

*euro*FINESCO

e-Book n° 27

Relocating to Portugal

**Recognition
of
Qualifications**

by
Dennis Swing Greene

PORTUGAL

Ficha Técnica:

2ª Edição: *euroFINESCO eBook n°27:*
Recognition of Qualifications
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Designer: Maria de São José Belchior Horta
Distribuição: *euroFINESCO s.a.*
Tiragem: Internet
Executado: Julho 2016

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Note from the author

This eBook is an extract of the complete work
“Relocating to Portugal - Useful Information”

Other chapters include:

- Visas and Legal Framework
- Marriage and Cohabitation
- Your Rights to Medical Care
- Access to Education
- Recognition of Qualifications
- Social Security Entitlements
- Acquiring Portuguese Citizenship
- Portuguese Tax Codes
- Golden Residence Permit

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Beyond Questions on Qualifications

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- *IRC* - Tax Preparation for Portuguese Nominee Companies as well as Non-Resident Companies
- Fiscal Residency Transitions to Portugal
- Fiscal Representation for Non-Resident Individuals
- Fiscal Representation for Companies

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- International Tax Reconciliation
- Compliance Issues

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- Accountancy Services
- Social Security & VAT
- Local Lodging Plan



This chapter explains how to obtain recognition of qualifications and skills, where the respective applications should be lodged and which documents should accompany those applications.

As this is a summary, however, the information does not answer all the issues that may arise in specific cases.

1. General Information

Higher Education Qualifications	Equivalence / recognition
Other Educational Qualifications	Professional recognition
	Academic recognition (equivalence from a school or the DGIDC)
	Professional recognition

What levels of teaching exist in Portugal?

The Portuguese education system has three levels: preschool, school and extra-curriculum education. In turn, school education is divided into three levels: primary, secondary and higher.

Pre-School:

- Although not compulsory, it is open to all children from three to five years of age inclusive, with older children having the choice of entering kindergarten.

Primary School:

- Primary school is universal, compulsory and free. It spans nine years and is divided into three cycles (*ciclos*) the first is four years in duration, the second two years and the third three years.
- Educational and training courses aim to provide children with a differentiated education. They enable them to conclude their compulsory schooling and obtain a certificate at the end of the 2nd and 3rd cycles plus a 1st or 2nd level professional qualification certificate.
- On successful completion of primary education, the pupil receives a diploma. Upon request, a diploma can also be issued at the successful conclusion of any cycle.

Secondary School:

- Any pupil who successfully completes primary school has the right to attend secondary school;
- Secondary education is for three years;
- Secondary education is organised in a differentiated way. Its courses are oriented for working life or for the continuation of studies (they all contain technical, technological and professional training components in the Portuguese language and culture, suitable for several courses);
- On the successful conclusion of secondary school the pupil receives a certificate that confirms the training acquired and, in the case of courses mainly oriented for working life, the qualification obtained relevant to specific professional activities.

- Secondary School Education and Training Courses are equivalent to the completion of this level of schooling and a level 3 professional qualification certificate is issued.
- The Professional Courses are level III courses of secondary education with double certification. These courses are oriented for the pupils' initial qualification and give priority to providing them with skills for the labour market and allowing them to continue their studies.

Higher Education:

Higher education encompasses universities and polytechnics and is organised in three cycles:

- Studies leading to a BA
- Studies leading to an MA
- Studies leading to a Doctorate

Polytechnic higher education has three levels:

BA – 180 ECTS credits with a normal duration of six semesters of student work. However, training may continue up to 240 ECTS credits, with a normal duration of seven or eight semesters of study, as a result of Portuguese and European legislation or of consolidated practice in leading higher education institutions in Europe.

MA – 90 to 120 ECTS credits and a normal duration of three to four semesters of student work.

The universities award the following degrees:

BA – 180 to 240 ECTS credits for a normal six to eight semester course of student work;

MA – 300 to 360 ECTS credits for a normal ten to twelve semester course of student work, in the event that it will lead to exercising a specific professional activity. The duration of the course is fixed by European Union legislation and is the result of a stable, consolidated practice within the European Union.

