolment of students who used re-enrolment or re-entry the previous year shall be requested on the Academic Portal up to 10 days after the deadline established for submitting the thesis/dissertation/placement/project work or similar arising from such re-enrolment or re-entry;
 - c) Re-entry shall be requested on the Academic Portal by 15 September of the academic year to which the re-entry relates, except:
 - i) When it is designed for a placement, in which case the request shall be made by 30 June of the preceding academic year, failing which UMinho may not guarantee that the placement will be carried out in the academic year in which re-entry should take effect;
 - ii) In the case of doctorates under the tutorial regime, the request shall be made during the periods established in Article 18(2)(b).

SECTION IV
Expiry of the right to enrol

Article 34
Expiry regime

1 – The right to enrol for a first study cycle or integrated master’s shall expire in accordance with the criteria defined in the following table:

ECTS credits obtained	Maximum number of enrolments
0 to 59	3
60 to 119	4
120 to 179	5
180 to 239	6
240 to 259	8
260 to 360	9

- 2 – The (ECTS) credits to which paragraph (1) refers shall include those arising from crediting.
- 3 – Students who are in one of the following situations shall be given special expiry regime (0.5 per enrolment for each year in which they hold the status):
- a) Students enrolled on the part-time regime;
 - b) Students on parental leave;
 - c) Students who are association directors;
 - d) Students who are high-performance athletes;
 - e) Students who are UMinho athletes;
 - f) Students with a serious illness or prolonged recovery, evidenced by the competent medical services, which impedes educational performance;
 - g) Students with a communicable or infectious disease, evidenced by the competent medical services, which impedes educational performance;
 - h) Students who are informal carers;
 - i) Students at risk of preterm births or with high-risk pregnancies;
 - j) Students who are firefighters.

4 – For the purposes of applying the provisions of paragraph (3), the situations laid down in subparagraphs (f) and (h) shall

assume a hindrance equal to or greater than three months.

5 – In situations where, by applying one of the regimes established in paragraph (3), students only have the right to half-enrolment and this is not enough to be able to enrol for all the CUs remaining to complete the course, they may be authorised to perform up to one more half-enrolment.

6 – The limits defined in paragraph (1) shall not apply to working students, students with SENs, or students who are military personnel or equivalents for the years in which they have that status, under the terms of the respective attendance regimes.

SECTION V

Regimes for re-entry and change of institution/course pair for first study cycles and integrated study cycles leading to a master's degree

SUBSECTION I

General provisions

Article 35

Scope of application

1 – The regimes for re-entry and change of institution/course pair shall apply to students from public, private and cooperative higher education institution, except for students from military or police education establishments.

2 – The regimes for re-entry and change of institution/course pair shall apply to study cycles leading to a first degree and to integrated study cycles leading to a master's degree, referred to in this section by the general term "courses".

Article 36

Request for re-entry and change of institution/course pair

1 – Students who meet both of the following conditions may request re-entry to an institution/course pair:

- a) Having been registered and enrolled for that institution/course pair or a pair that existed before it;
- b) Not having been enrolled for that institution/course pair in the academic year preceding the one in which they intend to re-enter.

2 – Students who meet either of the following conditions may request a change of institution/course pair:

- a) Having been registered and enrolled for another Portuguese higher education institution/course pair and not having completed the course;
- b) Having been registered and enrolled for a foreign higher education institution on a course defined as a higher education course by the legislation of the country in question and not having completed the course.

3 – The academic services shall publish the time limits and conditions for re-entry and change of institution/course pair on the Academic Portal.

SUBSECTION II

Re-entry

Article 37

Regime for re-entry to an institution/course pair

1 – Requests for re-entry to an institution/course pair shall be submitted on the Academic Portal using a specific form.

2 – The academic services shall publish, on the Academic Portal, the period and terms established annually for the regime for re-entry and the respective charges.

3 – Once the time limit has passed, the academic services shall check the re-entry files; the final list of people accepted and excluded and the reason for exclusion shall be validated by the respective director of services, and the services shall notify the interested parties of the decision within a maximum period of 15 days following the end of the period for accepting requests.

4 – Once the time limit mentioned in paragraph (2) has passed, possible acceptance shall be the responsibility of the OU.

5 – The requests mentioned in paragraph (4) shall be sent to the OU's PB for analysis and for a decision to be made, under the terms of paragraph (2), and the decision shall be communicated to the academic services within 10 days of receipt of the file, in order to be transmitted to the student within five days of receipt thereof.

6 – Re-entry shall not be subject to quantitative limitations.

7 – Students whose registration has expired due to application of the expiry regime laid down in Article 34 may only request re-entry once two academic semesters have passed since the date of expiry.

8 – The provisions of Articles 43 and 45 shall apply to international students accepted through the re-entry regime.

SUBSECTION III
Change of institution/course pair

Article 38

Requirements for a change of institution/course pair

- 1 – Students who meet the following conditions may request a change of institution/course pair:
 - a) Having completed the secondary education national examinations corresponding to the entrance examinations established for the UMinho course they wish to join for the academic year in question;
 - b) Having achieved in those examinations the minimum mark required by UMinho for the academic year in which they request the change, within the scope of the general access regime.
- 2 – Changes of institution/vocational and technical higher education course pair or foreign course of an equivalent level to first degree or integrated master's study cycles shall not be permitted.
- 3 – Changes of institution/course pair shall not be permitted in the academic year in which the student has been placed in an institution/higher education course pair, under any access and entry regime, for which the student has registered and enrolled.
- 4 – For students who hold non-Portuguese secondary education courses that are legally equivalent to Portuguese secondary education, the condition established by paragraph (1)(a) and (b) may be satisfied by applying Article 20-A of Decree-Law no. 296-A/98 of 25 September, in its current wording.
- 5 – Changes of institution/course pair to courses for which specific vocational pre-requisites or skills are required, under the terms of the legal regime of access to higher education, shall be conditional upon demonstration thereof.
- 6 – The pre-requisites shall be evidenced by documents proving that such are met, to be submitted under the terms and within the time limits published on the Academic Portal, which shall be valid only for the year they are completed.

Article 39

Application for a change of institution/course pair

- 1 – Applications for a change of institution/course pair shall be made on the Academic Portal, within the time limits established for that purpose, and shall be made with documents in PDF format under the following terms:
 - a) applicants from Portuguese higher education institutions:
 - i) Document proving the final mark for secondary education (Year 10/12 or equivalent) and marks achieved in national examinations required to enter the course to which the student is applying (ENES form or equivalent document);
 - ii) Up-to-date document proving the last enrolment made for higher education, with an indication of the entry regime;
 - iii) Declaration proving that registration and enrolment at the institution of origin have not expired, for the academic year of the application (only for students coming from public higher education institutions, excluding UMinho students);
 - iv) Document proving the student has the specific vocational skill examination defined for the local admissions procedure for the course of First Study Cycle in Music, when applicable;
 - v) Document proving that the student has completed the examinations specially adapted to assessing the ability to attend higher education for people over the age of 23, when applicable;
 - vi) Document proving the specific academic qualification required within the scope of the special admissions procedure for international students, when applicable;
 - vii) Certificate of the course units completed in higher education, with an indication of the respective credits, when applicable;
 - viii) Study plan with an indication of the credits and scientific fields of each CU, when applicable;
 - ix) Document proving the student was a scholarship holder in higher education in the academic year prior to that of the application (when applicable and only for students wishing to receive a reduction in the application charges).
 - b) Applicants from foreign higher education institutions:
 - i) Document proving the marks achieved in national examinations required to enter the course to which the student is applying (ENES form, referring to national secondary education examinations, or equivalent document);
 - ii) Document proving the student has passed a secondary education programme or equivalent that allows him/her to apply to higher education in the country where it was completed, with a breakdown of the disciplines studied, issued in or translated into Portuguese or English;
 - iii) Up-to-date document proving the last enrolment made for higher education, issued in or translated into Portuguese or English;
 - iv) Document proving the student has the specific vocational skill examination defined for the local admissions procedure for the course of First Study Cycle in Music, when applicable;
 - v) Certificate of the course units completed in higher education, with an indication of the respective credits, issued in or translated into Portuguese or English, when applicable;

- vi) Study plan with mention of the credits and scientific fields of each CU, issued in or translated into Portuguese or English, when applicable;
 - vii) Certificate containing the syllabus, with an indication of the workload of the course units completed in higher education, duly authenticated by the institution of origin, issued in or translated into Portuguese or English, when applicable;
 - viii) Official document that proves that the course of origin is recognised as a higher education course by the legislation of the country in question, issued in or translated into Portuguese or English.
- c) Presentation of a passport or other legally equivalent identification document may be requested.
- 2 – It shall be the applicant's responsibility to ensure the proper submission of the application process.
- 3 – Applicants who provide false declarations shall be excluded from the application process at any point therein.
- 4 – Students may only submit an application to one course in a single academic year.
- 5 – Applications shall be valid only for the year in which they are made.
- 6 – Validity of applications shall be conditional upon payment of the charges established annually by the competent body in law and the statutes within the period defined for that purpose.

Article 40

Places for a change of institution/course pair

The number of places for each course shall be set annually by the Rector, under the terms of the law, taking into account the following groups:

- a) Group G1 includes all applicants to the change of institution/course pair regime from a Portuguese higher education establishment (1st year of courses);
- b) Group G2 includes all applicants to the change of institution/course pair regime from a Portuguese higher education establishment (later year of courses);
- c) Group G3 includes all applicants to the change of institution/course pair regime from a foreign higher education establishment (1st year of courses);
- d) Group G4 includes all applicants to the change of institution/course pair regime from a foreign higher education establishment (later year of courses);

Article 41

Selection and ranking of applicants for a change of institution/course pair

1 – The academic services shall send requests for change of institution/course pair, within the time limits established annually in the academic calendar, to the TROU's PB no later than five days after receipt, for a decision.

2 – The PB shall inform the academic services of that decision within 10 days, for notification of the student within five days.

3 – The ordering of applicants for the 1st year of courses, whenever the number of applicants exceeds the number of places established, shall be made by successively applying the following criteria to each of the groups (G1 and G3):

- a) Best weighted average, expressed on a scale of 0 to 20, rounded to the nearest hundredth, of the following marks:
 - i) Mean average of marks in national examinations corresponding to entrance examinations within the scope of the general access regime, expressed on a scale of 0 to 20 (50%);
 - ii) Final mark of a secondary education course (Year 10/12) or equivalent, expressed on a scale of 0 to 20 (50%).
- b) Best mean average of marks in national examinations corresponding to entrance examinations within the scope of the general access regime;
- c) For students who entered through the process for over-23s, the mark achieved in the examinations required by UMinho for entry via that process shall be considered, under the terms of subparagraph (b).
- d) Applicants to the First Study Cycle in Music course shall be ordered, in any of the groups, by the mark obtained in the specific vocational skill examination defined for the local admissions procedure, expressed on a scale of 0 to 20, in descending order.

4 – In the ordering of applicants for a later year, by whatever form of entry, whenever the number of applicants exceeds the number of vacancies established:

- a) The ordering shall be performed by the successive application of the following criteria to each of the groups (G2 and G4):
 - i) Highest number of credits corresponding to the course units completed in higher education while enrolled for the same course;
 - ii) Highest mean average of those course units, expressed on a scale of 0 to 20, rounded to the nearest hundredth.

- b) For the purposes established in subparagraph (a), for the course of origin, only credits corresponding to course units in the scientific fields of the course to which they are applying and that are presumed could be the subject of crediting shall be counted;
- c) Applicants from a Portuguese higher education institution that do not prove the credits associated with the course units they have completed shall be ranked via the G1 group (1st year);
- d) For applicants from a foreign higher education system who do not have their training translated into credits, the training shall be translated into credits based on the course units completed in the respective study plan;
- e) Possible crediting as part of the application shall serve only and exclusively for this purpose.

5 – Following the ordering of the applicants of a certain course, the remaining places:

- a) From G1 may revert to G3, provided that the number of places established for this group was not zero, and vice-versa;
- b) From G2 may revert to G4, provided that the number of places established for this group was not zero, and vice-versa;
- c) From the first year may revert to later years, in any of the groups, provided that the number of places established for those groups was not zero.

6 – Applications for a change of institution/course pair from UMinho students not placed in the places established for group G1 shall transit to the group of internal course changes, the places for which shall be established annually in a Rector's order.

7 – Applications for a change of institution/course pair from students who entered higher education as holders of a Technological Specialisation Diploma who prove they meet the conditions required in paragraph (1) shall be governed by the place and ranking criteria established in these Regulations.

8 – Applications for a change of institution/course pair from students who entered higher education as holders of a Vocational, Technical Higher Diplomas who prove they meet the conditions required in paragraph (1) shall be governed by the place and ranking criteria established in these Regulations.

CHAPTER III

Special admissions procedures for first study cycles and integrated study cycles leading to a master's degree

SECTION I

Special admissions procedures for access to UMinho courses

Article 42

List of special admissions procedures

- 1 – Special admissions procedures are aimed at applicants with specific qualification conditions.
- 2 – Under the terms of the law, special admissions procedures for access to UMinho courses shall be as follows:
 - a) Admissions procedure for international students;
 - b) Local admissions procedure for access to the first study cycle in Music;
 - c) Admissions procedure for access to the integrated master's in Medicine for first degree-holders;
 - d) Admissions procedure for those who have completed the examinations specially adapted to assessing the ability to attend higher education by people over the age of 23;
 - e) Admissions procedure for those who have completed other higher education courses;
 - f) Admissions procedure for holders of a technological specialisation diploma;
 - g) Admissions procedure for holders of a vocational, technical higher diploma.

SECTION II

Admissions procedure for access to UMinho courses by international students

Article 43

International students

- 1 – International students are students who do not have Portuguese nationality.
- 2 – The following are shall not be covered by the provisions of paragraph (1):
 - a) Nationals of a European Union Member State;
 - b) Family members of Portuguese people or nationals of a European Union Member State, regardless of their nationality;
 - c) Those who are not nationals of a European Union Member State and are not covered by subparagraph (b) but who

- have been legally residing in Portugal continuously for at least two years on 1 January of the year in which they intend to enter higher education, and any of their children who legally reside with them;
- d) Those who benefit from, on 1 January of the year in which they intend to enter higher education, an equal rights and duties statute attributed under an international treaty signed between the Portuguese state and the state of which they are nationals;
- e) Those who request entry to higher education through the special entry regimes regulated by Decree-Law no. 393-A/99 of 2 October, amended by Decree-Law no. 272/2009 of 1 October.
- 3 – Foreign students who attend UMinho as part of an international mobility programme to complete part of a study cycle at a foreign higher education institution with which UMinho has established an exchange agreement for that purpose shall also not be covered by the provisions of paragraph (1).
- 4 – The time of residence with a residence permit for studying shall not be relevant for the purposes of the provisions in paragraph (2)(c).
- 5 – Foreign students who, under the terms of the law, hold the following may apply as international students to register and enrol for study cycles leading to a first degree or integrated study cycles leading to a master's degree at UMinho:
- A qualification that grants access to higher education, which is considered to be any diploma or certificate issued by a competent authority that proves that an education programme has been passed and gives the holder the right to apply and enter higher education in the country in which it was issued;
 - A Portuguese secondary education diploma or legally equivalent qualification under the terms of the legislation in force.
- 6 – For the purposes of the admissions procedure, students from countries or regions dominated by a recognised situation of armed conflict, natural disaster, widespread violence or violation of human rights, resulting in the need for a humanitarian response, shall be treated as international students and may participate in the admissions procedure.
- 7 – Those who find themselves in one of the following situations shall be considered students in an emergency situation for humanitarian reasons:
- Those who have refugee status under the terms of the legislation regarding conditions and procedures for granting asylum or subsidiary protection and the statuses of asylum seeker, refugee and subsidiary protection;
 - Those who have the status of international subsidiary protection under the terms of the legislation referred to in subparagraph (a);
 - Those from countries or regions for which the United Nations High Commissioner for Refugees or the International Organisation for Migration have declared the existence of an emergency situation that requires a humanitarian response.
- 8 – The following may also request application of the status of student in an emergency situation for humanitarian reasons:
- Those who hold a provisional residence permit under the terms of the legislation regarding conditions and procedures for granting asylum or subsidiary protection and the statuses of asylum seeker, refugee and subsidiary protection;
 - Those who hold a residence permit granted to those who are or have been a victim of criminal offences connected to people trafficking or aiding illegal immigration under the terms of the legislation regarding the legal system for the entry, stay, exit and removal of foreign nationals in/from national territory.
- 9 – The status of student in an emergency situation for humanitarian reasons may be requested by students who are in the situations provided for in the preceding paragraphs who are already registered and enrolled at UMinho on the date on which these Regulations entered into force, even if they have not entered via the special admissions procedure for access and entry for international students.
- 10 – Students who enter higher education under this status shall retain their status as international students until the end of the course for which they initially registered or to which they transfer.
- 11 – International students who acquire the nationality of a European Union Member State shall be exempt from the provisions of paragraph (10) and, for these students, application of the status shall cease from the academic year following the date of acquisition of that nationality.

Article 44

Applications

- 1 – The courses to which international students may apply, the time limits and stages of the application process, the places, the application requirements, as well as specific applicant ranking and selection criteria and other proceedings shall be the subject of a Rector's order, to be published annually, under the terms of the law and these Regulations.
- 2 – The application form to be submitted on the Academic Portal shall be accompanied by:
- A diploma or certificate issued by a competent authority that attests to passing of a secondary education programme or equivalent and grants its holder the right to apply and enter higher education in the country where it was obtained or a document proving completion of Portuguese secondary education or equivalent;
 - A request, using a specific template, for application of the status of student in an emergency situation for humanitarian reasons, established in Article 43(3), accompanied by documentation issued by the Portuguese Immigration and Border Control Service (*Serviço de Estrangeiros e Fronteiras*), the United Nations High Commissioner for Refugees or the

International Organisation for Migration, proving that the requesting party is in one of the above-mentioned situations, when applicable;

c) A document attesting to the applicant's level of knowledge of Portuguese or English, depending on the language in which the course to which he/she is applying will be taught;

d) Presentation of a passport or other legally equivalent identification document may be requested.

3 – Alternative procedures may be applied to check the access and entry requirements for students in an emergency situation for humanitarian reasons when their qualifications cannot be proven.

4 – The academic services shall analyse the application processes and draw up a summary report of the process and a list of the selection and ranking of applicants, to be validated by the Rector or the person who has delegated competences to do so, for later publication on the Portal. The list shall contain:

a) Accepted applicants, in descending order of the points awarded to the application, rounded to the nearest hundredth;

b) Applicants on the reserve list, in descending order of the points awarded to the application, rounded to the nearest hundredth;

c) Excluded applicants, indicating the reason for exclusion.

5 – The minimum number of points needed for an applicant to be considered to have been accepted or included in the reserve list is 100.00 points on a scale of 0-200.

Article 45

Registration and enrolment

1 – Accepted applicants shall register and enrol on the Academic Portal within the time limit established for that purpose, under penalty of losing their right to the place, which shall be taken by applicants on the reserve list if applicable.

2 – Applicants who do not prove, at the time of registration and enrolment, that they hold the prerequisites required for the course to which they were accepted, may not carry out their registration and enrolment.

3 – The tuition fees and enrolment charges for international students on study cycles leading to a first degree and integrated study cycles leading to a master's degree shall be established by the competent bodies in law and the Statutes, taking into consideration the real cost of training and the amounts set at other Portuguese and foreign higher education institutions, and may not be less than the maximum tuition fee established by law for these study cycles.

4 – Students in an emergency situation for humanitarian reasons who are registered and enrolled at UMinho:

a) Shall be covered by the tuition fee and charges regime established by UMinho for Portuguese students;

b) May be granted all the support provided for within the scope of direct and indirect social action.

5 – International students who are not covered by paragraph (4) may exclusively benefit from indirect social action, namely:

a) Access to food and accommodation;

b) Access to health services;

c) Support for cultural and sporting activities;

d) Access to other education supports.

6 – Acceptance shall only be valid for registration and enrolment in the academic year for which the admissions procedure is held.

7 – Re-entry, change of institution/course pair and entry via a special admissions procedure for holders of other higher education courses shall be performed per the provisions in these Regulations for such admissions procedures.

