



Regulations for Access and Admission to Bachelor's and Integrated Master's Degrees at University Fernando Pessoa

TITLE I GENERAL PROVISIONS

Article 1.

Object

These regulations establish and regulate the calls for applications and admissions to the undergraduate and integrated master's programmes at University Fernando Pessoa (UFP), hereinafter referred to generically as programmes.

Article 2.

Scope

The access procedures and calls covered by these regulations are as follows:

- a) Institutional call, referred to in Article 29 of Decree-Law no. 296-A/98, of 25 September, in its current wording, for applications under the general admission regime;
- b) Special call for students over the age of 23 who pass the specially adapted tests designed to assess their ability to attend higher education;
- c) Special call for holders of technological specialisation diplomas;
- d) Special call for holders of higher vocational technical diplomas;
- e) Special call for holders of dual certification secondary school courses and specialised artistic courses (graduates of vocational courses);
- f) Special call for holders of other higher education qualifications;
- g) Special call for international students, referred to in Decree-Law no. 36/2014, of 10 March, in its current wording;
- h) Regimes for Re-entry and Change of Institution/Course Pair, pursuant to Ministerial Order no. 181-D/2015, of 19 June, amended by Ministerial Orders no. 305/2016, of 6 December, 240-A/2019, of 5 August, and 150/2020, of 22 June.

Article 3.

Concepts

For the purposes of these regulations, the following definitions shall apply:

- a) "Core training areas of the study cycle": those that, according to the National Classification of Education and Training Areas (CNAEF) approved by Ministerial Order no. 256/2005, of 16th March, represent at least 25% of the total credits of the study cycle;
- b) "Application": the documentary process of requesting admission to a course, for which the candidate meets the necessary conditions for admission and enrolment;





- c) "Admission conditions ": the general conditions that must be met in order to apply for admission to a course;
- d) "Entry conditions": the specific conditions that must be met in order to apply for admission to a specific course;
- e) "Foreign applicant/student": applicant/student with non-Portuguese nationality;
- f) "International applicant/student": an applicant/student with the nationality of a country outside the European Union, qualified as such under the terms of Article 3 of Decree-Law no. 36/2014, of 10 March, in its current wording;
- g) "Change of institution/course pair": the act by which a student requests to enrol and be registered in a different institution/course pair from the one they attended in the previous academic year(s);
- h) "Application grade": numerical classification assigned to each candidate to determine their position on the ranking lists;
- i) <"Re-entry": the act by which a student, after interrupting their studies for at least one year, re-enrols at the same institution and enrolls on the same or a replacement course.

Article 4.

Timescales

1. The timescales within which the procedures stipulated in these regulations must be carried out are established in administrative schedules that are published annually on the UFP's website.
2. The deadline for enrolment and registration for places from the last application stage in any of the calls provided for in this regulation may not be later than 15th October of the application year.

Article 5.

Remits

Analysing and validating applications and drawing up course placement lists is the responsibility of the Admissions Office. The director of the organisational unit to which the course belongs is responsible for approving each list, and any appeals shall be addressed to the rector.

Article 6.

Communication of information to the competent authorities

Information about the candidates admitted under the selection procedures governed by these regulations and the students actually enrolled and/or registered shall be sent to the Directorate-General for Higher Education (DGES), under the terms it has established.

TITLE II

COMMON PROVISIONS

Chapter I

Calls and Applications



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Article 7.

Calls (Entrance procedures)

1. The entrance and admission procedures for UFP's bachelor's and integrated master's programmes are document-based and require candidates to provide proof in good time by accompanying the application form with all the specific documentation required for the entrance procedure in question.
2. Applications are valid for a single call and only for the academic year to which they relate.
3. Calls for applications can be organised in one or more stages, with subsequent stages only taking place if there are still places available in the respective study cycle.

Article 8.

Validity of entrance exams

1. National secondary school final exams may be used as entrance exams when applying for enrolment and registration in higher education in the year in which they are taken and in the following four years.
 - §. Pursuant to National Commission for Access to Higher Education (CNAES) Decision no. 1043/2021, of 13 October, the validity indicated in the previous paragraph applies to national final exams taken from 2022 onwards. Exams taken in previous years, governed by Resolution no. 1233/2014, will no longer be valid for application purposes from the 2024-2025 academic year onwards.
2. The validity referred to in the previous paragraph shall also apply to:
 - a) Candidates with foreign secondary education who wish to replace their entrance exams with similar exams taken in their country of origin, which would qualify them for access to higher education there;
 - b) Tests taken as part of the special calls for people over 23, for holders of dual certification secondary education courses and specialised artistic courses (graduates of vocational courses), and for international students.

Article 9.

Prerequisites

1. Access to some courses, particularly in the health sector, may be subject to meeting certain prerequisites.
2. The courses for which the fulfilment of prerequisites is required are specified in a CNAES Decision published in the 2nd series of the Diário da República and publicised on the DGES and UFP websites.
3. The prerequisites are assessed and verified in accordance with the terms stipulated in a CNAES decision published in the 2nd series of the Diário da República and publicised on the DGES website.

Article 10.

Vacancies

1. The number of places available for each course, call and access and entry regime are:
 - a) Established annually by a decision of the rector;
 - b) Communicated to DGES under the terms and by the deadlines that it has set;
 - c) Published on the UFP website.



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2. In application calls for holders of secondary dual certification courses and specialised artistic courses, the fixing of vacancies in one course means that vacancies must be fixed in all courses in the same area of education and training in the three-digit CNAEF.
3. The need to determine vacancies referred to in the previous paragraph only covers courses in the same area of education and training that belong to the same organisational unit.
4. The re-entry regime is not subject to quantitative limitations.

Article 11.

Place, procedure and deadline for applications

1. An application must be made using the UFP application form, indicating the course for which the student fulfils the application conditions and where they wish to enrol.
 - a) Applications should be submitted by completing the online form on the UFP website, following the instructions available there;
 - b) All the required documentary evidence must be submitted on the online platform on the UFP website, in accordance with the respective instructions available there.
2. The deadline for submitting applications is set by the legally and statutorily competent body of the UFP, and is subject to prior public disclosure.
3. In the institutional call, candidates can indicate a maximum of 3 (three) courses, in descending order of preference.
4. In the special calls and entry schemes, only one course may be indicated.
5. Errors and omissions in filling in the application form or in the application process are the sole responsibility of the applicant.
6. Options indicated on the application form relating to courses for which the candidate has failed to prove that they fulfil any one of the conditions stipulated for access and admission are deemed not to have been enrolled, with no obligation to notify or expressly communicate this to the candidates.

Article 12.

Authentication and archiving of documentation

1. When submitting an application using Portuguese documents, the original document certified by the issuing organisation must be presented.
2. When submitting an application with foreign documents, the applicant must present the original document authenticated by the official education services of the respective country and recognised by the Portuguese diplomatic or consular authority, or have the Hague Apostille affixed by the competent authority of the state from which the document originates, together with translations of documents whose original language is not Spanish, French or English.
3. All documents relating to checking that the admission conditions have been met, including any written tests taken by the student, will be included in the student's personal file.

Article 13.

Application fee

1. When applying, you will be required to pay the fee set out in the General Rules for the Payment of School Fees at the UFP.



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2. If the application is withdrawn or cancelled, the application fee will not be refunded.

Article 14.

Receipt

A duplicate of the application form is made available to the applicant as a receipt.

Article 15.

Change of candidacy

1. Whenever the result of the re-examination or appeal against the classification of a national final secondary school exam, or of another element taken into account in the calculation of the application grade, is not known until after the application deadline, and results in a change of classification, the candidate will be given up to three working days after the announcement:
 - a) To submit their application if they can only do so at that time;
 - b) To amend their application, for those who have already submitted it.
2. Modifications to the application are requested by filling in a new application form or requesting it on a UFP form.

Article 16.

Cancelling candidacy

Candidates may cancel their candidature within the time limit set by the legally and statutorily competent body of the UFP.

Article 17.

Outright rejection

1. Applications who fulfil the necessary conditions but are in one of the following situations will be rejected outright:
 - a) They refer to courses and/or calls where the number of places has been set at zero;
 - b) They have been submitted after the deadline;
 - c) They are not accompanied by all the documentation necessary for the complete instruction of the process;
 - d) They expressly infringe any of the rules set out in these regulations.
2. Rejection is the responsibility of the Admissions Office, and may be appealed to the rector if necessary.

Article 18.

Exclusion of candidates

1. In addition to the cases in which, under the terms of this Regulation, candidates are excluded from the call, they are also excluded at any time if they:
 - a) Have not filled in their application form correctly, either by omitting some element or by indicating others that do not correspond to those in the documents submitted;





- b) Do not fulfil the conditions to take part in the call;
 - c) Have not, without a duly justified reason presented to the director of the organisational unit and accepted by the latter, provided all the documentation for the respective processes within the due deadlines;
 - d) Provide false declarations.
2. The decision on exclusion referred to in the previous paragraph is the responsibility of the director of the respective organisational unit.
 3. If registration has been carried out and one of the situations provided for in paragraph 1 is confirmed, said registration shall be cancelled, as well as all acts carried out under it, after prior hearing of the offender.
 4. DGES notifies educational establishments of any situations it detects after enrolment has taken place.

Chapter II

Ranking and Placement

Article 19.

Application grade and classification conversion scales

1. For the purposes of ranking, candidates are awarded a score, corresponding to the "Application grade", which is used to order the ranking lists and make placement decisions.
2. Grades are awarded on a numerical scale from 0 to 200 points and are rounded to the nearest tenth, considering a tenth to be no less than 0.05.
3. The "Application grade" results from the application of a calculation formula that weights the marks obtained by the candidate in each of the elements stipulated and required in the specific entry conditions for each of the calls.
4. Whenever necessary, the classifications of each of the elements referred to in the previous paragraph, which correspond to the verification of the entry conditions, are converted to the equivalent scale of 0 to 200 points, applying the following rules:
 - a) For national candidates with marks on a scale of 0 to 20, the conversion to the scale of 0 to 200 points is made proportionally, rounded to the nearest integer;
 - b) For candidates who hold non-Portuguese qualifications that are legally equivalent to Portuguese secondary education, as well as for emigrant candidates, family members residing with them and people of Portuguese descent who hold a final secondary education qualification from the foreign country of residence and which constitutes a qualification for access to higher education, the final classification of secondary education is converted to the scale of 0 to 200 in accordance with the rules laid down by order of the Minister of Education;
 - c) For candidates holding a foreign academic degree or diploma other than the one provided for in the previous paragraph, whose final classification is expressed on a scale other than Portuguese, the proportional conversion of the classification obtained to the Portuguese scale will be applied, under the terms of Article 7 of Decree-Law no. 66/2018, of 16 August. Thus:
 - i) In the case of arithmetically progressing grading scales, the following formula is applied:

$$NC = \left[\frac{C - C_{min}}{C_{max} - C_{min}} \right] \times 100 + 100$$





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where:

