

UNIVERSIDADE PORTUCALENSE INFANTE D. HENRIQUE, COOPERATIVA DE ENSINO SUPERIOR, C. R. L.

Announcement No. 187/2024

Summary: Approves the Regulations for the Recognition of Prior Learning and Credit Transfer.

Universidade Portucalense Infante D. Henrique, Cooperativa de Ensino Superior, C. R. L, the Founding Body of Universidade Portucalense Infante D. Henrique, makes public the Regulations for the Recognition of Prior Learning and Credit Transfer in force in this education institution.

8 July 2024. — The Rector of Universidade Portucalense Infante D. Henrique, Fernando Manuel dos Santos Ramos.

**Regulations for the Recognition of Prior Learning and
Credit Transfer at Universidade Portucalense Infante D.
Henrique**

Article 1

Purpose

In compliance with articles 45, 45-A, and 45-B of Decree-Law No. 74/2006 dated 16 April, in its current wording, these regulations define the rules applicable to the recognition and crediting of prior training and professional experience, with the aim of pursuing studies to obtain an academic degree or diploma awarded by Universidade Portucalense Infante D. Henrique (UPT).

Article 2

Scope

These regulations establish the rules governing the credit transfer processes that may occur within degree-granting programmes, specifically in study cycle programmes leading to the degrees of *Licenciado* (Bachelor), *Mestre* (Master), and *Doutor* (Doctor), as well as in other relevant cases.

Article 3

Definitions

For the purposes of these regulations, the following definitions shall apply:

- a) “Curricular Unit” - the teaching unit with its own educational objectives which is subject to administrative enrolment and assessment resulting in a final grade;
- b) “Crediting” - process leading to the awarding of credits;
- c) “Credit” - the unit of measurement of a student’s workload in all its forms, namely collective teaching sessions, individual tutorial sessions, internships, projects, fieldwork, study, and assessment, in accordance with applicable legislation.

Article 4

Crediting

1 — With the aim of pursuing studies to obtain an academic degree or diploma, UPT:

- a) Can credit training completed within the framework of other degree-granting higher education programmes at national or foreign institutions, whether obtained under the organization of the Bologna Process or prior to it;

b) Can credit training completed within the framework of higher professional technical courses up to a limit of 50% of the total credits in the study cycle programme;

c) Credits the curricular units successfully completed under the terms of article 46-A of Decree-Law No. 74/2006 of 24 March, in its current wording, up to a limit of 50% of the total credits in the study cycle programme;

d) Can credit training completed within non-degree granting programmes offered in national or foreign higher education institutions up to a limit of 50% of the total credits in the study cycle programme;

e) Can credit training completed within the framework of technological specialization courses up to a limit of a third of the total credits in the study cycle programme;

f) Can credit other training not covered in the previous sub-paragraphs up to a limit of a third of the total credits in the study cycle programme;

g) Can credit professional experience up to a limit of 50% of the total credits in higher professional technical courses, in cases where the student has more than five years of verifiable professional experience;

h) Can credit verifiable professional experience up to limit of one-third of the total credits in the study cycle programme, without prejudice to the provisions of the previous sub-paragraph.

2 — The total credits awarded under sub-paragraphs d) to h) of the previous paragraph cannot exceed two-thirds of the total credits in the study cycle programme.

3 — The following credit transfers shall be invalid:

a) Those made under sub-paragraphs a) and d) when the foreign institutions where the training was provided are not recognized by the competent authorities of their respective state as part of its higher education system, as established by Article I.1 of the Convention on the Recognition of Qualifications Concerning Higher Education in the European Region, approved, for ratification, by Resolution of the Assembly of the Republic No. 25/2000, of March 30;

b) Those exceeding the limits set in paragraphs 1 and 2.

4 — The award of credits under sub-paragraphs g) and h) of paragraph 1 may be totally or partially conditional on the completion of specific knowledge assessment procedures.