Within this cycle of studies, a BA is awarded to those who have attained 180 credits corresponding to the first six semesters.

Doctorate – awarded to whoever has obtained a pass in the curriculum units of the doctorate course when it exists, at the moment the student publicly defends his thesis.

Levels taught in the Portuguese educational system:

Primary Education

Cycle	Nº of years	Age
1st cycle	4	6-10
2nd cycle	2	10-12
3rd cycle	3	12-15

Courses of Youth Education and Training (CRF) – Primary level
Youth Education and Training Courses

Secondary Education

General courses / three school years / 15 – 18 years of age

Technological courses / three school years

Specialised artistic courses / three school years

Professional courses / three school years (CRF) – Secondary Level

2. Special areas of education

- a) The following are the special areas of education:
 - a) Special education
 - b) Professional training
 - c) Adult education
 - d) Portuguese teaching abroad
- b) Each one of these areas is an integral part of school education and is governed by special regulations.

3. Adult Education

- a) Adult education is for people who are above the normal age for attending normal school classes at primary and secondary level.
- b) This teaching is also for people who had no opportunity to attend school when they were of school age. Special attention is being paid to the elimination of illiteracy.
- c) The right to this education is open to the following people:
 - a) Primary education from the age of 15;
 - b) Secondary education from the age of 18.
- d) This teaching awards the same diplomas and certificates as normal education, but access and teaching plans and methods are different, as age, life experience and demonstrated level of knowledge are taken into consideration.

Other formative/training courses for adults are available besides those offered in normal adult education:

- Adult Education and Training Courses – EFA
- Extra-curriculum Education Courses
- National System for Recognition, Validation and Certification of Skills

Adult Education and Training Courses – EFA

EFA courses are flexible training courses for adults with little schooling and with professional qualifications. These courses may award school and professional certificates (9th grade and level 2 of professional training; 12th grade and level 3 of professional training) or only school certificates (4th, 6th, 9th or 12th grade). They are for people of 18 years of age or more who have not completed primary or secondary schooling.

Extra-curriculum education

The aim of extra-curriculum education is to allow people to increase their knowledge and develop their potential, as a follow-up to their schooling or to make up for their lack of schooling.

The extra-curriculum courses are designated as follows:

- Literacy courses;
- Updating courses;
- Socio-educational courses;
- Socio-professional courses.

They are for people who are above normal school age.

National System for Recognition, Validation and Certification of Skills

What is it?

It works through the Centre for New Opportunities, which recognises, validates and certifies skills acquired by the adult in different contexts throughout his life.

Who is it for?

This system is for all those who have not had primary or secondary education and have acquired knowledge and skills through their life experiences. Primary level education (4th, 6th or 9th grade) is open to those of 18 years or more of age and have not attended or completed the 4th, 6th or 9th grades. Secondary level education (12th grade) is open to those of 18 or more years of age and have at least three years of professional experience.

How does the level of education in Portugal compare to the level of other countries?

The comparison should be made taking into account the years of schooling – up to the 12th grade inclusive. The public Primary or Secondary school nearest the interested person's residence should be contacted.



II. ACCESS TO HIGHER EDUCATION

Who may request entry into higher education?

General Regulations for Entry to Higher Education In order to be able to enter the 1st phase of studies leading to the taking of a BA through national examinations, students must satisfy the following conditions:

- To have successfully completed secondary education or have legally equivalent qualifications;
- To have passed the entrance examination required for entry to the desired course with the minimum or higher grade required;
- To satisfy the prerequisites required, (if applicable) for the course he wishes to take.

Special Entry Regulations

Besides the general regulations there are also special regulations for entry to higher education for students who come within the following categories:

- Portuguese staff of Portuguese diplomatic missions abroad and family members living with them;
- Portuguese nationals with scholarships abroad or civil servants on official missions abroad and family members living with them;
- Officers of the Portuguese Armed forces who need to satisfy specific training demands of the Armed forces;
 - Students from Portuguese-speaking African countries with scholarships in Portugal who come within the framework of cooperation agreements signed by the Portuguese state;
 - Foreign staff of accredited diplomatic missions in Portugal and their families who are residing here under a reciprocal agreement with Portugal;
 - Practising athletes involved in high-level competition.

