

SERVICE ORDER No. 11/2009

Regulation on Tuition Fees at the University of Évora

Article 1 ***Tuition fees***

1. In the registration/enrolment in cycles of study conferring Licenciante's, Master's or Doctor's degrees, as well as in study programmes which do not confer degrees, an attendance fee (tuition fee) is applied, in accordance with the established by Law no. 37/2003, of 22 August, without prejudice to other applicable fees,
2. The payment of tuition fees is mandatory for all course students regardless of their likely condition as scholarship holders (art. 20 of Law no. 37/2003, of 22 August).

Article 2 ***Amount of tuition fees***

1. In accordance with Law no. 37/2003, of 22 August and as provided in no. 1 of Article 27 of Decree-Law no. 74/2006, of 24 March, the amount of the tuition fee for the 1st cycle and Integrated Master's is established by the legal and statutorily competent bodies and made known annually through Rectoral order.
2. The amount of the tuition fee for the 2nd cycle, when it is combined with a cycle of study conferring the Licenciante's degree as an indispensable condition to the pursuit of a professional activity, is equally established under the procedure set forth for the 1st cycle, in accordance with the stated in no. 2 of article 27 of Decree-Law no. 74/2006, of 24 March.
3. The amount of the tuition fees does not depend on the number of ECTSs obtained as well as the number of curricular units for which the student is registered, up to 72 ECTSs a year.
4. A minimal fee, corresponding to the amount established under no. 2 of article 16 of Law 37/2003, is applied to those 1st cycle and Integrated Master's students who miss 3 curricular units or 30 ECTSs to be awarded the Licenciante's degree. Students may only pay this fee during one academic year and should request such exception when registering.
5. The amount of the tuition fee for the 2nd cycle, with the exception of the deliberated in nos. 1 and 2, is laid down under nos. 4, 5 and 6 of article 16 of Law no. 37/2003, of 22 August, with the amendments introduced in Law no. 49/2005, of 30 August, made known through Rectoral order after approval by the legal and statutorily competent bodies.
6. The minimum amount of the tuition fee for the 2nd cycle (120 ECTSs) corresponds to twice the tuition fee established for the 1st cycle of studies.
7. The tuition fee for the 3rd year of a 2nd cycle is set up in 60% of the amount of the fee applied to the corresponding 2nd cycle.
8. The tuition fee for the 4th year of a 2nd cycle is set up in 40% of the amount of the fee applied to the corresponding 2nd cycle.
9. The minimum amount for the tuition fee for the 3rd cycle (180 ECTSs) corresponds to three times the tuition fee established for the 1st cycle.
10. For the award of the Doctor's degree, in the Special Scheme of Thesis Submission, as referred to in article 33 of Decree-Law no. 107/2008, of 25 June, a fee is charged corresponding to 60% of the amount applied to the 3rd cycle of the scientific area of

the doctor's thesis.

11. A tuition fee, corresponding to the minimum tuition fee for the 1st cycle, is applied in the attendance of additional semesters in the 2nd and 3rd cycles.

Article 3

Deadlines and Payment Methods

1. The **tuition fee for 1st cycle and Integrated Master's** courses may be paid at once, any time of the year, or in up to 6 instalments, in the following deadlines and conditions:

- 1st Instalment: 25% of the tuition fee - from 15 September to 15 October
- 2nd Instalment: 25% of the tuition fee - from 1 to 15 December
- 3rd Instalment: 10% of the tuition fee - from 1 to 15 February
- 4th Instalment: 15% of the tuition fee - from 1 to 15 March
- 5th Instalment: 10% of the tuition fee - from 1 to 15 May
- 6th Instalment: 15% of the tuition fee - from 1 to 15 June

2. The **tuition fee for the 2nd cycle may be** paid at once, any time of the year, or in 4 instalments, in each academic year, in the following conditions:

a) Candidates admitted in September/October

1st year

- 1st Instalment - 20% of the tuition fee - from 15 October to 15 November
- 2nd Instalment - 15% of the tuition fee - from 1 to 15 February
- 3rd Instalment - 15% of the tuition fee - from 1 to 15 April
- 4th Instalment - 10% of the tuition fee - from 1 to 15 June

2nd year

- 5th Instalment - 10% of the tuition fee - from 1 to 15 October
- 6th Instalment - 10% of the tuition fee - from 1 to 15 February
- 7th Instalment - 10% of the tuition fee - from 1 to 15 April
- 8th Instalment - 10% of the tuition fee - from 1 to 15 June

b) Candidates admitted in February/March

1st year

- 1st Instalment - 20% of the tuition fee - from 15 to 30 March
- 2nd Instalment - 15% of the tuition fee - from 15 to 30 May
- 3rd Instalment - 15 % of the tuition fee - from 15 to 30 October
- 4th Instalment - 10% of the tuition fee - from 1 to 15 February