5 — Parts of curricular units cannot be credited. 6 — The

following cannot be credited:

a) Education given in degree or non-degree granting programmes whose operation has not been authorised under the terms of the law;

b) Education obtained in study cycle programmes of a lower cycle than the one in which the student is enrolling, from the 1st cycle to the 2nd cycle, and from the 2nd cycle to the 3rd cycle of studies, except in the case of education completed before the Bologna process, for programmes within the same educational area, in relation to the transition from the 1st cycle to the 2nd cycle of studies;

c) For the purposes of applying paragraph 1 of Article 4 of these Regulations, any education that has been acquired as a result of another prior equivalence or crediting process.

d) The curricular units included in degree-granting programmes that correspond to dissertation, thesis, project work, or internship report, and which are subject to public appraisal and discussion;

e) Education given in degree or non-degree granting programmes outside the place and premises to which the accreditation and/or record relates;

7 — In cases of re-entry and change of institution/programme pair, crediting procedures must comply with the provisions of Ordinance No. 181-D/2015, of 19 June;

8 — Education undertaken as part of the mobility programmes provided for in article 44 of Decree-Law No. 74/2006, of 24 March, in its current wording, will be credited in accordance with the Mobility Regulations in force at UPT.

Article 5

Specific crediting principles

The crediting process must guarantee compliance with the following principles:

1 — The crediting panel may create a crediting table, which must be applied in certain cases. The Scientific Council must approve this table. In such cases, crediting requests do not need to be submitted to the Scientific Council for consideration.

2 — Re-entry cases that do not involve requests for recognition or crediting of competences beyond those acquired in the previously attended programme do not require consideration by the Scientific Council.

3 — The Department Directorate may designate curricular units for which recognition and crediting of academic competences are not allowed. These units must be listed in the programme's Regulations, following approval by the Scientific Council.

Article 6

Deadlines

1 — The request for recognition and crediting of competences can be submitted during the application process or, for registered students, at the moment of enrolment or within 30 days afterward.

2 — If the application for recognition and crediting of competences is submitted after the deadline mentioned in the previous sub-paragraph, a late fee will be charged according to the UPT fee schedule.

Article 7

Submission of the request

1 — The application can be submitted at the Admissions Office or through the University's online system using the designated form. The request for recognition and crediting is subject to the fees outlined in the UPT Administrative Regulations.

2 — The application must be accompanied by an individual file with the authentic or notarised documents certifying the competences to be credited. The documents stated below must be included.

a) For competences acquired in an academic context:

i) A certificate or proof confirming the following information for each educational training for which crediting is requested:

Designation of the educational programme;

Successful completion and final grade obtained, if applicable; ECTS credits (if applicable);

ii) Curricular units syllabi and their respective credit hours;

iii) Curriculum plan to which the training belongs, for the academic year in which it was completed, indicating the names of all other trainings and the original educational institution;

iv) For degree-granting courses — a copy of the respective syllabus published in the Official Gazette (*Diário da República*), for programmes at national higher education institutions, or the syllabus issued by the respective education institution, for training obtained at foreign higher education institutions, duly certified by the competent authorities.

b) For competences acquired in a professional context:

i) A statement or certificate issued by the employer verifying the following information for each professional experience for which crediting is requested:

Formal designation of the functions performed (if applicable);

Location where they were performed;

Duration in months/years;

Weekly schedule or number of hours per week; Brief

description of the functions performed.

ii) Portfolio, along with supporting evidence, which includes:

Copies of work, projects, or other documentation that verify or evaluate the competences acquired;

Any reference letters;

Evaluation results of performance in the functions (if applicable);

A concise and objective statement indicating and justifying the relevant information for crediting purposes.

3 — If necessary, a maximum deadline of 30 days may be granted for the submission of documentation.

4 — Training completed at UPT, as part of other study cycles or non-degree programmes, does not require the submission of certified documentation, as the competent office should verify this information with the Academic Office.

5 — The recognition and crediting of curricular units successfully completed at UPT, under the terms of Article 4, paragraph 1, sub-paragraph c), do not require the presentation of certified documentation. Credit is automatically granted when the student enters the study cycle programme to which the curricular units belong.

Article 8

Recognition and crediting of professional experience

1 — In the process of recognizing professional experience, the overall allocation of credits (ECTS) must result from an assessment that considers the candidate's knowledge, its level and relevance to the scientific areas of the study cycle programme, its currentness, and the competences demonstrated.

2 — The award of credits for professional experience may be fully or partially contingent upon the completion of other assessment methods and procedures, namely:

a) Portfolio assessment that evidences or demonstrates the mastery of knowledge and competences eligible for crediting;

b) Assessment through an interview, with a brief written summary of the candidate's performance to be recorded;

c) Assessment by written test.

3 — Regardless of the assessment methods used, the following principles must be considered:

a) Relevance of professional experience to the learning objectives and competences to be acquired in the study cycle programme for which the candidate is applying;

b) Sufficiency, in terms of breadth and depth, including fundamental knowledge and the demonstration of critical reflection capacity;

c) Currency of the demonstrated knowledge.