SECTION III

Local admissions procedure for access to the first study cycle in Music

Article 46

Applications

1 – Those who, under the terms of the law, meet all the following conditions may apply to the local admissions procedure for access to the first study cycle in Music:

a) Having completed a Year 12 secondary education course or legally equivalent qualification;

b) Having completed the entrance examinations required for access to this first degree, published in the Entrance Examinations Guide provided on the website of the Directorate-General for Higher Education, and having obtained a mark of no less than 100, on a scale of 0-200;

c) Having not completed another higher education course.

2 – Assessment of the ability to attend the study cycle shall be performed by vocational skill examinations that include musical knowledge examinations and specific vocational examinations suitable for the area of training which the applicant intends to join, as well as an interview and consideration of the applicants' CVs.

3 – The application form, to be submitted on the Academic Portal within the time limits and under the terms defined annually in a Rector's order, shall be accompanied by:

- a) Proof of completion of secondary education or legally equivalent qualification;
- b) Proof of completion of the entrance examinations required for access to the course, per the guide on access to higher education and achievement of a mark no less than 100.00;
- c) Presentation of an identification document (ID card, citizen card, passport or legally equivalent document) may also be requested.

4 – The identification and duration of examinations that students may take, the places, conditions, stages and time limits for the admissions procedure, as well as specific criteria for the ranking of applicants and other procedures shall be the subject of a Rector's order to be published annually.

Article 47

Juries

1 – Following a proposal by the OU to which the study cycle is attached, the Rector or Vice-Rector with delegated competences to do so shall, each year, appoint the jury for the musical knowledge examination and the jury for each specific vocational examination, and the latter shall also be responsible for the interview and consideration of applicants' CVs.

2 – Juries shall be chaired by the course director and shall comprise a number of members suitable for the number of applicants foreseen. No jury may have fewer than two members.

Article 48

Selection and ranking of applicants

1 – Based on the marks achieved by applicants in secondary education in the entrance examinations and the specific vocational examinations mentioned in Article 46, and in the light of the exclusion criteria, the jury shall draw up the official record and list of the selection and ranking of:

- a) Accepted applicants, in descending order of the number of points awarded to the application, rounded to the nearest hundredth;
- b) Applicants on the reserve list, in descending order of the number of points awarded to the application, rounded to the nearest hundredth;
- c) Excluded applicants, indicating the reason for exclusion.

2 – The minimum number of points needed for an applicant to be considered to have been accepted or included in the reserve list is 100.00 points on a scale of 0-200.

3 – The academic services shall publish the list mentioned in paragraph (1) on the Academic Portal after it has been validated by the Rector or the person who has the delegated competences to do so and shall inform the accepted applicants about the period for carrying out registration.

Article 49

Registration and enrolment

1 – Accepted applicants shall register and enrol on the Academic Portal within the time limit established for that purpose, under penalty of losing their right to the place, which shall be taken by applicants on the reserve list if applicable.

2 – Acceptance and the examinations completed shall only be valid for the academic year to which the admissions procedure refers.

SECTION IV

Admissions procedure for access to the integrated master's in Medicine for first degree-holders

Article 50

Applications

1 – Those who meet the following conditions under the terms of the law may apply under this admissions procedure:

- a) Holders of an academic degree corresponding to the first study cycle (first degree) or legal equivalent, or to a second cycle, provided that this was completed as part of an integrated study cycle or legal equivalent, in any area of knowledge, with a mark equal to or greater than 14;
- b) Holders of a foreign higher education degree awarded following a first study cycle organised in accordance with the Bologna Process by a state party to this Process with a mark equal to or higher than 14 (note that the procedures for converting marks to the scale in force in Portuguese higher education shall be the applicant's responsibility);
- c) Holders of a foreign higher education academic degree in the fields mentioned in subparagraph (a) who have previously been recognised by Portuguese institutions as meeting the objectives of a first degree with a mark equal to or higher than 14 (note that the procedures for converting marks to the scale in force in Portuguese higher education shall be the applicant's responsibility).

- 2 – Applicants must also comply with and prove, at the time of registration and enrolment, the prerequisite established for entry to the integrated study cycle leading to a master’s degree in Medicine, in the academic year to which they apply, within the context of the national admissions procedure for access to higher education;
- 3 – The application form to be submitted on the Academic Portal shall be accompanied by:
- a) Proof of completion of a Portuguese or foreign higher education course and, in the latter case, the recognition thereof in Portugal;
 - b) Proof of possession of the prerequisites mentioned in paragraph (2);
 - c) CV;
 - d) Presentation of an identification document (ID card, citizen card, passport or other legally equivalent document) may also be requested.

Article 51

Jury

- 1 – The admissions procedure jury shall be responsible for handling the admissions procedure and shall be appointed by the Rector following a proposal by the Scientific Board of the UMinho School of Medicine.
- 2 – The jury shall comprise a chair, six full members and six alternate members.

Article 52

Selection of applicants

- 1 – The selection of applicants shall be carried out annually by way of a knowledge examination, a transversal skills examination and CV assessment.
- 2 – The specific access requirements for the course in Medicine, namely the application requirements, entry requirements, methods for ranking and selection of applicants, the characteristics and duration of examinations, as well as the basic bibliography for these examinations, the time limits and other procedures shall be established annually in a Rector’s order.
- 3 – The admissions procedure jury shall also be responsible for drawing up the official record of the process and preparing the final list of the selection and ranking of applicants, which shall include:
- a) Accepted applicants, in descending order of points, rounded to the nearest hundredth;
 - b) Applicants on the reserve list, in descending order of points, rounded to the nearest hundredth;
 - c) Excluded applicants, indicating the reason for exclusion.
- 4 – The academic services shall publish the list mentioned in paragraph (3) on the Academic Portal after it has been validated by the Rector or the person who has the delegated competences to do so and shall notify the accepted applicants.

Article 53

Registration and enrolment

- 1 – Accepted applicants shall register and enrol on the Academic Portal within the time limit established for that purpose, under penalty of losing their right to the place, which shall be taken by applicants on the reserve list if applicable.
- 2 – Acceptance and the examinations completed shall only be valid for the academic year to which the admissions procedure refers.

SECTION V

Admissions procedure for those who have completed the examinations for assessing the ability to attend higher education by people over the age of 23

Article 54

Applications

- 1 – This admissions procedure shall cover applicants to a UMinho course who are over the age of 23 and, in accordance with the law in force, have completed the examinations specially adapted to assessing the ability to attend higher education at UMinho and who meet all the following criteria:
- a) Not having examinations valid for applying via the national admissions procedure for access to higher education;
 - b) Having begun a higher education course, intend to enter another course with different specific examinations;
 - c) Not having completed a higher education course.
- 2 – Applicants who have carried out the examinations mentioned in paragraph (1) at other higher education institutions may also be covered by this admissions procedure, provided that there is a cooperation agreement for this purpose between UMinho and those institutions.
- 3 – At the time of applying, each applicant may apply to a maximum of six courses for which places have been made available

for this admissions procedure, in descending order of preference, by filling in the application form and attaching the documents requested.

4 – The application form, to be submitted on the Academic Portal within the time limits and under the terms established annually, shall be accompanied by:

- a) Document proving the applicant's academic qualifications;
- b) Declaration, on his/her honour, that the applicant meets the conditions mentioned in paragraph (1);
- c) Examinations that the applicant intends to complete or, if he/she is in the situation described in paragraph (2), proof of having completed the examinations required for entry and the respective mark;
- d) Presentation of an identification document (ID card, citizen card, passport or other legally equivalent document) may also be requested.

Article 55

Admissions procedure jury

2 – The application process, submission of applicants to examinations, proposal of criteria for the selection and ranking of applicants, supervision of these processes and analysis of any possible complaints shall be the responsibility of the admissions procedure jury.

2 – The chair shall be appointed annually by the Rector or the Vice-Rector with delegated competences to do so.

3 – Following a proposal from the chair, the jury shall include three representatives and three alternatives from the TROU with places in the admissions procedure, who shall be appointed under the terms of paragraph (2).

Article 56

Assessment of the ability to attend

1 – Assessment of the ability to attend the study cycle shall be carried out for applicants who are submitted to examinations by way of:

- a) A Portuguese language test;
- b) One or two specific examinations suitable for the field(s) of training which the applicant intends to enter;
- c) A CV assessment and interview.

2 – The identification of the specific examinations that students should take, depending on the courses to which they wish to apply, the places available on each course, the access requirements, the procedures, stages and time limits of the admissions procedure, as well as ranking criteria and other procedures shall be the subject of a Rector's order to be published annually.

Article 57

Juries for examinations

1 – Examination juries shall be chaired by the chair of the admissions procedure jury and may include members thereof.

2 – Following a proposal from the chair of the admissions procedure jury:

- a) The members of the jury for the Portuguese language test shall be appointed by the Rector or the Vice-Rector who has delegated competences to do so, in order to devise and correct the respective test, formed of a minimum of six and a maximum of nine professors in the field of Portuguese language or teaching Portuguese language, having consulted the TROUs to which these scientific fields belong;
- b) Having consulted the TROUs with places in this admissions procedure, the Rector or Vice-Rector who has delegated competences to do so shall appoint the members of the jury for devising and correcting each specific or vocational examination, and a minimum of two members shall be appointed for each one;
- c) For each course with places in this admissions procedure, two members shall be appointed to the CV assessment and interview examination, including at least one member from the TROU to which the course belongs.
- d) The members of the mentioned in subparagraph (c) shall be appointed from the professors mentioned in subparagraphs (a) and (b) and others appointed by the TROU, in order to guarantee the provisions at the end of subparagraph (c).

Article 58

Selection and ranking of applicants

1 – The selection and ranking of applicants shall involve three stages:

- a) Acceptance to the admissions procedure by the admissions procedure jury;
- b) Drawing up and grading of examinations by the juries appointed to do so;
- c) Selection and ranking of applicants accepted to the admissions procedure by the admissions procedure jury, considering, in accordance with the course to which they applied, the examinations and results achieved therein.

2 – The admissions procedure jury shall draw up:

- a) The official record of acceptance to the admissions procedure and a list of the following, in alphabetical order:

- i) Applicants accepted to the admissions procedure and examinations;
 - ii) Applicants accepted to the admissions procedure and exempted from the examinations because they are in the situation provided for in Article 54(2).
 - iii) Applicants excluded from the admissions procedure because their file is incomplete or because they do not meet the rules provided for in these Regulations.
- b) An official record of selection and ranking of the applicants mentioned in subparagraphs (a)(i) and (ii) shall be drawn up for each course, along with the respective ordered list, based on the results achieved in the applicants' examinations, CV assessment and interview:
- i) Accepted applicants, in descending order of number of points, rounded to the nearest hundredth;
 - ii) Applicants on the reserve list, in descending order of number of points, rounded to the nearest hundredth;
 - iii) Excluded applicants, indicating the reason for exclusion.
- c) Applicants who have achieved a mark no lower than 100 on a scale of 0-200 in each of the examinations shall be accepted.
- 3 – The academic services shall publish the lists mentioned in paragraph (2) on the Academic Portal after they have been validated by the Rector or the person who has the delegated competences to do so and shall inform the applicants about the time limit for carrying out registration.

SECTION VI

Admissions procedure for those who have completed other higher education courses

Article 59

Applications

- 1 – This admissions procedure shall cover:
- a) Holders of first degrees (*bacharel* or *licenciado*), master's degree or doctoral degrees;
 - b) Holders of closed courses for primary teachers (*Magistério Primário*), nursery school teachers (*Educadores de Infância*) and general nursing (*Enfermagem Geral*) who can also prove that they completed a secondary education course (12 years of school education) or a complementary secondary education course or Years 10/11 of school education.
- 2 – The applicants mentioned in paragraph (1) may apply for any course with places in this admissions procedure.
- 3 – Each applicant may submit an application to a single course per academic year.

Article 60

Selection and ranking of applicants

- 1 – Applicants covered by this admissions procedure shall be ranked by successively applying the following criteria:
- a) Final mark of the higher education course, rounded to the nearest whole number, in descending order;
 - b) Degree and diploma, giving successive priority to holders of a *bacharel* degree, *licenciado* degree, master's degree and doctoral degree;
 - c) Age, in descending order.
- 2 – Applicants to the first study cycle in Music shall be exempt from paragraph (1), since they are ranked using the mark achieved in the vocational skill examination established for access to this course, expressed on a scale from 0 to 20, rounded to the nearest tenth, in descending order.
- 3 – For applicants who hold a foreign higher education degree, with a final mark expressed using a scale different from the Portuguese scale, the mark achieved shall be proportionally converted to the mark on the Portuguese grading scale under the terms of the law.
- 4 – In situations where there is no final mark for a higher education course, a 10 shall be considered for ranking purposes.
- 5 – In situations where there is a qualitative final mark for a higher education course, this shall be converted quantitatively according to the following scale:
- a) Very Good/Approved with Distinction and Commendation (*Muito Bom/Aprovado com Distinção e Louvor*) - 18;
 - b) Good with Distinction/Approved with Distinction (*Bom com Distinção/Aprovado com Distinção*) - 16;
 - c) Good (*Bom/Aprovado*) - 14.
- 6 – In the ranking of applicants who submit certificates proving that they have completed different courses/degrees, including two-stage courses (*bietápicos*), the best final mark shall be taken into consideration, safeguarding the provisions in paragraph (1)(b).
- 7 – The application file shall be submitted on the Academic Portal within the time limits established for the purpose, containing the documents requested.
- 8 – The academic services shall draw up a summary report of the process and shall publish the results of the admissions procedure on the Academic Portal, by way of a list of the selection and ranking of applicants to be validated by the Rector or

the person who has the delegated competences to do so, which shall include, for each course:

- a) Accepted applicants, in descending order of number of points, rounded to the nearest hundredth;
- b) Applicants on the reserve list, in descending order of number of points, rounded to the nearest hundredth;
- c) Excluded applicants, indicating the reason for exclusion.

SECTION VII

Other special admissions procedures

Article 61

Admissions procedure for holders of a technological specialisation diploma

- 1 – This admissions procedure shall cover holders of a technological specialisation diploma obtained under the terms of the law who do not have a higher education qualification.
- 2 – The holders of a technological specialisation diploma mentioned in paragraph (1) may apply to the higher education courses as established in a cooperation agreement between the organisation running those courses and UMinho or, when the courses are organised by UMinho, to the courses provided for in the order authorising the running of the Technological Specialisation Course.
- 3 – Completion of the application shall be conditional upon:
 - a) Completing secondary education national examinations corresponding to the entrance examinations required by UMinho for the course in question, by way of the national admissions procedure for access to higher education for the academic year to which the application relates;
 - b) Achieving in those examinations a mark no lower than the minimum mark established by UMinho for the respective academic year within the scope of the general access regime.
- 4 – Each applicant may only submit an application to a single course per academic year.
- 5 – Holders of a technological specialisation diploma shall be ranked according to the final mark obtained for the technological specialisation diploma and, in the case of a tie, the mean average of the marks in the secondary education national examinations corresponding to the entrance examinations established within the scope of the general access regime shall be used.
- 6 – The application file shall be submitted on the Academic Portal within the time limits established for the purpose, containing the documents requested therein.
- 7 – The academic services shall draw up a summary report of the process and shall publish the list of the selection and ranking of applicants on the Academic Portal, to be validated by the Rector or the person who has the delegated competences to do so, which shall include:
 - a) Accepted applicants, in descending order of number of points, rounded to the nearest hundredth;
 - b) Applicants on the reserve list, in descending order of number of points, rounded to the nearest hundredth;
 - c) Excluded applicants, indicating the reason for exclusion.

Article 62

Admissions procedure for holders of a vocational, technical higher diploma

- 1 – This admissions procedure shall cover holders of a vocational, technical higher diploma obtained under the terms of the law who do not have a higher education qualification.
- 2 – Holders of a vocational, technical higher diploma may apply to the courses for which correspondence has been established with the field of education and training of the diploma submitted, under the terms of the legislation in force.
- 3 – Completion of the application shall be conditional upon:
 - a) Completing secondary education national examinations corresponding to the entrance examinations required by UMinho for access to the course in question by way of the general access regime for the academic year to which the application relates;
 - b) Achieving in those examinations a mark no lower than the minimum mark established by UMinho for the respective academic year within the scope of the general access regime.
- 4 – Each applicant may only submit an application to a single course per academic year.
- 5 – Holders of a vocational, technical higher diploma shall be ranked according to the final mark obtained for the vocational, technical higher diploma and, in the case of a tie, the mean average of the marks in the secondary education national examinations corresponding to the entrance examinations established within the scope of the general access regime shall be used.
- 6 – The application file shall be submitted on the Academic Portal within the time limits established for the purpose, containing the documents requested.
- 7 – The academic services shall draw up a summary report of the process and shall publish the results of the admissions

procedure on the Academic Portal, by way of a list of the selection and ranking of applicants to be validated by the Rector or the person who has the delegated competences to do so, which shall include:

- a) Accepted applicants, in descending order of number of points, rounded to the nearest hundredth;
- b) Applicants on the reserve list, in descending order of number of points, rounded to the nearest hundredth;
- c) Excluded applicants, indicating the reason for exclusion.

CHAPTER IV

Special attendance regimes

SECTION I

General provisions

Article 63

List of special attendance regimes

UMinho shall have special attendance regimes for students who meet the requirements in the law and the Regulations required for the recognition thereof, under the following categories:

- a) Working students (WS);
- b) Students on mobility (MOB);
- c) Student who are association directors (AD);
- d) Student who are in a maternity or paternity situation (MP);
- e) Students with special educational needs (SEN);
- f) Students who are high-performance athletes (HPA);
- g) Students who are UMinho athletes (SA);
- h) Students who are firefighters (SF);
- i) Students who are military personnel or equivalent (SMP);
- j) Students who observe a religion (RO);
- k) Students who are informal carers (IC);

Article 64

Recognition of the right

Recognition of the right to a special attendance regime shall depend on the interested party making a request annually, to be submitted on the Academic Portal within the time limits established for the purpose and completed in accordance with the provisions of these Regulations.

SECTION II

Working students

Article 65

Scope of application

1 – Those who are attending a first degree, integrated master's, master's or doctoral course, or training not leading to a degree but consisting of at least 60 credits, and who are in one of the following situations shall be considered working students:

- a) People employed by a public or private body, regardless of the type of labour contract;
- b) Self-employed people;
- c) People attending a vocational training course or official temporary occupation programme for young people with a duration of six months or more.

2 – Working students who, covered by working student status, become involuntarily unemployed, shall retain that status until the end of the academic year, and this situation shall be confirmed by submitting documentary evidence of registration at the Employment Office within a time limit of no more than 30 days after becoming unemployed.

Article 66

Evidence

1 – To be able to benefit from the status, working students shall provide evidence of that they are working in one of the following ways:

- a) Up-to-date declaration of the respective service, signed and duly authenticated with a stamp or recognised signature, in the case of people working for the state or another public body;
- b) Up-to-date declaration from the employer, signed and duly authenticated with a stamp or recognised signature, with a declaration proving registration with Social Security (*Segurança Social*) and respective number or, alternatively, an up-to-date record of the payments made to Social Security or an up-to-date pay slip, in the case of people working for a private body;
- c) Declaration of starting activity at the tax authority (*Finanças*), accompanied by documentary evidence of the monthly payments made to Social Security or, if exempt from such payments, the declaration of exemption or submission of the latest receipt corresponding to payment received for work rendered, in the case of self-employed people;
- d) Up-to-date declaration from the body sponsoring the course or programme, signed and duly authenticated with a stamp or recognised signature, with an indication of the start date and respective duration, as well as the respective accreditation, in the case of students participating in a vocational training course or official temporary occupation programme for young people.

2 – If the professional activity is performed abroad, the interested parties shall provide evidence of their situation by way of an up-to-date declaration from the employer, signed and duly authenticated with a stamp or recognised signature and proof of residence abroad.

Article 67

Request for status

1 – Requests for working student status, duly completed, shall be submitted on the Academic Portal.

