

SPECIAL COMPETITION FOR ACCESS AND ADMISSION OF INTERNATIONAL STUDENTS TO UNDERGRADUATE AND INTEGRATED MASTER'S DEGREE CYCLES

REGULATION

Preamble

Law Decree Nr. 36/2014, of 10th March, which regulates the International Student Statute, amended and republished by Decree-Law Nr. 62/2018, of 6 August, allows foreign students to apply for portuguese higher education through a special competition to access and enter the degree and integrated master's degree cycles taught in portuguese higher education institutions, which are responsible for carrying out the said competition.

The present regulation defines the rules applicable to international students of the NOVA School of Science and Technology (FCT NOVA), under the terms of the Regulation of the International Student Statute of the Universidade NOVA de Lisboa, published in DL, 2^a series, n^o 162, in 20th August 2020.

Article 1

Object

The purpose of this regulation is to define the methodology and conditions to be observed in the special competition for access and admission of the international student to the frequency of FCT NOVA's degree and integrated master's degree cycles, defining in particular:

- a) The concrete conditions for admission to each of its undergraduate and master's degree study cycles and the way to proceed with the assessment of its satisfaction;
- b) The terms under which the application for enrollment and registration must be submitted, through the special access and admission competition for international students.

Article 2

International Student

1. For the purposes of the provisions of the present regulation, an international student of FCT NOVA of Universidade NOVA is a student who does not have portuguese nationality.
2. The provisions of paragraph 1 exclude:
 - a) Nationals of a Member State of the European Union;

- b) Those who, not being nationals of a Member State of the European Union, have legally resided in Portugal for more than two years (regardless of the time they had a residence permit for conducting studies) on an uninterrupted basis, on January 1 of the year they intend to enter, as well as the children who legally reside with them;
 - c) Those who require admission through the special access and admission regimes regulated by Law Decree nr. 393-A / 99, of 2nd October, amended by Law Decree nr. 272/2009, of 1st October;
 - d) Those who are attending a Portuguese higher education institution, as part of an international mobility program to carry out part of a study cycle of a foreign higher institution with whom the portuguese institution has established an exchange agreement with that objective, without prejudice to the eligibility of your application after the exchange period;
 - e) Family members of portuguese or nationals of a member state of the European Union, the concept of "family member" being defined by paragraph i) of article 2 of Law nr. 37/2006, of 9th August;
 - f) Those who are beneficiaries, on January 1st of the year in which they intend to enter higher education, with the status of equal rights and duties attributed under the international treaty granted between the Portuguese State and the State of which they are nationals.
3. Students entering portuguese higher education under Law Decree nr. 36/2014, of 10th March, maintain the status of international student until the end of the study cycle in which they enrolled or transited, regardless of the initial enrollment and enrollment taking place at Universidade NOVA or another portuguese higher education institution.
 4. Exception for the provisions of the previous number, are the international students who acquire the nationality of a Member State of the European Union.
 5. The termination of the application of international student status as a result of the provisions of paragraph 4 takes effect in the academic year following the date of acquisition of nationality.

Article 3

Student with dual nationality

1. A foreign student who, at the time of submitting an application, complies with any of the provisions provided for in paragraph 2 of article 3 of Law Decree no. 36/2014, of 10th March, may not apply for this special contest.
2. In situations where the applicant declares that he or she does not have portuguese nationality or an European Union Member State one and, subsequently, the declaration is found to be false, the registration and enrollment made are canceled, without the possibility of refunding the paid amount in the meantime by the student.
3. Exception for the provisions of paragraph 1, foreign students who, throughout the cycle of studies, are able to comply with any of the provisions provided for in paragraph 2 of article 2 of the present regulation.

However, such change will not have any retroactive effect, being exclusively applicable from the academic year following the change in the student's situation.

4. Without prejudice to the provisions of the preceding paragraph, the situation presented by the foreign student at the time of application to the Pre-University is considered as definitive, and subsequent changes are not permitted during the course.

