

REGULATIONS FOR  
THE CYCLE OF STUDIES  
LEADING TO  
**MASTER'S DEGREE  
IN LAW AND  
MANAGEMENT**

NOVA School of Law  
NOVA School of Business & Economics

NOVA University, Lisbon

## **REGULATION 912/2019**

NOVA School of Law together with NOVA School of Business and Economics offer the Master's Degree in Law and Management under the terms of legal provisions in force, namely the Decree-Law 636/2018 published in the Official Gazette no. 194, 2nd series of 9 October 2018.

Considering the need to reorganize and update the contents of the Master's Degree, the rules set out in the Regulation now published have been approved. The Master's Degree in Law and Management is duly accredited by the Evaluation Agency for Assessment and Accreditation of Higher Education and registered by the General Deanate for Higher Education under R/A -Cr 211/2011/AL 01 of 25 June 2019.

The provisions of Articles 14(1) (j) and 16 (e), both of Order No. 4778/2018 of 26 April published in the Official Gazette, 2nd Series, No. 93, of 15 May, and the provisions of Articles 18 (l) and 22(1) (h), both of Order No 430/2018 of 14 December 2017 published in Official Gazette No 6, Series II, of 9 December 2017 January 2018 (decision of 06.11.2019).

6 November 2019 – The Dean, Professor Mariana França Gouveia

# Regulations for the cycle of studies leading to a **Master's Degree in Law and Management**

## **CHAPTER I**

### Characteristics of the cycle of studies

#### *ARTICLE 1*

##### **Objectives and designation**

- 1.** This Regulation shall apply to the 2nd cycle of studies leading to the degree of Master with the designation of Master's in Law and Management, hereinafter referred to as MLM.
- 2.** The degree of Master is conferred by NOVA School of Law and NOVA School of Business and Economics together henceforth named Schools.
- 3.** The MLM is also called the NOVA Master in Law and Management.

#### *ARTICLE 2*

##### **Objectives**

- 1.** The MLM aims to train lawyers of excellence in acquiring resilient knowledge and skills in the integrated areas of Law and Management relating to consulting, advocacy and in-house legal professions by providing the knowledge and tools to support economic decision within business, commercial, corporate and financial processes
- 2.** The MLM provides students with training that is both comprehensive in its provision of knowledge relating to the macro areas of Law and Management, while simultaneously promoting specialization in the most significant of these areas through a balanced conceptual, practical and applied approach.
- 3.** General objectives of MLM:
  - a)** To consolidate and deepen the basic legal knowledge acquired in the degree, seeking in particular to strengthen from a theoretical as well as a practical and applied point of view students' legal knowledge of the fundamental aspects with which they will be confronted as jurists aiming to exercise their professional activities in the business context;
  - b)** To provide students with new legal knowledge in areas with a closer link to the business context addressing issues that are usually not part of the

curriculum plan of the 1st cycles of studies;

**c)** To guide students to an understanding of the appropriate language of management and the economy enhancing a better integration of students within research or professional contexts where they will be exposed to such language;

**d)** To provide students with broad training in the fundamental aspects of the economy and business management, illustrating the main models and processes used in business activity and providing a broad vision of business management relating to the main strategic, financial, commercial and human issues that typically arise in such a context;

**e)** To bring the economy, management and law closer together by identifying points of complementarity and interception, allowing the fundamental instruments of the former, from an interdisciplinary perspective, contribute to a better understanding of related legal issues;

**f)** To stimulate a critical and interdisciplinary approach to knowledge by providing an integrated view of the various problems addressed from a legal, management perspective and where appropriate, the economy, with a view to providing the lawyer with the necessary tools for identification, understanding and critical appraisal of the decision criteria usually followed by professionals in a business context, thus increasing students' ability to integrate knowledge, deal with complex issues, develop solutions or make judgments in situations of limited or incomplete information;

**g)** To prepare students for professional life, fostering their approach to the way of thinking and acting in financial and business control markets and increasing their capacity of understanding and problem solving in new and unfamiliar situations;

**h)** To lay the foundations for independent lifelong learning;

**i)** To develop research skills.

### *ARTICLE 3*

#### **Scientific areas**

The course is integrated within the scientific areas of Law (predominant) and Management.

### *ARTICLE 4*

#### **Composition and duration of the course**

- 1.** The course lasts for three semesters.
- 2.** The first two semesters are taught.
- 3.** The third semester is dedicated to the elaboration of the dissertation, project work or internship report.

## CHAPTER II

### Rules on admission to the study cycle

#### ARTICLE 5

##### Conditions of entry

**1.** Applicants to the MLM should hold:

- a)** An undergraduate degree or legal equivalent;
- b)** A foreign higher education academic degree awarded following a first cycle of studies organised in accordance with the principles of the Bologna Process by a State acceding to this process;
- c)** A foreign higher education academic degree that is recognised as fulfilling the objectives of an undergraduate degree by the Scientific Councils of the Schools;
- d)** An academic, scientific or professional curriculum which is recognised as attesting to the ability to carry out this cycle of studies by the Schools' Scientific Councils.

**2.** For analysis and ranking of the applications, a specialised Selection Committee is created comprised of three teaching professors of the MLM.

**3.** The candidates are selected according to the following criteria:

- a)** Final grade in the higher education course with which the candidate is applying (50%);
- b)** Relevance and appropriateness of previous course for MLM (50%).