2 – For courses beginning in the first semester of the academic year:

- a) Working student status shall be requested by 15 October or within the maximum time limit of 15 days following enrolment for the academic year, if enrolment is made after that date, for the status to apply during the academic year;
- b) Requests submitted after the time limit established in subparagraph (a) shall allow the status to be granted only for the second semester of the academic year, provided that they are submitted by 15 March, and shall not have retroactive effects.

3 – For courses beginning in the second semester of the academic year, working student status shall be requested by 15 March or within the maximum time limit of 15 days following enrolment for the academic year, if it is made after that date, for the status to apply during the academic year.

4 – The rights of working students shall cease immediately in the event that false declarations have been made regarding the grounds on which granting of that status depend.

Article 68

Attendance and learning assessment

1 – Working students shall not be subject to:

- a) Attendance of a minimum number of course CUs;
- b) Attendance of a minimum number of academic activities per CU.

2 – For CUs with laboratory or practical components that are indispensable to the learning and assessment process, suitable conditions should be provided by the CU coordinator, whenever possible, to accompany those activities or, alternatively, the implementation of other teaching, learning and assessment arrangements, to be established in the CUF within the time limit of 15 days calculated from the start of academic activities.

3 – The provisions of paragraph (2) shall not apply to placement CUs or CUs with placement or equivalent components that, under the CU sheet approved when the course was created or (re)accredited, require students' presence and the performance of activities in a working context.

4 – Working students shall have priority in choosing class groups in CUs, whenever applicable.

5 – Working students who pass the laboratory or practical work component in a given academic year and do not pass the respective CU shall be exempt from completing that component in the following academic year.

6 – Working students who obtain the status for the full academic year shall have the right to a special examination period for all theoretical or theoretical-practical CUs within the time limits defined in the academic calendar.

7 – Working students who obtain the status only for the second semester of the academic year shall have the right to take examinations in the special period for the CUs of this semester and annual CUs.

SECTION III

Students on mobility abroad or on mobility at UMinho

Article 69

Scope of application

1 – UMinho students who are carrying out a period of studies or work placement at a foreign higher education institution or foreign body under an institutional programme or agreement, with compulsory recognition by UMinho, shall be considered students on mobility abroad.

2 – Students of a foreign higher education institution who are carrying out a period of studies or work placement at UMinho under an institutional programme or agreement, with compulsory recognition by the sending education institution, shall be considered students on mobility at UMinho.

Article 70

Eligibility conditions for mobility abroad

1 – The following students may apply for mobility programmes abroad:

- a) Students formally enrolled for a first degree, integrated master's, master's or doctoral course at UMinho;
- b) Students who are not in an expiry situation;
- c) Students who are not beneficiaries of other grants financed by EU funds;
- d) Students who have not undertaken 12 months of mobility at other higher education institutions on the same study cycle for which they intend to carry out the mobility.

2 – First-cycle students shall have concluded the first year of university studies before beginning the mobility period and meet any other additional eligibility criteria that the TROU may impose.

3 – Third-cycle students who are scholarship holders from the Foundation for Science and Technology (*Fundação para a Ciência e Tecnologia*) shall submit a favourable written opinion from the Foundation with regard to their participation in UMinho international mobility programmes.

Article 71

Applications for mobility abroad

1 – Information about applications for mobility programmes abroad, namely about the application period, shall be published at the start of each academic year on the Academic Portal.

2 – Applications shall be submitted by the interested party, using the online form, according to the information disseminated annually on the Academic Portal and through the communication channels provided by UMinho.

3 – Applications shall be accompanied by the following documents, duly identified:

- a) Up-to-date academic record;
- b) Proof of previous courses and respective academic record;
- c) Proof of knowledge of foreign language(s).

4 – Applications submitted after the time limit established for the purpose may be accepted if authorised by the academic mobility coordinator of each OU, and the applicants shall be ranked at the end of the list of applicants by order of submission, and made conditional upon carrying out the mobility period only in the second semester of the academic year in question.

Article 72

Ranking of applications for mobility abroad

1 – The specific ranking criteria for each area shall be published on the Academic Portal before the applications period opens.

2 – The ranking process for applications for students on mobility abroad shall be entirely the responsibility of the academic mobility coordinator.

Article 73

Applications for mobility at UMinho

1 – Information about applications for mobility programmes at UMinho and respective time limits shall be provided at the start of each academic year on the Academic Portal.

2 – Students who wish to carry out an exchange/mobility period at UMinho shall submit an application on the Academic Portal.

3 – The application shall be accompanied by:

- a) Learning or placement agreement signed by the student and sending institution, dated and stamped;

- b) Academic record at the sending institution;
 - c) Passport-type photo.
- 4 – Presentation of a passport or other legally equivalent identification document may be requested.

Article 74

Ranking of applications for mobility at UMinho

- 1 – Applications shall be assessed by the international relations services and the academic mobility coordinator of the respective OU.
- 2 – Official acceptance to UMinho shall be processed by the international relations services and the applicant shall be notified by e-mail.

Article 75

Learning assessment

Students who are on mobility at UMinho or abroad shall have the right to register for the special examination period for a maximum of four CUs that, together, shall not exceed 30 credits, unless it is necessary to exceed this number of credits so the student may register for a single CU.

SECTION IV

Association directors

Article 76

Students who are association directors

Those elected to the board of directors of the UMinho Students' Association shall be considered students who are association directors.

Article 77

Scope of application

- 1 – For the purposes of Article 76, elected members of the board of directors, general assembly and supervisory and jurisdictional board of the AAUM shall be considered students who are association directors.
- 2 – Student representatives elected to the governance and advisory bodies of UMinho shall be considered equivalent to students who are association directors:
 - a) General Board;
 - b) Academic Senate;
 - c) Doctoral College;
 - d) OU Board;
 - e) Pedagogical Board.
- 3 – The following shall also be considered equivalent to students who are association directors:
 - a) Course year delegates and subdelegates;
 - b) Student representatives on the IQAS-UM Monitoring Committee;
 - c) AAUM department representatives, up to a limit of 35;
 - d) Two members of each AAUM cultural group, recognised by the respective plenary;
 - e) Up to five members of the board of directors of each association group, section or student association, recognised by the respective OU.

Article 78

Duration of the association director regime

- 1 – The duration of the student association director regime mentioned in Article 77(1) shall be one year, starting on the date on which the mandate begins, except when that time period ends during the academic year, in which case the regime shall be extended until the end thereof.
- 2 – The duration of the director regime for students who are association directors mentioned in Article 77(2) shall be the duration provided for in the UMinho Statutes or the respective regulations.
- 3 – The duration of the director regime for course year delegates and subdelegates shall coincide with the duration of the respective academic year.
- 4 – The duration of the director regime for AAUM department representatives shall coincide with the mandate of the respective board of directors and may be extended up to the end of the academic year under the terms of paragraph (1).

5 – The duration of the director regime for UMinho cultural group members shall coincide with the duration of the respective academic year.

6 – The duration of the director regime for members of the board of directors of each association group, section or student association shall coincide with the mandate of the respective board of directors and may be extended up to the end of the academic year under the terms of paragraph (1).

Article 79

Evidence

1 – The AAUM shall provide a certificate of the results and the list of the persons mentioned in Article 77(1) and (3)(c) and (d) to the academic services within 40 days calculated from the date on which the board of directors' mandate begins.

2 – The secretariats of the GB, the AcS, the OU Board, the PB, the TROUs and the Doctoral College shall send the list of students mentioned in Article 77(2) to the academic services within 20 days of the elections.

3 – The IQASs shall send the list of students mentioned in Article 77(3)(b) to the academic services up to 20 days after they are appointed.

4 – The OUs shall send the list of persons mentioned in Article 77(3)(a) and (e) to the academic services no later than the end of December.

5 – The student groups, association sections and student associations shall submit the list of the persons mentioned in Article 77(3)(e) to the OU within 20 days calculated from the date on which the board of directors' mandate begins.

Article 80

Special absence regime

1 – The students who are directors mentioned in Article 77(1) and (2) shall have the right to approval of absences from academic activities:

- a) To attend meetings of the bodies to which they belong, if these coincide with teaching activities;
- b) To attend events of clear interest to the association.

2 – The remaining directors shall have the right to approval of absences from academic activities when they cannot attend due to participation in events of clear interest to the association.

3 – The right to approval of absences for the purposes of paragraph (2) shall depend on submitting documentary evidence of attendance of one of the activities provided for in these Regulations to the course director.

4 – It shall be the course director's responsibility to decide, within a maximum time limit of five days, calculated from submission of the document mentioned above, on the relevance of the motives claimed for the purposes of the approval of absences and shall inform the student and the CU coordinators involved of that decision.

Article 81

Special assessment regime

1 – The students mentioned in Article 77(1) and (2)(a)(b) and (c) shall have the right to:

- a) Request up to five examinations in each academic year, as well as the examinations in normal and special examination periods, up to a maximum of two examinations per CU;
- b) Postpone the submission of assignments, written reports or other types of document included in the CU's assessment methods in accordance with the CU coordinator;
- c) Hold, on a date to be arranged with the CU coordinator, the assessments that he/she has not been able to attend due to performing pressing association activities;
- d) Sit examinations in the special examination period up to a maximum of four CUs, which in total may not exceed 30 credits.

2 – The students mentioned in Article 77(2)(d) and (e) and (3)(a)(b)(c) and (e) shall have the right to sit examinations in the special period for a maximum of four CUs, which shall not exceed 30 credits in total unless necessary for the student to complete at least one CU.

3 – The students mentioned in Article 77(3)(d) shall have the right to sit examinations in the special period for a maximum of two CUs, which shall not exceed 15 credits in total unless necessary for the student to complete at least one CU.

4 – The CUs covered by this special assessment regime shall be the CUs for which the student is enrolled during the period of time in which he/she performs the duties of association director or equivalent.

5 – The examinations provided for in paragraph (1)(a) shall be held on a date to be agreed with the CU coordinator.

6 – Oral examinations for improving marks shall be counted for the purposes of the provisions of paragraph (1)(a).

7 – Failure to attend an examination shall involve termination of the right exercised, except in the case of a justified absence.

Article 82

Holding of assessments

- 1 – The holding of assessments outside the respective period shall involve prior agreement with the CU coordinator about the date chosen and later additional enrolment on the Academic Portal.
- 2 – The academic services shall provide a specific form for the purposes of paragraph (1).
- 3 – Attendance of exams in the special period shall in all cases involve enrolment within the time limits established for the purpose.
- 4 – In the event of postponement of the submission of assignments and written reports, such postponement may not in any event involve delays in filling in the list of marks.
- 5 – The chair of the TROU's PB or the ROU's SB shall work as an appeals body with regard to the application of the benefits provided for in Articles 80 and 81.

Article 83

Termination of rights

- 1 – The termination or suspension of exercising his/her activity as director or member of the board for any reason shall involve the student losing the rights provided for in this regime from the semester in which it takes place onwards.
- 2 – It shall be the student's responsibility to provide notification of the termination or suspension of his/her activity as director or member of the board within a time limit of fifteen days.

Article 84

Youth association directors

Under the terms of the law, UMinho students who are members of the governing bodies of any youth association based in Portuguese territory that is registered with the NRYA shall also benefit from the youth association director regime.

Article 85

Evidence

- 1 – For the purposes of the provisions of Article 84, the exercise of the rights of youth association directors shall depend on all of the following items being submitted to the academic services annually:
 - a) Certificate of the official record of the start of the governing bodies' mandate;
 - b) Declaration issued by the PSYI's services proving that the association is registered at the NRYA and the number of members to be covered by this status.
- 2 – The documents mentioned in paragraph (1) shall be submitted within 30 days of the date on which the mandate began.

Article 86

Special absence regime

Youth association directors shall have the right to approval of absences from academic activities under the terms of Article 80(1).

Article 87

Special assessment regime

Youth association directors shall benefit from the rights provided for in Article 81(1).

SECTION V

Maternity and paternity

Article 88

Scope of application

Students who are mothers or fathers, including pregnant and breastfeeding women and those who have recently given birth, shall be covered by this regime.

Article 89

Rights of pregnant students and student who are mothers or fathers

- 1 – Pregnant students and students who are mothers shall have the right to exemption from attending academic activities for

a period of up to 150 consecutive days, 90 of which following the birth; the others may be used partly or fully before or after the birth.

2 – In the case of multiple births, 30 consecutive days shall be added to the period with approval of absences for each birth after the first.

3 – Breastfeeding students and those who have recently given birth shall have the right to be excused from academic activities for the purposes of medical appointments, whenever they cannot be held outside the times of academic activities.

4 – Students who have recently given birth shall have the right to postpone the submission of theses, dissertations, placement reports and project works for a period of up to 150 consecutive days, plus an additional 30 days for each birth in the case of multiple births.

5 – Breastfeeding students shall similarly have the right to be excused from academic activities during breastfeeding periods, upon submission of a medical declaration.

6 – Students who are mothers or fathers, covered by these Regulations, and have children up to five years of age shall further benefit from the following rights:

- a) Special absence regime, for absences considered to be justified, whenever duly proven, due to sickness and to assist children;
- b) Postponement of the presentation or submission of assignments and sitting tests at a later date whenever it is impossible to meet the deadlines established or attend tests for the reasons described in subparagraph (a);
- c) Exemption from meeting the legal mechanisms that make passing dependent on attending a minimum number of academic activities, except for placements or equivalent situations;
- d) Exemption from compulsory enrolment for a minimum number of CUs;
- e) Holding of examinations in a special period, on a date to be established with the CU coordinator, namely in the event of a birth coinciding with the examination period.

7 – Pregnant students shall have the right to approval of absences for antenatal appointments and to the provisions of paragraph (6).

8 – In the event of clinical risk to a pregnant student or to the unborn child that prohibits attendance of academic activities, students shall have the right to leave for a period of time considered necessary to prevent the risk, per medical recommendation, as well as to postponement of the submission of theses, dissertations, placement reports and project works for an equal period of time, without losing the initial parental leave, and a medical declaration shall be submitted indicating the foreseeable duration of the leave, providing that information 10 days in advance or as soon as possible in the case of an emergency confirmed by the doctor.

9 – In the event of a miscarriage, students shall have the right to be excused from attending academic activities for a period of 30 consecutive days, renewable by medical recommendation, and to postponement of the submission of theses, dissertations, placement reports or project works for an equal period of time.

10 – In the event of adoption, adopting students shall have the right to be excused from academic activities for a period of 120 consecutive days following the adoption and to postponement of the submission of theses, dissertations, placement reports or project works for an equal period of time.

11 – Students who are mothers or fathers shall benefit from a special absence regime, with absences considered justified to provide assistance in the event of illness or accident for children under 12 years of age or to children of any age that have a disability or chronic illness, as well as throughout any period of hospitalisation.

Article 90

Rights of students who are fathers

Students who are fathers shall have the following rights:

- a) Exemption from academic activities for a period of five days, consecutive or otherwise, in the first month following the child's birth;
- b) Exemption from attending academic activities, postponement of the presentation or submission of assignments or sitting tests at a later date for a period of time equal to that to which the mother would have a right, safeguarding the six weeks of maternity leave following the birth. They shall also have the right to sit examinations in a special period, in accordance with the academic calendar, in the event of the mother's physical or mental incapacity or death, or by a joint decision by the parents, by way of a request and the submission of related documentary evidence.

Article 91

Examinations and assessment

1 – Whenever there are assessments or exams during the 150 (consecutive) days following the birth, students may request, in the last 30 days of that post-birth period, to take assessments in the following 30 days on a date to be agreed with the CU coordinator.

- 2 – The period for holding assessments may be changed by mutual agreement between student and CU coordinator.
- 3 – In the case of multiple births, 30 days shall be added to the time limit mentioned in paragraph (1) for each birth after the first.
- 4 – A request to apply these benefits shall be submitted in a specific form on the Academic Portal, with the proper documents.
- 5 – The academic services shall inform the PB of the respective TROU of the request mentioned in paragraph (4) for the purposes of applying the benefits of the right to approval of absences and the right to take assessments mentioned in paragraph (1).

SECTION VI

Students with special educational needs

Article 92

Scope of application

- 1 – UMinho students enrolled for any study cycle who, for motor, sensory, cognitive, communicational, socio-emotional reasons or any combination thereof, have specific difficulties that, together with environmental factors, may limit their activity and participation on a level playing field with other students shall be considered students with special educational needs (SEN).
- 2 – Special educational needs may be permanent or temporary and, in the case of temporary special educational needs, the support measures provided for in these Regulations shall apply only for the period in which the special educational needs are present.

Article 93

Evidence

- 1 – For the purposes of applying this regime, the special educational need shall be evidenced by a report from a specialist doctor and/or, in specific cases, a report by specialist professionals in the field in question, describing the type of special educational need and its impact for the demands of the university setting.
- 2 – The report shall include:
 - a) Assessment of the visual acuity and field in each eye with the best correction, in the case of visual special educational needs;
 - b) Assessment of the auditory potential in each ear with the best correction, in the case of auditory special educational needs;
 - c) Broken-down information about the limbs affected, in the case of motor special educational needs;
 - d) Information about the implications that the special educational needs have for the student's academic life, in the case of other types of special educational needs.
- 3 – Failure to submit the documentary evidence shall stop the student from benefiting from the measures provided for in this special regime.
- 4 – Whenever necessary, other documents may be requested in order to complete each student's individual file or prove that application of the special regime remains in force, when the latter undergoes alterations.

Article 94

Application of the special regime

- 1 – Students with SEN who are interested in application of this regime shall request it using a specific form, accompanied by the documents provided for in Article 93.
- 2 – The request and documents referred to in paragraph (1) shall be submitted on the Academic Portal during the registration period and may, however, be submitted after this if the special educational needs are detected later or are the result of events occurring after the start of the academic year.
- 3 – The competent services shall inform the course director and arrange a meeting with the student and the respective course director, at which the support plan to be implemented shall be defined.
- 4 – The support plan to be implemented for each student with SEN shall:
 - a) Ascertain the needs presented and the support required;
 - b) Define the support measures to be implemented for each student, namely adaptations to the teaching and learning process, including special attendance conditions, pedagogical supervision, instrumental support and assessment;
 - c) Determine whether the support defined shall apply for the entire period of attending the course at UMinho or if they should be reviewed at some point, due to possible alterations to the clinical condition presented;
 - d) Be signed by those taking part in the meeting.
- 5 – The support measures provided for in paragraph (4)(b) may be reviewed at any time in the student's academic career, following a request by the student and/or professors submitted to the course director, whenever such a review appears to be

necessary, and any review shall involve an amendment to the support plan, following the procedures mentioned in paragraphs (3) and (4).

6 – Information about the support measures to be implemented shall be communicated to the professors by the course director, and it shall be the student's responsibility to inform the course director each semester about the CUs and possible class groups he/she is attending.

7 – By the end of the first month of academic activities, or whenever justified, the competent services shall send the academic services information about students covered by this regime.

8 – The course director shall work as an appeals body and shall guarantee application of the measures included in the support plan to be implemented.

Article 95

Support measures

1 – Students with SEN shall have the right to support measures that, while not compromising the learning objectives defined for each course and each CU, shall seek to respond to the diversity of their needs and potential, guaranteeing accessibility and participation on a level playing field.

2 – The support measures to be applied shall be defined individually for each student, considering the attendance conditions, pedagogical supervision, instrumental support and assessment, among others that may be considered suitable for the student's characteristics.

Article 96

Attendance conditions

1 – Students with SEN shall not be subject to:

- a) Attendance of a minimum number of course CUs;
- b) Attendance of a minimum number of academic activities per CU;
- c) The expiry regime.

2 – Students with SEN shall have priority when choosing class groups.

3 – For CUs that include practical activities which are indispensable for the learning and assessment process, suitable conditions shall be provided to accompany those activities or, alternatively, the implementation of other teaching, learning and assessment arrangements to be established in the CUF in the first 15 days following the start of academic activities or 15 days after notification that the special attendance regime has been granted to the student.

4 – Students with SEN may carry out laboratory work in two consecutive academic years, provided that they request this from the CU coordinator and the CU's functioning conditions allow it.

5 – Students with SEN who pass the laboratory or practical work component in a given academic year without passing the respective CU shall be exempt from completing that component in the following academic year.

