

## **UNIVERSITY OF ALGARVE**

*Regulation no. 599/2018*

Pursuant to sub-paragraph o) of no. 1 of Article 92 of Law no. 62/2007 of 10 September and sub-paragraph r) of no. 1 of Article 33 of the Statutes of the University of Algarve, approved via Normative Order no. 65/2008, published in the Government Gazette, 2nd series, no. 246 of 22 December 2008, after having heard the Senate, via rectorial order 77/2018 of 7 August 2018, the University of Algarve Tuition Fee Regulation is hereby approved.

### **University of Algarve Tuition Fee Regulation**

#### **Preamble**

According to Law no. 37/2003 of 22 August, Basic Law of Financing of Higher Learning, amended via Laws nos. 49/2005 of 30 August, 62/2007 of 10 September, and 68/2017 of 9 August, institutions of higher learning provide an educational service that is suited to the objectives that have made it sought after by students, who must share in the respective costs via a fee known as tuition fee.

After more than three years following publication of the University of Algarve Tuition Fee Regulation (Regulation no. 414/2014, published in the Government Gazette, 2nd series, no. 180 of 18 September, amended via Order no. 9367/2015, published in the Government Gazette, 2nd series, no. 160 of 18 August 2015), there is reason for revising the Regulation, in order to adapt it to the current reality, given the experience gained during the period when Law no. 68/2017 of 9 August came into force.

The terms of no. 3 of Article 110 of Law no. 67/2007 of 10 September were complied with.

#### **Article 1.**

##### **Object**

1 – The present regulation establishes the framework under which students share in the financing costs of the educational services of all the cycles of study taught at the University of Algarve, henceforth referred to as UAlg.

2 – The sharing stipulated in the previous number involves payment of a tuition fee by students who are registered and enrolled in UAlg courses, in accordance with applicable legislation regarding the financing of higher learning, notwithstanding other applicable fees or charges.

#### **Article 2.**

##### **Student rights**

Payment of the tuition fee shall entitle the student to the following:

- a) Register for the UAlg course in which they enrolled, and in the respective course modules;
- b) Attend classes and educational activities developed within the scope of the course modules they are validly registered for;
- c) Take tests to assess their knowledge, skills and competencies regarding subject matter that is taught within the course modules stipulated in the previous sub-paragraph;
- d) Use, according to applicable regulations, the libraries, study rooms, laboratories, resources and IT platforms, and other structures and resources that support the educational activity, along with spaces providing socio-cultural support, such as refectories, residences and sporting grounds;

e) Benefit from follow-up, guidance and supervision from the faculty, namely with respect to academic service, implementation of projects, internships, dissertations and other activities for which they have validly registered;

f) Obtain certification referring to their status as student and the results they have obtained.

### **Article 3.**

#### Tuition fee amount

1 – Pursuant to UAlg Statutes, the General Council shall be responsible for annually determining the following, subject to the rector's proposal, for national and international students, at least 30 working days in advance of the start of enrolment and registration:

a) The amount of the annual tuition fee for the cycles of study for the integrated undergraduate and master programmes and university-level technical vocational courses;

b) The minimum amount of the annual tuition fee to be applied by the organic units in the 2nd and 3rd cycles of study.

2 – The amount of the tuition fee for the second and third cycles of study leading to the master's degree, which together with the first cycle of study leading to an undergraduate degree, are indispensable to exercising a professional activity, is the same as the amount established for the undergraduate degree.

3 – Establishment of the tuition fee for courses that do not lead to a degree, with the exception of university-level technical vocational courses, shall be subject to specific regulation in accordance with the present regulations.

### **Article 4.**

#### Obligation to pay the tuition fee

1 – UAlg students are duty-bound to comply with the obligation to pay their tuition fees in full and in timely fashion.

2 – The constituent act of obligation to pay the tuition fee corresponds, in each academic year, to the act of registration; consequently, no other type of demand for payment is necessary.

3 – Tuition fees shall be due at the time of formalisation of the annual registration in the respective cycle of studies, notwithstanding the option to choose the payment method of instalments in accordance with the present regulation.

4 – The student's lack of assiduousness, or their absenteeism, in the cycle of study shall not release them from their obligation to pay the tuition fee.