Special Regimes

Besides the general and special regulations there are special regimes for candidates with certain qualifications:

- Candidates of over 23 years of age who do not have secondary education diploma but have passed a special assessment examination for admission to higher education;
- Candidates who already hold medium or higher education diplomas;
- Students that have already been enrolled in Portuguese or foreign higher education;
- Holders of diplomas of specialised technological courses (post-secondary courses that are not higher education courses).

Entry into any higher education institution is subject to *numerus clausus* (closed number).

Is class attendance compulsory?

The internal regulations of each institution set the rules regarding class attendance. Each institution has a different regime, from compulsory attendance to a regime of final examinations and distance learning. To obtain information, contact the institution directly.

Is payment required for higher education in Portugal?

Yes. Students at public institutions pay an annual fee, while those of private and cooperative institutions pay a monthly fee.

If I don't have economic means to pay the fees can I get aid in order to continue studying?

Yes, in the case of foreign students from countries that have signed a cooperation agreement which provides for the application of such benefits or from countries whose law admits identical treatment to Portuguese students in similar circumstances.



III. HIGHER EDUCATION QUALIFICATIONS

A. Academic Equivalence / Recognition

What legislation regulates equivalence / recognition?

- Decree-Law n° 283/83 of 21 June, which regulates the equivalence / recognition of foreign qualifications.
- Decree-Law n° 341/2007 of 12 October, which instituted a new legal regime for recognising foreign higher education academic levels. Decree-law N° 283/83 of 21 June.

Who can request the equivalence / recognition of academic diplomas and qualifications at higher education level?

In accordance with Decree-Law n° 283/83 of 21 June, which regulates the equivalence of foreign higher education qualifications to the corresponding Portuguese qualifications, the following persons can request recognition / equivalence:

- Portuguese nationals;
- Foreign nationals of countries:
 - i) where specific agreements regarding equivalence have been signed and produce the effects provided for in that law;
 - ii) or, in the absence of this, whose legislation grants Portuguese nationals the rights provided for in this law within the framework of the principle of reciprocity.

What is the meaning of the principle of reciprocity?

It means that the legislation of the applicant's country of origin allows a Portuguese citizen to apply for equivalence of his diploma and grants him all the corresponding rights resulting from his

holding a certificate or diploma he has been awarded, in accordance with the laws in force in that country.

Nationals from European Union countries, Brazil and countries that have ratified the Council of Europe / UNESCO Joint Convention of the Recognition of Qualifications Relative to Higher Education in Europe (Lisbon Convention) are exempted from presenting proof of reciprocity.

Note: A list of countries that have ratified the abovementioned Convention can be found at the end of this chapter in Annex I.

Nationals from countries not covered by the abovementioned clauses should present a document to the institution where they lodged their request for equivalence / recognition, declaring that a Portuguese citizen that wishes to request the equivalence / recognition of his higher education qualifications will receive the same treatment as nationals of that country, in accordance with the legislation in force regarding that matter.

Is it possible to request equivalence in one's country of origin? Can you do it through an attorney?

It is possible to request equivalence in one's country of origin, on one's own initiative or through an attorney (if the attorney satisfies the conditions required in order to prove his status of attorney).

Are there different types of recognition for higher education diplomas? What is the difference between "equivalence" and "recognition"?

The following distinction must be made:

- Academic equivalence – when there are levels or diplomas of an identical nature in the same area in the Portuguese higher education system, which assumes a similarity in the diploma obtained, the length of the course, the syllabus and number of classroom hours. In this case, the levels reached and diplomas obtained in foreign higher education establishments can be declared as equivalent to the levels of Doctorate, MA and BA by higher education institutions.
- Academic recognition – when there is no course of the corresponding certificate or diploma level in the Portuguese higher education system (when there is a significant difference in the syllabus structure but no difference in the course level).

