

Rules and Regulations of the Master's Degree in *Direito e Gestão*

(Law and Management)

I

General Dispositions

Article 1

Object

The purpose of these Rules and Regulations is to define the rules governing the Master in Law and Management (*Direito e Gestão*) which is taught jointly by the Faculty of Law of Universidade de Lisboa (FDUL) and Lisbon School of Economics and Management (ISEG), also of Universidade de Lisboa.

Article 2

Scientific and Executive Coordination

1 — On proposal of the respective Scientific Boards, the Director of FDUL appoints a Scientific Coordinator and an Executive Coordinator for the Master, with the same procedure being adopted by the Dean of ISEG.

2 — The functions of the Scientific Coordinators are as follows:

- a) To coordinate the operationalisation of the study cycle;
- b) To co-ordinate the overall orientation of the study cycle with the Schools' bodies;
- c) To carry out all other functions conferred by law, and those deliberated by the University bodies, the Scientific Boards of the two Schools, and these Rules and Regulations.

3 — The Scientific Coordinators are assisted in carrying out of their functions by the master's Executive Coordinators.

4 — The Scientific and Executive Coordinators form a committee which in particular is responsible for the following:

- a) To deliberate on complaints and presentations regarding the operation of the master;
- b) To propose measures within the context of the master to the competent bodies of the two Schools; and
- c) To propose the approval of the rules and regulations on the study cycle to the competent bodies of the two schools.

Article 3

Agreements with other universities

1 — The Master in Law and Management is organised within a framework of partnerships with entities from different sectors, including public and private entities, based on specific agreements signed by the heads of the entities involved and the Scientific Coordinators.

2 — Respecting compliance with the laws and regulations in force, the agreements described in the previous paragraph may define rules for the organisation, operation, and financing of the master, on the understanding that scientific and academic supervision is the responsibility of FDUL and ISEG.

Article 4

Lecturing in English

The course units of the part of the master taught at the School will be in English, unless the Scientific Coordinators decide otherwise, taking into account the mother tongues of those students enrolled.

II

Applications and Admission

Article 5

Setting and communication of the number of places available

1 — The number of places on the course, which is set at 40, may be reduced on proposal of the Scientific Coordinators, in conjunction with the joint decision of the management of the two schools.

2 — The number of places for each course is publicised on the FDUL and ISEG websites.

Article 6

Admission conditions and required academic qualifications

1 — The following may apply for the course:

- a) Holders of a degree in Law, Management, Economics, or Finance;
- b) Holders of a foreign higher academic institution first cycle degree in Law, Management, Economics, or Finance, in accordance with the principles of the Bologna Process by a State adhering to this Process;
- c) Holders of a foreign higher academic institution degree in Law, Management, Economics, or Finance that is recognised as satisfying the objectives of the course by the Scientific Boards of FDUL or ISEG;
- d) Exceptionally, holders of an academic, scientific, or professional curriculum which is recognised as attesting to their ability to complete the Master's degree by the bodies mentioned in the previous paragraph;
- e) Holders of other degrees in exceptional and in duly-justified cases, as long as they demonstrate adequate scientific preparation for this course, as assessed by the Scientific Coordinators;

2 — Enrolment in the course is admitted on the condition that the licence degree is completed by the date on which the course is scheduled to begin.

Article 7

Applications

1 — Applications for the course must be submitted by the deadline set jointly by the management of the two Schools, on the proposal of the Scientific Coordinators and which are publicised on the websites of both schools.

2 — Students are required to attach to their application the documents that are stipulated by the Scientific Coordinators and which are also publicised on the websites of both schools.

3 — Applications are assessed, classified, and decided on by the Scientific

Coordinators, based on the candidates' CVs and any interviews or special tests stipulated by the Scientific Coordinators.

Article 8

Registration

1 — The dates for registration are set jointly by the management of the two schools, on the proposal of the Scientific Coordinators.

2 — A letter of acceptance for the Master's degree can only be granted to those students who have already completed the registration process, including the payment of the respective fees.

III

Functioning of the Degree

Article 9

Credits and duration

1 — The award of a Master's degree in Law and Management requires the completion of the syllabus study plan set out in these regulations, corresponding to 90 ECTS credits, divided over three semesters with 30 ECTS credits each.

2 — The first two semesters of the syllabus are made up of two sets of course units, with the first semester being taught at FDUL and the second semester at ISEG.

3 — Students are required to prepare a Final Master Paper during the third semester, which can be either:

- a) A project; or
- b) A scientific dissertation.

Article 10

Curricular structure and syllabus

The course structure and syllabus of the Master in Law and Management are published in an appendix to the directives governing this course, and are also published as the Appendix of these Rules and Regulations.

Article 11

Specialisation course and classroom teaching

1 — For the purposes of these Rules and Regulations, the specialisation course is taught during the first two semesters of the study cycle.

