Practical Guide to Support the Recognition Request

Support Guide for the submission of the request for Recognition of Foreign Degrees and Diplomas through the online form.

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1. Introduction

This Practical Guide is a document that aims to assist applicants in submitting their request for Recognition of Foreign Degrees and Diplomas through a form available online.

No information contained in this Guide replaces or overlaps with what is stipulated in Decree-Law No. 66/2018 of August 16 or in Ordinance No. 33/2019 of January 25 (altered by Ordinance No. 43/2020 of 14 of February).

2. Before Submission - Prior Information

2.1. Changes introduced by Decree-Law 66/2018

In Portugal, the recognition of higher education academic degrees and diplomas, awarded by foreign higher education institutions, has been regulated since January 1, 2019 by Decree-Law no. 66/2018. This Decree-Law revokes the previous two, Decree-Law no. 283/83 and Decree-Law no. 341/2007.

The new Decree-Law standardizes the procedures for the recognition of foreign qualifications, making them more transparent, equitable and simple, introducing changes to the previous legal regimes by clarifying concepts, and widening the recognition to short cycle higher-education diplomas that have identical level, objectives and nature to Portuguese professional higher education technical courses. Simplified procedures are introduced, namely by establishing a system of precedence for the Level Recognition, which guarantees a more automatic process for the decision, avoiding repetition, reducing costs and response times for recognition decisions.

2.2. The types of Recognition existent

According to Decree-Law no. 66/2018, there are three types of recognition in Portugal:

- Automatic recognition;

- Level recognition

- Specific recognition

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2.2.1. What does each type of Recognition mean - brief clarification

Automatic recognition is a simpler, faster procedure. However, it is still not applied to all countries and to all degrees. We suggest that before submitting your request, check if this solution applies to your degree / diploma, referring to the list available in this table.

You can submit this request to either the Directorate-General for Higher Education or a Public Higher Education Institution of your choice.

*Remark: Some countries have a specific set of requirements for admission to Automatic Recognition, such as Ukraine: Automatic Recognition, simplified generic recognition process, applies, in the case of the **Спеціаліст/ Спеціаліста (Spetsialist)** degree conferred by Ukrainian higher education institutions, exclusively if:*

*- the diploma was obtained in the Bologna study cycle, and the training lasted **5 years** or more (Deliberação n.º 1642/2015);*

*- the diploma was obtained in the pre-Bologna study cycle, and the training lasted **4 years** or more (Deliberação n.º 3274/2009 and Deliberação n.º 2153/2009);*

This process generically recognises a higher education foreign degree or diploma listed in this table, to the Portuguese degrees of licenciado, mestre and doutor and the short cycle professional higher technical diplomas.

Holders of academic degrees or diplomas that are not eligible for automatic recognition, or that for professional reasons are required to have another type of recognition, may request:

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a) Level recognition (by comparability to a level corresponding to a Portuguese degree or diploma). Example: graduate/bachelor, master or doctor

b) Specific recognition (by personalized analysis on a case-by-case basis where not only the level is evaluated, but also the duration and program content in a given training area). Example: graduate/bachelor in psychology.

For Level and Specific Recognition requests you must choose a Public Higher Education Institution that teaches courses comparable to yours. DGES cannot carry out these two types of Recognition, only Automatic.

In this database, you can search which Portuguese institutions teach your course.

It should also be noted that after filling out the form and submitting it, your Recognition request is automatically sent to the Portuguese institution you chose on the form. Therefore, any doubts should be addressed directly to the Institution that you chose to analyse your request.

We also suggest that, before submitting your recognition request, consult the information available on the website of the chosen Institution.

2.3. Conversion of the final grade to the portuguese scale

The conversion of the final grade to the portuguese scale (from 0 to 20 values) can be carried out simultaneously with automatic recognition or level recognition, or, in some cases, after:

- Degree/Diploma Recognition
- Professional Recognition

According to Decree-Law No. 66/2018, the conversion of final grade can only be carried out in the two situations described: simultaneously or after an application for Degree / Diploma Recognition or for holders of foreign qualifications recognised by professional

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orders or other public entities for the exercise of the profession, that don't have a grade attributed on a grading scale identical to the Portuguese one.

