

Regulation no. 993/2024 of 28 August

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SUMMARY

Approves the Regulation on Tuition Fees of the University of Algarve

Regulation no. 993/2024

Regulation on Tuition Fees of the University of Algarve

According to [Law no. 37/2003](#), of 22 August, the Basic Law on the Financing of Higher Education, in its current wording, higher education institutions provide a qualitatively demanding education service, adjusted to the objectives that led students to seek it out, which they must contribute to the respective costs through an attendance fee known as a tuition fee.

Almost six years after the publication and entry into force of the Regulation on Tuition Fees of the University of Algarve ([Regulation no. 599/2018](#)) published in the Official Gazette, 2nd series, no. 172, of 6 September, it is justified to revise it in order to adapt it to the current context, taking into account the experience gained during the period in which it was in force and the substantial changes resulting from the economic and international situation of recent years.

After the public consultation period, and using the authority conferred on me by article 92(1)(o) of [Law 62/2007](#), of 10 September, in its current wording, and by article 34(1)(r) of the Bylaws of the University of Algarve, ratified by [Normative Order no. 11/2022](#), published in the Official Gazette, 2nd edition, no. 167, 30 August, I duly approve the Regulation on Tuition Fees of the University of Algarve, attached to Order RT. 71/2024.

Article 1

Subject matter

1 - The present regulation duly establishes the system for reimbursing students for the costs of financing teaching services for all study cycles provided at the University of Algarve, hereinafter referred to as UAlg.

2 - The contribution provided for in the previous paragraph consists of the payment by students enrolled and registered on UAlg courses of an attendance fee, known as a tuition fee, in accordance with the legislation in force on the financing of higher education, without prejudice to other applicable fees or charges.

Article 2

Student rights

Payment of the tuition fee entitles the student to, among other things:

- a) Enrol in the UAlg degree in which it has entered and in the respective curricular units;
- b) Attend classes, as well as teaching activities within the scope of the curricular units in which it is validly enrolled;
- c) Take exams to assess its knowledge, skills and competences on the subjects taught in the curricular units referred to in the previous paragraph;
- d) Use, in accordance with the applicable regulations, the libraries, study rooms, laboratories, computer resources, platforms, along with other structures and resources to support pedagogical activity, as well as socio-cultural support spaces such as canteens, residences and sports facilities;
- e) Benefit from monitoring, guidance and supervision by the teaching staff, particularly with regard to teaching, the implementation of projects, internships, dissertations, as well as other activities in which the student is validly enrolled;
- f) Obtain certification regarding its status as a student and the results obtained.

Article 3

Amount of the tuition fee

1 - Under the terms of UAlg's Bylaws, it is up to the General Council to set the annual fees for national and international students, at the proposal of the Rector:

- a) The annual tuition fee for licentiate degrees, as well as integrated master's programmes;
- b) The minimum annual tuition fee to be applied by the organisational units for master's and doctoral study cycles;
- c) The annual tuition fee for professional higher technical courses.

2 - Tuition fees must be set at least 30 days before the start of the enrolment and registration period.

3 - The tuition fee for second cycles of study leading to a master's degree which, combined with a first cycle of studies leading to a licentiate degree, are crucial for access to professional activity, is equal to the amount defined for a licentiate degree.

4 - The setting of tuition fees for non-degree courses, with the exception of professional higher technical courses, is the subject of specific regulations, under the terms set out in the present provisions.

Article 4

Tuition fee payment obligations

1 - UAlg students have the duty to fulfil their tuition fee payment duties in full and on time.

2 - The initial obligation to pay the tuition fee corresponds, in each academic year, to the enrolment or conditional admission, and no other type of notice is required for the instalment to be duly paid.

3 - Tuition fees are paid in periodic instalments, without prejudice to other forms of total or partial payment in force at UAlg, under the terms of the law and the present regulation.

4 - The student's lack of attendance or non-attendance at the study programme does not relieve the tuition fee payment obligation.

5 - In addition to the tuition fee, the student may be required to pay application, enrolment and registration fees, as well as the compulsory school insurance premium, in accordance with the table of fees in force.

