REGIME FOR CHANGE OF UNIVERSITY/DEGREE
BACHELOR DEGREES – 2021/2022 ACADEMIC YEAR

Change of university/degree is the act of enrolling for a university/degree by a student which is different from the one for which the student was enrolled for during the previous academic years. Change of university/degree can take place with, or without interrupting registration and enrolment at a university.

It is not permitted to change university/degree during the academic year for which the student is already registered and enrolled, for any admission regime.

It is not permitted to change university/higher professional technical course, or a foreign equivalent for the Bachelor's degree cycle.

Online Applications:
1 to 19 of July, 2021

If you are an ISEG student or alumnus, you should login first and submit your application after updating your personal information, using the following steps: Applicant > Change Par Institution Degree > Create.

Students may apply to change university/degree if they fulfil the following conditions:

- Are currently, or have been registered and enrolled in another university/degree and have not yet completed it;
- Have completed the national secondary education exams for the relevant stipulated entrance exams for that year, under the general access regime;
- Have achieved the minimum university-entrance grade required in these examinations for that year, under the general access regime;
- Students whose registration has been annulled due to suspension, can only apply for this regime after the respective two semesters of suspension have elapsed.

The regime of change of university/degree also applies to students from a Member State of the European Union or those with Portuguese nationality, as long as:

- They are currently, or have been registered and enrolled in a foreign university for a degree which is so designated by the Law of the country concerned, and have not yet completed their degree;
- Students who have a non-Portuguese qualification which is legally equivalent to that of Portuguese Secondary Education, are exempt from the national secondary education exams that count for admission to ISEG for the degree that they wish to apply for, under Article 20-A of Decree-Law No. 296-A/98, of 25 September, in its current form, in conformity with CNAES Ruling No. 973/2015, of 29 May.

For students who have been admitted to university under the special regime for "over 23s" (regulated by Decree-Law No. 64/2006, of 21 March, altered by Decree-Law No. 113/2014, of 16 July), the entrance exams (national exams) can be replaced by the entrance exams for admission to higher education for over 23 year-olds which are required by ISEG for the degree for which they intend to apply for.
Students who have been admitted to higher education with a Diploma of Technological Specialisation (DTS), or with a Professional Higher Technical Diploma (PHTD), cannot request that these substitute the entrance exams, and must prove that they successfully sat the national examinations. (No. 2 of Articles 8 and 11 of Decree-Law No. 113/2014, of 16 July).

Required entrance exams:

- Mathematics A, or;
- Mathematics A + Economics, or;
- Mathematics A + Portuguese;

Notes:
Minimum entrance grade: 95 (on a scale of 0 to 200)
Minimum application grade: 100 (on a scale of 0 to 200)

Ranking Criteria:

Applications will be ranked according to the following criteria [a)]:

1st Weighted average of the grades obtained for the required entrance exam(s) (50%) and Secondary Education or equivalent (50%) [b)];

2nd The most subjects/curricular units taken for the degree/School of origin (an annual subject is considered to be equivalent to a Semester);

3rd Best arithmetic average of the subjects/curricular units taken during the degree/School of origin[c)].

Notes:

a) The admission of applicants for each degree, for the available places, is made by descending order of the ranked list resulting from the application of the above-mentioned ranking criteria.
Admission is only valid for registration and enrolment during the Academic Year for which the application is made;

b) Without prejudice to the verification of the conditions stipulated in the Regulation approved by Ruling No. 181-D/2015, of 19 June, applicants will be considered for admission only if they achieve the minimum grades required for candidates through the General Regime, namely the minimum entrance grade and the minimum application grade;
Applicants who do not possess the required Mathematics A entrance exam or proof of the equivalent (foreign students, Article 20-A of Decree-Law No. 296-A/98) shall be excluded from;

c) Only those subjects/curricular units of the scientific areas of the degree being applied for will count, which are presumed to give future credits.

Number of Places:

Economics	18
Economics (English)	3
Management	24
Management (English)	4
Applied Mathematics for Economics and Management	2
Finance (English)	4

Notes:

a) The number of available places for a university/degree for a specific regime (change of university/degree, graduates and/or over 23 year-olds) can be used for another regime, according to the priorities established;

b) Each candidate may submit more than one application, provided that they meet the conditions of entry for the chosen study cycles and pay the respective fee for each application submitted.
Should a candidate submit more than one application, then these applications must be ranked in order of preference;

c) Students or alumni of ISEG can apply, during same academic year, through the re-admission regime, for their original degree, and through the change of university/degree regime for the degree for which they intend to change to.

