

## **Regulation for Access and Admission to the Integrated Master in Medicine of the Católica Medical School**

### **Preamble**

The conditions for access to Universidade Católica Portuguesa's degree programmes are subject to regulations published by the University. These regulations provide the general and specific rules established for access to Higher Education, in accordance with Decree-Law no. 296-A/98, of 25 September, in its current wording, which regulates access and admission to public, private and non-state public Higher Education, and Decree-Law no. 128/90, of 17 April, which establishes the specific framework of the Universidade Católica Portuguesa within the Portuguese Higher Education system.

Applicants seeking admission to the integrated programme leading to a Master degree in Medicine (that is, the Integrated Master in Medicine) from the Católica Medical School of Universidade Católica Portuguesa will be subject to the criteria described in the present regulation, to the same standard as those of public universities conferring the same degree.

The selection and ranking prerequisites are in accordance with Decree-Law no. 296-A/98, of 25 September, in its current wording.

Vacancies are also set annually by the Católica Medical School after approval by the Rector's Office of the Universidade Católica Portuguesa. Attribution of vacancies is subject to procedures organized by the Católica Medical School which follow the rules and criteria laid out in the present regulation and of which they are an integral part.

### **CHAPTER I General Provisions**

#### **Article 1**

##### **Aims**

The present regulation establishes the procedures for access and admission to the Integrated Master in Medicine degree program of the Católica Medical School, referred to in article 29 of Decree-Law no. 296-A/98, of 25<sup>th</sup> September, in its current wording, and according to the terms of article 1, paragraph 2 of the Regulation for Access and Admission to the Undergraduate and Integrated Master degree programs at Universidade Católica Portuguesa.

#### **Article 2**

##### **Scope**

The present Regulation applies to access and admission to the Integrated Master in Medicine of the Católica Medical School of Universidade Católica Portuguesa (CMS-UCP).

#### **Article 3**

##### **General access - conditions for general admissions**

##### **Article 3 - A**

##### **Applicants Holding Portuguese Secondary Education Diplomas**

1. Applicants may apply if, by the end of the admissions period, they meet all the following conditions:
  - a) The Applicant holds a Portuguese secondary education diploma, completed by the end of the academic year prior to the year that the Applicant is applying to;
  - b) The Applicant completed the entrance exams as set out in article 7, paragraph 1, subparagraph a), and article 8 of the present regulation, having obtained, in each of these exams, a score of at least 140 points (0 to 200);

- c) The Applicant meets the prerequisites established for admission to the degree program, in accordance with article 7, paragraph 1, subparagraph c) and article 10 of the present regulation;
- d) The Applicant obtained an application score that is equal or greater than the minimum grade set for the degree program, in accordance with article 7, paragraph 1, subparagraph c) of the present regulation;
- e) The Applicant does not possess International Student status, as set out by Decree-Law no. 36/2014, of 10<sup>th</sup> March, amended in Decree-Law no. 113/2014, of 16<sup>th</sup> July and in Decree-Law no. 62/2018, of 6<sup>th</sup> August.

### **Article 3 - B**

#### **Applicants Holding Foreign Secondary Education Diplomas**

1. Applicants may also apply if, by the end of the admissions period, they meet all the following conditions:
  - a) The Applicant holds a foreign secondary education diploma, obtained abroad or in Portugal, which is legally equivalent to Portuguese secondary education;
  - b) The Applicant completed the final exams of the final year subjects of the respective foreign secondary education degree, equivalent to subjects in Portuguese education, which can be accepted in lieu of entrance exams as identified in article 7, paragraph 1, sub-paragraph a) and in article 8 of the present regulation, having furthermore obtained, in each of these, a score of at least 140 points (0 to 200);
  - c) The Applicant meets the prerequisites set out for admission to the degree program, in accordance with article 7, paragraph 1, subparagraph c) and article 10 of the present regulation;
  - d) The Applicant obtained an application score that is equal or greater than the minimum grade set for the degree program. The calculation of the application score for students holding foreign secondary education diplomas is based on the final grades stated in the documentation granting equivalence to secondary education, on the grades obtained in the final subjects, as well as on the observance and score of the prerequisites, in accordance with article 7, paragraph 1, sub-paragraph d) of the present regulation;
  - e) The Applicant does not possess International Student status, as set out by Decree-Law no. 36/2014, of 10<sup>th</sup> March, amended in Decree-Law no. 113/2014, of 16<sup>th</sup> July and in Decree-Law no. 62/2018, of 6<sup>th</sup> August.

