



## **Rules for continuation of studies at University Fernando Pessoa (UFP) in the Integrated Master in Dentistry (IMD) by applicants with an undergraduate degree in Dentistry obtained in Non European Union countries**

### **A. Legal context**

1. The recognition of academic degrees and diplomas granted by foreign higher education institutions has a specific legal frame in Portugal, defined by Decree-Law nr. 66/2018, of the
2. In the terms of this decree, only public higher education institutions can grant a direct recognition of foreign academic degrees
3. Fernando Pessoa University (UFP) is a private institution of higher education, thus it cannot grant direct recognition of foreign academic degrees; it can only award credits for studies carried out in higher education institutions, national or foreign, for the purposes of continuing studies, in compliance with article 45 of Decree-Law nr. 65/2018, of the 16<sup>th</sup> of August.
4. Graduates in Dentistry, or an equivalent designation, from a Higher Education Institution from a non European Union country may apply to UFP's Integrated Master in Dentistry (IMD), requesting the creditation of previous studies and of professional experience of at least 3 years as a dentist, according to the internal rules of the university and the legislation in force<sup>1</sup>.

### **B. Application and attendance to UFP's IMD**

1. UFP's IMD has a total workload of 7500 hours corresponding to 300 ECTS, obtained in a study programme with the normal duration of 5 academic years.
2. The admitted applicants may be granted creditations:
  - 2.1. Within the scope of the graduate degree in Dentistry or legal equivalent, and after the analysis of the academic transcripts or study plan of the degree, the following creditations may be granted:
    - a) 180 ECTS: to applicants with a degree with a duration of between 7 and 8 semesters;
    - b) 210 ECTS: to applicants with a degree with a duration of more than 8 semesters
  - 2.2. In the following cases, after approval in summative exams, carried out in person at UFP:

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<sup>1</sup> Paragraph a) of nr. 1 of Article 45 and Article 45-A of Decree-Law nr. 74/2006, of the 22<sup>nd</sup> of March, in its last redaction given by the last decree-law that altered it.



- a) An extra 15 ECTS: to applicants with specialization or postgraduate courses or master degrees in the area of dental sciences **and** professional experience as a dentist between 3 and 8 years;
  - b) An extra 30 ECTS: to applicants with specialization or postgraduate courses or master degrees in the area of dental sciences **and** professional experience as a dentist of more than 8 years;
  - c) An extra 10 ECTS: to applicants that have obtained an academic degree of Doctor of Dentistry, provided they have also completed specialization or postgraduate courses or master degrees in the area of dental sciences **and** have professional experience as dentists of at least 3 years.
3. The IMD of UFP entitles its holders to request registration in the Portuguese Dental Association, in order to obtain the competent professional title of “Dentist”. Once this title is obtained, in compliance with the terms of the competent European legislation, this professional qualification is entitled to automatic recognition in the other Member States of the European Union<sup>2</sup>.
4. In compliance with the European Community Directive, the IMD is a **full-time** and **in-person** course.
- 4.1. In compliance with the European Community Directive and the Academic Regulations for UFP's undergraduate degrees and integrated masters<sup>3</sup>, the status of student-worker **does not exempt students from attending classes, laboratory practices and clinical classes**, for which attendance is mandatory.
5. The IMD classes take place throughout the academic year (September to July), according to the institutional calendar stipulated for that purpose, and are taught in the Portuguese language, thus require that the students **have adequate knowledge of the Portuguese language**.
- 5.1. Applicants that do not speak Portuguese must include in their application file proof of proficiency in this language at **B2 level**, of the Common European Framework of Reference for Languages, or take and pass a summative exam for verification of said proficiency, organized by the Coordination of the IMD, during the month of November 2022, under penalty of not being able to attend the clinical classes.
6. For the 2022/23 school year, there are **40 places** available.

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<sup>2</sup> Directive 2005/36/EC of the European Parliament and of the Council, of the 7<sup>th</sup> of September 2005, amended by Directive 2013/55/EU, of the 20<sup>th</sup> of November.

<sup>3</sup> Paragraph a) of nr. 2 of Article 17 of Regulation Nr. 927/2019, Official Journal of the Republic, 2<sup>nd</sup> Series Nr. 232, of the 3<sup>rd</sup> December.



7. Admitted applicants will have to pay an application fee and the fees for the registration of granted creditations in the 1<sup>st</sup> year of the course and the registration and attendance fees in every year they are registered, according to the school fees in force. School fees rates for 2022/23 can be checked on UFP's website and at the end of this notice.

