

ACADEMIC GUIDE

SCHOOL YEAR 2023/24

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PRESENTATION

Presentation

The Academic Services of the University of Évora (SAC) support students in their integration throughout their academic career. In 2009, the SAC created the position of academic course manager, with the aim of providing personalised assistance and support to students on each course. The SAC also includes the Student Support Office (GAE), which is committed to inclusion in academic and social contexts, providing personal, social, psychological and psycho-pedagogical support through multidisciplinary teams.

The SAC is committed to the continuous improvement of the services provided to UÉ students, with the aim of optimising their quality and effectiveness. Our students are our focus, their difficulties are our challenges, which we aim to resolve by acting with our knowledge and experience and in accordance with the regulations and orders in force, upholding values of fairness, transparency and professionalism.

We are waiting for our students and, so that everyone is aware of their rights and duties, we are making this guide available with the aim of contributing to the success of everyone's academic career.

1. Concepts

It is essential to be aware of the concepts used in the academic sphere of higher education and in the context of the University of Évora's regulations, so we briefly present the main concepts here.

Curricular year - part of the course syllabus that must be completed by the student on a full-time basis over the course of an academic year.

School year - the period between 1 September and 31 August of the following year.

School year - the period of time in the school year during which lessons and assessment periods take place.

Accreditation - awarding ECTS to students on the basis of training undertaken in higher education, nationally or abroad, or on the basis of previously acquired professional experience.

ECTS credits - the European Credit Transfer System, represents the unit of measurement of student work in all its forms, namely collective teaching sessions, personal tutorial sessions, internships, projects, fieldwork, study and assessment. At UÉ, one ECTS corresponds to 26 hours of student work (which includes contact hours and hours of autonomous student work).

Emoluments - fees for the provision of public services to be paid by the applicant.

In-mobility student - a student enrolled and registered at another higher education establishment, national or foreign, who completes part of their course by attending curricular units (UC) or other extracurricular activities at the UÉ, under institutional programmes and agreements recognised by the home establishment.

Outward mobility student - a student enrolled and registered at the UÉ who undertakes part of their course at another national or foreign higher education establishment by attending courses or other extracurricular activities under institutional programmes and agreements recognised by the UÉ.

Course Unit Sheet - contains all the useful information that characterises a course unit.

Fraud - any behaviour on the part of the student in tests or assessment elements that is likely to distort the result of the test and adopted with the intention of intentionally favouring themselves or a third party.

Enrolment - the act by which the student, with active enrolment, is able to attend the UCs in which they are enrolled in a given academic year and undergo the respective assessment.

Learning agreement (LA) - a training agreement for mobile students between the home institution and the host institution.

Enrolment - the act of obtaining student status at the UÉ by assigning a student number. As long as the student does not interrupt their studies or ask for them to be cancelled, enrolment remains valid until the end of the course.

Prescription - impediment to re-enrolment in any HEI as a result of the number of enrolments, due to lack of academic success, having exceeded the maximum limit defined by law.

Curricular semester - component of the course syllabus that takes the form of one semester of the academic year, corresponding to a total of 780 hours, to which 30 ECTS correspond.

Curricular unit (UC) - a unit that is part of the course syllabus, with its own training objectives, which is subject to administrative enrolment and assessment translated into a final classification.

Extracurricular unit - UC not included in the syllabus of the course in which a student is enrolled, but which can be attended by the student.

Isolated curricular unit - A UC supervised by the UÉ that allows those interested in it who are not UÉ students to enrol in it.

Compulsory curricular unit - UC included in the syllabus of the course in which the student is enrolled, which must be attended and passed or credited, without the possibility of substitution by another.

Optional curricular unit - UC provided for in the study plan of the course in which the student is enrolled, which the student can choose from a set of other optional UCs, and which are made available for enrolment.

Free optional curricular unit - optional curricular unit chosen by the student from among all the curricular units of the same study cycle, or of a higher degree study cycle, in operation at the UÉ.

Recovery curricular unit - a **curricular unit** that is offered in the even and odd semesters, allowing students who failed the first time they attended the curricular unit to enrol again in the same curricular unit in a different semester to the one on the syllabus, with a view to increasing their chances of passing.

DIGITAL RESOURCES AND COMMUNICATION ROUTES

2. Digital resources and communication channels

In order for students to obtain information, clarification and support, the University of Évora provides various digital resources and means of contacting the Academic Services, other services and lecturers through different channels:

2.1. UÉ Portal

At <https://www.uevora.pt> the UÉ provides information about the institution, with a specific space for UÉ students at <https://www.uevora.pt/estudar/estudantes-ueum> and information on social support, student support programmes and merit awards and scholarships at <https://www.uevora.pt/estudar/apoios>. In the event of mobility, students can consult the portal at <https://www.uevora.pt/estudar/Mobilidade>.

2.2. SAC ONLINE Counter - Online customer service

The ONLINE SAC Desk at <https://atendimento.sac.uevora.pt> provides quick answers to more than two hundred frequently asked questions (FAQ), organised by subject. Students can select the subject/question/doubt they want from the list. If they are not clear, they can ask their question and it will be automatically submitted via email to the Academic Services, to the unit responsible for answering it. The student receives a notification with the ticket number that was generated when they raised the query, and they can monitor the response or status of the request using this number.

2.3. Student Desk - In-person service

The Academic Services of the University of Évora are located in the Santo Agostinho Building, situated in Rua Duques de Cadaval, where they offer the Student Desk for face-to-face assistance. The Treasury of the Administrative Services and the Student Support Division of the Social Action Services are also located in the same building.

Face-to-face assistance is provided in the St Augustine Building, in room 1 for academic procedures or mobility, and in room 2 for GAE support. The help desks for academic procedures are staffed by academic managers according to demand from our students, with the aim of minimising waiting times.

DIGITAL RESOURCES AND COMMUNICATION

The service is open Monday to Friday from 9.30 to 16.00, except on Tuesdays and Thursdays, when it ends at 13.00.

If you want the appointment to take place at an earlier time, you can book it **online at SIUE** (student profile/top of the right-hand menu). The appointment can be made between 7 days in advance and half an hour in advance. It is made for a specific period of half an hour, during which time other students may be booked. Therefore, when the student arrives at the St Augustine's Building, they must wait in the corridor for their name to be called when it is their turn.

If you don't want to book an appointment, you can **get a physical ticket at the entrance to the building** for the service/service point you want, and then wait in the corridor for your ticket number to be called, which will be visible on the screen. People with an online appointment always have priority over people with a physical ticket without an appointment, based on no. 2 of article 9 of Decree-Law no. 135/99, of 22 April, amended by Decree-Law no. 73/2014, of 13 May.⁹ 73/2014, of 13 May, which states: "2 - Without prejudice to the provisions of the previous paragraph or special applicable legislation, holders of summonses or users with prior appointments, made in particular by telephone or online, have priority in attendance at the public service to which they have been summoned or at which they have made a prior appointment."

2.4. Non-face-to-face service desk

This Academic Services desk provides telephone assistance via the Call Centre, as well as answering questions by email via the ONLINE SAC Desk.

The number of call centres varies and is increased according to demand and the number of people on the line, in an attempt to minimise waiting times.

The telephone service is available **on 266 740 220** and, like the face-to-face service, operates **continuously** from 9.30 to 16.00, except on Tuesdays and Thursdays, when it ends at 13.00.

DIGITAL RESOURCES AND COMMUNICATION

2.5. GESDOC Platform

GESDOC is the Document Management System, available at <https://gesdoc.uevora.pt> or on SIIUE, in the student profile, in the right-hand menu under "Requirements". GESDOC allows you to consult the rector's orders and regulations, as well as submit requests and monitor the process (flow and content) that the request entails, right up to the outcome of the decision it involves. Students can access GESDOC using the same access details as the information system (SIIUE).

When **submitting an application**, the student is notified of the confirmation of the application via their institutional email address, and is provided with the application number (gesdoc), which allows them to check its status and the flow and contents associated with the process at any time. When the final order has been obtained, the student is notified of this in order to be aware of the order obtained in the gesdoc in question.

A request in GESDOC should be submitted whenever the student wishes to request a curricular act, and not to clarify doubts or make requests for information. For these purposes, the student should use the SAC ONLINE Counter at <https://atendimento.sac.uevora.pt>, as mentioned in 2.2.

2.6. EUIS system

SIIUE is the University of Évora's integrated information system, in which all the data relating to each student's academic career is recorded. It is also through the SIIUE that practically all curricular acts must be carried out.

After enrolling, the student will receive a notification on their personal email address (the same email address they used to enrol) with instructions on how to **set their SIIUE access password**. Once this password has been set, it is immediately valid and the student can access the IT platforms provided by the UÉ, namely the SIIUE.

If for some reason the student doesn't receive the e-mail with the instructions, they can always use the "[forgot my password](#)" procedure.

DIGITAL RESOURCES AND COMMUNICATION

By accessing the SIUE, students can consult information about their academic career, consult regulations/decrees and carry out **various academic procedures**:

- entries;
- obtain proof of enrolment and registration;
- consult the curricular units (UC) in which you have enrolled and the respective marks obtained (in Academic Record);
- access the timetable;
- see tuition fees and payment methods;
- request special attendance or tuition fee schemes;
- request credits;
- submit applications online;
- apply for mobility;
- request certification;
- check notifications;
- consult regulations (Academic Regulations, Tuition Fees Regulations, School Calendar, Academic Procedures Calendar, etc.);
- other functionalities that will be of interest to you.

To help you access the various features of SIUE, the IT department has made the **User Manual | Student Profile** available at

https://docs.google.com/document/d/1syJDfsdaK4vntdlz6fvl2oojSyNRX-OjcRYkCNRNO_8.

2.7. MOODLE platform

MOODLE is a study support platform, available at <https://www.moodle.uevora.pt>, where students can consult relevant documentation relating to the classes they are enrolled in, as well as communicate with lecturers and fellow students.

In particular, students can access the timetable for assessments, teaching materials and other information provided by the teachers of the courses. If the timetable for a course includes several classes, the student can be informed by the Course Director and information on how to choose a class can be provided via MOODLE.

Access to MOODLE implies that the student does not owe tuition fees, under the terms of the current Tuition Fees Regulations.

DIGITAL RESOURCES AND COMMUNICATION

2.8. Student's institutional e-mail address

Each student who enrolls at the UÉ is assigned an institutional email address with the following format <user name>@alunos.uevora.pt. The password used to access the respective account in Gmail is the same as the one used to access the SIIUE and can only be changed in the SIIUE.

To find out the e-mail address, the student must access the SIIUE after enrolment, in the side menu "Contacts".

Under the terms of the regulations in force, the student is responsible for consulting all notifications sent to their institutional e-mail address, and can consult them in their student profile in SIIUE.

2.9. Other digital resources

The [Student Support Guide, provided by the IT Services](#), is a digital resource where students can find out more about free access to the various digital resources provided by the UÉ, including:

- **EDUROAM**, wireless network access available in all UÉ buildings (<https://wifi.uevora.pt>)
- **B-on**, access to the Online Knowledge Library (<http://www.si.uevora.pt/servicos/B-On>)
- **Office365**, provision of productivity platform (<https://www.si.uevora.pt/servicos/Office-365>)
- **My.UÉ**, access to the platform that allows access via mobile communication, so that students can access notifications, enrolments, timetables, UC programmes, etc. from their mobile phones.

CALENDARS

3. Calendars

The Academic Calendar and the Calendar of Academic Procedures are published annually by rectoral order and publicised on the UÉ Portal, GESDOC and SIUE, in the Student profile.

3.1. School Calendar

The School Calendar is a single organisational tool for all of the UÉ's Organic Units. Each academic year, it establishes the periods for classes, holidays, academic breaks and assessment.

	From	Until	2023					2024									
			Set	Out	Nov	Ten	Jan	Feb	Sea	Apr	May	June	Jul	Aug	Set		
Odd Semester	11.Sep.2023	31 January 2024															
School term	11.Sep.2023	20 December 2023															
Christmas holidays	21 December 2023	03.jan.2024															
Normal and Appeal Period Assessments	04.jan.2023	31 January 2024															
Semester Pair	14 Feb 2024	06.Jul.2024															
School term	14 Feb 2024	25 May 2024															
Easter holidays	25.Mar.2024	1.Apr.2024															
Academic Week	27 May 2024	1.Jun.2024															
Normal and Appeal Period Assessments	07.Jun.2024	06.Jul.2024															
Special Season reviews	22 July 2024	27 July 2024															
Extraordinary Season reviews	09.Sep.2024	14.Sep.2024															

3.2. Calendar of Academic Procedures

The Calendar of Academic Procedures establishes the deadlines for the academic procedures necessary for the operation of the UÉ's study cycles and courses.

