

REGULATIONS FOR MASTERS DEGREES AT ISEG

Article 1 (Admission)

1 - Places and deadlines

- a) Admission to Masters' degrees (MSc) is subject to a limitation on the number of places, which will be established and circulated annually by the president of ISEG.
- b) Deadlines for applications are established and circulated annually by the president of ISEG.

2 - Applications

Candidates for Masters degrees at ISEG must conform to:

- a) The general conditions of access and entry as laid down in Article 17 of the Decree-Law N.º 74/2006, 24th of March;
- b) The specific conditions laid out in the present regulations and other internal statutory and legal conditions.

3 - Selection

- a) It will be up to Scientific and Pedagogical Committee (hereinafter designated SPC) of each Masters degree (as laid out in Article 9) to approve the admission of candidates for the established vacant places, taking into account candidates' CVs, qualifications and grades as well as the possibility of requesting interviews and special examinations.
- b) Each proposal for admission of a candidate to a Masters degree is subject to confirmation by the president of the Scientific Board.

Article 2 (Conditions of operation)

1 - Masters degrees

The operation of each Masters degree is conditioned by a minimum number of ten candidates admitted to each programme.

2 - Course units on the Masters programme

- a) Any course unit of the Masters programme is only able to function with a minimum of ten students enrolled.
- b) It is the responsibility of the SPC to indicate which course units students may attend in substitution of any that might not be functioning.

3 - Exceptions

In duly justified exceptional cases the President of ISEG may accept the functioning of Masters programmes and course units under conditions that may differ from those laid down above.

Article 3

(Objectives, professional outlets and study programme)

1 - Objectives and professional outlets

Objectives must be explicitly defined and professional outlets identified for each Masters programme.

2 - Study programmes, credits and prerequisites

Study programmes, credits for each course unit and the Master's Final Work (hereinafter designated MFW) and the respective prerequisites amongst the course units are to be approved by the Scientific Board.

3 - Optional course units

Where there are optional course units on a Masters course a list of the same will be established annually by the Scientific Board, taking into account the proposals of the SPC.

4 - Types of MFW

The award of a Masters degree presupposes a final work which can be one of the following:

- a) Dissertation of a research nature;
- b) Project work;
- c) Report on a curricular internship.

The SPC is responsible for defining the type of MFW that is acceptable for each Masters. In the case of more than one type being admissible, it must also establish the decision mechanisms concerning which MFW is to be attributed to each student.

5 - Equivalences

- a) Equivalence can be granted for course units of other Masters courses through the transfer of credits from this or other recognized accredited institutions or by recognition of credits obtained through professional experience likewise recognized by agreement or protocol, as long as any such credits have not been used towards the obtaining of any other degree.
- b) The attribution of equivalences is the responsibility of the Scientific Board, bearing in mind the recommendations of the SPC.

- c) The requirements must be decided upon within the deadlines established annually by the academic services department.

Article 4
(Assessment)

The General Assessment Regulations for Masters programmes is contained in appendix 1 of the present regulations.

Article 5
(Year transition)

Students can only enrol in the second year of a Masters programme if at least 50% of the credits for the first year have been successfully completed. Transfers from the first to the second year are not permitted at the beginning of the second semester of each academic year.

Article 6
(Master's Final Work)

1 - Definition and objectives

It is the responsibility of the SPC to define the specific guidelines for the various types of MFW, taking into account the generic characteristics of each of the following:

- a) **Dissertation.** A work of research on a theme or topic within the scope of the programme. It must include an element of contextualization and critical discussion of the relevant literature as well as a theoretical or experimental component which suggests an innovative look at the theme or topic being dealt with.
- b) **Project Work.** A work in the chosen area which integrates knowledge and skills acquired throughout the programme with a special emphasis on presenting solutions or recommendations for practical problems arising from the programme content. Multi-disciplinary and experimental aspects will be taken into account, as long as they are backed up by sound theoretical and methodological practices.
- c) **Internship Reports.** A detailed work of description and reflection about activities carried out within the sphere of an internship with an institution approved by the SPC. Functions exercised and tasks carried out must be fully described within an appropriate theoretical and methodological framework. The articulation between the training and the application of the knowledge acquired must be explored and explained.

