

## NOTICE

### ENROLMENT RENEWAL

1<sup>ST</sup> CYCLE PROGRAMMES (BACHELORS)

2<sup>ND</sup> CYCLE PROGRAMMES (MASTERS)

3<sup>RD</sup> CYCLE PROGRAMMES (DOCTORATES)

**2024/2025 academic year**

#### 1. ENROLMENT PERIOD

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##### 1.1. FOR ALL STUDY PROGRAMMES

- i. **Deadline: 26 august to 02 September 2024**
- ii. *Period for acts completed after the normal period with a fee of €22,00: 03 to 09 September 2024*
- iii. *Period for acts completed after the normal period with a fee of €55,00: 10 to 16 September 2024*

***NOTE: Bachelor's students who applied to take "September Special Season" exams as "final-year students" should not register for these periods.***

##### 1.2. EXCEPTIONAL SITUATIONS

***1.2.1. - Bachelor's students who applied to take "September Special Season" exams as "final-year students" and did not complete their degree***

**Until 27 September 2024:** They must submit a "Requerimento" of the type "Exposição ao Diretor da Faculdade" available on their personal page, requesting the renewal of their enrolment in 2024/2025.

***1.2.2. - Students already enrolled in 2024/2025 whose enrolment requires changes due to the results of the "September Special Season" exams***

**Deadline: until 27 September 2024:** They must submit a "Requerimento" of the type "Exposição ao Diretor da Faculdade" available on their personal page, indicating the CUs in which they wish to enrol.

**NOTE:** A *FINAL-YEAR STUDENT* or *FINALIST* is a bachelor's student who, after the results of the 2023/2024 appeal period, had to complete a maximum of 21 ECTS to obtain their bachelor's degree, and, in order to reach this value, the student needs to be enrolled in the course unit during the respective academic year or, if the "finalist" was in mobility during that year, it is included in the respective study plan.

**The following students should not renew their enrolment during the period indicated in point 1.1:**

**1. Master's**

- If you have already submitted your dissertation and are awaiting the public defence;
- If you plan to submit your dissertation by 13 September 2024 and have therefore registered for a special examination period for this component. If you do not submit your dissertation by this date, you can renew your registration by submitting a "Requerimento" of the type "Exposição ao Diretor da Faculdade" available on their personal page, until 20 September 2024;
- You are enrolled in the dissertation and course unit(s) for which you will sit exams during the "September Special Season" (having for this reason enrolled in the respective special season exams) and intend to submit your dissertation by 13 September 2024.

**2. PhD:**

- You have already submitted your thesis and are awaiting the public defence.
- You been authorised to submit your thesis by 13 September 2024

**2. ENROLMENT**

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- **Enrolment must be done exclusively through the School's website.**
  - In the event of any technical problems related with the information system, the student should contact SIFEP – FEP Information Technology Service (at this email [sifep@fep.up.pt](mailto:sifep@fep.up.pt)) by 12:30 p.m. (local time) on the penultimate working day of the period in which they are enrolling.
  - Other questions related to enrolment must be reported by 12.30 pm (local time) on the penultimate working day of the deadline for your registration through submission of a [Trouble Ticket](#).

**NOTES:**

- *Enrolment in overdue course units is mandatory in all cycles of study.*
- *For bachelor's programmes, enrolment in 2<sup>nd</sup> semester course units must obey the following order of precedence:*

**Bachelor in Economics**

Year	Course Unit - 1 <sup>st</sup> Semester		Course Unit - 2 <sup>nd</sup> Semester
1 <sup>st</sup>	Introduction to Accounting	Precedes	Accounting and Financial Report
	Microeconomics I	Precedes	Microeconomics II
	Mathematics I	Precedes	Mathematics II
2 <sup>nd</sup>	Macroeconomics I	Precedes	Macroeconomics II
	Statistics I	Precedes	Statistics II
3 <sup>rd</sup>	Economic Growth	Precedes	Innovation Economics
	Economic Growth	Precedes	Urban and Regional Economics

**Bachelor in Business Administration**

Year	Course Unit - 1 <sup>st</sup> Semester		Course Unit - 2 <sup>nd</sup> Semester
1 <sup>st</sup>	Financial Mathematics	Precedes	Introduction to Accounting
	Microeconomics I	Precedes	Microeconomics II
	Mathematics I	Precedes	Mathematics II
2 <sup>nd</sup>	Macroeconomics I	Precedes	Macroeconomics II
	Statistics I	Precedes	Statistics II
	Management Accounting	Precedes	Management Control
	Statistics I	Precedes	Operational Research

