



UNIVERSIDADE DE EVORA

GUIDELINES 20|21

academic procedures

As a student at the University of Évora (EU), it is important to be aware of your rights and duties and to know the academic procedures that you must perform in your academic path, namely:

Enrollment - an act to be carried out when you enter or re-enter in a study program;

Registration - an act that is done annually that allows you to attend classes and be evaluated in the curricular units (UC) of the study program;

Special attendance regimes - the request for a special attendance regime is done annually through SIIUE (Integrated Information System) at the registration moment or later (e.g. student workers, high competition athletes, finalist, mother and father students, fireman, volunteer, student association leaders, and so on);

Special tuition regimes - the request for a special tuition regime (e.g. candidate for scholarship, scholarship from another institution, part-time registration, and so on) is done annually at the registration moment through SIIUE or later through SIIUE-GESDOC;

Tuition fees - amount to be paid annually to keep your student status, it is needed for registration in curricular units (UC) or to perform any other curricular act;

Crediting - assignment of ECTS based on the student previous academic training obtained in national or foreign higher education institutions or based on his\her previous professional experience. Preferably, the request should be made at the beginning of the admission year, but it can also be done while the student is enrolled in the study program;

Dissertation or Project Work or Internship Report (D/TP/RE) required for completion of an Integrated Masters or a 2nd cycle - to obtain a Master degree, it is necessary to submit a project for D/TP/RE, while being registered in the UC



D/TP/RE. When the D/TP/RE work is finished, it has to be submitted for public defense;

Thesis required for completion of a 3rd cycle - in order to obtain a PhD degree it is necessary to present a thesis proposal, to be registered in the UC Thesis during the period of thesis work, and to submit the Thesis for public discussion when it is finished;

Certification - request to be made to obtain a certificate of approval in curricular units or diplomas when the degree is completed;

Almost all academic procedures can be done online, through the Integrated Information System (SIUE) at <http://siue.uevora.pt>, where you can also access GESDOC, which allows you to make requests related to academic procedures.

In order to help you and answer any question related to these procedures, the Academic Services of the University of Évora (SAC) has a Student's Help Desk at room 1 of Santo Agostinho Building, where Academic Managers, who follow the students' academic path from their entrance till they obtain the degree, are available for a personalized, consistent and cordial service. To know who is the Academic Manager of your study program and the time when he/she is available for attendance visit the [University Web Site](#) (Study - UÉ Students - Services and Academic Procedures). However, if you need, you can go to the Student Help Desk on any day of the week at the following times:

Monday, Wednesday and Friday from 9:30 AM to 4:00 PM;

Tuesdays and Thursdays from 9:30 AM to 1:00 PM.



In addition to face-to-face attendance, you can also use the Online Service where you can get immediate response to more than a hundred questions and browse the subject you are interest on. If you do not get an immediate answer to your question, you can submit an assistance request, which will be answered as soon as possible.

To know your rights and duties, you should consult the regulations available at <http://www.uevora.pt> and in your SIUE profile.



Enrollment

Enrollment

Through the enrollment you become a student of University of Évora and acquire the right to register in UC.

To enroll online you must access SIIUE at <http://siiue.uevora.pt>. You can check the [Online enrollment guide](#) for more information. Note that the students of 1st cycle or Integrated Masters programs with prerequisites have to make their enrollment in **person**.

After enrollment, you will receive an e-mail with your student username and password to access SIIUE, where you must **register** in the curricular units, verify the tuition fees and other payment which are due and their payment references, check the status of crediting requests and consult the University academic regulation.

In the **enrollment** you should insert your photo, so that your Student Card can be issued by Santander Bank. The card is issued automatically and a notification will be sent to you with the date when it will be available and the location to get it. If you need a 2nd copy of the student card, you may request it through SIIUE.

The enrollment needs to be validated. For this, you need to go to the Academic Services Student Help Desk until December 31 of the academic year in which you enter your study program with the following documents:

- the **identification document**;
- the **visa** - if you are an international **student**;
- the **original documents of your previous degree and/or certificates of qualifications submitted in the application** (if you have not submitted them

Enrollment

authenticated). Holders of qualifications obtained abroad, must present all documents authenticated by the Portuguese Consular Services in the country in which they obtained the foreign qualifications or by attaching the [Hague Apostille](#). Without the validation of your enrollment, you will not be able to make any future academic procedure!

After showing your identification document and visa, where applicable, you can and should get online, in SIIUE, a certificate of your enrollment and registration, which includes a certified electronic signature and validation code based on which any entity can access SIIUE to verify the authenticity and validation of the enrollment certificate.

If you wish to **cancel enrollment** (interrupt/suspend your studies), you must submit a request in your student profile at SIIUE-GESDOC. If the request is done before October 31, you do not have to pay tuition fees for that academic year. If the cancelation request is made between October 31 and December 31 you will have to pay the tuition instalments of the first semester and your enrollment is valid only for the first semester. If your request is after December 31, you need to pay the full tuition of the academic year.

Enrollment

CALENDAR FOR ENROLLMENT

BACHELOR AND INTEGRATED MASTERS	Beginning of the period	End of the period
National Admission Applications		<i>Deadline to be established by DGES</i>
UÉ Admission Applications to the Music undergraduate program		
a) Admitted in the 1st phase	04.Sep.2020	08.Sep.2020
b) Admitted after 1 st phase replacement process	14.Sep.2020	18.Sep.2020
Special Admissions Application, change of institution/program and re-entries		
a) Admitted in the 1st phase	09.Jul.2020	15.Jul.2020
b) Admitted after 1st phase replacement process	21.Jul.2020	27.Jul.2020
c) Admitted in the 2nd phase	04.Sep.2020	08.Sep.2020
d) Admitted after 2nd phase replacement process	14.Sep.2020	18.Sep.2020
International students		
a) Admitted in the 1st phase	24.Apr.2020	30.Apr.2020
b) Admitted after 1st phase replacement process	06.May.2020	12.May.2020
c) Admitted in the 2nd phase	24.Jul.2020	31.Jul.2020
d) Admitted after 2nd phase replacement process	05.Aug.2020	13.Aug.2020
e) Admitted in the 3rd phase	16.Sep.2020	22.Sep.2020
f) Admitted after 2nd phase replacement process	25.Sep.2020	01.Oct.2020