In the event of the qualification being recognised, the effects it should produce will be indicated through the mention of:

- the level to which it corresponds in the Portuguese higher education system;
- possible restrictions on the academic or professional effects.

Where do I go to request the equivalence / recognition of diplomas?

The granting of equivalence is the exclusive responsibility of higher education public institutions and the Portuguese Catholic University. In the case of requests for recognition and equivalence for MAs and Doctorates, the request and all the necessary documents should be submitted to the deanery of the teaching establishment chosen. In other cases, the request should be presented to the Scientific Board or to the Academic Services of the institutions where the applicant intends to request equivalence.

The request must cite:

- The foreign level or diploma for which equivalence is required and the teaching establishment where it was obtained;
- The Portuguese level or diploma for requested equivalence.

Request forms (Decree nº 1071/83 Of 29 December)

- Form nº 524 – equivalence for Doctorate;
- Form nº525 – equivalence for MA;
- Form nº 526 – equivalence for BA or higher education courses that do not award degrees;
- Form nº 527 – recognition of qualifications.

The forms are available on-line (www.incm.pt) and can also be acquired in the shops of the *Imprensa Nacional*.

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Departamento Commercial

Rua Marquês Sá da Bandeira, nº 16 A,

1050-148 Lisboa,

tel 213 301 700,

fax 213 301 707.

The choice of the higher education teaching establishment where the request for equivalence will be submitted is the responsibility of the applicant.

To make this choice, applicants must take the following criteria into account:

- The name of the course (please note that courses with the same content do not always have the same name);
- The similarity of the syllabus;
- The length of the course;
- The content of the programmes.

What documents are necessary?

The required documents vary in accordance with the level in question. The following documents are necessary in the case of equivalence for BAs:

- A document certifying that you have the foreign level or diploma for which equivalence is requested;
- that led to the completion of the diploma and the respective final classification or, if not awarded, the classification of each subject. Document issued by the competent authorities of the foreign university which shows the subjects in which you obtained a pass mark and which led to obtaining of the level or diploma for which you request equivalence, the number of hours per year and per subject, the syllabuses for each year and subject, as well as the duration of the studies.
- two examples of each dissertation considered autonomously in the syllabus if they exist.

The following documents are necessary in the case of equivalence for an MA:

- a) Document certifying the equivalence level requested;
- b) Document issued by the competent authorities of the foreign university which shows the subjects in which the applicant obtained a pass mark on a course that falls within the framework of the conditions needed to obtain the level for which equivalence is requested;
- c) two examples of the dissertation and other works that were presented for obtaining the equivalence level;
- d) Regulations laying down the conditions for admission and the awarding of the foreign level for which equivalence is requested, at the time of obtaining of the diploma.

The following documents are necessary in the case of equivalence for a Doctorate:

- a) Document certifying the appropriate level of the requested equivalence;
- b) Document issued by the competent authorities of the foreign university which shows the subjects in which the applicant obtained a pass mark on a course that falls within the framework of the conditions needed to obtain the level for which equivalence is requested;
- c) two copies of the dissertation and other works that were presented for obtaining the level requested for equivalence;
- d) two copies of your curriculum vitae up to obtaining the level for which equivalence is requested.

Note: the works and dissertations must be stamped by the competent authorities of the university or teaching establishment, citing that they are works or dissertations presented for achieving the level or diploma for which equivalence is requested.

Documents issued by foreign higher education institutions should be recognised by the local Portuguese consul and/or legalised by the Apostille Certificate relative to abolishing the requirement for legalisation (better known as the Hague Convention), signed in The Hague on 5 October 1961. All contacts with Portuguese Embassies and Consulates throughout the world can be consulted on the Ministry of Foreign Affairs site:

<http://www.min.nestrangeiros.pt/mne/estrangeiro>.

Can additional documents be requested?

