

REGULATION | Master's Degree (2nd Cycle)

PREAMBLE

Decree-Law No. 74/2006 of 24 March 2006, as it stands, gives the legal and statutory authority of each higher education institution the power to regulate various subjects of an academic nature.

In view of the legislative changes that have taken place in recent years, and with a view to ensuring, in an appropriate, coherent and uniform manner, the application of the principles established by the Bologna Process for second cycle courses at the Egás Moniz University Institute (hereinafter IUEM), the academic regulations need to be revised, since they present shortcomings that need to be overcome. The regulation of these matters has been the subject of constant attention by the IUEM, which has understood this practice as a way to ensure the quality of its teaching process, to safeguard the rights and duties of all those who are involved in them and to respond to the requirements of the legislation in force. The Master's Degree Regulation is part of the set of standards and guidelines to which the Master's degrees studied in the IUEM must comply.

The purpose of this Regulation is to lay down in a general way the terms of reference to which the specific regulations of each Master's degree provided at the IUEM must adhere.

CHAPTER I

GENERAL PROVISIONS

Article 1 (Object)

This Regulation defines the principles of organisation and operating rules of Master's Degrees taught at the IUEM.

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Article 2

(Scope of application)

1. This Regulation applies to all courses of study leading to the Master's degree at IUEM, whose study plans have been approved in accordance with Decree-Law No. 74/2006 of 24 March 2006, as it stands, and is supplemented by the Specific Regulations that will be approved for each course of study.
2. This Regulation shall not apply to integrated courses of Master's degrees provided at IUEM.

Article 3

(Granting of the Master's degree)

1. The Master's degree is awarded to those who demonstrate that they possess the skills and abilities described in Article 15 of Decree-Law No. 74/2006 of 24 March 2006, as amended.
2. The student will be awarded the Master's degree upon passing all the course units (CU) that make up the Master's course study plan and passing the public defence of the dissertation, the project work or the traineeship report and obtaining the set number of ECTS credits.
3. This degree is awarded in a specialist area and where necessary the specialism can be split into areas of specialisation.
4. Obtaining a Master's degree may also enable access to professions subject to special recognition requirements under the legal terms provided for.
5. The course of study leading to the Master's degree will ensure that the student acquires an academic specialisation through research, innovation and deepening of professional skills.
6. The Master's degree corresponds to Level 7 of the National Qualification Framework/European Qualifications Framework.

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Article 4

(Structure of the study cycle leading to the Master's degree)

1. The study cycle leading to the Master's degree includes:
 - a) The specialisation course consisting of an organised set of course units, called a Master's degree, which corresponds to a minimum of 50% of the total credits of the study cycle;
 - b) A scientific dissertation or project work, original and specially carried out for this purpose, and/or a professional traineeship with a final report, depending on the specific objectives pursued, corresponding to a minimum of 35% of the total credits of the study cycle.
2. The minimum amounts of credits referred to in paragraph 1 are fixed by Decree-Law No. 74/2006 of 24 March 2006, as amended.
3. The study cycle leading to the Master's degree has between 90 and 120 credits, and a normal duration of three (3) to four (4) semesters, as laid down in Article 18 (1) of Decree-Law No. 74/2006 of 24 March, in its current wording.

CHAPTER II

ADMISSION TO THE STUDY CYCLE

Article 5

(Access conditions and admission to the study cycle)

1. The following candidates may apply to do the study cycle that leads to the Master's degree:
 - a) Holders of a Bachelor's degree or legal equivalent;

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- b) Holders of a foreign higher academic degree awarded following a first study cycle organised in accordance with the principles of the Bologna Process by a State acceding to this process;
 - c) Holders of a foreign higher academic degree which is recognised by the Scientific Council as meeting the objectives of the graduate degree; in such cases, applicants must apply to the Scientific Council for recognition of the foreign higher academic degree by attaching the attestation of achievement and their detailed CV;
 - d) Bearers of a school, scientific or professional curriculum that is recognised by the Scientific Council attesting to their ability to complete the study cycle. To this end, applicants must apply to the Scientific Council for recognition that their school, scientific or professional curriculum attests to their ability to complete the Master's degree, by adding certificates of qualification (including certificate of completion when they are at university), detailed CV and explanatory memorandum of application.
2. The recognition referred to in points b) and c) of paragraph 1 of this Article shall pertain only to access to the study cycle leading to the Master's degree and shall not confer on the holder the equivalence to or recognition of the graduate degree.
 3. The conditions for access to the Master's degree course, which include in their study plans credit units with clinical practice, will be expressly laid down in the Specific Regulation of each course.
 4. The Specific Regulation for each study cycle shall define:
 - a) The scientific area(s) of the degree(s) of the candidates, if applicable;
 - b) Minimum final grade of the graduate degree, if applicable.
 5. The conditions of access and admission to the study cycle may include rules on crediting, with a view to the continuation of studies for obtaining academic degrees or diplomas in the IUEM, applying the rules on crediting stipulated in Articles 45, 45a and 45b of Decree-Law No. 65/2018, of 16 August.
 6. Verification of acquired knowledge for the purpose of measuring the units to be credited in the study cycle may be obtained through exams

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written or oral ability, for which minutes shall be drawn up by the Accreditation Board for the study cycle.