The conversion of the final grade to the Portuguese scale is carried out, for Automatic and Level Recognitions, using the following formula:

Cfinal = {[(C-Cmin)/(Cmax-Cmin)]*10} + 10

in which:

Cfinal = final grade converted to the portuguese scale;

C = final grade of the foreign academic degree or diploma;

Cmin = minimum of approval in the foreign grading scale;

Cmax = highest mark in the foreign grading scale.

For the following countries, there are specific rules for the conversion:

- United States of America

- Malta

- United Kingdom

In the case of Specific Recognition, according to the legislation in force, there is no place for conversion of the final grade, but the attribution of a grade by the jury that will analyse your request (no. 2 of article 6 of Decree-Law no. 66/2018: "Whenever specific recognition is granted, the legally and statutorily competent body of the higher education institution must attribute a grade on the portuguese scale, by means of a duly substantiated decision.").

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Finally, Ordinance Nº. 43/2020 of February 14, further clarifies the possibility of holders of Recognition / Equivalence made within the scope of the previous legislation (Decree-Law nº 283/83 and Decree-Law nº. 341/2007) that have not had the conversion / attribution of final grade on the Portuguese scale, can now do so, if they gather the necessary elements for this.

Remark: Recognitions that have already been granted under the new legislation (Decree-Law nº. 66/2018), but that have not had conversion / attribution of final grade, can also submit an isolated request for conversion /attribution. As such, they are considered as part of this category of requests.

You can find more information on this type of request here.

3. Submitting a Recognition request

The submission of Recognition of Foreign Degrees and Diplomas or conversion of final grade to the Portuguese scale request, is made from the following address:

https://www.dges.gov.pt/recon/formulario

This wizard and the respective online form are universal, unique and shared by the Directorate-General for Higher Education and by the Public Higher Education Institutions in Portugal (Universities and Polytechnic Institutes), and are available on the DGES portal as well as on the web pages of each Portuguese Public Higher Education Institution. It means that regardless of the website where you enter the form, what really matters is the information you fill in / select on the form.

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Before you get to the form, you will find available on the page, a wizard to help you choose your request.

As you can see, you must first choose "what is your current situation" from the available options and click on the "check options" button.

- *"I want to recognise my foreign degree / diploma"* – I've studied in a foreign country and was awarded with a certain Degree / Diploma that I wish to recognise in Portugal (in this option you will also have the opportunity to simultaneously request the conversion / attribution of the final classification to the Portuguese scale;

- "*My degree / diploma has been recognised, but I want to submit a request for a different type of recognition*" – as [previously explained](#), you may already have a Recognition of your foreign Degree / Diploma in Portugal. However, for some reason, you need another type of Recognition (example: you obtained Automatic Recognition and now you need Specific Recognition);

- "*My degree / diploma has been recognised or considered equivalent and I want to convert my final grade*" - we reinforce that this option only applies if you

already have some type of Recognition, either through current or previous legislation, as explained [here](#). The conversion of the final grade to the Portuguese scale can only be requested within the scope of an application for Recognition or after obtaining it.

The choices and information you fill out in this wizard will influence the results / options available to submit your request. Therefore, we ask you to fill in all the data correctly and, if you need to correct any information or check other options, refresh the page or close it completely and open it again.

1. If you choose one of the first two options (*"I want to recognise my foreign degree / diploma"* or *"My degree / diploma has been recognised, but I want to submit a request for a different type of recognition"*) the wizard will then request the following information:

"*Country of origin*" - You must select the country where you studied / obtained the Diploma / Degree for which you want Recognition.

"*Foreign degree*" - You must select the Degree / title you obtained in that country and that appears in your Diploma.

