

Regulations

GENERAL REGULATION FOR FIRST CYCLES OF STUDIES OF THE UNIVERSITY OF PORTO

This document is of strictly informational nature. As such, it holds no legal value and shall not be understood as legally binding.

In accordance with and under the provisions of Article 14 of Decree-Law nº 74/2006, of 24 March, as amended by Decree-Law nº 65/2018, of 16 August, and Article 58(1) of the Statutes of the University of Porto, I approve the amendment to the “GENERAL REGULATION FOR FIRST CYCLES OF STUDIES OF THE UNIVERSITY OF PORTO” published in compliance with Article 139 of the Code of Administrative Procedure (CPA). The formalities required to advertise the beginning of the amendment procedure with the aim of potentially forming interested parties were completed, in accordance with the provisions of Article 98(1) of CPA.

The present amendment aims to adjust the current regulation to the legislative change implemented with the publication of Decree-Law nº 65/2018, of 16 August, which represents the fifth legislative change applied to the Legal Framework for Higher Education Degrees and Diplomas, after discussion with the Board of Directors.

The present regulation is established under the provisions of Article 58(1) of the Statutes of the University of Porto, as amended by Legislative Dispatch nº 8/2015, of 18 May, and published in the Official Journal of the Portuguese Republic, series 2(100), of 25 May 2015, and repeals the previous regulation under the same name.

Article 1

Legal Framework

The present regulation aims to expand and complement the legal framework established by Decree-Law nº 74/2006, of 24 March, as amended by Decree-Law nº 65/2018, of 16 August, and other applicable legislation, regarding first cycles of studies.

Article 2

Scope of application

This regulation applies to all first cycles of studies of the University of Porto (U.Porto). It establishes the general guidelines that the specific regulations must follow to be approved by the Rector, as defined in Article 9.

Article 3

Curso de licenciatura

- 1 – The cycle of studies leading to the *licenciado* (bachelor) degree is comprised of an organised set of course units named *curso de licenciatura* (hereinafter simply referred to as cycle of studies).
- 2 – The cycle of studies adopts the European credit system (ECTS – *European Credit Transfer and Accumulation System*) based on student workload and respective competences and learning outcomes.
- 3 – The credit calculation method complies with the provisions of the *Regulation on the Application of the Curricular Credit System to the cycles of studies and courses of the University of Porto*.
- 4 – The normal duration of the cycle of studies is set between six and eight curricular semesters, which corresponds to 180 and 240 ECTS credits, respectively.
- 5 – The study plan for the cycle of studies is comprised of mandatory and optional course units.
- 6 – The cycle of studies may be organised into different specialisations stemming from a core curriculum or be composed of predominant as well as complementary scientific areas organised according to the major and minor system.
- 7 – The cycle of studies must, whenever possible, include optional course units taught in different faculties of the University of Porto, within a limit and learning modes to be included in the study plan as well as specified in the respective regulation.
- 8 – The approval of a first cycle of studies by the Rector requires evidence of the existence of a complete teaching staff that ensures the teaching of the cycle of studies and is adequate, academically qualified and specialised in the fundamental area(s) of training of the same cycle, constituted in accordance with the provisions of Article 6(3) and (7) of Decree-Law n^o 74/2006, of 24 March, as amended by Decree-Law n^o 65/2018, of 16 August.

Article 4

Director and coordination of the *curso de licenciatura*

- 1 – The cycle of studies shall have a director, holder of a Doctor degree in the fundamental area of training of the cycle of studies and integrated into the U.Porto's teaching career. This director shall coordinate the cycle of studies with the assistance of a scientific committee and a monitoring committee.
- 2 – The faculties responsible for teaching a reduced number of cycles of studies may attribute the competences specified in the paragraphs below to management bodies with similar functions.
- 3 – The director of the cycle of studies is a Full Professor, Associate Professor or, exceptionally, an Assistant Professor appointed under the provisions laid down in the statutes of the faculty responsible for the appointment, as well as under the applicable legislation.
- 4 - The following falls under the competence of the director of the cycle of studies:
 - a) Ensure the regular functioning of the cycle of studies and oversee its quality;
 - b) Perform the duties specified in the statutes of the respective faculty;
- 5 - The scientific committee of the cycle of studies is composed by the director of the cycle of studies, who presides it, and between two to four professors or researchers with a doctoral degree, appointed by the director of the cycle of studies after deliberation with the Directors of Departments directly involved in the cycle of studies, when these exist.
- 6 - The following falls under the competence of the scientific committee of the cycle of studies:

