

# Regulation for the Regimes of Re-entry and Change of Pair Institution/Course

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

SGQ-REG-02 R2 - 0316



## **ISTEC Regulation for the regimes of re-entry and change of institution/course pair**

### **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 the re-entry and change of institution/course pair regimes, under the terms of Ordinance no. 181-D/2015, of June 19th.

### **Article 2**

#### **Object**

The present regulation applies to the re-entry and change of institution/course pair regimes at ISTEC.

### **Article 3**

#### **Scope**

The provisions of the present regulation apply to all study cycles leading to an academic degree, taught at ISTEC, hereinafter referred to as courses.

### **Article 4**

#### **Concepts**

For the purposes of this regulation, the following definitions shall apply:

a. Credits:

The credits according to the European Credit Transfer and Accumulation System (ECTS).

b. Portuguese grading scale:

The one referred to in article 15 of Decree-Law 42/2005, of February 22.

## **Section I**

### **Re-entry**

#### **Article 5**

##### **Re-entry**

Re-entry is the act by which a student, after interrupting studies in a higher education institution/course pair, enrolls in the same institution and enrolls in the same course or in a course that has succeeded it.

#### **Article 6**

##### **Re-entry application**

Students may apply to re-enter an institution/course pair who:

- a. Have been matriculated and enrolled in that institution/course pair or in a pair that preceded it;
- b. Have not been enrolled in that institution/course pair in the academic year prior to the one in which they wish to re-enter.

#### **Article 7**

##### **Quantitative Limitations**

Re-entry is not subject to quantitative limitations.

#### **Article 8**

##### **Crediting of training**

1. The number of credits to be completed for the award of the degree or diploma may not be greater than the difference between the total number of credits required for the award of the degree or diploma and the credits from all the training obtained during the previous enrollment in the same or previous institution/course pair.

2. In duly substantiated cases where, in view of the level or content of some course units, it is not possible to consider all the training obtained during the previous registration, the number of credits to be carried out for the awarding of the degree or diploma shall not exceed 10% of that resulting from the application of the rule established by the previous number.

## **Section II** **Changing Institution/Course Pair**

### **Article 9** Change of institution/course pair

1. Change of institution/course pair is the act by which a student enrolls and/or registers in a different institution/course pair from the one(s) in which, in previous school years, he or she had registered.
2. The change of institution/course pair may take place with or without interruption of enrolment and registration at a higher education institution.

### **Article 10** Request for change of institution/course pair

1. Students may apply to change to an institution/course pair who:
  - a. Have been enrolled and registered in another institution/course pair and have not completed it;
  - b. Have taken the national examinations of secondary education corresponding to the entrance examinations set for that pair, for that year, under the general regime of access;
  - c. Have, in those exams, the minimum classification required by the IS-TEC, for that year, under the general regime of access.
2. The regime of change of institution/course pair applies equally to students who have been enrolled and registered in a foreign higher education institution in a course defined as higher education by the legislation of the country in question and have not completed it.
3. Students are not allowed to change institution/course pair, or foreign course of a corresponding level, for bachelor's degree study cycles or integrated master's degree study cycles.

### **Article 11** Students in non-Portuguese secondary education courses

For students who hold non-Portuguese courses that are legally equivalent to Portuguese secondary education, the condition established by paragraphs b) and c) of no. 1 of the previous article may be satisfied through the application of article 20-A of Decree-Law no. 296-A/98, of September 25, in its current wording.

### **Article 12** Courses with prerequisites or requiring specific vocational skills

The change to the institution/course pair for which prerequisites or specific vocational aptitudes are required under the terms of the general access regime, evaluated through local competitions, is conditioned to the satisfaction of the same.

### **Article 13** Date of exams

The exams referred to in Article 2, number 1, point b) and Article 3 may have been taken in any school year.

### **Article 14** Quantitative Limitations

1. The change of institution/course pair is subject to quantitative limitations.
2. The number of vacancies for each institution/course pair is established annually by ISTEC's Scientific-Technical Council.

3. Approved vacancies are displayed at ISTECS facilities and published on ISTECS website ([www.istec.pt](http://www.istec.pt)).

**Article 15**  
Preliminary rejection

The applications will be preliminarily rejected in cases of non-compliance with the provisions of the previous articles, namely for not being accompanied by the documentation necessary for the complete instruction of the process.

**Section III**  
**Integration**

**Article 16**  
Curriculum Integration

Students integrate themselves into the programs and organization of studies in force at ISTECS, where they enroll and register in the academic year in which they do so.

**Article 17**  
Classification

1. Credited course units retain the marks obtained in the higher education institutions where they were taken.
2. In the case of course units taken in Portuguese higher education institutions, the classification of the credited course units is the one given by the higher education institution where they were taken.
3. In case of course units taken in foreign higher education institutions, the classification of the credited course units is the classification given by the higher education institution where they were taken:
  - a. Is the classification assigned by the foreign higher education institution, when it adopts the Portuguese classification scale;
  - b. It is the classification resulting from the proportional conversion of the classification obtained to the Portuguese classification scale, when the foreign higher education institution adopts a different scale.
4. In the case referred to in the previous number, and based on manifest differences of statistical distribution between the classifications assigned by the foreign higher education institution and the Portuguese higher education institution
  - a. The Scientific-Technical Council of ISTECS may assign a higher or lower classification than that resulting from the application of the general rules;
  - b. The student may request to the Scientific-Technical Council of ISTECS the attribution of a higher classification than the one resulting from the application of the general rules.
5. As an instrument for applying the provisions of the previous number, the European scale of comparability of grades may be used, if available.
6. In the calculation of the final classification of the academic degree, which is performed in accordance with the provisions of Article 12 of Decree-Law No. 74/2006 of 24 March, as amended by Decree-Law No. 115/2013 of 7 August, the adoption of specific weightings for the classifications of credited course units must be reasoned.