Reconhecimento de Graus e Diplomas Estrangeiros e Conversão de Classificação Final
Foreign Degrees and Diplomas Recognition

Que tipo de procedimento se aplica ao meu caso? / *What kind of Recognition applies to me?*

Utilize esta ferramenta e escolha a sua opção / Use this tool and choose an option

QUAL É O SEU OBJETIVO? / YOUR CURRENT SITUATION	Já tenho o reconhecimento do meu grau/diploma mas pretendo outro tipo de reconhecimento para esse mesmo grau
PAÍS DE ORIGEM DO DIPLOMA / COUNTRY OF ORIGIN	- Selecionar - ▼
GRAU ESTRANGEIRO/ FOREIGN DEGREE	- Sem Opção - ▼

Verificar Opções/Check Options

Remark: If "Country of origin" is Brazil and the field "Foreign degree" is Master or Doctor, additional information will appear, referred to as "what is the CAPES concept while attending your training?" where you will have to select which CAPES concept / assessment / grade your course had while you were attending it.

After clicking on the "check options" button, the results page will appear, with the available options, according to the information you provided in the wizard:

Reconhecimento de Graus e Diplomas Estrangeiros
Foreign Degrees and Diplomas Recognition

De acordo com a informação que prestou pode solicitar o(s) seguintes reconhecimento(s) da sua formação - According to the information you provided, you can request the following recognition (s) of your qualification:

Reconhecimento Automático - Academic Recognition 🔍

Reconhecimento de Nível - Level Recognition 🔍

Reconhecimento Específico - Specific Recognition 🔍

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Here you will have, once again, the information about each type of Recognition, as previously explained in this Guide. After reading it again, just click on the respective link to enter the Recognition request form.

2. If you choose the third option ("*My degree / diploma has been recognised or considered equivalent and I want to convert my final grade*"), no additional choices will appear, just click on the "check options" button and the wizard will give as a result, the form to submit your request

After clicking on the "check options" button, the results page will appear with only one option available, with the respective link to the final classification conversion request form.

3.1. Recognition Online Form

A message highlighted in yellow will appear at the top of the page with the following information: "For each Diploma it is only possible to submit ONE request for each type of recognition (Automatic, Level and Specific). Duplicate requests will be automatically cancelled."

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This message is only a warning and does not interfere with the submission of the Recognition request. The intention is to alert that you cannot make, for the same Diploma/Degree, mora than one request for the same type of Recognition. If you have already submitted a request and you are making the same request again, the platform will automatically identify and cancel the duplicate order.

3.1.1. Part 1 – Tipo de Reconhecimento/Recognition Type

The first step is to choose the Type of Recognition you want to apply for. This is a vital step for the correct submission of the Recognition request, since this choice will impact the rest of the form.

Some of the information that was introduced in the wizard, will already appear pre-filled. So, if you have information that for some reason you want to change and the form does not allow it, we recommend restarting your request through the wizard mentioned in the previous section of this Guide.

https://www.dges.gov.pt/recon/formulario

Formulário de pedido de reconhecimento de graus académicos e diplomas de ensino superior estrangeiro e de conversão de classificação final

Application form for the recognition of academic diplomas and degrees for foreign higher education and/or final grade conversions

Expandir/Fechar todos

⚙ 1. Tipo de Reconhecimento / Recognition type

TIPO RECONHECIMENTO / RECOGNITION TYPE *	- Selecionar -
	[ ] 🔍
ASSUNTO / SUBJECT	- Selecionar -
	Reconhecimento automático – DL n.º 66/2018 / Automatic Recognition
	Reconhecimento de nível – DL n.º 66/2018 / Level Recognition
	Reconhecimento específico – DL n.º 66/2018 / Specific Recognition

⚙ 2. Informação do Requerente / Applica...

⚙ 3. Informação do Curso / Course information

⚙ 4. Carregamento de documentos / Document upload

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Once you pick the type of Recognition, the "Subject" should also be selected, since there are different options for each type of Recognition.

As can be seen and as previously mentioned, you can choose to perform only the Recognition (example: Type of Recognition - Automatic Recognition; Subject - Automatic Recognition) or you can perform the Recognition and conversion of the final grade to the Portuguese grading scale simultaneously (example: Type of Recognition - Automatic Recognition; Subject - Automatic Recognition and conversion to the Portuguese grading system).

The Specific Recognition has only one option since, has it was previously mentioned, a conversion is not done but a final classification is attributed. More info here.