- NC , is the application grade;
- C , corresponds to the final classification of the foreign academic degree or diploma;
- C_{min} , is the minimum pass mark on the foreign grading scale;
- C_{max} , is the maximum grade on the foreign grading scale.

ii) In cases where the original courses were taken at higher education institutions in the United States of America, the United Kingdom and Malta, the grades are converted in accordance with the legislation in force (Order no. 17039/2009, of 23 July, Order no. 6431/2009, of 26 February, and Order no. 10537/2011, of 22 August, respectively), with the necessary adaptations and under the following terms:

Scales			
Portugal	United States of America	United Kingdom	Malta
200	3.9-4.0 / A+ / 98-100	-----	
190	3.7-3.8 / A / 96-98	-----	
180	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
170	3.2-3.4 / B+ / 87-89	-----	-----
160	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
150	2.6-2.8 / B- / 80-82	-----	-----
140	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
130	2.0-2.2 / C / 73-76	-----	-----
120	1.6-1.9 / C- / 70-72	3 / 40-49%	Scale A: Category III / Bene Probatus Scale B: Third Class Honours / 3 / Bene Probatus
110	1.2-1.5 / D+ / 67-69	-----	-----
100	1.0-1.1 / D / 61-66	-----	-----

iii) In situations where there is a qualitative final classification for the course, the following quantitative conversion to the scale of 0 to 200 points will be applied:



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Qualitative final classification	Quantitative conversion
Very Good / Passed with Distinction and Honours	180
Good with Distinction / Passed with Distinction	160
Pass (on a scale with only two grades: Pass / Fail)	160
Good / Pass (on a scale with several pass marks)	140

Article 20.

Ranking, ratification and dissemination of results

1. Candidates are ranked by the UFP Admissions Office using the rules set out in these regulations.
2. Ranking lists must be approved by the director of the respective organisational unit.
3. The final results will be made public by means of a notice posted at the UFP and on its website and within the deadlines set for this purpose.

Article 21.

Placement

1. Candidates will be placed in descending order on the list drawn up by applying the selection criteria for each call, taking into account, where applicable, the order of preference expressed in the application.
2. Admission to a bachelor's degree or integrated master's programme is subject to selection and is only guaranteed to candidates who fit into the number of places established.
3. Placements only take effect in the academic year to which they refer, so the right to enrol and register for the course in which the candidate has been placed lapses if they are not exercised within the set deadlines.

Article 22.

Tied places

1. Whenever two or more candidates are in a tie situation as a result of applying the selection criteria and are vying for the last place or the last set of places on a course, as many additional places as necessary will be opened to admit them.
2. The increase in vacancies referred to in the previous paragraph is intended solely and exclusively for candidates in a tie situation, and cannot be used for redeployment or redistribution of vacancies.

Article 23.

Final result

1. The final result of each stage of the call is expressed in one of the following ways:
 - a) Placed;
 - b) Unplaced / On the reserve list;
 - c) Excluded from application.
2. For the purposes of the previous paragraph, the candidate is considered to have been:





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- a) Placed, when they meet the general and specific requirements for the course and there is a vacancy;
 - b) Unplaced / On the reserve list, when they meet the general and specific requirements, but there are not enough vacancies, they are left as reserves, awaiting any drop-outs;
 - c) Excluded, when they do not meet the general and/or specific requirements for admission.
3. The decision not to place or to exclude must always be substantiated.

Article 24.

Placement lists

1. The ranked lists are made public and include, for each candidate who has taken part in the call:
 - a) Name; and
 - b) Final result.
2. In cases where the decision is "not placed / on the reserve list" or "excluded" from the application, the mention is accompanied by the respective reasoning.

Article 25.

Appeals

1. Candidates may lodge a substantiated appeal against the final result within five working days of the date of publication of the selection criteria, by writing to the rector of the UFP.
2. Appeals must be delivered to the Admissions Office or sent by registered post.
3. Unidentified appeals and those whose object is unintelligible, as well as those that have not been delivered by the due date and at the place specified in the previous paragraphs, will be rejected outright.
4. Decisions on appeals that have not been rejected outright under the terms of the previous paragraph will be notified to complainants by registered letter with acknowledgement of receipt, or by email provided that the complainant gives their consent to this effect.

Chapter III

Enrolment and registration

Article 26.

Enrolment and registration

1. By the deadline set in the Administrative Timetable approved each year, candidates marked "Placed" are entitled to enrol and register on the course on which they were placed in the academic year for which the call was held.
 - §. If the notification of placement, made via the online application platform on the UFP website, is later than the deadline set in the Administrative Timetable, the candidate has five working days after notification of placement in which to enrol.
2. Whenever a candidate fails to enrol and register by the deadline, the next substitute candidate will be placed from the ordered list resulting from the application of the selection criteria until the vacancy is



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- filled or the number of candidates for the course and call in question is exhausted. Any remaining vacancies will be made available for the subsequent application phase.
- §. Candidates on the replacement list have a non-extendable deadline of three working days from the date of notification to enrol and register, and will lose their place if they fail to do so by the deadline.
- Enrolment is formalised at the Admissions Office and requires the presentation of the legally required supporting documentation.
 - The following are entitled to enrol:
 - The successful candidate;
 - One of the candidate's proxies;
 - If the candidate is a minor, the person who demonstrates that they have parental or guardianship powers.
 - If applicable to the course in which they have been placed, candidates who do not prove, at the time of enrolment, that they fulfil the prerequisites will not be able to enrol and register.

§. In duly justified cases, a conditional enrolment may be made, pending validation of the prerequisites. Failure to present the prerequisites within two weeks of the start of the academic year will result in the cancellation of the enrolment.
 - When enrolling, the student is automatically enrolled in all the curricular units of the 1st year. With the exception of students who have obtained accreditation for their training and professional experience, they will be enrolled in the curricular units of the first year and the following curricular years until they have completed a total of 60 ECTS.
 - The admission of the student to an advanced year of the course or the enrolment in advanced year curricular units is ensured through the European Credit Transfer and Accumulation System (ECTS), based on the principle of recognising the value of the training undertaken and the skills acquired;
 - Students who require accreditation for training and professional experience will have their enrolment in curricular units reviewed within the regulatory deadlines, if accreditation is granted and provided that advanced year curricular units are already in operation;
 - The procedures and granting of credit are governed by the UFP Regulations for Crediting Training and Work Experience.
 - After enrolment, the student is subject to the provisions of the Academic Regulations for the Operation of the UFP Bachelor's and Integrated Master's Degrees.
 - The cancellation of enrolment can only be done by submitting a request to the Students' Office, and the student will be subject to the General Rules on the Payment of School Fees at UFP.

Article 27.

Vacancies

- The announcement of the results of each call for applications and the respective enrolment and registration may be followed by one or more application phases to fill any vacancies that may remain.
- In each of the subsequent phases, the following are made available to the call in question:
 - Vacancies remaining from the previous phase;
 - Vacancies filled in the previous phase, but for which enrolment and registration did not take place;





- c) Vacancies filled in the previous phase where enrolment was cancelled in the meantime, after deducting the additional vacancies created in accordance with Article 22 and those which, until the signature of the notice referred to in paragraph 4, have been created or used in accordance with Article 29(1).
3. The director of the organisational unit is responsible for deciding whether to carry out one or more application phases and the deadlines for them.
4. The vacancies put up for tender and the deadlines for each stage are made public by means of a notice posted at the UFP and published on its website.
5. The vacancies left over from the last phase can only be used for admission to the first year of the institution/course pair in question:
 - a) Through the special calls regulated by Decree-Law no. 113/2014, of 16 July, in its current wording, and by Decree-Law no. 36/2014, of 10 March, in its current wording;
 - b) Through the calls for change of institution/course pair referred to in the Regulation of the Regimes for Re-entry and Change of Institution/Course Pair in Higher Education, approved by Ordinance no. 181-D/2015, of 19 June, amended by Ordinances no. 305/2016, of 6 December, 240-A/2019, of 5 August, and 150/2020, of 22 June.

Article 28.

Institutional redeployment

1. In cases where, at the end of the last stage of the call, the total number of students enrolled in a course is less than six, all students may be placed in other institution/course pairs, in accordance with the following paragraphs.
2. The following are cumulative conditions for redeployment:
 - a) When, at the end of the last phase of the call, there are vacancies in the course where the students are to be relocated;
 - b) Students meet all the conditions necessary to apply for the course where they will be reassigned, namely:
 - i) They have taken the entrance exams required for that institution/course pair;
 - ii) They have the minimum classification required in the entrance exams set for that institution/course pair;
 - iii) They have the minimum application grade required for that institution/course pair;
 - v) They meet, if required, the prerequisites set for admission to that institution/course pair;
 - c) The students agree to relocate;
 - d) The organisational teaching units where the students are to be relocated give their consent;
 - e) All the students who had been placed and enrolled in the institution/course pair in question are relocated.
3. The decision on triggering the redeployment process rests with the UFP rector.
4. The decision to relocate is taken jointly by the legally and statutorily competent bodies of the two educational establishments, once it has been verified that all the conditions referred to in paragraph 2 have been met.
5. The educational establishment where the student was formerly placed:





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- a) Shall communicate the respective reassignment to the student, by registered letter with acknowledgement of receipt;
 - b) Shall send the student's file to the educational establishment where the student has been relocated, as well as the sums received for enrolment and registration fees.
6. The provisions of this Article apply, with the necessary adaptations, to relocation to another UFP course.

Article 29.

Rectifications

1. When, for reasons not directly or indirectly attributable to the candidate, there has been no placement, or this has occurred in disagreement with the result applicable to the specific case, the candidate will be placed in the course in which they would have been placed, even if it is necessary to create an additional vacancy for this purpose.
2. Rectification can be carried out at the initiative of:
 - a) The candidate, as per Article 25.;
 - b) UFP Academic Services;
 - c) The DGES.
3. The rectification must always be substantiated, and may take the form of placement, change of placement, change of status to not placed or change of status to excluded from candidature.
4. The changes made under the terms of this Article will be notified to the candidate by registered letter with acknowledgement of receipt or by e-mail, provided that the candidate consents to this.
5. The rectification covers only the candidate for whom the error was detected, and has no effect on the other candidates.

TITLE III

SPECIFIC PROVISIONS ON CALLS AND THE RE-ENTRY SYSTEM

Chapter IV

Institutional Call

Article 30.

Access conditions

All students who meet all of the following conditions can apply to the institutional call- they:

- a) Hold a secondary education course, or a legally equivalent qualification, completed up to the academic year prior to the academic year for which they are applying;
- b) Prove their ability to attend higher education;
- c) Are not covered by the international student statute regulated by Decree-Law no. 36/2014, of 10 March, amended and republished by Decree-Law no. 62/2018, of 6 August.



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Article 31.

Courses that can be applied to

Candidates covered by the previous Article can apply to any bachelor's or integrated master's programme at UFP, subject to the places allocated to the institution each year.

