



Instituto Politécnico
de Viana do Castelo

ACCESS AND ADMISSION OF INTERNATIONAL STUDENTS TO THE POLYTECHNIC INSTITUTE OF VIANA DO CASTELO

SPECIAL COMPETITION REGULATION

Object and scope

1. This document regulates the special competition for the access and admission of international students to IPVC's first cycle degrees.
2. The access and admission of international students to IPVC's first cycle degrees is carried out exclusively through this special access and admission competition.

Access and admission

1. International students who meet the following requirements can apply for enrolment and registration in first cycle degrees if they are:
 - a) Holders of a qualification providing access to a higher education institution in the country where it was granted;
 - b) Holders of a Portuguese secondary education diploma or legal equivalent;
2. Cumulative admission requirements for international students are:
 - a) Holding a specific academic qualification in the field of knowledge to which the application was submitted;
 - b) Having a level of knowledge of the Portuguese language (corresponding to level B2 of the Common European Framework of Reference for Languages) appropriate to the cycle of studies or commit to obtain the B2 certificate;
 - c) Meeting the requirements for the cycle of studies to which the application was submitted, within the scope of the general access and admission to higher education in Portugal.
3. Verification of the specific academic qualification is carried out through entrance examinations set for admission to the cycle of studies, within the scope of the general access and admission competition. Verification can also be carried out through documentary evidence or written tests, possibly supplemented by oral examinations.
4. With the exception of students who have proven secondary education at a Portuguese school or lived in a Portuguese-speaking country, applicants must present a certificate of B1 level of Portuguese language or go through an exam on Portuguese language and culture, that will be paid, at one of IPVC schools.
5. Non-attendance to the above written exam will be considered as an intention to withdraw.
6. International students who do not reach the B1 level of Portuguese language may enrol in the Portuguese Language and Culture course at the IPVC. Every international student enrolled in an IPVC's course must attend (possibly while



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attending the cycle of studies) and pass this Portuguese language course. Enrolment in the second year of the cycle of studies is subject to proven attendance and success in the Portuguese Culture and Language course.

7. Terms and deadlines for enrolment in the Portuguese Culture and Language course, as well as the attendance fee are annually set by the President of the IPVC.

8. All documents related to the verification of access and admission conditions will be part of the students' personal file.

Vacancies and deadlines

1. The number of vacancies for each course and the deadlines for submitting an application are annually set by the President of the IPVC, published on the IPVC website, and communicated to the General-Directorate of Higher Education.

Submission of applications

1. Applications are submitted online, by completing a form and uploading the supporting documents, namely:

- a) Copy of the international identification card or passport;
- b) Document attesting successful completion of secondary education or equivalent, providing access to a higher education institution in the country where it was obtained;
- c) Document attesting the classification obtained in the required entrance examinations;
- d) Document attesting B1 level of Portuguese language or written commitment to attain that level, in case the applicant did not attend secondary education in a Portuguese school or lived in a Portuguese-speaking country.

2. Whenever the documents referred in the preceding paragraphs are not issued in Portuguese, they should be translated and endorsed by the consular Office or submitted together with the Hague Apostille Certificate issued by the competent authority of the country where the document originates.

3. The originals of the documents attesting identification and proving that all admission requirements are met shall be provided at registration to the Students' Office for validation of the copies submitted upon application.

4. The application is subject to a fee, in accordance with the applicable table.

5. Applicants may apply to a maximum of three courses per year, listed in descending order of preference.

Registration and enrolment

1. Accepted applicants must register and enrol within the period of time set and following specific terms, established annually by the President of the IPVC.

2. The application and enrolment fees are non-refundable.



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3. Beyond the specificities comprised in the international student charter, applicants are covered by IPVC's internal regulations and may benefit from direct social services.

Tuition fees

1. Tuition fees are established by the General Council, upon proposal of the President of the IPVC.
2. Fees are payable in 1, 4 or 10 settlements, in the terms and time limits set for all students.
3. In case of withdrawal, the applicant is only obliged to pay the fees relative to the semesters attended.
4. Under no circumstance the registration fee is refundable and, in case of withdrawal or annulment, the provisions of IPVC tuition fees and prescription regulations shall apply.