

## Table of Fees of the University of Porto

Approved by the Management Board of the University, on the 13<sup>th</sup> of May 2010. Latest amendments introduced by the Management Board of the University, on the 22<sup>nd</sup> of December 2020.

The translation presented in this document is **for information purposes** only. Therefore, corroboration with the original Table of Fees in Portuguese shall not be dismissed.

TYPE OF DOCUMENTS AND ACTS	EUROS
	Applicable fee
<b>1 – Certificates</b>	
1.1 – Certificate:	
1.1.1 – Degree Certificate [Bachelor (“Licenciado”), Master’s (“Mestre”) or Doctor (“Doutor”) degree (see note 1)], with Diploma Supplement	15,00
1.1.1.1 – Digital certificate with qualified electronic signature	10,00
1.1.2 – Certificate of completion of a non-degree awarding programme, with Diploma Supplement	15,00
1.1.3 – Certificate of the academic title of “Agregado” (Habilitation)	
1.1.4 – Certificate of degree equivalence or recognition of academic qualifications (under Decree-Law no. 283/83, of 21 June)	
1.1.5 – Duplicate of the certificate of automatic, level or specific recognition	
1.2 – Certificate of completion of the curricular component of a Master’s or Doctoral degree (pre-Bologna) with identification of the course units	25,00
1.3 – Certificate of registration or of approval (including recognition/credit transfer) in course units	
1.3.1 – In one course unit only	5,00
1.3.2 – In each additional course unit	0,50
1.4 – Certificate of attendance of an academic year and registration in the following one (except if required for a scholarship application)	10,00
1.5 – Certificate of enrolment, registration in an academic year or registration in a curricular year	4,00
1.6 – Certificate of “não prescrição”	5,00
1.7 – Certificate of programmes and course loads or other photocopied certificates:	
1.7.1 First page	6,00
1.7.2. Each following page	0,50
1.8 - Narrative certificate:	
1.8.1 – First page	5,00
1.8.2 – Each following page	0,50
1.9 – Certificate of school achievement	5,00
1.10 – Other certificates not specified in this table	5,00
<b>2 – Certificates – with urgent deadline (see note 7)</b>	
2.1 – For certificates issued within five (5) working days, the fees mentioned in No. 1 increase by fifty per cent (50 %).	
2.2 – For certificates issued within two (2) working days, the fees mentioned in No. 1 increase by one hundred per cent (100 %).	
<b>3 – Readmission or change of institution/course pair</b>	
3.1 – Application (see note 6 – International students)	55,00
<b>4 – Special calls for admission to Higher Education</b>	

4.1 – Application [except for the special call for admission to the Integrated Master in Medicine for candidates with a Bachelor (“Licenciado”) degree]	55,00
4.2 – Application for the special call for admission to the Integrated Master in Medicine for candidates with a Bachelor (“Licenciado”) degree	100,00
4.3 – Application for the special call under the International Student Statute (see note 11)	100,00
4.4 – Reassessment of the test intended to evaluate the ability to attend the University of Porto by candidates over the age of 23	80,00
4.5 – Reassessment of Written Tests (after revision)	40,00
4.6 – Certificate attesting the validity of the test intended to evaluate the ability to attend the University of Porto by candidates over the age of 23	20,00
<b>5 – Second and third cycles of studies</b>	
5.1 - Application	55,00
<b>6 – Grade improvement request</b>	
6.1 – Grade improvement by final examination – per course unit	12,00
6.2 – Grade improvement by attendance – per semi-annual course unit	100,00
6.3 – Grade improvement by attendance – per annual course unit	200,00
<b>7 – Exam request for students with special status</b>	
7.1 – Per course unit	12,00
<b>8 – Exam request for the special examination period for completion of a cycle of studies</b>	
8.1 – Per course unit	12,00
<b>9 – Acts/requests made after the applicable deadline</b>	
9.1 – During the first five (5) working days after the deadline	22,00
9.2 – During the five (5) working days following the deadline established in the previous number (9.1)	55,00
<b>10 – Diplomas</b>	
10.1 – “Carta de curso” – Bachelor (“Licenciado”) degree (see note 1)	120,00
10.2 – “Carta de curso” – Master’s (“Mestre”) degree (see note 1)	150,00
10.3 – “Carta Doutoral” – Doctor (“Doutor”) degree (see note 1)	180,00
10.4 – “Carta de Agregação” – Habilitation	200,00
10.5 – Diploma for non-degree awarding programmes	105,00
<b>11 – Admission to public examinations (<i>viva voce</i>)</b>	
11.1 – Doctoral examination	500,00
11.2 – “Agregação” (Habilitation) (see note 2)	800,00
<b>12 – Request for recognition of foreign academic degrees</b>	
12.1 – Automatic recognition	
12.1.1 – Request for automatic recognition, under Article 12 of Decree-Law No. 66/2018, of 16 August, <u>without conversion of the final grade</u> (see note 4)	30,00
12.1.2 – Request for automatic recognition, under Article 12 of Decree-Law No. 66/2018, of 16 August, <u>with conversion of the final grade</u> (see note 4)	50 % increase to the applicable fee for recognition
12.1.3 – Request for conversion of the final grade, presented separately from the request for automatic recognition of an academic degree or diploma (see note 4)	30,00
12.2 – Level and specific recognition	
12.2.1 – Request for level recognition and specific recognition, under Article 17 and subsequent Articles of Decree-Law No. 66/2018, of 16 August (see note 3)	

