

## **Regulation for Special Access and International Student Status at University of Madeira**

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### **Preamble**

Pursuant to Article 14 of Decree-Law no. 36/2014 of 10 March, which regulates the International Student Status, this regulation sets the mode of implementation of the aforementioned status and of special admissions at the University of Madeira.

### **Article 1**

#### *Scope*

This regulation shall only apply to students seeking admission to the University of Madeira under the International Student Status, namely those who fulfil the conditions laid down in Article 3 of Decree-Law no. 36/2014, of March 10, and in compliance with the general principles set out in the same Decree-Law, which defines the specific conditions of access, admission and attendance.

### **Article 2**

#### *Access and admission conditions*

Access and admission of international students in all first cycles of studies is carried out exclusively, except for access by special quotas provided for in Decree-Law, no. 393-A/9, through a special competition for access and admission regulated by Decree-Law no. 36/2014 and by this regulation, and it is subject to the verification of the general access conditions set out in article 5 of the aforementioned Decree-Law as provided for in article 6 of the same Decree-Law.

2. Those who meet the following requirements may apply for enrolment and registration in the first cycles of studies:

- a) Holders of a qualification obtained in a country in which that qualification gives them the right to apply and be admitted to higher education in that country;
- b) Holders of a Portuguese secondary education diploma or legally equivalent qualification.

3. The validation of the qualification referred to in subparagraph a) of paragraph 2 shall be made by the competent authority of the country in which it was obtained.

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

5. Specific conditions for admission in the first cycles of the University of Madeira:

- a) Verification of specific academic qualification for admission in the cycle of studies, which will focus on subject matters of entrance examinations set for the cycle of studies within the National Competition for Access to Higher Education, to ensure

that only students who show equivalent level of expertise are admitted through this special competition.

- b) To verify the proficiency in the language in which the cycle of studies is taught. Oral competence may, when necessary, be verified by videoconferencing;
  - c) To verify completion of prerequisites that has been set for the same cycle of studies within the National Competition for Access to Higher Education.
6. The verification of the conditions specified in subparagraphs a) and b) of the previous paragraph, shall be carried out through documentary evidence to be submitted by the applicant, on application, or by conducting written tests, possibly supplemented by oral examinations conducted by the University Madeira for that purpose.
7. Specific conditions for admission in the second and third cycles of studies at the University of Madeira are those laid down in applicable laws and regulations in force.
8. All documents related to the verification of access and admission conditions, including any written exams taken by the student will be part of their personal file.

### **Article 3**

#### *Applications and enrolment*

1. Application for enrolment shall be submitted to the Academic Affairs Unit, electronic platforms may also be used.
2. Application is effected upon its delivery or online submission together with the supporting documents set out in the following article and the payment of the fees due.
3. Application deadline shall be set annually through a Call for Applications giving not less than three months notice of their start date and published on the website of the University of Madeira.
4. Pursuant to paragraph 3 of article 18 of DL 36/2014 applications' deadline for academic year 2014/2015 can be up to one month prior to its beginning.

### **Article 4**

#### *Required documents*

1. Applicants must provide the following documents:
  - a) Copy of the international identity card or passport;
  - b) A statement under oath by the applicant ensuring that they do not have Portuguese Nationality and are not covered by the provisions laid down in paragraphs 2 and 3 of article 3 of Decree-law no. 36/2014, of 10 March;
  - c) Depending on the circumstances:
    - i. A document attesting the successful completion of the Portuguese Secondary school or legal equivalent;

- ii. Certified statement showing that the foreign academic qualification presented, gives them access and admission possibility to higher education, in the country where it was obtained, if duly validated by a competent authority in that country, according to paragraph 3 of Article 2 of this regulation;
- d) Depending on the circumstances, a document attesting the classification obtained:
- i) In the final exams of the Portuguese education system corresponding to the entrance examinations for holders of Portuguese secondary school or holders of foreign secondary schools who have taken those examinations as self-proposed candidates;
  - ii) In equivalent examinations taken abroad;
  - iii) In secondary education subjects corresponding to the ones set as entrance examinations for the cycles of studies concerned.
  - iv) In subjects taken abroad considered homologous to the entrance examinations for the cycle of study in question, according to the annual resolution of the National Commission on Higher Education with respect to Article 20 - A of Decree -Law No. 296-A/98, of September 25 or others that the jury, referred to in Article 5, considers scientifically accepted as the field of access and admission to the desired cycle of studies;
  - v) In examinations that have been conducted by the University of Madeira to verify specific academic qualification for access and admission in the cycle of studies;
- e) Document attesting the mastery of the language in which the cycle of studies will be taught or self declaration of such mastery;
- f) Document attesting that the candidate meets the prerequisites required by the cycle of studies to which they are applying for or self declaration as they have such document.

2. Whenever the documents referred to in the preceding paragraphs are not issued in Portuguese, English, French or Spanish they should be translated and endorsed by the Consular Office or submitted together with the Hague Apostille Certificate issued by the competent authority of the Country where the document originates.

## **Article 5**

### *Selection and Seriation Jury*

1. The selection and seriation jury is appointed by the Rector on a proposal by the Degree Director and shall include at least two faculty members of the disciplinary fields of the degree.
2. The result of the selection and seriation of candidates is expressed by one of the following situations:

- a) Admitted;
- b) Non-admitted;
- c) Excluded.

