



Regulations for Courses Taught in a Foreign Language

Preamble

In compliance with the provisions of Article 138(1) of Law no. 62/2007 of 10 September 2007 – Legal Regime Governing Higher Education Institutions – published in the 1st series of the *Diário da República*, no. 174, of 10 September 2007, the Board of Maiêutica, Cooperativa de Ensino Superior, C.R.L. (“Maiêutica”) hereby approves these Regulations.

Article 1

Scope of application

1. These Regulations are applicable to all students who apply to and attend courses at Instituto Universitário da Maia (ISMAI) or Instituto Politécnico da Maia (IPMAIA) that are taught in a foreign language (i.e. not in Portuguese), regardless of the entry regime.
2. Any of the provisions laid down in these Regulations may be altered by agreement between Maiêutica and the student by way of a document signed by both parties.

Article 2

Attendance requirements

1. All people who meet all of the following requirements may attend courses taught in a foreign language at Maiêutica higher education institutions:
 - 1.1. Those who are placed, after a successful application and ranking, on at least one course unit of the courses taught at Maiêutica education institutions in accordance with the legislation in force;
 - 1.2. Those who pay the application/matriculation, registration, student insurance and tuition fees set out in the table of prices, defined and published annually by Maiêutica, that relate to the course and education institution that they attend;
 - 1.3. In the event that applications are made to several courses and/or Maiêutica education institutions, a single application fee will apply provided that the courses belong to the same level of education (undergraduate, master’s or PhD);
2. Classes taught exclusively in a foreign language shall have a minimum of 20 students, and the education institution in question reserves the right not to run courses and/or course units that do not have the minimum number of students matriculated/registered.
3. Students on courses and/or course units that do not have the minimum number of students necessary to open classes taught exclusively in a foreign language shall be included in regular classes taught in Portuguese, notwithstanding any other solutions that may be approved on a case-by-case basis by the management board of the relevant higher education institution.
4. Students admitted under the Regulations on the Application of International Student Status from sovereign states and territories where Portuguese is not an official language may attend, free of charge, a Portuguese language course for foreign students organised and taught on a sixth-



monthly basis by the relevant higher education institution.

5. The Portuguese language course provided for in the preceding paragraph is an instrument for learning Portuguese language and culture to help foreign students be integrated into the academic world, and students who do not wish to attend the course should provide notification of their decision in writing.

Article 3

Applications

Those interested in attending one of the courses taught in a foreign language at Maiêutica education institutions should submit an application for the course unless they already attended it during the previous academic year. Applications shall enable them to be included in the ranking that provides access to the course.

Article 4

Matriculation/registration

1. Every year, after successful ranking in the event of a first application to the first year or, in other cases, after becoming aware of which year they can attend, all students should matriculate/register for the relevant education institution, course and year.
2. The price of matriculation and registration is established and published by Maiêutica each year.

Article 5

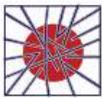
Student insurance

When matriculating/registering, all students shall sign up for student insurance, which is bought by Maiêutica for each education institution every year under the terms of the law.

Article 6

Payment of annual matriculation/registration and student insurance

1. Annual matriculation/registration may be carried out directly at the relevant administration services or, whenever applicable, online via the Academic Portal.
2. Students have a period of eight days to pay for the annual matriculation and student insurance, without prejudice to the provisions of Article 7, in one of the following ways:
 - 2.1. At the payments office;
 - 2.2. At a cash machine, using a reference number.
3. The matriculation/registration provided for in Article 4 are only valid after they have been paid for.



Article 7 Tuition fees

1. At any of Maiêutica's education institutions, in return for providing education services, students shall pay annual tuition fees, set by Maiêutica each year per course/year. Such fees shall be paid no later than fifteen working days before the first week of the academic year or, if registration takes place at a later date, they shall be paid within eight days of the date on which matriculation/registration takes place.
2. Non-compliance with the payment deadline shall incur a late-payment penalty of €15 (fifteen euros) up to seven days after the relevant deadline. After that date, there shall be a further charge of €10 (ten euros) until the end of the month in question. After that final deadline, €5 (five euros) shall be added for every month or fraction thereof.
3. Students shall declare their awareness and acceptance of the conditions for paying tuition fees and other charges.
4. For students under 18, the provisions of the preceding paragraphs shall apply, with the necessary adaptations, to the parents/guardians who purchase the services provided at Maiêutica education institutions.

Article 8 Forms of Paying Tuition Fees or Instalments of Tuition Fees

1. All payments of tuition fees or, if applicable, the monthly instalments of tuition fees that are made within the established deadlines may be made in one of the ways set out below, under the terms of the relevant articles:
 - 1.1. At the payments office;
 - 1.2. By direct debit;
 - 1.3. By bank deposit;
 - 1.4. At a cash machine, using a reference number.
2. Students whose administrative situation is in order may see the tuition fee amount in the student's private area of the Academic Portal.
3. Any payment after the established deadline may only be made at the payments office.
4. The forms of payment provided for in paragraph (1), as well as the terms of the relevant articles, may only be amended provided that any amendment is announced at least thirty days in advance by the payments office and on the Academic Portal.

Article 9 Payments office

1. Payment of the total tuition fees or monthly instalments of tuition fees may be made at the payments office during its opening hours in cash, by cheque, by card or by social voucher (commonly known as *Ticket Ensino* or *Cheque Estudante*, issued by Ticket Restaurant Portugal, S.A. and Edenred Portugal respectively, as organisations with which Maiêutica has agreements).
2. If payment is made by cheque or social voucher, it shall only take effect when it has cleared.



