

## **SPECIAL CONTEST FOR THE ACCESS AND ADMISSION OF INTERNATIONAL STUDENTS - BACHELORS DEGREE**

Under the terms of Decree-Law No. 36/2014, of the 10<sup>th</sup> of March, which approved the Status of an International Student, in Order No. 8175-B / 2014, of the 23<sup>rd</sup> of June, amended by Order No. 8295/2015 of the 29<sup>th</sup> of July, which approved the Rules and Regulations for the Access and Admission of International Students at Universidade de Lisboa, I hereby determine the conditions of access and admission for the Special Access and Entrance Examination related to the Bachelor Degree Study Cycle, taught at the Lisbon School of Economics and Management (ISEG) of Universidade de Lisboa (ULisboa).

An international student is considered to be one that does not have Portuguese nationality. The following are not covered by this provision:

1. Nationals of a Member State of the European Union;
2. Not being a relative of Portuguese nationals, nor of nationals of any other Member State of the European Union, under the terms stipulated in Paragraph e) of Article 2, of Law No. 37/2006, of the 9<sup>th</sup> of August.
3. Not being a national of a Member State of the European Union, as of the 1<sup>st</sup> of January of the year in which I intend to enter higher education, I have not resided uninterruptedly in Portugal for more than two years, and that the time spent as a resident with a student visa does not count for this effect;
4. As of the 1<sup>st</sup> of January of the year in which I intend to enter higher education, I am not a beneficiary of equality of rights and duties granted under the terms of an international treaty signed between the Portuguese State and the State of which I am a national.
5. Those who, not being nationals of a Member State of the European Union, have resided legally in Portugal for an uninterrupted period of more than two years up to the 31<sup>st</sup> of August of the year in which they intend to be admitted to higher education, as well as their children with whom they reside. The time spent in residence studying as a student does not apply for this effect;
6. Those who request to be admitted to higher education through the Special Access and Admission regimes that are regulated in Decree-Law No. 393-A/99, of the 2<sup>nd</sup> of October, modified by Decree-Law No. 272/2009, of the 1<sup>st</sup> of October.

### **1<sup>st</sup>**

#### **Conditions for Access**

The following can apply for registration and enrolment in the 1<sup>st</sup> Bachelors Study Cycle at ISEG, ULisboa, by means of the special contest for the access and admission of international students:

- a) Holders of a qualification which, in the country in which it was awarded, confers the right to apply for and be admitted to higher education in that country. This qualification should be validated by the competent authority of the country in which the qualification was awarded.
- b) Holders of a Portuguese high school education diploma, or legally equivalent qualification.

- c) For candidates from foreign education systems for which the provisions of Article 20-A of Decree-Law No. 296-A/98, of the 25<sup>th</sup> of September are applicable, the equivalent of their diploma should be the same as those defined above. Applicants may also present proof that they have passed the entrance examination for this Study Cycle.
- d) When the candidate has studied for a course for which the provisions of the previous points are not applicable, they must then present documentation to prove that, at high school level, they passed the exams of the curricular components that cover the subjects of the entrance exams.

## 2<sup>nd</sup>

### Admission conditions

1. To be admitted for the Bachelors Study Cycle at ISEG, international students must demonstrate, accumulatively that they:
  - a) Have an academic qualification in the subject areas of the Study Cycle for which they are applying;
  - b) Possess the level of knowledge of Portuguese or English that is required to attend this Study Cycle.
2. Verification of the application requirements indicated in Sub-paragraph a) of the previous Article is carried out in the following circumstances:
  - a) When the candidate holds a Portuguese high school diploma which corresponds to having passed the respective entrance exams for the First Year of this Study Cycle, as published by the Directorate General of Higher Education (in this case, for Mathematics A or Mathematics A and Portuguese, or Mathematics A and Economics). The respective entrance exams for application must have been taken during the calendar year, or during the three calendar years prior to their application.
  - b) For candidates from foreign education systems where the provisions of Article 20-A of Decree-Law No. 296-A / 98, of the 25<sup>th</sup> of September apply, based on proof that they have passed the entrance examination mentioned above.
  - c) When the candidate has an academic qualification for which the provisions in the previous points do not apply, they must present documentation to prove that, during their school education, they passed the exams for the curricular components that include the subjects covered by the above-mentioned entrance exams.
  - d) When the candidate has an academic qualification from the Brazilian high school system, and has passed the National High School Examination (ENEM) of the calendar year, or during the three calendar years prior to their application, provided that their classification is of not less than 700 points, determined through the weighting of the classifications in the following subjects:
    - i. Mathematics and Applied Technologies – 80%
    - ii. Writing – 20%
 With a minimum grade of 140 (Portuguese scale).
  - e) When the candidate has an academic qualification from the Chinese high school education system and has passed the Gaokao or Linkao exam, of the calendar year or during the three calendar years prior to their application, with a minimum score of 50% of the maximum score of each province/region.  
With a minimum grade of 140 (Portuguese scale).

3. The verification of the application requirements referred to in Paragraph 1 (b) is carried out in the following way:
  - a) The frequency of the Study Cycles taught in Portuguese or English demands an independent command of Portuguese or English (level B2, according to the Common European Reference Framework for Languages).
  - b) Candidates who have completed their high school education in the language of the course they are applying for do not have to produce any proof of knowledge of that language.
  - c) Verification of the knowledge of the language in which the Study Cycle is taught can be verified using videoconference.

