

Regulation  
concerning the  
special exams to  
assess the capacity  
to attend higher  
education for those  
over 23 years of age

**Regulation concerning the special exams to assess the capacity to attend higher education for those over 23 years of age**

**Article 1**

Object and scope of application

Under the terms of Decree-Law no. 64/2006, of March 21 and taking into account the subsequent changes introduced by Decree-Law no. 113/2014, of July 16 and Decree-Law no. 63/2016, of September 13, the Scientific-Technical Council of ISTEC - Instituto Superior de Tecnologias Avançadas, hereinafter referred to in these regulations as ISTEC, approves the regulation of the tests especially suitable to assess the capacity to attend higher education of those aged 23 years or older.

**Article 2**

Registration and Exam Seasons

1. Candidates who have reached the age of 23 by December 31st of the year preceding the exams may register for the exams that are specially designed to assess their ability to attend higher education courses (higher vocational technical courses and first cycle undergraduate degrees).
2. Each year there will be two periods, each with two calls (1st call and 2nd call), for taking the exams, to be determined by deliberation of ISTEC's Scientific-Technical Council.
3. Registration for the exams is to be submitted at ISTEC's secretariat from April 30th to May 10th for the 1st period, or from May 30th to June 10th for the 2nd period, depending on whether the candidate wishes to be admitted to the exams in the 1st or 2nd period.
4. The following documents must be included in the registration file:
  - a. Registration form duly filled in, identifying the course that is the object of the application;
  - b. Detailed Curriculum Vitae, including documents (diplomas, certificates, reports, works of which he/she is the author, portfolio, etc.) that the candidate considers useful to demonstrate his/her academic and professional qualifications;
  - c. Photocopy of the Citizen's Card/Identity Card.

**Article 3**

Evaluation Components

1. The components of the evaluation of the application are:
  - a. The assessment of the applicant's educational and professional curriculum;
  - b. The evaluation of the motivations presented by the candidate for the choice of the course, through an interview;
  - c. The realization of a specific test, translated into an evaluation of the candidate's capacity for assimilation and exposition, in two parts:  
First Part - hearing by the candidate of a lesson delivered by a lecturer of ISTEC, in the area of information technology, lasting one hour;  
Part Two - written presentation by the candidate of a brief account of the same lesson, with one hour to prepare it.
2. The evaluation components are carried out in the following order:
  - a. First part - the test foreseen in article 2.1 c);
  - b. Subsequently, the tests provided for in paragraphs a) and b) of paragraph 1 of Article 2.

**Article 4**

Criteria to be used in the analysis of the educational and professional curriculum

With regard to the assessment of the candidates' educational and professional curriculum, the following criteria and respective percentage weightings shall be considered:

- a. Professional activity developed (20%);
- b. Adequacy of educational qualifications (50%);
- c. Adequacy of complementary training, namely professional (15%);
- d. Level and extent of professional experience (15 %).

### **Article 5**

#### Criteria to be used in assessing the motivations for attending a given course

With regard to the evaluation of the motivations presented by the candidate for choosing a particular course, the following criteria and their respective percentage weightings shall be considered:

- a. Level and clarity of the justification presented (25%);
- b. Understanding of the nature of the course, objectives, general framework of knowledge and skills to be provided and professional perspectives, namely regarding insertion and employability (75%).

### **Article 6**

#### Criteria to be used in the evaluation of the specific test

With regard to the specific test taken by the candidates, the following desiderata must be assessed:

- a. Understanding of the subject matter presented (25%);
- b. The level of clarity and correctness of the written expression (25%);
- c. The organization and systematization of the written exposition (25%);
- d. The critical reflection (25%).

### **Article 7**

#### Final marking of the candidate

1. The interview and the candidate's curricular assessment will each represent 25% of the final mark.
2. The specific test represents 50 % of the final mark.
3. The final classification and respective evaluation components are expressed on a scale from 0 (zero) to 20 (twenty) points, expressed in whole numbers, 5 (five) decimals being rounded up to the nearest unit.

### **Article 8**

#### Seriation and tie-breaker criteria

Candidates who pass the tests especially designed to assess the capacity to attend higher education for those over 23 years of age will be ranked by successive application of the following criteria:

- a. Final classification obtained in the tests, in descending order;
- b. Previous academic qualification obtained by the candidate, with priority being given to those who have obtained a higher qualification;
- c. Final classification of the previous academic qualification obtained by the candidate, with priority being given to those who have obtained a higher classification.

### **Article 9**

#### Jury for the organization of the exams

In each academic year, the Scientific-Technical Council of ISTEC appoints the jury for the organization of the exams, composed of three elements, one of whom will be the president.

### **Article 10**

#### Number of vacancies

1. The total number of vacancies opened annually falls within the scope of the so-called special regimes and cannot be less than 5% of the number of vacancies established for all the courses.
2. In each academic year, the Scientific-Technical Council shall determine the number of vacancies per course under this regime.

### **Article 11**

#### Effects and Expiration

The especially adequate exams aimed at assessing the capacity to attend higher education for enrollment and registration in a school year shall be valid only for the school year to which they refer.

**Article 12**

Enrollment and enrollment in ISTECS courses of successful candidates from other higher education institutions

1. Successful candidates in entrance examinations of other higher education institutions may be admitted to enroll and enroll in ISTECS's courses, provided that the respective examinations are considered adequate.
2. The decision regarding the matter mentioned in the previous number is the responsibility of ISTECS's Scientific-Technical Council.

**Article 13**

Appeal against classifications

Within 10 (ten) working days from the date of publication of the results, the candidates may appeal against the marks obtained by submitting a reasoned statement to the President of the Scientific-Technical Council of ISTECS, who will make the final decision within 5 (five) working days.

**Article 14**

Appeal from classifications

The justified interpretations and omitted cases will be solved by an order of the ISTECS Director, after consultation with the Scientific-Technical Council.

**Article 15**

Entry into force

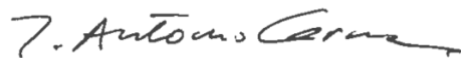
This regulation enters into force the day after its publication in ISTECS's website (www.istec.pt) and in the other usual places.

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



(STC President: Pedro Ramos Brandão)

Homologated by the Director of the Lisbon Higher Institute of Advanced Technologies on October 21, 2019.



(ISTECS Lisbon's Director: José António da Silva Carriço)