

**Specific Rules of the School of Economics and Management (EEG) as  
stipulated in the University of Minho's Academic Regulation  
(Ruling RT-43/2017)**

**Article 1  
Recognition of Previous Training and Experience**

Following the provisions of article 15, no. 5, requests for recognition of previous training and experience will be analysed by the Directing Committee of the degree programme with the greatest affinity, or by an evaluation panel specifically nominated for the purpose, whose proposal will be advised upon by the President of the Pedagogical Council.

**Article 2  
Admission to dissertation, project, internship courses or similar**

Following the provisions of article 19, no. 7:

- a) The admission to the course "Dissertation, Project or Internship" in master degrees is conditional to having no more than 15 ECTS credits of 1st year courses to complete, and to approval in the course "Methodology and Transferable Skills" or "Project and Transferable Skills", when they feature in the study plan.
- b) Admission to bachelor degree courses "The Business Case", "Marketing Project", "International Business Multidisciplinary Project" and "Internship" is conditional to having no more than a given number of ECTS credits to conclude the degree, as defined by the specific regulations of those courses.

**Article 3  
Enrolment in the part-time regime**

Following the provisions of article 20, no. 9, enrolment in the part-time regime in master and doctoral degrees requires a favourable advice from the President of the Pedagogical Council.

**Article 4  
Enrolment in extra-curricular and isolated courses**

Following the provisions of articles 21, no. 8, and article 22, no. 6, the decision to accept enrolments in extra-curricular and isolation courses is the competence of the President of the Pedagogical Council, preceded by the advice of the course coordinator.

**Article 5  
Re-enrolment in master and doctoral degrees**

Following the provisions of article 23, no. 3, students that intend to conclude their thesis/dissertation/project/ internship may re-enrol during the periods established for that effect by the Academic Services (SAUM) and must request validation of their proposal to the Scientific Council in the 30 days subsequent to enrolment with SAUM.

## **Article 6**

### **Programme Committee composition**

Following the provisions of article 78, items b) and c), and article 80:

- a) The nomination of degrees' Programme Committees is the competence of the director of the department responsible for the most ECTS credits in mandatory courses, having heard the respective Department Council;
- b) When more than one department is responsible for over 25% of ECTS credits in mandatory courses, the nomination competence alternates among those departments, or is defined by mutual agreement;
- c) Programme Committees are composed of a director and two more members of faculty of that degree. In justified cases, subject to approval by the Pedagogical Council, it may include more members of faculty.
- d) Programme Committees are also composed of student representatives, elected among the degree's student delegates and sub-delegates, of different years, in the same number as the members of faculty, including the director.

## **Article 7**

### **Management of non-degree conferring programmes**

Following the provisions of article 82, the nomination of the director of a non-degree programme is the competence of the School Dean, having heard UMinho Exec's Executive Committee.

## **Article 8**

### **Assessment calendar**

Following the provisions of article 93, no. 4, the scheduling of assessment activities is inscribed in EEG's academic calendar for the 3 study cycles and is approved in a meeting of the Pedagogical Council.

## **Article 9**

### **Enrolment and registration in master degrees**

The latest date to call on waiting-list candidates as mentioned by article 118, no. 2, is 15 days after the beginning of the school year.

## **Article 10**

### **Request of final examination in master degrees**

In order to request the final examination to defend the dissertation/project/internship work, as established in article 120, students must have concluded their dissertation/project/internship, as well as all other courses in the study plan.

**Article 11**  
**Number of digital copies in master degrees**

In addition to the paper copy established in article 120, item a), the number of digital copies students must submit, as mentioned in item b) of the same article and article 123, no. 7, item b) is one, and it can be submitted via email, sent from the students' institutional email account.

**Article 12**  
**Supervision of master and doctoral students**

Following the provisions of article 146:

1. The maximum number of master students' supervisions each member of faculty can accept each year is six, except when the supervision of all students cannot be secured otherwise.
2. The maximum number of doctoral students each member of faculty can supervise at any given time is five, except when the supervision of all students cannot be secured otherwise.
3. For the purposes of the previous numbers, a co-supervision is counted as 0,5.

**Article 13**  
**Selection of candidates to master and doctoral degrees**

Following the provisions of articles 117 and 146:

- a) Approval of the selection criteria is the competence of the Scientific Council, under the proposal of the Programme Committee, and having heard the Pedagogical Council and the Department responsible for the degree.
- b) Approval of candidate's selection, classification and ranking is the competence of the Scientific Council, under the proposal of the Programme Committee or the selection committee mentioned in the next item, having heard the Pedagogical Council.
- c) Candidates' selection and the procedures undertaken to obtain their classification and ranking, for degrees within a given Department, can be proposed by a selection committee composed of at least three programme directors, nominated by the Department Council.

**Article 14**  
**Language used in the thesis, dissertation, project or internship report**

Following the provisions of article 146:

- a) Theses, dissertations, projects or internship reports may be written in Portuguese or in English.
- b) The writing of theses, dissertations, projects or internship reports in another language, besides those mentioned in the previous item, requires prior authorization from the Scientific Council.

**Article 15**  
**Specific rules for the 3rd cycle**

Following the provisions of article 146, specific rules for doctoral degrees will be established.