7. All documents relating to the conditions for admission and entry to the study cycle, including any written exams carried out by the students, must form part of their individual file.
8. Enrolment in single course units in a given Master's degree course is regulated by the Regulation of Single Course Units.

Article 6

(Posting and publication of places available)

1. The number of places or the maximum admission limit is set by accreditation of the study cycle by the Assessment and Accreditation Agency for Higher Education (A3ES).
2. The number of places and minimum enrolments necessary for the functioning of the study cycle are approved annually by the institution Egas Moniz - Cooperativa de Ensino Superior Egas Moniz, CRL, and published in the Public Notice.
3. The number of places per study cycle is announced by the usual means through the publication of the Notice, in a public location intended for Master's degrees, and published on our web page.

Article 7

(Time limits and criteria for selection and shortlisting)

1. Every year, the Board of Egas Moniz approves the deadlines for formalisation of the application, shortlisting, display of results and registration period.
2. Applications are done online directly via our website, after payment of the fee and uploading of the following documentation:
 - a) Detailed Curriculum Vitae (scientific, academic and/or technical curriculum relevant and suitable for access and entry into the course; previous publications in a scientific journal are of particular value

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- indexed by the ISI Web of Knowledge/SCOPUS, of which the majority must have the candidate as first author);
- (b) certificate of qualifications;
 - c) Photocopy of citizen card;
 - d) Letter of motivation (where applicable);
 - e) For foreign qualifications, NARIC Declaration (DGES), (<https://www.dges.gov.pt/pt/pagina/declaracoes-naric>);
 - f) Other elements requested in the Specific Regulations of the study cycle or which the applicant considers relevant for the assessment of their application.
3. The selection methods, which may include curricular analysis, interview and academic examination, and the criteria for the classification and ranking of candidates will be defined in the Specific Regulation of each study cycle.
 4. The selection and ranking of candidates is the responsibility of the Course Coordinator.
 5. Candidates are ranked in a range of 0 to 200, on a numerical scale of 0 to 200.
 6. The Notice of final results of applications, with the classification of candidates, with the references “*placed*”, “*not placed*” or “*excluded*”, is published on our website.
 7. Candidates who are “*not placed*” or “*excluded*” have five (5) working days from the date of publication of the results to appeal the decision to the Rector, who must decide on the appeal as per the dates posted in the public notice or within thirty (30) days.
 8. The shortlisting of candidates shall include a list of substitutes who may fill vacancies as a result of candidates withdrawing their application.
 9. When two or more applicants are tied and are competing for the last available place for a course in that competition, the place will be given to the youngest student. If their dates of birth are the same, the place will be given to the applicant who applied first.

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Article 8

(Preliminary rejection)

1. Applications which, while meeting the necessary general conditions, fall under the following situations, will be rejected outright:
 - a) Have been submitted after the deadline;
 - b) Are not accompanied by the documentation necessary to complete the process;
 - c) Do not provide documents that are in their full form and legibly completed;
 - d) Do not comply with this notice or contain false statements.
2. The preliminary rejection is decided by the Rector of IUEM and must be substantiated.

Article 9

(Registrations)

1. Admitted candidates must register online by completing the registration form within five (5) working days of the publication of the shortlist of candidates, failing which the services may call the substitute candidate(s) on the list in question for registration until the places or candidates have been exhausted.
2. Registration for the 2nd year of study is obligatory at the end of the 2nd semester of the 1st year, following contact with the Scientific Pedagogical Secretariat of Master's Degrees and by payment of the fee in accordance with the Fee Schedule.

Article 10

(Fees and other charges)

1. The tuition fee amount and other fees due by students for attendance on the courses taught in the IUEM are set by the Institution.

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2. The amounts referred to in paragraph 1 must be adequately publicised in all their aspects before students are enrolled.
3. The fees are in accordance with the Rules on Fees and Charges.