Article 32.

Admission conditions

1. To apply for a bachelor's degree or integrated master's degree through the institutional call, all the following conditions must be met:
 - a) Candidates have taken the entrance exams set for that course;
 - b) Candidates have obtained a minimum classification of 95 points in each of the entrance exams set for that course, or such other classification as may be set by the legally and statutorily competent body of the UFP;
 - c) Candidates have met any prerequisites established for entry to the programme;
 - d) Candidates have obtained, in the application grade, a minimum classification of 95 points, or another that may be set by the legally and statutorily competent body of the UFP.
2. The conditions for applying are publicised on the DGES and UFP websites.

Article 33.

Entrance exams

1. Entrance exams are via the final national secondary school exams under the terms set by a decision of CNAES, published in the 2nd series of the Diário da República and publicised on the DGES website.
2. For applicants holding non-Portuguese courses that are legally equivalent to Portuguese secondary education, the entrance requirements can be met through the application of Article 20-A of Decree-Law no. 296-A/98, of 25th September, in its current wording, regulated by a decision of CNAES, published annually in the 2nd series of the Diário da República and published on the DGES website, which sets out the terms and conditions for the replacement of entrance exams with national exams in similar subjects of those courses.

Article 34.

Documentation for the application process

1. The application process must be accompanied by
 - a) A completed online application form, according to the model in force at the UFP;
 - b) Submission of an authorised photocopy of the applicant's civil and tax identification documents;
 - c) Submission of the ENES Form (National Secondary School Examinations) for the year of application: a document proving that the applicant has completed the secondary school course and the respective classification and the classifications obtained in the final national secondary school examinations corresponding to the entrance exams required for the courses to which he/she is applying.
2. The application file must also be accompanied, where applicable, by:





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- a) Prerequisites compliance form for the year of application: document proving compliance with the prerequisites corresponding to a medical declaration, in the form of a response to a questionnaire, under the terms of Annex III of CNAES Deliberation no. 266-A/2019, of 12 March;
- b) Document proving compliance with the provisions of Article 3(2)(a), (b), (c) or (d) of Decree-Law no. 36/2014, of 10 March, as amended and republished by Decree-Law no. 62/2018, of 6 August, depending on the situation in question, namely that the applicant:
 - i) Be a national of a member state of the European Union;
 - ii) Be related to Portuguese nationals or nationals of a European Union member state, regardless of their nationality;
 - iii) Have been legally resident in Portugal for more than two years, uninterruptedly, on 1 January of the year in which they intend to enter higher education, as well as their children who are legally resident with them, if the applicant is not a national of a Member State of the European Union and is not covered by the previous sub-paragraph;
 - iv) Be a beneficiary, on 1st January of the year in which they intend to enter higher education, of equal rights and duties status granted under an international treaty between the Portuguese State and the State of which they are a national.
3. For the purposes of paragraph 1(c), applicants may submit the ENES form with the valid entrance exams, which must be issued in the year of application by the secondary school where the national final exams were held. The ENES form is valid only for the year in which it is issued and can be used in all stages of applications for admission in that year.
4. Applicants who, under the terms of Article 20-A of Decree-Law no. 296-A/98, of September 25, in its current wording, wish to replace the entrance exams with final exams from non-Portuguese courses that are legally equivalent to Portuguese secondary education must also submit an application:
 - a) In place of the ENES Form, a document issued by the legally competent authority in the country to which the non-Portuguese secondary education qualification relates, showing:
 - i) The final classification of the course;
 - ii) The marks obtained in the final exams of similar subjects in that course that they wish to be recognized as substitutes for the entrance exams;
 - b) Document proving the equivalence of the foreign education course to Portuguese secondary education, including the final classification of the course converted to the scale of 0 to 200, issued by a Portuguese secondary school or by a competent government authority.
5. Applicants who are or have been Portuguese emigrants or family members who reside or have resided with them must also submit the application with:
 - a) Document proving status as an emigrant, family member or Portuguese descendant, issued by a Portuguese diplomatic or consular authority;
 - b) When applying with a Portuguese secondary education qualification:
 - i) ENES form for the year of application;
 - ii) Document proving completion of secondary education;
 - c) When competing on the basis of a foreign secondary school diploma from or obtained in their country:
 - i) Document proving the secondary education course obtained in the country of emigration and the respective classification;



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- ii) Certificate of equivalence to Portuguese secondary education issued by the competent national authority;
- d) If they are applying for part of the secondary education course in that country and the whole of the education cycle that precedes secondary education in the education system in question, they must present a document proving both situations, issued by the competent national authority.
6. For the purposes of the previous number:
- a) .A Portuguese emigrant is a national citizen who has resided for at least two years, on a permanent basis, in a foreign country where he or she has been gainfully employed on his or her own account or on behalf of others;
- b) The family member of a Portuguese emigrant is the spouse, relative or family member at any degree in the direct line and up to the 3rd degree of the collateral line who has resided with him/her permanently abroad for a period of not less than two years and who is not older than 25 on December 31st of the year of application;
- c) A family member of a Portuguese emigrant, for the purposes of the previous paragraph, provided that the requirements set out therein are met, is the person who lives with them in a de facto union or common economy, under the terms set out in specific legislation;
- d) Portuguese descendants are citizens who have resided permanently in a foreign country for at least two years, with at least one ascendant of original Portuguese nationality up to the 2nd degree in the direct line who has not lost that nationality, also residing abroad for the same period, and who have Portuguese nationality under Article 1(1) of Law no. 37/81, of October 3rd, in its current wording.
7. Applicants who are Portuguese emigrants, family members residing with them and people of Portuguese descent who, under the terms of Article 20-A of Decree-Law no. 296-A/98, of September 25, in its current wording, wish to replace the entrance exams with final exams from non-Portuguese courses legally equivalent to Portuguese secondary education, must also submit their application in accordance with the provisions of paragraph 4.
8. The documents referred to in paragraph 4(a), paragraph 5(c)(i) and paragraph 5(d) must be authenticated by the official education services of the respective country and recognized by the Portuguese diplomatic or consular authority or bear the apostille of the Hague Convention, as must translations of documents whose original language is not Spanish, French or English.
9. The declaration referred to in paragraph 5(c)(ii) must be recognized by the Portuguese diplomatic or consular authority or carry the apostille of the Hague Convention, as must translations of declarations whose original language is not Spanish, French or English.

Article 35.

Application grade

1. The application grade is a score on a scale of 0 to 200, calculated by applying the following formula, the result of which is rounded to the nearest tenth, with a value of not less than 0.05 being considered a tenth:

$$NC = S \times p_s + P \times p_i$$

Where:

- *NC*, is the application grade;



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- S , corresponds to the final grade from secondary education, defined under the terms of the following article;
 - p_s , is the weighting assigned by the UFP to the secondary school classification obtained by the candidate;
 - P , corresponds to the simple average of the marks in the required entrance exams; and
 - p_i , is the weighting assigned by the UFP to the simple average of the marks in the required entrance exams.
2. All intermediate calculations are made without rounding.
 3. The weighting assigned to each of the components taken into account in calculating the application grade is fixed by rectorial order and publicised on the university's website.

Article 36.

Classification of secondary education

1. For secondary education courses organized in a single three-year cycle, the final secondary education classification (S) is calculated in accordance with the legal rules applicable to each case, to the nearest tenth, without rounding, and converted to the scale of 0 to 200.
2. For the courses referred to in the previous paragraph that include subjects for which a compulsory final exam has been passed, the best classification between the internal classification and the final classification of the existing subject will be taken into account in the calculation of the final classification of these subjects.
3. The value established for this purpose is the final classification in secondary education (S) for courses where a specific final classification is legally required for the purposes of further studies.
4. For secondary education courses that no longer exist pre-dating Decree-Law no. 286/89, of 29 August, the value of the final secondary education mark (S) is that awarded under the terms of the legal rules applicable to each case, converted to the scale from 0 to 200.
5. For secondary education courses organized in two cycles, of two and one years, the final secondary education classification (S) is calculated by applying the following formula:

$$S = 0,6 \times S_a + 0,4 \times S_b$$

Where:

- S is the final grade in secondary education;
 - S_a , is the final classification of the 10th + 11th years of schooling or 1st + 2nd years, as the case may be, established in accordance with the law; and
 - S_b , is the final grade of the 12th year of schooling, set in accordance with the law.
6. For non-Portuguese secondary education courses equivalent to a Portuguese secondary education course the grade is calculated in accordance with the legal rules applicable and converted to the scale of 0 to 200.
 7. For Portuguese emigrant candidates and family members residing with them who are applying with a 12th grade Portuguese qualification and who do not have a 10th or 11th grade Portuguese qualification, S_a is equal to S_b .
 8. For candidates whose secondary education diploma, under the terms of the law, does not include a final grade, this grade is set under the terms approved by a decision of CNAES, published in the 2nd series of the Diário da República and published on the DGES website.





Article 37.

Ranking

1. Candidates for each course are ranked in descending order of their application grade (NC).
2. In the event of a tie, the following criteria will apply successively:
 - a) 1st criterion: highest average score in the entrance exams (P);
 - b) 2. criterion: highest secondary education classification S or S_b higher;
 - c) 3. criterion: highest secondary education classification S or S_a higher.

Chapter V

Special call for students who pass the tests specifically designed to assess the attendance of those over 23 years of age

Article 38.

Access conditions

1. Candidates over the age of 23 may take part in the special call if they meet all of the following conditions:
 - a) Have reached the age of 23 by December 31st of the year prior to the year in which they are applying;
 - b) Not to hold a higher education qualification;
 - c) Provide proof of ability to attend higher education;
 - d) Are not covered by the international student statute, regulated by Decree-Law no. 36/2014, of March 10, amended and republished by Decree-Law no. 62/2018, of August 6.
2. For the purposes of point b) of the previous paragraph, the candidate is considered not to have acquired a higher education qualification if:
 - a) They did not complete secondary education;
 - a) They did complete secondary education, but;
 - i) They did not take or did not pass the entrance exams required for the desired course;
 - ii) They have completed the entrance exams required for the course, but these are no longer valid.

Article 39.

Courses that can be applied for

Candidates covered by the previous Article may apply to any UFP bachelor's and integrated master's degree course, subject to the vacancies set annually by formal ruling of the rector.

Article 40.

Admission conditions

1. To apply for a bachelor's or integrated master's degree through the special call for people over 23, the following conditions must be met:



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- a) Have passed the specific tests designed to assess the ability to attend higher education, created by Decree-Law no. 64/2006, of March 21, in its current wording;
 - b) Have obtained a minimum mark of 10 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
 - c) Have met the prerequisites for entry to the course;
 - d) Have obtained a minimum mark of 95 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
2. The conditions for applying are published on the DGES and UFP websites.

Article 41.

