

General Rules and Regulations for Master's Degree Programmes at ISEG

Regulamento aprovado pela Presidência do Instituto Superior de Economia e Gestão
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CHAPTER I

General Provisions

Article 1

Purpose

- 1 — The purpose of these Rules and Regulations is to govern study programmes leading to a Master's degree, in accordance with current legislation and the REPGUL.
- 2 — These Rules and Regulations apply to study programmes leading to a Master's degree, under the sole responsibility of ISEG, registered with the Directorate-General for Higher Education (DGES) and accredited by the Agency for the Evaluation and Accreditation of Higher Education (A3ES).
- 3 — These Rules and Regulations also apply to students on other Master's degree programmes run in partnership or collaboration with other higher education institutions, particularly in matters relating to their relationship with ISEG.

CHAPTER II

Monitoring

Article 2

Supervision by the educational and scientific bodies

- 1 — The academic oversight referred to in Article 3 of the REPGUL is implemented at ISEG as follows:
 - a) For each Master's degree programme, upon proposal from the departments and following a favourable opinion from the ISEG Scientific Board, the Dean of ISEG appoints a Scientific Committee, comprising the Master's degree programme coordinator and at least two other professors;
 - b) For joint Master's degree programmes, upon proposal by the departments and following a favourable opinion from the ISEG Scientific Board, the Dean of ISEG appoints the ISEG representatives to sit on the respective Committee.
- 2 — For the academic supervision of postgraduate studies, as referred to in Article 3 of the REPGUL, the Scientific Committee acts as the Postgraduate Studies Supervisory Committee, in conjunction with the ISEG Pedagogical Board.

Article 3

Scientific Committee

1 — The Scientific Committee shall be responsible for tasks relating to teaching content and performance assessment, the allocation of ECTS credits, the selection of candidates, liaising with Master's students and supervisors of final dissertations, organising course seminars, monitoring the progress of final dissertations, and preparing proposals for the composition of examination boards.

2 — In the case of study programmes run in association or partnership with other higher education institutions, ISEG representatives on the respective committees shall convey the guidelines and decisions of the ISEG Scientific Board, with a view to maintaining common quality standards across all postgraduate teaching activities in which ISEG participates.

3 — Decisions taken by the Scientific Committee may be appealed to the Dean of ISEG.

CHAPTER III

Admission to study programmes

Article 4

Conditions for access and admission

1 — Candidates who meet one of the following requirements may apply for a Master's degree:

- a) Hold a Bachelor's degree or legal equivalent in fields relevant to each ISEG Master's degree programme;
- b) Hold a foreign higher education qualification awarded following a first-cycle programme organised in accordance with the principles of the Bologna Process by a State that is a party to that Process;
- c) Hold a foreign higher education qualification recognised by the Scientific Board as meeting the objectives of a Bachelor's degree;
- d) Hold an academic, scientific or professional background recognised by the Scientific Board as demonstrating the ability to undertake this cycle of study.

2 — Applicants for ISEG Master's degree programmes are selected by the respective Scientific Committees, and applicants for joint programmes are selected by the relevant competent bodies.

Article 5

Places

1 — The maximum number of candidates to be admitted shall be proposed by the respective scientific committees of the programmes, where such programmes are the sole responsibility of ISEG, or by the competent bodies of the joint

Master's programmes, and shall be established annually by order of the Dean of ISEG or of the cooperating schools as a whole, following the opinion of the ISEG Scientific Board.

2 — The operation of ISEG's Master's programmes and their respective course units is subject to the enrolment and registration of a minimum number of students, to be defined annually by the Dean of ISEG, following the opinion of the ISEG Scientific Board, upon proposal by the Scientific Committees of the study cycles.

Article 6

Rules and deadlines of applications

1 — Applicants for degree programmes leading to a Master's degree must submit their applications via the platforms designated by the competent bodies.

2 — Applications must include the following documents:

- a) Documents proving that the applicant meets the conditions set out in Article 4;
- b) An up-to-date Curriculum Vitae;
- c) Any other documents required or deemed useful for the application.

