

THE SCHOOL OF ECONOMICS AND MANAGEMENT

Deliberation No. 2430/2021

GENERAL RULES AND REGULATIONS GOVERNING THE MASTERS STUDY CYCLES AT ISEG

CHAPTER I

General Rulings

Article 1

Object

1. The object of these Rules and Regulations are the Masters study cycles, based on the legislation in force and the Postgraduate Studies Regulation of Universidade de Lisboa (REPGUL).

2. These Rules and Regulations cover those Masters study cycles which are the exclusive responsibility of ISEG and which are registered at the DGES and accredited by the Higher Education Assessment and Accreditation Agency (A3ES).

3. These Rules and Regulations also cover students from other Masters that are taught in association or in collaboration with other universities, particularly for subjects related to writing a thesis which was registered at ISEG.

CHAPTER II

Monitoring and Follow-up

Article 2

Monitoring and Follow-up by the Pedagogic and Scientific Boards

1. The monitoring and follow-up which is referred to in Article 3 of REPGUL is carried out in the following way at ISEG:

a) ISEG's Scientific Board is responsible for the management, coordination, and assessment of the study cycles;

b) For each Masters, ISEG's Scientific Board nominates a Scientific Committee for the study cycle, which is comprised of a Coordinator for the Masters, and at least two other professors;

c) For those Masters taught in association, ISEG's Scientific Board nominates the representatives from ISEG who participate as members of the respective Scientific Committee.

2. For the pedagogic monitoring and follow-up of post-graduate studies referred to in Article 3 of REPGUL, the Scientific Committee of the Masters also functions as a Monitoring and Follow-up Committee, in synchronisation with ISEG's Pedagogic Board.

3. It is possible to appeal to ISEG's Scientific Board regarding deliberations made by the Scientific Committee.

Article 3

The Scientific Committee

1. The Scientific Committee of the study cycle will be in charge of all tasks related to teaching content and performance assessment, the assignment of ECTS, the selection of applicants, contacts with Masters students and their final work supervisors, the organisation of integrated seminars, the monitoring and follow-up of final works, and the preparation of proposals for the selection of the members of examination panels.

2. In the case of study cycles taught in association with other universities, those members appointed by ISEG's Scientific Board to participate in the respective Scientific Committees will ensure the implementation of the guidelines and deliberations of ISEG's Scientific Board, with the aim of maintaining common quality standards for all the post-graduate teaching activities in which ISEG participates.

CHAPTER III

Admission for the study cycle

Article 4

Access and admission conditions

1. Applicants who meet one of the following requirements may apply to study for a Masters:
 - a) Have a Bachelors degree or legal equivalent in the relevant areas for each ISEG Masters;
 - b) Hold a 1st study cycle foreign higher education degree, which is administered in accordance with the principles of the Bologna Process by a country which has adopted this Process;
 - c) Hold a foreign higher education degree that is recognised as satisfying the objectives of the level of a Bachelors degree by the Scientific Board;
 - d) Possess a university, scientific, or professional curriculum that is recognised as being proof of ability to study for this study cycle by the Scientific Board.
2. Applicants to study for an ISEG Masters are selected by the respective Scientific Committee, and, in the case of degrees taught in association, by the corresponding competent bodies.

Article 5

Places

1. The maximum number of applicants to be admitted is proposed each year by the Scientific Committee of each Masters degree that is exclusively taught by ISEG, or by the competent body of Masters taught in association, and fixed by deliberation emitted by the Dean of ISEG or by a joint deliberation of the group of associated universities, after approval by ISEG's Scientific Board.
2. The teaching of ISEG's Masters and of each of their course units is conditional on the registration and enrolment of a minimum number of students, which is defined each year by the Dean of ISEG on the proposal of the Scientific Committees of the study cycles, after hearing the opinion of ISEG's Scientific Board.

Article 6

Norms and application deadlines

1. Applicants to study for a Masters must formalise their application by using the platform designated by the competent bodies.
2. The application must be accompanied by the following elements:
 - a) Documents proving that the applicant fulfills the conditions referred to in Article 4;
 - b) An up-to-date Curriculum Vitae;
 - c) Other requested elements, or those which are considered to be useful for the application.
3. The deadlines for applications are fixed each year by the Dean of ISEG, or by the competent bodies for Masters taught in association.
4. The submission of an application implies the payment of a fee, which is fixed each year by ISEG's Management Board.