3.1.2. Part 2 – Informação do Requerente/Applicant information

The second section of the form must be filled with some of your personal data. We must address that all data inserted here is of the **total responsibility of the applicant**, and they will not be subject to any change or correction by the entity that will analyse the Recognition request. Thus, please have the maximum attention and also reconfirm the information provided on the request.

Only fields marked with * (asterisks) or 1 (number 1) are mandatory. The importance of the "email" must be alerted too since it is the main way of contacting the applicants. It is also by email that some institutions send the Certificate of Recognition, since some of them are digitally issued, so it is essential to correctly submit the email address that you usually use.

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After the correct completion of this second field, the following section, number three, is where you must provide information about the Degree/Diploma that you want to recognise.

3.1.3. Part 3 – Informação do Curso/Course information

For a better understanding, this section is divided by the different fields to be filled out, identifying them with numbers.

Kind Reminder: <u>Some of the information that was introduced in the wizard, will already appear pre-filled. So, if you have information that for some reason you want to change and the form does not allow it, we recommend restarting your request through the</u> [wizard mentioned in the previous section of this Guide](#).

PAÍS / COUNTRY * **1** - Selecionar -

INSTITUIÇÃO / INSTITUTION * **2** Select an Option

CURSO / COURSE * **3** Select an Option

(OUTRO NÃO REGISTADO / OTHER NOT FOUND)

- On number 1 you must pick the country where you studied and where your degree was awarded to you;
- On number 2 you must provide the name of the Higher Education Institution where you studied;

CURSO / COURSE * **3** - Sem opção -

(OUTRO NÃO REGISTADO / OTHER NOT FOUND) ☑

- On number 3, and since the list of foreign courses is continually being updated (and as such, is not yet fully available), you must write the name of the course you attended in the "Other Not Found" box. Example "Biology", "Law", "Science".

These are the following numbers of this section:

CICLO DE ESTUDOS / CYCLE OF STUDIES * **4** - Selecionar -

GRAU / DEGREE * **5** - Sem opção -

(OUTRO NÃO REGISTADO / OTHER NOT FOUND)

DURAÇÃO / DURATION (SEMESTERS) * **6** - Selecionar -

CLASSIFICAÇÃO / FINAL GRADE ⓘ **7**

CRÉDITOS / CREDITS **8**

DATA ATRIBUIÇÃO / DATE OF AWARD * **9** Dia / Day Mês / Month Ano / Year

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- On number 4, you should select the study cycle: "Bologna" or "Pre-Bologna" or "Others" for countries where the educational system or the Degree awarded does not belong Bologna Process.

Please have in mind that these choices influence the information that subsequently appears on later fields.

- Number 5: you must select the Degree you obtained from the list. If the Degree is not available on the list, you can select the box immediately below, placing √ (check mark) and writing the name of the Degree;
- Number 6: you must put the duration of the course in semesters
- Number 7: you can enter your final grade. The final grade must be introduced exclusively in a numerical format, qualitative classifications/qualifications cannot be converted. Once again, we would like to emphasize the possibility of converting the final grade to the Portuguese grading system, that was mentioned previously in this Guide. It is therefore requested that, in case of doubt, consult this point again.
- Number 8: you must fill in the number of credits awarded by the course/degree (if any. If you do not have it, you can leave the field empty), while in field 9, you must enter the date when the degree was awarded - usually it should be the date shown in the Diploma.

Finally, the last two fields in this section:

| INSTITUIÇÃO PORTUGUESA / PT SCHOOL * | - Selecionar - |
| ESTABELECIMENTO / INSTITUTION | - Sem opção - |

- In these fields, you must select the Portuguese Institution **where you want to apply for the Recognition**, as well as the subsequent "Establishment" (e.g. Faculty) of that Institution. We recall, once again, to the information provided at the beginning of this Guide.

- For a more accurate selection in this field, we suggest, once again, to check the DGES portal to verify which Institutions lectures the course that you want to be recognised, for the Level or Specific Recognition, at:

https://www.dges.gov.pt/pt/pesquisa_cursos_instituicoes?plid=372

We recap that the form you are submitting is universal and unique. The information filled in and provided here influences the progress of your Recognition procedure. EXAMPLE: if you select DGES in this field, your request will automatically enter and be analysed by DGES. If you select any Higher Education Institution, your application will automatically be submitted to them and it will be analysed by that Institution. This means that for any clarification and/or information about the request you must get in touch with the Institution you have chosen.

