



SERVICE ORDER N. 12/2009

Accreditation Regulation

Decree-Law n. 74/2006, of 24 March, amended by the Decree-Law n. 107/2008, of 25 June determines, in its article 44, that the students' mobility is guaranteed by the adoption of the European system of transfer and accumulation of credits (ECTS), based on the principle of mutual recognition of the value of the education received. On the other hand, article 45 explicitly states, that, in order to enable students to proceed studies and to be awarded an academic degree or a diploma, the educational institutions must credit: *i)* the academic education obtained in other national or foreign educational institutions; *ii)* the education obtained within the scope of the CETs (Technological and Specialized Courses); *iii)* professional experience of the candidates.

This accreditation must take into account the credits obtained, as well as the scientific area.

Based on this legal disposition the regulation for accreditation by the University of Évora is approved.

Article 1

Accreditation

Bearing in mind that the accreditation is based on the European credit transfer system, all the information, concerning the granting of accreditations, must be converted into ECTS.

Article 2

Classification

1. One ECTS represents the effort of the student in the acquisition of a certain number of competences, thus the number of training hours must be taken into account.
2. The accreditation of academic education or CETs must be graded and taken into account in the calculation of the average mark in the end of the cycle of studies.
3. No classification is given to the professional accreditation

Article 3

Accreditation to obtain an academic degree

1. Accreditation implies the exemption of enrolment and approval in one or several curricular units;
2. Accreditation is also expressed in the attribution of ECTS as far as the attendance of a course is concerned and in obtaining the correspondent degree at the University of Évora;
3. The ECTS obtained through accreditation are only valid in the course where the student is enrolled.

4. In case of annulment of the enrolment, changes of courses or transfers, the accreditation obtained is not valid.

Article 4

Fees

1. Accreditation is a curricular act and is subject to enrolment and payment of a fee.
2. Students registered in the 1st cycle who are enrolled at the University without attending, in that academic year, any other curricular units, are obliged to pay the minimum fee determined by the Rector's Order, for that academic year.
3. Students registered in the 2nd cycle who obtained accreditation in all the curricular units of their study plan are obliged to pay twice the minimum fee determined by the Rector's Order, for that academic year.
4. Students registered in the 3rd cycle who obtained accreditation in all the curricular units of their study plan are obliged to pay three times the minimum fee determined by the Rector's Order, for that academic year.

Article 5

Process Preparation and Deadlines

1. The accreditation applications for the 1st cycle are required in an adequate form available at www.sac.uevora.pt within the time limit set in the school calendar;
2. The accreditation applications for the 2nd and 3rd cycles, readmissions, changes of course and transfers are required in the act of application, using the form available at www.sac.uevora.pt.
3. The accreditation applications must be submitted to the SAC (Academic Services) accompanied of the following documents:
 - a. Diploma or academic register (for students from the University of Évora), where all the curricular units and the passing grade are mentioned, duly validated for a student from other institution;
 - b. *Curriculum Vitae*;
 - c. Validated Certificates of all the trainings, courses and other which the student wants to be taken into account in the assessment;
 - d. In the request for accreditation for 2nd and 3rd cycles Degrees, the study plan published in the *Diário da República* (Official Journal) of the Undergraduate Degree or of the Master Degree already held should also be presented.

Article 6

Analysis of the Processes

1. Applications are forwarded to the Course Directors who are obliged, within the maximum span of 30 consecutive days, counting from the date of the sending of the application by the SAC, to propose the granting of accreditation (model available at

www.sac.uevora.pt), or, if possible, to register the accreditation in the integrated system of information of the University of Évora (SIUE).

2. Should Course Directors fail to meet the deadline previously established, the Scientific Council has to express opinion that supports the final decision.

3. The accreditation, in ECTS, can be granted, by:

a) Curricular Units, where no correspondence (equivalence) between specific curricular units should be established;

b) Global ECTS that cannot have any restriction, or can be restrained to:

i) *Optional Curricular Units*;

ii) a *scientific area*;

iii) the impossibility to be used in core curricular units.

4. The analysis of the process should mention both the curricular and professional background assessment, the complementary training and other experiences presented by the student in the accreditation process; all these components must be pondered in ECTS, and credit should be given to competences acquired through:

a. Self-training activities;

b. Professional activity;

c. Life Experience;

d. Intellectual curiosity;

e. Desire for knowledge;

f. Work of the student within the scope of the volunteering bank at the University of Évora (article 7 of the present regulation).

5. Students who have already had an accreditation of competences, in a given cycle of studies, can only require the subsequent accreditation if they show an unequivocal increase of acquired competences.

6. Accreditation cannot be given to a superior number of ECTS than those necessary to obtain the degree.

7. The accreditation of competences, obtained in a professional context, cannot exceed 30 ECTS in curricular plans from 90 to 180 ECTS (1st cycle and 2nd cycle) and 60 ECTS in plans with more than 180 ECTS (3rd cycle).