## C. Application

### IMPORTANT:

- The submission of the online application is the responsibility of the applicant.
- All unfilled fields and all documents not submitted in the online application will be considered as missing and **no new information will be considered and no new documents will be accepted** after the submission of the online application.
- Incomplete applications will be **automatically excluded**, by **preliminary rejection**.
- Cancellation of the application: The applicant may cancel the application within the deadline set by the legal and statutorily competent body of the educational establishment.
- All contact with the candidates will be made through the email submitted in the online application, so please ensure that it is inserted correctly.
- A calendar summarizing the stages of the process is available at the end of the current Notice.

### 1. Submission of the application for 2022/23:

- 1.1. **Period:** between the 1<sup>st</sup> and the 31<sup>st</sup> of March 2022.
- 1.2. **Submission method:** solely and exclusively online at <https://infoestudante.ufp.pt/>.

### 2. Documents for the application:

Notes:

- a) Applicants will have to fill in the online application form and attach the following documents (in 1 file in PDF format) according to the respective fields of said form.
- b) The documents must respect the requirements specified in "Documents' requirements".

#### 2.1. Academic documents:



2.1.1. **Dentistry degree:**

- Diploma of completion of the undergraduate degree;
- Transcript of records or descriptive certificate of the course, with:
  - The duration in semesters and the total number of hours of the degree;
  - The number of hours of each subject;
  - The quantitative mark obtained in each subject;
  - The final [quantitative] mark of the undergraduate degree;
  - The quantitative grading scale used in the higher education institution, with the minimum mark for approval.

2.1.2. **Other post-graduate courses, *lato sensu* and *stricto sensu*, in the scientific and professional field of dental sciences:**

**For each course:** Diploma, with the number of hours of the course, final mark and quantitative or qualitative grading scale and, if possible, the transcripts of records, with the number of hours and mark for each subject and the quantitative grading scale.

2.2. **Documentation to prove the professional experience as a Dentist:**

- i. Curriculum vitae (in **Europass format**: [link](#)) describing the professional experience as a Dentist and the total number of years of professional experience in Dentistry
- ii. Documents proving the activities mentioned in the CV (example: declarations issued by employers, in their official stationery and duly stamped, describing the professional activity of dentistry/dental medicine carried out in the organization and the period of professional practice).

2.3. **Proficiency of the Portuguese language** (*not applicable to native speaking applicants*):

- i. Certificate or diploma of Portuguese language course of B2 level, of the Common European Framework of Reference for Languages.

**Documents' requirements:**

- i. **Certificates of the Dentistry degree:**
  - a) If the total number of hours of the degree does not appear in the transcript of records, the higher education institution must issue a declaration with this information, which must be included in the online application.
  - b) If the quantitative grading scale is not included in the transcript of records, the higher education institution must issue a declaration with this information



(including the minimum mark for approval), which must be included in the online application.

- c) If the quantitative marks of the curricular units of the degree do not appear in the transcript of records, the higher education institution must issue a declaration with this information, which must be included in the online application.
- d) If the final mark of the graduate degree is not indicated in the transcript of records, the higher education institution must issue a declaration with this information, which must be included in the online application
  - In the absence of a final mark of the degree in Dentistry in a document issued by the university that confers the degree, and in the courses of quantitative classification, UFP will calculate and use the arithmetic average of all subjects in the transcript of records.
- e) If the higher education institution only issues qualitative grades, it should issue a declaration with the final grade and the grading scale, so UFP can convert the qualitative mark into a quantitative mark.
  - In the absence of this declaration, the following will be applied :
    - In situations where there is a final qualitative classification of the degree, the following quantitative conversion to the Portuguese scale will be applied:

Qualitative final grade	Quantitative conversion
Excellent	18
Very Good	16
Good	15
Sufficient	13

ii. All academic and professional documents:

- a) Documents that are not issued in the Portuguese language, the English language, the Spanish language or the French language, will only be accepted if accompanied by a certified translation **into the Portuguese language**.
- b) The accepted authentication is the [Hague Convention Apostille](#), obtained in the country of the institutions that issued the documents;
  - If the country has not adhered to the Hague Convention, the authentication must be done by the respective official education services **and** the respective Portuguese diplomatic authorities.
- 5. In the online application, the stamp of the institutions that issued the academic and professional documents **and** the authentications of the documents must be clearly visible.



### 3. Application fee:

#### 3.1. Amount: 400 €, non-refundable

3.1.1. The application fee is non-refundable if the candidate is not placed, if the applicant is excluded by preliminary rejection of the file or if the applicant cancels his/her application;

#### 3.2. Payment method: [selected when submitting the online application]:

3.2.1. Multibanco [ATM] reference, for applicants with a Portuguese bank account;

3.2.2. PayPal, for applicants that do have a Portuguese bank account;

- The payment by PayPal is subject to a surcharge to cover the costs charged by that entity to UFP.