3.1.4. Part 4 – Carregamento de Documentos/documents upload

The last section of the form involves the submission of the documents necessary for the correct analysis of the application. The Type of Recognition you choose determines which documents are required for upload.

In this <u>example</u>, if you choose "Automatic Recognition" where the subject is "Automatic Recognition and conversion of the final grade", it is necessary to submit the Diploma and also a document with the final grade.

Remark 1: The form only allows the upload of up to 10 different files with a maximum of 8mb each.

In case of doubt, we suggest, consulting the DGES portal to make sure which documents you should upload:

https://www.dges.gov.pt/pt/pagina/reconhecimento?plid=374

Remark 2: The Institution that you pick to do your Recognition procedure can and may request any additional documentation in order to do a correct analysis of the request, as well as the type of Certification of the Documentation to be uploaded. We suggest you check the information provided on the chosen Institution's website.

3.1.5. Parte 5 – Pagamento / Payment

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IMPORTANT: This field is an extra <u>and only applies or shows up</u> if you selected, in <u>Part 3</u>, the Directorate-General for Higher Education, as the "Portuguese Institution /PT School" that will analyse your request.

You should choose the most convenient Payment Method for you. If you choose Bank Transfer, you must transfer the fee before submitting the form, since the proof of transfer is one of the mandatory documents you must submit in the previous field.

If you choose ATM, you will receive an ATM reference that is valid for 72 hours to do the payment. If the payment is not made within that period, the Recognition request will be automatically cancelled by the system.

If you have chosen a Higher Education Institution, this part will not appear and you can submit the form. After receiving your request, the Institution you have chosen will contact you to make the payment directly with the Institution.

3.2. Online form for the Conversion/Attribution of the grade to the Portuguese grading system

This form is very similar to the Recognition request form that we talked about in the previous points. Since Part 1 of the form is different it requires a special attention. We suggest that if there are any doubts in filling in the remaining sections of the form, check in the previous section: Part 2, Part 3, Part 4 (and possibly Part 5).

Conversão ou Atribuição de Classificação final em separado
Final Grade Conversion or Attribution – separate request

Formulário de pedido de conversão de classificação final
Application form for final grade conversions

◆ 1. Reconhecimento prévio

Olhando para a sua certidão/diploma e com base na informação que consta no reconhecimento/equivalência que lhe foi atribuído escolha a opção correspondente

Looking at your certificate / diploma and based on the information contained in the recognition / equivalence that was awarded to you, choose the corresponding option

EQUIVALÊNCIA/RECONHECIMENTO/REGISTO NOS TERMOS DE - EQUIVALENCE / RECOGNITION / REGISTRATION IN TERMS OF **1**	- Selecionar - ▼
RECONHECIMENTO/REGISTO - RECOGNITION / REGISTRATION **2**	
DATA EMISSÃO CERTIDÃO - DATE OF AWARD **3**	Dia / Day ▼ Mês / Month ▼ Ano / Year ▼
INSTITUIÇÃO PORTUGUESA QUE EFETUOU O RECONHECIMENTO - PORTUGUESE INSTITUTION THAT AWARDED THE RECOGNITION * DGES/IES - DGES/HEI **4**	- Selecionar - ▼
ORDEM PROFISSIONAL - PROFESSIONAL BODY **5**	- Sem opção - ▼
CÉDULA PROFISSIONAL - PROFESSIONAL CERTIFICATE **6**	
INSTITUIÇÃO PORTUGUESA QUE VAI ANALISAR O SEU PEDIDO - PORTUGUESE INSTITUTION THAT WILL ANALYSE YOUR REQUEST * **7**	- Selecionar - ▼

ℹ

As described in the form itself, it is decisive that you have the Document that granted the Recognition / Equivalence. <u>Without that document, your request may be misdirected</u>. We break down below the points 1 to 7 (in red) of the image:

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- **Point 1:** "Equivalence / Recognition / Registration under:" - You must choose under which legislation you obtained the Recognition or Equivalence of your Diploma/Degree. This information will be in the text of the document that granted the Recognition/Equivalence. With that in mind, we ask that you carefully check this information to choose the correct option at this point.

