UNIVERSIDADE DE ÉVORA

ACADEMIC GUIDE

SCHOOL YEAR 2026/27

University of Évora - Academic Services

V.1.2026 – August 2026

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Presentation

Presentation

The Academic Services of the University of Évora (SAC) support students in their integration throughout their academic career. In 2009, the SAC created the position of academic course manager, with the aim of providing personalised assistance and support to students on each course.

The SAC is committed to the continuous improvement of the services provided to UÉ students, with the aim of optimising their quality and effectiveness. Our students are our focus, their difficulties are our challenges, which we aim to resolve by acting with our knowledge and experience and in accordance with the regulations and orders in force, upholding values of fairness, transparency and professionalism.

We look forward to welcoming our students, and to ensure that each one is aware of their rights and responsibilities, we are providing this guide with the aim of contributing to the success of everyone's academic journey. However, this does not replace the need to consult the regulations available on the UÉ Portal and in the student's profile on SIIUE.

Concepts

1. Concepts

It is essential to be aware of the concepts used in the academic sphere of higher education and in the context of the University of Évora's regulations, so we briefly present the main concepts here.

Curricular year - part of the course syllabus that must be completed by the student on a full-time basis over the course of an academic year.

School year - the period between 1 September and 31 August of the following year.

School year - the period of time in the school year during which lessons and assessment periods take place.

Accreditation - awarding ECTS to students on the basis of training undertaken in higher education, nationally or abroad, or on the basis of previously acquired professional experience.

ECTS credits - the European Credit Transfer System, represents the unit of measurement of student work in all its forms, namely collective teaching sessions, personal tutorial sessions, internships, projects, fieldwork, study and assessment. At UÉ, one ECTS corresponds to 26 hours of student work (which includes contact hours and hours of autonomous student work).

Emoluments - fees for the provision of public services to be paid by the applicant.

In-mobility student - a student enrolled and registered at another higher education establishment, national or foreign, who completes part of their course by attending curricular units (UC) or other extracurricular activities at the UÉ, under institutional programmes and agreements recognised by the home establishment.

Outward mobility student - a student enrolled and registered at the UÉ who undertakes part of their course at another national or foreign higher education establishment by attending courses or other extracurricular activities under institutional programmes and agreements recognised by the UÉ.

Course Unit Sheet - contains all the useful information that characterises a course unit.

Concepts

Fraud - any behaviour on the part of the student in tests or assessment elements that is likely to distort the result of the test and adopted with the intention of intentionally favouring themselves or a third party.

Enrolment - the act by which the student, with active enrolment, is able to attend the UCs in which they are enrolled in a given academic year and undergo the respective assessment.

Learning agreement (LA) - a training agreement for mobile students between the home institution and the host institution.

Enrolment - the act of obtaining student status at the UÉ by assigning a student number. As long as the student does not interrupt their studies or ask for them to be cancelled, enrolment remains valid until the end of the course.

Prescription - impediment to re-enrolment in any HEI as a result of the number of enrolments, due to lack of academic success, having exceeded the maximum limit defined by law.

Curricular semester - component of the course syllabus that takes the form of one semester of the academic year, corresponding to a total of 780 hours, to which 30 ECTS correspond.

Curricular unit (UC) - a unit that is part of the course syllabus, with its own training objectives, which is subject to administrative enrolment and assessment translated into a final classification.

Extracurricular unit - UC not included in the syllabus of the course in which a student is enrolled, but which can be attended by the student.

Isolated curricular unit - A UC supervised by the UÉ that allows those interested in it who are not UÉ students to enrol in it.

Compulsory curricular unit - UC included in the syllabus of the course in which the student is enrolled, which must be attended and passed or credited, without the possibility of substitution by another.

Optional curricular unit - UC provided for in the study plan of the course in which the student is enrolled, which the student can choose from a set of other optional UCs, and which are made available for enrolment.

Free optional curricular unit - optional curricular unit chosen by the student from among all the curricular units of the same study cycle, or of a higher degree study cycle, in operation at the UÉ.

Recovery curricular unit - a curricular unit that is offered in the even and odd semesters, allowing students who failed the first time they attended the curricular unit to enrol again in the same curricular unit in a different semester to the one on the syllabus, with a view to increasing their chances of passing.

2. Digital resources and communication channels

In order for students to obtain information, clarification and support, the University of Évora provides various digital resources and means of contacting the Academic Services, other services and lecturers through different channels:

2.1. UÉ Portal

At https://www.uevora.pt the UÉ provides information about the institution, with a specific space for UÉ students at https://www.uevora.pt/estudar/estudantes-ueum and information on social support, student support programmes and merit awards and scholarships at https://www.uevora.pt/estudar/apoios. In the event of mobility, students can consult the portal at https://www.uevora.pt/estudar/Mobilidade .

2.2. SAC ONLINE Counter - Online customer service

The ONLINE SAC Desk at https://atendimento.sac.uevora.pt provides quick answers to more than two hundred frequently asked questions (FAQ), organised by subject. Students can select the subject/question/doubt they want from the list. If they are not clear, they can ask their question and it will be automatically submitted via email to the Academic Services, to the unit responsible for answering it. The student receives a notification with the ticket number that was generated when they raised the query, and they can monitor the response or status of the request using this number.

2.3. Student Desk - In-person service

The Academic Services of the University of Évora are located in the Santo Agostinho Building on Rua Duques de Cadaval, where they operate the Student Service Desk for in-person assistance. This same building also houses the Administrative Services Treasury, as well as the Social Support Division of Social Services, the Internationalization and Mobility Support Division, and the Student Integration and Support Division—all of which are part of the Office of the President.

In-person service is provided in Room 1 of the Santo Agostinho Building. Academic Services desks are staffed by additional academic administrators based on student demand, in order to minimize wait times.

The service is open Monday to Friday from 9.30 to 16.00, except on Tuesdays and Thursdays, when it ends at 13.00.

If you would like to schedule an appointment, students can do so **online**. When the student arrives at the St. Augustine Building, he must wait near room 1, in the corridor (on the left), for his ticket to be called up on the screen.

If you don't want to book an appointment, you can **get a ticket at the entrance to the building** for the service/service point you want, and then wait in the corridor (on the right) for your ticket number to be called, which will be visible on the screen. People with an online appointment always have priority over people with a physical ticket without an appointment, based on no. 2 of article 9 of Decree-Law no. 135/99, of 22 April, amended by Decree-Law no. 73/2014, of 13 May.º 73/2014, of 13 May, which states: "2 - Without prejudice to the provisions of the previous paragraph or special applicable legislation, holders of summonses or users with prior appointments, made in particular by telephone or online, have priority in attendance at the public service to which they have been summoned or at which they have made a prior appointment."

2.4. Non-face-to-face service desk

This Academic Services desk provides telephone assistance via the Call Centre, as well as answering questions by email via the ONLINE SAC Desk.

The number of callcentre varies and is increased according to demand and the number of people on the line, in an attempt to minimise waiting times.

The telephone service is available **on 266 740 220** and, like the face-to-face service, operates **continuously** from 9.30 to 16.00, except on Tuesdays and Thursdays, when it ends at 13.00.

2.5. GESDOC Platform

GESDOC is the Document Management System, available at https://gesdoc.uevora.pt or on SIIUE, in the student profile, in the right-hand menu under "Requirements". GESDOC allows you to consult the rector's orders and regulations, as well as submit requests and monitor the process (flow and content) that the request entails, right up to the outcome of the decision it involves. Students can access GESDOC using the same access details as the information system (SIIUE).

When **submitting an application**, the student is notified of the confirmation of the application via their institutional email address, and is provided with the application number (gesdoc), which allows them to check its status and the flow and contents associated with the process at any time. When the final order has been obtained, the student is notified of this in order to be aware of the order obtained in the gesdoc in question.

A request in GESDOC should be submitted whenever the student wishes to request a curricular act, and not to clarify doubts or make requests for information. For these purposes, the student should use the SAC ONLINE Counter at https://atendimento.sac.uevora.pt, as mentioned in 2.2.

2.6. SIIUE System

SIIUE is the University of Évora's integrated information system, in which all the data relating to each student's academic career is recorded. It is also through the SIIUE that practically all curricular acts must be carried out.

After enrolling, the student will receive a notification on their personal email address (the same email address they used to enrol) with instructions on how to **set their SIIUE access password**. Once this password has been set, it is immediately valid and the student can access the IT platforms provided by the UÉ, namely the SIIUE.

If for some reason the student doesn't receive the e-mail with the instructions, they can always use the "forgot my password" procedure.

By accessing the SIIUE, students can consult information about their academic career, consult regulations/decrees and carry out **various academic procedures**:

- entries;
- obtain proof of enrolment and registration;
- consult the curricular units (UC) in which you have enrolled and the respective marks obtained (in Academic Record);
- access the timetable;
- see tuition fees and payment methods;
- request special attendance or tuition fee schemes;
- request credits;
- submit applications online;
- apply for mobility;
- request certification;
- check notifications;
- consult regulations (Academic Regulations, Tuition Fees Regulations, School Calendar, Academic Procedures Calendar, etc.);
- other functionalities that will be of interest to you.

To help you access the various features of SIIUE, the IT department has made the **User Manual | Student Profile** available **at** https://docs.google.com/document/d/1syJDfsdaK4vntdIz6fvI2oojSyNRX-OjcRYkCNRNO_8.

2.7. MOODLE platform

MOODLE is a study support platform, available at https://www.moodle.uevora.pt, where students can consult relevant documentation relating to the classes they are enrolled in, as well as communicate with lecturers and fellow students.

In particular, students can access the timetable for assessments, teaching materials and other information provided by the teachers of the courses. If the timetable for a course includes several classes, the student can be informed by the Course Director and information on how to choose a class can be provided via MOODLE.

Access to MOODLE implies that the student is enrolled in the respective UC and does not owe tuition fees, under the terms of the Tuition Fees Regulations in force.

2.8. Student's institutional e-mail address

Each student who enrols at the UÉ is assigned an institutional email address with the following format <user name>@alunos.uevora.pt. The password used to access the respective account in Gmail is the same as the one used to access the SIIUE and can only be changed in the SIIUE.

To find out the e-mail address, the student must access the SIIUE after enrolment, in the side menu "Contacts".

Under the terms of the regulations in force, the student is responsible for consulting all notifications sent to their institutional e-mail address, and can consult them in their student profile in SIIUE.

2.9. Other digital resources

The Student Support Guide, provided by the IT Services**,** is a digital resource where students can find out more about free access to the various digital resources provided by the UÉ, including:

- **EDUROAM**, wireless network access available in all UÉ buildings (https://wifi.uevora.pt)
- **B-on,** acess to the Online Knowledge Library (http://www.si.uevora.pt/servicos/B-On)
- **Office365**, provision of productivity platform (https://www.si.uevora.pt/servicos/Office-365)

3. Calendars

The Academic Calendar and the Calendar of Academic Procedures are published annually by rectoral order and publicised on the UÉ Portal, GESDOC and SIIUE, in the Student profile.

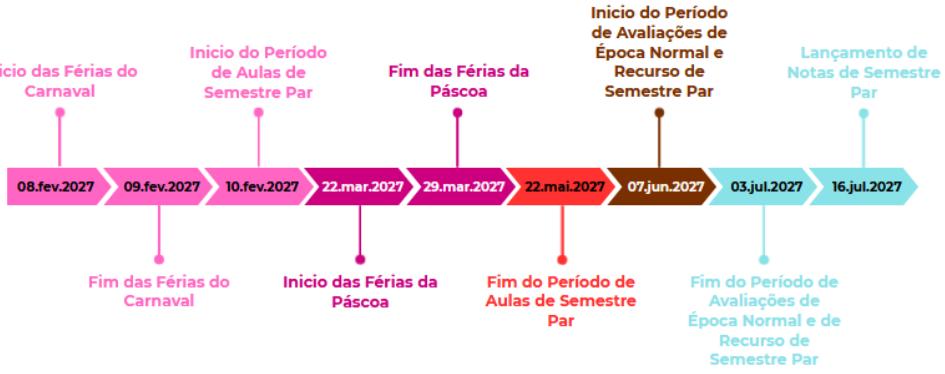
3.1. School Calendar

The School Calendar is a single organisational tool for all of the UÉ's Organic Units. Each academic year, it establishes the periods for classes, holidays, academic breaks and assessment.

