

First Amendment of the Regulation for the allocation of scholarships for access to study cycles at Universidade Nova de Lisboa

Regulation No. 982/2024

Summary: Change to the Regulation for the Allocation of Scholarships for Access to Study Cycles at Universidade NOVA de Lisboa

After one year of the Regulation for the Allocation of Scholarships for Access to the Study Cycles of Universidade Nova de Lisboa being in force, certain issues have arisen regarding eligibility and allocation conditions that need to be clarified in order to ensure a more effective and fair response in the awarding of scholarships for access to Study Cycles, particularly to prevent dropout when it results from the lack of financial means of students and their families.

Consequently, this amendment aims to introduce some content changes intended to provide greater clarity to the current regulatory framework, thereby contributing to a smoother procedural analysis.

In compliance with Article 27, paragraph 2, letter l), of the Statutes of Universidade Nova de Lisboa, approved by Normative Dispatch No. 3/2020, of January 22nd, published in the Official Gazette, 2nd series, No. 26, of February 6th, 2020, a favourable opinion was obtained from all the Directors, after consultation, on 1 July 2024. Given the urgent need to ensure that the new regulations take effect in terms of scholarships for access to study cycles for the next academic year 2024/2025, the public consultation was dispensed with as a matter of urgency, in accordance with Article 100, paragraph 3, letter a), of the Administrative Procedure Code and Article 110, paragraph 3, of the Legal Regime for Higher Education Institutions (RJIES), approved by Law No. 62/2007, of September 10th.

Therefore, based on the combined provisions of Article 92, paragraph 1, letter o), of the RJIES, and Article 21, paragraph 1, letter c), of the Statutes of Universidade Nova de Lisboa, the First Amendment of the Regulation for the allocation of scholarships for access to study cycles at Universidade Nova de Lisboa, published in the annex and an integral part of this dispatch, is approved.

July 26, 2024 — The Rector, Prof. Dr. João Sàágua.

First Amendment of the Regulation for the allocation of scholarships for access to study cycles at Universidade Nova de Lisboa

Article 1

Object

This regulation constitutes the first amendment to the Regulation for the Allocation of Scholarships for Access to Study Cycles at NOVA University Lisbon, approved by Order no. 1962/2023, published in the Diário da República, 2nd series, no. 28, of 8th February.

Article 2

Amendment to the Regulation for the Allocation of Scholarships for Access to the Study Cycles at Universidade Nova de Lisboa Articles 2, 5, 7, 11, and 13 of the Regulation for the Allocation of Scholarships for Access to Study Cycles at Universidade Nova de Lisboa are amended to read as follows:

«Article 2

[...]

1 – This regulation applies to students of Universidade Nova de Lisboa, whether nationals or stateless, foreigners with fiscal domicile in Portugal or refugee status, enrolled for the first time in the first year of any study cycle, who are in a situation of financial need and are not beneficiaries of scholarships

awarded by the Directorate-General for Higher Education, or who, if they are beneficiaries, receive an amount that does not cover the full value of the annual tuition fee.

2 — [...]

Article 5

[...]

1 — [...]

a) Bracket 1 - Equal to or less than the amount annually defined by rectoral order multiplied by the value of the social support index ("IAS") in force at the beginning of the academic year, plus the value of the maximum tuition fee set for the 1st cycle of public higher education as a reference by the Directorate-General for Higher Education for the purposes of awarding scholarships;

b) [...]

c) [...]

2 — [...]

3 — [...]

4 — [...]

5 — [...]

6 — [...]

7 — [...]

8 — [...]

Article 7

[...]

1 — [...]

2 — [...]

3 — [...]

4 — In the case of 2nd cycle students who are beneficiaries of the scholarship awarded by the Directorate-General for Higher Education, the value of the scholarship for access to the study cycles is equal to the difference between the first scholarship and the annual tuition fee.

Article 11

[...]

1 — [...]

2 — Applications are submitted via the Access Scholarships Platform, and the application deadlines must coincide with the applications for the cycle of studies, via the link provided by the Organic Units.

3 — [...]

4 — (Revoked.)

Article 13

[...]

1 — [...]

2 — [...]

3 — [...]

a) Best access average in the case of 1st year and better academic performance in the case of renewal;

b) [...].»

Article 3

Amendment to the Regulation for the Allocation of Scholarships for Access to Study Cycles at Universidade Nova de Lisboa

Article 11-A is added to the Regulation for the Allocation of Scholarships for Access to Study Cycles at Universidade Nova de Lisboa, with the following wording:

«Article 11 A

Renewal of the scholarship

1 - For the renewal of the scholarship for access to study cycles, the student is only required to update the supporting information regarding the conditions for awarding the scholarship set out in Article 5 and to provide evidence of academic achievement.