2 - Internship

- a) Internship take place in institutions with which ISEG has established agreements, with the aim of providing training but excluding any kind of future labour agreement between the student and the institution.
- b) Acceptance of the agreement must be based on each applicant providing a detailed plan of study, with starting and ending dates, number of hours and the appointment of a supervisor from the institution.
- c) The training programme must be approved by the SPC and must be of no less than 400 hours duration.

3 - Orientation

- a) **Dissertation and project work.** The dissertation and the project work will be under the supervision of a teacher or a recognised specialist designated by the SPC. In exceptional cases, and with the approval of the Scientific Board, a co-supervisor may be approved by the SPC.
- b) **Internship report.** This report is under the supervision of the person appointed from within the institution. In this case the SPC must appoint a co-supervisor who can be either a teacher or a recognized specialist.

4 - Format and length of the MFW

The MFW must be presented in a format established by the Scientific Board. It must be a maximum of 10,000 words and 35 pages (not counting appendices, table of contents, index and bibliographic references). Where there are appendices, the maximum number of pages is 50, while maintaining the restrictions laid down for the main body of the text.

5 - Copies

The MFW must be submitted to academic services in digital format, accompanied by five printed copies for the members of the *viva voce* panel.

6 - Enrolment

Only students who have been approved for course units amounting to at least 50% of the total credits for the Masters programme are permitted to enrol for the MFW.

7 - Deadlines

The MFW can only be submitted:

- a) After obtaining approval for all the course units of the Masters course;
- b) Up to the end of the academic year of the respective enrolment. In the event of failing to do this, students may enrol for the MFW in the following academic year.

8 - **Viva voce panel**

A *viva voce* panel for the assessment of the MFW is designated by the Scientific Board based on proposals from the SPC and will include the following members:

- a) One member of the SPC, who will preside.
- b) The supervisor.
- c) The co-supervisor, if applicable.
- d) One other teacher or specialist in the area of research or professional expertise covered by the MFW.

The president of the *viva voce* panel cannot be either the supervisor or the co-supervisor of the MFW.

9 - **Viva voce examination**

Viva voce examination of the MFW will take place in a public place within 90 days of its submission and will last for a maximum of 60 minutes to be divided equally between the *viva voce* panel and the student.

10 - **Deliberations of the *viva voce* panel**

- a) After completion of the *viva voce* examination the deliberation of the *viva voce* panel can have one of the following outcomes, arrived at by majority vote:
 - i) A pass;
 - ii) A request for reformulation without a repeat of the *viva voce*;
 - iii) A request for reformulation with a repeat of the *viva voce*;
 - iv) A fail.
- b) The result is decided by a majority of the *viva voce* panel members, the president retaining the casting vote.
- c) In the event of awarding a pass, the *viva voce* panel must attribute a mark of between 10 and 20, based on the average of the marks proposed by each member of the *viva voce* panel.
- d) In the event of requesting reformulation without a repeat of the *viva voce* the student must submit a new version of the MFW within 30 days under the conditions outlined in No. 5 above. The final deliberation of the *viva voce* panel must take place within 30 days. This outcome can only be a pass or a fail. In the case of a pass, it must be within the constraints outlined in c) above.
- e) In the event of requesting a reformulation with a repeat of the *viva voce* the student has 60 days in which to submit a new version of the MFW under the conditions outlined in No. 5 above. The *viva voce* must take place within 30 days. The deliberation of

the *viva voce* panel can only result in a pass or a fail. In the case of a pass it must be within the constraints outlined in c) above.

- f) A student who fails in the public testing may not enrol in the MFW.
- g) All deliberations and recommendations will be duly minuted.

Article 7 **(Final grade)**

The final grade for a Masters degree will be the average, based on the respective credits, of the grades for the course units of the Masters course, and the MFW. The marks correspond to the following: a) sufficient (marks between 10 and 13); b) good (marks of 14 or 15); c) very good (marks of 16 or 17); d) excellent (marks between 18 and 20).

Article 8 **(Diplomas)**

1 - Masters degree diploma and supplement

The Masters Degree is awarded by diploma and issued by the Technical University of Lisbon accompanied by the respective supplement.