CHAPTER III

OPERATION OF THE STUDY CYCLE

Article 11

(Operating conditions)

1. The operation of the study cycle shall include the organisation of the academic year, the curriculum, the teaching and learning process and the assessment of students, as well as other specific aspects, with an impact on the quality of teaching and learning.
2. The Master's degrees operate on a semi-annual basis.
3. The academic calendar of each edition of the Master's course, is prepared by the Course Coordinator, up to two (2) weeks before the start of the course, subject to verification and approval by the Pedagogical Council and approved, ratified and published by the Rector of the IUEM, up to one (1) week before its start.
4. The academic calendar includes the starting date of academic semester and end of school semester, holiday dates, teaching and enrichment activities, normal, repeat and special exam times.
5. The academic calendar also indicates the period during which the pedagogical tracking questionnaires are applied to students and teachers.
6. The academic calendar also contains the final dates for the submission of the Master's work proposal (dissertation, project work or final traineeship report) to the Scientific Committee for the study cycle, as well as the final dates for its submission to the Scientific-Pedagogical Secretariat, after consultation with the Supervisor.

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7. The assessment schedule of the normal deadline, appeal and special season is drawn up five (5) working days before the beginning of the university semester, in a preparatory meeting of the semester, called by the Chair of the Pedagogical Committee of each study cycle, in liaison with the Coordinator of the study cycle, upon consultation with the Lecturers of the course units, as per the Pedagogical Regulation of the IUEM.
8. For the Master's degree, the examination plan is sent by the Pedagogical Committee to the Chair of the Pedagogical Council for approval, and then to the Rector of the IUEM for ratification.
9. For the Master's course, all standards defined in the Pedagogical Regulation of the IUEM on course unit programmes, summaries, class attendance, learning evaluation, normal, repeat and special examination periods, review of exams and improvement of grades, accreditation and mark sheets apply, excluding what is expressly excepted in this Regulation or in the specific regulations of each study cycle.
10. Fifty per cent (50%) part-time attendance of the scientific dissertation shall be allowed for students who are eligible for the part-time dissertation in accordance with the Part-Time Regulation (https://www.egasmoniz.com.pt/media/123883/Regulamenton1102_2020_Part-Time-Students.pdf), with payment of the related fee. In this case, it is assumed that the student completes the dissertation in twice the time stipulated for those who do it full-time.
11. The course unit programmes are drawn up prior to the start of the Master's degree course by the Lecturer of the course unit. They are then sent to the Scientific Pedagogical Secretariat, checked by the Chair of the Pedagogical Committee and approved by the Scientific Committee of the study cycle, respecting the defined deadlines and the teaching procedure.
12. Curriculum programmes are also published through the Moodle platform.

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Article 12

(Specialisation Course)

1. The specialisation course consists of an organised set of course units, called a Master's course, which corresponds to a minimum percentage of 50% of the total credits of the study cycle.
2. The specialisation course applies all the standards defined in the Pedagogical Regulation of the IUEM, also taking into account what is expressed in this Regulation and in the Specific Regulation of each course.
3. Passing all course units of the specialisation course results in a specialisation diploma being awarded, designated by the area or domain in which the specialised education is given.

Article 13

(Assessment, precedence and prescription)

1. The course units will be assessed according to the general standards defined in the Pedagogical Regulation of the IUEM, taking into account the characteristics of the study cycle, the learning outcomes foreseen in the course units, and the hours of work corresponding to it, the teaching and learning methodologies adopted, the programme content, the means provided to the students, except that which is foreseen in the case of the dissertation.
2. The transition to the next year follows the rules defined in the Pedagogical Regulation of the IUEM.
3. The submission of the Master's work is conditional upon the candidate passing the curricular part of the Master's course.
4. Courses are not subject to rules of precedence or prescriptions.

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CHAPTER IV

SUPERVISION OF MASTER'S WORK AND DEFENCE EXAM

Article 14

(Master's work)

1. The Master's work may be:
 - a) A dissertation;
 - b) A project work, and/or
 - c) A traineeship report.
2. The Master's work (dissertation, project work or traineeship report), may only start after the approval of the topic and appointment of the supervisor(s) by the Course Coordinator.
3. The Master's work should refer to the SDGs (Sustainable Development Goals) to which the project contributes.

Article 15

(Rules of operation of the Master's work)

1. The dissertation topic proposal and the supervisor(s) is the student's responsibility and must be done on a specific template ([IMP-EM-EI- 57](#)).
2. The topics proposed for the dissertation and the respective supervisor(s) will be validated by the Course Coordinator and Scientific Committee, according to the timetable and standards to be defined in the Specific Regulations of the different Master's degrees.
3. The preparation of the dissertation or the project work and the realisation of the traineeship are supervised by a doctorate qualified professor or a merit specialist recognised by the Scientific Committee and the Scientific Council.
4. Supervision can be provided jointly by both nationals and non-nationals.