6 – Students with SEN shall have the right to a special examination period for all the CUs whose nature allows it, and enrolment shall be carried out within the time limits set in the academic calendar.

7 – Students with SEN shall have priority when choosing or being assigned locations for placements, clinical education or equivalent.

Article 97

Pedagogical support

1 – Professors, whenever justified, shall use pedagogical strategies and technical means to minimise the limitations of students with special educational needs.

2 – Whenever required for a student with SEN to accompany the programme, the professor(s) of the CU in question shall use part of the assistance hours to provide the student with personalised supervision.

3 – Students with SEN may ask professors to reserve a specific place in classrooms to provide them with the best possible conditions to follow them.

4 – The possibility of audio recording academic activities shall be granted to all students with SEN who have limitations in taking notes, by way of providing a commitment to use the recordings obtained this way exclusively for academic, personal purposes.

5 – Students who are deaf may be accompanied by their own sign language interpreter for academic activities, assessments and personalised support.

Article 98

Instrumental support

- 1 – Professors shall provide students with SEN who have limitations in taking notes with support material for academic activities, as well as other materials considered relevant, in a medium suitable for the students' needs.
- 2 – The competent services shall adapt bibliographic materials and wording of assessments, provided by students or teachers respectively, to the specific characteristics of the student with special educational needs.
- 3 – Materials available at UMinho's documentation services may be requested for the purposes of the provisions of paragraph (2).
- 4 – Whenever necessary, specific existing technical means considered suitable for holding assessments or examinations shall be provided.
- 5 – The competent services shall help students with SEN in seeking technical or technological support to be used by them or by professors to minimise the educational implications of their needs.

Article 99

Support for assessment

- 1 – Assessment methods and forms adapted to the needs imposed by students' special educational needs shall be adopted.
- 2 – If a student with SEN is unable to attend an assessment or examination due to hospitalisation or pressing treatment, an alternative date for holding such an examination or test shall be agreed with the CU coordinator.
- 3 – Deadlines for submitting written assignments should be extended, under the terms defined by professors, for students with SEN whose specific limitations require it.

SECTION VII

Students who are high-performance athletes

Article 100

Scope of application

UMinho students who meet the legally established conditions and are on the register organised by the PSYI shall be considered high-performance athletes.

Article 101

Absence regime

- 1 – Absences by student high-performance athletes during the period for preparing and participating in sports competitions shall be approved by the CU coordinator upon receipt of a declaration proving this situation issued by the PSYI and submitted on the Academic Portal.
- 2 – For the purposes of the provisions of paragraph (1), students shall undertake to inform the PSYI about the CUs affected and the respective coordinators in the five days following conclusion of the preparation or participation in the competition.

Article 102

Assessment regime

- 1 – When student high-performance athletes' preparation and participation period for sports competitions coincides with assessments or examinations, these students shall have the right to sit them on another date that does not clash with their sporting activity, based on the declaration mentioned in Article 101.
- 2 – Students who are high-performance athletes shall also have the right to sit examinations in the special examination period for CUs that shall not exceed 20 credits in total.
- 3 – The number of credits mentioned in paragraph (2) may be exceeded if this is necessary to give students who are high-performance athletes the right to sit an examination in the special period for at least one CU.

SECTION VIII

Students who are UMinho athletes

Article 103

Scope of application

- 1 – Students who meet one of the following requirements shall be considered students who are UMinho athletes:

- a) Those who participate in university competitions aimed at achieving national, European or world titles, representing the AAUM or as part of national university teams;
- b) Those who participate in competitions aimed at achieving national titles awarded by sports federations under the terms of the law, at any rank in the respective top division, or in international competitions aimed at achieving European or world titles awarded by international bodies of which the respective sporting federations form part, representing the respective national teams;
- c) Those who participated in national academic championships or international academic competitions in the academic year prior to the one in which they are awarded the status and are registered with the sports department of the social action services.

2 – Further to the requirements established in paragraph (1), students should meet the minimum passing requirements, as defined in Article 104, for the purposes of awarding the status.

Article 104

Requirements for the status

- 1 – Students who participate in university competitions and meet the requirements below shall benefit from the status:
 - a) For team sports, participation in at least 75% of training sessions and attendance of 60% of the total number of official competitions to represent the AAUM at the respective competition when invited to do so;
 - b) For individual sports, attendance of 75% of the total number of official competitions to represent the AAUM when invited to do so.
- 2 – Students who participate in federated competitions, meeting the requirements established in Article 103(1)(b), and submit proof that they are athletes registered with the federation and a declaration from the club they represent, indicating the competitions for which they have been registered, shall benefit from the status.
- 3 – Students who have participated in academic sports competitions and submit the respective proof with an indication of the competitions in which they have participated in the preceding academic year shall benefit from the status.
- 4 – It shall be the responsibility of the technical staff in charge of the framework for each sport at UMinho to monitor participation in training sessions and presence at university competitions and it shall be the responsibility of the sports department of the social action services to receive and check the documents proving students' participation in federated competitions and in academic sports competitions.
- 5 – To benefit from the status, students should also have passed at least 36 credits or all the credits for which they were enrolled, if lower, in the academic year prior to the one in which they are requesting the status in order to benefit from that status.
- 6 – The provisions of paragraph (5) shall not apply to students who request the granting of the status in the academic year for which they are enrolled for the first time in a specific study cycle.

Article 105

Duration

- 1 – The status shall last for one year from the moment in which it is granted.
- 2 – To allow the rights granted by this status to be exercised, the competent department of the social action services shall draw up lists of students who are in a position to exercise them and shall send them to the academic services, which will notify the OU once the student athletes' eligibility conditions have been checked.
- 3 – Lists may be submitted at any time in the academic year.

Article 106

Rights

- 1 – Students who participate in university, federated or academic sports competitions shall have the right to:
 - a) Priority in the choice of timetables or classes with an attendance regime best suited to their sports activity;
 - b) Approval of absences when these are due to participation in training sessions or attendance of official competitions for the sport they represent, by delivering documentary evidence to the CU coordinator;
 - c) Changes in individual assessment dates due to attendance of competitions, proven under the terms of Article 104, and it shall be the CU coordinator's duty to set a new date for the respective assessment;
 - d) Changes in group assessment dates due to attendance of the competitions mentioned in paragraph (1)(c), upon submission of a declaration of agreement with the change signed by the other members of the group, and it shall be the CU coordinator's duty to set a new date for the assessment;
 - e) Sit examinations in the special period for CUs that do not exceed 30 credits in total, in the case of university competitions, or 20 credits, in the case of federated or academic sporting competitions, and these numbers may be exceeded if necessary to allow students to sit examinations for at least one CU;
 - f) Access to Sports Merit Awards for students who are UMinho athletes provided that they meet the eligibility conditions

for the awarding thereof, as defined in specific regulations.

2 – In the event of failure to attend an assessment in the special period due to attendance of official university or federated competitions, a new date shall be set for the examination by the CU coordinator, and the student's participation in the competitions mentioned shall be evidenced by an official document from the competent department of the social action services.

3 – The chair of the respective PB, or the SB in the case of a ROU, shall work as an appeals body with regard to application of the rights provided for in paragraphs (1) and (2).

Article 107

Other provisions

1 – Students enrolled for a study cycle for the first time shall benefit from the status as soon as they are invited to and participate in any university or federated competition considered eligible for the purposes of granting the status, in accordance with Article 103(1).

2 – Safeguarding the provisions of paragraph (1), students who participate in university competitions for the first time, aiming at achieving national, European or world titles, representing the AAUM or as part of national university teams, shall immediately enjoy the granting of this status provided that they meet the criterion of the minimum passing requirements for the previous academic year.

3 – Civic and ethical behaviour suitable to respect for the values of fair play, respect for adversaries and other sports agents is an obligatory requirement for awarding and maintaining the status.

4 – In the event of lack of respect for the values mentioned in paragraph (3), the social action services may, with due grounds, propose to the Rector the opening of proceedings aiming at suspension of the status as student who is a UMinho athlete.

SECTION IX

Students who are firefighters

Article 108

Scope of application

1 – This status shall apply to student who are professionals or volunteers at a fire department and who request it annually on the Academic Portal when enrolling or in the fifteen days following enrolment or in the fifteen days after reaching conditions that provide the right to claim the status.

2 – Drivers and crew of Red Cross ambulances, who are actually performing this activity and duly evidenced under the terms of Article 84, *mutatis mutandis*, shall be considered equivalent to students who are firefighters.

Article 109

Evidence

For the purposes of recognising the status of student firefighter, a declaration from the fire department or the body that owns the fire department that proves the situation, containing an indication of the number of years of service, should be submitted on the Academic Portal together with the request mentioned in Article 108.

Article 110

Rights

1 – Students who are firefighters in professional or volunteer fire departments shall be granted the following benefits:

- a) Approval of absences from academic activities due to participation in operational activities when requested by the chief of the fire department;
- b) Taking, on a date to be arranged with the CU coordinator, the written or oral assessments that he/she has not been able to attend for proven reasons of performing operational activity.

2 – Students who are firefighters in professional or volunteer fire departments with at least two years of effective service shall further be granted the possibility of requesting up to five examinations each academic year, as well as the examinations in normal and special periods, with a maximum limit of two per CU.

SECTION X

Students who are military personnel

Article 111

Scope of application

Under the terms of the law, the special attendance regime provided for in this article shall cover UMinho students who are

providing military service on a contract or volunteer basis in the Armed Forces. These students shall request the status on the Academic Portal when enrolling or in the fifteen days after enrolment or in the fifteen days after first meeting the conditions that grant the right to it, and it shall remain valid until the end of the academic year in which it is obtained and may be renewed annually.

Article 112

Evidence

For the purposes of recognising student military personnel status, a declaration proving the military service provision regime should be submitted on the Academic Portal together with the request mentioned in Article 111.

Article 113

Attendance and assessment regime

- 1 – Students who are military personnel shall benefit from the provisions contained in the legal status of working students, while safeguarding the specific aspects arising from military service.
- 2 – Students who are military personnel shall benefit from access to the special examination period under the terms provided for in the ARUM for working students.
- 3 – Students who are military personnel that are not granted leave for assessment and, under the terms of the law, cannot do their assessments on the set dates, shall have the right to do them as long as they provide evidence of their hindrance and request assessment on the Academic Portal up to 10 days after the hindrance ends.
- 4 – The academic services shall send the request and evidence to the CU coordinator to schedule the assessment on a date to be agreed between the coordinator and the student.

SECTION XI

Students who observe a religion

Article 114

Scope of application

- 1 – This attendance regime shall cover UMinho students who are members of a church or religious community that classifies a day of the week other than Sunday as a holy day, provided that they request it on the Academic Portal.
- 2 – The status of student who observes a religion shall be requested for the whole year when enrolling or in the 15 days following enrolment or, only for the second semester, in the 30 days before the semester begins, and may be renewed in either case by submitting a new request following the terms of Article 115.

Article 115

Evidence

The request mentioned in Article 114 should be accompanied by a declaration signed by the body responsible for the recognised religion stating that the student is an observer of that religion.

Article 116

Rights

- 1 – Students with the status of observer of a religion shall be excused from attending academic activities on the day of the week enshrined for rest and worship by the respective religion.
- 2 – Students shall have the right to carry out assessments and examinations on other dates to be agreed with the CU coordinator whenever such dates fall on the day of the week mentioned in paragraph (1).

SECTION XII

Students who are informal carers

Article 117

Scope of application

- 1 – Students who are informal carers have a dependent person in their care, and the responsibility to provide that person with primary care and assistance.
- 2 – The status of student who is an informal carer shall be requested for the whole year when enrolling or in the 15 days

following enrolment or, only for the second semester, in the 30 days before the semester begins, and may be renewed by submitting a new request following the terms of Article 118.

Article 118

Evidence

The request mentioned in Article 117 shall be submitted on the Academic Portal, accompanied by a declaration issued by the Institute of Social Security or a medical report that proves that the student exercises the duties of informal carer under the terms of the law.

Article 119

Rights

1 – Students with the status of informal carer shall be excused from attending academic activities under the same terms as working students.

2 – Similarly, students with the status of informal carer shall have the right to do assessments and examinations on other dates to be agreed with the CU coordinator whenever it is evidenced that they must accompany the person for whom they care to medical appointments or exams on the original dates.

3 – Whenever possible, the agreement mentioned in paragraph (2) should be reached before the assessment or examination.

CHAPTER V

Functioning and management of study cycles and courses not leading to a degree

SECTION I

Management of study cycles and courses not leading to a degree

Article 120

Study cycle management bodies

1 – Study cycles shall be managed by way of the following bodies:

- a) Course management board;
- b) Course director.

2 – Study cycles that have areas of specialisation or specialisms may have a coordinator for each one, appointed under terms to be defined by the OU.

Article 121

Composition of the course management board

1 – The course management board shall comprise:

- a) The director;
- b) Professors of the study cycle, appointed in accordance with rules to be defined by the OU;
- c) Representatives of students on the study cycle, elected by their peers, in accordance with rules defined by the OU, in the same number as the professors, including the director.

2 – The professors mentioned in paragraph (1)(b) may be the coordinators mentioned in Article 120(2).

Article 122

Competences of the course management board

1 – The course management board shall have the competences to:

- a) Carry out coordination among CUs, seminars, placements and other activities of the study cycle;
- b) Monitor how the study cycle develops and, based on the results of the experience, propose possible corrections in future versions to the study cycle, the set of CUs or the curricular structure;
- c) Encourage complementary and exchange activities with programmes in the same training field;
- d) Provide an opinion on the self-evaluation reports for the study cycle drawn up for the IQAS and for course accreditation by A3ES;
- e) Prepare proposals for the selection and ranking of applicants to be admitted to the study cycle, when applicable, to be approved by the SB/TSB;

- f) In accordance with the OU's rules, suggest to its SB/TSB the appointment of supervisors for dissertations, project works, placements and respective reports and theses, taking into account the opinions of such supervisors about the feasibility of work plans and information on their availability;
 - g) Issue an opinion on the work plans mentioned in paragraph (1)(f);
 - h) In accordance with the rules in force and procedures established by the OU, propose the formation of juries for academic examinations for master's and doctorates;
 - i) Perform other competences granted to it by regulations in force or delegated by the OU's SB/TSB or PB.
- 2 – The competences mentioned in paragraph (1)(e) to (1)(h) shall be performed exclusively by professors on the course management board.
- 3 – The course management board may delegate some competences to its or the coordinator of the area of specialisation/specialism, if applicable.
- 4 – The course management board shall ordinarily meet every academic semester and extraordinarily when convened by the director or upon a request by two-thirds of its members.

Article 123

Course director

- 1 – The course director shall be a professor, on the professorship career path, who teaches in one of the compulsory scientific fields of the study cycle, appointed or elected in accordance with rules to be defined by the OU.
- 2 – In justified cases, the course director may also be a PhD holder researcher, on the researcher career path, at UMinho.
- 3 – In the case of courses with a daytime and evening class, one of the members of the course management board may be appointed deputy director for the evening class, if the course management board and PB deem appropriate.

Article 124

Competences of the course director

The director shall have the competences to:

- a) Represent the course management board;
- b) Coordinate the respective activities and chair the meetings;
- c) Carry out the everyday management of the course, in conjunction with the coordinators, if applicable;
- d) Draw up the annual self-evaluation report for the study cycle for the purposes of the IQAS and submit it for consideration by the course management board;
- e) Coordinate, in conjunction with the TROU's PB, or the SB in the case of a ROU, the drawing up of the self-evaluation report for the study cycle for the purposes of accreditation by A3ES and submit it for consideration by the course management board;
- f) Exercise other duties and responsibilities in the scope of the IQAS-UM and under the terms provided for in the Quality Manual;
- g) Exercise the competences delegated to him/her by the course management board or by the PB or SB.

Article 125

Management of courses not leading to a degree

- 1 – Short courses not leading to a degree shall be managed by a coordinator who teaches on the course, appointed in accordance with rules to be defined by the respective OU.
- 2 – Specialised training courses and advanced studies courses, as well as post-graduate courses, shall have a director and may or may not have a course management board, depending on rules to be established by the OU, which may consider the number of credits for the course.
- 3 – The preparation course for people over 23 years of age to access higher education shall have a director and a course management board, per the terms of Article 126.
- 4 – The preparation course for foreign students to access higher education shall have a director, per the terms of Article 127.
- 5 – In the case of courses not leading to a degree that operate in association, their management shall be shared by the partner institutions, and the cooperation agreement between the partner institutions, or an addendum to it, shall define the composition and competences of the inter-institutional management bodies for the course, as well as the forms of coordination between those bodies and each of the partner institutions.

Article 126

Management of the preparation course for people over 23 years of age

- 1 – The course management shall be performed by:
- a) A director, appointed biannually by the Rector or the Vice-Rector with delegated competences, from the professors of the TROUs that contribute CUs to the course study plan;

- b) A deputy director, appointed annually by the director from the members of the course management board;
 - c) A course management board, comprising the director, deputy director and a representative of each of the TROUs that contribute CUs to the course study plan, appointed annually by the respective president.
- 2 – The competences of the course management bodies shall be the same as for other courses and study cycles, *mutatis mutandis*.
- 3 – The course management board shall draw up a course report annually to be considered by the AcS.

Article 127

Management of the preparation course for foreign students

- 1 – The course management shall be assigned to a professor involved therein.
- 2 – The competences of the professor mentioned in paragraph (1) shall be the same as those of a course director, *mutatis mutandis*.
- 3 – At the end of the course, the professor mentioned shall draw up a report to be submitted to the Vice-Rectorate for education.

Article 128

Management of study cycles and courses that are the responsibility of more than one OU

- 1 – If a study cycle or course not leading to a degree is the responsibility of more than one OU, the director/coordinator shall be appointed by agreement among the OUs involved.
- 2 – In cases where there is a course management board, the form of distributing the professors who are members of that board across the OUs involved shall be defined by common agreement.

Article 129

Management of study cycles in association with other institutions

- 1 – In the case of study cycles that operate in association, their management shall be shared by the partner institutions.
- 2 – The cooperation agreement instituting the partnership or an addendum to it shall define the terms in which management will be performed, including the inter-institutional management bodies for the course and the respective competences, as well as the forms of coordination between them and the partner institutions.

SECTION II

Functioning of study cycles and courses not leading to a degree

Article 130

Object

The functioning of study cycles and courses not leading to a degree shall encompass the organisation of the academic year, the respective functioning regime, the education and learning process and student assessment, as well as other relevant specific aspects.

Article 131

Academic calendar

- 1 – The academic calendar shall be established by the end of January each year for the following academic year, by way of a Rector's order, and shall provide for a 20-week duration for each semester, of which at least 15 weeks shall be dedicated to academic activities, regardless of their nature, and the remaining weeks shall be for autonomous work activities and student assessment.
- 2 – The academic calendar shall be established for study cycles or courses starting in the first semester.
- 3 – Specific academic calendars may be defined for study cycles or courses beginning at other times in the academic year.
- 4 – It shall be the OU's responsibility to establish and publicise the academic calendar for its study cycles, including the calendar for examinations, in accordance with the time limits provided for in the UMinho academic calendar, by the end of March each year for the following academic year.
- 5 – For credited courses not leading to a degree, specific calendars may be proposed by the OUs, to be approved by a Rector's order.
- 6 – Calendars for short, non-credited courses shall be the OUs' responsibility.

