

**ISCTE – University Institute of Lisbon’s Tuition Fees
Regulation**

**REGULATORY ORDER NO. 16/2016 by the RECTOR
OF ISCTE-IUL**

Considering that, accordingly with the terms of Law No. 37/2003, of August 22nd, amended by Law No. 49/2005, of August 30th, which sets out the bases of higher education funding, students must contribute towards the costs of their training via the payment of an attendance fee to the institutions in which they are enrolled, designated as tuition fee;

Taking into consideration that, under the terms of the Legal Regime of Higher Education Institutions (*Regime Jurídico das Instituições de Ensino Superior – RJI*ES), published in Law No. 62/2007, of September 10th, it is ISCTE-IUL’s General Council’s responsibility, upon proposal by the Rector, to define the amounts of the tuition fees owed by the students;

Considering the need to update and standardise the internal regulations regarding the payment of tuition fees at ISCTE-IUL, I approve, pursuant to article 30 No. 1, subsection s) of the Statutes of ISCTE – University Institute of Lisbon, after consulting the Management Council and compliance with No. 3 of article 110 of the Legal Regime of Higher Education Institutions, ISCTE – University Institute of Lisbon’s Tuition Fees Regulation, which shall be published in annex to the current regulatory order, and which forms an integral part thereof.

March 29th, 2016, the Rector, Luís Reto

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**Article 1
General principles**

All students must pay the tuition fees accordingly with the law and the current regulation, without prejudice of scholarships and other types of social action, as well as merit-based scholarships and other scholarships available at ISCTE-IUL.

Article 2

Tuition Fee

1 — For the enrolment/registration in study cycles leading to the undergraduate degree of bachelor or to the graduate degrees of master or doctor, is owed a fee designated as tuition fee, without prejudice of other applicable fees, namely those included in ISCTE-IUL's table of emoluments.

2 — For the enrolment/registration in short- or long-term programmes which do not award a degree, is owed a fee designated as tuition fee, without prejudice of other applicable fees, namely those included in ISCTE-IUL's table of emoluments.

3 — Enrolment is always for one academic year, regardless of the study cycle or programme in which the student is enrolled, or of its actual duration.

Article 3

Tuition Fee value

1 — The value of the tuition fee paid for the initial training study cycles and integrated studies leading to the degree of master is approved on a yearly basis by the General Council, following proposal by the Rector, as defined in point ix), subsection a), of No. 1, article 30, and subsection g) of No. 2, article 19, both in the Statutes of ISCTE – University Institute of Lisbon, considering the provisions of Law No. 37/2003, as amended by Law No. 49/2005, of August 30th.

2 — The value paid for the tuition fee for study cycles leading to the degree of master, which, conjugated with a first study cycle leading to the undergraduate degree of bachelor, may be considered essential for the performance of a professional activity, is equal to the value indicated in No. 1.

3 — The values defined for tuition fees of study cycles leading to the degrees of master or doctor, not referred in numbers 1 and 2, and of other study programmes which do not award an academic degree, are proposed, under the terms of the regulations in force, by the various schools and affiliates which promote or carry them out, to the Rector and are approved by the General Council.

Article 4

Modes of payment

1 — The value of the tuition fee for each academic year may be paid:

a) In one instalment, upon enrolment/registration, with a 2% price reduction.

b) In nine instalments:

i) the first instalment is paid in the act of enrolment/registration and its value is defined in the attached table;

ii) If the programme begins in the 1st semester of the academic year, the eight remaining instalments of equal value, are due on the following dates:

1. the second, until October 15th;
2. the third, until November 15th;
3. the fourth, until December 15th;
4. the fifth, until January 15th;
5. the sixth, until February 15th;
6. the seventh, until March 15th;
7. the eighth, until April 15th;
8. the ninth, until May 15th.

iii) If the programme begins in the 2nd semester of the academic year, the eight remaining instalments of equal value, are due on the following dates:

1. the second, until March 15th;
2. the third, until April 15th;
3. the fourth, until May 15th;
4. the fifth, until June 15th;
5. the sixth, until September 15th;
6. the seventh, until October 15th;
7. the eighth, until November 15th;
8. the ninth, until December 15th.