5 – In addition to the tuition fee, the student may, in accordance with the applicable fees price list, be required to pay application, registration and enrolment fees, as well as the obligatory scholastic insurance premium.

6 – In the cases not covered by Articles 13 to 15 of the present regulation, in which legally or subject to specific agreements, there is a provision for reduction or reimbursement of tuition fees, students shall pay the tuition fee and subsequently request reimbursement from the responsible entity.

7 – Any student who wishes to deliver their dissertation/thesis/project/internship report must have paid at the very least the entire tuition fee for:

a) Three academic years, in the case of doctorates with a duration of 4 years;

b) Two academic years, in the case of doctorates with a duration of 3 years;

c) One academic year, in the case of master's level courses.

8 – In the case of students from cycles of study that lead to a doctorate and which require admission in accordance with the special framework for thesis presentation stipulated in Article 33 of Decree-Law no. 74/2006 of 24 March, in accordance with the wording of Decree-Law no. 115/2013 of 7 August, the amount payable shall correspond to two years of the annual tuition fee stipulated for the doctorate during the academic year in question.

9 – Students must pay tuition fees during the period when the counting of the time period for requesting public examinations is suspended, except if the suspension is the result of a maternity or paternity leave, serious illness, epidemiological illness, or contagious illness that prevents the executing of projects, or which involves a hospital stay.

10 – At the start of the following academic year, at the time of registration, and if the situations that led to the suspension mentioned in the previous number still apply, the student must submit a new request for renewal of the suspension of the counting of the time period and pay the tuition fee corresponding to that academic year.

11 – After submission of the dissertation/thesis/project/internship report, the student shall no longer be obliged to pay tuition fees for the academic year subsequent to that of the submission, and shall be automatically registered in the applicable module until examinations take place.

12 – A master's or doctorate student who, in order to complete the dissertation/thesis/project/internship report, renews their registration or requests their re-registration shall be obliged to pay 50% of the amount of the tuition fee established for that academic year.

## **Article 5.**

### Payment methods

1 – Students may opt for the following payment methods:

- a) Full payment, corresponding to the entire annual amount of the tuition fee;
- b) Periodic instalments in a number to be established via rectorial order, but no less than seven.

2 – As an exception, due to a duly justified and proven reason, the rector or whomever has received the delegated powers for such purposes, may authorise payment of the tuition fee in a manner not indicated in the previous number, subject to request submitted by the interested party to the academic services department.

3 – Payment of each instalment entails prior payment of any outstanding instalments and respective interest on arrears.

4 – Tuition fee payment methods are established via decision by the Management Board.

5 – Proof of payment shall always be obligatory whenever requested by the members of the UAlg bodies and their organic units, or by the workers allocated to the academic services department.

6 – The invoicing of tuition fees and all other fees shall be electronic and the student may view the payable amounts, as well as obtain receipts for payments made, and all other financial documents via the Academic Management System.

## **Article 6.**

### Payment deadline

1 – Payment of the tuition fee shall comply with the following time periods:

- a) With the full payment method, payment shall be due during the act of enrolment and registration;
- b) With the periodic instalment payment method, the first instalment, which can correspond to up to 25% of the amount of the annual tuition fee, shall be due during the act of enrolment and registration, and the

remaining instalments shall be payable on dates to be determined by the rector in the order stipulated in sub-paragraph b) of no. 1 of the previous article, in accordance with the calendar of each cycle of study.

2 – In the 2nd or 3rd cycles of study, the administration of the respective organic units may determine the payment of more than one tuition fee instalment during the act of registration, as long as that requirement is indicated in the informative documentation promoting the opening of the courses.

3 – When the student registers outside of the time periods stipulated in the school calendar, overdue tuition fee instalments shall be paid during the act of registration.

4 – In the case of students from cycles of study that lead to a doctorate and which require admission in accordance with the special framework for thesis presentation stipulated in Article 33 of Decree-Law no. 74/2006 of 24 March, in accordance with the wording of Decree-Law no. 115/2013 of 7 August, they must pay the tuition fee in full when registering their thesis.

## **Article 7.**

### **Failure to pay tuition fees**

1 – Failure to comply with payment of any tuition fee instalment in timely fashion shall lead to the student being considered in default, regardless of interpellation, and shall be subject to payment of interest on arrears calculated at the default interest rate provided for by general law for debts to the state and other public entities, and shall imply, according to the law, application of the following accessorial administrative sanctions:

a) The nullity of all curricular acts practised during the academic year that the breach of compliance applies to;

b) Suspension of enrolment and registration with denial of the right of access to social benefits.