2nd year

- 5th Instalment - 10% of the tuition fee - from 1 to 15 April
- 6th Instalment - 10% of the tuition fee - from 1 to 15 June
- 7th Instalment - 10% of the tuition fee - from 15 to 30 October
- 8th Instalment - 10% of the tuition fee - from 1 to 15 February

c) Candidates attending the 3rd year

The deadlines and conditions are identical to the ones established for the 1st academic

year of the candidates admitted in September/October.

d) Candidates attending the 4th year

The deadlines and conditions are identical to the ones established for the 2nd academic year of the candidates admitted in September/October.

e) The deadline to request additional semesters precedes the deadline to submit the Dissertation/Report/Training Course and the payment of the tuition fee is made when registering.

3. The **tuition fees for the 3rd cycle may** be paid at once, any time of the year, or in instalments, in the following conditions.

a) Candidates admitted in September/October

1st year

- 1st Instalment - 20% of the tuition fee - from 15 October to 15 November
- 2nd Instalment - 10% of the tuition fee - from 1 to 15 February
- 3rd Instalment - 10% of the tuition fee - from 1 to 15 April
- 4th Instalment - 10% of the tuition fee - from 1 to 15 June

2nd year

- 5th Instalment - 10% of the tuition fee - from 1 to 15 October
- 6th Instalment - 10% of the tuition fee - from 1 to 15 February
- 7th Instalment - 10% of the tuition fee - from 1 to 15 April

3rd year

- 8th Instalment - 10% of the tuition fee - from 1 to 15 October
- 9th Instalment - 10% of the tuition fee - from 1 to 15 February

b) Candidates admitted in February/March

1st year

- 1st Instalment - 20% of the tuition fee - from 15 to 30 March
- 2nd Instalment - 10% of the tuition fee - from 15 to 30 May
- 3rd Instalment - 10% of the tuition fee - from 15 to 30 October
- 4th Instalment - 10% of the tuition fee - from 1 to 15 February

2nd year

- 5th Instalment - 10% of the tuition fee - from 1 to 15 April
- 6th Instalment - 10% of the tuition fee - from 1 to 15 June
- 7th Instalment - 10% of the tuition fee - from 15 to 30 October

3rd year

- 8th Instalment - 10% of the tuition fee - from 15 to 30 March
- 9th Instalment - 10% of the tuition fee - from 15 to 30 May

c) The deadline to request additional semesters precedes the deadline to submit the dissertation and the payment of the tuition fee is made when registering.

d) Students who apply for enrolment under the Special Scheme of Thesis Submission, as referred to in article 33 of Decree-Law no. 107/2008, of 25 June, will pay the tuition

fee when registering the thesis.

4. The completion of any cycle of study implies the expiry date of all due instalments; the issuing of the diplomas, certificates; or the request to take public examinations in the 2nd and 3rd cycles, are subject to the previous payment of all due amounts.

5. When the enrolment or annual registration occurs after the due date of one or more instalments, the student has 15 consecutive days, as of the date of the enrolment or annual registration, to arrange for the payment of the whole tuition fee or of the due instalments, with no ancillary charges.

Article 4

Methods of payment of tuition fees

1. Payment must be made through the network of Automatic Teller Machines (ATMs), or in person through the use of the ATM of the Academic Services, or the equivalent process through homebanking/internet.

2. The necessary information for payment procedure is available at the Integrated Computing System of the University of Évora (SIIUE) at <http://siiue.uevora.pt>.

3. The receipt issued by the ATM and the printed document of the payment through the internet are proof of payment and must be kept. The student may request the receipt of the University of Évora at the Academic Services, only when presenting the original copy of any of the documentary evidence.

Article 5

Scholarship holders

1. Whenever the instalments of the scholarships are not available to students who are holders of scholarships of the Social Services, for reasons they are not responsible, so they cannot meet the deadline for the payment of the tuition fee, the due dates will be disregarded. In such cases, payment is due up to 15 consecutive days as of the date on which the social benefit was made available to the scholarship holder, with no ancillary charges.

2. All other scholarship holders must present a declaration as proof of such condition at the Academic Services immediately after registration, being applied what was provided in the previous article. Exemption from ancillary charges in these cases depends on the presentation, by the student, of a document that proves the date when the social benefit was made available.

