



ISTEC Regulation on the Creditation of Training and Professional Experience



SGQ-REG-06 R3 - 0221



ISTEC's regulation on crediting training and professional experience

Article 1

Legal Framework

The present Regulation aims to implement the procedures in force at ISTEC – Instituto Superior de Tecnologias Avançadas, hereinafter referred to as ISTEC, regarding accreditation and considering the changes introduced by Decree-Law no. 63/2016, of September 13 and by Decree-Law no. 65/2018, of August 16.

Article 2

Object and scope

The provisions of this regulation apply to all higher-level study cycles offered by ISTEC.

Article 3

Crediting

1. To pursue studies towards an academic degree or diploma, ISTEC:
 - a. Credit the training carried out within the scope of other higher education degree conferring study cycles in national or foreign higher education institutions, both that obtained within the framework of the organization arising from the Bologna Process and that obtained previously;
 - b. Credit is given for training carried out in the context of technical higher professional courses up to a limit of 50% of the total credits of the study cycle;
 - c. It accredits the curricular units successfully completed, according to article 46 - A, up to the limit of 50% of the total number of credits of the study cycle;
 - d. It accredits the training carried out in the scope of non-degree courses taught in national or foreign higher education institutions, up to a limit of 50% of the total number of credits of the study cycle;
 - e. It accredits the training carried out in the context of technological specialization courses, up to the limit of one third of the total credits of the study cycle;
 - f. Credits other training not covered by the previous items, up to a limit of one third of the total number of credits of the study cycle;
 - g. Credit for professional experience up to a limit of 50% of the total number of credits of the technical higher professional courses in situations where the student has more than five years of duly proven professional experience;
 - h. Credits duly proved professional experience up to a limit of one third of the total number of credits of the study cycle, without prejudice to the provisions of the previous paragraph.
2. The total number of credits awarded under lines d) to h) of the previous number cannot exceed two thirds of the total number of credits in the study cycle.
3. In the study cycles leading to the degrees of master and doctor, the crediting limits established by the previous numbers refer, respectively, to the master course mentioned in paragraph a) of number 1 of article 20, and to the doctoral course mentioned in number 3 of article 31, of Decree-Law no. 65/2018, of 16th August.
4. The creditations carried out under paragraphs a) and d) are null when the foreign institutions where the training was given are not recognized by the competent authorities of the respective state as being part of its higher education system, as established by article 1.1 of the Convention on the Recognition of Qualifications concerning Higher Education in the European region, approved for ratification by Resolution of the Assembly of the Republic no. 25/2000, of 30th March.
5. The awarding of credits under points g) and h) of no. 1 may be totally or partially conditional upon the completion of knowledge assessment procedures.

Article 4

Rules applicable to crediting

1. This crediting regulation mandatorily contains provisions regarding:
 - a. The documents that must instruct the applications;
 - b. The competent bodies for assessment and decision;
 - c. The publicity of the decisions;
 - d. The applicable deadlines.
2. Crediting shall, obligatorily, involve the intervention of the Technical and Scientific Council, and a jury may be designated for the effect.
3. Crediting takes into consideration the level of the credits and the area in which they were obtained.
4. No parts of course units may be credited.
5. Crediting:
 - a. Is not a sufficient condition for admission to the study cycle;
 - b. It is only effective after admission to the study cycle and for that same cycle.
6. The Assessment and Accreditation Agency for Higher Education includes in the assessment of study cycles the analysis of the study institutions' practices regarding accreditation.

Article 5

Training that cannot be credited

1. It is not creditable:
 - a. Teaching provided in study cycles whose operation has not been authorized under the law;
 - b. Teaching taught in study cycles that have been accredited and registered outside the location and premises to which the accreditation and registration refer.

Article 6

Rules for crediting certified vocational training

1. Certified vocational training is understood to be that which can be confirmed through official certification, issued by national or foreign education and/or training institutions, with recognition, and to which the Scientific-Technical Council of ISTECC attributes scientific and pedagogical validity.
2. In the process leading to the attribution of credits, based on certified non-degree level training, the following must be confirmed:
 - a. The level of the training obtained, through the analysis of the documentation presented by the applicant;
 - b. The adequacy of the training obtained, in terms of learning outcomes and competences, for the purpose of crediting curricular units;
 - c. The technical-scientific value and timeliness of the training;
 - d. The credibility of the marks obtained, verifying the evaluation methods used.
3. Certified training that is not accompanied by an explicit, credible and compatible evaluation on a numerical scale from 0 (zero) to 20 (twenty) points, or that does not comply with the provisions of no. 2 of this article, shall not be recognized for the purposes of crediting.
4. The credits to be awarded under the scope of a certified vocational training crediting process shall be expressed in whole numbers.