Entrance exams

1. Applications for a bachelor's degree or integrated master's degree are subject to an assessment of ability to attend higher education, through the following entrance exams:
 - a) Two written tests: one to assess general interpretation and writing skills and the other to assess specific skills for the educational area of the course you are applying for;
 - b) Analysis of the candidate's academic and professional CV;
 - c) Letter of interest and individual interview to assess the suitability of the application.
2. The entrance exams required to apply for bachelor's and integrated master's degrees through this special call are set by the rector and published on the UFP website.
3. The entrance exams are organized by the UFP and are held according to the following specifications:
 - a) They take place in a single call according to a calendar fixed annually and published on the university's website;
 - b) The written tests have a maximum duration of 120 minutes;
 - c) The interview with the candidate lasts a maximum of 30 minutes;
 - d) The contents of the specific exams are available on the UFP's website and are aligned with the programs and curricular targets defined for the subjects to be covered by the entrance exams defined under the general access regime;
 - e) The written tests and the interview require the presentation of an identification document;
 - f) The written tests can be taken in person, through technological platforms or by other telematic means, provided that the conditions of reliability for the assessment are safeguarded;
 - g) Justified absence from the exams, duly proven within a maximum of three working days of the date of the exams, by submitting a request to the Admissions Office, allows the exams to be rescheduled, but only if it is possible to take them on a date prior to the announcement of the results.
4. Failure to attend one of the entrance exams excludes candidates.
5. Candidates who engage in fraudulent behaviour will be disqualified from taking the entrance exams.
6. The tests can be used to apply for enrolment on more than one UFP course.
7. The entrance exams must be taken in the year in which the application is submitted. Exceptionally, in cases where the written tests have been taken at UFP in the four immediately preceding years, and without prejudice to the provisions of the sole paragraph of Article 8(1), the candidate may request, at the time of application, the use of the grade(s) previously obtained.





Article 42.

Exemption from exams

1. When applying, candidates may request to be exempt from taking the written tests, provided that one of the following situations is met:
 - a) They have achieved a pass grade in Portuguese secondary education, less than 3 years ago, in the subjects corresponding to the written tests for the courses they are applying for. In this case, the entrance exam grade corresponds to the grade or average of the grades of the secondary education subjects thus considered;
 - b) They have passed at least two courses in the fundamental areas of the course they are applying for or in the scientific areas of the specific exams, with the entrance exam grade corresponding to the ECTS-weighted average for the courses in question;
 - c) Less than five years ago they have passed, in another higher education institution, the specially tailored tests designed to assess the ability of those over 23 to attend higher education, provided that the written tests are from the fundamental educational areas of the course to which they are applying or from the scientific areas of the specific tests required at UFP, with the classification of the entrance test corresponding to the grade or average of the grades of the tests in question.
2. The decision on exemption rests with the exam board and the granting of exemption precludes the exam taking place.

Article 43.

Admission Exams Jury

1. The selection boards responsible for the entrance exams for each course are constituted by order of the director of the organisational unit to which the course belongs, for a period of three years, after consultation with the Scientific and Pedagogical Councils, and have the following membership:
 - a) A lecturer in the fundamental scientific area of the course being applied for, who chairs the call;
 - b) One lecturer for each scientific area to which the tests belong;
 - c) A psychology lecturer.
2. The powers of the exam board are:
 - a) As part of the written tests:
 - i) Drawing up and making available the syllabus and bibliography for each test;
 - ii) Preparing and organizing the tests;
 - iii) Registering, issuing and signing the respective agendas and terms within seven working days of the meeting;
 - iv) Forwarding the grade sheets and the respective exams to the Admissions Office so that, in accordance with the law, they can be filed in the candidate's individual file;
 - v) Analysing and processing applications for exemption from specific tests;
 - b) In the scope of the curricular analysis and interview components:
 - i) Submitting the proposed evaluation criteria for the curricular analysis and interviews to the Scientific Councils of the respective organic units for approval;
 - ii) Carrying out and evaluating the curricular analysis and interviews;





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- iii) Registering, issuing and signing the respective grade sheets within seven working days of the meeting;
- iv) Issue the final grade sheet, which includes the assessment of the three components, by the deadline set each year for releasing the results of the assessment tests;
- iv) Forwarding the final grade sheets to the Admissions Office, together with the grids containing the criteria and assessment results of the curricular analysis and the interview carried out with the candidate, so that, in accordance with the law, they can be filed in the candidate's personal file;

Article 44.

Classification criteria

1. The grade awarded for each of the components referred to in Article 41(1) is expressed on a whole number scale from 0 to 20.
2. In the curricular analysis, the candidate's educational background and professional experience are assessed using an evaluation grid with criteria approved by the Scientific Council of the organic unit.
3. The interview will also assess the candidate's motivation and commitment, as well as their ability to express themselves and understand, using an evaluation grid with criteria approved by the Scientific Council of the organic unit.
4. Application to a course through this call depends on the candidate obtaining marks equal to or greater than 9.5 (nine points and five tenths), on a scale of 0 to 20, in each of the written tests, the interview and the curriculum analysis. Failure to obtain the minimum pass mark in any assessment component shall eliminate the candidate.

Article 45.

Classification Appeal

1. Without prejudice to the provisions of the following paragraph, the jury's decisions may be appealed to the rector of the UFP.
2. Grade appeals can only be lodged for the written tests, and the grades obtained in the components referred to in Article 41(1)(b) and (c) are unappealable.
3. Candidates have three working days after the results have been announced to request a photocopy of the evaluation elements from the Admissions Office, and five working days after these elements have been delivered to request a duly substantiated reappraisal.
4. Grade appeals must be submitted in person at the Admissions Office or sent by registered mail.
5. Classification appeals that do not comply with the previous paragraphs or are not duly substantiated will be rejected outright.
6. The decision on the appeal will be made and communicated to the applicant within a maximum of twenty working days of receipt at the Admissions Office.

Article 46.

Certification

Two types of certificates are issued for the entrance exams designed to assess the ability of people over 23 to attend higher education, subject to a fee in accordance with the scale in force:



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- a) Certificate of having taken the written tests, stating the grade achieved;
- b) Certificate showing the final result of the assessment, with a breakdown of the marks obtained in each component.

Article 47.

Application documentation

1. The application file must include:
 - a) A completed online application form, according to the model in force at UFP;
 - b) An authorized photocopy of civil and tax identification documents;
 - c) A written presentation addressed to the selection board stating the reasons for applying to UFP and the courses being applied for;
 - d) An up to date and duly dated and signed Curriculum Vitae, drawn up according to the European model (Europass), accompanied by evidence of the activities mentioned therein, including descriptive and certifying elements of the training/education undertaken and evidence, issued by competent bodies, of professional experience and skills and voluntary work carried out, if applicable, in the following terms:
 - i) A statement from the employer(s), indicating the duties performed and the period of duration (beginning and end);
 - ii) In the case of self-employed professionals, the documents certifying this experience must be issued by the entities to which the services were rendered, indicating the nature of the services and the period of duration (beginning and end);
 - iii) Volunteer work must be justified by a certificate issued by the promoting organizations, under the terms of Decree-Law 389/99 of 30 September;
 - e) Certificate of qualifications;
 - f) Declaration, on your honour, that you meet the conditions for enrolment in the tests designed to assess the ability of people over 23 to attend higher education, under the terms of Article 40 of the European Convention on Human Rights.
2. Where applicable, the application file must include:
 - a) Prerequisite file for the year of application: a document proving that the prerequisites have been met, corresponding to a medical declaration, in the form of an answer to a questionnaire, under the terms of Annex III of CNAES Deliberation no. 266-A/2019, of March 12;
 - b) Document proving compliance with the provisions of Article 3(2)(a), (b), (c) or (d) of Decree-Law no. 36/2014 of March 10, as amended and republished by Decree-Law no. 62/2018 of August 6, depending on the situation in question, namely:
 - i) Be a national of a member state of the European Union;
 - ii) Be a family member of Portuguese nationals or nationals of a member state of the European Union, regardless of their nationality;
 - iii) Have been legally resident in Portugal for more than two years, uninterruptedly, on January 1st of the year in which they intend to enter higher education, as well as their children who are legally resident with them, if the applicant is not a national of a member state of the European Union and is not covered by the previous point;





- iv) Be a beneficiary, on January 1st of the year in which they intend to enter higher education, of equal rights and duties status granted under an international treaty between the Portuguese State and the State of which they are a national.
3. If requesting exemption from taking the written tests, documents must be submitted proving one of the conditions referred to in Article 42(1) under which exemption is being requested.

Article 48.

Application grade

1. The application grade is a score on a scale of 0 to 200, calculated by applying the following formula, the result of which is rounded to the nearest tenth, considering a value of not less than 0.05 as a tenth:

$$NC = (P \times p_i + C \times p_c + E \times p_e) \times 10$$

Where:

- NC , is the candidate's grade;
 - P , is the simple average of the marks for the written tests taken;
 - p_i is the weighting assigned by the UFP to the simple average of the marks in the written tests;
 - C , is the result of the curricular analysis;
 - p_c is the weighting assigned by the UFP to the classification obtained in the curricular analysis;
 - E , is the result of the interview; and
 - p_e is the weighting assigned by the UFP to the score obtained in the interview.
2. All intermediate calculations are made without rounding.
3. An increase of 10 (ten) points is added to the application grade obtained by applying the provisions of no. 1 for candidates who have successfully completed individual curricular units at UFP, provided that they belong to the course they are applying for and that they total at least 30 ECTS. This application grade is limited to a maximum of 200 points, even in situations where the application of the bonus factor results in a higher score.

Article 49.

Ranking

1. Candidates for each course are ranked in descending order of their application grade (NC).
2. In the event of a tie, the following criteria will apply successively:
- a) 1st criterion: highest average score in the entrance exams (P);
 - b) 2nd criterion: highest score in the curricular analysis (C);
 - c) 3rd criterion: highest score in the interview (E).





Chapter VI

Special call for holders of technological specialization diplomas

Article 50.

Access conditions

Candidates who cumulatively meet the following conditions may apply to the special call for holders of a technological specialization diploma:

- a) They hold a technological specialization diploma;
- b) They provide proof of ability to attend higher education;
- c) They are not covered by the international student statute, regulated by Decree-Law no. 36/2014, of March 10, amended and republished by Decree-Law no. 62/2018, of August 6.

Article 51.

Courses that can be applied for

1. Candidates covered by the previous Article may only apply to courses for which correspondence has been established with the area of education and training of the diploma, under the terms and subject to the vacancies established annually by official order of the rector.
 - §. The areas of education and training of the CNAEF that make it possible to apply for each bachelor's degree and integrated master's degree are set by the rector and published on the UFP website.
2. In addition to the provisions of the previous paragraph, admission to the call may also depend on a case-by-case assessment of the suitability of the curriculum of the technological specialization course for entry to the course in question.
 - §. The assessment on a case-by-case basis is carried out by a committee appointed by the Scientific Council of the respective organic unit, made up of three members, including the Cycle Coordinator and two lecturers from the course in question.