Article 4

Access conditions

1. Access and admission of international students in all cycles of undergraduate and integrated master's studies is carried out, with the exception of access by the special contingents provided for in Law Decree Nr. 393-A / 99, of October 2nd, and by the regimes of transfer, re-entry and change of course specials, exclusively, through a special access and admission contest regulated by Law Decree nr. 62/2018, of August 6th, by the Regulation of the International Student Statute of Universidade NOVA de Lisboa, published and by the present regulation, and is subject to the verification of the general conditions of access established in article 5 of the aforementioned law decree and to the approval in tests specially intended for these candidates as provided for in article 6 of the same law decree.
2. International students can apply for enrollment in undergraduate and integrated master's degree cycles at FCT NOVA:
 - a) Holders of a qualification which, in the country in which it was obtained, gives them the right to apply and enter higher education in that country, validated by a diploma or certificate issued by a competent authority in the country in which it was obtained;
 - b) Holders of a Portuguese secondary education diploma or legally equivalent qualification.
3. The validation of the ownership referred to in paragraph a) of the previous number must be done by the competent entity of the country in which the qualification was obtained, through:
 - a) Declaration, issued by the official education services of the country of origin and, when necessary, translated into English, French, or Spanish, attesting that the secondary qualification they hold, obtained in that country, is sufficient to enter official higher education there in similar courses to those they intend to apply for or certificate of equivalence to Portuguese secondary education issued by a competent national entity;
 - b) When instructing the application process with foreign documents issued abroad, the candidate must present a copy of the original document, certified by the official education services of the respective country;
 - c) Upon registration, the student will present the originals referred to in the previous paragraphs and, in the case of foreign diplomas, recognized by a Portuguese diplomatic or consular authority.
4. The qualification equivalence referred to in paragraph b) of number 2 is defined by Ordinance (Portaria) Nr. 224/2006, of 8th March, and Ordinance Nr. 699/2006, of 12 th July.

Article 5

Admission conditions

1. To the contest object of this regulation, are admitted those international students that cumulatively:
 - a) Have academic qualifications in the areas of knowledge required for the study cycle to which they are applying, corresponding to the entrance tests set for the study cycle in question within the scope of the general access and admission regime as referred to in Appendix I;
 - b) Have a required level of knowledge of the language in which the teaching of this study cycle is taught, corresponding to level B1 or higher, in accordance with the Common European Framework of Reference for Languages (CEFR).
2. To the tests referred to in subparagraph a) of paragraph 1 above do not apply the rules of validity of secondary education exams adopted by the National Commission for Access to Higher Education;
3. The verification of academic knowledge and the language (s) in which the study cycle is taught, is verified by a written test and, if the notice so provides, can be complemented by interview, using a videoconference.
4. All documents related to the verification of the satisfaction of entry conditions are part of the candidate's individual process.
5. With a view to simplifying the procedures in relation to the most frequent cases, FCT NOVA may enter into institutional agreements in which special conditions are fixed, namely those concerning paragraphs a) and c) of paragraph 1 of this article.

Students admitted through the Pre-University Semester may also be placed.

Article 6

Academic qualification

1. Candidates must demonstrate knowledge in the subjects of the specific tests, considered indispensable to enter the course (s) to which they are applying, respecting the consigned within the general regime of access and entry into portuguese public higher education.
2. The entrance exams are shown in Annex I.
3. Whenever expressed on another scale, the application grades are converted to the 0-200 scale.
4. The minimum application classification for each cycle of studies is 100.
5. The table in Annex I may be revised, by order of the Dean, and will be posted on the FCT NOVA page.

Article 7

Vacancies and application deadlines

1. This special access contest takes place in accordance with the notice set annually by FCT NOVA and published on the FCT NOVA website.

The notice will include:

- a) Calendar;
 - b) Number of vacancies / course.
2. The calendar covers all actions related to the application process.

Article 8

Application and documents

1. The application for the special international student access and admission contest is made online on the FCT NOVA academic management computer system, according to the instructions published annually on the FCT NOVA page, by filling in an application and submission form. on the platform of the documents necessary for its instruction, namely:
 - a) Declaration, under honor, that the candidate has neither portuguese nationality nor is covered by any of the exceptions that, under the terms of Law Decree nr. 36/2014, of 10th March, exclude him from the status of International Student;
 - b) Certificate of achievement, with final average and discriminated classifications, and certificate of any other exams carried out to access higher education in the country of origin, endorsed by the portuguese consular service or presented with the apposition of the Hague Apostille competent authority of the State from where the document originates. If the final average is not included, it will be calculated as a simple arithmetic average.
 - c) Other documents that are deemed necessary for the assessment of the application, as determined in the respective Application Notice.
 - d) Document proving the command of the language in which the course is given, to which you are applying.
2. The documents referred to in paragraphs b) to e) of the previous number must be translated into portuguese or English, whenever they are not issued in Portuguese, English, French or Spanish, and endorsed by the consular service or presented with the Hague Apostille appended, issued by the competent authority of the State from where the document originates.
3. Each year candidates can only apply for a maximum of three study cycles, which must be listed in order of

preference.

