



# ISTEC's International Student Regulation

**ISTEC** | INSTITUTO SUPERIOR  
DE TECNOLOGIAS  
AVANÇADAS DE LISBOA

SGQ-REG-16 R1 - 1019



## **ISTEC's International Student Regulation**

### **Article 1**

#### Object and Scope of Application

Taking into account the changes introduced in Decree-Law no. 36/2014, of March 10, republished by Decree-Law no. 62/2018, of August 6, the Scientific-Technical Council of ISTEC - Instituto Superior de Tecnologias Avançadas, hereinafter referred to as ISTEC, approves the present International Student Regulation.

### **Article 2**

#### International student

1. International students are those students who do not hold Portuguese nationality.
2. Not covered by the previous provision are those who:
  - a. Are nationals of a member state of the European Union;
  - b. Are family members of Portuguese nationals or of nationals of a member state of the European Union, under the terms defined by paragraph e) of article 2 of Law 37/2006, of August 9th;
  - c. Are nationals of a member state of the European Union, who have not resided legally in Portugal for more than two years continuously on January 1st of the year in which they wish to enter higher education; the time of residence with a residence permit to study does not count for these purposes;
  - d. On January 1st of the year in which they wish to enter higher education, they are beneficiaries of the equal rights and duties status granted under the terms of an international treaty signed between the Portuguese State and the State of origin.

### **Article 3**

#### Access conditions

The following may apply for enrolment and registration in ISTEC's higher education study programmes through the special competition for access and admission for international students:

- a. Holders of a qualification that, in the country where it was obtained, entitles them to apply and enter higher education in that country; the validation of this qualification must be done by the competent authority of the country where the qualification was obtained;
- b. Holders of a Portuguese secondary education diploma or legally equivalent qualification;
- c. Candidates coming from foreign education systems where the provisions of article 20-A of Decree-Law no. 296-A/98, of September 25th are applicable. Candidates may also present the approval in the entrance examinations defined for that study cycle;
- d. Candidates holding a course for which the provisions of the previous points do not apply, must submit documentation proving that, during their schooling, they have passed the curricular components that integrate the knowledge covered by the entrance examinations.

### **Article 4**

#### Admission conditions

1. To enter a higher level study cycle taught by ISTEC, international students must demonstrate, cumulatively:
  - a. Have academic qualifications in the areas of knowledge required for the study cycle to which they are applying;
  - b. Have the level of knowledge of the Portuguese language required for the study cycle they are applying for.
2. The verification of the candidacy requirements indicated in article 3, no. 1, paragraph b), is carried out in the following ways:
  - a. The attendance of study cycles taught in Portuguese requires a proficient and adequate command of the Portuguese language (level B2, according to the Common European Framework of Reference for Languages);
  - b. Candidates who have attended secondary education in the language of the course they are applying for are assumed to have adequate knowledge of the language.

**Article 5**  
Vacancies

1. It is the responsibility of the Technical and Scientific Council to determine, for each study cycle, the number of vacancies taking into consideration the limits and requirements established in the International Student's legal regime and the legally authorized vacancies;
2. The vacancies may, provided that they are legally supported, be partially open to competition at different times according to the geographical origin of the candidates.

**Article 6**  
Application submission and validation

1. The application is submitted according to the approved schedule for the school year and involves completing the application form and submitting the following documents:
  - a. Photograph;
  - b. Certified/authorized photocopy of passport or foreign identity card;
  - c. Document proving the completion of Portuguese secondary education or equivalent (with an indication of the subjects taken and their respective grades, indicating the grading scale in which it is expressed), or, if the academic qualification does not correspond to Portuguese secondary education, a document proving that it allows, in the country where it was obtained, access to higher education, duly validated by the competent authority of that country;
  - d. If the applicants are from Brazil, the document proving the approval in the entrance examinations, in the homologous examinations, in the National High School Exam (ENEM) or documentation that allows proving that, in their schooling, they have passed the curricular components that integrate the knowledge covered by the entrance examinations;
  - e. When the applicant is a holder of a course in the Brazilian high school system, it is also necessary to attach a document proving the school transcript;
  - f. Certificate of Portuguese language course or English language course according to the course to which he/she is applying, whenever the applicant has not attended secondary education in the language for the course to which he/she is applying, proving level B2;
  - g. Motivation letter;
  - h. Declaration of honor.
2. The documents mentioned in items c), d), and e) must be stamped by the consular service or presented with the Hague Apostille affixed by the competent authority of the State where the document originated and, whenever they are not issued in Portuguese, English, French, or Spanish, they must be translated into one of those languages by a certified translator.
3. In each phase, the student may only apply for one higher level study cycle.
4. A non-refundable application fee is payable for the submission of the application. The fee is set annually by ISTECS's founding body.
5. The application will only become valid and effective after all the necessary elements and documents have been correctly submitted and the respective application fee has been paid by the deadline set for the submission of the application.
6. Failure to submit the above mentioned elements within the deadlines will invalidate the application, and the services will proceed to cancel the application.
7. Any errors or omissions in filling out the application form are the sole responsibility of the applicant.
8. False statements will lead to exclusion from the procedure, cancellation of the selection process, or cancellation of registration and enrolment, depending on the stage of the procedure at which they are detected.