Article 52.

Admission conditions

1. To apply to a bachelor's or integrated master's degree course through the special call for holders of a technological specialisation diploma, candidates must cumulatively meet the following conditions:
 - a) Have taken the national secondary education exams corresponding to the entrance exams required to enter the course in question through the general access regime, regulated by Decree-Law no. 296-A/98, of September 25, in its current wording;
 - b) Have obtained a minimum mark of 95 in these exams, or such other mark as may be set by the legally and statutorily competent body of the UFP;
 - c) Have met the prerequisites for entry to the course;
 - d) Have obtained a minimum mark of 95 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
2. The conditions for applying are published on the DGES and UFP websites.





Article 53.

Entrance exams

1. The entrance exams are held through the national final exams for secondary education under the terms set by a decision of CNAES, published in the 2nd series of the Diário da República and published on the DGES website.
2. For applicants from non-Portuguese courses, legally equivalent to Portuguese secondary education, the entrance exams can be taken through the application of Article 20-A of Decree-Law no. 296-A/98, of September 25, in its current wording, regulated by a decision of CNAES, published annually in the 2nd series of the Diário da República and published on the DGES website, which sets out the terms and conditions for replacing the entrance exams with final exams in subjects from those courses.

Article 54.

Application documentation

1. The application file must include:
 - a) A completed online application form, according to the model in force at UFP;
 - b) An authorized photocopy of civil and tax identification documents;
 - c) A document proving that candidates have obtained the qualification with which they are applying, indicating the final classification obtained;
 - d) Document proving the marks obtained in the final national secondary education exams corresponding to the entrance exams required for the courses being applied for.
2. Where applicable, the application file must include:
 - a) Prerequisite file for the year of application: a document proving that the prerequisites have been met, corresponding to a medical declaration, in the form of an answer to a questionnaire, under the terms of Annex III of CNAES Deliberation no. 266-A/2019, of March 12;
 - b) Document proving compliance with the provisions of Article 3(2)(a), (b), (c) or (d) of Decree-Law no. 36/2014 of March 10, as amended and republished by Decree-Law no. 62/2018 of August 6, depending on the situation in question, namely:
 - i) Be a national of a member state of the European Union;
 - ii) Be a family member of Portuguese nationals or nationals of a member state of the European Union, regardless of their nationality;
 - iii) Have been legally resident in Portugal for more than two years, uninterruptedly, on January 1st of the year in which they intend to enter higher education, as well as their children who are legally resident with them, if the applicant is not a national of a member state of the European Union and is not covered by the previous point;
 - iv) Be a beneficiary, on January 1st of the year in which they intend to enter higher education, of equal rights and duties status granted under an international treaty between the Portuguese State and the State of which they are a national.
3. Candidates applying with a foreign technological specialization diploma must also attach it to their application:
 - a) A Declaration, issued by a competent national body in the respective country, attesting that the post-secondary qualification they hold, obtained in that country, is awarded at level 5 of the European Qualifications Framework;





- b) A statement explaining the grading scale, when this is different from the Portuguese system (0-20 values, positive grade from 10), issued by the educational institution where the diploma was obtained.
4. Official documents issued by foreign educational institutions must be authenticated by the official education services of the respective country and recognized by the Portuguese diplomatic or consular authority or bear the apostille of the Hague Convention, as must translations of documents whose original language is not Spanish, French or English.

Article 55.

Application grade

1. The application grade is a score on a scale of 0 to 200, calculated by applying the following formula, the result of which is rounded to the nearest tenth, considering a value of not less than 0.05 as a tenth:

$$NC = T \times p_t + P \times p_i$$

Where:

- NC , is the candidate's grade;
 - T , corresponds to the final classification, converted to an integer scale from 0 to 200, of the technological specialisation course;
 - p_t is the weighting assigned by the UFP to the score of the technological specialization course;
 - P , is the simple arithmetic average of the marks obtained in the national secondary education exams corresponding to the fixed entrance exams; and
 - p_i is the weighting assigned by the UFP to the simple average of the marks in the required entrance exams.
2. All intermediate calculations are made without rounding.
3. The weighting given to each of the components considered in the calculation of the application grade is set by the legally and statutorily competent body of the UFP and published on the university's website.
4. An increase of 10 (ten) points is added to the application grade obtained by applying the provisions of no. 1 for candidates who have successfully completed individual curricular units at UFP, provided that they belong to the course they are applying for and that they total at least 30 ECTS. This application grade is limited to a maximum of 200 points, even in situations where the application of the bonus factor results in a higher score.

Article 56.

Ranking

1. Candidates for each course are ranked in descending order of their application grade (NC).
2. In the event of a tie, the following criteria will apply successively:
- a) 1st criterion: highest average mathematical score in the entrance exams (P);
 - b) 2nd criterion: final score in the highest course (T);





Chapter VII

Special call for holders of higher vocational technical diplomas

Article 57.

Access conditions

Candidates who cumulatively meet the following conditions may apply to the special call for holders of a higher vocational technical diploma:

- a) They hold a higher vocational technical diploma;
- c) They provide proof of ability to attend higher education;
- d) They are not covered by the international student statute, regulated by Decree-Law no. 36/2014, of March 10, amended and republished by Decree-Law no. 62/2018, of August 6.

Article 58.

Courses that can be applied for

1. Candidates covered by the previous Article may only apply to courses for which correspondence has been established with the area of education and training of the diploma, under the terms and subject to the vacancies established annually by official order of the rector.
 - §. The areas of education and training of the CNAEF that make it possible to apply for each bachelor's degree and integrated master's degree are set by the rector and published on the UFP website.
2. In addition to the provisions of the previous paragraph, admission to the call may also depend on a case-by-case assessment of the suitability of the curriculum of the senior vocational technical course for entry to the course in question.
 - §. The assessment on a case-by-case basis is carried out by a committee appointed by the Scientific Council of the respective organic unit, made up of three members, including the Cycle Coordinator and two lecturers from the course in question.

Article 59.

Admission conditions

1. To apply to a bachelor's or integrated master's degree course through the special call for holders of a higher vocational technical diploma, candidates must cumulatively meet the following conditions:
 - a) Have taken the national secondary education exams corresponding to the entrance exams required to enter the course in question through the general access regime, regulated by Decree-Law no. 296-A/98, of September 25, in its current wording;
 - b) Have obtained a minimum mark of 95 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
 - c) Have met the prerequisites for entry to the course;
 - d) Have obtained a minimum mark of 95 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
2. The conditions for applying are published on the DGES and UFP websites.





Article 60.

Entrance exams

1. The entrance exams are held through the national final exams for secondary education under the terms set by a decision of CNAES, published in the 2nd series of the Diário da República and published on the DGES website.
2. For applicants from non-Portuguese courses, legally equivalent to Portuguese secondary education, the entrance exams can be taken through the application of Article 20-A of Decree-Law no. 296-A/98, of September 25, in its current wording, regulated by a decision of CNAES, published annually in the 2nd series of the Diário da República and published on the DGES website, which sets out the terms and conditions for replacing the entrance exams with final exams in subjects from those courses.

Article 61.

Application documentation

1. The application file must include:
 - a) A completed online application form, according to the model in force at UFP;
 - b) An authorized photocopy of civil and tax identification documents;
 - c) A document proving that candidates have obtained the qualification with which they are applying, indicating the final classification obtained;
 - d) Document proving the marks obtained in the final national secondary education exams corresponding to the entrance exams required for the courses being applied for.
2. Where applicable, the application file must include:
 - a) Prerequisite file for the year of application: a document proving that the prerequisites have been met, corresponding to a medical declaration, in the form of an answer to a questionnaire, under the terms of Annex III of CNAES Deliberation no. 266-A/2019, of March 12;
 - b) Document proving compliance with the provisions of Article 3(2)(a), (b), (c) or (d) of Decree-Law no. 36/2014 of March 10, as amended and republished by Decree-Law no. 62/2018 of August 6, depending on the situation in question, namely:
 - i) Be a national of a member state of the European Union;
 - ii) Be a family member of Portuguese nationals or nationals of a member state of the European Union, regardless of their nationality;
 - iii) Have been legally resident in Portugal for more than two years, uninterruptedly, on January 1st of the year in which they intend to enter higher education, as well as their children who are legally resident with them, if the applicant is not a national of a member state of the European Union and is not covered by the previous point;
 - iv) Be a beneficiary, on January 1st of the year in which they intend to enter higher education, of equal rights and duties status granted under an international treaty between the Portuguese State and the State of which they are a national.
3. Candidates applying with a foreign senior professional technician diploma must also attach it to their application:
 - a) A Declaration, issued by a competent national body in the respective country, attesting that the post-secondary qualification they hold, obtained in that country, is awarded at level 5 of the European Qualifications Framework;





- b) A statement explaining the grading scale, when this is different from the Portuguese system (0-20 values, positive grade from 10), issued by the educational institution where the diploma was obtained.
4. Official documents issued by foreign educational institutions must be authenticated by the official education services of the respective country and recognized by the Portuguese diplomatic or consular authority or bear the apostille of the Hague Convention, as must translations of documents whose original language is not Spanish, French or English.

Article 62.

Application grade

1. The application grade is a score on a scale of 0 to 200, calculated by applying the following formula, the result of which is rounded to the nearest tenth, considering a value of not less than 0.05 as a tenth:

$$NC = T \times p_t + P \times p_i$$

Where:

- NC , is the candidate's grade;
 - T , corresponds to the final classification, converted to an integer scale from 0 to 200, of the higher vocational technological diploma;
 - p_t is the weighting assigned by the UFP to the score for the higher vocational technical diploma;
 - P , is the simple arithmetic average of the marks obtained in the national secondary education exams corresponding to the fixed entrance exams; and
 - p_i is the weighting assigned by the UFP to the simple average of the marks in the required entrance exams.
2. All intermediate calculations are made without rounding.
 3. The weighting given to each of the components considered in the calculation of the application grade is set by the legally and statutorily competent body of the UFP and published on the university's website.
 4. An increase of 10 (ten) points is added to the application grade obtained by applying the provisions of no. 1 for candidates who have successfully completed individual curricular units at UFP, provided that they belong to the course they are applying for and that they total at least 30 ECTS. This application grade is limited to a maximum of 200 points, even in situations where the application of the bonus factor results in a higher score.

Article 63.

Ranking

1. Candidates for each course are ranked in descending order of their application grade (NC).
2. In the event of a tie, the following criteria will apply successively:
 - a) 1st criterion: highest average score in the entrance exams (P);
 - b) 2nd criterion: final score in the highest course (T);





Chapter VIII

Special call for holders of secondary education dual certification courses and specialized artistic courses (graduates of vocational courses)

Article 64.