- a) Promote curricular coordination;
- b) Issue its opinion on proposals regarding the organisation or alteration of study plans;
- c) Issue its opinion on teaching service needs;
- d) Issue its opinion on proposals for admission regimes and *numerus clausus*;
- e) Create a regulation for the cycle of studies and submit it to the competent authorities;
- f) Other competences that the committee has been assigned by the statutes of the respective faculty.

7 – The monitoring committee of the cycle of studies is composed by the director of the cycle of studies, who presides it, and three other members, a professor and two students from the cycle of studies, to be chosen under the provisions laid down in the respective regulation.

8 – The monitoring committee of the cycle of studies is responsible for verifying its normal functioning.

9 – The cycles of studies assured by internal partnerships or external partnerships outside the University of Porto shall be regulated by the current legal provisions and regulations of the partner institutions, with the necessary adaptations, which shall be included in the association protocols and respective addenda as well as in the regulations of the cycles of studies approved by the competent bodies of the partner institutions.

Article 5

Access and admission to the cycle of studies leading to the *licenciado* (bachelor) degree

The access and admission to the cycle of studies leading to the *licenciado* degree are regulated by their own legislative diplomas, namely the legal provisions applicable to the access and admission to the National Call for Access and Admission to Higher Education in respect to both the general and special regimes, as well as special contests.

Article 6

Conferment of the *licenciado* (bachelor) degree

1 – Through its faculties, the University of Porto confers the degree of *licenciado* in a certain cycle of studies to students who, through the approval in all course units that are part of the study plan of the *curso de licenciatura*, have obtained the fixed number of credits.

2 – The *licenciado* degree is conferred to students who demonstrate that they:

- a) Possess knowledge and comprehension ability in an area of study of higher education level who:
 - i) Relying on the knowledge obtained through secondary education, have developed and deepened it;
 - ii) Relies on advanced teaching materials and corresponds to them;
 - iii) In respect to some of the domains of the area of study, meets the level of its state-of-the-art knowledge;
- b) Know how to apply the acquired knowledge and comprehension ability in order to adopt a professional approach to the work developed in their vocational area;
- c) Possess the ability to solve problems within their area of study and construct and justify their own arguments;

- d) Possess the ability to collect, select and interpret relevant information, particularly in their area of study, which enables them to substantiate the solutions they advocate and the judgements they issue while including relevant social, scientific and ethical aspects in their analysis.
- e) Posses competences that enable them to communicate information, ideas, problems and solutions both to audiences of experts and non-experts;
- f) Posses learning competences that enable them to undertake lifelong learning with a high degree of autonomy.

Article 7

Final Grade

- 1 – A final grade is assigned to the *licenciado* (bachelor) degree, ranging between 10 and 20 on a numerical scale of 0 to 20, along with its equivalent in the European scale of comparability of classifications, taking into account the percentile in every course unit for the last three years.
- 2 – The final grade corresponds to the weighted arithmetic average of ECTS of grades obtained in the course units that make up the study plan of the *curso de licenciatura*.
- 4 –The final grade is awarded by the legal and statutorily competent body of the faculty(ies) of the University of Porto where the cycle of studies is taught.

Article 8

Issuance of the *licenciado* degree

- 1 – The degree of *licenciado* is awarded through a certificate issued by the faculty that acts as the administrative headquarters of the cycle of studies and/or, if requested by the student, through a *Carta de Curso* (formal diploma) issued by the legally and statutorily competent body of the University of Porto.
- 2 – The issuance of the *Carta de Curso* (formal diploma) or degree certificate is always accompanied by the issuance of a diploma supplement, provided under the provisions and for the purposes of Decree-Law nº 42/2005, of 22 February, as amended by Decree-Law nº 107/2008, of 25 June.
- 3 – The elements that must be included in the diplomas and *Carta de Curso* (formal diploma) are:
 - a) Name of the holder of the degree;
 - b) Personal identification document: ID card/citizenship card or passport (in the case of foreign nationals);
 - c) Nationality;
 - d) Identification of the cycle of studies/degree;
 - e) Date of completion and faculty(ies) of the University;
 - f) Final grade according to the national scale, with its respective correspondence on the European scale of comparability of classifications;
 - g) Date of issue of the diploma;
 - h) Signature(s) of person(s) responsible.
- 4 – The *Carta de Curso* (formal diploma), together with the diploma supplement, shall be issued within 180 business days after being requested by the student, as long as the completion of the cycle of studies has been ascertained.