Enrollment

CALENDAR FOR ENROLLMENT

PHDs, MASTERS AND POSTGRADUATES (NATIONAL AND INTERNATIONAL STUDENTS)

a)	Admitted in the 1st phase	24.Apr.2020	30.Apr.2020
b)	Admitted after 1st phase replacement process	06.May.2020	12.May.2020
c)	Admitted in the 2nd phase	24.Jul.2020	31.Jul.2020
d)	Admitted after 2nd phase replacement process	05.Aug.2020	13.Aug.2020
e)	Admitted in the 3rd phase	16.Sep.2020	22.Sep.2020
f)	Admitted after 2nd phase replacement process	27.Sep.2020	01.Oct.2020

FREQUENTLY ASKED QUESTIONS - ENROLLMENT

If you request a cancellation of your enrollment, is it possible to resume studies in the same program at the University of Évora later on?

If you request a cancellation of your enrollment, you can subsequently **apply for re-entry** in the same study program, within the deadlines established annually by a rector's order. However you cannot re-enter **under the following conditions** :

- If you request the annulment of the enrollment until October 31 in the same academic year when you entered the program. In this case, you need to apply again for admission.
- If you request the annulment of the enrollment after October 31, you cannot re-enter in the subsequent academic year because, by law, there has to be an academic year of interruption of studies in order to apply for re-entry. However, you may re-enter later.
- If the program you want to re-enter, is no longer accredited at the date of the request for re-entry.

What is enrollment prescription?

Prescription is the loss of the right to enroll and do the annual registration when the student does not meet minimum performance criteria. In this case, the student will be prevented from applying and enrolling in the cycle of studies for a period of two consecutive semesters.

FREQUENTLY ASKED QUESTIONS - ENROLLMENT

Under what conditions do you prescribe?

Students are subject to prescription if they do not complete enough ECTS (ECTS obtained through crediting are not considered), according to the following conditions:

Total ECTS of the study plan obtained by the student	Maximum number of registrations
Less than 60	3
60 to 119	4
120 to 179	5
180 to 239	6
240 to 359	8
360	9

In the case of 2nd and 3rd cycle students, the student must obtain approval for the total ECTS of the master's or doctoral study plan in the maximum number of registrations mentioned in the table above.

Registrations

Registrations

The registration in UC is an act carried out annually, online, that gives you the right to attend classes and to be evaluated in the UC where you are registered. A student who is not registered in a UC cannot attend its classes or be evaluated if:

- a) the student is responsible for not being registered;
- b) after being warned by the teacher, the student did not solve the problem.

On the other hand, if the student demonstrates that he/she has already taken the necessary measures to solve the problem, attendance of classes is allowed.

At the time of registration, the student **is automatically registered in the compulsory UC** included in the study plan of the **1st year** of his/her study program. In the case of re-entry the student is registered in the compulsory UC that are still needed to obtain the degree up to the limit of 72 ECTS, provided that he/she does not exceed 42 ECTS in any of the semesters.

If the **study plan of your program** (organized set of UC that you must complete in order to obtain the degree), which is available on your SIIUE profile, contemplates **Electives UC or Alternative Compulsory UC** you must choose the UC you want to register and register in these UC online (see the [Quick Guide to Online Registrations](#)) within the deadlines set in the Academic Procedures Calendar (available on your SIIUE profile). In SIIUE you can also check the classes schedule of your study program.

Registrations

In each academic year, registrations must be made in the compulsory UC, alternative compulsory UC and optional UC of the first and the second semester of that academic year.

If you are registering for the first time in a study program, you can only register up to 60 ECTS (unless you register in extra-curricular UC or you got crediting, in which case you can register up to a maximum of 72 ECTS). In subsequent years, registrations can be made up to 72 ECTS, subject to registration in the UC of previous academic years in which you did not obtain approval yet and provided the registrations do not exceed 42 ECTS in any of the semesters.

During the **registration period** you can make all the changes you want, as long as you remain registered in at least one UC of the program in which you are enrolled. After the end of the registration period you can only **change your registrations** in the period intended for this purpose at the beginning of each semester, taking into account the conditions and deadlines defined in the [Academic Procedures Calendar](#).

In addition to the registration in UC which are included in the study plan of the program in which you are enrolled, you may register in **extra-curricular UC that do belong to the study plan of your program** (but you have to have at least one registration in your program) up to a maximum of 72 ECTS per academic year and

Registrations

provided that registrations do not exceed 42ECTS in any of the semesters. The extra-curricular UC will not be counted towards the achievement of the degree, nor for the evaluation of academic performance, nor for the candidacy to merit scholarship.

Registrations

CALENDAR FOR REGISTRATIONS

	Beginning of the Period	End of Period
PRE-REGISTRATIONS IN OPTIONAL UC OF 1ST CYCLE AND INTEGRATED MASTERS	12.May.2020	19.May.2020
NORMAL PERIOD OF REGISTRATIONS (1ST AND 2ND SEMESTERS)		
Registrations in compulsory and/or optional UC (Registrations period for the academic year)	22.Jul.2020	09.Sep.2020
Change of registrations and registration for students enrolled after 21.20.2019 (for 1st and 2nd semester curricular units)	28.Sep.2020	26.Oct.2020
Change of registrations in UC of the 2nd semester	15.Feb.2021	08.Mar.2021
Registration for grade improvement in UC completed in the two previous academic years		
a) UC of the 1 st semester	28.Sep.2020	26.Oct.2020
b) UC of the 2 nd semester	01.Feb.2020	22.Feb.2020

Registrations

CALENDAR FOR REGISTRATIONS

	Beginning of the Period	End of Period
Registration applications in extracurricular units		
a) 1st phase (for UC of 1st and 2nd semesters)	28.Sep.2020	26.Oct.2020
b) 2nd phase (for UC of the 2 nd semester)	15.Feb.2020	13.Oct.2021
Applications for registrations in isolated UC		
a) 1st phase (for UC of 1st and 2nd semesters)	28.Sep.2020	26.Oct.2020
b) 2nd phase (for UC of the 2 nd semester)	15.Feb.2020	13.Mar.2020
REGISTRATION IN THE SPECIAL EVALUATION PERIOD		
a) In curricular units of the academic year, for final ist students and students with special regimes that allow it	19.Jul.2021	23.Jul.2021
b) For grade improvement (for finalist students)	19.Jul.2021	23.Jul.2021
REGISTRATION IN THE EXTRAORDINARY EVALUATION PERIOD	25.Aug.2021	31.Aug.2021

FREQUENTLY ASKED QUESTIONS - REGISTRATION

What are the consequences of not registering?