6 - In cases not covered by articles 13 to 15 of the present regulation, in which the reduction or reimbursement of tuition fees through grants or other incentives aimed directly at the beneficiaries is provided for by law or by means of specific agreements, students must pay the annual tuition fee in full and subsequently request reimbursement from the responsible organisation.

7 - Students wishing to submit their dissertation, thesis, project or internship report must have paid at least the full tuition fee corresponding to:

- a) Three academic years, in the case of 3rd cycle courses lasting 4 years;
- b) Two academic years, in the case of 3rd cycle courses lasting 3 years;
- c) One academic year, in the case of 2nd cycle courses.

8 - In the case of students in a cycle of studies leading to a doctoral degree who apply for admission under the special thesis submission framework provided for in article 33 of [Decree-Law no. 74/2006](#), of 24 March, in its current wording, the amount to be paid corresponds to two years of the annual tuition fee stipulated for the doctoral cycle of studies in the academic year in question.

9 - Students are required to pay tuition fees during the period of suspension of the deadline to apply for exams, unless the suspension is due to parental leave, serious illness or epidemiological or infectious disease preventing the development of the coursework, as well as hospitalisation.

10 - At the beginning of the following academic year, at the time of enrolment, if any of the situations that justify the suspension referred to in the previous paragraph occur, the student must submit a new application, requesting the renewal of the suspension of the deadline, paying the fees corresponding to that academic year.

11 - Once the dissertation, thesis, project or internship report has been duly submitted, the student is released from the duty to pay tuition fees for the following academic year and will be enrolled in that curricular unit unofficially until the date of the exams.

12 - Master's or doctoral students who renew their enrolment or request re-enrolment for the purpose of completing their dissertation, thesis, project or internship report, are required to pay 50% of the tuition fee established for that academic year.

Article 5

Payment methods

1 - Students can opt for the following payment methods:

- a) Full instalment, corresponding to the entire annual tuition fee;
- b) Periodic monthly instalments, in a number to be set annually by order of the Rector, which may not be less than seven, and the amount of the instalments to be paid by the end of December must be at least 50 % of the annual tuition fee.

2 - On an exceptional basis, based on a proven reason, the Rector, or whoever has the delegated authority for said purpose, may duly authorise the payment of tuition fees in a manner not provided for in the previous paragraph, upon application by the interested party, to be submitted to the academic services, with the deadline for the last instalment not exceeding the end of the corresponding academic year.

3 - The payment of each instalment implies the prior settlement of any overdue instalments and the respective interest on arrears.

4 - Proof of payment must be duly presented whenever requested by members of the bodies of UAlg and its organisational units, as well as by employees assigned to academic services.

5 - The invoicing of tuition fees and other emoluments is electronic, and students can consult the amounts to be paid, as well as obtain receipts for payments made, along with other financial documents through the Academic Management System available on the student's electronic portal.

Article 6

Payment deadlines

1 - Payment of tuition fees is subject to the following deadlines:

a) In the full instalment modality, payment is due upon enrolment and registration;

b) In the case of payment in periodic instalments, the first instalment, amounting to at least 25% of the annual tuition fee, except in the case referred to in paragraph c) or in the situations defined by rectorial order, is due at the time of enrolment and registration, and the remaining instalments are due on a date to be set by the Rector in the order referred to in paragraph b) of no. 1 of the previous article, taking into account the calendar of each study cycle.

c) In the case of admission through the Special Admission Contest for International Students, the first instalment has a fixed amount of 500 euros (five hundred euros).

2 - In 2nd or 3rd cycle study programmes, the management of the respective organisational units may determine the payment of more than one instalment of the tuition fee at the time of enrolment, provided that said requirement is included in the notice announcing the opening of the courses.

3 - If the student registers outside the deadlines stipulated in the academic calendar, the tuition fee instalments already due shall be paid at the time of registration, although the student will be exempt from paying the respective interest on arrears.

4 - Students who enrol only in the 2nd semester of the academic year are automatically subject to the part-time student framework, provided that the total number of ECTS of their enrolment does not contradict the regulations for this study framework.