Article. 7

Ranking and selection criteria of applicants

1. Applicants for Masters study cycles are selected by merit, on examination of the documents referred to in Section 2 of the previous Article.
2. An overall evaluation of the academic curriculum of applicants for the study cycles is carried out, during which the following criteria will be considered – which are disclosed at the start of the process:
 - a) Academic degree grade;
 - b) Evaluation of the academic, scientific and technical curriculum;
 - c) A motivation letter or in some cases an interview with the applicant, with the objective of evaluating the student's qualities and their vocation for the intended area of study.
3. Before the definitive ranking, the applicants will be heard, as established in the Administrative Procedure Code.
5. Taking into consideration the applicant's curriculum, the Scientific Committee can recommend the need to study for and pass extra-curricular course units, in order to ensure adequate learning for the programme.

Article. 8

Final Year students of ISEG Bachelor degrees

1. Application to study for a Masters degree:

ISEG final year students who have a maximum of four course units left to complete their bachelor degree, can apply to attend any course unit of the 1st Year of a Masters degree. The acceptance of an application is decided by the Dean of ISEG, on hearing the opinion of the Masters Coordinator.

2. Extra-curricular course units for Bachelor degrees:

These Masters course units are considered to be extra-curricular course units for the Bachelor degree.

3. Credits:

Successfully passing one of these course units can later be used to apply for credits for Masters degrees.

CHAPTER IV

Functioning

Article 9

Registration and enrolment

1. Admitted applicants must register in accordance with the calendar that is published annually.
2. Enrolment for a Masters degree implies the payment of tuition fees, which are set each year, on the proposal of the Dean of ISEG in consultation with the Management Board, in accordance with the terms of the Universidade de Lisboa Tuition Fees Rules and Regulations.
3. Enrolment is for a whole year, and thus must be renewed every year up until the date of submission of the thesis.
4. Enrolment in 2nd Year course units of a Masters' syllabus can only be carried out if the student has successfully completed the course units that correspond to at least half of the credits of the 1st Year of the syllabus.
5. Students are not permitted to pass from the 1st Year to the 2nd Year at the beginning of the 2nd Semester of an academic year.
6. A student can request the annulment of their enrolment, subject to the payment of all outstanding tuition fees.

Article 10

Rights and obligations of Masters students

1. ISEG students are considered to be those who are validly enrolled in one of the study cycles.
2. ISEG student status is lost when, during a given academic year, the student does not enrol in course units of any degree or fails to pay their tuition fees, which does not prejudice the right established in the Tuition Fees Rules and Regulations to request the annulment of their registration.
3. Student status is also lost when their registration is annulled before the deadlines stipulated by Law or by the relevant internal rules and regulations.
4. Students have the right to:
 - a) Attend lectures and other associated academic activities of the course units for which they are validly enrolled and benefit from tutoring from those members of faculty responsible for these curricular units;
 - b) Have their knowledge validated in the subjects of the course units referred to in Sub-section a);
 - c) Use the Library and other teaching support facilities at ISEG, respecting their respective rules and regulations of usage;
5. Students are obliged to:
 - a) Be responsible for their own research and learning activities;
 - b) Comply with the General Rules and Regulations for Knowledge Assessment, participating in the various established stages of assessment, in an appropriate and timely manner;
 - c) Make an effort to complete their final work by the deadline stipulated in the respective Rules and Regulations.
6. In addition to those duties determined by Law, students' duties are governed by the Code of Conduct and Good Practice of Universidade de Lisboa and by the applicable Rules and Regulations of ISEG.

Article 11

Maximum and minimum years of enrolment

1. The Masters study cycles have a minimum duration equal to the number of academic years that make up the totality of the respective Masters syllabus and the writing of the final work.
2. Study attendance can be on a part-time basis in accordance with the Rules and Regulations for Part-Time Student Study at Universidade de Lisboa.

Article 12

Knowledge assessment system

1. The assessment of the Masters syllabus is graded on a numerical scale of 0 to 20, and also, on request, by the equivalent of the European ECTS grading, in accordance with Section II (Articles 18 to 22) of Decree-Law No. 42/2005, of the 22nd of February, altered by Decree-Law No 107/2008, of the 25th of June.

