

RULES AND REGULATIONS FOR MASTERS' TUITION FEES (2ND STUDY CYCLE)

These Rules and Regulations were approved by the Dean of ISEG-Lisbon School of Economics and Management on 07.06.18

Under the terms established by Decree Law no. 37/2003, of the 22nd of August (the Law that defines the financing of Higher Education), the Dean of ISEG - Lisbon School of Economics and Management, approves the Rules and Regulations of Masters' Tuition Fees (2nd Study Cycle) of this university under No. 3 of Article 140 of Law No. 62/2007, of the 10th of September (the legal framework for Higher Education Institutions) and the ruling of Line b) of No. 2 of Article 22 of the ISEG statutes.

Article 1

(Inherent rights on payment of Tuition Fees)

1. The registration confers the status of an ISEG student and the right to enrolment in Masters' degrees at this university.
2. Enrolment in Masters' degrees at ISEG confers the right of the student to:
 - a) Attend lectures and other university activities related to the curricular units for which they are duly enrolled;
 - b) Have their knowledge assessed of the subjects taught and summarised in the curricular units referred to in a);
 - c) Use, whilst adhering to the respective regulations of use, the Library, the Computer Labs, the Study Rooms and other ISEG teaching support facilities.
3. Any student who, in a given Academic Year, does not enrol in curricular units of any degree at ISEG, or does not pay their respective tuition fees, shall cease to benefit from student status.
4. Any student who cancels their enrolment for a Masters degree taught at the University, within the deadlines stipulated by Law, will lose ISEG student status.

Article 2

(Tuition Fee)

1. Students registered and enrolled at ISEG are required by law to pay a uniform attendance fee, known as a tuition fee, without prejudice to other applicable additional charges and fees, namely those referred to in the Fees Table of ISEG.
2. Payment of tuition fees is mandatory for all students, without prejudice to the granting of support by the University Social Services, especially the award of scholarships, merit awards. or others.
3. The tuition fee always refers to the Academic Year, and is independent of the number of curricular units/ECTS that the student is enrolled for (except in cases cited in the Appendix to these Tuition Fees Rules and Regulations) and of the number of credited ECTS.

4. Should a Masters be cancelled, then the student has the right to be reimbursed all charges and all tuition fees that have already been paid.
5. The value of tuition fees is set every year by the Governing Body of Universidade de Lisboa (ULisboa), based on the Rector's proposal, under the terms of Line h) of No. 2 of Article 19 of ULisboa's statutes.

Article 3 (Deadlines and Payment Plans)

1. For each Academic Year, tuition fees are paid as follows:
 - a) An initial payment (registration fee) upon registration, the dates and amounts of which are set for each Academic Year by the Dean of ISEG, which are outlined in the Appendix to these Rules and Regulations, this amount being deducted later from the total value of the tuition fees;
 - b) A single payment, or partial payments (instalments), on enrolment, the frequency and amounts of which are set for each Academic Year by the Dean of ISEG, which are outlined in the Appendix to these Rules and Regulations.
2. Whenever the registration/enrolment fee is paid after the respective deadline for the payment of one or more instalments, the student must immediately pay any outstanding instalments, as well as a late-enrolment charge, if applicable.
3. On request by the student, a specific tuition fee payment may be agreed, under the following conditions:
 - a) The student must submit their specific request for a payment plan before the deadline for the payment of each instalment, in writing, to the Dean of ISEG, on the understanding that such a request is conditional upon due proof and assessment of the alleged financial difficulties, as well as an analysis of the history of past tuition fee payments and financial support obtained;
 - b) The specific payment plan cannot go beyond the end of the Academic Year;
 - c) Specific payment plans will not be authorised for students who failed to comply with previous plans.

Article 4 (Methods of Payment)

1. Tuition fees may be paid at an ATM – *Multibanco (MB)*, or by using an equivalent process through Homebanking/Internet, using the respective bank transfer references which are available on the "Aquila" Student Portal.
Exceptionally, payment may be made at the *Multibanco* terminal at the Masters and Doctorates Office for special cases.
2. The student should keep the *Multibanco* receipt in a safe place, or the Homebanking/Internet proof of payment, as proof of good payment.