If you are not registered, you will not be able to attend classes, access the Moodle platform, be evaluated and to complete the UC. Moreover, your enrollment will be canceled if you do not register in at least one UC per academic year.

In which UC can you register?

You can register in the UC included in the study plan of your study program and your specialization/ branch/variant, if applicable. In the case of optional UC, they are only available for registration if they have a teacher assigned in 2019/2020. You can consult the **study plan in your profile on SIUE**, and the corresponding observations, to obtain information on the number of compulsory and optional UC and ECTS that you must attend in each semester/year to obtain your program academic degree.

How should registration be done, if the study plan contemplates the possibility of registration in free optional UC?

In case the study plan includes "free optional UC", you can register in any available UC that is offered for free electives registrations, as long as the UC is of the same or of a higher cycle level, considering the conditions imposed by your study plan. Please check the [Quick Guide for Registration Online](#) for more information on how to proceed with registration in free electives.

FREQUENTLY ASKED QUESTIONS - REGISTRATION

How to proceed if you want to change your specialization/ branch/variant, if applicable to your study program, after the choice made at the enrollment/registration act?

You have to do a request through SIIUE-GESDOC to change the specialization/branch/variant that you chose at the time of enrollment/registration during the period for change of registrations at the beginning of the semester, taking into consideration that you may have completed some UC, which will not be considered in the new specialization/branch/variant. The request is subject to the approval of the Rector.

Can registrations be made in any UC of the study plan?

In the academic year 2019/2020, you can register in any UC of your study plan, taking into account that registration in a UC of a curricular year is only possible if you have already completed or are registered, or got credit in all UC of the previous curricular years.

What are precedence?

Only in exceptional cases, duly authorized by the Rector, can registration be subject to precedence. Precedence is a condition of registration, in one or more UC of the program, that requires previous completion of other UC of the same study plan.

FREQUENTLY ASKED QUESTIONS - REGISTRATION

Which are the evaluation periods?

In each academic year, for each UC, there are the following evaluation periods:

- a) normal;
- b) make-up;
- c) special;
- d) extraordinary.

Who can be evaluated in the normal evaluation period?

All the student registered in a UC during the corresponding academic year, who attended 75% of the practical, theoretical-practical and laboratorial classes and field work (this condition does not apply to those under some special regimes of attendance, such as being a student worker). In the normal evaluation, the student can choose between the continuous evaluation regime or the final evaluation regime.

Who can be evaluated at the make-up evaluation period?

The student who is registered, can carry out his/her evaluation in any UC , whose continuous evaluation or final evaluation, of the normal evaluation period, he/she has been absent, dropped or failed. Students who have passed a UC, can also carry out this evaluation to improve their grade, the final grade will be the best of the two grades. If you want to be evaluated in the make-up period to improve your grade, you should inform the teacher responsible for the UC.

FREQUENTLY ASKED QUESTIONS - REGISTRATION

Who can be evaluated in the special evaluation period?

Students can only be evaluated in this period, up to a maximum of 3 UC, if:

- A)** student meets the conditions for obtaining the academic degree if they pass in these UC;
- B)** student needs to pass a maximum of 3 UC to complete the curricular component of the study cycles conferring the master's or doctor's degree;
- C)** student benefits from a special frequency regime.

Note that you need to register for this evaluation period, if you can and wish to be evaluated.

Who can be evaluated in the extraordinary evaluation period?

In the extraordinary evaluation period, a final evaluation can be made by the 1st cycle or integrated master student, who only needs to complete one UC to obtain his/her degree or the 2nd or 3rd cycle student who only needs to pass in one UC for completion of the curricular component of his/her study program. Note that you need to register for this evaluation period, if you can and wish to be evaluated.

Special Attendance Regimes

Special Attendance Regimes

In the act of registration, or until October 31 through SIIUE-GESDOC, the student can apply for a special attendance regime (student worker, mother or father student, special educational needs, finalist student, association leader, choir member, tunas or volunteer, high competition athlete, fireman). All information can be consulted [Special Regimes Guide](#) which explains the conditions and the necessary documentation to apply for these regimes. The application will be rejected if you do not attach the necessary documentation in SIIUE.

The regime can be requested after October 31, when the conditions for obtaining the special regime is obtained after that date. However the request cannot be done after the end of the period of 2nd semester classes in 2020/2021.

CALENDAR FOR APPLICATIONS FOR SPECIAL ATTENDANCE REGIMES

Special Attendance Regimes

Period of Enrollment or
Until 31.out.2020

FREQUENTLY ASKED QUESTIONS - SPECIAL ATTENDANCE REGIMES

Which are the special attendance regimes?

The special attendance regimes are defined in Section V of Chapter II of RAUÉ (the academic regulation of the University of Évora). It applies to students enrolled and registered in a study program lasting 1 year or more, who fulfill the legal and regulated requirements to benefit from the regime. You can consult RAUÉ, to learn about the documentation and the conditions for obtaining each of the following regimes, as well as the rights that each regime confers:

- Student worker
- Student on academic incoming or outgoing mobility
- Finalist student
- Student association leader
- Student elected for management bodies at the University of Évora
- Students elements of choirs, tunas, volunteers and other groups of identical nature
- Students mothers and fathers
- Student with special educational needs
- Student practicing high competition sports
- Student athlete FADU
- Cooperation advisor student
- Student Fireman

FREQUENTLY ASKED QUESTIONS - SPECIAL ATTENDANCE REGIMES

How to obtain a special regime of attendance?