#### 3.3. Date of payment:

3.3.1. Payment by Multibanco [ATM] reference: applicants will receive an email after submitting their application and will have a maximum of 12 hours to make the payment;

3.3.2. Payment by PayPal: after submitting the application on UFP's website, the candidates are forwarded to the PayPal website to make the payment at that moment - if they do not do it then, they will not be able to validate the payment later on, so, they have to re-submit the application on UFP's website;

3.4. The application is only validated after the application fee has been received.

## D. Ranking

1. The admission is done according to the Ranking Mark of the applicants, in descending order, **until** the number of available places is filled in.

2. The formula for the calculation of the Ranking Mark is  $[(65\% \times N_g) + (35\% \times N_{ag})] : 2 + EC + FPG = N_s$ , in which:

- $N_g$  means "Undergraduate mark" – in a scale of 0 – 20";
- $N_{ag}$  means "Duration of the undergraduate degree in number of academic **semesters**";
- EC means scoring awarded to the clinical experience ;
- FPG means scoring awarded to the post-graduate studies;
- $N_s$  means "ranking mark".

3. The scoring to be awarded by the clinical experience is as follows:



- Up to 5 years of clinical experience: 0 points;
- More than 5 years and less than 10 years of clinical experience: 1 point;
- 10 or more years of clinical experience: 3 points;

4. The scoring to be awarded by post-graduate studies is as follows:

- *Lato sensu* courses (only courses with a minimum of 225 hours will be considered): 2 points;
- *Stricto sensu* courses (master degrees): 3 points;
- *Stricto sensu* courses (doctoral degrees): 4 points.

## E. Results

1. The information about the result of the application will be sent by email on the 29<sup>th</sup> of April 2022.
2. In said email, the information of the placement or not in the IMD will be communicated.
3. In the case of placed candidates, the email will also inform about:
  - 3.1. The number of ECTS credited by the Dentistry degree;
  - 3.2. The estimated duration of the complementary course;
  - 3.3. The estimated fees for the registration of the ECTS credited in the Dentistry graduation obtained in a non European Union higher education institution, that have to be paid in one instalment, until 30<sup>th</sup> of June 2022;
    - 3.3.1. The fee for the registration of creditations, per each ECTS and according to the origin of the credit, can be checked on page 2 of the School Fees accessible at the end of this Notice;
4. The result of the application can be appealed to the Director of the Faculty of Health Sciences. The request, duly substantiated, can be sent until the 3<sup>rd</sup> of May 2022, using the email submitted in the online application, to [ingresso@fundacaofernandopessoa.pt](mailto:ingresso@fundacaofernandopessoa.pt).

## F. Registration

1. **Deadline: until the 16<sup>th</sup> of May 2022;**
2. **Procedure:**



2.1. **Online registration**, at UFP's website, paying the registration fee and tuition fee;

2.1.1. The payment can be done by ATM or bank transfer;

2.2. **Delivery in person or by post of:**

2.1.2. Copies or originals of the **academic certificates** and **professional documents** submitted in the online application duly authenticated (as indicated in line b) of the item ii. of paragraph "Documentation requirements" of section "C. Application");

2.1.3. **Official programmes and contents of each subject** (syllabi) of the Dentistry degree, duly stamped by the higher education institution that issued them;

2.1.3.1. The programme of each subject must include the content of the subject, the number of hours, the study plan, the evaluation methodology and the bibliography to be followed.

#### NOTES:

- i. Copies of the programmes can be accepted provided they are authenticated as indicated in line b) of the item ii. of paragraph "Documentation requirements" of section "C. Application";
- ii. Notwithstanding the fact that the deadline for online enrolment is 16.05.2022, the payment of the fees can be received **until 18.05.2022** - however, documents sent by post must reach UFP's Admissions Office **until 16.05.2022**;
- iii. The validation of the registration (reception of payments and documents) after the deadline will result in the annulment of the process.

#### G. Creditations and curricular units to take in the IMD

1. The registered students will be informed on the 15<sup>th</sup> of June 2022:

1.1. Of the curricular units credited due to the undergraduate degree in Dentistry completed in a non European Union higher education institution

1.2. Of the fees for the registration of these creditations, that must be paid **until** the 30.06.2022;

1.3. Of the curricular units they must take and successfully pass in order to complete the IMD;

1.4. Of the curricular units they can request summative exams for the assessment of knowledge and competences in the context of post-graduate studies and/or professional experience, if applicable.