3 — Application deadlines are set annually by the Dean of ISEG or by the competent bodies for joint Master's degree programmes.

4 — Submission of an application entails the payment of a fee to be set annually by the ISEG Management Board.

Article 7

Criteria for ranking and selection of candidates

1 — Candidates for Master's degree programmes are selected on the basis of merit, following an assessment of the documents referred to in Paragraph 2 of the previous article.

2 — When selecting candidates for admission to the degree programme, an overall assessment of their academic record will be carried out, taking into account the following criteria, which will be published when the application process opens:

Classification of the academic qualification held;

Assessment of the candidate's academic, scientific and technical background;

A motivation letter or, where applicable, an interview with the candidates, designed to assess the student's qualities and their aptitude for the field in which they wish to work.

3 — Prior to the final confirmation of enrolment, candidates will be heard at a hearing of interested parties, in accordance with the Administrative Procedure Code.

4 — Taking into account the candidate's academic record, the Scientific Committee may recommend that the candidate undertake and pass extracurricular course units, for the purpose of providing the academic training necessary to complete the programme.

Article 8

Finalists of the ISEG Bachelor's degree programmes

1 — Application to attend course units for a Master's degree programme:

Final-year ISEG students who have no more than four course units remaining to complete their Bachelor's degree may apply to take any course unit from the first year of a Master's programme as a stand-alone course unit. Admission is decided by the Dean of ISEG, following consultation with the Master's programme coordinator.

2 — Elective course units for Bachelor's degrees:

These course units from Master's degree programmes are considered elective course units for Bachelor's degrees.

3 — Credit transfer:

Pass marks achieved in these course units may subsequently be used to apply for credit transfer towards Master's degree course units.

CHAPTER IV

Operation

Article 9

Registration and enrolment

1 — Successful applicants must enrol in accordance with the enrolment timetable published annually.

2 — Tuition fees are payable upon enrolment in the Master's degree programme, the amount of which is set annually following a proposal by the Dean of ISEG, after consultation with the Management Board, in accordance with the Universidade de Lisboa's Regulations on Tuition Fees.

3 — Enrolment is annual and must therefore be renewed each year until the date of submission of the final Master's Final Work and completion of all course units.

4 — Enrolment in course units for the second year of a Master's degree programme may only take place if the student has successfully completed course units corresponding to at least half of the credits for the first year of the programme.

5 — Progression from the first to the second year is not permitted at the start of the second semester of an academic year.

6 — Students may request cancellation of their enrolment, subject to payment of any instalments due at the date of cancellation.

Article 10

Rights and obligations of Master's degree students

1 — All those who are validly enrolled in any one of the study programmes are considered ISEG students.

2 — Student status at ISEG is lost when, in a given academic year, the student is not enrolled in course units for any course or has not paid the relevant tuition fees, without prejudice to the provisions of the Regulation on Tuition Fees regarding the possibility of requesting cancellation of enrolment.

3 — Student status is also lost when enrolment is cancelled within the time limits stipulated by law or by the applicable internal regulations.

4 — Students have the following rights:

- a) To attend lectures and other academic activities organised as part of the course units in which they are duly enrolled, and to receive support from the members of faculty responsible for those course units;
- b) To have their knowledge assessed of the subjects covered by the course units referred to in point a);
- c) To use the Library and other teaching support facilities available at ISEG, in accordance with the relevant rules and regulations;

5 — Students are required to:

- a) Take responsibility for their own learning and research activities;
- b) Comply with the General Rules and Regulations on Assessment, completing the various assessment stages set out therein in an appropriate and timely manner;
- c) To endeavour to complete their final project within the timeframe set out in the relevant regulations.

6 — In addition to the duties laid down by law, students' duties are governed by Universidade de Lisboa's Code of Conduct and Good Practice and by the applicable ISEG regulations.

Article 11

Minimum number of years of registration

- 1 — Master's degree programmes shall have a minimum duration equal to the number of academic years comprising the entire curriculum for the Master's degree and the preparation of the Master's Final Work.
- 2 — Part-time study is permitted, in accordance with Universidade de Lisboa's Regulations on Part-time Students.

