

## **Fernando Pessoa Teaching and Culture Foundation**

### **Regulation No. 982 / 2019**

Under the terms of paragraph 1 of Article 45-A of Decree-Law No. 74/2006, of 24 March, amended and republished by Decree-Law No. 65/2018 of 16 August, the President of Fernando Pessoa Teaching and Culture Foundation (FFP), the founding body of Fernando Pessoa University (UFP), publishes the regulations for the accreditation of studies and professional experience of candidates and students of the organic units of UFP.

These regulatory rules revoke Regulation no. 180/2018, published in *Diário da República* no. 58, 2nd series, of 22 March 2018.

18th December 2019. – The Rector of UFP, *Salvato Vila Verde Pires Trigo*

## **Regulatory rules for accreditation for further studies at Fernando Pessoa University**

### Article 1

#### **(Object and scope)**

1. The present rules, drawn up to comply with subparagraphs 1 to 6 of Article 45-A of Decree-Law No. 74/2006, of 24 March, as last amended by Decree-Law No. 65/2018, of 16 August, regulate the process of accreditation of knowledge and competences of students who are registered and enrolled to pursue studies conferring an academic degree, at Fernando Pessoa University (UFP).
2. Under the terms of Article 45 of the aforementioned decree, the granting of ECTS (European Credits Transfer System) credits to previous studies, whether or not conferring an academic degree, and to professional experience may only be registered, for the purposes of pursuing undergraduate, master's and doctoral studies, at UFP.

## Article 2

### (Concepts)

1. For the purposes of these regulatory rules, the following definitions shall apply:

- a) «Cycle of studies» a higher education course conferring an academic degree;
- b) «Study plan» the organised set of curricular units which a learner must pass in order to obtain a given academic degree;
- c) «Curricular structure» the set of scientific areas that make up a cycle of studies and the number of credits that a learner must have in each of them to obtain a certain academic degree;
- d) «Curricular unit» the unit of education with its own study objectives which is the subject of administrative registration and assessment expressed in a final classification;
- e) «Curricular unit framework of competences» all the competences defined as learning outcomes of a curricular unit, the acquisition of which is required to obtain its approval;
- f) «Competence» the set of knowledge, competences and attitudes considered relevant for the purpose in question, which is aligned with the learning outcomes defined for a particular curricular unit;
- g) «Accreditation » the process by which the relevant competences, whose acquisition has been demonstrated by the applicant, are validated and gauged and which results in the value being recorded in ECTS or work unit defined by reference to the European credit transfer and accumulation system;
- h) «Credit» the unit of measurement of the learner's work in all its forms, namely, lectures, tutorial type personal orientation sessions, internships, projects, field work, study and assessment, in accordance with the applicable legislation;
- i) «Level of credits» the level of higher education obtained and to which the credits to be awarded in the target course refer;
- j) «Target course» the course in which the applicant is enrolled or intends to enrol at UFP and for which accreditation of training and/or professional experience is requested;
- k) «Studies of origin» the course, duly certified, in which the applicant acquired the knowledge for which accreditation is requested;

- l) «Professional experience of origin» the professional experience, duly attested, in which the applicant has acquired the competences for which accreditation is requested;
- m) «Professional experience» the performance of functions or activities in a professional context, as well as participation in scientific actions or projects of recognized merit;
- n) «Change of institution/course pair» or “Transfer of academic dossier” the application system by which a candidate, who was previously registered and enrolled in a cycle of studies/course at another national or foreign higher education institution, duly recognised, intends to enrol at UFP in a cycle of studies/course, for which he or she meets the legal entry conditions, equal or different from the one(s) in which, in previous school years, he or she had enrolled;
- o) «Re-entry» the act by which a student, after interruption of studies in an institution/course pair of higher education, registers at the same institution and enrolls in the same course or course that followed it;
- p) "Academic path" the set of enrolments in curricular units of the same cycle of studies at the same institution of higher education, under the terms of Article 46-A of Decree-Law No. 74/2006, of 24 March, as amended;
- q) «Accreditation examination» the process of assessing specific knowledge and competences required by the accreditation commission for the purposes of granting credits under subparagraphs d), f) and h) of Article 45(1) of Decree-Law no. 74/2006, of 24 March, as amended;
- r) «Portuguese rating scale» the entire numerical scale from 0 to 20 values, which considers approval as not less than 9.5 and failure to qualify less than 9.5.