	From	Until	2023						
			Apr	May	June	Jul	Aug	Set	
MATRICULATIONS (1st Cycle and Integrated Master's Degree)									
National Entrance Exam 1st phase	28.Aug.2023	30 August 2023							
National Entrance Exam 2nd phase	17.Sep.2023	19.Sep.2023							
National Entrance Exam 3rd phase	30.Sep.2023	02.Oct.2023							
Special Regimes	14.Sep.2023	22.Sep.2023							
Competition for vocational course holders	08.Sep.2023	15.Sep.2023							
Local competitions for access to and admission to the Music Degree programme	16.Aug.2023	21.Aug.2023							
Special Competitions: Over 23s, University Degree Holders	09.Aug.2023	14.Aug.2023							
Competition Changes to institution/course	09.Aug.2023	14.Aug.2023							
Special competition for international students - 1st phase	05.Apr.2023	10.Apr.2023							
Special competition for international students - 2nd phase	12 July 2023	17 July 2023							
Re-entry - 1st phase	09.Aug.2023	14.Aug.2023							
Re-entry - 2nd phase	22.Sep.2023	27.Sep.2023							

CALENDARS

	De	Até	2023				2024											
			Set	Out	Nov	Dez	Jan	Fev	Mar	Abr	Mai	Jun	Jul	Ago	Set			
INSCRIÇÕES																		
Inscrição em UC do sem ímpar e par	01.set.2023	06.set.2023																
Alteração de inscrições de sem ímpar e par	25.set.2023	29.set.2023																
Alteração de inscrições de UC do sem par	02.fev.2024	06.fev.2024																
Inscrição em melhoria de nota em época normal (sem ímpar e par)	01.set.2023	06.set.2023																
Inscrição em melhoria de nota em época normal (sem par)	02.fev.2024	06.fev.2024																
Inscrição em unidades extra curriculares - sem ímpar e par	01.set.2023	02.out.2023																
Inscrição em unidades extra curriculares - sem par	02.fev.2024	06.fev.2024																
Inscrições em época especial	15.jul.2024	18.jul.2024																
Inscrição melhoria de nota na época especial	15.jul.2024	18.jul.2024																
Inscrição em época extraordinária	02.set.2024	05.set.2024																

	De	Até	2023							
			Set	Out	Nov	Dez				
PEDIDOS DE CREDITAÇÃO	06.set.2023	28.set.2023								
PEDIDOS REGIMES ESPECIAIS DE PROPINAS	No ato de inscrição									
PEDIDOS REGIMES ESPECIAIS DE FREQUENCIA	No ato de inscrição ou até 10 dias após início de condições para obtenção do regime									
APRESENTAÇÃO DOS DOCUMENTOS ORIGINAIS DE HABILITAÇÕES	30 dias consecutivos após matrícula									
ENTREGA DE PRÉ-REQUISITOS NOS CURSOS DE 1º CICLO OU MI EM QUE TAL SE APLIQUE	30 dias consecutivos após matrícula ou até 31.out.2023 no caso de FI									
APRESENTAÇÃO DE DOCUMENTO DE IDENTIFICAÇÃO (E VISTO NOS CASOS EM QUE TAL SE APLIQUE)	30.out.2023									

	De	Até	2023				2024											
			Set	Out	Nov	Dez	Jan	Fev	Mar	Abr	Mai	Jun	Jul	Ago	Set	Out		
SUBMISSÃO DE PROJETOS																		
Projetos de Tese no âmbito do 3.º Ciclo		15.jul.2024																
PD em Psicologia que se iniciou no semestre par de 2022/23		31.mar.2024																
Projetos de Dissertação/Estágio/Trabalho Projeto do 2º ciclo ou MI		15.nov.2023																
Projetos de Dissertação/Estágio/Trabalho Projeto do 2º ciclo (com duração apenas de 3 semestres)		31.mar.2024																
PEDIDO DE ADMISSÃO A PROVAS PÚBLICAS																		
Pedido de admissão a provas públicas de 3º ciclo		15.out.2024																
Pedido de admissão a provas públicas de 2º ciclo ou MI		15.out.2024																
Pedido de admissão a provas públicas de 2º ciclo com duração de 3 semestres ou de 3º ciclo que se iniciaram no semestre par		31.mar.2024																

3.3. Evaluation calendar

The respective Course Committee must coordinate the timetable for the assessment tests of the CUs in each semester of a course, in order to ensure that the tests of the different CUs are scheduled on different days. Once the assessment timetables have been approved by the Organisational Unit's Pedagogical Council, they are published on Moodle by the Course Committee by the end of the fourth week of each semester.

INTEGRATION AND WELCOME ACADEMIC

4. Academic integration and reception

4.1. How to get to Évora

Évora is 120 kilometres from Lisbon. The average journey time from Lisbon to Évora is approximately one and a half hours and can be made by the following means of transport:

BY BUS: From Lisbon there are regular routes to Évora operated by different companies, including: Rede Nacional de Expressos (<http://www.rede-expressos.pt>); Flixbus <https://www.flixbus.pt/> You can buy your ticket online for both.

TRAIN: There is a regular service from Lisbon, provided by CP-Comboios de Portugal (<http://www.cp.pt/passageiros/pt> or 808 208 208). You can buy your ticket online or at the station.

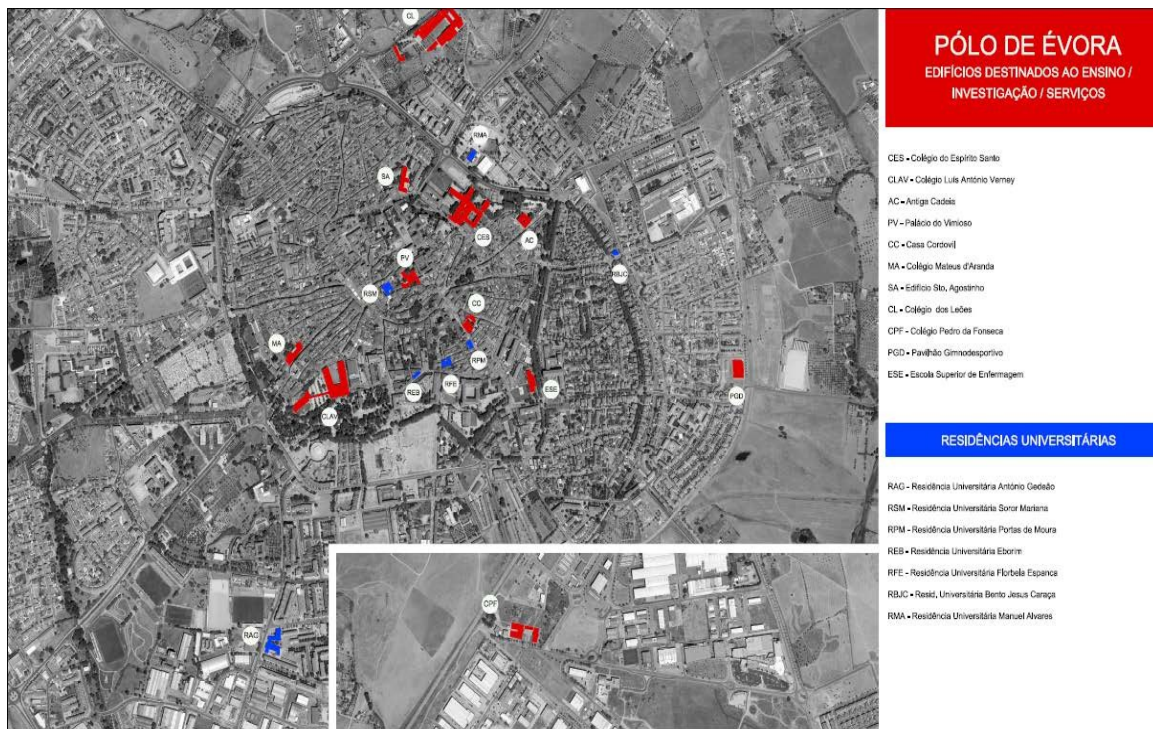
BY CAR: From Lisbon you have the option of travelling via the A2 and A6 motorways (with tolls). If you prefer not to use the motorway, the journey can take around two hours on national roads.

INTEGRATION AND WELCOME

ACADEMIC

4.2. Campus - UÉ Buildings

The University of Évora campus is mainly located in the city centre of Évora, where the various buildings where students take classes are located, as well as services and residences.

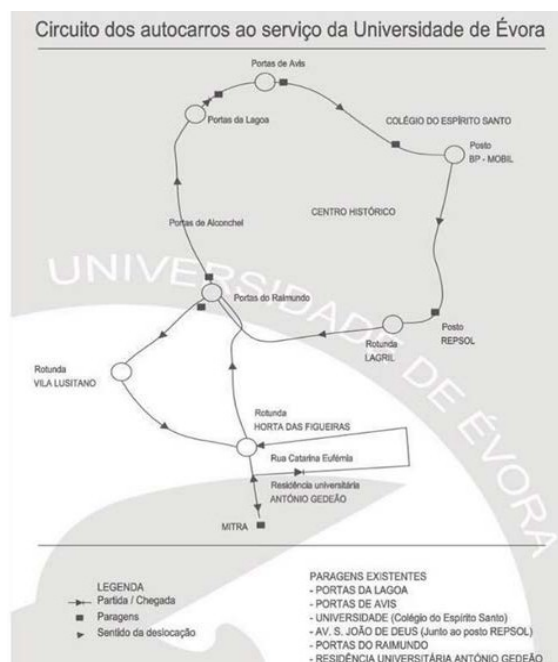


INTEGRATION AND WELCOME

ACADEMIC

4.3. How to get around Évora

- **Urban Transport** - In Évora, students can travel by urban transport, provided by the company TREVO (<http://www.trevo.com.pt>).
- **U-BIKE Project** - You can get around by bicycle. The U-BIKE Project provides for the free and temporary use of bicycles by the UÉ academic community. You can sign up by filling in the enrolment form available in your student profile on SIUE (www.ubike.uevora.pt).
- **Transport from the University of Évora** - The Mitra Campus is located 13 kilometres from the city of Évora. If you have classes at this centre, you can use the university buses to get around.



- **On foot** - Évora is a city of human size, and practically flat. Students can opt for the most natural, economical and healthy way of getting around. This way also allows you to get to know the city's charms and nooks and crannies better.

INTEGRATION AND WELCOME

ACADEMIC

4.4. Accommodation

University residences

The UÉ has seven [university residences](#) with capacity for 527 students, located in different parts of the city. Scholarship students have priority access to accommodation in the residences.

Information & contacts: **Social Action Services** (Student Support Division) - located in the same building as Academic Services (St Augustine Building) or via e-mail: daa@sas.uevora.pt).

Private accommodation

Private accommodation can be a resource, for example by renting a room in a family home or a furnished apartment/house that you can share with other colleagues. The price varies according to the number of rooms, location and other rental conditions.

The search for this type of accommodation is the student's responsibility. Some contacts that may be useful are the following:

- **Academic Association of the University of Évora (AAUE)** - provides a list of available accommodation that students can use: AAUE accommodation platform (<http://alojamento.aaue.pt/>).
- **Sites with accommodation offers:**
 - BQUARTO [<https://www.bquarto.pt/>];
 - OLX.co.uk [<https://www.olx.pt/>];
 - FairCost [<https://www.custojusto.pt/>];
 - Imovirtual [<https://www.imovirtual.com/>].

Students **travelling to the University of Évora** have the support of the Erasmus Student Network (ESN) (esn.uevora@gmail.com), a network made up of students, which helps them find a room/house for their period of mobility.

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The University of Évora also has **protocols with hotels**:

- Hotel - Moov Évora - <https://hotelmoov.com/en/hotels/evoraen/moov-hotel-evora>
- Hostel - Heaven Inn Suites & Terrace - <https://www.heaveninnhostels.com>

The **Laços para a Vida** | Casa & Companhia (**Ties for Life** | Home & Company) programme provides accommodation for UÉ students in senior residences in the city of Évora, preferably in the historic centre. It's a programme that simultaneously aims to alleviate the loneliness of the elderly and support young students.

4.5. Cafeterias and bars

The UÉ has canteens, bars and a differentiated catering unit. [Menus](#) are available online and social meal vouchers are purchased on SIIUE via the student account.

4.6. Programmes to support academic integration

The Student Support Office (GAE), part of the Academic Services, endeavours to ensure that all UÉ students enjoy an excellent integration into the University. It offers support programmes that students can apply for, and further information can be found in the [GAE's Manual of Procedures](#). These programmes include:

4.6.1. Part-time student occupation programme

It allows students from the University of Évora to collaborate part-time in specific activities within the scope of University initiatives (seminars, fairs, exhibitions, etc.), in return for an educational subsidy. To apply, students must complete the online application form. If you are recruited, you will be informed of the amount you will be paid, as well as your obligations: dates, timetables and the structure in which you will be working.

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4.6.2. UÉ Volunteering

It gives students the chance to join a volunteering exchange that aims to carry out a range of activities of educational, social or community interest, within the framework of projects, programmes or other forms of intervention that aim to respond to individual, group or general academic community needs, carried out on a non-profit basis. To register for the Volunteering Scholarship, students must submit an online application. They will then be contacted by the GAE for a selection and recruitment interview to join a volunteer project.

4.6.3. CONTA CONNOSCO programme

The programme includes an annual series of seminars called "CONTA CONNOSCO", themed debates called "FALA CONNOSCO" and podcasts called "ESCUTA CONNOSCO". The topics relate to the acquisition of skills, study strategies and methods, planning, organisation and time management, bibliographical research and support for academic work, financial education, addictions and healthy lifestyle habits and preparation for the world of work.

4.6.4. Learning Support

It is aimed at students in any cycle of studies who, for reasons of a physical, sensory, cognitive, socio-emotional, organisational or logistical nature, have difficulties expressed in their interaction with the environment and which limit their activity and participation in an equitable situation, particularly with regard to learning.

Students wishing to take advantage of this support must apply for the Special Student Scheme with Learning Support via the SIIUE and submit the requested documentation to the GAE. Subsequently, an interview will be held with one of the psychologists working at the GAE to assess needs and draw up measures to support learning. In the absence of documentation, the student may ask the GAE or other specialised technicians at the University of Évora to assess their difficulties.

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4.6.5. Peer mentoring programme

There is a peer mentoring programme aimed at students with a special student regime with learning support. A student in these conditions, after their particular situation has been assessed and analysed, may be assigned a volunteer student mentor, who will support them in different tasks with a view to promoting their academic success.

4.6.6. Psychological counselling

The GAE provides psychological counselling, guidance on study strategies, learning methods and academic success for active students at the University of Évora. It offers help, guidance and counselling in times of crisis and difficulties related to integration, school failure or other personal situations. To take advantage of this counselling, students should go to GAE or send an e-mail to conta.connosco@uevora.pt and book an appointment with a psychologist at GAE. Students can also be referred by teaching or non-teaching staff, family members, friends or health services. In this case, the appointment will only be effective with their explicit agreement.

4.6.7. Working students

The GAE supports students with working student status during their academic career, with instruction, mediation and monitoring of academic processes. To take advantage of this support, the student simply has to contact the GAE. The student-worker scheme can be obtained by submitting an application on SIIUE or GESDOC, accompanied by a declaration from the employer validating the application.

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4.6.8. Lending computer equipment to students

The UÉ makes computer equipment available on loan, under its own regulations, to students who formalise their request with the GAE if they can justify the need.

4.6.9. Mentoring regime

Students can request to be assigned a tutor via their SIIUE profile. The tutor will accompany you throughout your academic career, with the main concern being your adaptation and integration into the University, as well as your academic success.

4.7. Grants and social support

4.7.1. Social support fund for UÉ students (FASE-UÉ)

It is aimed at UÉ students who fulfil the requirements set out in the [Regulations](#). Applications to this fund by 1st and 2nd cycle students are made annually online in the student profile. The support granted, which lasts for one academic year, will make it possible to pay all or part of the tuition fee for the academic year in question, obtain meal vouchers and/or share the costs of university residence.

4.7.2. Emergency aid fund (FAE-UÉ)

It is awarded to students not covered by grants or other Social Support benefits and is intended to provide immediate support in situations of economic need for unforeseen reasons.

4.7.3. DGES Scholarships (Directorate-General for Higher Education)

They are co-financed by the Portuguese state and the European Social Fund under POISE - the Operational Programme for Social Inclusion and Employment. The annual scholarship normally corresponds to a full academic year and comprises ten monthly instalments. The student must submit the [application online](#), on the DGES website. All notifications and communications are sent electronically to the address indicated by the student in the application.