2. The final grade of the Masters syllabus is calculated according to the following formula: weighted arithmetic mean, calculated up to hundredths and rounded off at the end of the units for those course units that the student was enrolled for. The weighting unit is the number of ECTS assigned to each course unit.

Article 13

Credits

1. Credits for knowledge acquired in other degree cycles from other Portuguese or foreign higher education establishments are attributed in accordance with the legislation and rules and regulations in force, namely the RJGDES and the Regulation for Credits and Curricular Integration of Professional and Credits Rules and Regulations of ISEG.

2. The attribution of the afore-mentioned credits in the previous section is the responsibility of the Scientific Board, on proposal by the Scientific Committee of each study cycle.

Article 14

Tuition fees

1. Tuition fees of the study cycles are fixed by the General Board of Universidade de Lisboa.

2. The amount of the tuition fees is published each year by convenient means.

3. Tuition fees can be paid in one payment on enrolment, or in instalments, according to the terms to be defined by the Management Board of ISEG.

4. In addition to tuition fees, each student also has to pay administrative fees, as stipulated in the fees table in force at ISEG.

5. Those students who apply for scholarships from FCT (Foundation for Science and Technology) or other public or private institutions, be they Portuguese or foreign, are obliged to pay their respective tuition fees when the list of successful scholarship candidates is published.

6. Tuition fees for part-time students are a proportional amount of normal tuition fees, as defined by the Management Board of ISEG.

7. A breach of the obligation to pay tuition fees is considered to be when a tuition fees instalment is not paid on registration or enrolment, or when payment instalments are not paid by the respective deadline, as stipulated in the Tuition Fees Rules and Regulations of Universidade de Lisboa.

CHAPTER V

Final work, supervision, and presentation

Article 15

Final work forms

1. The Masters final work should be prepared in the following form:

Dissertation – a scientific work on a theme or topic in the area of knowledge of the Masters. It should contain a section which conceptualises and critically discusses the relevant literature and a section comprising theoretical or experimental exercises which presents an innovative approach to the chosen theme or topic. It should also present a conclusive summary and suggestions for future work.

Project work – applied research that integrates knowledge and skills acquired throughout the degree with the objective to present solutions or recommendations on practical problems in the area of knowledge of the degree. The multidisciplinary and experimental dimensions must be valued, without forgetting the need to present both the theoretical framework and methodological justification.

Internship report – a description and detailed reflection of the activities exercised during a professional internship at a designated institution which was approved by both the Scientific Committee of the Masters degree. It should describe the functions carried out and the tasks performed, adopting a duly theoretical and methodological framework. It should also explain the articulation between the curricula learning process and the application of the knowledge acquired.

2. The internship is carried out at an institution which has celebrated a cooperation agreement with ISEG, which includes training objectives for this purpose and expressly excludes any employment relationship between the institution and the intern during its course.

The management of the agreement should define for each intern a detailed work plan, the start date and end date of the internship, the number of hours of duration, and the appointment of a mentor by the institution.

This training programme must be approved by the Scientific Committee of the Masters degree, and must have a minimum duration of 400 hours.

Article 16

Intellectual property

1. The copyright of the final work belongs to the Masters student.
2. Without prejudice to the previous section, ISEG and ULisboa may freely use the title and abstracts of the final work and allow full consultation of the same through their documentation repository services and libraries.
3. If the research carried out by the Masters student for their Masters final work results in the production of products or systems that are subject to industrial property and/or copyright legal protection, then the ownership of the respective rights belongs jointly to the Masters student and ISEG.
4. The terms of the commercial exploitation of the products or systems referred to in the previous section are subject to an independent agreement between the Masters student and ISEG, and the host institution, in the case of an internship.

Article 17

Supervision

1. The work leading to the preparation of the final work must be carried out under the supervision of a PhD holder or a specialist, who is designated by the Scientific Board on the proposal of the Scientific Committee of the study cycle, having been accepted by both the supervisor and the student.
2. The Scientific Board and the Scientific Committee of the Masters student can also nominate a co-supervisor or a tutor, which should be limited to a maximum of two members of the supervisory team, with one of them obligatorily having to be a researcher or a professor who holds a PhD, who is employed by ULisboa.
3. The supervisor may, at any time, submit a request to the Scientific Board to resign from their supervisory duties, on presentation of a duly substantiated justification, and similarly, Masters students can submit a duly-substantiated request for their supervisor to be changed, with the express acceptance of the proposed new supervisor.
5. After consultation with the Scientific Committee of the Masters, the Scientific Board is responsible for analysing and deciding upon duly-substantiated requests for the resignation or change of supervisor.
6. The rulings of the previous sections are equally applicable for co-supervisors and tutors.