2 - Masters course diploma

- a) Successful completion of all the course units of the programme will lead to the award of a diploma for the Masters course;
- b) This diploma is not attributed to students who have obtained equivalences for all the course units of the Masters programme, specifically upon conclusion of a postgraduate course at ISEG.

3 - Diploma for a postgraduate course

- a) For a Masters with course units in the second year, the successful conclusion of all the course units for the first year can result in the award of a postgraduate diploma under the same name as the Masters programme.
- b) This diploma is not attributed to students who have obtained equivalences for all the course units of the first year of the Masters programme, specifically upon conclusion of another postgraduate course at ISEG.

Article 9 **(Scientific and Pedagogical Committee)**

1 - Constitution

For each Masters there will be an SPC made up of:

- a) The programme director, appointed for a period of two academic years by the Scientific Board, by means of a proposal from the department which corresponds to the main field of research.
- b) Two other teachers appointed for two academic years by the Scientific Board, one of whom, exceptionally, may be substituted by a duly qualified specialist in the appropriate field of study.

2 - Areas of responsibility

- a) The duties and specific responsibilities of the programme director are covered in appendix 2 of these regulations.
- b) As well as those responsibilities conferred by the current regulations, it is the responsibility of the SPC to oversee everything that relates to the respective Masters on a scientific and pedagogical level, bearing in mind the autonomy of those who are responsible for the course units and that of the MFW supervisors. It is also their responsibility to propose necessary measures and decisions relating to legal and statutory requirements or omissions that pertain to the present regulations.

Article 10

(ISEG undergraduate degree final year students)

1. Applications for the course units of the Masters course

Any final year ISEG student lacking no more than four course units towards the conclusion of their first degree may apply to attend course units of the first year of a Masters programme. The application is decided by the president of ISEG by means of a report from the programme director.

2. Extracurricular course units for undergraduate degree courses

These course units for the Masters programme are considered extracurricular course units for the undergraduate degree.

3. Equivalences

The successful conclusion of these course units may later be used to request equivalence for course units of the Masters programme.

Article 11

(Tuition fees)

Tuition fees for attendance of a Masters degree are fixed by the School Board, based upon a proposal by the president of ISEG within the legal parameters and regulations of ULisboa.

Article 12
(Uncertainties)

All uncertainties about the application and interpretation of these regulations are to be resolved by the respective legal and statutory organism.

Article 13
(Validity)

These present regulations come into force for the academic year 2010-2011 onwards.

APPENDIX 1

**GENERAL ASSESSMENT REGULATIONS
FOR MASTERS DEGREES**

Article 1
(Types of course units for a Masters course)

Course units for the Masters course are classified in two ways: disciplines and seminars.

Article 2
(Disciplines)

1. In each semester there are two periods of assessment for each discipline: the regular period and the repeat period.
2. There is also a special assessment period as described in Article 3, No. 4.
3. For the first week of classes students must be in possession of the following:
 - a) The discipline's syllabus;
 - b) The bibliography (preferably in both Portuguese and English);
 - c) The rules of assessment;
 - d) All other aspects considered relevant to the functioning of the discipline such as, for example, the rules of consultation during tests and examinations.

Article 3
(Periods of assessment)

1. All students enrolled in the discipline should have access to the regular period.
2. The assessment for each period is defined by the teacher responsible for the discipline and approved by the SPC.
3. All students who fail in the regular period should have access to the repeat period.
4. Any student who is missing a maximum of one discipline (in the case of masters with 90 credits) or two disciplines (in the case of masters with more than 90 credits) for the completion of the course should have access to the special period, as well as all students covered by any special law.
5. Any student who passes a discipline in a certain academic year may enrol for improvement of grade only once during the repeat period while enrolled in the Masters programme.

Article 4

(Correction and consultation of written tests and examinations)

1. The teacher responsible for the discipline must assure that the criteria for correction of written tests and examinations is the same for all students.
2. The class lists with marks of each written test or examination must be published on the webpage of the respective discipline and submitted to the Postgraduate Office within deadlines to be laid down and posted annually by the academic services.
3. Students have the right to consult their corrected written tests and examinations.
4. Any student may request a review of a written test or examination, under the following conditions:
 - a) Request for a review of a written test or examination, duly justified, must be made in writing during the consultation session;
 - b) The result of the review must be communicated to the respective student within five days.
 - c) In the case of its not being possible to know the result of the review before the following written test or examination of the course unit, the student has a right to take that written test or examination.

