



REGULATION

The contracting of tutors and graders for Bachelors degrees

The main objective of the contracting of tutors and graders as from the start of the 2015/2016 Academic Year was to reduce the failure rate at ISEG. The positive results from this initiative justifies its continuation, although it has become necessary to formalise procedures, in particular with regards to the definition of eligible candidates, the call for applications, the selection process and distribution of the tutors and graders, and the choice of course units that require such a service.

Additional objectives of the tutor/grader function includes providing students with an initial approach to the job market, increasing their skills, and also the possibility of this role contributing towards academically-successful students applying to study for a Masters at ISEG.

Accordingly, the following procedures are defined in these Rules and Regulations for the contracting of tutors and graders:

1. **Eligibility** - 2nd Cycle students at ISEG, whose average Bachelors grade from ISEG or from another university is equal or superior to 16 points. Exceptions may be made in the case of students not achieving the stipulated average grade, but who obtain a grade equal to, or greater than, 17 points in the course unit where they would collaborate.
2. **Call for Applicants** - ISEG will advertise this offer on its site, as from the month of December, 2018.



3. **The Selection of Tutors/Graders** – is the responsibility of the Dean of ISEG, who may delegate this role. Selection will be made based on the average Bachelors grade and on the grades achieved for the course units to which the tutor/grader is allocated, with the possibility of taking into account additional information. The selection process can be complemented by an interview with the tutor/grader candidate.

4. **Financial Compensation** - tutors/graders will be paid €1.500€ per semester.

5. **The Distribution of Tutors/Graders** – will be carried out by the Dean of ISEG or by delegation to the Vice-Dean for Pedagogical Affairs, with the possibility to nominate two professors from the School for this role. The stipulated number of tutors/graders for 2019/2020 is 20 (twenty).

ISEG, 30th of November, 2018

Dean of ISEG