### Article 3

#### **(Accreditation)**

1. With a view to pursuing studies to obtain an academic degree or diploma, pursuant to Article 45(1) of Decree-Law No. 74/2006 of 24 March, as amended, and considering the limits established by law and by these regulatory rules, the competent statutory bodies of UFP:
- a) may accredit studies undertaken in the context of other higher education cycles of studies conferring a degree at national or foreign higher education institutions, either obtained in the framework resulting from the Bologna Process or previously;

b) may accredit the studies undertaken within the framework of higher technical professional courses, up to a limit of 50% of the total credits of the cycle of studies;

c) may accredit the curricular units passed, under the terms of Article 46-A of Decree-Law No. 74/2006 of 24 March, as amended, up to a limit of 50% of the total credits in the cycle of studies;

d) may accredit the studies undertaken within the framework of non-academic degree courses from recognised national or foreign institutions of higher education, up to a limit of 50% of the total credits of the cycle of studies;

e) may accredit the training carried out as part of technological specialisation courses, up to a limit of one third of the total credits in the cycle of studies;

f) may accredit other training not covered by the above subparagraphs up to a maximum of one third of the total credits in the cycle of studies;

g) *[Not applicable in university education]*

h) may accredit duly proven professional experience, up to a limit of one third of the total credits of the cycle of studies.

2. All credits granted under subparagraphs (d) to (h) of the preceding paragraph may not exceed two thirds of the total credits in the cycle of studies which is the subject of the application.

3. In the cycles of study leading to master's and doctoral degrees, the limits to accreditation established by the previous paragraphs refer, respectively, to the master's course mentioned in subparagraph a) of article 20(1) and the doctoral course mentioned in article 31(3) of Decree-Law no. 74/2006, of 24 March, as amended.

4. No accreditation is granted for:

a) Teaching in cycles of studies which do or do not confer an academic degree, and which was not authorized under the law;

b) Teaching offered in courses conferring or not an academic degree outside the locality and premises to which accreditation and/or registration refer.

5. Accreditations are null:

a) In accordance with subparagraphs a) and d) of paragraph 1, when the foreign institutions in which the studies were undertaken are not recognised by the competent authorities of the respective State as part of its higher education system, as established in article I.1 of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, approved, for ratification, by Resolution of the Assembly of the Republic no. 25/2000, of 30 March;

b) when they exceed the limits laid down in paragraphs 1 and 2 of this Article.

6. The granting of credits under subparagraphs (f) and (h) of paragraph 1 shall be subject to specific knowledge assessment procedures in accordance with Article 9 of these regulatory rules.

6.1. In justified cases, in accordance with subparagraph (d) of Article 3, the accreditation may be subject to an examination which shall be drawn up in terms similar to those laid down in paragraphs 7.1 and 7.2 of Article 9.

#### Article 4

##### **(Rules applicable to accreditation)**

1. Accreditation does not aim to ascertain the coincidence of designations and/or contents, but rather to verify the level of credits and the area in which they were obtained as well as their relevance to the competences to be conferred by the cycle of studies in which it is intended to pursue higher studies.

1.1. With regard to the level of credits, and for the purposes of accreditation:

a) Undergraduate degrees are considered at the level of the 1<sup>st</sup> cycle of studies and of the integrated cycle of studies (corresponding to the first six curricular semesters of work);

b) Postgraduate and master's degree courses are considered at the level of the 2<sup>nd</sup> cycle of studies and integrated study cycles (corresponding to the last four curricular semesters of work);

c). PhD courses are considered at the 3<sup>rd</sup> cycle of studies.

1.2. The studies of origin to be accredited must be of, at least, the same level as the target course and may not be of a lower level of qualification, except for credit granted in accordance with the provisions of Article 5(2).

1.2.1. Curricular units of a 1<sup>st</sup> cycle of studies or equivalent cannot be accredited for a 2<sup>nd</sup> cycle of studies or for the 2<sup>nd</sup> cycle of an integrated master, except in exceptional situations;

1.2.2. Curricular units of a 2<sup>nd</sup> cycle of studies or equivalent cannot be accredited for a 3<sup>rd</sup> cycle of studies, except in exceptional situations.

1.3. The curricular units of the studies of origin must be obtained in an area compatible with that of the curricular units to be credited in the target course. The accreditation must also consider the weight of the ECTS of the curricular units, according to the curricular structure of the respective cycle of studies.

2. Accreditation of studies may be granted by:

a) Curricular unit, in which case the curricular units of the studies of origin and the curricular units of the target course will be identified;

b) Overall value of ECTS, with, in this case, identification of the curricular units of the target course in which those ECTS will be used.

3. Accreditation of professional experience is granted only for the total amount of ECTS, with, in this case, identification of the curricular units of the target course in which those ECTS will be used.

4. The curricular units of a course of origin cannot be accredited in the target course, in isolation, if the number of corresponding credits is lower than that of the curricular units to be accredited in the cycle of studies for which the accreditation is requested.

4.1. To complete the number of ECTS corresponding to a curricular unit of the cycle of studies, for which the accreditation is requested, the curricular units of a course of origin may be credited in the target course in aggregated form, with the possibility of joining two or more curricular units of the same area.

5. Accreditation of studies is based on the curricular units that were effectively attended and approved in the course of origin and not on the curricular units resulting from previous accreditation or equivalence processes.

