

Update of the table of fees

Resolution no. 702/2020

Summary: Update of the table of fees.

I — By decision of the Management Council of Universidade Nova de Lisboa on May 26, 2020, after consultation with the College of Directors on May 21, 2020, and in the exercise of the powers outlined in subparagraph b) of paragraph 1 of article 24 of Normative Order no. 3/2020, published in the 2nd series of the *Diário da República*, no. 26, dated February 6, 2020, the revision of the fees table of this University was approved, and is hereby published below:

Description		Fees
A- Diplomas, acts and recognitions		
1	Diploma/certificate of registration of: degree completion, Bachelor's, Master's, Ph.D., respective equivalences, specialization courses and completion of curricular modules of the Master's degree:	
1.2	For 1st emission	€50.00
1.1	For 2nd and subsequent emissions	€33.00
1.3	Urgency fees for the issuance of certificates by the organic units:	
1.3.1	3 weekdays	plus 50% of the regular cost
1.3.2	24 hours	100% of the regular cost
1.4	Translation of Certificates	€31.00
1.5	Registration, Attendance of Examination Certificates (approval):	
1.5.1	A single curricular unit, work or internship	€6.00
1.5.2	For each subsequent curricular unit, work or internship	€0.70
1.6	Registration	€6.00
1.7	Academic Conduct	€6.00
1.8	Not Specified/Others	€6.00
1.9	Of narrative or content:	
1.9.1	One page or less	€6.00
1.9.2	For each subsequent page	€0.70
1.10	Certificate photocopy:	
1.10.1	For the 1st page	€3.50
1.10.2	For each subsequent page	€0.70
2	Authenticated photocopy:	
2.1	For the 1st page	€3.50
2.2	For each subsequent page	€0.70
3	Endorsement	€1.70
4	Applications:	
4.1	Applications for Master's, Ph.D., post-doc, post-graduate studies and non-degree programs	€51.00
4.2	Applications for professional development courses, excluding continuous training for Professors	€25.00
5	Applications for the special tender to access the Integrated Master's in Medicine for students holding a Bachelor's Degree	€103.00
6	Administrative fee for in-person and online enrollment/registration	€35.00
6.1	Bachelor's and Integrated Master's Degrees	€35.00
7	Administrative fee for University Extension courses:	
7.1	Post-graduate studies	€26.00
7.2	Other courses	€15.00
8	Administrative fees of evaluation processes of 2nd and 3rd Cycles and Post-Doc	€31.00
9	Grade improvement	€15.00/Curricular Unit
9.1	Request for review of exams	€50.00 Limit
10	Admissions to exams:	
10.1	Doctorate:	
10.1.1	Professor/Doctorate Student of UNL	€110.00
10.1.2	External candidate	€547.00
10.2	Aggregation exam:	€800.00
11	Certificates:	
11.1	Aggregation	€218.00
11.2	Doctorate	€153.00
11.3	Master's	€120.00
11.4	Bachelor's	€110.00
12	Diplomas:	
12.1	Curricular module of Doctorate	€110.00
12.2	Curricular module of Master's	€110.00