12.2.2 – Degrees from European Union countries	200,00
12.2.3 – From other countries (see note 3)	
12.2.3.1 – Bachelor degree	430,00
12.2.3.2 – Master’s degree	470,00
12.2.3.3 – Doctoral degree	600,00
12.2.4 – Request for conversion of the final grade, presented separately from the request for level recognition and specific recognition of an academic degree or diploma	50 % of the applicable fee for recognition
12.3 – Recognition based on precedence	
12.3.1 – Request for level recognition of foreign academic degrees, under Article 19 of Decree-Law No. 66/2018, of 16 August (see note 3), based on precedence (when the degree to be recognised has already been the object of previous recognition)	60,00
12.3.2 – Request for conversion of the final grade, presented separately from the request for level recognition based on precedence	50,00
<b>13 – Request for recognition/credit transfer</b>	
13.1 – Request for recognition/credit transfer from previous training	50,00
13.2 – Isolated request for credit transfer from single course units (except InovPed course units)	25,00
13.3 – Request for credit transfer from single course units when the student is (re)admitted to a cycle of studies with a study plan that expressly includes those course units or request for credit transfer from training within the framework of EUGLOH	Free
13.4 – Request for recognition of previous professional experience	200,00
13.5 – Reassessment of the credit transfer process (including readmission processes)	80,00
<b>14 – Registration in single course unit</b>	
14.1 – Registration in each course unit (see notes 9, 10 and 11)	1/5 of the annual fee established for the cycle of studies
<b>15 – University of Porto’s multidisciplinary student</b>	
15.1 – Registration in each course unit besides those foreseen in the cycle of studies	1/5 of the annual fee established for the cycle of studies
15.2 – Registration of UPorto students in each InovPed course unit, when these are not included in their study plan	25,00
15.3 – Registration, in one’s own Faculty or in a different one, in the course unit “Opção UPorto” (UPorto Option) or “Competências Transversais” (Transversal Skills) included in the study plan of the cycle of studies	Free
<b>16 – Interchanges between Higher Education Institutions</b>	
16.1 – Per request	20,00
<b>17 – Prerequisites: interview registration, exams and/or aptitude tests, knowledge assessment</b>	
17.1 – Candidates to the Faculty of Sport of the University of Porto	45,00
17.2 – Candidates to the remaining Faculties	30,00
<b>18 – Admission to cycles of studies</b>	
18.1 – Third (3 <sup>rd</sup> ) cycle of studies – enrolment fee	100,00
<b>19 – Application to doctoral <i>viva voce</i> examination under the exclusive responsibility of the candidate (see exemptions and note 5)</b>	Double the annual fee established for the cycle of studies

**20 – Reproduction of administrative documents [under Dispatch No. 8617/2002 of the Ministry of Finance]**

20.1 – Reproduction in paper (photocopy) size A4, black and white, between one (1) and 50 copies	0,04/each
20.2 – Reproduction in paper (photocopy) size A4, black and white, between 51 and 100 copies	0,03/each
20.3 – Reproduction in paper (photocopy) size A4, black and white, more than 100 copies	0,02/each
20.4 – Reproduction in paper (photocopy) size A3, black and white, between one (1) and 50 copies	0,08/each
20.5 – Reproduction in paper (photocopy) size A3, black and white, between 51 and 100 copies	0,07/each
20.6 – Reproduction in paper (photocopy) size A3, black and white, more than 100 copies	0,05/each

**EXEMPTIONS**

Certificates of enrolment and registration, of completion of course units, of school achievement and of completion of the academic degree (issued in Portuguese) are exempt from fees if issued exclusively for the purposes of medical and pharmaceutical assistance, public transport cards or in the case of requests for residence permits by foreign students.

