

GENERAL RULES AND REGULATIONS FOR KNOWLEDGE ASSESSMENT

1st Cycle degrees

Rules and Regulations approved by the Dean's Office of ISEG- Lisbon School of Economics and
Management
2024/09/01

Article 1

(Knowledge Assessment Periods)

There are two periods of knowledge assessment during each semester for each course unit, hereinafter known as **CU**, 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 CU 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;
 - c) Participation in lectures;
 - d) Short written exams to be carried out during lectures, as long as this does not affect the functioning of the other CUs.
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.

Article 3

(Re-sit Period)

1. The Re-sit Period assessment of knowledge consists of an individual written exam, except as stipulated in Article 8(2).
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 Seminar CU of the Bachelors in Economics, there is no re-sit period for this CU, in accordance with Article 7.

Article 4

(Scheduling of Written Exams)

For the normal and re-sit period knowledge assessment, the individual written exams of the obligatory CUs for all Bachelors students who are studying for the same year of the recommended curriculum cannot be taken on the same day.

Article 5

(Special Period)

1. A special period exists in addition to the two knowledge assessment periods referred to in Article 1, namely:
 - a. The special period, which takes place between the end of the 2nd semester assessment period and the start of classes of the 1st semester of the new academic year.
 - b. Students with a maximum of 24 ECTS credits remaining to complete their degree and all students covered by special law have access to this period.
2. To be eligible to exercise the right provided for in the preceding paragraph, students are obliged to enrol for the respective exam.

Article 6

(Grade Improvement)

1. Any student is eligible to enrol just once in one of the three re-sit periods following the assessment period (normal or re-sit) during which they successfully completed a CU, 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 CU in question.
3. It is not possible to improve grades for course units which have ceased to be taught.

Article 7

(Grade Improvement of the Seminar CU)

1. Bearing in mind the specific nature of the Seminar CU 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 Seminar CU. 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 CU Coordinator can oblige students to sit an oral exam, should they wish to defend a final grade greater than 17 points.
2. If the student does not take the oral exam under the conditions mentioned in the previous paragraph, then the final grade will be 17 points
3. The written exam can be replaced by an oral exam 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, in the presence of two members of faculty.

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 consulting the Pedagogical Board 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 CU syllabus;
 - b. The bibliography;
 - c. The knowledge assessment methodology;

- 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 CU.
- 2. In the absence of the possibility referred to in d) of the preceding paragraph, no consultation material may be used during the assessment exams.
 - 3. The information referred to in Paragraph 1 must be published on the official web page of the respective CU during the first two weeks of lectures and cannot be changed from that date onwards, unless authorised by the Pedagogical Board.

Article 11

(Exam papers, correction, consultation and re-marking)

- 1. Written exam papers must specify the maximum of points attributed to each question.
- 2. The CU 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 CUs and be submitted to the Undergraduate Office by the deadlines which are fixed annually by the Academic Services.
- 4. The date, time, and location of the exam consultation session must be mentioned when the grades are published.
- 5. Students have the right to consult their completed written exams and marking.
- 6. The following should be observed during exam consultation sessions:
 - a. In case of doubt, students should be informed about the justification for the attributed of grades;
 - b. The members of faculty who marked the exams must be present;
 - c. The consultation session must take place by the deadline fixed annually by the Academic Services.
- 7. Despite the clarifications provided for in a) of the previous paragraph, any student may contest their grade and request re-marking, subject to the following:
 - a. The duly-justified request for the re-marking 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 working days;

- c. Should it not be possible to communicate to the student the result of the re-marking before sitting the next exam of the same CU, students are entitled to sit this exam;
- d. The re-mark grade will be considered to be the student's final grade for the respective CU.

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 plagiarism of works or projects, must be reported to the Academic Services by the CU Coordinator, with an indication that the knowledge assessment of the culprit has been annulled.
2. The culprit is not permitted to enrol in the same CU during the three periods of knowledge assessment immediately following those which they would normally have had the right to access.
3. The CU Coordinator's decision may be appealed, with 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 of the 2024/2025 Academic Year.