6. The law does not allow partial accreditation of curricular units.

7. The curricular units or ECTS of a course of origin that were used for the accreditation of curricular units in a target course cannot be used again to credit other curricular units in this or another cycle of studies. Exceptions may be made in cases in which:

a) The number of ECTS of the respective course of origin is equal or greater than the sum of the ECTS of the different curricular units of the same target course;

b) The curricular unit is common to several cycles of studies.

8. Curricular units which the student has already been enrolled in and has not passed may not be accredited, except in the case of re-entry and only if the studies and/or professional experience of origin was obtained at a date subsequent to that enrolment and attendance.

9. In the case of cycles of studies, whose study plan integrates curricular units object of public appreciation and discussion by a jury appointed for that purpose, as is the case of the graduation project or equivalent (1<sup>st</sup> cycle), the master's dissertation (2<sup>nd</sup> cycle), the project work (2<sup>nd</sup> cycle) and the doctoral thesis (3<sup>rd</sup> cycle), these cannot be accredited.

## Article 5

### **(Higher education conferring a degree)**

1. In accordance with current legislation, studies undertaken in national or foreign higher education systems may be accredited, namely if:

a) The studies and/or curricular units undertaken by the applicant in cycles of studies organized according to the Bologna Process;

b) The curricular units passed at UFP, under the regime of external student or free and/or single enrolment are accredited the moment their bearer obtains the legal conditions to register and enrol as a regular student of the cycle of studies to which such units belong;

c) Courses undertaken prior to the Bologna Process or in countries not adhering to it, and the respective quantitative expression of the conversion into ECTS should take into account the duration, in teaching time, of these courses and the area in which they were obtained.

2. In the case of studies obtained in a pre-Bologna undergraduate's degree, the accreditation under Article 3(1)(a), must take into account that:

a) For 5-year undergraduate degrees, the 1<sup>st</sup> cycle level corresponds to the first four years and the 2<sup>nd</sup> cycle level to the fifth year;

b) In the 4-year undergraduate degrees, the total studies undertaken corresponds to the 1<sup>st</sup> cycle level, and it is not possible to accredit curricular units in a 2<sup>nd</sup> cycle target course.

3. In case of re-entry to a cycle of studies that has replaced the course attended by the student, the accreditation, under Article 3(1)(a), shall be made through the application of a table of correspondence between the previous course and the current one, prepared by the scientific council and approved by the Rector of UFP, in the context of the transition of study plans. In the absence of this correspondence table, accreditation shall be granted under the terms of these regulatory rules.

3.1. Upon re-entry, the totality of the studies obtained during the previous enrolment is accredited, and the student may not be subject to undertake a number of credits greater than the difference between the total number of credits required for the awarding of the degree and the credits for the totality of the studies obtained during the previous enrolment in the same course/institution that preceded it:

$$nECTS\ CDnCred \geq (ntECTS\ FO - nECTS\ FOapr)$$

in which,

nECTS CDnCred = number of credits of the target course not accredited and that the student has to fulfill;

ntECTS FO = total number of credits from the studies of origin required to obtain the degree;

nECTS FOapr = number of credits from the studies of origin in which the student passed.

3.2. In duly justified cases, in which it is not possible to consider all the studies obtained in the previous enrolment, given the level or content of some curricular units, the number of credits to be undertaken in order to conclude the academic degree cannot be higher by 10% than that resulting from the application of the rule of the previous subparagraph, that is:

$$nECTS\ CDnCred \geq (ntECTS\ FO - nECTS\ FOapr) + (ntECTS\ FO - nECTS\ FOapr) \times 0,1$$

4. In the case of “change of institution/course pair” or “transfer of academic dossier”, the curricular units of the studies of origin, whose area and training objectives and learning outcomes are the same or similar to those of the curricular units of the target course, shall be accredited under Article 3(1)(a). In the case of specific curricular units of the cycle of studies to be attended at UFP, namely pre-clinical and clinical training curricular units, the granting of credits may require an accreditation examination.



4.1. In duly justified cases, in which it is not possible to consider all the studies obtained in the previous enrolment, given the level or content of some curricular units, the provisions of paragraph 3 of this article shall apply for the purpose of determining the number of credits to be awarded in order to conclude the academic degree, provided that the studies of origin are in an area adequate to that of the cycle of studies for which the applicant was admitted.

4.2. If the transfer comes from a course undertaken outside the European Higher Education Area or organised outside the principles of the Bologna Process, it may not be possible to fully accredit the studies obtained in an area corresponding to that of the cycle of studies for which the applicant was admitted, or to apply the provisions of paragraph 3 of this article for the purpose of determining the number of credits to be granted for the conclusion of the academic degree.

5. In the case of entry of a higher education holder into an integrated course of study, in order to obtain the degree of master, the ECTS equivalent to the entire previous degree is accredited, provided that, cumulatively, it is ascertained that:

- a) The undergraduate degree, or a legal university or polytechnic equivalent, is in a scientific area compatible with that of the cycle of studies for which the student applied;
- b) The undergraduate degree, or legal equivalent, was granted following a 1<sup>st</sup> cycle of studies organised in accordance with the principles of the Bologna Process by a State adherent to this process, or following a pre-Bologna degree obtained in a country belonging to the European Union

5.1. For integrated cycles of studies that are conditioned by specific Community directives, the attendance of curricular units of the 1st cycle of the referred integrated masters may be required in the complement of studies, indispensable for the fulfilment of those directives, if the undergraduate degree was obtained in a country that does not belong to the European Union. The accreditation, in these cases, shall be governed by specific regulation, approved by the scientific council of the respective organic unit and approved by the Rector.

