



RE-ENROLMENT, CHANGE OF INSTITUTION/COURSE PAIR ¹ – APPLICATIONS, FEES, SELECTION CRITERIA AND REQUIRED DOCUMENTS

Application Deadline: 10th to 28th July 2023

Note: It is not allowed to change institution / course pair in the school year in which the student has been placed in an institution/course of higher education under any access and entry regime and has enrolled and enrolled. (**Article 19.º of Ordinance, 181-D/2015, of 19th June**).

Note: Students enrolled in higher education with a technological specialization diploma (DET) or a Senior Technician Professional Diploma (DTSP) cannot replace the tests, having to prove the realization of national exams. (Paragraph 2 of Art. 8 and 11 of [Decree-Law No. 113/2014](#) of 16th July, amended by [Decree-Law 11/2020](#) of 2nd April).

Application fee 60.00 Euros:

Payment methods:

- For students living in Portugal, the application fee is paid by **ATM reference** automatically generated at the time of application submission.

If payment of application fee is not made by ATM reference, the application will not be considered.

- For students living abroad, the application fee is paid by **bank transfer**.

N.º IBAN: PT50003508240001225203011

SWIFT CODE/BIC: CGDIPTPL

Upon application submission you must select the payment option 'bank transfer' and attach proof of payment. For confirmation purposes, the name of the account holder must be stated on the proof of payment.

Vacancies: (See attached table)

Needed documents:

Applications which are not accompanied by all the requested documents shall be rejected.

General conditions

1 - May require re-enrolment:

- a) Those who have been enrolled and registered at that Institution/Programme Pair or preceding pair;

¹ In accordance with the provisions of the new General Regulation of Regimes for Re-enrolment and Change of Institution / Course Pair in Higher Education ([Ordinance No. 181-D / 2015](#), of 19th June), to the previous designations of "Course Change" and "Transfer" followed a single denomination entitled "Change of Institution / Course Pair".



- b) Those who were not registered at that Institution/Course Pair in the academic year prior to the one they want to re-enroll;
 - c) Do not be a debtor of tuition fees.
- 2 - May require the Change of Institution/Course Pair:
- a) Those who have been enrolled and registered at another institution/course pair of National higher Education but have not completed the studies;
 - b) Those who have been enrolled and registered at a foreign higher education institution, recognised as such by that same country, and have not completed the course.
- 3 - It is not allowed to change of institution/course pair in the same academic year that a student was placed, enrolled and registered, under any entry regime, at another institution/course pair.
- 4 - The change of Institution/course Pair does not apply to those who already are in possession of a degree taught in national or foreign higher education institution.
- 5 - Change of institution/course pair it is not allowed to Holders of a senior technician professional diploma or corresponding level of foreign course for undergraduate study cycles or cycles of integrated master studies.
- 6 - Students whose enrolment has expired, according to the [Eligibility Regulation of the University of Lisbon](#), may only apply to this regime after two semesters have elapsed since the loss of eligibility.
- 7 – There is no refund of the application fee when there is any situation that makes it impossible to enroll/registered, especially in case of denial, exclusion, non-placement or withdrawal.

Specific conditions for Change of Institution/Course Pair:

- 1 – Can submit application for Change of Institution/Course Pair the students that:
- a) Have been enrolled and registered at another institution/course pair of higher Education but have not completed the studies;
 - b) Have taken the school-leaving exams corresponding to the entrance exams required for that pair (FCUL) and for that year under the general access system;
 - c) Have achieved the minimum marks required by the higher education institution (FCUL), for that year, under the general access system;
- 2 - The examinations referred to in sub-paragraph b) of the preceding paragraph may have been carried out in any school year.



3 - The change of institution/Course Pair also applies to students that who have been enrolled and registered at a foreign higher education institution, recognised as such by that same country, and have not completed the programme;

4 - For students who hold foreign Secondary School, legally equivalent to Portuguese secondary education, the national secondary school examinations needs to correspond to entrance exams set by FCUL for the course they are applying for. These are met by the application of Article 20-A the [Decree-Law No. 296-A/98](#) of 25th September, in its present form and in accordance with [Resolution CNAES 974/2015](#), of 29th May and the [Resolution CNAES 530/2023](#), of 22th May. For the purposes of replacing the Biology and Geology and Physics and Chemistry entrance exams, the [Resolution CNAES 586/2018](#), of 16th May, remains in effect.

