

## ULHT's General Assessment Regulation

### Chapter I

#### *General provisions*

#### **Article 1**

##### *Object*

This Regulation establishes the general standards and guidelines for the process of knowledge assessment at Universidade Lusófona de Humanidades e Tecnologias (ULHT).

#### **Article 2**

##### *Scope*

- 1 - This Regulation applies to:
  - a) 1<sup>st</sup> cycle programmes;
  - b) integrated 1<sup>st</sup> and 2<sup>nd</sup> cycle programmes, with the exception of the public defence of the dissertation;
  - c) the curricular part of the 2<sup>nd</sup> cycle programmes;
  - d) the curricular part of the 3<sup>rd</sup> cycle programmes;
  - e) with the appropriate adaptations, non-degree awarding courses, provided that they do not have their own regulations.
- 2 - The following are subject to the rules laid out in this Regulation:
  - a) all lecturers, who are responsible for ensuring compliance;
  - b) all students enrolled and subject to evaluation in curricular units of these study cycles, regardless of the modality in which they attend them;
  - c) bodies and services within the scope of their powers.
- 3 - The rules laid out in this Regulation apply to the 2<sup>nd</sup> and 3<sup>rd</sup> study cycles, but those defined in general regulations specific to these study cycles prevail, in particular with regard to the preparation of theses, dissertations, project work and integrated internships and their public defence.
- 4 - This Regulation may be supplemented by specific norms to each Organic Unit, provided that they do not contravene it, upon approval by the Pedagogical Council of the respective unit, coming into force after homologation by the Rector.

#### **Article 3**

##### *Concepts*

For the purposes of this Regulation, the following are understood to mean:

- a) «Student» the individual enrolled in Universidade Lusófona de Humanidades e Tecnologias and in a programme taught therein;
- b) «External student» the individual who enrolls in curricular units on an attendance basis, with or without evaluation, without being enrolled in the University or in a programme;
- «Student with special status» the student who submitted evidence of the condition that the law or the regulations grant him particular rights in class attendance and tests, provided that this is duly recorded in his file with the academic services, following the



norms defined for this purpose. This statute includes student-workers, association leaders, high-competition athletes, athletes representing the institution in university sports, federated athletes under applicable legal terms, members of security forces, military personnel, students with special educational needs and others that the Law provides;

- c) «Approved» the student who obtained a final score between 10 and 20 points, on the numerical scale from 0 to 20 points;
- d) «Curricular year», «curricular semester» and «curricular trimester», the components of the programme's study plan which, according to the respective legal instrument of approval, must be carried out by the student, for one academic year, one semester or one trimester, respectively;
- e) «Classes» teaching sessions of a collective nature corresponding to the contact hours;
- f) «Scoring» corresponds to the assessment of the merits of the students, on a scale, allowing the skills and knowledge defined for each curricular unit to be known;
- g) «Evaluation» the process by which, through instruments, students' knowledge and level of competence are measured in relation to the objectives of each curricular unit;
- h) «Credit», «ECTS» the unit of measurement of the student's work in all its forms, including collective teaching sessions, tutorial-type personal guidance sessions, internships, projects, field work, study and evaluation under the terms laid out in the study plan complying with the provisions of Decree-Law 42/2005 of 22 February, which may be:
  - i) «Credits of a curricular unit», the figure that expresses the work that must be done by a student to carry out a curricular unit in accordance with what is defined in the course study plan;
  - ii) «Credits of a scientific area», the figure expressing the work to be carried out by a student in a given scientific area, in accordance with what is defined in the course study plan;
- i) «Curricular Structure of a programme», the set of scientific areas that integrate a programme and the number of credits that the student must achieve in each of them to:
  - i) Obtain a specific academic degree;
  - ii) complete a non-degree-awarding course;
  - iii) meet part of the conditions to obtain a specific academic degree;
- j) «Curricular unit file» is the official document which details how each curricular unit works as well as the evaluation method to be applied;
- k) «Fraud» any act of bad faith committed with the aim of distorting the outcome of the evaluation process, with the intention of achieving benefit in favour of oneself or of a third party, such acts being punishable under the regulations and the Law;
- l) «Contact hours» the time used in teaching sessions of a collective nature, in particular in classrooms, laboratories or fieldwork, and in tutorial-type personal guidance sessions as approved in the programme's study plan;
- m) «Working hours» the time devoted by the student to the study and preparation of the tasks required in each curricular unit that are not integrated in the contact hours or the tutorial hours;





