




Regulation on  
the Conditions of  
Admission to the  
Higher Technical  
Professional Courses  
taught by ISTECS



SGQ-REG-13 R2 - 0221



**Regulation on the Conditions of Admission to the Superior Technical Professional Courses taught by ISTEC -  
Instituto Superior de Tecnologias Avançadas**

**Article 1**

Object and scope

This Regulation defines the access and admission to the technical higher professional courses offered at ISTEC - Instituto Superior de Tecnologias Avançadas, hereinafter referred to as ISTEC, in accordance with the legislation in force, namely Decree-Law no. 74/2006, of March 24, republished by Decree-Law no. 65/2018, of August 16.

**Article 2**

Access conditions

1. Candidates may apply to ISTEC's Technical Higher Professional Courses:
  - a. Holders of a secondary education degree or legally equivalent qualification;
  - b. Individuals who have passed the especially adequate exams aimed at assessing the capacity to attend higher education for those over 23 years old, according to the legislation in force;
  - c. The holders of a technological specialization diploma;
  - d. Holders of a higher professional technician diploma;
  - e. Holders of a higher education degree.
2. Students with disabilities have priority in the occupation of a minimum of 2 (two) vacancies, up to a maximum of 4 (four) % of the vacancies established for the professional technical higher education course in question and for which they meet the conditions for admission.
3. Students who complete secondary level vocational training courses or equivalent in schools and other entities in a network with an institution that provides polytechnic education have priority in the occupation of up to 50 (fifty) % of the places that are set in the technical higher professional courses provided by the institution and for which they meet the conditions for admission.

**Article 3**

Entry Conditions

1. Admission to technical higher professional courses is carried out through a competitive examination organized by ISTEC, under the terms of the rules set forth in these regulations.
2. Applicants to the technical higher professional courses, holders of a secondary education course or legally equivalent qualification, must meet the following conditions:
  - 2.1. Be holders of a secondary education course or legally equivalent qualification, grouped as follows:
    - a. Holders of secondary education courses or legally equivalent qualifications that fit into the relevant area of the technical higher professional course to which they are applying, area 481 - Computer Sciences (CTeSP's in Management Informatics, Networks and Computer Systems and Development for Mobile Devices) or area 213 - Audiovisual and Media Production (CTeSP in Development of Multimedia Products), are exempt from taking the specific entrance examination in the respective technical higher professional course and will apply with the final average of the course, converted into a numerical scale of 0 (zero) to 200 (two hundred) points;
    - b. Holders of a secondary education course or legally equivalent qualification that does not fall within the relevant area of the professional technical higher education course to which they are applying, will have to take a specific entrance exam.
3. Applicants over the age of 23 who demonstrate that they are in the legal conditions to attend higher education, will take a test under the terms of Decree-Law 64/2006, of March 21, as amended by Decree-Law 63/2016, of September 13, and ISTEC's regulations for those over the age of 23 and will apply with their grade converted into a numerical scale from 0 (zero) to 200 (two hundred) points.
4. Holders of a technologically specialized diploma, a professional higher technician diploma or a higher education degree who hold a qualification in the areas deemed relevant - area 481 - Computer Sciences or area 213 -

Audiovisual and Media Production - are exempt from taking the specific entrance exam and will apply with the final grade of the course assigned to them, converted into a numerical scale of 0 (zero) to 200 (two hundred) points.

5. Holders of a technological specialization diploma, a professional higher technician diploma or another higher degree who do not possess qualifications in the relevant areas of the course they are applying for, will have to take the specific entrance exam for the professional higher technical courses.

#### **Article 4**

##### Specific CTeSP's entrance exam

1. The specific entrance examinations for CTeSP's have the following objectives:
  - a. Assess the basic proficiencies in the domain of information technologies, namely in terms of knowledge of the principles of computer science, of the functioning of the Internet and of mobile devices;
  - b. Assess the fundamental knowledge and skills at the level of descriptive statistics and probability theory;
  - c. Assess the knowledge and fundamental competences at the level of the principles and operations of logic.
2. The specific entrance examination for the CTeSP's is evaluated on a numerical scale from 0 (zero) to 200 (two hundred) points.
3. Candidates must obtain a minimum of 95 (ninety-five) points in order to be considered approved.