- *Students may only enrol in the 2<sup>nd</sup> semester course unit if they have passed the 1<sup>st</sup> semester course unit, or if they are simultaneously enrolled in both.*
- *Optional course units are subject to a minimum number of enrolments to operate.*
- *Places for enrolment in optional course units are subject to a maximum enrolment limit.*

### 3. TUITION FEES AND SCHOOL INSURANCE

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#### 3.1 Method of payment

Tuition fees and school insurance may be paid through the student's *current account* area on the academic information system, using the payment solutions available online:

- a) **ATM reference**
- b) **MBWay**
- c) **Debit/credit card**

#### 3.2 Tuition fee amounts, due dates and payment plans

- Information regarding fee amounts, including the fees applicable to different ECTS enrolment levels, are available at:

[https://sigarra.up.pt/fep/en/WEB\\_BASE.GERA\\_PAGINA?p\\_pagina=1025931](https://sigarra.up.pt/fep/en/WEB_BASE.GERA_PAGINA?p_pagina=1025931)

- **Value of school insurance:** €2.00 (to be paid at registration)

***NOTE:*** *At the time of registration, students must select the tuition fee payment plan in accordance with their situation (Portuguese student, international student, CPLP international student, full-time, part-time, etc.). In the event of any inaccuracies, Academic Services shall, at any time during the academic year, correct the tuition fee payment plan. It is the student's responsibility to pay any amounts that become due as a result of that correction.*

The tuition fee for each academic year may be paid:

- a) **All at once**, at the time of registration;
- b) **In ten monthly instalments**, with the first being due at the time of registration/enrolment and the remaining due between October 2024 and June 2025 (inclusively) by the last day of each month.

For more information, consult the [University of Porto Tuition Fee Regulations](#)

#### 4. STUDENT WORKER STATUTE OF THE UNIVERSITY OF PORTO

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The student must submit an **“Requerimento”** supported by the necessary documentation - **exclusively via the application module available on his/her personal page on the FEP website, type of application: “Estatuto TE”** - within the following time limits:

**1<sup>st</sup> semester/full academic year** - upon registration, or no later than 20 working days after the start of 1<sup>st</sup> semester classes.

**2<sup>nd</sup> semester** - maximum 20 working days after the start of classes for the 2<sup>nd</sup> semester.

Academic Services may request additional documentation, as well as for the student to present the originals of the documents submitted online.

***NOTE:*** *Requests/applications submitted via different channels are not valid.*

For more information, consult the [University of Porto Student Worker Regulations](#).

#### 5. CREDIT TRANSFER FOR TRAINING AND PROFESSIONAL EXPERIENCE

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Credit transfer/recognition requests can **only** be submitted **online by logging into SIGARRA** and selecting Options > Recognitions > List of recognition requests > Create recognition request.

Deadline: **until the last day of the registration renewal period.**

***NOTE:*** *Requests/applications submitted via different channels are not valid.*

The credit transfer request must be duly supported with diplomas, certificates, study plans with course workloads (hours) and transcripts showing the marks and ECTS earned for each course (whenever applicable) credit is being requested for.

Original documents for training undertaken at foreign institutions must be legalised by the Portuguese consular authority in the document’s country of origin or legalized with a Hague Apostille.

Original documents for training undertaken at foreign institutions written in a language other than Portuguese, English, French or Spanish must be submitted with translations, which must also be certified by the Portuguese consular authority in the country of origin of the document or certified with a Hague Apostille.

When making the credit transfer request online, students who submit requests for training received at foreign institutions are also required to submit a declaration issued by the Unit for Recognition,

Mobility and International Cooperation (which houses NARIC Portugal) attesting that the foreign institution in question is recognised by the competent authorities of the respective State and is part of its system of higher education.

For more information, consult the [University of Porto Regulations on Crediting of Training and Work Experience](#).

## **6. WITHDRAWAL (“CANCELLATION OF ENROLMENT”) AT THE REQUEST OF THE STUDENT**

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Requests to withdraw from a course of study must be submitted to FEP’s Academic Services (exclusively) using the formal “Requerimento” module available in the student’s personal account area of the FEP website (Type of “Requerimento”: *Anulação da inscrição*).

**NOTE:** *Withdrawal (Cancellation of enrolment) requests submitted by any method other than the one outlined above will not be considered.*

For more information, consult the [University of Porto Tuition Fee Regulations](#).

## **7. OTHER PROVISIONS**

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- Reading this Notice does not substitute reading the remaining legislation in effect.
- Students who provide false declarations or documents will be excluded from enrolment, at any point in the process.
- All summons and communications from Academic Services will be exclusively sent to the student’s institutional email inbox (FEP email).
- The Services are not responsible for any consequences arising from students' failure to consult their institutional email or the FEP website, as well as from changes in legislation and regulations.