The recognition of the right to a special regime of attendance depends on the student's annual request, and the request must be made, online, in the period schedule or until October 31. The documentation required to obtain the regime must be uploaded to SIUE (the application will be rejected if you do not attach the required documentation).

How will teachers know about the special regime of attendance of the student?

The teachers of UC that have registered students who are beneficiaries of special attendance regime, get information on the list of students registered in the UC, with the date on which each student obtained the special regime. The student can only benefit from the regime after the regime was awarded.

Special Tuition Regimes

Special Tuition Regimes

The student can request a special tuition regime (candidate of another institution's scholarship, tuition paid by another institution, among others) at the time of registration through SIIUE or until October 31, through a request to be submitted via SIIUE -GESDOC. The [Special Tuition Regimes](#) provides information on the conditions and documentation required to apply for these regimes.

If you register in 30 ECTS or less, SIIUE gives you the option to benefit from a part-time regime, where:

- If you register in 15 ECTS or less and confirm that you want the regime, the tuition fee due is the minimum tuition fee. However, you cannot register in more ECTS during the academic year;
- If you register in 15 ECTS to 30 ECTS and confirm that you want the regime, the tuition due is 70% of the normal annual fee, or the minimum tuition if the value resulting from 70% of the annual fee is less than the minimum tuition fee. You cannot enroll in more ECTS during the academic year;
- If you confirm the application for the part-time regime and then wish to register in more ECTS, you will have to submit a request, within the deadlines set in the Academic Procedure Calendar for registration changes. In the request you need to identify the UC in which you want to register. You lose the regime if total registrations exceed the regulated ECTS.
- If you register in the UC Thesis (3rd cycle) in part-time regime, you are required to pay 70% of the annual tuition fee for your program, or the minimum tuition fee if

Special Tuition Regimes

the amount resulting from 70% of annual tuition is less than the minimum tuition. The regime implies that, for each academic year in which you opt for this scheme, you will have to register in the subsequent academic year.

- If you register in the UC Dissertation/Project Work or Internship Report (2nd cycle), you are required to pay 70% of the annual tuition fee of your program, or the minimum tuition if the amount that results from 70% of the annual fee is lower than the minimum and it implies:
 - enrollment in the UC in both semesters, of the same academic year, if the UC has up to 42 ECTS;
 - enrollment in the UC for two academic years, if the UC has more than 42 ECTS.
- In the case of international students that opted for the part-time regime, the tuition fee is 70% of the annual tuition fee, or the minimum tuition if the amount resulting from 70% of annual tuition is lower than the minimum tuition fee.

CALENDAR FOR APPLICATIONS FOR SPECIAL TUITION REGIMES

Special Tuition Regimes

Period of Enrollment

FREQUENTLY ASKED QUESTIONS - SPECIAL TUITION REGIMES

Who can benefit from special tUITION schemes?

The [Tuition Regulations of University of Évora](#) defines the special regimes fees for students enrolled and registered in a study program and who meet the requirements and deliver the necessary documentation to enjoy one of the following regimes:

- Veterans (former combatants of military operations and their children)
- Handicapped from the Armed Forces
- Higher Education Teachers
- UÉ Employees
- Cooperating Teacher
- Part-time student
- Protocol with other institutions
- Tuition paid by another institution with UÉ invoice
- Grant holder from another institution - scholarship paid directly to the UÉ
- Grant holder from another Institution - scholarship paid to the student

How to obtain the special tuition regime?

The recognition of the right to a special tuition regime depends on the student's annual request. The request must be made before the deadline in the academic procedures calendar or at the time of enrollment or *online* registration. The documentation necessary for obtaining the regime should be introduced in SIUE. The request is rejected if the required documents are not attached.

Tuition

Tuition

Under the current [Tuition Regulations](#) (available in your SIUE profile), the tuition fee is independent of the number of UC in which the student is registered and the number of ECTS obtained through crediting.

The **amount of tuition due per academic year in the 1st cycle and Integrated Master is € 697,00**. In the case of **international students the annual tuition fee is € 2500**, unless the student has a merit scholarship or a cooperation and development scholarship, in which case the tuition is € 1 050 and € 1 250, respectively. In the 2nd and 3rd cycle programs, the tuition fees are defined in the 2020/2021 Tuition Fee Rector Order (available in SIUE).

You can **pay the tuition** as follows :

- **In full** in the period of the first installment.
- **In 8 installments** .

Payment can **be made using**:

- the ATM network or equivalent process through the *Homebanking / Internet*;
- in person in the Accounting Department of SAC;
- via Paypal. This form of payment is quite simple and secure, having the advantage of the transaction being validated in SIUE immediately after payment. To use this service you must have a [Paypal](#) account. The creation of this account is free.

Tuition

The information needed to make the appropriate payment (reference number, entity, etc.) is available in your profile in [SIUE](#), where you can also consult the [Guide of Values in Payment](#).

In **addition to the amount of the annual tuition**, you also have to pay the value corresponding to the **insurance**, in the payment term of the 1st installment, (2.95 €). When you enroll in a study program, the **enrollment fee** is due, with the following amounts:

- Enrollment rate in 1st cycle and Integrated Master: € 20
- Enrollment rate of international students in any cycle of studies: € 100
- Enrollment rate in postgraduate programs: € 100
- Enrollment rate in 2nd cycle: € 100
- Enrollment rate in 3rd cycle: € 100

CALENDAR FOR TUITION PAYMENT

The full tuition fee for the academic year: until September 30, 2020.

Payment by installments:

- 1st installment until September 30, 2020
- 2nd installment until October 30, 2020

Tuition

CALENDAR FOR TUITION PAYMENT

- 3rd installment until November 30, 2020
- 4th installment until December 30, 2020
- 5th installment until January 30, 2021
- 6th installment until February 28, 2021
- 7th installment until March 30, 2021
- 8th installment until April 30, 2021
- 9th installment until May 30, 2021
- 10th installment until June 30, 2021

FREQUENTLY ASKED QUESTIONS - TUITION

How do merit scholarships and cooperation and development scholarship work?

These scholarships translate into a reduction in the amount of tuition fee paid by an international student from a country outside the European Union.

I am an international student with the nationality of a country outside the European Union, under what conditions can I benefit from the merit scholarship?

