



## PUBLIC NOTICE 2024/2025

### RE-ENROLMENT and CHANGE OF INSTITUTION/COURSE PAIR

**Application Deadline: 08<sup>th</sup> to 26<sup>th</sup> July 2024**

Application fee - 60.00 Euros:

Payment methods:

- For students living in Portugal, the application fee is paid by **ATM reference** automatically generated at the time of application submission.  
If payment of application fee is not made by ATM reference, the application will not be considered.
- For students living abroad, the application fee is paid by **bank transfer**.

N.º IBAN: PT50003508240001225203011

SWIFT CODE/BIC: CGDIPTPL

Upon application submission you must select the payment option 'bank transfer' and attach proof of payment. For confirmation purposes, the name of the account holder must be stated on the proof of payment.

**Vacancies for Change of Institution/Course Pair: (see attached table)**

**Vacancies for Re-enrolment: Re-enrolment is not subject to quantitative limitations.**

## RE-ENROLMENT

May require re-enrolment:

- a) Those who have been enrolled and registered at that Institution/Programme Pair or preceding pair;
- b) Those who were not registered at that Institution/Course Pair in the academic year prior to the one they want to re-enroll;

**Needed documents:**

- Identity Document and Tax File Number (NIF) - optional;
- Student record (if the applicant interrupted the programme before the end of the academic year 1989/1990).



## CHANGE OF INSTITUTION/COURSE PAIR

May require the Change of Institution/Course Pair:

- a) Those who have been enrolled and registered at another institution/course pair of higher Education but have not completed the studies;
- b) Have taken the school-leaving exams corresponding to the entrance exams required for that pair (FCUL) and for that year under the general access system;
- c) Have achieved the minimum marks required by the higher education institution (FCUL), for that year, under the general access system.

The examinations referred to in b) of the preceding paragraph may have been carried out in any school year.

1 - The change of institution/Course Pair also applies to students that who have been enrolled and registered at a foreign higher education institution, recognised as such by that same country, and have not completed the programme.

2 - Change of institution/course pair it is not allowed to Holders of a senior technician professional diploma or corresponding level of foreign course for undergraduate study cycles.

3 - It is not allowed to change of institution/course pair in the same academic year that a student was placed, enrolled and registered, under any entry regime, at another institution/course pair.

4 - Students whose enrolment has expired, according to the Eligibility Regulation of the University of Lisbon, may only apply to this regime after two semesters have elapsed since the loss of eligibility.

5 - For students who hold foreign Secondary School, legally equivalent to Portuguese secondary education, the national secondary school examinations needs to correspond to entrance exams set by FCUL for the course they are applying for. These are met by the application of [Artigo 20.º-A do Decreto-Lei n.º 296-A/98](#), of 25<sup>th</sup> September, in its present form and in accordance with [Deliberação CNAES 414/2023](#), of 18<sup>th</sup> April and the [Deliberação CNAES nº 677/2024](#), of 22<sup>th</sup> May.

6 - For students who entered higher education through a special competition for "Over 23 Years", the entrance exams (national exams) may be replaced by assessment tests for access to higher education for more than 23 years, required by FCUL to the course to which they intend to apply, and:

- i) Students who carried out the tests "Over 23 years old" in FCUL, not need to present the exams;
- ii) Students who have approved in the exams "Over 23 years old" in another pair institution/higher education course, will have to request, before application deadline, the request for validation of the same with the Department of Academic Affairs at the Rectory of the University of Lisbon ([Artigo 16.º do Despacho n.º 1324/2020](#), de 29<sup>th</sup> January).

7 – Students enrolled in higher education with a technological specialization diploma or a Senior Technician Professional Diploma, have to prove the realization of national exams (artigos 8.º e 11.º do [Decreto-Lei n.º 113/2014](#), of 16<sup>th</sup> July, amended by [Decreto-Lei 11/2020](#), of 2<sup>nd</sup> April).

## Selection criteria

- 1 - Best average of access to the course, based on the criteria for the year in which you are applying [50% - final mark in high school (12th grade); 50% - mark in the specific exam(s)];
- 2 - In case of a tie, the best score in the national secondary school exams corresponding to the entrance exams set by FCUL in the year of application, under the general access regime (best score in the specific exams - national exams);
- 3 - In case of a tie, highest number of credits (ECTS) already made in the predominant scientific area of the course you are applying.

## Needed documents:

### **Applicants coming from Portuguese Higher Education Institutions**

- Identity Document - optional;
- Tax File Number (NIF) - optional;
- Photocopy of ENES Form;
- Certificate of registration/enrollment in the higher education institution if not have approvals in curricular units or certificate of approved curricular units, with the corresponding credits (ECTS) and the grades obtained (not applicable to FCUL students);
- Declaration that the applicant is not covered by the eligibility regime (not applicable to FCUL students).

### **Applicants coming from Foreign Higher Education Institutions**

- Identity Document - optional;
- Secondary Scholl certificate legally equivalent to the Portuguese secondary education, with all approved courses and the final classification and final exams (national exams) of the secondary terminals disciplines considered homologous (or equivalent) to the entrance exams for the course that applying <sup>a)</sup>;
- Certificate of registration / enrollment in foreign higher education establishment, stating that the course is recognized as superior by the legislation of the country concerned <sup>a)</sup>;
- Certificate of approved subjects in foreign higher education with the corresponding credits (ECTS) and the marks obtained, with explanation of the grading scale used in the country of origin <sup>a)</sup>;
- Study programme and syllabus and workload of the concluded subjects <sup>a)</sup>.

<sup>a)</sup> If obtained outside of an EU institution, documents must be certified by a Portuguese consular authority in the country of origin or recognised with the Hague Apostille by the competent authority of the State (official education services) where the document was issued. Documents not issued in Portuguese, English, French or Spanish must be translated into one of these languages.

### **ATTENTION:**

it is not allowed to change institution / course pair in the school year in which the student has been placed in an institution/course of higher education under any access and entry regime and has enrolled and enrolled. (Artigo 19.º of [Portaria 181-D/2015](#), of 19<sup>th</sup> June).

**Applications which are not accompanied by all the requested documents shall be rejected.**

There is no refund of the application fee when there is any situation that makes it impossible to enroll/registered, especially in case of denial, exclusion, non-placement or withdrawal.



## Regime for Change of Institution/Course Pair - Vacancies 2024/2025

Courses	Change of Institution/Course Pair
Biology	33
Biochemistry	13
Biomedical Engineering and Biophysics	5
Energy and Environmental Engineering	5
Geospatial Engineering	1
Informatics Engineering <sup>1</sup>	19
Applied Statistics	5
Physics	6
Engineering Physics	6
Geology	13
Mathematics	9
Applied Mathematics	15
Meteorology, Oceanography and Geophysics	4
Chemistry	4
Technological Chemistry	2
Information Technologies	11
<b>TOTAIS</b>	<b>151</b>

<sup>1</sup> Change of Institution/Course Pair - There are no vacancies for the 2nd and 3rd year.