

## OFFICIAL NOTICE

### ENROLMENT AND REGISTRATION (in the 1<sup>st</sup> year and for the 1<sup>st</sup> time)

2<sup>nd</sup> cycle studies (Masters)

2019/2020 Academic year

#### 1. ENROLMENT AND REGISTRATION - TIME LIMIT

- a) **Students who applied as Bachelor degree holders:** *From the 19 of June to the 4 of July, 2019*
- b) **Students who applied under the condition of “Finalists”:** *until the 1 of August, 2019*

During this period, students shall only select “mandatory” courses. The period for registration in “elective” courses will take place between the 28 of August and the 5 of September, 2019.

The Academic Services will **cancel** all registrations in elective courses submitted prior to the due period. Registrations will not be allowed after the deadlines mentioned above. In order to analyze which courses are mandatory or electives, student may consult the syllabus available through the following URL, after accessing the *name* of the Master course and the “Bologna Syllabus”:

[https://sigarra.up.pt/fep/en/web\\_base.gera\\_pagina?p\\_pagina=1023932](https://sigarra.up.pt/fep/en/web_base.gera_pagina?p_pagina=1023932)

#### 2. ONLINE ENROLMENT AND REGISTRATION

- a) **Enrolment and registration shall be done online at the School website at [www.fep.up.pt](http://www.fep.up.pt)**

Admitted applicants will receive an access code in the email address indicated in their application form, including those that have, at any time, attended any course of University of Porto and consequently already have previous access codes – those students will receive new

ones that shall be used thereafter. If candidates do not receive it, shall contact [sifep@fep.up.pt](mailto:sifep@fep.up.pt) - SIFEP (FEP Information Systems Department).

- **Enrolment and registration** - applicants shall use their access code, **user name** and **password**, and follow the instructions.

Once the registration is confirmed, students can access the Registration Form and the "Declaração multiusos" (declaration confirming the registration) via "options" on the right side menu of the page.

**b) Particular situations:**

***1. Admitted students that applied under the condition of "finalists"***

- **Foreign qualifications:** Students shall send to [admiss@fep.up.pt](mailto:admiss@fep.up.pt), prior to enrolment, the degree certificate duly legalized by the Portuguese Consulate in the country where the degree was obtained or legalized by the *Hague Apostille*. Certificates that are not written neither in English, nor in French, nor in Spanish, shall be translated into Portuguese, and the translation duly legalized by the Portuguese Consulate in the country where the degree was obtained or legalized by the *Hague Apostille*. They must be sent **until 4 PM (local time) of the 1 of August, 2019**.

If students do not fulfill this procedure, the possibility of Enrolment/ Registration can be blocked.

- **Portuguese qualifications:** the original of the degree certificate shall be **presented** at the Academic Services prior to Enrolment/ Registration, or sent **until 4 PM (local time) of the 1 of August, 2019**, to [admiss@fep.up.pt](mailto:admiss@fep.up.pt), prior to enrolment. If students do not fulfill this procedure, the possibility of Enrolment/ Registration will be blocked.

*Note:* Graduates from FEP or from other Faculties of the University of Porto are exempted from the presentation of this original as long as the SIGARRA webpage of the concerned

Faculty mentions the degree as “concluded”. If students do not fulfill this procedure, the possibility of Enrolment/ Registration will be blocked.

Note: Enrolments that have not been preceded by the presentation of the certificates scanned and legalized according to the previous terms, will be canceled by the Services, but it does not exempt the candidate from the payment of all the fees due to date.

**II. Admitted students that applied with Bachelor degree obtained in foreign institutions (and other non-degree courses)**

All the originals of the **foreign** degree certificates/ diplomas, and other **foreign** non-degree courses/diplomas, submitted on the application as academic qualifications, shall be legalized by the Portuguese Consulate in the country where the degree was obtained or legalized by the *Hague Apostille*. Certificates that are not written neither in English, nor in French, nor in Spanish, shall be translated into Portuguese, and the translation duly legalized by the Portuguese Consulate in the country where the degree was obtained or legalized by the *Hague Apostille*.

Certificates legalized in accordance with the previous item, shall be scanned and send to [admiss@fep.up.pt](mailto:admiss@fep.up.pt) prior to enrolment, **until 4 PM of the 4 of July, 2019**. If students do not fulfill this procedure, the possibility of Enrolment/ Registration can be blocked.