5 - Students in a study cycle leading to a doctoral degree who apply for admission under the special framework for presenting a thesis, provided for in article 33 of Decree-Law no. 74/2006, in its current wording, are required to pay the tuition fee in full when the thesis is registered.

Article 7

Failure to pay tuition fees

1 - Failure to pay the annual tuition fee implies, under the terms of the law, the non-recognition of academic activities carried out in the period to which the duty relates.

2 - For the purposes of the previous paragraph, the academic services of Ualg will:

a) Reject applications for exams or other methods of curricular assessment;

b) Refuse to issue certificates, declarations and certificates relating to the academic year in which the situation of non-compliance occurs, as well as degree registration certificates or diplomas;

c) Reject the submission of dissertations, projects, reports or theses for public presentation;

d) Inform the Social Welfare Services and the respective organisational units of any situations of non-compliance of which they become aware;

e) Not forwarding individual files to other institutions where the student is placed, due to a change of institution/course pair or another special admission contest.

3 - Failure to meet the deadline for payment of any instalment of tuition fees also constitutes the student in default, regardless of any interpellation, and is subject to the payment of interest calculated at the rate laid down in the general law on debts to the State and other public entities.

4 - The lodging of a request, petition, complaint or appeal regarding the duty to pay tuition fees suspends the accrual of interest on late payment, unless the competent body has already ruled on the issues that are relevant to the decision and on the evidence produced.

5 - The settlement of the situation of non-payment of the tuition fee or its periodic monthly instalments, including the respective interest on arrears when applicable, implies the end of the ancillary administrative sanctions provided for in no. 1.

Article 8

Notification and enforced collection of tuition fees

1 - Without prejudice to the implementation of any electronic notices, during the academic year, students must regularly consult their profile in the Academic Management System available on the student's electronic portal, which indicates the tuition fees, charges, as well as other fees to be paid to UAlg and the respective default interest, when due.

2 - At the end of the academic year, if the student's accounts have not been cleared, the student will be notified by registered mail or email, should this not be possible via post, to proceed with the payment and being advised of the consequences of non-payment of tuition fees.

3 - Failure to pay outstanding tuition fees entitles UAlg, after notification in accordance with the terms set out in the previous article, to file the appropriate tax enforcement proceedings with the Tax and Customs Authority for coercive payment of the debt, issuing a debt certificate in accordance with the model approved by the Management Board.

4 - It is the student's responsibility to update their personal data and contact details with the academic services.

Article 9

Debt regularisation

1 - Tuition fees can be settled at any time by paying the overdue instalments in full, or the overdue and overdue instalments, where applicable, plus the respective interest on arrears.

2 - The payment of outstanding tuition fees from previous academic years is governed by specific regulations.

3 - In the event of non-compliance with the settlement plan, the lifting of the applicable administrative sanctions is conditional on full payment of the debt, and the student will also owe the tuition fee instalments for the current academic year corresponding to the study cycle in which it is enrolled.

Article 10

Termination of the tuition fee payment obligation

1 - According to the present regulation, the following are grounds for terminating the obligation to pay tuition fees:

- a) Full payment of the debt, including interest where applicable;
- b) Cancellation of registration, in accordance with Article 11;
- c) The unofficial transfer to another educational institution as a result of the national admission contest.

2 - Upon completion of the course, students are required to pay the full annual tuition fee.

Article 11

Termination of registration

1 - The termination of enrolment and registration at the request of the student is cause for the cessation of the duty to pay the tuition fee, only for the instalments falling due that are not covered by the provisions of the following paragraph.

2 - The procedure for cancelling enrolment and registration is as follows:

- a) If the application is received by 31 December, the student is required to pay 50% of the total tuition fee for the academic year in question;
- b) If the application is made after 31 December, the full tuition fee for the academic year in question must be duly paid.

3 - In the cases referred to in the previous paragraph, the student has 20 working days to pay the tuition fee. If the student fails to comply with the duty to pay the tuition fee within the time limits set, its request to cancel their enrolment will be considered null and void, subject to the time limit set out in the Code of Administrative Procedure, and their enrolment for the academic year and the respective tuition fee debt will be maintained under the terms of the present regulation.

4 - Initial or advanced training students are not entitled to reimbursement of tuition fees and charges paid, even for reasons of refusal of a visa or grant.

