



Universidade do Minho
Rectorate

Order

RT-36/2018

Whereas:

1. The Basic Law for Higher Education Funding, approved by Law No. 37/2003 of 22 August and amended by Law No. 49/2005 of 30 August, states that students should support the costs of their education by paying an attendance fee - entitled tuition fee - to the institutions in which they are registered;
2. The General Council of the University, on proposal from the Rector, after consulting the Academic Senate, is responsible for setting the tuition fee amounts to be paid by students, as set out in the Legal Regime of Higher Education Institutions (RJIES), published by Law No. 62/2007 of 10 September, in the Statutes of the Foundation of the University of Minho, as annex to Decree-law No. 4/2016 of 13 January, and in the Statutes of the University of Minho, as approved by Legislative Order No. 13/2017, and published in the 2nd series of the Official Gazette of 21 September 2017;

Accordingly, after the call for public consultation on the Draft Rules, as set out in Article 101 of the Code of Administrative Procedure and paragraph 3 of Article 110 of the Law No. 62/2007 of 10 September, and after consultation with the Management Council, under paragraph 1, subparagraph s), of Article 37 of the Statutes of the University of Minho, I do hereby approve the Tuition Fee Regulation of the University of Minho, which is published as an Annex to this Order and forms an integral part thereof.

University of Minho,

The Rector

Rui Manuel Costa Vieira de Castro



Tuition Fee Regulation of the University of Minho

Preamble

According to the Basic Law for Higher Education Funding, approved by Law No. 37/2003 of 22 August and amended by Law No. 49/2005 of 30 August, students should support the costs of their education by paying an attendance fee - entitled tuition fee - to the institutions in which they are registered.

The legislative changes in recent years require the revision of the regulations in force at the University of Minho (UMinho) in order to not only update but also attune the rules on tuition fee payments to UMinho, which show some inadequacies that must be corrected.

The regulation of these issues has been a constant concern for the University, as well as necessary to ensure the quality of its projects, safeguard the rights and duties of all who take part in it, and meet the requirements of current legislation.

The systematic compilation of regulations regarding tuition fee payments ensures, in particular, a higher level of consistency, as well as a certain degree of security and ease of implementation of the regulatory framework with clear advantages for all.

For the purposes of this Regulation, the definitions set out in Articles 3 and 4 of the Academic Regulation of the University of Minho (RAUM) are applied with a view to furthering a policy of harmonisation in a process of institutional overhaul.

Article 1

Object

1. This Regulation aims to regulate the issues related to tuition fees, regarding UMinho's cycles of studies as well as the appropriate charging procedure.
2. This Regulation applies to all UMinho students subject to the payment of an attendance fee, entitled tuition fee.

Article 2

Tuition fees

Attendance in an bachelor, master's and doctoral degree is legally liable to the payment of an attendance fee, entitled tuition fee.

Article 3

Tuition Fee Amount

1. The tuition fee amount of the degrees is annually set by the General Council, on proposal from the Rector, after consulting the Academic Senate, and in accordance with the Statutes of the University of Minho.
2. The tuition fee amount to be paid by students enrolled in the part-time regime, or by students that require a maximum of 30 credit (ECTS) hours to complete the Bachelor and Integrated Master's degree, or the curricular component of the cycles of studies leading to the Master's and Doctoral degrees is determined by the following formula:

$$25 \% \text{ of the tuition fee } [1 + (3 \times \frac{\text{No. of ECTS to be performed}}{\text{ECTS of the Curricular Year of the Study Plan}})]$$

3. The payment of the tuition fees of the bachelor, master's or doctoral degrees is performed in accordance with the annually published Rectoral Order.



4. The Teaching and Research Units may propose to the Rector the setting of a tuition fee amount for attendance regarding the master's or doctoral degrees, within the limits established in accordance with paragraph 1 of this Article.
5. The tuition fee amount to be paid by the student that, with a view to completing his/her dissertation or thesis, renews his/her enrolment only in the course unit "Dissertation", "Thesis" or "Project" in the last curricular year of an integrated Master's degree, or re-enrols in a Master's or Doctoral degree is proportional to the number of months elapsed until the delivery of the respective dissertation or thesis, according to the corresponding number of terms.
6. The tuition fee for degrees in association with other institutions is set by the Rector within the agreement framework between the partner institutions.

Article 4

Due date and payment methods

1. The tuition fee is due upon enrolment, and therefore must be paid in this act, notwithstanding the payment being made in instalments, number, date and amount annually determined by the Rector.
2. Payment can be made by the electronic means provided by UMinho or on site in the Treasury or Academic Services of the University of Minho.
3. The terms of tuition fee payment for degrees in association with other institutions are set in a separate document, signed by the partner institutions.
4. The terms of tuition fee payment under inter-institutional agreements should be identified in those agreements.