If you are an international student from a country outside the European Union, you can qualify for a merit scholarship if you have an academic performance equal or higher than the minimum merit grade. The minimum merit grade is defined annually in a Rector's Order and depends on the study cycle.

In 2019/2020 - the international students who enroll in a study program benefit from this scholarship if:

- In the 1st cycle, if they have an average grade of access of 14 or higher;
- In the 2nd cycle, if they have an average grade in their bachelor's degree of 15 or higher;
- In the 3rd cycle, if they have a weighted average of their bachelor's degree (60%) and their master degree (40%) greater or equal to 16.

FREQUENTLY ASKED QUESTIONS - TUITION

The RAUÉ (available in SIIUE) defines the conditions to receive the merit scholarship in the following years of the study program. In general, to receive this scholarship you must have obtained a merit performance in the previous academic year.

I am an international student with the nationality of a country outside the European Union, under what conditions can I benefit from the cooperation and development scholarship?

If you are an international student of an African Country of Portuguese Official Language or if you benefit from the Refugee or Stateless Statute, the year you enter your study program, you will benefit from the cooperation and development scholarship. In the following years, you must have a minimum academic performance to continue receiving the scholarship.

What are the consequences of making the payment of tuitions after the established payment periods?

Provided payment is made until July 15 of the academic year to which the default concerns, the due tuition amount will be increased by default interest at the legal rate after the payment deadline. After this deadline, no payment will be subject to the penalties defined in the Tuition Regulation.

FREQUENTLY ASKED QUESTIONS - TUITION

What are the penalties in case you do not pay the tuition fee?

The regularization of debts must necessarily occur until July 15 of the academic year to which it reports, unless the student adheres to a phased tuition fee payment. Failure to pay the tuition fees due in the academic year, in the amounts and within the established deadlines, implies:

- Nullification of all the curricular acts practiced in the academic year of the default
- Suspension of enrollment and annual registration
- No-acceptance of any registration or any evaluation
- No access to the e-learning platform (Moodle) and to the student's academic record in SIUE
- Non-issuance of any diploma or certificate of proficiency, or any other information document regarding the academic performance of the student, for the academic year of the default, namely certificate of qualifications or crediting terms
- The student's files will not be sent to another institution in case the student is transferred or changes his/her program
- In case of re-entry, change or entry into another cycle of studies, the student can only enroll after the payment of the total tuition in debt or after joining the phased payment plan for tuition fees plus the default interest at the statutory rate in force

FREQUENTLY ASKED QUESTIONS - TUITION

In the case of an applicant for a scholarship, what are the penalties for non-payment of tuition fees until the decision on the application?

Until the decision on the application has been issued, no penalties are imposed on all the scholarship applicants (FCT, DGES or other institutions). However, no diploma, certificate of proficiency or any other certificate will be issued until the decision on the scholarship application is known. Candidates to scholarships of other institutions, other than the SAS (Social Action Services) or to FASUÉ, must apply for the special tuition regime, presenting proof of their application issued by the institution in which they submitted the application and, subsequently, a document with the decision on the application.

If applying for a SAS scholarship or a FASUÉ scholarship, is it necessary to apply for the special regime of candidate for scholarship?

If you are applying to a SAS or FASUÉ scholarship, it is not necessary to apply for the special regime of candidate for scholarship. The Social Action Services of the UÉ, provide information on your profile in the SIIUE that you are a candidate for scholarship, and in case of approval, you will be automatically assumed as a scholarship holder or in the case of rejection, as a non-scholarship holder.

FREQUENTLY ASKED QUESTIONS - TUITION

If the scholarship application is rejected/denied, what are the penalties?

Students who are denied the scholarship, have 30 days after the date of notification of the rejection to provide proof of the rejection of the scholarship, and within this period:

- Pay the tuition installments which are overdue, without having to pay interest on the overdue amount or
- To request the annulment of the enrollment and registration, being exempt from payment of overdue installments and future tuition installment. However, all approvals in curricular units and credits obtained will also be cancelled. Otherwise, 30 days after the denial notification, students are considered to be tuition debtors.

In what situations can the Thesis deadline (in the 3rd cycle) or the Dissertation/Project Work/ Internship Report (2nd cycle and Integrated Masters) be extended with exemption from tuition fees?

Through SIIUE - GESDOC, an extension of the deadline may be requested in the following situations:

- Students who are benefiting from the special regime for the attendance of mothers and fathers may request an extension of the deadline for delivery of Theses or D/TP/RE for a period equivalent to that of their parental leave;

FREQUENTLY ASKED QUESTIONS - TUITION

- For illness reason, duly certified by a medical certificate, the student may request an extension of the deadline for delivery of Thesis/D/TP/RE, for a period equivalent to that in which he/she was prevented from working in the thesis, dissertation, project work or internship report.

Crediting

Crediting

Under the [Regulation of Training and Professional Experience Crediting of the University of Évora](#), the following definitions apply:

Training crediting - the credit attributed to:

- a) Training carried out in Portuguese or foreign Higher Education Institutions in:
- Study cycles;
 - Programs not conferring a degree;
 - Technology Specialization Programs;
 - Technical and Professional Higher Education Programs (TeSP);
 - Isolated curricular units.
- b) Other academic training obtained outside the higher education system

Crediting of professional experience - credit is attributed by duly proven professional or scientific experience.

The credit is translated in the attribution of ECTS for the purpose of attending a study program and obtaining the corresponding degree at the University of Évora. In case of changes to other Institution/program and of enrollment cancellation, the obtained credit is not valid.

Crediting requests must be submitted through your SIUE profile (see [Online](#)

Crediting

[Crediting Application Guide](#)) within the deadline defined annually in the Academic Procedures Calendar.

The following **documents** for **crediting of training** must be attached, if you apply for crediting (even if these documents were part of the admission application, you must submit them again):

- Authenticated certificate of qualification, in which all the completed UC with their respective ECTS and grades are listed;
- Signed certificates from all training pursued outside the higher education system and that you wish to be considered for training crediting;
- Study plan published in Diário da República of the Bachelor's Degree or the Master's Degree that you hold and that you intend to be credited in your program;
- Syllabus and contact hours of the UC.

