

OFFICIAL NOTICE

ENROLMENT AND REGISTRATION (1st year / 1st time)

3rd cycle of studies (PhD)

2024/2025 Academic year

1. ENROLMENT AND REGISTRATION TIME LINE

	1st call		2nd call*		3rd call*	
	Início	Fim	Início	Fim	Início	Fim
Enrollment and registration	08/04/2024	12/04/2024	03/07/2024	12/07/2024	23/09/2024	25/09/2024
Offer of vacancy to unplaced candidates	15/04/2024	29/04/2024	15/07/2024	25/07/2024	26/09/2024	04/10/2024

*This phase only opens if there are unfilled places from the previous phase

2. ONLINE ENROLMENT AND REGISTRATION

2.1 Enrolment and registration must be done online via FEP's website.

Admitted applicants must enrol/register using the same access credentials they have used to submit their application.

In case of difficulty, applicants are advised to contact sifep@fep.up.pt (SIFEP – FEP IT Service) by 12:30 p.m. (local time) on the day preceding the enrolment deadline (for the phase in which they were admitted).

2.2 Particular situations: admitted applicants with foreign certificates/diplomas/documents

2.2.1 Admitted applicants can only “enroll and register” after scanning and sending **the original version of all legalized documents** to sa_dout@fep.up.pt before 4 PM (local hour) on the last day of the “Enrolment and registration” period for the phase in which they were admitted:

- a) **Originals** of all foreign diplomas/certificates submitted with the application must be duly legalized by the Portuguese consular agent in the country of origin of the diploma/certificate or through the Hague Apostille. **Certified photocopies will not be accepted**, even if subsequently legalized (**only originals**).
- b) Documents not written in Portuguese, English, French, or Spanish must be translated by an official translator into Portuguese or English. The translation must then be legalized by the Portuguese

Consulate in the country where the degree was obtained or through the Hague Apostille. **In such cases, both the original and translated documents must be duly legalized.**

2.2.2. The Academic Services reserve the right to request the presentation of **the original documents and their translations, legalized according to 2.2.1.**

3. FULL-TIME OR PART-TIME

Full-time student

A student enrolled in more than 37.5 ECTS credits, up to a maximum of 75 ECTS.

Part-time student

A student enrolled in a maximum of 37.5 ECTS credits.

The choice of study regime (full-time or part-time) must be made exclusively at the time of enrolment/registration. The only exception applies to students granted Student Worker status, who may change their study regime from full-time to part-time at the beginning of the 2nd semester.

4. TUITION AND ENROLMENT FEES AND SCHOOL INSURANCE

The payment of the tuition and enrolment fees and school insurance is due immediately after registration/enrollment.

- Payment is to be made using the methods available on the current account

[The fees](#), according to the student status, are as follows:

Student Status*	Annual Fee (€)**	
	Full time	Part time***
Student from European Union	2 850.00	1 062.50 – 2 300.00
Student from CPLP	3 400.00	1 255.00 – 2 740.00
International student	6 100.00	2 200.00 – 4 900.00

* For a better understanding of the Student Status, please see the glossary

** Includes the enrolment fee (100€) but does not include school insurance.

*** As defined by the University of Porto General Council

During registration/enrolment, students must select the appropriate tuition fees according to their status (European Union student, student from CPLP or international student) and study regime (full-time or part-time). Academic Services will review the tuition fee payment plan and adjust it whenever a nonconformity is found. Any debt arising from these corrections is due by the student.

Note:

The tuition fees for each academic year can be paid either i) in full upon registration or ii) in ten monthly instalments, with the first instalment due upon registration and the remaining ones due in the months following the start of the academic year until the last day of each month.

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

Student can initiate the registration cancellation process by submitting a request through the school platform (SIGARRA) through their student webpage. This is done by selecting the “*requerimentos*” (requirements) option, which is available at the right-hand side of the page after accessing the academic pathway). No other method of cancellation will be considered.

Further information can be found in the [“Tuition Regulation of the University of Porto”](#).