### **Article 4**

#### **Special admissions - conditions for international students**

1. Applicants may apply for admission as an international student if, by the end of the admissions period, they meet all the following conditions:
  - a) The Applicant holds qualifications granting access to higher education, understood as any diploma or certificate issued by a competent authority attesting to the successful completion of a secondary education programme and which grants them the right to apply for admission to higher education in the country in which it was granted; or they hold a Portuguese secondary education diploma, or legally equivalent qualification;
  - b) The Applicant submits proof of ability to attend higher education, that is, the Applicant has successfully completed the final exams of the final year subjects of the respective foreign secondary education degree, equivalent to subjects in Portuguese education, which can be accepted in lieu of entrance exams; or demonstrates knowledge in the subjects of the entrance exams at a level and

- content equivalent to those students admitted under the conditions for general access and admissions, in accordance with Articles 7 and 8 of the present regulation;
- c) The Applicant meets the prerequisites set out for admission to the degree program, in accordance with article 10 of the present regulation;
  - d) The Applicant obtained an application score that is equal or greater than the minimum grade set for the degree program. The calculation of the application score for students holding foreign secondary education diplomas is based on the final grades stated in the documentation granting equivalence to secondary education, on the grades obtained in the final subjects, as well as on the observance and score of the prerequisites, in accordance with article 7, paragraph 1, sub-paragraph c) and article 10 of the present regulation;
  - e) The Applicant possesses International Student status, as set out by Decree-Law no. 36/2014, of 10<sup>th</sup> March, amended in Decree-Law no. 113/2014, of 16<sup>th</sup> July and in Decree-Law no. 62/2018, of 6<sup>th</sup> August.
2. Applicants to the special admissions for international students who do not comply with the requirement mentioned in subparagraph b) of the previous number, shall be given the possibility to take written and face-to-face internal examinations at the premises of the Católica Medical School.
    - a. Each applicant may, during the 1<sup>st</sup> step of the application process, register for all three internal examinations or only for the desired examination(s);
    - b. Internal exams are held in English language and include the subjects of the entrance examinations - national secondary school exams - set for the integrated master degree in Medicine (syllabus available in the Instituto de Avaliação Educativa, I.P. webpage);
    - c. The Católica Medical School may offer preparatory courses for the internal exams every year for those applicants who wish to take them, upon registration and additional payment;
  3. In the case of omissions or queries raised by this article, the provisions of the Regulation on the Application of International Student Status at Universidade Católica Portuguesa currently in force and the provisions of Decree-Law no. 36/2014, of 10<sup>th</sup> March, amended in Decree-Law no. 113/2014, of 16<sup>th</sup> July and in Decree-Law no. 62/2018, of 6<sup>th</sup> August shall apply.

#### **Article 5**

##### **Deadlines**

The deadlines for submission of applications and for meeting the prerequisites provided for in the present regulation are annually set by Universidade Católica Portuguesa and published on the respective website (at <https://www.ucp.pt/> and <https://fm.ucp.pt/>).

#### **Article 6**

##### **Validity of Applications**

The results of the admissions procedures are only valid for the year to which they refer.

## CHAPTER II Application

### Article 7 Conditions for Application

1. To apply for the Integrated Master in Medicine at the Católica Medical School, applicants must meet, by the end of the admissions period, all the following conditions:
  - a) To have completed the following entrance exams:
    - 02 — Biology and Geology (B)and
    - 07 — Physics and Chemistry (Q)and
    - 16 — Mathematics
  - b) To have obtained, in each of the entrance exams set out in the previous paragraph, the minimum score of 140 (0 to 200), in accordance with article 25 of Decree-Law no. 296-A/98, of 25<sup>th</sup> September, in its current wording;
  - c) To meet all the following prerequisites:
    - i) Selection: Group A – Interpersonal Communication; Minimum English proficiency score: European Common Framework of Reference for Languages (CSF), level C1;
    - ii) Ranking: motivation letter or portfolio; mini-multiple interviews or stations;
  - d) To have obtained an application score of at least 150 (out of 200), in accordance with article 25 of Decree-Law no. 296-A/98, of 25 September, in its current wording;
2. Conditions for application are published by Universidade Católica Portuguesa on the respective website (at <https://www.ucp.pt/> and <https://fm.ucp.pt/>).

