

## **Regulation for Special Application Access and Admission of International Students to the Study Cycles of I.S.A.L. ( Higher Institute of Administration and Languages)**

The reception of foreign students, under the mobility and exchange programs, as well as the general educational access regime, has a special importance, in order to increase the use of the recognized ability and reinforce the quality and diversification of the formative offer granted by Higher Institute of Administration and Languages, from now on referred as ISAL.

By Decree nº 36/2014, from 10<sup>th</sup> March, suitable legal means have been created in order to allow Higher School Institutions to manage autonomously, through a special application, the access and admission in its Study Cycles.

Therefore, under the article 14<sup>o</sup> of this legal diploma, it has been approved the **Regulation for Special Application Access and Admission of International Students to the Study Cycles of I.S.A.L. ( Higher Institute of Administration and Languages)**, at the following terms:

### Article 1

(Subject)

1.The present regulation rules the special application access and admission of foreign students to the study cycles of ISAL, as to Decree nº 36/2014, from 10<sup>th</sup> March.

### Article 2

(International Student)

1.It is considered international student all those who do not have portuguese nationality, as to article 3<sup>o</sup> of Decree nº 36/2014, from 10<sup>th</sup> March.

2.The following are not covered by the contents of previous number:

a) Nationals from a member state of European Union;

b) Those who although are not members of a state of European Union, reside legally in Portugal for more than two years, uninterrupted and wish to apply in Higher Education as of 31<sup>st</sup> August, as well as their children;

c) Those who apply to the Admission of Special Access and Admition ruled by Decree nº 393 – A/99, from 9<sup>th</sup> October, changed by Decree nº 272/2009, from 1<sup>st</sup> October.

3.Likewise are not covered by nº 1 of article 2, foreign students who are attending a portuguese higher education institution, under the program of international mobility, in order to accomplish part of one study cycle of a foreign institution, with which the portuguese institution has an agreement of exchange for that purpose.

4.The time for residence with a resident permit for studying is not applicable for line b) of nº 2.

5.Students that join the portuguese higher education under the present regulation maintain the position of international student up to the end of the study cycles to which they have applied or transit, independently of the registration and initial application having been made at ISAL ou in any other portuguese high school institution.

6.With exception on previous number for those international students that have acquired nationality of a state member of the European Union.

7. The statute of international student ends consequently as per above number as of the subsequent school year after the date of the new nationality.

### Article 3

(Access Conditions)

1.Those who can apply to the registration and admission in the study cycles of ISAL are as follows:

a)Holders of a qualification obtained in another country that are entitled to the same right of application and admission in higher education of that country;

b) Holders of a portuguese high school diploma or equivalent legal study.

2.The validation of the qualification mentioned on line a) of previous number should be given by a competent entity of the country in which it has been obtained and translated if required.

3. The equivalence of the qualification mentioned on line b) of previous number is defined by Order 224/206, from 8<sup>th</sup> march and by Order 699/2006, from 12<sup>th</sup> July.

### Article 4

(Admission Conditions)

International students will only be admitted to the present special application if they also prove:

a) To have specific academic qualification to access the study cycles they have applied for;

b) To master the language or languages in which the studies will be taught;

c) To certify all requirements for the study cycles under the general access and admission regime are accomplished as per Decree 296-A/98, from 25<sup>th</sup> september, changed by Decrees nrs. 99/99, from 30<sup>th</sup> march, 26/2003, from 7<sup>th</sup> february, 76/2004, from 27<sup>th</sup> march, 158/2004, from 30<sup>th</sup> jun, 147-A/2006, from 31<sup>st</sup> july, 40/2007, from 20<sup>th</sup> february, 45/2007, from 23<sup>rd</sup> february and 90/2008, from 30<sup>th</sup> may.

### Article 5

(Verification of the Academic Qualification)

1. When the applicant has a course from the Portuguese high school, the classification of the access tests will be done according to general access and admission rules.
2. For students that have foreign courses legally equivalent to the Portuguese high school, the access tests required can be replaced by final exams of school subjects from those courses, under article 20<sup>o</sup>-A from Decree n<sup>o</sup> 296-A/98, from 28<sup>th</sup> September, in its new contents made by Decree 90/2008, from 30<sup>th</sup> May.
3. In all other situations, the verification of academic qualification will be done through written exams, eventually complemented by oral proofs as well.
4. The jury in charge of the elaboration and classification of tests will be assigned by the Administration of the Institute and will be made part of it one or more Course Directors as well as by specific teachers who teach the scientific areas of the access tests.
5. Tests are based on the 11<sup>o</sup> year program, except the Portuguese test which will be based on the 12<sup>o</sup> year program.
6. The application grade is equal to the final classification of the high school, meaning 65%, plus the access test classification, meaning 35%.
7. The minimum classification for the application of each cycle of studies is 95.