Certificates (Transcript of records) for the purpose of mobility processes are also exempt from fees.

**NOTES**

- (1) Eighty per cent (80 %) will be delivered by the Faculties to the Rectorate, together with the request.
- (2) These fees are paid at the treasury office of the respective Faculty, which should send thirty per cent (30 %) of the amount to the Rectorate.
- (3) These fees are paid to the Rectorate, which will transfer to the Faculties:
  - a) Thirty per cent (30 %) of the amount for specific and level recognitions (except if based on precedence) for the “Licenciado” (Bachelor) and “Mestre” (Master’s) degrees;
  - b) Exceptions to the previous paragraph are the transfers related to specific recognition of the “Mestre” (Master’s) degree in Medicine and in Dental Medicine, whose amount will be sixty per cent (60 %) of the applicable fee.
- (4) Applicable fee at the time of approval of the current Table of Fees. This amount will be automatically updated every year, with effect from the 1<sup>st</sup> of March, based on the average rate of change of the Portuguese Consumer Price Index in the continent (based on the previous year, except for housing), published by the National Institute of Statistics (INE).
- (5) These fees are paid in two instalments:
  - a) The first one, corresponding to an amount of fifty per cent (50 %) of the total amount, when presenting and submitting the application;
  - b) The second one, corresponding to fifty per cent (50 %) of the total amount, after favourable decision by the competent scientific body, according to Article 33 of Decree-Law No. 74/2006, of 24 March, as amended by Decree-Law No. 65/2018, of the 16 August.
- (6) Under the International Student Statute, the applicable application fees are the same as those due by national students applying through the special regimes for Change of institution/course pair and Readmission.
- (7) If it is impossible to guarantee that the deadline established in Number 2 is met, we hereby inform that, in case of noncompliance, alongside the issuance of the requested document, the urgency fee will be refunded to the interested party. This is non-applicable to requests for digital certificates.
- (8) The competent body of the Faculty may authorise, by means of due justification and according to the criteria previously established to the effect, the reduction of these fees up to the limit of eighty per cent (80 %) (applicable in the act of requiring grade improvement). For other class typologies (non-defined semester, modular or quarterly), the applicable amount will be equivalent to the one established for each semi-annual course unit.
- (9) The competent body of the Faculty may authorise, by means of due justification, the reduction of the fee up to the limit of eighty per cent (80 %).
- (10) For *freemover* students, the applicable fee will be the respective charge for enrolment in single course units, depending on whether they are European Union students (equivalent fee to national students) or international students (fee of international student).
- (11) For international students in emergency situations due to humanitarian reasons, the applicable fees will be those established for national students (under No. 5 of Article 8 of Decree-Law No. 62/2018, of 6 of August).

## ANNEX | Extract of the Academic Glossary of the University of Porto

In order to clarify some of the academic terms used throughout this table, a brief description can be found below.

Further information can be found on the complete Academic Glossary of the University of Porto ([https://sigarra.up.pt/up/pt/web\\_base.gera\\_pagina?p\\_pagina=gloss%c3%a1rio%20acad%c3%a9mico%20da%20universidade%20do%20porto](https://sigarra.up.pt/up/pt/web_base.gera_pagina?p_pagina=gloss%c3%a1rio%20acad%c3%a9mico%20da%20universidade%20do%20porto)).

Any additional doubts regarding the terminology in use should be directed to the Academic Affairs Office of the Rectorate of the University.

### *Types of degrees and associated programmes*

#### **Cycle of studies**

- **Leading to a “Licenciado” (Bachelor) degree** | The first cycle of studies, which consists of an organised set of course units, named “Licenciatura” (Bachelor) study programme. It is comprised of 180 to 240 credits and has a normal duration of six to eight semesters for a full-time student.
- **Leading to a “Mestre” (Master’s) degree** | The second cycle of studies, which comprises 90 to 120 credits and has a normal duration of three to four semesters for a full-time student or, exceptionally, 60 credits and a normal duration of two semesters of work as a result of a stable and internationally consolidated practice in that field of expertise.
- **Leading to a “Doutor” (Doctor) degree** | The third cycle of studies includes the production of an original thesis, specifically written for this purpose and suitable to the field of knowledge or expertise. It may also include the completion of a set of course units that provide training in the field of research, jointly referred to as “Doutoramento” (doctorate) study programme, when foreseen by regulatory standards.