6. In the case of curricular units successfully completed in a cycle of studies at UFP, under the terms of Article 46-A of Decree-Law No. 74/2006, of 24 March, as amended, the respective accreditation is made, in its entirety, under Article 3(1)(c), if and when the student enrolls in that cycle of studies.

6.1. Curricular units undertaken under the terms of Article 46-A of Decree-Law No. 74/2006 of 24 March, as amended, are only considered for accreditation if they have been undertaken in a UFP cycle of studies and if the student enrolls.

6.2. The maximum number of credits to be considered, for the purposes of the limit established in article 3(1)(c), is 60 ECTS for the student whose academic path includes the enrolment, in an assessment regime, of isolated or single curricular units only as from the entry into effect of Decree-Law no. 74/2006, of 24 March, as amended.

7. The accreditation of curricular units undertaken within mobility programmes is governed by a specific regulation, approved by the scientific council of the respective organic unit and approved by the Rector of UFP.

#### Article 6

##### **(Professional higher technical courses)**

1. In accordance with the legislation in effect, courses undertaken in national or foreign higher education systems may be accredited, namely studies obtained in technical higher professional courses. The respective expression in ECTS must take into account the scientific affinity they have with the cycle of studies to be attended and the degree of knowledge and competences provided by such courses.

2. Studies undertaken within the framework of professional higher technical courses may be accredited only for the purpose of pursuing the 1<sup>st</sup> cycle of study, under Article 3(1)(b) and with the limitations referred to therein.

#### Article 7

##### **(Courses of technological specialization)**

1. In accordance with the legislation in effect, courses undertaken in national or foreign higher education systems may be accredited, namely training obtained in technological specialisation courses. The respective expression in ECTS must take into account the scientific affinity they have with the cycle of studies to be attended and the degree of knowledge and competences provided by such courses.

2. Studies undertaken within the framework of technological specialisation courses may be accredited only for the purpose of pursuing the 1<sup>st</sup> cycle of study, under Article 3(1)(e) and with the limitations referred to therein.

3. Technological specialization courses that correspond to the complementary training component, for the completion of secondary education, are not accredited.

Article 8

**(Higher education not conferring a degree)**

1. In accordance with the legislation in effect, courses undertaken in national or foreign higher education systems may be accredited, namely training obtained in courses which do not confer an academic degree. The respective expression in ECTS must take into account the scientific affinity they have with the cycle of studies to be attended and the degree of knowledge and competences provided by such courses.
2. Training undertaken within the framework of courses not conferring a degree may be accredited under Article 3(1)(d) and with the limitations referred to therein.

Article 9

**(Other training and professional experience)**

1. In accordance with the legislation in effect, other training not covered in the above articles, professional experience and personal curriculum development may be accredited. The respective expression in ECTS must take into account the scientific affinity they have with the cycle of studies to be attended, the basic nature of the curricular unit to be accredited by this means and the degree of knowledge and competences provided by such activities.
2. Other training not covered in the previous articles may include advanced professional training, participation in scientific events (congresses, colloquia, conferences, seminars, workshops), short courses, language courses, summer courses, internships, voluntary activities or others, on condition that they are provided by recognised entities, in which case they shall be accredited under Article 3(1)(f) and with the limitations referred to therein.
  - 2.1. Proficiency in a foreign language, acquired as a mother tongue or learned, without formal instruction, as a result of its use in a socio-professional context, when duly proven, is considered to be other training. The respective accreditation can only be made for a foreign language curricular unit in the target course and requires taking an accreditation examination and is therefore not considered in the calculations referred to in the following two paragraphs.

3. For each of the courses undertaken, a score is awarded, obtained using the following formula:

$$OF = NH / 25 \times AC \times AF$$

in which,

OF = score for other training, covered by Article 3(1)(f), corresponding to the credits to be granted (1 point = 1 ECTS);

NH = number of study hours, with a value of 0.1 if this information is not certified;

25 = number of overall working hours corresponding, at UFP, to 1 ECTS;

AC = scientific affinity index, which goes from “high affinity”, “some affinity” and “no affinity”, being assigned, respectively, one (one), 0.5 (zero point five) and 0 (zero) values;

AF = final assessment of the studies, with a score of 1 being given if such an assessment existed, corresponds to a positive rating and is certified; and a score of 0.75 if it does not exist, is not certified and/or is negative.

4. The determination of the total of credits to be granted to another course corresponds to the sum of the scores attributed to each course undertaken, with at least 1 value/ECTS ( $OF \geq 1$ ), this total being rounded to the unit.