5 - For students who entered higher education through a special competition for "Over 23 Years" (regulated by Decree-Law No. 64/2006, of 21st March, as amended by Decree-Law n.º113/2014, 16th July), the entrance exams (national exams) may be replaced by assessment tests for access to higher education for more than 23 years, required by FCUL to the course to which they intend to apply, and:

- i) Students who carried out the tests "Over 23 years old" in FCUL, not need to present the exams;
- ii) Students who have approved in the exams "Over 23 years old" in another pair institution/higher education course, will have to request, until 15th July, the request for validation of the same with the Department of Academic Affairs at the Rectorry of the University of Lisbon ([Article 16 of Order N.º 1324/2020](#)).

6 – Students enrolled in higher education with a technological specialization diploma (DET) or a Senior Technician Professional Diploma (DTSP) cannot replace the tests, having to prove the realization of national exams. (Paragraph 2 of Art. 8 and 11 of [Decree-Law No. 113/2014](#) of 16thJuly), amended by [Decree-Law 11/2020](#) of 2nd April).

Selection criteria

- 1 - Best average of access to the course, based on the criteria for the year in which you are applying;
- 2 - In case of a tie, best average (to tenths) of the marks required under the specific conditions for changing Institution / Course.
- 3 - In case of a tie, highest number of credits (ECTS) already made in the predominant scientific area of the course you are applying.

Needed Documents to *upload*

Applicants coming from Portuguese Higher Education Institutions:

Re-enrolment (only applicable to FCUL Students)

- Identity Document and Tax File Number (NIF) - optional;
- Student record (if the applicant interrupted the programme before the end of the academic year 1989/1990).

Change of Institution/Course Pair

- Identity Document - optional;



- Tax File Number (NIF) - optional;
- Photocopy of ENES Form (academic qualifications form to enter higher education for the year in which the application took place);
- Certificate of the Validation of the exams of "over 23 years old" performed in the Department of Academic Affairs at the Rectory of University of Lisbon (only for students who have approved in another higher education institution);
- Certificate of registration/enrollment in the higher education institution if not have approvals in curricular units or certificate of approved curricular units, with the corresponding credits (ECTS) and the grades obtained (not applicable to FCUL students);
- Contact Hours Certificate and Programme Content (not applicable to FCUL students);
- Declaration that the applicant is not covered by the eligibility regime (not applicable to FCUL students).

Applicants coming from International Higher Education Institutions:

Change of Institution/Course Pair

- Identity Document - optional;
- Secondary Scholl certificate legally equivalent to the Portuguese secondary education, with all approved courses and the final classification and final exams (national exams) of the secondary terminals disciplines considered homologous (or equivalent) to the entrance exams for the course that applying ^{a)};
- Certificate of registration / enrollment in foreign higher education establishment, stating that the course is recognized as superior by the legislation of the country concerned ^{a)};
- Certificate of approved subjects, with the corresponding credits (ECTS) and the marks obtained, with explanation of the grading scale used in the country of origin ^{a)};
- Syllabus and workload of the concluded subjects, only if the applicant intends to request crediting for the accomplished subjects ^{a)}.

^{a)} If obtained outside of an EU institution, documents must be certified by a Portuguese consular authority in the country of origin or recognised with the Hague Apostille by the competent authority of the State (official education services) where the document was issued. Documents not issued in Portuguese, English, French or Spanish must be translated into one of these languages.



Regime for Change of Institution/Course Pair - Ciências

Vacancies 2023/2024

Courses	Change of Institution/Course Pair
Biology	33
Biochemistry	13
Biomedical Engineering and Biophysics	5
Energy and Environmental Engineering	5
Geospatial Engineering	1
Informatics Engineering ¹	19
Applied Statistics	5
Physics	6
Engineering Physics	6
Geology	13
Mathematics	9
Applied Mathematics	15
Meteorology, Oceanography and Geophysics	4
Chemistry	4
Technological Chemistry	2
Information Technologies	11
TOTAIS	151

¹ Change of Institution/Course Pair - There are no vacancies for the 2nd and 3rd year