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4.7.4. +Superior Programme

This [programme](#) aims to support students who usually live in other regions by awarding mobility grants.

4.7.5. Co-operation and development scholarship for international students

Aimed at students from the PALOP countries or with refugee or stateless status. In the year of entry, all students from PALOP countries are eligible for the scholarship, while in subsequent years it depends on [academic performance](#).

4.7.6. Merit scholarship for international students

Aimed at students with nationality from countries outside the European Union who obtain merit marks. In the year of entry, students whose access classification, converted on a scale of 0 to 20, is equal to or higher than the minimum merit mark for each study cycle are eligible:

- 1st cycle - entry average greater than or equal to 14;
- 2nd cycle - degree average greater than or equal to 15;
- 3rd cycle - weighted average of bachelor's degree average (60%) and master's degree average (40%) greater than or equal to 16.

In subsequent years, the award of the scholarship depends on [the conditions of the previous year](#), as set out in RAUÉ.

4.8. Medical support

General medical appointments are available free of charge for displaced students at the medical clinic. Appointments are made directly with the Social Action Services (daa@sas.uevora.pt).

If the student does not have a family doctor and needs care from the National Health Service, they should go to the SOL Family Health Centre.

| Rua Ferragial do Poço Novo, 22, Évora | 266 760 013.

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4.9. School insurance

The GAE is responsible for managing claims and all issues related to school insurance, providing information and clarifications to the insurance company, students and university structures. School insurance covers all students enrolled and registered at the UÉ. To find out how to proceed in the event of a claim, students should consult the document [School Insurance - Guide to Procedures](#).

4.10. University Sports

The AAUE supports many sports, both collective and individual, including: Beach Handball M/F | Athletics | Badminton | Basketball M/F | Bodyboarding | Canoeing | Duathlon | Beach Football M | Football M | Futsal M/F | Futvolei | Hockey M | Judo | Kickboxing | Swimming | Orienteering | Padel | Water Polo M | Rowing | Rugby M/F | Surf | Taekwondo | Air Pressure Shooting | Beach Volleyball M/F | Volleyball M/F | Chess. For more information, students can contact the AAUE (dt-desportivo@aaue.pt)

4.11. Associations

At the UÉ there are various groups, associations and centres which, being geared towards different areas, enable students to broaden and enrich their extracurricular training, culture and sports practice.

ACADEMIC ASSOCIATION OF THE UNIVERSITY OF ÉVORA

The Academic Association of the University of Évora (AAUE) represents all students at the University. Organised in various sectors of activity, from Social Action to Sports, from Health to Educational Policy, from Volunteering to Academic Festivities, it aims to work on behalf of students, based on the motto "From students to students".

Information & contacts: www.aaue.pt | geral@aaue.pt

STUDENT CENTRES

There are multiple student groups that aim to promote academic spirit and development.

Information & contacts: a.nucleos@aaue.pt

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ACADEMIC CULTURAL GROUPS

These groups allow students to experience musical activities in a unique way, accompanied by traditions that go back many years.

- CORUE Choir of the University of Évora;
- Seistetos Academic Group;
- TAFUE Tuna Académica da Universidade de Évora;
- TESESJD Tuna of the São João de Deus School of Nursing. Information

& contacts: a.nucleos@aaue.pt

4.12. Comprehensive Student Participation Plan - PIPE_UÉ

The UÉ is committed to increasing and improving knowledge, cooperation, training and awareness of student participation. It is the first university at national level to develop and implement a [Comprehensive Plan for Student Participation](#) (PIPE-UÉ 2022/2026), which defines a broad set of actions covering all the dimensions in which student participation can be viewed. It is also an integrated plan, coherently aligned with the University's objectives and strategy, and involves the entire academic community. Student participation in governance and management decisions, in training processes, in social, cultural and sporting activities, in movements to promote and guarantee equality and inclusion, in volunteering and in many other dimensions of academic life, is part of a dynamic that characterises us as a University. As part of PIPE, a [Charter of Student Rights](#) was also prepared, which aims to publicise the rights of students at the University of Évora.

4.13. UÉ Student Disciplinary Regulations

The UÉ Student Disciplinary Regulations (Rector's Order no. 59/2019) apply to all students at the University, i.e. all those who attend any training activity, regardless of whether or not they have a degree or diploma.

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grade. The Disciplinary Regulations aim to clarify what is not permissible in student behaviour, with a view to maintaining an overall healthy climate of coexistence where everyone feels comfortable, which is fundamental in such a broad system of relationships and communications as a university, where different interests and needs intersect and where learning is an essential value. The definition of sanctions that are adjusted to the infractions committed seeks to favour, through external control and sanctioning, progressive self-regulation on the part of the student.

4.14. Code of conduct and ethics

This [code](#) establishes the ethical benchmark to be followed by all members of the academic community, including teachers, students, researchers, non-teaching staff and non-researchers, regardless of their function, contractual relationship or hierarchical position, including those in retirement, not only in reciprocal relationships, but also in relationships that are established with third parties on behalf of the institution, on a lasting or occasional basis.

4.15. Whistleblowing channel

The University of Évora's [internal whistleblowing channel](#) can be used by students to report various offences. This resource was created to comply with the provisions of Law 93/2021 of 20 December, which transposes Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of EU law into the national legal order.

4.16. Student Ombudsman

The [Student Ombudsman](#) is a guarantor of the defence and promotion of the rights and legitimate interests of the University's students, who can turn to him. He is responsible for analysing complaints and claims submitted to him in this context, as well as acting on his own initiative, making appropriate recommendations to the competent bodies and entities on the basis of the results obtained from analysing situations.

SUPPORT FOR INTERNATIONAL STUDENTS

5. Support for International Students

5.1. Checklist to look out for before travelling

Before travelling to Évora, international students must confirm the following Checklist:

1. Identification document and/or passport (please note the validity of the document);
2. Letter of acceptance from the University of Évora to attend a course or undertake a period of mobility;
3. Residence visa for study, if you are not a citizen of the European Union, even if only for a period of 3 months;
4. European Health Insurance Card (for EU citizens) or Health Insurance Policy;
5. Traveller Registration (if necessary, to be confirmed with the competent authorities of the country of origin).
6. Money for the journey and for subsistence for a few days;
7. Pre-booked accommodation for the first few days in Portugal.

5.2. What needs to be ensured

a) Healthcare

If the student is a national of a European Union country, he or she must obtain a European Health Insurance Card in the country of origin before travelling to Portugal. This card gives access to the Portuguese public health system (<https://ec.europa.eu/social/main.jsp?catId=559&langId=pt>).

If the student is a national of a country outside the European Union, they must take out health insurance and present a copy of the policy to the Academic Services of the University of Évora.

Non-European citizens who come from a country with which Portugal has signed an international health and social security agreement (<https://www.dgs.pt/internacional1/acordos/lista-de-acordos.aspx>) must bring documents that allow them to access the Portuguese public health system (for example, Form PB4 in the case of Brazil).

SUPPORT FOR INTERNATIONAL STUDENTS

b) Welcome session for international students

International students must book a face-to-face [appointment](#) at the Academic Services by contacting the Student Support Office (GAE) or the Mobility Support Office (GAM), if they are an In mobility student, in order to obtain information on how to do this:

- Looking for accommodation;
- Apply for a residence permit;
- Request a National Health Service user card;
- Obtain your Portuguese tax identification number (NIF);
- Open a bank account;
- Contact the Course Director;
- Meet the Academic Manager to help with academic procedures such as enrolment, registration, obtaining proof of enrolment, etc;
- Get to know the Social Action Services (SASUE) for support with accommodation in a university residence, if a place is available, or with food, if applicable;
- Know relevant information for everyday life in the city (location of supermarkets, shopping centres, cafés, etc.).

The GAE also helps to monitor and manage each student's academic career, as well as providing personal, psychological, psycho-pedagogical and social support.

In conjunction with the Academic Association, ESN and other associations/groups, GAE and GAM ensure the best welcome for international students and the start of a new stage in their lives!

SUPPORT FOR INTERNATIONAL STUDENTS

c) Residence permit

In order to regularise their stay in Portugal, international students must **apply for a residence permit from the Aliens and Borders Service (SEF)**, otherwise they will be in an irregular situation in the country and will have to pay a fine. The application for a residence permit is made by making an appointment online at SEF's Online Services at www.sef.pt at the E-Balcão. Students should make this appointment as soon as they are travelling or upon arrival in Portugal.

When contacting SEF, the student should check information on the documents to be presented on the scheduled day at the Foreigners and Borders Service (SEF) - Évora Delegation: Av. Lino de Carvalho, 7 e 7ª I 7005-467 Évora (266 788 190 and 808 202 653 for the landline network or 808 962 690 for the mobile network del.evora@sef.pt).

d) Portuguese Tax Identification Number (NIF)

The NIF, or tax number, is used to identify an organisation or individual to the tax authorities. With it, students can open a bank account, receive a receipt for goods or services purchased (internet, telephone, etc.).

The NIF can be applied for online or in person. The University of Évora, through the GAE, can help students apply online, with the UÉ acting as their legal representative for a period of 183 days. Alternatively, if the student wishes, they can apply for their NIF in person at the Tax Office, accompanied by someone who will act as their legal representative in Portugal.

In order for the GAE to support the student with the online application, the following documents are required:

- passport;
- proof of residence in the country of origin;
- power of attorney issued to the University of Évora, which must include the student's details and authorisation for the University of Évora to be their legal representative to obtain their NIF and handle all their tax affairs. A draft power of attorney will be made available, which must be notarised by a notary or lawyer, at a cost of approximately €25 charged to the student.

SUPPORT FOR INTERNATIONAL STUDENTS

e) Open a bank account

With a bank card, students can carry out most of their everyday transactions at an ATM, in shops (payments for water, electricity, gas, mobile phones, everyday purchases, etc.).

Transactions can be made at any ATM, regardless of the bank you have an account with, without any charges for use.

In order for students to open a bank account with a particular bank, they need to present the following documents:

- Passport;
- NIF (tax identification number);
- Proof of enrolment;
- Proof of accommodation (in the case of university residence accommodation, proof can be obtained from the UÉ Social Action Services).

5.2 Platform for integrating international students

The International Student Integration Platform is based on a volunteer project designed to support international students in their integration process at the University, in the city of Évora and in our country. This project is managed by the GAE, in conjunction with the Academic Association (AAUE), the Erasmus Student Network (ESN), other student associations or centres and UÉ Services. After enrolment, if the foreign student wishes to register on the platform, he/she will be informed on how to proceed.

6. Academic Procedures

During the course of their studies, students have duties and rights that they must be aware of, which are set out in the University of Évora's Regulations, and which are summarised in this Guide. This does not exempt the student from knowing and complying with the Academic Regulations (RAUÉ), the Tuition Fees Regulations and other orders available in the student profile in SIIUE.

6.1. Enrolment

6.1.1. How to enrol

In order to be a student at the University of Évora and have access to all the resources that are available, students must enrol in accordance with the procedures below.

To enrol, you need to access the University of Évora Information System (SIIUE):

- Step 1 - Access the EUIS;
- Step 2 - enter credentials as explained in 6.1.2
- Step 3 - Select the "Enrolment" option and the following scanned documents will be required:
 - photo in jpg format;
 - scanned ID document with ID number in jpg or pdf;
 - prerequisite form completed by the doctor, if the Bachelor's or Integrated Master's programme requires it.
- Step 4 - Fill in the form. Watch the video tutorial "[How to enrol](#)"
- Step 5 - Finalise your enrolment by clicking on **CONFIRM**;
- Step 6 - Check the application email address entered in the application for the **enrolment confirmation notification**.

ACADEMIC PROCEDURES

6.1.2. Credentials to be used for enrolment

Credentials correspond to the username and password for accessing the UÉ Integrated Information System ([SIIUE](#)), and the credentials for enrolment depend on the form of access and the place where the application was submitted:

- application submitted online at the UÉ, through the SIIUE - the student already has credentials to access the SIIUE, and must use these same credentials from the application to enrol;
- application submitted to DGES, within the scope of the National Access Competition – the student must use as credentials:
 - User: e-mail address entered in the DGES application;
 - Password: the password contained in the e-mail sent by DGES to the student informing them of their placement.
- application submitted to DGES, within the scope of the Special Regimes or the competition for Holders of Vocational Secondary Education Courses – the student must use as credentials:
 - User: e-mail address entered in the DGES application;
 - Password: identification number entered in the application at DGES.

6.1.3. Enrolment in prerequisite courses

In the event of being placed on a bachelor's or integrated master's degree course subject to pre-requisites, the student must attach the [pre-requisite form](#) for the respective course when enrolling online.

The **prerequisite form to be** attached to the enrolment **form**, duly completed by a doctor registered with the Portuguese Medical Association, must be obtained from the [DGES website](#):

- Nursing, [Group A Prerequisites - Interpersonal Communication](#);
- Veterinary Medicine, [Group B Prerequisites - Interpersonal Communication](#);
- Sports Sciences, [Group E Prerequisites - Functional and Physical Fitness](#);
- Architecture, [Group F Prerequisites - Visual and Motor Ability](#);
- Visual Arts and Multimedia, [Group F Prerequisites - Visual and Motor Skills](#);
- Design, [Group F prerequisites - Visual and motor skills](#).

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Within 30 consecutive days of enrolment, the student must submit the original of the prerequisites form to Academic Services ([see how to make an appointment](#)). If you are an international student, you can submit the form by 31 October of the year of entry.

Until the prerequisite form has been submitted, the student will not be able to obtain proof of enrolment. In addition, if you do not submit the prerequisites form by the deadline, your placement and enrolment will be cancelled.

6.1.4. Support for enrolment

Academic Services (SAC) provides the following means of support for students:

By phone from 9.30am to 4pm on 28, 29 and 30 August.

- **Enrolment hotline:** 266 760 222
- **General line,** enrolment option: 266 760 220

WhatsApp message: 931910381

There are also **zoom sessions** taking place between 28 and 30 August at different times, which you can check out [here](#).

In person, by making an appointment in the [SIIUE](#) , selecting the "Enrolment" service in the appointment section.

6.1.5. Procedures to be followed after enrolment

After registering, the student must ensure:

a) Authentication of qualification documents

Within 30 consecutive days of enrolment, the student must **present the original qualifications documents with which they applied** (they must be exactly the same as those on the application):

- i) in the **case of** documents relating to foreign qualifications obtained **outside the European Union**, the student must authenticate the qualification documents, and may do so in one of the following ways:
 - send by post, within three calendar days of receiving this notification, the originals of the documents that you scanned into your application. Please note that they must be exactly the same as the ones you entered in your application;
 - send copies of these documents by post, provided that these copies are certified by competent bodies to ensure that the copies correspond to the originals presented to them;
 - present the originals in person at Academic Services, within 30 consecutive days of enrolment ([by appointment](#)).