	Description	Fees
12.3	Non-degree programs	€54.00
13	Requests for level recognition and specific recognition of foreign higher education academic degrees	
13.1	Level and specific recognitions without conversion of the final grade:	
13.1.1	Bachelor's, Master's or PhD (obtained in European Union (EU) countries)	€268.00
13.1.2	Bachelor's degree (obtained in non-EU countries)	€680.00
13.1.3	Master's degree (obtained in non-EU countries)	€520.00
13.1.4	PhD (obtained in non-EU countries)	€650.00
13.2	Level and specific recognitions with conversion of the final grade (except for the specific recognition of the master's degree in medicine):	
13.2.1	Bachelor's, Master's or PhD (obtained in European Union (EU) countries)	€298.00
13.2.2	Bachelor's degree (obtained in non-EU countries)	€680.00
13.2.3	Master's degree (obtained in non-EU countries)	€550.00
13.2.4	PhD (obtained in non-EU countries)	€680.00
13.3	Request for conversion of final grade, submitted separately (Bachelor's, Master's or Doctorate)	€60.00
13.4	Specific recognition of the Master's degree in medicine	€1 500.00
14	Automatic recognition without grade conversion	€40.00
14.1	Automatic recognition with grade conversion	€60.00
15	Special Calls: application	€70.00
16	Re-entry, change of institution/course pair: application	€70.00
17	Placed candidates swap	€70.00
18	Increased fees for non-compliance with deadlines:	
18.1	1st Tier of increased tuition fees for up to 5 working days	€15.00
18.2	2nd Tier of increased tuition fees from the 6th to the 15th working day	€48.50
18.3	3rd Tier of increased tuition fees from the 16th to the 30th working day	€96.00
18.4	4th Tier of increased tuition fees after 30th day and per late month	€98.00
19	Program content and workload:	
19.1	1st page	€6.00
19.2	For each subsequent page	€0.70
20	Registration fee for the special exams designed to assess the ability to attend higher education of people over 23	€60.00
21	Carrying out exams in the special period (per course unit) - Finalists	€37.50 Limit
22	Scanning of exams (per exam)	€1.50
	B- Crediting of academic, professional or acquired knowledge and skills	
1	Credits granted:	
1.1	For Bachelor's and integrated Master's degrees:	
1.1.1	Crediting requests for knowledge and skills acquired from any Higher Education Institution (up to 4 credits)	€85.00
1.1.2	For each granted credit, beyond 4 credits	€22.00
1.1.3	Crediting requests for knowledge and skills acquired in another Higher Education Institution (up to 4 credits)	€42.00
1.1.4	For each credit granted beyond 4 credits	€10.00
1.1.5	Crediting requests for knowledge and skills acquired in Universidade Nova de Lisboa (up to 4 credits)	€21.00
1.1.6	For each granted credit, beyond 4 credits	€5.00
1.2	For post-graduate courses and non-qualifying courses:	
1.2.1	Crediting requests for knowledge and skills acquired from any Higher Education Institution (up to 4 credits)	€164.00
1.2.2	For each granted credit, beyond 4 credits	€41.00
1.2.3	Crediting requests for knowledge and skills acquired in another Higher Education Institution (up to 4 credits)	€92.00
1.2.4	For each granted credit, beyond 4 credits	€21.00
1.2.5	Crediting requests for knowledge and skills acquired in Universidade Nova de Lisboa (up to 4 credits)	€30.00
1.2.6	For each granted credit, beyond 4 credits	€10.00
1.3	For Master's Degrees and Doctorates:	
1.3.1	Crediting requests for knowledge and skills acquired from any Higher Education Institute (up to 4 credits)	€206.00
1.3.2	For each granted credit, beyond 4 credits	€51.00
1.3.3	Crediting requests for knowledge and skills acquired in another Higher Education Institute (up to 4 credits)	€103.00
1.3.4	For each granted credit, beyond 4 credits	€26.00
1.3.5	Crediting requests for knowledge and skills acquired in Universidade Nova de Lisboa (up to 4 credits)	€41.00
1.3.6	For each granted credit, beyond 4 credits	€10.00
2	The value of the fee for crediting requests, which is calculated according to the terms of Section 1.3, may not exceed 25% of the annual tuition for the cycle of studies in which the student intends to study.	
	C- Delivery costs	
1	Dispatch of Doctoral Letter (national mail)	€5.00
2	Dispatch of Doctoral Letter (international mail)	€15.00
3	Dispatch of certificate (national mail)	€4.00
4	Dispatch of certificate (international mail)	€8.00

II – Academic acts Free of charge:

1. Crediting of Curricular Units carried out in the Erasmus+ Program is exempt from any type of payment, as well as crediting referring to national mobility programs, and other mobility programs that have learning agreements.

2. Requests to credit knowledge and competences in post-graduate courses, non-degree courses, Bachelor's, Master's and doctoral courses carried out in the Organic Unit itself are exempt from the payment of fees.

III – Revision of exam requests and enrolment in exams in the special exam period:

For the acts provided for in points 9.1 and 21, the fees shall be those set by order of the Director of the respective Organic Unit, ranging from exemption to the maximum limits established in the aforementioned points.

IV – No requests or procedures will proceed without proof of payment of the due fees.

V – Validity:

1. This emoluments table comes into force on the 5th day after its publication in the *Diário da República*.
2. Resolutions no. 1290/2016 of 22 August 2016; 172/2018 of 16 February 2018; no. 1276/2018 of 21 November 2018 and no. 461/2019 of 1 April 2019 are hereby revoked.

June 4, 2020 — The Rector and President of the Management Council, Prof. Dr. João Sá Águas.