

## **GENERAL REGULATIONS FOR ASSESSMENT OF UNDERGRADUATE DEGREES**

### **Article 1 (Assessment periods)**

There are two assessment periods per semester for each course unit, which are open to all enrolled students, unless otherwise stated within these regulations.

### **Article 2 (Regular assessment period)**

1. The regular assessment period is defined by the teacher responsible for the course unit, and may consist of the following:
  - a. A final individual written examination;
  - b. Graded assessments throughout the semester (coursework).
2. Coursework assessments may be as follows:
  - a. Individual or group assignments or projects;
  - b. Participation in class;
  - c. Short written examinations (“mini-tests”), taken in class, provided that they do not interfere with the operation of other course units.
3. Coursework assessments are standardised for each course unit.
4. The final coursework grade must be published at least 48 hours before the final examinations.
5. The final examination is graded on a scale of 0 to 20.
6. The final examination takes place at the end of the semester, when classes have finished, in accordance with the schedule referred to in Article 9.
7. For each course unit, the minimum coursework component must be at least 4 points per semester, except in the following cases:
  - a. The course unit extends over consecutive semesters;
  - b. The course unit is covered by Point 1 of Article 5;
  - c. The teacher responsible for the course unit opts to set an extraordinary written examination during the repeat assessment period of the following semester.
8. In the regular assessment period, the coursework grade is only factored into the final grade when it is beneficial to the student to do so, unless otherwise defined (see following point).
9. The teacher responsible for the course unit may decide that it is mandatory to include the coursework component in the final grade, provided the weight of coursework is 40% or above.

### **Article 3 (Repeat assessment period)**

1. The repeat assessment consists of an individual written examination, except as provided for in Point 2 of Article 8.
2. The final grade for repeat assessments includes coursework grades using the same weightings

as the regular assessment period, provided that this grade benefits the student.

3. Repeat examinations for the first semester take place between the end of the regular assessment period and the start of second semester classes.
4. Repeat examinations for the second semester take place between the end of regular assessments and the beginning of the summer break.
5. Given the specific nature of the seminar course unit that forms part of the Economics undergraduate degree, only students who have been assessed in the regular period will be allowed access to the repeat assessment period.

#### **Article 4**

##### **(Distribution of written examinations)**

1. During the normal assessment period examinations for compulsory course units for students on the same year of a recommended course of study cannot fall on the same day or on consecutive days.
2. During the repeat assessment period examinations for compulsory course units for students on the same year of a recommended course of study cannot fall on the same day.

#### **Article 5**

##### **(Extraordinary written examinations)**

1. For each semester, a student who is not enrolled in a given course unit may take the examination for that course during the repeat assessment period, provided:
  - a. The course unit does not extend over consecutive semesters, but does have classes running during that semester;
  - b. The course unit precedes another.
2. To exercise the option mentioned above, students must sign up for the relevant examination.
3. This counts toward the total maximum number of ECTS credits that a student may take per academic year.
4. If the teacher responsible for a course unit has decided to set an examination during the repeat assessment period, as covered in Article 2, Point 7c, signing up for that examination does not count towards the annual ECTS credit total. However, only students who are enrolled in the relevant course unit are eligible to take that type of examination.
5. The grade of any extraordinary written examination must be based solely upon that examination (including any oral component that is required) and not dependent on any coursework.

#### **Article 6**

##### **(Special assessment period)**

1. In addition to the two assessment periods referred to above, there is a further special assessment period consisting of an individual written examination (which may be substituted by an oral examination under the conditions described in Article 8, Point 2).
2. Students who need a maximum of 24 ECTS credits to complete their undergraduate degree may sign up for the special assessment period, regardless of order they are completing their

course units in, as well as all students covered by special legal provisions.

3. To exercise the option mentioned above, students must sign up for the relevant examination.
4. Special assessment examinations take place between the end of the summer break and the beginning of first semester classes.

**Article 7**  
**(Improvement of grades)**

1. Any student may sign up to repeat an examination in any one of the three repeat assessment periods following the period (regular or repeat) in which he or she has passed a course unit, for the purposes of improving the respective grade.
2. This grade must be based solely on the respective individual written examination (including any oral component that is required), and not dependent on any coursework.
3. It is not possible to improve the grade of course units that are not being run during that academic year.

**Article 8**  
**(Oral examinations)**

1. During any assessment period, including the special period and for grade improvements, the teacher responsible for the course unit may require students seeking a final grade above 17 points to take an oral examination.
2. During the special assessment period and other periods covered by special law, written examinations may be replaced by oral examinations if the number of registered students is 10 or less.

**Article 9**  
**(Written examination schedule)**

1. The President of ISEG is responsible for preparing the written examination schedule for each academic year in consultation with the Pedagogical Board, the Student Association and the Academic Departments.
2. The examination schedule must be published by the end of second semester classes in the preceding academic year.

**Article 10**  
**(Syllabus, bibliography and rules for assessment)**

1. During the first week of classes, students must ensure they are aware of the following:
  - a. Course unit syllabus;
  - b. Bibliography (preferably in Portuguese and English);
  - c. Rules for assessment;
  - d. Whether they may refer to written texts during examinations;
  - e. All other aspects of a pedagogical nature considered relevant for the smooth functioning

of the course unit.

2. In the absence of the information referred to in item d of the previous point, no materials may be consulted during examinations.
3. The information referred to in Point 1 must be published on the webpage of the respective course unit during the first two weeks of classes.

#### **Article 11**

#### **(Content, correction, consultation and review of examinations)**

1. The content of written examinations must:
  - a. Not include questions on material that was not taught;
  - b. Specify the maximum score for each question;
  - c. Be printed.
2. The teacher responsible for the course unit must ensure that grading criteria are the same for all students.
3. The list of grades for each examination must be published on the course unit webpage and submitted to the Undergraduate Office prior to the deadline set each year by the academic services.
4. Students have the right to consult their written examinations and the corrections made to them.
5. In consulting examinations, the following guidelines apply:
  - a. In case of doubt, the reasons for the assignment of the grades must be made clear to students;
  - b. The list of grades must include the date, time and place for consulting the examinations;
  - c. The teaching staff who corrected the examinations must be present at that consultation session;
  - d. The consultation session must take place prior to the deadline set each year by the Academic Services.
6. Any student, even after receiving the clarification outlined above, may request an examination review, taking into account the following:
  - a. A duly substantiated request for an examination review must be made in writing during the consultation session;
  - b. The result of the review must be communicated to the student within five days;
  - c. In the event that it is not possible to make the results of the review available before the next assessment of the same course unit, students are entitled to sit that examination.
7. If the review results in a passing grade, that is the one that will be counted.

#### **Article 12**

#### **(Assessment fraud)**

1. All proven cases of assessment fraud, such as evidence of copying during examinations or plagiarism in assignments or projects, must be communicated to the Academic Services by the

teacher responsible for the course unit, with information that the student's assessment has been invalidated.

2. Use of telephones or any other audio-visual or communication device during examinations is considered fraud.
3. The offender will not be permitted to re-enrol in the relevant course unit for the three assessment periods immediately following the infringement.
4. In the event of a repeat offense, the sanction referred to in the previous paragraph will apply to four assessment periods.
5. The decision of the responsible teacher may be appealed, in which case its effects will be suspended.
6. The decision on the appeal is the responsibility of the President of the Pedagogical Board.

**Article 13**  
**(Resolution of uncertainties)**

Any uncertainty with regard to the application and interpretation of these rules will be settled by the Pedagogical Board.

**Article 14**  
**(Entry into force)**

These regulations enter into force in the 2010/2011 academic year.