Article 10 **Direct debit**

1. Direct debits shall be made by bank transfer. To use this form of payment, students fill in a form for the purpose which may be collected at the payments office.
2. The direct debit form shall be handed in to the payments office by the last working day of the month before the month in which payments are to begin.

Article 11 **Bank deposit**

1. Payment of the total tuition fees or monthly instalments of tuition fees by bank deposit shall be made at any branch of Caixa Geral de Depósitos using a form for the purpose available at the payments office and at reception.
2. The form must be complete and include the student's name and number.
3. Students should keep the deposit receipt as proof of payment for one year.

Article 12 **Cash machine and reference number**

Payment of the total tuition fees or monthly instalments of tuition fees at a cash machine using a reference number may be made at any cash machine in Portugal using the organisation and reference numbers found in each student's private area of the Academic Portal.

Article 12 **Special payment regime**

A special payment regime may be created for applicants who live abroad and do not yet have legal permission to reside in Portugal. This involves charging a single overall payment designed to cover the matriculation fee, student insurance and annual tuition fees and may be paid within the established deadline by international bank transfer or other suitable payment method. Proof of payment shall be sent to tesouraria@ismai.pt.

Article 13 **Payment not made**

1. Payment is considered not to have been made whenever at least one of the following occurs:
 - 1.1. Lack of payment of the tuition fees or monthly instalment of tuition fees within the deadline established by these Regulations or lack of payment of other charges within the deadline



- established at matriculation or at the time of the request;
- 1.2. The cheque is returned by the bank;
 - 1.3. The social voucher is returned by the issuing body;
 - 1.4. There is a difference between the amount of the tuition fees or instalment of tuition fees and the amount transferred or the face value of the cheque. The sums delivered by students to pay tuition fees or instalments of tuition fees must correspond exactly to the amounts owed. Any sums over or below shall not be accepted.
2. Payment that is considered not to have been made shall be subject to the penalties established in Articles 7 and 15.
 3. In the case of returned cheques, the corresponding bank charges shall be entirely the student's responsibility.

Article 14

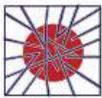
Receipts

1. For payments made at the payments office, the corresponding invoice/receipt shall be provided. For the other forms of payment, students may request the corresponding invoice/receipt at the payments office as proof, specifically for income tax purposes.
2. If the proof is lost, students may request a copy from the payments office, although this shall incur payment of the amount established in the table of prices for issuing charges.

Article 15

Consequences for Non-Compliance with Payment of Tuition Fees or Monthly Instalments of Tuition Fees, Charges or other Amounts Payable

1. Matriculation/registration shall only be validated once the tuition fees due have been paid. As a consequence of non-compliance, students shall be considered to have an administrative situation that is not in order and:
 - 1.1. Registration for final assessment tests during the different periods established for the purpose in the academic calendar shall not be allowed if students have not paid the tuition fees or monthly instalments of tuition fees by the dates established for registration for final assessment.
 - 1.2. Students who have unpaid tuition fees or monthly instalments of tuition fees shall not be included in the lists of marks, academic records and other assessment/classification documents;
 - 1.3. No qualification certificates or similar documents shall be issued if any of the tuition fees or instalments of tuition fees or other amounts owed related to attending Maiêutica education institutions have not been paid;
 - 1.4. Students whose administrative situation is not in order shall be denied access to the Academic Portal.
2. Prolonged absence, leaving the course or cancellation of matriculation/registration shall not give students any right to a refund of sums already paid. The obligation to settle all outstanding payments and charges shall remain in force until the amount of the tuition fees owed and overdue at the time of matriculation/registration has been fully paid.



3. Payment of the tuition fees is entirely independent and separate from actual attendance of the course, and is payable in return for the availability of services related to education, even if the student does not actually attend the course.
4. Paragraph (1) of this article shall apply in the event of non-compliance with payment of charges or other amounts owed to the institution.

Article 16

Application rules, selection criteria and ranking

1. The competent bodies of the education institutions that belong to Maiêutica, in accordance with the legislation in force, shall publish the application rules for each course given at the relevant institution every year, along with the criteria for selection and ranking.

Article 17

Final provisions

1. Whenever the situation laid down in Article 2(3) occurs, the General Regulations for Undergraduate and Master's Students shall apply.
2. Omissions shall be dealt with in accordance with the Maiêutica Regulations, education institution regulations and applicable legislation.
3. The provisions of these Regulations shall not conflict with the establishment of special or separate access and entry conditions for specific courses, and such conditions shall take precedence over the provisions of these Regulations. They shall also not conflict with the table approved and published by Maiêutica each year for the payment of charges for registration for final assessment tests during the normal, retake and special periods, for remarking assessment, for the submission of work, projects or other assessment components, for study visits or other charges. Similarly, they shall not conflict with charges for diplomas, certificates or costs relating to optional academic activities as well as costs for damage caused by negligent or wrongful conduct when using laboratories and/or equipment put at students' disposal under the terms of the regulations.
1. These Regulations, approved by Maiêutica at its meeting of 12/10/2016, shall enter into force in the 2016/2017 academic year.

The President of the Board of Maiêutica, Cooperativa de Ensino Superior, C.R.L.

Dr. José Manuel Matias de Azevedo