

RULES AND REGULATIONS FOR PART-TIME STUDY, GENERAL REGIME

Rules and Regulations approved by the Dean of ISEG – Lisbon School of Economics and Management, on 04-09-2015

The current Rules and Regulations establish the rules governing part-time study in the general regime as per the terms of Point No. 4 of Article 5, of Decree Law No. 37/2003, of 22 August, and the constitution of this regime by Decree Law No. 107/2008, of Article 46^o-C of 25 June, re-published as Decree Law No. 115/2013, of 7 August.

They also take into account the rules and regulations for part-time students of Universidade de Lisboa, which was published in Ruling No. 2306/2015, of 5 March.

Regulation 1

Object

1. These Rules and Regulations are for the regulation of part-time status at ISEG – Lisbon School of Economics and Management, Universidade de Lisboa, and they apply to part-time students of the 1st and 2nd Study Cycles of any degree.
2. A part-time student is one who opts to study for their degree part-time in any particular Academic Year, enrolling for a reduced number of course units in a Study Cycle which leads to a Bachelors, or a Masters degree, and benefitting from lower tuition fees and a specific rule for suspension.

Regulation 2

Application and Enrolment

1. Students can apply for part-time student status who possess a valid registration for the Undergraduate or Masters study cycles.
2. Application for this status is made annually, at the start of each Academic Year on enrolment, or by the deadline of the 15th of October, on presentation of a requisition to the Academic Services Department of ISEG, indicating the course units to be enrolled for.
3. Late applications will be categorically rejected.

Regulation 3

Requirements and Limitations

1. In each academic year, the maximum number of ECTS credits that a part-time student can enrol for cannot exceed half (50%) of the number of ECTS credits for the year of the study cycle for which a full-time student is allowed to enrol for, or in other words, it cannot exceed 36 ECTS per year for the Undergraduate study cycle, and 30 ECTS per year for the Masters study cycle.

2. Students who request part time status may not enrol for more than 18 ECTS per semester.
3. Full-time students are not permitted to change to part-time status if the number of their ECTS credits missing for completion of the Undergraduate study cycle is equal to, or less than 36 ECTS, or when the number of ECTS credits missing for their successful completion of the Masters study cycle is equal to, or less than 42 ECTS.
4. The exception to the previous paragraph, are Undergraduate students who lack a maximum of two courses units to complete their degree, who will be allowed to transit to part-time status.
5. Part-time student status remains valid during the academic for which it is requested, and cannot be subsequently changed during the same academic year.
6. Part-time study status does not apply to students who are inevitably suspended from enrolment.

Regulation 4

Tuition fees and Charges

1. The annual value of the tuition fees payable for part-time study is 65% of the value of tuition fees for full-time study, regardless of the number of ECTS that are enrolled for.
2. The tuition fees payable by students referred to in No. 4 of Regulation 3 (two course units missing to complete a degree) is 50% of the tuition fees for full-time study.
3. The registration and enrolment fees and respective School insurance fees and other charges are those set by law for students in the full time, general regime.
4. This regime cannot be accumulated with any tuition fee discounts granted by ISEG or Universidade de Lisboa.
5. The Rules and Regulations for the payment of tuition fees payable for part-time study are those set by law in the Tuition Fees Rules and Regulations of ISEG, and all other applicable legal provisions.

Regulation 5 Suspension

1. The part-time regime is subject to the current Rules and Regulations of ISEG governing suspension and the precedents established for the study cycle for which the student is registered.
2. For the purpose of suspension, each academic year for which the student is enrolled for will be accounted for as half an enrolment (0.5).

Regulation 6 Access for Special Assessment Periods

The restrictions for access to special assessment periods for part time students are the equivalent of half the restrictions applied to students in the full time, general regime.

Regulation 7 Omitted cases

All doubts about the interpretation of these Rules and Regulations and any omitted cases will be resolved by the Dean of ISEG.

Regulation 8 Entry into effect

These Rules and Regulations will be in effect as from, and including, the 2015/2016 academic year.

The Dean of ISEG
Professor Mário Caldeira, PhD