Documents to be sent by post should be sent to the following address: Serviços Académicos da Universidade de Évora, Largo dos Colegiais, Apartado 94, 7002-554 Évora, Portugal.

This requirement does not apply to entrants via the National Access Competition or Special Regimes.

- ii) in the case of documents relating to **qualifications obtained in Portugal or in another European Union country**, the student must submit the originals of the documents they have digitalised in their application, in one of the following ways:
 - present the originals in person at Academic Services ([by appointment](#));

ACADEMIC PROCEDURES

- send copies of these documents by post, provided that these copies are certified by competent bodies to ensure that the copies correspond to the originals presented to them.

The documents should be sent to the following address: Serviços Académicos da Universidade de Évora, Largo dos Colegiais, Apartado 94, 7002-554 Évora, Portugal). They will be returned to the student when they present themselves in person at the University of Évora to validate their identification (until 31 October).

b) Authentication of identification document and visa (if applicable)

Students must present their identification document and visa in person at the Academic Services ([by appointment](#)). In the case of international students, the deadline is 31 October of the year of entry.

c) Submission of the original prerequisite form (if applicable)

The student must hand in the **original of the pre-requisites form** in person at the SAC ([by appointment](#)), in the case of courses where this applies. In the case of international students, the deadline is 31 October of the year of entry.

d) Payment of tuition fees and other amounts

The student must **pay the first instalment of tuition fees or all of them, the registration fee and school insurance** within 30 days of enrolment, and should consult the "Amounts to be paid" in SIIUE with the credentials received in the mail after enrolment. The deadlines and payment methods can be consulted in the student's profile in SIIUE.

e) Obtain credentials to access SIIUE as a student

After enrolling, the student will receive a message in their personal email account (the same email they used to enrol) telling them to set their password to access SIIUE as a student. Once this password has been set, it is immediately valid, enabling the student to access the SIIUE and other UÉ digital platforms and resources.

If for some reason the student doesn't receive the e-mail with the instructions, they can always use the "[forgot my password](#)" procedure.

ACADEMIC PROCEDURES

With these credentials, the student must access SIIUE to:

- Consult the course syllabus to find out which curricular units you have to take in each year, which are compulsory and which are optional and which you can and must enrol in annually..;
- Obtain proof of enrolment and registration;
- Make/change enrolments;
- Consult timetables;
- Request Special Attendance Schemes (student workers, student parents, students with learning support needs, etc);
- Consult notifications;
- Consult Payment Amounts;
- Consult Regulations, Timetables and Academic Guide.

Until the student has completed the above procedures (a) to d)), no proof of enrolment or any other certification document can be issued. However, the student will be able to obtain the Letter of Acceptance to the UÉ in the SIIUE, simply by paying the first instalment of tuition fees.

According to a [schedule to be consulted here](#), the Academic Services will hold online zoom sessions for the students of each course, explaining the course syllabus, the procedures that need to be taken care of during the course, the functionalities of the SIIUE, the support programmes for integration and academic follow-up.

6.1.6. Apply for a student card

The student card will be essential for identifying yourself as a university student, for accessing and moving around the various buildings, residences and car parks at the University of Évora, and for speeding up your day-to-day life.

The student can choose the banking side of the card and add your ID card to your debit card.

Before applying for the card, the student must obtain proof of enrolment.

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Obtain the student card through one of the following options:

- **In person at the Santo Agostinho building**, between 1 September and 31 October (from 9.30am to 4.30pm), at the Caixa Geral de Depósitos service desk in room 2 of the building. A provisional card will be issued until the definitive card arrives.
- The following documents are required **at a Caixa Geral de Depósitos branch** in Évora:
 - Identification document (Citizen's Card, other);
 - Tax Identification No;
 - Proof of enrolment for the 2023/24 school year.
- **Online** : It's simple, you just need a Digital Mobile Key (which you can activate [here](#)). It's a good idea to activate the digital signature at the same time as having the PIN. Once the mobile key is active, you can apply for the card online at <https://caixaonboarding.cgd.pt> . When applying, you will need a scanned ID document (front and back in separate images), a scanned passport photo with a white background and, if the student chooses a bank card, proof of address. (Note: This process is not available to foreign students with a residence permit or passport associated with the CMD).

If the student opts for a UÉvora card with a banking component - Caixa IU Card (free of charge), this will be sent by Caixa to their address. If the student opts for an ID card only, this will be made available by UÉVORA at the Academic Services. The student will be informed by e-mail when the card is ready, so that they can pick it up ([by appointment](#)) at the Academic Services in the Santo Agostinho building.

Once you have the card, you should go to the Facilities Management Support Office, at the entrance to the Colégio do Espírito Santo, for the card to be validated at the entrances to buildings or car parks (upon payment of the appropriate fees).

ACADEMIC PROCEDURES

6.1.7. Prescription of enrolment

Dismissal corresponds to the loss of the right to annual enrolment and registration and occurs when the student does not fulfil the minimum criteria for academic achievement. In this case, the student is prevented, for a period of two consecutive semesters, from applying for and enrolling in the cycle of studies at any Higher Education Institution in Portugal (in accordance with paragraph b) of no. 3 of article 5 of Law no. 37/2003, of 22 August).

Students lapse and cannot enrol for the following academic year if they do not fulfil the following pass criteria (ECTS credits with credit will not be counted towards the pass):

Maximum number of school years with enrolment	ECTS credits you need to pass
3	0 a 59
4	60 a 119
5	120 a 179
6	180 a 239
8	240 a 359
9	360

For example, in order to enrol for the fourth time, the student must have passed at least 60 ECTS in the previous academic years.

If enrolment lapses, the student may subsequently apply for re-enrolment on the same or a successor course, within the time limits established annually by rectorial order.

ACADEMIC PROCEDURES

6.1.8. Cancellation of enrolment

Cancellation of enrolment is the act by which the student interrupts/suspends their studies. The cancellation of enrolment must be made by request to be submitted through GESDOC (using SIUE credentials) or by registered letter with acknowledgement of receipt (requests for cancellation by other means will not be considered).

According to the Tuition Fees Regulations and the respective transitional regime applicable in 2023/24 (Order no. 106/2023), **if the student requests the cancellation of enrolment, the following tuition fees are due:**

- until 31 October of the respective academic year, loses the link to the University of Évora, and is not considered a debtor for the instalments due for that academic year, but remains a debtor for the instalments due, the enrolment fee and the school insurance;
- by 31 December, you will have to pay the instalments for the odd-numbered semester, and the registrations for the even-numbered semester will be cancelled;
- after 31 December, will owe all the instalments for the school year, and enrolment for the school year will not be cancelled.

By requesting the cancellation of enrolment, the student **can subsequently apply for re-enrolment** on the same or a successor course, within the deadlines established annually by rectorial order. **However, they may not do so under the following conditions:**

- If you request cancellation of your enrolment by 31 October in the year of entry, in which case you must reapply for entry;
- In the academic year following the cancellation of enrolment/enrolment, they can only re-enter after one academic year of interruption of studies (one academic year without enrolment);
- If the course you wish to re-enter is not accredited at the time of your re-entry request.

ACADEMIC PROCEDURES

6.2. Registration

In order for a student to be able to attend the classes of the UCs that are part of the syllabus of the course they have entered, to be able to be assessed in those UCs, or to be able to access the UCs' Moodle, it is essential that they are enrolled in the respective UCs in the normal term.

6.2.1. Conditions for enrolment

a) Enrolment in the year of enrolment

In the academic year in which the entry enrolment is made, the student is automatically enrolled in the compulsory courses. It is necessary to enrol, in the SIIUE, in the optional and free optional courses provided for in the study plan, by the deadlines established for enrolment or by the deadlines defined in the Academic Procedures Calendar.

Students entering the UÉ for the first time in their 1st year can only enrol in a maximum of 60 ECTS in the UC of the study cycle in which they are enrolled - except for those who obtain credits, to whom the limits imposed for enrolment in the years following enrolment apply.

In the case of enrolment for re-entry, the student is automatically enrolled, within the limits imposed by these regulations, in the compulsory UCs in which they have not previously passed.

Students enrolled on non-degree courses may only enrol on courses totalling the number of ECTS credits in the academic year in which the course is taking place, and may not enrol on extra-curricular courses.

ACADEMIC PROCEDURES

b) Enrolment in subsequent academic years

Enrolment in one or more CUs is only possible if the student:

- is enrolled and has not expired;
- is not in default with the payment of tuition fees, according to the deadlines stipulated in the Tuition Fees Regulations;
- has passed, has been credited or is enrolled in all the UCs of the previous curricular year(s). This does not apply in the academic year in which the student is subject to a curricular change due to the restructuring of the study plan.

On a full-time basis, students can enrol in a maximum of 84 ECTS per academic year, whether the enrolment is in a UC in the syllabus of the course in which they are enrolled, in a UC to improve their grade, in a recovery UC or in extracurricular UC.

Students in the 2nd and 3rd cycles with more than one enrolment will be allowed to enrol in the UC Thesis or D/TP/RE, as long as the enrolments in the other UCs do not exceed 48 ECTS.

Failure to enrol in the normal term of a given academic year, by the deadlines stipulated in the Calendar of Academic Procedures, will result in the cancellation of enrolment, and the student will be subject to re-enrolment to continue their studies or the preparation and submission of a thesis or dissertation/internship report/project work.

6.2.2. Registration and assessment periods

Only students enrolled on a course in the academic year and in the period to which the assessment relates are admitted to the assessment, and it is the responsibility of the teacher responsible for the course to check that all students undergoing the assessment are actually enrolled on the course they are supervising, via the enrolment list in the SIIUE.

a) Normal season

As a rule, enrolment in the normal period will allow the student to choose between two assessment schemes: continuous assessment or final assessment. However, the Course Outline (FUC) of the course may define other assessment schemes for the course.

ACADEMIC PROCEDURES

The **continuous assessment system** must include at least two assessment components, defined in the FUC. The assessment elements considered for this system must take place during the school term, although it is possible to carry out a component during the final assessment period, provided this is included in the FUC.

The **final assessment regime** consists of one or more assessment components, provided that this is included in the FUC and where at least one of the components takes place during the final assessment period. Depending on the specific nature of the course, this system may include assessment components that are common to the continuous assessment system. In this system, the assessment components carried out in the final assessment period must have a greater weight in the student's final classification than in the continuous assessment system.

In cases where the competences to be developed by the student in the UC cannot be assessed through the final assessment regime, this must be provided for in the FUC and marked in the SIIUE, making it impossible to enrol in the special and extraordinary periods and to carry out the final assessment under the special regimes.

In UCs where there is more than one assessment system, students do not have to expressly communicate their choice, but simply present themselves for the set of assessments provided for in the system they have chosen. The following **general rules** apply to **assessment schemes**, except in specific situations that have been duly publicised:

- Students who miss at least one component of continuous assessment are automatically referred to the final assessment system;
- Students who attend all the components of the continuous assessment and fail can only be assessed again in the appeal period;
- Students who do not comply with the minimum number of lessons attended can only be assessed in the appeal period, except in the case of students with special attendance schemes.

b) Appeal period

No enrolment is required for the appeal period, and students are considered enrolled for this period as long as they are enrolled for the respective course in the normal period.

ACADEMIC PROCEDURES

The student will be able to sit the final assessment for all the UCs that they missed, withdrew from or failed in the continuous assessment or final assessment during the normal assessment period.

If the student has passed the regular exam, he or she may also take an assessment to improve his or her grade, whichever is the better.

c) Special season

In a special period, students in a study cycle can take a final assessment of up to a maximum of 3 CUs (including grade improvement):

- Students who fulfil the conditions for obtaining an academic degree by passing these courses;
- Students who are missing a maximum of 3 UC to complete the curricular component of the IM, 2nd or 3rd cycle;
- Students in study cycles who benefit from special attendance schemes, under the terms of the UÉ Academic Regulations.

d) Extraordinary season

In the extraordinary period, a student may take a final assessment if, within the scope of the study cycle, he/she has a UC missing to complete it or the curricular component in the case of the ICM, 2nd or 3rd cycle. If the missing course is an internship or clinical teaching, only the discussion of the report will be allowed.

e) Assessments under special attendance schemes

In the case of students who, under special attendance schemes (namely "Student association leader" or "Student elected to management bodies of the University of Évora"), can take assessments, in addition to the final assessments of the normal and appeal periods, with a maximum limit of two per UC, the enrolment request must be made through GESDOC, and the date of the assessments must be agreed in advance with those responsible for the UC.

ACADEMIC PROCEDURES

6.2.3. Grade improvement enrolment

Students who pass the regular exam in a given academic year may take an assessment in the respective appeal period to improve their grade. They must notify the teacher responsible for the course unit of their intention to do so, and no additional enrolment will be required.

Students wishing to improve their grade in a course that they passed in that academic year or in the previous two academic years, provided that the course is in session in that academic year, may enrol in the special examination period, up to a maximum of 3 courses, via SIIUE, within the deadlines defined in the [Academic Procedures Calendar](#). Enrolment will only be considered once the enrolment fee of 20 euros/UC has been paid, within 3 days of notification in SIIUE.

6.2.4. Extracurricular UC enrolment

In addition to enrolling in the Curricular Units of the study plan of a study cycle in which they are enrolled, students can enrol in [Extracurricular Units](#) that do not belong to the study plan of their course.

In the case of extracurricular courses in cycles of study subsequent to the cycle in which the student is enrolled, enrolment is subject to the following conditions:

- 1st cycle students can enrol in 2nd cycle courses as long as they have 60 or fewer ECTS remaining to complete the 1st cycle;
- 2nd cycle students with a duration of 4 semesters or MI can enrol in a 3rd cycle course, provided they have 60 or fewer ECTS remaining to complete the course;
- 2nd cycle students with a duration of 3 semesters can enrol in 3rd cycle courses, provided they have 30 or fewer ECTS remaining to complete the course.

Enrolment in extra-curricular units presupposes enrolment in at least one UC of the course in which the student is enrolled and will not be counted towards the award of a diploma or degree, nor towards academic achievement, nor towards applying for a scholarship or merit award.

ACADEMIC PROCEDURES

In the case of success in extracurricular CUs from the same study cycle, they can only be credited up to a maximum limit of 50 per cent of the total ECTS of the degree or the number of ECTS of the master's or doctorate. However, if you have attended extracurricular courses in subsequent study cycles (example: 1st cycle student attending 2nd cycle extracurricular courses), the Curricular Units in which you succeed will be credited in the event of the student's enrolment and registration in the study cycle of the respective extracurricular UC, without the above limit applying.