**4.** Special emphasis is given to the following requirements, among others that members of the jury may decide on in advance:

- a)** A degree in law;
- b)** For post-Bologna law graduates, a degree corresponding to at least 240 ECTS. Candidates with a score below 9.5 are automatically excluded.

**5.** The relevance and appropriateness of the previous route is assessed on the basis of a letter of motivation and curriculum vitae. Members of the jury may decide to conduct interviews to all or some of the candidates.

**6.** The relevant bodies of schools annually set the number of students to be admitted, and may establish other conditions of admission and assessment, which must be objective and solely based on the merit and quality of the candidates, and which must appear in the announcement of the opening of applications.

# CHAPTER III

## Operating conditions

### SECTION I - Course enrolment

#### ARTICLE 6

##### **Enrolment in the master's degree**

Enrolment in the MLM is done through the Internet or with the Academic Division of NOVA School of LAW in accordance with the rules for this purpose established by the Dean of the same School.

#### ARTICLE 7

##### **Enrolment restrictions**

- 1.** The maximum number of course enrolments in the MLM is four semesters.
- 2.** In exceptional cases duly justified and at the request of the student, the Dean of NOVA School of Law may extend the enrolment period by one semester.
- 3.** Expiration of the enrolment prevents enrolment in the following semesters, students being allowed to re-enter the master's in accordance with the general rules of re-entry applicable to the MLM.

#### ARTICLE 8

##### **Enrolment in the curricular units**

- 1.** Enrolment in the curricular units must be made by the student through the Internet or with the Academic Division of NOVA School of Law.
- 2.** The Dean of NOVA School of Law may establish a maximum number of enrolments in any option, as well as limit the functioning of any of these curricular units to a minimum number of enrolments.
- 3.** In the restricted optional courses where the number of enrolments is higher than the prescribed limit, preference is given to:
  - a)** In the case of the 1st semester curricular units, those students with the highest average in their degree;
  - b)** In the case of the 2nd semester curricular units, those students who have passed all the courses in the 1st semester, and among these, students having obtained the highest average grade in the course.
- 4.** Students who have already been enrolled in the curricular units and who have not yet submitted their assessment do not benefit from any preference.

**5.** The regular enrolment in the curricular unit in the semester in which it is taught constitutes a necessary condition for submission to final assessment tests.

## **SECTION II - Class schedules and calendars**

### *ARTICLE 9*

#### **Length of the academic semesters**

Each school semester usually lasts 19 weeks, which includes a maximum examination period of five weeks.

### *ARTICLE 10*

#### **School calendar**

The school calendar is defined each school year by the Dean of NOVA School of Law on approval of the respective Pedagogical Council and the Board of Deans of the NOVA School of Business and Economics, taking into account the need to make the MLM calendar compatible with the calendar of the other courses given by NOVA School of Law.

### *ARTICLE 11*

#### **Time and place of classes**

- 1.** Before the beginning of each semester the schedule of each curricular unit is published by the NOVA School of Law Board of Deans, on the NOVA School of Law website after consultation with the respective Pedagogical Council and the Board of Deans of the NOVA School of Business and Economics.
- 2.** All the curricular units are taught at NOVA School of Law facilities at the Campus of NOVA University.
- 3.** The provisions of the previous paragraph do not preclude the possibility of certain classes taking place on a study visit off the premises of the schools.
- 4.** For organisational reasons and in particular depending on the availability of professors and available spaces, the Schools may determine changes to the rules referred to in the previous paragraph.

### *ARTICLE 12*

#### **Calendar of final examinations**

The schedule of the final examination session for each exam period is coordinated by the Dean of NOVA School of Law after consultation with the respective

Pedagogical Council and the Board of Deans of NOVA School of Business and Economics, up to 60 days before the beginning of the examinations.

## **SECTION III - Classes**

### *ARTICLE 13*

#### **Organisation of curricular units**

- 1.** The curricular units may consist of a unit block or alternatively be composed of one or more modules.
- 2.** A curricular unit composed of more than one module can be taught by more than one professor.
- 3.** Those responsible for each module must be specialists in the subjects being taught.

### *ARTICLE 14*

#### **Classes**

- 1.** The classes are theoretical-practical, following a model of dialogue and student participation, in accordance with the specific rules applicable to the curricular units in the area of Management, as provided in Annex IV.
- 2.** When the number of students and the nature of the subject allow, classes may operate on a seminar basis.
- 3.** The curricular units are offered in English.
- 4.** In the case of optional curricular units, if justified, and taking into account scientific and pedagogical grounds and both the language skills of the students enrolled and the professors, instruction may take place in Portuguese.
- 5.** The duration of each class for curricular units in the area of Law is 90 minutes, including a 15-minute break between every two classes.
- 6.** The duration of each class for curricular units in the area of Management is 120 minutes, including a 10-minute break between every two classes.
- 7.** In cases where two or more classes of the same subject take place on the same day the professor concerned may choose to combine the lesson times and the respective breaks.

### *ARTICLE 15*

#### **Curricular unit programmes**

- 1.** The teaching of each curricular unit (or of each integrated module) follows the programme elaborated by the coordinator of each curricular unit before the beginning of the school semester of the discipline in question.