- **Semestre Ímpar:**



- **Semestre Par:**



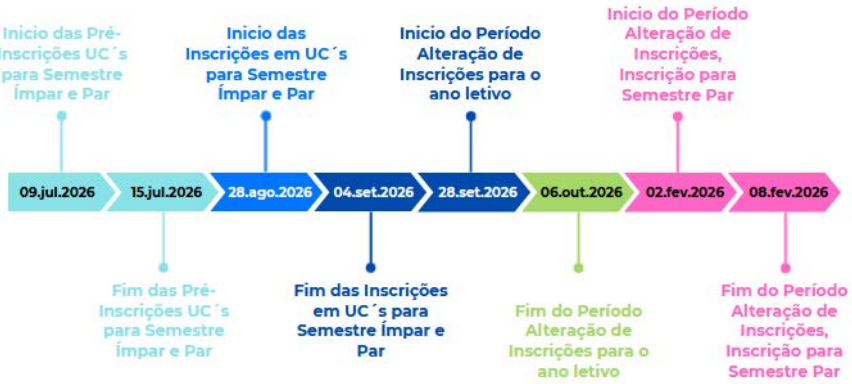
- **Special Season and Extraordinary Season:**



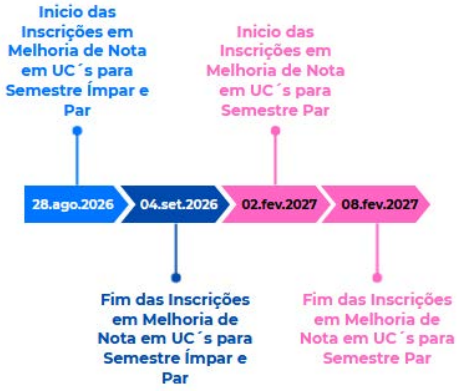
3.2. Calendar of Academic Procedures

The Calendar of Academic Procedures establishes the deadlines for the academic procedures necessary for the operation of the UÉ's study cycles and courses.

- **Applications:**



- **Applications for Grade Improvement:**



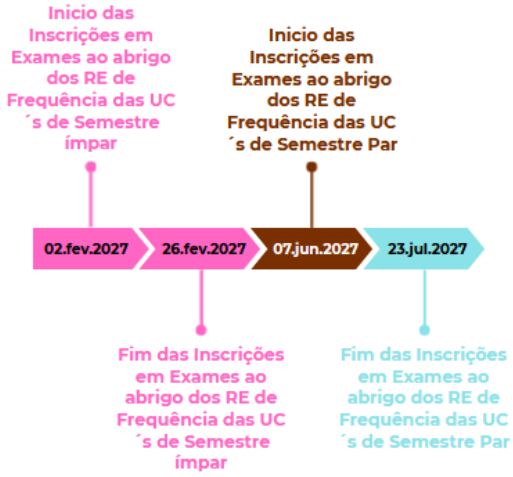
- **Applications for Extracurricular Isolated CU´s:**



- **Applications for Special and Extraordinary Periods:**



- **Registration for Exams Under Special Attendance Policies:**



- **Application for Accreditation of Education and/or Professional Experience:**



- **Applications for Special Regimes for Frequency and Tuition Fee Arrangements:**



- **Submission Period for Thesis/Internship Report/Project Paper Projects as Part of an Integrated Master's Program or a Master's Program:**



- **Applications for Admission to Public Examinations for Master's and Doctoral Degrees:**



3.3. Evaluation calendar

The respective Course Committee must coordinate the timetable for the assessment tests of the CUs in each semester of a course, in order to ensure that the tests of the different CUs are scheduled on different days. Once the assessment timetables have been approved by the Organisational Unit's Pedagogical Council, they are publishe.

4. Academic integration and reception

4.1. How to get to Évora

Évora is 120 kilometres from Lisbon. The average journey time from Lisbon to Évora is approximately one and a half hours and can be made by the following means of transport:

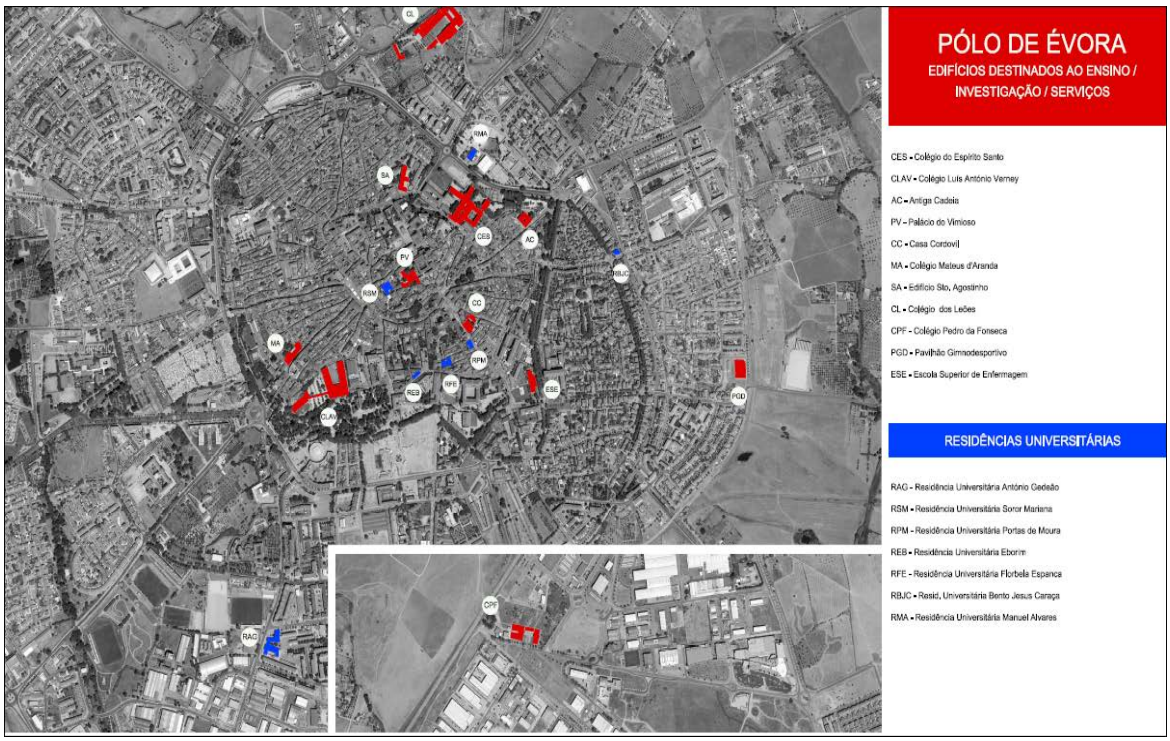
BY BUS: From Lisbon there are regular routes to Évora operated by different companies, including: Rede Nacional de Expressos (http://www.rede-expressos.pt); Flixbus https://www.flixbus.pt/ You can buy your ticket online for both.

TRAIN: There is a regular service from Lisbon, provided by CP-Comboios de Portugal (http://www.cp.pt/passageiros/pt or 808 208 208). You can buy your ticket online or at the station.

BY CAR: From Lisbon you have the option of travelling via the A2 and A6 motorways (with tolls). If you prefer not to use the motorway, the journey can take around two hours on national roads.

4.2. Campus - UÉ Buildings

The University of Évora campus is mainly located in the city centre of Évora, where the various buildings where students take classes are located, as well as services and residences.

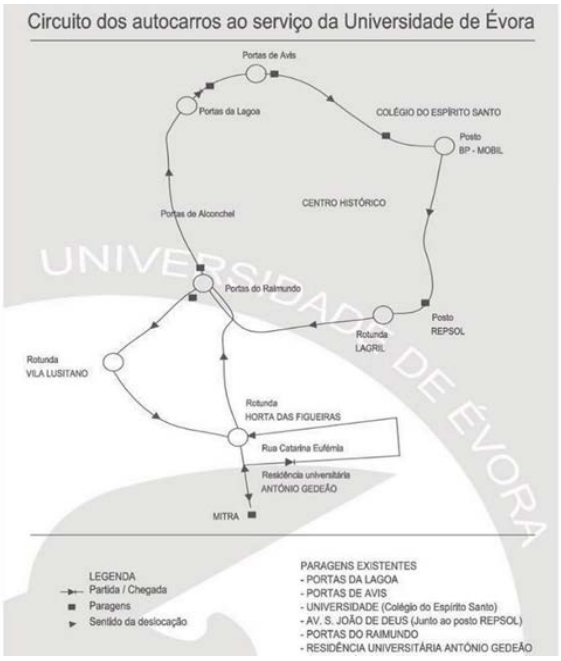


4.3. How to get around Évora

- **Urban Transport** - In Évora, students can travel by urban transport, provided by the company TREVO (http://www.trevo.com.pt).

- **U-BIKE Project** - You can get around by bicycle. The U-BIKE Project provides for the free and temporary use of bicycles by the UÉ academic community. You can sign up by filling in the enrolment form available in your student profile on SIIUE (www.ubike.uevora.pt).

- **Transport from the University of Évora** - The Mitra Campus is located 13 kilometres from the city of Évora. If you have classes at this centre, you can use the university buses to get around.



● **On foot** - Évora is a city of human size, and practically flat. Students can opt for the most natural, economical and healthy way of getting around. This way also allows you to get to know the city's charms and nooks and crannies better.

4.4. Accommodation

University residences

The UÉ has residences, located in different parts of the city. Scholarship students have priority access to accommodation in the residences.

Para mais informação consulta o Portal da UÉ em https://www.uevora.pt/estudar/estudantes-ue/Alojamento.

Information & contacts: **Social Action Services** (Social Services Division) - located in the same building as Academic Services (St Augustine Building) or via e-mail: daa@sas.uevora.pt .

Private accommodation

Private accommodation can be a resource, for example by renting a room in a family home or a furnished apartment/house that you can share with other colleagues. The price varies according to the number of rooms, location and other rental conditions.

The search for this type of accommodation is the student's responsibility. Some contacts that may be useful are the following:

- **Academic Association of the University of Évora** (AAUE) - provides a list of available accommodation that students can use: AAUÉ accommodation platform (http://alojamento.aaue.pt/).
- Sites with accommodation offers:
  - BQUARTO [https://www.bquarto.pt/];
  - OLX.co.uk [https://www.olx.pt/];
  - FairCost [https://www.custojusto.pt/];
  - Imovirtual [https://www.imovirtual.com/].

Students **travelling to the University of Évora** have the support of the Erasmus Student Network (ESN) (esn.uevora@gmail.com), a network made up of students, which helps them find a room/house for their period of mobility.

The University of Évora also has **protocols with hotels**:

- Hotel - Moov Évora - https://hotelmoov.com/en/hotels/evoraen/moov-hotel-evora
- Hostel - Heaven Inn Suites & Terrace - https://www.heaveninnhostels.com

4.5. Cafeterias and bars

The UÉ has canteens, bars and a differentiated catering unit. Menus are available online and social meal vouchers are purchased on SIIUE via the student account.

For more information, please contact Social Services or visit https://www.uevora.pt/estudar/estudantes-ue/Ementas

4.6. Programmes to support academic integration

The Student Integration and Support Division (DIAE), part of the Office of the Provost Services, endeavours to ensure that all UÉ students enjoy an excellent integration into the University. It offers support programmes that students can apply for, and further information can be found in the DIAE's Manual of Procedures. These programmes include:

4.6.1. Part-time student occupation programme

This program allows part-time University of Évora students to collaborate in specific activities within the scope of University initiatives (seminars, fairs, exhibitions). Following this participation, compensation will be awarded, subject to an analysis of the student's socio-economic situation and authorization from a higher authority.

4.6.2. University of Évora Volunteer Program

Students have the opportunity to take part in volunteering projects and actions in various areas of intervention, which may respond to individual, group or general academic community needs and which are carried out on a non-profit basis.
Registration for the Volunteering Program is done online. For more information, students can contact the Student Integration and Monitoring Division (DIAE): diae@uevora.pt.

4.6.3. Learning Support

It is aimed at students in any cycle of studies who, for reasons of a physical, sensory, cognitive, socio-emotional, organisational or logistical nature, have difficulties expressed in their interaction with the environment and which limit their activity and participation in an equitable situation, particularly with regard to learning.

Students who wish to take advantage of this support should apply for the Special Program for Students with Learning Support through SIIUE or contact diae@uevora.pt.

4.6.4. MENTORING PROGRAM@UÉ (pairs and/or group)

Peer mentoring program aimed at any national or international student at the University of Évora, preferably students with special learning support and/or PALOP students.

