



University of Minho
Management Council

Deliberation
M. Council no. 05/2019

In view of the experience gathered following application of Management Council deliberation no. 07/2017, of 23 March 2017, the need has arisen to recast it in the following terms:

1. The Management Council has decided to authorise the cancellation of the outstanding installments of tuition fees owed for the enrollment in the academic year where a justifiable impediment is verified.
2. A justifiable impediment is deemed to exist when a fact arising at the end of the period of cancellation of the applicable enrollment completely prevents the attendance and completion of the academic year to which the debt relates, provided that it is communicated in writing to UMinho and duly documented with sufficient evidence. A minimum period of three consecutive months is considered as a period preventing the completion of the course units in which a student is enrolled.
3. The following cases are included:
 - a. Illness of the student, considering the minimum period of three consecutive months, provided that the student informs UMinho of the impossibility to attend and complete the academic year to which the debt relates, due to his/her health condition, within a maximum of 30 days counting from the beginning of the justifiable impediment, that is, within 30 days following the three consecutive months of impossibility to attend the course. Such communication should be accompanied by a medical certificate and report proving that, due to his/her health condition, he/she was absolutely prevented from attending and completing the academic year to which the debt relates;
 - b. Illness of a student's family member, considering the abovementioned minimum period of three consecutive months, provided that the student informs UMinho of the impossibility to attend and complete the academic year to which the debt relates, due to the health condition of the family member that he/she has to assist as a result of said illness. Such communication should be made in writing, within 30 days of the occurrence, and duly documented with sufficient evidence;
 - c. Foreign students who enroll at UMinho and that, for duly proven reasons unrelated to them, cannot obtain an entry visa for Portugal in a timely manner.
4. The duty stated in item no. 1 could be subdelegated to the Administrator, under the terms set forth in no.1 of article 46 of the Portuguese Administrative Procedure Code.
5. The cancellation of the outstanding tuition fee installments implies that the tuition fees have not been paid, hence all requests submitted under the present deliberation shall be roundly denied where the tuition fees have already been paid upon the date of request.
6. Students who submit requests under the present deliberation due to alleged justifiable impediments may request the cancellation of the outstanding tuition fee installments from the beginning until the end of the justifiable impediment, thus being able to pursue their studies in the academic year in which they enrolled. In these situations, should the justifiable impediment be verified, the outstanding tuition fee installments shall be cancelled from the beginning until the end of the justifiable impediment.

7. The Management Council has further decided to authorise the cancellation of the outstanding installments of tuition fees owed for the enrollment in the academic year where the attribution of equivalences or recognition of accreditation of training and/or professional experience is not verified, provided that the application for cancellation of the enrollment is presented to UMinho using the appropriate form within ten days from the date of the notification of the abovementioned decision.

The present deliberation shall apply from the 2019/2020 academic year.

The President of the Management Council