

APPENDIX 1

**GENERAL ASSESSMENT REGULATIONS
FOR MASTERS DEGREES**

Article 1

(Types of course units for a Masters course)

Course units for the Masters course are classified in two ways: disciplines and seminars.

Article 2

(Disciplines)

1. In each semester there are two periods of assessment for each discipline: the regular period and the repeat period.
2. There is also a special assessment period as described in Article 3, No. 4.
3. For the first week of classes students must be in possession of the following:
 - a) The discipline's syllabus;
 - b) The bibliography (preferably in both Portuguese and English);
 - c) The rules of assessment;
 - d) All other aspects considered relevant to the functioning of the discipline such as, for example, the rules of consultation during tests and examinations.

Article 3

(Periods of assessment)

1. All students enrolled in the discipline should have access to the regular period.
2. The assessment for each period is defined by the teacher responsible for the discipline and approved by the SPC.
3. All students who fail in the regular period should have access to the repeat period.
4. Any student who is missing a maximum of one discipline (in the case of masters with 90 credits) or two disciplines (in the case of masters with more than 90 credits) for the completion of the course should have access to the special period, as well as all students covered by any special law.
5. Any student who passes a discipline in a certain academic year may enrol for improvement of grade only once during the repeat period while enrolled in the Masters programme.

Article 4

(Correction and consultation of written tests and examinations)

1. The teacher responsible for the discipline must assure that the criteria for correction of written tests and examinations is the same for all students.
2. The class lists with marks of each written test or examination must be published on the webpage of the respective discipline and submitted to the Postgraduate Office within deadlines to be laid down and posted annually by the academic services.
3. Students have the right to consult their corrected written tests and examinations.
4. Any student may request a review of a written test or examination, under the following conditions:
 - a) Request for a review of a written test or examination, duly justified, must be made in writing during the consultation session;
 - b) The result of the review must be communicated to the respective student within five days.
 - c) In the case of its not being possible to know the result of the review before the following written test or examination of the course unit, the student has a right to take that written test or examination.

Article 5

(Seminars)

1. There is an assessment period for each seminar.
2. Assessment is determined by the teacher responsible for the respective seminar and approved by the SPC.
3. All students enrolled in the seminar have a right to assessment.
4. In the first week of classes students will have the following at their disposal:
 - a) The seminar programme;
 - b) The rules for assessment;
 - c) Any other aspect that might be considered relevant for the good functioning of the seminar.
5. There is no possibility for improvement of the grade.

Article 6

(Masters with internship)

1. In the attribution of an internship, students' preferences should be met wherever possible.
2. When the host institutions opt for interviewing students, they have the right to choose prospective participants.

3. A student may do an internship in an institution proposed by him/herself, as long as this is approved by the SPC.
4. The procedure for the attribution of an internship in the remaining cases is the following: when there is more than one candidate for a place, the student with the highest average mark will be placed, based on marks for all first year course units. Units without assessment will be considered as having a mark of 8.

Article 7

(Frauds in assessment)

1. Any proven fraud in assessment on course units whether it consists of copying on written tests or plagiarism in project and other work must be communicated to the SPC by the teacher responsible for the respective course unit.
2. Any proven fraud on the MFWs, such as plagiarism, must be communicated to the SPC by the respective supervisor.
3. Proven fraud implies the annulment of enrolment in the Masters degree with no refund of fees paid and a prohibition on future enrolment at ISEG.
4. Students can appeal this decision, with suspension of consequences mentioned in No. 3.
5. Any appeal decision rests with a committee of independent teachers especially appointed by the president of ISEG.

Article 8

(Uncertainties)

Any uncertainties about the application and interpretation of these present regulations are to be resolved by the Pedagogical Board, on the evidence presented by the respective SPC.