

REGULATION

**SPECIAL INVITATION FOR THE ACCESS AND
ADMISSION OF AN INTERNATIONAL STUDENT
FROM
UNIVERSIDADE EUROPEIA**

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Rector's Validation

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CHAPTER I
OBJECT AND SCOPE

Article 1

Object

The current regulation disciplines the special invitation for the access and admission of an international student attending degree study cycles and integrated study cycles leading to a Master's degree from Universidade Europeia, under the terms of the Decree-Law No. 36/2014, from 10 of March.

Article 2

International Student

1. In accordance with the law, an international student is one that does not hold Portuguese nationality.
2. For purposes of the Decree-Law No. 36/2014, from 10 of March, international students are not considered the following:
 - a) Nationals of a Member state of the European Union;
 - b) Relatives of Portuguese citizens or nationals of a Member State of the European Union, independently of their nationality;
 - c) Those, who not being nationals of a Member State of the European Union and are not covered by the previous point, legally reside in Portugal more than 2 years, in an uninterrupted manner, on 1 of January of the year they wish to be admitted in higher education, as well as the children who legally reside with them;
 - d) Those that are beneficiaries, on 1 of January of the year who wish to be admitted in higher education, of equal rights and duties status attributed under the provisions of the international treaty granted between the Portuguese State and the State of which they are nationals of;
 - e) Those requiring admittance into higher education through special access and admittance schemes regulated under the Decree-Law No. 393 -A/99, from 2 of October, altered by the Decree-Law No. 272/2009, from 1 of October.

3. Equally not covered by that laid out in point No. 1 are foreign students found to be attending Universidade Europeia within the framework of an international mobility programme, for the carrying out of a part of a study cycle from a foreign higher education institution with which Universidade Europeia has established an Exchange agreement with that purpose.
4. The time of residence with residence authorization to study do not fall under the purpose of point c) of No. 2.
5. Notwithstanding the provisions of the following point, students admitted to higher education under the terms in this present document maintain international student status until the end of the study cycle to which they initially registered for or for transiting purposes, even if, during the study cycle period, they are granted equal rights and duties status under the provisions of the international treaty granted between the Portuguese State and the State of which they are nationals of
6. With the exception of the provision in the previous point are international students that obtained citizenship from a Member State of the European Union.
7. The termination of the application of international student status consequence of the provisions of the previous point shall take effect in the academic year following the dated acquisition of citizenship.
8. For the purpose of point b) of No.2, relatives are those considered under the terms of Law No. 37/2006, from 9 of August.
9. Admittance into higher education institutions for those found covered under points a) to d) from No. 2 is made under the same terms for students with Portuguese nationality.
10. Students undergoing an emergency situation due to humanitarian reasons, as defined in Article 8. A of the Decree-Law No. 36/2014, from 10 of March, altered by the Decree-Laws No. 113/2014, from 16 of July, and No. 62/2018, from 6 of August, are applicable, with due adaptations, the provisions in the current Regulation, enabling Universidade Europeia's Founding Body to stipulate the application of a positive discrimination regarding the defined tuition fees.

CHAPTER II
ACCESS AND ADMISSION

Article 3

Access Conditions

1. Under the framework of the current invitation the following international students may apply for enrolment and registration in study cycles leading to a Degree level and in integrated study cycles leading to a Master's degree from Universidade Europeia:
 - a) Holders of a qualification which grants access to higher education, understood as being any diploma or certificate issued by a competent authority that attests the approval in an education programme which grants them the right of applying and being admitted in higher education in the country where such permission was granted;
 - b) Holders of a Portuguese Secondary Education diploma or a legally equivalent qualification.
2. Ownership validation of a qualification, which in the country it was obtained, grants students the right to apply and be admitted into higher education in that country, should be made by the respective entity from the country where it was obtained.
3. Qualification equivalence to that referred to in point b) of No 1 is based on the Decrees No. 224/2006, from 8 of March, and 699/2006, from 12 of July.

Article 4

Admission Conditions

To this current special invitation, admission is only for those international students that cumulatively demonstrate:

- a) Holding specific academic qualifications for admission in the study cycle that they are applying for, qualifications which focus on admission test matters set out by the study cycle in question within the general regime for access and admission purposes. To ensure that only students through this invitation who demonstrate knowledge in matters of admission tests equivalent to the level and contents of the students

admitted through the Portuguese general regime of access and admission are admitted;

- b) Having suitable language knowledge for attending the study cycle they wish to attend or commit to reaching that level of knowledge, in accordance with article 6;
- c) Satisfying the pre-requisites that have been set, by both, the institution/study cycle in question within the general regime for access and admission regulated by the Decree-Law No. 296-A/98, from 25 of September, altered by the Decree-Laws No. 99/99, from 30 of March, 26/2003, from 7 of February, 76/2004, from 27 of March, 158/2004, from 30 of June, 147-A/2006, from 31 of July, 40/2007, from 20 of February, 45/2007, from 23 of February, and 90/2008, from 30 of May.

