



Operating Regulations for Undergraduate Courses

ISTEC | INSTITUTO SUPERIOR
DE TECNOLOGIAS
AVANÇADAS DE LISBOA

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Operating Regulations for Undergraduate Courses

The present Regulation aims to establish the rules for the operation of the higher education courses offered at ISTEC.

I – Admission System

1. Students may apply to ISTEC's higher education courses if they hold a university degree:
 - 1.1. Secondary education course, or legally equivalent, with adequate entrance exam;
 - 1.2. A degree or bachelor's degree conferred by a national or foreign higher education institution with official recognition;
 - 1.3. Holders of a Technological Specialization Diploma (DET), with adequate proof of entry, in accordance with the respective regulations.
 - 1.4. Holders of a Professional Higher Technician Diploma (DTSP), with adequate proof of entry, in accordance with the respective regulations.
 - 1.5. Holders of an appropriate entrance examination for those over 23 years old, according to the respective regulations.
2. The processes concerning transfers, rejoining, course changes, and convalidation of credits are governed by the legislation in force and are analyzed under the supervision of ISTEC's Secretary-General, but require ratification by the Scientific-Technical Council.
 - 2.1. As far as ISTEC's Courses authorized to operate in Porto are concerned, the supervision of these processes is the responsibility of the faculty member elected by the Scientific-Technical Council.
3. The Scientific-Technical Council, taking into account the appropriate legislation in force, will define the criteria for selecting candidates to enroll in the degree programs offered at ISTEC.

II – Registration and Enrollment System

1. The enrollment in ISTEC'S HIGHER COURSES is the act by which the student enters the course.
 - 1.1. Candidates who meet the requirements mentioned in points 1 and 2, and who have been selected according to the items mentioned in point 3, will have access to enrollment.
2. Enrollment is the act that enables the enrolled student to attend each year of the course.
3. The prices and deadlines related to the set of academic-administrative acts are set annually by the institution.
4. Candidates for admission to the first year of the Courses shall submit their enrollment requests within the deadlines referred to in the previous number. If the number of applicants exceeds the "numerus clausus" fixed for the attendance of the first year of the Courses, the selection will be made in accordance with that referred to in point 3.
5. Of the candidates for admission to the first year of the Courses, only the selected candidates will carry out the final enrollment.
6. In each academic year, the Institute will publish the nominal list of all applicants to attend the Courses, as well as the final list of admitted applicants.
7. Upon final registration, the student must present the following documents at the Institute's Academic Services Office:
 - 7.1. Enrollment form to be provided by the Institute, duly filled out;
 - 7.2. A photograph;
 - 7.3. Identity Card / Citizen Card;
 - 7.4. Taxpayer Number;
 - 7.5. Up-to-date vaccine bulletin;
 - 7.6. Certificate of Qualifications;
 - 7.7. Curricular sheet for access to higher education.

III – Precedence and Prescription Regime

1. In the 1st Cycle Courses (Degree in Computer Science and Degree in Multimedia Engineering) there are no precedences between the different course units.
2. The limitation regime does not apply to the 1st Cycle courses (Degree in Computer Science and Degree in Multimedia Engineering), either in terms of course units or in terms of attendance in the different academic years.

IV – Weighting coefficients and procedures for calculating the final classification

1. The different curricular units that integrate the study plan of the 1st Cycle courses (Degree in Informatics and Degree in Multimedia Engineering) have a weighting of 4 or 6 ECTS, except for the curricular unit Global Project, which has a weighting of 20 ECTS.
2. The final classification of the Degree Courses is obtained by dividing the sum of all the curricular units that integrate the study plan, with the respective weighting, by one hundred and eighty (180).
3. The final classification is calculated using the following rounding criteria: a decimal value below five is rounded to the unit; a decimal value equal to or greater than five is rounded to the next unit.

V – Attendance Regime and Knowledge Evaluation

1. Class attendance is free. There will be no marking of absences.
2. The assessment system of ISTECS includes an individual written examination in all course units.
3. In assigning a final mark in each course unit, elements of continuous assessment may be considered (tests, individual or group research work, field work, participation in lectures and participation in learning resources provided by e-learning systems).
4. The student is considered approved in a given curricular unit if he/she obtains a classification equal or superior to 10 (ten) on the scale of 0 (zero) to 20 (twenty).
5. A student who obtains a grade of 8 (eight) or 9 (nine) in a given course unit may take an oral exam, after a minimum period of 48 (forty-eight) hours following the publication of the written exam grade.
6. In each academic year, the student can only take the exams of the curricular units in which he/she is registered.
7. In each academic year there will be four types of examination periods: the regular season, the appeal season, the special season, and the special season for finalists.
8. The examinations of the regular season take place after the completion of classes of each course unit.
9. The exams of the appeal season take place in the month of September.
10. Special season exams take place in the month of October.
11. The special season exams for finalists take place in December and are exclusively for students who lack a maximum of 36 (thirty-six) credits to complete the course.
12. Only the regular season has two calls, the other examination seasons have only one call.
13. All students are entitled to take any of the calls. The second call is open to students who:
 - a. Have not attended the 1st call;
 - b. Have not passed the first call.
14. Oral examinations will only take place after the results of the second call are available.
15. The exams for grade improvement can be taken at any time and only twice per curricular unit.
16. In the program of activities of each academic year, will be fixed:
 - a. The dates of the examinations of each curricular unit;
 - b. The deadlines for the publication of the marks obtained in the examinations.