3. Students who are denied scholarships of the Social Services have 15 consecutive days, as of the date the information about the scholarship denial was made available, to arrange for the payment of the whole tuition fee or of the due instalments, with no ancillary charges.

4. Payments made after the 15-day deadline as referred to in numbers 1, 2 and 3 of this article are subject to default interest.

5. In any situation, the whole of the tuition fee must be paid until the end of the

academic year; if this does not happen, the student is subject to the penalty determined in no. 2 of article 6 of the present regulation.

Article 6 *Penalties for failure of due payments*

Under article 29 of Law no. 37/2003, of 22 August, failing to pay the due tuition fee in the established amounts and deadlines implies:

- a) The invalidity of all curricular acts performed in the academic year of the non-fulfilment of the obligation;
- b) The suspension of enrolment and annual registration with deprivation of the right to access social support until all debts are cleared, including default interests, in the same academic year of the non-fulfilment of the obligation.

1. The suspension of enrolment and annual registration causes:

- a) The non-acceptance of any registration or any assessment, contained in the academic calendar.
- b) The restriction of access to the e-learning platform (Moodle) and to the student transcript in the integrated information network of the University of Évora.
- c) The non-issuance of any diploma or certificate of completion of studies, or any other document referring to the student's academic life, related to the academic year the debt is incurred, such as certificate of qualifications, academic marks, or term of creditation.
- d) Not forwarding documents to other institutions where the student might be placed due to transfer.

2. Students who under specific protocols are exempt from paying tuition fees to the University of Évora, or students whose tuition fee is paid by other institutions, are not subject to the penalties referred to above as long as the payments to the University of Évora are made according to what was agreed upon. The issuance of diploma or certificate of graduation is contingent upon payment of the total amount.

3. All debts are to be cleared by 31 August of the academic year of the debt, after which enrolment is cancelled; re-enrolment is only possible when all tuition fees are paid.

Article 7 *Late payment*

1 - 1% will be added to the amount of debt every 30 consecutive days after the payment deadline, as long as payment is made in the academic year of the incurred debt.

2 - The payment of each instalment can only be made after the previous instalment is paid.

- a) In the case of re-enrolment, the total amount in the act of application;
- b) In the case of course change, the total amount in the act of enrolment.

Article 8

Cancellation of registration/enrolment

1 - Students who declare in written the intention to cancel their registration and all curricular acts (enrolment, assessment, creditation, etc.) of an academic year, whatever the reason is and, **as long as they do so until 20 December and after the payment of the first instalment of the same academic year, are required to pay the first instalment of the tuition fee**, being reimbursed for the amount paid in excess, if it applies, and if requested by the student. Reimbursement must be requested in the following 5 week days after the date of cancellation.

2 - Students admitted to other institutions through transfer are subject to the rules in 1.

3 - Students who declare in written the intention to cancel their registration/enrolment after 20 December, except in the cases identified in no. 4, owe the total number of due instalments of the respective academic year.

4 - Students in the 2nd and 3rd cycles who wish to attend only the curricular component of the Master's/Doctor's course, or a specialization course (2nd cycle), or a diploma of advanced studies (3rd cycle), owe the overdue tuition fee instalments until the final date of evaluations of the semester in which the enrolled course ends. Later cancellation of enrolment must be requested in the following 30 week days, without which students will owe the remaining instalments of that academic year.

Article 9

Re-enrolment, Transfer and Course Change

1. Students who are admitted to 1st cycle or Integrated Master's courses in the second semester, through re-enrolment, transfer or course change, will pay the minimum tuition fee. Payment must be made in instalments of equal amounts following the deadlines established for the 3rd, 4th, 5th and 6th instalments in no. 1 of article 3.
2. Students of 2nd and 3rd cycles who wish to re-enrol, following the deadlines established in the academic calendar, are subject to the payment of a tuition fee proportional to the number of ECTSs needed to finish the cycle of studies, calculated using the following formula:

- a) Re-enrolment in curricular component (students who did not finish a curricular component in the 2nd or 3rd cycles and wish to pass curricular units and finish the thesis/dissertation/project report/training course):

*[ECTS of curricular unit needed to finish the curricular component + ECTS of thesis or D/PR/TC] *(Tuition fee of cycle of study)] / ECTS of cycle of study*

- b) Re-enrolment in Thesis/Dissertation/Project Report/Training Course (students who had previously finished the curricular component of Doctor's or Master's courses and wish to finish the thesis/dissertation/project

report/training course):

