



UNIVERSIDADE  
PORTUGALENSE

## **Administrative Regulations**

Approved by the Board of Directors in July 2024

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## **1. Purpose**

These regulations apply to the 1st, 2nd, and 3rd cycle study programmes offered at Universidade Portucalense Infante D. Henrique (UPT). These regulations define a set of rules regarding the administrative and financial procedures governing the relationship between the student and the University, with the aim of enhancing the quality of the service provided. These regulations supplement the other regulations in force at Universidade Portucalense, namely the Pedagogical Regulations, the Regulations of Study Cycle Programmes Leading to the Master's Degree, the General Regulations of the Third Cycle Study Programmes, and the Regulations for Enrolment in Isolated Curricular Units.

## **Chapter 1- REGISTRATION**

### **2. Registration**

Registration is the process by which a candidate enrolls in the programme they wish to pursue as a student, following their application through one of the admission routes and their subsequent placement.

### **3. Admission requirements for registration**

1. Registration depends on the fulfilment of the following conditions:
  - a) Meeting all of the requirements set forth in the Admissions Regulations for each of the routes;
  - b) Submission of the required documentation, complying with the legal rules and regulations in effect at the time of the application;
  - c) Payment of the registration fee set forth by UPT.

### **4. Obligation to register**

Registration is mandatory for all students admitted to one of UPT's programmes for the first time, as well as for those re-admitted after having interrupted their studies for a period of one academic year or more.

## **5. Cancellation of registration**

1. Registration is subject to administrative cancellation if any of the following situations occurs:
  - a) False statements are made regarding the conditions mentioned in Article 3 of these regulations.
  - b) The student has committed offenses that are subject to severe sanctions following a disciplinary procedure.
  - c) One academic year elapses and no enrolment is completed.
2. Registration is cancelled upon the student's request to withdraw from the programme.
3. Cancellation does not exempt the student from paying tuition fees and any additional charges they were bound to upon registration, unless they are exempted due to circumstances arising after registration that are not attributable to them.
4. To complete future registrations and obtain certificates, the payment of any outstanding tuition fees and associated additional charges, as detailed in the price list, is mandatory.

## **6. Registration procedures and deadlines**

1. Registration is conducted at the Academic Office (AO) of UPT.
2. Registration will only be considered valid if it is completed within the annual deadlines, includes all legally required documents, and the associated fee is paid.

## **Chapter 2 - ENROLMENT**

### **7. Enrolment**

1. Enrolment for the academic year is the act that allows a student to enrol in the various curricular units of their programme. The initial enrolment is done simultaneously with the registration.
2. Enrolment in curricular units is the act that allows a student to attend and be assessed in the various curricular units of the programme they are registered in.
3. Enrolment in the curricular units of the study plan the student is registered in may be annual or semester-based and requires the payment of the corresponding tuition fee, which is set annually in the price list.
4. Students are responsible for correct enrolment. At any time, not only are irregular enrolments cancelled, but also all acts performed under those enrolments.

5. The academic year enrolment of final-year students in a 1st cycle and integrated master's programme will remain valid until the special assessment period for final-year students, for completion of their Bachelor's degree (*licenciatura*).

## **8. Enrolment regime**

1. Students may enrol in a full-time or part-time regime.
2. Any student may register on a part-time basis if they explicitly indicate this at the time of enrolment at the beginning of the academic year.
3. The change from full-time to part-time, or vice versa, can only take place at the time of enrolment in the academic year.
4. It is not allowed to change to the part-time regime when the number of credits for completing the course is equal to or less than 30 ECTS.
5. A full-time student may enrol in ECTS credits up to the limit established by the Pedagogical Regulations.
6. A part-time student may enrol each semester in curricular units with a total ECTS sum that does not exceed 50% of the maximum ECTS allowed for a full-time student.

## **9. Enrolment in isolated curricular units**

1. Enrolment in isolated curricular units is allowed either for students registered in a higher education programme or for other interested parties. The Regulations for Enrolment in Isolated Curricular Units apply.
2. Enrolment can be done under a regime subject to assessment or not.
3. The curricular units in which the student enrolls in the regime subject to assessment and in which s/he obtains approval are subject to certification and crediting, according to the legislation in force, if the holder registers for a higher education cycle of studies.
4. Enrolment in isolated curricular units does not grant the right to a place in a study programme at UPT.

## **10. Enrolment in curricular units for mobility students**

1. UPT allows students from other higher education institutions, either national or foreign, to enrol in curricular units of the study programmes offered by UPT.
2. Certification is granted for the curricular units in which the student enrolls under an assessment regime and successfully completes.
3. Enrolment of foreign higher education students is conducted under the Erasmus+ programme, or other programmes that have been officially established through formal protocols.

4. The enrolment conditions for foreign higher education students under the Erasmus+ programme are those set forth in the UPT Mobility Regulations.