Note: Enrolments that have not been preceded by the presentation of the certificates scanned and legalized according to the previous terms, will be canceled by the Services, but it does not exempt the candidate from the payment of all the fees due to date.

**3. PRESENTATION OF ORIGINAL DOCUMENTS**

The presentation of originals of the certificates/ diplomas, as well as any translations and legalizations required when regarding to foreign qualifications, can be demanded by Academic Services. Failure to present these documents within the period indicated by Academic Services

involves the cancellation of registration, but does not exempt the candidate from the payment of all the fees due to date.

*Note:* Graduates from FEP or from other Faculties of the University of Porto are excused from the presentation of the original of certificates regarding to qualifications obtained at University of Porto, as long as the SIGARRA webpage of the concerned Faculty mentions the degree as “concluded”.

#### 4. FEES AND SCHOOL INSURANCE

##### Payment method:

- **Residents in Portugal** - The following alternative payments are available:

- Via ATM, using the SIBS references (generated by the student through his student webpage on the item “*Conta Corrente*” – right side bar of the page);
- Paypal;

- **Non-Residents in Portugal** - The following alternative payments are available:

- Paypal;
- By bank transfer – please contact [tesouraria.fep@sp.up.pt](mailto:tesouraria.fep@sp.up.pt)

##### Values, deadlines and payment terms

##### NATIONAL AND EU STUDENTS

		ANNUAL FEE* (€)	The tuition fees of each school year can be paid: a) Single instalment, upon registration. <b>OR</b> b) In ten monthly instalments, the first due upon registration and, the remaining, from October to June, till the last day of each month.
<b>MASTERS COURSES</b>	<i>Full Time</i>	1.502,00	
	<i>Part time</i>	1.127,00	

\* Includes the school insurance (2,00 € - this value is pending to confirmation)

**STUDENTS UNDER INTERNATIONAL STUDENT STATUS \*\***

		ANNUAL FEE* (€)	<p>The tuition fees of each school year can be paid :</p> <p>a) Single instalment, upon registration.</p> <p><b>OR</b></p> <p>b) In ten monthly instalments, the first due upon registration and, the remaining, from October to June, till the last day of each month.</p>
Students from other countries	Full time	5.002,00	
	Part time	3.752,00	
Students from the Community of Portuguese Speaking Countries (CPLP)	Full time	2.502,00	
	Part time	1.877,00	

\* Includes the school insurance (2,00 € - this value is pending to confirmation)

\*\* See in the Glossary the concept of International Student

Note: During registration / enrolment students shall select the tuition fees in accordance with their status (national/EU student, international student, or, international student from CPLP, full time student, part time student,...). Where nonconformity is verified Academic Services will correct the students status and adjust the tuition fee payment plan. Any debts arising from these corrections shall be due to the student.

**5. CANCELLATION OF THE REGISTRATION AT STUDENT'S REQUEST**

Cancellation of registration requests shall be sent, exclusively, to FEP's Academic Services using the requests module of the students' personal webpage (option "requerimentos", available at the right sidebar of the page after opening the academic pathway. Student shall select the type of request: "Anulação de inscrição"). Requests that are not submitted through this option will not be considered.

According to the U.Porto Fees Regulation, the following applies:

"1 — When a enrolment/registration is cancelled at the student's request:

"a. Until the end of the first semester all the instalments due up to the date of the request are due, including the current month;

b. After the end of the first semester all the tuition fees are due;

*c. For students, who, when registering, apply for the award of credits with regard to previous education, the time limits referred to in the preceding paragraphs shall, in all cases, begin on the date on which the student is given notice of the decision concerning his/her application.*

*(...)*

*5 – International students who are required to get a residence visa for study purposes and whose visa application is refused are excluded from the provisions of paragraph 1, provide the cancelation request is made within eight working days from the date of the visa application rejection notification.”*

## **6. EDUCATION AND WORK EXPERIENCE CREDIT**

In the case of students enrolled in master's degrees, credit applications regarding to Bologna degrees (3 years or 180 ECTS) will not be accepted. In the case of pre-Bologna degrees, credit applications will only be accepted if related to courses of the 4th and 5th years of the syllabus.

### **6.1. Application deadline**

Credit applications may only be submitted online, until the last day of the enrolment/registration time period. After authentication in SIGARRA students shall access to the “Opções” menu at the right sidebar of the page (after opening the Academic pathway), then “Reconhecimento” - “Lista de pedidos de reconhecimentos” - “Criar pedido de reconhecimento”.