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5. When the supervisor is not a member of the IUEM, a co-supervisor should be appointed as part of the teaching staff of this institution.
6. Supervisors must not be related to the student.
7. Upon reasoned request of the student, the Scientific Committee of the study cycle can propose to the Scientific Council of the IUEM to change the topic as well as the supervisor. However, the initial stipulated deadlines for completion and submission shall remain unchanged.
8. Other rules of operation of the Master's work to be observed should be defined in the Specific Regulation of each Master's study cycle.

Article 16

(Standards to be observed in supervision)

1. By the end of the first four (4) weeks, after approval of the topic, the student must present to the supervisor(s) a description of the objectives and the stages foreseen for their work.
2. The supervisor shall monitor the progress of the work by meeting regularly with the student or, alternatively, ensure that there is any other means of communication to assist the student in achieving the objectives to which he/she has set himself/herself.
3. The supervisor(s) shall be responsible for ensuring the appropriate depth and scientific content of the work and for ensuring compliance with the submission standards laid down in this Regulation.
4. It is the student's responsibility to ask the supervisor for follow-up meetings he/she deems necessary, failing which he/she will not obtain the favourable opinion of the supervisor(s) if he/she considers that the work is not in a position to be entered for public exams.
5. The Library provides students with a service that allows them to have an idea of the percentage of correspondence of their document with others already published, before issuing the version considered final to the supervisor. To this end, each student can make at most three (3) submissions of their

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work to the Library, the result obtained will remain confidential and sent solely to the student.

6. The student must submit to the supervisor(s), a copy of the version of the work considered final, no later than fifteen (15) working days before the submission deadline, so that the supervisor(s) may give his/her views in time for the student to still have time to make any final corrections.
7. If the Master's work is presented in the form of a scientific article which has already been published in a national or international scientific journal with peer review and impact factor, the standards listed in Annex I shall be respected.

If the established guidelines are not complied with, the student may ask the Scientific Committee of the respective study cycle to have a different supervisor, stating their reasons. This request shall be made no later than eight (8) weeks after the topic has been assigned. However, the initial deadlines for completion and submission shall remain unchanged.

Article 17

(Anti-plagiarism declaration)

1. In all written works intended for evaluation, including the dissertation, students must declare that the text presented is of their sole authorship and that any use of contributions or texts of others is duly referenced.
2. If plagiarism is detected in the dissertation, project or traineeship report, it will be immediately annulled and the course unit may only be repeated in the following academic year.

Article 18

(Deadline for submission of the Master's work)

1. The deadline for submission of the Master's work to the Scientific Committee shall be specified in the specific academic calendar for each Master's degree, except in the cases mentioned in Article 11(9) of this Regulation.

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2. The Master's work, in paper format (three (3) copies, respecting the formal rules of Annex I) and in digital format (pen drive in pdf/A version), in its provisional or definitive version, is submitted to the Scientific Pedagogical Secretariat, within the defined deadlines.
3. By decision of the Rector, there may be a scientific extension of the deadline, at the request of the student, substantiated and documented, providing the supervisor gives a favourable opinion, for a maximum period of three (3) months. In these cases, the student has to make the respective application by email to the Scientific Pedagogical Secretariat of Master's Degrees, before the end of the current submission period, as the extensions always count from the initial submission date, and the student is obliged to carry out and pay the corresponding academic insurance.
4. One (1) copy of the definitive version of the Master's work should be submitted in a USB stick, in a non-editable pdf/A format, clearly writing on the casing of the USB stick the details that appear on the cover, according to the approved template. The digital media on the pen drive will be sent to the jury members electronically.
5. On the same medium, one (1) copy of the Curriculum Vitae of the applicant should be made available, according to the European model.
6. In addition, the opinion of the supervisor, in its own format (IMP-EM-EI-8), shall be duly completed and signed by the supervisor.
7. Regardless of the advice of the supervisor, the student may take written responsibility for the submission of the dissertation as submitted. In this case, the supervisor can disassociate him/herself from the work, requesting the removal of his name from the cover page, in his own template (Annex [IMP-EM-EI-9](#)).
8. The informed consents ([IMP-EM-EI-8](#)) completed and signed during the course of the study should also be delivered to the Ethics Committee (if applicable).
9. The declaration for depositing dissertations and theses in the repository ([IMP-EM-GB-23](#)) and the form for recording the dissertation in the National Register of Theses and Dissertations (RENATES), ([IMP-EM-GB-26](#)), electronically filled and signed, should be delivered to the Scientific Pedagogical Secretariat of Master's Degrees. A copy of the Ethics Committee's letter of approval (if applicable), should be attached to the Master's work.