In case of requesting **credit of professional competences**:

- *Curriculum Vitae*, for crediting of non-academic training (training actions, seminars, workshops, etc.) and professional experience;
- Authenticated certificates of all courses or other activities that the student intends to be considered for crediting of non-academic training;
- Authenticated copies of the supporting statements issued by the employers, indicating the functions and their duration.

The documentation delivered in the crediting process, for training done abroad, must be certified by the Embassy/ Consulate or by affixing the [Hague Apostille](#).

Crediting

Applications for crediting are subject to fees, the amount you have to pay is indicated in your student profile at SIIUE (the request will be canceled if you do not pay within 10 days of the request):

- Request for crediting of training obtained under the Higher Education System (SES): €30;
- Request for crediting of training obtained outside the Higher Education System (FSES): €50;
- Request for crediting of professional experience: €120;
- Request for a review of previous crediting process: €50.

In the case of re-entry, or if you completed previously isolated or Extra-curricular UC at the University of Évora, there is an automatic crediting request at the enrollment act, which is not subject to fees.

CALENDAR FOR CREDITING REQUEST

	Beginning of the Period	End of Period
Applications for crediting of training or professional experience	01.Sep.2020	26.Oct.2020

In case of enrollment after the deadline, the application for crediting may be requested within 10 days after enrollment. Any requests for review should be made online within 10 business days after the notification of the result of the credit request.

FREQUENTLY ASKED QUESTIONS - CREDITING

In the case of re-entry, or entry into a cycle of studies in which a UC from the study plan was previously completed, as extracurricular or as isolated UC, is it necessary to request crediting?

No, there is an automatic crediting request, which is not subject to fees. In the case of re-entry, the automatic request only occurs if the study plan of your program has undergone restructuring and does not have a table of equivalence/correspondence between the two plans of study.

FREQUENTLY ASKED QUESTIONS - CREDITING

If the program is restructured, and the student is subject to curricular change, is it necessary to ask for crediting?

No, when the students are identified as having undergone curricular change, if through the equivalence table they were given less ECTS than those they had completed in the previous study plan of the program, the SAC register a request for crediting, which is not subject to fees.

Is it necessary to register in the UC where you obtained credit?

It is not necessary to register, but you can register in the UC that was credited. If you are evaluated in this UC, the highest grade prevails.

How can I change my registration after obtaining credit?

If the registration deadlines have expired, within 7 days after notification of the result of the crediting request, you can change online your registrations in SIIUE;

**Thesis or Dissertation
or Project Work or
Internship Report**

Project Submission

In the 3rd cycle, Integrated Master (IM) or 2nd cycle programs, in the academic year in which the student intends to submit his/her project and start the preparation of the Thesis or Dissertation or Project Work or Internship Report, the student has to register **in the UC Thesis or in the UC D/TP/RE**, and cannot submit the project if not registered in this UC. Registration in this UC must be done annually, during the registration period, while you are preparing the Thesis or Dissertation or Project Work or Internship Report.

Some 3rd cycle courses include a study plan with a curricular component and/or a tutorial plan. The tutorial plan may include only the elaboration of an original Thesis, but it may also integrate a set of UC directed to training for research, and it is necessary to register both in UC Thesis and in those UC. In the case of doctorates with a PhD curricular component, the student must register in the UC according to the study plan, which can be consulted in SIIUE.

Until July 15 of the first year in which the student registers in UC Thesis (3rd Cycle) and until the 15th of November of the first year in which the student registers in UC D/TP/RE (2nd Cycle or Integrated Master), the student must submit, through SIIUE-GESDOC, the **project and work plan**, in a [specific form](#), the supervisor statement about the project and the *curriculum vitae* of the supervisor(s) when appropriate. Projects involving experimentation on people and biological material of human origin must be submitted to the Ethics Committee approval and thus the student

Project Submission

has to fill and [attach a form](#) related to these ethical issues. Projects involving animal experimentation must be submitted to ORBEA-UÉ approval, and the student must attach the [corresponding form](#) when he/she submits the project.

Before submitting the project through SIIUE-GESDOC, the student should submit his/her proposal to the Program Director/Program Executive Committee in order to ensure that the work plan is reviewed and that the student has time to incorporate possible suggestions for improvement before the project is submitted in SIIUE-GESDOC.

The students **registered in the Master's Supervised Teaching Practice conferring professionalization** for teaching or registered in Internship Report under the Master of Nursing must also submit their project under the respective [regulations](#).

If, afterwards, you wish to **change your project**, you must submit, via SIIUE-GESDOC, the [proposal for altering the project](#) and the supervisor statement regarding the project changes. Proposals for alterations to the project must be submitted up to 30 days before you want to submit the thesis or D/TP/RE.

SUBMISSION OF THESIS OR DISSERTATION OR PROJECT WORK OR INTERNSHIP REPORT

The **submission of the Thesis or Dissertation or Project Work or Internship Report** is done through SIUE- GESDOC, until October 15, as long as the student has been registered, with an approved project, in the previous academic year (finished on August 31st) in the UC Thesis or D/TP/RE and has completed or obtained credit in all UC in the study plan of his/her program. If he/she is not able to submit, he/she can register again in the UC Thesis or D/TP/RE, and the new deadline becomes October 15 of the following year. In this additional year, the student has to pay tuition fees installments overdue till the date the submission.

The **thesis or D/TP/RE should contain** abstracts in Portuguese and English up to 300 words (Thesis) or up to 150 words (D/TP/RE), without mathematical formulas, diagrams or other illustrative materials.

The cover and cover page in the approved template which is available on the UÉ web site, mentioning the name of the author, the supervisor, the name of the specialization/branch, when applicable, and the title of the Thesis, D/TP/RE should include the words "This Thesis / Dissertation / Project Work / Internship Report does not include the criticisms and suggestions made by the jury". In the case of Thesis/D/TP/ RE submitted in study cycles in association, the cover and the cover page must refer to the institutions of the association and their logo.