Yes, whenever the jury considers it necessary in order to assess the request it may ask the applicant for additional elements, namely conditions of admission, regulations and syllabuses.

Which documents should be translated?

The jury and/or the Scientific Board can demand, in justified cases, the translation of documents and works when the originals are in a foreign language. The presentation of the original is always compulsory.

What are the basic criteria for the granting of equivalence?

The evaluation of the request for equivalence is made taking the scientific merit into consideration in the face of elements presented and the intention expressed in the application form.

What is the maximum time lapse for a decision to be made regarding a request for equivalence?

In the case of equivalence for BAs and higher education courses that do not grant degrees, the decision to grant or refuse equivalence must be taken within 60 days following the lodgement of the request. In the case of Doctorates and MAs, there is legislation that determines the deadlines of each stage. The maximum cumulative time for decisions regarding the granting or refusal is 150 days (see Decree-Law n° 283/83 of 21 June).

How much will the equivalence recognition process cost me?

The granting of equivalence or recognition is subject to charges, which are due to the body that deals with the proceedings. The amount payable can neither exceed the cost of the service nor the maximum amount fixed by decree by the Minister for Science, Technology and Higher Education.

What can I do if the request for equivalence is refused?

Refusal does not rule out the presentation of a second request at a different teaching establishment or even at the same one for a different course. However, only one can be submitted at any one time (art. 28 of Decree-Law 283/83 of 21 June). There is no limit to the number of times a request for equivalence can be submitted, but this can only be done after being notified of the final decision regarding the previous request or if you cancel the request.

May I conclude a degree course started at a foreign university at a Portuguese higher education establishment?

Yes, but you must take into account the similarity of the syllabus of the course already started and the course you intend to take in the Portuguese public higher education system or in the private and cooperative higher education system.

After I obtain equivalence, do I have the right to exercise a professional activity in accordance with the attributed qualifications?

The granting of equivalence does not give you the right to exercise a professional activity in certain fields, namely those regulated. It is necessary to satisfy the requirements of the entities responsible for the regulated professions.

Decree-law N° 341/07 of 12 October

This decree-law puts into Portuguese legislation the principles of the Lisbon Recognition Convention, signed in 2007 and ratified by 49 countries around the world. The law clarifies and harmonises the rules regarding recognition of educational degrees and qualifications.

Who can request recognition under this legislation?

Holders of academic degrees awarded by foreign higher education institutions whose levels, aims and nature are identical to the BA, MA or Doctorate awarded by Portuguese higher education institutions.

Who defines which foreign degrees can be registered?

A Commission for the Recognition of Foreign Degrees has been created under this new regime that will define, through general deliberations, the list of degrees covered by this legal diploma.

Which foreign degrees can be registered?

- The academic degrees awarded by foreign higher education institutions that, through reasoned deliberation of the Commission for the Recognition of Foreign Degrees, are part of a list to be published on the internet site of the Directorate-General of Education.
- The academic degrees awarded by higher education institutions of a Member State of the Bologna Process, following the 1st, 2nd and 3rd cycles of study organised in accordance with the principles of this process and accredited by a recognised accrediting body within the framework of the Process;
- Foreign academic degrees that fall within the framework of the international agreement of equivalence or recognition.

Where can I register the diplomas that show foreign higher education degrees?

The diploma must be registered by the holder or by his legal representative in the following way:

For BA or MA degrees:

- With the dean of a Portuguese public university;
- With the president of a public polytechnic institute;
- With the director-general of higher education.

For a doctorate:

- With the dean of a Portuguese public university;
- With the director-general of higher education.

What documents are needed to proceed with the registration?

The registration request is compulsorily and processed with:

- The original of the diploma or document issued by the competent authorities of the foreign higher education establishment that unequivocally proves that the degree was awarded;
- A copy of the thesis or dissertation defended when dealing with the registration of a diploma with a level recognised as corresponding to the level of Doctorate or MA. (This can also be submitted in digital form).

When necessary, the applicant may be asked to provide a translation of the diploma and the front cover of the thesis when they are written in a foreign language other than Spanish, French, English or Italian.