2 – Programmes whose tuition fees values are higher than those in the attached table shall follow their own payment modalities, to be approved by the statutorily competent bodies.

3 – Programmes which do not award an academic degree and are managed by affiliates have their own standards, according to the terms of the Delegation Protocol established under No. 3 of article 15, Law No. 62/2007, of September 10th (RJIES).

4 – Payment modes which differ from the above mentioned may be proposed by the Directors of the schools and approved, on a yearly basis, by the legal and statutorily competent body, namely regarding those programmes whose length does not conform with the calendar mentioned in the previous numbers.

5- The tuition fee of re-registration for the master's dissertation can be paid in one instalment, with a reduction of 2%, in the case of re-registration, or in 4 instalments, on the following dates:

1. the first, amounting to 40% of the instalment, until November 15th;
2. the second, amounting to 20% of the instalment, until December 15th;
3. the third, amounting to 20% of the instalment, until January 15th.
4. the fourth, amounting to 20% of the instalment, until February 15th.

6 – Programmes with protocols, including international or Interuniversity partnerships, are ruled by the provisions set forth in the respective agreements or protocols.

7 – International programmes and/or programmes carried out abroad may have different modes of payment accordingly with the respective contracts.

Article 5

Tuition fee payment method

1 — The tuition fee payment shall be made via the *Multibanco* system, within the deadlines mentioned in article 4, and the entity number and reference for payment, along with the respective value, shall be provided to the students by the competent services.

2 — In exceptional situations, duly proved, of incapability to make the payment in accordance with the provisions of the previous number, the tuition fee can be paid:

- a) At ISCTE-IUL's Treasury Office, through purchase and filling in the respective form;
- b) Through bank transfer, and the proof of payment must be sent to the treasury office, with indication of the number and name of the student (without which the payment shall not be considered as valid);
- c) By means of bank deposit in the tuition fees account in a banking institution to be disclosed by ISCTE - IUL, and in this case the indication of the student number is mandatory.

Article 6

Late payment.

1 - Students who do not make the tuition fee payment on expiry of the time limits defined in this Regulation's article 4, will have

to pay the unpaid sum along with the respective interest, accordingly with the provisions of Law No. 37/2003 of August 22nd, being considered as non-compliant as of the day immediately after the term of the deadline.

2 – Instalments are to be paid following their maturity order, not being possible to make the payment of the latest instalment without having settled the ones previously expired.

Article 7

Consequences of non-payment

1 — It is considered as a non-payment situation, with the consequences anticipated in article 29 of Law No. 37/2003, of August 22nd, whenever the payment is not made upon the act of enrolment or registration, or when the student does not settle the debt until the day immediately after the term of the deadline defined for payment of any of the instalments established in this Regulation's article 4.

2 — Non-payment of the tuition fee implies:

- a) Invalidation of all curricular acts pertaining to the academic year to which the breach is associated;
- b) Suspension of enrolment and of the annual registration, with impediment of access to any social support up to the settlement of the debt, accrued with the respective interest, in the same academic year in which the non-compliance has occurred;
- c) Impediment of emission of certificates and other documents;
- d) The loss of vacancy, in the case of students enrolled for the first time in a 2 or 3rd cycle, including post-graduation courses, and who do not pay the first instalment of the tuition fee within the defined deadline, being the vacancy attributed to the next candidate in the list of alternates.

3 — Whenever there is suspension of the annual enrolment/registration, the non-compliant student is impeded from taking exams or classification improvement tests.

4 — Any registrations in the information system regarding a given academic year are considered null for students in non-compliance, until the date of settlement of the debt pertaining to that academic year.

5 — Only students who are up to date with payments relative to prior years may enrol for a new academic year.

