

## ORDER

Considering the need to review and approve internal regulations on the application at the Instituto Politécnico de Tomar of the provisions of Decree-Law No. 36/2014, of 10 March, in its current wording, in order to adapt them to the changes introduced in the meantime by Decree-Law No. 62/2018 of 6 August;

Considering that, under sub-paragraph (o) of article 92 of Law no.62/2007 dated 10 September and sub-paragraph (n) of paragraph (1) of article 43 of IPT's Statutes and Ordinances approved by Regulatory Order No.17/2009 of 30 April, it is the IPT President's responsibility to approve the regulations set forth in the law and the statutes;

On consultation with the Scientific and Pedagogical councils of the Schools attached to the Instituto Politécnico de Tomar;

Under the provisions in article 14 of Law No.36/2014 of 10 March and the above-mentioned legal and statutory rules,

I hereby order the following:

1. The Regulations for the Implementation of the Legal Scheme for International Students in the Instituto Politécnico de Tomar (IPT) set forth in article 14 of Decree-Law no.36/2014 of 10 March, in its current wording, attached to this document, shall be approved;
2. For all legal purposes, the text referred to in the previous paragraph shall be an integral part of the present document;
3. The Regulation now approved fully replaces the previous regulation on the same matter, attached to Order No. 10268/2014, published in the Official Gazette, 2nd series, No. 152, of 8 August 2014;

4. The present regulations shall take effect on the day after its date of publication.

Tomar, 07 April 2022.

President of the Instituto Politécnico de Tomar



João Paulo Pereira de Freitas Coroado.

## **ANNEX**

### **REGULATIONS FOR THE APPLICATION OF THE LEGAL REGIME FOR RECRUITING INTERNATIONAL STUDENTS TO THE INSTITUTO POLITÉCNICO DE TOMAR**

#### **CHAPTER 1**

##### **General Provisions**

##### **Article 1**

##### **Purpose and scope**

1 - The present regulations establish, within the Instituto Politécnico de Tomar (IPT) and its Schools, the application of the regulatory scheme for recruiting international students set out in Decree-Law no.36/2014 of 10 March for the purpose of entering in *licenciatura* degree programmes (Bologna first-cycle degrees).

2- For the purposes set forth in the previous paragraph, by "international student" is meant every student whose nationality is not Portuguese, except if he/she:

- a) Is a citizen of a EU member state;
- b) Is a family member of a Portuguese national or a national of a Member State of the European Union, regardless of his/her nationality;
- c) Not being a national of a member state of the European Union and not covered by the previous paragraph, has been legally residing in Portugal for more than two years, uninterruptedly, on 1st January of

the year in which he/she intends to enter the IPT, as well as his/her children who are legally residing with him/her;

- d) On January 1st of the year in which he/she intends to enter higher education, he/she is beneficiary of a status of equality of rights and duties granted under an international treaty signed between the Portuguese State and the State of which he/she is national;
- e) Applies for entry via the special admission schemes regulated by Decree-Law no.3934/99 of 2 October as amended by Decree-Law no.272/2009 of October 1.

3 - The provisions in the previous paragraph also do not apply to foreign students who are attending courses at the IPT under the framework of an international mobility programme in order to carry out part of their degree studies started at a foreign higher education institution with which IPT has established an agreement for that purpose.

4 - The time of residence with a study permit does not count for the purposes of paragraph 2(c).

5 - Students entering Portuguese higher education under Decree Law no. 36/2014, of 10 March, in its current wording, maintain their international student status until the end of the study cycle in which they are enrolled or transferring to, regardless of the initial enrolment and registration having occurred at the IPT or another Portuguese higher education institution and even if, during the study cycle, they are granted equal rights and duties status under an international treaty between the Portuguese State and the State of which they are nationals.

6 - The provisions of the previous paragraph shall not apply to international students who acquire the nationality of a member State of the European Union.

7 - The termination of the application of the international student status as a result of the provisions of the previous paragraph shall take effect in the academic year following the date of acquisition of nationality.

8 - For the purposes of the provisions of 2 b), family members are those considered as such under the terms of Law no. 37/2006, of 9 August, in its current wording.

The admission into higher education institutions by those who are covered by paragraphs 2(a) to (d) is carried out under the same terms as students with Portuguese nationality.