#### **Degree**

- **“Licenciado” (Bachelor)** | Degree awarded to students who, through the successful completion of all course units included in the study plan of the “Licenciado” degree (Bachelor’s degree), have achieved the defined number of credits or have obtained 180 credits corresponding to the first six semesters of an integrated “Mestre” degree (Master’s degree).
- **“Mestre” (Master’s)** | Degree awarded to students who, through the successful completion of all course units included in the study plan of the “Mestrado” or “Mestrado Integrado” degree (Master’s or Integrated Master’s degree) and through the successful completion of a project, internship report or thesis defence, have obtained the defined number of credits.
- **“Doutor” (Doctor)** | Degree awarded to those who have successfully defended a doctoral thesis.

### *Types of administrative acts*

**Change of institution/course pair** | An act through which a student registers in an institution/course pair that is different from the one(s) in previous academic years. The change in the institution/course pair can take place with or without an interruption in enrolment and registration in a higher education institution (Decree-Law No. 181-D/2015, of 19 June 2019).

**Enrolment** | An act, subsequent to registration, that provides the student with the opportunity to attend certain course units of a programme or cycle of studies.

**Interchange *in*** | Interchange of enrolment between two students registered in different higher education institutions, which results in a new enrolment at U.Porto of a student originally placed in another higher education institution.

**Precedence** | In the context of recognition of Higher Education academic degrees, it refers to the situations in which a preceding decision has been taken regarding an identical academic degree or diploma.

**Readmission** | An act through which a student enrolls in the same institution and registers in the same course or in a subsequent course after interrupting his/her studies at a higher education institution/course pair. It is not subject to quantitative limitations. The following students may apply for readmission in an institution/course pair:

- a) Students who were registered and enrolled in that institution/course pair or in a pair that preceded it.
- b) Students who were not enrolled in that institution/course pair in the academic year prior to the one they wish to enter.

**Registration** | A formal act through which a student enters a cycle of studies at the University (or when a student is readmitted after an interruption or restriction on registration).

**Restriction on registration** (“Prescrição”) | Loss of enrolment due to repeated failure, according to Law 37/2003 and the regulation relative to restriction on registration at U.Porto.

**Recognition of Higher Education academic degrees and diplomas awarded by Foreign Higher Education Institutions** (according to Decree-Law no. 66/2018, of 16 August):

- **Automatic Recognition** | An act where a foreign higher education degree or diploma can be generically recognised. Its level, objectives and nature are identical to Portuguese Bachelor's, Master's and Doctoral degrees or professional higher technician diplomas. The foreign document is included in the catalogue of degrees and diplomas established by the commission for the recognition of foreign degrees and diplomas.
- **Level Recognition** | An act where a foreign higher education degree or diploma can be individually recognized by comparability, when its level corresponds to a Portuguese academic degree or diploma in higher education. The request for the recognition of a level is submitted to a public Higher Education Institution able to award the degree or diploma in the same field of study. It is subject to reasoned deliberation by the jury when no preceding decision has been taken regarding an identical academic degree or diploma.
- **Specific Recognition** | An act which enables the recognition of a foreign higher education degree or diploma that is identical to a Portuguese academic degree or diploma in higher education, in a case-by-case analysis of the level, duration, and course contents, in a specific field of study, branch of knowledge or specialisation. It is requested to a public Higher Education Institution, which is able to check the degree or diploma in the same field of study. It is subject to reasoned deliberation by the jury.

**Special calls for application (SA)** | Calls for application that offer candidates with specific qualification conditions the opportunity to enter public, private and cooperative higher education institutions and attend first cycles of studies or integrated masters – Decree-Law No. 393-B/99, of 2 October.

### *Types of documents*

**Certificate** | Formal document issued by the competent legal body of the University or Faculty with the purpose of certifying situations related to the student.

**“Carta de Curso”** | Formal diploma, issued by the competent legal body, which certifies that the holder has been awarded a “Licenciado” (Bachelor) or a “Mestre” (Master’s degree), accordingly.

**Doctoral Diploma** | Formal diploma, issued by the competent legal body, which certifies that the holder has been awarded a “Doutor” degree (Doctor degree).

**Course Diploma** | Formal document that proves the completion of a non-degree course, issued by the Faculty responsible for its administration.