



Regulations on the Application of International Student Status at Instituto Universitário da Maia – ISMAI

To comply with the provisions of Article 14 of Decree Law no. 36/2014 of 10 March 2014, which regulates the international student status referred to in Article 16(7) of Law no. 37/2003 of 22 August 2003, amended by Law no. 49/2005 of 30 August 2005 and Law no. 62/2007 of 10 September 2007, Instituto Universitário da Maia approves the Regulations on the application of that Status.

Article 1

Scope of application

These Regulations are exclusively applicable to students who apply for courses at Instituto Universitário da Maia under International Student Status, namely those who meet the conditions established in Article 3 of Decree Law no. 36/2014. These Regulations respect the general principles set out in Decree Law no. 36/2014 of 10 March 2014, and define the general and specific entry requirements and conditions to attend.

- 1 – For the purposes of the provisions of these Regulations, "international students" are students who do not have Portuguese nationality.
- 2 – The following are not covered by the provisions of paragraph 1:
 - a) Nationals of a European Union Member State;
 - b) Those who are not nationals of a European Union Member State but who have been legally residing in Portugal continuously for at least two years on 31 August of the year in which they intend to enter higher education, and any of their children who legally reside with them;
 - c) Those who request entry to higher education through the special entry regimes regulated by Decree Law no. 393-A/99 of 2 October 1999, amended by Decree Law no. 272/2009 of 1 October 2009.
- 3 – Foreign students who attend ISMAI as part of an international mobility programme to complete part of a course at a foreign higher education institution with which ISMAI has established an exchange agreement for that purpose are also not covered by the provisions of paragraph 1.
- 4 – The length of residence with a residence permit for studying is not relevant for the purposes of the provisions of paragraph 2(b).
- 5 – Students who enter higher education under the provisions of these Regulations shall retain their status as international students until the end of the course for which they initially registered or to which they transfer.
- 6 – International students who acquire nationality of a European Union Member State are not covered by the provisions of paragraph 5.



7 – If international student status ceases to apply as a result of the provisions of paragraph 6, cessation shall take effect in the academic year following the date on which nationality was acquired.

Article 2

Entry requirements

1 – Except for entry via the special categories laid down in Decree Law no. 393-A/99 or through a transfer, change in course or re-entry, entry to all first cycle courses for international students shall exclusively be made through special entry processes regulated by Decree Law no. 36/2014 and these Regulations. Entry is dependent on meeting the general entry requirements established in Article 5 of the aforementioned Decree Law and passing tests especially for such candidates as established in Article 6 of the aforementioned Decree Law.

2 – The following international students may apply to matriculate and register on first cycle courses:

- a) Holders of a qualification that grants access to higher education, which is considered to be any diploma or certificate issued by a competent authority that proves that a secondary education course has been passed in that country and gives the holder the right to apply for and enter higher education in the country in which it was issued;
- b) Holders of a Portuguese secondary education diploma or legally equivalent qualification.

3 – The qualification provided for in paragraph 2(a) of this Article shall be proved by:

- a) A declaration issued by the official education services in the country of origin translated into Portuguese or English, if necessary, proving that the secondary qualification held, obtained in that country, is sufficient to enter official higher education in the country for courses equivalent to the one to which the application is made, or a certificate of equivalence to Portuguese secondary education issued by a competent national body;
- b) In application processes that involve foreign documents or documents issued abroad, the candidate should submit a copy of the original document certified by the official education services in the relevant country;
- c) The foreign documents mentioned in subparagraph (b) must include the grading scale used and the final grade achieved in the education programme;
- d) When enrolling, students shall submit the originals mentioned in the previous subparagraphs and, if they include foreign diplomas, they should be recognised by a Portuguese consular or diplomatic authority or submitted with a Hague Apostille from the competent authority in the state in which the document was issued.



4 – The following are conditions for entering first cycle courses at ISMAI:

- a) The checking of specific academic qualification to enter the course, which will involve the entry test subject matters established for the course in question within the scope of the general entry regime, in order to ensure that only students who demonstrate that they have knowledge in the entry test subject matters covering equivalent content at an equivalent level to the knowledge of students admitted through the general Portuguese entry regime;
- b) The checking of knowledge of the language(s) in which the course is taught. Oral skills may be checked in an interview when necessary;
- c) Checks to ensure that the prerequisites established for the course in question are met.