## **CHAPTER II**

### **Admission and Entry Requirements**

#### **Article 2**

##### **Special Admissions Scheme for International Students**

Admission of international students to first-cycle degree programmes (*licenciatura*) offered by IPT shall be undertaken solely through the special admissions scheme regulated by Decree-law no. 36/2014 of 10 March and the present regulations.

#### **Article 3**

##### **Application Requirements**

1 - The following applicants are eligible to apply to first-cycle degree programmes (*licenciatura*) offered by IPT:

- a) Holders of a qualification which, in the country where it was obtained, entitles them to apply and enter higher education in that country;

b) Holders of a Portuguese Secondary School Diploma or legally equivalent qualification;

2 - Validation of the qualification holder status referred to in 1(a) shall be performed by the competent authority of the country awarding the qualification.

3 - The equivalence mentioned in 1(b) is defined by Decree no.224/2006 dated 8 March and Decree no.699/2006 dated 12 July approving the comparative tables between the Portuguese education system and other education systems as well as the conversion tables of the corresponding classification systems of various countries, under the terms of article 5(a) of Decree-Law no. 227/2005 of 28 December.

#### **Article 4**

##### **Entry Requirements**

1 - In order to be admitted to a degree programme through the special admissions scheme for international students, applicants must meet all the following requirements:

- a) Have academic qualifications in the same areas of knowledge required for the candidates of the national admissions scheme, when applicable, have academic qualifications in the areas of knowledge required for the course of study they are applying for under the terms referred to in annex I and under the terms of article 5;
- b) Have the level of Portuguese language proficiency required to attend the programme in question or undertake to reach it in accordance with the provisions of article 6.

2- Compliance with the conditions set out in the previous paragraph shall be verified under the terms defined in subsequent articles.

## Article 5

### Verification of Academic Qualifications

- 1 - Applicants must demonstrate a command of the subjects in the tests specified for the national admissions scheme or, where applicable, in Annex I.
- 2 - Where applicants hold a Portuguese secondary education diploma or have taken the entrance examinations for holders of Portuguese secondary education, the classifications of the entrance examinations shall be used according to the same weightings specified for the applicants of the national admissions scheme.
- 3 - Where applicants hold a course from a foreign education system referred to in annex I, the grades in the respective examinations shall be considered after conversion to the scale from 0 to 200, if applicable, and the weightings set out in that annex. Conversion to the 0-200 scale shall comply with the following formula:

$$Y = 200 \times (X - X_{\min}) / (X_{\max} - X_{\min})$$

Where:

Y= applicant's grades on the 0-200 scale (Portuguese scale)

X = the applicant's home country

grade Xmin = the lowest home country

grade Xmax = the highest home  
country grade

- 4 - Where applicants hold foreign qualifications equivalent to the Portuguese secondary school diploma as provided in article 3(2) entrance examinations set out in paragraph 2 may be replaced by final examinations of units/modules of those qualifications under the

specified terms and according to the provisions in article 20-A of Decree-law no.296-A/98 dated 25 September, in its current wording, defining the general HE access scheme and according to any decree which might be approved in the future for any academic year by the National Committee for Access to Higher Education (CNAES).

- 5 - In all other situations, applicants must sit for Portuguese nationwide entrance examinations as an individual applicant or take the equivalent examinations organised by IPT for the programme they are applying for; the grade to be used being calculated according to the weighting described in paragraph 2.
- 6 - The Portuguese entrance examinations mentioned in the previous paragraph shall be held in Portugal or in a Portuguese school abroad and applicants must comply with the application terms and legal deadlines disclosed by the Portuguese Directorate-General for Higher Education (DGES).
- 7 - The process for holding tests equivalent to Portuguese entrance examinations at the IPT, referred to in paragraph 5 of the present article, shall be defined by order of the IPT President; with the time schedule and respective conditions being disclosed under the terms of article 7(5).
- 8 - The completion of tests equivalent to the Portuguese entrance examinations referred to in paragraph 5 of the present article implies the payment of an autonomous fee as provided by the Table of Emoluments of the IPT.
- 9 - Grades from entrance examinations or equivalents to be considered in applications are those obtained in the calendar year or the three calendar years prior to application.
- 10 - Whenever expressed in another scale, the application grades are converted to the 0-200 scale according to the general regulations on grade conversion.