$[(ECTS \text{ of Thesis/D/PR/TC}) * (\text{Tuition fee of cycle of study})] / ECTS \text{ of cycle of study}$

3. The due tuition fees according to the previous no. 2 must be paid in the following way:
 - a) Re-enrolment in curricular component: payments must be made according to the percentages and deadlines referred to in article 3;
 - b) Re-enrolment in Thesis/Dissertation/Project Report/Training Course: for re-enrolment in 2nd cycle courses, payments must be made in 4 instalments of equal amounts, following the deadlines established for the 2nd year in no. 2 of article 3; for re-enrolment in 3rd cycle courses, payments must be made in 5 instalments of equal amounts, following the deadlines established for the 2nd and 3rd years in no. 3 of article 3.
4. Students admitted through course change may only enrol after payment of all due amounts.

Article 10 ***Part time students***

The amount of the tuition fee for students enrolled part time is identified in the Regulations for part time students of the University of Évora, that is, 70% of the annual tuition fee.

Article 11 ***External students***

1. The amount of the tuition fee applicable to external students depends on the number of ECTSs of the curricular units they are enrolled in and the tuition fee of the respective cycle of study, according to:
 - a) Tuition fee of enrolment in curricular units of the 1st cycle:
 $[(ECTS \text{ enrolled}) * (\text{Tuition fee of 1}^{st} \text{ cycle/annual}) / 60 \text{ ECTS}] * 1,5$
 - b) Tuition fee of enrolment in curricular units of the 2nd and 3rd cycles:
 $[(ECTS \text{ enrolled}) * (\text{Amount of minimum tuition fee (2}^{nd} \text{ and 3}^{rd} \text{ cycles}) / \text{no. of ECTSs of cycle of study})] * 1,5$
2. Students enrolled under protocols of 2nd or 3rd cycle courses in association are exempt from paying tuition fees as long as it is stated in the protocol.

Article 12 ***Registrations in extra ECTSs or curricular units***

According to no. 3 of article 2, the annual tuition fee applies to enrolment in curricular units of the course structure which total up to 72 ECTSs/academic year, already including the ECTSs of the Thesis/Dissertation/Project Report/Training Course

1. Registration in a higher number of ECTSs or in extra-curricular units, not included in the cycle/plan of study the student is enrolled in or belonging to a previous cycle of study, implies the payment of a tuition fee of 3% of the regular tuition fee of the 1st cycle/ECTS that applies (rounded to units).
2. Registration in extra-curricular units of the subsequent cycle of study of the one the student is enrolled in implies the payment of a tuition fee calculated according to the following formula:

$$[(ECTSs \text{ of registered unit}) * (\text{amount of minimum tuition fee (2}^{nd} \text{ or 3}^{rd} \text{ cycle)}) / ECTS \text{ of the cycle of study (120 or 180)}]$$

3. In case the student enrolls and obtains credits in these curricular units, the corresponding ECTSs will be deducted from the tuition fee of the respective cycle of study the student is enrolled in.

Article 13 ***Special Schemes***

According to item a) of no. 2 of article 35 of Law no. 37/2003, of 22 August, students will be provided with specific support under the following regulations:

- a) Decree-Law no. 358/70, of 29 July and complementary legislation (Ordinance no. 445/71, of 20 August) - Veterans of military operations and their offspring;
- b) Decree-Law no. 524, of 13 October (article 2) - Teaching staff
- c) Decree-Law no. 43/76, of 20 January (no. 6 of article 14) - Disabled members of the Armed Forces
- d) Law no. 21/87, of 20 June (Article no. 9) and Decree-Law no. 241/89, of 3 August (articles no. 17 and no. 19) - Offspring of firefighters deceased in line of duty
- e) Decree-Law no. 216/92, of 13 October (article no. 4 which according to article 84 of Decree-Law no. 107/2008, of 25 June has not been revoked) - Teachers in Higher Education whose Statute requires them to hold Master's and Doctor's degrees.

1. Students who apply for the specific support identified in items a) or c), to be provided by the Ministry of Defence to the University of Évora, must submit the following original documents when enrolling/registering on an annual basis:
 - i. Statement issued by the Unit, Establishment or Military Body, according to models attached to Ordinance no. 445/71, of 20 August, proving the quality of the combatant with the specifications required in no. 1 of Decree-Law no. 358/70, of 29 July and in no. 3 of Ordinance mentioned above (Statement requested only in the first year of enrolment);

- ii. Document proving the quality of disabled member of the Armed Forces, under Decree-Law no. 43/76, of 20 January;
- iii. Certificate of tax domicile of the student and of the parent who provides the right for the specific support, issued by the Directorate-General for Finance;
- iv. IRS income statement (negative) or any document which states that the candidate is under the required conditions to ask the father, combatant or veteran, to assume the duty to provide for his/her maintenance and education.