**2.** In the case of the curricular units in the area of Law, the programme drawn up by the coordinator of each curricular unit is submitted for the approval and coordination of the Scientific Council of NOVA School of Law.

**3.** In the case of the curricular units in the area of Management, the programme prepared by the coordinator of each curricular unit is submitted for approval and coordination of the Scientific Council of NOVA School of Business and Economics.

**4.** The programmes of all curricular units, accompanied by other supporting components considered relevant by their professors, are published on the NOVA School of Law website before the beginning of the academic semester of the curricular unit concerned.

**5.** All or part of the same components may at the discretion of the professor concerned be freely accessible by any person interested in or with restricted access to students enrolled in the course unit in question.

#### *ARTICLE 16*

##### **Absences and substitutions**

**1.** The total number of classes per semester must be strictly adhered to.

**2.** The person in charge of the curricular unit must, in the case of justified absence, provide alternative classes to replace those that cannot be taught.

**3.** In the case of absence, the person in charge of the curricular unit can be substituted with the prior agreement of the Dean of NOVA School of Law for the subjects of Law, and for the other subjects, of the Dean of NOVA School of Business and Economics.

**4.** The provisions of the preceding paragraph shall not apply to situations in which the person responsible for the subject is accompanied in class by guests for the joint presentation of specific subjects, these arrangements not requiring the prior approval of the Dean of NOVA School of Law.

#### *ARTICLE 17*

##### **Summaries**

After each lesson the professor submits a summary of the class taught on the webpage of the respective subject on the NOVA School of Law website, indicating the materials used and work done, in accordance with the programme.

#### *ARTICLE 18*

##### **Self-evaluation**

**1.** The Schools define the methods of regular self-evaluation of the teaching given, and periodically publish these results.

**2.** It is the responsibility of the Pedagogical Councils of the Schools to monitor compliance with the provisions of the previous articles and to issue the necessary guidelines.

## **CHAPTER IV**

### Curriculum structure, study plan and credits

#### *ARTICLE 19*

##### **Curriculum structure and study plans**

- 1.** The curriculum structure and the corresponding credits are listed in Annex II.
- 2.** For each school year, the Scientific Council of NOVA School of Law approves the list of optional curricular units it offers with a minimum of 8 ECTS.
- 3.** Within the optional courses, any course taken for which the student has obtained or will obtain credits may be considered, whether taught in these or other educational establishments, in order to complete all or part of the accreditation, provided that they fall within or are complementary to one of the scientific areas of the MLM.

#### *ARTICLE 20*

##### **Accreditation process**

The accreditation process, depending on the areas, follows the provisions of Regulation 405/2014 of 21 September, concerning the accreditation of Academic Training and Professional Experience of NOVA School of Law.

## **CHAPTER V**

### Prerequisites and assessment

#### *ARTICLE 21*

##### **Methods of assessment**

- 1.** Assessment in the curricular units in the area of Law is subject to the rules established in Annex III.
- 2.** Assessment in the curricular units in the area of Management is subject to the rules established in Annex IV.

ARTICLE 22

**Prerequisites**

There are no prerequisites for the various courses of the MLM.

ARTICLE 23

**Registration for examinations**

1. All registrations are made through the Academic Division of NOVA School of Law.
2. Enrolment in the curricular unit in the semester in which it is taught is a necessary precondition for submission to the final assessment exams.
3. The Academic Division of NOVA School of Law automatically registers students enrolled in the curricular unit in the semester in which it is taught.
4. Professors must not assess submissions from students who do not appear on the respective attendance register.

ARTICLE 24

**Examination period**

1. In accordance with the rules as provided in Annexes III and IV, no examination may be taken outside the dates provided for in the respective calendar, including oral tests and examinations for students who are going to start or who have finished studies within the framework of the ERASMUS programme.
2. Only students who have not appeared due to the death of their spouse, next-of-kin or second degree relative are excepted, in which case adequate justification for the absence confers the right to take the examination in an appropriate format and at a convenient time.
3. The dates and times of the final examinations programmed in the school calendar in accordance with the rules provided in Annex III or IV as applicable may not be changed by the professor for any student enrolled on whatever grounds.

ARTICLE 25

**Assessment examinations**

1. Without prejudice to the following paragraphs and in accordance with the procedures laid down in Annexes III and IV, the final assessment consists of an anonymous written examination.
2. Final grades may be obtained through a combination of a final written exam weighted with other continuous assessment components, such as qualified oral participation, written papers, oral presentations or intermediate tests.
3. The person responsible for the curricular unit should announce weightings mentioned on previous number to students at the beginning of the semester.

- 4.** The use of other forms of final assessment instead of the written examination - e.g. oral examination, assessment of written work and reports - depends on prior authorisation given for each curricular unit and for each semester by the NOVA School of Law Scientific Council for the subjects of Law, and for the subjects of Management and Economics of the Scientific Council by the NOVA School of Business and Economics.
- 5.** No professor may determine or allow the final assessment to be made in any way other than the one previously specified.
- 6.** Cases where students whose disabilities are likely to affect their performance in the exam should be brought to the attention of the Dean of NOVA School of Law or the Dean of NOVA School of Business and Economics as appropriate, accompanied by a proposal, from the professor, suggesting a change in the type or duration of the exam or such other as they deem appropriate.
- 7.** For each curricular unit, the professor will announce in writing at the beginning of the course the relevant assessment method if different from that aforementioned in paragraph 1.
- 8.** The written exams are of three hours, unless the professor sets a shorter duration in advance.
- 9.** The oral exams, where they exist, are of variable duration but should not be less than 15 minutes nor more than 60 minutes.