#### Article 6

##### (Knowledge of the Portuguese Language)

1. The international students must have an adequate level of knowledge of the language of the cycle of studies they applied, which should be proved by:
  - a) The language of their academic qualification is the language of the cycle of studies;
  - b) Submission of a certificate proving the independent knowledge of the language (level B2, according to the Common European Framework of Reference for Languages);
  - c) Performance of a test at ISAL to certify the level of satisfaction of knowledge of the language required, which can be oral, eventually through a videoconference.
3. Those applicants with only an intermediate level of knowledge of the Portuguese language (Level B1) can also apply, providing they bind to attend a Portuguese course.
4. They can simultaneously attend the Portuguese course and the 1<sup>st</sup> year of the cycle of studies they applied for.
5. Exceptionally, students who do not have Level B1 can apply to cycle of studies providing the compromise to attend an intensive course of the Portuguese language at ISAL, before starting the cycle of studies they have applied for.
6. Attending courses mentioned on numbers 4 e 5 have an additional cost.

## Article 7

(Vacancies and dates)

1. The number of vacancies of each cycle of studies agreed to the Special Application Access and Admission of International Students is fixed per annum by the legally competent institution, as per nº 1 of article 7º of Decree nº 36/2014, from 10<sup>th</sup> march, at least with three months anticipation of the date of the beginning of the Application.
2. Vacancies are given annually to DGES, together with its respective reasons.
3. Calendar for this Special Application is divulged in the site of ISAL.
4. It also can be more than one phase of application.
5. Registration and application of international students obey to the same rules to which are subject all other students of ISAL.

## Article 8

(Application and documentation)

1. Application should be presented to ISAI in a proper form together with the following documents:
  - a) Single photocopy of the passport or foreign ID document, legally issued and valid;
  - b) Declaration, under commitment of honor, stating that the applicant has no portuguese nationality, nor is covered by any of the condições stated in lines of nº 2 of article 3º of Decree nº 36/2014, from 10<sup>th</sup> march;
  - c) Document(s) of the access condition mentioned on nº 3 of present regulation, indicating the respective classification and scale;
  - d) Document (s) of the specific academic qualification as to article 5º of present regulation, indication the respect (s) classifications and scale (s);
  - e) If required, the certificate mentioned on article 6º b) of the Regulation.
2. Documents mentioned on nº 1. C) and d) above, should evidence the circumstances of its issue in a reliable manner and i when issued by a foreign entity, they should be authenticated by the Portuguese Consulate of the issuing country or, if necessary, apointed, under the Hague Convention and translated to portuguese by a sworn in translator, when made in different languages rather than portuguese or english.
3. The application is subject to the payment do taxes, according to the annual price list of ISAL.

## Article 9

(Serial List and Announcement)

1.The order of candidates to each cycle of studies will be made by descending order of classification of application, according to nº 6) of article 5º.

2. All classifications will be expressed from 0 to 200.

3. Whenever two or more applicants in a draw situation for dispute of the last place, the student who shows better classification on the specific academic qualification will be preferred.

4. The serial list of candidates will be public and announced in the site of ISAL.

#### Article 11

(Registration and application)

1.Applicants admitted should make their Registration and application according to the fixed schedule.

2. The amount for the registration, application and annual fee is established by the legally competent entity, for each cycle of studies.

3. There will be no refund of taxes and fees paid for registration and application.

#### Article 12

(False declarations)

False declarations will allow the exclusion of procedure, the annulment of serial list or registration and application, according to the stage of procedure detected.

#### Article 13

(Omission and doubts)

Doubts and missing cases in the interpretation and application of this regulation will be solved by dispatch of the General Administrator, after consultation the competent organs, whenever this will be required.

#### Article 14

(Implementation)

The present Regulation will be in force on the next day of its approval.

Approved by the Technical-Scientific Council in 12/11/2015.