

REGULATORY ORDER NO. 6/2016 of THE RECTOR OF ISCTE— IUL

After hearing the Management Council, I hereby approve, according to the terms of subsection s), No. 1, article 30, of the Statutes of ISCTE – University Institute of Lisbon, published in Legislative Order No. 11/2011, of June 30th, the Regulation of awards for students enrolled in the first year of the second cycle of ISCTE – University Institute of Lisbon’s School of Management (ISCTE Business School), published below.

February 19th, 2016. The Rector, Luís Antero Reto

Regulation of awards for students enrolled in the first year of the second cycle of the School of Management (ISCTE Business School)

Article 1

Beneficiaries

This Regulation lays down the standards and general principles for the attribution of Awards to students registered/enrolled for the first time in the first year of the second cycle, on a full time basis, in the School of Management’s master’s degrees.

The master’s degrees which qualify for the attribution of the abovementioned awards are subject to annual approval by the management Council, after proposal by ISCTE Business School’s bodies.

Article 2

Eligibility

A student who complies with the following conditions is considered eligible for award attribution:

- a) Having had a final undergraduate classification of 15 points or more;
- b) Not having required any type of crediting;
- c) Having entered the first year of ISCTE Business School’s masters’ programmes for the first time in the academic year in which the Awards are attributed;
- d) Be enrolled on a full time basis;

- e) Having concluded the undergraduate degree in a national or international business faculty/school with at least one of the triple crown accreditations (AACSB or EQUIS or AMBA) over the last three years;
- f) Students who enter the MSc in Business Administration are excluded from the previous condition, as it is aimed at undergraduates from other non-Management areas;
- g) Not having any outstanding tuition fees at ISCTE-IUL.

Article 3

Value of the award

1. The value of the award is linked to the final classification attained by the students in the study cycle leading to the bachelor degree, accordingly with the following terms:
 - a) Final Undergraduate Degree classification equal to or higher than 17 points – 100% of the value of the tuition fee in force for the first year of the master's programme;
 - b) Final Undergraduate Degree classification equal to 16 points – 40% of the value of the tuition fee in force for the first year of the master's programme to be deducted from the last instalments of that year;
 - c) Final Undergraduate Degree classification equal to 15 points – 20% of the value of the tuition fee in force for the first year of the master's programme to be deducted from the last instalments of that year.

2. The final Undergraduate Degree classification for students from international universities obeys to the following standards of conversion between ECTS credits and 0 to 20 classifications:
 - a) In the case of an undergraduate programme which exists at ISCTE-IUL, conversion is carried out according to the table of conversion in force at ISCTE-IUL, which results from the classifications obtained by the students at ISCTE-IUL over the last 5 years;
 - b) In the case of an undergraduate programme which does not exist at ISCTE-IUL, conversion is carried out according to the following correspondence: "A" – Classifications between 16 e 20; "B" – the same for 14 or 15; "C" – the same for 13; "D" – the same for 12 or 11; "E" – the same for 10; "F" – the same for 9 or lower.

3. Any student evaluated according to the scale indicated in subsection b) of the previous number, and whose conversion places him/her between two scores, the award attributed shall correspond to the inferior evaluation.

Article 4

Ranking and tiebreaking

1. The maximum number of awards to be attributed per academic year and master's programme is determined on an annual basis by the Management Council after proposal by ISCTE Business School's Scientific Commission, after hearing the master's programmes' directors.
2. In case the maximum number of awards is inferior to the number of students registered and enrolled in the first year for the first time, these shall be attributed to those students with the highest undergraduate degree averages.
3. In case of tie, the award shall be attributed ex-aequo, being the respective amount allocated equitably.

Article 5

Ascertainment of the Awards

1. The administrative procedures necessary for the identification and confirmation of the eligible students' information regarding award attribution fall under the responsibility of the Teaching Management Services (*Serviços de Gestão do Ensino*).
2. It is the duty of the Ranking Commission, appointed by the Rector for the effect and composed by three members, to verify that all requirements of eligibility are met, and to define the consequent ranking of students.

Article 6

Accumulation

The awards ruled by this Regulation cannot be combined with other awards (or scholarships) granted by public or private institutions, whenever the nature of the attribution of the award/scholarship is the same as the one enshrined in this Regulation. Infringement of this article shall result in the reimbursement of the award's financial amount, as well in penalties imposed under the Law and the Regulations.

Article 7

Dissemination

1. The lists of awardees shall be divulged and publicised at ISCTE Business School's webpage (ibs.iscte-iul.pt).
2. Possible claims regarding the lists referred in the previous number are to be sent to the Rector within two working days after their publication, being rejected without further consideration after that date.
3. Hierarchical appeal of claims is not possible.

4. After the expiry of the deadline referred to in No. 2., the awardees shall be notified by email.

Article 8

Payment

The payment of the awards is carried out by means of credit note issuing, to be deducted from the last tuition fee instalments, being the student responsible for paying the initial tuition fee instalments.

Article 9

Revocation rule

Regulation No. 252/2015, published in the 2nd series of *Diário da República* on May 15th, is revoked.

Article 10

Final provisions

1. Any interpretation doubts or omissions shall be resolved by regulatory order issued by the Rector.
2. This Regulation may be revised by the Rector whenever necessary.
3. This regulation shall enter into force on the day after its publication in *Diário da República*.
4. This regulation overrides any provisions of ISCTE Business School, and regarding the Entry Award, the Regulation of Academic Excellence Awards for 2nd cycle students.