A group mentoring program aimed at first-year students, for the first time, on bachelor's and integrated master's degree courses at the University of Évora.

Both programs involve a match with student mentors. The general objectives of these programs are to support integration and academic learning.

4.6.5. Psychological counselling

DIAE offers free individual psychological counseling, guidance on study strategies, learning methods and school success, career counseling and guidance, crisis response and coordination with community responses.

To request a session with a DIAE psychologist, students should send their request to conta.connosco@uevora.pt.

Students can also be referred by teaching or non-teaching staff, family members, friends or health services. In this case, the appointment will only be effective with their explicit agreement.

4.6.6. Working students

The DIAE supports students with working student status during their academic career, with instruction, mediation and monitoring of academic processes. To take advantage of this support, the student simply has to contact the DIAE. The student- worker scheme can be obtained by submitting an application on SIIUE or GESDOC, accompanied by a declaration from the employer validating the application.

4.6.7. Lending computer equipment to students

The UÉ makes computer equipment available on loan, under its own regulations, to students who formalise their request with the GAE if they can justify the need.

4.6.8. Mentoring regime

Students can request to be assigned a tutor via their SIIUE profile. The tutor will accompany you throughout your academic career, with the main concern being your adaptation and integration into the University, as well as your academic success.

4.7. Grants and social support

4.7.1. Social support fund for UÉ students (FASE-UÉ)

It is aimed at UÉ students who fulfil the requirements set out in the Regulations. Applications to this fund by 1st and 2nd cycle students are made annually online in the student profile. The support granted, which lasts for one academic year, will make it possible to pay all or part of the tuition fee for the academic year in question, obtain meal vouchers and/or share the costs of university residence.

Quick Guide: Applying to FASE-UÉ
Information & Contacts: Social Services - daa@sas.uevora.pt

4.7.2. Emergency aid fund (FAE-UÉ)

It is awarded to students not covered by grants or other Social Support benefits and is intended to provide immediate support in situations of economic need for unforeseen reasons.

Information & Contacts: Social Services - daa@sas.uevora.pt

4.7.3. DGES Scholarships (Directorate-General for Higher Education)
They are co-financed by the Portuguese state and the European Social Fund under POISE - the Operational Programme for Social Inclusion and Employment. The annual scholarship normally corresponds to a full academic year and comprises ten monthly instalments. The student must submit the application online, on the DGES website. All notifications and communications are sent electronically to the address indicated by the student in the application.

Information & Contacts: Social Services - daa@sas.uevora.pt

4.7.4. Co-operation and development scholarship for international students
Aimed at students from the PALOP countries or with refugee or stateless status. In the year of entry, all students from PALOP countries are eligible for the scholarship, while in subsequent years it depends on academic performance.

4.7.5. Merit scholarship for international students
Aimed at students with nationality from countries outside the European Union who obtain merit marks. In the year of entry, students whose access classification, converted on a scale of 0 to 20, is equal to or higher than the minimum merit mark for each study cycle are eligible:

- 1st cycle - entry average greater than or equal to 14;
- 2nd cycle - degree average greater than or equal to 15;
- 3rd cycle - weighted average of bachelor's degree average (60%) and master's degree average (40%) greater than or equal to 16.

In subsequent years, the award of the scholarship depends on the conditions of the previous year, as set out in RAUÉ.

4.8. School insurance
The DIAE from the Office of the Provost is responsible for managing claims and all issues related to school insurance, providing information and clarifications to the insurance company, students and university structures. School insurance covers all students enrolled and registered at the UÉ. To find out how to proceed in the event of a claim, students should consult the document School Insurance - Guide to Procedures.

4.9. University Sports

The AAUE supports many sports, both collective and individual, including: Beach Handball M/F | Athletics | Badminton | Basketball M/F | Bodyboarding | Canoeing | Duathlon | Beach Football M | Football M | Futsal M/F | Futvolei | Hockey M | Judo | Kickboxing | Swimming | Orienteering | Padel | Water Polo M | Rowing | Rugby M/F | Surf | Taekwondo | Air Pressure Shooting | Beach Volleyball M/F | Volleyball M/F | Chess. For more information, students can contact the AAUE (dtdesportivo@aaue.pt)

4.10. Associations

At the UÉ there are various groups, associations and centres which, being geared towards different areas, enable students to broaden and enrich their extracurricular training, culture and sports practice. Visit the UÉ website for more information

ACADEMIC ASSOCIATION OF THE UNIVERSITY OF ÉVORA

The Academic Association of the University of Évora (AAUE) represents all students at the University. Organised in various sectors of activity, from Social Action to Sports, from Health to Educational Policy, from Volunteering to Academic Festivities, it aims to work on behalf of students, based on the motto "From students to students".

Information & contacts: www.aaue.pt | geral@aaue.pt

STUDENT CENTRES

There are multiple student groups that aim to promote academic spirit and development.

Information & contacts: a.nucleos@aaue.pt

ACADEMIC CULTURAL GROUPS

These groups allow students to experience musical activities in a unique way, accompanied by traditions that go back many years.

- CORUE Choir of the University of Évora;
- Seistetos Academic Group;
- TAFUE Tuna Académica da Universidade de Évora;
- TESESJD Tuna of the São João de Deus School of Nursing. Information

Information & contacts: a.nucleos@aaue.pt

4.11. Comprehensive Student Participation Plan - PIPE_UÉ

The UÉ is committed to increasing and improving knowledge, cooperation, training and awareness of student participation. It is the first university at national level to develop and implement a Comprehensive Plan for Student Participation (PIPE-UÉ 2022/2026), which defines a broad set of actions covering all the dimensions in which student participation can be viewed. It is also an integrated plan, coherently aligned with the University's objectives and strategy, and involves the entire academic community. Student participation in governance and management decisions, in training processes, in social, cultural and sporting activities, in movements to promote and guarantee equality and inclusion, in volunteering and in many other dimensions of academic life, is part of a dynamic that characterises us as a University. As part of PIPE, a Charter of Student Rights , which aims to publicize the rights of students at the University of Évora, and the creation of the figure of **Delegate for each year of the course**.

4.12. UÉ Student Disciplinary Regulations

The UÉ Student Disciplinary Regulations (Rector's Order no. 59/2019) apply to all students at the University, i.e. all those who attend any training activity, regardless of whether or not they have a degree or diploma grade. The Disciplinary Regulations aim to clarify what is not permissible in student behaviour, with a view to maintaining an overall healthy climate of coexistence where everyone feels comfortable, which is fundamental in such a broad system of relationships and communications as a university, where different interests and needs intersect and where learning is an essential value. The definition of sanctions that are adjusted to the infractions committed seeks to favour, through external control and sanctioning, progressive self-regulation on the part of the student.

4.13. Code of conduct and ethics

This code establishes the ethical benchmark to be followed by all members of the academic community, including teachers, students, researchers, non-teaching staff and non-researchers, regardless of their function, contractual relationship or hierarchical position, including those in retirement, not only in reciprocal relationships, but also in relationships that are established with third parties on behalf of the institution, on a lasting or occasional basis.

4.14. Whistleblowing channel

The University of Évora's internal whistleblowing channel can be used by students to report various offences. This resource was created to comply with the provisions of Law 93/2021 of 20 December, which transposes Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of EU law into the national legal order.

4.15. Student Ombudsman

The Student Ombudsman is a guarantor of the defence and promotion of the rights and legitimate interests of the University's students, who can turn to him. He is responsible for analysing complaints and claims submitted to him in this context, as well as acting on his own initiative, making appropriate recommendations to the competent bodies and entities on the basis of the results obtained from analysing situations.

4.16. Course Year Delegate

It is the responsibility of the Course Year Delegate to represent the students of each year of the course, to act as an interlocutor between them and the various structures of the University, facilitating communication and promoting student participation in its different dimensions.

5. Support for International Students

5.1. Checklist to look out for before travelling

Before travelling to Évora, international students must confirm the following Checklist:

1. Identification document and/or passport (please note the validity of the document);
2. Letter of acceptance from the University of Évora to attend a course or undertake a period of mobility;
3. Residence visa for study, if you are not a citizen of the European Union, even if only for a period of 3 months;
4. European Health Insurance Card (for EU citizens) or Health Insurance Policy;
5. Traveller Registration (if necessary, to be confirmed with the competent authorities of the country of origin).
6. Money for the journey and for subsistence for a few days;
7. Pre-booked accommodation for the first few days in Portugal.

5.2. What needs to be ensured

a) Healthcare

If the student is a national of a European Union country, he or she must obtain a European Health Insurance Card in the country of origin before travelling to Portugal. This card gives access to the Portuguese public health system (https://ec.europa.eu/social/main.jsp?catId=559&langId=pt).

If the student is a national of a country outside the European Union, they must take out health insurance and present a copy of the policy to the Academic Services of the University of Évora.

Non-European citizens who come from a country with which Portugal has signed an international health and social security agreement (https://www.dgs.pt/internacional1/acordos/lista-de-acordos.aspx) must bring documents that allow them to access the Portuguese public health system (for example, Form PB4 in the case of Brazil).

b) Welcome session for international students

International students should contact the Division of Student Integration and Support (DIAE) or the Division of Internationalization and Mobility Support (DIAM)—if they are incoming exchange students—both of which are part of the Office of the Provost and located in the Santo Agostinho Building, in order to obtain information on how to:

- Looking for accommodation;
- Apply for a residence permit;
- Request a National Health Service user card;
- Obtain your Portuguese tax identification number (NIF);
- Open a bank account;
- Contact the Course Director;
- Meet the Academic Manager to help with academic procedures such as enrolment, registration, obtaining proof of enrolment, etc;
- Get to know the Social Action Services (SASUE) for support with accommodation in a university residence, if a place is available, or with food, if applicable;
- Know relevant information for everyday life in the city (location o f supermarkets, shopping centres, cafés, etc.).

In conjunction with the Academic Association, ESN and other associations/groups, DIAE and DIM ensure the best welcome for international students and the start of a new stage in their lives!

c) Residence permit

In order to regularise their stay in Portugal, international students must **apply for a residence permit from the Agency for Integration, Migration and Asylum (AIMA)**, otherwise they will be in an irregular situation in the country and will have to pay a fine. The application for a residence permit is made by making an appointment online at AIMA (https://aima.gov.pt/pt/estudar). Students should make this appointment as soon as they are travelling or upon arrival in Portugal.

When contacting AIMA, the student should check information on the documents to be presented on the scheduled day at AIMA, Évora, Avenida Lino de Carvalho, 7 e 7A - 7005-467 Évora on working days: 09h00 to 12h30 and 14h00 to 16h30. General telephone contact (+351) 217 115 000

For more information, please contact diae@uevora.pt

d) Portuguese Tax Identification Number (NIF)

The NIF, or tax number, is used to identify an organisation or individual to the tax authorities. With it, students can open a bank account, receive a receipt for goods or services acquisitions (internet, telephone, etc.).

The University of Évora, through the DIAE, can assist students.

e) Open a bank account

With a bank card, students can carry out most of their everyday transactions at an ATM, in shops (payments for water, electricity, gas, mobile phones, everyday purchases, etc.).

Transactions can be made at any ATM, regardless of the bank you have an account with, without any charges for use.

In order for students to open a bank account with a particular bank, they need to present the following documents:

- Passport;
- NIF (tax identification number);
- Proof of enrolment;
- Proof of accommodation (in the case of university residence accommodation, proof can be obtained from the UÉ Social Action Services).

6. Academic Procedures

During the course of their studies, students have duties and rights that they must be aware of, which are set out in the University of Évora's Regulations, and which are summarised in this Guide. This does not exempt the student from knowing and complying with the Academic Regulations (RAUÉ), the Tuition Fees Regulations and other orders available in the student profile in SIIUE.

6.1. Enrolment

6.1.1. How to enrol

In order to be a student at the University of Évora and have access to all the resources that are available, students must enrol in accordance with the procedures below.

6.1.2. Enrolment in prerequisite courses

If enrolling in a bachelor's or integrated master's degree program that has prerequisites, international students must submit proof of having met the prerequisite to Academic Services by October 31. If the student is not an international student, they must attach proof of having met the prerequisite for the respective program when completing the online registration.

The **prerequisite statement** to be attached to the registration must be duly completed by a physician registered with the Portuguese Medical Association, in accordance with the terms set forth in the DGES website, namely:

- Nursing, Group A Prerequisites - Interpersonal Communication;
- Veterinary Medicine, Group B Prerequisites - Interpersonal Communication;
- Sports Sciences, Group E Prerequisites - Functional and Physical Fitness;
- Architecture, Group F Prerequisites - Visual and Motor Ability;
- Visual Arts and Multimedia, Group F Prerequisites - Visual and Motor Skills;
- Design, Group F prerequisites - Visual and motor skills.