- n) «Assessment Instruments» set of elements that will be considered to attest to the degree of compliance by the student with the objectives of each curricular unit in which he is enrolled;
- o) «Class List» is the document by which the results of the evaluation of each curricular unit are posted;
- p) «Plagiarism» using in whole or in part other people's ideas, scientific, cultural or artistic works, presenting them as originals and violating the provisions of the law and the regulations in force;
- q) «programme study plan» the organised set of curricular units in which a student must obtain a pass grade in order to be awarded a particular academic degree or to complete a non-degree-awarding course or also to meet part of the conditions to be awarded a particular academic degree;
- r) «Fail» student who did not obtain a final score between 10 and 20 points, on the numerical scale from 0 to 20 points;
- s) «Curricular unit» the teaching unit with its own training objectives which is subject to administrative registration and evaluation translated into a final grade.

#### **Article 4**

##### *Types of curricular units*

- 1 - The curricular units, according to what was defined in the study plan, can assume the following typologies:
  - a) theoretical, corresponding to classes based on a lecture;
  - b) theoretical-practical, corresponding to classes that include a lecture and have a component of practical application of theoretical concepts;
  - c) practical, including laboratory and fieldwork, corresponding to classes of practical application of the subject matter;
  - d) internship, corresponding to a work in a professional context, supported by a monitoring component provided by tutors or coordinators, internal and external to the institution;
  - e) tutorials, corresponding to a follow-up of students in the development of specific assignments, namely in the preparation of reports, dissertations or internships.
- 2 - In curricular units of a theoretical and practical typology, whether taught in a separate session or not, students can be evaluated to each of the components according to the terms laid out in Article 20.
- 3 - The teaching-learning method of the curricular unit must allow assessment suitable to its typology.

#### **Article 5**

##### *Curricular unit files*

The curricular unit file is the guiding instrument of the working of the curricular unit, according to the terms laid out in its own regulation, and this file shall include the evaluation process, namely the teaching methodology, the way classes will be taught, the evaluation method and instruments indicating the criteria and weights to be considered in the evaluation process.





## **Article 6**

### *Students with special status*

- 1 - Students with special status are those whom the Law or regulation provides specific conditions regarding their presence in classes or tests.
- 2 - Students who wish to be granted this status must submit to the academic services the necessary evidence attesting that they possess the conditions set out for the required status.
- 3 - Upon the student's request, duly substantiated and addressed to the Director of the Study Cycle, the application of a special norm to the evaluation may exceptionally be authorized, as long as it is provided by the terms of paragraph 5 of article 7 and items a) and b) of paragraph 3 of article 11.
- 4 - The application of a special norm under the terms of the previous paragraph is based on the possibility of:
  - a) setting the evaluation or submission on a different date and time;
  - b) application of different assessment elements, which attest to the student's success;
  - c) access to a special sitting of the exam;
  - d) replacing attendance with other forms of work or evaluation, if applicable, and in accordance with the terms laid out in paragraph 3 of article 11 in compliance with the requirements imposed by article 7.
- 5 - Students with status and who, under the Law, are not subject to any provision that requires that academic performance is dependent on attending a minimum number of classes per curricular unit may be subject to complementary evaluations under the terms laid out in paragraph 3 of article 11.

## **Chapter II**

### *General principles*

#### **SECTION I**

#### *Evaluation, application and effects*

## **Article 7**

### *Evaluation*

- 1 - Evaluation is the process by which students prove to have acquired the expected competencies and possess the knowledge defined for the curricular unit, and it is measured through evaluation instruments and the consolidated result through a score, as laid out in the curricular unit files and according to the regulations.
- 2 - The evaluation process, including the instruments and formulas for calculating the scores, are defined in a curricular unit file and should be identified and described in order to ensure that the student effectively understands the evaluation process and the applicable requirements.
- 3 - Continuous evaluation should allow the student to appraise their performance in relation to the objectives and competencies to be acquired in an evolving way, applying to this effect the weights defined in the curricular unit file.
- 4 - The evaluation is carried out by the lecturers assigned to the curricular units, the result being a final score that reflects the knowledge and competencies acquired by the students and that attests to the application of the weights defined in the curriculum file.





- 5 - The assessment shall ensure the same standards for all students, in view of the objectives and competences to be acquired, regardless of, under a special status, different assessment processes being applied.