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10. In order to standardise the criteria for the submission of Master's works, the rules set out in Annex I to this Regulation should be observed.

Article 19

(Application for exam entry during the special repeat exam period)

1. Students are automatically registered in the schedule for the normal exam period.
2. A student who is absent in the normal period is required to register with the Academic Services him/herself for admission to exams during the special repeat exam period.
3. For admission to the Master's exams in the repeat exam period, the student must enrol on the first working day after the end of the normal exam period.
4. If the student is absent at the time of the repeat exams, this will be recorded on the schedule.
5. If s/he does not meet the submission deadline in the normal time or in the appeal season, the student may request re-enrolment in the second year of the Master's degree, upon request to the Rector.
6. If re-enrolment is allowed, the student is covered by the deadlines for submission of the edition of the course where he/she is enrolled.
7. The practical component of the curriculum is valid for two consecutive years; after this period, the student must return to attend the traineeship, unless established differently in the Specific Regulation.

Article 20

(Master's jury)

1. The dissertation, the project work and the traineeship report are subject to public examination and discussion by a jury appointed by the Rector on a proposal from the Scientific Committee and the Scientific Council of the IUEM.
2. The jury is appointed within ten (10) working days of the respective submission of the Master's work.

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3. The members of the jury shall be experts in the field of the dissertation, project work or traineeship report and shall be appointed from among nationals or non-nationals, holders of the degree of doctor or specialists of recognised professional experience and competence.
4. The jury will consist of three (3) to five (5) members, including:
 - a) The Course Coordinator, who chairs and can delegate to another lecturer or doctoral researcher of the course;
 - b) The Supervisor and Co-Supervisor, if applicable;
 - c) Doctorate qualified professor or Specialist (national or non-national), recognised by the IUEM Scientific Council of the scientific area of the work to be assessed, preferably external to the faculty of the IUEM, who will assume the functions of examiner on the jury.
5. Where there is more than one supervisor, only one person may sit on the jury.
6. Under no circumstances may the jury consist of more than five (5) members.
7. If a jury member is unable to attend and the exam cannot be postponed, the Rector shall decide on the replacement of the jury member on a reasoned proposal from the Course Coordinator to be ratified by the Scientific Council.
8. After acceptance of all jury members, the Rector shall appoint the exam jury by means of a notice ([IMP-EM-EI-11](#)), which is posted for general knowledge. The public notice shall determine the member of the jury who is to be the chair and the person who will be the examiner of the work.
9. The deliberations of the jury shall be taken by a majority of its component members, by means of a justified roll-call vote. Abstentions shall not be allowed and separate minutes of its meetings shall be drawn up on a specific template([IMP-EM-EI-9](#)).

10. In the event of a tie, the chair of the jury shall have a casting vote.
11. The exams will not end until all the jury members have signed the minutes. After this, the grade will be communicated to the student.

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Article 21

(Opinion of the Supervisor)

1. In the event that the Opinion of the Supervisor recommends the reformulation of the Master's work, the student has eight (8) working days, non-extendable, to proceed with the revision or to declare that he/she intends to keep the work as originally submitted.
2. After the eight (8) working day period, the student must send the Master's work to the Supervisor, who must issue a new opinion.
3. The student is entitled to submit the Master's work:
 - a) Revised, in which case he/she will have to include the opinion of the supervisor;
 - b) In its original version, in which case he/she expressly states that he/she waives the right to revise the work.
4. When there is a self-initiative by the student, the jury shall meet to analyse the definitive version of the Master's work, for a reasoned decision on admission or not to the exams.

Article 22

(Exam marking)

1. After passing the course units of the curricular component of the course and the completion of the dissertation, project work or traineeship report, the student must apply for the exams.
2. The defence exam is published via a notice that will be posted in its own public place, with the Scientific Pedagogical Secretariat of Master's Degrees, and on the web page referring to each Master's course.
3. The marking of exams shall consider that:
 - a) The defence may not take place until twelve (12) months after the actual commencement of the curricular part of the course announcement in which the student is enrolled;
 - b) It may not be marked unless the student's fees and administrative situation are settled;

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- c) They must be marked within a maximum of two (2) months, counting from the submission of the definitive version of the Master's work. Marking of exams beyond these deadlines must be requested, stating reasons, from the Rector, with reasons for the delay.