5 – The certificates and respective diploma supplements shall be issued within 30 business days after being requested, as long as the completion of the cycle of studies has been ascertained.

Article 9

Regulation of each *curso de licenciatura*

Each cycle of studies shall have its own regulation, approved by the Rector through a proposal put forward by the faculty's competent body(ies), after hearing the scientific committee, in which the following must also be included:

- a) Specific admission requirements;
- b) Operating conditions;
- c) Curricular structure, study plan and credits;
- d) Recognition and creditation process;
- e) General knowledge assessment framework;
- f) Precedence framework;
- g) Framework on the expiration of the right to enrol, in accordance with the legislation in force;
- h) Procedures for calculating the final grade, as defined in Article 7(2);
- i) Monitoring process carried out by pedagogical and scientific bodies.

Article 10

Organisation of the study plan

All study plans pertaining to first cycles of studies must include:

- a) Identification of the scientific areas they are part of;
- b) Identification of the mandatory and optional course units;
- c) Decision on whether the cycles of studies may be organised according to a *major* and *minor* model, specialisations or branches, and respective credits;
- d) Mention of the minimum and maximum number of credits to be obtained in other faculties or freely configurable.

Article 11

Other diplomas

1 – Through its faculties, the University of Porto may issue other first cycle of studies diplomas that do not confer a degree, namely for courses composed of a set of course units of a *curso de licenciatura* corresponding to no less than 120 credits.

2 – The diplomas referred to in the previous paragraph are certified by a document issued by the legally and statutorily competent body of the faculty(ies) that teach the respective *cursos de licenciatura*, in accordance with the formal model approved by the Rector.

3 – The issuance of the document referred to in the previous paragraph shall be accompanied by the issue of the diploma supplement in accordance with Decree-Law nº 42/2005, of 22 February.

4 – Such courses shall have a specific regulation, in which the following must be included:

- a) Specific admission requirements;
- b) Operating conditions;
- c) Curricular structure, study plan and credits;

- d) Knowledge assessment framework;
- e) Weighting coefficients and procedures for calculating the final grade;
- f) Monitoring process carried out by pedagogical and scientific bodies;
- g) Deadlines for issuing the diploma and its respective supplement.

Article 12

Enrolment in course units of subsequent cycles of studies

1 – Students enrolled in a first cycle of studies may be authorised to enrol in course units of subsequent cycles of studies by the competent body of the Faculty, under the provisions of the *Regulation on the attendance of single curricular units of U.Porto*.

2 – The course units referred to in the previous paragraph and in which the student enrolls under a regime subject to assessment may:

- a) Be object of certification;
- b) Be object of mention in the diploma supplement;
- c) Be credited in the event of the student's enrolment in the mentioned cycle of studies, when this enrolment is carried out within the limits set by law.

3 – These course units shall not be considered for the purpose of replacing credits to be obtained through the cycle of studies in which the student is regularly enrolled.

Article 13

Tuition fees

The establishment of tuition fees is subject to the provisions defined in the applicable legislation.

Article 14

Omitted cases

The situations not mentioned in this Regulation follow the provisions of Decree-Law nº 74/2006, of 24 March, as amended by Decree-Law nº 68/2018, of 16 August, and other applicable legislation, the cases omitted being decided by Dispatch of the Rector.

Article 15

Norm repeal and entry into force

The present Regulation repeals the previous general regulation for the first cycles of studies of U.Porto and enters into force the day following its publication in the Official Journal of the Portuguese Republic, becoming immediately applicable to the academic activities pertaining to the 2018/2019 curricular year.

University of Porto, 2 October 2018

The Rector,

Professor Doctor António de Sousa Pereira