

# CIRCULAR SP/51/2017

## SPECIAL TENDER for ACCESS and ENTRANCE of INTERNATIONAL STUDENTS, POLYTECHNIC INSTITUTE of COIMBRA (*INSTITUTO POLITÉCNICO DE COIMBRA*) – 2017/2018

Under Articles 2 and 3 of the Polytechnic Institute of Coimbra International Student Statute Regulation, approved by Circular No 8596/2014, 18 June 2014, published in *Diário da República*, 2<sup>nd</sup> Series, No 125, 2 July, 2014, and in compliance with Executive Order No 36/2014, 10 March, I hereby establish the calendar and deadlines for presentation of application for the Coimbra Polytechnic Institute Special Tender for Access and Entrance of International Students for the academic year 2017/2018:

### 1. Scope

1.1. The tender aims at admitting and serialize international students who apply to Bachelor's degrees in English by IPC in the academic year 2017/2018, according to list attached with indication of corresponding vacancies.

1.2. The tender provides for 1 application stage

1.3. Classes in English are dependent on a minimum number of 20 registered/enrolled students for ESAC programmes and 25 registered/enrolled students for ESEC programmes.

1.4. Applicants who have concluded high school in their countries and have not been admitted to the tender or entered in one of the Bachelor's degrees, due to not having performed the entrance exam or due to insufficient number of applicants, may enrol on the «*preparation course for attendance in Bachelor's degrees at the IPC*».

### 2. Tender Calendar

2.1.

Application for the Tender:	until 15 July
Selection and grade roster	until 21 July
Approval of grade rosters (admitted and not admitted)	until 31 July
Publication of lists	until 31 July
Registration/enrolment	From 11 to 30 September

2.2. The calendar for entrance exams by the Polytechnic Institute of Coimbra, provided for in 6(2)(a) and for the oral and written Portuguese examination, provided for in Article 7(2)(b), of the IPC International Student Statute Regulation <sup>1</sup>

Deadline for exam enrolment	until 14 April
Sitting exams:	until 28 April
Publication of the exam results	until 15 May

### **3. Legal Provisions:**

3.1. The entrance in the Bachelor's degree Study Cycles of the Polytechnic Institute of Coimbra by international students is done exclusively through the Special Tender for Access and Entrance of International Students, which takes place annually.

3.2. An international student is the student who does not hold Portuguese nationality, according to the established in Executive Order No 36/2014, 10 March.

3.3. Those who are not considered international students are:

3.3.1. The nationals of a European Union Member State;

3.3.2. Those who, not being nationals of a European Union Member State, legally reside in Portugal for more than two years, uninterruptedly, on the 31 August of the year they wish to enter the higher education system, as well as the children who legally reside along with them, provided the time of residence with student residence permit does not govern;

3.3.3. Those who require entrance in higher education through special access and entrance regimes set forth by the Executive Order No 393-A/99, of 2 October, amended by the Executive Order No 272/2009, 1 October.

3.3.4. Foreign students who are attending a Portuguese higher education institution under an international mobility programme to undertake part of a study cycle of a foreign higher education institution with which the Portuguese institution has established an exchange agreement with that purpose.

3.4. The applicants may be all international students who:

3.4.1. Hold a foreign qualification which, in the country of acquisition, grants them the right to apply and enter the higher education system in that country;

3.4.2. Hold a Portuguese High School Diploma or legally equivalent qualification.

3.5. Entrance conditions aforementioned in the previous number must be proved.

3.6 International Students who, cumulatively, gather the following entrance conditions may be admitted to the Tender:

3.6.1. Show specific academic qualification for entrance in the intended study cycle, in one of the following methods:

3.6.1.1. By sitting the Exams of the Polytechnic Institute of Coimbra for International Students, established for the study cycle;

3.6.1.2. Through entrance exams established in annex 1 of the IPC International Student Regulation, with approval, whether the student holds a Portuguese high school programme diploma, or a non-Portuguese high school programme diploma;

3.6.1.3. By sitting the exams mentioned in annex 2 of the IPC International Student Statute Regulation, regarding ENEM (*Exame Nacional do Ensino Médio*, Brazil), or any other educational system previously acknowledged by the Institution.

3.6.1.4. By submitting documentation attesting successful completion of the curricular components regarding the subjects present in the exams mentioned in annex 1 of the IPC International Student Statute Regulation.