International students enrolled in courses with prerequisites have until October 31 of the year of admission to submit the original prerequisites to Academic Services (see how to schedule an appointment).

Until the prerequisite is submitted, the student will not be able to obtain proof of enrollment. In addition, if the prerequisite is not submitted as stipulated, placement and enrollment will be canceled.

6.1.3. Procedures to be followed after enrolment

After registering, the student must ensure:

a) **Submission of academic credentials within 30 consecutive days after enrollment (see below for students who may be exempt from this requirement); this may be done in one of the following ways:**
   a. **In person**, at the SAC (see how to schedule), by presenting the original documents that were submitted digitally in the application;
   b. By registered mail with acknowledgement of receipt, by sending a certified **copy of the original documents**. The documents must be certified by a national public entity, CTT, Notaries, Lawyers, Solicitors, Registry Offices, Parish Councils, or Chambers of Commerce and Industry, in accordance with the combined provisions of article 363 of the Civil Code and article 38 of Decree-Law no. 76-A/2006, of May 29, as amended;
   c. By registered mail with acknowledgement of receipt, by **sending the original documents** that were submitted digitally in the application, and the University of Évora cannot be held responsible under any circumstances for lost documents. The originals will be returned to the student in person, when they present themselves at the SAC.

They are exempt from submitting the documents referred to in point a):

- Candidates placed through the National Access Competition;
- Candidates placed through the Special Regimes established in Decree-Law no. 64-A/2023 of July 31, as amended;
- Candidates admitted through Re-entry who, upon initial enrollment, have undergone validation in accordance with the terms set forth in subparagraph a);
- Successful candidates who have obtained the qualifications declared in their application to the University of Évora
- Successful candidates who have submitted in their application a digital document of unequivocal authenticity, namely in non-editable pdf format and with a qualified electronic signature, affixed by the competent authorities, and validated by the services.

The documents should be sent to the following address: Serviços Académicos da Universidade de Évora, Largo dos Colegiais, Apartado 94, 7002-554 Évora, Portugal). These will be returned to the student when they present themselves in person at the University of Évora to validate their identification (until October 31st).

b) Validation of identification documents, except those submitted through the CNA

Submit **identification documentation by October 31** of the academic year of enrollment (except for students admitted through the CNA), in accordance with the terms set forth above in subparagraphs i. or ii. of paragraph a); international students must also submit the corresponding visa.

c) Submission of the original prerequisite form (if applicable to the course in which you are enrolling)

The international student must deliver the **original of the prerequisite** in person to the SAC by October 31st of the year of entry, under the terms mentioned above in point i. of paragraph a), in the case of courses where this applies.

d) Payment of tuition fees and other amounts

The student must **pay the first instalment of tuition fees or all of them, the registration fee and school insurance** within 30 consecutive days of enrolment, and should consult the "Amounts to be paid" in SIIUE with the credentials received in the mail after enrolment. The deadlines and payment methods can be consulted in the student's profile in SIIUE.

e) Obtain credentials to access SIIUE as a student

After enrolling, the student will receive a message in their personal email account (the same email they used to enrol) telling them to set their password to access SIIUE as a student. Once this password has been set, it is immediately valid, enabling the student to access the SIIUE and other UÉ digital platforms and resources.

If for some reason the student doesn't receive the e-mail with the instructions, they can always use the "forgot my password" procedure.

With these credentials, the student must access SIIUE to:

- Consult the course syllabus to find out which curricular units you have to take in each year, which are compulsory and which are optional and which you can and must enrol in annually..;
- Obtain proof of enrolment and registration;
- Make/change enrolments;
- Consult timetables;
- Request Special Attendance Schemes (student workers, student parents, students with learning support needs, etc);
- Consult notifications;
- Consult Payment Amounts;
- Consult Regulations, Timetables and Academic Guide.

Until the student completes the above procedures (a) to d)), no proof of enrolment or any other certification document can be issued. However, the student can obtain the Letter of Acceptance to the UÉ from the SIIUE, simply by validating the documents and qualifications under the terms of point a) and paying the first installment of tuition fees.

6.1.4. Apply for a student card

The student card will be essential for identifying yourself as a university student, for accessing and moving around the various buildings, residences and car parks at the University of Évora, and for speeding up your day-to-day life.

Students can choose the banking side of the card and add the ID card to the debit card.

Before applying for the card, the student must obtain proof of enrolment.

Obtain the student card through one of the following options:

- **In person at the Santo Agostinho building**, between 1 September and 30 September (see here for password), at the Caixa Geral de Depósitos service desk in room 1 of the building. A provisional card will be issued until the definitive card arrives.
- The following documents are required **at a** Caixa Geral de Depósitos **branch** in Évora:
    - Identification document (Citizen's Card, other);
    - Tax Identification No;
    - Proof of enrolment for the 2024/25 school year.
- **Online** : It's simple, you just need a Digital Mobile Key (which you can activate here). It's a good idea to activate the digital signature at the same time as having the PIN. Once the mobile key is active, you can apply for the card online at https://caixaonboarding.cgd.pt . When applying, you will need a scanned ID document (front and back in separate images), a scanned passport photo with a white background and, if the student chooses a bank card, proof of address. (Note: This process is not available to foreign students with a residence permit or passport associated with the CMD).

If the student opts for a UÉvora card with a banking component - Caixa IU Card (free of charge), this will be sent by Caixa to their address. If the student opts for an ID card only, this will be made available by UÉVORA at the Academic Services. The student will be informed by e-mail when the card is ready, so that they can pick it up (see here for password) at the Academic Services in the Santo Agostinho building.

Once you have the card, you should go to the Facilities Management Support Office, at the entrance to the Colégio do Espírito Santo, for the card to be validated at the entrances to buildings or car parks (upon payment of the appropriate fees).

6.1.5. Prescription of enrolment

Dismissal corresponds to the loss of the right to annual enrolment and registration and occurs when the student does not fulfil the minimum criteria for academic achievement. In this case, the student is prevented, for a period of two consecutive semesters, from applying for and enrolling in the cycle of studies at any Higher Education Institution in Portugal (in accordance with paragraph b) of no. 3 of article 5 of Law no. 37/2003, of 22 August).

Students lapse and cannot enrol for the following academic year if they do not fulfil the following pass criteria (ECTS credits with credit will not be counted towards the pass):

Maximum number of school years with enrolment	ECTS credits you need to pass
3	0 a 59
4	60 a 119
5	120 a 179
6	180 a 239
8	240 a 359
9	360

For example, in order to register for a fourth course, a student must have earned at least 60 ECTS credits in previous academic years.

If enrolment lapses, the student may subsequently apply for re-enrolment on the same or a successor course, within the time limits established annually by rectorial order.

6.1.6. Cancellation of enrolment

Cancellation of enrolment is the act by which the student interrupts/suspends their studies. The cancellation of enrolment must be made by request to be submitted through GESDOC (using SIIUE credentials) or by registered letter with acknowledgement of receipt (requests for cancellation by other means will not be considered).

According to the Tuition Fees Regulations, students can request the cancellation of their registration within the following deadlines, and will always be considered to be in debt for the registration fee and school insurance:

- Within 30 consecutive days **of enrolment in the year of entry**;
- Until December 31st, the student is considered to be in debt for the tuition fees due for the odd semester, maintaining the link to the institution during the odd semester;
- After December 31st, the student will be considered to be in debt for the entire tuition fee while maintaining their relationship with the institution during that academic year.

By requesting the cancellation of enrolment, the student **can subsequently apply for re-enrolment** on the same or a successor course, within the deadlines established annually by rectorial order**. However, they may not do so under the following conditions:**

- If you request cancellation of your enrolment by 31 October in the year of entry, in which case you must reapply for entry;
- In the academic year following the cancellation of enrollment/registration, they can only re-enter after one academic year of interruption of studies (one academic year without enrolment);
- If the course you wish to re-enter is not accredited at the time of your re-entry request.

6.2. Registration

In order for a student to be able to attend the classes of the UCs that are part of the syllabus of the course they have entered, to be able to be assessed in those UCs, or to be able to access the UCs' Moodle, it is essential that they are enrolled in the respective UCs in the normal term.

6.2.1. Conditions for enrolment

a) Registration in the year of entry

In the academic year in which the entry enrolment is made, the student is automatically enrolled in the compulsory courses. It is necessary to enrol, in the SIIUE, in the optional and free optional courses provided for in the study plan, by the deadlines established for enrolment or by the deadlines defined in the Academic Procedures Calendar.

Students entering the UÉ for the first time in their 1st year can only enrol in a maximum of 60 ECTS in the UC of the study cycle in which they are enrolled - except for those who obtain credits, to whom the limits imposed for enrolment in the years following enrolment apply.

In the case of re-enrollment, the student is automatically enrolled in a required course unit and must, during the registration period, register for the course units they wish to take—within the limits set forth in the regulations—for which they have not previously received a passing grade.

Students enrolled on non-degree courses may only enrol on courses totalling the number of ECTS credits in the academic year in which the course is taking place, and may not enrol on extra-curricular courses.

b) Enrolment in subsequent academic years
Enrolment in one or more CUs is only possible if the student:

- is enrolled and has not expired;
- is not in default with the payment of tuition fees, according to the deadlines stipulated in the Tuition Fees Regulations;
- has passed, has been credited or is enrolled in all the UCs of the previous curricular year(s). This does not apply in the academic year in which the student is subject to a curricular change due to the restructuring of the study plan.

On a full-time basis, students can enrol in a maximum of 84 ECTS per academic year, whether the enrolment is in a UC in the syllabus of the course in which they are enrolled, in a UC to improve their grade, in a recovery UC or in extracurricular UC.

Students in the 2nd and 3rd cycles with more than one enrolment will be allowed to enrol in the UC Thesis or D/TP/RE, as long as the enrolments in the other UCs do not exceed 48 ECTS.

Failure to enrol in the normal term of a given academic year, by the deadlines stipulated in the Calendar of Academic Procedures, will result in the cancellation of enrolment, and the student will be subject to re-enrolment to continue their studies or the preparation and submission of a thesis or dissertation/internship report/project work.

6.2.2. Registration and assessment periods

Only students enrolled on a course in the academic year and in the period to which the assessment relates are admitted to the assessment, and it is the responsibility of the teacher responsible for the course to check that all students undergoing the assessment are actually enrolled on the course they are supervising, via the enrolment list in the SIIUE.

a) Normal season

As a rule, enrolment in the normal period will allow the student to choose between two assessment schemes: continuous assessment or final assessment. However, the Course Outline (FUC) of the course may define other assessment schemes for the course.

The **continuous assessment system** must include at least two assessment components, defined in the FUC. The assessment elements considered for this system must take place during the school term, although it is possible to carry out a component during the final assessment period, provided this is included in the FUC.

The **final assessment regime** consists of one or more assessment components, provided that this is included in the FUC and where at least one of the components takes place during the final assessment period. Depending on the specific nature of the course, this system may include assessment components that are common to the continuous assessment system. In this system, the assessment components carried out in the final assessment period must have a greater weight in the student's final classification than in the continuous assessment system.

In cases where the competences to be developed by the student in the UC cannot be assessed through the final assessment regime, this must be provided for in the FUC and marked in the SIIUE, making it impossible to enrol in the special and extraordinary periods and to carry out the final assessment under the special regimes.

In UCs where there is more than one assessment system, students do not have to expressly communicate their choice, but simply present themselves for the set of assessments provided for in the system they have chosen. The following **general rules** apply **to assessment schemes**, except in specific situations that have been duly publicised:

- Students who miss at least one component of continuous assessment are automatically referred to the final assessment system;
- Students who attend all the components of the continuous assessment and fail can only be assessed again in the appeal period;
- Students who do not comply with the minimum number of lessons attended can only be assessed in the appeal period, except in the case of students with special attendance schemes.

b) Appeal period

During the make-up exam period, it is not necessary to register; students are considered registered for this period as long as they are enrolled in the respective course during the regular registration period. However, they must inform the instructor responsible for the course of their intention to take the exam during this period.

The student will be able to take the final assessment for all the courses for which he or she has missed, withdrawn or failed the continuous assessment in the normal period.