17. Students must pay the corresponding exam fees under the following conditions: 1st call for overdue curricular units, 2nd call, improvement grade, appeal season, special season and finalists special season.

VI – Year Transition

1. All students who do not have more than 36 (thirty-six) credits in arrears may enroll and register for the subsequent year.

VI – Certificates, Diplomas, and Diploma Supplement and Declarations

1. Required elements to be included in diplomas and course letters:

Name of the Director of the Institution;
Name of the Student;
Place of Birth;
Filiation;
Identification Card Number;
Course Completed;
Date Completed;
Final Classification.

2. Elements that must be included in the Certificates:

Student Name;
Student Number;
Place of Birth;
Parentage;
Identification Card Number;
Course Completed or Year Attended;
Date of Completion;
Final Classification;
Grading of Curricular Units approved.

3. Required elements to be included in the declarations:

Student Name;
Student Number;
Year Attended;
Place of Birth;
Affiliation;
Identification Card Number;
Effects of the declaration.

4. Time limits for issuance:

Declaration - 5 working days;
Certificate - 10 working days;
Diploma/Diploma Supplement - 15 working days.

5. Notes on the Diploma Supplement:

The Diploma Supplement is a complementary document to the diploma, which is awarded at the end of a study program, and in which there is a description of the higher education system, the country of origin of the diploma, characterizing the institution that provided the education and awarded the diploma, the training undertaken and its objective, also providing detailed information about the training undertaken and the results obtained.

The Diploma Supplement is a bilingual document, issued by the competent body that awarded the diploma. It is of a purely informative nature and does not replace the diploma and is not proof of ownership of the qualification to which it refers. It is issued obligatorily and free of charge whenever a diploma is awarded.

VII – Examination Review

1. Students may request "proofreading" of written exams, paying for that purpose an amount set for each academic year. The request, duly substantiated, should be submitted on the appropriate form, within 5 working days from the date of disclosure of the classifications.

2. The revision shall be the responsibility of the teacher of the respective course unit and may be appealed to the Scientific-Technical Council, which shall make the final decision.
3. In case the request for review of the exam is accepted, the amount paid by the student will be refunded.

VIII – Enrollment in course units (DL 115/2023 - Article 46 - A)

1. Registration:

- a. Enrollment in curricular units can be carried out either by students enrolled in a higher education course or by other interested parties, exclusively in the curricular units that are being taught.
- b. When enrolling, the student must indicate whether or not he intends to be included in an evaluation system.
- c. Students can register for a maximum of 30 credits (ECTS) per semester.

2. Applications:

- a. Applicants are ranked, taking into account the date of application submission.
- b. The number of candidates to be admitted, in each academic year, is fixed annually by the Scientific Council.

3. Evaluation and Accreditation:

- a. The course units in which the student has enrolled, in a regime subject to evaluation and in which he/she obtains approval, must be:
 - Certified;
 - Credited, up to 50% of the total credits of the study cycle, if the holder has or will acquire the status of student in a higher education study cycle;
 - Included in a supplement to the diploma that may be issued.

IX – Payment of Tuition Fees

1. In the higher education courses offered at ISTEC, monthly fees must be paid by the 8th day of the month to which they relate.
2. The violation of this deadline implies a 10% surcharge for each week of delay.

X – Part-time students (DL 115/2023 - Article 46 - C)

1. ISTEC allows its students to enroll and attend its study cycles on a part-time basis.
2. Part-time students are those who, at the time of enrolment and registration in the academic year, enroll in less than six course units per semester (less than 30 ECTS), allowing greater flexibility and greater capacity to manage their academic path, while also enabling them to switch to full-time students at any time.
 - a. **Conditions of enrollment in the part-time regime;**
In need of higher authorization, the student must submit the "Application for Part-time Student Status", attaching the respective Enrollment Form for the course units he/she wants.
 - b. **Conditions for changing between full-time and part-time regimes;**
The transition between full-time and part-time regimes also requires the submission of an Application Form by the student and subsequent superior authorization.
 - c. **Tuition fees;**
The fee regime inherent to the part-time regime / enrolment in isolated curricular units is defined and made public.
 - d. **System of limitation of the right to enrolment - not applicable.**

XI – Monitoring by the governing bodies

1. The monitoring process is carried out by the Pedagogical and Technical-Scientific bodies, periodically in their own meetings.

XII – Entry into force

These regulations were reviewed and approved at a meeting of the Scientific-Technical Council of ISTEC on March 29, 2016.