Article 18

Conditions for the preparation of the final work

1. The supervisor must supervise the Masters student effectively and actively in the preparation of their final work, without prejudice to the academic freedom of the Masters student or to their right to defend their own scientific points of view.

2. The Masters student must keep the supervisor regularly informed of the progress of their work, in accordance with the terms agreed between them.

Article 19

Deadline for submitting the draft manuscript

A draft version of the final work must be submitted on the academic platform by the deadline fixed for each academic year, without prejudice to extension and suspension periods provided for in these Rules and Regulations.

Article 20

Suspension of deadlines

1. The suspension of the stipulated deadline can result from the following:

- a) Parenthood;
- b) Medically-attested severe and prolonged illness that prevents the advance of the work of the Masters student, with an indication of its expected duration;
- c) Assistance for a close family member who is suffering from medically-attested severe and prolonged illness, with an indication of its expected duration.

2. A request for the suspension of the deadline must be submitted by the Masters student to the Scientific Board, indicating the start and finish dates of the facts in question, accompanied by respective supporting documentation.

3. Masters students can only benefit from the provisions of Section 1 if they are not liable for the payment of any outstanding tuition fees. This situation does not absolve them from the obligation to pay tuition fees, and this must be carried out in accordance within the stipulated terms and deadlines.

4. Extra time which is equivalent to the duration of suspension is added to the stipulated deadline for submitting these works, without payment of an additional tuition fee.

Article 21

Presentation and submission of the final work

1. Only students who have successfully completed course units corresponding to at least 50% of the total credits of the Masters degree can enrol in the Masters final work.

2. The Masters final work can only be submitted:

- a) After having successfully completed all the course units of the Masters degree;
- b) By the end of the academic year of the respective enrolment. If this deadline is not met, then the student can enrol in the Masters final work of the following academic year.

3. The following should appear on the cover of the final work: the name of Universidade de Lisboa and ISEG; the title; a mention that it is a *Provisional document*; the field of knowledge; and, if applicable, the specialty of the Masters, the type of final work presented; the name of the author; the name/s of the supervisor/s; the year of completion; and an indication that the document has been especially prepared for the purpose of obtaining a Masters degree.

4. The text of the final work must have a maximum length of 75,000 characters, to which appendices, indexes, and bibliographic references with a total maximum length of 25,000 characters may be added.

5. The final work must be written in the official language of the degree, with exceptions only being admitted if they are authorised by the Scientific Board.

6. The final work must include abstracts in both Portuguese and another official language of the European Union, with a maximum of 300 words each, and also up to five key words in both Portuguese and another official language of the European Union.

CHAPTER VI

Viva Voce examinations and the examination panel

Article 22

Admission for examinations

1. Subject to the penalty of preliminary dismissal, when applying for admission to publically defend their final work at a *Viva Voce* examination, the Masters student must submit the following information on the academic platform:

- a) 1 copy in non-editable digital format of their final work;

- b) 1 copy in non-editable digital format of an updated *Curriculum Vitae*;
- c) A declaration regarding the availability of digital consultation at the Digital Repository of Universidade de Lisboa.

Article 23

Composition of the examination panel

1. The final work is the subject of public examination and discussion by an examination panel, which is appointed by the Scientific Board, after consultation with the Scientific Committee of the respective study cycle.
2. The Masters examination panel is comprised of:
 - a) A member of the Scientific Committee, who chairs the examination panel;
 - b) The supervisor;
 - c) Another professor who is a PhD holder, or a specialist in the scientific area, or a specialist in the context of the final work.
3. The chair of the examination panel cannot be the supervisor or a co-supervisor of the final work.

Article 24

Viva Voce public defence examination

1. The Masters final work is defended in *Viva Voce* public examination by a deadline of 90 days after its submission.
2. The *Viva Voce* public defence examination consists of:
 - a) The presentation of their final work by the Masters student, which should last no more than 20 minutes.
 - b) The public discussion of the final work by the members of the examination panel, with a maximum duration of 60 minutes, which is equally divided between the Masters candidate and the members of the examination panel.
3. If applicable, the co-supervisor or the tutor can participate in the discussion, but they cannot also be a member of the examination panel.
4. The *Viva Voce* public act of defence can be carried out in the language in which the degree is taught, or in another official language of the European Union, provided that they are understood by the Masters candidate and by the members of the examination panel.