If the student has passed the regular exam, he or she may also take an assessment to improve his or her grade, whichever is the better.

c) Special season

In a special period, students in a study cycle can take a final assessment of up to a maximum of 3 CUs (including grade improvement):

- Students who fulfil the conditions for obtaining an academic degree by passing these courses;
- Students who are missing a maximum of 3 UC to complete the curricular component of the IM, 2nd or 3rd cycle;
- Students in study cycles who benefit from special attendance schemes, under the terms of the UÉ Academic Regulations.

d) Extraordinary season

In the extraordinary period, a student may take a final assessment if, within the scope of the study cycle, he/she has a UC missing to complete it or the curricular component in the case of the ICM, 2nd or 3rd cycle. If the missing course is an internship or clinical teaching, only the discussion of the report will be allowed.

e) Assessments under special attendance schemes

In the case of students who, under special attendance arrangements (namely "Student association leader" or "Student elected to management bodies of the University of Évora), may take assessments in addition to the final assessments of the normal and resit periods, with a maximum limit of two per CU, the registration request must be made through GESDOC, within the deadlines established in the Academic Procedures Calendar:

- Odd semester UC: registration from February 3, 2026 to February 28, 2026 (with exams to be taken by March 31, on a date to be agreed with the teacher);
- Even semester UC: registration from June 5, 2026 to July 22, 2026 (with exams to be taken by September 30, on a date to be agreed with the professor).

6.2.3. Grade improvement enrolment

Students who pass the regular exam in a given academic year may take an assessment in the respective appeal period to improve their grade. They must notify the teacher responsible for the course unit of their intention to do so, and no additional enrolment will be required.

Students wishing to improve their grade in a course that they passed in that academic year or in the previous two academic years, provided that the course is in session in that academic year, may enrol in the special examination period, up to a maximum of 3 courses, via SIIUE, within the deadlines defined in the Academic Procedures Calendar. In the case of the special season, registration will only be considered once the registration fee of 20 euros/UC has been paid, within 3 days of notification in SIIUE, and in all other cases no fees are payable.

6.2.4. Extracurricular UC enrolment

In addition to enrolling in the Curricular Units of the study plan of a study cycle in which they are enrolled, students can enrol in Extracurricular Units that do not belong to the study plan of their course.

In the case of extracurricular courses in cycles of study subsequent to the cycle in which the student is enrolled, enrolment is subject to the following conditions:

- 1st cycle students can enrol in 2nd cycle courses as long as they have 60 or fewer ECTS remaining to complete the 1st cycle;
- 2nd cycle students with a duration of 4 semesters or MI can enrol in a 3rd cycle course, provided they have 60 or fewer ECTS remaining to complete the course;
- 2nd cycle students with a duration of 3 semesters can enrol in 3rd cycle courses, provided they have 30 or fewer ECTS remaining to complete the course.

Enrolment in extra-curricular units presupposes enrolment in at least one UC of the course in which the student is enrolled and will not be counted towards the award of a diploma or degree, nor towards academic achievement, nor towards applying for a scholarship or merit award.

In the case of success in extracurricular CUs from the same study cycle, they can only be credited up to a maximum limit of 50 per cent of the total ECTS of the degree or the number of ECTS of the master's or doctorate. However, if you have attended extracurricular courses in subsequent study cycles (example: 1st cycle student attending 2nd cycle extracurricular courses), the Curricular Units in which you succeed will be credited in the event of the student's enrolment and registration in the study cycle of the respective extracurricular UC, without the above limit applying.

6.2.5. Enrolment in remedial courses

In order to improve academic success, remedial courses can be offered. Students who have already been enrolled in the course and have not passed can enrol in remedial courses.

Enrolment must be carried out via the SIIUE and by the deadlines set for enrolment or change of enrolment in the Calendar of Academic Procedures. Only those UCs that have been proposed by the Schools to the Rectorate and have been authorised are available for this type of enrolment.

6.2.6. Pre-registration

Each year, departments may propose that enrolment in optional courses supervised by their respective departments in the following academic year be subject to pre-enrolment, and may set a limit on the number of places available.

The pre-registration of 1st Cycle and IM students for optional courses for the following academic year is carried out in the SIIUE, by the deadline defined in the Academic Procedures Calendar.

Pre-registration for optional courses with a limit on places is only permitted for students who, at the time of pre-registration, have not yet taken all the optional ECTS for the course they are enrolled in (ECTS for free electives are not taken into account).

When pre-registering, students must register their order of preference for the optional courses available on their course (the order of preference can be used as a tie-breaker, if necessary). Depending on the preferences expressed by the students, there may be optional courses that are not available.

Until the end of the pre-registration period, the student may make any changes they deem appropriate.

In UCs with limited places, pre-registered students will be ranked in descending order, according to the score, to the tenth, obtained by the following formula:

$$\sum_{i}^{n} nota\ da\ UCi \times ECTS\ da\ UCi$$

only the UCs on the syllabus that the student has passed up to the time of the ranking will be counted.

6.2.7. Registration/application for curricular or extracurricular internships or summer internships

Some study plans include course units that correspond to internships or fieldwork to be carried out in a work context in companies and other entities (host institution).

In addition to these curricular internships, students may also apply for and enroll in extracurricular internships (not included in the study plan of the study cycle in which they are enrolled), which do not need to be every day of the week and cannot interfere with class attendance.

There is also the possibility of summer internships, to be carried out during the school break.

To enroll in a curricular internship, you must:

- Be enrolled in the UC corresponding to the curricular internship, with this enrollment being made within the stipulated deadlines, in accordance with the Academic Procedures Calendar;
- Access the SIIUE to register your application at least 30 days before the start of the internship, select Internship » Application » Options » New Application.

- Indicate in the application the type and duration of the internship, the host institution (if not listed, you can select “other” and fill in the details of the institution you wish to propose; location of the internship; supervisor and advisor at the host institution);
- Once submitted by the student, the application is reviewed by the Course Committee and, if approved, is submitted to the Employability, Community, and Cross-cutting Projects Division.

The formalization of curricular internships, as well as the protocol to be established between the University of Évora and the host institution, is the responsibility of the Employability, Community, and Cross-cutting Projects Division of the Rector's Office. Further information can be found in this brochure.

After the application has been approved, the student can consult the approved application on SIIUE and obtain a School Insurance statement provided by the Division of Student Integration and Support of Academic Services.

Once the curricular internship has been completed and the respective report submitted, the Course Committee must register the completion of the internship in SIIUE and the information to be included in the Diploma Supplement relating to the internship.

6.3. Special attendance schemes

The UÉ provides special attendance schemes for students enrolled and registered on a course lasting one semester or more, provided they meet the legal and regulatory requirements for recognition, in the following categories:

- Student-worker;
- Incoming and outgoing student;
- Final year student;
- Student association leader;
- Student elected to UÉ management bodies;
- Student members of choirs, tunas and other groups of a similar nature;
- Mum and dad, students;
- Student with learning support;
- A student who practises high-performance sport;
- Student athlete in higher education;
- Co-operating student supervisor;
- Student firefighter;
- Student volunteer.

Recognition of the right to a special attendance arrangement is subject to an annual application, which must be properly documented and substantiated; the list of documents that must be attached to the application for the respective special arrangement can be found on the UÉ Website.

The program may be requested at the time of enrollment or by October 31, thereby allowing students to take advantage of the program's benefits during both the odd and even semesters of the academic year; if requested after October 31 but by March 31, the program's benefits will apply only to the even semester.

If the requirements for eligibility for the special attendance policy are met after that date, you may apply within 10 days of meeting those requirements, provided that such compliance is verified; however, you may not apply after the end of the even-semester class period.

The application must be submitted through SIIUE. If the required supporting documents are not attached, the application will not be validated, and the student will have 3 days to upload the missing documents to SIIUE. If the student fails to do so, the application will be rejected.

The annual granting of the special attendance regime grants the student rights and duties, which can and should be consulted in Section V of the Academic Regulations of the University of Évora. The special regimes are not cumulative with regard to extra assessments, and the most favourable regime for the student is applied.

6.4. Tuition fees

A tuition fee is payable for enrolment/enrolment in any study cycle, both degree and non-degree, and enrolment in isolated curricular units.

Students are considered to owe the tuition fee for the academic year in which they enrol and/or register, or request accreditation or submit a thesis/dissertation project/internship or any other curricular act.

The act of enrolment and/or registration gives rise to an inescapable presumption of knowledge of the obligation to pay tuition fees and failure to attend, attend or pass the course or curricular unit in which students enrol and/or register does not extinguish the obligation to pay tuition fees.

6.4.1. Tuition fees

The amount of tuition fees is set annually by Rector's Order and, in the case of non-degree courses, is included in the respective notices.

The tuition fee is due regardless of any ECTS credits, as well as the number of curricular units in which the student is enrolled, up to a maximum of 84 ECTS credits/year, except in the case of

1st year students can only enrol for a maximum of 60 ECTS in any study cycle, and can enrol up to 36 ECTS in the change of enrolment period of the 2nd semester.

In the case of non-degree courses, the student can only enrol up to the number of ECTS of the respective course in the period corresponding to the duration of the course.

Students are responsible for **checking the University of Évora's Integrated Information System (SIIUE) for the amount, deadlines and methods of payment of the tuition fee instalments due each academic year** (see the Guide to Amounts to be Paid), as well as checking the notifications generated by this system and received by their institutional email address.

In order to submit a thesis/dissertation/project work/internship report in the 2nd or 3rd cycle, the student must have paid at least the full tuition fee corresponding to:

- three academic years, in the case of 3rd cycle courses lasting 4 years;
- two school years, in the case of a 3rd cycle lasting 3 years;
- one academic year in the case of the 2nd cycle;
- one academic year in the case of re-entry and verification of the above.

Subject to the foregoing, **upon submission of a thesis/dissertation/project, or internship report and the respective application for admission to exams** — provided that the application complies with the terms set forth in the RAUÉ— students in the 2nd or 3rd cycles are required to pay the tuition installments stipulated in the Tuition Regulations.

6.4.2. Payment deadlines

The tuition fee for each academic year can be paid in one lump sum at the time of enrolment or registration, by the deadlines set for the first instalment, or in 10 equal instalments, by the deadlines indicated below:

- The first instalment must be paid within 30 calendar days of enrolment or registration;
- The second instalment is due by 31 October;
- The third instalment is due by 30 November;
- The fourth instalment is due by 31 December;
- The fifth instalment is due by 31 January;
- The sixth instalment is due by 28 February;
- The seventh instalment is due by 31 March;
- The eighth instalment is due by 30 April;
- The ninth instalment is due by 31 May;
- The tenth instalment is due by 30 June.

The remaining balance of installments due may be paid at any time.

In the year of enrollment, registration may be canceled if the first installment is not paid by the established deadline, in which case the student loses the right to their place but remains obliged to pay tuition fees, enrollment fees, and school insurance.

In non-degree courses with a credit allocation of 30 ECTS or less, payment is made in a single installment, within 5 consecutive days of enrollment; in courses with more than 30 ECTS, installments must be paid according to the installments defined above, depending on the semester(s) in which the course runs.

6.4.3. Fees and emoluments

The University of Évora's table of fees stipulates the amounts that can be charged.

a) Enrolment fee

In addition to the tuition fee, students are also required to pay the enrolment fee for the year in which they enrol, which is payable when the first instalment of tuition fees is paid, and the method of payment is available in the student's profile in SIIUE.

Enrolment fee for students from the European Union:

- Bachelor's and integrated master's degrees: 20,00 €
- Master's degree: 100,00 €
- For a doctorate: 100,00 €

Enrolment fees for non-degree courses:

- With 30 or fewer ECTS - fee included in tuition fee
- With more than 30 ECTS 100,00 €

Enrolment fee for international students in any study cycle €100.00.

b) School insurance

An annual school insurance premium will also be due, as defined annually in a rectorial order, and the method of payment is available in the student's profile in SIIUE.

c) Fees for grade improvement enrolment

The enrolment fee set out in the table of fees is payable for improving your grade in the special season.

d) Other fees

Other fees may be due, in accordance with the University of Évora's fees schedule. The fees set out in the table are due at the time of application and must be paid in full within 3 working days of notification, in SIIUE under the student's profile.

No application will be processed unless the Services have proof of payment of the fees due, and the application will be considered invalid if payment is not made within this period.

If you are paying by bank transfer, please send proof of this to tesouraria@sac.uevora.pt .

6.4.4. Tuition fee debt

Non-payment of tuition fees will be considered non-compliance when they are not paid in full at the time of enrolment or registration, or within the instalment deadlines established in the Tuition Fees Regulations and available in the student's profile in SIIUE.