#### ARTICLE 26

##### **Plagiarism declaration**

In all written work for assessment, including the dissertation, students must declare that the text submitted is solely of their authorship and that all use of contributions or texts of others is duly referenced, recognising that non-compliance constitutes a disciplinary offence under the proper regulatory terms.

#### ARTICLE 27

##### **Grading scale and qualitative reference**

- 1.** The grading of course units is expressed on a numerical whole scale from 0 to 20.
- 2.** Students who obtain a grade of 10 or more will be approved.
- 3.** Grades expressed in fractional numbers will be rounded up to the nearest whole number.
- 4.** Final grades awarded fall into one of the qualitative four classes:
  - a)** 10 to 13 - Pass;
  - b)** 14 and 15 - Good;
  - c)** 16 and 17 - Very good;
  - d)** 18 to 20 - Excellent.

*ARTICLE 28*

**Resit examination**

- 1.** In the case where a student has not passed a particular subject in which they enrolled, they must register for a final assessment exam within the appropriate evaluation period.
- 2.** The content of the exam will correspond with the last six months in which the subject was taught.
- 3.** The resit season for the 1st semester exams is in the following June and for the exams of the 2nd semester in the following January, there being no further recourse to appeal.

*ARTICLE 29*

**Grade improvement examination**

- 1.** Students who pass a curricular unit of the first academic semester can take a grade improvement examination during the second semester upon registration for that purpose.
- 2.** Of the grades obtained, the highest prevails as the final grade.
- 3.** Each student can only register for one grade improvement examination with law curricular units.

*ARTICLE 30*

**Special examination season for finalists**

In the second half of March and July, special examination periods are held for students who, for whatever reason, lack a single subject in the taught part of the MLM.

*ARTICLE 31*

**Invigilation of examinations**

- 1.** The NOVA School of Law Administrator is responsible for planning the invigilation of examinations based on the number of rooms required determined by the number of students enrolled.
- 2.** Invigilation of the exams is the responsibility of the professor of the discipline, who must appear in person on the days of the written exams.
- 3.** When exceptionally the professor of the curricular unit cannot be present, must report to the Dean of the respective School and arrange a substitute professor able to provide any clarification requested by students.
- 4.** In the case where the number of students registered for the exam requires additional classrooms, invigilation must be ensured by as many professors or PhD

students as there are classrooms required.

**5.** The Academic Division of NOVA School of Law must provide each professor with a list of students registered for examination, with appropriate spacing for the students' signatures.

#### ARTICLE 32

##### **General rules of conduct in the written examination room**

- 1.** At the time of the call and delivery of the examination sheets, students identify themselves with their identification card.
- 2.** Students must sign the attendance list in the presence of the invigilator on delivery of the completed examination paper.
- 3.** Students must return the unused examination papers and draft sheets to the invigilators.
- 4.** In the case of withdrawal, the student must:
  - a)** Hand in their examination sheet, whether or not it has been used, with 'withdrawn' clearly indicated and signed by the student;
  - b)** Sign the attendance register confirming the student's withdrawal.

#### ARTICLE 33

##### **Correction delivery of examination papers**

- 1.** The deadline for posting final marks in the appropriate location of the NOVA School of Law website, as well as for the delivery of all exam papers duly graded to the Academic Division of NOVA School of Law is ten working days, reduced to seven working days in the last week of the examination season.
- 2.** If oral examinations are scheduled, the results of the written examinations must be published no later than three days before the date set for them.
- 3.** Whenever the delivery of the examination results do not respect such deadlines, it must be accompanied by justification addressed to the Dean of the respective School.
- 4.** Professors with more than one hundred written exam papers for the exam in question and taking into account examinations of other disciplines of NOVA School of Law of which they are responsible for may ask the Dean of the respective School of Law for the collaboration of another lecturer or doctoral student.
- 5.** The written examinations are signed by the professor of the curricular unit showing the final grade arising from the rounded number, and are returned to the NOVA School of Law Academic Division after filling in the corresponding file in the professors' area of NOVA School of Law.
- 6.** The written exams are graded by the professor who taught the curricular unit in the semester in which the exam takes place.
- 7.** If the curricular unit has not been taught that semester, grading is the responsibility of the professor of the curricular unit from the semester prior to the

one in which the curricular unit has been taught.

**8.** Professor of the curricular unit must provide on request by the students:

- a)** A class of clarification for the examination;
- b)** Special classes or sessions for the correction of the final semester exams and face-to-face consultation of the examination as required by the students.

**9.** The professor of the curricular units must announce the date and time when the class of clarification and/or the correction and consultation will be held through the NOVA School of Law Education Support.

**11.** Requests for digital copies, and face-to-face consultation of exams not referred to in the previous paragraphs shall be submitted to the Academic Division within the time limit indicated above.

#### *ARTICLE 34*

##### **Academic misconduct**

Any misconduct arising through the assessment process must be reported to the Dean of the Respective Schools for disciplinary purposes.