Article 25

Deliberations of the examination panel

1. Once the *Viva Voce* examination has been completed, the deliberation of the final assessment of the examination panel, approved by a majority of its members, can be one of the following.

- i) Pass;
- ii) Reformulation, with exemption from repeating the *Viva Voce* public examination;
- iii) Reformulation, with the obligation to repeat the *Viva Voce* public examination;
- iv) Failure.

2. The deliberation is determined by the majority vote of the members of the examination panel, with the chair of the examination panel having a casting vote.

3. In the case of a pass, the examination panel must attribute a numerical grade on a scale of 10 to 20, which is equal to the average of the grades proposed by each member of the examination panel.

4. In the case of reformulation with exemption from repeating the *Viva Voce* public examination, the Masters candidate has 30 days to submit the new version of their final work. The final deliberation of the examination panel jury must take place within 30 days. This deliberation can only take the form of pass or fail. In the case of a pass, the procedure is the same as that stipulated in Section 3.

5. In the case of reformulation with the obligation to repeat the *Viva Voce* public examination, the Masters candidate has 60 days to submit the new version of their final work. Another *Viva Voce* public examination must take place within 30 days. The examination panel's deliberation can only take the form of pass or fail. In the case of a pass, the procedure is the same as that stipulated in Section 3.

6. Minutes are taken of all deliberations and recommendations.

CHAPTER VII

Final grade and diplomas

Article 26

Process for the attribution of the final grade

1. The final grade of the Masters degree is the arithmetic weighted average, by the respective credits, of the grades of the course units of the Masters coursework and of the Masters final work. This

grade is associated with a qualitative mention, divided into four classes: a) Sufficient (10 to 13 points); b) Good (14 and 15 points); c) Very Good (16 and 17 points); d) Excellent (18 to 20 points).

CHAPTER VIII

Final dispositions

Article 27

Specific regulations for Masters degrees

The Scientific Board can approve specific regulations for each Masters degree on the proposal of the respective Scientific Committee.

Article 28

Omitted cases and doubts

Omitted cases and doubts will be analysed and resolved by the Scientific Board, after consultation with the Scientific Committees of the degree in question.

Article 29

Entry into force

These Rules and Regulations will enter into force on the day after they are published in the *Diário da República* official gazette.

Appendix 1

The study cycles syllabus and study plans referred to in Article 1, section 2 are those included in the registration and publication in the *Diário da República* official gazette, namely:

a) Masters in Data Analytics for Business, registered at the DGES with No. R/A-Cr 88/2020 of the 15th of July, 2020, accredited by A3ES with file number NCE/19/1900014 of the 23rd of June, 2020, registered by Deliberation No. 9569/2020 published in the *Diário da República* official gazette, 2nd Series, No. 193 of the 2nd of October, 2020;

b) Masters in Actuarial Science, registered at the DGES with No. R/A-Cr 76/2011/AL01 of the 12th of August, 2016, accredited by A3ES with file number PERA/1617/1001701 of the 11th of August, 2017, altered by Deliberation No. 11940/2016 published in the *Diário da República* official gazette, 2nd Series, No. 192 of the 6th of October, 2016;

c) Masters in Business Science, registered at the DGES with No. R/A-Ef 2115/2011/AL02 of the 15th of July, 2016, accredited by A3ES with file number ACEF/1213/15732 of the 27th of February, 2015, altered by Deliberation No. 10228/2016 published in the *Diário da República* official gazette, 2nd Series, No. 155 of the 12th of August, 2016;

d) Masters in Accounting, registered at the DGES with No. R/A-Cr 40/2020 of the 2nd of June, 2020, accredited by A3ES with file number NCE/19/1900016 of the 13th of May, 2020, registered by Deliberation No. 8529/2020 published in the *Diário da República* official gazette, 2nd Series, No. 173 of the 4th of September, 2020;