Non-payment of outstanding tuition fees entitles the UÉ to enforce collection through the Tax and Customs Authority, in a tax enforcement procedure provided for in the Tax Procedure Code.

Failure to pay tuition fees within the payment deadlines stipulated in the Tuition Fee Regulations will result in the non-recognition of academic achievements. This will take effect 30 days after the date of non-compliance and will have the following effects until the amount owed, plus interest on arrears, is paid:

- The student's enrolment and registration for the academic year to which the debt relates is considered invalid;
- Students cannot access the Moodle platform;
- There is no recognition of the academic acts carried out during the period to which the obligation relates;
- It is impossible to carry out any academic act.

It is prohibited to request and/or issue any diploma or certificate of completion, or any other proof or informative document regarding the student's academic record, in relation to the academic year to which the debt refers.

In the case of re-entry, the student can only enrol after settling the outstanding amount in full or adhering to the phased payment plan for tuition fees.

6.4.5. Phased payment of tuition fee debt

To pay the debt in instalments, students can sign up to a phased tuition fee payment plan by submitting a request on the appropriate form at GESDOC, or in person at the Treasury located in the Academic Services.

The phased payment can be proposed at any time, as long as it is prior to the date on which tax enforcement proceedings are initiated, and **it must be done by 30 June if the student intends to enrol in the following academic year.**

The amount and payment period for each instalment of the phased payment plan can be proposed by the student, taking into account that:

- The first instalment cannot be less than 20% of the debt and must be paid immediately upon submission of the application for the phased tuition fee payment plan, except in the case of students on the SAS scholarship scheme, where a delay in the start of payment of instalments is permitted, up to a maximum period of 3 months;

- Settlement of debts of 500 euros or less can only be offered in a maximum of 4 monthly instalments;
- The settlement of debts equal to or less than 1000 euros and more than 500 euros can only be proposed in a maximum of 10 monthly instalments;
- Settlement of debts of more than 1,000 euros can only be offered in a maximum of 18 monthly instalments.

The proposal for a phased payment plan requires authorisation and the following conditions must be met:

- In the academic year to which the debt relates, the student must have obtained at least 24 ECTS in the academic year of the debt, except in the case of the first year of enrollment, when it will be reduced to 18 ECTS. Students with special schemes are subject to the provisions of the RAUÉ regarding specific conditions for academic achievement;
- The student cannot have more than three academic years in debt and the number of instalments to be authorised cannot correspond to a payment period longer than the plan with the highest number of instalments and payment period previously approved;
- No payment plan can be authorised if the student has defaulted on a payment plan, and cannot request a payment plan more than twice for the same academic year's debt;
- The deadline for paying instalments of the payment plan cannot exceed the end of the academic year in which the student qualifies for the finalist student scheme under the terms stipulated in RAUÉ.

Students who adhere to a payment plan are also liable for the tuition fee instalments due for the current academic year.

The phased payment plan is considered to be in breach if the student fails to pay 3 successive instalments or 6 interpolated instalments, and if they fail to pay the outstanding instalments within 30 days of default.

6.5. Special tuition fee schemes

The University of Évora's Tuition Fees Regulations establish special tuition fee schemes for students enrolled and registered for a course of study, who fulfil the conditions and submit the required documentation, in order to benefit from one of the following schemes:

- Former combatants from military operations and their children;
- Teaching agents;
- Career higher education lecturers at the UÉ;
- Non-teaching student worker at the University of Évora;
- Student with co-operating teacher status;
- Part-time student;
- Students under protocol with other institutions;
- Students with tuition fees paid by another organisation or institution;
- Candidates and scholarship holders with scholarships paid directly to the UÉ.
- Applicants and scholarship holders with a grant paid directly to the student.

Students must submit their application through SIIUE at the time of enrollment or during the annual registration period in SIIUE, or by October 31 via Gesdoc, along with the required supporting documentation. The application for this program will be summarily rejected if it is not accompanied by the documents specified for that program; the required documents can be found on the UÉ Website.

If the student does not apply at the time of enrolment/registration, because they have met the conditions to apply for the scheme after that date, they must apply via GESDOC within a maximum of 10 days of meeting these conditions.

6.6. Credits

Accreditation is the recognition of the level of knowledge and skills acquired previously and their suitability for the scientific areas of the study cycle in which the student is enrolled for further studies.

As it is a curricular act, to request accreditation the student must be enrolled and registered in at least one UC of the course and pay the respective fees. When accreditation is granted, it translates into the attribution of ECTS to which curricular units of the study plan of the course in which the student is enrolled correspond, for the purposes of attending and obtaining the corresponding degree at the UÉ.

If the accreditation is for further study, it will be counted towards the degree and information about the curricular units in which the accreditation was obtained will be included in the Diploma Supplement and in the qualification certificate. In the case of non-degree courses that award diplomas corresponding to the curricular component of a 2nd or 3rd cycle, if more than 70 per cent of the ECTS credits of the diploma have been accredited, the diploma can only be issued after the respective degree has been awarded. In the event of cancellation of enrolment, change of Course or Institution, the accreditation obtained is invalidated.

Crediting must take into account the number of credits and the scientific area of the competences previously acquired and the crediting **limits stipulated** in the legislation and in the Regulations for Crediting Training and Professional Experience, and crediting can never be given to the Thesis or Dissertation/Project Work/Study Report.

Applications for accreditation and the corresponding documents must be **submitted online** in the SIIUE by the deadline set each year in the Calendar of Academic Procedures.

The application will be **validated** provided that it has been submitted with the required documents and authenticated (authentication in accordance with Decree-Law 28/2000 of 13 March), or alternatively the original documents corresponding to those included in the application have been submitted to the SAC (appointment) within 10 days of being submitted. When validated, the student will be notified to **pay the fees due within 3 days of the** notification being registered in SIIUE:

- Requests for accreditation of training obtained within the scope of the Higher Education System (SES) (except for accreditation of training obtained at the University of Évora within the scope of the same course, which is exempt) .....30,00 €
- Requests for accreditation of training obtained outside the Higher Education System (FSES) .....50,00€
- Requests for accreditation of professional experience .....120,00 €

The request for accreditation will only be analysed by the Course Committee once the respective fees have been paid.

If the accreditation request is not submitted with the required authenticated documents, the **request will not be validated,** and the student will have 10 days to access their accreditation request in SIIUE to consult the details and enter the missing documents, and the request will have to be resubmitted.

The application will be rejected if the student:

- do not submit an application with authenticated documents and do not present the original documents corresponding to those included in the application to the Customer Service Centre within 10 days of submitting it;
- fails to submit the application with the missing documentation within 10 days of notification of non-validation;
- fails to pay the emoluments fee within 3 days of being notified to do so.

Students can only make a new request for accreditation if the decision to approve the previous request has already been finalised. A new request for accreditation can only be made if there is an increase in training competences compared to the previous request.

6.6.1. Accreditation of Training within the Higher Education System

Training accreditation can be awarded on the basis of the following training obtained within the Higher Education System (SES):

- Study cycles;
- Non-degree courses;
- Technological Specialisation Courses;
- Higher Professional Technical Courses (TeSP);
- Isolated curricular units
- Extra-curricular units

In the case of re-enrolments, or the successful completion of Isolated or Extracurricular Curricular Units taken at the University of Évora within the scope of the course in which they are enrolled, requests for accreditation are automatic upon enrolment, without being subject to fees, provided that the assessment results are registered in SIIUE at the time of enrolment.

The following **documents** must be attached to the application for SES training accreditation (even if you submitted them when you applied, you must submit them again - this is not necessary in the case of qualifications obtained at the UÉ):

- Authenticated qualification certificate showing all course units with the respective ECTS, results and grades;
- Regulations creating the study cycle with the respective study plan, within thescope of which you obtained the training you wish to be accredited;
- Authenticated UC programmes and workloads, when the academic training to be accredited was obtained at a Higher Education Institution other than the UÉ (when, due to the volume of thetraining, it is impossible to attach it to the online application in SIIUE, the accreditation application must be submitted in person at the Academic Services and the respective programmes must be submitted on paper).

The documentation submitted as part of the accreditation process for **training courses undertaken abroad** must be authenticated by the Embassy/Consulate or apostilled by the Hague.

6.6.2. Accreditation of training obtained outside the higher education system or professional experience

Accreditation of training outside the Higher Education System and/or professional experience can be awarded for duly proven professional or scientific experience, namely non-academic training activities (training actions, seminars, conferences, workshops, etc.) or professional activity carried out by the student as long as they fall within the scientific area of the study cycle. **No classification is awarded** and as such the ECTS credited are not counted towards the final degree average.

The following **documents** must be attached to the application for accreditation of training obtained outside the Higher Education System or professional experience (even if you submitted them when you applied, you must submit them again):

- Curriculum Vitae
- Certified certificates of all training, courses or other activities that the student wishes to be considered for accreditation of training obtained outside the higher education system;
- Certified copies of the supporting statements issued by the employers, indicating the duties and duration of the work, in the case of accreditation by professional experience.

The Course Director may also request additional information or documents or carry out an interview and/or diagnostic tests, if deemed appropriate.

When the proposed accreditation, within the scope of the 1st cycle or Integrated Master's degree, exceeds 30 ECTS, it must involve a knowledge assessment test in accordance with the provisions of article 45 of Decree-Law no. 74/2006, of 24 March, in its current wording. This test will be proposed and organised by the Course Director under the supervision of the CC/CTC of the OU.

A maximum of 1 ECTS should be awarded to the student's professional experience in the area of the study cycle for each year of experience considered. In order to guarantee fairness and coherence in the processes of crediting training obtained outside the SES, 1 ECTS awarded in this context should correspond to between 26 and 30 hours of activity, depending on the relevance of the actions and the more passive or active nature of the student in these activities.

6.7. Mobility

Mobility allows for broader horizons and a more global education, creates cultural diversity based on the exchange of values, knowledge and experiences and contributes to the training of highly qualified staff. For all these reasons, mobility has been promoted at national and international level through various programs. Applications for mobility and the monitoring of the mobility process are the responsibility of the Internationalization and Mobility Division of the Rectorate Services

Mobility within Europe is promoted by the Eramus + programme, giving students the opportunity to experience new challenges, fostering development, the acquisition and sharing of knowledge/know-how and experiences and raising awareness of the importance of international cooperation across borders. The University of Évora holds the Erasmus Charter for Higher Education for the period 2021/2027, which provides a general quality framework for European and international cooperation activities of higher education institutions within the scope of Erasmus+.

Find out which Protocols / Agreements the University of Évora has within the scope of each of the Programmes under which mobility within Europe can take place.

There are also *International Credit Mobility* (ICM) projects under the ERASMUS+ programme, which encourage mobility to countries outside Europe, as well as other programmes, with the possibility of mobility between the University of Évora and higher education institutions outside Europe, provided there is an exchange protocol.

In addition to these international mobility programmes/projects, mobility within Portugal is also possible under the Almeida Garret Programme or the Vasco da Gama Programme.

Academic Procedures

Every year more than a hundred UÉ students undertake OUTgoing mobility periods at other institutions with which the UÉ has mobility agreements and, similarly, the University of Évora receives INcoming mobility students from other higher education institutions who undertake mobility periods at the University of Évora. Students applying for mobility should choose the institution where they want to go and check if there are any mobility grants they can apply for.

The world is changing rapidly, which is why it is crucial for education and training systems to be able to keep up with this development, adapting and modernising and taking advantage of the new opportunities arising from it. Mobility makes a decisive contribution to meeting the challenges posed by constant change and can take place in different ways:

- ***Study Mobility*** - for students wishing to spend a period of study at another institution with which they have an agreement/protocol, up to one academic year (minimum of 3 months and maximum of 12 months).
- ***Mobility Internships*** - the possibility for any student, enrolled and registered on a course at the University of Évora or within twelve months of completing the course (graduates), to do an internship abroad, for a period of between 2 and 12 months, in companies, research centres or in a higher education institution in a work context within the scope of ERASMUS+ Programmes in Europe. In this case, it is not necessary to sign bilateral agreements, all that is required is a letter of acceptance in the student's name, issued by the organisation where the student proposes to carry out the internship. In the case of mobility outside Europe, it will be necessary to have a protocol with the Higher Education Institution where the internship mobility will take place. It is the student's responsibility to find the internship location. The internship can be within the scope of:
    - **Curricular** - to carry out an internship that is within the curricular plan of the course the student is attending at the UÉ
    - **Extra-curricular** - to carry out an internship that is not part of the course syllabus and will not be counted towards the academic degree of the course the student is attending at the UÉ, it will only be included in the diploma supplement.

