

# Regulation of the Conditions of Access and Admission for 1st Cycle Courses

Technological Specialization Courses  
Professional Technical Higher Courses  
and other Superior Courses



SGQ-REG-20 R2 - 1019



**Regulation on the conditions for access and entry to 1st cycle courses (Graduation) at ISTEC - Instituto Superior de Tecnologias Avançadas for holders of the following diplomas: Technological Specialization Courses, Professional Higher Technical Courses, and other Higher Education Courses.**

**Article 1**  
Scope

The purpose of these regulations is to define, in accordance with the legislation in force regarding special competitions, the conditions for access and admission to ISTEC's 1st cycle courses (Graduation) for holders of a technological specialization diploma, a professional higher technician diploma, and holders of diplomas from other higher education courses, namely, with the bachelor's, graduate, master's, and doctoral degrees, including holders of a foreign higher education course that has been subject to equivalence or recognition of a Portuguese higher education course or degree.

**Article 2**  
Applicants who hold a technological specialization diploma

Holders of a technologically specialized diploma who wish to apply to an ISTEC undergraduate study cycle must pass a specific entrance exam, which aims to assess their ability to attend the study cycle they wish to enter.

**Article 3**  
Seriation and tie-breaker criteria

1. All holders of a technologically specialized diploma, regardless of their field of education/training, must take and pass the specific entrance exam.
2. Holders of technologically specialized diplomas that fall under the education/training area 481 - Computer Science, will have to submit as an application for admission to the 1st cycle courses (Bachelor Degree), 70% of the final mark obtained in the technologically specialized course plus 30% of the mark obtained in the entrance examination.
3. The holders of technological specialization diplomas that do not fall under education/training area 481 - Computer Science, will submit as an application for admission to the 1st cycle courses (Bachelor Degree), the classification obtained in the specific entrance examination.
4. Candidates who hold a technological specialization diploma will be ranked in descending order of their application score, between 0 (zero) and 200 (two hundred) points.
5. The minimum score for the application is 95 (ninety-five) points.
6. In case of a tie, the following criteria will be applied successively:
  - a. Having obtained a technological specialization diploma at ISTEC and in education/training area 481 - Computer Sciences;
  - b. Having obtained a technological specialization diploma in education/training area 481 - Computer Science;
  - c. Have obtained a technological specialization diploma at an earlier date.

**Article 4**  
Applicants holding a higher professional technician diploma

1. Candidates with a higher professional technician diploma who wish to apply for a degree study cycle at ISTEC will be preliminarily classified as follows:
  - a. Holders of a higher professional technician diploma obtained at ISTEC and in education/training area 481 - Computer Sciences or education/training area 213 - Audiovisual and Media Production;
  - b. Holders of a higher professional technician diploma falling within education/training area 481 - Computer Science or education/training area 213 - Audiovisual and Media Production and obtained at another higher education institution other than ISTEC;
  - c. Holders of a higher professional technician diploma not fitting in education/training area 481 - Computer Science, nor in education/training area 213 - Audiovisual and Media Production.

### **Article 5**

#### Seriation and tie-breaker criteria

1. All applicants holding a higher vocational technical diploma not obtained at ISTECS, even if they fall within the education/training areas 481 - Computer Science or 213 - Audiovisual and Media Production, must take a specific entrance examination. The grade for the application, in this case, will be the grade obtained in the specific entrance examination, which will range between 0 (zero) and 200 (two hundred) points, but cannot be less than 95 (ninety-five) points.
2. Holders of a higher vocational technical diploma obtained at ISTECS and in the education/training areas 481 - Computer Science or 213 - Audiovisual and Media Production are exempt from taking the specific entrance test. In this case, their application mark will be calculated as follows: final classification obtained in the respective higher vocational technical course and converted to the scale of 0 (zero) to 200 (two hundred) points.
3. In the event of a tie, the following criteria will be applied successively:
  - a. Having obtained a higher professional technician diploma at ISTECS and in the education/training areas 481 - Computer Science or 213 - Audiovisual and Media Production, if, in this particular situation, there is still a tie, the deciding criterion will be the classification obtained in the internship carried out in on-the-job training;
  - b. Have obtained a higher professional technician diploma in the education/training areas 481 - Computer Science or 213 - Audiovisual and Media Production;
  - c. Having obtained a higher professional technician diploma at an earlier date.

