



Universidade do Minho  
Rectorate

**Dispatch RT-  
74/2018**

Regulation of the Special  
Competition for Access and  
Enrolment of International  
Students

The University of Minho has been attracting a growing number of foreign students, which today represent an important contingent of the student community.

Following publication of Decree-Law No. 36/2014, of 10 March, amended by Decree-Law No. 113/2014, of 16 July, which approved the statute of the international student in higher education institutions, the appropriate legal means for the admission of foreign students were created through the opening of a special competition for access and enrolment in the cycles of studies of bachelor and integrated master's degrees.

Considering the recent changes introduced by Decree-Law No. 62/2018, of 6 August, to the legal framework of access and attendance of international students at higher education institutions, namely the extension of its scope to the student in a humanitarian emergency situation;

Considering the favourable opinion of the Academic Senate's Plenary of the University of Minho at its meeting on 1 October 2018, Deliberation No. 21/2018;

According to the provisions set forth in Article 14 of Decree-Law No. 36/2014, given its current wording, and in accordance with subparagraph s) of paragraph 1 of Article 37 of the Statutes of the University of Minho, as approved by Legislative Decree No. 13/2017, published in the Official Gazette (*Diário da República*), No. 183 of 21 September, I do approve the new Regulation of the Special Competition for Access and Enrolment of International Students in the cycles of studies of bachelor and integrated master's degrees at the University of Minho, annexed to this order and which forms an integral part thereof.

Dispatch RT-34/2014 of 6 June is hereby repealed.

The Rector of the University Minho

[Qualified	Signed digitally by
Signature] Rui	[Qualified Signature]
Manuel Costa	Rui Manuel Costa
Vieira de Castro	Vieira de Castro
	Data: 2018.10.15
	19:54:16 +01'00'

**REGULATION OF THE SPECIAL COMPETITION FOR ACCESS AND ENROLMENT OF INTERNATIONAL STUDENTS IN THE CYCLES OF STUDIES OF BACHELOR AND INTEGRATED MASTER'S DEGREES AT THE UNIVERSITY OF MINHO**

CHAPTER 1

**Scope and concepts**

Article 1

**Scope**

The current Regulation applies to international students that wish to apply to courses that confer a Bachelor Degree and to integrated cycles of studies leading to a master's degree at UMinho. This Regulation also defines the rules that govern the special access and enrolment competition.

Article 2

**Definition of international student**

1. An international student is a student who does not have Portuguese citizenship.
2. Those not covered by the preceding paragraph shall include:
  - a) Citizens of a Member State of the European Union;
  - b) The family members of Portuguese citizens or citizens of a Member State of the European Union, regardless of their nationality;
  - c) Those who, not being citizens of a Member State of the European Union and not being covered by the previous paragraph, have been legally living uninterruptedly in Portugal for more than two years on 1 January of the year in which they wish to enrol in higher education institutes, as well as the children legally living with them;
  - d) Those who, on 1 January of the year in which they intend to enrol in a higher education institution, are beneficiaries of the equal rights and duties status granted under an international treaty agreed between the Portuguese State and the State of their nationality;
  - e) Those requiring entry into an higher education institution through the special competitions for access and enrolment regulated by Decree-Law No. 393-A/99, of 2 October, as amended by Decree-Law No.272/2009, of 1 October;
  - f) Foreign students who are attending UMinho under a programme of international mobility to complete part of a cycle of studies of a foreign higher education institution with which UMinho has established an exchange agreement for that purpose.

