

Teaching and research assistant program rules

(Applicable from academic year 2022/2023 onwards)

This document defines the rules governing the attribution of teaching and research assistant contracts to students enrolled in the Masters in Finance at ISCTE-IUL, as well as the duties and payment associated to the role of Teaching and research assistant.

Article 1

Eligibility

A student enrolled in the Masters in Finance program is considered eligible to the attribution of a teaching and research assistant contract if he cumulatively satisfies the following conditions:

- a) Having enrolled for the first time in the Masters in Finance program one academic year prior to that of the start of the contract;
- b) Being enrolled as a full time student in the second year of the Masters in Finance program;
- c) Having concluded all the ECTS of the first year of the Masters in Finance program with an average, weighted by ECTS and rounded to the closest integer, higher than or equal to 16 points in the 0 to 20 scale;
- d) Not having requested any kind of ECTS crediting;
- e) Not having any outstanding tuition fees at ISCTE-IUL.

Article 2

Application to a teaching and research assistant contract

All students enrolled in the Masters in Finance program that satisfy the eligibility criteria defined in Article 1 and wish to apply to a teaching and research assistant contract, should submit their written application to the Director of the Masters in Finance program no later than June 30.

Article 3

Analysis and ranking of applications

1. The Director of the Masters in Finance program is responsible for the verification of the eligibility conditions of all applications received according to the criteria defined in Article

- 1, as well as their ranking and the identification of the winning applications, being all other eligible applications considered as possible substitutes.
2. The final approval of the list of ranked application is performed by the Scientific Committee of the Masters in Finance.
3. The list of ranked applications cannot be appealed hierarchically.

Article 4

Criteria for application ranking

1. Applications are ranked based on the average, weighted by ECTS, of the grades obtained by the applicants in all courses of the first year of the Masters in Finance program;
2. If two or more applications are tied based on the criterion defined above, the following criteria will be applied, in succession, until the tie is broken:
 - a) Average, weighted by ECTS, of the grades obtained by the applicants in the mandatory courses of the first year of the Masters in Finance program;
 - b) Highest grade among all courses in the first year of the Masters in Finance program;
 - c) Admission ranking for the Masters in Finance program with the caveat that, when the tied applicants were admitted to the program in different rounds, the applicant admitted in an earlier round wins the tie break.

Article 5

Announcement of the list of ranked applications

The Scientific Committee of the Masters in Finance will publicly announce the list of ranked applications by July 15.

Article 6

Start of contract

The contracts for teaching and research assistant are signed on September 10 and start on October 1.

Article 7

Withdrawals and substitutes

In case a winning applicant does not sign the contract at the date defined in Article 6, the contract shall be awarded to the applicant of first substitute application in the list of ranked applications.

Article 8

Duration of contract

The teaching and research assistant contract has a duration of 10 months, starting on October 1 and ending on July 31 of the next year.

Article 9

Payment

The teaching and research assistant contract offers a payment according to the salary scale in effect at ISCTE-IUL.

Article 10

Supervisor

All teaching and research assistants shall perform their duties under the supervision of a faculty member of ISCTE-IUL, to whom the Teaching and research assistant was assigned to assist.

Article 11

Assignment of assistants to supervisors

1. The assignment of teaching and research assistants to supervisors is proposed by the Director of the Masters in Finance and is approved by the Scientific Committee of the Masters in Finance program.
2. The teaching and research assistants can be assigned to a supervisor for a period of 5 or 10 months.
3. When writing his proposal, the Director of the Masters in Finance program shall take into consideration the following criteria:

- a) The teaching and research assistants should primarily be assigned to faculty members responsible for one of the mandatory courses of the first year of the Masters in Finance program;
- b) The assignment of the teaching and research assistants to supervisors should be performed on a rotating basis among the faculty members mentioned above;
- c) If an insufficient number of faculty members responsible for mandatory courses on the first year of the Masters in Finance program is interested in having a teaching and research assistant assigned to him, priority should be given to:
 - i. Faculty members responsible for other courses in the Masters in Finance program;
 - ii. Faculty members of the Department of Finance.

Article 12

Duties of the Teaching and research assistant

The duties of the Teaching and research assistant, and which the supervisor might ask him to perform, are:

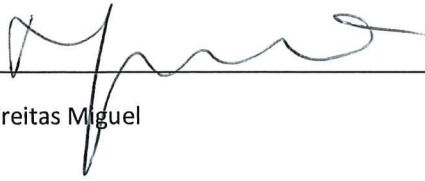
- a) Assistance in research activities;
- b) Assistance in marking and grading assignments or exams of first and second cycle courses;
- c) Providing support to students of first and second cycle courses;
- d) Solve practical cases in classroom under the supervisor's direct supervision.

Article 13

Workload

1. The Teaching and research assistants have a total workload for the duration of the contract of 264 hours, corresponding to an average of 6 hours a week over 44 weeks.
2. The supervisor can, if necessary and for a limited time period, request the teaching and research assistant to perform his duties for up to a maximum of 9 hours a week, as long as the total workload for the contract is not exceeded.

The Scientific Committee of the Masters in Finance



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October 21, 2022