6.2.5. Enrolment in remedial courses

In order to improve academic success, remedial courses can be offered. Students who have already been enrolled in the course and have not passed can enrol in remedial courses.

Enrolment must be carried out via the SIIUE and by the deadlines set for enrolment or change of enrolment in the [Calendar of Academic Procedures](#). Only those UCs that have been proposed by the Schools to the Rectorate and have been authorised are available for this type of enrolment.

6.2.6. Pre-registration

Each year, departments may propose that enrolment in optional courses supervised by their respective departments in the following academic year be subject to pre-enrolment, and may set a limit on the number of places available.

The pre-registration of 1st Cycle and IM students for optional courses for the following academic year is carried out in the SIIUE, by the deadline defined in the [Academic Procedures Calendar](#).

Pre-registration for optional courses with a limit on places is only permitted for students who, at the time of pre-registration, have not yet taken all the optional ECTS for the course they are enrolled in (ECTS for free electives are not taken into account).

ACADEMIC PROCEDURES

When pre-registering, students must register their order of preference for the optional courses available on their course (the order of preference can be used as a tie-breaker, if necessary). Depending on the preferences expressed by the students, there may be optional courses that are not available.

Until the end of the pre-registration period, the student may make any changes they deem appropriate.

In UCs with limited places, pre-registered students will be ranked in descending order, according to the score, to the tenth, obtained by the following formula:

$$\sum_i^n \text{nota da UCi} \times \text{ECTS da UCi}$$

only the UCs on the syllabus that the student has passed up to the time of the ranking will be counted.

6.3. Special attendance schemes

The UÉ provides special attendance schemes for students enrolled and registered on a course lasting one semester or more, provided they meet the legal and regulatory requirements for recognition, in the following categories:

- Student-worker;
- Incoming and outgoing student;
- Final year student;
- Student association leader;
- Student elected to UÉ management bodies;
- Student members of choirs, tunas and other groups of a similar nature;
- Mum and dad, students;
- Student with learning support;
- A student who practises high-performance sport;
- Student athlete in higher education;
- Co-operating student supervisor;
- Student firefighter;
- Student volunteer.

Recognition of the right to a special attendance regime is subject to an annual application, which must be instructed and substantiated. A list of the documents that must be attached to the application can be consulted in the [Guide to Special Attendance Regimes](#). The scheme can be applied for after 31 October, via GESDOC, when the conditions for obtaining the special attendance scheme are met after that date, and can never be applied for after the end of the teaching period for the even semester.

The application must be made via the SIIUE at the time of registration or by 31 October. If the required supporting documents are not attached, the application will not be validated and the student will have 3 days to enter the missing documents in the SIIUE. Failure to do so will result in the application being rejected.

The annual granting of the special attendance regime grants the student rights and duties, which can and should be consulted in Section V [of the Academic Regulations of the University of Évora](#). The special regimes are not cumulative with regard to extra assessments, and the most favourable regime for the student is applied.

ACADEMIC PROCEDURES

6.4. Tuition fees

A tuition fee is payable for enrolment/enrolment in any study cycle, both degree and non-degree, and enrolment in isolated curricular units.

Students are considered to owe the tuition fee for the academic year in which they enrol and/or register, or request accreditation or submit a thesis/dissertation project/internship or any other curricular act.

The act of enrolment and/or registration gives rise to an inescapable presumption of knowledge of the obligation to pay tuition fees and failure to attend, attend or pass the course or curricular unit in which students enrol and/or register does not extinguish the obligation to pay tuition fees.

6.4.1. Tuition fees

The amount of tuition fees is set annually by [Rector's Order](#) and, in the case of non-degree courses, is included in the respective notices.

The tuition fee is due regardless of any ECTS credits, as well as the number of curricular units in which the student is enrolled, up to a maximum of 84 ECTS credits/year, except in the case of

1st year students can only enrol for a maximum of 60 ECTS in any study cycle, and can enrol up to 36 ECTS in the change of enrolment period of the 2nd semester.

In the case of non-degree courses, the student can only enrol up to the number of ECTS of the respective course in the period corresponding to the duration of the course.

Students are responsible for **checking the University of Évora's Integrated Information System (SIIUE) for the amount, deadlines and methods of payment of the tuition fee instalments due each academic year** (see the [Guide to Amounts to be Paid](#)), as well as checking the notifications generated by this system and received by their institutional email address.

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In order to submit a thesis/dissertation/project work/internship report in the 2nd or 3rd cycle, the student must have paid at least the full tuition fee corresponding to:

- three academic years, in the case of 3rd cycle courses lasting 4 years;
- two school years, in the case of a 3rd cycle lasting 3 years;
- one academic year in the case of the 2nd cycle;
- one academic year in the case of re-entry and verification of the above.

Subject to the above, **after submitting the thesis/dissertation/project work/internship report and the respective application for admission to exams**, provided that it is submitted in accordance with the terms stipulated in the RAUÉ, the 2nd or 3rd cycle student is subject to payment:

- of the instalments for the odd-numbered semester, if delivered by 31 March;
- of all the instalments for the academic year, in the case of submission after 31 March and up to the deadline for submission/application for admission to exams defined annually for that academic year in the [Calendar of Academic Procedures](#), and may not simultaneously benefit from special schemes that allow for a reduction in tuition fees.

6.4.2. Payment deadlines

The tuition fee for each academic year can be paid in one lump sum at the time of enrolment or registration, by the deadlines set for the first instalment, or in 10 equal instalments, by the deadlines indicated below:

- The first instalment must be paid within 30 calendar days of enrolment or registration;
- The second instalment is due by 31 October;
- The third instalment is due by 30 November;
- The fourth instalment is due by 31 December;
- The fifth instalment is due by 31 January;
- The sixth instalment is due by 28 February;
- The seventh instalment is due by 31 March;
- The eighth instalment is due by 30 April;
- The ninth instalment is due by 31 May;
- The tenth instalment is due by 30 June.

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The remaining amount of instalments due can be paid at any time.

In the year of enrolment, enrolment will be cancelled if the first instalment is not paid by the established deadline, and the student will lose the right to their place, but will still be obliged to pay the enrolment fee.

For non-degree courses with less than 30 ECTS, payment is made in a single instalment within 3 days of enrolment; for courses with 30 or more ECTS, instalments must be paid in accordance with the instalments defined above, depending on the semester(s) in which the course runs.

6.4.3. Fees and emoluments

The University of Évora's [table of fees](#) stipulates the amounts that can be charged.

a) Enrolment fee

In addition to the tuition fee, students are also required to pay the enrolment fee for the year in which they enrol, which is payable when the first instalment of tuition fees is paid, and the method of payment is available in the student's profile in SIUE.

Enrolment fee for students from the European Union:

- | | |
|---|----------|
| • Bachelor's and integrated master's degrees: | 20,00 € |
| • Master's degree: | 100,00 € |
| • For a doctorate: | 100,00 € |

Enrolment fees for non-degree courses:

- | | |
|---|----------|
| • Less than 30 ECTS - fee included in tuition fee | |
| • With 30 or more ECTS | 100,00 € |

Enrolment fee for international students in any study cycle €100.00.

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b) School insurance

An annual school insurance premium will also be due, as defined annually in a rectorial order, and the method of payment is available in the student's profile in SIIUE.

c) Fees for grade improvement enrolment

The enrolment fee set out in the table of fees is payable for improving your grade in the special season.

d) Other fees

Other fees may be due, in accordance with the University of Évora's fees schedule. The fees set out in the table are due at the time of application and must be paid in full within 3 working days of notification, in SIIUE under the student's profile.

No application will be processed unless the Services have proof of payment of the fees due, and the application will be considered invalid if payment is not made within this period.

If you are paying by bank transfer, please send proof of this to tesouraria@sac.uevora.pt.

6.4.4. Tuition fee debt

Non-payment of tuition fees will be considered non-compliance when they are not paid in full at the time of enrolment or registration, or within the instalment deadlines established in the Tuition Fees Regulations and available in the student's profile in SIIUE.

Non-payment of outstanding tuition fees entitles the UÉ to enforce collection through the Tax and Customs Authority, in a tax enforcement procedure provided for in the Tax Procedure Code.

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Non-payment of tuition fees within the payment deadlines stipulated in the Tuition Fees Regulations implies that the non-recognition of academic acts becomes effective within 30 days of the situation of non-compliance and produces the following effects until payment of the outstanding amount plus default interest:

- The student's enrolment and registration for the academic year to which the debt relates is considered invalid;
- Students cannot access the Moodle platform;
- There is no recognition of the academic acts carried out during the period to which the obligation relates;
- It is impossible to carry out any academic act.

It is forbidden to request and/or issue any diploma or certificate of completion, or any other proof or information document about the student's academic career, for the academic year to which the debt relates.

In the case of re-entry, change or entry to another study cycle, the student can only enrol after settling the outstanding amount in full or adhering to the phased payment plan for tuition fees.

6.4.5. Phased payment of tuition fee debt

To pay the debt in instalments, students can sign up to a phased tuition fee payment plan by submitting a request on the appropriate form at GESDOC, or in person at the Treasury located in the Academic Services.

The phased payment can be proposed at any time, as long as it is prior to the date on which tax enforcement proceedings are initiated, and **it must be done by 30 June if the student intends to enrol in the following academic year.**

The amount and payment period for each instalment of the phased payment plan can be proposed by the student, taking into account that:

- The first instalment cannot be less than 20% of the debt and must be paid immediately upon submission of the application for the phased tuition fee payment plan, except in the case of students on the SAS scholarship scheme, where a delay in the start of payment of instalments is permitted, up to a maximum period of 3 months;

ACADEMIC PROCEDURES

- Settlement of debts of 500 euros or less can only be offered in a maximum of 4 monthly instalments;
- The settlement of debts equal to or less than 1000 euros and more than 500 euros can only be proposed in a maximum of 10 monthly instalments;
- Settlement of debts of more than 1,000 euros can only be offered in a maximum of 18 monthly instalments.

The proposal for a phased payment plan requires authorisation and the following conditions must be met:

- In the academic year to which the debt relates, the student must have passed at least 42 ECTS, except in the first year of enrolment at the UÉ, when they must have passed at least 30 ECTS. Students with special programmes are subject to the provisions of the RAUÉ regarding specific conditions for academic achievement;
- The student cannot have more than three academic years in debt and the number of instalments to be authorised cannot correspond to a payment period longer than the plan with the highest number of instalments and payment period previously approved;
- No payment plan can be authorised if the student has defaulted on a payment plan, and cannot request a payment plan more than twice for the same academic year's debt;
- The deadline for paying instalments of the payment plan cannot exceed the end of the academic year in which the student qualifies for the finalist student scheme under the terms stipulated in RAUÉ.

Students who adhere to a payment plan are also liable for the tuition fee instalments due for the current academic year.

The phased payment plan is considered to be in breach if the student fails to pay 3 successive instalments or 6 interpolated instalments, and if they fail to pay the outstanding instalments within 30 days of default.

6.5. Special tuition fee schemes

The University of Évora's [Tuition Fees Regulations](#) establish special tuition fee schemes for students enrolled and registered for a course of study, who fulfil the conditions and submit the required documentation, in order to benefit from one of the following schemes:

- Former combatants from military operations and their children;
- Teaching agents;
- Career higher education lecturers at the UÉ;
- Non-teaching student worker at the University of Évora;
- Student with co-operating teacher status;
- Part-time student;
- Students under protocol with other institutions;
- Students with tuition fees paid by another organisation or institution;
- Candidates and scholarship holders with scholarships paid directly to the UÉ.
- Applicants and scholarship holders with a grant paid directly to the student.

The student must make the request in the SIIUE, at the time of enrolment or annual registration, with the respective supporting documentation. The request for the scheme will be rejected outright if it is not accompanied by the documents stipulated for the respective scheme, and [the](#) documents to be attached can be consulted in the [Guide to Special Tuition Fee Schemes](#).

If the student does not apply at the time of enrolment/registration, because they have obtained the conditions to apply for the scheme after that date, they must apply via GESDOC within a maximum of 30 days of meeting these conditions.

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6.6. Credits

Accreditation is the recognition of the level of knowledge and skills acquired previously and their suitability for the scientific areas of the study cycle in which the student is enrolled for further studies.

As it is a curricular act, to request accreditation the student must be enrolled and registered in at least one UC of the course and pay the respective fees. When accreditation is granted, it translates into the attribution of ECTS to which curricular units of the study plan of the course in which the student is enrolled correspond, for the purposes of attending and obtaining the corresponding degree at the UÉ.

If the accreditation is for further study, it will be counted towards the degree and information about the curricular units in which the accreditation was obtained will be included in the Diploma Supplement and in the qualification certificate. In the case of non-degree courses that award diplomas corresponding to the curricular component of a 2nd or 3rd cycle, if more than 70 per cent of the ECTS credits of the diploma have been accredited, the diploma can only be issued after the respective degree has been awarded. In the event of cancellation of enrolment, change of Course or Institution, the accreditation obtained is invalidated.

Crediting must take into account the number of credits and the scientific area of the competences previously acquired and the crediting **limits stipulated** in the legislation and in the [Regulations for Crediting Training and Professional Experience](#), and crediting can never be given to the Thesis or Dissertation/Project Work/Study Report.

Applications for accreditation and the corresponding documents must be **submitted online** in the [SIUE](#) by the deadline set each year in the [Calendar of Academic Procedures](#).

The application will be **validated** provided that it has been submitted with the required documents and authenticated (authentication in accordance with Decree-Law 28/2000 of 13 March), or alternatively the original documents corresponding to those included in the application have been submitted to the SAC (by [appointment](#)) within 10 days of being submitted. When validated, the student will be notified to **pay the fees due within 3 days of the** notification being registered in SIUE:

ACADEMIC PROCEDURES

- Requests for accreditation of training obtained within the scope of the Higher Education System (SES) (except for accreditation of training obtained at the University of Évora within the scope of the same course, which is exempt).....30,00 €
- Requests for accreditation of training obtained outside the Higher Education System (FSES)50,00€
- Requests for accreditation of professional experience120,00 €

The request for accreditation will only be analysed by the Course Committee once the respective fees have been paid.

If the accreditation request is not submitted with the required authenticated documents, the **request will not be validated**, and the student will have 10 days to access their accreditation request in SIIUE to consult the details and enter the missing documents, and the request will have to be resubmitted.