- 11 - The minimum application grade for each course of study is 100 and the minimum average for each entrance examination or equivalent examination is 95 after conversion to the 0-200 scale, if applicable.
- 12 - The annex referred to in the preceding paragraphs shall be approved and revised, when necessary, by order of the IPT President after approval by the Scientific-Technical Councils of the Instituto Politécnico de Tomar and disclosed in the IPT's website until 3 months before the date of the beginning of the submission of applications to the special entrance examination for international students.

## **Article 6**

### **Language Proficiency Requirement**

- 1 - Attendance of any bachelor's degree programme offered by IPT requires a command of the Portuguese language as an independent user (level B2 according to the Common European Framework of Reference for Languages).
- 2 - International applicants who do not have a command of the Portuguese language as provided for in the previous paragraph may apply under the special admissions scheme for international students, provided that they commit themselves to attend an annual Portuguese language course under the terms of paragraph 4 of the present article.
- 3 - Students who have attended secondary education in Portuguese are exempt from the previous provisions.
- 4 - International students who have not attended secondary education in Portuguese and who do not prove to have a DIPLE (Intermediate Diploma of Portuguese as a Foreign Language, level B2), or a B2 certificate issued by a Portuguese educational institution qualified to issue it, must undertake to attend an annual Portuguese language course in order to obtain that certificate:

- a) The language course and the degree programme the student applied for may be attended simultaneously;
- b) At the end of that 1st year, the student is obliged to communicate to the academic management services whether or not he/she has reached the level B2.

5 - While the desired level has not been reached, the student is obliged to re-enrol in the Portuguese course until he/she reaches this level.

6 - Attendance of the B2 level course may be compulsory for students who have completed secondary education in Portuguese whenever the level of use and knowledge of the Portuguese language is considered to be lower:

- a) Recommendation on the attendance to this course should be made by the degree programme coordinator, even though that need may have been detected by another lecturer;
- b) The student can request an assessment prior to enrolling in the course, but will not be required to do so if he/she reaches level B2;
- c) The assessment referred to in the previous subparagraph is subject to an emoluments fee.

### **CHAPTER III**

#### **Applications**

##### **Article 7**

##### **Available Places and Deadlines**

1 - The number of places available for each study programme are established on a yearly basis by the IPT President before the application date, after consultation with the School Directors.

2 - When establishing the number of places available the following should be taken into account:

- a) The number of places set out in the accreditation process of the course of study;
- b) The human and material resources allocated to the School responsible for the degree programme in question;
- c) The number of places established for the general admissions scheme and for the special schemes;
- d) The limits previously established by order of the member of government responsible for the area of higher education;
- e) The general guidelines that are previously established by the Government member responsible for the area of higher education.

3 - The places referred to in paragraph 1 shall be communicated to the DGES on an annual basis with duly substantiated grounds.

4 - The special admission scheme for international students runs according to a time schedule determined annually by the IPT President as follows:

1. The above-mentioned schedule is advertised on the IPT's website;
2. There may be more than one round of applications.

5 - The IPT President also establishes, on an annual basis, the schedule for holding the examinations equivalent to the Portuguese entrance examinations referred to in article 5(5) which shall be compatible with the deadlines for the special entrance examinations for international students.

## **Article 8**

### **Application for enrolment and registration**

- 1 - Students apply using an appropriate form, which may be submitted in paper format or via an online platform available at the IPT's website, indicating the school and degree programme they intend to register or enrol.
- 2 - The request, if on paper, shall be presented at the place or places established for that purpose at the time of the opening of the call for applications, by the student, by a proxy or by a person who demonstrates to exercise the paternal or tutelary power, if the student is a minor.
- 3 - The requests may also be presented through organisations with competencies in matters of international external relations in the countries of which the students are nationals, as long as this possibility and the way in which it will be processed is previously agreed between the Instituto Politécnico de Tomar and those organisations.
- 4 - The application is subject to the payment of a fee as per the IPT's fee schedule.