4.1. Other courses with a score of less than 1 point are not considered for accreditation.

5. Professional experience, in addition to the functions and tasks of professional nature, may include the performance of professional internships, the guidance and supervision of students and participation in research activities, and shall be accredited under Article 3(1)(h), and with the limitations therein; no more than 1 ECTS per year of experience in the area of the cycle of studies may be granted.

6. The total number of credits to be allocated to professional experience shall correspond to the sum of the scores for each type or modality of experience, rounded off to the nearest whole number. The calculation of the partial scores, by type or modality of experience, is obtained by applying the following formula:

$$EP = NA \times RCA$$

in which,

EP = score for a given professional experience corresponding to the credits to be granted (1 point = 1 ECTS);

NA = number of years of professional experience relevant to the cycle of studies;

RCA = the index of relevance of acquired competences, which ranges from “very relevant”, “some relevance” and “irrelevant” assigns 1 (one), 0.5 (zero point five) and 0 (zero) values, respectively.

7. In the case of accreditation for other training and for professional experience, the validation of training and experience and the granting of ECTS credits require the completion and passing of an accreditation examination (principle of demonstrability).

7.1. The purpose of the accreditation examination is to assess the applicant's knowledge and competences (principle of effective learning), their level of adequacy to the scientific areas of the cycle of studies, and to the references of competences of the respective curricular units (principle of affinity) and the degree of actuality of knowledge (principle of actuality), and may take one of the following forms:

- a) Assessment by oral examination, a written summary of the applicant's performance shall be recorded in the file;
- b) Assessment by written examination;
- c) Assessment by demonstration in a laboratory or other practical and/or clinical context;
- d) Assessment based on the combination of the assessment methods described in the previous subparagraphs.

7.2. The accreditation examination, prepared by the jury appointed for this purpose and under the superintendence of the accreditation committee, takes place on a specific schedule, proposed by the cycle coordination and approved by the faculty boards. This schedule may not be fewer than 5 (five) working days or more than 10 (ten) working days, as of the date of notification to the student, by electronic means, by the rapporteur of the accreditation commission.

7.3. If the applicant passes, the committee shall proceed with the accreditation.

## Article 10

### **(Classification of accredited units)**

1. Curricular units of studies accredited under Article 3(1) (a-e) shall retain the classifications obtained in the institutions where they were undertaken.

1.1. Where accreditation under point (d) has been subject to an accreditation examination, the classification to be given shall correspond to the one obtained in that examination.

2. When such classifications are not expressed according to the Portuguese classification scale (0 - 20 values), they shall be converted proportionally to this scale, by analogical application of the provisions of Article 7 of Decree-Law No. 66/2018, of 16 August, regarding the conversion of the final classification to the Portuguese scale. Thus:

a) For classification scales in arithmetic progression the following formula is applied:

$$C_{uc} = \{[(C - C_{min}) / (C_{max} - C_{min})] \times 10\} + 10$$

in which,

$C_{uc}$  = classification of the curricular unit in the target course, converted to the Portuguese scale, and rounded to the unit;

$C$  = classification of the curricular unit obtained in the studies of origin;

$C_{min}$  = minimum classification which corresponds to approval on the foreign rating scale;

$C_{max}$  = maximum classification on the foreign rating scale;

b) In cases where the studies of origin occurred in higher education institutions in the United States of America, United Kingdom and Malta, the conversion of classifications is carried out in accordance with the legislation in force (Resolution No. 17039/2009 of 23 July, Resolution No. 6431/2009 of 26 February and Resolution No. 10537/2011 of 22 August, respectively), as follows:

Portuguese Scale	United States of America	United Kingdom	Malta
20	3,9-4,0 / A+ / 98-100	-----	-----
19	3,7-3,8 / A / 96-98	-----	-----
18	3,5-3,6 / A- / 90-95	1 / 70-100%	Scale A: Category I / Summa Cum Laude Scale B: First Class Honours / 1 / Summa Cum Laude
17	3,2-3,4 / B+ / 87-89	-----	-----
16	2,9-3,1 / B / 83-86	2.1 / 60-69%	Scale A: Category IIA / Magna Cum Laude Scale B: Second Class Honours / 2.1 / Magna Cum Laude
15	2,6-2,8 / B- / 80-82	-----	-----
14	2,3-2,5 / C+ / 77-79	2.2 / 50-59%	Scale A: Category IIB / Cum Laude Scale B: First Class Honours Lower Division / 2.2 / Cum Laude
13	2,0-2,2 / C / 73-76	-----	-----
12	1,6-1,9 / C- / 70-72	3 / 40-49%	Scale A: Category III / Bene Probatus Scale B: Third Class Honours / 3 / Bene Probatus
11	1,2-1,5 / D+ / 67-69	-----	-----
10	1,0-1,1 / D / 61-66	-----	-----

c) For all other cases where it is not possible to apply the provisions of the preceding paragraphs, it is up to the scientific council to define the formula for the proportional conversion of the classification obtained in the studies of origin to the Portuguese classification scale.