### 3<sup>rd</sup>

#### Submission and Validation of the Application

1. The application is submitted using the Aquila electronic platform, according to the schedule approved for the Academic Year, which implies the completion of the electronic application form and uploading of the following documents online:
  - a) A photograph
  - b) A photocopy of the candidate's passport or foreign identity document;
  - c) A document proving the completion of Portuguese high school education or equivalent (indicating the courses and respective grades, as well as grades scale), or, if the academic qualification does not correspond to the Portuguese high school system, a document proving that it provides access to higher education in the country in which it was obtained, duly validated by the competent authority of that country;
  - d) A document proving that the candidate has passed the entrance exams, or equivalent academic qualification, of the National High School Examination (ENEM), or documentation that proves that, during their school education, the candidate passed the exams for the curricular components that cover the subjects of the entrance exams;
  - e) When the candidate has an academic qualification from the Brazilian high school system, they should also attach proof of their school history;
  - f) A Portuguese or English certificate, according to the course the candidate is applying for, whenever the candidate has not frequented high school education in the language of the course they are applying for, proving that they achieved Level B2;
  - g) An accompanying motivation letter.
  - h) Declaration under Oath
2. The documents referred to in Points (c) to (e) must be either certified by the consular services or submitted with an Apostille Seal of The Hague by the competent authority of the State where the document originates from, and, if they are not issued in Portuguese, English, French, or Spanish, they must be translated into one of these languages by a certified translator.
3. At each stage, the student can apply for only one Bachelors Degree.
4. A non-refundable application fee of 60 Euros is due.
5. The application will only become valid and effective after the correct presentation of all the necessary elements and documents, together with the payment of the respective application fee before the stipulated deadline.

6. Non-submission of the above-mentioned elements by the stipulated deadlines will invalidate the application, which will be automatically cancelled by the Services.
7. Errors or omissions in completing the electronic application form are the sole responsibility of the applicant.
8. The submission of false declarations results in being excluded from the procedure and the cancellation of being ranked, as well as registration or enrolment, depending on the stage of the procedure in which such declarations are detected.

#### 4<sup>th</sup>

#### Ranking Criteria

1. The conduct of the admission contest process and the ranking of the candidates for degree courses is the responsibility of the Dean of ISEG, who approves the final results.
2. Ranking is carried out in descending order of the application grade, calculated on the basis of the following weightings:
  - a) A final high school grade or qualification which awards the right to apply for and be admitted to higher education in the country in which it was obtained: with a weighting of 50%;
  - b) The grade of the equivalent entrance exams or final exams of the foreign high school education system: with a weighting of 50%.
3. When the candidate has not been awarded a final grade for their high school education or a qualification which, in the country in which it was obtained, grants the right to apply for and be admitted to higher education in that country, this can be provided in one of the following ways:
  - a) By the highest grade obtained for one of the respective entrance exams for this Study Cycle;
  - b) By the highest grade obtained for one of the equivalent entrance exams, when the provisions of Article 20-A of Decree-Law No. 296-A/98 of the 25<sup>th</sup> of September applies;
  - c) By the final grade of the national high school exam (ENEM), in the subject of Mathematics and Applied Technologies and Writing;
  - d) By the final grade of the national higher education entrance examination in China (Gaokao).
4. Given the existence of several grade scales, all grades must be expressed in the 100 to 200 scale of approval, having been converted proportionally to that scale. A minimum application grade of 140 is required.
5. Candidates may be subject to an interview (via Skype).
6. In specific cases, it may be necessary to sit for an examination.

#### 5<sup>th</sup>

#### Places

Bachelors/Course	Places
Economics	10
Economics (taught in English)	10
Finance (taught in English)	3
Management	14
Management (taught in English)	10
Applied Mathematics for Economics and Management	3
Total	50

**6<sup>th</sup>**

**Final Result**

1. The final result is expressed as an application grade, followed by one of the following classifications:
  - a) Admitted;
  - b) Not admitted;
  - c) Excluded.
2. Whenever two or more candidates are tied for last place, additional places are created.

**7<sup>th</sup>**

**Communication of the results**

1. The list of results is published on the ISEG website, by the legally established deadlines.
2. Upon completion of the ranking process, candidates are informed by email of the final result of their application.
3. If admitted, the candidate will be required to present the originals (or certified copies) of the documents submitted to the Academic Services Office within the period indicated, which must be either certified by the consular services or submitted with an Apostille Seal of The Hague by the competent authority of the State where the document originates from.
4. Registration and enrolment has to be carried out by the deadlines stipulated by ISEG.
5. In the case of not taking up a place, or dropping out, no reimbursement is made, the student only being absolved from paying tuition fees that are not yet due.

**8<sup>th</sup>**

**Registration and Enrolment**

1. Candidates who have been awarded a place must register and enroll by the stipulated deadline, otherwise they will lose the right to their place.
2. The place is only valid for the registration and enrolment in the Academic Year for which the application is made.
3. When a candidate is not registered and does not enroll, or decides not to take up their place before the stipulated deadlines, then the ISEG Academic Services will contact by E-mail the next candidate on the ranked list (alternate), up until the place is effectively taken up, or until there are no more candidates from the contest.

**9<sup>th</sup>**

**Tuition Fees and Charges**

Tuition Fees: 4,500.00 Euros/year

Charges: Application Fee: 60 Euros; Registration/Enrolment Fee: 50 Euros; Fixed-rate School Insurance

ISEG, 2<sup>nd</sup> of January, 2019

The Dean of ISEG

Professor Clara Raposo, PhD