

REGULATORY ORDER No. 19/2016 by THE RECTOR OF ISCTE-IUL

Subsequent to the publication of Decree-Law No. 36/2014 of March 10th, amended by Decree-Law No. 113/2014 of July 16th, which establishes the conditions of the International Student Statute, ISCTE-IUL published, on July 16th, Regulation No. 258/2014, which came to lay down the particular conditions for international students at ISCTE-IUL's first study cycle. Considering these students' specific conditions, to whom it is not always possible to apply ISCTE-IUL's Tuition Fees' Regulation in force, I hereby approve, after hearing the Management Council, ISCTE-IUL's International Student Tuition Fees Regulation, which shall be published in annex to the current Regulatory Order.

April 20th 2016, the Rector of ISCTE-IUL, *Luís Antero Reto*.

International Student Tuition Fees Regulation at ISCTE - University Institute of Lisbon

Article 1

General principles

- 1 - All students are obliged to pay the tuition fees under the law and the current regulation, without prejudice of scholarships and other types of social action, as well as merit-based scholarships and other scholarships available at ISCTE-IUL.
- 2 - This regulation is applicable to the study cycles leading to bachelor, integrated master's, master's and doctorate degrees.
- 3 - The current regulation applies to:
 - international students, as defined in article 3 of Decree-Law No. 36/2014, i.e., it is applicable to students with non-European Union nationalities, who have not legally resided in Portugal for more than two consecutive years, nor are included in the remaining special situations referred in the abovementioned article;
 - a) Mobility students, who have been authorised to an extended stay;
 - b) Visiting students.
- 4 - This regulation is not applicable to students enrolled in double degrees, which are governed by their respective specific agreements.

- 5 - Students who enter higher education under the international student status maintain the quality of international student up to the end of the study cycle in which they enrolled initially, or to which they have proceeded, except if they obtain a European Union member-state nationality.
- 6 - The acquisition of nationality mentioned in the previous number shall determine the suspension of the international student statute, and is effective from the academic year subsequent to the date in which the nationality is obtained.
- 7 - Programmes with protocols are governed by the provisions set forth in the respective agreements.

Article 2

Tuition Fee

- 1 - A fee designated as tuition fee is owed for study cycle enrolment, without prejudice of other applicable fees, namely those included in ISCTE-IUL's table of emoluments.
- 2 - Enrolment is always for one academic year, regardless of the study cycle or programme in which the student is enrolled, or of its actual length.

Article 3

Tuition Fee value

- 1 - The value of the tuition fee for international students enrolled in the first study cycle is approved by the General Council, as prescribed by article 6 of Regulation No. 258/2014, of June 25th.
- 2 - The International Students enrolled in a study cycle in part-time shall pay a tuition fee corresponding to 60% of the full-time tuition fee.
- 3 - The value of the tuition fee for international students enrolled in the first year of the second cycle is defined in function of the value of the tuition fee approved by the General Council for the first cycle in the respective field of study, never exceeding that amount, and is subject to deliberation by the Management Council.
- 4 - The value of the tuition fee for international students enrolled in the second year of the second study cycle is subject to deliberation by the Management Council, never exceeding 40% of the amount defined for the first study cycle in that field of studies, determined by the General Council.
- 5 - To those students who have the 'visiting' status and international students whose mobility status has been extended is applied:

- a) The international student tuition fee or the tuition fee amount for isolated course units, calculated accordingly with article 9 of this regulation, if they are considered international student as set forth in article 3 of Decree-law No. 36/2004;
- b) The tuition fee in force for national students, in case they are not considered international students as set forth in article 3 of Decree-law No. 36/2004.

Article 4

Modes of payment

The value of the tuition fee for each academic year must be paid at once, in the act of enrolment.

Article 5

Tuition fee payment method

- 1 - The payment of the tuition fee, due in the act of enrolment/registration, can be paid by bank transfer or through the Paypal payment system, and the respective proof of payment must be sent to ISCTE-IUL's financial services, in the absence of which the tuition fee shall not be considered as paid.
- 2 - Only in exceptional cases, duly informed and authorised, of absolute incapability to make the payment accordingly with the previous number, the tuition fee can be paid:
 - a) Through bank transfer, and the proof of payment must be sent to the treasury office, with indication of the number and name of the respective student, without which the payment shall not be considered;
 - b) At ISCTE-IUL's treasury office, through the purchase and filling of the respective form;
 - c) By means of bank deposit in the tuition fees account in a banking institution to be disclosed by ISCTE -IUL, and in this case the indication of the student number is mandatory.