- **Mobility for participation in a Blended Intensive Programme (BIP)** - a course promoted by Higher Education Institutions in Erasmus+ member countries, with the aim of promoting innovative teaching and learning methods, which always includes a short-term physical mobility component (5 to 30 days, not counting travel days) with an online component (which can be before or after the physical mobility and with no limits on duration), with a minimum of 3 ECTS. Passing this course can be recognised:
    - **Curricular** - if the Course Committee considers that the BIP confers competences that allow recognition of a UC of the course attended at the UÉ.
    - **Extra-curricular** - if it cannot be recognised in the syllabus of the course you are attending at the UÉ; it appears in the diploma supplement as an extra-curricular activity and is not counted towards the course degree.
- **Short-term physical mobility for** UÉ **PhD** students, to carry out a period of mobility in research laboratories, short training courses, or any other activities related to their study programme for a minimum period of 5 days and a maximum of 30 days, in one of the Higher Education Institutions with which the UÉ has an agreement or in another Entity.

6.7.1. Outgoing Mobility

For information on applications for the fall mobility program, students should contact the Division of Internationalization and Mobility Support (DIAM) within the Office of the Provost, located in the Santo Agostinho Building.

Outbound exchange students are automatically enrolled at UÉ in the course units (UCs) listed in the approved Learning Agreement. If a student has already registered for the semester(s) corresponding to the exchange period, those registrations will be canceled, and the student will not be able to make online changes or register for other course units during the exchange period.

However, upon request, within the deadlines established for registration, students may enroll in courses offered at UÉ during the mobility period, up to a maximum of 84 ECTS per academic year (this maximum includes the ECTS listed in the learning agreement).

Students participating in the fall mobility program may enroll during a **special enrollment period** in the courses in which they were enrolled during the regular enrollment period, provided they meet the conditions set forth in the Academic Regulations for enrollment in a special or **extraordinary enrollment period**.

If, during the mobility period, a student takes courses at the Host Institution that are not included in the approved or ratified Study Plan/Learning Agreement, those courses are not subject to academic recognition. However, the student may request a certificate from the host institution and subsequently apply for credit for those courses within the deadlines set forth in the academic procedures calendar.

a) Academic Recognition

Once the Final Assessment Certificate (Transcript of Records) has been entered into the SIIUE, the Internationalization and Mobility Division of the Rectorate Services will proceed to request academic recognition, to be carried out by the Course Director, in accordance with the provisions of the Study Plan/Learninng Agreement, and recognition cannot be given to curricular units that were not included in the approved/homologated Learning Agreement.

The conversion of grades to the 0-20 scale, if the certificate is not on this scale, will be carried out under RAUÉ. Once the Course Director's proposal has been approved by the Scientific Council of the Organisational Unit, the grades will be available in the student's academic record.

6.8. Thesis or Dissertation or Project Work or Internship or Supervised Teaching Practice

6.8.1. Submission of doctoral thesis project

Before the student submits the project proposal, the respective work plan **must be analysed and reviewed with the Course Director** so that the student can incorporate any suggestions for improvement before the deadline set in the Academic Procedures Calendar for submitting the project in GESDOC.

The following specifications must be met:

- The project must be handed in by 15 July of the first year of the course or, if the study plan justifies it, by the end of the semester preceding enrolment in the UC Thesis;
- In the case of re-entry, even if the student has previously submitted a Thesis project, they must submit a new project for consideration by July 15 of the year of re-entry.

The project must be submitted through an online application, via the GesDoc platform (email or paper submissions are not allowed) with the following documents:

- Printout T-005 - Thesis Project Proposal;
- Proposed work plan and timetable;
- Declaration(s) of acceptance from the supervisor(s);
- Declaration from the host Organisational Unit, which should identify the Supervisor(s), the research team project in which the preparation of the thesis directly falls.

After the Course Director issues an opinion and submits it to the Ethics Committee or ORBEA- UÉ, if applicable, the IIFA Scientific Council decides whether or not to approve the project proposal, and the student is notified and the data relating to the approved project is recorded in their profile in SIIUE, and is also recorded on the national platform for the National Register of Theses and Dissertations (RENATES).

In the event that the **project is not approved on** reasonable grounds, the student has 20 days from the date of notification to submit the reformulated project to GesDoc with the above-mentioned documents.

6.8.2. Dissertation Project or Project Work or Internship or Supervised Teaching Practice within the scope of a master's degree or integrated master's degree

Before submitting the project proposal, the respective work plan **must be analysed and reviewed with the Course Director so that** the student can incorporate any suggestions for improvement before the deadline set in the Academic Procedures Calendar for submitting the project in GESDOC.

The following specifications must be met:

- The project must be submitted by 15 November of the academic year in which the student first registers for UC D/TP/RE;
- In the case of re-entry, even if the student has previously submitted a Thesis/D/TP/RE project, they must submit a new project for consideration by November 15 of the year of re-entry.

Veterinary Medicine students can only start the internship with a maximum of two curricular units in arrears, as long as they do not belong to the scientific area of the internship project proposal.

Students on Master's programmes that confer professionalisation for teaching enrolled on the Supervised Teaching Practice course, and students enrolled on the Internship course within the scope of Master's programmes in Nursing, must submit a project proposal in accordance with the respective regulations, available on SIIUE and in the course documents.

The project must be submitted through an online application, via the GesDoc platform (email or paper submissions are not allowed) with the following documents:

- Project and work plan on Form T-005;
- Declaration(s) of acceptance from the supervisor(s);
- Curriculum of the supervisor(s) if they do not hold a doctorate.

After the Course Director issues an opinion and submits it to the Ethics Committee or ORBEA- UÉ, if applicable, the School's Scientific Council decides whether or not to approve the project proposal, and the student is notified and the details of the approved project are recorded in their profile in SIIUE.

In the event that the **project is not approved on** reasonable grounds, the student has 20 days from the date of notification to submit the reformulated project to GesDoc with the above-mentioned documents.

6.8.3. Projects involving human or animal experimentation

Projects involving experimentation on people and biological material of human origin must be **approved** by **the Ethics Committee,** and the student must attach the appropriate form when submitting the project.

Projects involving animal experimentation must be **approved by ORBEA-UÉ** (the Organisation Responsible for Animal Welfare at the University of Évora), and the student must attach the appropriate form when submitting the project.

6.8.4 Project modification

If the student wishes to make any changes to the previously approved project, such as changing the title, the supervisor(s), the language in which it is written, etc., the student must submit a request for a change to the project, which must be accompanied by the supervisor's opinion on the proposed change.

Proposals for changes to the project **must be submitted no later than 30 days before the student submits the application for admission to the examinations**. The request for changes must be submitted in the same way as the project, accompanied by Form T-005 and the declaration(s) of acceptance from the supervisor(s).

6.8.5. Application for admission to public examinations for a doctoral degree

Doctoral students enrolled in a Thesis and with an approved project must submit their Thesis and apply for admission to public examinations by the deadlines stipulated in the Academic Procedures Calendar. If not submitted by this deadline, the student will be liable to pay tuition fees:

- of the instalments for the odd half year if you hand them in by 31 March;
- of all the instalments for the academic year, in the case of submission after 31 March and up to the deadline for submission/application for admission to exams defined in the Calendar of Academic Procedures, and may not simultaneously benefit from special schemes that allow for a reduction in tuition fees.

The request for admission to public examinations can only be instructed and submitted to the IIFA Scientific Council if the student..:

- has included all the required documents in the application;
- has successfully completed all the curricular units of the doctorate, if the study plan includes them;
- does not owe bribes.

Once the Academic Services have analysed the application for admission to the exams, you will be notified by a message in the SIIUE whether the process has been correctly instructed or whether it has not been accepted because it has not been correctly instructed.

The submission must be made through an online application, via the GesDoc platform (email or paper submissions are not allowed), and you will be notified via the SIIUE that you have successfully completed your submission. The following documentation must be attached to Gesdoc in digital format (unencrypted pdf and the sum of all files must not exceed 128Mb):

- Application for admission to public examinations (model T-006);
- Thesis in accordance with the approved project and according to RAUÉ standards, namely:
    - An abstract in Portuguese and an abstract in English (topped by a translation in the same language as the thesis title), each up to 300 words (without mathematical formulae, diagrams or other illustrative material);
    - The **cover** and **title page** must be extracted from the Student's profile, in SIIUE, option Dissertation > Issue Cover.
- Opinion(s) of the supervisor(s);
- Curriculum Vitae;
- Declaration (PT or EN), on your honour, regarding the originality of the work, and that you are aware that, under the terms of the law, the scientific work will be deposited in the UÉ Digital Repository.

If the doctoral student wishes to obtain the European Doctorate, he/she must submit the necessary documentation.

6.8.6. Application for admission to public examinations for a master's degree

Master's (2nd cycle) and Integrated Master's students enrolled in a Dissertation/Project Work/Internship Report and with an approved project must submit their scientific work in order to apply for admission to public examinations by the deadlines stipulated in the Calendar of Academic Procedures. If the work is not submitted by the deadline, the student will be liable to pay tuition fees:

- of the instalments for the odd half year if you hand them in by 31 March;
- of all the instalments for the academic year, in the case of submission after 31 March and up to the deadline for submission/application for admission to exams defined in the Calendar of Academic Procedures, and may not simultaneously benefit from special schemes that allow for a reduction in tuition fees.

The request for admission to public examinations can only be instructed and submitted to the School's Scientific Council if the student..:

- has included all the required documents in the application;
- has completed the curricular part of the master's degree;
- you do not owe tuition fees. If you have requested a phased payment plan for the debt, you cannot start taking the exams until the plan has been fulfilled and the debt has been settled.

Under the terms of the specific regulations for Supervised Teaching Practice (PES), students can only apply for public examinations once they have passed their internship(s).

After the Academic Services have analysed your application for admission to the exams, you will be notified by a message in SIIUE if the process has been correctly instructed. If not, the submission will not be considered and the tuition fee instalments due will be due until the application is duly instructed.

The submission must be made through an online application, via the GesDoc platform (email or paper submissions are not allowed), and you will be notified via the SIIUE that you have successfully completed your submission. The following documentation must be attached to Gesdoc in digital format (unencrypted pdf and the sum of all files must not exceed 128Mb):

- Application for admission to public examinations (model T-006);
- Dissertation, Project Work or Internship Report in accordance **with the approved project** and in accordance with the rules laid down by RAUÉ, namely:
    - **An abstract in Portuguese** and an **abstract in English** (topped by the **title of** the thesis in the same language), each up to 150 words (without mathematical formulae, diagrams or other illustrative material);
    - The **cover** and **title page** must be extracted from the student's profile, in SIIUE, option Dissertation > Issue Cover.
- Opinion(s) of the supervisor(s);
- Curriculum Vitae;
- Declaration (PT or EN), on your honour, regarding the originality of the work, and that you are aware that, under the terms of the law, the scientific work will be deposited in the UÉ Digital Repository.

6.8.7. Reformulation by decision of the jury

After the jury meeting, in the case of a Preliminary Order with a decision to reformulate, the doctoral student has 90 days and the master's or integrated master's student has 70 non-extendable days, from the date of registration of the notification in SIIUE, to reformulate the thesis or dissertation/internship report/project work or declare that they intend to keep the work unchanged.

The copy of the reformulated dissertation/internship report/project work must be submitted online via the GesDoc platform and must be attached:

- Model T-009 application for admission to public examinations after reformulation;
- Thesis or Dissertation, Project Work or Internship Report in accordance **with the proposals for reformulation** and in accordance with the rules laid down in RAUÉ. Alternatively, the student can submit a declaration that they intend to keep the work as they originally submitted it;
- Opinion(s) of the supervisor(s).

A candidate will be considered to have withdrawn if, after the deadline has passed, he or she does not submit either the reformulated thesis or a declaration that he or she intends to maintain it as presented.

6.8.8. Extension of the delivery deadline

In situations of parenthood or illness duly proven by a doctor's certificate, students enrolled in a thesis, dissertation/project work/internship with an approved project can request online, via GESDOC, an extension of the deadline for their submission, corresponding to the period of the certificate.

The extension period begins on the day after the deadline for submission/application for admission to public examinations, as defined annually in a rectorial order, and implies enrolment for the academic year.

