

PUBLIC NOTICE

SPECIAL CALL FOR APPLICATIONS FOR INTERNATIONAL STUDENTS TO SECOND-CYCLE DEGREES (MESTRADOS) AT THE INSTITUTO POLITÉCNICO DE TOMAR

Academic year 2024/2025

The Vice-President of the Polytechnic of Tomar (IPTomar), Natércia Santos, hereby announces that under the terms of the IPT Regulations for the second-cycle degrees (mestrados) approved by Order of the President of IPTomar on 18 June 2019:

1. A special call for applications from international students is now open for admission to the second-cycle degrees (mestrados) offered at the IPT in the academic year 2024/2025 in accordance with the conditions set out in this notice.
2. Applications are made online via the application platform and are governed by the Regulations for second-cycle degrees at the Polytechnic of Tomar.

Tomar, 10 April 2024

IPT Vice-President

Natércia Santos Digitally signed
by Natércia Santos

Natércia Santos

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SPECIAL CALL FOR APPLICATIONS FOR INTERNATIONAL STUDENTS TO SECOND-CYCLE DEGREES (MESTRADOS) AT THE INSTITUTO POLITÉCNICO DE TOMAR

Academic year 2024/2025

1. CONCEPTS

- 1.1. This special call applies to students who fall within the scope of the International Student Statute approved by Decree-Law 36/2014, of 10 March, in its current wording;
- 1.2. An international student is a student who is not a Portuguese citizen, with the following exceptions:
 - a) Nationals of a Member State of the European Union;
 - b) Family members¹ of Portuguese nationals or of nationals of a Member State of the European Union, irrespective of their nationality;
 - c) Individuals who are not nationals of a Member State of the European Union and who are not covered by the previous paragraph, but who have been legally resident in Portugal for more than two consecutive years on 1 January 2024 as well as their children who are legally resident with them;
 - d) Individuals who, on 1 January 2024, benefit from the status of equal rights and obligations granted by an international treaty between Portugal and their country;
 - e) Individuals who apply for entry into higher education through the special application calls regulated by Decree-Law 393-A/99 dated 2 October as amended by Decree-Law 272/2009 dated 1 October.
- 1.3. Foreign students who are attending a Portuguese higher education institution as part of an international mobility programme are not considered international students;
- 1.4. For the purposes of 1.2(c), the period of residence with a residence permit for study purposes shall not be counted;

For this purpose, and in accordance with the provisions of Law 37/2006 of 9 August, published in Diário da República, 1ª Série, No. 153 of 9 August, family members are considered to be:

- i) The spouse of an EU citizen;
- ii) The partner with whom a Union citizen is cohabiting according to the law, or with whom the Union citizen has a permanent relationship duly certified by the competent authority of the member state where he or she resides;
- iii) A direct descendant who is under 21 years of age or who is a dependant of an EU citizen, as well as a spouse or partner within the meaning of the previous sub-paragraph;

A direct ascendant who is a dependant of an EU citizen, as well as a spouse or partner within the meaning of (ii)

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Instituto Politécnico de Tomar
Portugal



- 1.5. Students who enter IPTomar with the International Student status will retain this status until the end of the course of study in which they have enrolled or to which they are transferring, even if they are granted the same rights and obligations during their studies;
- 1.6. Students who acquire the nationality of a member state of the European Union during their course of study are no longer considered international students, with effect from the academic year following the acquisition of nationality.

2. ADMISSION AND ENTRY REQUIREMENTS

The following applicants are eligible to apply to second-cycle degree programmes (mestrado) offered at IPT:

- a) Holders of a first-cycle degree (*licenciado*) or equivalent;
- b) Holders of a foreign higher degree awarded on completion of a first-cycle programme organised in accordance with the principles of the Bologna Process by a State adhering to this process;
- c) Holders of a foreign higher academic degree that is recognised by the Technical-Scientific Council of the School providing the second-cycle programme as meeting the objectives of the *licenciado* degree;
- d) Holders of an academic, scientific or professional curriculum that is recognised by the Technical-Scientific Council of the School providing the second-cycle programme as attesting to their ability to complete this course of study.

2.1 The recognition referred to in 2c) and d) only has an effect on access to the second-cycle degree and does not confer on its holder the equivalence to the degree of *licenciado* or the recognition of that degree.

2.2 Entry Requirements

Admission requirements are defined in the regulations for second-cycle programmes. For further information please go to:

Regulations for Second-Cycle Degrees in the Schools within the Polytechnic of Tomar (IPT) – 2019, article 4

https://portal2.ipt.pt/pt/ipt/estrutura_organica/instituto_politecnico_de_tomar/unidades_funcionais/unidades_de_apoio/servicos_centrais/divisao_de_servicos_academicos/aluno/

3. PROGRAMME TERMS AND CONDITIONS

In-person classes held at IPTomar schools are decided on an annual basis.