2 — Teaching of the specialisation course is classroom-based, and lecture attendance is compulsory and student attendance may be monitored.

3 — Without prejudice to the provisions of the following paragraph or to any more-demanding requirements set by the course coordinators, failure to attend more than one third of lectures of the calendar for each course unit will result in being failed for the course unit in question.

4 — The number of absences permitted for duly-justified sickness, paternity leave, or family assistance equated to half the total number of lectures; in the case of maternity leave, the current legal regime applies.

5 — Exceptionally, attendance of lectures may be waived in cases of duly-justified

incapacitating illness, taking into account all the circumstances of each case.

6 — If it is impossible to implement classroom teaching due to exceptional circumstances, the specialisation course may be taught online by joint decision of the heads of the two schools.

Article 12

Passing the specialisation course of the master's degree

1 — Students are considered to have passed the specialisation course of the Master's degree if they achieve a pass (i.e., a final grade equal to or greater than 10 on a scale of 0 to 20) in all those course units that constitute the course.

2 — Passing the specialisation course is marked by a certificate of completion issued by the competent services at the student's request.

Article 13

Assessment and qualitative grades

1 — The result of the knowledge assessment is expressed as a final numerical grade on a scale of 0 to 20 points.

2 — Approved students may be awarded the qualitative grades of Sufficient (from 10 to 13), Good (14 and 15), Very Good (16 and 17) and Excellent (18 to 20).

Article 14

Grades and averages

1 — A Master's degree is awarded to those students who pass all the course units of the specialisation course, as well as the Final Master Paper.

2 — The classification of the specialisation course is calculated according to the following formula: the weighted arithmetic average, calculated to hundredths and rounded to the nearest unit, considering as a unit a fraction of not less than 50 hundredths of the grades attained in the course units in accordance with the syllabus, up to a limit of 60 ECTS credits. The weighting unit is the number of ECTS credits allocated to each course unit.

3 — The final grade for the Master's degree is calculated as the weighted arithmetic average for the respective ECTS credits of the grade attained the specialisation course (60 ECTS, i.e., two-thirds of the weight of the final grade), as well as the grade for the Final Master Paper (30 ECTS, i.e., one-third of the weight of the final grade).

Article 15

Functioning and lecturing of course units

1 — The lecturing of the course units is both theoretical and practical and is structured as stipulated on a case-by-case basis by the Scientific Coordinators.

2 — The cases are defined by the Scientific Coordinators, taking into account suggestions from partner organisations.

3 — The coordination of the course units is ensured by professors with a doctorate degree, whether or not they are actually working at FDUL or ISEG.

4 — Co-teaching/Co-responsibility by teachers from both schools is permitted.

5 — The programme and bibliography of each course are defined by the professors in charge, incorporating the cases defined by the Scientific Coordinators, and published on the FDUL and ISEG websites before applications are opened.

6 — The course coordinator ensures the contact hours foreseen in the accreditation of

the course, including 40 teaching hours and at least 5 hours for accompanying students, according to the table in Annex I.

7 — Course coordinators may invite other professors or external specialists to take part in the lecturing of the course unit.

8 — The assessment elements for each course unit and their respective weighting are defined by the respective coordinators, in accordance with the coordination guidelines of the Scientific Coordinators, and publicised in advance.

Article 16

Assessment of course units

1 — The assessment of each course unit is composed of the following elements of knowledge measurement:

a) A compulsory final written assessment exam, the duration and characteristics of which are stipulated by the Scientific Coordinators; and

b) Other elements of assessment, be they written and/or oral, as stipulated by the course unit coordinator.

2 — For the purposes of determining the final grade, 50% of the weighting is attributed to the written exam referred to in Sub-paragraph a) of the previous paragraph, with the remaining 50% of the weighting being attributed to the assessment elements referred to in Sub-paragraph b) of the previous paragraph.

3 — Those students who fail a course unit/s during the normal exam period may enrol to be assessed during the re-sit exam period, which takes place after the corresponding normal exam period.

4 — Students' admission for assessment, including the re-sit period, depends on their attendance, as defined and assessed by the course coordinator.

IV

Final Master Paper

Article 17

Indication of the modality, topic, and supervisor

Students must inform the Scientific Coordinators of the type of Final Master Paper that they intend to develop within 30 days of passing the specialisation course, and also, if applicable, the identification of the proposed supervisor and co-supervisor, attaching the corresponding declarations of acceptance of the respective supervisor/co-supervisors.

Article 18

Project Paper

1 — Project paper should integrate the theoretical and practical knowledge acquired throughout the course in the critical appraisal of a real or hypothetical case or operation, and also, if applicable, a subsequent internship. The multidisciplinary dimension should be emphasised in the theoretical and practical framework.

