

## NOTICE

### SPECIAL CALL FOR APPLICATION FOR INTERNATIONAL STUDENTS

#### ACADEMIC YEAR 2022/2023

João Paulo Pereira de Freitas Coroado, President of IPT, hereby makes it known that, under the terms of IPT's International Student Regulations, a special calls for application from international students (CEEI) is now open for admission to the undergraduate programmes offered at Instituto Politécnico de Tomar (IPT) in the academic year 2022/2023.

#### 1. Scope and Admission Requirements

##### 1.1 Scope of Application:

###### ***Concept of International Student (article 3 of DL 36/2014 as amended by DL 62/2018)***

International Student is a student who does not have Portuguese nationality, except in the case of:

- a) Nationals of a Member State of the European Union;
- b) Family members of Portuguese nationals or of nationals of a Member State of the European Union, whatever their nationality;
- c) People who, not being nationals of a member state of the European Union and not covered by the previous paragraph, have been legally residing in Portugal for more than two years without interruption on 1 January of the year they are applying for, as well as their children who are legally residing with them (excluding the period of a residence permit for study);
- d) People who, on January 1st of the year they are applying for, benefit from the equal status of rights and duties granted under an international treaty between the Portuguese State and the State of which they are nationals;
- e) People who apply for entry into higher education through the special application calls regulated by Decree-Law 393-A/99 of 2 October as amended by Decree-Law 272/2009, of 1 October
- f) Foreign students who are attending a Portuguese higher education institution as part of an international mobility programme for part of a course of studies of a foreign higher education institution with which the Portuguese institution has established an exchange agreement for that purpose.
- g) Entry to IPT's degree programmes by applicants covered by the preceding paragraphs (a) to (d) can only take place under the same terms as students with Portuguese nationality.

## **1.2 Admission requirements:**

The following international students are eligible to apply for the undergraduate programmes leading to an undergraduate degree (*licenciado*) offered by IPT schools.

- a) Holders of a qualification giving access to higher education, ie any diploma or certificate issued by a competent authority attesting to successful completion of an education programme and conferring on them the right to apply and be able to enter higher education in the country in which it was awarded;
- b) Holders of a Portuguese secondary education diploma or legally equivalent qualification.

## **1.3 Entry terms and conditions:**

In order to be admitted to a course of study at IPT Schools, international students must meet all of the following conditions:

- a) Have an academic qualification in the fields of knowledge required for the course of study for which they are applying as laid down in Annex I or II and in Article 5 of IPT's regulations concerning international student admission (Regulamento de Aplicação do Regime Legal do Estudante Internacional) available from the IPT's website at [http://portal2.ipt.pt/pt/candidaturas/Estudante\\_Internacional/](http://portal2.ipt.pt/pt/candidaturas/Estudante_Internacional/)
- b) Have a level of proficiency of the Portuguese language required to attend this course of studies or undertake to reach it at the IPT before starting attendance as defined in Article 6 of IPT's regulations concerning international student admission (Regulamento de Aplicação do Regime Legal do Estudante Internacional).
- c) The fulfilment of the conditions laid down in the previous paragraphs will be verified as provided for in article 5 et seq. of IPT's regulations concerning international student admission (Regulamento de Aplicação do Regime Legal do Estudante Internacional).

## **2. Timelines**

The timelines for the actions to be undertaken as part of this call are set out in Annex I to this Notice.

## **3. Degree programmes/student places for which applications are accepted**

**3.1.** Applications to the special calls for international students are accepted for the programmes of study leading to undergraduate awards (*licenciado*) offered by IPT Schools, with student places set for each Institution/Programme pair in Annex II to this Notice.

**3.2.** Student places shall be allocated by group according to the origin of the applicants (also set out in Annex II to this Notice). The remaining places, in any or all of these groups, are re-allocated equally to the unplaced students from groups with all places filled.

**3.3.** A third and a fourth round of applications may be offered within deadlines to be set later for each Institution/Programme where there are available places from the previous round(s).

#### **4. Instructions on the preparation of applications**

**4.1.** Applications are submitted exclusively in electronic format by accessing the IPT website at [http://portal2.ipt.pt/pt/candidaturas/Estudante\\_Internacional/](http://portal2.ipt.pt/pt/candidaturas/Estudante_Internacional/) within the deadlines specified in Annex I to this Notice.