4. APPLICATION PROCEDURES

Applications must be submitted by the deadlines specified in section 12 of this document, online via the application platform at:

<https://portal2.ipt.pt/pt/candidaturas/>

- 4.1. Once the application has been submitted, the applicant must pay the fee (€60) using the following IBAN:

PT5007810112000000127917 SWIFT: IGCPPTPL

- 4.2. If the "Balcão Único" detects errors or missing documents referred to in section 5 of this document, the applicant will be informed by email so- that they can correct them.

5. DOCUMENTS REQUIRED FOR APPLICATION

- 5.1. The following elements must be completed and submitted on the online application platform:

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- a. Application form;
- b. Uploading of the following documents in pdf format:
 - i. Curriculum Vitæ;
 - ii. Certificate(s) of all academic qualifications and their respective grades;
 - iii. Declaration of veracity in accordance with Annex I;
 - iv. Declaration on honour that the applicant is not a Portuguese national and is not covered by any of the conditions listed in no. 2 of art. 3.0 of Decree-Law no. 36/2014, of 1st March in its current wording, as per Annex II;
 - v. Copy of civil identification document, preferably passport;
 - vi. Proof of payment of the €60 application fee.

5.2 The selection panel may also request any other documents it deems necessary.

5.3 The documents presented at the time of application must be duly recognised by the local Portuguese consular agent and/or legalised by the apostille system under the terms of the Hague Convention.

6. SELECTION/RANKING

- 6.1 Applications are analysed by the selection panel for the second-cycle degrees.
- 6.2 Applicants are selected and ranked according to the parameters defined in Article 6 of the IPTomar regulations for second-cycle programmes.

7. OUTRIGHT REJECTION OF APPLICATIONS

Applications in any of the following situations will be outright rejected:

- 7.1 Failure to pay the application fee by the closing date;
- 7.2 Lack of mandatory documents;
- 7.3 Failure to comply with the rules or deadlines set out in this Public Notice.

8. REJECTION OF APPLICANTS

- 8.1 Applicants who make false statements or fail to fulfil any of the conditions for admission or readmission will be excluded from the application process at any time.
- 8.2 All actions that arise from false statements, including enrolment and registration, are considered null and void.

9. PUBLICATION OF RESULTS

- 9.1 The results will be announced on the IPTomar website on the respective course webpage;
- 9.2 The decision on the application is expressed by one of the following results:
- 9.3 Admitted
- 9.4 Conditionally admitted (this mention requires justification);
- 9.5 Excluded (this mention requires justification).

10. APPEALS

- 10.1. Once the list of results has been published, as indicated in the previous section, applicants may lodge an appeal within the time limit set in section 12 of this notice.
- 10.2. Appeals must be sent by email to balcaounico@ipt.pt addressed to the chair of the selection panel.
- 10.3. Unsubstantiated appeals or which do not meet the deadline will be rejected outright.

11. REGISTRATION/ENROLMENT, ADMINISTRATION CHARGES AND TUITION FEES

- 11.1. The registration process has two stages:
- a. Online registration: you must pay the school insurance and the first instalment of the tuition fee: https://portal2.ipt.pt/pt/ipt/estrutura_organica/instituto_politecnico_de_tomar/unidad%20es_funcionais/unidades_de_apoio/servicos_centrais/divisao_de_servicos_academicos/a%20luno/aluno/

- b. Completion of registration in person at the IPT/ESTA Balcão Único, after obtaining the study visa. To complete registration, students must present the original documents submitted at the time of application, duly recognised by the local Portuguese consular authority and/or legalised by the apostille system under the terms of the Hague Convention.
- 11.2. The rules and procedures laid down in the regulations and fees in force at IPTomar apply to enrolments and registrations.
- 11.3. The amounts paid are non-refundable, regardless of the grounds invoked (with the exception of the non-opening of a course provided for in this notice, which will give rise to a refund).

12. TIMELINES

ROUND OF APPLICATIONS	DEADLINE
Applications	Until 10th May 2024
Publication of the list of admitted and excluded applicants	17th May 2024
Appeal period	Until 31st May 2024
Publication of the ordered list of successful applicants (final)	Until 3rd June 2024
Registration and enrolment	11th to 13th June 2024 ⁽¹⁾

⁽¹⁾ The registration of placed students is carried out online and completed in person at the Balcão Único/ESTA - Student Point of Contact balcaounico@ipt.pt

NOTE: The provisional and final lists of selected applicants will be published on the IPTomar website.