2 — Without prejudice to guidance by the designated supervisor(s), the preparation of the project paper may be accompanied by a tutor appointed by the organisation where the internship is carried out.

3 — The provisions governing Master's dissertations also apply to project paper, with the necessary adaptations.

Article 19

Dissertation

1 — The dissertation is a scientific piece of work on a subject within the field of knowledge of the master's programme. It should include a framework and critical discussion of doctrine and case law, if applicable, as well as a theoretical or experimental exercise that promotes an innovative approach to the chosen topic. It should also present a concluding summary and sometimes suggestions for future work.

2 — The topic of the dissertation must be formally and materially aligned with the speciality of the Master's degree.

3 — The topic proposed for the Master's dissertation has to be submitted for approval by the Scientific Coordinators, who inform the Scientific Boards of the two Schools.

4 — Supervision based on the principle of academic freedom ensures the effective monitoring of the research.

5 — The Master's dissertation topic and/or supervisor may be changed on request by the student, subject to the approval of the Scientific Coordinators, albeit such a change does not result in an extension of the submission deadline.

Article 20

Time extension and elements of the Final Master Paper

The Final Master Paper should:

a) be between 65,000 and 90,000 characters long (including spaces and footnotes), with one and a half spaces spacing and type 12 font (one space and type 10 or 11 font in the footnotes), excluding the table of contents, bibliography and documentary annexes;

b) include two abstracts, one in Portuguese and the other in English, of no more than 500 characters, and up to 5 key words in Portuguese and English

c) includes a cover with the name of the Universidade de Lisboa, FDUL and ISEG, the title of the work, the name of the student, the name of the supervisor(s), the name of the master, the modality (dissertation or project paper) and the year of completion of the paper, in accordance with the model published on the FDUL and ISEG websites; and

d) can be written in either Portuguese or English.

Article 21

Submission of Final Master Paper

1 — The Final Master Paper is submitted at the end of the third semester of the course, on a date and under terms stipulated in a joint directive of the management of the two schools, on the proposal of the Scientific Coordinators.

2 — The submission deadline can be extended twice, provided that any extension is requested before the end of the current deadline and that they are in periods that are equivalent to a quarter.

3 — The Final Master Paper must be exclusively submitted in digital format, in two files, one in Word, and the other in PDF, and should be accompanied by the following:

a) a written request addressed to the Scientific Co-ordinators to sit the assessment exams and defend the paper in a *viva* public exam;

b) a declaration by the supervisor attesting that the Final Master Paper is in a condition to be discussed in a public exam;

c) a declaration of honour signed by the student guaranteeing that the text submitted is original and that it is their own, and that they have not carried out any form of academic fraud, and also that they are aware of the rules and regulations governing academic fraud and the applicable disciplinary regulations, in accordance with the model published on the

FDUL and ISEG websites;

d) the student's updated curriculum vitae, in PDF;

e) a declaration regarding the ability to consult the paper in digital formats in the Universidade de Lisboa Digital Repository, under the terms of the Regulation on the Deposit Policy of Universidade de Lisboa Publications;

4 — When written in English, the Final Master Paper should be accompanied by a more detailed Abstract in Portuguese, of between 1,200 and 1,500 words in length.

5 — FDUL and ISEG are obliged to deposit a digital copy of the Final Master Paper on the repository of the Portuguese Open Access Scientific Repository network, which is operated by the Foundation for Science and Technology, I. P., and must ensure that a copy is available for consultation on the Digital Repository of Universidade de Lisboa.

Article 22

Date of exams

The public defence of the Final Master Paper must be booked within 30 days from the date of its submission, and the *viva* exam should take place within a maximum of 90 days from the same date of submission.

Article 23

Nomination and composition of the examination panel

1 — The examination panel for the Final Master Paper assessment is nominated by joint decree of the management of the two Schools, on a proposal from the Scientific Coordinators, and its constitution is subsequently communicated to the Scientific Board of each school for information.

2 — The constitution of the examination panel is published on the websites of both schools.

3 — The examination panel is made up of three members, including the supervisor. If there are two co-supervisors, only one of them sits on the examination panel. The other co-supervisor may be invited to be present at the *viva* exam and can be asked to provide clarification on the work carried out by the student during the discussion by the examination panel.

4 — The supervisors and other members of the examination panel are appointed from among nationals or foreigners who have a PhD degree or bear the title of specialist conferred under the terms of Decree-Law No. 206/2009, of 31 August.

5 — The majority of the members of the examination panel must have a PhD degree.

Article 24

Chair of the examination panel

1 — The examination panel is chaired by one of the degree coordinators, who cannot simultaneously be a supervisor or examiner.