**4.2** The application must be accompanied by the following documents:

- a) Application form filled in online;
- b) Upload of the following documents to the online system:
  - i. Copy of Identification Document, preferably passport;
  - ii. Copy of document(s) proving personal details and academic qualifications in accordance with Annex III to this Notice;
  - iii. Proof of payment of the application fee of EUR 50 (fifty Euros) made by deposit in an account or bank transfer to the following IPT bank account:

IBAN: PT50078101120000000127917

SWIFT: IGCPPTPL

ADDRESS: Quinta do Contador, 2300 Tomar

BENEFICIARY: Instituto Politécnico de Tomar

TAX NUMBER: 503767549

**4.3** Failure to submit any of the documents referred to in 4.2 will result in the application being rejected.

**4.4** The application fee will not be refunded under any circumstances.

**4.5** Any errors or omissions in completing the online application form or in the documents accompanying the application are the sole responsibility of the applicant.

#### **5. Minimum grade required for the academic qualifications relevant to this application**



A minimum overall score of 9.5 out of 20 as specific academic qualification is required for admission purposes.

## **6. Sorting Criteria**

**6.1.** Applicants will be sorted in descending order of the final score of the specific academic qualification according to IPT's regulations concerning international student admission (Regulamento de Aplicação do Regime Legal do Estudante Internacional).

**6.2.** If the number of applicants for a particular School/Programme is less than the number of places available, all applicants who meet the application requirements will be placed in alphabetical order.

## **7. Publication of Results**

The results of the calls will be made public through a Notice which will be made available on the IPT website at [http://portal2.ipt.pt/pt/candidaturas/Estudante\\_Internacional/](http://portal2.ipt.pt/pt/candidaturas/Estudante_Internacional/) within the deadlines set out in Annex I to this Notice.

## **8. Information on appeal procedures**

**8.1.** Applicants may lodge a duly substantiated appeal against the results of the admissions procedure.

**8.2.** The appeal shall be made by request addressed to the President of the IPT within the time limits set out in Annex I to this Notice. Unsubstantiated appeals whose requests are unintelligible as well as those that have not been lodged by the end of the deadline shall be automatically rejected.

## **9. Rejection of Applicants**

Applicants who do not submit the required documents, make false declarations and/or fail to meet the conditions laid down for application will be excluded from the application process at any time.

## **10. Information and explanations**

Further information and clarifications are provided at [spoc@ipt.pt](mailto:spoc@ipt.pt)

## **11. Registration | Enrolment, Administration Fees and Charges and Tuition Fees**

**11.1.** Registrations and enrolments of placed applicants are made within the time limits set out in Annex I to this Notice in the academic services of Tomar (ESTT and ESGT) and Abrantes (ESTA).

**11.2.** Upon registration/enrolment, students are required to pay school insurance to the amount of EUR 2.00 per year and the full amount of the annual tuition fee.

**11.3.** The tuition fees for the school year 2022/2023 are as shown in Annex IV.



Instituto Politécnico de Tomar, 31 January 2022

The President of IPT  
Professor João Paulo Pereira de Freitas Coroado

## ANNEX I

### INSTITUTO POLITÉCNICO DE TOMAR SPECIAL CALL FOR APPLICATION FOR INTERNATIONAL STUDENTS

#### 2022/2023 EDITION TIMELINES

##### FIRST ROUND OF APPLICATIONS

ACTION	TIMELINES
Disclosure of student places available	until 31/01/2022
Submission of Applications	from 07/02/2022 to 14/04/2022
Publication of a Notice with a provisional decision on the admission and exclusion of applicants and those admitted to the entrance examinations	on 02/05/2022
Appeal period (preliminary hearing) of the provisional decision on admissions and exclusions	until 12/05/2022
Conduction of entrance examinations (a)	from 16/05/2022 to 19/05/2022
Publication of results of the entrance examinations	on 24/05/2022
Publication of Notice with a final decision on the admission and exclusion of applicants and a decision on placements	on 27/05/2022
Registrations and enrolments	from 30/05/2022 to 31/05/2022

- a) Applicants admitted to the examinations who do not present themselves on the dates defined in the 1<sup>st</sup> round of applications will be excluded and may reapply in the 2<sup>nd</sup> round subject to the availability of places.

##### SECOND ROUND OF APPLICATIONS

ACTION	TIMELINES
Disclosure of student places available	until 06/06/2022
Submission of Applications	from 06/06/2022 to 24/06/2022
Publication of Notice with a provisional decision on the admission and exclusion of applicants and those admitted to the entrance examinations	on 08/07/2022
Appeal period (preliminary hearing) of the provisional decision on admissions and exclusions	until 18/07/2022
Conduction of entrance Examinations	from 12/07/2022 to 15/07/2022
Publication of the results of the entrance examinations	on 20/07/2022
Publication of Notice with a final decision on the admission and exclusion of applicants and a decision on placements	on 25/07/2022
Registrations and Enrolments	from 28/07/2022 to 30/07/2022