The application will be rejected if the student:

- do not submit an application with authenticated documents and do not present the original documents corresponding to those included in the application to the Customer Service Centre within 10 days of submitting it;
- fails to submit the application with the missing documentation within 10 days of notification of non-validation;
- fails to pay the emoluments fee within 3 days of being notified to do so.

Students can only make a new request for accreditation if the decision to approve the previous request has already been finalised. A new request for accreditation can only be made if there is an increase in training competences compared to the previous request.

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6.6.1. Training accreditation within the Higher Education System Training accreditation can be awarded on the basis of the following training obtained within the Higher Education System (SES):

- Study cycles;
- Non-degree courses;
- Technological Specialisation Courses;
- Higher Professional Technical Courses (TeSP);
- Isolated curricular units
- Extra-curricular units

In the case of re-enrolments, or the successful completion of Isolated or Extracurricular Curricular Units taken at the University of Évora within the scope of the course in which they are enrolled, requests for accreditation are automatic upon enrolment, without being subject to fees, provided that the assessment results are registered in SIIUE at the time of enrolment.

The following **documents** must be attached to the application for SES training accreditation (even if you submitted them when you applied, you must submit them again - this is not necessary in the case of qualifications obtained at the UÉ):

- Authenticated qualification certificate showing all course units with the respective ECTS, results and grades;
- Regulations creating the study cycle with the respective study plan, within the scope of which you obtained the training you wish to be accredited;
- Authenticated UC programmes and workloads, when the academic training to be accredited was obtained at a Higher Education Institution other than the UÉ (when, due to the volume of the training, it is impossible to attach it to the online application in SIIUE, the accreditation application must be submitted in person at the Academic Services and the respective programmes must be submitted on paper).

The documentation submitted as part of the accreditation process for **training courses undertaken abroad** must be authenticated by the Embassy/Consulate or [apostilled by the Hague](#).

6.6.2. Accreditation of training obtained outside the higher education system or professional experience

Accreditation of training outside the Higher Education System and/or professional experience can be awarded for duly proven professional or scientific experience, namely non-academic training activities (training actions, seminars, conferences, workshops, etc.) or professional activity carried out by the student as long as they fall within the scientific area of the study cycle. **No classification is awarded** and as such the ECTS credited are not counted towards the final degree average.

The following **documents** must be attached to the application for accreditation of training obtained outside the Higher Education System or professional experience (even if you submitted them when you applied, you must submit them again):

- Curriculum Vitae
- Certified certificates of all training, courses or other activities that the student wishes to be considered for accreditation of training obtained outside the higher education system;
- Certified copies of the supporting statements issued by the employers, indicating the duties and duration of the work, in the case of accreditation by professional experience.

The Course Director may also request additional information or documents or carry out an interview and/or diagnostic tests, if deemed appropriate.

When the proposed accreditation, within the scope of the 1st cycle or Integrated Master's degree, exceeds 30 ECTS, it must involve a knowledge assessment test in accordance with the provisions of article 45 of Decree-Law no. 74/2006, of 24 March, in its current wording. This test will be proposed and organised by the Course Director under the supervision of the CC/CTC of the OU.

A maximum of 1 ECTS should be awarded to the student's professional experience in the area of the study cycle for each year of experience considered. In order to guarantee fairness and coherence in the processes of crediting training obtained outside the SES, 1 ECTS awarded in this context should correspond to between 26 and 30 hours of activity, depending on the relevance of the actions and the more passive or active nature of the student in these activities.

ACADEMIC PROCEDURES

6.7. Mobility

Mobility allows for broader horizons and a more global education, creates cultural diversity based on the exchange of values, knowledge and experiences, and contributes to the training of highly qualified staff. For all these reasons, mobility has been promoted at national and international level through various programmes. The Mobility Support Office manages the Mobility Programmes, allowing students to open up their horizons in the educational and professional context.

[Mobility within Europe](#) is promoted by the Erasmus + programme, giving students the opportunity to experience new challenges, fostering development, the acquisition and sharing of knowledge/know-how and experiences and raising awareness of the importance of international cooperation across borders. The University of Évora holds the [Erasmus Charter for Higher Education for](#) the period 2021/2027, which provides a general quality framework for European and international cooperation activities of higher education institutions within the scope of Erasmus+.

[Find out which Protocols / Agreements the University of Évora](#) has within the scope of each of the Programmes under which mobility within Europe can take place.

There are also *International Credit Mobility* (ICM) projects under the ERASMUS+ programme, which encourage [mobility to countries outside Europe](#), as well as other programmes, with the possibility of mobility between the University of Évora and higher education institutions outside Europe, provided there is an [exchange protocol](#).

In addition to these international mobility programmes/projects, [mobility within Portugal](#) is also possible under the Almeida Garret Programme or the Vasco da Gama Programme.

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Every year more than a hundred UÉ students undertake OUTgoing mobility periods at other institutions with which the UÉ has mobility agreements and, similarly, the University of Évora receives INcoming mobility students from other higher education institutions who undertake mobility periods at the University of Évora. Students applying for mobility should choose the institution where they want to go and check if there are any mobility grants they can apply for.

The world is changing rapidly, which is why it is crucial for education and training systems to be able to keep up with this development, adapting and modernising and taking advantage of the new opportunities arising from it. Mobility makes a decisive contribution to meeting the challenges posed by constant change and can take place in different ways:

- **Study Mobility** - for students wishing to spend a period of study at another institution with which they have an agreement/protocol, up to one academic year (minimum of 3 months and maximum of 12 months).
- **Mobility Internships** - the possibility for any student, enrolled and registered on a course at the University of Évora or within twelve months of completing the course (graduates), to do an internship abroad, for a period of between 2 and 12 months, in companies, research centres or in a higher education institution in a work context within the scope of ERASMUS+ Programmes in Europe. In this case, it is not necessary to sign bilateral agreements, all that is required is a letter of acceptance in the student's name, issued by the organisation where the student proposes to carry out the internship. In the case of mobility outside Europe, it will be necessary to have a protocol with the Higher Education Institution where the internship mobility will take place. It is the student's responsibility to find the internship location. The internship can be within the scope of:
 - **Curricular** - to carry out an internship that is within the curricular plan of the course the student is attending at the UÉ
 - **Extra-curricular** - to carry out an internship that is not part of the course syllabus and will not be counted towards the academic degree of the course the student is attending at the UÉ, it will only be included in the diploma supplement.

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- **Mobility for participation in a [Blended Intensive Programme \(BIP\)](#)** - a course promoted by Higher Education Institutions in Erasmus+ member countries, with the aim of promoting innovative teaching and learning methods, which always includes a short-term physical mobility component (5 to 30 days, not counting travel days) with an online component (which can be before or after the physical mobility and with no limits on duration), with a minimum of 3 ECTS. Passing this course can be recognised:
 - **Curricular** - if the Course Committee considers that the BIP confers competences that allow recognition of a UC of the course attended at the UÉ.
 - **Extra-curricular** - if it cannot be recognised in the syllabus of the course you are attending at the UÉ; it appears in the diploma supplement as an extra-curricular activity and is not counted towards the course degree.
- **Short-term physical mobility for UÉ PhD students**, to carry out a period of mobility in research laboratories, short training courses, or any other activities related to their study programme for a minimum period of 5 days and a maximum of 30 days, in one of the Higher Education Institutions with which the UÉ has an agreement or in another Entity.

6.7.1. Outgoing Mobility

a) Applying for mobility

Applications for mobility, in any of the modalities, **are made online in the [SIUE](#), by the deadline defined annually in the [Calendar of Academic Procedures](#)**, and can be made by Bachelor's, Master's or PhD students, enrolled and registered at the University of Évora, in the academic year of mobility or in the academic year following the completion of the course.

Mobility can only be undertaken by students who have passed a minimum of 60 ECTS in the case of 1st cycle and MI, a minimum of 30 ECTS in the case of 2nd cycle students and a minimum of 30 ECTS or an approved project in the case of 3rd cycle students.

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Integrated Master's students can undertake two periods of mobility within the scope of their study cycle, one during the first three years of their Bachelor's degree (maximum 12 months) and another during the last two years of their Master's degree (maximum 12 months).

Before applying, students should consult the different [Mobility Programmes](#) under which they can undertake mobility and search for the country and higher education institution in which they wish to undertake mobility (host institution).

Once the student has confirmed that the University of Évora has an agreement with the Institutions where he/she would like to go on mobility (in the application he/she must register 4 to 6 options of Institutions, ordering them by preference) and has identified the Programme/project under which he/she wishes to go on mobility, he/she must access the [SIUE](#) to submit his/her application for outgoing mobility ([Guide for students applying for mobility](#)).

Proof of IBAN must be attached (for transferring the grant if applicable) and in the case of mobility for an internship, a declaration of acceptance from the organisation where the internship will take place must also be attached, if you already have one. If you don't already have this declaration, you must submit it no later than 60 days before the start of the internship. [The choice of host company/entity](#) is the responsibility of the student, in collaboration with the Course Director, since the internship must fulfil the competences required within the scope of the study plan and the student's academic path.

Once the application has been validated, the **ranking** will be carried out in accordance with the Academic Regulations of the University of Évora, or under the terms of the Programme/Project Notice if applicable. The **results of the selection process** will be published on the [University of Évora's website](#) and the student will be notified if they have been admitted and which Higher Education Institution will host them. That institution will be contacted by the University of Évora's Mobility Office so that it can decide whether or not to accept the mobility.

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If the nomination is accepted, you will be notified by the Higher Education Institution to which you have been admitted, with the indications and procedures to be carried out at that institution to formalise the mobility, and you must inform the Mobility Office of this. At the same time, you must **create and submit the mobility process proposal in the [SIUE](#)** to fill in the Learning Agreement or the Trainnig Agreement in the case of an internship.

The student can only go on mobility with the Learning Agreement/Trainnig Agreement and the Mobility Contract duly signed.

Mobility, whether in the context of studies or an internship, **cannot begin** until all parties (the host institution, the University of Évora and the student) have signed the Mobility Contract and the Learning Agreement or Training Agreement.

Within the framework of Erasmus Without Paper (EWP), the Learning Agreement must be registered by the student on the European platform (EWP or OLA) and approved and digitally signed by both institutions and the student.

b) Study plan / Learning Agreement

In the case of mobility within the scope of studies, it is necessary to **submit the mobility process proposal in the [SIUE](#)** by filling in the **Study Plan / Learning Agreement ([Mobility Process Guide](#))**, which includes the planned start and end date of the mobility period as well as all the curricular units / subjects to be taken by the student at the Host Institution and the corresponding curricular units / subjects with equivalence at the University of Évora in the course in which he/she is enrolled.

You should search the website of the Host Institution for the curricular units/disciplines you wish to attend and obtain the respective programmes so that, together with the Course Director, you can check the possibility of their equivalence at the University of Évora.

The study plan must contain a maximum of 84 ECTS credits per academic year and at least 18 ECTS credits per semester.

Mobility *out* students are automatically enrolled at the UÉ in the UCs listed in the approved *Learning Agreement*. If the student has enrolled in the semester(s) to which the mobility corresponds, these will be cancelled and the student will not be able to make online changes or enrol in other UCs during the mobility period.

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However, upon request, within the deadlines set for enrolment, they can enrol in UCs running at the UÉ during the mobility period, up to a maximum of 84 ECTS/year (this maximum includes the ECTS included in the *learning agreement*).

Students in outward mobility can enrol for a **special period in** the UCs in which they were enrolled during the normal period, provided they fulfil the conditions defined in the Academic Regulations to be able to attend the **special or extraordinary period**.

If, upon arrival at the Host Institution, it **becomes** necessary to make **changes to the initial Study Plan/Learning Agreement** due to unforeseen circumstances (e.g. overlapping timetables, unfeasibility of the subjects chosen in terms of content, the subject not being taught), the student **has 30 days** from the date of arrival to submit the proposed change via the EUIS.

After this deadline, changes to the Learning Agreement must be requested via [GESDOC](#) and are subject to higher authorisation.

If, during the mobility period, the student attends curricular units that are not included in the approved/approved Study Plan/Learning Agreement, they are not subject to academic recognition. However, the student can request the certificate at the Host Institution and subsequently request credit for these curricular units, within the deadlines set in the academic procedures calendar.

c) Internship Plan/Training Agreement

In the case of mobility as part of an internship, after obtaining a Declaration of Acceptance from the organisation where the internship will be carried out, the student must **submit the proposal for the mobility process in the SIUE** by filling in the internship plan / Training Agreement ([Mobility Process Guide](#)), which includes the start and end date of the mobility period, as well as identifying the company and the work plan.

ACADEMIC PROCEDURES

d) Erasmus+ Online Language Support (OLS)

In order to stimulate the acquisition of language skills and tackle the difficulties this can present, the European Commission has contracted an online language support service, [OLS - Online Linguistic Support](#).

Online Linguistic Support consists of the following:

1. Initial Assessment Test (Test 1) to assess the student's language competence - before the start of mobility
2. Language course - during mobility
3. Final Assessment Test (Test 2) to assess the student's linguistic competence - at the end of the mobility programme

The OLS test is free of charge for participating students, but the assessment of language competence is **compulsory** and must be carried out in two stages, before the start of the mobility period and at the end of the mobility.

e) Mobility grant

If the Mobility Programme you are applying for includes the possibility of **awarding a [scholarship for outward mobility](#)**, you will be applying for the scholarship at the same time as submitting the mobility application. The results of the scholarship award will be published on this portal and the student will be notified by email.

After signing the **Learning Agreement/Trainning Agreement and the Mobility Contract**, a request will be made for a bank transfer of 70 per cent of the amount of the scholarship due to the IBAN entered in the mobility application. At the end of the mobility period, once the **Final Report/Questionnaire has been** completed and **the original Attendande has been handed** in, duly signed and stamped, the remainder of **the grant** will be paid.

Participants with special educational needs can in fact apply for financial support from the National Agency (actual costs) using the [form for this purpose](#), and it is the student's responsibility to complete this form, which will be sent by the European University to the Erasmus+ National Agency for analysis and a decision on whether to accept or reject it in accordance with the [criteria for support for inclusion/NEE grants](#). If it is accepted by the Agency, the NEE Scholarship can be paid after the start of the mobility programme.

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f) Certificate of Attendance

Before starting your mobility, you must obtain a draft "Attendance Certificate" ([Attendance](#)), which you must present to the Mobility Support Office or International Relations Office at the Host Institution or Organisation where you will be doing your internship, so that it can be signed and stamped.

