

# Notice 001/2025

## Special call for access and admission to courses at the Bragança Polytechnic University for international students

The President of the Polytechnic Institute of Bragança (IPB), in the use of his attributions and competencies, announces the opening of applications for the special competition for access and admission to courses at the Polytechnic Institute of Bragança for international students.

### Section I - General Regulations

#### 1. Aim

The aim of the call is to select international students to fulfill the vacancies offered in the programs of higher professional technical courses (CTESP), bachelor's degrees, master's degrees and doctorates offered by IPB.

Higher Education courses at IPB and in Portugal, following the Bologna Process, are part of the European Higher Education Area, the group of European countries that have decided to harmonize the different national higher education systems so that they are compatible, comparable and coherent with each other among them. The program includes:

- Short Higher Education Courses: Higher Professional Technical Courses (CTESP), with a typical duration of 2 years, conferring the diploma of Higher Professional Technician, also allowing the pursuit of studies for 1st cycle training;
- 1st Cycle of Higher Education: Licentiate degree courses, lasting for 3 years (4 years in some exceptions), conferring a Bachelor's degree, recognized throughout the European Higher Education Area;
- 2nd Cycle of Higher Education: Master's degree courses, lasting 2 years, conferring the Portuguese Master's degree, which is also recognized throughout the European Higher Education Area.
- 3rd Cycle of Higher Education: Doctorate courses, lasting 3 years, conferring the degree of Portuguese Doctor, which is also recognized throughout the European Higher Education Area.

#### 2. Applicable Law

For CTESP, Bachelor's Degrees, Master's Degrees and Doctorates, the following legislation applies: Decree-Law no. 74/2006, of March 24, in its current wording, Decree-Law no. 9 36/2014, of March 10 (International Student Status), in its current wording and Regulation for the Application of the International Student Status of the Polytechnic Institute of Bragança, approved by Order no. 9108/2014 in its current wording.

### 3. Target Students

Students with international student status (who are not Portuguese or from a European Union country) may apply for this call in accordance with Decree-Law no. 36/2014, of March 10, in its current wording and who meet the admission requirements for each type of courses.

### 4. Rights and obligations of international students

Students admitted under this notice benefit from the international student status and the same rights as students of Portuguese nationality, including the benefit of Indirect Social Welfare;

Students must have the necessary financial means to cover the costs of tuition fees and the stay in Portugal, namely accommodation, food, school supplies, transportation and medical treatment, including medication;

Students must, as a mandatory requirement, have valid health insurance or an equivalent mechanism for medical assistance that ensures coverage for hospitalization, illness care, and treatment, including medication, for the duration of their studies in Portugal;

Candidates who are pursuing their studies in Portuguese must have a minimum level of language proficiency in Portuguese equivalent to B2;

Students enrolled at IPB must request a student visa from the Portuguese consular services in their home country;

Once their visa has been issued and they have arrived in Portugal, students must apply for a residence visa and ask for their Portuguese tax identification number.

### 5. Application Procedure

5.1 - Students can apply for this call in two ways:

- a) Applications made through institutions that have cooperation agreements with the IPB for this purpose: Applications must be submitted online by the partner institution, which must first validate all the documents and the compliance of the applications.
- b) Individual applications: Individual applications must be submitted EXCLUSIVELY online via [candidaturas.ipb.pt](http://candidaturas.ipb.pt). Applications sent by e-mail, post or handed in at the Academic Services desk will NOT be accepted.

5.2 - Application fee in the application process, the application fee stipulated in the IPB fee table must be paid. Application fees can be paid by bank transfer or through an ATM reference generated when the application is submitted.

- a) the application fee is non-refundable.
- b) Only applications with a paid application fee will be considered.

5.3 - Application documents

The application must be completed in accordance with the type of course to which the student is applying, containing, in addition to the respective application form, the documents listed at the website [candiaturas.ipb.pt](http://candiaturas.ipb.pt) for each type of course.

The authenticity of the documents relating to the required qualifications must be proven by submitting a copy certified by the Portuguese Embassy, Consulate or Ministry of Foreign Affairs.

- a) All placed and enrolled students must present the original certificates (in paper format) used in the application to the Academic Services desks of the Polytechnic Institute of Bragança, upon arrival

in Portugal and by December 31st, for authenticity verification. If they choose not to present these documents, or if they are altered or in any way different from those used in the application form, this will result in the cancellation of the enrolment and a report (in the event of fraud) to AIMA to withdraw the student visa from the authors.

5.4 - Applications will only be accepted if they fulfil, for each type of course, the access conditions described in sections II (CTEPS), III (Bachelor's Degrees), IV (Master's Degrees) and V (Doctorates) of this notice.

5.5 - Available offer

Aspects regarding applications and other information can be obtained directly from the website [www.ipb.pt](http://www.ipb.pt)

5.6 - Admission

The list of admitted candidates will be published on the webpage referred to in the previous sub-point

5.7 - Deadlines

The contest will be held in accordance with the deadlines set out in Annex 1 - Calendar.

## 6. Enrollment

6.1 Enrollment at IPB will be exclusively online. Placed candidates will receive all the information they need to complete their enrollment;

6.2 At the start of the enrollment period, placed candidates will receive a password via email or SMS sent to the telephone number they provided in their application, which will allow them to access the IPB enrollment portal;

6.3 Placed candidates must register by the deadlines set by IPB (Annex 1 - Calendar):

6.4 Applicants who do not register by the established deadline will lose the right to occupy their vacancy and will not be reimbursed for any fees paid as part of their application;

6.5 At the time of registration, admitted candidates must pay the first installment of tuition fees, via bank transfer. Proof of bank transfer must be submitted in the appropriate field on the online registration form.