**Article 7**  
Seriation criteria

1. The Scientific-Technical Council is responsible for conducting the process of admission to competition and the seriation of candidates to ISTECS's higher level courses. The Scientific-Technical Council shall appoint three elements that will integrate the selection and seriation jury, one of whom will preside, although the final results will be approved by ISTECS's Director.
2. Seriation is done in descending order of application score calculated on the basis of the following weighting:

- a. Final classification of secondary education or of the qualification that, in the country where it was obtained, confers the right to apply and enter higher education in that country: with a weight of 50%;
  - b. Classification of the entrance examinations or of the homologous foreign final examinations: with a weight of 50%.
3. The final grade of the application is expressed on a scale of 0 (zero) to 200 (two hundred) points.
  4. The final grade of the application must be equal or higher than 95 (ninety-five) points, so that the candidate may eventually be ranked.
  5. Candidates may be required to take a specific entrance examination prepared by a committee appointed by ISTECS's Scientific-Technical Council when it is impossible to apply the methodology outlined in article 6, no. 2 of these regulations.
  6. All documents related to the verification of the satisfaction of the conditions for admission, including the written exams taken by international students, are part of their file.

**Article 8**  
Final result

The final result is expressed by the grade of the application, followed by one of the following mentions:

- a. Placed;
- b. Not placed;
- c. Excluded.

**Article 9**  
Results Announcement

1. The list of results is published on ISTECS's website within the legally established time limits.
2. Upon completion of the seriation process, candidates will be informed by email of the final result of their application.
3. In case of admission, the admission is subject to the presentation to the Academic Services during the indicated deadline, of the originals (or certified copies) of the documents presented, stamped by the consular service or presented with the Hague Apostille affixed by the competent authority of the State where the document originated.
4. Enrollment and registration are done within the time limits established by ISTECS.
5. In case of withdrawal there is no refund of the fee paid, the student is only released from the obligation to pay the instalments of the tuition fee that have not yet fallen due.

**Article 10**  
Student in an emergency situation for humanitarian reasons

1. For the purpose of this regulation, students in a situation of emergency for humanitarian reasons are those coming from countries or regions where a recognized situation of armed conflict, natural disaster, generalized violence or violation of human rights prevails, resulting in the need for a humanitarian response.
2. Applicants may request the application for the status of student in an emergency situation for humanitarian reasons if they find themselves in one of the situations provided for in article 8a (2) and (3) of Decree-Law no. 36/2014, of March 10, as amended by Decree-Law no. 62/2018, of August 6.
3. It is up to the international student in an emergency situation for humanitarian reasons to submit a request for application of the respective regime, which must be accompanied by a document issued by the Aliens and Borders Service, by the United Nations High Commissioner for Refugees or by the International Organization for Migration proving that the student is able to benefit from the legal regime in question.
4. The status of student in emergency situation for humanitarian reasons may be requested by students who are already enrolled and registered at ISTECS, effective August 7, 2018, even if they have not entered through special access and entry competition for international students.

**Article 11**  
Matriculation and Enrollment

1. Placed candidates must carry out their matriculation and enrollment within the deadline set for that purpose, under penalty of losing the right to the vacancy.
2. The placement is valid only for enrollment and registration in the school year for which the application is made.

**Article 12**  
Emoluments and fees

The fees are set annually by ISTEC's Institution through a specific schedule and are published on ISTEC's website within the deadline for applications.

**Article 13**  
Social Action

ISTEC with the collaboration of relevant entities will take initiatives aimed at promoting academic and social integration of international students, organizing actions deemed appropriate for an active participation, namely in the areas of language, culture, science, technology and sports.

**Article 14**  
Omissions and doubts

Cases of omissions and doubts are resolved by the Director of ISTEC, after consultation with the President of the Scientific-Technical Council and the Secretary-General, in accordance with the applicable legal provisions and the general principles underlying these regulations.

**Article 15**  
Entry into force

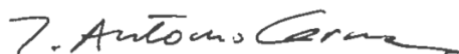
This regulation shall enter into force on the day following its publication in ISTEC's website (www.istec.pt) and in the other usual places.

Approved at a meeting of the Scientific-Technical Council on October 16th, 2019.



(President of the Scientific-Technical Council: Pedro Ramos dos Santos Brandão)

Homologated by the Director of Instituto Superior de Tecnologias Avançadas de Lisboa on October 21th, 2019.



(ISTEC's Director: José António da Silva Carriço)