## **Article 9**

### **Application documentation**

- 1- The application must be accompanied by the following documents:
  - a) Copy of the civil identification document issued by the authorities of the country of origin;
  - b) Declaration signed by the candidate under oath, stating that he/she does not hold Portuguese nationality and that he/she is not under any of the conditions listed in the subparagraphs of article 1(2);

- c) Document proving completion of the Portuguese secondary education or equivalent, if applicable;
- d) If the academic qualification presented is not the one referred to in Annex I, a document proving that it offers, in the country where it was obtained, access to higher education, duly validated by the competent authority of that country, in accordance with article 3(2);
- e) Documentary evidence of the grade obtained:
  - i. In the Portuguese secondary education final examinations equivalent to the examinations for holders of a Portuguese secondary education diploma or for holders of a foreign secondary education diploma who took those examinations as individual applicants;
  - ii. In the national examination for applicants to higher education in the situations stated in article 5(3);
  - iii. In the final examinations of the subjects of a course from a foreign education system legally equivalent to Portuguese secondary education that, in the situations provided for under article 5(4), may replace the entrance examinations;
  - iv. Where applicants are unable to provide the document mentioned in the previous sub-paragraph they shall provide a statement signed under oath of the grades obtained and the necessary documentary evidence until the end of the third month immediately following registration and enrolment;
- f) DIPLE Diploma (Intermediate Diploma of Portuguese as a Foreign Language), or B2 certificate issued by a Portuguese educational institution qualified to issue it, or a statement signed under oath that they will attend an annual Portuguese language course in order to obtain a B2 certificate issued by a Portuguese educational institution qualified to issue it;
- g) Power of Attorney, where the application request is submitted by a representative;



h) Receipt proving the payment of the emoluments fee as provided for in Article 8(4).

2 - The documents referred to in paragraphs b) to g) of the preceding paragraph shall be translated whenever they are not issued in Portuguese, English, French or Spanish, and stamped by the consular service or presented with the Hague Apostille affixed by the competent authority of the state where the document originated.

3 - In the case of applications submitted on paper, the documents referred to in the previous paragraphs must be submitted together with the application form.

4 - In the case of applications submitted by request on the online platform made available on the IPT's website, documents referred to in the previous number should be sent within 5 working days after submission of the application by registered mail with acknowledgement of receipt to the following mail address:

Balcão Único - SPOC-Students Point of Contact

Estrada da Serra, Quinta do Contador

2300-313 Tomar

Portugal

## **Article 10**

### **Assessment and Sorting of Applications**

Assessment and sorting of applications is the responsibility of an Assessment and Selection Committee composed by at least three members among tenured professors, managers or senior technicians of the IPT, one of whom will preside with casting vote and appointed by the IPT President for that purpose.

**Article 11****Sorting Criteria**

- 1 - Applicants are sorted in descending order of final grade.
- 2 - The final score corresponds to the sum of the grades obtained in the tests taken, multiplied by the respective weight, as set out for the applicants to the national admissions scheme to higher education, when applicable, or indicated in annex I.
- 3 - Considering that there are several scales, all grades must be expressed in the 0-200 scale.
- 4 - Where two or more applicants in a tie are vying for the last place, additional places will be created.

**Article 12****Rejection**

1 - Applications that are in one of the following situations will be rejected:

- a) Are not accompanied by the mandatory documentation necessary for the complete instruction of the process;
- b) Do not satisfy the provisions of Decree-Law No. 36/2014, of 10 March, as amended, and of this regulation;
- c) The payment of the emoluments provided for in Article 8(4) is not made;

When the reason for rejection is exclusively that of subparagraph c) of the previous paragraph and provided that the other requirements for admission are complied with, the application may not be rejected immediately and may be admitted conditionally, until the end of the term for exercise of the prior hearing provided for in the following number, and shall be admitted definitely if the payment of the due emoluments is proven until the end of the prior hearing.

The decision to reject is always justified and is subject to a prior hearing under the provisions of the Code of Administrative Procedure.

**Article 13****Exclusion of Applicants**

- 1 - International students who make false statements or are found to have submitted documents in a fraudulent manner will be excluded from the process at any time.
- 2 - The IPT President is responsible for decisions concerning exclusion from the process which shall be grounded and subject to prior consultation with interested parties.