4 — The maximum number of credits to be awarded must adhere to the values specified in Article 4, paragraph 1, sub-paragraph h) of these Regulations.

Article 9

Evaluation of requests

1 — According to Article 22, sub-paragraph o) of the Bylaws of Universidade Portucalense, it is the responsibility of the Scientific Council to decide on recognition and crediting requests.

2 — The recognition and crediting panel for each scientific area is appointed annually by the Technical-Scientific Committee of the corresponding Department and approved by the Scientific Council. The panel must include the Director of the Department.

3 — The recognition and crediting panel of the respective scientific area in which the request is submitted is responsible for providing an opinion on recognition and crediting requests.

4 — The evaluation result is described and justified in a specific template.

Article 10

Processing of the request

1 — The processes related to the request for recognition and crediting of competences are submitted in accordance with Article 7 of these Regulations.

2 — After receiving the request, the competent office will forward the process to the respective Department Directorate within 3 working days, starting from the date the application is received.

3 — The analysis and decision on the request should not exceed 30 working days from the date of its receipt.

4 — After the Scientific Council's decision, the Department Directorate returns the process to the competent office, which will notify the student electronically within 3 working days from the date the process is received.

5 — Crediting requests decided in the July meeting of the Scientific Council, related to students who will attend a study cycle programme in the following academic year, will have the crediting date set as September 1st of that year, following the effective decision.

6 — If the crediting panel summarily rejects the proposal, the validation of the crediting process is always the responsibility of the Scientific Council.

7 — The student has 7 working days, after receiving the notification, to review the decision and confirm their interest in crediting or choose to complete the Curricular Unit.

8 — The student has the right to modify their enrolment within 7 working days immediately following the formal acknowledgment of the decision.

9 — In the absence of a refusal, upon expiration of the period defined in paragraph 7 for acknowledgment, the crediting decision will be applied.

Article 11

Reassessment

1 — If the student disagrees with the decision on the crediting request, they have 7 working days from the date of notification to submit an appeal, the decision of which is the responsibility of the Scientific Council.

2 — In the case of an appeal to the Scientific Council, as provided in the previous paragraph, the Council has a period of 30 working days to decide and communicate the decision to the applicant through the competent office.

Article 12

Criteria for calculating the final grade

1 — In accordance with the applicable legislation, higher education obtained from national and foreign higher education institutions, when subject to recognition and crediting, retains the grades awarded by the higher education institutions where it was completed, through the respective grading, as outlined in the following paragraphs.

2 — Curricular units completed at Portuguese higher education institutions which are subject to recognition and crediting are awarded the grade obtained at the institutions of origin.

3 — Curricular units completed at foreign higher education institutions shall comply with the following crediting criteria:

a) When the foreign higher education institution follows the Portuguese grading scale, the grade obtained at that institution will be considered;

b) When the foreign higher education institution uses a grading scale different from the Portuguese one, the grade resulting from the proportional conversion to the Portuguese scale is considered to have been obtained.

4 — If the recognition and crediting stems from credits granted for years of professional experience or other training without evaluation, no grade shall be given and, in this case, it will not be considered for the purposes of the final grade of the study programme.

5 — In the scenario provided for in the previous paragraph, the credits granted will be recorded on the respective diploma as a Curricular Unit obtained by crediting of professional experience within the scope of the Recognition and Crediting of Competences.

6 — The crediting referred to in Article 4, paragraph 1, sub-paragraphs f) to h) of these Regulations does not award a grade to the corresponding curricular units, with the student being considered exempt.

7 — In cases where more than one curricular unit or training is considered for the purpose of crediting a single curricular unit, the assigned grade is the weighted average of the grades obtained at the originating institution.

8 — Curricular units that do not have a grade assigned by the originating educational institution will remain ungraded.

9 — Grades awarded as a result of the recognition and crediting process are not subject to grade improvement.

Article 13

Uncertainties and omissions

The following shall apply to cases not covered by these Regulations:

- a) Current legislation;
- b) Clarifications and decisions from the Rector.

Article 14

Revocation clause

These regulations revoke the Skills Recognition and Crediting Regulation published by Announcement No. 189/2019 of 8 November.

Article 15

Entry into force

These Regulations come into immediate effect and fully revoke the previous regulations, which had been published in the 2nd series of the Official Gazette (*Diário da República*) by Announcement No. 189/2019 of 8 November 2019.

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