### **11. Professional internships**

Under the current legislation, holders of a *licenciado* or *mestre* degree from Universidade Portucalense who are undergoing a professional internship within 24 months of obtaining their degree may benefit from the rights awarded to ordinary students, provided they register with the university and pay only the school insurance fee.

### **12. Enrolment procedures and deadlines**

1. Students can enrol in the academic year and in the curricular units either at the AO or through Universidade Portucalense's Information Services (SIUPT), within the deadlines set annually for this purpose.
2. Students may also enrol outside of the aforementioned deadlines, provided they pay an additional fee, according to the price list in force.

### **13. Changing enrolment in curricular units**

1. A student is allowed to change the curricular units they enrolled in, at the AO.
2. Such changes must be carried out within 2 weeks after the beginning of teaching activities in the relevant programme.
3. Any requests to change outside of the deadlines set for this purpose will be analysed, upon request to the Academic Services Directorate and payment of the corresponding fees.

### **14. Suspension of enrolment in the academic year**

1. A student is allowed to request the suspension of their enrolment in the academic year, submitting a duly substantiated request to the Financial Directorate, via SIUPT, and subject to the fees in force.
2. The suspension is valid only up to the end of the current academic year.
3. Any student with a suspended enrolment as per the conditions above is allowed to reactivate it, through a new enrolment, subject to the conditions and price list stipulated by UPT.
4. Suspension does not exempt the student from paying tuition fees and any additional charges they were bound to upon enrolment and until the suspension request, unless they are exempted due to circumstances arising after enrolment that are not attributable to them.

## **Chapter 3 - TUITION FEES, CHARGES AND EMOLUMENTS**

### **15. Tuition Fees, Charges and Emoluments**

1. Upon registration and enrolment for the academic year in programmes at UPT, the corresponding fees are due, as per the current price list, which is approved annually for this purpose and published on the UPT's website.
2. Enrolment in the academic year requires payment of the school insurance as defined in the price list.
3. Enrolment in curricular units requires payment of a tuition fee in accordance with the current price list, approved annually for this purpose and published on the UPT's website.
4. The tuition fee may be paid in the modes set forth in the price list, and it can be settled electronically or directly at the Business Office.
5. In each semester it is compulsory to pay a minimum fee corresponding to 10 ECTS, except for the repeating final-year students in first cycle study programmes who are enrolled in less than 10 ECTS.
6. The services carried out by the academic services are subject to the payment of fees and charges as listed in the price list in force.
7. A student who does not pay their tuition fees within the deadlines set in the corresponding calendar shall have to pay a fine, in accordance with the price list in force. During this period, the student will be considered a debtor, and will be prevented from performing any pedagogical and administrative acts until the situation is resolved.
8. A fee is due for the request for credit recognition made in accordance with the current Credit Recognition Regulations, as specified in the applicable price list.
9. A fee is due for the crediting of curricular units carried out in accordance with the current Credit Recognition Regulations, calculated based on the credited ECTS, as specified in the applicable price list.
10. The crediting request and the crediting of curricular units which have been completed at UPT are exempt from payment.
11. Except in the case of service errors, no amounts already paid by the student will be refunded.

### **16. Tuition fee reduction**

1. The student may benefit from reduced tuition fees according to:
  - a) A special reduction scheme, as set forth in the price list in force, depending on whether they are:

- i. Relatives of the same household as UPT students;
  - ii. More than two siblings attending UPT;
  - iii. Staff members (faculty/staff) and their direct relatives, provided they have been linked to UPT for at least two years;
  - iv. Graduates of Universidade Portucalense and their direct relatives.
- b) A scholarship status through which UPT grants several types of scholarships, in accordance with its Scholarship Regulations, resulting in a tuition fee reduction as stipulated in the current price list.

## **Chapter 4 – SPECIAL REGIMES**

### **17. Special regimes**

1. Under special circumstances contemplated in the Pedagogical Regulations, a student may benefit from special regimes, provided they prove that the conditions necessary to request the relevant status are met.
2. Recognition of the student-worker status is dependent upon a request submitted to the Academic Services Directorate via SIUPT, along with the relevant documents specified in the following article.
3. The Academic Services Directorate is responsible for deciding on requests submitted within the defined deadlines.
4. The decision is notified to the interested party within 15 business days.