2 - Applicants must declare that they are aware of these regulations and submit all the required documents mentioned in the application form. »

Article 4

Republishing

The Regulation for the Allocation of Scholarships for Access to Study Cycles at Universidade Nova de Lisboa, in the wording introduced by this amendment, is republished as an annex.

Article 5

Entry into Force and Effectiveness

This amendment to the Regulation for the Allocation of Access Scholarships to the Study Cycles at Universidade NOVA de Lisboa comes into effect on the day following its publication in the Diário da República, taking effects for the access scholarships to the study cycles awarded from the academic year 2024/2025.

ANNEX

Republishing of the Regulation for the Allocation of Scholarships for Access to Study Cycles at Universidade Nova de Lisboa

CHAPTER I

General Provisions

Article 1

Object

This regulation establishes the applicable provisions for the allocation of scholarships for access to study cycles at Universidade Nova de Lisboa.

Article 2

Scope

1 – This regulation applies to students of Universidade Nova de Lisboa, whether nationals or stateless, foreigners with fiscal domicile in Portugal or refugee status, enrolled for the first time in the first year of any study cycle, who are in a situation of financial need and are not beneficiaries of scholarships awarded by the Directorate-General for Higher Education, or who, if they are beneficiaries, receive an amount that does not cover the full value of the annual tuition fee

2 - Scholarships awarded under external financing regimes to the organic units of Universidade Nova de Lisboa, which have their own regulations, are excluded from this regulation.

Article 3

General Principles

The following general principles guide the allocation of scholarships under this regulation:

a) Promotion of knowledge, qualification of students, and their preparation for the job market as components of the mission of Universidade Nova de Lisboa;

b) Concrete development of two fundamental pillars of the social inclusion policy of Universidade Nova de Lisboa:

i) Universality: any student enrolled in a study cycle at Universidade Nova de Lisboa, having fulfilled the requirements defined in the regulations and application processes thereof, must have mechanisms available to finance the tuition of their study cycle;

ii) Social Mobility: definition of a general policy of financial support for students whose households have lower incomes, in order to promote their access to any study cycle.

CHAPTER II

Principles of Allocation

SECTION I

Conditions for Allocation

Article 4

Eligibility

Students whose per capita gross annual income of their respective household does not allow them to finance their studies are eligible for the allocation of scholarships for access to study cycles.

Article 5

Allocation Conditions

1 - The allocation of scholarships for access to study cycles is conditional upon the per capita gross annual income of the student's household, based on the settlement note of the previous fiscal year, falling within one of the following ranges:

- b) Bracket 1 - Equal to or less than the amount annually defined by rectoral order multiplied by the value of the social support index ("IAS") in force at the beginning of the academic year, plus the value of the maximum tuition fee set for the 1st cycle of public higher education as a reference by the Directorate-General for Higher Education for the purposes of awarding scholarships;
- b) Bracket 2 - Higher than the value mentioned in the previous number and equal to or less than 25 times the value of the IAS;
- c) Bracket 3 - Higher than 25 times the value of the IAS and equal to or less than 30 times the value of the IAS.

2 - The student's household consists of the student and the following persons who live with the student in terms of sharing meals, housing, and income:

- a) Spouse or person in a de facto union with the student or another member of the household;
- b) Relatives, by blood or marriage, up to the 4th degree;
- c) Adopters, guardians, and persons to whom the student is entrusted by judicial or administrative decision of entities or services legally competent for this purpose;
- d) Adopted and wards of the student or any member of the household, as well as children and young people entrusted to the student or any member of the household by judicial or administrative decision of entities or services legally competent for this purpose;
- e) Godchildren and godparents of the student or any member of the household, in accordance with Law No. 103/2009, of September 11.

3 - In cases where the household includes one or more minors under a shared custody arrangement, duly proven through the income tax declaration, each minor is considered as a half member.

4 - Single-person households may be constituted by students who have their habitual residence outside their original household and can prove:

- a) Ensuring their subsistence autonomously;
- b) In the civil year prior to the application, having earned income equal to or higher than six times the current IAS (Indexante dos Apoios Sociais), except in cases where the income solely results from social benefits of an annual value lower than that amount, or when the applicant is an orphan.