After the end of the extension period, if the student fails to hand in the work, the instalments due are due, taking into account the deadlines for payment of tuition fees stipulated in the Tuition Fees Regulations, in order to be able to hand it in at a later date.

6.8.9. Legal deposit after public exams

Students must submit their Thesis/Dissertation/Project Work/Internship Report, with the changes suggested by the jury, within 30 days of passing the public examinations.

According to the law, theses, dissertations, project work and internship reports are subject to the National Register of Theses and Dissertations (RENATES) and to the mandatory deposit of a digital copy in the repository of the Portuguese Open Access Scientific Repository (RCAAP) network.

Submissions must be made through an online application, via the GesDoc platform (email or paper submissions are not allowed), and the following documents must be attached:

- Printout T-007 (PT or EN) - Validation by the supervisor of the changes made to the minutes of the public examinations;
- Dissertation, Project Work or Internship Report with the changes suggested by the jury (in digital format);
- Declaration (PT or EN), on your honour, that you are aware that, under the terms of the law, the scientific work will be deposited in the UÉ Digital Repository.

The **cover**, **title page** and **composition of the Jury** to be included in the work must be extracted from the Student's profile, in SIIUE , option Dissertation > Issue Cover.

Failure to hand in the copies with the supervisor's validation will invalidate the issue of the diploma and any proof of success in the public examinations.

6.9. Certification and supporting documents

Students may apply online for documents certifying their academic qualifications and/or academic standing. Certificates are issued within 30 days of payment of the respective fees.

Under the terms of the Tuition Fees Regulations, non-payment of tuition fees means that no diploma, certificate of completion or any other informative document on the student's academic career will be issued for the academic year to which the debt relates.

Requests for certification must be made by the student in the SIIUE, via the option Documents**" Requests for certification documents**.

Requests from former students will only be accepted if they clearly state the student's full name, ID number and type, and course. If you have forgotten your password to access the SIIUE, please contact the SAC ONLINE Centre.

When you order online, you must record in the order how you want to receive the document:

- In person at the Student Desk of the Academic Services (at the time of the request);
- Send by registered post with acknowledgement of receipt (when reception in person is not possible).

Certificates have an associated cost in accordance with the Table of Fees in force. The amounts due are available on SIIUE, and the application is cancelled in the event of non-payment within 3 days of notification on SIIUE.

The maximum period for the Diploma to be made available is 30 days after payment of the respective fees, but it can be requested with an urgency fee of 3 days or 6 days, plus the respective fees set out in the table of fees.

When applying for a certification or proof document, the student must be aware of what they are asking for and the information that will be contained in the document.

6.9.1. Proof of enrolment

Proof of enrolment and registration is free of charge and must be issued annually:

- Student status in the current academic year;
- Attendance at the course in a given academic year;
- Curricular units for which the student is enrolled in a given academic year.

Proof of enrolment and registration must be **obtained online, by the student themselves, via their SIIUE profile**. To do this, the student must access the SIIUE, with the UÉ student credentials obtained after enrolment, in the main menu choose the option **Document´s Proofs**, followed by the option **Enrolment and Registrations**.

It can only be obtained after validation of qualification documents and identification documents, in accordance with those included in the application (not applicable to students admitted through the National Access Competition) and payment of tuition fees within the deadlines stipulated in the Tuition Fee Regulations.

In the case of students enrolling in bachelor's or integrated master's degree programs with prerequisites, international students must also submit the original prerequisite form to the SAC in order to obtain proof of compliance.

This voucher can be used for various purposes, such as

- Family allowance;
- ADSE;
- See;
- Bank loan applications;
- Application for Student Worker status (with the employer).

The proof of enrolment and registration issued through SIIUE is digitally certified, under the terms of the legal regime for electronic documents and digital signatures, Decree-Law no. 290-D/99 of 2 August, as amended. The document has a validation code that allows any external organisation to verify its validity. This proof will not be signed/stamped by the Academic Services since it already has the necessary elements to verify its validity and authenticity.

6.9.2. Proof of academic achievement

Under the terms of the Academic Regulations, in order to obtain Academic Achievement, the student must:

- pass in UCs totalling at least 70% of the number of ECTS corresponding to a curricular year (60 ECTS full-time, 30 ECTS part-time), except in the first year of enrolment at the UÉ, when that percentage will be reduced to 50% (ECTS from UCs obtained through accreditation and ECTS from Extracurricular Units are not counted);
- in the case of a dissertation/internship report/project work enrolment, no
- In the 2nd cycle or integrated master's programme, academic achievement is measured by the submission of the dissertation/internship report/project work within the regulated deadline;

- in the 3rd cycle, if the thesis corresponds to 50% or less of the 60 ECTS, the academic record will be calculated based on the achievement of 70% of the remaining ECTS. If the thesis corresponds to more than 50 per cent of the 60 ECTS, no proof of academic achievement can be issued, but a declaration of compliance with the research work plan can be requested from IIFA, based on the research monitoring reports and the supervisor's opinion.

In the case of students with a special student-worker regime, a student is considered to have passed at least half of the UCs in which they are enrolled.

Proof of academic achievement is free of charge and proves that the student has achieved academic success in the academic year in question. It must be **obtained online by the student themselves, via their profile on** SIIUE. To do this, access the SIIUE, with the UÉ student credentials obtained after enrolment, in the main menu under the option **Documents" Proofs" option Academic Achievement.**

The purpose of this certificate is to prove the student's academic achievement, namely for the purposes of:

- Family allowance
- ADSE;
- See;
- Bank loan applications;
- Application for Student Worker status (with the employer).

Proof of academic achievement issued through SIIUE is digitally certified, under the terms of the legal regime for electronic documents and digital signatures, Decree-Law no. 290-D/99 of 2 August, as amended. The document has a validation code that allows any external organisation to verify its validity. This proof will not be signed/stamped by the Academic Services since it already has the necessary elements to verify its validity and authenticity.

6.9.3. Certificate of achievement in curricular units

The certificate of achievement is the certificate of approval of the curricular units that the student has passed in the course in which they are or have been enrolled, showing the number of ECTS credits, the academic year in which they passed, the language in which they were taught and the teaching hours of the respective UC.

Students can obtain a pass certificate as long as they have passed the course in which they were enrolled and as long as they do not owe any tuition fees.

In the case of successful attendance of extra-curricular units, the student is also entitled to a certificate of approval.

6.9.4. Certificate of qualification

The **qualification certificate** is a document that can only be issued to students who have already graduated and includes all the curricular units that the student has passed in the context of obtaining the degree, but does not present and as such does not certify the final average and date of completion of the degree.

The request must be made in the EUIS, via the option Documents**" Requests for certification documents**.

The Academic Transcript does not certify the degree; it is a supplementary document, and the information regarding the degree is included in the diploma supplement, which is provided in digital format along with the degree certificate.

6.9.5. Diploma

The bachelor's degree diploma is the document that certifies the completion of a bachelor's degree, within the scope of the 1st cycle of studies or the completion of the first 3 years of the integrated master's degree, certifying the award of the academic degree of bachelor, stating the date and average of completion.

The degree certificate may be issued in Portuguese or English, as requested, and is accompanied, at no additional cost, by a digital version of the diploma supplement (an informational document that does not certify the degree); this does not apply to courses offered under the pre-Bologna system.

6.9.6. Postgraduate Diploma

The postgraduate diploma is the document certifying the completion of a non-degree course that has been offered as a postgraduate course and which the student entered having successfully completed the respective study programme.

The diploma may be issued in Portuguese or English, as requested, and is accompanied, at no additional cost, by a digital version of the diploma supplement (informational document); however, this does not apply to courses offered under the pre-Bologna system.

6.9.7. Diploma of specialisation course

The specialization course diploma **corresponds to a set of curricular units from the curricular component of a 2nd cycle, namely the 1st year of the master's degree**, and is a non-degree course diploma. The diploma can only be awarded as long as it is stated in the master's notice that it confers this type of diploma.

To obtain this diploma, the student must enter a 2nd cycle programme and pass the set of curricular units defined for this type of diploma. If the student has obtained 70 per cent or more of the number of ECTS credits for this diploma, he or she cannot obtain it, and the accreditation that enabled him or her to obtain the diploma is intended for progression in studies.

6.9.8. Master's degree diploma

The master's degree diploma corresponds to the completion of the curricular component of a 2nd cycle (all the curricular units of the master's degree with the exception of the Dissertation or Project Work or Internship), and is a non-degree course diploma.

In order to obtain this diploma, the student must enter a 2nd cycle programme and pass the curricular component of the respective master's degree, and the number of ECTS credits cannot be less than 60 ECTS. If the student has obtained credit for 70 per cent or more of the curricular component of the 2nd cycle, they cannot obtain this diploma, since the credit that enabled them to complete the curricular component of the master's degree is intended for study progression.

6.9.9. Master's degree diploma

The master's degree diploma is the document that certifies the completion of a master's degree, within the scope of a 2nd cycle or integrated master's degree, certifying the award of the academic master's degree, including the date and average of completion.

The degree certificate may be issued in Portuguese or English, as requested, and is accompanied, at no additional cost, by a digital version of the diploma supplement (an informational document that does not certify the degree); this does not apply to courses offered under the pre-Bologna system.

6.9.10. Diploma of advanced studies

The advanced studies diploma corresponds to a **set of curricular units from the curricular component of a 3rd cycle** and is a non-degree course diploma. The diploma can only be awarded as long as it is stated in the doctorate's Notice that it confers this type of diploma.

To obtain this diploma, the student must enter a 3rd cycle programme and pass the set of curricular units defined for this type of diploma. If the student has obtained 70 per cent or more of the number of ECTS credits for this diploma, he or she cannot obtain it, and the credit that enabled him or her to obtain the diploma is intended for study progression.

6.9.11. Diploma in doctoral studies

The diploma of a doctoral course corresponds to the **completion of the curricular component of a 3rd cycle**, under the terms set out in the study plan (set of curricular units of the Doctorate), and is a non-degree course diploma.

In order to obtain this diploma, the student must enter a 3rd cycle and pass the curricular component of the respective doctorate under the terms stipulated in the study plan and in the regulations creating the course, and the number of ECTS credits cannot be less than 30 ECTS. If the student has been credited with 70 per cent or more of the curricular component of the 3rd cycle, they cannot obtain this diploma, and the credit that enabled them to complete the curricular component of the master's degree is intended for study progression.

6.9.12. Diploma of Doctorate

The doctoral diploma is the document that certifies the completion of a doctorate, within the scope of a 3rd cycle, certifying the award of the academic degree of doctor, stating the date and average of completion.

The degree certificate may be issued in Portuguese or English, as requested, and is accompanied, at no additional cost, by a digital version of the diploma supplement (an informational document that does not certify the degree); this does not apply to courses offered under the pre-Bologna system.

6.9.13. Degree letter or doctoral letter

Students who obtain a bachelor's, master's or doctoral degree can be issued with a course letter or doctoral letter, which can be handed over in a straw with the UÉ logo, either in person or at a public ceremony to be held at the University of Évora. The document does not include a final average or date of completion, but only the academic degree.

6.9.14. Certificate of course programme

It is the responsibility of the Academic Services to provide certification of UC programmes, in accordance with the information on the course unit form registered in SIIUE by the teacher responsible, and validated by the competent bodies.

The documents relating to UCs passed up to the 2015/16 academic year, including the programmes, are only available in Portuguese. After 2016/17, the documents can now be made available in Portuguese and English.

6.9.15. Declaration of registration for free public transport pass

The Declaration of Enrolment for the public transport pass, provided for in Ministerial Order no. 7-A/2024, of January 5, must be **obtained online by the student themselves**, enrolled in a study cycle (courses requiring annual renewal of enrolment), **through their SIIUE profile**. To do this, the student must access the SIIUE, with the UÉ student credentials obtained after enrolment, in the main menu choose the option **Documents" Proofs**.

Free passes for young students are made available by the entities that issue public transport tickets, at the request of the interested parties, by filling in the membership form, which must be accompanied by the Declaration of Enrolment, as well as a citizen's card or other equivalent valid document proving the date of birth. For more information see the website of the Institute of Mobility and Transport.

Regulation, Orders and Guidance

7. Regulations, orders and guides

- Academic Regulations;
- Tuition fees regulations;
- Regulations for the Accreditation of Training and Professional Experience;
- School calendar;
- Calendar of academic procedures;
- Setting tuition fees;
- Setting Incentives for International Students;
- Table of Fees;
- Guide to Requesting Certification Documents.