



LISBON
**SCHOOL OF
ECONOMICS &
MANAGEMENT**
UNIVERSIDADE DE LISBOA

**GENERAL RULES AND REGULATIONS FOR KNOWLEDGE ASSESSMENT
OF BACHELORS DEGREES**

Rules and Regulations approved by the Pedagogic Board at the meeting on the 26th of February, 2016.

Article 1 (Knowledge Assessment Periods)

During each Semester, there are two periods of knowledge assessment for each course unit, for which all enrolled students have access, unless otherwise specified in these Rules and Regulations.

Article 2 (Normal Period)

1. The knowledge assessment of the normal period is defined by the Course Unit Coordinator, and can be comprised of:
 - a) An individual final written exam;
 - b) Continual assessment modules throughout the Semester.
2. The continual assessment modules throughout the Semester can be the following:
 - a) Individual or group works or projects;
 - b) Participation in lectures;
 - c) Short written exams (“mini-tests”), to be carried out during lectures, as long as this does not affect the functioning of the other course units.
3. The individual final written exam is graded on a scale of 0 to 20 points.
4. The individual final written exam is taken after the end of lectures of the respective Semester, in accordance with the timetable referred to in Article 9.
5. The knowledge assessment rules and regulations for each course unit has to obligatorily reserve a minimum of 4 points to grade the continual assessment modules throughout the Semester, except in the following circumstance:
 - a) When the course unit operates on a consecutive Semester basis;
 - b) When the course unit is covered by the provisions stipulated in Paragraph 1 of Article 5;
 - c) When the Course Unit Coordinator opts to set an extraordinary written exam during the Re-sit Period of the following Semester.
6. Except for the cases stipulated in the following Paragraph, the overall grade of the continual assessment modules throughout the Semester is only considered for the calculation of the final grade of the Normal Period in cases when it benefits the student.
7. The Course Unit Coordinator can stipulate that the continual assessment throughout the Semester is obligatory for the calculation of the final grade, provided that the respective weighting is equal to, or greater than 40%.

Article 3 (Re-sit period)

1. The Re-sit Period assessment of knowledge consists of an individual written exam, except as stipulated in Paragraph 2 of Article 8.
2. The final grade of this Period considers the overall grade of the continual assessment modules throughout the Semester, applying the weighting defined for the Normal Period, provided that this grade benefits the student.
3. The 1st Semester individual written exams are taken between the end of the Normal Period and the start of lectures of the 2nd Semester.
4. The 2nd Semester individual written exams are taken between the end of the Normal Period and the beginning of the summer vacation.
5. Bearing in mind the specific nature of the CU Seminar of the Bachelors in Economics, the only students permitted to be assessed during the Re-sit Period are those who have been assessed during the Normal Period.

Article 4 (Scheduling of Written Exams)

1. For the Normal Period knowledge assessment, the individual written exams of the obligatory course units - for all Bachelors students who are studying for the same year of the recommended curriculum - cannot be taken on the same day, neither on consecutive days.
2. For the Re-sit Period knowledge assessment, the individual written exams of the obligatory course units - for all Bachelors students who are studying for the same year of the recommended curriculum - cannot be taken on the same day.

Article 5 (Extraordinary Written Exams)

1. During each Semester, any student who is not enrolled in a course unit has access to the respective Re-sit Period knowledge assessment in the following circumstances:
 - a) When the course unit does not function during consecutive Semesters, although it has classes functioning during the Semester in question;
 - b) When the course unit is preceded by the other one.
2. To be eligible to exercise the right provided for in the preceding Paragraph, students are obliged to carry out the respective enrolment.
3. The enrolment referred to in the previous Paragraph counts for the purposes of the calculation of the maximum number of ECTS credits for enrolment in course units, per Academic Year.
4. The enrolment in an extraordinary written exam provided for in Sub-paragraph c) of Paragraph 5 of Article 2 does not count for the calculation of the maximum number of ECTS credits for enrolment in course units, per Academic Year.

However, only students who are enrolled in the respective course unit for the previous Semester can enrol in this type of exam.

5. The grade attributed for any extraordinary written exam must result exclusively from the respective individual written exam (and possibly an oral exam), and does not depend on the results of the continual assessment throughout the Semester during which the student studied for the course unit in question.

Article 6 (Special Period)

1. In addition to the two knowledge assessment periods referred to in Article 1, there is also a Special Period, which consists of an individual written exam, except as provided for in Paragraph 2 of Article 8.
2. All students have access to the period referred to in the previous paragraph, as long as they still have a maximum of 24 ECTS credits left to attain in order to complete their degree without having to resort to the precedence regime, as do all students covered by a special law.
3. To be eligible to exercise the right provided for in the preceding Paragraph, students are obliged to carry out the respective enrolment.
4. Individual written exams are taken between the end of the summer vacation and the start of 1st Semester lectures.