#### **Article 8**

##### *Evaluation regime*

- 1 - The curricular units of the programmes offered by ULHT are ruled by a regime of continuous evaluation of knowledge and skills.
- 2 - Duly enrolled students who have not obtained a pass score in continuous assessment have access to an appeal exam involving submitting to tests of similar nature and complexity to those of continuous assessment.
- 3 - Exceptions to the terms of paragraphs 1 and 2 are the evaluations pertaining to the curricular units of internship and those of 2<sup>nd</sup> and 3<sup>rd</sup> Study Cycles the nature of which is dissertation, project work or internship report and thesis, which follow the provisions laid out in their own regulations.
- 4 - Students enrolled in the curricular unit, and who meet all the administrative requirements, are entitled to submit to tests and evaluation.

#### **Article 9**

##### *Responsibility for the evaluation*

- 1 - The evaluation of knowledge and competencies for each curricular unit is the responsibility of the lecturer who ensures the contact hours.
- 2 - When more than one lecturer teach the same curricular unit, it is the task of the Director of the Study Cycle to define the coordinating professor who is responsible for:
  - a) preparing the curricular unit file;
  - b) preparing, with the participation of the other lecturers, the tests to be administered;
  - c) coordinating the evaluation process and approving the final grade to be awarded;
  - d) maintaining permanent contact with the other lecturers of the curricular unit ensuring the quality of teaching and compliance with the defined syllabus.
- 3 - The supervision of the tests is preferably carried out by the lecturers assigned to the curricular unit, and in the event of impediment or need, the Director of the Study Cycle can resort to other lecturers.

#### **Article 10**

##### *Results and effects of the evaluation*

- 1 - The result of the evaluation is made known to the students through Class Lists with the scores obtained in the tests, or set of tests, after application of the respective weights, and they are published:
  - a) On an online tutorial system of ULHT, or by disclosure in the classroom, when the results of the continuous evaluation tests are released;
  - b) through the Class List registered by the lecturer in a computer system, validated and accessible to students in the virtual students' office, for the final result of the continuous evaluation of the curricular unit and exam evaluations.





- 2 - The student who obtains a pass grade to the curricular unit successfully completed it, and the date of registration of the score as valid is considered to correspond to the date of completion.

## **SECTION II**

### *Class Attendance*

#### **Article 11**

##### *Class Attendance*

- 1 - Attending classes constitutes a right and a duty for enrolled students and may be mandatory when this is provided for in the evaluation method defined in the curricular unit file.
- 2 - In such cases where class attendance is mandatory as a result of the organic unit's own regulations or as recorded in the curricular unit file:
  - a) an attendance record is kept on paper with the students' signature in attendance sheets or in digital format;
  - b) the maximum number of absences corresponds to 30% of the total classes, or hours, of the curricular unit, unless otherwise defined in a curricular unit file;
- 3 - The justified absences, or those given by students with a status that provides for non-compulsory attendance, are not taken into account in the context of continuous evaluation and another form of work or follow-up may be required, the rules of which being defined in the curricular unit file or in a supplementary document to be delivered to the students, ensuring:
  - a) that the objectives defined for the curricular unit are fulfilled;
  - b) equal treatment of all students.

#### **Article 12**

##### *Test and exam attendance*

- 1 - Student must attend tests and submit the requested work on the dates and times established.
- 2 - The absence of a student to tests, or failure to submit work as defined, results in the lack of score for that element of evaluation or test, corresponding to:
  - a) a null score for possible weighting purposes in the context of continuous evaluation;
  - b) the reference on the class list of "absent" or "without elements", resulting in a Fail result of the curricular unit in the context of an exam.
- 3 - If, under the terms of the regulation, a justification for the absence to a test or exam is provided and accepted, access to new test or exam is ensured, covering the same subject matter and with the same level of complexity to that originally carried out shall, to be set:
  - a) in a class schedule, or on a specific day defined by the lecturer, when the test is carried out in continuous evaluation;
  - b) on a date to be defined by the programme director and the lecturer of the curricular unit, if it is an exam.
- 4 - In such cases where the tests or sittings result from classroom activity, without prior appointment, those students who justify their absence under the terms of the regulations, or who are exempted from attendance to classes by the law or regulations, shall be given access to a test or a sitting on a new date, which covers the same subject matter and has the same level of complexity to that of the test originally administered.