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3. Payment of tuition fees is the individual responsibility of each student, and thus, the use of incorrect data during payment renders such payment invalid, resulting in the student being responsible for proving the payment of the amount in question.

Article 5
(Invoices and Receipts)

1. Invoices and Receipts are emitted in the name of the student, based on the information and tax number/NIF provided by the student on the "Aquila" Student Portal.
2. The student is responsible for correctly introducing their tax number/NIF and other documents.
3. Should a student require that their respective invoices and receipts be issued in the name of another entity (family members or a company), they should submit their request by E-mail to the Masters and Doctorates Office before making any payment, and before the end of the deadline for the payment of each instalment, otherwise they may not receive a favourable decision. This E-mail must clearly justify the request and should indicate the details of the entity in whose name the receipts should be passed, (Tax number/NIF, full name and address and postal code). Payment should only be made on confirmation by the Administrative Services.
4. Receipts for all payments can be obtained by using the "Aquila" Student Portal, using the option: Academic Services» Current Account.
5. Alterations cannot be made after the emission of an invoice and receipt.

Article 6
(Late payments)

1. In the case of payment after the deadlines stipulated in Article 3 of these Rules and Regulations, the following additional charges will be applied:
 - a) Interest, at the official rate charged for debts to the State and other public entities, (according to Paragraph b) of Article 29 of Law No. 37/2003, of the 22nd of August);
 - b) An administration fee (according to the amount set in the Appendix of these Rules and Regulations).
2. The interest referred to in the above point is due on the day immediately following the deadline for payment of the outstanding instalment.
3. The payment of instalments is due in their respective order, and it is not possible to pay the last instalment, without having fully settled all overdue previous instalments.
4. *Multibanco* references for payments deemed as being late under the terms of Article 3 of these Rules and Regulations, must be obtained from the "Aquila" Student Portal by the student themselves, using the option: Academic Services» Current Account.

Article 7 **(Consequences of the non-payment of tuition fees)**

1. Non-payment of tuition fees is considered to be when payment is not made at the act of registration/enrolment, or when failing to meet the deadline for any instalment payment, as set by the Dean of ISEG, in accordance with Article 3 of these Rules and Regulations.
2. Under the terms of Article 29 of Law No. 37/2003 of the 22nd of August, non-payment of tuition fees implies the following:
 - a) The annulment of all course units studied during the academic year for which the lack of payment applies;
 - a) The annulment of the original registration, as well as the annulment of the annual enrolment cancels the right of access to the communal areas of the University until all dues and respective additional charges are paid during the Academic Year for which the tuition fees are due.
3. Non-payment of tuition fees further implies:
 - a) A ban on the emission of any diploma, conclusion certificate, or any other similar document related to the academic curriculum of the student for the academic year in which payments are outstanding;
 - b) A ban on the student enrolling for any exams, or any other assessment activities in the academic timetable;
 - c) A ban on being able to register and/or enrol for subsequent Academic Years, unless dues from previous years are first paid in full.
4. It is the responsibility of the student to keep their email address updated for the purpose of receiving notifications from ISEG, as well as the responsibility to keep safe all documents of proof of payments made.
5. In case of re-admission, students may only carry out their registration/enrolment after all outstanding ISEG tuition fees have been fully paid.
6. Non-compliance with the payment of tuition fees results in a ban on registration for any cycle of ISEG studies, until all outstanding tuition fees have been fully paid.
7. Non-compliance with the payment of any instalment of tuition fees within the set deadlines results in the charging of interest, at the official rate charged for debts to the State and other public entities.
8. Bearing in mind the legal framework of tuition fees, total or partial debt pardon is expressly forbidden.

Article 8 **(Notification of outstanding tuition fees)**

1. During the Academic Year, students are informed electronically of the deadline for the payment of each tuition fee instalment.

2. Information regarding outstanding dues is available on the “Aquila” Student Portal.
3. At the end of the Academic Year, students with outstanding dues are notified, preferably electronically, of the amount due, as well as the respective additional charges and interest, and are given 15 working days to pay their outstanding dues or to negotiate a payment plan to settle the amount outstanding.
4. The notification mentioned in No.3 will provide an alert as to the consequences of non-payment of tuition fees.
5. Students are responsible for the updating of their details and contacts on the “Aquila” Student Portal.