## **Article 14**

### **Dissemination of results**

- 1 - The final results are made available through a list published in the IPT's portal.
- 2 - The mention of rejection of the application or of non-placement due to a shortage of places must be accompanied by a reference to the respective reasoning.
- 3 - International students may appeal against an admission decision to the Assessment and Selection Committee within the deadline specified in the time schedule set out for the procedure.

## **Article 15**

### **Registration and enrolment**

- 1 - Placed international students must register and enrol within the deadline.
- 2 - Only after enrolment and registration will the IPT will issue a document certifying them aimed at obtaining the legal documentation concerning the international student's entry and stay in Portugal.
- 3 - After registration and enrolment, the international student has three calendar months to present the original official documents he or she presented in the application, whenever they raise doubts and are requested.
- 4 - Should the content of the documents referred to in the previous paragraph differ from the documents submitted in the application, the IPT reserves the right to re-examine the corresponding application and reject it, under the terms of article 13, if the applicant does not meet the requirements specified in relevant regulations.
- 5 - Failure to submit the original documents and to make proof of self-declared facts upon application, failure to meet the pre-requisites, if any, and the special requisites subject to scrutiny in local application procedures shall result in the cancellation of registration and enrolment.

- 6 - If a student does not enrol within the deadline, the following student in the list shall take his/her place in compliance with the selection criteria until the vacancy is filled or until all applicants to the course in question are exhausted.

### **Article 16**

#### **Tuition Fee**

- 1 - The fees and other charges due by international students shall be set in accordance with the law by the legally and statutorily competent bodies.
- 2 - The enrolment and registration shall only be certified after payment of the tuition fee due under the terms of the preceding paragraph.
- 3 - In case of withdrawal from the studies or cancellation of enrolment and registration, all or part of the tuition fees already paid by the international student will not be refunded.

## **CHAPTER IV**

### **Miscellaneous Provisions**

#### **Article 17**

##### **Applicable regime**

With the exception of the legal regime applicable to international students and the present regulations, international students admitted in IPT shall be subject to the same rules applicable to IPT resident students, including in matters concerning the accreditation of prior academic or experiential learning.

#### **Article 18**

Re-entry and change of institution/course pair

The diploma that regulates the international student statute and the provisions of the present regulation, in particular article 16, shall apply to the international students

admitted through the re-entry and change of institution/course pair regimes referred to in the regulation of the re-entry and change of institution/course pair regimes in higher education, approved by Order No. 181D/ 2015 of 19 June in its current wording.

## **CHAPTER V**

### **Final and Transitory Provisions**

#### **Article 19**

##### **Information**

The IPT shall provide the Directorate-General for Higher Education, within the stipulated time limits, with information concerning students admitted and enrolled under the framework of the special admission scheme for international students.

#### **Article 20**

##### **Doubts and Omissions**

Any doubts and omissions arising from the application of the present regulations shall be resolved by order of the IPT President after consultation with the Assessment and Selection Committee in matters related to the exercise of its competences.

#### **Article 21**

##### **Final Provisions**

- 1 - The inclusion, by means of new annexes, of others from foreign education systems, for the same purposes for which Annex I is considered, may be, at any time, required by order of the IPT President.
- 2 - Unless otherwise provided in these regulations, all other IPT regulations shall apply.

**Article 22**

**Entry into force**

This regulation shall enter into force on the day following its publication in the Official Gazette.

**ANNEX 1****ENTRANCE EXAMINATIONS OBTAINED IN THE BRAZILIAN EDUCATION SYSTEM,  
RESPECTIVE WEIGHTING AND PREREQUISITES****ENEM - National High School Exam (Exame Nacional de Ensino Médio)**

Undergraduate programmes ( <i>licenciatura</i> )	School	Entrance examinations and respective weighting	Minimum level of knowledge of Portuguese
Conservation and Restoration	ESTT	<ul style="list-style-type: none"> <li>• Writing: 10%</li> <li>• Human Sciences and related Technologies: 40%</li> <li>• Natural Sciences and related Technologies: 40%</li> <li>• Languages, Codes and related Technologies: 10%</li> </ul>	<b>B2</b>
Design and Graphic Arts Technology	ESTT	<ul style="list-style-type: none"> <li>• Writing: 10%</li> <li>• Human Sciences and related Technologies: 10%</li> <li>• Natural Sciences and related Technologies: 10%</li> <li>• Languages, Codes and related Technologies: 10%</li> <li>• Mathematics and related Technologies:</li> </ul>	<b>B2</b>