Fees:

Application Fee of 60.00 Euros (non-returnable)

- For student's resident in Portugal, the application fee is paid on submission of the application by ATM (Multibanco), using an automatically-generated reference. If the application fee is not paid by ATM using the reference, then the application will be considered invalid.
- Student living abroad can submit their application by E-mail (seclic@iseg.ulisboa.pt), requesting bank payment details;
- Applications will be automatically rejected if they lack any of the documents requested or of the application fee is not paid by the seven consecutive day deadline. Paid fees will not be reimbursed in the case of incomplete applications.

Necessary documentation for online applications (upload):

Applicants from Portuguese universities:

- Photograph;
- Photocopy of Citizen's Card (or Identity Document) a);
- Photocopy of Tax Number (NIF) – if you do not have a Citizen's card;
- Photocopy of entrance grades for Higher Education (ENES form), for the year of applying for Higher Education (the national Mathematics A exam is obligatory, with a minimum grade of 9.5);
- A certificate of valid enrolment and registration at the original university if you do not possess proof of passing curricular units, or a pass certificate for subjects/curricular units with corresponding credits (ECTS) and the grades achieved (not applicable for ISEG students);
- A declaration that they are not subject to the suspension regime (not applicable for ISEG students).

Notes:

a) If you do not intend to provide a photocopy, then you must present the document in person for data validation at the Undergraduate Office;

b) Errors or omissions in completing the electronic application form are the sole responsibility of the applicant.

Applicants from Foreign Universities:

- Certificate of a Secondary Education course that is legally equivalent to a Portuguese one, recognised by the Directorate General of Education or the respective secondary school, with a breakdown of the subjects studied, as well as of the grades of the equivalent of the final national examinations of the secondary education subjects required for the degree that is being applied for [b) and c)];
- A certificate of valid registration/enrolment at the original university, with confirmation that the degree is recognised as being of Higher Education by the Law of the country in question [b)];
- Certificate of the completed subjects of the degree and university of origin, with details of the corresponding credits (ECTS) and grades obtained, with an explanation of the grading scale used in the country of origin [b)].

Notes:

a) Students with temporary residence must submit a copy of the SEF Certificate of Registration of Time of Residence in Portugal (Certidão de Contagem de Tempo de Residência em Portugal);

b) The documents indicated must be authenticated by a Portuguese Consulate, or submitted with a valid Hague Apostille Seal and must be emitted by the legally competent authority of the State where the document originates from (Official Education Services). Where documents are not issued in Portuguese, English, French, or Spanish, they must be translated into one of these languages;

c) Brazilian candidates with Portuguese nationality:

When the applicant holds a Brazilian high school certificate, and passed the National High School Examination (Exame Nacional de Ensino Médio - ENEM) during the calendar year, or during the three calendar years prior to the application, with a minimum grade of 700 points, calculated by means of the grade weighting of for the following subjects:

1. Mathematics and Associated Technologies - 80%
2. Writing - 20%

Minimum grade of 140 (Portuguese scale).

International students are not permitted apply for this access regime, unless they have been attributed the status of equality of rights and duties established by an international treaty between the Portuguese State and their national State.

Calendarisation:

- Application period: 1 to 19 July, 2021
- Notification of the Admission results: until 3 September, 2021 (subject to confirmation) [a)]
- Registration and Enrolment: 6 to 10 September, 2021 (subject to confirmation)
- Complaints about Admission decisions: 3 September, 2021 (subject to confirmation)
- Decision regarding complaints: 10 September, 2021 (subject to confirmation)
- Registration and Enrolment for successful complaints: 13 and 14 September, 2021 (subject to confirmation)

- Notification of the results of admission for remaining places (for students who were not first admitted due to lack of places): 15 September, 2021 (subject to confirmation)
- Enrolment and Registration for remaining places: 16 and 17 September, 2021 (subject to confirmation)

Should a successful applicant not enrol for their place, or decide not to take up their place within the stipulated registration deadline, they then lose the right to their place, in which case the place will be given to the next applicant on the lack of places list, according to the ranking criteria.

Notes:
a) The list of admissions, together with the registration deadlines by degree can be consulted on the website of ISEG, www.iseg.ulisboa.pt.

Credits:

Credits are awarded under the terms stipulated in the Credits and Curricular Integration of Professional Experiences and Academic Education of ISEG.

Legislation and Rules and Regulations:

- Decree-Law No. 196/2006
- Order No. 181-D/2015
- Ruling No. 925-A/2016
- Declaration of Rectification No. 191/2017
- Regime for Change of University/ISEG degree
- Ruling No. 8688/2018

Any doubt can be clarified by the Undergraduate Offices via E-mail: seclic@iseg.ulisboa.pt .

ISEG, February 15, 2021

Dean of ISEG
Professor Clara Raposo, PhD