REGULATIONS ON FEES AND COSTS
(DOCTORATES)

1. **Ambit**

    1.1. These regulations apply to all students who attend a doctoral programme at ISEG from the academic year 2010-2011 onwards.

    1.2. For other students the regulations from the academic year 2009-2010 apply.

2. **Application fee**

    2.1. The application fee is fixed annually by the president of ISEG (see appendix).

    2.2. The application fee is to be paid at the time the application is made.

3. **Tuition fees**

    3.1. The table of tuition fees is fixed annually by the School Board, following a proposal by the president of ISEG (see appendix).

    3.2. Teaching and non-teaching staff of ISEG are exempt from fees.

4. **Fees for a doctoral course (1st year of the doctoral programme)**

    4.1. The tuition fee for a student with equivalence in the course units (TFE) is calculated in the following manner:

$$\text{TFE} = \left(1 - \frac{\text{NCEQ}}{\text{TNC}}\right) \times \text{TF} + \text{EP},$$

    in which:
    – TF is the tuition fee for the doctoral course;
    – TNC is the total number of credits for the doctoral course;
    – NCEQ is the number of credits of course units on the doctoral course obtained through equivalence;
    – EP is the total cost of the expense of processing the paperwork and includes fixed charges. This is fixed annually by the president of ISEG (see appendix).

    Example:
    – The tuition fee for the doctoral course is € 4 000: TF = 4000.
    – The student has obtained equivalence in course units amounting to 18 credits: NCEQ = 18.
    – The total number of credits for the doctoral course is 60: TNC = 60.
    – EP = 300.
    Therefore:

$$\text{VPE} = \left(1 - \frac{18}{60}\right) \times 4000 + 300 = 3100.$$

4.2. In the academic year of registration, the tuition fee for the doctoral course is to be paid in full, independent of the number of credits included in the enrolment.

4.3. In all other cases the total tuition fee (TTF) is calculated as follows:

$$TTF = \frac{NCE}{TNC} \times TF + EP \, ,$$

in which:

- TF is the tuition fee for the doctoral course;
- TNC is the total number of credits for the doctoral course;
- NCE is the number of credit units enrolled in on the doctoral course;
- EP is the total cost of the expense of processing the paperwork and includes fixed charges. This is fixed annually by the president of ISEG (see appendix).

Example:

- The tuition fee for the doctoral course is € 4 000: TF = 4000.
- The student has enrolled in course units of the doctoral course corresponding to 36 credits: NCE = 36.
- The total number of credits for the doctoral course is 60: TNC = 60.
- EP = 300.

Therefore:

$$VTP = \frac{36}{60} \times 4000 + 300 = 2700 \, .$$

5. **Forms of payment**

   5.1. On registration, each student must make a down-payment on the fee, the rate of which is fixed annually by the president of ISEG.

   5.2. The payment of the tuition fee for the doctoral course may be made in two instalments: 60% in October (from this will be subtracted, in the year of registration, the down-payment referred to in point 5.1); 40% in March. The deadlines are fixed by the academic services department.

   5.3. The payment of the tuition fee in its entirety, within the deadline fixed for the first instalment, will benefit from a reduction of 4%.

   5.4. The payment of the tuition fee for the years of study that correspond to the preparation of a thesis may be paid in two instalments: 60% in October; 40%, in March. The deadlines are fixed by the academic services department.

6. **Reimbursement**

   6.1. There is no case for reimbursement if a student withdraws from the doctoral programme.

6.2. In the case of the doctorate programme not taking place, the student has the right to the reimbursement of application and tuition fees paid.

7. **Separate course units**

   The fee for each separate course unit attended is fixed annually by the president of ISEG (see appendix).

8. **Late payments**

   Payments made outside the stipulated deadlines will be subject to an additional charge as well as interest at the rate fixed according to the law relative to debts to the State and other public entities. The rate of these additional payments is fixed annually by the president of ISEG.

9. **Discounts**

   The president of ISEG may concede discounts for candidates from institutions with which ISEG has established agreements or protocols.

10. **Uncertainties and omissions**

    Doubts and omissions arising from these regulations will be decided by the president of ISEG.