What is the cost of registration?

The amount due for each registration is fixed by the institutions, but it must not exceed the cost of the service nor be more than €25.

What is the deadline for processing the registration?

Registration must be made within one month from the time of submission of the request, duly completed, by the body from which it is requested.

Where can I obtain detailed information about higher education?

For more detailed information about higher education you should contact the Diploma Recognition Information Centre (NARIC) in the Directorate-General of Higher Education or consult the following websites:

www.mctes.pt

www.dges.mctes.pt

www.naricportugal.pt

Who grants equivalence for primary and secondary education?

- Equivalence for primary and secondary education is, in part, granted by the management bodies of official or private and cooperative schools if they have pedagogic autonomy under the terms of Decree-Law n° 227/2005 of 28 December.
- Requests for foreign equivalence that are not covered by any of the decrees must be presented to the teaching establishments and then sent to the Directorate-General of Curriculum Innovation and Development.

Which entities should be contacted to obtain equivalence?

- The administrative services of the public or private and cooperative teaching establishments in your area of residence;
- In case of doubt you may also contact the Directorate-General of Curricular Innovation and Development (DGIDC) at Av. 24 de Julho, n° 140 and/or 138, in Lisbon.

Which documents are necessary to be granted equivalence?

- Form nº 198 of the Ministry of Education Publications Office, which can be obtained from the stationery offices of official or private and cooperative teaching establishments;
- A copy of the certificate of qualifications of the last grade the applicant successfully completed, previously authenticated by the Portuguese embassy or consulate in the applicant's country of origin or by the embassy or consulate of the applicant's country in Portugal or with the apostille for the countries that ratified the Hague Convention.
- Other documents that can prove or elucidate the qualification referred to in the request for equivalence, such as the applicant's school register (showing the number of years of school attendance), bulletin of the subjects and examinations with the respective classifications of the last two or three years concluded and diplomas,
- Special situation: (art. 10, Decree-Law nº227/2005) if, for duly recognised force majeure reasons, it is not possible to prove the qualifications acquired by means of certificates, the applicant can be exceptionally authorised to substitute them with a written declaration from his guardian who acts on his behalf or by the applicant himself if he is of adult age, who, on his word of honour, plus a declaration issued by the accredited diplomatic mission in Portugal or a competent reception centre related to the applicant's country of origin if it has no diplomatic mission in Portugal, which justifies the exceptional request;
- In this situation the interested party that wishes to have his qualifications recognised as equivalent to the conclusion of the 2nd or 3rd cycles must take an assessment examination in Portuguese as a second language and Mathematics;

- Those wishing to have qualifications recognised as equivalent to the conclusion of secondary education must take a 12th grade level examination in the following subjects:
 - Portuguese as a second language;
 - Two core subjects of a specific field if the equivalence requested corresponds to a scientific / humanities course.
 - One subject with a scientific training component and a technological, technical or technico-artistic component if the equivalence requested corresponds to a course that awards professional qualifications.

Must the documents be translated?

The request must be accompanied by documents duly translated if they are written in foreign language.

Who can do these translations?

The translations can be done by anyone, but they must be authenticated by the applicant's embassy or consulate.

What is the maximum length of time for a decision to be made in regard to a request for equivalence?

A maximum of 30 days, in accordance with clause 1, art. 8 of Decree-Law n° 227/2005 of 28 December.

How much does a process of equivalence cost?

There is no charge for this certificate.

Can I appeal against the refusal to grant equivalence?

In the event of a refusal, the guardian or the applicant himself, if he is of adult age, may appeal to the Ministry of Education.

How many times can one request equivalence?

More than one request for equivalence may be made if there is due reason, namely the purpose of the request, an alteration in qualifications, new documents to be added to the process or explain the qualifications initially presented, within the deadline fixed by teaching establishment.

B. Recognition of Professional Qualifications

What is professional recognition?

