



# POSTGRADUATE COURSES REGULATIONS

ISAL | HIGHER INSTITUTE OF ADMINISTRATION AND  
LANGUAGES

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Law no. 1/03 of January 6th reserves the competence to create postgraduate courses to higher education institutions, as well as other courses that do not confer a degree.

This Regulation establishes the general principles and rules of operation of the courses, as well as the general rules for the guidance and monitoring of trainees.

It is essential to make the training offer more flexible, so in the present regulation the advanced short courses are created, which do not confer an academic degree, but constitute a versatile and adequate postgraduate education modality for several advanced training needs such as: the acquisition of competences in specialized domains, the updating of knowledge and life-long training.

On the other hand, the accreditation of the course units according to the European Credit Transfer System is conducive to mobility within the national and European space and also to cooperation with other institutions, both national and foreign.

#### Article 1

##### (Scope)

- 1 - Postgraduate education is organized in an articulated manner and includes the following modalities
  - a) Postgraduate Courses,
  - b) Advanced Specialization Courses.
- 2 - This regulation defines the general principles of organization and the rules of operation of postgraduate education.

#### Article 2

##### (Nature)

1. Specialization and postgraduate courses lead to the awarding of a diploma and prove technical and practical capacity in a given area of professional activity and are awarded upon approval in the entirety of the Curricular Units and seminars that integrate the respective study plan.

#### Article 3

##### (Management of postgraduate activities)

1. The management model of postgraduate activities is based on the following principles and levels of competence:
  - (a) the General Director coordinates the programs.
  - b) The Director of the Postgraduate Department, being able to delegate in the Vice-Director General or in the Directors of the Higher Education Courses
2. They are particularly responsible for:
  - Proposing the starting date of each course as well as the structure of the faculty,
  - Approving the selection of candidates,
  - Elaborating, or approving the curricular programs,
  - Presenting material and infrastructure needs for the continuation of the courses,
  - Reporting on the courses and faculty to the Scientific-Technical Council,
3. Administrative management is ensured by the academic services.

#### Article 4

##### (Diplomas)

1. The specialization or postgraduate diploma is awarded upon approval in all the curricular units and seminars that integrate the study plan of the course.
2. The Postgraduate or Specialization diploma shall be designated by the area or field in which the course is taught.

#### Article 5

##### (Duration)

1. The Specialization or Postgraduate course has a maximum duration of twenty-four months.

#### Article 6

##### (Curricular organization and structure)

- 1- The curricular part of the courses shall be organized according to the credit unit system.
2. For each course, the following are mandatorily established:
  - (a) the normal duration of the course,
  - b) The total number of credit units required to award the degree,

- c) The compulsory and optional scientific areas, and
- d) The study plan, with an indication of the curricular units, their schooling regime, the workload, and the number of credit units corresponding to them.

#### Article 7

##### (Access to courses)

1. Candidates with a Bachelor's degree, a Master's degree or a pre-Bologna Bachelor's degree have access to the postgraduate courses.
2. Applicants with a minimum of two years' experience in the field of the course may also apply.
3. The specialization courses are open to applicants who are attending higher education, or not attending but who have a relevant professional curriculum.

#### Article 8

##### (Limitation of Vacancies)

1. Vacancies are defined by the Board of Directors.
2. The number of vacancies may be changed during the application period.

#### Article 9

##### (Selection Criteria)

1. The selection of candidates for enrollment in the course will take into consideration the following criteria:
  - (a) Classification of the Bachelor's degree, and other degrees already obtained by the candidate;
  - b) Academic, scientific and technical-professional curriculum;
  - c) Grades from the undergraduate course being attended;
  - d) Work in which the applicant has participated,

#### Article 10

##### (Submission of Registration/Application)

1. The submission of the registration/application is made at the Secretariat by filling out the appropriate form and paying the respective fee.

2. The following documents should be attached:

- (a) Certificate of qualifications,
- b) Curriculum Vitae,
- c) Photograph,
- d) Other elements relevant to the application.

#### Article 11

(Results of the selection process)

1. The Secretariat will display the list of candidates accepted to attend the course.

#### Article 12

(Charges and fees)

1. The following charges are due:

- (a) registration fee;
- b) Tuition fee, whose amounts and terms of payment will be fixed annually.
- c) Fee for the registration in a second exam;
- d) Exam revision fee.

#### Article 13

(Course Coordinators)

1. Course coordinators will be teachers of the course, appointed by the Director General.

2. The Course Coordinators are responsible for:

- (a) Monitoring the curricular development;
- b) Monitoring the pedagogical process;
- c) Exercising the general competencies delegated to them by the Director General.

#### Article 14

(Academic calendar and regime of operation)

1. The study plans of each course must indicate the total number of teaching hours of each curricular unit as well as the type of classes.
2. Taking into consideration the nature and diversity of these courses, they may operate:
  - (a) In a normal regime;
  - b) In an intensive regime.
3. The normal regime is taught during the entirety of each academic period. If the nature of a course unit or the time constraints imposed by the collaboration of invited specialists so require, that course unit may be taught intensively for a period shorter than each academic period, but the total number of scheduled teaching hours must be respected.
4. Each course will be operated on an annual basis.

#### Article 15

##### (Absences)

1. Class attendance in this type of course is mandatory.
2. Absences may be justified by request addressed to the Board of Directors.

#### Article 16

##### (Assessment and classification)

1. The assessment elements of each curricular unit may be of different nature, according to the nature of each course and curricular unit, and may include: tests, development topics, individual written assignments and final exam.
2. The nature and number of assessment elements to be adopted in each curricular unit is the competence of the respective teacher, who should inform students of his/her choice in the first class.
3. The assessment and consequent classification are individual.
4. The classification of the evaluation elements is the responsibility of the teachers of the respective course units and is their exclusive responsibility.
5. All grades obtained in the curricular units will be expressed on a scale of 0 to 20.
6. The overall classification, obtained after approval in the course's curricular units, is the weighted average calculated to the tenths of the classifications obtained in each of the course's curricular units.

Article 17

(Collaboration with other institutions or companies)

1. Whenever courses are held in collaboration with other institutions or companies, a cooperation protocol must be signed defining the terms under which the cooperation will take place, as well as the coordinating bodies and their respective competencies.

Article 18

Doubts and omissions

All doubts and omissions of this Regulation will be resolved by the Director-General.

Article 19

Entry into Force

The present Regulation comes into force after its approval.

*Favorable Response from the Pedagogical Council on June 26, 2017*

*Approved by the Technical-Scientific Council on June 27, 2017*