3. In the case of curricular units credited for studies for which there is no quantitative classification, the corresponding curricular units are not given a classification, and the student is considered as exempt. In this case, the accredited curricular units are not considered for the final classification of the cycle of studies.

4. In the case of credits from other training and professional experience under subparagraphs (f) and (h) of Article 3(1), the classification to be given to the accredited curricular units shall be that resulting from the respective accreditation examination.

5. In cases where more than one curricular unit of the studies of origin is considered for the purpose of granting credit to a curricular unit of the target course, the classification to be awarded is the arithmetic mean of the classifications obtained in the institution of education of origin, rounded up to the nearest unit.

5.1. If one or more curricular units have not been assigned a classification, these will not be used in the calculation of the arithmetic average.

6. When, for duly justified reasons, the result of the accreditation is known only after attendance and approval of a given curricular unit, the classification to be awarded will be the higher of the two.

7. The classifications of the credited curricular units may have specific weighting when calculating the final classification of the academic degree if this is duly justified by the competent organ of the faculty.

8. It is possible to request an examination to improve the classification of the curricular units accredited, in accordance with these regulatory rules, if the accreditation has not been granted as a result of an examination of accreditation.

8.1. The examination can only be requested in the last year of the respective cycle of studies, to improve the final average.

8.2. The examination, subject to enrolment and the payment of an administrative fee, shall take place on the dates laid down for this purpose in the annual school timetable.

8.3. The highest mark prevails in improvement of classification.

Article 11

**(Procedural rules)**

1. Accreditation is required for a cycle of studies, and the application is addressed to the director of the respective faculty, subject to payment of the respective administrative fee.
2. Students registered and enrolled to attend a UFP cycle of studies may apply for accreditation.
  - 2.1. Students whose studies to be accredited were undertaken at UFP are exempt from paying the respective administrative fees:
    - a) In a study plan that preceded the current study plan, the accreditation process is activated by the director of the respective faculty upon re-entry or in the transition phase of study plans;
    - b) In a subsequent cycle of studies (extracurricular units), in accordance with the provisions of Article 14(2), the accreditation process will be activated by the director of the respective faculty if the student enters the aforementioned cycle of studies;
    - c) In a cycle of studies under the provisions of Article 46-A of Decree-Law No. 74/2006, of March 24, as amended (isolated curricular units undertaken as an external student), the accreditation process will be activated by the director of the respective faculty in the event that the student enters the aforementioned cycle of studies.
  - 2.2. In the case of students undergoing internal change, whose studies to be accredited have been completed at UFP but in a different cycle of study from that for which they wish to be accredited, the respective administrative fees are payable, in accordance with the general rules on the payment of school fees at UFP, corresponding to the difference between the value of the credits settled in the course of origin and the value of the credits in the target course.
3. The request for accreditation can only be made in the following situations:
  - a) Upon application for a cycle of studies;
  - b) Upon registration and up to 10 (ten) subsequent working days;
  - c) Upon enrolment of the student in an academic year, and up to 10 (ten) working days thereafter, when the training or work experience occurred in the previous year;
  - d) Upon application for re-entry and up to 10 (ten) subsequent working days;
  - e) At the end of the academic year, when an internal change of cycle of studies is requested.



3.1. An application for accreditation that is not made within the time limit and in one of the situations listed above is preliminarily rejected.

4. The application for accreditation and the granting of credits are subject to the payment of the respective administrative fees, in accordance with the general rules on the payment of school fees at UFP.

4.1. There will be no refund of the fee paid if the application is rejected.

4.2. Accreditation process shall be considered valid and registered only after the respective fees have been paid.

5. The application for accreditation shall be made on the appropriate form, duly accompanied by the documents listed in the subsequent subparagraphs, and delivered to the Admissions' Office in the case of applicants aiming to attend a cycle of studies, or to the respective Students' Office in the case of students enrolled in a cycle of studies.

5.1. An application for accreditation that is not properly documented is preliminarily rejected.

5.2. It is the responsibility of the Admissions' Office and the respective Students' office to verify the formal compliance of requests for accreditation with the requirements set out in the subsequent subparagraphs.

6. The application for accreditation of studies undertaken in national or foreign higher education systems and for technological specialization courses is accompanied by the following documents, which shall be either authentic or authenticated:

a) Certificates or descriptive certificates attesting to the classifications obtained, the dates of approval, the classification scale used (when different from the Portuguese classification scale) and the respective credits (if applicable);

b) Course contents, with an indication of the working and assessment methods, and time loads of the curricular units or the studies carried out;

c) Study plan of the cycle of studies or training carried out;

d) In the case of studies undertaken in foreign higher education institutions, a document proving that the institution is recognised by the competent authorities of the respective State as part of its higher education system, under the terms established by article I.1 of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, approved, for ratification, by Resolution of the Assembly of the Republic no. 25/2000, of 30 March.