## **8. GLOSSARY**

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### **- Student enrolled full time**

A student who, as a rule, may not exceed the limit of 75 ECTS/academic year and 42 ECTS/semester for full-time enrolment.

The limit can be up to 81 ECTS credits/year and 48 ECTS/semester in cases where, with the approval of this limit, the student can complete the study cycle.

In the case of doctoral students, the specificities of each of the doctorates (Business and Management Studies and Economics) must be considered.

**- Student enrolled part time**

*“1 — A student is considered to be part-time if enrolled in course units up to an annual maximum of 37.5 ECTS in a given cycle of study.*

*2 — Excluded from this definition are enrolments in course units for performing research work and developing the dissertation, thesis, traineeship or project and their respective reports, wherein the number of ECTS is superior to the limit established in the previous paragraph.*

*3 — In the cases referred to in the previous paragraph, and given that ECTS units cannot be divided, the limit of 37.5 ECTS units may be exceeded, counting for the purposes of the minimum amount of time needed to deliver a dissertation, thesis, traineeship or project and respective report as the equivalent to two part-time enrolments for each curricular year.”*

**NOTE 1:** in the case of Dissertations/Projects/Traineeships with 45 ECTS:

- If the student chooses to enrol for the Dissertation/Project/Internship part-time for the first time, 22.5 ECTS will be taken into account for ECTS accounting purposes - however, the student will not be able to submit the dissertation in that academic year and will only be able to do so in the enrolment of the following academic year (given that, under the part-time regime, the minimum time for submitting a dissertation, thesis, internship or project and respective report is the time corresponding to two enrolments).

- From the second valid enrolment in this component (inclusive), regardless of the study regime chosen in the first, if the student chooses the part-time regime the number of ECTS to be considered for the purpose of counting the number of ECTS and determining the attendance regime, is 22.5.

**NOTE 2:** in the case of Dissertations/Projects/Traineeships with 30 ECTS, beginning with the second valid enrolment in this component (inclusively), the number of ECTS considered for purposes of determining the attendance regime is 30 ECTS.

**The choice of study regime (full-time or part-time) can only be made at the moment of registration,** with one exception. Students who acquire Student Worker status may change their study regime from full-time to part-time **at the beginning of the 2<sup>nd</sup> semester.**

For more information, consult the [U.Porto Part-Time Student Regime Regulations](#)

**- International student**

In accordance with the legislation in effect at the time of this Notice:

*“1 — For the purposes of the provisions of this document, an international student is a student who is not a Portuguese national.*

*2 — Those not encompassed by the provisions of the previous number include:*

*a) Nationals of a European Union member State;*

*b) Family members of Portuguese or European Union member State nationals, independently of their own nationality;*

*c) Those who are neither nationals of a European Union member State nor included in the previous clause, but who have legally and uninterruptedly resided in Portugal for over two years by 1 January of the year in which they intend to enrol in higher education, as well as the children who legally reside with them;*

*d) Those who, on 1 January of the year in which they intend to enrol in higher education, are the beneficiaries of an equal rights and responsibilities statute conferred by an international treaty signed between the Portuguese State and the State of which they are nationals;”*

Time spent as a resident with a residence permit for purposes of study does not count towards the provisions of clause c) of no. 2.

*“As ‘family members of Portuguese nationals or nationals of a Member State of the European Union’ are not covered by the International Student Status, ‘family member’ is understood to be the concept provided for in Law no. 37/2006 of 9 August, namely: i) The spouse of a Union citizen; ii) The partner with whom a Union citizen lives in a de facto union, constituted under the terms of the law, or with whom the Union citizen maintains a permanent relationship, duly certified by the competent entity of the Member State where he/she resides; (iii) A direct descendant who is under 21 years of age or who is dependent on a Union citizen, as well as that of the spouse or partner within the meaning of the*



*previous point; (iv) a direct ascendant who is dependent on a Union citizen, as well as that of the spouse or partner within the meaning of point (ii);*

*- When a student has two or more nationalities and one of them is Portuguese, that is the one that prevails.*

*- If a student has two or more nationalities, where one is of a European Union member State other than Portugal and the other is of a non-EU State, they may choose one of them.*

*- In the case outlined in the previous number, if the non-EU nationality is chosen, the student will retain international student status until the end of the study programme they initially enrol in or to which they transfer, even if during the course of their studies they are granted an equal rights and responsibilities statute under an international treaty signed between Portugal and the State of which they are a national.*

*- The international student who acquires nationality from a European Union member State after enrolling is excluded from the provisions of the previous number.*

*- Cessation of the application of the international student status as a result of the provisions of the previous number shall take effect in the academic year subsequent to the date on which acquisition of the nationality is verified.*