#### **Article 5**

##### Application

1. The application to the higher technical professional courses must be formalized in accordance with the information and deadlines contained in the announcement of the call for applications.
2. The application must be accompanied by the following documents:
  - a. Application form, duly filled out;
  - b. Detailed Curriculum Vitae;
  - c. Qualifications certificate, with information on the level of the academic and/or professional qualification;
  - d. Copy of citizen card/ID card.

#### **Article 6**

##### Preliminary rejection

Applications from candidates who meet the conditions required for candidacy and are in one of the following situations will be rejected out of hand:

1. Applications made after the deadlines indicated in the announcement;
2. Requests not accompanied by the documentation necessary for the complete instruction of the process.

#### **Article 7**

##### Exclusion from the application

1. Applicants who make false declarations will be excluded from the application process at any time and will not be allowed to enroll and/or register for any ISTEC course during the academic year.
2. The decision regarding exclusion from the application process is the responsibility of ISTEC's Director.

#### **Article 8**

##### Selection and seriation of candidates

1. The selection of candidates is made by entrance competition (holders of secondary education or equivalent, over 23 years old, holders of technological specialization courses, holders of professional higher technical courses and

holders of other higher-level training), taking into account the scores of applications resulting from the analysis of the previously grouped files, provided in Article 3 of these regulations and the regulation of Over 23 years old, namely:

- 1.1. Holders of secondary education or legally equivalent:
    - a. With framework in the relevant areas of the course (481 - Computer Sciences or 213 - Audiovisual and Media Production): final classification of the course, converted into a numerical scale from 0 (zero) to 200 (two hundred) points;
    - b. Without framework in the relevant areas of the courses: note obtained in the entrance examination.
  - 1.2. 23-year olds: final classification obtained in the respective exams, converted into a numerical scale from 0 (zero) to 200 (two hundred) points;
  - 1.3. Technological specialization diploma holders, holders of higher education qualifications (professional higher technical course, bachelor, master or doctorate) in a relevant area of the CTeSP to which they apply: final classification of the course, converted into a numerical scale from 0 (zero) to 200 (two hundred) points;
  - 1.4. Holders of a technological specialization diploma, holders of a higher-level training (professional technical superior course, bachelor, master or doctorate) in an area not relevant to the CTeSP they are applying for: score obtained in the specific entrance examination.
2. After the selection of the candidates in the different entrance examinations, the selection and seriation jury proceeds to the seriation of the candidates up to the limit of vacancies foreseen and registered for each CTeSP, according to the following criteria:
    - a. Students with disabilities have priority in the occupation of a minimum of 2 (two) vacancies, up to 4 (four) % of the vacancies set for each CTeSP;
    - b. Holders of secondary education (vocational or not) in the relevant area of the CTeSPs;
    - c. Holders of secondary education (vocational or not) in areas not relevant to the CTeSP's;
    - d. Holders of technological specialization diplomas in areas relevant to the CTeSP's;
    - e. Holders of technological specialization diplomas in areas not relevant to CTeSPs;
    - f. Persons over 23 years of age with completed exams;
    - g. Holders of higher education qualifications (CTeSP, Bachelor, Master or Doctorate) in areas relevant to CTeSPs;
    - h. Holders of higher education qualifications (CTeSP, Bachelor's, Master's or Doctorate) in areas not relevant to CTeSPs.
  3. Priority for candidates with disabilities prevails over all other candidates and the seriation shall also observe the principle laid down in article 18(1) of Decree-Law No. 64/2006, of 21 March, that the number of vacancies provided for candidates entering under the regime for candidates over the age of 23 cannot be less than 5 (five) % of the total number of vacancies available.
  4. Serialized candidates will be admitted up to the limit of available places in each CTeSP, according to the respective registration of the Directorate General of Higher Education.
  5. Admission is obviously subject to the presentation and delivery of the documents referred to in article 5(2) of these regulations.