Article 3

**Definition of student in an emergency situation for humanitarian reasons**

1. This Regulation covers students from countries or regions where a recognised situation of armed conflict, natural disaster, widespread violence or violation of human rights prevails, thus resulting in the need for a humanitarian response;
2. Those who find themselves in one of the following situations may request that the status provided to a student in an emergency situation for humanitarian reasons be applied provided:
  - a) They have been granted the refugee status covered by Law No. 27/2008, of 30 June, according to its current wording;
  - b) They have been granted the subsidiary international protection status covered by Law No. 27/2008, of 30 June, according to its current wording;
  - c) They come from countries or regions that the United Nations High Commissioner for Refugees or the International Organization for Migration has declared to be in a state of emergency that demands a humanitarian response.
3. The status provided to a student in an emergency situation for humanitarian reasons can also be granted to those who:

- a) Hold the temporary residence permit covered by Article 27 of Law No. 27/2008, of 30 June, according to its current wording;
  - b) Hold the temporary residence permit that is granted to those that are or have been a victim of criminal offences linked to human trafficking or the aiding of illegal immigration covered by Article 109 of Law No. 23/2007, of 4 July, according to its current wording.
4. The status provided to a student in an emergency situation for humanitarian reasons may be requested by students who find themselves in the previously mentioned situations and have already registered and enrolled at UMinho on the date of the entry into force of the regulation, even though they have not enrolled through the special competition for access and enrolment of international students.

#### Article 4

##### **Condition of international student**

1. Students who enter higher education institutions under this statute shall retain the quality of international student until the end of the cycle of studies in which they initially enrolled or to which they are moving.
2. Exceptions to the preceding paragraph shall include international students who acquire the citizenship of a Member State of the European Union, and to whom the termination of the statute takes effect on the academic year subsequent to the date of the citizenship acquisition.

### CHAPTER 2

#### **Special competition for access and enrolment of international students**

##### Section 1

##### **Access and enrolment**

#### Article 5

##### **Access conditions**

Students should meet the following conditions to apply for registration and enrolment in the cycles of studies of bachelor and integrated master's degrees at UMinho:

- a) Hold a qualification giving access to higher education, understood as any diploma or certificate issued by a competent authority attesting to the approval of an educational programme and conferring the right to apply and enrol in a higher education institution in the country in which it was issued;
- b) Hold a Portuguese secondary education diploma or a legally equivalent qualification, under the terms of Decree-Law No. 227/2005, of 28 December, and corresponding ordinances.

#### Article 6

##### **Enrolment conditions**

1. The following conditions for enrolment in each cycle of studies are compulsory:
  - a) The verification of specific academic qualification for enrolment in the cycle of studies;
  - b) The verification of knowledge of the language in which the cycle of studies is delivered;
  - c) The verification of the fulfilment of the prerequisites that have been established for a specific cycle of studies, under the general regime for access and enrolment.
2. The verification of specific academic qualifications:
  - a) Shall be focused on the subjects of the entrance examinations established for a specific cycle of studies, under the general regime for access and enrolment in the respective academic year, which can be verified in the website of the Institute for Educational Assessment (*Instituto de Avaliação Educativa - IAVE*);
  - b) Must ensure that enrolment through this competition is only made by students that demonstrate knowledge on the subjects of the entrance examinations of equivalent level and content to the ones of those enrolled through the general regime for access and enrolment;