3.6.2. Have an independent command of the language in which the programme is taught (Level B2, according to the Common European Framework of Reference for Languages), verified through one of the following methods:

3.6.2.1. Documentary proof, where the reference to the language level according to the Common European Framework of Reference for Languages is stated.

3.6.2.2. Confirmation through successful completion of written and oral exam, in the OU to which the applicant has applied.

3.6.2.3. When the language in which the programme is taught is other than Portuguese, applicants who have attended high school in that language, or come from countries with the same language in which the programme is taught, are exempt of written and oral exams, as long as they state, in writing, an independent command of the language in which the programme is taught.

3.6.3. Meet pre-requirements, if demanded by intended institution and programme, according to article 8 and annex 1 of the IPC International Student Statute Regulation.

3.7. The applications are submitted through the IPC website ([www.ipc.pt](http://www.ipc.pt)), on deadline established by circular from the president of the Polytechnic Institute of Coimbra in point 2.1.1., by filling the on-line form.

3.8. The application is accompanied by the following documents:

3.8.1. Compulsory for all applicants:

3.8.1.1. Identification document (photocopy of passport or foreign citizen card);

3.8.1.2. Sworn statement referring that the applicant does not hold Portuguese nationality, nor is under any of the exceptions stated in article 3 of the Executive Order No 36/2014, 10 March;

3.8.1.3. Document proving fulfilment of pre-requirements demanding physical, functional and vocational fitness tests, if required for the intended OU.

3.8.1.4. Document proving language command level according to the Common European Framework of Reference for Languages, provided for in point a) of No 2 of article 7 of the IPC International Student Regulation, or document proving enrolment in written and oral exam of the language in which the programme will be taught.

3.8.2. For applicants under point 3.6.1.1 of this public notice, one of the following documents, according to the student's situation:

3.8.2.1. Statement issued by the official education services of the country where the qualification was completed, proving that the qualification held, obtained in that country, is sufficient to enter in the official higher education system of that country, in the case of foreign qualification holders;

3.8.2.2. Document stating completion of Portuguese high school, or equivalent;

3.8.3. For applicants under point 3.6.1.2 of this public notice, when the student holds a Portuguese high school programme:

3.8.3.1. Document stating completion of Portuguese high school, or equivalent;

3.8.3.2. Document proving obtained classification in the Portuguese high school final exams corresponding to the entrance exams, in the case of Portuguese high school diploma holders, when they have performed those exams.

3.8.4. For applicants under point 3.6.1.2 of this public notice, when the student holds a non-Portuguese high school programme:

3.8.4.1. Statement issued by the official education services of the country where the qualification was completed, proving that the qualification held, obtained in that country, is sufficient to enter in the official higher education system of that country, in the case of foreign qualification holders;

3.8.4.2. Document proving obtained classification in the Portuguese high school final exams corresponding to the entrance exams, in the case of foreign high school diploma holders, when they have performed those exams.

3.8.5. For applicants under point 3.6.1.3 of the present public notice:

3.8.5.1. Statement issued by the official education services of the country where the qualification was completed, proving that the qualification held, obtained in that country, is sufficient to enter in the official higher education system of that country, in the case of foreign qualification holders;

3.8.5.2. Document proving obtained grade in higher education national access exam, with the mark of each component, when applicable.

3.8.6. For applicants under point 3.6.1.4 of the present public notice:

3.8.6.1. Statement issued by the official education services of the country where the qualification was completed, proving that the qualification held, obtained in that country, is sufficient to enter in the official higher education system of that country, in the case of foreign qualification holders, or document proving completion of Portuguese high school, or equivalent, according to the applicant's situation.

3.8.6.2. Documentation attesting successful completion of the curricular components regarding the subjects present in the exams mentioned in annex 1 of the IPC International Student Statute Regulation.

3.9. When the application process is conducted with Portuguese documents, the applicant should present the original document certified by the issuing body.

3.10. When the application process is conducted with foreign documents, the applicant should present the original document certified by the official education services of the corresponding country and recognized by Portuguese diplomatic authority or consular office.

3.11. As public documents, the same are presented with endorsement (Apostille) provided by the Hague Convention by competent authority of the State of origin of the document, whenever applicable.

3.12. Whenever any aforementioned documents are not issued in Portuguese, English, French or Spanish, these should be translated and countersigned by consulate office, or presented with endorsement (Apostille) provided by the Hague Convention by competent authority of the State of origin of the document, whenever applicable.