#### *ARTICLE 35*

##### **Statistics**

The schools annually publish statistics of examinations including respective pass rates.

## **CHAPTER VI**

### **Dissertation, project work or internship report**

#### *ARTICLE 36*

##### **Procedure for appointing a supervisor or supervisors, conditions under which co-supervision is allowed and rules to be observed in supervision**

**1.** When enrolling in the last semester of the course the student indicates:

- a)** Whether they wish to prepare a dissertation, a project work or an internship report, specifying as appropriate the subject of the dissertation, the nature and objectives of the project or the type and location of the internship;
- b)** The name of a doctor in Law or Management who will supervise the dissertation, work of project or internship report, attaching the respective term of acceptance.

- 2.** The conditions referred to in the previous point are subject to registration in the student area, within the deadlines, to be set annually for this purpose.
- 3.** The supervisor should exercise effective research guidance, keeping regular contact with the student in order to guarantee progress of the work and quality of the result.
- 4.** Co-supervision is allowed in the following cases where:
  - i)** Interdisciplinarity of the subject matter concerned justifies the option for referred co-supervision; or
  - ii)** One of the mentors is not a holder of a doctoral degree but is a specialist of merit recognised as such by both Scientific Councils of the schools, on condition the other co-supervisor holds a PhD in Law or Management.

#### ARTICLE 37

#### **Rules on the presentation and submission of the dissertation, project work or probationary report, and its assessment**

- 1.** The dissertation, project work or internship report (hereinafter collectively referred to as work) must have as its object a subject related to one or more curricular units in the taught part of the MLM.
- 2.** Students who choose to carry out project work or an internship report must take into account the provisions of Annex IV.
- 3.** The work must be written in Portuguese or English and the use of any other language requiring prior authorisation of the Scientific Councils of both schools.
- 4.** The work must be presented in a typeface and with spacing that facilitates its reading, and may not exceed 200,000 characters of text, including notes and spaces, and may also include a maximum of 25 pages of support material attached.
- 5.** The number of characters existing in the text of the work must be expressly indicated.
- 6.** The work must take into account the Style Rules issued by NOVA School of Law.
- 7.** The work is to be delivered to the Academic Division of NOVA School of Law in digital format (PDF and Word) by 15 March of each year, with proof of submission provided by the Academic Division of NOVA School of Law on receipt.
- 8.** At the time of submitting the work a statement from the supervisor attesting that the work is worthy of submission for public appraisal should be made available by e-mail to the Academic Division of NOVA School of Law.
- 9.** In the case of absence of an affirmative statement from the supervisor attesting the work is worthy of submission for public appraisal, the supervisor should submit a reasoned statement that the work is not yet of sufficient quality to justify the granting of the master's degree, including where appropriate a favourable opinion to extend the deadline for submission with a view to improving or replacing the work.



ARTICLE 38

**Extension of the delivery and replacement deadline for the dissertation, project work or internship report**

- 1.** In the case where the deadline for submission of the dissertation, project work or report (hereinafter referred to as work') is not yet ready for submission, the deadline may be extended at the reasoned request of the person concerned.
- 2.** The supervisor is obliged to approve a request to extend the deadline.
- 3.** The decision to extend the deadline is the responsibility of the Scientific Council of NOVA School of Law, who may delegate this charge to the Coordinator of the Master's Degree.
- 4.** The general rule for all extensions is that each extension must be accompanied by the approval of the supervisor.
- 5.** An extension can only be granted for a period not exceeding 90 days.
- 6.** The extension implies the payment of a fee established in the statutes.
- 7.** If an extension has been granted for a period not exceeding 90 days, and if the student is not able to submit the work, they must register again in the third semester of the course paying the corresponding fee in full.
- 8.** In the event of a case as aforementioned there can be no more than two applications in two non-teaching semesters, at the end of which the candidate is required to re-apply for the MLM, subject to the general rules for re-application for the MLM.
- 9.** The supervisor may declare that the work is not adequate to justify the granting of a master's degree and that a mere extension of the deadline for submission with a view to improving the work is not sufficient, in which case the subject of the work may be substituted, leading to resumption of the research work.
- 10.** In the case provided for in the previous paragraph the student must re-register in the third semester of the course paying the corresponding fee in full.
- 11.** In the case where the subject of the work is substituted, the resumed research work must adhere to the recommencement and termination deadlines.
- 12.** The student can access arrangements for extending the requisite deadline.

ARTICLE 39

**Acceptance for public defence**

All dissertations, project work or internship reports submitted for public defence must be accompanied by a statement from the supervisor attesting that the work is worthy of submission for public defence.

*ARTICLE 40*

**Maximum time limits for public defence of the dissertation, project work or internship report**

- 1.** Public defence of the dissertation, project work or internship report is preferably held within three months of their receipt by the Academic Division of NOVA School of Law.
- 2.** The holding of any public defence outside such deadlines depends on the Dean's of the decision of NOVA School of Law, after approval from the respective Scientific Council.
- 3.** The date and time of the public defence of the dissertations, project work or internship reports, and the composition of the respective jury, are published on the website of NOVA School of Law and notified by email to the student at least 10 days in advance.