6 – The Rector may authorise, in duly justified cases, enrolment outside the time limit, after settlement of the tuition fee payment.

7 — Students who benefit from a scholarship from the Social Services may not suffer the consequences of non-compliance with tuition fee payment within the defined deadlines, whenever the non-payment is caused by duly proved delay of the scholarship payment.

8 — Students who are placed in other higher education institutions through the regime of transfer or pair institution / programme, will only be sent their individual process in case their situation is regularised.

9— The final decision of declaration of nullity of the curricular acts practiced in the academic year in which the non-compliance with tuition fee payments took place, as well as suspension of the annual enrolment/registration, with all the related consequences, is delivered by the Rector.

Article 8

Notice

1 — Students are notified of the passing of the due date for tuition fee instalment payment, accrued with the respective default interest, via email or registered post.

2 — At the end of each academic year, non-compliant students shall be notified of the owed amount, as well as the respective default interest.

3 — The notice referred in No. 2 specifies the consequences caused by tuition fee non-payment.

4 — The student alone is responsible for updating his/her contact information in the academic management system.

Article 9

Enrolment/registration cancellation

1 — In case of cancellation of the enrolment/registration at the request of the student, in the first cycle, the following payments are due:

a) Up to the end of the first semester of each academic year, the payment of all unpaid instalments, until the date of the request, is due, including the one concerning the respective month;

b) After the end of the first semester, the totality of the tuition fee value is due.

c) The payment of any unpaid tuition fee resulting from the request for enrolment/registration cancellation must be made within 10 working days subsequent to the decision on the request.

d) Non-payment within the term and deadlines defined in subsection c) implies invalidation of the request.

e) Students who may require enrolment cancellation in the first semester and enrolment due to having entered another higher education institution under the regime of transfer and programme change, are subject to the provisions set forth in subsection a).

f) Cases of redeployment in the scope of the national access competition are exempted from the provisions of subsection a), as explicitly stated in the law in force.

2 – In case of cancellation of the enrolment/registration at the request of the student, in the second and third cycles, the following payments are due:

a) Up to the end of the first semester of each academic year, the payment of all unpaid instalments, until the date of the request, is due, including the one concerning the respective month;

b) After the end of the first semester, the totality of the tuition fee value is due.

c) The payment of any unpaid tuition fee instalments resulting from the request for cancellation of enrolment/registration must be made within 10 working days subsequent to the decision on the request.

d) Non-payment within the term and deadlines defined in the previous subsection implies invalidation of the request.

3 – 1st and 2nd cycle students who have applied for a DGES scholarship attributed by the Social Services, which is rejected for having exceeded the capitation limit, may, if the exceeding value does not exceed the value of the IAS, cancel their registration in the 15 days subsequent to the date of the decision, without incurring in any costs. Such students shall be reimbursed of the value of any tuition fees paid in the meanwhile, concerning the academic year in progress, provided they do not have any outstanding debt toward ISCTE-IUL.

Article 10

Cost of individual Curricular Units' tuition fees

1 — A tuition fee is owed for the enrolment and attendance of individual units by students, being its value calculated using the following formula:

Value owed=No. of ECTS of the CU the student intends to attend x annual tuition fee of the programme

No. of ECTS of the programme's year

2 — In case the student is enrolled in various curricular units, the total tuition fee to be paid is the result of the sum of each CU's value.

3 — The tuition fee amount calculated must be paid 15 days after the tuition fee value is made available through the academic management system. If the student is enrolled in more than 18 ECTS which are distributed by the two semesters of the academic year, this payment can be made in two instalments:

a) The first is paid 15 days after the tuition fee value is made available through the academic management system and includes the payment of the curricular units of the 1st semester, and cannot be less than 50 % of the total value to be settled.

b) The second instalment is paid until January 31st and corresponds to the remaining amount.

4 — In case of cancellation of the enrolment in those curricular units:

- a) There is no reimbursement of the amounts already paid;
- b) The student must pay the whole amount of the tuition fee calculated in the act of enrolment.