8. The professional experience of the student must be pondered in terms of its direct relation to the course he/she is attending or aims to attend and ECTS must be given for each year of work, in an interval from 0,5 to 3 ECTS;

9. The Course Director can consult, whenever he/she finds relevant, specialists from the scientific domain and curricular development and/or consultants related to the identification of professional competences;

10. The Course Director can, when he/she finds pertinent, make an interview to the student and/or diagnostic tests; in the latter the decision must be thoroughly justified.
11. The accreditation of competences criteria, to be used for each cycle of studies, are suggested by the respective Course Director and homologated by the Rector, after consulting the pertinent Pedagogic Council.
12. The Scientific Council of the University of Évora homologates the final results.

Article 7

Accreditation within the Scope of the Volunteering Bank

The Internal Regulation of the Volunteering Bank of the University of Évora (Service Order n. 5/2008) predicts in point d) of article 4 that "the work done within the scope of volunteering can be eligible for accreditation of competences".

1. The number of credits granted is calculated considering 1.5 ECTS/45hrs and can only be given to those who have rendered a minimum collaboration of 45hrs. The obtained credits can only be used in optional curricular units.
2. The application must be prepared with a report written by the person in charge who requested and accompanied the student's work, and must include:
 - a. a description of the work done;
 - b. The scientific area of the course in which the work can be justified, when applicable;
 - c. The duration of the student's collaboration
 - d. A qualitative appreciation of the work done. The full preparation of the process and deadlines has to comply with article 5 of the present regulation.

Article 8

Accreditation of the Dissertation/ Project Work /Probation Period

The cycle of studies that grants the Master's degree, in university education, must ensure that the student acquires expertise of academic nature, through research and innovation activities or through in-depth professional competences, in compliance with that stated in paragraph 3 of article 18 of the Decree-Law n. 107/2008 of 25 June. Therefore:

1. The Accreditation of the Dissertation /Project Work/Probation is ruled by different criteria from those applied to the curricular units and can only be given, within the scope of the recognition of professional competences, to candidates that entail evident activities of clear intellectual curiosity and a desire for knowledge, in the area of the course, such as:
 - a) Publication of scientific and dissemination articles;
 - b) Elaboration of didactic texts;
 - c) Presentation of papers at Seminars, Congresses and Conferences.

2. Should the student follow all the procedures to be granted accreditation in the dissertation, he/she should present, apart from the elements mentioned in paragraph 2 of article 6, a publication which includes the elements referred in points a) to c) of the paragraph above, forming a coherent whole, with a summary in English and Portuguese, in compliance with the enforced Regulation for the 2nd cycles at the University of Évora;

3. Should the student follow all the procedures to be granted accreditation in the probation or in project work, he/she should present, apart from the elements mentioned in paragraph 2 of article 6 a probation report or a project work, with a summary in English and Portuguese, in compliance with the enforced Regulation for the 2nd cycles at the University of Évora;

4. The dissertation, probation report or project work, done within the scope of the accreditation, are object of assessment and public discussion, by a jury, appointed by the Scientific Council of the School, to be formed in compliance with article 22 of the Decree-Law n.107/2008 of 25 June. The inclusion in the jury of elements external to the University cannot imply any expense.

Article 9

Accreditation, by changing of plan, in Re-entries

1. Students who have not completed the cycles of studies in which they enrolled at the University of Évora, and that wish to re-enter in the new Bologna plans should require the accreditation of their academic education.
2. The accreditation must bear in mind the Decree-Law n. 107/2008, namely in what concerns the rules of transition, and its application should, therefore, not result in an increase of the weekly hours predicted in the previous curricular plan.
3. Students who have concluded the curricular component of a pre-Bologna Master degree, at the University of Évora, and that wish to re-enter in a new plan, for the conclusion of the dissertation, are entitled to the accreditation of the curricular component. The grade will correspond to the average mark obtained in the previous plan.

Article 10

Certification of the Accreditation

1. The accreditation is not mentioned in the Diploma, or in any kind of certificate or declaration, it is only mentioned in the supplement to the Diploma.
2. The supplement to the Diploma will explicitly state the number of ECTS, curricular units, dissertation, probation, or project work obtained through accreditation, and also whether the accreditation was due to academic, technical or professional education.

Article 11

Students that re-enter in the University under the programme "Becoming a Master" constitute an exception to this regulation.

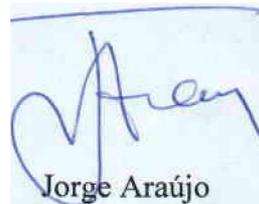
Article 12

Application

The present regulation is enforced at the time of its publication and revokes the orders n. 114/2006, 133/2006, 49/2008, and the service orders n. 4/2007, 2012007, 22/2007, 23/2007 and 8/2008- Accreditation of competences acquired within a professional context.

University of Évora, 26 August 2009.

O Reitor



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