Article 132

Functioning regime of study cycles and courses not leading to a degree

- 1 – The functioning regime shall include the timetable, the concentration in time of CUs or courses not leading to a degree, and the teaching mode.
- 2 – With regard to timetables:
 - a) Study cycles and courses not leading to a degree may have daytime, evening or mixed timetables;
 - b) Timetables are evening timetables if they begin after 6pm on working days, and may also include Saturdays;
 - c) Mixed timetables shall involve a timetable that is partly in the daytime and partly in the evening.
- 3 – With regard to the concentration in time of CUs of study cycles or courses not leading to a degree:
 - a) CUs may operate over a semester, up to a maximum of 30 credits, or a year, up to a maximum of 60 credits. In justified cases, they may operate over a term, up to a maximum of 20 credits;
 - b) Short courses may have a duration of less than a term if the total number of teaching hours for the course combined with the maximum number of weekly work hours so allow;
 - c) CUs of a study cycle or course not leading to a degree may also operate under a regular regime or an intensive regime;
 - d) The regular regime shall involve teaching for the whole teaching period of the academic calendar;
 - e) The intensive regime shall involve teaching for a period shorter than the teaching period of the academic calendar, while respecting the total number of teaching hours and the total number of weekly work hours foreseen;
 - f) The intensive regime shall apply if the nature of a CU or time limits imposed by the cooperation of invited specialists or by the conditions established in specific agreements concluded between UMinho and other institutions so require;
- 4 – With regard to the teaching mode of study cycles or courses not leading to a degree:
 - a) They shall operate on a face-to-face, e-learning or b-learning regime;
 - b) The mode shall be approved by the competent bodies at UMinho and, in the case of study cycles, by A3ES;
 - c) Any of the timetable types and any of the regimes for concentration of CUs mentioned in the paragraphs above may be adopted for any of the teaching modes.

Article 133

Timetables

- 1 – The timetables for study cycles shall be drawn up by the competent service unit, having consulted the TROUs' PBs, or the SB in the case of a ROU, for activities that take place in shared areas of UMinho, and by the OU in cases where academic activities take place outside UMinho or in non-shared areas of the OU that are under its management.
- 2 – Timetables for credited courses not leading to a degree that use shared areas of UMinho shall also be drawn up by the service unit mentioned.
- 3 – The OUs shall draw up timetables for courses not leading to a degree that take place in areas for which they have been assigned management.
- 4 – Timetables shall be publicised at least a week before the start of academic activities.
- 5 – Timetables shall be drawn up so they may remain stable over time.

Article 134

Academic activities

- 1 – Contact hours for each CU shall be used for academic activities, which may be organised in the form of theoretical, theoretical-practical, practical, laboratory, fieldwork, seminar, clinical teaching, placement, tutorial supervision or other types of sessions.
- 2 – In the case of CUs that operate under the regular regime, the weekly academic workload shall be the result of division, by 15 academic weeks, of the number of contact hours, excluding tutorial supervision hours, established in the Rector's order creating the course.
- 3 – CUs shall be taught and assessed so as to encourage continued, autonomous work by students throughout the teaching period, wherever possible.
- 4 – The scientific and pedagogical coordination of each CU shall be the responsibility of the CU coordinator, taking into consideration the contents of the CU sheet and the specific conditions and responsibilities established in the UMinho Professors' Service Provision Regulations.
- 5 – The SB and PB of each OU shall have the responsibility of pronouncing on the scientific and pedagogical direction and teaching and learning assessment methods relating to each CU within the OU at the time of creation and assessment for the IQAS or A3ES, and whenever they deem fit or are requested to do so by course management boards, professors or students.
- 6 – The provisions of this rule shall apply, *mutatis mutandis*, to courses not organised into CUs.

Article 135

Course unit file

- 1 – The CUF shall include information regarding the organisation and planning of the CU, specifically: a description of the CU, identification of the coordinator and teaching team; the CU's teaching objectives and expected learning outcomes; a brief and detailed syllabus; teaching and assessment methods; fundamental and complementary bibliography; the timetable for academic activities and the student assistance hours of each professor summaries of the academic activities and student attendance register; the results achieved by the students.
- 2 – The learning outcomes, brief list of contents, teaching and assessment methods and fundamental bibliography shall be those included in the CU sheet approved by A3ES.
- 3 – The CU's detailed programme, drawn up based on the CU sheet by developing or updating some of the fields thereof – specifically syllabus, teaching and assessment methods and recommended complementary bibliography – shall be made available at least 15 days before the start of the respective semester.
- 4 – Professors shall draw up a summary of academic activities and make it available for consultation on the learning management system up to five days after such activities take place.
- 5 – The CUF shall obligatorily be filled in by the professors, under the responsibility of the CU coordinator, and shall be kept up to date.

Article 136

Pedagogical assistance hours

- 1 – Students shall have the right to a period of weekly assistance hours with the coordinator and teachers of each CU throughout the period in which the CU and respective examinations or equivalent take place.
- 2 – The assistance hours for a CU shall not coincide with the times of academic activities for the year to which that CU belongs.
- 3 – The assistance hours of professors of a certain CU shall correspond to 30% of its workload and may not, however, exceed 3 hours per week; assistance hours shall also be provided during the resit and special examination periods.
- 4 – In the first two weeks of academic activities each semester, and without removing the possibility of also doing so by another channel, professors shall publish the respective assistance hours in the CUF.
- 5 – For courses that operate totally or partially using distance learning, on an e-learning or b-learning regime respectively, assistance hours may function on an e-learning regime, using chat or equivalent tools, at times that shall be established and publicised, respecting the provisions of the paragraphs above, *mutatis mutandis*.

Article 137

Attendance of academic activities

- 1 – For study cycles and courses that operate on a face-to-face basis, attendance of academic activities shall be students' right and duty, and it shall be obligatory for them to participate in at least two-thirds of such activities, safeguarding the provisions of these Regulations for special attendance regimes.
- 2 – For placement or equivalent CUs, students may be required to participate in at least 75% of activities to be carried out in a work setting.
- 3 – For courses that operate totally or partially using distance learning, participation conditions for CU or course activities shall be defined in order to ensure the students' involvement therein and so that students may undergo assessment and receive the corresponding certification.
- 4 – Students who, in the preceding academic year, attended and met the conditions to be assessed in a CU but did not pass shall be exempt from attending academic activities, provided that they inform the CU coordinator of this fact no later than 15 days after the CU begins operating.

Article 138

Learning assessment

- 1 – Assessment of students' learning shall be performed:
 - a) Constantly – continuous assessment to identify and monitor students' training progress and provide information to professors and students to allow them to continually improve teaching and learning;
 - b) At certain, pre-determined times – periodic assessment essentially for summative purposes, which aims to check the performance levels achieved by students with regard to the expected learning outcomes established for the CU.
- 2 – Learning assessment shall consider knowledge, skills and attitudes and shall be conditional upon students having a valid enrolment for the respective CUs or course.
- 3 – Acceptance for examinations in the special period shall be conditional upon students' enrolment for the respective CUs in the academic year to which the examinations refer and, at the same time, enrolment for those examinations under the terms of these Regulations, as well as meeting other conditions required for access to the special period.

4 – Acceptance for mark improvement examinations shall be conditional upon enrolment for those examinations and meeting the conditions established for access to them.

5 – It shall be the academic services' responsibility to validate students' enrolment for the special period and for mark improvement examinations.

6 – It shall be the OUs' responsibility to approve regulatory rules applicable to students' learning assessment on their study cycles and courses.

Article 139

Assessment methods

1 – The learning assessment methods for each CU or course shall take into consideration:

- a) The characteristics of the study cycle or course;
- b) The learning outcomes established for the CU or course;
- c) The teaching and learning methods adopted;
- d) The syllabus;
- e) The means provided to students.

2 – Student assessment for distance teaching and learning modes shall be carried out in such a way as to ensure its authenticity.

3 – Assessment of learning carried out in a work context, as well as the corresponding calendars, shall be subject to specific rules that shall be the responsibility of the respective OUs.

4 – In the situations mentioned in any of the paragraphs above, the provisions of the CU sheet approved when the course was created or re-accredited shall be respected, except when there are reasons justifying amendments.

Article 140

Assessment instruments

1 – A diverse range of learning assessment instruments shall be used, in accordance with the nature of each study cycle and CU or course, and the types of instruments to be used shall be established in the CUF.

2 – Assessment and the resulting mark shall be individual, even when referring to assignments completed in groups, in which case the professor shall adopt strategies that allow him/her to collect information about each member of the group.

3 – Assessment instruments shall comprise the following, among others:

- a) Written, oral or practical examinations;
- b) Written, oral or practical tests;
- c) Written or practical assignments, as well as individual or group projects, and portfolios, which may be discussed orally with students;
- d) Participation in academic activities;
- e) Placement reports, project works, dissertations and theses.

Article 141

Holding of tests and examinations

1 – The holding of written assessments, namely tests and examinations, and the invigilating thereof, shall be organised in order to ensure the seriousness and proper conducting of the assessment process, and it shall be the CU coordinator's responsibility, in consideration of the nature of the assessment and number of students involved, to take steps with that in mind.

2 – When the assessment involves a large number of students, teams of invigilating professors may be formed, coordinated by the person responsible for the CU.

3 – The presence of students at each assessment or examinations shall be recorded by the invigilating professor after their identity has been checked.

4 – Printed assessments, when applicable, shall be initialled by the invigilating professor in the room where the examination is taking place.

5 – The duration of written assessments may not exceed three hours, and a grace period of up to thirty minutes may be granted.

6 – The maximum duration provided for in paragraph (5) may only be exceeded when duly authorised by the PB of the OU.

7 – Students with SEN who require more time than that established in paragraph (5) shall ensure that this is considered when drawing up the individual support plan provided for in Article 92, however, the course director may authorise more time than normal at other times of the year in duly justified cases.

8 – The test or examination instructions shall provide students with the weighting assigned to the respective items.

9 – When internationally established practices are adopted, specific to the area of training that requires them, the examination

instructions shall be made available to the assessment review committee that operates within the PB and which includes members appointed by students.

10 – The professors for each CU shall inform students at the start of the assessment about the rules to be adopted while it is carried out, the information to be consulted and equipment authorised for doing so.

11 – Oral examinations shall be public in nature and carried out before a jury of at least two professors from the CU's scientific area, one of whom shall be the CU coordinator, who shall appoint the other(s), except in exceptional situations duly justified and authorised by the PB.

12 – Oral examinations shall have a maximum duration of half an hour, except in exceptional cases authorised by the OU's PB.

13 – The provisions of paragraphs (11) and (12) shall not apply to public assessments for master's and doctorates, which shall have specific rules.

Article 142

Continuous or periodic assessment

1 – The minimum number of assessment instruments necessary to achieve the student's mark in a CU throughout a semester shall be two, of the same or different nature.

2 – Excepted from the provisions of paragraph (1) are cases where assessment is performed by portfolio, if the portfolio is discussed, placement report, project work, dissertation or thesis.

3 – Whenever learning assessment for a CU includes more than one assessment element, the mark mentioned in paragraph (1) shall be calculated based on the marks achieved in each assessment element, using the formula indicated in the CUF, published in the CU assessment methods.

4 – If students do not achieve a mark of 10 or more in the assessment elements mentioned in paragraph (1), they shall have the right to take a written or oral resit examination, depending on the nature of the CU and the assessment criteria provided for in the CUF, as long as they meet the requirements for doing so.

5 – In cases where the assessment mentioned in paragraph (1) includes the elements provided for in Article 140(3)(c) and (d), the resit examination may correspond only to the assessment of other components, and the mark shall be determined using the formula published in the CUF for the CU's assessment methods.

6 – The mark for assessment elements shall be the exclusive responsibility of the respective CUs' professors.

7 – The marks achieved by students in first and second-cycle CUs shall be expressed using a whole number scale from 0 to 20, and in the third-cycle, when creating or amending the study cycle, the indications Pass or Fail may be chosen for all CUs in the doctorate course, if there is one.

8 – Students shall be deemed to have passed a CU if they achieve a final mark of at least 10, by way of the elements mentioned in paragraph (1) or a final examination or, in the case of a third cycle, an indication of Pass.

9 – The marks of assessment elements, even if directed towards intermediate or partial assessment, provided for in Article 140(3)(a) to (c), among others, shall be made public by the CU coordinator within 15 days calculated from when they were held or submitted, and at least five days before the date of the final examination, if applicable.

10 – Without prejudice to respecting the academic calendar, namely with regard to the dates of examinations and filling in the list of marks, the CU coordinator may submit a reasoned request to the chair of the PB, or the SB in the case of a ROU, to extend the time limit provided for in paragraph (9).

11 – The publication of results achieved by students in assessment elements, as well as in examinations, regardless of their nature, shall obligatorily be carried out using the learning management system, and on the results list for student marks on OUs' notice boards, in accordance with the principle of disclosure, aiming to ensure transparency and oversight of teaching activity, as well as respect for the principles of justice and equality among students.

12 – The dissemination of the results of the final examination shall be carried out in such a way that students may exercise their right to consult the script and, if applicable, carry out an oral assessment, without losing the opportunity to enrol for the special period examination if they have the right to do so.

Article 143

Assessment by examination

1 – The assessment of CUs shall provide for the holding of a final examination and an examination in the special period, the form of access and period of which are established in these Regulations and, furthermore, in the OUs' assessment regulatory rules.

2 – CUs whose assessment involves written, oral or practical tests shall provide for the holding of final examinations, in accordance with the requirements established in the assessment method contained in the CUF, taking into account the OU's assessment regulatory rules.

3 – Access to the final examination shall require students to have attended at least two-thirds of academic activities.

4 – Students who are included in special attendance regimes shall not be subject to attendance of a minimum number of

academic activities to be able to undertake assessment by final examination, unless the assessment criteria, based on the nature of the CU, have a justifiable reason to require minimum attendance of a certain type of academic activities.

5 – Final examinations shall take place in a period to be defined by the PBs, or the SB in the case of a ROU, within the limits established in the academic calendar.

6 – The calendar for final examinations may only be amended up to 20 days after it is published, at which point it shall become definitive.

7 – The PB shall ensure that final examinations of a CU in a specific year of study and consecutive years of study shall not take place at the same time.

8 – Final examinations shall have a single call.

9 – Final examinations, depending on the characteristics of each CU, shall comprise a written, oral or practical assessment.

10 – Students shall have prior knowledge of the grace period for entering the examination or other assessments, which may not exceed 15 minutes.

11 – Oral examinations shall be obligatory for all students whose mark in the final examination was below a pass but no less than eight, provided that this is established in the learning assessment regulations of the respective OU.

12 – In the case of third cycles where quantitative classifications are not used, the possible application of the provisions of paragraph (11) shall feature in the OU's regulatory rules, *mutatis mutandis*.

13 – The dates and timetables for holding each CU's oral assessments shall be made public at least 48 hours before the date and time set for them.

14 – The teaching team of each CU shall keep all the assessment elements referring to each student for one year, calculated from the date of publication of the result, and shall delete or destroy them safely and definitively after this time.

Article 144

Special examination period

1 – In a period reserved for that purpose in the academic calendar, a special examination period shall exist for students who, under the terms of these Regulations, may have access to it.

2 – Students who are lacking up to 30 credits, or more if a single CU is in question, to achieve a first degree, within the scope of a first-cycle course, or to complete the taught part of an integrated study cycle leading to a master's degree or study cycles leading to master's or doctoral degrees, shall also have access to the special examination period.

3 – In order to be assessed in the special period for a specific CU, students shall have attended that CU under the terms required by the different statuses established in these Regulations, without having passed or, having chosen not to be subject to assessment, have passed other components that are conditions necessary to be able to be assessed in an examination, i.e., having recorded a classification of "Fail", "Absent" or "Withdrawn" on the respective normal period results list.

4 – A student enrolled for isolated or extracurricular CUs may sit examinations in the special period if he/she has missed the respective examination or other assessment, for duly justified reasons, under the terms of Article 151.

5 – The results of special period examinations shall be disseminated in good time so as to allow students to consult the assessment scripts and possibly take oral assessments, under the conditions provided for in paragraph (4), before the special period results list is completed.

Article 145

Consultation of assessment element scripts

1 – After the marks have been provided, each student shall have access to the respective assessment element script, even if it is intermediate or partial assessment, once corrected and marked, as well as to the correction criteria, in the form of at least one session for consulting assessment element scripts, with a day and time scheduled by the professor, within five days of the date on which the marks were published and always at least two days before the oral examination, when applicable.

2 – The timetable for the session mentioned in paragraph (1) shall be published together with the dissemination of the marks for the examinations or other assessment elements and shall not coincide with academic activities or other examinations or assessments.

3 – When internationally established practices are adopted, specific to the area of training, consultation of the examination script shall be mediated by the assessment review committee, as established in Article 141(9).

Article 146

Complaints and appeals regarding final examination marks

1 – Complaints regarding final written examination marks shall be addressed and sent to the CU coordinator within 2 days calculated from the date of consultation of the assessment script.

2 – Oral assessments and defences shall not be open to complaints, due to their public nature.

3 – When internationally established practices are adopted, specific to the area of training that require them, complaints shall

be analysed by the assessment review committee that operates within the PB, and which includes members appointed by students.

4 – The time limit for considering, deciding on and notifying the complainant student shall be 7 days.

5 – Appeals against the decisions mentioned in paragraph (4) shall be submitted on the Academic Portal, addressed to the course director, within 3 days calculated from the decision made on the complaint.

6 – Decisions on the appeal shall be the responsibility of a panel appointed by the TROU's PB, comprising three professors, preferably from the scientific area to which the CU in question belongs, but not part of the teaching team.

7 – The panel shall consult the CU coordinator, who shall present written grounds for the mark awarded, as well as a copy of the examination script and the correction criteria.

8 – The panel's decision may lead to an increase or decrease in the mark awarded by the teaching team.

9 – For the purposes of the provisions of paragraph (5), students may request a copy of the script(s) of the written assessment(s) from the CU coordinator in order to lodge the appeal.

10 – The time limit for the panel's decision shall be 7 days, calculated from the date of receipt of the appeal by the course director, who shall notify the academic services of the decision and publish it on the Academic Portal.

11 – Complaints and appeals that do not have grounds or are submitted after the time limits shall be rejected out of hand.

12 – The amounts established in the table of charges in force shall be owed for appeal requests.

13 – There may only be one complaint and one appeal per examination.

Article 147

Examination by jury

1 – Students who, having undergone final assessment in 2 consecutive academic years and achieved a mark of "fail" in up to two CUs which, had they passed, would have enabled them to achieve a degree or diploma or conclude the taught part of a study cycle, shall have the right to request examination by jury.

2 – The request, to be submitted on the Academic Portal, shall be addressed to the course director, who shall have the responsibility of appointing the examination jury for each CU, formed of 3 professors from the scientific area to which the CU belongs and not belonging to the respective teaching team or, if there are not enough, professors from the scientific area that is as close as possible to it.

3 – If the course director is a member of the teaching team of the CU(s) in question, the responsibility for appointing the jury(ies) shall fall to the chair of the PB or, in the absence thereof, the chair of the SB.

4 – In the case of multidisciplinary examinations, the number of professors in the jury shall be increased in order to include the different scientific areas covered by the examination.

5 – The examination shall comprise a written assessment, oral assessment or practical assessment, depending on what is usually established for the CUs in question.

6 – If the examination by jury does not lead to the student passing, this procedure may only be used again at least a year after failing the above-mentioned examination.

7 – The amounts established in the table of charges in force shall be owed for requests for examination by jury.

Article 148

Mark improvement by continuous or periodic assessment

1 – Students may improve their marks through continuous or periodic assessment for each CU during the year after it is completed and in accordance with the CU's operating regime, if the CU is still running.

2 – The provisions of paragraph (1) shall not cover the work placements subject to a report, project works or dissertations that are required to achieve a master's degree, or doctoral theses.

3 – When the mark was obtained by crediting, mark improvement shall be performed in the same year through continuous or periodic assessment.

4 – Requests for enrolment for CUs for mark improvement shall be submitted on the Academic Portal, using a specific form, up to 10 days after the start of the respective academic semester or up to 10 days after receipt of the decision on crediting.

5 – Whenever the CU does not operate on a semester basis, the first period mentioned in paragraph (4) shall relate to the time when the CU begins to run.

6 – A decision on the request for enrolment for mark improvement in one of the CUs which is under the responsibility of the PB or, in the absence thereof, the SB of the OU involved, shall be issued within 7 days of receipt of the request sent by the academic services.

7 – Requests submitted after the time limits mentioned in paragraphs (4) and (5) shall be rejected out of hand.

8 – In the case of elective CUs, it shall only be possible to carry out a mark improvement examination if the CU is still being taught, however, mark improvement may be carried out by attending another elective CU corresponding to the CU in question.

9 – The amounts established in the table of charges in force shall be owed for enrolment in CUs for mark improvement by continuous or periodic assessment.

10 – Enrolment for mark improvement may only be carried out if students are regularly enrolled for the academic year in which they intend to do it, except in the event that they have already completed the course.

