



# RE-ENROLMENT, CHANGE OF INSTITUTION/COURSE PAIR <sup>1</sup> – APPLICATIONS, FEES, SELECTION CRITERIA AND REQUIRED DOCUMENTS

## Application Deadline:

3rd July to 31st July 2018

**Note:** 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. (**Article 19.º of Ordinance, 181-D/2015, of 19<sup>th</sup> June**)

**Note:** No diplomas have been awarded for Technological Specialization Courses (CET), which allow FCUL to enroll in cycles of undergraduate studies or cycles of integrated master's studies. (**Point 1 of Article 7.º of Decree-Law n.º 113/2014, of 16<sup>th</sup> July**).

**Note:** No Diplomas of Senior Technician Professional Diploma have been established that allow the entrance in the FCUL in cycles of studies of degree or integrated cycles of master's degree - (**Point 1 of Article 10.º of Decree-Law n.º 113/2014, of 16<sup>th</sup> July**).

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:** (See attached table)

Needed documents:

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

## General conditions

1 - May require re-enrolment:

- a) Those who have been enrolled and registered at that Institution/Programme Pair or preceding pair;

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<sup>1</sup> In accordance with the provisions of the new General Regulation of Regimes for Re-enrolment and Change of Institution / Course Pair in Higher Education ([Ordinance No. 181-D / 2015](#), of 19<sup>th</sup> June), to the previous designations of "Course Change" and "Transfer" followed a single denomination entitled "Change of Institution / Course 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;
  - c) Do not be a debtor of tuition fees.
- 2 - May require the Change of Institution/Course Pair:
- a) Those who have been enrolled and registered at another institution/course pair of National higher Education but have not completed the studies;
  - b) Those who have been enrolled and registered at a foreign higher education institution, recognised as such by that same country, and have not completed the course (applicants of Portuguese nationality or coming from a European Union institution).
- 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 - The change of Institution/course Pair does not apply to those who already are in possession of a degree taught in national or foreign higher education institution.
- 5 - 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 or cycles of integrated master studies.
- 6 - 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.
- 7 – 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.

### **Specific conditions for Change of Institution/Course Pair:**

- 1 – Can submit application for Change of Institution/Course Pair the students that:
- a) 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;
- 2 - The examinations referred to in sub-paragraph b) of the preceding paragraph may have been carried out in any school year.

3 - The change of institution/Course Pair also applies to students of a Member State of the European Union or with Portuguese nationality 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;

4 - 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 Article 20-A the [Decree-Law No. 296-A/98](#) of 25 September, in its present form and in accordance with [Resolution CNAES 974/2015](#), of 29 May and the [Resolution CNAES 1882/2016](#), of 16 December.

5 - For students who entered higher education through a special competition for "Over 23 Years" (regulated by Decree-Law No. 64/2006, of March 21, as amended by Decree-Law n.º113/2014, 16 July), 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, until 15th July, the request for validation of the same with the Department of Academic Affairs at the Rectorry of the University of Lisbon ([Article 16 of Order No. 3236/2015](#)).

6 – Students enrolled in higher education with a technological specialization diploma (DET) or a Senior Technician Professional Diploma (DTSP) cannot replace the tests, having to prove the realization of national exams. (Paragraph 2 of Art. 8 and 11 of [Decree-Law No. 113/2014](#) of 16 July).

## **Selection criteria**

- 1 - Best average of access to the course, based on the criteria for the year in which you are applying;
- 2 - Best average (to tenths) of the marks required under the specific conditions for changing Institution / Course.
- 3 - Highest number of credits (ECTS) already made in the predominant scientific area of the course you are applying.

## **Needed Documents to upload**

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

#### **Re-enrolment (only applicable to FCUL Students)**

- Citizen's Card (or 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**

- Citizen's Card (or Identity Document) - optional;
- Tax File Number (NIF) - optional;
- Photocopy of ENES Form (academic qualifications form to enter higher education for the year in which the application took place);



- Certificate of the Validation of the exams of “over 23 years old” performed in the Department of Academic Affairs at the Rectory of University of Lisbon (only for students who have approved in another higher education institution);
- 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);
- Contact Hours Certificate and Programme Content (not applicable to FCUL students);
- Declaration that the applicant is not covered by the eligibility regime (not applicable to FCUL students).

## **Applicants coming from International Higher Education Institutions:**

### **Change of Institution/Course Pair**

- Citizen Card / Foreign Identity Card or Passport (**only applicable to the Portuguese citizens or citizens of the European Union**) - 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, with the corresponding credits (ECTS) and the marks obtained, with explanation of the grading scale used in the country of origin <sup>a)</sup>;
- Syllabus and workload of the concluded subjects, only if the applicant intends to request crediting for the accomplished 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. .



**Regimes for Re-enrolment and Change of Institution/Course Pair - Ciências - 2018/19**

Courses (Daytime regime)	General Regime vacancies	Special Access + Change of Institution/Course Pair	Change of Institution/Course Pair	Special Access		Total vacancies per Course
			Change of Institution/Course Pair (vacancies)	Over 23 years old (vacancies)	Holders of Higher Education Course (vacancies)	
Biology	174	35	34	0	1	209
Biochemistry	70	14	13	0	1	84
Integrated Master in Biomedical and Biophysics Engineering	40	8	6	0	2	48
Integrated Master in Energy and Environmental Engineering	30	6	5	0	1	36
Geospatial Engineering	20	4	3	0	1	24
Informatics Engineering	105	21	18	1	2	126
Applied Statistics	32	6	5	0	1	38
Physics	40	8	3	3	2	48
Integrated Master in Engineering Physics	40	8	6	0	2	48
Geology	84	17	16	0	1	101
Mathematics	50	10	9	0	1	60
Applied Mathematics	77	15	14	0	1	92
Meteorology, Oceanography and Geophysics	25	5	4	0	1	30
Chemistry	27	5	4	0	1	32
Technological Chemistry	22	4	3	0	1	26
Information Technologies	65	13	12	0	1	78
<b>TOTAL</b>	<b>901</b>	<b>179</b>	<b>155</b>	<b>4</b>	<b>20</b>	<b>1080</b>