It is proof of professional qualifications obtained in other countries allowing the corresponding activity or profession to be exercised in Portugal and providing equal rights in the labour market.

What is the process for acquiring professional recognition at European union level in the case of regulated professions?

Through the implementation of Directive 2005/36/CE, which is applicable to any citizen of a member state that wishes to exercise a regulated profession in a member state other than the one where he acquired his professional qualifications, whether as a freelance or a salaried worker.

What does “regulated profession” mean?

Regulated profession means a professional activity or a series of professional activities in which admission, the exercise, or one of the ways of exercising the profession, directly or indirectly depends on having specific professional qualifications.

What is the area of application of directive 2005/36/ce?

Directive 2005/36/CE applies to:

- Professions for which one must hold specific qualifications in a reception Member State (regulated professions), based on the principle of mutual recognition, without detriment to the application of compensatory measures in the event of substantial differences between the training received by the immigrant and that required by the reception Member State;
- Industrial, commercial and craft activities regulated in Member States, to which automatic recognition of proven professional qualifications by professional experience is applicable;
- Specific professions such as doctor, nurse responsible for general care, dentist, veterinary surgeon, midwife, pharmacist and architect, to which automatic recognition of training certificates is applicable.

To whom must a request for professional recognition be sent?

To obtain information regarding legislation in force concerning this matter, the immigrant should previously obtain information from the National Coordination of Directive n° 2005/36/CE at the Ministry of Work and Social Solidarity (Institute of Employment and Professional Training) if he possesses the necessary conditions to be able to begin the process of requesting recognition with the appropriate authority for the profession in question.

What is a appropriate authority?

It is the body authorised by a Member State to issue and receive professional certificates and other documents or information, as well as receive requests and take decisions related to the recognition of the said requests.

How is a request for recognition made?

The request is made through the respective appropriate authority, it should be written in the applicant's mother tongue and contain the following elements:

- a) Full name, nationality, date of birth, place of birth, and the applicant's address for the purpose of communication;
- b) Name of the profession he wishes to exercise;
- c) The diplomas, certificates or other degrees issued or recognised by a Member State;
- d) Professional experience he has for the exercise of certain industrial, commercial or handicraft activities.

The request should be accompanied by the following:

- A copy of an official document identifying the applicant if it is presented in person, or an authenticated copy if not presented in person;
- Authenticated copy of the documents mentioned in c) above when the original documents are not lodged in person;

- Authenticated copy of a document proving professional experience for certain industrial, commercial or craft activities;
- Authenticated copy of a document issued by the appropriate authority of the Member State of origin or where he has come from proving that he fulfils the conditions required by that Member State to exercise identical profession.
- Proof of skill when required;
- The fees for the cost of the process, the amount to be defined by the appropriate authority.

In the event of being requested by the appropriate authority, these documents should be accompanied by a translation by a notary or official, legally recognised translator or authenticated by a diplomatic or consular official.

How can I obtain information about Directive 2005/65/CE in Portugal and identify the competent authorities who will receive and process my request?

By contacting the coordinating body of the Directive:

Institute of Employment and Professional Training

Department of Professional Training

Rua de Xabregas, 52

Telephone: +351 21 861 45 45 / +351 21 861 46 00

Fax: +351 21 861 46 08

You can also obtain information from contact persons of the competent authorities who can receive and process your requests.

What is the process for recognition of professions that don't require degrees?

Resolution of the Council of Ministers n° 173/2007 of 7 November implemented the reform of the National System of Professional Certification and the functions of the various entities and bodies, in order to distinguish between certification of education and the

recognition of professional experience (to be encompassed in the National Qualifications System) and the regulation for admittance to regulated professions (to be encompassed in the System for the Regulation of Admission to Professions).