Article 12

Assessment system

- 1 — The assessment of the Master's degree programme is expressed on a numerical scale of 0 to 20, as well as its equivalent on the European scale for the comparability of grades, in accordance with Section II (Articles 18 to 22) of Decree-Law No. 42/2005 of 22 February, as amended by Decree-Law No. 107/2008 of 25 June.
- 2 — The final mark for the Master's degree programme is calculated according to the following formula: the weighted arithmetic mean, calculated to two decimal places and rounded to the nearest whole number, of the marks obtained in the course units comprising the programme. The weighting factor is the number of ECTS credits assigned to each course unit.

Article 13

Accreditation

- 1 — The recognition of education given as part of other higher education programmes at national or foreign higher education institutions is carried out in accordance with the legislation and regulations in force, namely the RJGDES, Universidade de Lisboa's Regulations on the Recognition and Integration of Professional Experience and Academic Qualifications into the Curriculum, and ISEG's Recognition Regulations.
- 2 — The accreditation referred to in the preceding paragraph falls within the remit of the Scientific Board, upon proposal by the Scientific Committee.

Article 14

Tuition fees

- 1 — The tuition fees for the study programmes are set by the Governing Board of Universidade de Lisboa.
- 2 — The tuition fees are published annually through the appropriate channels.

3 — Tuition fees may be paid in a single instalment upon enrolment on the course or in instalments, in accordance with terms to be defined by the ISEG Management Board.

4 — In addition to the tuition fees, each student must also pay the administrative charges set out in the schedule of fees in force at ISEG.

5 — Students applying for grants from SAS (Social Services of Universidade de Lisboa) and FCT (Foundation for Science and Technology) are required to settle their tuition fees once the results of the grant selection process have been announced.

6 — Part-time students are charged a proportionate tuition fee set by the ISEG Management Board.

7 — A failure to meet the obligation to pay tuition fees is deemed to have occurred when the instalment due at the time of enrolment or registration is not paid, or when the deadline for payment of any of the instalments set out in Universidade de Lisboa and ISEG Regulation on Tuition Fees is not met.

CHAPTER V

Final project, supervision, presentation

Article 15

Forms of the Final Work

1 — The Master's Final Work must take one of the following forms:

Dissertation — A scientific paper on a subject or topic within the field of knowledge covered by the Master's degree programme. It must include a section providing context and a critical review of the relevant literature, as well as a theoretical or experimental component that promotes an innovative approach to the chosen subject or topic. It must also present a conclusive summary and suggestions for future work.

Project work — An applied piece of work that integrates the knowledge and skills acquired throughout the course, with a view to presenting solutions or recommendations regarding practical problems within the course's field of study. The multidisciplinary and experimental aspects should be emphasised, without neglecting the need for a theoretical framework and methodological justification.

Internship Report — A detailed account and reflection on the activities carried out as part of a curricular internship undertaken at an institution approved for this purpose by the Scientific Committee. It must describe the roles performed and the tasks carried out, within a clearly defined theoretical and methodological framework. It must also explain the link between the syllabus-based education process and the application of the knowledge acquired.

2 — The internship takes place at an institution with which ISEG has entered into an internship agreement for training purposes; during the internship, there shall be no employment relationship between the institution and the intern.

The management of the agreement must result, for each intern, in the detailed definition of their work plan, the start and end dates of the placement, the number of hours involved, and the appointment of a tutor by the institution.

This training programme must be approved by the Scientific Committee and must have a minimum duration of 400 hours and a maximum of 700 hours, allowing the report to be submitted within the deadline set in the academic calendar for the current academic year, without prejudice to the relationship between the Master's degree student and the company being extended through the conclusion of a professional internship agreement.