3. The jury is also responsible for proposing to the Rector the creation of additional openings in accordance with paragraph 4 of article 8.

4. Decisions made by the jury shall be substantiated in writing and it should be filed in the Academic Affairs Units, which is responsible for public disclosure of the results.

### **Article 6**

#### *Application and conditional enrolment*

1. Applications and conditional enrolment may be accepted in the case of candidates who have not delivered the document attesting the mastery of the language in which the cycle of studies will be taught, and / or the document attesting that the candidate meets the prerequisites, if required by the cycle of studies to which the student is applying for.

2. The University of Madeira shall provide to the candidates, who self declared mastery of the language in which the cycle of study will be taught, an examination conducted by a team of experts appointed by the Rector, to be held within 30 days after the beginning of classes, and which will serve as evidence of such mastery.

3. The supporting documents referred to in paragraph 1 shall be delivered at the Academic Affairs Units within 60 days after the beginning of classes. Failure to comply with the previous deadline determines the annulment of the application.

4. Upon annulment of the application the candidate is required to pay 20% of the annual tuition fees set for the cycle of studies, emoluments and charges due.

### **Article 7**

#### *Application fee and Tuition*

1. Applications are subject to the fees laid down in the scale of legal charges and fees of the University of Madeira;

2. Enrolment and registration in the cycle of studies are subject to fees, which may vary given the real costs thereof. It shall be determined annually by the General Council, on a proposal of the Rector, upon hearing the Senate.

### **Article 8**

#### *Openings and deadlines*

1. The number of openings for each cycle of study is set annually by the Rector, following consultation with the Senate's Academic Committee, until at least three months before the start date of the competition;

2. The following aspects should be taken into consideration:

- a) The number of openings defined in the accreditation process of the cycle of studies;
  - b) Human resources and materials of the Organic Unit responsible for the cycle of studies;
  - c) The number of openings set for the general access regime and for other special competitions;
  - d) Limits previously set by the member of the Government responsible for higher education;
  - e) Pre-established guidelines by the member of the Government responsible for higher education.
3. Openings mentioned in no. 1 are reported annually to the Directorate-General for the Higher Education (DGES - *Direção-Geral do Ensino Superior*), together with detailed reasoning.
4. Whenever two or more candidates are in a tie situation and compete for the last available place, additional openings are created.
5. This special admission competition runs according to the schedule set annually by the Rector and published on the University of Madeira webpage.

## **Article 9**

### *Seriation*

1. The ordering of candidates for each cycle of studies is taken in descending order. The final grade is given on a scale 0-20, between 10 and 20.
2. Only candidates who obtain the minimum grade established for each cycle of studies in the national competition for access to higher education can be admitted.
3. The final grade is obtained by the simple arithmetic average of the results obtained, as applicable:
  - a) In the final exams of the Portuguese education system corresponding to the entrance examinations for holders of Portuguese secondary school or holders of foreign secondary schools who have taken those examinations as self-proposed candidates;
  - b) In equivalent examinations taken abroad;
  - c) In secondary education subjects corresponding to the ones set as admission examinations for the cycles of studies concerned;
  - d) In subjects taken abroad considered homologous to the entrance examinations for the course of study in question, according to the annual resolution of the National Commission on Higher Education with respect to Article 20 - A of Decree -Law No. 296-A/98, of September 25, or others that the jury referred to in Article 5 considers scientifically accepted as the field of access and admission to the desired cycle of studies;

e) In examinations conducted by the University of Madeira and that are referred to in item v) of subparagraph d) of paragraph 1 of article 4.

4. The deliberations of the General Directorate of Higher Education on the assignment of classification for the recognition of foreign diplomas can be applied to the classifications given in scales of 0-20 and if these are not sufficient it shall be applied the ones the jury deems satisfactory to determine the result.

5. Final results are published after the approval of the Rector of the University of Madeira.

### **Article 10**

#### *Multinational Student*

1. The international student who, on application, also has Portuguese nationality or is a national of a Member State of the European Union where they have their usual residence cannot apply for this special competition.
2. In situations where the applicant declares not having Portuguese nationality or of any Member State of the European Union where they have their usual residence and it is proven that they gave false information the seriation or registration and enrolment made shall be cancelled.
3. If the applicant has two or more foreign nationalities and one of them corresponds to the nationality of a Member State of the European Union where they have their usual residence, the candidate may, on application, choose the status they prefer ;
  - i. If candidates opt for the international student status, which allow them to apply for this special competition, they must keep it until the end of the cycle of studies they applied for;
  - ii. If candidates opt for the national student status they cannot apply for this special competition.

### **Article 11**

#### *Social Services*

International students benefit exclusively from indirect social services.

### **Article 12**

#### *Re-entry, degree change and transfer*

The provisions of this Regulation shall apply to all international students admitted from 2014-2015 through re-entry, degree change and transfer.

### **Article 13**

#### *Doubts and omissions*



Situations that are not provided for in this regulation follow the provisions laid down in DL 36/2014, of March 10. Omissions will be decided by order of the Rector.

#### **Article 14**

##### *Transitional provisions and entry into force*

This Regulation shall come into force on the day following the date of its publication in the *Diário da República*.