Article 7 (Grade Improvement)

1. Any student is eligible to enrol just once in one of the three Re-sit Periods following the period (Normal or Re-sit) during which they successfully completed a course unit, with the objective of improving their respective grade.
2. The grade attributed for grade improvement must result exclusively from the respective individual written exam (and possibly an oral exam), and does not depend on the results of the continual assessment throughout the Semester during which the student studied for the course unit in question.
3. It is not possible to improve grades for course units which have ceased to be taught during a given Academic Year.

Article 7A (Grade Improvement of the CU Seminar)

1. Bearing in mind the specific nature of the CU Seminar of the Bachelors in Economics, this CU will be assessed during just one knowledge assessment period – the Normal Period.

2. Any student is eligible to enrol just once with the objective to improve their grade for the CU Seminar. This has to be during the Normal Period following the Normal Period during which they successfully completed this CU.

Article 8 (Oral Exams)

1. During any knowledge assessment period, including the Special and Grade Improvement Periods, the Course Unit Coordinator can oblige students to take an oral exam, should they be on track to achieve a final grade of more than 17 points.
2. The written exam can be replaced an oral test during the Special Period and also during other Periods covered by a special law when the number of students enrolled is less than, or equal to 10.

Article 9 (Written Exams Calendar)

1. For each academic year, the preparation of the written exams calendar for all knowledge assessment periods is the responsibility of the Dean of ISEG, after hearing the Pedagogical Board, the Students Association, and the Departments.
2. The calendar referred to in the previous Paragraph must be published by the end of the lectures period of the 2nd Semester of the previous Academic Year.

Article 10 (Syllabus, Bibliography, and Knowledge Assessment Rules and Regulations)

1. During the first week of lectures, students should be aware of the following:
 - a) The course unit syllabus;
 - b) The bibliography (preferably in Portuguese and English);
 - c) The knowledge assessment Rules and regulations;
 - d) The possibility to consult material during written exams;
 - e) All the other aspects of a pedagogical nature, which are considered to be relevant to the efficient functioning of the course unit.
2. In the absence of the possibility referred to in Sub-paragraph d) of the preceding Paragraph, no consultation material may be used during the assessment exams.
2. The information referred to in Paragraph 1 must be published on the web page of the respective course unit during the first two weeks of lectures.

Article 11 (Exam scripts, Marking, Consultation and Review of Completed Exams)

1. The written exam scripts must comply with the following requirements:
 - a) Must not include questions regarding subjects that have not been taught;
 - b) Must explain the maximum number of points attributed to each question;

- c) Must be in printed format.
2. The Course Unit Coordinator must ensure that the criteria for marking written exams are the same for all students.
3. The list of exam results ranked by grade for each exam must be published on the website of the respective course units and be submitted to the Undergraduate Office, by the deadlines which are fixed annually by the Academic Services.
4. Students have the right to consult their completed written exams tests and marking.
5. The following should be observed during exam consultations:
 - a) In case of doubt, students should be informed about the justification of the attributed grades;
 - b) The list of exam results ranked by grade must mention the date, time, and place of the completed exam consultation session;
 - c) During the consultation session, those members of faculty who marked the exams must be present;
 - d) The consultation session must take place by the deadline fixed annually by the Academic Services.
6. Any student, despite the clarifications provided for in Sub-paragraph a) of the previous Paragraph, may contest their grade and request re-marking, subject to the following:
 - a) The duly-justified request for re-mark of the exam must be submitted in writing during the consultation session;
 - b) The result of the re-marking must be communicated to the student within five days;
 - c) Should it not be possible to communicate to the student the result of the re-marking before the taking of the next exam of the same course unit, students are entitled to take this exam.
7. If the re-marked grade results in the student successfully completing the curricular unit, then the respective grade prevails.

Article 12

(Cheating during Knowledge Assessment)

1. Any case of cheating verified during knowledge assessment, such as evidence of copying in individual written exams or when works or projects have been plagiarised, must be reported to the Academic Services by the Course Unit Coordinator, with an indication that the assessment of the culprit has been annulled.
2. The culprit is not permitted to enrol in the same course unit during the three periods of knowledge assessment immediately following those which they would normally have had the right to access.
3. The decision of the Course Unit Coordinator may be appealed, with a suspensive effect.
4. The decision regarding the appeal rests with the Chair of the Pedagogical Board.

**Article 13
(Doubts)**

All doubts regarding the application and interpretation of these Rules and Regulations are resolved by the Pedagogical Board.

**Article 14
(Entry into force)**

These Rules and Regulations enter into force at the beginning 2016/2017 Academic Year.

ISEG, 26th of February, 2016