Article 23

(Presentation and public discussion)

1. The presentation and discussion of the Master's work is the final academic task of this study cycle.
2. The act of defence is public and may take place only in the presence of the Chair, not less than three (3) members of the jury, failing which it shall be postponed.
3. The discussion should always include the jury member appointed as examiner (who should be external to the IUEM).
4. The defendant must not have been involved in supervising the Master's degree.
5. The defence may not exceed sixty (60) minutes and all jury members may take part in it.
6. The candidate shall be given the same amount of time as the jury members.
7. At the beginning of the exam, it is up to the chair of the jury to determine the order and actual duration of each of the interventions, to resolve any doubts, to arbitrate any contradictions, to ensure that all rights are respected and to guarantee the dignity of the act.
8. The defence begins with the oral presentation of the candidate, summarising the content of the work and highlighting its objectives, the means used for completing it and the main conclusions, which should not exceed fifteen (15) minutes.
9. Any jury member may request that the student make changes that are considered fundamental for legal deposit purposes. The request must be made in the form "Request for Changes by the Board" (Annex [IMP-EM-EI-9](#)), which must be approved and signed by the Chair of the Jury at the end of the exams. In the event of requests from more than one jury member, the student shall compile them in a single form.

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10. In the event of changes, the student must submit the final version to the Scientific Pedagogical Secretariat of Master's Degrees within eight (8) working days following the completion of the exams, incorporating the jury's suggestions.
11. The supervisor shall be responsible for verifying and validating modifications made within 48 hours.

Article 24

(Final Master's degree grade)

1. The grade award will be preceded by deliberation of the jury on whether the candidate passes or fails, by filling in the annex to the [IMP-EM-EI-9](#) form (sent to all jury members, together with the electronic version of the work for pre-completion), taking into account the assessment of the components laid down therein.
2. The jury's deliberation is expressed in a range from 0 to 20 out of 20 on a numerical scale from 0 to 20, and the student is deemed to have passed if he/she obtains a grade above 10.
3. For the calculation of the final grade, account is taken of the grades obtained in the course units weighted by the number of ECTS credits set for each in the approved study plan.
4. The final grade of the Master's degree is given a qualitative mention with the following classing system:
 - a. 10 to 13 - Satisfactory;
 - b. 14 and 15 - Good;
 - c. 16 and 17 - Very Good;
 - d. 18 to 20 - Excellent.
5. Classifications of 19 and 20 out of 20 must be awarded unanimously only to truly exceptional work by students who have achieved levels of excellence in all components of assessment.
6. In order to encourage the scientific production of students of the IUEM, the jury can award the final grade of:

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- a) 20 out of 20 to students who by the date of the defence have published an original article based on the Master's work, as first author, in international magazines with peer-review, of ISI Web of Knowledge or SCOPUS;
 - b) 19 out of 20 to students who at the date of the defence have submitted for publication an original article based on the Master's work, if the jury deems that the work is likely to be accepted for publication.
7. Paragraph 1 shall not apply to traineeship reports and projects.
 8. The decision of the jury on the outcome of the defence exam is not subject to appeal and/or review;
 9. At the end of the defence exam of the Master's work the supervisor, in the presence of the student, issues an opinion on the publication of the Master's work.

Article 25

(File)

The Academic Services is responsible for the filing and archiving of all documentation relating to each case, including the originals of the individual records of the grades and minutes relating to the deliberations of the jury.

Article 26

(Diploma of specialisation course)

A student who has completed the taught part of the Master's degree may apply for the diploma corresponding to the course referred to in Article 4(1)(a).

Article 27

(Master's degree)

1. The Master's degree is attested by a registration certificate, called a diploma.

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2. The diploma may be accompanied by a supplement to the diploma drawn up in accordance with and for the purposes of Decree-Law No. 42/2005 of 22 February and Ordinance No. 30/2008 of 10 January.
3. The course transcript shall contain the total number of ECTS and the qualitative and quantitative grade of the Bachelor's or Master's degree, and shall be accompanied by the issue of a diploma supplement in accordance with the preceding paragraph.

Article 28

(Deadlines for issuing certificates, diplomas and course transcripts)

1. The registration certificate or diploma can be requested immediately after completion of the course and will be issued within eight (8) working days.
2. The diploma, accompanied by the diploma supplement, will be issued within fifteen (15) days of the end of the special examination season.
3. The course transcript will be issued and delivered on 18 May of the year following the completion of the course, and must be requested at the same time as the diploma.
4. Supplements to the diploma will not be issued before the set deadline.

CHAPTER V

REGISTRATION AND DEPOSIT OF MASTER'S WORK

Article 29

(Registration and Legal Deposit)

1. The definitive versions of the Master's work are subject to the deposit of:
 - a) one (1) copy in digital format in the Library;
 - b) one (1) copy in digital format in the Open Access Scientific Repository of Portugal (RCAAP).
2. The Scientific Pedagogical Secretariat is responsible for sending the definitive electronic versions of the dissertations to the Library.

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3. The deposit referred to in paragraph 1b) is the responsibility of the Egas Moniz Library.