1.4.1. The schedule of the summative exams will be included in said communication.





## H. Summative exams

1. **Inscription:** by email until the 1<sup>st</sup> of July 2022.
2. **Place:** the exams are taken in person at UFP.
3. **Dates:** September 2022, according to the schedule announced on the 15<sup>th</sup> of June.
4. **Results:** communicated by email on the 21<sup>st</sup> of September; this communication will include:
  - 4.1. The curricular units that have been credited as a result of the summative exams;
  - 4.2. The fee to pay for the registration of the new creditations, that must be paid in one instalment, until 06.10.2022;
5. The alteration of the inscription in curricular units, due to these results (if applicable), will be done by the administrative services until the end of the month.

## I. Finalization of the registration

1. **Deadline:** until 06.10.2022, with:
2. **Procedures:**
  - 2.1. Submission of the Group A pre-requisites of form filled in by a doctor registered in the Portuguese Medical Association;
  - 2.2. Presentation of a European Union identification document or, in the case of Non European Union nationals, presentation of the original and delivery of a copy of:
    - 2.2.1. Residence permit issued by SEF Serviço de Estrangeiros e Fronteiras de Portugal (“Immigration and Borders Service”) or
    - 2.2.2. Student Visa issued for Portugal, in cases of students living abroad;
      - 2.2.2.1. After the registration online, students living abroad can request a declaration for the Portuguese Consulate to help obtain the Student Visa;
      - 2.2.2.2. Residence permits issued for other European Union countries are not valid.
  - 2.3. Signing of the Minutes of the creditations.

## J. Relevant admission information:

1. The school year in Portugal runs from September to July;
  - 1.1. The 2022/23 school year will start 12<sup>th</sup> September 2022.
2. The application is only valid for the school year it is submitted for;



- 2.1. Admitted applicants that do not register within the deadline will lose their place.
3. There is no return of documents given in.
4. There is no refund of any payments.
5. Delays in payments are subject to penalties, as foreseen in the General Rules Regarding the Payment of School Fees at UFP.
6. Students can only attend classes after regularizing their administrative situation.



## K. Administrative calendar for 2022/23:

DATE	DESCRIPTION
From the 1 <sup>st</sup> to the 31 <sup>st</sup> of March 2022	Application period
29 <sup>th</sup> of April 2022	Communication of the results of the application
3 <sup>rd</sup> of May 2022	Deadline for appeal of the result of the application
16 <sup>th</sup> of May 2022	Deadline for registration: <ul style="list-style-type: none"> <li>• Online registration, with payment of registration fee and tuition fee</li> <li>• Delivery in person or reception by post of the documentation</li> </ul>
15 <sup>th</sup> of June 2022	Deadline for the communication of the credited curricular units, the curricular units that must be taken in the IMD and the curricular units that the students can request to take summative exams in (if applicable).
30 <sup>th</sup> of June de 2022	Deadline for payment of the registration of creditations granted in the context of the non European Union undergraduate degree.
1 <sup>st</sup> of July 2022	Deadline for for inscription in the summative exams (if applicable)
From the 1 <sup>st</sup> to the 8 <sup>th</sup> of September 2022	Period to take the summative exams (if applicable)
12 <sup>th</sup> of September2022	Beginning of the classes of the IMD
21 <sup>st</sup> of September de 2022	Communication of the results of the summative exams (if applicable) and the fee for the registration of these creditations
28 <sup>th</sup> of September de 2022	Meeting, in person, at UFP of the students with the IMD Coordination
6 <sup>th</sup> of October de 2022	Deadline for the finalization of registration: <ul style="list-style-type: none"> <li>• Submission of the prerequisites of group A</li> <li>• Presentation of the European Union identification document, Student Visa or Residence Permit for Portugal, as applicable</li> <li>• Signing of the Minutes of the creditations</li> </ul>
6 <sup>th</sup> of October de 2022	Deadline for the payment of the fee for the registration of creditations that may have been obtained due to the summative exams (if applicable)
November 2022	Summative examination for the verification of Portuguese language proficiency (if applicable)



## SCHOOL FEES 2022/2023

For holders of an undergraduate degree, or legal equivalent, in Dentistry obtained in Non European Union countries pursuing studies in the integrated study cycle leading to the Master degree in Dentistry

