

# REGULATIONS

## MASTER'S DEGREE

## Applicable regulations | Documentation

For a better understanding of some of the subjects here mentioned, the official regulations should be consulted, namely the U. Porto Tuition Fee Regulation (“Regulamento de Propinas da UP”), the Student Worker Regulation (“Estatuto de Trabalhador-Estudante”), the U. Porto Partial Time Student Regulation (“Regime do Estudante a Tempo Parcial da UP”), the U. Porto Regulation on crediting of training and work experience (“Regulamento de Creditação de Formação e de Experiência Profissional da UP”); the Regulation about the maximum number of ECTS credits allowed per year (“Regulamento sobre o número máximo de créditos a que cada estudante se pode inscrever em cada ano letivo”); amongst others.

All these regulations are available (Portuguese only) in:

[https://sigarra.up.pt/fcup/pt/conteudos\\_geral.ver?pct\\_pag\\_id=1011511&pct\\_parametros=pv\\_unidade=97](https://sigarra.up.pt/fcup/pt/conteudos_geral.ver?pct_pag_id=1011511&pct_parametros=pv_unidade=97)

## Student worker status

**How to request:** the form (Portuguese only) is available in FCUP's webpage:

[https://sigarra.up.pt/fcup/pt/conteudos\\_service.conteudos\\_cont?pct\\_id=311001&pv\\_cod=25at4NanaOcy](https://sigarra.up.pt/fcup/pt/conteudos_service.conteudos_cont?pct_id=311001&pv_cod=25at4NanaOcy)

### Where to request:

- By email to [pos.graduacao@fc.up.pt](mailto:pos.graduacao@fc.up.pt). In this case, all documents must contain an official digital signature.
- By post. In this case, the original documents must be sent to:  
Faculdade de Ciências da Universidade do Porto  
Unidade de Pós-Graduação  
Rua do Campo Alegre s/n, Edif-FC5, Sala 0.7  
4169-07 Porto
- In person at the Student's Desk, by prior appointment, according to the instructions available at: [https://sigarra.up.pt/fcup/pt/uni\\_geral.unidade\\_view?pv\\_unidade=189](https://sigarra.up.pt/fcup/pt/uni_geral.unidade_view?pv_unidade=189)

### Deadlines:

- The request and documents identified in the preceding article must be submitted upon enrolment/registration or, if this is not possible, at most within 20 working days from the deadline of enrolments/registrations.
- If the conditions required to obtain the student worker status are only fulfilled after expiry of the mentioned deadline, students can still request the granting of the status for the second semester of the academic year, provided they present the request and documents at most within 20 working days from the beginning of the second semester activities.

### Maintenance (suspension)

Students who, at the time of enrolment in the academic year, request the attribution/renewal of the Student Worker Status, may, simultaneously and cumulatively with such request, demand the **maintenance (suspension) of the registration for one year without registration**, proving, for this purpose, the urgent need to interrupt the studies due to professional reasons. In the event of **approval** of both requests, the tuition fee will not be due that academic year.

If the request for Student Worker Status is rejected and within 10 working days of notification of the decision, students may submit a request of attendance withdrawal, which will imply the payment of the first instalment.

If they have successfully completed course units and they want the corresponding certification, then the attendance withdrawal will have to obey the general rules (of withdrawal) mentioned in this regulation leaflet.

This suspension is **exceptional** and can only be used **once** during the student's academic journey in a given cycle of studies.

# Recognition request (courses)

**How to request:** on-line via SIGARRA.

[http://sigarra.up.pt/fcup/en/web\\_page.inicial](http://sigarra.up.pt/fcup/en/web_page.inicial)

> Login > Access your personal page by clicking on your name> Open your student page by clicking on the magnifying glass > Click on “Reconhecimentos” (Portuguese only)

## Deadlines:

1. Recognition requests can only be submitted upon admission (enrolment), or readmission (registration) to a given cycle of studies, or when registering for an academic year.
2. In the case of relevant training or work experience that is prior to admission to the cycle of studies, the recognition request must be submitted, only once, upon admission to the cycle of studies.
3. Annually, when registering for the academic year, the student may request recognition of training carried out or work experience obtained over the previous academic year.

After the conclusion of a recognition request, students may change their registration in curricular units **within 10 working days**.