Building and Construction Management	ESTT	<ul style="list-style-type: none"> <li>• Writing: 5%</li> <li>• Natural Sciences and related Technologies: 45%</li> <li>• Languages, Codes and related Technologies: 5%</li> <li>• Mathematics and related Technologies:</li> </ul>	B2
Electrotechnical and Computer Engineering	ESTT	<ul style="list-style-type: none"> <li>• Writing: 5%</li> <li>• Natural Sciences and related Technologies: 45%</li> <li>• Languages, Codes and related Technologies: 5%</li> <li>• Mathematics and related Technologies:45%</li> </ul>	B2
Computer Engineering	ESTT	<ul style="list-style-type: none"> <li>• Writing: 5%</li> <li>• Natural Sciences and related Technologies: 45%</li> <li>• Languages, Codes and related Technologies: 5%</li> <li>• Mathematics and related Technologies: 45%</li> </ul>	B2
Chemical Technology	ESTT	<ul style="list-style-type: none"> <li>• Writing: 5%</li> <li>• Natural Sciences and related Technologies: 45%</li> <li>• Languages, Codes and related Technologies: 5%</li> <li>• Mathematics and related Technologies: 45%</li> </ul>	B2
Photography	ESTT	<ul style="list-style-type: none"> <li>• Writing: 10%</li> <li>• Human Sciences and related Technologies: 40%</li> <li>• Natural Sciences and related Technologies: 40%</li> </ul>	B2

		<ul style="list-style-type: none"> <li>• Languages, Codes and related Technologies 10%</li> </ul>	
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Accounting	ESGT	<ul style="list-style-type: none"> <li>• Writing: 20%</li> <li>• Human Sciences and related Technologies: 50%</li> <li>• Mathematics and related Technologies: 30%</li> </ul>	B2
Business Administration	ESGT	<ul style="list-style-type: none"> <li>• Writing: 20%</li> <li>• Human Sciences and related Technologies: 50%</li> <li>• Mathematics and related Technologies: 30%</li> </ul>	B2
Human Resources Management and Organisational Behaviour	ESGT	<ul style="list-style-type: none"> <li>• Writing: 20%</li> <li>• Human Sciences and related Technologies: 60%</li> <li>• Mathematics and related Technologies: 20%</li> </ul>	B2
Tourism and Cultural Heritage Management	ESGT	<ul style="list-style-type: none"> <li>• Writing: 50%</li> <li>• Human Sciences and related Technologies: 50%</li> </ul>	B2
Media Studies	ESTA	<ul style="list-style-type: none"> <li>• Writing: 40%</li> <li>• Human Sciences and related Technologies: 30%</li> <li>• Languages, Codes and related Technologies: 30%</li> </ul>	B2

Mechanical Engineering	ESTA	<ul style="list-style-type: none"> <li>• Writing: 5%</li> <li>• Natural Sciences and related Technologies: 45%</li> <li>• Languages, Codes and related Technologies: 5%</li> <li>• Mathematics and related Technologies:</li> </ul>	B2
Informatics and Multimedia Technology	ESTA	<ul style="list-style-type: none"> <li>• Writing: 10%</li> <li>• Human Sciences and related Technologies: 40%</li> <li>• Mathematics and related Technologies: 50%</li> </ul>	B2
Documentary Film Studies	ESTA	<ul style="list-style-type: none"> <li>• Writing: 10%</li> <li>• Human Sciences and related Technologies: 40%</li> <li>• Languages, Codes and related Technologies: 50%</li> </ul>	B2

The scientific areas (course components) assessed in ENEM are:

- Languages, codes and their technologies which covers Portuguese Language (Grammar and Text Interpretation), Modern Foreign Language, Literature, Arts, Physical Education and Information Technology;
- Writing
- Mathematics and related Technologies;
- Natural Sciences and related technologies including Chemistry, Physics and Biology;
- Human Sciences and related technologies including Geography, History, Philosophy, Sociology and general knowledge.