5 - Students who have paid tuition fees in excess of the amount stipulated in point a) of no. 2 lose their right to a refund, except in the case of double payment.

6 - The following are exceptions to the procedure for terminating enrolment and registration:

- a) Students who terminate their enrolment due to unofficial transfer from the national access procedure;
- b) Students whose application for a grant to the Social Welfare Services is rejected may request the termination of their enrolment and registration within 10 working days of the publication of the final rejection order, by paying the first instalment of the tuition fee for that academic year;
- c) International students who present notification of the rejection of their visa application issued by a competent authority, and who request the termination of their enrolment, are only required to pay the 1st instalment of the tuition fee for said academic year.

7 - In the event of termination of enrolment or conditional placement not taking place, the initial or advanced training student is not entitled to a refund of the tuition fees and charges paid, even for reasons of refusal of a visa or grant.

8 - Requests for termination of enrolment must be accepted and duly registered in the computer system before the tuition fees due for cancellation of enrolment have been paid.

9 - The termination of the enrolment determines the nullity of the approval in curricular units and credits registered in that academic year, as well as their deletion from the Academic Management System.

Article 12

Readmission, special admission contests and change of institution/course pair

1 - UAIG students can only apply internally for re-entry, special admission contests or a change of institution/course pair when they have settled any outstanding debts since their previous enrolment, including interest on late payments.

2 - Students who apply to another educational institution, in any of the modalities provided for in the present article, without having settled all the debts that, under the terms of this regulation, are attributable to them, including interest, will be refused the issue of certificates for the academic year in which the situation of non-compliance occurs.

3 - In the event of a transfer or change of course within UAIG, the amounts already paid in tuition fees, charges and other fees at the time of enrolment will be taken into account in the student's new current account.

Article 13

Grantees

1 - Applicants for a Social Welfare Services grant are given an extension to the deadline for payment of the first instalment of tuition fees, by registering this condition at the time of enrolment and registration in the Academic Management System available on the student portal.

2 - The provisions of the previous paragraph shall apply, with the necessary amendments, to grants awarded by other organisations, subject to the following specificities:

a) Students who, at the end of the academic year, have not yet been informed of the decision to award the grant or who, having been awarded the grant, have not yet actually received it, will have the deadline for payment of tuition fees extended until 31 July of the current calendar year, without interest;

b) If, under the agreed terms, the granting organisation pays the tuition fee directly to UAIG, the student is released from the duty to comply with all related procedures for the duration of the grant.

3 - The payment of tuition fees by beneficiaries of social welfare grants takes place only after the actual payment of the grants has begun, and a further 10 (ten) working days are allowed for each monthly instalment due, counting from the date of payment.

4 - Proof of grant holder status is mandatory whenever requested.

5 - Beneficiaries of social welfare grants are subject to the termination of enrolment framework established in article 11.

Article 14

Students on mobility schemes

- 1 - For the purposes of this regulation, a student is considered to be on a mobility scheme if, within the scope of a mobility and study agreement, said student undertakes a period of study at UAlg while remaining enrolled at another national or foreign higher education institution.
- 2 - Students on a mobility scheme may be required to pay a fee to be set by the General Council at the time of enrolment, on a proposal from the Rector.
- 3 - UAlg may enter into institutional agreements establishing special terms and conditions for determining or reducing the amount of tuition fees owed by students on a mobility scheme, provided that this is done on a reciprocal basis.
- 4 - Students on mobility schemes under Erasmus programmes, among others, benefit from the special terms and conditions laid down in their specific agreements.
- 5 - If mobility students wish to enrol in curricular units that are not provided for in their study agreement, the Regulations for Attending Isolated Curricular Units of the University of Algarve and the respective fees or charges set for enrolment will apply.

Article 15

Part-time student

The tuition fee payable by students enrolled part-time is the subject of separate regulations.