Article 16

Intellectual property

- 1 — The copyright in the Final Work belongs to the Master's degree student.
- 2 — Without prejudice to the provisions of the preceding paragraph, ISEG and ULisboa may freely use the title and abstracts of the Final Work and make the full text available for consultation, in particular through their documentation services and libraries.
- 3 — If the research carried out by the Master's degree student as part of their Master's Final Work results in products or systems eligible for protection under industrial property or copyright law, ownership of the respective rights shall be held jointly by the Master's degree student and ISEG and, in the case of an internship, by the host organisation.
- 4 — The terms governing the commercial exploitation of the products or systems referred to in the preceding paragraph, as well as the distribution of any proceeds from such exploitation, shall be the subject of a separate agreement between the Master's degree student and ISEG.

Article 17

Supervision

- 1 — The work leading up to the preparation of the Final Work must be carried out under the supervision of a PhD or specialist appointed by the Scientific Board on the recommendation of the Scientific Committee, subject to the acceptance of the proposed supervisor and the candidates.
- 2 — The Scientific Board and the Scientific Committee may also appoint a co-supervisor or a tutor, up to a maximum of two members of the supervisory team, one of whom must be a researcher, a professor holding a PhD, or a specialist affiliated with ULisboa.
- 3 — The supervisor may, at any time, request the Scientific Board, providing duly substantiated grounds, to be relieved of their supervisory duties; the Master's degree student may also submit a request to change supervisors, providing duly substantiated grounds and subject to the express acceptance of the proposed new supervisor.

4 — It is the responsibility of the Scientific Board, after consulting the Scientific Committee, to examine and decide on duly substantiated requests to withdraw from supervision or to change supervisors.

5 — The provisions of the preceding paragraphs apply to co-supervisors and tutors

Article 18

Requirements for the Final Work

1 — The supervisor must effectively and actively supervise the Master's degree student in the preparation of their Final Work, without prejudice to the student's academic freedom and their right to defend their own scientific views.

2 — The 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 the submission of the provisional document

The draft version of the Final Work must be submitted via the academic platform by the deadline set for each academic year, subject to any extensions or suspensions provided for in these regulations.

Article 20

Suspension of deadlines

1 — The suspension of a deadline may be justified on the grounds of:

Parental leave;

A serious and prolonged illness, medically certified, which prevents the Master's degree student from continuing their studies, with an indication of the expected duration;

Care for a family member suffering from a serious and prolonged illness, certified by a doctor, with an indication of the expected duration;

2 — The request for an extension of the deadline must be submitted by the Master's degree student to the Scientific Board, stating the start and end dates of the circumstances cited and providing the relevant supporting documents.

3 — Only students who are not in arrears with their tuition fees may benefit from the provisions of paragraph 1, and this situation does not suspend the payment of tuition fees due; therefore, the Master's degree student must make payment in accordance with the terms and deadlines set out.

4 — At the end of the deadline set for the submission of these assignments, the period corresponding to the suspension shall be added, without payment of additional tuition fees.

Article 21

Rules on the submission and formatting of the Final Work

1 — The Master's Final Work may be submitted:

- a) By students who have completed the academic component of the Master's degree programme;
- b) By students who have no more than two course units remaining to complete a 120 ECTS Master's degree programme, and by students who have no more than one course unit remaining to complete a 60 ECTS or 90 ECTS Master's degree programme.

2 — In the cases referred to in sub-paragraph b) of the preceding paragraph:

- a) Students may not sit the public examination for the defence of their Final Work until they have completed the coursework component of the Master's degree;
- b) No fees or tuition charges shall be payable for a period of one year in respect of the credits for the Master's Final Work.

3 — The cover page of the Final Work must bear the names of Universidade de Lisboa and ISEG, the title, the words 'Provisional document', the field of study and, where applicable, the specialisation of the Master's degree, the type of thesis, the author's name, the name of the supervisor or supervisors and any tutor, the year of completion, and a statement that it is a document specifically prepared for the purpose of obtaining a Master's degree.

4 — The text of the Final Work must not exceed 75,000 characters, excluding spaces, to which may be added appendices, tables of contents and bibliographical references not exceeding 25,000 characters.

5 — The Final Work must be written in the language of instruction for the course, although exceptions may be authorised by the Scientific Board.

6 — The Final Work must include abstracts in Portuguese and in another official language of the European Union, of no more than 300 words each, and also up to 5 keywords in Portuguese and in another official language of the European Union.