3. In case of students holding a Portuguese secondary education course, the verification of access conditions referred to in subparagraph a) of paragraph 1 is made by taking into account the classifications obtained in the subjects corresponding to the entrance examinations specified in subparagraph a) of paragraph 2.
4. In case of students holding Brazilian secondary education courses that have performed the National Secondary Education Examination (ENEM), the verification process takes into consideration the classifications of the examinations and their respective weightings, as well as the conversion table of classifications annually issued by UMinho.
5. In case of students that have performed entrance examinations in an educational system different from that of the Portuguese, and whose level of requirements, objectives and nature are considered, by the legal and statutorily competent body of UMinho, as identical to the examinations indicated in subparagraph a) of paragraph 2, such examinations may be considered in order to confirm the required academic qualification. In such case, the classifications obtained in those examinations shall be used for ordering purposes, as well as the conversion formula of classifications annually issued by UMinho.
6. In case of students holding non-Portuguese secondary education courses legally equivalent to Portuguese secondary education courses, the verification process takes into account the classifications obtained in the final examinations of those courses, provided that they are validated by UMinho, thus replacing the entrance examinations in accordance with the law (Article 20-A of the Decree-Law No. 296-A/98, of 25 September, amended and republished by Decree-Law No. 90/2008, of 30 May, and respective regulation which is annually determined by CNAES (National Committee for Access to Higher Education), and the conversion table of classifications annually issued by UMinho, as well as any other additional evidences.
7. In the remaining situations, the verification of the access conditions referred to in subparagraph a) of paragraph 1 is alternatively made through:
  - a) Written examinations corresponding to the respective entrance examinations and, where applicable and established by the Teaching and Research Units in whose Pedagogical Council the management of the degree/cycle of studies is made, through oral examinations or other type of examinations;
  - b) Prior attendance and completion of a Preparatory Course for Access to Higher Education for International Students to be held at UMinho.
8. The classifications obtained in the entrance examinations are valid for three years from the date of its completion.
9. The verification of knowledge of the Portuguese and/or English language is done through documentary evidence or written and/or oral examination, demonstrating an independent use of the language (level B2 according to the CEFR - Common European Framework of Reference for Languages).
10. The examinations mentioned to in subparagraph a) of paragraph 7 and paragraph 9 can be performed in entities which have an agreement with UMinho, namely higher education institutions.
11. Holders of a course obtained in Portuguese-speaking countries that are candidates for courses delivered in Portuguese are exempted from the Portuguese language examination mentioned in the preceding paragraph.
12. Students who only have the intermediate level in Portuguese and/or English (level B1 according to the CEFR) may apply provided that they formally declare to undertake an annual language course at UMinho, which can be attended at BabeliUM - Language Centre of UMinho. Students may simultaneously attend this course and the 1st year of the cycle of studies in which they enrolled, provided that they obtain a favourable opinion from the Teaching and Research Unit that ensures the management of the degree. At the end of the year, the student must provide a certificate attesting to the language level that was reached. In case the student hasn't reached level B2, he/she cannot renew his/her enrolment at UMinho until it can be proved that such level as been reached.
13. Exceptionally, students who do not possess level B1 may apply provided that they formally declare to undertake an intensive language course at UMinho and obtain that level until the beginning of their attendance in the corresponding cycle of studies.
14. In case level B1 is not obtained until the beginning of the academic year as foreseen in the preceding paragraph, the candidate's placement shall be postponed for a year, during which the student must enrol and attend an annual language course, which can be attended at BabeliUM - Language Centre of UMinho. At the end of the year, the student must provide a certificate attesting to the language level that was reached.
15. If the student has not obtained at least level B1 after attending the language course mentioned in the previous paragraph, he/she will not be able to enrol in the cycle of studies. In these cases, the student may re-enrol in the annual language course, and then submit a new application as soon as he/she have obtained the required level. Once the student obtains level B1, the provisions of paragraph 12 are applied.
16. It is the responsibility of the Scientific Council of each Teaching and Research Unit to coordinate the assessment of the specific academic qualification and prerequisites of the candidates to the respective degrees.
17. The prerequisites required by the cycles of studies are those that are set out in the national competition for access to the respective academic year, which are annually issued by UMinho.
18. The degree in Music requires that the student provides proof of vocational aptitude for access to this course.
19. The prerequisites are valid only in the year of its completion.

## Article 7

### **Vacancies and deadlines**

1. The number of vacancies for each cycle of studies is annually set by the Rector on a reasoned proposal from the Teaching and Research Units, after consulting the Academic Senate, and taking into account:
  - a) The number of vacancies defined in the accreditation process of the cycle of studies;
  - b) The human and material resources of the Teaching and Research Units;
  - c) The number of vacancies set for the general regime for access and for other special competitions for access;
  - d) The limits previously set by the responsible authority, which can predict the non-opening of vacancies in some cycles of studies;
  - e) The general guidelines which are pre-established by the responsible authority.
2. UMinho annually reports to the Directorate General for Higher Education the number of vacancies under the terms of the preceding paragraph, together with the respective reasons.
3. The Directorate General for Higher Education proceeds to disclose the established number of vacancies.
4. The vacancies referred to in this Article are not transferable between regimes for access and enrolment or cycles of studies.
5. The access and enrolment conditions, and the deadlines for registration and enrolment are annually set by the Rector, after consulting the Academic Senate, with a notice not less than three months from its date of initiation, and published in the Academic Portal of UMinho (<http://alunos.uminho.pt/>).