### Article 8 Entrance Exams

1. Entrance exams correspond to the national secondary education final exams, in accordance with the terms set out in the resolution by the National Commission for Access to Higher Education (CNAES), published in the 2nd series of the Diário da República and disseminated on the Direção-Geral do Ensino Superior (DGES) website.
2. The Católica Medical School defines the exams required for admission to the Integrated Master in Medicine, namely 02 — Biology and Geology (B) and 07 — Physics and Chemistry (Q) and 16 — Mathematics.
3. Final exams of final year subjects in foreign secondary education degrees, equivalent to the subjects in Portuguese education described in the previous paragraph, may be accepted in lieu of entrance exams.
4. The applicants to the special admission for international students may also be admitted, as entrance exams, the internal examinations held at the Católica Medical School.
5. Applicants may submit the ENES form with the entrance exams taken, which must be issued in the year that the application is submitted. National final exams taken from 2022 onwards are valid as entrance exams in the year that they are taken and in the following four years (National Commission for Access to Higher Education Decision No. 1043/2021, of October 13).

**Article 9**  
**Placement**

1. Places for general and special access competitions are set annually by Universidade Católica Portuguesa, in accordance with article 4 of Decree-Law no. 296-A/98, of 25<sup>th</sup> September, in its current wording.
2. The University reserves special quotas for applicants who meet the conditions for general access, in accordance with the provisions of article 16 (Special Quotas) of the Regulation for Access to Undergraduate and Integrated Master degree programs of Universidade Católica Portuguesa (Despacho NR/R/0208/2023).

**Article 10**  
**Prerequisites**

1. The Católica Medical School has determined that applications to the Integrated Master in Medicine are subject to the fulfilment of prerequisites.
2. The prerequisites are those included in the following two Articles and are in accordance with article 22, paragraph 2 of Decree-Law no. 296-A/98, of 25<sup>th</sup> September.
3. Prerequisites are mandatory and will result in disqualification if they are not met, and are intended for the selection and ranking of applicants.
4. Prerequisites are only valid for the academic year in which the applicant is applying.
5. Ranking prerequisites carry a weight of 15% towards the application score.
6. Prerequisites are explained in full and published on the website of the Católica Medical School (at <https://fm.ucp.pt/>).

**Article 10 - A**  
**Selection Prerequisites**

1. The selection prerequisites are:
  - a) Group A – Interpersonal Communication, included in the resolution of the Comissão Nacional de Acesso ao Ensino Superior (CNAES) published in the 2nd series of Diário da República and disseminated on the website of the Direção-Geral de Ensino Superior (DGES);
  - b) Minimum English proficiency score: Common European Framework of Reference for Languages (CSF) - level C1, proven by one of these certificates:
    - i) Cambridge English Exams - Cambridge English: Advanced (CAE) or Cambridge English: Proficiency (CPE) – minimum score of 180;
    - ii) International English Language Testing System (IELTS) Academic - minimum score of 7;
    - iii) Test of English as a Foreign Language, Internet-based Test (TOEFL iBT) - minimum score of 94;
    - iv) Aptis ESOL Advanced - British Council: minimum level C1 of CEFR;
    - v) English Language Placement Test at Católica Languages & Translation - minimum level C1 of the CEFR;
    - vi) Applicants that prove that English is their first language or that completed the entirety of their secondary education in English.
2. The Group A selection prerequisite aims to establish that the applicants' interpersonal communication skills are adequate to the requirements of the degree program. This is a selection prerequisite, whose result shall be expressed as "Apt" or "Not Apt," and which does not affect the application score.
3. The Group A selection prerequisite is demonstrated through the submission of a medical statement, form III.1, issued after the applicant is found to be "Apt", in accordance with

the regulations published annually on the website of the Direção-Geral do Ensino Superior (DGES) at (<http://www.dges.gov.pt/guias/preq.asp>).

4. Proof that the applicant meets this prerequisite must be submitted by a date to be determined annually, during the final step of the application process, and is an indispensable condition for completing registration and enrolment.
5. The English proficiency selection prerequisite aims to establish that the applicant's level of English meets the minimum admission level of C1, as described in the Common European Framework of Reference for Languages (CEFR), proven by one of the certificates indicated in paragraph 1, subparagraph b) of the present article.
6. The score obtained in the English proficiency selection prerequisite does not affect the application score.
7. Documentation proving that the applicant fulfils the prerequisite mentioned in paragraph 5 must be submitted electronically during the application process, and is an essential condition for progressing in the application.