6.1. In the case of studies undertaken at UFP, in the scope of other cycles of studies or of courses not conferring a degree, the delivery of the respective documents, as referred to in the previous subparagraphs, shall be waived.

6.2. Documents, which are issued by foreign education or training institutions, must be translated into Portuguese and authenticated by a Portuguese consular authority or validated by the Hague Apostille.

6.2.1. Documents issued by education or training institutions from Spanish, French or English-speaking countries need not be translated, but do not dispense with the necessary authentication and/or validation in accordance with the previous subparagraph.

7. Applications for accreditation of other training, provided outside the higher education system, and of professional experience are accompanied by the following documents:

- a) *Curriculum vitae* drawn up in accordance with the European model (*Europass*), updated and duly dated and signed;
- b) Evidence of the activities mentioned therein and of evidence, issued by competent authorities, of professional experience and competences or descriptive and certifying elements of the training undertaken, to which accreditation is being applied;
- c) Content of the training or professional activity, with a detailed description of the functions and tasks performed and the actual learning outcomes (including competences acquired through experience) relevant to the accreditation;
- d) Any other information deemed relevant for the assessment of the accreditation application.

7.1. The document required in paragraph 7(c) concerning the professional activity must be written in A4 format, in Times New Roman font size 12, with 2.5 cm margins and a maximum length of 9 thousand words.

8. Additional documentation may be required during the process of analysis of the accreditation application.

Article 12

**(Organs of appraisal, approval and appeal)**

1. The appraisal of requests for accreditation shall be the responsibility of committees designated by the scientific council of the faculty where the request for accreditation is made.

1.1. The accreditation committee is chaired by the president of the scientific council or by a teacher to whom he delegates this function, and includes two to five teachers from the cycle of studies or the area to which accreditation is requested, one of whom must be the coordinator of the respective cycle.

1.2. The members of the accreditation committee shall be mandated by the scientific council to call upon the teachers responsible for the curricular units, the scientific experts in the field of the credits to be awarded or other agents, within the scope of their competence, to issue additional opinions on the accreditation process under consideration.

1.3. The chairman of the accreditation committee shall appoint the rapporteur for the process, who shall be responsible for the preliminary examination and for drafting a proposal for a decision to be adopted by the committee in plenary.

1.4. It is also the responsibility of the accreditation committee to appoint the jury for the accreditation tests required under Article 9.

1.5. The respective minutes shall be drawn up for each accreditation process analysed, which shall include the list of accreditation s given, and shall be signed by all members of the jury.

1.6. Whenever the request for accreditation includes more than one type of accreditation, its analysis shall be in the following order of priority:

a) First, studies undertaken in the context of other higher education cycles of studies conferring a degree in national or foreign higher education institutions;

b) Second, the studies undertaken and passed at UFP, under the terms of Article 46-A of Decree-Law No. 74/2006 of 24 March, as amended;

c) Third, the studies undertaken within the framework of higher technical professional courses;

d) Fourth, studies undertaken within the framework of non-academic degree courses at national or foreign institutions of higher education;

e) Fifth, training within the framework of technological specialisation courses;

f) Sixth, other training not covered by the above subparagraphs;

g) Seventh, professional experience.

2. The analysis of the applications for accreditation shall occur within a maximum of 30 (thirty) working days after the receipt of the duly documented application.

2.1. In cases in which an accreditation examination is required, the deadline is suspended until the result is published. The jury of the accreditation examination has 5 (five) working days after the examination to inform the accreditation committee, in writing, of the classification awarded.

2.2. The deliberation of the scientific council is sent to the director of the respective faculty, who has 5 (five) working days to proceed to the respective verification (of compliance with the applicable legislation, these regulatory rules and the scientific and pedagogical coherence of the proposal presented) and to send it for approval by the Rector.

3. The Rector of UFP is the organ that approves the decisions taken, within the scope of these regulatory rules, and may delegate this power to the Vice-Rectors or Academic Pro-Rectors, if any, or to the directors of the respective faculties.

4. The student shall be notified of the accreditation decision by the Admission's Office or by the respective Students' Office within a maximum of 5 (five) working days from the date of approval of this decision, preferably through e-mail, to the institutional address.

5. The appeal regarding the deliberations of accreditation shall be presented at the Admission's Office or at the respective Students' Office, within 5 (five) working days after acknowledgement of the approval of the decision.

5.1. A request for review may be submitted only once for the same accreditation process and must include an explanatory statement justifying the disagreement with the decision taken.

5.2. The request for review is subject to payment of the respective administrative fee, in accordance with the applicable scale of charges and disclosed annually on the UFP website. This amount will be returned if the accreditation is granted.

5.3. A request for a review submitted after the deadline and/or which is not duly substantiated shall be considered an outright rejection.

6. The decision on the appeal will be taken by the Rector of UFP within 10 (ten) working days after the application. This authority may be delegated to the Vice-Rectors or the Academic Pro-Rector, if any, or to the directors of the respective faculties.