### **Article 13**

#### *Justification of absences*

- 1 - Absences from classes or assessment moments are considered to be duly justified by reason of:
  - a) disease or clinical risk situation;
  - b) assistance to a blood relative;
  - c) medical appointment;
  - d) parental leave;
  - e) compliance with legal obligations;
  - f) death of spouse or life partner, or relative or kin up to the 2<sup>nd</sup> degree in a direct or collateral line.
- 2 - The absences given by students with special status, within the scope of the status itself, are also justified.
- 3 - To the reasons listed in paragraph 1 are added other cases provided for by the law or understood to be valid by those who evaluate.
- 4 - The justification of the absences is made through the official documentation attesting the reason for the absence, within a period of up to five working days after the event, unless it is proven that the student was prevented from doing so, submitted:
  - a) to the lecturer or to the Technical-Administrative Support Service assigned to the programme, in the case of absences from classes or tests in the context of continuous evaluation;
  - b) to the Director of the Study Cycle, or to the Technical-Administrative Support Service assigned to the programme, in the case of absences from exams.
- 5 - Students with a status that provides for non-compulsory class attendance, are subject to the presentation of justification of absences to evaluation moments, both in continuous evaluation and in exams.
- 6 - Justified absences to classes cannot be considered for the purpose of non-compliance with any attendance requirement which might have been provided for, but they may be considered for weighting in the evaluation process if applicable.

### **SECTION III**

#### *Evaluation instruments*

### **Article 14**

#### *Evaluation instruments*

- 1 - The following constitute instruments for assessing students' knowledge and skills:
  - a) in continuous evaluation, in isolation or cumulatively:
    - i) written tests;
    - ii) practical tests;
    - iii) oral tests;
    - iv) practical or theoretical work, activity reports and projects carried out by students, individually or in groups, including, where applicable, their presentation and defence;
    - v) practical and laboratory exercises;





- vi) attendance and participation in the classes, projects, field trips, fieldwork and other university extension activities;
  - vii) individual or group quizzes;
  - viii) other elements, resulting from the work carried out by the students, that attest to their competence vis-à-vis the objectives defined for the curricular unit.
- b) In an exam situation, in isolation or cumulatively, with the assurance of the same degree of complexity and standard of the instruments used in continuous evaluation:
- i) written tests;
  - ii) practical tests;
  - iii) oral tests;
  - iv) practical or theoretical work, activity reports and projects carried out by students, individually or in groups, including, where applicable, their presentation and defence;
  - v) other elements, resulting from the work carried out by the students, that attest to their competence vis-à-vis the objectives defined for the curricular unit;
- 2 - Assessment instruments can only address the subject matter actually taught and recorded in the curricular unit file.
- 3 - The specific regulations of each Organic Unit may, in addition to the instruments referred to:
- a) define others which include the evaluation of the work performed by the students and that attest to their competence vis-à-vis the objectives defined for the curricular unit;
  - b) impose limitations to the use of assessment instruments, justified by the nature of the curricular units.
- 4 - In cases properly framed scientifically and pedagogically, it is admissible to share the same evaluation instruments in the evaluation process of more than one curricular unit of the same programme and the same year, and this must be recorded and defined in their respective curricular unit files.

### **Chapter III**

#### *Tests in continuous evaluation*

#### **SECTION I**

#### *Rules pertaining to the administration of tests*

#### **Article 15**

#### *Access to tests in continuous evaluation*

- 1 - Students duly enrolled in the curricular unit have access to take tests in the context of continuous evaluation.
- 2 - The criteria defined for the scores in continuous evaluation should predict the evolution of students' knowledge and may not exclude or limit access to tests in continuous evaluation to those who, after applying the weights defined in the curricular unit file, have a score equal to or higher than ten points on a numerical scale of zero to twenty points rounded to the nearest unit.
- 3 - The lecturers must request the presentation of the student card or ID with photo to attest to the identity of the students.







### **Article 16**

#### *Scheduling and delivering tests in continuous evaluation*

- 1 - The administration of continuous evaluation tests follows the criteria defined in the curricular unit file, observing the following requirements:
  - a) that they be held during class hours and, whenever impossible, be scheduled at least 3 working days in advance and for a compatible schedule and in coordination with the other curricular units of the academic year;
  - b) that, whenever possible, the dates of the tests be articulated among the various curricular units of the same year.
- 2 - Notwithstanding the provision of item a), lecturers may administer tests or quizzes during the period of classes without any prior notice, provided that compliance with the terms of paragraph 4 of article 12 is ensured.
- 3 - The administration of tests of the same curricular year of the same programme cannot take place on the same day.
- 4 - Those students who were granted, whether by law or regulation, the right to have their tests scheduled on specific dates, under Article 6, may require taking tests in periods to be agreed with the lecturers, and these must be held in the academic year which they relate to, unless manifestly impossible, a fact that must be proven by official document that is annexed to the student's file.
- 5 - Following a justified request by the student, if granted by the lecturer of the curricular unit and approved by the Director of the Study Cycle, the norm provided for in the previous paragraph may be applied to other students, but the test shall not be administered in as academic year other than that which corresponds to the student's enrolment.
- 6 - In cases where the test is not held on the scheduled day and time, the Course Director will set a new date and time, in agreement with the students, and the test must be held as soon as possible:
  - a) on the same day, with notice to students during the originally defined schedule, or;
  - b) on other day, observing the requirements applicable to the scheduling of examinations.

