

## OFFICIAL NOTICE

### ENROLMENT AND REGISTRATION (1<sup>st</sup> year / 1<sup>st</sup> time)

3<sup>rd</sup> cycle of studies (PhD)

2022/2023 Academic year

#### 1. ENROLMENT AND REGISTRATION TIME LIMIT

	1. <sup>st</sup> phase		2. <sup>nd</sup> phase	
	From	To	From	To
Enrolment and registration	05/04/2022	12/04/2022	01/07/2022	07/07/2022

#### 2. ONLINE ENROLMENT AND REGISTRATION

##### 2.1 Enrolment and registration shall be done online at the [FEP's website](#)

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

In the event of difficulty, the applicant should contact [sifep@fep.up.pt](mailto:sifep@fep.up.pt) (SIFEP – FEP IT Service) by 12:30 p.m. (local time) on the day before the enrolment end date (for the phase to which they were admitted).

##### 2.2 Particular situations: admitted candidates with foreign degree certificates/diplomas/documents

2.2.1. Admitted candidates can only “enroll and register” if they scan and send to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) until 4 PM (local time) of the working day prior to the deadline of the correspondent “Enrolment and registration” period of the respective phase in which was admitted, the digital version of all original documents legalized as such:

- a) The originals of the foreign documents/degree certificates/diplomas shall be authenticated by the Portuguese Consulate in the country where the degree was obtained or legalized by the Hague Apostille.
- b) Documents that are not written in Portuguese, English, French or Spanish must be translated into Portuguese or English, and 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, the original and the translated documents must be also legalized by the Portuguese Consulate in the country where the degree was obtained or legalized by the Hague Apostille.

2.2.2. The Academic Services may request the presentation of the originals of the documents and its translations, authenticated in accordance with 2.2.1.

2.2.3. The registration not preceded by the sending of the documents/ certificates/diplomas in accordance with 2.2.1. and/or the failure to present the original documents, in the period defined by the Academic Services, authenticated in accordance with 2.2.2., leads to the cancellation of the registration; however, it does not exempt the candidate, from paying of all the fees due to date.

### **3. FULL-TIME OR PART-TIME**

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#### **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) can only be made at the moment of enrolment/registration. The only exception is for students granted Student Worker status, who may change their study regime from full-time to part-time at the start of the 2<sup>nd</sup> semester.

### **4. TUITION AND MATRICULATION FEES AND SCHOOL INSURANCE**

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Payment of the first instalment of tuition fees, school insurance and matriculation fee are due immediately after the registration/enrollment.

The payment must be done through one of these methods:

- ATM using the SIBS references generated by the student in FEP's website on the item "Conta Corrente" (access after validation with username and password).
- PayPal

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

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 matriculation fee (100€) but does not include the school insurance (€2,00).

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

During registration/enrolment students must select the tuition fees in accordance with their status (European Union student, student from CPLP or international student) and choose between full time and part time. Where a nonconformity is found, the Academic Services will adjust the tuition fee payment plan. Any debt arising from these corrections is due by the student.

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

The student can cancel the registration, but the request must be submitted in the school platform (SIGARRA) through the students' personal webpage (the student must choose the option "*requerimentos*", available at the right-side of the page after opening the academic pathway). No other option will be considered.

Further information available in the "[Tuition Regulation of the University of Porto](#)".

## 6. WORKER-STUDENTS AT PORTO UNIVERSITY

To be entitled to working-student status and the special rights inherent to it, the students must apply at the time of registration/ enrolment or within 20 working days after the beginning of the academic year through the students' personal webpage (the student must choose the option "*requerimentos*", type "*Estatuto TE*", available at the right-side of the page after opening the academic pathway).

The working-student status also can be required just for the 2<sup>nd</sup> semester, if the application is submitted within 20 working days after the start of the second Semester.

Academic services may request the student to provide further information or to present the originals of the documents submitted online.

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

## 7. ACCREDITATION OF TRAINING AND WORK EXPERIENCE

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Credit applications can only be submitted online, until the last day of the enrolment/registration time period. After authentication in SIGARRA students should access the “Opções” menu (available at the right-side of the page after opening the academic pathway) and then choose “Reconhecimento/Lista de pedidos de reconhecimentos/Criar pedido de reconhecimento”.

*NOTE: When submitting the online application for credits obtained in foreign institutions, the student must include a declaration issued by NARIC Portugal (National Academic Recognition Information Centre) attesting that the foreign institution is recognized, by its home country 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 legalized by the Hague Apostille. Documents that are not written in Portuguese, English, French or Spanish must be translated to Portuguese, and 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, the original and the translated documents must be also legalized by the Portuguese Consulate in the country where the degree was obtained or legalized by the Hague Apostille.*

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

## 8. OTHER PROVISIONS

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- a) Before the enrolment/registration, all communications with the student are made by e-mail, using the email address indicated by the candidate in the application form.

Nevertheless, candidates are considered notified by the publication of the official public notice on [FEP's website](#).

- b) After the registration/enrollment all notices and communications will be sent exclusively to the students' institutional e-mail. The Academic Services will not be responsible for any consequences arising from students not consulting institutional e-mail.
- c) The reading of this Notice does not replace the reading of other legislation in force.
- d) Students who make false statements will be excluded from the enrolment/registration process at any time.
- e) The Academic Services may demand the presentation of the originals of all the certificates/documents/diplomas. In this case, the candidate will be contacted by email, to the institutional email, and failure to present the original documents can lead to cancellation of registration, and it does not exempt the candidate from paying of all the fees due until the cancellation date.

## 9. GLOSSARY

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### **International Student Status effective on the date of the Notice:**

According to the University of Porto regulation and Portuguese law:

*"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."*

The Dean

(Prof. Doutor José Manuel Janeira Varejão)