

NOVA UNIVERSITY OF LISBON

Higher Institute of Statistics and Information Management

Regulation 839/2015

Regulation of the Special Call for Applications for Access and Admission of International Students to Degree Study Cycles at the Higher Institute of Statistics and Information Management (*Instituto Superior de Estatística e Gestão de Informação*) of the NOVA University of Lisbon (*Universidade Nova de Lisboa*) NOVA Information Management School - NOVA IMS.

Preamble

The Decree-Law no. 36/2014 of 10 March, which regulates the Statute of the International Student, allows foreign students to apply to Portuguese higher education bodies through a special call for applications of access and entry to undergraduate and master's degree courses at Portuguese higher education institutions, which are in charge of the aforementioned call for applications.

Article 1

Object

The purpose of this Regulation is to define the methodology and conditions to be observed in the special call for access and entrance of international students to attend the NOVA IMS degree cycles, defining in particular:

- (a) The concrete conditions of entry to degrees and how to evaluate their fulfilment;
- (b) the terms on which the application for registration and enrolment must be submitted through the special call for applications access and entrance international students.

Article 2

Definition of International Student

1 – An International student is a student who does not hold Portuguese nationality.

2 - Not covered by the previous paragraph are:

- (a) nationals of a Member State of the European Union;
- (b) those who are not nationals of a Member State of the European Union, have been legally resident in Portugal for more than 2 years, uninterruptedly, on 31 August of the year in which they intend to enter, as well as their children legally resident with them;
- (c) Also not covered are foreign students who are attending NOVA IMS in the framework of an international exchange programme for part of a course of study of a foreign higher education institution with which NOVA IMS has established an exchange agreement for that purpose;
- (d) Those applying for entry into higher education through the special access and entry regimes regulated by Decree-Law 393/99 of October 2, as amended by Decree-Law No. 272/2009 of October 1.

Article 3

International Student Status

1 - Students who join NOVA IMS under this status remain international students until the end of the cycle of studies in which they enroll or to which they transition;

2 - Except for the provisions of the previous paragraph, international students who acquire the nationality of a Member State of the European Union, for whom the cessation of the application of the status takes effect in the school year following the date of acquisition of nationality, shall be excluded.

Article 4

Access conditions

1 - The access of international students to NOVA IMS degrees is carried out, with the exception of the access by the special foreseen quotas in Decree-Law 393-A/99, of October 2, and by the special regimes of change of institution/course, exclusively, through a special call for applications of access and entry regulated by Decree-Law n 36/24 of March 10, and the present regulation. The admission of candidates to the tests referred to in Article 6 of the said Decree-Law is subject to verification of the general conditions of access established in Article 5 of the said Decree-Law and to approval in exams specially designed for these candidates.

2 - International students may apply for enrolment and registration in the NOVA IMS Degrees:

(a) Holders of a qualification giving access to higher education, understood as any diploma or certificate issued by a competent authority attesting to successful completion of an educational programme and conferring on them the right to apply and to enter higher education in the country in which it was awarded;

(b) The holders of a Portuguese secondary education diploma or legally equivalent qualification.

3 - The validation of the ownership referred to in paragraph *a*) of the previous number shall be made by the competent entity of the country in which the qualification was obtained, through:

(a) Declaration, issued by the official education services of the country of origin and, when necessary, translated into English or Portuguese, attesting that the secondary qualification they hold, obtained in that country, is sufficient to enter official higher education in courses similar to those to which they intend to apply, or certificate of equivalence to Portuguese secondary education issued by a competent national entity;

(b) When examining the application file with foreign documents issued abroad, the applicant must produce a copy of the original document, certified by the official education services of their country;

(c) Upon enrolment, the student shall present the originals referred to in the preceding paragraphs and, in the case of foreign diplomas, recognised by a Portuguese diplomatic or consular authority.

4 - The equivalence of qualification referred to in paragraph *b*) of No. 2 is defined by Ordinance No. 224/2006 of March 8 and Ordinance No. 699/2006 of July 12.

Article 5

Conditions of entry

1 - These are conditions of entry to the NOVA IMS Degrees:

(a) The verification of the specific academic qualification for entry to the undergraduate level, which will focus on the subjects of the entrance examinations established for the undergraduate level in question, under the general regime for access and entry, in order to ensure that only students who demonstrate knowledge in the subjects of the entrance examinations of equivalent level and content to the students admitted through the general regime for access and entry are admitted through this competition;

- (b) verification of knowledge of the language in which the course is taught, with oral competence, where necessary, being verified by means of a documentary test or written and/or oral examination demonstrating an independent field, namely level B2 in accordance with the CEFR;
- (c) holders of courses obtained in countries whose official language is Portuguese and are candidates for courses taught in Portuguese are exempt from the Portuguese language test referred to in the previous subparagraph.
- (d) Students who only have an intermediate level of mastery of the Portuguese and/or English Language (level B1, according to the CEFR) may apply provided they undertake to attend an annual course at the NOVA University of Lisbon or another entity recognized as competent by the NOVA IMS Board;
- (e) The costs of enrolment and attendance at language courses are the responsibility of the students.

2 - The verification of the conditions foreseen in paragraph (a) of the previous number will be carried out through written examinations, corresponding to the entrance examinations to the NOVA IMS degrees defined for the school year in question, interview, and, when applicable and foreseen in the application notice, through oral examinations.

3 - Verification of the conditions laid down in point (b) of the previous paragraph shall be carried out by means of documentary evidence to be submitted by the candidate at the time of application, or of supplemented written examinations with oral examinations or practical tests, where this is provided for in the public notice of application.