2 – For the purpose of the previous number, UAlg's academic services department shall do the following:

a) Reject registrations for examinations or other methods of curricular evaluation;

b) Refuse issuance of certificates and declarations pertaining to the academic year in which the breach has taken place, along with certificates of degree registration or course completion diplomas;

c) Refuse submission of dissertations, projects, reports or theses for public discussion;

d) Communicate to the social action services and respective organic units any situations of breach that they become aware of;

e) Refrain from sending individual case files to other institutions where the student has been placed due to a change in institution/course or other special application.

3 – The filing of a request, petition, claim or appeal in relation to the obligation to pay tuition fees shall suspend the counting of interest on arrears, unless the relevant body has already issued a statement regarding the matters that are relevant to the decision and regarding the evidence that is produced.

## **Article 8.**

### **Notification and enforced payment of tuition fee**

1 – Notwithstanding implementation of any possible electronic alerts during the academic year, students shall check their profile on the Academic Management System on a regular basis, which indicates the tuition fees or fees that must be paid to UAlg and respective interest on arrears when owed.

2 – If the academic year has been concluded and the student has still not settled the debt, they shall be notified via e-mail and registered mail in view of making payment and to make them aware of the consequences of failure to comply with payment of their tuition fees.

3 – Failure to pay outstanding tuition fees shall entitle UAlg, after notification in accordance with the terms of the previous article, to institute tax lien proceedings with the Taxation and Customs Authority in view of obtaining enforced payment of debt, issuing debt certificates in accordance with the format approved by the Management Board.

4 – Students are responsible for ensuring that they update their contact details and personal data with Academic Services.

## **Article 9.**

### Settlement of the situation

1 – Amounts owed can be settled at any time following full payment of overdue instalments or both overdue and due instalments, when applicable, accrued by applicable interest on arrears.

2 – Payment of the amount owed may be made in instalments upon request by the interested party, as long as the payment period does not exceed the academic year in which the student or former student was authorised to register conditionally subject to an agreement signed for the phased payment of outstanding tuition fees.

3 – In the situations provided for in the previous number, the removal of applicable administrative penalties shall be subject to full payment of the amount owed, and the student shall also owe the instalments of the tuition fee of the current academic year corresponding to the cycle of study in which they have registered.

4 – The rules for granting payment plans are stipulated by the Management Board.

## **Article 10.**

### Extinction of the obligation to pay tuition fees

1 – Pursuant to the present Regulation, the following are causes for extinguishing the obligation to pay tuition fees:

- a) Payment of the amount owed, including interest, when applicable;
- b) Cancellation of the registration pursuant to the terms of Article 11.;
- c) *Ex officio* transfer to another educational institution as a result of the national application process.

2 – Students are required to pay the entire annual tuition fee upon conclusion of the course.

## **Article 11.**

### Cancellation of registration

1 – Cancellation of registration and enrolment at the request of the student shall be considered cause for extinguishing the obligation to pay the tuition fee only for those instalments that are still owed.

2 – The procedure for cancelling enrolment and registration shall be in accordance with the following framework:

- a) If the request is received by 31 December, the student shall be obliged to pay 50% of the total amount of the tuition fee for the academic year in question;
- b) If the request is made after 31 December, the entire tuition fee must be paid for the academic year in question.

3 – With the exception of cancellations ensuing from *ex officio* transfers from the national application process, students who cancel registration for reasons of proven placement at another public institution of higher learning in accordance with special application processes, frameworks for changing

institution/course, and special regimes, are obliged to pay all overdue instalments, including the tuition fee that falls due in the month corresponding to the date of the request.

4 – Students whose request for a grant from the Social Action Services has been refused may request cancellation of the enrolment and registration within a period of ten working days after publication of the final order of refusal, and they shall pay only the first instalment of the tuition fee for that academic year.

5 – International students who are obliged to obtain a residence visa for the purpose of study, may request cancellation of their registration, within a period of eight working days starting from when they receive notification of the refusal of their visa request, and shall only be obliged to pay the first tuition fee instalment. In all other cases of registration cancellation, the rules stipulated in no. 1 of the present article shall apply.