### **18. Procedures and deadlines to request the status**

1. Recognition of the student-worker status requires the submission of the following documents along with the application made through SIUPT to the Academic Services Directorate:
  - a) Declaration from the public entity, duly authenticated, and a declaration of registration with the Caixa Geral de Aposentações (civil servants pension fund), if the individual is a public servant or agent of the State or another public entity.
  - b) Declaration from the employer, with stamp and signature, accompanied by the previous year's IRS declaration and the most recent pay slip, if the student has been employed for more than a year.
  - c) Declaration from the employer, with stamp and signature, the most recent pay slip, and a declaration of registration with Social Security, if the student has been employed for less than a year.
  - d) Previous year's IRS declaration and the most recent Social Security contribution receipt if the student has been self-employed for more than a year.
  - e) Declaration of commencement of activity, in place of the IRS declaration, and a declaration of registration with Social Security or, if exempt, the presentation of



- receipts corresponding to earnings from work performed, if the student has been self-employed for less than a year.
- f) Declaration from the training entity or the organization involved in a temporary youth employment programme, indicating the relevant accreditation and the duration of the training or employment activity, for students in such conditions.
  - g) Proof of registration with an Employment Centre, for student-workers who have become unemployed.
2. The request and the documents mentioned in paragraph 1 must be submitted within a maximum of 20 business days after the enrolment.
  3. If the conditions required to obtain student-worker status are met after the deadline specified in paragraph 2, the student may still request the status for the academic year, provided that the request and documents are submitted from the date on which the conditions outlined in the Pedagogical Regulations are met.
  4. Recognition of the youth association leader status is dependent on the delivery of a copy of the minutes of their taking office, within 20 business days after taking office.
  5. Recognition of the military status is dependent on the delivery of a supporting document of the fact, upon enrolment or within 20 days of enrolment; or, only for the 2nd semester, in the 20 days preceding the start thereof.
  6. Recognition of the special educational needs status (SEN) is dependent on the delivery of a supporting document upon enrolment in the academic year. The request can be submitted at a different time if the students' special needs are only identified later on, or if they result from events occurring after the beginning of the academic year.
  7. In the case of students with permanent SEN, the above-mentioned procedure is done only once. In the case of students with temporary SEN, the above-mentioned procedure is done every six months.
  8. Recognition of the high-performance athlete status is dependent on the delivery of a supporting declaration issued by the Instituto do Desporto (Portuguese Sports Institute) upon enrolment or within 20 days thereof.
  9. Recognition of student mothers and fathers status and pregnant student status is dependent on the delivery of:
    - a) For pregnant women: a medical certificate confirming the pregnancy, including the expected due date;
    - b) For mothers and fathers: a copy of the birth certificate.

## **Chapter 5 - OTHER MATTERS**

### **19. Examination requests and miscellaneous matters**

1. Registration for exams in the resit and special periods is subject to a fee specified in the table of fees and charges in the current price list.

2. Failure to pay this type of emolument will contribute to the condition of debtor described above.
3. Registration for a written exam to improve a grade must be requested within the same deadlines established for other exams, with the payment of a fee according to the current price list
4. Following the actual improvement of the grade, the student will be reimbursed a portion of the amount paid, as specified in the current price list.
5. Requesting a copy of the test as part of a reassessment process is subject to a fee according to the current price list.
6. Requests for the appointment of exam panels and of a supervisor are exempt from fees.

## **20. Registration for exams**

1. It is compulsory to register for the exams in the resit and special assessment periods.
2. Registration for exams in the resit assessment period must be completed up to twenty-four hours before the time scheduled for the exam.
3. Registration for exams in the special assessment period must be completed at least 6 working days before the start date of the respective period.
4. Late registration is not accepted and will result in the student being barred from taking the assessment, with any improperly conducted assessment being nullified.

## **21. Diplomas and certificates**

1. The degrees of *licenciado*, *mestre* or *doutor* are conferred by a diploma issued by the AO, within a maximum of 20 business days after the request by the interested party.
2. The diploma supplement is issued together with the diploma mentioned in the previous paragraph.
3. The *carta de curso* (Academic Transcript) will be issued by the AO, within a maximum of six months after the request by the interested party.
4. The requests for diplomas, *cartas de curso* and other certificates are made via SIUPT. The issuance of diplomas, *cartas de curso*, and certificates is contingent upon the payment of outstanding tuition fees and any additional charges, as well as the emoluments specified in the current fee and emoluments table.

Mandatory elements of diplomas and *cartas de curso*

1. The diplomas and *cartas de curso* must include the following elements:
  - a) Diplomas: identification of the degree holder; number of personal identification document: Identity card/Citizen card or Passport (for foreign citizens); identification of the study cycle programme/degree, completion date, final grade, issue date, and signature(s) of the competent authority(ies).

- b) *Cartas de curso*: identification of the Rector; identification of the degree holder, number of personal identification document: Identity card/Citizen card or Passport (for foreign citizens); identification of the study cycle programme/degree, completion date, final grade, issue date, and signature(s) of the competent authority(ies).

## **22. Miscellaneous matters**

Requests, submissions, and complaints related to any other matters not previously mentioned should be addressed to the Rector or the Board of Directors, depending on whether the issue is pedagogical or financial. They must be submitted, after the corresponding payment, to the Academic Services. It is the responsibility of the requester to be aware of the decision issued.

## **23. Entry into force**

These Regulations come into force at the beginning of the 2024/2025 academic year, revoking the previous regulations approved in October 2014 (RE.SA.01.2).