Article 9 (Coercive payment)

1. Non-payment of tuition fees gives ISEG the right, after due notification under the terms of Article 8, to request coercive payment by the Tax and Customs Authorities, through a fiscal order, as contemplated by the Tax Procedures and Process Code.
2. For the purposes of the above point, and after the deadline referred to in No. 3 of Article 8, a certificate will be issued describing the outstanding dues, plus additional charges and interest calculated at the statutory rate, which is sent to the Tax Authorities of the debtor’s address.

Article 10 (Voluntary annulment of registration/enrolment)

1. Those students who drop out of their Masters degree, whatever the reason, are obliged to cancel their registration directly on the Aquila Portal. Without the confirmation of this act, the annulment is not considered valid.

The annulment of the registration is carried out by following these steps:

Login Aquila>> Student tab>> Consult>> Academic Services >> Requisitions>> Create a new requisitions>> Select the type of request: “Annulment of registration”.

2. Those students who annul their registration (online) only need pay the outstanding tuition fees instalments that are due at the date of annulment, as well as the additional fee and interest at the legal rate.
3. In the case cited in the above point, students can be re-embursed any eventual overpayment, as long as they expressly request this within five working days from the date of annulment.

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4. The annulment of registration described in the above points implies the annulment of the same, and those students who have voluntarily requested this annulment, may not enroll for future Academic Years without complying with the current procedures for readmission.
5. With the exception of that referred to in No. 3 of this Article, requests for annulment by a student (the annulment of registration/enrolment) does not give rise to the reimbursement of tuition fees.
6. It is the student's responsibility to communicate their intention to abandon their studies (the annulment of registration/enrolment). The act of abandoning studies by a student only takes effect from the date on which this is communicated, which does not absolve the student from outstanding commitments, namely the obligation to pay outstanding tuition fees, as well as any eventual additional charges and interest at the legal rate.
7. When students who have been granted a payment plan communicate their intention to abandon their studies (the annulment of registration/enrolment), their payment plan is annulled, and the student is obliged to pay outstanding tuition fees, as well as any eventual additional charges and interest at the legal rate.

Article 11
(Social Services Scholarships)

8. Students who have applied for a scholarship from the Social Services of ULisboa should, on enrolment, request proof of this application in the form of a document or declaration under oath.
9. If, for reasons not attributable to the recipient of the scholarship, the scholarship is not paid to the student, thus making it impossible to meet the deadlines set out in No. 1 of Article 3 of these Rules and Regulations, then these deadlines will be extended for a further 15 calendar days, counting from the moment when the scholarship is eventually paid, with no additional charges.
10. Those students who are refused a scholarship from the Social Services, are granted a period of 15 calendar days, counting from the date of publishing the lists of the names of those who have not been awarded a scholarship, to pay all tuition fees or instalments already due, with no additional charges.
11. If those students who have signed the declaration under oath referred to in Point 1 of this Article do not apply for a scholarship, or, having submitted an application which is later found to be fraudulent, their respective registration and/or enrolment will only enter into effect when the payment of their tuition fee is made in full, in which case sanctions will be applied under the terms of Law No. 37/2003, of the 22nd of August - Article 30.

Article 12
(Special circumstances)

Tuition fees of the following students who are covered by Article 35 of Law No. 37/03 of the 22nd of August, will be paid accordingly:

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- a) Military personnel, or children of military personnel: under the terms of Law No. 358/70, of the 29th of July, who should deliver the documentation proving their situation by the 30th of November of the Academic Year for which they are registering/enrolling;
- b) Disabled personnel from the Armed Forces: under the terms of Decree Law No. 43/76, of the 20th of January, who should deliver the documentation proving their situation by the 30th of November of the Academic Year for which they are registering/enrolling;
- c) Teachers: under the terms of Ruling No. 335/98, of the 14th of May, altered by the joint Ruling No. 320/2000, of the 21st of March, who should deliver the documentation proving their situation by the 30th of November of the Academic Year for which they are registering/enrolling.