Article 6

Consequences of non-payment

- 1 - The non-payment of the tuition fee within 15 days of the enrolment/registration, determines its annulment. The enrolment may be reactivated after payment of the default amount, provided a vacancy is still available.

- 2 - Tuition fee payment default is determined, along with the consequences listed in article 29 of the Law No. 37/2003, of August 22nd, whenever payment does not take place until the day immediately after the term of the tuition fee payment deadline.
- 3 - Non-payment of the tuition fee implies:
 - a) Suspension of enrolment and of the annual registration.
 - b) Impediment of issuance of certificates and other documents.
- 4 - Registration in the information system regarding a given academic year is considered null for students in state of non-compliance, until the date of settlement of the debt pertaining to that academic year.
- 5 - Only students whose tuition fee situation is up-to-date may enrol for a new academic year.
- 6 - The final decision of declaration of nullity of the curricular acts practiced in the academic year in which the non-compliance with tuition fee payments took place, as well as suspension of the enrolment and of the annual registration, with all the related consequences, is issued by the Rector.

Article 7

Late payment

- 1 - The non-payment of the tuition fee as defined in this regulation's article 6, implies the charging of the respective late-payment interest, as set forth in Law No. 37/2003.
- 2 - The payment of tuition fees subsequently to the payment limits takes place at ISCTE-IUL's Treasury Office, by means of purchase and filling of the respective form.

Article 8

Conditions of withdrawal

- 1 - To withdrawal situations are applied the following conditions:
 - a) Until July 15th 10% of the annual tuition fee value is due;
 - b) Until October 30th 50% of the annual tuition fee value is due;
 - c) On a subsequent date the tuition fee shall be paid in full.
- 2 - If the student has any debts towards ISCTE-IUL, these debts must be settled in the act of withdrawal.
- 3 - The enrolment shall be cancelled after validation by the services.

Article 9

Cost of individual and subsequent Curricular Units' tuition fees

- 1 - For the enrolment and attendance of individual and subsequent units by students, the value of the tuition fee is €120.00 per ECTS of the curricular unit which the student intends to enrol in.
- 2 - If the student has been accepted in various curricular units, the total amount to be paid is the sum of the value of each Curricular Unit.
- 3 - The tuition fee amount must be paid up to 15 days subsequent to the date of enrolment.
- 4 - In case the student is enrolled in more than 18 ECTS which are distributed by the two semesters of the academic year, the payment may be divided into two instalments.
 - a) The first is paid 15 days subsequent to the date of enrolment and contemplates the payment of the 1st semester curricular units, and it may never be inferior to 50% of the total value.
 - b) The second instalment is paid until January 31st and corresponds to the remaining value.
- 5 - In case of cancelation of the curricular units' enrolment, the amounts paid cannot be refunded, being the student liable for the full payment of the tuition fee amounts.

Article 10

Repetition of curricular units

For the repetition of enrolment in curricular units are owed tuition fees calculated through the following formula:

$$\text{Amount owed} = \frac{(\text{No. of ECTS of the intended CU}) \times (\text{yearly tuition fee of the study programme})}{(\text{No. of ECTS of the academic year})}$$

Article 11

Study programme re-Entry, transfer and change

- 1 - International students who enrol, by means of transfer or of change of study programme, from another higher education institution, in a study cycle at ISCTE-IUL, in the second semester of the concerned academic year, shall pay 50% of the tuition fee for that year.
- 2 - For those students whose change of study programme takes place within ISCTE-IUL, the already paid amount of tuition fees at the moment of enrolment is considered for the

programme change, and the student will only be charged the amount in debt pertaining to the annual tuition fee stipulated for that study cycle, if such is the case

3 - In case of programme re-entry or change, enrolment depends on the settlement of debts, including interest.

Article 12

Doubts and Omissions

Any situations which are not mentioned in the current regulation are, by reference, bound to ISCTE-IUL's Tuition Fees regulation. Any doubts in the interpretation and omissions that may subsist are to be decided upon through regulatory order issued by the Rector.

Article 13

Revocation provision

The current standards revoke any divergent provisions on the same subjects stated in other ISCTE-IUL internal sets of standards regarding these students.

Article 14

Transitory provision

This regulation applies to students who access ISCTE-IUL from the academic year 2016-2017 onwards, except for those who access ISCTE-IUL in the abovementioned academic year during the 1st application stage.

Article 15

Entry into force

The current regulation shall enter into force on the day after its publication in *Diário da República*.