6. WORKING STUDENTS AT UNIVERSITY OF PORTO

To be eligible for working-student status and the associated rights, students must apply during registration/ enrolment or within 20 working days after the start of the academic year. This application is made through the students' webpage by selecting the “*requerimentos*” (requirements) option and typing “*Estatuto TE*” (working-status), available at the right side of the page after opening the academic pathway).

Alternatively, working-student status can also be requested solely for the second semester if the application is submitted within 20 working days after the start of the second semester.

The Academic Services may request additional information from the student or ask for the presentation of the originals documents submitted online.

Further information can be found in the [“Worker-Student Status Regulations of the University of Porto”](#).

7. ACCREDITATION OF TRAINING AND WORK EXPERIENCE

Credit applications must be submitted exclusively online before the end of the enrolment/registration period. Upon authentication in SIGARRA, students should navigate to the “*Opções*” menu (located on the right-hand side of the page after accessing the academic pathway) and then select “*Reconhecimento/Lista de pedidos de reconhecimentos/Criar pedido de reconhecimento*”.

NOTE: When submitting the online application for credits obtained from foreign institutions, the student must include a declaration issued by NARIC Portugal (National Academic Recognition Information

Centre) confirming that the foreign institution is recognized by its home country's legal authorities as part of its higher education system.

All foreign documents should be legalized by the Portuguese Consulate in the country where the degree was obtained or by the Hague Apostille. Documents not written in Portuguese, English, French, or Spanish must be translated by an official translator into Portuguese or English. The translation must be certified by the Portuguese Consulate in the country where the degree was obtained or legalized by the Hague Apostille. In this case, both the original and translated documents must also be legalized by the Portuguese Consulate in the country where the degree was obtained or by the Hague Apostille.

Further information can be found in the [“Regulation for Creditation of Previous Training and Professional Experience of the University of Porto.”](#)

8. OTHER PROVISIONS

- a) Prior to enrolment/registration, all communications with the student will be conducted via e-mail using the email address provided by the candidate in the application form. However, candidates are considered notified by the publication of the official public notice on [FEP's website](#).
- b) Subsequent to registration/enrollment, all notifications and communication will be sent exclusively to the students' institutional e-mail. The Academic Services will not be held responsible for any consequences arising from students failing to check their institutional e-mail.
- c) This Notice does not substitute for the reading of other applicable legislation.
- d) Students found to have made false statements will be excluded from the enrolment/registration process at any stage.
- e) The Academic Services reserve the right to request the presentation of the originals of all certificates/documents/diplomas. In such cases, the candidate will be contacted via email at their institutional email address. Failure to present the original documents may result in the cancellation of registration. This does not exempt the candidate from paying all fees due until the cancellation date.
- f) Candidates classified as “Unplaced” may be offered enrollment if there are vacant places. In such instances, notification will be sent to the e-mail address indicated on the application form and the candidate will have two working days to confirm the place acceptance. Failure to respond within the specified deadline will be interpreted as disinterest and the place will be offered to the next unplaced candidate.

9. GLOSSARY

International Student Status effective on the date of the Notice:

According to the regulations of University of Porto and Portuguese law:

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

2 — Excluded from the above definition are the following groups:

- a) Citizens of another European Union Member State;*
- b) Family members of Portuguese or European Union Member State citizens, regardless of their nationality;*
- c) Individuals who are not citizens of a European Union Member State and are not included in the previous point but who have legally resided in Portugal for over two years, uninterruptedly, on January 1st of the year in which they intend to enroll in higher education, as well as any children who legally reside with them;*
- d) Individuals who, on January 1st of the year in which they intend to enroll in higher education, hold a status of equal rights and duties conferred under an international treaty signed between the Portuguese State and their respective country of citizenship; [...]"*
Time spent as a resident with a residence permit for purposes of study does not count towards the provisions of clause c).

"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 August 9th, 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 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 previous 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, only the Portuguese nationality is relevant.*
 - If a student holds two or more nationalities and none is Portuguese, they may choose the one they wish to use.*
 - If the student opts for a 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 transfer to, even if 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, during the course of their studies.*
 - Excluded from the provisions above are international students who acquire nationality from a European Union Member State, during the course of their studies.*
 - The termination of a student's international status as a result of the provisions of the previous point shall take effect in the school year following the presentation of proof of the acquisition of the aforementioned nationality."*