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13. ADMINISTRATIVE AND TUITION FEES

TERM	AMOUNT (€)	TIME OF PAYMENT
Application Fee	€60	Upon application submission
School insurance and 1st instalment of tuition fees	Insurance amount - €2	Before registration/enrolment, after placement
Tuition fee - Payment of 1st instalment*	Referred to in 11.1(a)	Can be paid in instalments

*NOTE: The first instalment of the tuition fee must be paid before registration and the receipt sent to the treasury - tesouraria@ipt.pt, see 13.1.

13.1 Payment methods

13.1.1. Tuition fees can be paid via:

- a) ATM network - service payment, using the ATM reference generated in the online system.
- b) Bank transfer - to the IBAN **mentioned in section 4 of this notice.**

13.1.2. Once payment has been made, proof of payment should be sent to tesouraria@ipt.pt indicating the name and number of the applicant/student to whom the payment relates.

13.1.3. There will be no return/refund of the application fee and the first instalment of the tuition fee in the event that you do not complete the registration/enrolment process at IPTomar by the dates set for this purpose.

14. INFORMATION AND CLARIFICATIONS

Applicants can obtain further information and clarification by emailing balcaounico@ipt.pt

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15. STUDENT PLACES AVAILABLE FOR ADMISSION TO IPTOMAR'S DEGREES

SCHOOL	PROGRAMME TITLE	PLACES AVAILABLE (international applicants)
Escola Superior de Gestão de Tomar	“Mestre” Degree in Auditing and Finance (Mestrado em Auditoria e Finanças)	5
	“Mestre” Degree in Management (Mestrado em Gestão)	5
	“Mestre” Degree in Human Resources Management (Mestrado em Gestão de Recursos Humanos)	5
Escola Superior de Tecnologia de Abrantes	“Mestre” Degree in Mechanical Engineering - Mechanical Project and Production Production (Mestrado em Engenharia Mecânica - Projeto e Produção Mecânica)	5
Escola Superior de Tecnologia de Tomar	“Mestre” Degree in Analytics and Organisational Intelligence (Mestrado em Análítica e Inteligência Organizacional)	5
	“Mestre” Degree in Prehistoric Archaeology and Rock Art Mestrado em Arqueologia Pré-Histórica e Arte Rupestre)	5
	“Mestre” Degree in Real Estate Valuation and Management Mestrado em Avaliação e Gestão de Ativos Imobiliários)	5
	“Mestre” Degree in Conservation and Restoration (Mestrado em Conservação e Restauro)	5
	“Mestre” Degree in Editorial Design (Mestrado em Design Editorial)	5
	“Mestre” Degree in Electrical Engineering (Mestrado em Engenharia Eletrotécnica)	5
	“Mestre” Degree in Computer Engineering - Internet of Things (Mestrado em Engenharia Informática-Internet das Coisas)	5
	“Mestre” Degree in Archaeology Techniques (Mestrado em Técnicas de Arqueologia)	5
	“Mestre” Degree in Chemical Technology (Mestrado em Tecnologia Química)	5

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ANNEX I

**SPECIAL CALL FOR APPLICATIONS FOR INTERNATIONAL STUDENTS TO SECOND-
CYCLE DEGREES (MESTRADOS) AT IPTOMAR**

ACADEMIC YEAR 2024/2025

DECLARATION OF IDENTITY

I, (applicant's full name), born on (dd/mm/yy), resident in (name of city, country), bearer of Passport/Foreign Identity Document no. _____ declare on my honour that all the information provided and the authenticity of the documents submitted in the application for the special quota for International Students at IPTomar for the academic year 2024/2025 are true.

Date: ____/____/____

The Applicant

(Signature)

ANNEX II

DECLARATION OF HONOUR

ACADEMIC YEAR 2024/2025

(Full name), bearer of Passport/Foreign Identity Document No. (number), declares on honour that he/she does not have Portuguese nationality, nor is he/she covered by Article 3(2) of Decree-Law 36/2014, of 1st March, in its current wording, which regulates the International Student Statute, namely (mark with a cross):

- I'm not a national of an EU member state;
- I'm not related to Portuguese or European Union Member State nationals;
- I am not a national of a Member State of the European Union, nor have I been legally resident in Portugal for more than two consecutive years (the period of residence with a study permit does not count);
- I did not apply for admission to higher education through the special access and admission schemes regulated by Decree-Law no. 393-A/99 dated 2nd October, amended by Decree-Law no. 272/2009 dated 1st October;
- I do not benefit from the status of equal rights and duties granted under an international treaty between the Portuguese State and the State of which I am a national, (Article 32(2)(d) of Decree-Law 36/2014 dated 10 March, as amended)

I further declare that I am aware that false declarations will result in the cancellation of my registration.

Date: ____/____/____

The Applicant

(Signature)