6.1. The decision on the appeal is definitive.

### Article 13

#### **(Results, registration and certification of the accreditation s)**

1. Decisions taken on accreditation processes are communicated by the Admissions' Office or the respective Students' Office to the interested parties so that they may be notified in person by signing the respective form.

1.1. Personal acknowledgement, and the respective signature of the form, are necessary conditions for the credit to remain valid and registered in the student's process. This period may not exceed one (1) year.

2. Until the date when the result of the scientific council's decision is notified, the student must attend the classes of the curricular units that are taking place, as otherwise expected learning outcomes may not be achieved and/or the student may be excluded from continuous assessment due to non-compliance with the minimum attendance defined in the academic regulations of the cycles of study of UFP or due to non-compliance with all the moments of assessment.

3. The list of accreditation s given must include:

- a) The total credits granted, broken down by type of accreditation and by scientific area;
- b) The curricular units accredited and the respective identification of the studies or the professional experience of origin;
- c) The classification deemed to be accredited;
- d) The number of credits needed to complete the cycle of studies, if any.

4. The student can always waive the accreditation of curricular units, opting to attend and pass these curricular units. To this end, the student must submit to the director of the faculty a request to waive the accreditation granted. Such request must be made within 10 (ten) working days after the student is informed of the deliberation. At the end of this period, the accreditation shall be considered tacitly accepted in their entirety.

- 4.1. Once the waiver is authorised, it is irrevocable.
- 4.2. In the event of a waiver, there shall be no refund of any payment made.
5. The accreditation s shall be entered into the computer system with the date of approval of the respective deliberation.
  - 5.1. In the case of candidates for a cycle of studies, the accreditation s shall only be registered after the student has been admitted and has enrolled. Whenever the date of enrolment is posterior to that of the approval, the date of registration of the credits shall correspond to the date of enrolment.
6. A ata de deliberação do conselho científico, e respetivo termo de creditações, são arquivados no processo individual do estudante. The minutes with the deliberations of the scientific council, and the respective list of accreditation s given, are filed in the student's individual process.
7. Given that the accreditation is granted for the sole purpose of continuing studies, the certification of the curricular units obtained by this means will only be made after obtaining the academic degree of the cycle of studies, in which the student is enrolled.
  - 7.1. If the student has obtained the accreditation for all the first six semesters (180 ECTS) of an integrated cycle of studies, the degree certificate provided for in that cycle of studies will not be issued.
8. The Diploma Supplement must explicitly mention all the accreditation s considered in the framework of the corresponding degree or diploma, along with the training and/or professional experience that led to these accreditation s.

#### Article 14

##### **(Effects of accreditation)**

1. The accreditation of a curricular unit of one semester exempts the student from attendance, allowing him/her to enrol in another curricular unit with the same number of credits, in accordance with the academic rules of the functioning of UFP cycles of studies.
2. If the student is a finalist in a 1<sup>st</sup> cycle of studies, he or she may enrol in a curricular unit of a 2<sup>nd</sup> cycle of studies. This will be accredited if he or she attends the cycle of studies, or, alternatively, will be mentioned in the Supplement to the Diploma of the 1<sup>st</sup> cycle of studies.

3. Accreditation:

- a) is not a sufficient condition for entry into the cycle of studies;
- b) shall take effect only after admission to the cycle of studies and for the said cycle of studies, and after the settlement of the fees corresponding thereto.

4. If the student, recipient of credits granted by UFP, stops attending the cycle for which he requested the credits, these, in accordance with subparagraph b) of the preceding paragraph, are neither transferable nor certified.

Article 15

**(Monitoring the implementation of regulatory rules)**

The scientific council of the respective faculty shall be responsible for ensuring compliance with the rules of this Regulation.

Article 16

**(Doubts and omissions)**

Doubts and omissions resulting from the application of these regulatory rules shall be resolved by order of the Rector, in accordance with the regulatory framework in force.

Article 17

**(Transitional provisions)**

1. The limit established in paragraph 4 of Article 46-A of Decree-Law No. 74/2006, of 24 March, as amended, shall only apply to curricular units in which a student enrolls as from the entry into force of that Decree-Law, and shall not apply to enrolments that have been made under the previous legislation.
2. The limit set for the application for accreditation under Article 11(3)(c), namely the academic year in which studies or experience were obtained, shall not apply in the academic year in which these rules come into effect. Thus, and only in the 2019/2020 academic, the student may request, upon enrolment in that year, and up to 10 (ten) subsequent working days, accreditation of training and/or professional experience that was obtained more than a year ago.

Article 18

**(Entry into effect)**

1. These regulatory rules, approved by the UFP's supervisory board, shall enter into effect on the day following their publication in the *Diário da República* and shall apply to all accreditation processes requested from that date onwards.
2. Under the terms of paragraph 1 of Article 45-A of Decree-Law No. 74/2006, of 24 March, as amended, the regulations are published in *Diário da República*, 2<sup>nd</sup> series, and on the UFP internet site.