The Academic Services may demand the presentation of other documents, as well as the presentation of the original of the documents uploaded (both foreign and/ or Portuguese). Failure to present these documents within the period indicated by Academic Services involves the cancellation of the credit application.

## **7. ADMISSION TO QTEM INTERNATIONAL MASTER’S NETWORK**

Master students at FEP that wish to do a period of studies abroad (outside Portugal) can apply to QTEM international master's network and to other mobility exchange opportunities.

- QTEM - Quantitative Techniques in Economics and Management: Students admitted in the masters lectured in English are eligible to apply. The deadline for applications is the 7<sup>th</sup> of June, 2019. Information regarding application rules and selection is available in: [https://sigarra.up.pt/fep/pt/WEB\\_BASE.GERA\\_PAGINA?p\\_pagina=1024772](https://sigarra.up.pt/fep/pt/WEB_BASE.GERA_PAGINA?p_pagina=1024772)

GMAT exam is mandatory to the QTEM admission. More information in [www.qtem.org](http://www.qtem.org) or via email to [qtem@fep.up.pt](mailto:qtem@fep.up.pt)

#### 8. OTHER PROVISIONS

**Before** the enrolment/ registration, all communications will be made by e-mail, sent to the email address identified by the candidate in the application form. Nevertheless candidates are considered notified by the publication of the official public notice on FEP's website.

**After** the registration/enrolment at FEP all notices and communications will be sent exclusively to the students' institutional email. The Academic Services will not assume any responsibility for any consequences that arise from the lack of consultation of the institutional email by the students.

The reading of this Notice does not replace the reading of other legislation in force.

Students who make false statements will be excluded from the enrolment / registration process at any time.

#### 9. GLOSSARY

**Full time student** – student who signs up to more than 37,5 ECTS and a maximum of 60 ECTS in a particular study cycle.

**Part time student** – student who signs up to a maximum of 37,5 ECTS, in a particular study cycle.

## International Student Status

International Student Status:

*“1 — For the purposes presented in this decree, an international student is a student who does not hold Portuguese nationality.*

*2 — The following groups are excluded from the above definition:*

- a) Citizens of another European Union Member State;*
- b) Family members of Portuguese or European Union Member State citizens, independently of their nationality;*
- c) Those who are not citizens of a European Union Member State and are not included in the above point but who have legally resided in Portugal for over two years, uninterruptedly, on 1 January of the year in which they intend to enroll in higher education, as well as any children who legally reside with them;*
- d) Those who, on 1 January of the year in which they intend to enroll in higher education, are beneficiaries of a status of equal rights and duties conferred under an international treaty signed between the Portuguese State and the State of which they are citizens; [...]*”

*“Not included in the International Student Statute are ‘family members of Portuguese or European Union Member State citizens,’ with ‘family member’ defined in accordance with Law no. 37/2006 of 9 August, namely:*

- i) The spouse of a European Union citizen;*
- ii) The legal domestic partner of a European Union citizen, or with whom the European Union citizen maintains a permanent relationship that is duly certified by the Member State where they reside;*
- iii) Direct descendants under 21 years old or who are dependents of a European Union citizen, as well as those of the spouse or recognized partner, as described in the above point;*



iv) *Direct ascendants who are responsible for a European Union citizen, as well as those of the spouse or recognized partner, as described in point ii);*

*- If a student holds two or more nationalities and one of them is Portuguese, this is the only one that is relevant.*

*- If a student holds two or more nationalities and none are Portuguese, if they are nationals of another European Union Member State and a non-European Union State, they may choose the one they wish to use.*

*- In the situation foreseen in the above point, if the student opts for the non-European Union nationality, they will maintain their international student status until the end of the cycle of studies in which they enroll initially or to which they transfer, even if during the course of their studies they are conferred a status of equal rights and duties under an international treaty signed between Portugal and the State of which they are a citizen.*

*- Excluded from the provisions of the above point are international students who acquire, after enrollment, nationality from a European Union Member State.*

*- The termination of a student's international status as a consequence of the provisions of the previous point shall take effect in the school year following the date on which proof of the acquisition of the aforementioned nationality is presented."*

03<sup>rd</sup> April, 2019

The Dean

  
(Prof. Doutor José Manuel Janeira Varejão)