Article 149

Mark improvement by examination

- 1 – Students may, in the two years following the CU and in accordance with its operating regime, carry out mark improvement by examination, regardless of whether or not the CU is running, provided that the CU allows for the sitting of a final examination.
- 2 – The OUs shall notify the academic services of the CUs that meet the conditions provided for in paragraph (1) within 15 days of the start of the semester to which they belong or, in the case of annual CUs, up to fifteen days of the start of the first semester.
- 3 – Mark improvement examinations shall be held in the final examination period or the special examination period.
- 4 – Students may only enrol for one mark improvement examination per CU.
- 5 – Enrolment for the mark improvement examination shall be performed within the time limits established in the academic calendar.
- 6 – Acceptance of enrolment for a mark improvement examination shall only be valid for the academic year in which the request is submitted.
- 7 – Students who enrol for a mark improvement examination in a CU and achieve a mark of *Absent* or *Withdrawn* may carry out a single new enrolment for a mark improvement examination in the same CU the following academic year.
- 8 – For the purposes of mark improvement:
 - a) In the special period, students may carry out up to four CUs, with a maximum of 30 credits, and this number of credits may be exceeded if necessary to guarantee that the student may sit an examination for one CU;
 - b) In the final examination period, there shall be no limit on the number of CUs or credits.
- 9 – Mark improvement examinations shall deal with the programme referring to the academic year in which they are held, except if the CU is not running, in which case the examination shall deal with the last programme.
- 10 – Students who carry out mobility abroad may improve their marks in the two examination periods, final and special, following their date of return from the mobility.
- 11 – After the mark improvement examination has been held, the definitive mark shall be the better mark.
- 12 – Once the course study plan has been concluded, students who intend to request the diploma may ask the academic services to issue a provisional certificate if they intend to enrol for mark improvement examinations.
- 13 – The amounts established in the table of charges in force shall be owed for enrolment for mark improvement examinations.
- 14 – Enrolment for a mark improvement examination may only be carried out if students are regularly enrolled for the academic year, except in cases where they have completed the course and are within the time limit established in paragraph (1) for sitting the examination mentioned.

Article 150

Withdrawal from examinations and other assessments

- 1 – Students may withdraw from examinations and other assessment elements, including written, oral or practical assessments, by communicating their withdrawal between the start of the assessment and the moment when it is declared to have ended.
- 2 – Withdrawal from examinations and assessments shall be the subject of a written declaration from the student.
- 3 – In examinations and written assessments, students who withdraw may only leave the room with express authorisation from the professor and at least 15 minutes after the examination or assessment begins.

Article 151

Absences from academic activities, examinations and other assessments

- 1 – Students shall justify absences that coincide with holding tests, examinations and other assessments, as well as those that exceed the limit established in Article 137.
- 2 – Absences from academic activities, tests, examinations and other assessments as a result of the situations below shall be considered justified:
 - a) Death of spouse or unmarried partner, or relative or relative by marriage, up to the second degree, either collateral or lineal;
 - b) Infectious disease, hospitalisation or other incapacitating situation duly evidenced by a medical certificate;
 - c) Compliance with legal obligations, duly evidenced;
 - d) Situations provided for in the special attendance regimes included in these Regulations;
 - e) Other situations provided for in the law.
- 3 – The request for justification of absences mentioned in paragraph (2), duly evidenced, shall be addressed to the chair of

the TROU's PB, or the SB in the case of a ROU, by e-mail, within 5 days of the student's hindrance coming to an end, failing which it may not take effect.

4 – The student may be requested to submit originals of the evidence mentioned in paragraph (3).

5 – It shall be the responsibility of the PB, or the SB in the case of a ROU, to notify the student about the granting or refusal of the request, explaining the reasons for refusal if this is the case.

6 – If the request for justification of absence from tests or examinations is granted, students shall have the right to enrol for the examination in the special period, and the mark shall be recorded on the results list for that period.

7 – If the request for justification of absence from other assessments is granted, students shall be given a new opportunity for assessment, and the OUs may establish specific rules for such cases.

8 – The PB, or the SB in the case of a ROU, shall notify the academic services of the justified absences, whenever possible, at least 10 days before the enrolment period for the special examination period.

Article 152

Illicit academic conduct

1 – Illicit academic conduct shall include, within the scope of knowledge assessment and the completion of dissertations, project works, reports or theses, the use of fraudulent processes, namely the use of unauthorised elements in assessments, plagiarism of any kind, making false declarations and even the falsification of attendance evaluation instruments, under the terms of the UMinho Student Disciplinary Regulations and the Code of Ethical Conduct.

2 – Committing academic fraud shall mean cancellation of the assessment element or the results thereof, without prejudice to the possible lodging of disciplinary procedures.

3 – In accordance with the provisions of the final part of paragraph (2), professors who detect academic fraud shall communicate the illicit conduct to the chair of the PB, or the SB in the case of a ROU, of the OU on which the course depends.

4 – Unauthorised recording of sound or images by any means or using any technological instrument or application may be punished under the terms of the UMinho Student Disciplinary Regulations.

Article 153

Hindrances

1 – A student's assessment may not under any circumstances be performed by a spouse or person with whom he/she lives as a household, or by a relative or relative by marriage, up to the second degree, either collateral or lineal;

2 – Professors who are in any of the situations mentioned in paragraph (1) shall, as soon as they become aware of it, notify the course director about the hindrance situation in writing, and the latter shall take suitable measures to guarantee the student's right to assessment.

Article 154

Filling in results lists

1 – Results lists for the normal period and results lists for the special period of each CU shall be provided digitally to the respective coordinator, registered with the teaching service, in the period set annually for the purpose of completing such lists.

2 – The results lists for dissertation, project work or placement CUs shall be provided digitally to the respective course director no later than the day of the public defence and, if applicable and the TROUs deem fit, they may be provided to the coordinator of the respective area of specialisation.

3 – Only the results lists mentioned in paragraph (2) shall be issued individually.

4 – In the event of failure to register a certain student on one of the results lists mentioned in paragraph (1), an additional results list shall be provided to the respective CU coordinator for that student only.

5 – Filling in the results list shall involve one of the following indications, written out in full and using digits or abbreviation:

a) "10 (ten)"..., "20 (twenty)" – the student achieved a mark between ten and twenty;

b) "Fail" (F) – the student achieved a mark of less than ten;

c) "Insufficient attendance" (IA) – the student, who must obligatorily attend academic activities, is not assessed because he/she has not completed the minimum attendance of such activities established for the CU;

d) "Not accepted" (NA) – the student, who has met the attendance terms required for his/her status, is not assessed because he/she did not achieve the minimum mark established in the assessment criteria for elements deemed to be of an eliminatory nature, such as assignments or practical components;

e) "Withdrawn" (W) – the student attended the examination or other assessment but withdrew while sitting it;

f) "Absent" (A) – the student, who met the conditions to be assessed, did not attend the examination or other assessment.

6 – The marks provided for in paragraph (5)(a) may be replaced by "Pass" in the case of third-cycle results lists that opt not to award quantitative marks to the respective students.

7 – Students on mobility abroad shall be identified on the results list as being on a mobility regime, using the abbreviation

MOB, and the respective field to be completed shall be blocked with “ – “. The marks of such students shall be registered by the academic services by crediting under the terms provided for in Article 26.

8 – After fully filling in the results lists, the latter shall be signed by the CU coordinator by including the respective qualified digital signature.

9 – After the results lists have been filled in and signed, they shall be automatically made available to the chair of the PB, or the SB in the case of a ROU, for validation and qualified digital signature.

10 – Once validated, the marks shall be recorded on the academic information system and may not be altered.

11 – In the case of a mistake in filling in the results lists, the CU coordinator shall submit a duly reasoned request to the chair of the PB, or the SB in the case of a ROU, to issue a results list for amendment purposes.

12 – The possible issuing results lists for amendment of marks given in previous academic years shall require authorisation from the chair of the OU president, as well as the provisions of paragraph (11).

13 – The time limit for filling in results lists for the normal period and the special period shall be established in the academic calendar.

14 – The lists containing possible unfilled results lists shall be provided digitally to the PB, or the SB in the case of a ROU, and this body shall be responsible for notifying professors to complete them within 24 hours.

Article 155

Quality assurance for teaching

1 – Teaching quality assurance processes shall be developed in the scope of the IQAS-UM, which aims to promote a policy for quality at UMinho in all the aspects of its institutional mission.

2 – Teaching quality assurance processes shall include a systematic survey of the considerations of all relevant actors, particularly students and professors, regarding the functioning of course units, courses and teaching support services, and the processing, dissemination and analysis of that information and as well as the academic success outcomes and other relevant outcomes, with the aim of drawing up annual self-evaluation reports and defining the corresponding improvement measures for learning environments and teaching and learning processes, by way of the mechanisms provided for in the Quality Manual.

3 – The procedures to be adopted and the respective scheduling shall be established by the IQAS-UM monitoring committee and shall include evaluation questionnaires for CUs, study cycles or courses and professors.

4 – Active participation in teaching quality assurance processes shall be a right and a duty of all members of the academic community, including students, due its importance for monitoring and improvement.

SECTION III

Functioning of other specific courses not leading to a degree

Article 156

Preparation course for people over 23 years of age

1 – The preparation course for people over 23 years of age to access higher education shall aim to provide students with the tools and knowledge considered to be fundamental for possible entry into first study cycles or integrated study cycles leading to a master’s degree at UMinho, per the list and places to be made available annually, and shall be governed by the general principles relating to courses not leading to a degree.

2 – The course shall cover the areas of Portuguese language and the specific disciplines required by the special admissions procedure for access to higher education for people over 23 years of age, to be established annually.

3 – The scientific areas of the course, the CUs, the schooling regime and workload shall be included in the study plan, approved by the Rector, following an opinion from the AcS.

4 – Anyone who has attended at least two-thirds of academic activities and has passed the course units contained in the course’s study plan shall be considered to have passed the course.

5 – Attending and passing the course shall grant the right to a certificate and shall exempt the student from sitting the examinations required in the special admissions procedure for access to higher education for people over 23 years of age, but may not be credited for study cycles nor does it oblige UMinho to accept those students for its study cycles.

6 – The course certificate shall indicate the CUs attended and the number of contact hours and mark achieved for each one.

7 – The academic calendar, including the application, enrolment, teaching and assessment period(s), shall be validated by the Rector or the Vice-Rector with delegated competences, following a proposal from the course management board.

Article 157

Applications to the preparation course for people over 23 years of age

- 1 – Applicants who meet all the following conditions shall be accepted to apply to the course:
 - a) Not holding a higher education qualification;
 - b) Not meeting the conditions to request re-entry;
 - c) Not having valid specific examinations for access to higher education.
- 2 – Applications shall be submitted on the Academic Portal by filling in a specific form within the time limits established for the purpose and shall be accompanied by the following documents:
 - a) Up-to-date CV;
 - b) Declaration, on his/her honour, that the applicant meets the requirements in paragraph (1);
 - c) Declaration that he/she is aware that attendance of the course shall not oblige UMinho to accept him/her for one of its courses.
- 3 – Presentation of the following documents may also be requested:
 - a) Identification document of the applicant (ID card, citizen card, or other legal equivalent);
 - b) Up-to-date vaccination record;
 - c) Tax number card.
- 4 – The application fee shall be reimbursed only if the conditions for running established in paragraph (9) are not met.
- 5 – The course management board shall analyse all application files and decide on acceptance or exclusion of applicants to the course in the seven days following the application period.
- 6 – The official record and list of selection of applicants shall be drawn up from the process mentioned in paragraph (5), and the list shall be sent to the academic services within the same time limit, and shall include:
 - a) Accepted applicants;
 - b) Excluded applicants, with the reason for exclusion.
- 7 – Within ten days of the end of applications, the academic services shall publish the list mentioned in paragraph (6) on the Academic Portal, as well as the period in which accepted applicants may enrol for the course on the same Academic Portal.
- 8 – Enrolment shall be subject to a fee, to be set annually by the competent bodies and paid within the time limit for the purpose.
- 9 – The running of a specific CU of this course shall depend on a minimum number of 12 enrolled students, and the TROU responsible for the CU may decide to run or not run the CU if the number of enrolments is less than 12 but greater than eight.

Article 158

Preparation course for foreign students

- 1 – The preparation course for foreign students to access higher education shall aim to provide these students with:
 - a) The specific academic qualification needed to enter a first degree or integrated study cycle leading to a master's degree;
 - b) Knowledge of the language(s) in which the study cycle is taught.
- 2 – The course's study plan, indicating the CUs or modules and respective number of contact hours, shall be set depending on the students' previous training and the characteristics of the study cycle they wish to attend, which may be subject to a diagnostic assessment using means considered suitable.
- 3 – Except in justified exceptional cases, the organisation of a course shall require a minimum of eight students.
- 4 – The study plan, time limits and terms of enrolment, academic calendar and enrolment fees shall be set by a Rector's order, following a proposal from the Vice-Rectorate for education, having consulted the OU(s) relevant for the course.
- 5 – Passing this course may be considered a necessary condition for attending the study cycle to which the students are applying.
- 6 – Attending and passing a course shall grant the right to a certificate, and this shall indicate the CUs or modules attended and the number of contact hours and the qualitative indication of "Pass" for each one.
- 7 – The CUs or modules mentioned in paragraph (6) may not be credited for a study cycle.

Article 159

Other courses

- 1 – The principles that govern courses leading to a degree shall apply to other courses and training not leading to a degree provided for in these Regulations, *mutatis mutandis*, namely regarding teaching, attendance, and learning assessment, in accordance with their nature and functioning regime.
- 2 – Specialised training courses and advanced studies courses shall be progressively covered by the IQAS-UM.

SECTION IV

Awarding of first degrees and master's degrees in integrated study cycles

Article 160

First degrees

- 1 – A first degree shall be awarded to those who, by passing all the CUs included in the study plan published in a Rector's order, have achieved the number of credits established.
- 2 – Completion of part of a first degree course of no less than 120 credits shall grant the right to a diploma, in accordance with the conditions defined in the order creating the study cycle, and a name shall be adopted that cannot be confused with that of an academic degree.

Article 161

Master's degrees in integrated study cycles

- 1 – A master's degree, in integrated study cycles, shall be awarded to those who, by passing all the CUs included in the study plan published in a Rector's order, have achieved the number of credits established.
- 2 – Completion of the 180 credits corresponding to the first 3 years of the course shall grant the right to a first degree with a similar name but that cannot be confused with the name of the master's.

Article 162

Access

Access to study cycles leading to a first degree or master's degree in integrated study cycles shall be performed via the national admissions procedure for access to higher education, local admissions procedures and special admissions procedures provided for in the law.

Article 163

Final mark for obtaining a degree or diploma

- 1 – Students who achieve a first degree or master's degree in integrated study cycles shall be awarded a final mark expressed by a number between 10 and 20 on a scale of whole numbers between 0 and 20, together with the respective ECTS mark.
- 2 – The final mark mentioned in paragraph (1) shall be the weighted average of the marks achieved in the CUs forming the course's study plan, using the respective ECTS number as a weighting factor.

CHAPTER VI

Awarding of master's degrees in second-cycle courses

Article 164

Master's degrees

- 1 – A master's degree shall be awarded to those who, by passing all the CUs included in the master's course and passing the public defence of a dissertation, project work or placement report, have achieved the number of credits established by the Rector's order creating the study cycle.
- 2 – A master's degree shall be awarded in a specialism, and specialisms may be further broken down into areas of specialisation.
- 3 – The specialism and area of specialisation, if applicable, in which the degree is awarded shall be set when the study cycle is created or altered.

Article 165

Access and entry to the study cycle

- 1 – People who meet the following general access requirements may apply to a study cycle leading to a master's degree (second cycle):
 - a) Holders of a first degree or legal equivalent;
 - b) Holders of a foreign higher education academic degree awarded following a first study cycle organised in accordance with the Bologna principles by a state party to this process;

- c) Holders of a foreign higher education academic degree that is recognised by the TROU's SB/TSB as meeting the objectives of a first degree;
- d) Holders of an academic, scientific or working CV that is recognised by the TROU's SB/TSB as reflecting ability to complete this study cycle.

2 – The effect of recognition of the access requirements to which paragraph (1)(b) to (d) refer shall only be access to the study cycle leading to a master's degree and shall not grant its holder recognition of a first degree.

3 – Applicants who, as well as meeting the access requirements, meet the specific entry requirements for the course or each of its areas of specialisation approved when the study cycle was created or altered and accredited may enter a specific study cycle leading to a master's degree or one of its areas of specialisation, following a proposal by the TROU or as required by specific legislation.

Article 166

Quantitative limitations and time limits

1 – The number of places on each study cycle or area of specialisation, if applicable, and the minimum number of enrolments necessary for it to run, as well as the respective operating regime, shall be established by Rector's order following a proposal from the TROUs.

2 – The application period(s) shall be selected by the TROUs from those approved by the AcS.

3 – The teaching period shall be established by the TROUs, in accordance with what has been defined in the UMinho academic calendar.

Article 167

Applications

1 – The rules for applications, as well as the specific applicant selection and ranking criteria, shall be published annually by the TROUs before applications open.

2 – Applications shall be submitted on the Academic Portal by filling in and submitting an application form, together with the support documents indicated in paragraph (3).

3 – The documents to be attached to the application file shall be as follows:

- a) Copy of the first degree certificate, if applicable;
- b) Detailed CV;
- c) Other items that are requested or that applicants deem relevant for consideration of their application.

4 – The TROUs may request the submission or presentation of original documents.

Article 168

Selection and ranking of applicants

1 – The specific applicant selection and ranking criteria shall be established by the TROU's SB/TSB, in accordance with the access and entry requirements for the study cycle or each of its areas of specialisation approved when the course was created or altered.

2 – For each phase of the application, and based on the specific criteria established, the course management board or a panel appointed by the TROU's SB/TSB where the management of the course is based, called a selection panel, shall draw up a proposal for the selection and ranking of applicants to be submitted to the TROU's SB/TSB.

3 – It shall be the panel's responsibility to draw up the results, including the decisions made, duly reasoned, and the list of the selection and ranking of applicants, under the terms of the provisions of paragraph (5).

4 – It shall be the responsibility of the TROU's SB/TSB to approve the proposal for ranking drawn up by the selection panel, checking compliance with the access and entry requirements for accepted applicants and the number of places established in the Rector's order. 5 – The selection and ranking lists shall be validated by the chair of the TROU's SB/TSB and shall present, in the following order:

- a) Accepted applicants (in descending order of points and equal or lower in number than the number of places, who fully meet the access and entry requirements established in Article 165);
- b) Applicants on the reserve list (in descending order of points, applicants who may be accepted, but whose place in the ordered list is below the number of places);
- c) Excluded applicants (for not meeting the access or entry requirements for the course or one of its areas of specialisation, among others, at the date on which the official record was signed), with the reason for exclusion.

6 – The TROUs shall publish the list of the selection and ranking of applicants for the course or for each area of specialisation, if applicable, on the Academic Portal.

7 – If the number of applicants accepted is less than the number of places, the panel may forego the ranking of applicants,

presenting the section of the list to which paragraph (5)(a) refers in alphabetical order; it shall, however, check the minimum points required for acceptance, if applicable, recording such decisions in an official record.

