

INFORMATION

Date: November 09th, 2023

Subject: **Payment of Tuition fees to grant holders (1st revision)**

Payment of Tuition fees to grant holders

1. POLICY

The payment of tuition fees to grant holders aims to improve the connection between science and higher education and stimulating advanced training in association with R&D activities.

INESC TEC, aware of the formative value of research and innovation activities in the context of R&D projects, and how the students contribute to the success of projects, aims to support them – either by promoting their inclusion in research teams in projects, or by paying fees associated with the courses and study cycles they attend in higher education institutions.

2. SCOPE

The tuition fee payment mechanism applies to grants directly funded by INESC TEC, as well as to other grants funded by FCT or other institutions, whose research activities are developed at INESC TEC, under the terms foreseen in the applicable regulation, and according to the specificities of each call and corresponding agreements.

Regarding the grants covered by this mechanism, they are as follows:

- a) scientific initiation studentships (BII) which are intended for the development of initial R&D activities by students enrolled in a higher professional technical course, a first cycle course, or a master's degree, as well as on research work by graduates who are enrolled in non-award courses integrated in the educational project of a higher education institution, developed in association or cooperation with INESC TEC and/or other R&D units.
- b) research grants (BI), aimed at graduates enrolled in a master's degree or a PhD, so as to perform R&D activities and consolidate their scientific training - through the development of research work - and to obtain the respective academic degree, regardless of their integration in R&D projects. The BI may also be used to carry out R&D activities by graduates enrolled in non-award courses part of educational projects of a higher education institution or developed in association or cooperation with INESC TEC and/or other R&D units.

This mechanism does not apply to grants funded directly by other institutions that consider the payment of tuition fees, or whose total value surpasses the reference amounts included in the FCT table - particularly when reaching the minimum required amount to pay the fees' value.

3. COMPONENT OF THE GRANT - FEES

Considering paragraph, a), number 3 of Article 19 of the Regulations for Studentships and Grants of INESC TEC, the grant includes registration, enrolment or tuition fee's stipend associated with obtaining an academic degree or diploma, in the pre-established amount, due to the institution where the grant holder is a student.

The stipend is proportional to the duration of the grant, paid directly by INESC TEC to the higher education institution where the grant holder is enrolled, or reimbursed to the holder, following an agreement between the higher education institution and INESC TEC. with the supporting documents of the payment of fees issued to INESC TEC.

The maximum annual amounts supported by INESC TEC are:

FEES

- PhD: FCT reference value (€2750) plus a 10% margin (to cover amounts up to 10% above the reference);
- First cycle course: €697;
- Master's degree: €1500;
- Non-degree courses: €800 (e.g., EAPE course at FEUP).

REGISTRATION COSTS:

- INESC TEC will also support registration fees (enrolment and insurance), as long as grant holders join INESC TEC by the 15th of the month of the enrolment, in which these fees are charged; grant holders who join INESC TEC after that date will only be entitled to the stipend covering tuition fees.

In the cases where the tuition fee exceeds the defined maximum amount, the procedure will be defined on a case-by-case basis, in accordance with the respective higher education institution.

In order to facilitate the payment of the tuition fee stipend in proportion to the grant period, students should, whenever possible, adopt a gradual payment of the tuition fees (typically in 10 instalments).

The grant holder must ensure his/her connection to INESC TEC for 15 or more days of a given month, in order to be considered eligible for the tuition fee stipend during said month.

In certain cases, namely when grant holders have paid certain amounts that fall within the scope of the stipend for registration, enrolment or tuition fees, INESC TEC or the higher education institutions may reimburse the grant holders (the situation must be analysed on a case-by-case basis).

IMPORTANT NOTE:

All the grant holders must report their academic situation in the SCHOLARSHIPS AND FEES MODULE available on IRIS, preferably when they join INESC TEC or within the time limits notified by email by the Grant Holder Nucleus.

To do so, they should go to <http://iris.inesctec.pt> > Bolsas Propinas / Inscrição Curso / Ano and follow the registration procedure indicated in the attached guide.

INESC TEC will only pay the tuition fees and registration costs if the grant holder registers within the stipulated deadlines and correctly. Therefore, the institution will not assume payments relating to months prior to registration (retroactive payments), although, exceptionally, in November 2023, late registrations relating to September and October 2023 will be accepted.

For further questions, please contact INESC TEC's Grant Holder Nucleus (nucleo-bolseiro@inesctec.pt).



4. ENTRY INTO FORCE AND EFFECT

This tuition fee payment mechanism came into force on February 11, 2020. Its 1st Revision was approved on November 9, 2023 and came into force on November 15, 2023.

APPENDIX

QUICK GUIDE FOR THE MODULE OF SCHOLARSHIPS AND TUITION FEES REGISTRATION