SUBMISSION OF THESIS OR DISSERTATION OR PROJECT WORK OR INTERNSHIP REPORT

In the submission of the Thesis or D/TP/RE, carried out via SIIU-GESDOC, the **following documents** must be **attached in digital format**:

- [Application form](#) for admission to public examinations;
- A copy of the work, in pdf format (not encrypted) that should be in compliance with what was exposed in the previous numbers;
- Curriculum Vitae of the student;
- Statement of the supervisor on how the Thesis or D/TP/RE is in conditions for public discussion;
- The student will also have to deliver:
 - . Authorship Statement;
 - . Declaration that he/she is aware that, according to the law, the Thesis/ D/TP/RE will be object of deposit in the Digital Repository of the UÉ and, in the Thesis case, in the National Library.

SUBMISSION OF THESIS OR DISSERTATION OR PROJECT WORK OR INTERNSHIP REPORT AFTER REFORMULATION

If the preliminary order recommends reformulation, the student has ninety days (PhD) or seventy days (master's) from the date of the notification, to [submit the reformulated Thesis/D/TP/RE](#) or declare that he/she intends to maintain it unchanged, through SIIUE-GESDOC, in accordance with the established procedures for submission and request for admission to public discussion, the work in digital format and the supervisor(s) statement regarding the changes made.

SUBMISSION OF THE FINAL VERSION FOR LEGAL DEPOSIT AFTER PUBLIC DISCUSSION

Within a maximum period of 30 days after the date of the public discussion, the student must:

- Submit, in pdf format, the final version of the Thesis/D/TP/RE with the changes suggested by the jury, including after the cover page, a page with the constitution of the jury, accompanied by the [supervisor statement](#) validating the introduction of the corrections in the final version;
- [Declare that he/she is aware](#) that the work will be available in an open format in the UÉ Repository, part of the network of the Open Access Scientific Repository of

SUBMISSION OF THE FINAL VERSION FOR LEGAL DEPOSIT AFTER PUBLIC DISCUSSION

Portugal. If the student does not want the work to have open access, he/she should request an exception, stating the reasons for it and indicating the deadline for the embargo;

- In the case of Thesis, the student has to deliver a copy, in paper format, to the SAC for deposit at the National Library of Portugal.

Certification of the degree and/or degree letter can only be requested after submission of the final version of the Thesis/D/TP/RE.

CALENDAR OF PROCEDURES RELATED TO THESIS OR DISSERTATION OR PROJECT WORK OR INTERNSHIP REPORT

Submission of *on-line* projects (projects already validated by the Program Executive Committee), under the terms stipulated in the RAUÉ

- | | |
|--|-------------------|
| a) Thesis projects (3rd cycle) | Until 15.Jul.2021 |
| b) Projects of Dissertation / Project Work / Internship Report (Integrated Masters or 2nd Cycle) | Until 15.Nov.2020 |

On line request for admission to public examinations of master's degree and PhD's degree

Students registered in 2020/21 at Thesis or D/TP/RE and with project approved (in the case of submission before the deadline, overdue installments will be due, according to established in paragraph 4 of article 2 of the Tuition Regulation)

Until October 15, 2020

FREQUENTLY ASKED QUESTIONS - THESIS OR DISSERTATION OR PROJECT WORK OR INTERNSHIP REPORT

For how many years is it possible to be registered in the UC Thesis or in the UC D/TP/RE?

You can register in the 3rd, 2nd cycle and Integrated Master up to the limit fixed in the prescriptions table. (consult article 31° of [the Academic Regulation](#))

In case of re-entry, is it necessary to re-submit the Thesis project or the D/TP/RE project?

Yes, if you had previously obtained approval for the Thesis or D/TP/RE project, but you interrupted your studies and the planned work plan, in the year of re-enrollment, you must submit a new project via SIIUE-GESDOC, according to the Academic Procedures Calendar: until July 15, 2020 (3rd cycle), until November 15, 2019 (2nd cycle and IM).

If the project is not approved, how to proceed?

The student will be notified by e-mail through SIIUE, if the project was approved or if it was rejected with the corresponding justification. In this case, the student has 20 days to submit a new project with the supervisor statement.

FREQUENTLY ASKED QUESTIONS - THESIS OR DISSERTATION OR PROJECT WORK OR INTERNSHIP REPORT

If you submit the Thesis or D/TP/RE in the middle of the academic year, are all the tuition fees of the academic year due?

For submission, you must have paid at least the tuition fees corresponding to:

- Three years in PhD programs with a duration of 4 years;
- Two years in PhD programs with a duration of 3 years;
- One academic year in the 2nd cycle programs.

If this condition is verified, only the installments due till the date of delivery of the thesis are due.

Mobility in and out

Mobility in and out

There is mobility whenever a student enrolled in a Higher Education Institution (HEI) attends part of his studies in another HEI. When a UÉ student studies one semester or year in another HEI, there is outgoing mobility (mobility-out). If a student from another IES studies a semester or academic year at UÉ, there is incoming mobility (mobility-in).

Annually there are applications to outgoing mobility occurring in the subsequent academic year, done through SIIUE. These applications have to comply to the regulations of each program and can only be done to the institutions with which the UÉ has bilateral agreement/valid protocol for the academic year of the application.

Students in the 1st cycle can only apply for a mobility program if they have completed 60 ECTS, not including those obtained through crediting.

The student must work together with the Executive Committee of his/her study program to define the Learning Agreement study plan. At most, the Learning Agreement must contemplate the attendance of 72 ECTS per academic year and it may not exceed 42 ECTS per semester. The *Learning* agreement must include at least 18 ECTS per semester.

In the case of mobility-in students, at least 50% of the Learning agreement's ECTS must be included in the study plan of the program in which the student will be

Mobility in and out

enrolled, but it can also include ECTS in other offered programs.

Students in mobility-in who wish to attend the Portuguese course must express this in their application in SIIUE.