Article 169
Supervision

- 1 – The writing of a dissertation, preparation of a project work, or the completion of a placement and writing of the corresponding report, shall be supervised by a professor or a PhD holder researcher integrated in the research career path at UMinho, appointed by the TROU's SB/TSB, or a person who holds the title of specialist recognised by the TSB under the terms of the law, with a contractual link to UMinho, following a proposal from the course management board.
- 2 – In exceptional and duly reasoned cases and in order to ensure the proper monitoring of the student, specifically for courses that provide bi-disciplinary training, there may be supervision by two UMinho supervisors.
- 3 – Furthermore, the work mentioned in paragraph (1) may also be supervised by professors or researchers with PhDs, integrated in UMinho research centres or belonging to other Portuguese or foreign institutions, or specialists of recognised merit in the scientific area accepted by the SB/TSB, and in this case there shall be a supervisor with a contractual link to UMinho.
- 4 – Whenever two or more UMinho TROUs are involved in a study cycle, the method for appointing supervisor(s) shall be defined by common agreement between the respective SBs/TSBs.
- 5 – It shall be the SB/TSB's responsibility to approve the work plan leading to the dissertation, project work or placement, proposed by the student and his/her supervisor(s), and notify, in a timely manner, students whose work plans have been accepted of their admission to dissertation, project work or placement.
- 6 – In the event of a hindrance affecting a single supervisor for a period of more than a month, the SB/TSB, in coordination with the course director and having consulted the student, shall immediately provide temporary or permanent forms of monitoring the student, and the supervisor may be replaced, if this is justified.
- 7 – In the event of co-supervision, if one of the supervisors has a hindrance, his/her replacement shall be considered by the SB/TSB of the TROU to which the course is attached, in coordination with the course director and the other supervisor, having consulted the student and taking into consideration the foreseeable duration of the hindrance and the progress in the work.

Article 170
Request for admission to public defence

- 1 – When the dissertation, project work or placement report is complete, students shall submit a request for public defence to the president of the TROU, using a specific form, attaching the following items:
 - a) A digital copy of the dissertation, project work or placement report;
 - b) A digital copy of their CV;
 - c) Opinion(s) from the supervisor(s) in digital format;
 - d) Declaration regarding the depositing of a digital copy of the dissertation in RepositoriUM.
- 2 – The dissertation, project work or placement report shall be formatted in accordance with the graphic rules in force at UMinho, and they shall include the declarations provided for in a Rector's order.
- 3 – The request for public defence and attachments shall be submitted to the TROU within the time limits established in the academic calendar, and the latter shall forward it under the terms established by the TROU.
- 4 – Students who do not meet the time limits mentioned in paragraph (4) shall submit a duly reasoned request for re-enrolment on the Academic Portal the following academic year to complete the dissertation, project work or placement report and shall pay the tuition fee, in accordance with the number of trimesters needed to complete it.

Article 171
Jury

- 1 – The jury for appraising the dissertation, project work or placement report shall be appointed by the TROU's SB/TSB within 20 days of the request for assessment.
- 2 – The jury shall consist of three to five members, including the chair, and one of the members may be the supervisor.
- 3 – Whenever there is more than one supervisor, only one may be part of the jury.
- 4 – The members of the jury shall be specialists in the field of the dissertation, project work or placement report and shall be appointed from Portuguese or foreign holders of doctoral degrees or specialists of merit recognised as such by the TROU's SB/TSB.
- 5 – The jury shall be chaired by the course director, and this responsibility may be delegated to a professor of the study cycle,

in accordance with rules to be established by the TROU.

6 – Whenever two or more UMinho TROUs are involved in a course, the method for appointing the jury shall be defined by common agreement between the respective SB/TSB.

Article 172

Time limit for performing the public defence

1 – The public defence of the dissertation, project work or placement report shall take place no later than 60 days after it was requested, except in cases where it is clearly impossible for the jury to do so, and under no circumstances may it exceed 90 days.

2 – Upon request by the student, for reasons of force majeure, the SB/TSB may authorise assessment to take place later than the 60 days mentioned in paragraph (1) but no later than 120 days.

Article 173

Rules on master's public defences

1 – Discussion of the dissertation, project work or placement report may only take place with the presence of at least three members of the jury, including the chair.

2 – For the public defence mentioned in paragraph (1) to take place in a timely manner, it is possible for a member external to UMinho to participate via videoconference, except for the chair, provided that technical conditions are in place for doing so.

3 – A break in communication with the member mentioned in paragraph (2) for a period of more than five minutes during the assessment shall prohibit him/her from participating in the final decision and may jeopardise the operation of a jury of only three members including the chair.

4 – The candidate's participation in the assessment shall obligatorily be face-to-face.

5 – The public defence may not exceed ninety minutes.

6 – The public defence shall include a presentation and discussion of the work, and all members of the jury may participate in the latter.

7 – Before discussion of the dissertation, project work or placement report begins, the candidate shall have up to 20 minutes to present his/her work.

8 – During the discussion, the candidate shall be given the same amount of time as that used by the members of the jury.

9 – Once the discussion has been completed, the jury shall meet to consider and decide by a reasoned, roll-call vote, and abstentions shall not be permitted.

10 – An official record of the assessment and the jury's meeting shall be drawn up, which shall include the votes of each of its members and the respective reasoning, which may be common to all or some of the jury members, as well as the requirement for possible corrections, and the jury may decide to include or annexe to the official record the reasoning for their votes and corrections to be made.

11 – In the situations mentioned in paragraph (10), the official record, once it has been read out loud to all the members of the jury, shall be signed by the members physically present.

12 – The member of the jury participating in the assessment by videoconference shall send his/her opinion by email after the assessment, signed and scanned, and it shall be annexed to the official record.

13 – If amendments are not requested, the dissertation, project work or placement report shall become definitive, and the date of the assessment shall coincide with the date on which the degree was awarded.

14 – If corrections are requested by the jury following the public defence, these shall be included in the document annexed to the official record of the assessment and the student shall be notified in writing thereof by the TROU within three days.

15 – If the situation provided for in paragraph (14) comes to pass, the student shall submit the following documents to the TROU's PB within 10 days:

- a) A corrected paper copy of the dissertation, project work or placement report;
- b) A corrected digital copy of the dissertation, project work or placement report;
- c) An updated declaration regarding deposit in RepositoriUM;
- d) Declaration confirming that the corrections requested by the jury have been introduced, signed by the supervisor that checked them.

16 – The corrected version of the dissertation, project work or placement report mentioned in paragraph (15) shall be dated with the month and year in which the corrected version is submitted.

17 – Introduction of the corrections requested shall be confirmed in writing by the supervisor(s) and validated by the chair of the jury in the official record of the assessment, and the date of validation shall be the date on which the degree is awarded.

Article 174

Awarding of the final mark

- 1 – The final mark of a master's shall be expressed by a number between 10 and 20 on a scale of whole numbers between 0 and 20, together with information on the ECTS mark, under the terms of the law.
- 2 – The final mark shall consider the marks achieved in the master's course and the public defence of the dissertation, project work or placement report, taking into account the credits assigned to each component.
- 3 – In the case of defence of a placement report, the final mark for the CU of which it forms part may consider the mark for the placement component itself, carried out in a work context, in accordance with the plan when the study cycle was created or altered.
- 4 – Completion of the master's course, under the conditions defined in the order creating the study cycle, shall grant the right to a specialisation diploma.
- 5 – Completion of the study cycle shall be certified by a diploma or course certificate issued to those who request it.
- 6 – If a student is in a situation of non-compliance with regard to UMinho, even if the public defence is carried out, the results shall remain suspended until the situation is in order, except if the student has a payment plan for the tuition fee in arrears, under the terms of the law.

Article 175

Deposit of dissertations, project works or placement reports and registering of the degree

- 1 – Dissertations, project works or placement reports shall be deposited in digital format in RepositoriUM, which is the TROU's responsibility.
- 2 – Registration of the awarding of the master's degree at the NRTD shall be performed by the TROU before the deposit provided for in paragraph (1).

CHAPTER VII

Awarding of doctoral degrees

Article 176

Doctoral degrees

- 1 – A doctoral degree shall be awarded to those who demonstrate:
 - a) The capacity for systematic understanding in a scientific field of study;
 - b) competencies, abilities and research methods associated with a scientific field;
 - c) The capacity to design, plan, adapt and carry out significant research, respecting the requirements imposed by academic quality and integrity standards;
 - d) Having carried out a significant set of original research works that have contributed to broadening the frontiers of knowledge, part of which deserving of national or international dissemination in publications with recognised selection committees;
 - e) The capacity to critically analyse, assess and summarise new and complex ideas;
 - f) The capacity to communicate with their peers, the wider academic community and society in general about the area in which they specialised;
 - g) The capacity to, in a knowledge-based society, encourage technological, social or cultural progress in an academic or professional setting.
- 2 – Doctoral degrees shall be awarded in a branch of knowledge or in a specialism thereof.
- 3 – The branches of knowledge in which UMinho awards doctoral degrees, as well as the respective specialisms, shall be established by Rector's order.
- 4 – When submitting a proposal to create or alter a doctoral programme, the OU shall indicate the branch and specialism in which the degree is awarded.

Article 177

Access and entry qualifications

- 1 – People who meet the following general access requirements may apply to a study cycle leading to a doctoral degree (third cycle):
 - a) Holders of a master's degree or legal equivalent;
 - b) Holders of a first degree who have academic or scientific experience that is particularly relevant and is recognised by the OU's SB as proving the ability to take this study cycle;
 - c) Holders of an academic, scientific or working CV that is recognised by the OU's SB as reflecting the ability to complete

this study cycle.

2 – The effect of recognition to which paragraph (1)(b) and (c) refer shall only be access to the study cycle leading to a doctoral degree and shall not grant its holder recognition of a first or master's degree.

3 – Applicants who, as well as meeting the access requirements mentioned in paragraph (1), meet the specific entry requirements for the course or each of its specialisms approved when the study cycle was created or altered and accredited, may enter a study cycle leading to a doctoral degree.

4 – The OUs shall publish the list of the selection and ranking of applicants for the study cycle or each of its specialisms, if applicable, on the Academic Portal.

5 – The selection and ranking lists shall be validated by the chair of the OU's SB and shall present, in the following order:

- a) Accepted applicants, in descending order of points and equal or lower in number than the number of places, who fully meet the access and entry requirements at the date on which the official record is signed;
- b) Applicants on the reserve list, in descending order of points, i.e., applicants who may be accepted, but whose place in the ordered list is beyond the number of places;
- c) Applicants excluded for not meeting the access or entry requirements for the study cycle or specialism, with the reason for exclusion.

6 – If the number of applicants accepted is less than the number of places, the panel may forego the ranking of applicants, presenting the accepted applicants in alphabetical order; it shall, however, ensure respect for the minimum points required for acceptance, if applicable, and record that decision in an official record.

Article 178

Organisation of the study cycle

1 – The study cycle leading to a doctoral degree shall include the writing of an original thesis especially drawn up for this purpose, suitable for the nature of the branch of knowledge and the specialism, if applicable.

2 – Alternatively, in similarly demanding conditions, and also taking into consideration the nature of the branch of knowledge or specialism, the study cycle may, according to the regulatory conditions established for its running, include:

- a) A duly contextualised compilation of a consistent, relevant set of research works, already published in journals with selection committees of internationally recognised merit, published during the period in which the doctorate takes place;
- b) In the field of arts, a piece or set of pieces or creations of innovative character, accompanied by written grounds that explain the design and creation process, research ability and how it fits into the development of knowledge in the field of which it forms part.

3 – The works, pieces and creations mentioned in paragraph (2)(a) and (b) shall generally be referred to as theses in the scope of these Regulations.

4 – It shall be the SB's responsibility, depending on the specific nature of the study cycle, to define the requirements that theses shall meet.

5 – When justified, the study cycle may include a doctorate course organised into CUs.

6 – Study cycles without a doctorate course shall be subject to the regime established for study cycles with a doctorate course, *mutatis mutandis*.

7 – The research activities included in the study cycle leading to a doctoral degree may be carried out in any national or international setting for intensive knowledge production, including higher education institutions, associated laboratories, state laboratories and other public research institutions, hospitals and healthcare units, other bodies included in the public administration where R&D activities are performed, not-for-profit private institutions that have R&D activities as their primary aim, companies whose activity has been recognised as being of scientific or technological interest or to which the title of collaborative laboratory has been awarded, or consortia of any of these bodies.

Article 179

Duration of the study cycle

1 – Study cycles leading to a doctoral degree shall have 180 or 240 credits and, as a result, a duration of 3 or 4 years respectively.

2 – Study cycles leading to a doctoral degree may be carried out on a part-time regime and may not exceed 6 or 8 years in duration, in accordance with whether the normal duration of the study cycle is 3 or 4 years.

3 – The duration of study cycles shall be calculated under the terms provided for in Article 181(4) and (5), and the starting point for that calculation may not be altered during the process.

Article 180

Applications

1 – Applications for study cycles leading a doctoral degree shall be made on the Academic Portal within the time limits

established and disseminated by the OUs, selected from the periods defined each year, having consulted the Academic Senate.

2 – The OUs may choose to keep applications permanently open, especially in the case of study cycles leading to a doctoral degree without a doctorate course.

3 – Applicants to study cycles shall formalise their applications by way of a request addressed to the chair of the OU's SB.

4 – The application request, in the case of study cycles that include a doctorate course, shall be submitted with:

- a) Documentary evidence of the doctorate access requirements held by the applicant;
- b) Up-to-date CV;
- c) Indication of the branch and, if applicable, specialism that is the subject of the application;
- d) Other documents considered relevant by the applicant;
- e) Other documents required by the OU.

5 – The application request, in the case of study cycles without a doctorate course, shall be submitted with, as well as the items provided for in paragraph (4)(a) to (c):

- a) An indication of the proposed supervisor(s);
- b) Declaration of acceptance from the proposed supervisor(s);
- c) Theme of the thesis and work plan, the latter of which shall abide by the OU's guidelines.

Article 181

Acceptance of applications and time limits

1 – Validation of the documents and acceptance of applications to study cycles leading to a doctoral degree shall be the responsibility of the OU's SB, following a proposal from the course management board or selection panel appointed by the SB.

2 – In the case of study cycles including a doctorate course, the results of applications shall be disseminated on the Academic Portal within the time limits established for the purpose.

3 – In the case of study cycles without a doctorate course, the acceptance decision made by the OU's SB shall take place in March, June, September and December each year, and the results shall be disseminated by the 15th of the respective month.

4 – In the case of doctorate courses, the time limit for carrying out the doctorate shall be calculated under the terms provided for in the academic calendar;

5 – In the case of study cycles without a doctorate course, the time limit for carrying out the doctorate shall be calculated from the first day of the month following acceptance and enrolment for the study cycle.

Article 182

Acceptance for preparation of a thesis

1 – Acceptance for preparation of a thesis shall be the responsibility of the respective OU's SB and shall involve acceptance of the thesis theme and plan, as well as appointment of the supervisor(s).

2 – Acceptance for preparation of a thesis may occur at the time of accepting applications or may involve the candidate having successfully completed a probational period, which does not have to necessarily coincide with the doctorate course, provided that this is established in the process for creating or altering the study cycle and respective accreditation.

3 – In the case of a doctorate without a course, the acceptance provided for in paragraph (2) shall involve approval of the candidate's doctoral work plan.

Article 183

Registration of the thesis theme and plan

1 – Acceptance by the SB of the thesis theme and plan and the supervisor(s) proposed, or an alteration to them, shall be communicated by the OU to the academic services and the candidate at the same time, and the latter shall be informed of the steps he/she should take, the time limits to be met and any possible specific requirements to meet before being able to undergo assessment.

2 – Candidates shall, within 30 days calculated from the notification mentioned in paragraph (1), register the thesis theme and the respective plan and the supervisor(s), or an alteration to them, at the respective OU.

3 – A declaration of registration shall be issued to the candidate and the academic services shall be informed.

4 – The data recorded shall be conserved for the same amount of time as the duration of drawing up the thesis, provided that there is no interruption, and shall be made available under the terms of the law.

5 – Cancellation of enrolment for the study cycle or non-renewal thereof shall cause the registration to expire, and the academic services shall inform the SB and service unit responsible for registration in a timely manner, for the relevant purposes.

Article 184
Supervision

- 1 – Preparation of the doctoral thesis, including the inherent research work, shall obligatorily be supervised by one or two professors or PhD holder researchers, of which at least one must have a contractual link to UMinho.
- 2 – Exceptionally, in duly justified cases, the OUs, by way of the SB, may accept the inclusion of a third supervisor for research work.
- 3 – The researchers mentioned in paragraph (1) may be integrated researchers who perform activities at UMinho research centres, regardless of whether or not they have a contractual link to UMinho, provided that the provisions of the final part of that paragraph are met.
- 4 – One of the supervisors may be a specialist recognised as being suitable by the SB, without prejudice to the provisions of the final part of paragraph (1).
- 5 – Once the research work has begun, the candidate shall draw up annual progress reports to be considered by the SB, after analysis and opinion from the respective supervisor(s) and the course director.
- 6 – The SB shall establish suitable methods for the continuous assessment of students' progress, as well as for the consideration of reports.
- 7 – The SB may allow a change in the thesis supervisor(s) and/or theme, by way of a reasoned request from the candidate and/or supervisor(s) and an opinion from the course director.
- 8 – In the situation provided for in paragraph (7), continuation of the same work plan under the responsibility of (a) new supervisor(s) shall require the agreement of the outgoing supervisor(s).
- 9 – The SB, for duly grounded reasons, following an opinion from the course director and the supervisor(s) and having received explanations from the student, may refuse to allow the research work to continue, and such a decision shall be communicated to the student and the academic services for cancellation of enrolment for the study cycle and to produce immediate effect, specifically with regard to tuition fees not yet due.
- 10 – In the situation mentioned in paragraph (9), the student will, however, have the right to certification relating to possible CUs he/she may have completed during a period of enrolment that is valid and in order.
- 11 – In the event of a hindrance affecting the supervisor for a period of more than two months, the SB, in coordination with the course director and having received explanations from the student, shall immediately provide temporary or permanent forms of monitoring the student, which may lead to replacement of the supervisor, if this is justified.
- 12 – In the case of co-supervision, if one of the supervisors has a hindrance, his/her replacement shall be considered by the SB, in coordination with the course director, having received explanations from the student and taking into consideration the foreseeable duration of the hindrance and the progress in the work.

Article 185
Request for admission to public defence

- 1 – Students, after passing the study cycle's CUs, when applicable, and completing the thesis, shall make a request to the chair of the SB for the holding of public defence at the OU, accompanied by the following documents:
 - a) A paper copy of the thesis;
 - b) A digital copy of the thesis;
 - c) A digital copy of his/her CV;
 - d) Opinion(s) from the supervisor(s) in digital format, except where, under the legal terms, the candidate is undertaking the public defence on his/her own responsibility;
 - e) Proof of passing the study cycle CUs, when applicable;
 - f) In the applicable cases, documentary evidence that the requirements demanded, specifically at the time of acceptance to the doctoral programme, were met;
 - g) Declaration regarding the depositing of the thesis in RepositoriUM.
- 2 – The paper copy and digital copy of the thesis shall be submitted under the terms provided for and including the declarations mentioned in a Rector's order recording the respective graphic formatting.
- 3 – Under the terms of paragraph (1), students may not request assessment until three or four years of enrolment have passed, depending on whether the study cycle has 180 or 240 credits respectively.
- 4 – For study cycles with a doctorate course, and safeguarding the provisions of paragraph (3), the time limit for requesting the public defence shall be the time limit established in the academic calendar, i.e., between the last date for filling in the results list for the special period and the last date for submitting the thesis established in that calendar.
- 5 – For study cycles without a doctorate course, and safeguarding the provisions of paragraph (3), the time limit for requesting the public defence shall be calculated taking as a reference the date established in Article 181(5).
- 6 – In the case of attendance of the study cycle on a part-time regime, each year of attendance under that regime shall correspond to 30 credits for the purposes of admission to the defence of the thesis.

7 – The Rector may authorise acceptance for public defence in time limits shorter than those provided for in this article in exceptional cases, following a reasoned proposal by the SB and with favourable opinions from the supervisor(s) and course director, taking into consideration the crediting regime in force.

8 – The requests for authorisation mentioned in paragraph (7) shall obligatorily be submitted no less than three months before the date on which the student wishes to request the public defence.

9 – Admission to public defence shall depend on checking that the file has been duly completed and that the candidate meets all the requirements, as provided for in the preceding paragraphs.

10 – If a student is in a situation of non-compliance with regard to UMinho, even if the public defence is carried out, the results shall remain suspended until the situation is in order, except if the student has a payment plan for the tuition fee in arrears, under the terms of the law.

11 – Those who believe they fulfil the conditions for access to the study cycle leading to a doctoral degree may request the presentation of a thesis in a public defence, without enrolment for the study cycle and without supervision, paying the charges defined in the table of charges in force for that purpose.