#### **Article 10 - B Ranking Prerequisites**

1. The expected ranking prerequisites are as follows: portfolio or motivation letter; mini-multiple interviews or stations;
2. Católica Medical School defines, on an annual basis, the ranking prerequisites to be applied.
3. Ranking prerequisites are mandatory and shall be expressed on a scale of 0 to 200 points, and will contribute to the application score with a weight of 15%.
4. The methods of verification and execution, and the weighting of the various elements described in the preceding paragraph are described in Appendix I to these regulation.
5. Failure to carry out the prerequisites set out in paragraph 1 of this article, will result in exclusion from the stage of the competition for which you are applying.

#### **Article 11 Application Procedure**

1. Applications for access to the Integrated Master in Medicine at the Católica Medical School shall be exclusively submitted through the online system at <https://fm.ucp.pt/>.
2. In order to access the online application system, applicants must register and create an account through the online system, on the Católica Medical School website (at <https://fm.ucp.pt/>).
3. The application process has four mandatory steps, which consists of the submission of all the required information and supporting documents requested in the online application form.
4. Errors and omissions during completion of the online application form, or in the processing of the application form, are the sole responsibility of the applicant.
5. Applications that have not been submitted and paid by the deadline or that remain incomplete after the deadline will not be considered.
6. Any activity performed using the password assigned to access the online application system is the sole responsibility of the applicant or of the applicant's legal guardian or of a legal representative who has demonstrated legitimacy to request the password.
7. All data collected during the application process will be processed and stored electronically by the Católica Medical School, in accordance with the Privacy Policy and the legal framework for the protection of personal data. The information provided will be treated confidentially and used exclusively for the purposes of applying and registering for the degree program.

## **Article 12**

### **Legitimacy to Submit an Application**

1. The following individuals are considered lawfully able to submit an application:
  - a) The applicant;
  - b) The applicant's legal representative, via power of attorney;
  - c) If the applicant is a minor, the applicant's legal guardian or the guardian's legal representative.

## **Article 13**

### **Processing of Online Application Files and Processing of Applications**

1. The admissions process will take place within the deadlines set annually by Universidade Católica Portuguesa.
2. Processing of applications is contingent on the payment of an application fee, detailed in the Tuition Fees and Payments List, which is approved annually and in accordance with the terms set for this purpose, by Universidade Católica Portuguesa.
3. The application fee is not refundable.
4. The entire application process is carried out in English (written and spoken).
5. All the online application steps are described in the following paragraphs.
6. Before submitting an application, each applicant must choose the type of competition provided for in Articles 3 or 4 of these Regulations.
7. The applicant must complete the application form available at Universidade Católica Portuguesa's website (<https://fm.ucp.pt/>).
8. To submit the online application, the applicant must:
  - a) Read the application terms and accept them in the indicated field.
  - b) Complete the personal data section.
  - c) Submit in digital format:
    - vii) Photograph;
    - viii) Valid identification document.
  - d) Complete the qualifications and entrance exams information section. If the information is provisional, indicate this in the appropriate fields. In case of special admission for international students registering for the internal exam(s), the applicant should mention their registration in the appropriate section on the online form.
  - e) Documentation to be submitted electronically:
    - i) If the applicant intends to apply under the conditions provided for in article 3-A, they must submit:
      - i.i) Detailed qualification certificates or Portuguese secondary education diploma, requested from the school where the secondary education degree was obtained.
      - i.ii) ENES form, requested from the school where the entrance exams were written.
    - ii) If the applicant intends to apply under the conditions provided for in article 3-B, they must submit:
      - ii.i) Equivalence certificate, requested at the Direção Geral de Educação (DGE) or in a secondary school in Portugal and identifying the foreign secondary education degree and the respective final grade, on a scale of 0 to 200.
      - ii.ii) Proof of completion of foreign final exams, equivalent to those of Portuguese secondary education, with indication of the respective grades and dates of the exams, issued by the legally competent