Once you have obtained the duly signed and stamped document, you must attach it to the SIUE within 15 days of arriving at the Host Institution. **As long as the Certificate has not been entered into the EUIS, the student cannot receive the Scholarship, if they have been awarded one.**

Before returning to the UÉ, the student must go to the Mobility Support Office or the International Relations Office where he/she undertook the mobility, to get his/her "Certificate of Attendance" signed and stamped. The student must enter it in the SIUE and hand in the original to the Mobility Support Office of the Academic Services as soon as he/she arrives at the UÉ.

g) Final Certificate of Assessment (Transcript of Records)

When you ask for your Certificate of Attendance to be signed at the end of your mobility period, you should ask for your Transcript of Records with the marks for the curricular units/courses included in the latest Learning Agreement approved by both institutions, which you are entitled to at no cost.

If they can't give it to you at that time, you should ask when and how you can get it. Under the terms of the ERASMUS+ regulations, you have a maximum of 5 weeks after the end of your mobility to give it to them. Once you have it, you must enter it in the EUIS.

h) Final report/questionnaire

After the end of the mobility period, the student must complete the Final Report, which will be made available to him/her via email. Completion of the Final Questionnaire **is compulsory**.

If the student has received a grant, only after completing the Final Report and submitting the original Attendande, duly signed and stamped, will payment be processed for the remainder of the grant they have not yet received.

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i) Academic Recognition

Once the Final Assessment Certificate (Transcript of Records) has been entered into the SIIUE, the Mobility Support Office of the Academic Services will proceed to request academic recognition, to be carried out by the Course Director, in accordance with the provisions of the Study Plan/Learning Agreement, and recognition cannot be given to curricular units that were not included in the approved/homologated Learning Agreement.

The conversion of grades to the 0-20 scale, if the certificate is not on this scale, will be carried out under RAUÉ. Once the Course Director's proposal has been approved by the Scientific Council of the Organisational Unit, the grades will be available in the student's academic record.

j) Withdrawals

Students can withdraw up to 30 June in the case of a mobility period for the first semester or academic year, and up to 15 November for the second semester, by submitting a request via [Gesdoc](#).

In the event that the mobility student has already been accepted at the host institution, they are obliged to inform that institution of their withdrawal.

If the student withdraws after the above-mentioned dates, except for duly justified health reasons or reasons of force majeure and subject to the analysis and opinion of the Institutional Coordinator, he/she will be prevented from applying for mobility again.

If the student withdraws after the start of the mobility period:

- Before the minimum period of mobility, 2 months for studies and 2 months for internships, the student will have to return the grant in full, if they have received a grant
- After the minimum period, only the grant corresponding to that period is due, and the student must return the remainder

Students who do not succeed in any UC at the host institution must return the full amount of the scholarship received.

6.7.2. INcoming Mobility

a) Application

Once it has been confirmed that the University of Évora has an [agreement with the institution](#) in which the student is enrolled and the programme/project under which the student wishes to undertake mobility has been identified, the student should contact the Mobility/International Relations Office of his/her Higher Education Institution (home institution) and request that the Nomination Letter be issued so that he/she can apply for a period of mobility at the University of Évora.

You must attach the declaration to your application and register with the University of Évora's Integrated Information System (SIIUE) to obtain your credentials so that you can submit your application.

If your application is validated by the University of Évora, taking into account the number of places available, you will be notified to submit the proposal for the mobility process via the SIIUE with the Learning Agreement or Training Agreement in order to formalise it.

Only once this document has been signed on the European platform (EWP or OLA), by the home institution, the student and the University of Évora, can the mobility take place.

The following documentation must be attached to the application:

- Nomination Letter from the Institution of Origin
- Curriculum Vitae
- Identification document (passport, national identity card, etc.)
- Academic record/history
- Language proficiency certificates (if applicable)

In the case of applications for ERASMUS+ International Credit Mobility (ICM) Programmes, you must also submit a letter of motivation and other documentation that is included in the respective Call for Proposals.

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b) Study Plan / Learning Agreement or Internship Plan/Training Agreement

After notification of admission to the University of Évora, the student must access the University of Évora's Integrated Information System in order to submit the mobility file, which must be attached:

- **Study Plan / Learning Agreement** (in the case of study mobility)
- **Internship Plan/Training Agreement** (in the case of internship mobility)

In the case of mobility within the scope of studies, it is necessary to submit the Study Plan / Learning Agreement, which includes the start and end date of the mobility period as well as all the curricular units / subjects to be taken by the student at the University of Évora and the corresponding curricular units / subjects with equivalence at the home institution.

The subjects/curricular units offered at the University of Évora can be consulted [here](#).

Students must attend at least 50 per cent of the ECTS credits that make up the study plan for the course they wish to attend, although they may attend curricular units/disciplines from other courses in operation.

The study programme may include a maximum of 84 ECTS credits per academic year. At a minimum, the study plan must include 18 ECTS credits per semester.

c) Letter of Acceptance

The Letter of Acceptance will only be sent to the student after the Learning Agreement or Training Agreement has been duly signed by all parties (home institution, University of Évora and student) and the Mobility Contract (in the case of ICM Programmes/Projects), which must take place before the mobility begins. It is not compulsory to circulate documents with original signatures; scanned copies of signatures or digital signatures may be accepted.

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d) Language Support

The University of Évora offers students travelling in a "Portuguese Language Course" depending on their level of knowledge.

e) Certificate of Attendance

When you arrive at the University of Évora, you should go to the Mobility Support Office of the Academic Services at Rua Duques de Cadaval, Edifício de Santo Agostinho, where you can get the "[Attendance](#) Certificate" signed and stamped. At the end of the mobility period, you should go back to this office to sign and register the end date of the mobility.

f) Compulsory registration with the Aliens and Borders Service (SEF)

Current EU legislation stipulates that all citizens staying in another Member State for more than three months must register and apply for a residence permit with the services responsible for regulating the entry of foreigners into the country.

g) Tax Identification Number

If you want to obtain a tax identification number (NIF) to sign a lease or open a bank account, you should go to the Student Support Office in the Academic Services to be accompanied by a University of Évora employee from the Tax and Customs Authority.

h) Amendment to the Syllabus/Learning Agreement

Mobility *in* students are subject to the provisions of [the Academic Regulations of the University of Évora](#) with regard to the teaching-learning process and the general assessment regime. They are enrolled and registered automatically, according to the course and UC included in the approved *learning agreement*, and may not attend or be assessed in UCs that are not included in the *learning agreement*, nor may they take assessment tests in special or extraordinary periods.

The student **only has a period of 30 days from the date of arrival at the University of Évora to submit a proposal for a course of study via the SIIUE.**

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amendment to the Study Plan/Learning Agreement ([Learning Agreement Amendment Guide PT](#) / [EN](#)), due to unforeseen circumstances, such as: overlapping timetables, unfeasibility of the chosen subjects (in terms of content), the subject not being taught, the subject not being taught or the subject not being taught.

After this deadline, changes to the Learning Agreement must be requested via [GESDOC](#).

i) Certificate of Valuations (Transcript of Records ToR)

Once all the marks for the curricular units/subjects in which the student was enrolled have been entered, the Certificate of Assessments for the curricular units attended at the host institution will be issued, without the need to request its issue and at no cost. The digitised document will be sent to the home institution and the student, and the student can obtain the original from the Student Support Office.

j) Final Report for students on International Credit Mobility (ICM) Programmes/Projects

After the end of the mobility period, the student will also have to complete the Final Report, which will be made available to them via email. Completion of the Final Report is **compulsory**.

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6.8. Thesis or Dissertation or Project Work or Internship or Supervised Teaching Practice

6.8.1. Submission of doctoral thesis project

Before the student submits the project proposal, the respective work plan **must be analysed and reviewed with the Course Director so that the student can incorporate any suggestions for improvement before the deadline set in the Academic Procedures Calendar for submitting the project in GESDOC.**

The following specifications must be met:

- the project must be handed in by 15 July of the first year of the course or, if the study plan justifies it, by the end of the semester preceding enrolment in the UC Thesis;
- in the case of re-entry, even if the student has previously submitted a Thesis project, they must submit a new project for consideration.

The project must be submitted through an online application, via the [GesDoc](#) platform (email or paper submissions are not allowed) with the following documents:

- [Printout T-005](#) - Thesis Project Proposal;
- [Proposed work plan and timetable](#);
- Declaration(s) of acceptance from the supervisor(s);
- Declaration from the host Organisational Unit, which should identify the Supervisor(s), the research team project in which the preparation of the thesis directly falls.

After the Course Director issues an opinion and submits it to the Ethics Committee or ORBEA- UÉ, if applicable, the IIFA Scientific Council decides whether or not to approve the project proposal, and the student is notified and the data relating to the approved project is recorded in their profile in SIIUE, and is also recorded on the national platform for the National Register of Theses and Dissertations (RENATES).

In the event that the **project is not approved on** reasonable grounds, the student has 20 days from the date of notification to submit the reformulated project to [GesDoc](#) with the above-mentioned documents.

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6.8.2. Dissertation Project or Project Work or Internship or Supervised Teaching Practice within the scope of a master's degree or integrated master's degree

Before submitting the project proposal, the respective work plan **must be analysed and reviewed with the Course Director so that** the student can incorporate any suggestions for improvement before the deadline set in the Academic Procedures Calendar for submitting the project in GESDOC.

The following specifications must be met:

- the project must be submitted by 15 November of the academic year in which the student first registers for UC D/TP/RE;
- in the case of re-entry, even if the student has previously submitted a Thesis/D/TP/RE project, they must submit a new project for consideration.

Veterinary Medicine students can only start the internship with a maximum of two curricular units in arrears, as long as they do not belong to the scientific area of the internship project proposal.

Students on Master's programmes that confer professionalisation for teaching enrolled on the Supervised Teaching Practice course, and students enrolled on the Internship course within the scope of Master's programmes in Nursing, must submit a project proposal in accordance with the respective regulations, available on SIIUE and in the course documents.

The project must be submitted through an online application, via the [GesDoc](#) platform (email or paper submissions are not allowed) with the following documents:

- Project and work plan on [Form T-005](#);
- Declaration(s) of acceptance from the supervisor(s);
- Curriculum of the supervisor(s) if they do not hold a doctorate.

After the Course Director issues an opinion and submits it to the Ethics Committee or ORBEA- UÉ, if applicable, the School's Scientific Council decides whether or not to approve the project proposal, and the student is notified and the details of the approved project are recorded in their profile in SIIUE.

In the event that the **project is not approved on** reasonable grounds, the student has 20 days from the date of notification to submit the reformulated project to [GesDoc](#) with the above-mentioned documents.

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6.8.3. Projects involving human or animal experimentation

Projects involving experimentation on people and biological material of human origin must be **approved by the Ethics Committee**, and the student must attach the [appropriate form](#) when submitting the project.

Projects involving animal experimentation must be **approved by ORBEA-UÉ** (the Organisation Responsible for Animal Welfare at the University of Évora), and the student must attach the [appropriate form](#) when submitting the project.

6.8.4 Project modification

If the student wishes to make any changes to the previously approved project, such as changing the title, the supervisor(s), the language in which it is written, etc., the student must submit a request for a change to the project, which must be accompanied by the supervisor's opinion on the proposed change.

Proposals for changes to the project **must be submitted no later than 30 days before the student submits the application for admission to the examinations**. The request for changes must be submitted in the same way as the project, accompanied by [Form T-005](#) and the declaration(s) of acceptance from the supervisor(s).

6.8.5. Application for admission to public examinations for a doctoral degree

Doctoral students enrolled in a Thesis and with an approved project must submit their Thesis and apply for admission to public examinations by the deadlines stipulated in the [Academic Procedures Calendar](#). If not submitted by this deadline, the student will be liable to pay tuition fees:

- of the instalments for the odd half year if you hand them in by 31 March;
- of all the instalments for the academic year, in the case of submission after 31 March and up to the deadline for submission/application for admission to exams defined in the [Calendar of Academic Procedures](#), and may not simultaneously benefit from special schemes that allow for a reduction in tuition fees.

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The request for admission to public examinations can only be instructed and submitted to the IIFA Scientific Council if the student...:

- has included all the required documents in the application;
- has successfully completed all the curricular units of the doctorate, if the study plan includes them;
- does not owe bribes.

Once the Academic Services have analysed the application for admission to the exams, you will be notified by a message in the [SIUE](#) whether the process has been correctly instructed or whether it has not been accepted because it has not been correctly instructed.

The submission must be made through an online application, via the [GesDoc](#) platform (email or paper submissions are not allowed), and you will be notified via the [SIUE](#) that you have successfully completed your submission. The following documentation must be attached to Gesdoc in digital format (unencrypted pdf and the sum of all files must not exceed 128Mb):

- Application for admission to public examinations ([model T-006](#));
- Thesis in accordance with the approved project and according to [RAUÉ](#) standards, namely:
 - An abstract in Portuguese and an abstract in English (topped by a translation in the same language as the thesis title), each up to 300 words (without mathematical formulae, diagrams or other illustrative material);
 - The **cover** and **title page** must be extracted from the Student's profile, in [SIUE](#), option Dissertation > Issue Cover.
- Opinion(s) of the supervisor(s);
- Curriculum Vitae;
- Declaration ([PT](#) or [EN](#)), on your honour, regarding the originality of the work, and that you are aware that, under the terms of the law, the scientific work will be deposited in the UÉ Digital Repository.

If the doctoral student wishes to obtain the European Doctorate, he/she must submit the necessary documentation.

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6.8.6. Application for admission to public examinations for a master's degree

Master's (2nd cycle) and Integrated Master's students enrolled in a Dissertation/Project Work/Internship Report and with an approved project must submit their scientific work in order to apply for admission to public examinations by the deadlines stipulated in the [Calendar of Academic Procedures](#). If the work is not submitted by the deadline, the student will be liable to pay tuition fees:

- of the instalments for the odd half year if you hand them in by 31 March;
- of all the instalments for the academic year, in the case of submission after 31 March and up to the deadline for submission/application for admission to exams defined in the [Calendar of Academic Procedures](#), and may not simultaneously benefit from special schemes that allow for a reduction in tuition fees.

The request for admission to public examinations can only be instructed and submitted to the School's Scientific Council if the student...:

- has included all the required documents in the application;
- has completed the curricular part of the master's degree;
- you do not owe tuition fees. If you have requested a phased payment plan for the debt, you cannot start taking the exams until the plan has been fulfilled and the debt has been settled.

Under the terms of the specific regulations for Supervised Teaching Practice (PES), students can only apply for public examinations once they have passed their internship(s).

After the Academic Services have analysed your application for admission to the exams, you will be notified by a message in [SIIUE](#) if the process has been correctly instructed. If not, the submission will not be considered and the tuition fee instalments due will be due until the application is duly instructed.