Decree-Law 396/2007 of 31 December, which establishes the legal regime of the National Qualifications System and defines its governing structures, created the National Qualifications Catalogue as an instrument of strategic management of non-higher education qualifications. In accordance with Article 4 of the above-mentioned Law, qualifications can be obtained through the training included in the Catalogue, through recognition of skills acquired through different life experiences and through the recognition of qualifications acquired abroad. Also in accordance with the abovementioned diploma, the recognition of qualifications acquired abroad, when not covered by special legislation (Article 13), is the responsibility of the National Qualifications Agency. The rules to govern the process of recognition in accordance with the references of qualification mentioned in the National Qualifications Catalogue are still pending approval, therefore, we suggest you contact the National Qualifications Agency for further information.

National Qualifications Agency
Av. 24 de Julho, n° 138
1399-026 Lisboa
Telephone: 213 943 700 Fax: 213 943 799
anq@anq.gov.pt

ANNEX I

A list of countries that have ratified the Lisbon Convention and whose nationals are exempt from proof of reciprocity (updated on 28-01-08)

Albania	Germany	Norway
Armenia	Hungary	Poland
Australia	Iceland	Portugal
Austria	Ireland	Romania
Azerbaijan	Israel	Russia
Belarus	Kazakhstan	Serbia
Bulgaria	Kyrgyzstan	Slovakia
Croatia	Latvia	Slovenia
Cyprus	Liechtenstein	Sweden
Czech Republic	Lithuania	Switzerland
Denmark	Luxembourg	The Holy See
Estonia	Macedonia	Turkey
Finland	Malta	Ukraine
France	Montenegro	United Kingdom
Georgia	New Zealand	

ANNEX II

List of the main countries that signed the Hague Convention of 5 October 1961

Albania	Greece	New Zealand
Andorra	Holland	Norway
Argentina	Holy See	Panama
Armenia	Hungary	Portugal
Australia	Iceland	Romania
Austria	Ireland	Russia
Azerbaijan	Israel	Salvador
Belarus	Italy	Slovakia
Belgium	Japan	Slovenia
Bosnia	Kazakhstan	South Africa
Bulgaria	Latvia	Spain
China (Hong Kong and Macau)	Lesotho	Suriname
Colombia	Liechtenstein	Sweden
Croatia	Lithuania	Switzerland
Cyprus	Luxembourg	Tonga
Czech Republic	Macedonia	Turkey
Denmark	Malta	Ukraine
Estonia	Mauritius	United Kingdom
Finland	Mexico	USA
France	Moldova	Venezuela
Germany	Monaco	Yugoslavia
	Namibia	

GLOSSARY

ACIDI, I.P.	Office of the High Commissioner for Immigration and Intercultural Dialogue (<i>Alto Comissariado para a Imigração e o Diálogo Intercultural, I.P.</i>)
DGES	Directorate-General of Higher Education (<i>Direcção-Geral do Ensino Superior</i>)
NARIC	Academic Recognition Information Centre (<i>Centro de Informações sobre Reconhecimento de Diplomas</i>)
CIREP	Information and Public Relations Centre, Ministry of Education (<i>Centro de Informações e Relações Públicas do Ministério da Educação</i>)
DGIDC	Directorate-General of Curriculum Innovation and Development (<i>Direcção-Geral da Inovação e Desenvolvimento Curricular</i>)
ANQ, I.P.	National Qualifications Agency (<i>Agência Nacional para a Qualificação</i>)
SGRQP	General System for the Recognition of Professional Qualifications (<i>Sistema Geral de Reconhecimento das Qualificações Profissionais</i>)
SNCP	National System of Professional Certification (<i>Sistema Nacional de Certificação Profissional</i>)
CAP	Professional Skills Certificate (<i>Certificado de Aptidão Profissional</i>)
DAP	Professional Skills Declaration (<i>Declaração de Aptidão Profissional</i>)



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- 8) Tax-Efficient Investing in Portuguese Property
- 9) Income from Portuguese Property
- 10) Taxation on Portuguese Property
- 11) “S.C.I.”: *Sociedade Civil Imobiliária*
- 12) Property Companies: *White-List or Portugal*
- 13) Nominee Companies for Portuguese Property
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- 30) Leaving Portugal - *Moving Back*
- 31) Non-Habitual Residence Status and the Alternatives
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