*ARTICLE 41*

**Rules on the composition, appointment and functioning of the jury**

- 1.** The juries for public defence are composed of three members, one of whom being the supervisor designated by NOVA School of Law Scientific Council, who can delegate this competence to the Coordinator of the Master's.
- 2.** The members of the jury must be specialists in the field in which the work is based and are appointed from among nationals or foreigners who hold a doctoral degree, or specialists of merit recognised as such by the Scientific Council of both or one of the schools, approval of such competence being delegated to the Coordinator of the MLM.
- 3.** Whenever there is more than one supervisor, only one of them may be appointed as a member of the jury with voting rights.
- 4.** The chair of the jury is the member of the jury who is most senior amongst the members of the schools staff.
- 5.** Where there are two members of the same seniority, the eldest is appointed.

*ARTICLE 42*

**Rules on procedure for the defence of the dissertation, project work or internship report**

- 1.** The public defence will begin with the concession to the candidate to summarise the essentials of the dissertation, for about 10 minutes.
- 2.** After the candidate's presentation a jury member, excluding the supervisor, will proceed with the examination of the dissertation for a maximum period of 30 minutes.
- 3.** The candidate then has a period of equal duration to respond to the comments and questions raised by the jury member.

4. The other members of the jury may intervene and question the candidate having the candidate the equivalent length of time to respond.
5. At the end of the examination the jury meets and decide.
6. The deliberation of the jury is taken by a majority of its members through a justified roll-call vote, no abstentions being allowed.
7. The minutes of the meeting of the jury shall record the votes of each of its members and the reasons for their respective decisions, which may be common to all or some of the jury.
8. If approved, the grade shall be assigned according to the scale referred to in Article 27 (3).

## CHAPTER VII

### Granting of a master's degree and documentation

#### ARTICLE 43

##### **Granting of a master's degree**

The degree of Master is awarded to those students who have simultaneously passed:

- a) All curricular units that make up the taught components of the course, making up 60 credits;
- b) The dissertation, project work or internship report for a total of 40 credits.

#### ARTICLE 44

##### **Procedure for awarding the final classification**

1. The final classification of the MLM is obtained through the simple arithmetic average of two components:
  - a) The first component results from the average of the grades obtained in the various curricular units forming part of the MLM study plan, weighted by the number of ECTS awarded to each of the same subjects, rounded up to tenths;
  - b) The second element results from the grading given by the jury to the dissertation, work project or internship report.
2. The final classification of the MLM is expressed on a scale of 10 to 20 as well as on the European scale of comparability of classifications.

ARTICLE 45

**Issuing the degree confirmation letter, diploma supplements and certificates**

1. The degree confirmation letter is issued prior to 31 December of the calendar year in which the student completes the second cycle, provided it is required before 31 July of that same year.
2. Once the degree has been registered, the certificates relating to the completion of the course and the respective supplement to the diploma are issued within a maximum of eight days of receiving the application and payment of fees.
3. The degree confirmation letter and diplomas must include:
  - a) Full name of the student;
  - b) Identification document number;
  - c) Title of the Master's;
  - d) Degree awarded;
  - e) Final quantitative classification;
  - f) Final date of the Master's.

## CHAPTER VIII

### Miscellaneous provisions

ARTICLE 46

**Monitoring process by educational and scientific bodies**

The schools are responsible for regular monitoring of the functioning of the MLM by their respective Pedagogical and Scientific Councils.

ARTICLE 47

**Tuition fees**

Tuition fees are set annually by the relevant NOVA School of Law bodies.

ARTICLE 48

**Funding**

The MLM is self-financed from tuition fees or other legitimate sources.

*ARTICLE 49*

**Delegation of powers**

The powers conferred on the various bodies of the Schools by this Regulation may be delegated by them to the MLM Coordinators who are appointed for that purpose by the Dean of each of the Schools after consulting the respective Scientific Councils.

## **CHAPTER IX**

### **Final provisions**

*ARTICLE 50*

**Revocation rule**

Regulation 636/2018, published in the Official Gazette No 194, 2nd series, is repealed as of 9 October 2018.

*ARTICLE 51*

**Entry into force**

This regulation is applicable as of the edition of the MLM, starting in September 2019, entering into force the day after its publication in the Official Gazette.

# ANNEX I

## Scientific areas

**TABLE I**

SCIENTIFIC AREAS	COURSE	ECTS	
		Mandatory	Optional
Law	Law	52	25
Management	Management	24	0
		76	24
<b>SUBTOTAL</b>		<b>100</b>	
<b>TOTAL</b>			