**Section IV**  
**Common Provisions**

**Article 18**  
Application

1. Re-entry and change of institution/course pair are requested to the Scientific-Technical Council of ISTECS, by means of an application form provided by ISTECS for that purpose, accompanied by documents supporting the information provided therein and duly marked, namely, when applicable:
  - a. Document proving the title of the qualifications, which must include the name of the course units, credits, semester or annual regime, and weekly teaching hours;

- b. Curriculum contents of the course units taken, duly authenticated by the higher education institution of origin, with the respective number of hours, in order to credit the training previously carried out;
  - c. Photocopy of the Identification Document;
  - d. Curriculum Vitae
2. For the instruction of the process, the simple photocopy of authentic or authenticated documents is sufficient, notwithstanding the fact that the exhibition of the original or authenticated document may be demanded.
  3. With the presentation of the Application Form, the payment of the respective fees due, approved and published in each academic year, must be made.

#### **Article 19**

##### **Students placed in the same academic year**

The change of institution/course pair is not allowed in the academic year in which the student has been placed in a higher education institution/course pair under any access and admission regime and has matriculated and enrolled.

#### **Article 20**

##### **Deadlines**

1. The deadlines for requesting re-entry and change of institution/course pair are set by an order of the Scientific-Technical Council of ISTEC and published on its website.
2. Requests for re-entry and change of institution/course pair during the academic year can only be accepted on an exceptional basis, for particularly compelling reasons, provided that conditions exist for the academic integration of the applicants.

#### **Article 21**

##### **Vacancies**

The approved vacancies:

- a. Are publicized/posted at ISTEC and to be published on its website;
- b. Are communicated to the Directorate General of Higher Education and the Directorate General of Education and Science Statistics.

#### **Article 22**

##### **Decision and validity**

Decisions on requests for re-entry and change of institution/course pair are the responsibility of ISTEC's Scientific-Technical Council and are valid only for enrollment in the academic year to which they refer.

#### **Article 23**

##### **Students not placed with valid enrollment in the previous school year**

Students who had a valid enrollment and registration in a higher education institution in the immediately preceding school year and whose application is rejected may, within seven days of the publication of the decision, enroll in the course where they had been enrolled in the previous school year.

#### **Article 24**

##### **Communication**

ISTEC must communicate to the Directorate-General of Higher Education, by December 31 of each year, the number of applicants for re-entry and change of institution/course pair for each institution/course pair, the number of students admitted and the number of students actually enrolled and/or enrolled.

**Section V**  
**Other Provisions**

**Article 25**  
**Serialization**

1. Applicants for re-entry and change of institution/course pair will be selected by successive application of the following criteria:
  - a. Higher number of curricular units accomplished, belonging to the scientific area of the study plan of the course that the candidate intends to attend;
  - b. Best average marks obtained in the subjects/course units taken, belonging to the scientific area of the study plan of the course the candidate wishes to attend; c. Best average marks obtained in the qualifications for access to higher education.
2. Whenever two or more candidates are placed in a tie and dispute the last available place of the course for that competition, the Scientific-Technical Council shall decide on the tie-breaker and, if necessary, create additional places for that purpose.
3. The placement of candidates is valid only for enrollment and registration in the academic year to which it refers.

**Article 26**  
**Deadlines**

1. The deadlines for application, for disclosure of the results of applications, for complaints and for enrollment for candidates placed in the re-entry and change of institution/course pair regimes shall be set annually by the Scientific-Technical Council. O Conselho Técnico-Científico may accept requests for re-entry and change of institution/course pair at any time during the academic year, whenever it considers that conditions exist or can be created for the integration of applicants in the courses in question.
2. In the cases provided for in the previous number, the results shall be published immediately after the decision is taken by the Scientific-Technical Council, indicating the deadlines for complaints and enrollment.

**Article 27**  
**Form and place of disclosure**

1. The decision on the application is expressed by one of the following final results:
  - a. Placed
  - b. Not placed
  - c. Excluded
2. Decisions on applications will be posted at ISTEC's facilities and on the website. Notification is considered to have been made, for all legal purposes, by means of such posting.

**Article 28**  
**Complaints**

From the decision foreseen in the previous article, the interested parties may present a duly founded complaint to the President of the Scientific-Technical Council.

**Article 29**  
**Registration and Enrollment**

After the process has been completed, applicants must proceed with enrollment and registration within the deadline established for this purpose.

**Article 30**  
Final Provisions

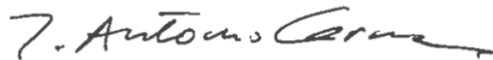
Cases of omission and doubts of interpretation will be solved by the Technical and Scientific Council.

Revised and approved at a meeting of the Scientific-Technical Council on March 29, 2016.



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

Homologated by the Director of the Higher Institute of Advanced Technologies of Lisbon, on May 20, 2016.



(ISTEC Director: José António da Silva Carriço)