3.13. The presentation of the Statement issued by the official education services of the country where the qualification was completed, proving that the qualification held, obtained in that country, is sufficient to enter in the official higher education system of that country, in the case of foreign qualification holders, may be exempted by the IPC when those qualifications are acknowledged and officially confirmed by the services.

3.14. The submission of the document proving fulfilment of pre-requirements demanding physical, functional and vocational fitness exams, if required for the intended OU, may be subject to the provided for Article 8(7) of the IPC International Student Regulation (in the case of pre-requirements to be presented at the moment of application, the applicants who fail to present proof of pre-requirements compliance, may declare this compliance and prove it, in a 2-month period, after the start of the study cycle).

3.15. After the application in the referred deadline, the services will proceed to the analysis of the documents. In case the application process gathers the required elements/documents, the applicant is admitted to the tender and placed in a grade roster by order of application admission, as per existing vacancies, and is notified, in writing, of the admission to the tender. The applicant must then proceed to the payment of the amount corresponding to the registration/enrolment fee and the tuition, being therefore considered as conditionally registered. Only after payment confirmation (fee and tuition), will the services issue an Admission Letter, namely for the purposes of obtaining a visa, indicating the date of the academic year start date, as well as the programme feasibility conditions.

3.16. After the letter issuance, the applicants should present the visa in a maximum of 90 consecutive days.

3.17. After reporting the visa to the services, and as soon as the programme feasibility conditions are assured, the services will then notify the applicant of the start date of presentation in Portugal, in order to proceed to his/her registration.

3.18. The applicant must present at each *UO* the document originals sent in digital format which conduct the application, at the moment of registration, without prejudice of having to present these in previous moment, whenever analysis of the same results in doubts for the services.

3.19. The applicants are placed in a grade roster by order of application submission, as long as the same is regularly conducted, up to the limit of existing vacancies.

3.20. The grade rosters, with the names of the applicants admitted or not admitted, are published in the Polytechnic Institute of Coimbra website, dedicated to the Special Tender for Access and Entrance of International Students, and the applicants are notified by email of the decision on their application.

#### **4. Tuitions and fees:**

4.1. A fee of EUR 75 is due for the application for the Tender, provided for in the *IPC* Fee Table.

4.2. Approved applicants must proceed to registration and enrolment in the deadline established in point 2.1.1 of the present public notice.

4.3. A fee corresponding to 20% of the programme annual tuition amount is due for registration/enrolment in programmes in English.

4.4. The annual tuition amount corresponding to each programme is referred to in annex I of the present circular.

4.5. The amount of EUR 100 is due for the registration in each exam provided for in point a) of No 2 of Article 6 of the IPC International Student Regulation.

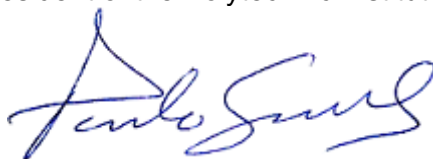
4.6. The amounts paid may be reimbursed, excluding bank transfer costs, when a visa is required, and as long as the students prove the visa was declined, as well as when the programme is not feasible. The reimbursement may be requested up to 10 weekdays after the visa refusal or the notification of programme infeasibility.

#### **5. Social service:**

5.1. International Students benefit exclusively of indirect social service - canteens and student halls of residence.

Coimbra, 12/04/2017

The Vice-President of the Polytechnic Institute of Coimbra,



Paulo Sanches

# ANNEX I

## SPECIAL TENDER FOR INTERNATIONAL STUDENTS Vacancies

2017/2018 for international students

Institution	Study Cycle Designation	Vacancies (programmes in English)	Tuition Programmes in English
Coimbra College of Agriculture (ESAC)	Biologic Agriculture	30	€2.600
	Biotechnology	30	€2.600
	Forest Sciences and Natural Resources	30	€2.600
	Agricultural and Livestock	30	€2.600
	Farming Engineering Food	30	€2.600
	Technology and Environmental Management	30	€2.600

Institution	Study Cycle Designation	Vacancies (programmes in English)	Tuition Programmes in English
Coimbra Education School (ESEC)	Sports and Leisure	25	€2.600
	Tourism	25	€2.600

\*Vacancies in need of approval from DGES