Access conditions

1. The special call for holders of secondary education dual certification courses and specialized artistic courses is open to candidates who hold a diploma conferring a level 4 qualification from the National Qualifications Framework and which includes:
 - a) Vocational courses;
 - b) Apprenticeship courses;
 - c) Education and training courses for young people;
 - d) Courses within the sector of the Turismo de Portugal, I. P. network of schools;
 - e) Specialized artistic courses;
 - f) Vocational training courses under the Youth Integration Training Program of the Autonomous Region of the Azores.
2. This special call also applies to students with:
 - a) Specialized artistic courses at secondary level in the area of music;
 - b) Courses from a Member State of the European Union, legally equivalent to Portuguese secondary education, conferring dual educational and vocational certification, and conferring level 4 qualifications of the European Qualifications Framework;
 - c) Other non-Portuguese courses, legally equivalent to Portuguese secondary education, conferring dual educational and vocational certification, in situations where the candidates in question have Portuguese nationality.
3. Cumulatively, the applicant cannot be covered by the international student statute, regulated by Decree-Law no. 36/2014, of March 10, amended and republished by Decree-Law no. 62/2018, of August 6.

Article 65.

Courses that can be applied for

Candidates covered by the previous Article may only apply to courses for which correspondence has been established with the area of education and training of the diploma, under the terms and subject to the vacancies established annually by official order of the rector.

- §. The areas of education and training of the CNAEF that make it possible to apply for each bachelor's degree and integrated master's degree are set by the rector and published on the UFP website.





Article 66.

Admission conditions

1. To apply to a bachelor's or integrated master's degree course through the special call for holders of secondary education dual certification courses and specialized artistic courses, candidates must meet the following conditions:
 - a) Have passed the specific tests designed to assess the ability to attend higher education;
 - b) Have obtained a minimum mark of 95 in each of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
 - c) Have met the prerequisites for entry to the course;
 - d) Have obtained a minimum mark of 95 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
2. The conditions for applying are published on the DGES and UFP websites.

Article 67.

Entrance exams

1. In assessing candidates' ability to attend higher education, the following elements are considered cumulatively;
 - a) The final course grade obtained by the student;
 - b) The ratings obtained:
 - i) In the professional aptitude test, in the case of vocational course holders;
 - ii) In the final aptitude test, in the case of apprenticeship graduates;
 - c) In the final aptitude test, in the case of education and training courses for young people;
 - iv) In the final assessment tests of the modules included in the curricular plans of the courses organized in accordance with Ministerial Order no. 57/2009, of January 21, in its current wording, in the case of the holders of these courses;
 - v) In the final assessment tests of tourism competencies in the courses organized in accordance with the ordinance of the members of the Government responsible for the areas of tourism, education and vocational training, in the case of holders of sectoral courses of the Turismo de Portugal, I. P. school network;
 - ii) In the artistic aptitude test, in the case of graduates of specialised artistic courses;
 - vii) In the final assessment test, in the case of holders of vocational training courses under the Youth Integration Training Program of the Autonomous Region of the Azores;
 - c) The marks obtained in the entrance exams organized by the UFP to assess the knowledge and skills considered indispensable for entry and progression in the course to which you are applying.
2. The exams referred to in paragraph b) of the previous number may be replaced by the final exams of the respective education systems, by decision of the legally and statutorily competent body of the UFP, under the terms and conditions established by decision of CNAES.
3. The entrance exams required to apply for bachelor's and integrated master's degrees through this special call are set by the rector and published on the UFP website.





4. The entrance exams referred to in paragraph 1(c) organized by the UFP and are held according to the following specifications:
 - a) They take place in a single call according to a calendar fixed annually and published on the university's website;
 - b) The written tests have a maximum duration of 120 minutes;
 - c) The contents of the specific exams are available on the UFP's website and are aligned with the programs and curricular targets defined for the subjects to be covered by the entrance exams defined under the general access regime;
 - e) The tests and the interview require the presentation of an identification document;
 - e) Written tests can be taken in person, via technological platforms or by other remote means, provided that the conditions for reliable assessment are safeguarded;
 - f) Justified absence from the exams, duly proven within a maximum of three working days of the date of the exams, by submitting a request to the Admissions Office, allows the exams to be rescheduled, but only if it is possible to take them on a date prior to the announcement of the results.
5. Failure to attend one of the entrance exams disqualifies candidates.
6. Candidates who engage in fraudulent behaviour will be disqualified from taking the entrance exams.
7. The tests can be used to apply for enrolment on more than one UFP course.
8. The entrance exams must be taken in the year in which the application is submitted. Exceptionally, in cases where the written tests have been taken at UFP in the four immediately preceding years, and without prejudice to the provisions of the sole paragraph of Article 8(1), the candidate may request, at the time of application, the use of the grade(s) previously obtained.

Article 68.

Admission Exams Jury

1. The selection boards responsible for the entrance exams for each course are constituted by order of the director of the organisational unit to which the course belongs, for a period of three years, after consultation with the Scientific and Pedagogical Councils, and have the following membership:
 - a) A lecturer in the fundamental scientific area of the course being applied for, who chairs the call;
 - b) One lecturer for each scientific area to which the tests belong;
2. The powers of the exam board are:
 - a) Drawing up and making available the syllabus and bibliography for each test;
 - b) Preparing and organizing the tests;
 - c) Registering, issuing and signing the respective agendas and terms within seven working days of the meeting;
 - d) Forwarding the grade sheets and the respective exams to the Admissions Office so that, in accordance with the law, they can be filed in the candidate's individual file.





Article 69.

Classification criteria

1. The grade awarded for each of the entrance exams is expressed on a whole number scale from 0 to 200.
2. Application to a course through this call depends on the candidate obtaining marks equal to or greater than 95 on a scale of 0 to 200 in both written tests. Failure to obtain the minimum pass mark in any assessment component shall eliminate the candidate.

Article 70.

Classification Appeal

1. The jury's decisions may be appealed to the rector of the UFP.
2. A classification appeal can be submitted for each of the entrance exams held at the UFP, with the candidate having three working days after the results are announced to request a photocopy of the evaluation elements from the Admissions Office, and five working days after these elements have been delivered to request a duly substantiated reappraisal.
3. Grade appeals must be submitted in person at the Admissions Office or sent by registered mail.
4. Classification appeals that do not comply with the previous paragraphs or are not duly substantiated will be rejected outright.
5. The decision on the appeal will be made and communicated to the applicant within a maximum of twenty working days of receipt at the Admissions Office.

Article 71.

Application documentation

1. The application file must include:
 - a) A completed online application form, according to the model in force at UFP;
 - b) An authorized photocopy of civil and tax identification documents;
 - c) A document proving that candidates have obtained the qualification with which they are applying, indicating the final classification obtained, issued by the central and regional education services, by the Instituto do Turismo de Portugal, I. P., or by the Instituto do Emprego e da Formação Profissional, I. P., depending on the course the candidate holds;
 - d) A document proving the marks obtained in the test referred to in Article 67(1)(b).
2. Where applicable, the application file must include:
 - a) Prerequisite file for the year of application: a document proving that the prerequisites have been met, corresponding to a medical declaration, in the form of an answer to a questionnaire, under the terms of Annex III of CNAES Deliberation no. 266-A/2019, of March 12;
 - b) Document proving compliance with the provisions of Article 3(2)(a), (b), (c) or (d) of Decree-Law no. 36/2014 of March 10, as amended and republished by Decree-Law no. 62/2018 of August 6, depending on the situation in question, namely:
 - i) Be a national of a member state of the European Union;





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- ii) Be a family member of Portuguese nationals or nationals of a member state of the European Union, regardless of their nationality;
 - iii) Have been legally resident in Portugal for more than two years, uninterruptedly, on January 1st of the year in which they intend to enter higher education, as well as their children who are legally resident with them, if the applicant is not a national of a member state of the European Union and is not covered by the previous point;
 - iv) Be a beneficiary, on January 1st of the year in which they intend to enter higher education, of equal rights and duties status granted under an international treaty between the Portuguese State and the State of which they are a national.
3. Candidates applying with a foreign vocational secondary education diploma must also attach it to their application:
- a) Declaration issued by the official education services of the respective country, attesting that the secondary qualification they hold, obtained in that country, provides dual certification, both educational and vocational, and is equivalent to level 4 of the European Qualifications Framework, or a certificate of equivalence to Portuguese secondary education issued by the competent national body;
 - b) A statement explaining the grading scale, when this is different from the Portuguese system (0-20 values, positive grade from 10), issued by the educational institution where the diploma was obtained.
4. Official documents issued by foreign educational institutions must be authenticated by the official education services of the respective country and recognized by the Portuguese diplomatic or consular authority or bear the apostille of the Hague Convention, as must translations of documents whose original language is not Spanish, French or English.

Article 72.

Application grade

1. The application grade is a score on a scale of 0 to 200, calculated by applying the following formula, the result of which is rounded to the nearest tenth, considering a value of not less than 0.05 as a tenth:

$$NC = S \times p_s + A \times p_a + P \times p_i$$

Where:

- NC , is the candidate's grade;
- S , corresponds to the final classification, converted to an integer scale from 0 to 200, of the dual certified secondary course;
- p_s is the weighting assigned by the UFP to the score of the secondary education obtained by the candidate;
- A , corresponds to the final classification, converted to an integer scale from 0 to 200, of the aptitude test or final assessment;
- p_a is the weighting assigned by the UFP to the score of the in the aptitude test or final assessment obtained by the candidate;
- P , is the simple arithmetic average of the marks obtained in the entrance exams; and



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- p_i is the weighting assigned by the UFP to the simple average of the marks in the required entrance exams.
- 2. All intermediate calculations are made without rounding.
- 3. An increase of 10 (ten) points is added to the application grade obtained by applying the provisions of no. 1 for candidates who have successfully completed individual curricular units at UFP, provided that they belong to the course they are applying for and that they total at least 30 ECTS. This application grade is limited to a maximum of 200 points, even in situations where the application of the bonus factor results in a higher score.

Article 73.

Ranking

1. Candidates for each course are ranked in descending order of their application grade.
2. In the event of a tie, the following criteria will apply successively:
 - a) 1st criterion: highest average score in the entrance exams;
 - b) 2nd criterion: highest score in the aptitude test or final assessment;
 - c) 3rd criterion: highest score of the dual certification secondary education course.

Chapter IX

Special call for holders of other higher education courses

Article 74.

Access conditions

1. Graduates of other higher education courses may take part in the special call if they, cumulatively, meet all of the following conditions:
 - a) Hold a bachelor's, licentiate, master's or doctorate degree;
 - b) Meet the specific conditions set by the UFP;
 - d) They are not covered by the international student statute, regulated by Decree-Law no. 36/2014, of March 10, amended and republished by Decree-Law no. 62/2018, of August 6.
2. Candidates may also take part in the call if they are graduates of the now defunct Primary Teaching, Nursery School and General Nursing courses and can prove that they have completed a secondary education course, a complementary secondary education course or a 10th or 11th grade course.

Article 75.

Courses that can be applied for

Candidates covered by the previous Article may apply to any UFP bachelor's and integrated master's degree course, subject to the vacancies set annually by formal ruling of the rector.