- authority of the country in which the secondary education diploma was issued.
- iii) If the applicant intends to apply under the conditions provided for in article 4, they must submit:
- iii.i) Equivalence certificate, requested at the Direção Geral de Educação (DGE) or in a secondary school in Portugal and identifying the foreign secondary education degree and the respective final grade, on a scale of 0 to 200; or document demonstrating that the applicant holds a qualification granting access to higher education in the country in which it was obtained, issued by a competent authority, that attests to the successful completion of an education program and granting the right to apply for admission to higher education in the country in which it was issued;
  - iii.ii) Proof of completion of foreign final exams or final year subject exams of the respective foreign secondary education degree, equivalent to the subjects in Portuguese education, which can be accepted in lieu of entrance exams; or demonstrate knowledge in the subjects of the entrance exams at a level and content equivalent to those applicants admitted under the conditions for general access and admissions, through documentary evidence, issued by the legally competent entity of the country to which the qualification of foreign secondary education applies. In the case of applicants who choose to take internal examinations, it is mandatory the submission of the result(s) obtained in the exam(s) is mandatory.
  - iii.iii) Declaration, under oath, that the applicant is eligible as "international student" available on the website (at <https://www.ucp.pt/> and <https://fm.ucp.pt/>);
- f) The documents referred to in subparagraphs ii) and iii) of the previous paragraph, must be notarised by the Portuguese consular services or embassies of the country to which the qualifications relate or bear the Hague Apostille, in accordance with The Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, drafted in The Hague on 5<sup>th</sup> October 1961, provided by the competent authority of the State from which the documents originate and, whenever they are not issued in Portuguese, English, French or Spanish, they must be translated into Portuguese.
- g) After completing the online application form and submitting the requested documents, the applicant must submit and pay the application fee with the available reference.
- h) Following the step described in the previous paragraph, the applicant will receive an automatic notification indicating that they have 48 consecutive hours to access their application and submit the personal portfolio, in English, which consists of a pre-structured form, in accordance with the criteria and procedures described in Appendix I of the present regulation.
- i) After the deadline for submission of applications, these will be verified by the Academic and Administrative Services of CMS-UCP.
- j) After the application is assessed by the Admissions Assessment Committee, each applicant will be notified by email of the date of the mini-multiple interviews or stations, to be held at the Católica Medical School.



- k) On the set date, the applicant will undertake a set of mini-multiple interviews or stations of identical duration, in English, in accordance with the aims and procedures described in Appendix I of the present regulation.
- l) Failure to attend the set of mini-multiple interviews or stations will result in the immediate exclusion of the application unless the applicant presents a valid justification within 5 (five) days and the Admissions Assessment Committee accepts it; each applicant will be notified by email of the decision the date on which they must perform the set of mini-multiple interviews or stations, to take place at the Católica Medical School.
- m) The applicant must be in possession, on a date to be defined annually, of the definitive documentation, depending on the access framework to which they are applying under the terms of paragraph 7., subparagraph c) of the present article; and evidence of English proficiency, in accordance with the certificates described in article 10 – A, paragraph 1., subparagraph b) of the present regulation; and evidence of the prerequisite for selection Group A, in accordance with article 10 - A of the present regulation.
- n) On a date to be set, the applicant must access the application form, complete the requested data and submit the documents requested in the previous paragraph, according to the legal framework. In order to complete the process, you must “End” the application and print the respective report, which serves as proof of application.
- o) The Admissions Assessment Committee can decide to carry out or not all the prerequisites for seriation.
- p) At the end of the application process and after the results are announced, all applicants enrolled in the Integrated Master Degree in Medicine must deliver, in the Academic and Administrative Services of CMS-UCP, in person and on a date to be announced annually, the original documents submitted in the application process.

#### **Article 14**

##### **Admissions Assessment Committee**

1. The composition of the Admissions Assessment Committee is defined annually by the Dean of the Católica Medical School, from among the faculty members of the Católica Medical School, who may also appoint an independent expert.
2. The Admissions Assessment Committee shall consist of a minimum of five and a maximum of ten members.
3. The Admissions Assessment Committee is responsible for monitoring the entire process of access and admissions to the Integrated Master in Medicine of the Católica Medical School.
4. The Admissions Assessment Committee has the aim of assessing the application process, that is, analysing, assessing and issuing the final results on each application file, as well as the elaboration and assessment of the defined ranking prerequisites.
5. It will also be the responsibility of the Admissions Assessment Committee, whenever necessary, to decide on justifications, appeals and disqualification of applications, in accordance with the provisions of article 22 of the present regulation.