Article 30

(Open access policy to Master's work)

The Master's work is registered in Renates and deposited in the institutional repository of Egas Moniz, included in the network of the Open Access Scientific Repository of Portugal (RCAAP), as provided for in Decree-Law No. 74/2006 of 24 March, in its current wording and in Ordinance No. 285/2015, of 15 September, as per the guidelines of the Open Access Policy to Master's Works of IUEM.

Article 31

(Technical specifications of the Master's work deposit)

1. The documents of the Master's work should, whenever possible, be archived in the repository in an open format.
2. Documents must be delivered in non-editable format, PDF/A (ISO 19005 - 3:2012 Document management – Electronic document file format for long term preservation – Part 3: Use of ISO 32000 -1 with support for embedded files (PDF/A 3)http://www.iso.org/iso/home/store/catalogue_ics/catalogue_detail_ics.htm?ics1=37&ics2=100&ics3=99&csnumber=57229).
3. Where other types of information need to be stored, such as films, scientific data, etc., the file format should take into account, where possible, FCT Decision No. 14167/2015 and the National Digital Interoperability Regulation.
4. Closed proprietary formats are not allowed.

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Article 32

(Suspension of deadlines)

1. The application of deadlines for the submission of the dissertation may be suspended by decision of the Rector in the following cases:
 - a) Military students;
 - b) Maternity;
 - c) Serious and long-term illness of the student or serious accident, when the situation occurs within the run-up to the deadline for the delivery of the dissertation;
 - d) By duly reasoned proposal from the supervisor(s);
 - e) For other legal constraints.
2. The suspension of the application of deadlines does not exempt the student from registration in the corresponding academic year and payment of the stipulated annuity.

Article 33

(Readmission)

1. Graduates who have attended a Master's degree without taking advantage of the entire curriculum will be able to reapply for a Master's degree in the same area of specialisation.
2. In the event that the study plan has been modified, these changes may be granted by the Scientific Council of the IUEM, via a proposal by the Course Coordinator.
3. Candidates for a Master's degree who have passed the curricular part of the same course in previous years and who have not submitted their dissertation within the given deadlines may be admitted as supernumeraries.
4. In addition to tuition fees, fees are payable for re-entry, enrolment, academic insurance, to be stipulated by the competent legal body.

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Article 34

(Scholarships)

1. Scholarships may be awarded, taking into account the circumstances in which the Master's degrees are held and the circumstances of the candidates.
2. Subjects relating to scholarships are regulated in a specific Regulation.

Article 35

(Additions and adjustments)

In addition to the provisions of this Regulation, the Scientific Council shall, after consulting with the Scientific Committees for each study cycle, make additions and adaptations to this Regulation in the following areas:

- a) Specific admission conditions, taking into account the nature of the courses;
- b) Methodological parameters for assessment which are not provided for in the Pedagogical Regulation of the IUEM ;
- c) Special provisions on course attendance.

CHAPTER VI

FINAL PROVISIONS

Article 36

(Management of the study cycle)

1. The study cycle leading to the Master's degree is coordinated by a qualified professor with a Doctorate who belongs to the faculty of the IUEM, is in full time employment, and is appointed by the Rector.
2. The coordinator of the study cycle shall:

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- a) Coordinate the study cycle in strategic alignment with the Rector and the Egas Moniz Board;
- b) Convene the ordinary meetings to coordinate the study cycle, twice a year and whenever necessary, convene extraordinary meetings, in both cases drawing up the relevant minutes;
- c) Liaise with the Scientific and Pedagogical Committees;
- d) Promote links between all course units in the study cycle;
- e) Attend all meetings to which he/she is invited;
- f) Deal with current business;
- g) Select and rank candidates entering the study cycle;
- h) Chair the Study Cycle Accreditation Committee, and where necessary, hold Accreditation Terms within the time limits set for this purpose;
- i) Encourage complementary and exchange activities with higher education institutions in related national and foreign scientific fields;
- j) Propose to the Scientific Council the establishment of the Master's exams juries, to be appointed by the Rector;
- k) Deliver an opinion on year transition requirements with delayed course units;
- l) Advise on re-enrolment requirements for subsequent re-enrolments on the course by proposing to grant credits to the Scientific Council following re-enrolments or readmissions;
- m) Promote pedagogical and scientific course monitoring process, in liaison with the Education Quality Assurance Committee (CGQE) and the Rectory of the IUEM;
- n) Draw up and substantiate any report/guide/manual for internal and/or external entities, when requested by the Rector and Board of Egas Moniz.