### **Chapter IV**

#### *Exams*

### **Article 17**

#### *Access to exams*

- 1 - Students who have not obtained a pass score in the curricular unit by continuous evaluation, provided they are duly enrolled in the curricular unit, and have submitted to continuous evaluation, may resort to an appeal examination.
- 2 - Taking an appeal exam or special sitting exam is subject to registration by students and payment of the fees and charges stipulated.
- 3 - Students who, under the regulation terms, register to improve their grade in accordance with the terms of article 32 may also take the exam.





### **Article 18**

#### *Evaluation instruments in an exam*

- 1 - Exams may be practical, written, oral or involve submission of a project, observing the defined norms:
  - a) in this regulation;
  - b) in the specific evaluation regulation of the Organic Unit;
  - c) in the curricular unit file.
- 2 - The exam may consist of one or more assessment elements, the weights of which must be defined in the curricular unit file and in the question sheet of the exam.
- 3 - Additional evaluation criteria can be defined, such as oral exams, for students who, not having passed in continuous evaluation, have obtained a positive score in any of the specific moments of this evaluation phase, which can then be considered for weighting purposes with other assessment instruments considered in the evaluation by exam.
- 4 - The criteria applicable to the evaluation in exam are defined in the curricular unit file and must be equivalent to those considered for continuous evaluation, in particular with regard to the tests' degree of complexity and standard as well as their nature.

### **Article 19**

#### *Exam sittings*

The exams are held after the end of the classes of each academic period and can be taken in two sittings:

- a) Appeal sitting, intended for students:
  - i) enrolled in the curricular unit and who have not obtained a pass score in continuous evaluation;
  - ii) who aim to improve the grade of the curricular unit, under the terms of the regulation;
- b) Special sitting, reserved for students:
  - i) enrolled in the curricular unit and who have special status, under the terms of this Regulation;
  - ii) who lack up to 30 ECTS for the completion of the bachelor's degree or 15 ECTS for the remaining cases, and provided they have been enrolled in the curricular units under continuous evaluation during the academic year;
  - iii) who, at their request, have been exceptionally granted access to this sitting by the Programme Director, provided they have valid enrolment in the continuous evaluation regime in that curricular unit during the academic year, with notification to the competent services by Order of the Programme Director.

### **Article 20**

#### *Specificities applicable to exams of curricular units with practical and theoretical component independently evaluated*

- 1 - In such cases where the curricular unit has a distinction between theoretical classes and practical or laboratory classes, with separate evaluation in each of these components, students can





conditionally pass one of the components, practical and/or theoretical, being required only to take the exam corresponding to the component which they failed in continuous evaluation.

2 - When applying the provision referred to in the previous paragraph:

- a) the curricular unit file shall state the application of the norm and include the definition of the weights of each of the components in the final score as well as the application of the provision laid down in the previous paragraph;
- b) the registration for the exam is done regardless of the number of components to which the student registers to take an exam, and this registration is subject to payment of the fees due;
- c) the student who, having passed one of the components, decides, fulfilling the registration requirements, to take both exams, automatically gives up the score obtained in continuous evaluation in the component to which he obtained a pass result.

#### **Article 21**

##### *Scheduling exams*

- 1 - The exams calendar is approved in the Pedagogical Council of the Organic Unit, upon proposal by the programme director, and must be defined before the end of the continuous evaluation period.
- 2 - Within the period approved under the previous paragraph, the programme director publishes the dates and times of the exams to the curricular units, observing:
  - a) a period of at least 3 working days between the knowledge of the previous final score and the date of the exam;
  - b) scheduling only one exam per day for the curricular units belonging to the same programme and the same curricular year.
- 3 - The dissemination of the dates and times of the exams is carried out in a specific location online or through the tutoring platform in use at the institution.
- 4 - In exams with more than one test, scheduling subsequent test shall be done taking into account the provision defined in paragraph 2 of this Article.