Article 5

(Seminars)

1. There is an assessment period for each seminar.
2. Assessment is determined by the teacher responsible for the respective seminar and approved by the SPC.
3. All students enrolled in the seminar have a right to assessment.
4. In the first week of classes students will have the following at their disposal:
 - a) The seminar programme;
 - b) The rules for assessment;
 - c) Any other aspect that might be considered relevant for the good functioning of the seminar.
5. There is no possibility for improvement of the grade.

Article 6

(Masters with internship)

1. In the attribution of an internship, students' preferences should be met wherever possible.
2. When the host institutions opt for interviewing students, they have the right to choose prospective participants.

3. A student may do an internship in an institution proposed by him/herself, as long as this is approved by the SPC.
4. The procedure for the attribution of an internship in the remaining cases is the following: when there is more than one candidate for a place, the student with the highest average mark will be placed, based on marks for all first year course units. Units without assessment will be considered as having a mark of 8.

Article 7
(Frauds in assessment)

1. Any proven fraud in assessment on course units whether it consists of copying on written tests or plagiarism in project and other work must be communicated to the SPC by the teacher responsible for the respective course unit.
2. Any proven fraud on the MFWs, such as plagiarism, must be communicated to the SPC by the respective supervisor.
3. Proven fraud implies the annulment of enrolment in the Masters degree with no refund of fees paid and a prohibition on future enrolment at ISEG.
4. Students can appeal this decision, with suspension of consequences mentioned in No. 3.
5. Any appeal decision rests with a committee of independent teachers especially appointed by the president of ISEG.

Article 8
(Uncertainties)

Any uncertainties about the application and interpretation of these present regulations are to be resolved by the Pedagogical Board, on the evidence presented by the respective SPC.

APPENDIX 2

FUNCTIONS AND POWERS OF THE MASTERS' PROGRAMME DIRECTORS

1. The post of programme director is normally undertaken by a Full Professor or by an Associate Professor.
2. The programme director is nominated by the Scientific Board, from a proposal made by the department which corresponds to the dominant scientific area of the Masters. The position is held for a period of two academic years.
3. The programme director is responsible for guaranteeing the scientific and pedagogical quality of the Masters, ensuring its efficient functioning and promoting its external visibility. The fulfilment of her/his mission includes the organisation and direction of the work of the SPC, specifically in the following areas:
 - a) To monitor the process of defining responsibilities in training and guaranteeing that the learning and training objectives are fulfilled and that the course units are duly credited.
 - b) To provide the definition of syllabi, bibliographic references, pedagogic practices and the assessment system for each course unit;
 - c) To articulate and suggest alterations in the syllabus of course units as necessary in order to attain the overall training objectives of the Masters;
 - d) To encourage updating and innovation in both syllabi and teaching methods;
 - e) To give reports on equivalence processes solicited by the Scientific Board;
 - f) To maintain regular contact with the departments in any matter related to study programme alterations and any action which may imply changes in syllabi;
 - g) To advise on the balance amongst course units in respect of criteria of what is demanded and the rhythm of study imposed by assessments;
 - h) To provide information annually about professional opportunities and the integration of holders of ISEG Masters degrees in the labour market;
 - i) To contribute towards the national and international promotion of the Masters;
 - j) To guarantee that information is permanently available about all the course units, specifically through electronic channels;
 - k) To draw up an annual report on the way the Masters programme functions, including information about attendance, assessment success and mobility rates;
 - l) Where applicable, to promote contacts with firms and institutions, bearing in mind internships and bringing the workplace closer;

- m) To propose any measures or solutions considered necessary for the efficient functioning of the Masters which might have been omitted from the Regulations for Masters Degrees to ISEG's governing bodies.
4. To propose prospective members of the SPC to the Scientific Board.
 5. All information and all documents prepared by the programme director in the exercise of her/his duties must be submitted to department heads and to the president of ISEG.
 6. Besides the duties mentioned above, the programme director must collaborate actively with the departments and governing bodies of ISEG concerning reflection on teaching strategies and development, training programmes and the teaching model for the Masters offered by ISEG, as well as articulating these programmes with undergraduate courses, postgraduate courses and doctorates.