4. The application is subject to the payment of a fee set out in the Fees table at Universidade NOVA de Lisboa.

Article 9

Serialization and dissemination of results

1. The final classification corresponds to the simple arithmetic average contained in the documentation referred to in paragraph b) of paragraph 1 of Article 8) and expressed or converted to a scale of 0-200.
2. The ranking of candidates in each cycle of studies is done in decreasing order of the final classification, weighted by the result of the entrance exams or the interview.
3. The final result of the application is expressed through one of the following statements:
 - a) "Excluded", if the candidate does not meet or prove to meet the access conditions indicated in this regulation;
 - b) "Placed", if the candidate has an application note that allows him to fill one of the vacancies available in the cycle of studies to which he is applying;
 - c) "Not placed", if the candidate does not obtain an application note that allows him to fill one of the vacancies available in the cycle of studies to which he is applying.
4. The ranking list results in the ranking of candidates and is published on the FCT NOVA page.
5. Complaints about results must be submitted through the helpdesk of the Academic Division of FCT NOVA, with the completion of a form and electronic submission on the platform of all the documents necessary for its justification, within the deadlines set for that purpose.
6. Decisions on complaints are made by the Dean of FCT NOVA within the period stipulated for that purpose and transmitted by the Academic Division to the complainant by email.

Article 10

Fraud

In situations where the applicant makes false declarations or presents forged documents, the serialization or registration and registration already made is canceled, with no refund of the paid amounts, without prejudice to the possibility of adopting other legally provided procedures, namely communication to the competent

authorities for the purpose of canceling a student visa.

Article 11

Jury

1. The jury responsible for examining applications and ordering candidates is appointed by order of the Dean of FCT NOVA
2. The jury is composed by a minimum of three members.
3. Among other tasks, the jury is responsible for:
 - a) Drawing up the list of candidates admitted and excluded in view of the admission conditions defined in article 5;
 - b) Propose the timing of the interviews that it deems necessary, under paragraph 2 of article 5;
 - c) Proceed with the final ranking of candidates.

Article 12

Enrollment

1. Placed candidates must complete their registration and enrollment within the specific terms and conditions set in the calendar applicable to this competition.
2. Whenever a candidate does not register and enroll within the established deadline, the following candidates from the ranking list will be called by email.
3. In addition to the specificities resulting from the status of international students, students in everything else are subject to the internal regulations in force at FCT NOVA, benefiting from indirect social action.

Article 13

Fee

1. The value of the annual registration fee is fixed, for each cycle of undergraduate and integrated master's studies, by the General Council of Universidade NOVA de Lisboa, on the proposal of the Rector.
2. The tuition fee can be paid at once, for the full amount of the annual amount defined, at the time of registration / enrollment, or in the number of installments indicated in the FCT NOVA Tuition Regulation.
3. In addition to the fee to be paid, there is an additional registration fee and mandatory insurance due upon

registration.

4. Tuition fees are paid in the form and within the deadlines established for the remaining students.
5. The act that constitutes the obligation to pay the tuition fee corresponds, in each academic year, to the act of enrollment, and any other type of notification is not necessary for the benefit to be paid.
6. Payments made as tuition or fees are non-refundable, namely in the following cases:
 - a) Supervening verification of non-fulfillment of access requirements and conditions;
 - b) Withdrawal from the competition application;
 - c) Cancellation of registration;
 - d) Non-attendance or interruption of the study cycle;
 - e) False statements or documents;
 - f) Failure in any of the study cycles.

In case of dropping out of studies, formalized in writing and delivered to the Academic Division, the student is only released from the payment of the benefits related to the not started semester.

Article 14

Re-entry, change of course and transfers

International students admitted from the academic year 2020-2021 through the re-entry, change of course and transfer regimes are subject to the provisions of this regulation.

Article 15

Information

FCT NOVA communicates to the Directorate-General for Higher Education, under the terms and deadlines established by it, information about the admitted, registered and enrolled candidates under the special access and admission regime for international students.

Article 16

Omissions and doubts

Omissions and doubts raised in the application of this regulation are resolved by order of the Dean of FCT NOVA.

Article 17

Final dispositions

1. The contents attached to this regulation can be changed by order of the Dean of FCT NOVA.
2. In everything that is not contradicted by this regulation, the other FCT NOVA regulations apply.

Article 18

Entry into force

This regulation takes effect from the day after its publication.