

**INTERPRETATION**

*This is a nonbinding translation of the Regulation. If any question regarding the meaning and interpretation of the present regulation arises, the Portuguese Version should prevail.*

**IST Enrollment in Isolated Curricular Units Regulation****Article 1**

## Scope and object

1 - This regulation defines the rules regarding enrollment in isolated curricular units of the Instituto Superior Técnico (IST), in accordance with the provisions of article 46-A of the Legal Regime for Higher Education Degrees and Diplomas (RJGDES), in its current wording and the Regulation for Enrollment in Isolated Curricular Units of Universidade de Lisboa.

2 - The present regulation is applicable to any curricular unit integrated in the curricular plan of any of the courses taught at IST, whether or not it confers an academic degree.

**Article 2**

## Goals

1 - The training offer through the attendance of isolated curricular units allows the deepening and updating of knowledge, as well as the achievement of a multidisciplinary training.

2 - The attendance of isolated curricular units also aims to extend the training offer to new audiences, in areas or topics of their competence, also allowing to enhance the valences of lifelong training.

**Article 3**

## Admission and attendance requirements

1 - In each academic year, the maximum number of individual curricular units to which a candidate can enroll may not exceed a total of 30 ECTS.

2 - Exceptionally, and in each academic year, the limit indicated in the previous number may be exceeded, namely in the case of students enrolled in a 1<sup>st</sup> cycle course at IST, they may enroll in 2<sup>nd</sup> cycle curricular units, up to a maximum of 60 ECTS, provided they have a favorable opinion from the Coordinator of the study cycle.

3 - Whenever enrollment is subject to assessment, each student may enroll for a maximum of 60 ECTS accumulated, throughout their academic path, in 1<sup>st</sup> or 2<sup>nd</sup> cycle courses.

4 - Enrollment depends on the availability of vacancies in each curricular unit.

5 - If the number of candidates exceeds the number of vacancies, the following selection/ranking criteria will be applied by the Coordinator of the study cycle together with the professor of the curricular unit(s): Curriculum Vitae assessment of candidates (previous training essential for a minimum understanding of knowledge and acquisition of skills in that curricular unit).

6 - Enrollment in isolated curricular units is not subject to the precedence regime defined for the

student in the general regime, when applicable.

7 - Enrollment in an isolated curricular unit may depend on prior training requirements considered essential for the minimum understanding of the knowledge and acquisition of competences of that curricular unit, after the opinion of the Coordinator of the cycle of studies in which the curricular unit is inserted and of the teacher of the curricular unit.

8 - Students who attend only isolated curricular units are not eligible for mobility programmes.

#### **Article 4** Application

1 - The following may apply to attend isolated curricular units:

- a) Students from IST, or from any ULisboa School, or from a cycle of studies operating directly under the rectory, enrolled in study cycles other than the cycle to which that curricular unit belongs;
- b) Students from IST or from any ULisboa School, or from a cycle of studies working directly under the rectory, enrolled in a cycle of studies to which that curricular unit belongs as an option, who intend to undertake it in addition to those required for completion the corresponding Study Plan;
- c) Students external to ULisboa, enrolled in study cycles of another higher education institution;
- d) Other interested parties, without any link to higher education institutions, as long as they are over 16 years old.

2 - Applications to the dissertation/internship report/project work/thesis/thesis seminar or other curricular units of the same nature are not accepted.

#### **Article 5** Application procedure

1 - The application to attend individual curricular units is carried out on the online platform on the IST website, and must be accompanied by the following documents:

- a) Display of identification document (passport, foreign citizen card or other suitable), or, when authorised by the candidate, a simple photocopy of the identification document;
- b) Academic and professional curriculum vitae;
- c) Certificates corresponding to educational qualifications;
- d) Letter of motivation;
- e) Proof of payment of the application fee.

#### **Article 6** Vacancies and Deadlines

Specific conditions regarding deadlines, vacancies, application and selection process, registration fee and fees, as well as other conditions must be defined in the Academic Guide and Academic Deadlines Calendar.

#### **Article 7** Fees and fees

1 - For the application, payment of the fees fixed by the Management Council is due, under the terms set out in the fee table of the Instituto Superior Técnico.

2 - In each academic year, a secretary fee is due (includes student insurance), regardless of the number of curricular units and/or ECTS that the student will attend during the same year. This

fee is not applicable to students enrolled at IST.

3 - The value of the fee to be paid for the attendance in each individual curricular unit is obtained from the value per ECTS fixed annually by the Management Council.

4 - Students authorised to take isolated curricular units pay the registration fee and other fees due upon registration;

5 - Except for the provisions of the previous number, the case of isolated curricular units to be integrated as optional in study cycles of other ULisboa Schools, in which case there must be a compensation of costs by the School of origin of the student, provided that previously authorized by the competent body of that School.

6 - The compensation referred to in the previous number must be agreed between the Schools, taking into account the rules defined by the Rector of ULisboa for the internal mobility of students.

### **Article 8**

#### Assessment and accreditation

1 - The individual curricular units in which the student is enrolled in a regime subject to assessment are governed, by the rules defined for this purpose, for the curricular unit integrated in the respective course.

2 - The curricular units in which the student enrolls in a regime subject to Assessment and in which obtains approval:

a) Are subject to certification;

b) They must be credited, if the holder has or will acquire the status of student of a cycle of higher education studies, provided that these curricular units are part of the respective study plan;

c) Accreditation of units successfully completed under the registration regime in isolated curricular units is limited to 50% of the total credits of the study cycle in which the student will enter.

d) are included in a supplement to the diploma that may be issued.

3 - The attendance of isolated curricular units, with success, does not confer the right to the recognition of ownership, in part or in whole, of the study cycles in which they form part.

4 - The award of a course diploma or academic degree does not correspond to the regime provided for in this regulation.

### **Article 9**

#### Entry into force

This regulation enters into force on the day following its publication in the Diário da República.