# ANNEX II

## Study plan

**TABLE II**

Curricular units (1)	Scientific Area (2)	Curriculum year (3)	Course year organization (4)	Working hours										ECTS (7)	Observations (8)	
				Total (5)	Contact (6)								Total contact hours			
					T	TP	PL	TC	S	E	OT	O				
Business Management	Management	1 <sup>st</sup>	1 <sup>st</sup> Semester	168	0	26	0	0	0	0	0	0	0	26	6	
Accounting and Corporate Finance	Management	1 <sup>st</sup>	1 <sup>st</sup> Semester	252	0	30	0	0	0	0	0	0	0	34	9	
Business Economics	Management	1 <sup>st</sup>	1 <sup>st</sup> Semester	168	0	26	0	0	0	0	0	0	0	26	6	
Negotiation (Strategy)	Management	1 <sup>st</sup>	1 <sup>st</sup> Semester	84	0	12	0	0	0	0	0	0	0	12	3	
Restricted Option	Law	1 <sup>st</sup>	1 <sup>st</sup> Semester	168	0	36	0	0	0	0	0	0	0	36	6	
Mergers & Acquisitions	Law	1 <sup>st</sup>	2 <sup>nd</sup> Semester	168	0	36	0	0	0	0	0	0	0	36	6	
Corporate Governance	Law	1 <sup>st</sup>	2 <sup>nd</sup> Semester	168	0	3,6	0	0	0	0	0	0	0	36	6	
Option 1 / Restricted Option	Law	1 <sup>st</sup>	2 <sup>nd</sup> Semester	168	0	3,6	0	0	0	0	0	0	0	36	6	
Option 2 / Free Choice	Law	1 <sup>st</sup>	2 <sup>nd</sup> Semester	336	0	72	0	0	0	0	0	0	0	72	12	
Dissertation, Internship and work project	Law	2 <sup>nd</sup>	1 <sup>st</sup> Semester	1,000	0		0	0	0	0	40	0		40		

**TABLE III**

Optional curricular units (0)	Curricular units (1)	Scientific Area (2)	Curriculum year (3)	Course year organization (4)	Working hours									ECTS (7)	Observations (8)	
					Total (5)	Contact (6)										Total contact hours
						T	TP	PL	TC	S	E	OT	O			
Option 1 / Restricted Option	Corporate Tax Law	Law	1 <sup>st</sup>	Semester	168		36							36	6	
	Tax Practice	Law	1 <sup>st</sup>	Semester	168		36							36	6	
	Negotiation (Terms and conditions)	Law	1 <sup>st</sup>	Semester	168		36							36	6	
	International Tax Law	Law	1 <sup>st</sup>	Semester	168	0	36	0	0	0	0	0	0	36	6	
	FinTech	CJE	1 <sup>st</sup>	Semester	112	0	24	0	0	0	0	0	0	24	4	
	Emerging Technologies: Governance and Regulation	CJE	1 <sup>st</sup>	Semester	112	0	24	0	0	0	0	0	0	20	4	
	Data Protection and Management Law	CJE	1 <sup>st</sup>	Semester	168	0	36	0	0	0	0	0	0	36	6	
	Financial Instruments Law	DIR	1 <sup>st</sup>	Semester	112	0	24	0	0	0	0	0	0	24	4	
	Risk Management in Financial Contracts	DIR	1 <sup>st</sup>	2 <sup>nd</sup> Semester	112	0	24	0	0	0	0	0	0	24	4	
	Business, Human Rights and Sustainability	CJI	1 <sup>st</sup>	Semester	112	0	24	0	0	0	0	40	0	24	4	
Option 2 / Free Choice	Free Elective	Law	1 <sup>st</sup>	2 <sup>nd</sup> Semester	168	0	36							36		



## **ANNEX III**

### **Assessment of course units in the area of Law**

The following Articles apply only to curricular units in the scientific field of Law, without prejudice to other curricular units that are integrated within the scientific area of Management as provided for in Annex IV, which adopt similar rules and are complementary to the rules set out in general terms in the above text of the Regulation.

#### *ARTICLE 1*

##### **General rules**

- 1.** Without prejudice to the following paragraphs, the final assessment consists of a written examination based on all the material given during the course up to one week before the examination takes place.
- 2.** The professor of the curricular unit may consider Alternative Forms of Assessment, such as oral participation, written papers, oral presentations or mid-course exams.
- 3.** For each curricular unit the respective professor will publish in writing at the beginning of the semester the existence or otherwise of Alternative Forms of Assessment, as well as their weighting towards the final grade.
- 4.** Alternative Forms of Assessment are only considered as complementary to the examination grade when they contribute to the final assessment.
- 5.** Forms of final assessment other than those identified above such as assessment only through oral examination, acceptance of written work and/or reports, is subject to prior authorization by the Scientific Council of NOVA School of Law, granted for each curricular unit and for each semester.
- 6.** For each course the professor will publish in writing, at the beginning of the course, the relevant assessment method if different from that provided for in paragraphs 1 and 2.

#### *ARTICLE 2*

##### **Grade**

- 1.** The final grade awarded to the student may be higher than that of the final examination, taking into account Alternative Forms of Assessment considered by the professor, but can never be inferior.
- 2.** The grades of the written exam and of the Alternative Forms of Assessment must be indicated on the mark sheet in separate columns, the latter being released before the final mark of the written exams.

## **ANNEX IV**

### **Organisation and assessment of curricular units of the scientific area of Management**

The following articles apply only to the curricular units of the scientific area of management, without prejudice to other curricular units that are integrated within the scientific area of Law in accordance with Annex III, which adopt similar rules.

#### *ARTICLE 1*

##### **Face-to-face participatory teaching**

- 1.** Teaching on the Master's in Law and Management requires student participation in tasks, simulations and other teaching mechanisms typically used in the teaching of these subjects, and as such, students' presence in the classes of these course units of management is mandatory.
- 2.** Students are not allowed to be exempt from participation in tasks, simulations and other teaching mechanisms referred to in the previous paragraph whether these take place during classes or outside the specified teaching schedule.
- 3.** Tasks, simulations and other mechanisms of instruction used on the teaching of Management referred to in paragraph 1 may constitute other forms of assessment contributing to the final grade of the curricular unit in which students have enrolled, provided this was made explicit by the professor in the programme of learning at the beginning of each semester.
- 4.** In order to enable each student to plan their participation in classes in a timely manner, the date and the time schedule of the modules that compose the curricular units of Management must be published at the beginning of each semester on the NOVA School of Law website.