6 – In the event of withdrawal or annulment of the registration, initial or advanced training students shall not be entitled to be reimbursed for amounts paid with respect to tuition or other fees, including for reasons of visa or grant refusal, unless they have made the payment in duplicate.

7 – Acceptance and digital processing of requests for cancellation of registration shall require prior settlement of tuition fees that are due subsequent to the annulment of registration.

8 – When registration is annulled, all passes obtained in course modules and credits registered during that academic year shall be considered void and shall be deleted from the academic management system.

## **Article 12.**

### Re-admission, special application processes and change of institution/course

1 – UAlg students can only apply internally for re-admission, special applications or change in institution/course if they have previously settled all amounts outstanding since the previous registration, including interest on arrears.

2 – Students who apply to another educational institution in accordance with the methods stipulated in the present article, without having settled all amounts owed, which under the present regulation must be paid by them, including interest, shall be refused issuance of certificates pertaining to the academic year in which the situation of breach has taken place.

3 – For students whose transfer or change of course occurs within the University of Algarve and within the same organic unit, the amount of the tuition fee already paid at the time of registration shall be considered when there is a course change, and the student shall only be required to pay, if applicable, the amount outstanding for the annual tuition fee established for the cycle of study.

4 – When dealing with different organic units, each organic unit shall receive half the amount of the tuition fee; if either organic unit has received over half of the amount of that tuition fee it shall pay the excess amount to the other organic unit.

## **Article 13.**

### Grant holders

1 – Applicants for the grants offered by the Social Action Services shall be given an extension of the deadline for payment of the first instalment of the tuition fee, subject to showing proof of application for the grant, during the act of enrolment and registration.

2 – The previous number shall apply, with the necessary adaptations, to the grants/scholarships awarded by other entities, with the exception of the following specific situations:

a) Students who, at the end of the academic year, have not yet received an answer regarding the granting of the grant/scholarship, or if they have been awarded one but have not actually received it, the payment deadline shall be extended until 31 July, without accrued interest;

b) If, in accordance with the agreed terms, the awarding entity is responsible for directly paying the tuition fee to UAlg, the student shall not have to fulfil the related procedures throughout the validity of the grant/scholarship.

3 – Whenever asked, proof shall be given that the student is a grant/scholarship recipient, and no. 5 of Article 5 shall apply with the necessary adaptations.

4 – The conditions for annulling registration for grant/scholarship recipients are listed in Article 11 of the present regulation.

#### **Article 14.**

##### Mobility programme students

1 – For the purpose of this regulation, a student shall be considered covered by the mobility programme when they are part of a mobility agreement and contract of studies, and they have undergone a period of study at UAlg while enrolled at another institution of higher learning, whether domestic or foreign.

2 – In order to attend, the mobility programme student may be required to pay a fee at the time of registration, at a rate determined by the General Council, subject to proposal by the Rector.

3 – UAlg may sign institutional agreements and establish special conditions in determining or reducing the amount of tuition fees owed by mobility programme students, provided this takes place within a reciprocity framework.

4 – Mobility programme students covered by Erasmus programmes, among others, shall benefit from the special conditions stipulated in the respective specific agreements.

5 – If mobility programme students wish to register for course modules that are not provided for in the respective contract of studies, the *Regulamento de Frequência de Unidades Curriculares Isoladas da Universidade do Algarve* (Regulation for Attending Individual Course Modules of the University of Algarve) shall apply, along with the respective fees or charges set for the respective registration.

#### **Article 15.**

##### Part-time students

The amount of the tuition fee payable by part-time students shall be subject to its own regulation.

#### **Article 16.**

##### Courses that do not lead to a degree

1 – Establishment of the amount of the tuition fee for the courses that do not lead to a degree, with the exception of university-level technical vocational courses, is the responsibility of the Rector, subject to proposal from the administration of the respective organic units, taking into account the following, specifically:

- a) The educational or vocational relevance of the course;
- b) Its financial sustainability.

2 – For the purpose of the previous number, the methods and deadlines for payment of the tuition fees of courses that do not lead to a degree must be indicated in the notice for the opening of the course in the year in question.

## **Article 17.**

### Attendance of individual course modules

1 – Fees must be paid to attend each individual course module pertaining to the UAlg cycles of study, in accordance with the applicable price list.