## Article 8

### **Application**

1. The application shall be completed online at the Academic Portal website (<http://alunos.uminho.pt/>) and must be accompanied by the following documents:
  - a) Diploma or certificate issued by a competent authority attesting to the completion of a secondary educational programme or equivalent, and providing its holder has the right to apply and enrol in a higher education institution in the country in which it was obtained, or a certified statement of completion of a Portuguese secondary education or equivalent;
  - b) An application requesting that the status provided to a student in an emergency situation for humanitarian reasons be applied, and which is foreseen in Article 3, accompanied by documentation issued by the Foreigners and Border Service (*Serviço de Estrangeiros e Fronteiras*), the United Nations High Commissioner for Refugees or the International Organization for Migration, attesting that the applicant is in one of the situations referred to in such Article, when applicable;
  - c) Document certifying the level of knowledge of the Portuguese or English language, depending on the language used in the degree to which the student is applying;
  - d) Photocopy of passport or another legally equivalent document.
2. It is the applicant's responsibility to ensure proper conduct of his/her own application process.
3. Alternative procedures for verifying the conditions for access and enrolment of students in emergency situations for humanitarian reasons may be applied when their qualifications cannot be supported by documentary evidence, and for that purpose the candidate must declare such impossibility in the application process.
4. The application fee is payable.
5. The duplicate of the respective application form is delivered to the applicant, essential for any further inquiry.
6. The application shall be only valid for the year in which it is submitted.
7. There may be more than one application phase.
8. Each application is valid only for the competition phase to which it was submitted.

## Section 2

### **Selection and ordering of applicants**

## Article 9

### **Selection**

1. The applicants are selected through written, oral or other examinations carried out under the responsibility of the Teaching and Research Units of UMinho.

2. Applicants who submit documentary evidence, considered valid by the Pedagogical Council of the Teaching and Research Units, regarding the knowledge of the subject of the entrance examinations set for each degree, are exempted from the examinations and assigned a classification according to the criteria laid down in Article 10.
3. Applicants who have not obtained the minimum classification required by UMinho in the entrance examinations, in a scale from 0 to 200, under the general regime for access, are excluded.

#### Article 10

##### **Calculation of the application mark**

1. The application mark is a classification expressed in a scale from 0 to 200, calculated by applying the following formula, whose result is rounded to one decimal place, considering as one decimal the value not less than 0.05:
  - a) If an entrance examination in the general regime for access and enrolment is required:  

$$S \times ps + P \times pp$$
  - b) If two entrance examinations in the general regime for access and enrolment are required:  

$$S \times ps + P1 \times pp1 + P2 \times pp2$$
  - c) If three entrance examinations in the general regime for access and enrolment are required:  

$$S \times ps + P1 \times pp1 + P2 \times pp2 + P3 \times pp3$$
 in which:  
 $S$  = classification of secondary education or equivalent in a scale from 0 to 200;  
 $ps$  = weight assigned by UMinho to the classification of secondary education or equivalent (60%);  
 $P, P1, P2$  and  $P3$  = classifications obtained in the subjects corresponding to the entrance examinations included in the general regime for access and enrolment;  
 $pp, pp1, pp2$  and  $pp3$  = weights assigned by UMinho to the classifications of the subjects corresponding to the entrance examinations included in the general regime for access and enrolment (40%).
2. For ENEM holders, the application mark, expressed in a scale from 0 to 200, results from the classification of the examinations and respective weightings, rounded to one decimal place, considering as one decimal the value not less than 0.05, based on the conversion formula of classifications annually issued by UMinho.
3. In case of students that have performed entrance examinations in an educational system different from that of the Portuguese, whose level of requirements, objectives and nature are considered, by the legal and statutorily competent body of UMinho, as identical to the examinations indicated in subparagraph a) of paragraph 2, the application mark, expressed in a scale from 0 to 200, results from the classification of such examinations, based on the conversion formula of classifications annually issued by UMinho.
4. For holders of the Preparatory Course for Access to Higher Education for International Students held at UMinho, the application mark corresponds to the final classification of the Preparatory Course.
5. All intermediate calculations are performed without rounding.
6. The minimum classification of application for each cycle of studies is, in general, 100.