#### *ARTICLE 2*

##### **Communication between professors and students**

- 1.** Communication between professors and students is either in person during the classes or remotely through the Integrated School Management System provided by NOVA School of Law.
- 2.** Given the requirements of mandatory class attendance stipulated in Article 1 of this annex, information conveyed by one means referred to in the preceding paragraph, either in person or via the integrated system, does not need to be disseminated through the other.
- 3.** It is the responsibility of each student to ensure their access to the Integrated Information System of NOVA School of Law at the start of each teaching module for each curricular unit.

**4.** Inability to access the integrated information system of NOVA School of Law for reasons not attributable to the schools do not constitute justification for not having access to course information provided by the professor for each curricular unit or module regarding bibliography, tasks to be performed and respective dates, as well as additional information required for the effective realisation of teaching and assessment.

### *ARTICLE 3*

#### **Assessment of curricular units**

- 1.** The final grade obtained in a curricular unit is equal to the arithmetic average of the final grade obtained in the respective modules.
- 2.** The weighting of each module is equal to the quotient between the number of teaching hours of this module and the total teaching hours of the curricular unit of which the module is part.

### *ARTICLE 4*

#### **Approval in the curricular units**

Approval in a curricular unit results from obtaining a final classification equal or higher than 10 values in this curricular unit, there being no requirement that a classification equal to or higher than 10 values be obtained in all the modules that compose it.

### *ARTICLE 5*

#### **Approval in course modules**

- 1.** The final grade of each module is determined as a result of two stages of assessment, the first being regular assessment and the second a resit.
- 2.** The regular phase constitutes the first assessment of the student's performance, resulting in a grade expressed on the scale 0-20 provided for in Article 23 of the present Regulation.
- 3.** Student participation in the regular phase is mandatory.
- 4.** The resit phase is the second and final assessment of the student's performance and is open:
  - i)** To those students who have obtained a grade inferior to 10 in the regular phase;
  - ii)** To those students who having obtained a grade equal or superior to 10 in the regular phase, wish to improve their grade.
- 5.** Student participation in the resit phase is optional.

- 6.** Student participation in the regular assessment phase of the module is a condition to their participation in the resit phase.
- 7.** Participation in the resit phase in accordance with paragraph 4(ii) is limited to two modules from among those in the scientific area of Management.
- 8.** The final classification of each module applies on condition that:
  - i)** The classification of the regular phase is undertaken by the student.
  - ii)** The classification of the appeal phase is undertaken by the student.

#### ARTICLE 6

#### **Assessment components of the modules**

- 1.** The assessment components of the modules, both in the regular phase and in the appeal phase, are determined by the professor responsible for the module, and as such, may take place either during one or more classes in the module, throughout the module, even outside of the scheduling of the module, or after the last class of the module up to the end of the semester in which the module is scheduled.
- 2.** The components of assessment for both the regular phase and the appeal phase are announced by the professor responsible for each module at the beginning of the course.
- 3.** The components of assessment for the modules can take the form of an oral examination, oral presentation, written report, resolution of “problem task”, participation in simulation or negotiation, as well as any other appropriate measurement of knowledge acquired by the student in the in Management disciplines of the Master’s.

## **ANNEX V**

### Internship reports and project work

#### **Internship of a professional nature subject to a final report**

- 1.** The internship must be carried out with an entity distinct from the schools, previously approved by the relevant School, and capable of providing the student with work experience and follow-up that will allow them to achieve the objectives established in article 15 of Decree-Law 74/2006 of 24 March, as currently in force (Law of Academic Degrees and Diplomas of Higher Education).
- 2.** The internship may be remunerated, but must not correspond to an activity performed with the purpose of obtaining a license to exercise a profession, namely an internship which is required to join the bar as a legal practitioner.
- 3.** The entity providing the internship must be aware that it will be used for this

purpose and must be bound to providing the information that is necessary for the evaluation of the student's work by the relevant Schools.

**4.** The legal and factual conditions of the internship must allow the advisor direct access to the work developed by the student during the internship.

**5.** The internship must last not less than four months and not more than six months.

**6.** The internship report should not be merely descriptive, and the student should see it as a means of conducting legal research.

**7.** The report should contain a critical analysis of the activities developed during the internship, and must develop one or more legal issue with which the student has been confronted with during the internship.

### **Project work**

**1.** The research and development centres of Colleges, or other institutions of higher education, may host students for project work that fit into broader scientific research projects, provided that the work to be carried out within their scope relates to one or more disciplines of the MLM.

**2.** Project work may consist, *inter alia*, in the collection and processing for any purpose, including statistical or other, of information relevant to legal research (for example, legislation or case law).

**3.** The processing of information must include critical analysis, particularly from the perspectives of the science of law, legislative policy, legal sociology or economic analysis of law.

**4.** The project work will be individual, and must allow the student to achieve the objectives established in Article 15 of Decree-Law 74/2006 of March 24, as currently in force (Law of Academic Degrees and Diplomas of Higher Education).