Article 5

Consequence of delay and failure to meet deadlines

1. Students who have not paid the tuition fee, can pay the amount in debt with default interest at the legal rate, in accordance with subparagraph b) of Article 29 of the Law No. 37/2003 of 22 August.
2. The default interest aforementioned is calculated according to the legal rate, from the due date for tuition fee payment to the effective and full payment of the amount in debt.
3. Tuition fee payment is in default when such payment is not performed upon registration/enrolment or the deadline for payment of any of the instalments is not met.
4. Students in default can neither register in exams nor perform other academic examinations.
5. Any records in the academic information system regarding a given academic year are considered null and void for students in default until the tuition debts of that academic year are settled.
6. Only students that have their debts settled with regard to previous years can enrol in a new academic year, in the same or different cycle of studies.
7. Students who receive a scholarship granted by the Portuguese State shall not be subject to the consequences for the non-payment of tuition fees within the established deadlines whenever such situation is due to the delay in payment of the scholarship.
8. Students who receive a scholarship granted by other States shall not be subject to the consequences for the non-payment of tuition fees within the established deadlines whenever such situation is due to the (duly proven) delay in payment of the scholarship.

Article 6

Consequences for non-payment

Under Article 29 of Law No. 37/2003 of 22 August, the non-payment of tuition fees until the end of the academic year determines:



- a) The nullity of all curricular actions in the academic year in which tuition fee payment is in default; and consequently,
- b) Failure to enrol in any cycle of studies at the University of Minho until full payment of debt.

Article 7

Enrolment cancellation

1. Enrolment can be unilaterally cancelled by UMinho under the general terms of the law, and if the cycle of studies in question will not be in operation.
2. Enrolment cancellation can be requested through a specific form on site in the Academic Services or through the Electronic Desk by 30 October or within 30 days after enrolment for late enrolments, or - in the case of students who have applied for a scholarship - up to 5 days after notification of the final decision by the funding institution.
3. The cancellation refers to the academic year in question.
4. Enrolment cancellation exempts students from paying the tuition instalments falling due. However, students are obliged to pay overdue tuition fees, except in cases where:
 - a) After the instalment due date, the student is notified that s/he will not receive the scholarship to which s/he applied (situation that must be duly proven);
 - b) The instalment due date is prior to the enrolment date.

Article 8

Procedure for charging tuition fee

1. Tuition is legally assumed as a fee, in accordance with paragraph 2 of Article 4 of the General Tax Law, and therefore the procedure for charging the former is regulated in the Code of Tax Processes and Procedures.
2. The settlement of the tuition fee occurs upon enrolment, moment from which the student will be informed of the Rectoral Order that determines the tuition fee amount set by the General Council of the University, on proposal from the Rector.
3. Nevertheless, at the end of the academic year, if the student has not paid the tuition fee yet, s/he will be notified to do so.
4. The student is responsible for updating his/her personal contacts in the Academic Services.

Article 9

Enforce debt collection

1. The non-payment of overdue tuition fees grants UMinho the right to enforce debt collection in the Tax and Customs Authority through the tax execution procedure laid down in the Code of Tax Processes and Procedures.
2. For the purpose of the preceding paragraph, UMinho shall issue a debt certificate indicating the overdue amount, in accordance with the attached model, and submit the latter to the tax office of the debtor's domicile.

Article 10

Expiry of tuition debts

1. The expiry regime for tuition debts is in accordance with the law.
2. Tuition debts expire in accordance with the law applicable to the expiry of tax debts, laid down in the General Tax Law.

Article 11

Final Provision

The outstanding tuition fee for attendance in non-degree courses is the object of specific regulation.



Universidade do Minho

Article 12

Doubts and omissions

Any doubts and omissions resulting from the interpretation and application of this Regulation shall be settled by Rectoral Order.

Article 13

Entry into force

This Regulation takes effect from the academic year of 2017/2018 onwards.



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ANNEX
Model - Debt Certificate

Logo of UMinho

Debt Certificate No.

Name, Rector of the University of Minho, tax identification number..., and acting as its legal representative, hereby certifies that, pursuant to Article ... of the Statutes of UMinho and for the purposes set out in Articles 88, 162 and 163 of the Code of Tax Processes and Procedures, [name of student], student No. ..., tax number ..., resident in [address], is responsible for the amount in debt below, resulting from the non-payment within the established deadlines of the tuition fees of the cycle of studies in [name of cycle of studies], regarding the academic year(s) [list the academic years in debt].

In fact:

1. On the date of enrolment, the student [name] performed enrolment in the cycle of studies in [identification of the course] and was notified of the respective tuition fee amount and payment deadlines;
2. The student did not pay the amounts in debt within the established deadlines; the student was notified by letter on [date of communication], so that the former could proceed with payment of the amounts in debt until the established date, which at this moment amount to
 - _____ € (in full), regarding the academic year [academic year], plus the respective default interest owed since [date].

Date

Signature

- i) The certificate must be sent to the Tax Office of the debtor's domicile.