5 – The checking of the conditions in paragraph 4(a) and (b) shall be performed through documentary proof to be presented by the candidate when applying or, if applicable, written exams to be taken at ISMAI and, when provided for in the public notice of applications, complemented by oral exams or practical tests.

6 – The subject matter of the written and oral or practical exams referred to in paragraph 5 shall be announced in the public notice announcing the opening of the application process.

7 – The particular entry requirements for second and third cycle courses at ISMAI shall be established in the legal and regulatory rules in force, and by the rules defined in the public notice announcing the general opening of the application process.

Article 3

Applications and registration

1 – Applications to matriculate and register shall be submitted to the office, and digital platforms may be used.

2 – Applications shall be made by delivering or digitally submitting the application form, together with the documents defined in Article 2, and paying the fees owed.

3 – The deadline for applications shall be determined each year in the public notice announcing the opening of the application process at least three months before the start date, and shall be disseminated by the institution.

4 – The deadline for applications for the 2014/2015 academic year are not covered by the terms of paragraph 3. Under the terms of Article 18(3) of Decree Law no. 36/2014, the deadline may be up to one month before the academic year begins.

Article 4

Selection criteria and ranking

1 – The candidates shall be ranked by course by assigning a mark to the application on a scale of 0 to 200, calculated as follows:



- a) 65% based on the grade achieved in the education programme that grants international students the right to apply for and enter higher education in the country in which it was awarded or the final grade achieved in Portuguese secondary education or legally equivalent qualification;
 - b) 35% based on the grade achieved in the exams or documentary proof grade referred to in Article 2(5).
- 2 – The grade achieved in the programme referred to in paragraph 1(a) shall be converted to a scale of 0 to 200 based on the final grade achieved in the programme and the grade scale on the foreign documents established in Article 2(3) of these Regulations.
- 3 – The minimum entry grades:
- a) Written exam, possibly complemented by an oral or practical exam – 95;
 - b) Application mark – 95.
- 4 – Candidates shall be ranked in descending order of application mark, and they shall be assigned to the places available.
- 5 – Whenever two or more candidates with the same mark compete for the last place, additional places shall be requested.
- 6 – The placement lists shall be made public and the results expressed in the following way:
- a) Admitted;
 - b) Not admitted;
 - c) Excluded.

Article 5

Application fee and tuition fees

The amounts to be paid for application, matriculation and annual tuition fees shall be defined by Maiêutica, Cooperativa de Ensino Superior, CRL, the founding body of ISMAI.

Article 6

Places and deadlines

- 1 – The establishment and dissemination of places and application deadlines shall be established by order of the rector under the terms of Article 7 of Decree Law no. 36/2014.
- 2 – ISMAI shall notify the Directorate-General for Higher Education of the number of places to be established under the terms of paragraph 1, accompanied by the relevant justification.
- 3 – The Directorate-General for Higher Education shall disseminate the number of places established.
- 4 – The places referred to in this Article cannot be transferred between entry regimes, courses or institutions.

Article 7

Social and cultural integration

Instituto Universitário da Maia shall implement initiatives directed towards the social and academic integration of the students admitted, and shall organise suitable actions – namely in the areas of language and culture – including a visit to the most culturally important and economically significant places in the Porto metropolitan area.

Article 8

Re-entry, changes of course and transfers

The provisions of Article 7 of these Regulations shall apply to international students admitted through the re-entry, change of course and transfer regimes referred to in the Regulations on Higher Education Change of Course, Transfer and Re-entry Regimes approved by Ministerial Decree no. 401/2007 of 5 April 2007, amended by Ministerial Decree no. 232-A/2013 of 22 July 2013.

Article 9

Queries and omissions

Any situation not covered by these Regulations shall follow the provisions of Decree Law no. 36/2014 of 10 March 2014, and omissions shall be decided by order of the rector.

Article 10

Entry into force

These Regulations shall enter into force on the day on which they are approved and shall remain in force for an undetermined amount of time.

The Rector of Instituto Universitário da Maia – ISMAI
Professor Domingos Oliveira Silva, PhD

(Approved on 23/07/2014)