e) Masters in Accounting, Tax, and Corporate Finance, registered at the DGES with No. R/A-Ef 3475/2011/AL01 of the 7th of May, 2019, accredited by A3ES with file number ACEF/1718/0115737 of the 20th of February, 2019, altered by Deliberation No. 5766/2019 published in the *Diário da República* official gazette, 2nd Series, No. 116 of the 19th of June, 2019;

f) Masters in Development and International Cooperation, registered at the DGES with No. R/A-Ef 2117/2011/AL02 of the 24th of May, 2017, accredited by A3ES with file number ACEF/1213/15747 of the 21st of November, 2014, altered by Deliberation No. 5494/2017 published in the *Diário da República* official gazette, 2nd Series, No. 120 of the 23rd of June, 2017;

g) Masters in Applied Econometrics & Forecasting, registered at the DGES with No. R/A-Ef 2118/2011/AL01 of the 24th of January, 2017, accredited by A3ES with file number ACEF/1314/15752 of the 26th of June, 2015, altered by Deliberation No. 4376/2017 published in the *Diário da República* official gazette, 2nd Series, No. 98 of the 22nd of May, 2017;

h) Masters in Economics, registered at the DGES with No. R/A-Ef 2119/2011 of the 18th of March, 2011, accredited by A3ES with file number ACEF/1314/15757 of the 23rd of June, 2015, altered

by Deliberation No. 10903/2010 published in the *Diário da República* official gazette, 2nd Series, No. 126 of the 1st of July, 2010;

i) Masters in Economics and Management of Science, Technology, and Innovation, registered at the DGES with No. R/A-Ef 2120/2011/AL02 of the 31st of May, 2019, accredited by A3ES with file number ACEF/1314/15762 of the 6th of July, 2015, altered by Deliberation No. 6839/2019 published in the *Diário da República* official gazette, 2nd Series, No. 145 of the 31st of July, 2019;

j) Masters in Monetary and Financial Economics, registered at the DGES with No. R/A-Ef 2123/2011 of the 18th of March, 2011, accredited by A3ES with file number ACEF/1314/15777 of the 23rd of June, 2015, altered by Deliberation No. 10890/2010 published in the *Diário da República* official gazette, 2nd Series, No. 126 of the 1st of July, 2010;

k) Masters in Economics and Public Policy, registered at the DGES with No. R/A-Ef 2121/2011/AL01 of the 19th of February, 2018, accredited by A3ES with file number ACEF/1314/15767 of the 6th of July, 2015, altered by Deliberation No. 4587/2018 published in the *Diário da República* official gazette, 2nd Series, No. 90 of the 10th of May, 2018;

l) Masters in International Economics and European Studies, registered at the DGES with No. R/A-Ef 2122/2011 of the 18th of March, 2011, accredited by A3ES with file number ACEF/1314/15772 of the 22nd of June, 2015, altered by Deliberation No. 10891/2010 published in the *Diário da República* official gazette, 2nd Series, No. 126 of the 1st of July, 2010;

m) Masters in Finance and Public Policy, registered at the DGES with No. R/A-Ef 2124/2011/AL02 of the 15th of October, 2020, accredited by A3ES with file number ACEF/1819/0215782 of the 30th of April, 2020, altered by Deliberation No. 14916/2015 published in the *Diário da República* official gazette, 2nd Series, No. 245 of the 16th of December, 2015;

n) Masters in Management, registered at the DGES with No. R/A-Cr 107/2020 of the 16th of July, 2020, accredited by A3ES with file number NCE/19/1900017 of the 13rd of May, 2020, registered by Deliberation No. 8239/2020 published in the *Diário da República* official gazette, 2nd Series, No. 165 of the 25th of August, 2020;

o) Masters in Human Resources Management, registered at the DGES with No. R/A-Ef 2126/2011/AL02 of the 30th of December, 2016, accredited by A3ES with file number ACEF/1213/15787 of the 19th of August, 2014, altered by Deliberation No. 5271/2017 published in the *Diário da República* official gazette, 2nd Series, No. 114 of the 14th of June, 2017;

p) Masters in Information Systems Management, registered at the DGES with No. R/A-Ef 2127/2011 of the 18th of March, 2011, accredited by A3ES with file number ACEF/1213/15792 of the 25th of June, 2014, altered by Deliberation No. 10902/2010 published in the *Diário da República* official gazette, 2nd Series, No. 126 of the 1st of July, 2010;

q) Masters in Management and Industrial Strategy, registered at the DGES with No. R/A-Ef 2129/2011 of the 18th of March, 2011, accredited by A3ES with file number ACEF/1213/15802 of the