## ANNEX II

INSTITUTO POLITÉCNICO DE TOMAR

### SPECIAL CALL FOR APPLICATION FOR INTERNATIONAL STUDENTS

2022/2023 EDITION

#### STUDENT PLACES AVAILABLE

SCHOOL   UNDERGRADUATE DEGREES	Total Places	GROUPS					
		Angola	Brasil	Cabo Verde	Angola	Other PALOP*	Other countries
ESCOLA SUPERIOR DE TECNOLOGIA DE TOMAR							
Conservation and Restoration	10	1	2	2	1	2	2
Building and Works Management	7	1	1	1	1	2	1
Design and Graphic Arts Technology	13	2	3	2	1	2	3
Electronics and Computer Engineering	14	2	2	2	2	3	3
Computer Engineering	17	3	3	2	3	3	3
Photography	11	1	2	2	2	2	2
Chemical Technology	9	1	1	2	2	2	1
ESCOLA SUPERIOR DE GESTÃO DE TOMAR							
Accounting	3	0	0	1	1	0	1
Business Administration	5	1	1	1	1	0	1
Human Resources Management and Organisational Behaviour	4	0	1	1	1	0	1
Tourism and Cultural Heritage Management	5	1	1	1	1	0	1
ESCOLA SUPERIOR DE TECNOLOGIA DE ABRANTES							
Documentary Film Studies	6	1	1	1	1	1	1
Media Studies	8	1	2	2	1	1	1
Mechanical Engineering	9	1	1	2	2	2	1
Informatics and Multimedia Technologies	10	1	2	2	2	2	1

\* Mozambique, São Tomé and Príncipe and East Timor

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**SUPPORTING DOCUMENTATION**

No.	Document
1	Certificate(s) showing subjects completed and final grade of a high school course or legally equivalent qualification. (PALOP applicants and all applicants)
2	<p>If applicable:</p> <ul style="list-style-type: none"> <li>• Proof of having passed the Portuguese entrance examination(s) required for access to the programme you are applying for under the general admission system (ENES 2019 form);</li> <li>• Proof of having passed the corresponding nationwide examinations required, in the year of application, for access to the programme you are applying for;</li> <li>• Proof of having passed the National High School Examinations (ENEM) (Applicants from the Brazilian system with ENEM completed);</li> <li>• Document issued, in the calendar year of the application, by the competent authority of the issuing country, certifying that the student meets the requirements to apply for and be able to enter, in that country, a degree programme in the same scientific area as the one for which they are applying. This document must detail the admission and entry requirements as well as the grades obtained;</li> </ul>
3	<p>One of the following documents proving language proficiency (compulsory if the mother tongue is other than Portuguese):</p> <ul style="list-style-type: none"> <li>• Language certificate Level B2 aligned to the Common European Framework of Reference for Languages (CEFR) for Portuguese or English language;</li> <li>• If at the time of application you do not have the Language Certificate (level B2), you must add a document in which you declare that you have this level of language proficiency and undertake to submit it within the period set for registration/enrolment or a document in which you undertake to reach the language level in compliance with the IPT regulations (declaration must be made using the <a href="http://portal2.ipt.pt/pt/candidaturas/Estudante_Internacional/">template available for download from <u>http://portal2.ipt.pt/pt/candidaturas/Estudante_Internacional/</u></a>).</li> <li>• Proof of having undertaken the national high school examination corresponding to admission examination 18 Portuguese.</li> </ul>
4	<p>Declaration of Nationality (declaration must be made using the template available for download from <a href="http://portal2.ipt.pt/pt/candidaturas/Estudante_Internacional/">http://portal2.ipt.pt/pt/candidaturas/Estudante_Internacional/</a>).</p>



## ANNEX IV

### INSTITUTO POLITÉCNICO DE TOMAR SPECIAL ADMISSIONS PROCEDURE FOR INTERNATIONAL STUDENTS 2022/2023 EDITION TUITION FEES AND PAYMENT PLANS

	Undergraduate Degrees (1 <sup>st</sup> cycle)		Undergraduate Degrees (1 <sup>st</sup> cycle)	
	Fields of engineering and management		Fields of arts and heritage <sup>1</sup>	
	<u>Full Time</u>	<u>Part Time</u>	<u>Full Time</u>	<u>Part Time</u>
<b>Annual tuition fee</b>	<b>€1 250,00</b>	<b>€800,00</b>	<b>€1 450,00</b>	<b>€900,00</b>

#### Notes:

1 – Degree programmes in Conservation and Restoration, Design and Graphic Arts Technology, Photography and Video & Documentary Film Studies

2 – The tuition fee is paid in one lump sum at the time of registration. Students who register online will have ten days to pay their tuition fee and insurance.

3 - The tuition fee is increased by EUR 2 for school insurance.