5 - Students who do not earn any income are considered single-person households if they can prove that:

a) They are in institutional foster care, entrusted to the care of a private social solidarity institution or other entities financed by social security, and their social situation is confirmed by the hosting institution where they are located;

b) They are members of religious orders;

c) They are interned in reception centers, educational tutelary centers, or detention centers.

6 - In cases of sudden or occasional economic need (loss of household income, dismissal, layoff, etc.) not revealed in the most recent tax return declaration, students must attach documentation to the application attesting to their current economic circumstances.

7 - For Portuguese nationals - or those considered equivalent for the purposes of the Regulation on the Granting of Scholarships to Higher Education Students by the Directorate-General for Higher Education - the application for the same academic year for the scholarship for access to study cycles is also a condition for the scholarship's award.

8 - For stateless or foreign students with refugee status, for whom it is not possible to assess the income tax declaration of the household, their applications will be analyzed on a case-by-case basis by the Social Action Services of Universidade Nova de Lisboa (SASNOVA).

SECTION II

Endowment of the scholarship and its supplements

Article 6

Endowment for granting scholarships

1 - Each organic unit annually determines the estimated value to be allocated for granting scholarships, according to its budget availability and based on the amount of the tuition fees for the study cycle and other costs, without prejudice to externally raised funds specifically for this purpose, with a minimum of 2.5% of the tuition fees for the 2nd cycle, whenever these are higher than triple the maximum tuition fees approved for the 1st cycle of studies.

2 - Annually, Universidade Nova de Lisboa, through the Emergency Fund, will contribute with at least 200,000 euros to supplement the endowment referred to in the previous paragraph, namely to support eligible students for study cycle scholarships, not only with the corresponding tuition fees but also with other expenses related to their academic activity, such as accommodation, meals, transportation, informational equipment, or school supplies, subject to evaluation by SASNOVA.

3 - Any balances remaining at the end of each academic year may reinforce the endowment for the following year, by decision of the College of Directors.

4 - The Management Council of Universidade Nova de Lisboa annually presents a report on the implementation of the scholarship program provided for in this regulation, which will be disclosed on its website.

Article 7

Value of the scholarship

1 - The value of the scholarship for access to study cycles has the following modalities, according to the brackets identified in article 5, paragraph 1:

a) Bracket 1 - Total value of the tuition fees of the current study cycle, previously deducted from the registration fee and the scholarship amount granted by the Directorate-General for Higher Education, when applicable;

b) Bracket 2 - 50% of the tuition fees of the current study cycle, previously deducted from the registration fee and the scholarship amount granted by the Directorate-General for Higher Education, when applicable;

c) Bracket 3 - 25% of the tuition fees of the current study cycle, previously deducted from the registration fee and the scholarship amount granted by the Directorate-General for Higher Education, when applicable.

2 - The scholarship amount mentioned in the previous number may be increased by an additional amount determined by the organic unit, within the limits of available funds, to support specific situations of social and economic disadvantage, duly justified and proven by the applicant.

3 - The scholarship amount does not cover the fees for application, enrollment, additional semesters, or exchange programs.

4 — In the case of 2nd cycle students who are beneficiaries of the scholarship awarded by the Directorate-General for Higher Education, the value of the scholarship for access to the study cycles is equal to the difference between the first scholarship and the annual tuition fee.

Article 8

Supplementary Amount

1 - Displaced students who are beneficiaries of the scholarship for access to study cycles may be granted a monthly supplement, upon demonstrating that the supported amount is insufficient to cover accommodation expenses, as provided in paragraph 2 of Article 6.

2 - The provisions of the previous number also apply to displaced students who are beneficiaries of the scholarship from the Directorate-General for Higher Education.

3 - For the purposes of this article, the concept of a displaced student should be understood according to the definition stated in the Regulation for the Granting of Study Grants to Higher Education Students by the Directorate-General for Higher Education.

4 - The granting of the supplementary amount is the responsibility of SASNOVA, which is responsible for evaluating each specific case, and its allocation is also subject to the availability of the budget for this purpose.

Article 9

Period of Granting the Scholarship for Access to Study Cycles

The scholarship for access to study cycles is granted for one academic year and may be renewable if the conditions are maintained and academic performance is satisfactory.

CHAPTER III

Granting Procedure

SECTION I

Submission of Application

Article 10

Announcement of Application Period

The application period for granting scholarships is announced annually on the website of the Universidade Nova de Lisboa and its organic units, along with the announcement of the respective study cycles and their calendar.

Article 11

Formalization of Application

1 - The procedure for formalizing applications for the granting of scholarships for access to study cycles shall be coordinated by each organic unit.