#### **Article 15**

##### **Modification and Cancellation of Applications**

1. Whenever the result of a review or of an appeal regarding grades in a national secondary education exam or other elements counting towards the calculation of the application score is only made available after the application deadline, and this review results in a change of the grade, applicants who have previously submitted their application have

- the option of modifying the previously submitted application, within 3 (three) working days after the release of the element in question, to change their previously submitted application.
2. Applicants in the situation described above, should contact the Academic and Administrative Services of CMS-UCP through the email address provided, to formalize their request to modify their application.
  3. After the reception and validation of the request to modify the application, the Academic and Administrative Services of CMS-UCP sends the entire application process for consideration of the Dean of Católica Medical School, following the advice of the coordination of the CMS-UCP Academic and Administrative Area.
  4. After the application deadline, it will not be possible to change the data or the documents submitted, except under the terms of the preceding paragraph.
  5. The application fee is non-refundable in cases of cancellation or withdrawal.

### CHAPTER III Ranking of Applicants

#### Article 16 Calculation of the Application Score

1. The application score is a value on a scale of 0 to 200, calculated by applying the following formula, the result of which is rounded to decimals, where one decimal is considered to be a value of no less than 0.05:

$$S \times ps + [(P1 + P2 + P3) / 3] \times pp + R \times pr$$

where:

S = secondary education grade, on the integer scale of 0 to 200;

ps = weight assigned by the Católica Medical School to the secondary education grade, set at 40%, which corresponds to 0.5;

P1, P2 and P3 = grades, on the integer scale of 0 to 200, of the national secondary education final exams, corresponding to the entrance exams required by the Católica Medical School, namely 02 — Biology and Geology (B) and 07 — Physics and Chemistry (Q) and 16 — Mathematics;

pp = weight assigned by the Católica Medical School to the grades of mandatory entrance exams, set at 45%, which corresponds to 0.35;

R = grade assigned to the ranking prerequisite, in the integer scale of 0 to 200;

pr = weight assigned by the Católica Medical School to the ranking prerequisite, set at 15%, which corresponds to 0.15;

2. The minimum application score is fixed at 150 points (0 to 200) by the Católica Medical School, under the terms of article 7, paragraph 2, of the Regulation for Access and Admission to the Undergraduate and Master Degree Programs at Universidade Católica Portuguesa.

#### Article 17 Secondary Education Grade

1. For secondary education degrees organized into a single three-year cycle, S is the value of the final grade of secondary education, calculated according to the legal rules applicable to each case, in decimals, without rounding, and converted to the 0 to 200 scale.
2. For secondary education degrees organized in two cycles, of one and two years, S is calculated by applying the following formula:

$$(0.6 \times Sa) + (0.4 \times Sb) \times 10$$

where:

$S_a$  = final grade for years 10 + 11 of secondary schooling or 1st + 2nd years, as the case may be, set in accordance with the law;

$S_b$  = final grade of year 12 of secondary schooling, set in accordance with the law.

3. For non-Portuguese secondary education degrees which are legally equivalent to the Portuguese secondary education system,  $S$  is the value assigned under the rules that regulate these, converted to a scale of 0 to 200.

#### **Article 18**

##### **Ranking, Final Results and Publication**

1. The ranking of applicants for the Integrated Master in Medicine is carried out in decreasing order of the respective application scores.
2. Each applicant's final result is expressed as one of three possible outcomes:
  - a) Admitted;
  - b) Not admitted;
  - c) Excluded.
3. The "Not admitted" and "Excluded" decisions must be substantiated.
4. The published lists include, for each applicant who has applied:
  - a) Application number; and
  - b) Final result.
5. The ranked list is made available for consultation in the online application process.

#### **Article 19**

##### **Appeals**

1. Applicants may submit a substantiated appeal regarding their results within 5 (five) working days following the publication of these results.
2. The appeal must be submitted through a formal request at the Academic and Administrative Services of CMS-UCP.
3. Appeals that are not duly identified will be summarily rejected, as will any whose purpose is unintelligible or that are not submitted by the end of the period established by the present regulation.
4. Decisions on appeals that have not been summarily rejected under the terms of the previous paragraph are issued by dispatch by the Admissions Assessment Committee. These are notified to the appellant by email, within a maximum period of 30 (thirty) working days.

### **CHAPTER IV**

#### **Registration and Enrollment**

#### **Article 20**

##### **Registration and Enrollment**

1. Deadlines for applicants to register and enrol are set annually by the Católica Medical School.
2. "Admitted" applicants must register at the online academic management system of the Universidade Católica Portuguesa on a date to be set annually by the Católica Medical School.