Article 16

Non-degree courses

- 1 - The Rector is responsible for setting the tuition fees for non-degree courses, with the exception of professional higher technical courses, on the basis of a proposal from the management of the respective organisational units, taking into account, in particular:
 - a) The educational or professional relevance of the courses;
 - b) Their financial sustainability.
- 2 - For the purposes of the previous paragraph, the methods and deadlines for payment of tuition fees for non-degree courses must be included in the notice introducing the degree programme.
- 3 - If the modalities and deadlines for the payment of tuition fees for non-degree programmes are not established, the modalities and deadlines for the payment of tuition fees for degree programmes established by the Rector will apply.

Article 17

Attendance of isolated curricular units

- 1 - Fees are payable for attending each isolated curricular unit belonging to UAlg's study cycles, in accordance with the table in force.
- 2 - Fees due for attending isolated curricular units may be paid in full at the time of enrolment or in instalments, as defined by a rectorial order.
- 3 - Withdrawing from isolated curricular units after actually enrolling does not entitle the student to a refund of payments already made, nor does it exempt the student from paying the full fee due.

Article 18

Special conditions

Payment of tuition fees by students covered by Article 35(1)(a), (b), (c) and (e) of Law 37/2003 of 22 August, which lays down the foundations for financing higher education, in its current wording, follows the procedure set out in Annex I.

Article 19

Repealing provision

From the date of entry into force of the present regulation, Regulation no. 599/2018 of 6 September is hereby revoked.

Article 20

Interpreting ambiguities and omissions

Uncertainties arising from the application of the present Regulation, as well as any omissions, will be dealt with by order of the Rector.

Article 21

Entry into force

The present Regulation comes into force after approval by the Rector of the University of Algarve and on the day following its publication in the Official Gazette.

ANNEX I

A - Students covered by Article 35(1)(a) and (c) of [Law 37/2003](#) of 22 August, as amended:

1 - The payment of tuition fees for students covered by the aforementioned points is 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 tuition fees:

a) Be the son/daughter of a combatant or ex-combatant;

b) Meet the terms and conditions set out in [Decree-Law 358/70](#) of 29 July and [Ministerial Order 445/71](#) of 20 August;

c) Be, or be about to be, registered or enrolled in a public higher education establishment and course in the academic year to which the application refers.

3 - At the time of enrolment and/or registration, students must submit the documents required to complete the process, in accordance with the annual circular issued by the Ministry of Defence.

4 - Students enrolling and registering for the first time in the 1st year are given 10 working days to complete the process.

5 - The documents and declarations referred to in no. 3 are original and annual, and those obtained or presented in previous academic years are not valid.

6 - Under these terms, all files that do not contain the indicated elements and are not documented as stipulated in the previous paragraphs will be returned.

7 - A transition year is an essential condition for exemption from paying tuition fees, and students who do not transition years are not covered by said subsidy.

8 - Only students whose file has been duly and fully completed by the end of December each year will be eligible for the subsidy lists.

9 - The University of Algarve draws up a list of the students covered by the regulations in question, as well as the amount of tuition fees to be paid by each of them and forwards it, depending on the branch of the armed forces in question, to the Navy General Staff, Army General Staff or Air Force General Staff.

B - Students covered by Article 35(1)(b) and (e) of [Law 37/2003](#) of 22 August, as amended:

1 - Teaching staff are those covered by nos. 1 and 2 of [Joint Order no. 335/98](#), published in the Official Gazette, 2nd series no. 111, of 14 May, rectified by [Joint Order no. 320/2000](#) published in the Official Gazette, 2nd series no. 68, of 21 March.

2 - At the time of enrolment or registration, students must present a declaration issued by the presidents of the executive councils, the installing executive boards, the installing boards, the provisional boards or the directors of the education and non-higher education establishments and school groupings, stating that they are covered by 1 and 2 of the aforementioned Order, in accordance with the provisions of no. 12 of Order no. 9089/2006, published in the 2nd series of the Official Gazette of 21 April.

3 - Students enrolling and registering for the first time in the 1st year are given 10 (ten) working days to complete the process.

4 - Only students whose application is duly and completely filled in by the end of November each year will be included on the subsidy lists, otherwise, regardless of the circumstances, they will have to pay the full non-refundable tuition fee.

5 - The payment due is made directly by the respective Ministry to the University of Algarve.

16 August 2024. - The Rector, Paulo Águas.