Article 5

Verification of Specific academic qualifications

1. The candidates should demonstrate having knowledge of admission test matters set by the study cycle in question within the general regime for access and admission, proving that this knowledge is equivalent to the contents and level of those students admitted through the general regime for access and admission.
2. Demonstration of the knowledge referred in the previous point may be made through:
 - a) Documentary proof, when the candidate has already been previously evaluated in tests equivalent to the contents and level of those provided to students admitted through the general regime for access and admission regulated by the Decree-Law No. 296-A/98, from 25 of September; or
 - b) Written exams, which may be supplemented with oral exams;
3. Approved candidates from ENEM (Brazilian High School National Exam) are dispensed from sitting written and/or oral exams, as long as they provide an approval declaration from ENEM with the grades obtained, High School Diploma and academic history with approval and average grade evidence.
4. In the case of sitting written exams, if necessary supplemented by oral exams, a lecturer from each one of the scientific areas for admission examinations shall be designated by the rector's order and be responsible for the elaboration and marking of such tests.
5. The scores are expressed on a scale of 0-200.

6. The minimum score in tests for the verification of specific academic qualifications is equal or above 95 points.
7. The tests are valid for application purposes in the year they were carried out and the following two calendar years.
8. All documents connected with the verification of satisfactory admission conditions, including possible written tests made by the student integrate their individual process.

Article 6

Linguistic Knowledge

1. The international students should demonstrate having a suitable knowledge level of the language in which the study cycle that they wish to attend shall be lectured in or commit to reaching that level of knowledge.
2. International students are considered to have a suitable capacity of the language in which the study cycle that they wish to attend shall be lectured in, whenever:
 - a) They are nationals from a country where the language of the lectured study cycle that they wish to attend is the official language;
 - b) Have resided, without interruption, for at least 2 years in the last 5 years in a country where the language of the lectured study cycle that they wish to attend is the official language;
 - c) The language of their academic qualifications is the language of the study cycle that they wish to attend;
 - d) Have attended Secondary Education in a country which is lectured in the same language as the study cycle that they wish to attend;
 - e) Dominate the language of the course they wish to attend is lectured in, at least, at an independent user level (B2, in accordance with the Common European Framework of Reference for Languages).
3. The demonstration of language capacity in accordance with the provisions in point 2 e) can be made through:
 - a) B2 level Diploma issued by a certified training entity or higher education establishment; or

- b) The carrying out of a specific test at Universidade Europeia to fully prove the abovementioned level of linguistic knowledge.
4. Students with an intermediate level of the language of the lectured course they wish to attend (B1, in accordance with the Common European Framework of Reference for Languages), may apply, as long as they commit to attending a language course for the abovementioned purpose.
 5. The attendance on the course referred to in the previous point may be done simultaneously to attending the 1st year of the study cycle that the student registered on.
 6. In exceptional cases, students that do not have an intermediate level of the language of the lectured course they wish to attend may apply (B1, in accordance with the Common European Framework of Reference for Languages), as long as they commit to attending an intensive language course before commencing their attendance on the abovementioned study cycle.
 7. The international student can only register on the 2nd year of their study cycle through proving their acquisition of an independent user level (B2, in accordance with the Common European Framework of Reference for Languages) of the language which the course is lectured in.
 8. Attendance of the courses referred in No. 5 and 6, if made in Universidade Europeia, have an additional cost.

CHAPTER III

APPLICATION PROCESS

Article 7

Openings and Deadlines

1. The number of openings allocated to the special invitation for access and admission of international students for each study cycle is annually set by Universidade Europeia's Founding Body, according to No. 1 of article 7 of the Decree-Law No. 36/2014, from 10 of March, altered by the Decree-Laws No. 113/2014, from 16 of July, and No. 62/2018, from 6 of August, being communicated to the Directorate General of Higher Education in accordance with No. 6 of the same article.

2. The deadline for presenting applications is set annually by the legal and statutorily competent body of Universidade Europeia, and must be suitable so that the start of the academic year for the placed student occurs at the same time as those students who have been placed through the remaining admission channels.
3. The set deadlines are divulged on Universidade Europeia's website and communicated to the Directorate General of Higher Education.

Article 8

Application and Documentation

1. The enrolment and registration application of international students obeys the same principles that the remaining students of Universidade Europeia follow.
2. Application to the special invitation for access and admission of an international student should be instructed in a form provided by Universidade Europeia, supported by the following documentation:
 - a) Normal photocopy of the passport or the foreign identification document, both legally issued and valid;
 - b) Sworn statement that the candidate is not of Portuguese nationality, nor is covered by any of the conditions listed in point 2 of article 3 of the Decree- Law No. 36/2014, from 10 of March, altered by the Decree –Laws No. 113/2014, from 16 of July, and No. 62/2018, from 6 of August;
 - c) Proof of fulfilling the access conditions, through:
 - i) The conclusion of Portuguese Secondary Education, or legally equivalent qualifications, as well as the grades obtained; or
 - ii) Ownership validation of a qualification, which in the country it was obtained, grants the individual the right to apply and be admitted into higher education in that country, providing evidence of its validation from the respective entity of that country;
 - d) Specific academic qualification proof as set out in article 5 of the current regulation, which can be made through:
 - i) Documentary proof, when the candidate has already been previously evaluated in tests equivalent to the contents and level of those provided to students admitted

through the general regime for access and admission, with the respective grade(s) and scale(s) indicated;

