

## RULES AND REGULATIONS FOR PHD TUITION FEES

Rule approved by the Board of ISEG – Lisbon School of Economics and Management on 2017-05-25

Under the terms of Decree Law nº 37/2003, of the 22<sup>nd</sup> of August (the law that defines the principles of the financing of State Higher Education), the Dean of ISEG – Lisbon School of Economics and Management approved the following Rules And Regulations for PhD degree tuition fees (3<sup>rd</sup> Study Cycle) of this university, in accordance with No. 3 of Article 140 of Law No. 62/2007, of the 10<sup>th</sup> of September (the legal system of higher education institutions) and the provisions of sub-paragraph b) of No. 2 of Article 22 of ISEG’s statutes.

### **Article 1** **(Rights acquired on payment of tuition fees)**

1. The act of registration gives an ISEG student the right to be registered for PhD degrees taught at this university.
2. Enrolment for a PhD degree taught at ISEG gives the student the right to:
  - a) Attend lectures and other learning activities which are part of the syllabus of a course unit that they are fully enrolled for;
  - b) To have their knowledge examined in relation to the subjects taught under the course units mentioned in a);
  - c) To use the Library, Computer Labs, Study Rooms and other ISEG support facilities, whilst abiding by the respective rules of conduct.
3. Any student who does not enrol for course units, or fails to pay the designated tuition fees, will lose student status.
4. Any student who cancels their enrolment for a PhD degree taught at this university within the timeframes stipulated by law, will lose status at an ISEG student.

### **Article 2** **(Tuition fees)**

1. Students who are registered and enrolled at ISEG are required by law to pay a uniform attendance rate, called tuition fees, without prejudice to other applicable fees and charges, namely those referred to in the ISEG Fee Table.
2. The payment of tuition fees is compulsory 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 fees always refer to attendance during one Academic Year, and are independent of the number of curricular units/ECTS for which the student is enrolled (except in the cases stipulated in the Appendix of these Rules and Regulations) and of the number of credited ECTS.

RULES AND REGULATIONS FOR PHD TUITION FEES

4. Should a PhD be cancelled, then the student is entitled to be reimbursed all respective fees and charges that have already been paid.
5. The value of tuition fees is fixed annually by Governing Board of Universidade de Lisboa (ULisboa), based on the Rector's proposal, under the terms of sub-paragraph 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 fees payments and financial support obtained;
  - b) The specific payment plan cannot go beyond the end of the Academic Year;
  - c) Payment plans will be liable for interest, at the statutory rate;
  - d) 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 PhDs 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.
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. All invoices and receipts are emitted in the name of the student, using the details that they submitted to “Aquila”.
2. The student is responsible for introducing the correct tax identification number (NIF) and other information.
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 PhD 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. Once an invoice or receipt is issued, it is not possible to alter them.

#### **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 sub-paragraph b) of Article 29 of Law No. 37/2003, of the 22<sup>nd</sup> 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**

#### **(The 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, which 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 the previous year(s) 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 their 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 expressively 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.

RULES AND REGULATIONS FOR PHD TUITION FEES

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.
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 re-embursement 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**  
**(Grants and Scholarships)**

8. Students who have applied for a scholarship from the Fundação para Ciência e a Tecnologia (FCT) should, on registration/enrolment, present to the Academic Services proof of this application, and should inform these Services as soon as the FCT communicates a decision regarding their application for a scholarship.
9. Those students who are refused a scholarship, and accordingly decide to annul their registration/enrolment, have 15 calendar days, counting from the date of the communication of the final decision of the FCT, to inform the Services of their decision to annul their registration/enrolment, thus being exempted from paying any tuition fees.
10. Those students who are refused a study grant, are granted a period of 15 calendar days, counting from the date of the communication of the refusal to pay a grant, to pay all tuition fees or instalments already due, with no additional charges.

**Article 12**  
**(Repetition of Curricular Units)**

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

$$\text{Tuition fee} = \frac{\text{N}^{\circ} \text{ de ECTS de inscrição em UC}}{\text{N}^{\circ} \text{ de ECTS do ano do curso}} \times \text{the tuition fee of the year of the degree} + \text{TR}$$

TR = Repetition charge

2. The Repetition Charge (TR) is applied to those students who enrol for repeated curricular units, the amount and date of payment of which is set every year by the Dean of ISEG (see Appendix).

**Article 13**  
**(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 in accordance with the Rules and Regulations for Enrolment in Separate Curricular Units, whose amounts are set every year by the Dean of ISEG, which are shown in the Appendix of these Rules and Regulations.

**Article 14**  
**(Re-enrolment)**

1. Students who interrupt their studies for one or more Academic Year, must submit an application for re-enrolment and request credits.
2. The tuition fee is calculated based on the credits accumulated from previous studies, according to the following formula:

$$\text{Tuition fee} = \frac{\text{N}^{\circ} \text{ de ECTS de inscrição em UC}}{\text{N}^{\circ} \text{ de ECTS do ano do curso}} \times \text{the tuition fee of the year of the degree} + \text{TR}$$

TR = Repetition charge

3. The Repetition Charge (TR) is applied to students who enrol in repeated curricular units, the amount of which is set every year by the Dean of ISEG (see Appendix).

**Article 15**  
**(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 at a university other than ISEG, the established tuition fee is due, with no right to a discount.

**Article 16**  
**(Other payments)**

1. In addition to the payment of tuition fees, each student is also liable for the payment of statutory fees and charges and other amounts set in the ISEG Fee Table, as approved by the Governing Board, in accordance with ISEG's 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 PhD is payable at the time of application, and is non-refundable, except in cases of the suspension of the PhD degree, and is set every year by the Dean of ISEG, and in the Appendix of these Rules and Regulations. .

**Article 17**  
**(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 18**  
**(Repeal norms)**

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

**Article 19**  
**(Entry into force)**

These Rules and Regulations will be in force for the full duration of the 2017/2018 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 Mário Caldeira, PhD