4 - The subject matter of the written and oral examinations or the practical information referred to in paragraphs 2 and 3 shall be announced in the opening notice of the applications.

Article 6

Vacancies and conditions of application

1 - The number of vacancies for this contest is fixed annually by means of a rectoral order, under proposal of the NOVA IMS Board of Directors, in accordance with the deadlines defined by the Directorate General of Higher Education and taking into account the limits imposed by Decree-Law No. 36/2014 of March 10.

2 - The call for applications shall contain the following information:

- (a) Deadline for applications;
- (b) Documents to be submitted at the time of application;
- (c) Criteria for selection and evaluation of applicants;
- (d) Deadlines for dissemination and communication of results to applicants.

Article 7

Application and documents

1 - The application for the special call for access and entry of the international student is made *online* on the NOVA IMS website, by filling in an application form and uploading the documents necessary for its instruction, namely:

- (a) A simple photocopy of the candidate's personal identification document or passport, which expressly states the candidate's nationality;
- (b) A declaration on honour that the candidate is not covered by none of the points listed in Article 2(2);
- (c) photocopies of education/training diplomas/ certificates, namely, of the qualification giving access to higher education in the country of origin and Portuguese secondary education or equivalent qualification;
- (d) Photocopy of the document proving the mastery level of the language of instruction (where applicable);
- (e) certificate of residence issued by the country where the applicant is domiciled.

2 - The documents referred to in paragraphs (b) to (e) of the preceding number shall be translated into Portuguese or English, whenever they are not issued in Portuguese, English, French or Spanish, and endorsed by the consular office or presented with the Hague Apostille, issued by the competent authority of the State from which the document originates.

Article 8

Final ranking, serialization of candidates and dissemination of results

1 - The final mark is the sum of the marks obtained in the tests and interviews, multiplied by their weight, respectively, 70 % and 30 %.

2 - The final result of the application is expressed by one of the following mentions:

(a) 'excluded' if the applicant does not meet or proves to meet the conditions of access indicated in these Regulations;

(b) 'Not successful' if the candidate has a final score of less than 10 on a scale of zero to twenty;

(c) 'passed' if the candidate has a final score of 10 or more on a scale of zero to twenty;

(d) 'Not placed' if the 'successful' candidate does not obtain an application grade allowing him/her to fill one of the vacant posts in the course for which he/she is applying;

(e) 'placed', if the 'successful' candidate has a mark to enable him/her to fill one of the vacant positions in the course of study for which he/she is applying.

3 - The ranking of candidates in each degree is done in descending order of final classification.

4 - Whenever two or more candidates in a tie situation contest the last place, additional vacancies are created.

5 - The serialization list of candidates is published on the NOVA IMS website.

6 - Complaints to the results must be submitted to NOVA IMS Academic Services, with the completion of a form

and attaching all the documents necessary to substantiate it, within the deadlines stipulated for this purpose.

7 - Decisions on complaints are made by the Dean of NOVA IMS within the stipulated deadline.

Article 9

Juries

1 - The juries responsible for assessing applications and denouncing candidates are appointed by order of the Dean of NOVA IMS.

2 - A jury is appointed for each degree.

3 - Juries are composed of a minimum of three members, with its president being the Director of Undergraduate Degrees.

4 - It is up to the juries, among other tasks:

(a) to draw up the list of candidates admitted and excluded under the conditions of access and entry;

(b) propose the timing of written examinations, if applicable;

(c) prepare the written examinations and evaluate them, if applicable;

(d) final ranking of candidates.

Article 10

Communication of the decision

The Academic Services will communicate the result of the application to each applicant electronically and publish the results on the NOVA IMS website.

Article 14

Social action

Once admitted, international students, under the terms of Decree-Law No. 36/2014 of March 10, benefit exclusively from indirect social action.

Article 15

Information

NOVA IMS informs the Directorate General for Higher Education, on the terms and within the deadlines set by the Directorate General for Higher Education, of the candidates admitted, registered and enrolled under the special access and entry regime for international students.

Article 16

Doubts and omissions

Doubts of interpretation and omissions will be decided by Dispatch from the Dean of NOVA IMS.

Article 17

Publication and dissemination

This Regulation shall be published on the NOVA IMS website.

Article 18

Entry into force

The provisions of this Regulation shall take effect on the day following its publication in the *Official Portuguese Government Gazette*. November 24, 2015. - The Dean, *Prof. Dr. Pedro Simões Coelho*.

Article 11

False statements

False statements made, automatically cancel the international student's enrolment or registration, and there is no refund of payments made.

Article 12

Registration and enrolment

1 - Admitted candidates must enroll and register within the specific time limits and conditions laid down in the timetable applicable to this call for applications.

2 - Whenever a candidate fails to register and apply within the established deadline, the following candidates will be called from the serialization list.

3 - In addition to the specificities resulting from the status of the international student, students in everything else submit to the internal regulations in force at the NOVA IMS.

Article 13

Fees and emoluments

1 - It is the responsibility of the management of NOVA IMS to approve the tuition fees due by international students to attend each of the study cycles.

2 - In addition to the tuition fees, insurance, enrolment/registration fees are due in accordance with the terms set out in the table of emoluments of the *Universidade Nova de Lisboa*.

3 - The modalities and form of payment, as well as the conditions for maintaining or cancelling the frequency are those defined by NOVA IMS Management.

4 - Payments made as fees or emoluments are not refundable, namely in the following cases:

- (a) Supervening verification of non-compliance with the requirements and conditions for access;
- (b) Withdrawal of the application to the call for applications;
- (c) Cancellation of registration;
- (d) non-attendance or interruption of the course of study;
- (e) false statements or documents;
- (f) failing any course of study, course or examination provided for in this Regulation.