6.6 Once the enrolment has been validated, the student must request their student visa declaration online. The IPB will communicate the list of admitted students to the competent authorities through the "Via Rápida" mechanism, established by Order No. 111/2019 of April 12 <sup>[OBJ]</sup> in its current wording.

## 7. Tuition Fees and Scholarships

7.1 The international student fee applies to students admitted under this notice.

7.2 Students whose applications have been submitted through an entity that has a cooperation protocol with the IPB may be awarded a scholarship in accordance with the specific conditions set out in the protocol and established annually in an amendment to the protocol signed with each of these entities.

7.3 Students regularly enrolled at IPB may, during their studies at IPB, benefit from the Erasmus Program, carrying out a period of study in international mobility at a European higher education institution that is a partner of IPB and with accreditation of the training carried out in their study plan at IPB.

## 8. Start of training

8.1 The 1st semester of the 2025/2026 academic year at IPB will begin on September 8, 2025, according to the academic calendar, which will be available on the institution webpage.

8.2 Upon arrival at IPB, a program will be organized to welcome the new students. The Student Associations also provide support for the arrival and settlement of new students.

8.3 Useful contacts:

Mentoring Academy: [mentoringacademy@ipb.pt](mailto:mentoringacademy@ipb.pt)

African Students Association in Bragança: [aeab.ipb.2019@gmail.com](mailto:aeab.ipb.2019@gmail.com)

Association of Brazilian Students of the Polytechnic Institute of Bragança: [aebbbraganca@gmail.com](mailto:aebbbraganca@gmail.com)

## 9. Validity

9.1 The selection process under this Notice will be valid for IPB's 2025/2026 academic year. Placed students who do not register by the deadline will have to submit a new application if they intend to enroll at IPB in subsequent years.

9.2 International students may be admitted on condition that they attend a preparatory year in accordance with the conditions set out in the IPB Preparatory Year Regulations for international students.

## Section II - Professional Higher Technical Courses (CTESP)

### 10. CTESP Access Conditions

International students can apply for admission to IPB's Professional Higher Technical Courses using the same application system as Portuguese students and with access to the same vacancies:

- a) Holders of a secondary education course or a legally equivalent qualification may submit an application for access to a CTESP;
- b) In order to be issued with a student visa, applicants must not be older than 21;

### 11. Evaluation and ranking

Applications are evaluated and ranked by the Committees taking into account the applicants' academic qualifications and grades and the benchmark of knowledge and skills corresponding to the level of secondary education in the relevant areas for each course.

## Section III - Bachelor's degrees

### 12. Access conditions to Bachelor's degrees

Applications will be accepted from international students who comply with the access conditions set out in Decree-Law no. 36/2014, of March 10, in its current wording:

- a) Holders of a qualification granting access to higher education, understood as any diploma or certificate issued by a competent authority attesting to the successful completion of an educational program and entitling them to apply for and enter higher education in the country in which it was awarded;
- b) Holders of a Portuguese secondary school diploma or legally equivalent qualification.

### **13. Evaluation and ranking**

Applications are assessed and ranked by the Scientific Committees, taking into account the candidates' academic qualifications and classifications, the competency benchmarks associated with these qualifications (in particular the entrance exams set for the study cycle in question under the general access and entrance system) and the age of the candidates.

## **Section IV - Master's degrees**

### **14. Access conditions to Master's degrees**

Applications will be accepted from international students who hold a bachelor's degree or equivalent qualification recognized by the IPB, in the field of the master's degree for which they are applying.

Furthermore, holders of an academic, scientific or professional curriculum recognized as attesting to their ability to complete the master's degree for which they are applying are eligible to apply.

### **15. Evaluation and ranking**

Applications for enrollment in the course will be evaluated and ranked by the Master's Scientific Committee, taking into account the following criteria:

- a) Scientific likeness between the 1st cycle course they have or the school or professional curriculum they have and the course they are applying for;
- b) Classification of the bachelor's degree or other degrees obtained by the candidate;
- c) Academic, scientific, technical and professional curriculum that qualifies for admission to the Master's course.

## **Section V - Doctorate**

### **16. Access conditions to Doctorates**

Applications will be accepted from international students who hold a master's degree or legal equivalent, recognized by the IPB, in the field of the doctorate for which they are applying, as well as holders of a bachelor's degree who have a particularly relevant academic or scientific curriculum that is recognized as certifying the ability to complete the cycle of studies by the Scientific Committee of the Course to which they wish to be admitted;

Other holders of an academic, scientific or professional curriculum that is recognized as attesting to the ability to carry out this cycle of studies by the Scientific Committee of the Course where ~~they~~ they intend to be admitted, can also apply.

### **17. Evaluation and ranking**

Applications for enrollment in the course will be evaluated and ranked by the Scientific Committee of the Doctorate, taking into account the following criteria:

- a) The candidate's academic background;
- b) The candidate's academic, scientific, technical and professional curriculum;
- c) The candidate's letter of motivation.

## Annex 1 - Calendar of the special call for access and admission to courses at the Polytechnic Institute of Bragança for international students (2025/2026)

CTESP, Bachelors, Masters and Doctorates 1st Phase	Date/Period
Application period	01/02/2025 a 16/03/2025
Publication of Results	02/04/2025
Enrollment period for students placed in the 1st phase	until 30/05/2025
Start of the school year at IPB (integration week)	08/09/2025

CTESP, Bachelors, Masters and Doctorates* 2st Phase*	Date/Period
Application period	06/04/2025 a 30/04/2025
Publication of Results	15/05/2025
Enrollment period for students placed in the 1st phase	until 30/06/2025
Start of the school year at IPB (integration week)	08/09/2025

(\*The 2nd phase depends on the existence of vacancies left over from the previous phase)