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The submission must be made through an online application, via the [GesDoc](#) platform (email or paper submissions are not allowed), and you will be notified via the [SIIUE](#) that you have successfully completed your submission. The following documentation must be attached to Gesdoc in digital format (unencrypted pdf and the sum of all files must not exceed 128Mb):

- Application for admission to public examinations ([model T-006](#));
- Dissertation, Project Work or Internship Report in accordance **with the approved project** and in accordance with the rules laid down by RAUÉ, namely:
 - **An abstract in Portuguese** and an **abstract in English** (topped by the **title of** the thesis in the same language), each up to 150 words (without mathematical formulae, diagrams or other illustrative material);
 - The **cover** and **title page** must be extracted from the student's profile, in [SIIUE](#), option Dissertation > Issue Cover.
- Opinion(s) of the supervisor(s);
- Curriculum Vitae;
- Declaration ([PT](#) or [EN](#)), on your honour, regarding the originality of the work, and that you are aware that, under the terms of the law, the scientific work will be deposited in the UÉ Digital Repository.

6.8.7. Reformulation by decision of the jury

After the jury meeting, in the case of a Preliminary Order with a decision to reformulate, the doctoral student has 90 days and the master's or integrated master's student has 70 non-extendable days, from the date of registration of the notification in SIIUE, to reformulate the thesis or dissertation/internship report/project work or declare that they intend to keep the work unchanged.

The copy of the reformulated dissertation/internship report/project work must be submitted online via the [GesDoc](#) platform and must be attached:

- [Model T-009 application for admission to public examinations after reformulation](#);
- Thesis or Dissertation, Project Work or Internship Report in accordance **with the proposals for reformulation** and in accordance with the rules laid down in RAUÉ. Alternatively, the student can submit a declaration that they intend to keep the work as they originally submitted it;
- Opinion(s) of the supervisor(s).

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A candidate will be considered to have withdrawn if, after the deadline has passed, he or she does not submit either the reformulated thesis or a declaration that he or she intends to maintain it as presented.

6.8.8. Extension of the delivery deadline

In situations of parenthood or illness duly proven by a doctor's certificate, students enrolled in a thesis, dissertation/project work/internship with an approved project can request online, via GESDOC, an extension of the deadline for their submission, corresponding to the period of the certificate.

The extension period begins on the day after the deadline for submission/application for admission to public examinations, as defined annually in a rectorial order, and implies enrolment for the academic year.

After the end of the extension period, if the student fails to hand in the work, the instalments due are due, taking into account the deadlines for payment of tuition fees stipulated in the Tuition Fees Regulations, in order to be able to hand it in at a later date.

6.8.9. Legal deposit after public exams

Students must submit their Thesis/Dissertation/Project Work/Internship Report, with the changes suggested by the jury, within 30 days of passing the public examinations.

According to the law, theses, dissertations, project work and internship reports are subject to the National Register of Theses and Dissertations (RENATES) and to the mandatory deposit of a digital copy in the repository of the [Portuguese Open Access Scientific Repository](#) (RCAAP) network.

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Submissions must be made through an online application, via the [GesDoc](#) platform (email or paper submissions are not allowed), and the following documents must be attached:

- Printout T-007 ([PT](#) or [EN](#)) - Validation by the supervisor of the changes made to the minutes of the public examinations;
- Dissertation, Project Work or Internship Report with the changes suggested by the jury (in digital format);
- Declaration ([PT](#) or [EN](#)), on your honour, that you are aware that, under the terms of the law, the scientific work will be deposited in the UÉ Digital Repository.

The **cover, title page and composition of the Jury** to be included in the work must be extracted from the Student's profile, in [SIIUE](#) , option Dissertation > Issue Cover.

Failure to hand in the copies with the supervisor's validation will invalidate the issue of the diploma and any proof of success in the public examinations.

6.9. Certification and proof

Students can request online the issue of documents certifying the training they have obtained and/or their academic situation, with certificates of UC passes being issued on the spot at the Student Desk. Other certification documents are issued within 30 days of payment of the respective [fees](#).

Under the terms of the Tuition Fees Regulations, non-payment of tuition fees means that no diploma, certificate of completion or any other informative document on the student's academic career will be issued for the academic year to which the debt relates.

Requests for certification must be made by the student in the [SIIUE](#) , via the option Documents" **Requests for certification documents**.

Requests from former students will only be accepted if they clearly state the student's full name, ID number and type, and course. If you have forgotten your password to access the [SIIUE](#), please contact the [SAC ONLINE](#) Centre.

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When you order online, you must record in the order how you want to receive the document:

- In person at the Student Desk of the Academic Services (at the time of the request);
- Send by registered post with acknowledgement of receipt (when reception in person is not possible).

Certificates have an associated cost in accordance with the [Table of Fees](#) in force. The amounts due are available on [SIIUE](#) (see [Guide to Amounts to be Paid](#)), and the application is cancelled in the event of non-payment within 3 days of notification on [SIIUE](#).

The maximum period for the Diploma to be made available is 30 days after payment of the respective fees, but it can be requested with an urgency fee of 3 days or 6 days, plus the respective fees set out in the table of fees.

When applying for a certification or proof document, the student must be aware of what they are asking for and the information that will be contained in the document:

6.9.1. Proof of enrolment

Proof of enrolment and registration is free of charge and must be issued annually:

- Student status in the current academic year;
- Attendance at the course in a given academic year;
- Curricular units for which the student is enrolled in a given academic year.

Proof of enrolment and registration must be **obtained online, by the student themselves, via their [SIIUE](#) profile**. To do this, the student must access the SIIUE, with the UÉ student credentials obtained after enrolment, in the main menu choose the option **Documents" Proofs**, followed by the option **Enrolment and Registrations**.

It can only be obtained after authentication of the qualifications documents included in the application (not applicable to students entering via the National Access Competition), payment of tuition fees by the deadlines stipulated in the Tuition Fees Regulations, validation of identification, the student can obtain proof of enrolment and registration for a given academic year.

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In the case of students entering bachelor's or integrated master's programmes with pre-requisites, the student will also have to hand in the original of the pre-requisites form to the SAC in order to obtain proof.

This voucher can be used for various purposes, such as

- Family allowance;
- ADSE;
- See;
- Bank loan applications;
- Request for status status Student Worker
(with the employer).

The proof of enrolment and registration issued through SIIUE is digitally certified, under the terms of the legal regime for electronic documents and digital signatures, Decree-Law no. 290-D/99 of 2 August, as amended. The document has a validation code that allows any external organisation to verify its validity. This proof will not be signed/stamped by the Academic Services since it already has the necessary elements to verify its validity and authenticity.

6.9.2. Proof of academic achievement

Under the terms of the Academic Regulations, in order to obtain Academic Achievement the student must:

- pass in UCs totalling at least 70% of the number of ECTS corresponding to a curricular year (60 ECTS full-time, 30 ECTS part-time), except in the first year of enrolment at the UÉ, when that percentage will be reduced to 50% (ECTS from UCs obtained through accreditation and ECTS from Extracurricular Units are not counted);
- in the case of a dissertation/internship report/project work enrolment, no
In the 2nd cycle or integrated master's programme, academic achievement is measured by the submission of the dissertation/internship report/project work within the regulated deadline;

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- in the 3rd cycle, if the thesis corresponds to 50% or less of the 60 ECTS, the academic record will be calculated based on the achievement of 70% of the remaining ECTS. If the thesis corresponds to more than 50 per cent of the 60 ECTS, no proof of academic achievement can be issued, but a declaration of compliance with the research work plan can be requested from IIFA, based on the research monitoring reports and the supervisor's opinion.

In the case of students with a special student-worker regime, a student is considered to have passed at least half of the UCs in which they are enrolled.

Proof of academic achievement is free of charge and proves that the student has achieved academic success in the academic year in question. It must be **obtained online by the student themselves, via their profile on [SIIUE](#)**. To do this, access the SIIUE, with the UÉ student credentials obtained after enrolment, in the main menu under the option **Documents" Proofs" option Academic Achievement**.

The purpose of this certificate is to prove the student's academic achievement, namely for the purposes of:

- Family allowance
- ADSE;
- See;
- Bank loan applications;
- Request for status status Student Worker
(with the employer).

Proof of academic achievement issued through SIIUE is digitally certified, under the terms of the legal regime for electronic documents and digital signatures, Decree-Law no. 290-D/99 of 2 August, as amended. The document has a validation code that allows any external organisation to verify its validity. This proof will not be signed/stamped by the Academic Services since it already has the necessary elements to verify its validity and authenticity.

6.9.3. Certificate of achievement in curricular units

The certificate of achievement is the certificate of approval of the curricular units that the student has passed in the course in which they are or have been enrolled, showing the number of ECTS credits, the academic year in which they passed, the language in which they were taught and the teaching hours of the respective UC.

Students can obtain a pass certificate as long as they have passed the course in which they were enrolled and as long as they do not owe any tuition fees.

In the case of successful attendance of extra-curricular units, the student is also entitled to a certificate of approval.

6.9.4. Certificate of qualification

The **qualification certificate** is a document that can only be issued to students who have already graduated and includes all the curricular units that the student has passed in the context of obtaining the degree, but does not present and as such does not certify the final average and date of completion of the degree.

The request must be made in the [EUIS](#), via the option Documents" **Requests for certification documents**.

The Certificate of Qualifications does not certify the degree, but is a complementary document, the information about which is included in the diploma supplement that is delivered together with the degree diploma.

6.9.5. Diploma

The bachelor's degree diploma is the document that certifies the completion of a bachelor's degree, within the scope of the 1st cycle of studies or the completion of the first 3 years of the integrated master's degree, certifying the award of the academic degree of bachelor, stating the date and average of completion.

The degree diploma can be issued in Portuguese or English, depending on what is requested, and is accompanied, at no extra cost, by the diploma supplement (an information document that does not certify a degree), which does not apply to pre-Bologna courses.

6.9.6. Postgraduate Diploma

The postgraduate diploma is the document certifying the completion of a non-degree course that has been offered as a postgraduate course and which the student entered having successfully completed the respective study programme.

The diploma can be issued in Portuguese or English, depending on the request, and is accompanied, at no extra cost, by the diploma supplement (information document), which does not apply to pre-Bologna courses.

6.9.7. Diploma of specialisation course

The specialisation course diploma corresponds to a set of curricular units from the curricular component of a 2nd cycle, and is a non-degree course diploma. The diploma can only be awarded if it has been proposed by the Course Committee and approved by the Scientific Council of the Organisational Unit to award this type of Diploma within the scope of the master's degree the student has entered, stating in the master's notice if it awards this type of diploma.

To obtain this diploma, the student must enter a 2nd cycle programme and pass the set of curricular units defined for this type of diploma. If the student has obtained 70 per cent or more of the number of ECTS credits for this diploma, he or she cannot obtain it, and the accreditation that enabled him or her to obtain the diploma is intended for progression in studies.

6.9.8. Master's degree diploma

The master's degree diploma corresponds to the completion of the curricular component of a 2nd cycle (all the curricular units of the master's degree with the exception of the Dissertation or Project Work or Internship), and is a non-degree course diploma.

In order to obtain this diploma, the student must enter a 2nd cycle programme and pass the curricular component of the respective master's degree, and the number of ECTS credits cannot be less than 60 ECTS. If the student has obtained credit for 70 per cent or more of the curricular component of the 2nd cycle, they cannot obtain this diploma, since the credit that enabled them to complete the curricular component of the master's degree is intended for study progression.

6.9.9. Master's degree diploma

The master's degree diploma is the document that certifies the completion of a master's degree, within the scope of a 2nd cycle or integrated master's degree, certifying the award of the academic master's degree, including the date and average of completion.

The degree diploma can be issued in Portuguese or English, depending on what is requested, and is accompanied, at no extra cost, by the diploma supplement (an informative document that does not certify a degree), which does not apply to pre-Bologna courses.

6.9.10. Diploma of advanced studies

The advanced studies diploma corresponds to a set of curricular units from the curricular component of a 3rd cycle, and is a non-degree course diploma. The diploma can only be awarded if it has been proposed by the Course Committee and approved by the Scientific Council of the Organisational Unit to award this type of Diploma within the scope of the doctorate the student has entered, and if it awards this type of diploma it must be stated in the doctorate's Notice of Offer.

To obtain this diploma, the student must enter a 3rd cycle programme and pass the set of curricular units defined for this type of diploma. If the student has obtained 70 per cent or more of the number of ECTS credits for this diploma, he or she cannot obtain it, and the credit that enabled him or her to obtain the diploma is intended for study progression.

6.9.11. Diploma in doctoral studies

The doctoral course diploma corresponds to the completion of the curricular component of a 3rd cycle (set of curricular units of the Doctorate), and is a non-degree course diploma.

In order to obtain this diploma, the student must enter a 3rd cycle and pass the curricular component of the respective doctorate under the terms stipulated in the study plan and in the regulations creating the course, and the number of ECTS credits cannot be less than 30 ECTS. If the student has been credited with 70 per cent or more of the curricular component of the 3rd cycle, they cannot obtain this diploma, and the credit that enabled them to complete the curricular component of the master's degree is intended for study progression.

6.9.12. Diploma of Doctorate

The doctoral diploma is the document that certifies the completion of a doctorate, within the scope of a 3rd cycle, certifying the award of the academic degree of doctor, stating the date and average of completion.

The degree diploma can be issued in Portuguese or English, depending on what is requested, and is accompanied, at no extra cost, by the diploma supplement (an information document that does not certify a degree), which does not apply to pre-Bologna courses.

6.9.13. Degree letter or doctoral letter

Students who obtain a bachelor's, master's or doctoral degree can be issued with a course letter or doctoral letter, which can be handed over in a straw with the UÉ logo, either in person or at a public ceremony to be held at the University of Évora. The document does not include a final average or date of completion, but only the academic degree.

6.9.14. Certificate of course programme

It is the responsibility of the Academic Services to provide certification of UC programmes, in accordance with the information on the course unit form registered in SIIUE by the teacher responsible, and validated by the competent bodies.

The documents relating to UCs passed up to the 2015/16 academic year, including the programmes, are only available in Portuguese. After 2016/17, the documents can now be made available in Portuguese and English.

REGULATIONS, ORDERS AND GUIDANCE

7. Regulations, orders and guides

- [Academic Regulations;](#)
- [Tuition fees regulations;](#)
- [Regulations for the Accreditation of Training and Professional Experience;](#)
- [School calendar;](#)
- [Calendar of academic procedures;](#)
- [Setting tuition fees;](#)
- [Setting Incentives for International Students;](#)
- [Table of Fees;](#)
- [Guide to special attendance schemes;](#)
- [Guide to special tuition fee schemes;](#)
- [Guide to Requesting Certification Documents.](#)