  In the case of the options "Decree-Law No. 283/83" and "Decree-Law No. 283/83 (article 14)", if that information is not sufficiently clear in your Document/Certificate, you should contact directly the Institution that awarded you the Equivalence/Recognition to clarify which option is correct. In the case of Recognition of diplomas, within the scope of Decree-Law no. 341/2007, of 12 October, obtained before August 2017, the information should be on a stamp at the back of your diploma.

- **Point 2** "Recognition/Registration No." - You must put the unique number of the Recognition or of the Diploma Registration of your Certificate. This field is only mandatory for the options "Decree-Law nº 341/2007" and "Decree-Law nº 66/2018" of point 1. If you chose any other options, you can leave this field blank. (**Remark: I**n the case of the registration of a diploma under the terms of Decree-Law No. 341/2007 carried out before August 2017, the number must be presented in the following format: <Registration number-Year of Registration>, for example: 9999- 2016)

- **Point 3** "Date of Award" - You must choose the date that appears on the Document that granted Equivalence or Certificate of Recognition.

- **Point 4** "Portuguese institution awarded the recognition" - as it is indicated, you must choose the institution that granted you the Recognition/Equivalence. **Attention**: based on the information you entered in the previous fields, the options may be limited or the form itself will automatically identify the Institution.

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- **Points 5** and **6** are only applicable if the option chosen in **Point 1** was "Professional Recognition (by Order)" - If this is your case, you must choose, from the list presented, the Order/Entity that granted you the Professional Recognition as well as the number of Professional Certificate. If this is not your case, please disregard Point 5 and 6.

- **Point 7** "Portuguese institution that will analyse your request" - you must choose the institution that will receive and analyse your final grade conversion request. **Attention**: based on the information you entered in the previous fields, the options may be limited or the form itself will automatically identify the Institution.

We suggest a revisit to Decree-Law no. 66/2018 of 16 August and especially to Ordinance no. 33/2019 of 25 January, amended by Ordinance no. 43/2020 of 14 February, which updates and clarifies the situations in which the final grade can be converted by this form that we have just presented.

4. Request of recognition (or of the conversion of the grade)

After successfully submitting the Recognition form or the final grade Conversion request form separately, the page will present you with the following message **(EXAMPLE):**

Pedido Submetido com sucesso

registado com o nº - 66/RA/DRMCI/44/2019

1 2 3 4

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If it is a separate final grade Conversion request, it will appear identically **(EXAMPLE)**: 66/CCF/DRMCI/5/2021

The number generated, contains the following information:

- 1*:* Number of the Decree-Law in force that regulates the recognition of academic degrees and diplomas of higher education awarded by the foreign higher education institutions Decree-Law 66/2018;
- 2: Type of Recognition requested, RA = Automatic Recognition, RN = Level Recognition, RE = Specific Recognition.
- 3: Initials of the Institution where the Recognition was requested. For example, UL = University of Lisbon; UNL = Universidade Nova de Lisboa; UP = University of Porto; UC = University of Coimbra; UM = University of Minho. It should also be recalled that, if the request was addressed to any Higher Education Institution, the request is filed directly to that Institution, and the Directorate-General for Higher Education has no intervention in the process.
- 4: Number of the request and year.

You will also get an email that confirms that the request was successfully submitted.

5. Doubts and Adicional Information

This Practical Guide aims to be a manual to help you complete the Recognition form (or separate conversion of the final grade) and at the same time to clarify the most frequent doubts. Therefore, we suggest that you read this Guide completely before making any contact, since your question may already be answered and/or explained in this guide.

If that does not happen, if doubts or technical problems persist with the form, missing information or even an error, send us a message through the Electronic Counter available at: https://www.dges.gov.pt/pt/contactos - Department of Recognition, Mobility and International Cooperation, or contact the Higher Education Institutions to whom you wish to apply.

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