Article 13

(Repetition of Curricular Units and/or the whole Academic Year and the Masters Thesis)

1. The tuition fees for re-enrolment in curricular units (CUs) and/or the Academic Year, are calculated according to the following formula:

$$\text{Tuition fee} = \frac{\text{No of ECTS for the CU}}{\text{No of ECTS for the year of the degree}} \times \text{the tuition fee of the year of the degree} + \text{RC}$$

RC = Repetition charge

2. The Repetition Charge (RC) is applied to students who enroll in repeated curricular units/or who repeat the whole Academic Year, the amount and date of payment of which is set every year by the Dean of ISEG (see Appendix).
3. In the case of re-enrolling for the Final Masters Work (FMW), or for repeating the 2nd Year in order to conclude their Final Masters Work (FMW), the student is bound to pay the tuition fee for prolonging their Final Masters Work (FMW), which is set every year by the Dean of ISEG (see Appendix).
4. The FMW extension fee may only be used once. If it is necessary to repeat the registration of the FMW, the formula set out in paragraph 1 of this article shall apply.

Article 14

(Students studying for Separate Curricular Units)

1. Those students, or other interested parties, who are studying for Separate Curricular Units, are subject to the payment of fees and charges, whose amounts are set every year by the Dean of ISEG (see Appendix).
2. Should students enroll for their Masters under the regular conditions, then a repetition charge is not applied for enrolled Separate Curricular Units.

Article 15

(Re-enrolment)

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1. Students who interrupt their studies for one or more Academic Year, or who communicated their desire to annul their registration/enrolment, must submit an application for re-enrolment, except for those students who did not attend any lectures or coursework, who must submit a new application for admission.
2. The re-enrolment application fee is paid at the time of application, on a date and for an amount defined in the ISEG Fee Table.
3. Payment is due on a date and for an amount set every Academic Year by the Dean of ISEG (see Appendix).
4. The tuition fee is calculated based on the credits accumulated from previous studies, according to the following formula:

$$\text{Tuition fee} = \frac{\text{No of ECTS for the CU}}{\text{No of ECTS for the year of the degree}} \times \text{the tuition fee of the year of the degree} + \text{RC}$$

RC = Repetition charge

5. The Repetition Charge (TR) is applied to students who enroll in repeated curricular units/or who repeat the whole Academic Year, the amount of which is set every year by the Dean of ISEG (see Appendix).

Article 16 (Credits)

1. Those students who wish to user credits from previous studies, must pay charges due for curricular units credits, in accordance with the ISEG Fee Table.
2. For those students who obtained credits from ISEG studies, or from studies at a university that has an agreement with ISEG, the tuition fee is calculated according to the following formula:

$$\text{Tuition fee} = \frac{\text{Nr of ECTS for the CU}}{\text{Nr of ECTS for the year of the degree}} \times \text{the tuition fee of the year of the degree} + \text{RC}$$

RC = Repetition charge

3. For those students who obtained credits at a university other than ISEG, the established tuition fee is due, with no right to a discount.

Article 17 (Final Year students)

1. Bachelors Final Year students must complete their degree by the end of September of the year in which they apply. If they fail to do so, their registration will be annulled.

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2. The value of the registration fee (basic tuition fee) is refunded in case of non-completion of the Bachelors degree referred to in the previous point, on submission of a request, supported by documentation proving the non-completion of the degree, within the deadlines stipulated for submitting this request.

Article 18
(Other payments)

1. In addition to the payment of tuition fees, each student is also liable for the payment of legally-set fees and charges and other amounts set in the ISEG Fee Table, as approved by the Governing Board, in accordance with the ISEG Statutes, whenever applicable.
2. All students with active registration and enrolment are covered by the University's insurance, without payment of any extra fee.
3. The application fee for each Masters is payable at the time of application, and is not refundable, except in cases of the suspension of the Masters degree by the University, and is set every year by the Dean of ISEG (see Appendix).

Article 19
(Other cases not covered by these Rules and Regulations)

Other cases not covered by these Rules and Regulations should be presented to the Dean of ISEG, who will decide on them.

Article 20
(Repeal norms)

The previous approved Rules and Regulation are repealed, as are all associated orders.

Article 21
(Entry into force)

These Rules and Regulations will be in force for the full duration of the 2018/2019 Academic Year, and the Appendix herewith attached will be reviewed annually, before the start of each Academic Year, with updates of tuition fee rates, the number of instalments, and the dates and amounts, and/or other adjustments that have to be made.

The Dean of ISEG

(Professor Manuel Mira Godinho, PhD)