- ii) From the completion of written exams at Universidade Europeia, if necessary supplemented with oral exams, equivalent to the contents and level of those provided to students admitted through the general regime for access and admission and the respective grades;
 - iii) Approval from ENEM (Brazilian High School National Exam).
- e) Satisfactory proof of supplementary pre-requisites that have been set, by both, the institution /study cycle in question within the general regime for access and admission;
- f) Linguistic knowledge proof set out in article 6 of the current regulation, which can be made through:
- i) Documentary proof issued by the competent services of the State where the student resided, in the case of points a) and b) of No.2 of article 6;
 - ii) Documentary proof issued by the Education Institution where the student obtained their academic qualifications or attended Secondary Education, in the case of points c) and d) of No. 2 of article 6;
 - iii) B2 level diploma issued by the certified training entity or higher education establishment or documentary proof from Universidade Europeia of the carrying out of specific tests to fully prove the requested level of linguistic knowledge, in the case of point e) of No. 2 of article 6;
3. The referred documents in points 2 c), d), e) and f) should highlight the circumstances of its issuing in an accurate manner and, when handling documents issued by a foreign entity, they should be authenticated by the Portuguese Consulate in the issuing country or, if it is the case, apostilled, according to the Hague Convention and translated into the Portuguese language by a sworn translator when they are elaborated in a different language than Portuguese, Spanish, French or English.
4. The request for applying an emergency situation student status due to humanitarian reasons is presented directly to Universidade Europeia, including documentation, issued by the Foreigners and Borders Service, by the Office of the United Nations High Commissioner for Refugees or by the International Organization for Migration proving

that the applicant is found to be in one of the situations mentioned in No.2 and 3 of Article 8. A of the Decree -Law No. 36/2014, from 10 of March, altered by the Decree-Laws No. 113/2014, from 16 of July, and No. 62/2018, from 6 of August.

5. Universidade Europeia may apply alternative verification procedures of the access and admission conditions for students in an emergency situation due to humanitarian reasons when their qualifications cannot be supported by documentary evidence, which may include sitting written exams, oral exams, practical tests and interviews.
6. The candidate requesting the application of emergency situation student status due to humanitarian reasons and who cannot provide documentary evidence of their qualifications should declare that impossibility in their application process.

CHAPTER IV SERIALIZATION

Article 9

Applicant's Grade

1. Candidates' final score, for the purpose of an applicant's grade, is calculated through the use of the following weighting:
 - a) 65% for the score inherent to the access condition referred to in No. 1 of article 3 of the current regulation, rounded to the first decimal place;
 - b) 35% for the score inherent to the specific academic qualification referred to in article 5 of the current regulation.
2. Candidates' final score is expressed on a numeric scale from 0 to 200 points.
3. In the case of ENEM, the score referred to in point b) of No. 1 is obtained through the arithmetic average of the exam components (Human Sciences and its Technologies, Natural Sciences and its Technologies, Languages, Codes and its Technologies, Mathematics and its Technologies, Writing) defined by the Scientific Council as equivalent to those demanded for a given degree study cycle or leading to a Master's degree from Universidade Europeia, after being converted to the national classification scale.
4. Only those candidates with an application score equal or above 95 points shall be placed.

Article 10

Serialization of applications

1. Candidates shall be ranked by study cycles, in descending order of their final scores from their application, with their placement being fulfilled in existing openings.
2. In the case of a tie, placement preference is given to the student that registers the best score in specific academic qualifications.
- 3) The placement lists become public on the Universidade Europeia website and affixed in the appropriate places and the results are expressed in the following manner:
 - a) Placed;
 - b) Not placed;
 - c) Application denied.

Article 11

Enrolment and registration

1. Admitted candidates should carry out their enrolment and registration within the stipulated deadline for this purpose.
2. There is no reimbursement of fees and charges paid in the act of enrolments or registrations.

Article 12

Emoluments and Tuition fees

The tuition fees and emoluments foreseen in the annual table of emoluments for Universidade Europeia are applicable to students covered by the international student status foreseen in the current regulation.

CHAPTER V

FINAL PROVISIONS

Article 13

Interpretation and integration of shortcomings

It is up to the Rector of Universidade Europeia the clarification of doubts in the interpretation of the current regulation or the integration of given shortcomings.

Article 14

Entry into force

The current regulation enters into force on the following day to the respective publication in the Official Gazette.

Lisbon, 21 of January 2019

Professor Pedro Barbas Homem
Rector of Universidade Europeia