Students on mobility-out are automatically registered in the UÉ, in the UC included in the approved Learning Agreement, but they are not subject to the teaching-learning process and the general evaluation regime of these UC

CALENDAR - MOBILITY IN AND OUT

Applications for mobility-in and mobility out

- | | |
|---|--|
| a) For 1 st semester e academic year 2020/2021 | From january 20, 2020 to february 28, 2020 |
| b) For 2 nd semester of 2020/2021 | From may 18, 2020 to june 12, 2020 |
| - International Mobility - Erasmus+Europe | |
| - International Mobility - Exchange Protocol (outside Europe) | |
| - International Mobility - Almeida Garrett | |
| - International Mobility - Vasco da Gama | |
| b) For 1 st semester e academic year 2020/2021 | From october 6, 2020 to october 30, 2020 |
| - International Mobility - Erasmus+Outside Europe - ICM | |

FREQUENTLY ASKED QUESTIONS - MOBILITY IN AND OUT

Can I withdraw from mobility?

Yes, as long as you withdraw until August 15, when mobility takes place in the first semester of the next academic year, and until December 15 for the second semester of the mobility year. To withdraw, you need to do a request via SIIUE-GESDOC. In case you have already been accepted at the host institution, it is your obligation to inform the institution of your withdrawal.

FREQUENTLY ASKED QUESTIONS - MOBILITY IN AND OUT

Can I change the *Learning Agreement*?

Yes, the Learning agreement can be changed within 30 days after the date of arrival at the Institution where the mobility is carried out. After this period, the student cannot make changes and the UC completed by the student which are not included in the Learning agreement will not be included in the transcript of records.

How do registrations work in the mobility-out period?

If the student has made registrations in the semester (s) to which the mobility corresponds, these registrations will be canceled, and the student cannot change registrations online in other UC during the mobility period. However, upon request in SIIUE- GESDOC within the deadlines for registrations, the student may register in other UC that are offered at UÉ during the mobility period, up to the maximum of ECTS that is allowed annually to the remaining students (this maximum includes the ECTS in the Learning agreement).

As a mobility student, can I be evaluated in the special and the extraordinary evaluation periods?

Mobility-in students cannot be evaluated in the special or the extraordinary evaluation periods.

Outgoing mobility students may request, within the deadlines stipulated in the Calendar of Academic Procedures, registration in the special or the extraordinary evaluation periods, if they meet the conditions for registration at those evaluation periods.

Certification

Certification

The student can apply online, quickly, easily and conveniently for the following documents (check the [Quick Guide| Request for Certification Documents](#) for help on this online procedure) upon **payment of the fees** in force in the UÉ:

- **Certificate of Approval** - a document that included the list and grade of all the UC completed by the student.
- **Certificate of Qualifications** - a document to be issued only to students already graduated in a degree, this document does not certify the award of the degree, it is only a document containing all the UC which were successfully completed by the student in obtaining the degree (does not include the average grade nor the date of completion of the program);
- **Degree Diploma** - document certifying the degree of Doctor or Master or Bachelor, which contains the average grade and the date of completion of the degree;
- **Diploma Supplement** - bilingual document (Portuguese and English), of purely informative nature that does not replace the diploma and does not constitute evidence of holding the degree, which contains the description of the Higher Education System in the country of the Diploma origin, as well as detailed information on the training and results obtained. It is automatically awarded when the Diploma is requested;
- **PhD Curricular Component Diploma** - document certifying completion of the curricular component of the PhD program (if the normative of creation of the PhD program published in Diário da República contemplates a curricular

Certification

component), with a minimum of 30 ECTS;

- **Master's Curricular Component Diploma** - document certifying completion of the curricular component of the master's program, with a minimum of 60 ECTS;

- **Diploma of Advanced Studies** - a document certifying completion of a set of curricular units of the curricular component of the PhD program (if the normative of creation of the PhD program published in Diário da República contemplate it), with a minimum of 30 ECTS;

- **Diploma of Specialization Course** - a document certifying completion of a set of curricular units of the curricular component of the master program, with a minimum of 30 ECTS;

- **Post-Graduation Diploma** - a document certifying the completion of a **Post-Graduation** that does not confer a degree;

- **Doctoral Letter** - document to be delivered in a public ceremony that confers the doctor's degree;

- **Master or Bachelor Letter** - document to be delivered in a public ceremony that confers the degree of master or bachelor;

- **Course percentile certificate** - document issued to 1st- and 2nd-cycle graduates and integrated master where the number of graduates of the course and the number of graduates by grade in the academic year of completion are recorded;

- **Percentile certificate per curricular unit** - document issued to students graduates of 1st and 2nd cycles an integrated master where the number of

Certification

students in the UC and the number of students by grade in the academic year in question.

- **Curricular Unit Programs** - The UC is certified according to information contained in the UC syllabus of the academic year in which the student was evaluated and completed the UC. Only UC syllabus for the last ten academic years are available, unless there are previous syllabus files in SIIUE.

The diplomas and certificates will be issued within a maximum of 30 days after payment of the respective fees. **The payment can be made using:**

- the ATM network or equivalent process through Home banking/Internet;
- In person, in the Accounting Department of the Academic Services;
- via Paypal.

The information necessary to make the respective payment is available in [SIIUE](#) , where you can consult the [Guide for Payment](#).

FREQUENTLY ASKED QUESTIONS - CERTIFICATION

How to receive the requested documents?

- In person, at the time of the application for certificates of Approval, when done at the Student Desk, being issued immediately after payment;
- In person, when notified that it is already available for delivery;
- By registered mail, with acknowledgment of receipt, for all other requests, including when the immediate issuance of the document is not possible.

You should have your contacts updated in SIIUE. In the case of former students only applications that clearly indicate the student's full name, the number and type of the Identification Document, and the program will be accepted.

In case of obtaining credit to the curricular component of the Master or PhD, can the corresponding diploma be obtained?

No, since crediting is intended for the pursuit of studies, the following Diplomas cannot be awarded if the student obtains credit for more than 70% of the ECTS required for the award of the Diploma:

- Regarding the curricular component of the 2nd cycle:

- Diploma of specialization course
- Master's curricular component diploma

- Regarding the curricular component of the 3rd cycle:

- Diploma of advanced studies
- PhD curricular component diploma

DOCUMENTS YOU MUST KNOW

- . Program Study Plan
- . Academic Regulations
- . Credit Regulation
- . Tuition Regulation
- . Academic Calendar
- . Calendar of Academic Procedures
- . Applications Calendar

SAC.ONLINE | Online Service Desk of the Academics Services

<https://atendimento.sac.uevora.pt>

www.uevora.pt