3. After registering, all the original documents submitted in the application process must be presented to the Academic and Administrative Services of the CMS-UCP on the first day of classes.
4. At the time of registration, the registration fee (which includes school insurance) and the first 3 (three) monthly fees or the total amount of the annual fee, as set out in the Table of Fees, approved annually and in accordance with the conditions set for that purpose by the Universidade Católica Portuguesa, is due.
5. In case of cancellation of enrollment, on a date to be defined annually, the second and third monthly tuition fees will be returned, as long as requested within the established deadlines. The registration fee and the first monthly tuition fee are non-refundable in case of cancellation of enrolment, even if requested within the established deadlines.

## **CHAPTER V**

### **General Provisions**

#### **Article 21**

##### **Exclusion of Applicants**

1. In addition to the cases in which, under the terms of the present regulation, exclusion from the admissions process takes place, applicants will also be excluded who:
  - a) Have not correctly completed their online application form, either because they have omitted some element, or because they have indicated other elements that do not correspond to those contained in the documents that make up their application file;
  - b) Are unable to attend any of the face-to-face step of the applications process;
  - c) Have not, without duly justified reason, submitted to and accepted by the Admissions Assessment Committee, completed forwarding their respective admissions file within the due deadlines;
  - d) Make fraudulent statements;
  - e) Do not provide proof of meeting the conditions set out in article 10.
2. The decision on the exclusion referred to in the previous paragraph is the responsibility of the Admissions Assessment Committee.
3. If enrolment has taken place and one of the situations provided for in paragraph 1 is confirmed, enrolment will be annulled, as well as all acts performed under it, with no refund being due of the amounts already paid.

#### **Article 22**

##### **Closing of Application File**

With the enrolment and registration of “Admitted” applicants, the application file to the Integrated Master in Medicine of the Católica Medical School is closed.

## APPENDIX I

### Protocol for the Admission of Applicants

The selection process of all applicants will be completed through a protocol with four mandatory steps:

**1<sup>st</sup> step:**

All applicants must apply online, by the stipulated deadline, including submission of all required documents.

**2<sup>nd</sup> step:**

After submission and validation of the previous step, the applicants whose process is properly instructed will receive an automatic notification informing them that they have 48 consecutive hours to access their application and fill and submit the portfolio or motivation letter, in English. The portfolio includes a set of answers to questions related to the following themes: Reasons for choosing CMS-UCP; Knowledge about PBL (Problem-based Learning) methodology; Voluntary work; and Importance of voluntary work.

**3<sup>rd</sup> step:**

All applicants who have successfully completed the previous step, filling in the portfolio or motivation letter, must undergo the mini-multiple interviews or stations.

The mini-multiple interviews or stations are held in English and in person at the premises of the Católica Medical School. They have the same duration and aim to assess the level of skills considered essential for a medical student and a future doctor.

**4<sup>th</sup> step:**

By the deadline set annually, the applicants who have completed all the previous steps should access again their application file and submit all the data and final mandatory documents.

**Note 1:**

The entire application process is conducted in English language (written and oral).

**Note 2:**

For applicants to the special competition for international students who wish to take the internal exams at the Católica Medical School, these will take place between the 2<sup>nd</sup> and 3<sup>rd</sup> steps of the application.

### Assessment Criteria and Parameters

The assessment criteria and parameters, with respective weighing and calculation formulas, are available in the following table.

Methods / Selection Instruments	Assessment Parameters		Weighting	Assessment Criteria	Maximum Score
Portfolio or motivation letter	Motivation Letter	Reasons to choose CMS	5	Reasons for choosing CMS that are pertinent, personalized, and well-grounded	20
			3	General reasons for choosing CMS	
			0	No reason for choosing CMS	
		Knowledge of Problem-based Learning - PBL methodology	5	Good knowledge of PBL, including at an international level, with specific examples of applicability and references to relevant sources	
			3	Some knowledge of PBL, with general references, such as news and other primary sources	
			0	No knowledge of PBL	
		Volunteer work	5	Voluntary work in health institutions	
			3	Volunteer work in other institutions	
			0	No volunteer work	
		Importance of volunteer work	5	Relevant, personalized and well-founded reasons	
			3	General reasons	
			0	No reasons	
Mini-multiple interviews or stations	Set of mini-multiple interviews or stations of equal duration		5 per station (weight 4.5)	Mini-multiple interviews or stations conducted through eight stations with a duration of eight minutes each, with one interviewer per station. Eight stations on essential skills	180