CHAPTER VI

Public Examinations and the Examination Panel

Article 22

Admission to examinations

On pain of immediate rejection, as a prerequisite for being admitted to sit the Final Work defence examinations, the Master's degree student must submit a digital copy of the Final Work, in a non-editable format, via the academic platform.

Article 23

Composition of the examination panel

1 — The Final Work is subject to public assessment and discussion by an examination panel appointed by the Scientific Board, after consultation with the Scientific Committee.

2 — The examination panel shall consist of:

- a) A member of the Scientific Committee, who chairs the panel;
- b) The supervisor;
- c) Another professor holding a PhD or a specialist in the scientific or professional field to which the final project relates.

3 — The Chair of the examination panel may not be the supervisor or co-supervisor of the Final Work.

Article 24

Public examinations

1 — The assessment of the Master's Final Work shall take place in a public session within 60 calendar days of the deadline for the submission of Master's Final Work.

2 — The period referred to in the preceding paragraph may be extended to 90 calendar days in duly justified circumstances.

3 — In the cases provided for in Article 21(2), the assessment of the Master's Final Work must be carried out after the completion of the academic component of the Master's degree programme, within the time limits set out in paragraph 1.

4 — The examination consists of:

- a) A presentation of the Final Work by the candidate, lasting no longer than 20 minutes.
- b) A discussion of the Final Work by the members of the examination panel, lasting no longer than 60 minutes, divided equally between the panel and the candidate.

5 — If there has been a co-supervisor or a tutor, they may participate in the discussion but may not sit on the examination panel.

6 — The public defence may be conducted in the language of instruction of the course or in another official language of the European Union, provided that it is understood by the Master's degree student and the members of the panel.

Article 25

Decisions of the examination panel

1 — Once the public examinations have been completed, the examination panel's decision, taken by a majority of its members, may take one of the following forms:

- a) Pass;
- b) Re-submission without the need to repeat the public examinations;
- c) Re-submission with the requirement to repeat the public examinations;
- d) Fail.

2 — This decision shall be taken by a majority of the members of the examination panel, with the chair having the casting vote.

3 — In the event of approval, the examination panel shall assign a numerical mark on a scale of 10 to 20, equal to the average of the marks proposed by each of the members of the examination panel.

4 — In the event of a revision without the need to retake the public examinations, the candidate has a period of 30 consecutive days to submit the new version of the Final Work. The examination panel's final decision must be reached within 30 consecutive days. This decision may only be either a pass or a fail. In the event of approval, the procedure set out in paragraph 3 shall apply.

5 — In the event of a revision requiring the public examinations to be repeated, the candidate has a period of 60 consecutive days to submit the new version of the Final Work. The public examinations must take place within 30 consecutive days. The examination panel's decision may only be to pass or fail. In the event of a pass, the procedure set out in paragraph 3 shall apply.

6 — All decisions and recommendations shall be recorded in the minutes.

CHAPTER VII

Final qualification and diplomas

Article 26

Procedure for awarding the final qualification

The final mark for the Master's degree is the weighted arithmetic mean, based on the respective credits, of the marks for the course units in the Master's degree programme and the Master's Final Work. This mark is accompanied by a qualitative assessment with four grades:

- a) Satisfactory (10 to 13 marks);
- b) Good (14 and 15 marks);
- c) Very good (16 and 17 marks);
- d) Excellent (18 to 20 marks).

CHAPTER VIII

Final provisions

Article 27

Specific regulations for Master's programmes

The Dean of ISEG may approve specific regulations for each Master's degree programme upon a proposal from the relevant Scientific Committee and following a favourable opinion from the Scientific Board.

Article 28

Cases not contemplated and ambiguities

Any cases not contemplated in these regulations and any queries will be examined and decided upon by the Dean of ISEG or the Scientific Board, in accordance with their respective responsibilities, after consulting the Scientific Committees of the respective degree programmes.

Article 29

Entry into force

This Regulation shall enter into force on the day following its publication in the *Diário da República* Official Gazette.