Fees	Amount	Information and dates of payments
1. Application fee (includes creditation analysis)	400€	<ul style="list-style-type: none"> <li>• Paid when applying;</li> <li>• The payment by PayPal is subject to a surcharge, to cover the costs charged by that entity to UFP</li> </ul>
2. Annual registration fee	400 €	<ul style="list-style-type: none"> <li>• Paid when registering;</li> <li>• <i>Renewed in each school year.</i></li> </ul>
3. Tuition fee (60 ECTS)		<ul style="list-style-type: none"> <li>• Paid when registering;</li> <li>• <i>Renewed in each school year;</i></li> </ul>
3.1. Paid in 1 instalment	7550 €	<ul style="list-style-type: none"> <li>• One instalment, paid when registering;</li> </ul>
3.2. Paid in 10 instalments	10 x 805 € (8050 €)	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> instalment paid when registering;</li> <li>• Remaining 9 instalments paid until the 10<sup>th</sup> day of the months in the period from October to June.</li> </ul>
4. Registration of creditations fee	According to the number of ECTS credited and the origin of the creditations	<ul style="list-style-type: none"> <li>• The fee is obtained by multiplying the number of ECTS to register by an amount per ECTS;</li> <li>• The amount per ECTS depends on the origin of the creditations, and can be checked in page 2;</li> <li>• Dates of payment: <ul style="list-style-type: none"> <li>– Registration of curricular units credited due to the undergraduate degree in Dentistry completed in a Non European Union higher education institution: until the 30<sup>th</sup> of June 2022;</li> <li>– Registration of curricular units credited due to summative exams (post-graduate studies and/or professional experience) (if applicable): until the 6<sup>th</sup> of October 2022;</li> </ul> </li> <li>• The payment is done in 1 instalment.</li> </ul>
5. Use and wear and tear of instruments in UFP's Dentistry Clinic	2 x 50 €	<ul style="list-style-type: none"> <li>• Payment until the 10<sup>th</sup> of September and the 10<sup>th</sup> of February;</li> <li>• <i>Renewed in each semester enrolled in clinical curricular units..</i></li> </ul>
6. Portuguese for Foreigners Course tuition fee		<ul style="list-style-type: none"> <li>• For students of non Portuguese speaking countries that do not prove proficiency of the Portuguese language.</li> <li>• Fee per school year.</li> </ul>
6.1. Paid in 1 instalment	1200 €	<ul style="list-style-type: none"> <li>• Paid when enrolling in the curricular units.</li> </ul>
6.2. Paid in 10 instalments	10 x 144 €	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> instalment paid when enrolling in the curricular units; remaining instalments paid until the 10<sup>th</sup> day of the months between October and June</li> </ul>

### OTHER FEES | INFORMATION

1. The fees in this document are for the 2022/23 school year and are subject to updates in the next school years	
2. Forms of payment, infractions and discounts are duly identified in the <a href="#">General Rules Regarding the Payment of School Fees at UFP</a>	
3. The registration fee includes student insurance, free access to the Internet and UFP's Intranet	
4. Extraordinary exams	60 €
5. Registration declaration in Portuguese	6 €
6. Registration declaration in English or French	15 €
7. Duplicate of student card	15 €
8. Revision of exam	60 €
9. Re-entry request	60 €
10. Certificate of curricular units (amount per ECTS)	0,70 €
11. Certificate of curricular units in English, French or Spanish (amount per ECTS)	1 €
12. Curricular unit programmes (value per curricular unit)	6 €
13. Degree certificate simultaneously with the diploma and supplement to the diploma	280 €
14. Diploma in Portuguese (includes the supplement to the diploma)	130 €
15. Diploma in English, French or Spanish (includes the supplement to the diploma)	150 €
16. Duplicate of the supplement to the diploma	70 €
17. Degree certificate	205 €
18. Other certificates of degrees (not foreseen in the fees)	130 €



## SCHOOL FEES 2022/2023

For holders of an undergraduate degree, or legal equivalent, in Dentistry obtained in Non European Union countries pursuing studies in the integrated study cycle leading to the Master degree in Dentistry

Annex to the General Rules Regarding the Payment of School Fees at UFP | ESS-FP for the 2022/23 school year

### Integrated Cycle in Dentistry

Origin of creditation	Fee per ECTS for registration
Studies taken in higher education courses that grant an academic degree, at non European Union higher education institutions	60 €
Studies taken in higher education courses that grant an academic degree, at European Union higher education institutions	50 €
Studies taken in higher education courses that grant an academic degree, at UFP/ESS	Difference in tuition fee
Studies taken in higher technical-professional courses in Portuguese institutions	45 €
Isolated curricular units successfully taken as an external student at UFP or ESS-FP	Difference in tuition fee
Studies taken in courses that do not grant a degree, taught in national or foreign officially recognized higher education institutions	50 €
Other studies not covered in the previous paragraphs	70 €
Duly proven professional experience	70 €