Article 76.

Admission conditions

1. To apply for a bachelor's or integrated master's degree through the special call for graduates of other higher education courses, the following conditions must be met:
 - a) Hold a higher education degree considered to be non-equivalent when the entry qualification is a bachelor's degree;
 - b) Have met the prerequisites for entry to the course;
 - c) Have obtained a minimum mark of 100 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
2. The conditions for applying are published on the DGES and UFP websites.

Article 77.

Application documentation

1. The application file must include:
 - a) A completed online application form, according to the model in force at UFP;
 - b) An authorized photocopy of civil and tax identification documents;
 - c) A document proving that candidates have obtained the qualification with which they are applying, indicating the final classification obtained;
2. Candidates applying with a foreign higher diploma must also attach it to their application:
 - a) An official document proving that the course of study is recognized as higher education by the legislation of the country in question;
 - b) A statement explaining the grading scale, when this is different from the Portuguese system (0-20 values, positive grade from 10), issued by the educational institution where the diploma was obtained.
3. Official documents issued by foreign educational institutions must be authenticated by the official education services of the respective country and recognized by the Portuguese diplomatic or consular authority or bear the apostille of the Hague Convention, as must translations of documents whose original language is not Spanish, French or English.

Article 78.

Application grade

1. The application grade is an integer grade on a scale of 0 to 200, corresponding to the final grade on the diploma of the higher education course completed by the candidate.
 - §. In the case of candidates who present certificates proving that they have completed different courses/degrees, including two-level courses, the best final classification presented will be taken into account.
2. The final classification of the degree presented is converted to the scale from 0 to 200, in accordance with the provisions of Article 19(4).
3. In situations where there is no final degree classification, the classification of 100 points will be taken into account.





4. An increase of 10 (ten) points is added to the application grade obtained by applying the provisions of no. 1 for candidates who have successfully completed individual curricular units at UFP, provided that they belong to the course they are applying for and that they total at least 30 ECTS. This application grade is limited to a maximum of 200 points, even in situations where the application of the bonus factor results in a higher score.

Article 79.

Ranking

1. Candidates for each course are ranked in descending order of their application grade.
2. In the event of a tie, the following criteria will apply successively:
 - a) 1st criterion: degree and diploma giving priority, successively, to holders of a bachelor's degree, a master's degree and a doctorate;
 - b) 2nd criterion: highest age (taking into account the candidate's age on the day of the application deadline).

Chapter X

Special call for international students

Article 80.

Access conditions

1. International candidates may take part in the special call if they, meet all of the following conditions:
 - a) Do not have Portuguese nationality and are not covered by one of the situations described in the following paragraph;
 - b) Hold a Portuguese secondary education diploma or a legally equivalent qualification, or hold a qualification, understood as any diploma or certificate issued by a competent authority which attests to the successful completion of an education program that entitles the candidate to apply for and enter higher education in the country of origin in which it was awarded.
2. For the purposes of point a) of the previous paragraph, an international student is one who, not having Portuguese nationality, is not covered by one of the following situations:
 - a) Being a national of a member state of the European Union;
 - b) Being a family member of Portuguese nationals or nationals of a member state of the European Union, regardless of their nationality, with family members being those considered as such under the terms of Law no. 37/2006, of 9 August, namely:
 - i) The spouse a national of a member state of the European Union;
 - ii) The partner with whom a Portuguese citizen or national of a member state of the European Union lives in a de facto union, constituted under the terms of the law, or with whom they have a permanent relationship duly certified by the competent authority in Portugal or the member state where they reside;
 - iii) A direct descendant who is under 21 years of age or who is the dependent of a Portuguese citizen or a national of a member state of the European Union, as well as their spouse or partner within the meaning of the previous point;





- iv) A direct ascendant who is the dependent of a Portuguese citizen or a national of a member state of the European Union, as well as their spouse or partner within the meaning of the previous point;
 - c) If not a national of a Member State of the European Union and not covered by the previous paragraph, the candidate must have been legally resident in Portugal for more than two years, uninterruptedly, on January 1st of the year in which they wish to enter higher education, as well as any children who are legally resident with them. Length of residence with a residence permit for study purposes does not count for the purposes of this point;
 - d) Are a beneficiary, on January 1st of the year in which they intend to enter higher education, of equal rights and duties status granted under an international treaty between the Portuguese State and the State of which they are a national.
 - e) Apply for admission to higher education through the special access and admission regimes regulated by Decree-Law no. 393-A/99, of October 2, amended by Decree-Law no. 272/2009, of October 1, namely:
 - i) National scholarship students from Portuguese-speaking African countries, within the framework of cooperation agreements signed by the Portuguese State;
 - ii) Foreign officials of a diplomatic mission accredited in Portugal and their family members residing here, on a reciprocal basis;
 - iii) Athletes who have high competition status or are part of the high competition pathway;
 - iv) Those with Timorese nationality and their children;
 - f) Are attending a Portuguese higher education institution as part of an international mobility program to complete part of a cycle of studies at a foreign higher education institution with which the Portuguese institution has established an exchange agreement for this purpose.
3. International students can enter study cycles leading to a bachelor's degree and integrated study cycles leading to a master's degree exclusively through the special access and entry call regulated by this chapter.
4. Without prejudice to the provisions of the following paragraph, students who enter higher education under this call maintain the status of international student until the end of the course in which they initially enrolled or to which they transfer, even if, during their attendance, they are granted the status of equal rights and duties under an international treaty between the Portuguese State and the State of which they are a national.
5. The provisions of the previous paragraph do not apply to international students who acquire the nationality of a member state of the European Union, and the cessation of the application of international student status takes effect in the academic year following the date of acquisition of nationality.

Article 81.

Courses that can be applied for

Candidates covered by the previous Article may apply to any UFP bachelor's and integrated master's degree course, subject to the vacancies set annually by formal ruling of the rector.





Article 82.

Admission conditions

1. To apply to a bachelor's or integrated master's degree course through the special call for international students, candidates must meet the following conditions:
 - a) Have a specific academic qualification for entry to the course;
 - b) Have the level of knowledge of the Portuguese language or other languages required to attend the course to which they are applying, or undertake to achieve it at UFP within the first year of attending the course to which they are admitted;
 - c) Have met the prerequisites for entry to the course;
 - d) Have obtained a minimum mark of 95 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
2. Applications for a bachelor's or integrated master's degree through this special call are also subject to verification, where applicable, that they have a valid residence permit, in accordance with the rules of the Agency for Integration, Migration and Asylum in Portugal.
3. The conditions for applying are published on the DGES and UFP websites.

Article 83.

Entrance exams

1. Applications for a bachelor's degree or integrated master's degree are subject to an assessment of the specific academic qualification referred to in paragraph 1 a) of the previous Article by means of a test that must:
 - a) Cover the subjects of the entrance exams set for the course being applied to, within the scope of the general access system; and
 - b) Ensure that only students who demonstrate knowledge in the subjects of the entrance exams of a level and content equivalent to that of students admitted through the general access regime regulated by Decree-Law no. 296-A/98, of September 25, in its current wording, are admitted through this call.
2. The entrance exams required to apply for bachelor's and integrated master's degrees through this special call are set by the rector and published on the UFP website.
3. The verification referred to in points a) and b) of paragraph 1 of the previous Article may be carried out by means of documentary evidence or written tests organized by the UFP, possibly supplemented by oral tests.
4. The entrance exams are organized by the UFP and are held according to the following specifications:
 - a) They take place in a single call according to a calendar fixed annually and published on the university's website;
 - b) The written tests have a maximum duration of 120 minutes;
 - c) The contents of the specific exams are available on the UFP's website and are aligned with the programs and curricular targets defined for the subjects to be covered by the entrance exams defined under the general access regime;
 - d) The written tests and the interview require the presentation of an identification document;





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- e) Written tests can be taken in person, via technological platforms or by other remote means, provided that the conditions for reliable assessment are safeguarded;
 - f) Justified absence from the exams, duly proven within a maximum of three working days of the date of the exams, by submitting a request to the Admissions Office, allows the exams to be rescheduled, but only if it is possible to take them on a date prior to the announcement of the results.
5. Failure to attend one of the entrance exams disqualifies candidates.
 6. Candidates who engage in fraudulent behaviour will be disqualified from taking the entrance exams.
 7. The tests can be used to apply for enrolment on more than one UFP course.
 8. The entrance exams must be taken in the year in which the application is submitted. Exceptionally, in cases where the written tests have been taken at UFP in the four immediately preceding years, and without prejudice to the provisions of the sole paragraph of Article 8(1), the candidate may request, at the time of application, the use of the grade(s) previously obtained.

Article 84.

Admission Exams Jury

1. The selection boards responsible for the calls for each course are constituted by order of the director of the organisational unit to which the course belongs, for a period of three years, after consultation with the Scientific and Pedagogical Councils, and have the following membership:
 - a) A lecturer in the fundamental scientific area of the course being applied for, who chairs the call;
 - b) One lecturer for each scientific area to which the tests belong.
2. The powers of the exam board are:
 - a) Drawing up and making available the syllabus and bibliography for each test;
 - b) Preparing and organizing the tests;
 - c) Registering, issuing and signing the respective agendas and terms within seven working days of the meeting;
 - d) Forwarding the grade sheets and the respective exams to the Admissions Office so that, in accordance with the law, they can be filed in the candidate's individual file.

Article 85.

Classification criteria

1. The grade awarded for each of the entrance exams is expressed on a whole number scale from 0 to 200.
2. Application to a course through this call depends on the candidate obtaining marks equal to or greater than 95 points on a scale of 0 to 200, in each of the written tests. Failure to obtain the minimum pass mark in any assessment element shall eliminate the candidate.

Article 86.

Classification Appeal

1. The jury's decisions may be appealed to the rector of the UFP.



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2. Candidates may appeal the classification of any of the UFP entrance exams. They have three working days after the results have been announced to request a photocopy of the evaluation elements from the Admissions Office, and five working days after these elements have been delivered to request a duly substantiated reappraisal.
3. Grade appeals must be submitted in person at the Admissions Office or sent by registered mail.
4. Classification appeals that do not comply with the previous paragraphs or are not duly substantiated will be rejected outright.
5. The decision on the appeal will be made and communicated to the applicant within a maximum of twenty working days of receipt at the Admissions Office.

Article 87.