Afterwards, the processes will be sent by the University of Évora to the Ministry of Defence together with a statement of the student's academic record. Only the processes which are duly and fully appraised until 30 November of each year will be forwarded; after this date, students will have to pay the full tuition fee.

2. Students who apply for the specific support referred to in item b) must submit, on an annual basis, when enrolling/registering, a statement issued by the Regional Direction for Education stating the student is covered by the provisions of no. 1 of Joint Order no. 320/2000, of 21 March,

2.1. For the purposes identified in the Decree-Law no. 524/73, of 13 October, the eligible courses are those referred to in sub-paragraph 2 in Joint Order no. 335/98, of 14 May.

2.2. As stated in no. 2 in Joint Order no. 320/2000, the University of Évora will send to the Directorate-General for Higher Education, until 31 December of each year, a nominal list of the applicants covered by the respective Joint Order, together with the identification of the total amount of the financial compensation to be transferred to the University of Évora.

3. Under article 4 of Decree-Law no. 216/92, of 13 October, exemption from tuition fee is granted to career teachers of the University of Évora, as long as they finish the cycles of study in the minimum time limit laid down.
4. Teachers in other institutions of higher education, public or private, are not entitled to such exemption.
5. In any of the cases foreseen in the above items, the tuition fee of additional semesters (2nd or 3rd cycles) is always to be paid.

Article 14 ***Other payments***

The following payments are also due:

- a) Annual school insurance premium, to be paid according to deadline defined in the academic calendar in the amount established in Rectoral order*;
- b) Administrative fee paid in the act of enrolment, as well as in re-enrolment, course change or transfer, according to scale annually approved by the legal and statutorily competent bodies;
- c) Fines for curricular acts performed after the deadline, defined by Rectoral order;
- d) Other amounts foreseen in the Scale of Legal Charges and Fees of the University

of Évora, to be published annually in Rectoral Order.

* In 2009/2010 the deadline will be defined in Rectoral order

Article 15

Exemptions/Reductions in the payment of tuition fees

1. Students covered by protocols established between the University of Évora and the institutions to which they belong may benefit from exemption or reduction of 2nd or 3rd cycle tuition fees. To be eligible, in the act of enrolment, students must submit application requesting exemption or reduction of the tuition fee together with the respective protocol.
2. Students holders of scholarship in Erasmus Mundus Master's may not pay the tuition fee directly, for payment might be done internally.
3. Students registered under 2nd or 3rd cycle protocols relocated or in association may be enrolled at the University of Évora but pay the tuition fee in the partner institution.
 - a. Diplomas or completion certificates may only be issued after payment of the total amount due by the partner institutions.
 - b. In case these students request additional semesters, payment will always have to be made when registering.
4. Students whose 2nd or 3rd cycle tuition fees are paid to the University of Évora by other institutions (scholarship awards or payment of tuition fees by employer) must provide documentary evidence from the institution referring to the amount of the tuition fee supported by the institution and the payment deadline.

In such cases,

 - a. The Administrative Services will issue an invoice and receipt of the amount received to the provider of funds and will send a copy of these documents to the Academic Services in order to be registered in the academic process of the respective student or course.
 - b. Diplomas or completion certificates may only be issued after payment of the total amount due by the institutions.
5. The amount of the tuition fee to be applied to students under the Statute of Cooperating Teachers is the one foreseen in the respective Regulation, that is, 50% of the due tuition fee.
6. Employees of the University of Évora may also benefit from reduction or exemption of the 2nd or 3rd cycle tuition fees, under proposal of the Director of the School or the Director of the Service, under the Support Fund for Advanced Training.

Such reduction/exemption will be annually covered by and/or foreseen in Rectoral order.
7. Students admitted to the University of Évora through the General Competition of Access and subsequently readmitted to another higher education institution in the 2nd phase will not pay tuition fees.

Article 16

Scope

This regulation shall be operative from the day of publication and applies to all students enrolled in 1st, 2nd and 3rd cycle courses at the University of Évora.

The following orders are revoked: 27/2007, 81/2007, 114/2007, 166/2007, 56/2008, 84/2008, 78/2008, 78A/2008, 79/2008, 92/2008, 119/2008 e 43/2009.

University of Évora, 26 August 2009.