5 – In duly justified cases, other payment conditions may be authorised.

Article 11

Credited curricular units

1 — In second and third cycle programmes, except for integrated study cycles leading to the master degree and second study cycles, leading to the master degree, which, combined with a first study cycle leading to the bachelor degree are indispensable for the access to a professional activity, the tuition fee corresponding to the credited curricular unit shall be deducted from the value of the tuition fee paid for the academic year of the enrolment, accordingly with the following formula:

Deductible amount=No. of ECTS of the credited CU x tuition fee of the programme's year

ECTS of the programme's year

2 — For the creditation of curricular units are owed emoluments, in accordance with ISCTE-IUL's emolument table.

Article 12

Students in double-degree, association and cooperation programmes

The value of the tuition fees payable by students in double-degree, association and cooperation programmes, corresponding to the periods in which they attend classes at ISCTE-IUL, shall be defined in the respective agreements, considering the provisions of this Regulation.

Article 13

Scholarship holders

1 — Students who intend to apply to the Social Services' scholarships shall pay the first instalment in the act of enrolment/registration, accordingly with article 4 of this regulation.

2 — Students whose scholarship application is refused and still intend to maintain the enrolment and registration shall pay the remaining instalments within thirty consecutive working days upon the publication of the final regulatory order expressing the refusal.

3 — Students whose scholarship application is accepted shall pay the tuition fee instalments overdue in the meanwhile within the 15 days subsequent to the receipt of the scholarship.

4 — Doctoral students applying for Scholarships granted by the Foundation for Science and Technology (*Fundação para a Ciência e a Tecnologia* – FCT) must provide, to the Teaching Management Services, proof of their respective application or of the scholarship's award in the act of enrolment/registration, and their situation is regularised as soon as FCT's decision is made known.

5 — If FCT's decision is negative and the student intends to cancel his/her enrolment as a consequence of such decision, he/she must submit a request for cancellation within a period of time not exceeding fifteen working days after the date of FCT's first decision, and no tuition fee payment shall be due.

6 — The previous number excludes the acceptance of the doctoral thesis by the statutorily competent bodies, being the full payment of the outstanding tuition fees owed by the student.

Article 14

Other cases

1 — In situations in which, through specific agreements, the payment of the tuition fee is to be made by entities external to ISCTE-IUL, the students are co-responsible for the payment, being exposed to the consequences that may arise from non-compliance described in article 7 of this Regulation.

2 — In case the student attends curricular units in another higher education institution, he/she is responsible for the payment of the tuition fee that may be required by that institution.

Article 15

Students covered by special circumstances

Students who are covered by special circumstances defined in No. 1 of article 35, Law No. 37/2003, of August 22nd, namely members of the military who have been decorated or injured in combat (Decree-Law No. 358/70, of July 29th and Decree-Law No. 43/76, of January 20th), and for them to be provided with the specific support described in subsections a), b), and c) of No. 2 of article 35 in the abovementioned law, shall, in the act of enrolment, require tuition fee exemption and provide the respective supporting documentation, if such documentation is not archived in their student process.

Article 16

Part-time students

The value of the tuition fee applicable to part-time students is enshrined in ISCTE-IUL's part-time student Regulation.

Article 17

Mobility student

1 — For the current purpose, a mobility student is one who, being enrolled in another national or foreign higher education institution, carries out a period of study at ISCTE-IUL, in the scope of a mobility agreement, not aiming for the acquisition of a degree through this institution.

2 — ISCTE-IUL may conclude institutional agreements through which are defined special conditions, namely regarding the exemption or reduction of the stipulated fee, provided that such is subject to reciprocity.

3 — ERASMUS and ALMEIDA GARRETT mobility students are covered by specific agreements and their rights and exemptions are defined in the respective programmes.