## Training obtained outside of Portugal

It will be necessary to present evidence issued by the competent authorities recognizing the Institution that awarded the qualification as part of its higher education system, through:

- a statement issued by the Directorate General for Higher Education (DGES) of Portugal, to certify the level of foreign training for the purpose of applying for equivalence / recognition in accordance with the procedure defined in the following address

<https://www.dges.gov.pt/en/pagina/naric-statements>

or

- a declaration issued by the competent authorities of the country in which the qualification was obtained, recognizing the institution as part of its higher education system.

**Applicable fees:** Recognition requests are subject to the payment of the fees established in the UP table of fees (Portuguese only):

[https://sigarra.up.pt/fcup/en/web\\_page.inicial](https://sigarra.up.pt/fcup/en/web_page.inicial)

> Courses > Documents > Informação comum aos 3 ciclos de estudos > Tabela de Emolumentos

# Scholarships

## Social Services of the University of Porto (SASUP)

Only for Portuguese students from EU Member States, stateless and from countries with which cooperation protocols are available (students with International Student Status are excluded – contact the International Services for further information at [international@reit.up.pt](mailto:international@reit.up.pt)).

Scholarship request not granted: the payment of the late instalments must be made within 30 working days subsequent to the final publication of the rejection.

Scholarship request granted: the payment of the late instalments must be made within 20 working days following the regularization of the scholarship payment by SASUP.

# Registration as a full/partial time student

In full time, students can enrol in a **maximum of 75 ECTS credits, or 81 ECTS credits (if the student may finish the degree in that year)**.

In partial time, students can enrol up to a **maximum of 37.5 ECTS credits per year or 40,5 ECTS credits (if the student may finish the degree in that year)**.

If the student chooses to register in partial time in dissertation, thesis, internship or project, it is considered that to complete one curricular year the student must make the corresponding to two annual part-time registrations.

## Changing from full time to partial time / partial time to full time:

- The change must be done **upon registration in the beginning of the academic year**;
- **Student workers** may require this change at the beginning of the second semester;

- **Outside the deadlines** defined in the U. Porto Partial Time Student Regulation (“Regime do Estudante a Tempo Parcial da UP”), any request shall be dismissed.

## Attendance Withdrawal

The student may submit a request for attendance withdrawal, addressed to the Director of the Faculty.

- Until the end of the first semester of each academic year, the student must pay all instalments due at the date of the request, including the current month;
- After the end of the first semester, the entire tuition fee is due.

The amounts owed by the student following the attendance withdrawal are paid until the end of the last monthly installment of the defined tuition fee.

### Exceptions:

- Students whose application for a **scholarship from SASUP** is rejected, and who do not wish to remain enrolled, may submit a request for attendance withdrawal within **10 working days** after publication of the final rejection order, without obligation of payment of any tuition fee for this academic year and without any certification;
- International students** who, being required to obtain a residence permit for study purposes, have their application rejected may submit a request for attendance withdrawal **within 10 days** of notification of the rejection of their application;
- Students who apply for or have previously applied for **credit transfer** may submit a request for attendance withdrawal within 10 working days of notification of the decision of the credit transfer request.

In the situations referred to in points d and e, only the payment of the first instalment of the tuition fee is due, except if the students have successfully completed course units and they want the corresponding certification, in which case the general rules mentioned above (point a and b) are applied.

## International students

An international student is a student who does not have Portuguese nationality;

### Exceptions:

- Nationals of a Member State of the European Union;
- Family of Portuguese citizens or nationals from a Member State of the European Union, regardless of their nationality;
- Those who, not being nationals of a Member State of the European Union, have resided lawfully in Portugal for more than two years, uninterruptedly, on January 1<sup>st</sup> of the year in which they intend to register in the Faculty/University, as well as the children who reside with them legally (the residence time with study permit is not relevant for this purpose);
- Those who are beneficiaries, on January 1<sup>st</sup> of the year in which they intend to register in the Faculty/University, of equality of rights and obligations granted under an international treaty between the Portuguese State and the State of which they are nationals.

**International students shall maintain this status until the end of the cycle of studies** in which they originally enrolled even if, during the course of their studies, they are granted equal rights and obligations under an international treaty between the Portuguese State and the State of which they are nationals.

For students who, in the meantime, **acquire the nationality of a Member State of the European Union**, the international student status will remain until the academic year subsequent to the date of acquisition of nationality.

### Useful information:

[https://sigarra.up.pt/up/en/WEB\\_BASE.GERA\\_PAGINA?p\\_pagina=gateway-estudantes-internacionais](https://sigarra.up.pt/up/en/WEB_BASE.GERA_PAGINA?p_pagina=gateway-estudantes-internacionais)