11th of April, 2014, altered by Deliberation No. 10899/2010 published in the *Diário da República* official gazette, 2nd Series, No. 126 of the 1st of July, 2010, and rectified by Rectification Declaration No. 1260/2011 published in the *Diário da República* official gazette, 2nd Series, No. 157 of the 17th of August, 2011;

r) Masters in Marketing, registered at the DGES with No. R/A-Ef 3476/2011/AL01 of the 28th of January, 2020, accredited by A3ES with file number ACEF/1819/0115807 of the 18th of September, 2019, altered by Deliberation No. 3294/2020 published in the *Diário da República* official gazette, 2nd Series, No. 52 of the 13th of March, 2020;

s) Masters in Mathematical Finance, registered at the DGES with No. R/A-Ef 2130/2011 of the 18th of March, 2011, accredited by A3ES with file number 2130/2011 of the 19th of September, 2014, altered by Deliberation No. 10895/2010 published in the *Diário da República* official gazette, 2nd Series, No. 126 of the 1st of July, 2010, and rectified by Rectification Declaration No. 1261/2011 published in the *Diário da República* official gazette, 2nd Series, No. 157 of the 17th of August, 2011;

t) Masters in Quantitative Methods for Economic and Business Decision-making, registered at the DGES with R/A-Ef 2116/2011/AL01 of the 25th of February, 2016, accredited by A3ES with file number ACEF/1314/15742 of the 21st of July, 2015, altered by Deliberation No. 4863/2016 published in the *Diário da República* official gazette, 2nd Series, No. 70 of the 11th of April, 2016.

Appendix 2

GENERAL RULES AND REGULATIONS FOR THE ASSESSMENT OF MASTERS STUDENTS

Article 1

(Types of curricular units of Masters degrees)

The curricular units of Masters degrees are classified into two types: course units and seminars.

Article 2

(Course units)

1. For each Semester, there are two periods of assessment for each course unit: the Normal Period and the Repeat Period.
2. In addition, there is also a Special Period for assessment, as provided for in Article 3, section 4.
3. During the first week of lectures, students should have at their disposal the following:
 - a) The course unit syllabus;
 - b) The bibliography;
 - c) The assessment Rules and Regulations;
 - d) All the other aspects which are considered to be relevant for the efficient functioning of the course unit, such as, for example, the possibility to consult material during exams.

Article 3

(Exam Periods)

1. All students enrolled in the course unit should have access to the Normal Period.
2. The assessment rules of any period are defined by the course unit coordinator and are approved by the Masters' Scientific Commission.
3. All students who were not successful in passing their exams during the Normal Period should have access to the Repeat Period.

4. Students have access to the Special Period, if they have a maximum of one course unit (in the case of a Masters with 90 ECTS) or two course units (in the case of a Masters with more than 90 ECTS) left to pass in order to complete their degree, as do all students covered by special law.

5. Any student who has successfully passed a course unit in a given Academic Year can only enrol once for grade improvement during the Repeat Period while enrolled in the Masters.

Article 4

(Marking and Consultation of completed exams)

1. The course unit Coordinator must ensure that the criteria for marking written exams are the same for all students.

2. The list of exam results ranked by grade for each exam must be published on the website of the respective course units and must be submitted to the Masters and PhD Office, by the deadlines which are fixed annually by the Academic Services.

3. Students have the right to consult their completed written exams and respective marking.

4. Any student can request a remarking of their exams, observing the following:

a) The duly-justified request for re-marking of the exam must be submitted in writing during the exam consultation session;

b) The result of the re-marking must be communicated to the student within five days;

c) Should it not be possible to communicate to the student the result of the re-marking before the taking of the next exam of the same course unit, students are entitled to take this exam.

5. If the re-marked grade results in the student successfully completing the course unit, then the respective grade prevails.

Article 5

(Seminars)

1. For each semester, there is a assessment period for each seminar.

2. The assessment is defined by the Seminar Coordinator, and is approved by the Scientific Commission of the Masters degree.

3. All students enrolled in the seminar have access to assessment.

4. During the first week of lectures, students should be aware of the following:

a) The seminar programme;

b) The assessment Rules and Regulations;

d) All the other aspects which are considered to be relevant to the efficient functioning of the seminar.