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Article 37

(Interpretation and omissions)

Any point covered by this Regulation or by the Regulation specific to the course follows the provisions of Decree-Law No. 74/2006 of 24 March, and omissions will be decided by order of the Rector, upon consideration by the founding body.

Article 38

(Entry into force)

This Regulation shall enter into force immediately after its adoption.

ANNEX I

RULES FOR THE PRESENTATION OF DISSERTATIONS, PROJECTS AND MONOGRAPHS INTEGRAL TO THE TRAINEESHIP REPORT

1. Adoption of a single cover model with the IUEM logo, name of the institute, name of the study cycle, title of the work (which must be strictly equal to that of the proposal), the degree to which the candidate has applied and the area of knowledge, name of the candidate, month and year of submission (model provided by the Scientific Pedagogical Secretariat).
2. Inclusion of a cover page strictly identical to the cover, stating the name of the supervisor and co-supervisor if applicable (template provided by the Scientific Pedagogical Secretariat).
3. Insertion of a Resumo (in Portuguese) and its English version (Abstract); writing it in a third language is optional. These should follow the guidelines on Abstracts available on *Seconline* of Egas Moniz. To follow the summary/abstract, there should be between 5 and up to a maximum of 10 keywords.
4. The documents to be submitted for assessment must be between 50 and 100 A4 pages, excluding the annexes (maximum 10 pages), and may be written in English (preferably) or in Portuguese.
5. The order of the items of the project should be as follows:
 - a. Cover (see paragraph 1 of this document);
 - b. Front page (see paragraph 2 of this document) one page;
 - c. Dedication (optional) one page;
 - d. Acknowledgements (optional) one page;
 - e. Declaration of Honour (in Portuguese, following the format predefined by the IUEM);
 - f. Declaration of Conflict of Interest (following the format predefined by IUEM);
 - g. Financing Statement (following the format pre-defined by IUEM);
 - h. Declaration of Ethics and Registration (following the format predefined by the IUEM).
 - i. Resumo in Portuguese (the summary is page 1);
 - j. Abstract in English;
 - k. Summary in another language (optional);
 - l. General Index - an enumeration of the parts (sections or chapters and subsections) that make up the work, in the same order and graphic form as they appear in the text, followed by the index page;
 - m. List of Figures (if applicable);
 - n. List of Tables (if applicable);
 - o. List of Abbreviations (if applicable);
 - p. Glossary (if applicable);

- q. Body of project divided into the relevant chapters (E.g.1: for monograph: divided into Introduction, Review Body, Conclusions, References; E.g. 2: for Research or Systematic Reviews: divided into Introduction, Materials and Methods, Results, Discussion, Conclusions, References (in English, Monograph: Introduction, Body of the Review, Conclusion, References; for research: Introduction, Material and Methods, Results, Discussion, Conclusion, References), front and back page;
 - r. References as presented in paragraph 7;
 - s. Annexes (without page number);
 - t. Back cover.
6. Formatting rules (follow template provided by the Scientific Pedagogical Secretariat):
- a) White A4 paper;
 - b) Colour printed white cardboard cover and white cardboard back cover;
 - c) Top and bottom margins of 2.5 cm, left and right margins of 3.0 cm;
 - d) 1.5 line spacing for the body of the text;
 - e) Paragraph spacing of 6 pt after paragraph, and 0 pt before paragraph;
 - f) Text body font and font size: *Times New Roman*, 12 point, black;
 - g) Type and font of captions of illustrations and tables: *Times New Roman*, 10 point, 1 space, black;
 - h) Header/Footer: 1.25 cm from the margin;
 - i) Header: *Times New Roman*, 9 point, black, italics, mentioning the name of the work on the even pages , and the name of the section on the odd ones;
 - ii) Footer: the page number in the format of page number/total number of pages in the lower right-hand corner in *Times New Roman*, 9 point, black;
 - i) Footnotes with 1 line spacing in *Times New Roman* font, 9 point, black;
 - j) Ring-bound booklet.
7. Quotations in the text and the final list of references should follow one of the following guidelines:
- a) Vancouver style (preferred);
 - b) American Psychological Association (APA) style, latest version.
8. In addition, if the work is published in an indexed international journal and peer-reviewed, it may be submitted in the form of a scientific article, formatted according to the journal's requirements and following the structure of the journal in place of the elements described in paragraph 5 n), in the following order:
- Presentation of the published article(s);
 - General Discussion;
 - Future perspectives;
 - References.

NOTE: The placing of the article in its final version, in PDF, produced by the magazine/publisher responsible for the publication, can only be done with express authorisation from the magazine/publisher, which should be presented as an annex.

9. The USB stick and casing containing the digital version of the work (in PDF non-editable format) and/or the scientific article, must be identified with the following details: name, student number, job title and course.