12 – It shall be the responsibility of the SB of the OU in which the thesis fits to decide on the request, after considering the requesting party's CV and the suitability of the thesis or work for the objectives desired for a doctoral degree, and may refuse the request or accept it and propose the appointment of a jury.

Article 186

Appointment of the jury

1 – The jury shall be appointed by the OU's SB within 30 days of submission of the request for public defence.

2 – The SBs shall define the internal methods for organising jury proposals.

3 – The decision on appointment of the jury shall be communicated to the jury chair, jury members and the candidate in writing within five days.

Article 187

Composition of the jury

1 – The doctorate jury shall be composed of:

a) The chair of the SB, who chairs, or a full professor from the OU, on the professorship career path, who he/she appoints for that purpose;

b) By a minimum of four and a maximum of six PhD holder members, one of whom may be the supervisor.

2 – Whenever there is more than one supervisor, only one may be part of the jury, and the latter shall belong to UMinho.

3 – At least two members of the jury, excluding the supervisor, shall be appointed from professors or PhD holder researchers from two other Portuguese or foreign higher education or research establishments.

4 – As well as the provisions of paragraph (3), the jury may also include a person of recognised expertise in the scientific area of the thesis, considered as such by the OU's SB.

5 – The jury shall mostly include professors or researchers from the scientific area of the thesis.

6 – At least two members of the jury shall have a contractual link to UMinho.

7 – Other than the supervisor, the jury members may not have had any involvement in the process of writing the thesis, specifically in terms of publications co-authored with the candidate, and shall declare that they are not affected by that incompatibility or any other provided for in the Code of Administrative Procedure.

Article 188

Acceptance of the thesis

1 – In the 45 days following publication of its appointment, the jury shall meet and make a decision in which it declares whether it accepts the thesis or if, alternatively, it makes a reasoned recommendation to the doctoral candidate to reformulate the thesis.

2 – The jury meeting mentioned in paragraph (1) may be held by videoconference.

3 – An official record of the jury meeting shall be drawn up, containing the votes of each of the members and the duly reasoned declaration of acceptance of the thesis or the reformulation thereof, which may be common to all or to some members.

4 – The official records mentioned in paragraph (3) shall have the agreement of the appointed members and shall be signed by the secretary and by the respective chair of the jury; if applicable, the alterations to be made by the candidate shall be mentioned in an annexe to the official record.

5 – In the event of the thesis reformulation situation provided for in paragraph (1), the doctoral candidate shall have 120 days, which may not be extended, to carry out the reformulation or to declare that he/she intends to keep the thesis as it was submitted.

6 – If opting for reformulation, the doctoral candidate shall submit a digital and a paper copy of the thesis within the time

limit established in paragraph (5).

7 – Once the reformulated thesis or declaration mentioned in paragraph (6) has been received, the public defence of the thesis shall be scheduled.

8 – The student shall be considered to have withdrawn if, once the time limit in paragraph (5) has passed, he/she has not submitted the reformulated thesis or declaration mentioned, and the competent service unit shall inform the academic services.

Article 189

Discussion of the thesis

1 – The discussion of the thesis shall take place within 60 days calculated from the date of the decision to accept the thesis or the date of submission of the reformulated thesis or receipt of the declaration mentioned in Article 188(2), except in cases where it is clearly impossible for the jury to do so; it may not, however, exceed 90 days.

2 – The composition of the jury and the date and place for the public defence of the thesis shall be contained in a public notice to be disseminated by the OU at least 5 days in advance on the respective page and the page of the Doctoral College.

3 – Discussion of the thesis may not take place without the presence of the chair and the majority of the other members of the jury.

4 – For the discussion of the thesis, the jury chair may authorise participation by videoconference of a number of members not exceeding 50%, provided that they are external to UMinho and there are technical conditions for them to fully participate in the public defence.

5 – Members of the jury that belong to UMinho may be authorised to participate by videoconference only when they are in a service situation that demonstrably justifies it and provided that 50% of the members are physically present.

6 – A break in communication with the member(s) who are participating by videoconference for a period of more than ten minutes during the assessment shall prohibit him/her/them from participating in the final decision and shall mean that he/she/they are not taken into consideration for quorum purposes.

7 – The candidate's participation in the assessment shall obligatorily be face-to-face.

8 – The public defence of the thesis shall have a maximum duration of three hours, and all the members of the jury may intervene therein, notwithstanding the possibility of appointing one or more main examiner(s).

9 – Before the public defence of the thesis, the jury shall define the duration, order and form of the interventions to be made by its members.

10 – During the public defence, before discussion of the thesis begins, the candidate shall have up to 30 minutes to present it.

11 – During the discussion, the candidate shall be given the same amount of time as that used by the members of the jury.

12 – The discussion of the thesis shall normally take place in Portuguese, without prejudice to the use of other languages provided that there is an agreement on this among the members of the jury and the candidate and if the characteristics of the doctorate require it.

13 – Upon request by the student, in exceptional and duly reasoned cases, the time limit mentioned in paragraph (1) may be extended but it may not exceed 120 days.

Article 190

Decision of the jury

1 – Once the public defence has been completed, the jury shall meet to consider and decide on the student's final mark, the result of which shall be expressed by the formulas "Pass" or "Fail".

2 – Those who have passed shall be awarded a qualification expressed by indications of "Good", "Good with Distinction" or "Very Good" according to criteria to be defined by the UMinho Doctoral College, in coordination with the OUs.

3 – The qualifications mentioned in paragraph (2) shall take into consideration the marks achieved in the doctorate course CUs, if applicable, and the merit of the thesis considered in the public assessment, as well as the presentation and defence thereof.

4 – The jury's decisions shall be made by a majority of the members that compose it, through a justified roll-call vote, and abstentions shall not be permitted.

5 – The chair of the jury shall have a casting vote and shall only exercise his/her right to vote:

- a) When he/she is a professor or researcher in the scientific area or areas of the study cycle;
- b) In the event of a tie.

6 – Possible corrections requested by the jury following the public discussion shall be included in a document annexed to the official record of the public defence.

7 – An official record shall be drawn up of the jury’s meeting and assessment which, after being read out loud in the presence of all the members of the jury, shall be signed by the members physically present. The official record shall include the votes of each member and the respective reasoning, the final mark and the possible need for corrections.

8 – The members of the jury who participate in the public defence by videoconference shall send their votes and respective reasoning by email, signed and scanned, and these shall be annexed to the official record.

9 – When corrections to the thesis are requested, the student shall submit the following to the OU within 30 days of the public defence:

- a) A corrected paper copy of the thesis;
- b) A corrected digital copy of the thesis;
- c) Declaration from the supervisor(s), in digital format, stating that the corrections requested by the jury have been made;
- d) Updated declaration regarding the depositing of the thesis in RepositoriUM.

10 – The paper and digital copies of the thesis shall be dated with the month and year of submission of the corrected version.

11 – The corrections shall be subject to final validation by the chair of the jury, a procedure on which entitlement to the doctoral degree shall depend.

12 – Conclusion of the doctorate shall grant the right to a diploma and a doctoral certificate, which shall contain the branch of knowledge and specialism of the doctorate, if applicable, in which the degree is awarded.

13 – Completion of a doctorate course with a minimum number of 30 credits shall grant the right to an advanced studies diploma, in accordance with the conditions defined in the order creating the study cycle.

Article 191

Legal deposit and registration

1 – Doctoral theses shall be subject to:

- a) Deposit of a digital copy in the UMinho RepositoriUM, which shall be the OU's responsibility;
- b) Legal deposit of a paper copy at the National Library, which shall be the OU's responsibility.

2 – Awarding of the doctoral degree shall be registered at the NRTD after the thesis has been deposit in the UMinho RepositoriUM, in addition to the items already registered under the terms of Article 183.

CHAPTER VIII

Awarding of degrees for study cycles in association

SECTION I

General provisions

Article 192

Object

1 – Study cycles in association are those whose academic activities are organised together by two or more Portuguese or foreign universities or higher education institutions under the terms of a cooperation agreement and possible annexes to them signed by the partners.

2 – Study cycles in association shall be subject to the normal approval procedures by the competent bodies at UMinho.

3 – When the partners responsible for a study cycle are Portuguese, the study cycle shall be accredited as such by A3ES under the terms of the legislation in force and shall be submitted for accreditation by one of the partners.

4 – If the partnership mentioned in paragraph (3) is amended, the study cycle must be submitted for fresh accreditation, with the new partnership.

5 – When the partners are foreign, UMinho shall submit the study cycle for accreditation by A3ES, as it would for any other, simply indicating that it will operate in partnership, naming the partners and indicating the forms of coordination, including teaching, to be adopted during the running of the course.

6 – Erasmus Mundus master’s and European Master’s are particular cases for study cycles in association that, without prejudice to the provisions of the respective legislation, shall be guided by these Regulations.

Article 193

Management of study cycles in association

- 1 – In the case of study cycles that operate in association, their management shall be shared by the partner institutions.
- 2 – The cooperation agreement instituting the partnership or an addendum to it shall define the terms in which management will be performed, including the inter-institutional management bodies for the course and the respective competences, as well as the forms of coordination between them and the partner institutions.
- 3 – Without prejudice to the provisions of paragraph (2), the management bodies of study cycles in association shall be those provided for in Article 120.
- 4 – For these study cycles, the course director or coordinator of the areas of specialisation or specialism at UMinho, as applicable, shall be the university's representative on the inter-institutional management committee.
- 5 – In the cases mentioned in paragraph (3), the study cycle shall follow the provisions at UMinho for the IQAS-UM, and suitable mechanisms for monitoring and assuring quality shall be established in other cases.

Article 194

Functioning of study cycles in association

- 1 – Study cycles that UMinho develops in partnership with Portuguese or foreign higher education institutions shall be governed by a specific addendum within the framework of an agreement signed by the Rectors or equivalent of all the partner institutions.
- 2 – The addendum shall cover the course's general functioning and management conditions, the rights and responsibilities of each partner, the forms of communication among them under the terms of the law and, whenever possible, the regulation in force at UMinho, specifically:
 - a) The composition and competences of the inter-institutional management committee and/or scientific committee;
 - b) The form of coordination cooperation between the committees mentioned in subparagraph (a) with the UMinho bodies;
 - c) Administrative head office of the course;
 - d) Characteristics and responsibility for drawing up the opening order and conditions for establishing tuition fees;
 - e) Institution(s) where applications and enrolments will be carried out;
 - f) Rotation principles for the location of the administrative head office and performance of application and enrolments;
 - g) Responsibility and place for teaching the different CUs composing the study cycle;
 - h) Procedures for admission to preparation of dissertations or theses and appointment of supervisors;
 - i) Recognition procedures by one institution of training completed at another partner institution;
 - j) Rules for acceptance of dissertations or theses and appointment of respective supervisors;
 - k) Management of intellectual property rights;
 - l) Rights and duties of students regarding access to assets and services at partner universities;
 - m) Student insurance for activities carried out in partnership;
 - n) Rules for forming and appointing the jury and carrying out the assessment;
 - o) The logos and lettering to be adopted for the graphic formatting of theses;
 - p) Procedures for issuing diplomas and the type of diploma, taking into account the provisions of the law;
 - q) Place(s) for payment and method for distributing the revenue from tuition fees;
 - r) Financial obligations and principles of financial management;
 - s) Mechanisms for assessment and alteration of the study cycle;
 - t) Rules and responsibilities relating to the processing of personal data.
- 3 – Whenever necessary, the inter-institutional management committee and/or scientific committee may propose regulatory rules for some of the points mentioned in paragraph (2), to be approved by the respective OU.
- 4 – The provisions of paragraph (2) shall also apply to study cycles in association with foreign universities, *mutatis mutandis*.

Article 195

Formatting of dissertations and theses

The rules established in a Rector's order shall be considered for the formatting of master's dissertations or doctoral theses developed as part of study cycles in association, except in cases where existing agreements/attachments include differing provisions.

SECTION II

Awarding of the title of European Doctorate

Article 196

Title of European Doctorate

The European Doctorate is a title connected to a doctoral degree awarded by European universities, including UMinho, to its

doctoral candidates on an individual basis.

Article 197

Conditions for awarding

1 – Awarding of the title of European Doctorate to a UMinho doctoral candidate shall entail the requesting party meeting all of the following requirements:

- a) Enrolment as a doctoral student at UMinho;
- b) Completion of study or research period(s) at a university in another European country, under supervision by a professor or researcher at that institution, as part of the preparation of the thesis, with a minimum total duration of three months, under a work plan that has been agreed to by UMinho and the other university;
- c) Inclusion of a member from a European country other than Portugal in the doctorate jury;
- d) Requirement of two opinions favourable to acceptance of the doctoral thesis issued by professors belonging to two higher education institutions in two European countries other than Portugal, and such opinions shall be explicitly mentioned in the official record of the first meeting of the doctorate jury, which will be an integral part thereof.

2 – The supervisor for work during the stay at the partner university may be or become a co-supervisor of the thesis.

3 – At the public discussion of the thesis, part of the defence shall take place in another official language of the European community other than Portuguese, a circumstance that shall be explained in the official record of the public defence.

4 – For the purposes of paragraph (1)(b), a specific agreement shall be concluded in advance between UMinho and the university hosting the doctoral candidate, and that university shall issue a certificate testifying to the work completed.

Article 198

Request for public defence

The request for awarding of the title, addressed to the chair of the SB, shall be submitted to the OU when submitting the request for defence of the thesis mentioned in Article 179(1), attaching the opinions mentioned in Article 197(1)(d) and with the certificate testifying to completion of study or research period(s), accompanied by a copy of the agreement concluded under the terms of Article 197(4).

Article 199

Certification of the title

1 – If the decision is favourable, a certificate certifying the title of European Doctorate shall be issued and the university where the student completed the study period required for that purpose shall be mentioned.

2 – A mention of the title of European Doctorate shall be included on the doctoral certificate, if requested.

SECTION III

Awarding of doctoral degrees in cotutelle

Article 200

Doctoral degrees in cotutelle

A doctorate in cotutelle is a title associated with a doctoral degree awarded simultaneously by UMinho and a foreign university, on an individual basis, to a student enrolled at one of them and who intends to carry out a study period at the other university, on an equivalent course, under a specific agreement.

Article 201

Conditions for the awarding of a doctoral degree in cotutelle

1 – Doctorates in cotutelle shall entail meeting all the following requirements:

- a) Conclusion of a specific agreement between the two universities where the student carries out the doctorate, defining the conditions under which the doctorate should be developed;
- b) Enrolment as a student of an accredited doctorate at UMinho and the second university, which may be the hosting or sending institution;
- c) Existence of a supervisor at UMinho and a supervisor at the second university;
- d) Regardless of which is the sending institution, the student may spend study or research period(s) at the second university as part of preparation of the thesis, with a total duration of between twelve and fifteen months, under a work plan agreed upon by UMinho and the other university.

2 – The agreement mentioned in paragraph (1)(a) shall define:

- a) The university where the public defence will be held, as well as information that that university shall provide to the partner university so that the latter can also award the degree.
- b) The academic fees (tuition fees or others) required by both institutions;
- c) The logos and lettering to be adopted for the graphic formatting of the thesis, and the rules in force at the university where the public defence takes place shall be adopted and, if this is UMinho, those in force for courses in association shall be adapted by analogy.

Article 202

Request for public defence

1 – The request for public defence for awarding of the doctoral degree in cotutelle shall be submitted at one of the universities in accordance with the provisions of the Agreement.

2 – At UMinho, the request, addressed to the chair of the SB, shall be submitted to the OU under the terms established in Article 185, together with the opinions of the supervisors, the certificate certifying completion of the period(s) of studies or research and a copy of the agreement, under the terms of Article 201(1).

3 – The public discussion of the thesis shall take place in accordance with the rules at the institution where it is requested.

4 – The composition and functioning of the doctorate jury shall abide by the internal regulations of the university where the defence takes place and shall ensure the presence of all of the following:

- a) A professor from the partner university other than the supervisor;
- b) Two external professors from two other universities.

5 – If the defence takes place at UMinho, the jury may include only one of the supervisors, the student's supervisor during his/her stay at the partner university or the student's supervisor at UMinho, in accordance with the provisions of the agreement.

6 – The university where the defence takes place shall inform the partner university about the result thereof within eight days of the date on which it was held or of the date on which the official record was validated, following submission of the reformulated version of the thesis, if applicable.

Article 203

Certification

Following successful completion of public defence:

- a) A certificate certifying the doctoral degree shall be issued, with reference to "Doctorate in international cotutelle" by both universities;
- b) On the doctoral certificate, if requested, a reference shall be included to "Doctorate in international cotutelle" which specifies the partner universities.

CHAPTER IX

Recognition of foreign higher education academic degrees and diplomas

Article 204

Automatic recognition

Automatic recognition, under the terms of the law, may be requested by holders of a foreign higher education degree or diploma, the level, objectives and nature of which are identical to the Portuguese degrees of first degree (*licenciado*), master's degree (*mestre*) or doctoral degree (*doutor*) or a vocational, technical higher diploma which can be found on the list of degrees and diplomas established by the committee for recognition of foreign degrees and diplomas.

Article 205

Level recognition

Level recognition, under the terms of the law, may be requested by holders of a foreign higher education degree or diploma, the level of which corresponds to a degree or diploma awarded by UMinho.

Article 206

Specific recognition

Specific recognition, under the terms of the law, may be requested by holders of a foreign higher education degree or diploma, the level, duration and programme contents of which are identical to that of the degree or diploma awarded by UMinho in a certain area of training, branch of knowledge or specialism.

CHAPTER X

Additional and final provisions

Article 207

Rules common to courses and admission procedures

- 1 – At any time, juries and academic services may request that the interested parties present original documents.
- 2 – Files in the following situations shall be rejected out of hand:
 - a) Incomplete, unidentified or illegible files;
 - b) Files submitted after the time limit;
 - c) Files that infringe the provisions of these Regulations.
- 3 – Making false declarations shall lead to exclusion, without prejudice to the lodging of disciplinary procedures.

Article 208

Intellectual property

- 1 – Intellectual property resulting from R&D activities carried out within the scope of a study cycle or course or other training not leading to a degree shall be protected under the terms of the UMinho Industrial Property Regulations and the Code of Copyright and Related Rights.
- 2 – When a study cycle leading to a master's or doctoral degree is developed in association with other Portuguese or foreign higher education institutions, or when the activities take place at different institutions with their own intellectual property regulations, the ownership of the intellectual property rights arising from R&D activities shall be regulated by an agreement between the bodies in question and the student.

Article 209

Processing of personal data

- 1 – Students' personal data within the scope of the ARUM shall be subject to the data protection law.
- 2 – Only the stakeholders in the different procedures shall have access to that data, and they shall be subject to the duty of secrecy.

Article 210

Suspension of time limits

- 1 – The time limits for decisions by collective bodies shall be suspended during academic holidays.
- 2 – The time limits for the submission, reformulation and public discussion of dissertations, placement reports, project works or theses may be suspended by way of a duly reasoned request in the situations established in these Regulations.
- 3 – When the last day of the time limits mentioned in paragraph (2) falls during academic holidays, it shall be transferred to the following working day.

Article 211

Calculation of time limits

The time limits established in these Regulations shall be counted in working days, under the terms of the Code of Administrative Procedure, except in the case of provisions to the contrary.

Article 212

Doubts and omissions

Doubts regarding interpretation and situations omitted from these Regulations shall be resolved by a Rector's order.

Article 213

Revision of the Academic Regulations

The ARUM may be revised at any time, upon the initiative of the Rector, having consulted the AcS.

Article 214

Hierarchy

The ARUM shall prevail over any other rules of an identical nature on matters that contradict the regime established herein.

Article 215

Revocation

The following are hereby revoked:

- a) Order RT-09/2014 of 18 February;
- b) Order RT-43/2017 of 24 July, published by Order 7031/2014 of 11 August in the *Diário da República*, 2nd series;
- c) Order RT-44/2017 of 27 July;
- d) Order RT-74/2018 of 17 October;
- e) Order RT-01/2019 of 4 January.

Article 216

Entry into force

These Regulations shall enter into force on the day following their publication in the *Diário da República* and, until the end of the 2019/2020 academic year, they shall apply only to procedures necessary for preparation of the 2020/2021 academic year.