5. It is not possible to improve seminar grades.

Article 6

(Participation of Masters candidates in internships)

1. When assigning internships, whenever possible, the students' preferences should be taken into account.
2. When internship host organisations opt to interview candidates in advance, they can choose their respective interns.
3. Students can carry out an internship in an organisation proposed by themselves, as long as it is approved by the Scientific Commission of the Masters.
4. The procedure for assigning the available internships in the remaining cases is as follows: when there are more than one candidate for the same internship, the internship is assigned to the student with the highest average grade, which is calculated based on the grades of all the 1st Year course units. For this purpose, course units which have no attributed grade are considered to have 8 points.

Article 7

(Cheating during Assessment)

1. Any case of cheating verified during assessment of the course units of the Masters degree, such as evidence of copying in individual written exams or when works or projects have been plagiarised, must be reported to the Scientific Commission of the Masters by the respective Course Unit Coordinator.
2. All cheating verified in carrying out the Masters Final Work, such as cases of plagiarism, must be communicated to the Scientific Commission of the Masters degree by the respective supervisors.
3. Proven cheating implies the annulment of enrolment in the respective Masters degree, with no right to any refund of tuition fees already paid, and the prohibition to enrol in any other ISEG degree during the next two Academic Years.
4. Students may appeal of the decision referred to in the above Section with a suspensive effect.
5. The decision regarding appeal rests with a commission of independent professors who are especially nominated for this effect by the Dean of ISEG.

Article 8

(Doubts)

All doubts regarding the application and interpretation of these Rules and Regulations are resolved by the Pedagogical Board, on hearing the opinion of the respective Scientific Commission of the Masters degree.

APPENDIX 3

ROLES AND RESPONSIBILITIES OF THE MASTERS COORDINATORS

1. The members of the Scientific Committees of the Masters degrees are appointed by the Scientific Board, on the proposal of the department of the respective principal scientific area, for a period of two academic years.

2. The position of a Masters Coordinator will normally be held by a Full or Associate Professor.

3. The Masters Coordinator is responsible for guaranteeing the scientific and pedagogical quality of the degree and for ensuring its smooth functioning and also for promoting its external visibility. In carrying out this role, the Masters Coordinator is responsible for organising and directing the work of the respective Scientific Committee, especially with regards the following responsibilities:

a) Monitor and follow-up the processes for defining the educational skills and ensure the implementation of the teaching and learning objectives and the attribution of credits for the respective course units;

b) Provide the definition of the contents of the syllabus, as well as the bibliographic support material and the pedagogical practices and knowledge assessment regime for each of the course units which constitute the Masters' study plan;

c) Give an opinion regarding the pedagogical content of the course units and suggest necessary changes for attaining the overall educational objectives of the Masters degree;

d) Encourage the adoption of processes for the updating and innovation of the degrees and their teaching methods;

e) Give an opinion regarding the processes of attributing credits when requested by the Scientific Board;

f) Maintain regular contact with the Departments' bodies with regards all matters related to curricular or pedagogical changes and any actions that imply changes to the syllabus;

g) Ensure the balance between course units with regards how demanding the stipulated criteria and workloads are for the assessment;

h) Assure the provision of annual information regarding the professional employability and contextualisation of ISEG Masters graduates in the labour market;

i) Contribute to the promotion of the degrees, both in Portugal and internationally;

j) Guarantee the permanent availability of information regarding all the course units, especially its digital divulgation;

k) Prepare an annual report on the functioning of the Masters, including information regarding rates of attendance, academic performance, and mobility;

l) When applicable, make contact with companies and institutions to further the carrying out of internships and the provision of opportunities to have closer contact with the professional world;

m) Suggest appropriate measures and solutions to the competent management bodies of ISEG or regarding those deemed to be omitted in the Rules and Regulations governing Masters at ISEG.

4. All information and documents prepared by the Masters Coordinator in carrying out their duties must be sent to the Heads of Departments and to the Dean of ISEG.

5. In addition to the above-mentioned responsibilities, the Masters Coordinator is also required to actively collaborate with ISEG's departments and management bodies in the process of reflection about the strategy for the timely delivery of teaching objectives, academic courses, and the pedagogical model of Masters degrees offered by ISEG, as well as with regards the respective articulation with the undergraduate, postgraduate, and PhD programmes.