### **Article 6**

#### Applicants who hold degrees from other higher education institutions

Holders of a bachelor's, licentiate's, master's or doctoral degree may apply to an ISTECS undergraduate study cycle, however, they will be preliminarily classified as follows:

- a. Holders of a higher education degree falling within the education/training areas 481 - Computer Science or 213 - Audiovisual and Media Production;
- b. Holders of higher education degree courses not included in education/training areas 481 - Computer Science or 213 - Audiovisual and Media Production.

### **Article 7**

#### Seriation and tie-breaker criteria

1. Candidates holding other higher education degrees will be ranked by successive application of the following criteria:
  - a. Best final classification of the highest higher education course the applicant holds in the education/training areas 481 - Computer Science or 213 - Audiovisual and Media Production;
  - b. Best final classification of the highest college course the applicant holds;
  - c. Applicants holding other higher education degrees, with priority given to the highest academic qualification;
  - d. Completion of the course on the most recent date;
  - e. Greater age.
2. Applicants holding other higher education degrees with more than one academic degree and of a different level will be ranked according to the highest qualification.

### **Article 8**

#### Processing of applications

1. Holders of diplomas from technological specialization courses, higher technical professional courses or holders of diplomas from other higher education courses can apply at ISTECS's office or on the online platform available on the website ([www.istec.pt](http://www.istec.pt)) by registering and filling in a form.
2. The documents required considering the nature of the special competitions and the focus placed on the respective seriation, shall be the following:
  - a. Citizen's Card/Identity Card;
  - b. Detailed Curriculum Vitae;
  - c. Certificate of academic qualifications, where it is possible to identify the date of completion of the course, the degree or diploma awarded and the final classification.

3. Documents submitted that have been issued by a foreign country are subject to the requirement of a translation into Portuguese or English.
4. The application is accompanied by the payment of fees and emoluments, in accordance with that defined annually by ISTECS's governing body.

**Article 9**  
Deadlines

The Director of ISTECS is responsible for announcing the opening of special competitions and publication is made by means of a notice posted in the secretaries and on ISTECS's website ([www.istec.pt](http://www.istec.pt)).

**Article 10**  
Vacancies

1. The approved candidates and their distribution by legally authorized vacancies is approved annually by the ISTECS Director and communicated to the Directorate-General for Higher Education.
2. In case all vacancies are not filled, other stages may be opened, respecting the legal deadline for the conclusion of special competitions.

**Article 11**  
Results

1. The final result of the competitions is homologated by the ISTECS Director and is expressed through one of the following:
  - a. Placed;
  - b. Not placed;
  - c. Excluded.
2. Candidates who make false declarations or incur in fraud shall be excluded from the application process at any time.

**Article 12**  
Selection and seriation jury

1. The selection and seriation jury is appointed by ISTECS's Scientific-Technical Council and composed of 3 (three) elements, one of them being the president.
2. It is the responsibility of the selection and seriation jury, namely:
  - a. Analyze the completeness of all files concerning the candidates;
  - b. Proceed to all preliminary classifications of the applications;
  - c. Effectuate the seriation and tie-breaking processes;
  - d. Draw up the final lists of placed, non-placed and excluded candidates and submit them to the ISTECS Director for approval;
  - e. Respect and enforce the objectivity of the criteria to be applied in the seriation processes and scrupulously observe the number of vacancies legally authorized by the Directorate-General of Higher Education.
3. The technical-administrative procedures shall be supervised by the Secretary-General of ISTECS.

**Article 13**  
Complaints

1. All complaints about the final results of the competitions must be addressed to the Director of ISTECS, in a reasoned manner and within a maximum of 5 (five) working days from the date the results are posted;
2. The decision on the complaint is the responsibility of the ISTECS Director, after consultation with the President of the Scientific-Technical Council and the Secretary-General, who makes the final decision within 3 (three) working days after receiving the complaint.

**Article 14**  
Gaps and omissions

All gaps and omissions will be solved by the ISTEC Director, in consultation with the President of the Scientific-Technical Council and the Secretary-General.

**Article 15**  
Effective Date


This regulation comes into force the day after its publication on ISTEC's website ([www.istec.pt](http://www.istec.pt)) and in the other usual places.

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



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

Homologated by the Director of the Lisbon Higher Institute of Advanced Technologies on October 17, 2019.



(ISTEC Director: José António da Silva Carriço)