

CMU PORTUGAL ACADEMY

GENERAL TERMS & CONDITIONS | ENROLLMENT, ACCEPTANCE, PAYMENTS AND OTHER POLICIES

CMU PORTUGAL ACADEMY is committed to lifelong learning through upskilling and reskilling initiatives, offering training programs aligned with market demands and professional career development needs.

Our advanced programs provide specialized expertise in focused areas, enabling participants to master complex, cutting-edge subjects.

This document outlines the rules and procedures for the '**AI, Data Science & Machine Learning Advanced Program**', '**Product Management Advanced Program**' and '**User Experience and Service Design Advanced Program**'.

General Eligibility

Eligible candidates must be:

- 18 years or older
- Resident in Portugal (temporary or permanent)
- Proficient in English at an intermediate level
- Holders of a Bachelor's degree (or relevant professional experience)

Preference is given to candidates with Master's degrees and professional experience. For candidates without a Bachelor's degree, the Course Coordination may evaluate their CV and professional experience and propose their admissibility to the Executive Committee for final decision.

Completing any enrollment or application form does not guarantee admission to any program, nor does it entitle applicants to receive any justification regarding application rejection.

Application Process

Applications must be submitted digitally through www.santanderopenacademy.com and must include:

- Curriculum vitae
- Personal motivation letter
- Other relevant supporting documents

Upon applying through Santander Open Academy's website, applicants will receive an automatic confirmation email. If no confirmation is received, contact CMU Portugal Academy at info@academy.cmuportugal.org.

The Course Coordination will analyze applications qualitatively on an ongoing basis throughout the application period. The candidate is considered the holder of all personal data submitted through the online platform.

Application Requirements

Applicants are responsible for ensuring that all required information and supporting documents are:

- Received by CMU Portugal Academy before the specified deadline
- True, accurate, complete, and not misleading

CMU Portugal Academy:

- Is not responsible for technical issues encountered during application submission
- May request additional documentation or information regarding any application at any time

Selection Process

The selection process evaluates each candidate's profile, with focus on academic and professional experience. Applications are reviewed by the Course Coordination to determine program fit. Selected applicants may be invited for a brief interview or receive an offer email with next steps.

Acceptance

Successful applicants will be notified of acceptance by email at the address provided in their application.

Acceptance Registration Fee

Selected candidates must formally accept their position by paying a non-refundable €200 registration fee within 15 days of acceptance.

Payment is considered complete when the full amount is received in the CMU Portugal Academy bank account.

The registration fee will only be refunded in cases of:

- Program cancellation or postponement by CMU Portugal Academy
- Death of the applicant

CMU Portugal Academy reserves the right to cancel enrollment, exclude participation, and withdraw certification if application information is found to be incorrect or misleading.

Program Investment

The tuition fee varies by program and includes:

- Teaching materials and supporting documentation
- Light coffee breaks
- Closing session event

Tuition Payment Options

Tuition must be paid after acceptance and before the program begins via wire transfer to the CMU Portugal Academy bank account.

Payment methods:

- Full payment at program start (for individuals and corporate clients)
- Two installments without additional cost (individuals only):
 - First payment of 50% before program start
 - Final payment of 50% by the first week of December of the program year

Failure to pay may result in dismissal from the program and withholding of certification or alumni status.

CMU Portugal Academy is exempt from VAT.

Program Materials Disclaimer

Program brochures and website content are non-contractual and may not be used to request special delivery or performance. Content may vary based on unforeseen circumstances.

Grading System

The CMU Portugal Academy programs are non-degree programs. Participants receive certificates of attendance upon meeting attendance, participation, and knowledge assessment criteria specific to each program.

ECTS Credits

Currently, none of the CMU Portugal Academy advanced programs grant ECTS equivalence.

Language

All CMU Portugal Academy advanced programs are taught in English.

Academic Calendar

Programs run from September to May.

Catering

Light coffee breaks are provided during on-campus classes

Insurance Coverage

CMU Portugal Academy insurance covers accidents (not illnesses) occurring during training activities. Participants must maintain, at their own expense, valid health and accident insurance throughout the program.

Training Methodology

Training consists of lectures featuring interaction between participants, faculty, and guests, including topic discussions and applications to participants' professional activities.

Knowledge Assessment

Each module is assessed through:

- Session participation
- Theoretical work (intermediate projects/cases)
- Practical work (capstone project)

Attendance Policy

Attendance is tracked through session sign-in sheets.

Participant Feedback

Participants will be invited to provide feedback through surveys at the end of each module and at program completion.

Certification Requirements

To receive certification, participants must:

- Attend at least 80% of classes
- Actively participate in sessions
- Present all intermediate project cases
- Complete the capstone project

Program Cancellation

If CMU Portugal Academy cancels a program after participant acceptance, efforts will be made to transfer participants to a replacement program. If participants decline transfer, paid program fees will be refunded.

Participant Cancellation or Transfer

For cancellations, participants must send written notice to info@academy.cmuportugal.org. CMU Portugal Academy will honor cancellations or transfers requested more than 45 days before the program start date and will evaluate transfer requests on a case-by-case basis.

Participant Conduct

Participants must conduct themselves professionally both on and off campus. Failure to comply with expected standards may result in sanctions, including program exclusion.

CMU Portugal Academy does not endorse opinions or views expressed by candidates, participants, or admitted organizations.

Professional Integrity

Participants must:

- Behave with integrity
- Abide by all applicable CMU Portugal Academy rules
- Demonstrate appropriate ethics and professionalism
- Understand that program participation is personal and non-transferable

Dismissal Policy

Participants may be dismissed for:

- Insufficient subject matter competence
- Unprofessional behavior
- Chronic non-compliance with program requirements

Dismissal decisions are final, effective immediately, and prohibit future program re-entry. Decisions are made by the Program Coordinator.

Alumni Relations

Alumni receive regular updates on CMU Portugal Academy activities, events, and initiatives.

Alumni may be invited to participate in experience surveys.

A 10% discount is available for CMU Portugal Academy alumni.

Exceptions and Amendments

For matters not expressly covered in these regulations, the executive committee's decisions shall apply.

CMU Portugal Academy reserves the right to modify program regulations partially or completely at any time, with notice of changes published at <https://academy.cmuportugal.org/>.

Data Protection

For details on personal data processing and confidentiality, please refer to the consent document available on our website.