Article 7

Rules for crediting professional experience

1. Crediting professional experience is understood as the process of attribution of credits in scientific areas and curricular units of study plans of higher education study cycles taught by ISTEC, because of a real acquisition of competences, having as a source professional experience considered to be of an adequate level.
2. The crediting of professional experience, for the purpose of continuing studies, for obtaining an academic degree or diploma, should take predominantly into consideration the acquisition of competences, because of that experience, and not the simple consideration of the time during which that experience took place.
3. The adequacy of professional experience, within a curricular unit or a scientific area, is determined by considering the compatibility between the learning outcomes and the competences effectively acquired in professional life.
4. Course units credited based on professional experience shall not be graded or considered for calculating the final course average. These units shall be included in the course completion certificates and in the diploma supplement, with the reference "course unit carried out through the process of crediting professional experience".
5. Students who wish to obtain a classification in the course units credited through the process of crediting professional experience may enroll in these units and be effectively evaluated according to the rules of ISTEC's evaluation system.
6. The crediting of professional experience is awarded up to the limit of one third of the total number of credits required to obtain the degree or diploma.
7. The credits to be granted in the context of a professional experience crediting process are expressed in whole numbers.

Article 8

Request and instruction of the Process

1. The crediting request is composed by a Crediting Process (own model), available at ISTEC's Academic Services.
2. The process should be accompanied, whenever possible, by the declaration of each professional entity, the job description, the performance evaluation, and other important elements that may complement the process.
3. The documentation submitted and that proves the training must be duly authenticated.
4. A fee is payable at the time of application, for each ECTS of each course unit, under the terms established internally and published on ISTEC's website.
5. In case of total or partial rejection of the application, there is no refund of the fee that has been paid.

Article 9

Appreciation and forwarding of the Process.

The processes relative to crediting requests must be instructed under the terms of the previous article, and the Academic Services are responsible for analyzing and verifying their conformity and sending them to the Crediting Committee.

Article 10

Crediting Committee

1. The crediting committee shall be composed of three members of the Scientific-Technical Council, including its President, by the Director of the course where the curricular units, object of the crediting process, are inserted and by the ISTEC Secretary-General.

2. The members of the Scientific-Technical Council, except for the President, shall be elected by majority vote.
3. The crediting committee should, in principle, be coordinated by the President of the Scientific-Technical Council.
4. The term of office of the crediting committee is 3 (three) years renewable.
5. The coordinator of the Crediting Committee may request, if necessary, opinions from teachers of the scientific area of the respective courses or from external specialists of recognized merit.
6. The decisions of the Crediting Committee require only a majority vote.
7. The decisions of the Crediting Committee can be appealed to the Scientific-Technical Council, which will make the final decision.

Article 11

Competencies of the Crediting Committee

1. It is incumbent upon the Crediting Committee:
 - a. To deliberate on the processes concerning crediting;
 - b. Preventing double certification.
2. The members of the Crediting Committee are empowered to instruct all the crediting processes and to request all the necessary collaboration within the scope of their competences, from the teachers, Course Directors, Department Directors and other ISTECS entities or bodies.
3. The deliberations of the Crediting Committee must be approved by the Scientific-Technical Council.
4. Once the deliberation proposed by the Crediting Committee is appreciated and approved by the Scientific-Technical Council, the result will be communicated to the Academic Services with the delivery of the complete file formally filled in by the Crediting Committee.
5. The entire process, from its submission to the Crediting Committee to the proposed resolution, must take place within a maximum of 60 working days.

Article 12

Entry into force

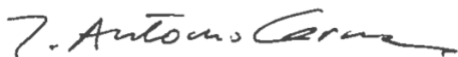
This regulation comes into force the day after its publication on ISTECS's website (www.istec.pt) and in the other usual places.

Approved at the Scientific-Technical Council meeting on March 12th, 2019



(STC President: Pedro Ramos dos Santos Brandão)

Homologated by the Director of the Instituto Superior de Tecnologias Avançadas de Lisboa on March 12th, 2019



(Director of ISTECS Lisbon: José António da Silva Carriço)