2 – The fees payable for attending individual course modules can be paid in full during the act of registration or in instalments defined via rectorial order.

3 – Ceasing to attend an individual course module after registration shall not entitle students to a refund of any payments already made and shall not constitute cause for exemption from full payment of any fee that is owed.

## **Article 18.**

### Special situations

Payment of the tuition fee by students affected by sub-paragraphs a), b), c) and e) of no. 1 of Article 35 of Law no. 37/2003 of 22 August, amended through Law no. 49/2005 of 30 August, shall follow the procedure stipulated in Annex I.

## **Article 19.**

### Repeal norm

As of the date of entry into force of the present regulation, Regulation no. 414/2014 of 18 September 2014 and Order no. 9367/2015 of 18 August 2015 are hereby repealed.

## **Article 20.**

### Final provisions

Any omissions and questions that may arise during the application of the present regulation shall be resolved via rectorial order.

## **Article 21.**

### Entry into force

These regulations, duly approved by the Rector, shall enter into force on the day following their publication in the Government Gazette.

## **ANNEX I**

Students affected by sub-paragraphs a) and c) of no. 1 of Article 35 of Law no. 37/2003 of 22 August, amended via Law no. 49/2005 of 30 August:

1 – Payment of tuition fees by students affected by the sub-paragraphs above shall be made in accordance with the protocol signed between the Council of Rectors of Portuguese Universities and the Ministry of National Defence on 14 April 1998.

2 – General conditions for requesting exemption from payment of tuition fees:

a) Be the offspring of a combatant or former combatant;

b) Meet the conditions established in Decree-Law no. 358/70 of 29 July and Ordinance 445/71 of 20 August;

c) Be registered or enrolled or soon to be registered or enrolled at a public establishment and on a public university-level course during the year that the request pertains to.

3 – During enrolment and/or registration, students shall submit all the documents necessary for preparing the process, pursuant to the annual circular issued by the Ministry of Defence.

4 – Students who enrol and register for the first time during the first year are given a period of ten working days in order to complete the preparation of the process.

5 – The documents and declarations mentioned in no. 3 shall be original and annual, and those that have been obtained or submitted in previous academic years shall not be valid.

6 – As such, all processes that do not contain the indicated documentation and are not documented as stipulated in the previous numbers shall be returned.

7 – Successful transition to the next curricular year shall be an essential condition for exemption from payment of tuition fees, and students who do not successfully transition to the next year shall not be covered by the subsidy.

8 – Only students whose process has been duly and fully prepared by the end of December of each year shall be included in the subsidies list; otherwise, failing this, for whatever reason, students must pay the tuition fee in full and shall not be reimbursed.

9 – The University of Algarve shall draft a nominal list of the students affected by the norms in question, also indicating the amount of the tuition fees to be paid by each student, submitting the list, in accordance with the branch of the armed forces in question, to the Navy, Army or Air Force.

Students who are affected by sub-paragraphs b) and e) of no. 1 of Article 35 of Law no. 37/2003 of 22 August, amended via Law no. 49/2005 of 30 August:

1 – Educators who are covered by nos. 1 and 2 of joint order no. 335/98, published in the Government Gazette, 2nd Series no. 111 of 14 May 1998, rectified via joint order no. 320/2000, published in the Government Gazette, 2nd Series no. 68 of 21 March 2000 shall be considered educational agents.

2 – During the act of enrolment and/or registration, students shall submit a declaration issued by the chairpersons of the executive boards, the executive installation committees, the installation committees, the provisional committees, or the directors of non-university-level educational and learning establishments and school clusters, attesting to the fact that they are covered by nos. 1 and 2 of the aforementioned order, pursuant to no. 12 of Order no. 9089/2006, published in the 2nd series of the Government Gazette of 21 April.

3 – Students who enrol and register for the first time during the first year shall be granted a period of ten working days to complete the preparation of the process.

4 – Only students whose process has been duly and fully prepared by the end of November of each year shall be included in the subsidies list; otherwise, failing this, for whatever reason, students must pay the tuition fee in full and shall not be reimbursed.

5 – The payment shall be made directly by the Ministry of Education and Science to the University of Algarve.

7 August 2018. – The Rector, Paulo Águas