Article 18

Re-enrolment in curricular units

1 — For the re-enrolment in curricular units by second and third study cycle students, except for integrated study cycles leading to the master degree and second study cycles, leading to the master degree, which, combined with a first study cycle leading to the bachelor degree are indispensable for the access to a

professional activity, the tuition fees owed are calculated accordingly with the following formula:

$$\text{Value owed} = \frac{\text{No. of ECTS of the CU the student intends to attend} \times \text{annual tuition fee of the programme}}{\text{No. of ECTS of the programme's year}}$$

Article 19

Students enrolled in units of subsequent study cycles

1 — Students enrolled in a study cycle may be authorised to enrol in curricular units pertaining to subsequent study cycles, as prescribed by the respective Regulation.

2 — For each curricular unit pertaining to the subsequent study cycle is owed in the value of UCI:

$$\text{Value owed per UC (UCi)} = \frac{\text{No. of ECTS of the CU the student intends to attend} \times \text{annual tuition fee of the programme}}{\text{No. of ECTS of the programme's year}}$$

3 — The tuition fee owed in that academic year is calculated as follows:

p_n = tuition fee owed by the full-time student in the study cycle in which he/she is enrolled;

p_o = fraction of the tuition fee to be used for the study cycle in which the student is enrolled;

p_o = (number of ECTS of the curricular units of the study cycle in which the student is enrolled)/(total number of ECTS regarding the year of the programme in which the student is enrolled) \times (tuition fee of the programme's year);

p_q = unused value of the tuition fee of the study cycle in which the student is enrolled;

$$p_q = p_n - p_o$$

p_p = total tuition fee owed for the attendance of curricular units of a subsequent study cycle;

p_p = (number of ECTS pertaining to the curricular units of the subsequent study cycle)/(total number of ECTS of the programme's year) \times (tuition fee of the programme's year)

If $p_p < p_q$ the tuition fee owed by the student is p_n

If $p_p > p_q$ the tuition fee owed by the student is $p_n + p_p - p_q$

Article 20

Re-entry, Change of Pair Institution/Programme

1 — Those students who enrol, by means of transfer or of change of study programme, from another higher education institution in a study cycle at ISCTE-IUL, in the second semester of the concerned academic year, shall pay 50% of the tuition fee defined for that academic year.

2 — For those students whose change of study programme takes place within ISCTE-IUL, the amount of tuition fee already paid in the programme of origin shall be taken into consideration, and the student shall proceed to the payment of the difference between the annual tuition fee of the new study cycle and the amount already paid in the same year.

3 — A student who has not enrolled in a given academic year for lack of tuition fee payment may later request re-entry or study programme change, being his/her enrolment dependent on the settlement of debts, including interest, under the terms of the law in force.

Article 21

Reduction in the tuition fee value

When the amount corresponding to the tuition fee for doctorate programmes is higher than the amount of the FCT Scholarship, FCT scholarship fellows shall benefit of a reduction corresponding to the difference between the value of the tuition fee and the value of the subsidy paid by FCT to ISCTE-IUL.

Article 22

Calculation of time limits

The time limits referred in this Regulation are calculated accordingly with the terms of the Administrative Procedure Code (*Código de Procedimento Administrativo*).

Article 23

Doubts and Omissions

Doubts in the interpretation and omissions are to be resolved by means of regulatory order issued by the Rector of ISCTE-IUL.

Article 24

Final and transitional provisions

1 — This regulation revokes the former Tuition Fee Regulation of ISCTE – University Institute of Lisbon (Regulatory order No. 9301/2012, of June 18th, published in the 2nd series of *Diário da República*, No. 132, of July 10th).

2 — The current regulation shall enter into force in the academic year 2016/2017, being applicable to all students who enrol or register in that academic year.

Annex

Value of the 1st instalment of the Tuition Fee

Annual tuition fee defined for the study cycle	Value of the first instalment of the tuition fee
Up to €1.500	€200
From €1501 to €2500	€350
From €2501 to €4000	€500
From €4001 to €6.000	€750
From €6.001 to €8.500	€1.200
From €8.501 to €15.000	€1.800