Application documentation

1. The application file must include:
 - a) A completed online application form, according to the model in force at UFP;
 - b) Presentation of an authorized photocopy of civil and tax identification documents and a valid passport or residence permit, in accordance with the rules of the Portuguese Agency for Integration, Migration and Asylum;
 - c) Declaration, on oath, that you are not a Portuguese national and that you are not subject to any of the conditions set out in Article 80(2);
 - d) Proof of knowledge of the language(s) in which the course you are applying for is taught, if you are not a native speaker of that language, or a declaration of commitment to attend a Portuguese language course at UFP;
 - e) Prerequisite file for the year of application where applicable: a document proving that the prerequisites have been met, corresponding to a medical declaration, in the form of an answer to a questionnaire, under the terms of Annex III of CNAES Deliberation no. 266-A/2019, of March 12;
2. In addition to the documents described in the previous paragraph, candidates applying with a Portuguese secondary education diploma must also attach the ENES Form for the year of application.
3. In addition to the documents described in point 1, candidates applying with a foreign secondary education diploma must also attach the following to their application:
 - a) Document proving completion of a secondary education course obtained in the country of origin and the respective classification;
 - b) Document proving the equivalence of the foreign course to Portuguese secondary education, including the final classification of the course, issued by a Portuguese secondary school;
 - c) Document proving the results and respective marks obtained in the access exams to higher education, if the country of origin of the qualifications requires access exams to higher education beyond secondary education;
 - d) A statement explaining the grading scale, when this is different from the Portuguese system (0-20 values, positive grade from 10), issued by the educational institution where the diploma was obtained.
4. In addition to the documents described in point 1, candidates applying with a diploma providing access to higher education in their country of origin must also attach the following to their application:





- b) Diploma or certificate issued by a competent authority which attests to the successful completion of an education program that entitles the candidate to apply for and enter higher education in the country where it was awarded, and in which the marks obtained in each of the subjects of this education are shown;
 - b) Document proving the results and respective marks obtained in the access exams to higher education, if the country of origin of the qualifications requires access exams to higher education beyond secondary education;
 - c) A statement explaining the grading scale, when this is different from the Portuguese system (0-20 values, positive grade from 10), issued by the educational institution where the diploma was obtained.
5. The foreign exams referred to in paragraphs 3(c) and 4(b) must have been passed with a minimum mark of 95 (on a scale of 0 to 200) and are valid for the same period as the national exams in Portuguese secondary education.
 6. Official documents issued by foreign educational institutions must be authenticated by the official education services of the respective country and recognized by the Portuguese diplomatic or consular authority or bear the apostille of the Hague Convention, as must translations of documents whose original language is not Spanish, French or English.

Article 88.

Application grade

1. The application grade is a score on a scale of 0 to 200, calculated by applying the following formula, the result of which is rounded to the nearest tenth, considering a value of not less than 0.05 as a tenth:

$$NC = S \times p_s + P \times p_i$$

Where:

- NC , is the candidate's grade;
 - S , corresponds to the final classification from secondary education, converted to an integer scale from 0 to 200;
 - p_s is the weighting assigned by the UFP to the score of the secondary education obtained by the candidate;
 - P , is the simple arithmetic average of the marks obtained in the national secondary education exams corresponding to the required entrance exams or in specific exams taken at UFP; and
 - p_i is the weighting assigned by the UFP to the simple average of the marks in the required entrance exams.
2. All intermediate calculations are made without rounding.
 3. The weighting given to each of the components considered in the calculation of the application grade is set by official order of the rector and published on the university's website.
 4. An increase of 10 (ten) points is added to the application grade obtained by applying the provisions of no. 1 for candidates who have successfully completed individual curricular units at UFP, provided that they belong to the course they are applying for and that they total at least 30 ECTS. This application grade is limited to a maximum of 200 points, even in situations where the application of the bonus factor results in a higher score.





Article 89.

Ranking

1. Candidates for each course are ranked in descending order of their application grade.
2. In the event of a tie, the following criteria will apply successively:
 - a) 1st criterion: highest average score in the entrance exams (*P*);
 - b) 2nd criterion: highest score in the secondary education course (*S*).

Chapter XI

Regime for Change of Institution/Course Pair

Article 90.

Access conditions

1. Candidates may take part in the call for Change of Institution/Course Pair if they meet all of the following conditions:
 - a) Have been enrolled and registered in another institution/course pair, Portuguese or foreign, and have not completed it;
 - b) Have taken the national secondary education exams corresponding to the entrance exams set for the course being applied to, within the scope of the general access system;
 - c) Have obtained, in these exams, the minimum classification required for that year, within the scope of the general access system.
2. For students who have entered through the special calls for those over 23 years of age and for holders of dual certification secondary education courses and specialized artistic courses, the condition established by paragraphs b) and c) of the previous number can be replaced by the corresponding test(s), taken within the scope of these special calls, with this decision being made by the legally and statutorily competent body of the UFP.
3. For students who have entered through the special call for international students, the condition established in paragraphs b) and c) of no. 1 may be replaced by the application of the provisions of Articles 5 and 6 of Decree-Law no. 36/2014, of March 10, in its current wording.
4. Changing institution/course pairs is not allowed for holders of a technological specialization diploma or for holders of a professional higher technical diploma, or a foreign course of corresponding levels.

Article 91.

Courses that can be applied for

1. Candidates covered by the previous Article may apply to any UFP bachelor's and integrated master's degree course, subject to the vacancies set annually by formal ruling of the rector.
2. Application under this call is not permitted in the academic year in which the student has been placed in a higher education institution/course pair under any access and entry regime and has enrolled and registered.





Article 92.

Admission conditions

1. To apply for a bachelor's or integrated master's degree through the special call for graduates of change of institution/course pair, the following conditions must be met:
 - a) Have taken the national secondary education exams corresponding to the entrance exams required to enter the course in question through the general access regime, regulated by Decree-Law no. 296-A/98, of September 25, in its current wording;
 - b) Have obtained a minimum mark of 95 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
 - c) Have met the prerequisites for entry to the course;
 - d) Have obtained a minimum mark of 95 in each of the components of the exams set for that course, or such other mark as may be set by the legally and statutorily competent body of the UFP;
2. The conditions for applying are published on the DGES and UFP websites.

Article 93.

Application documentation

1. The application file must include:
 - a) A completed online application form, according to the model in force at UFP;
 - b) An authorized photocopy of civil and tax identification documents;
 - d) Document proving completion of secondary education and the respective marks obtained in the final national secondary education exams corresponding to the entrance exams required for the course being applied for.
 - d) An up-to-date document proving the most recent enrolment in higher education, indicating, in the case of candidates coming from a national higher education establishment, the entry regime.
2. Where applicable, the application file must include:
 - a) Prerequisite file for the year of application: a document proving that the prerequisites have been met, corresponding to a medical declaration, in the form of an answer to a questionnaire, under the terms of Annex III of CNAES Deliberation no. 266-A/2019, of March 12;
 - b) Certificate of curricular units taken in higher education, indicating the respective credits;
 - c) Study plan with reference to the credits and scientific areas of each UC;
 - d) Certificate with the syllabus and programme content of the curricular units taken in higher education, duly authenticated by the institution of origin;
 - a) Document proving that the candidate has passed the specific tests designed to assess the ability to attend higher education of students aged over 23;
 - f) Document proving the specific academic qualification required under the special call for international students.
3. Applicants from a foreign higher education institution must also submit the following documentation with their application:
 - a) In place of the ENES Form, a document issued by the legally competent authority of the country to which the non-Portuguese secondary education qualification relates, indicating:





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- i) The final course grade;
 - ii) The marks obtained in the final exams of the course that they want to replace the entrance exams;
- b) Document proving the equivalence of the foreign course to Portuguese secondary education, including the final classification of the course converted to a scale of 0 to 200, issued by a Portuguese secondary school;
 - c) An official document proving that the course of study is recognized as higher education by the legislation of the country in question.
4. Official documents issued by foreign educational institutions must be authenticated by the official education services of the respective country and recognized by the Portuguese diplomatic or consular authority or bear the apostille of the Hague Convention, as must translations of documents whose original language is not Spanish, French or English.

Article 94.

Application grade

1. The application grade is an integer classification on a scale of 0 to 200, corresponding to the arithmetic average of the final marks obtained in the entrance exams required for access to the course sought, or the final classification of the application process for the special calls referred to in Article 90 (2) and (3), converted to a scale of 0 to 200.
2. An increase of 10 (ten) points is added to the application grade obtained by applying the provisions of the previous number for candidates who are applying for a transfer from a course at UFP or the Escola Superior de Saúde (School of Health) at the Fundação Fernando Pessoa. This application grade is limited to a maximum of 200 points, even in situations where the application of the bonus factor results in a higher score.

Article 95.

Ranking

1. Candidates for each course are ranked in descending order of their application grade.
2. In the event of a tie, the following criteria will apply successively:
 - a) 1st criterion: Average of the UCs taken and passed in the higher education course of origin (expressed on a scale of 0 to 20, rounded to the nearest tenth), in descending order;
 - b) 2nd criterion: Number of ECTS passed in the higher education course of origin, in descending order;
 - c) 3rd criterion: highest age (taking into account the candidate's age on the day of the application deadline).

Chapter XII

Readmission Regime

Article 96.

Re-entry conditions

Students may apply for re-entry if, cumulatively:



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- a) They have been enrolled and registered for that course or a course that preceded it; and
- b) Have not enrolled on this course in the academic year prior to the one in which they wish to re-enter.

Article 97.

Re-entry Application

1. Re-entry is requested from the legally and statutorily competent body of the UFP, within the time limit set in the administrative schedule.
2. The application for re-entry must be submitted online, on a specific form, with the presentation of an up-to-date European Union identification document or, in the case of non-EU nationals, proof of regularized residence in the country, in accordance with the rules established by the Agency for Integration, Migration and Asylum.

Article 98.

Decision

1. The decision to permit re-enrolment is the responsibility of the director of the organic unit to which the course belongs, and is valid only for enrolment in the academic year to which it relates.
2. Re-entry is not subject to quantitative limitations or ranking criteria.
3. Applications submitted during the academic year can only be accepted on an exceptional basis, for particularly good reasons, and provided that the conditions are in place for the applicants' academic integration.

TITLE IV

FINAL PROVISIONS

Article 99.

Doubts and omissions

Omissions and doubts arising from the application of these regulations will be analysed and resolved by the UFP rector.

Article 100.

Revoking rule

With the entry into force of these Regulations, the following shall be revoked:

- a) Regulation no. 325/2009, published in Diário da República (2nd series) no. 144, of July 28, 2009, which regulates the re-entry, change of course and transfer systems;
- b) Regulation no. 373/2014, published in Diário da República (2nd series) no. 156, of August 14, 2014, which regulates the special call for access and admission of international students at UFP;
- c) Regulation no. 60/2019, published in Diário da República (2nd series) no. 10, of January 15, 2019, which regulates the tests designed to assess the ability of students aged over 23 to attend cycles of study at UFP;





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- d) All Rector's Decrees concerning admission and entry to the UFP's bachelor's and integrated master's study cycles, through institutional and special calls, which have been issued up to the entry into force of these regulations.

Article 101.

Entry into force

These regulations, after receiving the opinions of the scientific and pedagogical bodies of the organic units, were approved by the UFP Rectorate Council, to enter into force on the day following its publication in the 2nd series of the Diário da República, applying to institutional and special calls opened in the 2024-2025 academic year and in subsequent academic years.



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