2 - Applications are submitted via the Access Scholarships Platform, and the application deadlines must coincide with the applications for the cycle of studies, via the link provided by the Organic Units.

3 - For the renewal of the scholarship for access to study cycles, the student only needs to update the information verifying the conditions for granting provided for in Article 5 and demonstrate evidence of academic performance.

Article 11-A

Renewal of the scholarship

1 - For the renewal of the scholarship for access to study cycles, the student is only required to update the supporting information regarding the conditions for awarding the scholarship set out in Article 5 and to provide evidence of academic achievement.

2 - Applicants must declare that they are aware of these regulations and submit all the required documents mentioned in the application form.

SECTION II

Analysis and Decision of Application

Article 12

Competence

SASNOVA is responsible for ranking and ordering the applications in accordance with the following provisions.

Article 13

Analysis of Applications

1 - After analyzing the applications, they are either accepted or excluded based on compliance with the granting conditions and the submission of the documents considered necessary to assess the candidate's financial situation, as listed in the application form.

2 - The accepted applications are then ranked in ascending order of the candidate's per capita gross annual income of the family unit and are assigned to each income bracket until the annual value referred to in Article 6 of this Regulation is exhausted.

3 - In the event of a tie in the ranking that is decisive for the scholarship award, the candidates in question are interviewed by the Evaluation Committee, which includes members of SASNOVA and representatives of the organic units, duly appointed for this purpose. The decision is based on the following hierarchically ordered criteria:

- c) Best access average in the case of 1st year and better academic performance in the case of renewal
- b) Being a displaced student.

Article 14

Decision Proposal and Hearing of Interested Parties

After the analysis and ranking of the applications, the Evaluation Committee prepares the respective decision proposal and invites the candidates to express their opinions, if desired, within a period of five working days, by sending a message to the email address through which the application was submitted.

Article 15

Decision and Notification

All candidates are notified of the final decision by sending a message to the email address through which the application was submitted.

SECTION III

Payments and other aspects related to access scholarships for study cycles

Article 16

Payment

1 - The payment of the access scholarship for study cycles is the responsibility of each organic unit, which makes available to selected students a line of credit in the internal academic management system that allows students to apply it directly to the payment of tuition fees.

2 - Any amount to be granted as a contribution to expenses related to the purpose of the awarded scholarship is delivered directly to the students by each organic unit.

Article 17

Accumulation

1 - When different scholarships with the same purpose are awarded to a student within the universe of Universidade Nova de Lisboa, the accumulated funding cannot exceed the total amount of the tuition fee for the respective study cycle and the deductions mentioned in paragraph 1 of Article 7, plus the potential monthly supplement referred to in Article 8 of this regulation.

2 - In case of scholarship accumulation, the student has the obligation to report the accumulation to the academic services of their respective organic unit within 10 days after becoming aware of it.

3 - Non-compliance with the provisions of the previous paragraph results in the loss of the right to the scholarship awarded by Universidade Nova de Lisboa.

Article 18

Postponement, alteration, and withdrawal from study cycles

1 - When, by their own initiative, the student starts attending the study cycle at a later date than the one scheduled for the start of the study cycle as stated in their admission, they will no longer be entitled to the awarded scholarship(s).

2 - If the change of study cycle resulting from the student's initiative involves an additional semester of studies, it will not be included in the value of the scholarship.

3 - Withdrawing from the study cycle beyond the stipulated deadline obligates the student to refund the corresponding amount of the awarded scholarship, unless otherwise decided by Universidade Nova de Lisboa.

Article 19

Termination of access scholarship for study cycles

1 - The following constitute grounds for the termination of the right to receive the full or partial access scholarship for study cycles:

- a) Loss, for any reason, of the status of a student at Universidade Nova de Lisboa;
- b) Failure to communicate any changes in the income and conditions of the family household that result in the loss or alteration of the value of the access scholarship for study cycles;
- c) Failure to communicate the accumulation of scholarships within 10 days after becoming aware of it, according to the terms of Article 17;
- d) Lack of academic progress by the beneficiary of the access scholarship for study cycles, as defined by each organic unit;
- e) Providing false statements or failing to comply with the Code of Ethics of Universidade Nova de Lisboa (published in annex to Order No. 15464/2014, of December 19).

2 - The student is obliged to reimburse any amounts received improperly.

CHAPTER IV

Final provisions

Article 20

Doubts and omissions

Any doubts and matters not covered in this regulation shall be resolved by order of the Rector.

Article 21

Effective date

This regulation comes into effect on the day following its publication in the Diário da República.