NOVA IMS
INFORMATION MANAGEMENT SCHOOL

Regulations for Part-time Student Status

Article 1

Subject Matter

The Higher Education Financing Law (Law no. 37/2003, of 22 August) introduced, in Article 5, the concept of a "part-time student". Article 46-C of the Legal Framework for Higher Education Degrees and Diplomas (Decree-Law no. 74/2006, of 24 March) establishes that higher education institutions must allow their students to enroll and attend study cycles on a part-time basis, delegating to the institutions the regulation of this regime.

Article 2

Scope

The part-time student regime applies to students enrolled in first cycle (undergraduate), second cycle (master's), and postgraduate programmes at NOVA IMS.

Article 3

Requirements

1. The part-time student regime is granted on an annual basis and may only be requested at the beginning of each academic year, at the time of enrolment.
2. The request for part-time student status must be submitted to the Academic Services of NOVA IMS, duly justified and accompanied by a proposed study plan, with a maximum of 30 ECTS per academic year:
    a) A part-time student may enrol in a number of course units corresponding to a maximum of 18 ECTS per semester.
    b) A part-time student enrolled in a second-cycle programme may not enrol in course units belonging to the non-teaching phase of the master's programme.
3. The application must be submitted through the Academic Portal to the Academic Services of NOVA IMS.
4. The option for part-time student status shall be validated by the Academic Services of NOVA IMS, and enrolment shall be considered provisional until such validation.
5. The change from full-time to part-time student status, and vice versa, may only be made at the beginning of the academic year, at the time of enrolment.

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6. Changes of status after enrolment are not permitted, regardless of the justification.

Article 4

Tuition Fees and Charges

1. The annual tuition fee to be charged to national undergraduate students under the part-time regime shall be equal to the minimum tuition fee established by law for the respective academic year.
2. The annual tuition fee for international undergraduate students, second-cycle students, and postgraduate students shall correspond to 65% of the amount charged to full-time students, in accordance with the NOVA IMS Tuition Fee Notice.
3. Applicable fees and administrative charges shall be those legally established for full-time students.

Article 5

Statute of Limitations on Enrollment/ Prescriptions

1. For first cycle (undergraduate) students under the part-time regime, the provisions set out in paragraph a) of no. 1 and no. 3 of Article 5 of the NOVA IMS Regulations on Enrolment Limitations apply.
2. The part-time student regime does not apply to students for whom the loss of the right to enrol is unavoidable.

Article 6

Assessment

Part-time students who meet the relevant conditions are allowed access to special assessment periods, being limited to taking exams in the course units in which they were enrolled during the respective academic year.

Article 7

Entry into Force

These regulations shall enter into force on the day following their publication on the NOVA IMS website.

Within the scope of the NOVA IMS Scientific Council Meeting, corresponding to Minutes No. 07/2024, the present regulations were submitted for consideration.
Following analysis and discussion by the members present, the regulations were put to a vote and were approved unanimously.
It is hereby recorded that these regulations shall enter into force under the terms defined herein.