2 — The chair of the examination panel is responsible for convening and chairing the panel's meetings and for promoting all the necessary prerequisites for the exams to be carried out promptly, as well as for writing the minutes of these meetings, which include the votes of each of the panel's members and their respective reasoning, which may be common to all or some members of the examination panel.

3 — When absent or prevented from attending, the chair is replaced by the member of faculty on the examination panel with the longest period of service at FDUL or ISEG.

Article 25

Reformulating Final Master Paper

1 — The examination panel may decide that the final master paper needs to be reformulated, in which case the student has a period of 60 days from notification to carry out the reformulation, unless he/she declares that he/she wishes to keep it as presented.

2 — The decision referred to in the preceding paragraph is substantiated by reference to the points of the dissertation that need to be reformulated, and may refer to an opinion prepared by the professor in charge of the *viva* exam.

3 — If, 30 days after the student has been notified to reformulate the dissertation, he or she has not informed the relevant departments that he or she intends to do so, he or she will be deemed to have chosen to keep the dissertation as presented.

4 — The student is considered to have withdrawn, with consequent exclusion, if, after the deadline for reformulation, he/she does not submit the reformulated dissertation or declare that he/she waives this option.

5 — The supervisor retains their role up until the deadline for the reformulation.

Article 26

Public defence of Final Master Paper

1 — The Final Master Paper is defended in a *viva* public exam.

2 — The exam can only take place if the majority of the members of the examination panel are present.

3 — The chair of the examination panel may authorise that an unlimited number of members of the examination panel jury or students participate in the exam by videoconference, provided that the technical conditions are assured for their full participation, with guaranteed audio and video access to all phases of the exam.

4 — The exam is publicised on the FDUL and ISEG websites.

Article 27

Public discussion of Final Master Paper

1 — The student initially has 20 minutes to present a summary of their Final Master Paper.

2 — A member of the examination panel is responsible for critiquing the Final Master Paper.

3 — The discussion of the Final Master Paper may not exceed 60 minutes and all members of the examination panel may take part.

4 — The student is granted the same amount of time to defend their paper as the members of the examination panel have at their disposition.

5 — The exam can be conducted either in Portuguese or English.

Article 28

Deliberation

1 — The examination panel will meet immediately after the discussion to decide on the final result.

2 — The examination panel's decisions are taken by a majority vote among its members, with no abstention being permitted.

3 — The chair of the examination panel has a casting vote.

4 — Minutes will be taken of all the meetings of the examination panel, which should

include the votes of each member and the respective reasoning, which may be common to all or some members of the examination panel.

V

Final dispositions

Article 29

Tuition fees, other fees and charges

1 — Tuition fees are set by the General Board of Universidade de Lisboa, on proposal by the Rector.

2 — The fees due for the reformulation of the Final Master Paper are set by the Management Boards of FDUL and ISEG, after hearing the students' representative structures.

3 — The fees due for the administrative acts required for enrolment, attendance, and the certification of completion of the degree are set by the Management Boards of FDUL and ISEG, after hearing the students' representative structures.

Article 30

Omitted cases

Without prejudice to the provisions of the Law, any cases not covered by these Rules and Regulations will be resolved by Universidade de Lisboa's Postgraduate Studies Rules and Regulations, and when these are insufficient, by a Directive of the Scientific Coordinators of the course.

APPENDIX I

Course Structure and Study Plan

1 st Semester				2 nd Semester			
Module A		Module B		Module C		Module D	
1 st week . . .	CU 1	10 th week . . .	CU 4	19 th week . . .	CU 7	28 th week . . .	CU 10
2 nd week	CU 1	11 th week . . .	CU 4	20 th week . . .	CU 7	29 th week . . .	CU 10
3 rd week	CU 1 Assessment	12 th week . . .	CU 4 Assessment	21 st week . . .	CU 7 Assessment	30 th week . . .	CU 10 Assessment
4 th week	CU 2	13 th week . . .	CU 5	22 nd week . . .	CU 8	31 st week . . .	CU 11
5 th week	CU 2	14 th week . . .	CU 5	23 rd week . . .	CU 8	32 nd week . . .	CU 11
6 th week	CU 2 Assessment	15 th week . . .	CU 5 Assessment	24 th week . . .	CU 8 Assessment	33 rd week . . .	CU 11 Assessment
1 st Semester				2 nd Semester			
Module A		Module B		Module C		Module D	
7 th week	CU 3	16 th week . . .	CU 6	25 th week . . .	CU 9	34 th week . . .	CU 12 (*)
8 th week	CU 3	17 th week . . .	CU 6	26 th week . . .	CU 9	35 th week . . .	CU 12*
9 th week	CU 3 Assessment	18 th week . . .	CU 6 Assessment	27 th week . . .	CU 9 Assessment	36 th week . . .	CU 12 Assessment (*)

(*) CU 12 (elective) may operate simultaneously with other CUs, in accordance with ISEG's study plan.