#### Article 11

##### **Ordering**

The ranking order of applicants for each degree shall be made in descending order according to the respective application mark.

#### Article 12

##### **Final result**

1. The final result is expressed through the application mark, together with one of the following references:
  - a) Admitted;
  - b) Not admitted;
  - c) Excluded.
2. Whenever two or more applicants compete for the last vacancy in a tie situation, additional vacancies shall be created.

#### Article 13

##### **Communication of the results**

The ordering list is approved by the Rector and announced in the Academic Portal within the prescribed deadline.

#### Section 3

##### **Registration and enrolment**

#### Article 14

##### **Registration and enrolment**

1. The selected applicants must register and enrol at the Academic Portal website (<http://alunos.uminho.pt/>), within the prescribed deadline.
2. The selected applicants who fail to register and enrol within the prescribed deadline shall lose the right to such vacancy.
3. The applicants who do not prove ownership of the prerequisites required for the degree in which they were placed upon during the registration and enrolment process, cannot proceed with this process.
4. In case the applicant does not proceed with the registration and enrolment within the prescribed period, he/she shall lose the right to such vacancy and shall, if he he/she wishes so, apply at a later stage of the competition.
5. Admission is only valid for the registration and enrolment in the academic year in which the competition is held.

#### Article 15

##### **Personal file**

All documents related to the verification of the fulfilment of the conditions of entry, including any written examinations performed by the student, are part of his/her personal file.

### CHAPTER 3

#### **Regime of the international student**

#### Article 16

##### **Tuition fees of bachelor and integrated master's degrees**

1. Enrolment tuition fees for international students in the cycles of studies that confer bachelor and integrated master's degrees:
  - a) Are established by the General Council, on a proposal from the Rector, after consulting the Academic Senate;
  - b) Take into account the actual cost of education and the values set in other national and foreign higher education institutions;
  - c) Cannot be lower than the maximum tuition fees established by law for these cycles of studies.
2. The tuition fees and emolument regime established by UMinho for national students shall also apply to students in emergency situations for humanitarian reasons that have registered and enrolled in public higher education institutions.

#### Article 17

##### **Social action**

1. International students that are granted the status provided to a student in an emergency situation for humanitarian reasons shall benefit fully from direct and indirect social support.
2. International students not covered by the preceding paragraph shall benefit exclusively from indirect social support.
3. Indirect social support may be provided for:
  - a) Access to food and housing;
  - b) Access to health services;
  - c) Support for cultural and sporting activities;
  - d) Access to other educational support.

Article 18

**Re-entry, pair institution/course transfer and special competitions (other higher education courses)**

The provisions set forth in this Regulation shall apply to international students admitted through the re-entry and pair institution/course transfer, as well as special competitions for holders of other higher education courses.

CHAPTER 4

**Final provisions**

Article 19

**Communication**

UMinho shall communicate the information concerning the applicants who were admitted, registered and enrolled through the special competition for access and enrolment to the Directorate General for Higher Education, under the terms and deadlines established by the latter.

Article 20

**Doubts and omissions**

All doubts and omissions raised in the application of this Regulation shall be decided by order of the Rector.

Article 21

**Entry into force**

This Regulation shall enter into force on the day following its publication in the Official Gazette (*Diário da República*).