### **Article 9**

#### Selection and seriation jury

1. The decision on applications to the CTeSP's is the responsibility of the selection and seriation jury, appointed by the ISTECS Director, in each academic year, composed of three elements, one of whom will preside.
2. The decisions made by the jury in the selection and seriation of candidates are based on material support.
3. The announcement of decisions on applications is made by posting and through ISTECS's webpage, [www.istec.pt](http://www.istec.pt).

**Article 10**  
Placement

1. In each competition, the candidates for each course shall be placed in the fixed vacancies in descending order from the ordered list resulting from the application of the respective seriation criteria.
2. The final result of the candidates' seriation shall be expressed through one of the following:
  - a. Placed;
  - b. Not placed;
  - c. Excluded.
3. Placement is valid only for enrollment and registration in the school year in which it is requested.

**Article 11**  
Tiebreaker

1. Whenever two or more candidates are in a tie resulting from the application of the seriation criteria provided in article 8 of these regulations and are competing for the last vacancy or the last set of vacancies of a CTeSP, it is up to the Selection and Seriation Jury to decide on the tie-breaker.
2. Under no circumstances will additional vacancies be created without prior authorization from the Directorate General of Higher Education. The candidates will be strictly ranked according to the terms of the registration act of the respective CTeSP and up to the limit of available vacancies.
3. In case of a tie and considering the courses involved in the respective applications, the selection and seriation jury shall apply successively the following criteria:
  - a. Average classification obtained in the disciplines of the Computer Science area;
  - b. Average of the classification obtained in the disciplines of the Mathematics area;
  - c. Date the diploma was obtained, the most recent prevailing.

**Article 12**  
Claim

1. From the decision foreseen in article 7, number 1, interested parties may present a duly founded complaint within the period indicated in the public notice.
2. Complaints must be filed at the service desk of ISTEC's Academic Services.
3. Decisions on complaints are the responsibility of the selection and seriation jury and are made within the period stated in the announcement.

**Article 13**  
Service error

1. When, due to an error directly or indirectly attributable to the services, there has been no co-placement, or there has been an error in the placement of the candidate, the candidate shall be re-sorted and ranked in the list.
2. Rectification may be triggered at the candidate's initiative, within the scope of the complaint process, or at the initiative of ISTEC's organs.
3. Rectification may take the form of placement, change of placement, move to non-placed status or move to excluded status, and must be substantiated.
4. Changes made under the terms of this article shall be notified to the candidate by registered letter with acknowledgement of receipt, with the respective justification.

5. The correction shall apply only to the candidate where the error was detected and shall have no effect on other candidates.

**Article 14**  
Registration and Enrollment

1. Placed applicants must register at ISTEC by the deadline set in the announcement.
2. Whenever an applicant fails to enroll and enroll within the deadline, ISTEC shall notify by mail the next applicant on the ranked list.
3. No student may, under any circumstances, attend or be evaluated in course units without being regularly enrolled and registered.

**Article 15**  
Cases of omission and doubts

Cases of omissions and doubts are solved by the ISTEC's Director, after hearing the President of the Scientific-Technical Council and the Secretary-General, in accordance with the applicable legal provisions and the general principles that shape these regulations.

**Article 16**  
Entry into force

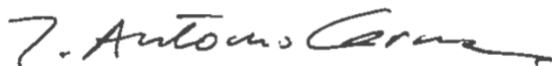
This regulation shall enter into force on the day following its publication on ISTEC's website ([www.istec.pt](http://www.istec.pt)) and in the other usual places.

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



(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 October 21, 2019.



(The Director: José António da Silva Carriço)