#### **Chapter V**

##### *General rules applicable to tests and exams*

#### **Article 22**

##### *Definition of the tests and exams to be carried out and their weighting*

- 1 - The tests/exams to be carried out, whatever their nature, must be defined in the curricular unit file, duly identified and with indication of the weighting in the final score.
- 2 - For the administration of tests/exams, students may be required to be accompanied by specific materials or other elements and these criteria must:
  - a) be recorded in the description of the evaluation to be carried out in the curricular unit file, or;
  - b) be previously conveyed to students, in class or via the online tutoring system, at least one day in advance of the test/exam.





- 3 - Provided that they are recorded in the curricular unit file, or in the evaluation regulation of the Organic Unit, criteria can be defined that consider the evolution of the grade, waiving students who meet certain requirements of taking subsequent tests.
- 4 - A record of test/exam attendance shall be kept, in a specific form or computer system, with:
  - a) the name of the institution, curricular unit, study cycle, academic year;
  - b) the date the test was taken or the assignment submitted;
  - c) the name and number of the students;
  - d) the signature of the students present or who submitted the assignment;
  - e) indication of withdrawal, if applicable.
- 5 - The registration to which the previous paragraph refers to, for assignments submitted in digital format via the online tutoring system or another means, is proven with electronic registration.
- 6 - All evaluation elements that do not correspond to in-person examinations, such as essays or projects of a different nature, should preferably always be submitted in digital format and always using the digital tutoring system provided by the institution.

#### **Article 23**

##### *Duration of the examinations*

- 1 - In-person evaluation examinations must not be longer than:
  - a) 3 hours, if written;
  - b) 30 minutes, if oral.
- 2 - Derived from the specificity of the curricular units or the tests/exams, the evaluation regulation of the Organic Unit, or the norm recorded and justified in the curricular unit file, may determine another duration for the tests/exams.
- 3 - The presentation of work in the classroom may require longer times than those defined in the previous paragraphs but exceeding the duration of a class of the curricular unit should be avoided.
- 4 - The maximum defined duration may be extended by a grace period, duly inscribed in the question sheet of the test/exam, which cannot exceed 30 minutes.
- 5 - The definition of periods for the submission of students' projects should consider the times necessary to do them in the period of working hours defined for the curricular unit in its study plan.
- 6 - Students bearing the status of students with education needs can be given complementary forms of evaluation, arising from the agreement established in the Statute of the Student with Special Education Needs and always have at least an additional period of 30 minutes to the total duration defined for the test.

#### **Article 24**

##### *Information to be included in the question sheets*

- 1 - The question sheets of the tests shall allow the student to understand the weights applicable to each question or problem.
- 2 - In the case of submission of projects/essays, the curricular unit file or the question sheet of the examinations must include the required references and the objectives to be achieved by the students.





- 3 - The question sheets of the examinations shall contain at least:
- a) the name of the Institution, of the Organic Unit and of the curricular unit;
  - b) the academic year;
  - c) the identification of the moment of evaluation entered in the curricular unit file;
  - d) the date of the examination;
  - e) the information relating to the duration of the examination, or the date for submission of the final assignment;
  - f) the specifications to be met by the students, if applicable;
  - g) the value or weight of each question or element, relative to the applicable numerical scale;
  - h) The duration of the examination, if applicable.
- 4 - In such cases where the examination is the development of practical work, its requirements may be entered in the curricular unit in a specific field, thus waiving the need for a question sheet.

#### **Article 25**

##### *Rules on administering examinations*

- 1 - The student has the right to withdraw from practical examinations, written or oral, and may announce his withdrawal from the beginning of the examination until the moment it is declared finished.
- 2 - Lecturers can condition the admission of students to the classroom to sit for the examination:
  - a) to the start of the examination;
  - b) to the exit of the first student.
- 3 - The use of electronic means of communication during the sitting of examinations is banned, unless expressly authorized by the lecturer and its use is necessary to do the examination.
- 4 - The provisions of article 46 shall apply to anyone who commits fraud.
- 5 - The student's absence from the examination, or lack of submission, must be justified within three working days after the date of the examination and, if accepted under the terms of the regulation, requires that another examination be scheduled, identical to that taken by the other students, on a date to be defined by the lecturer.
- 6 - In such cases where, for unforeseen reasons, the examination is not administered, it must be rescheduled for another time, preferably on the same day, or in compliance with the terms of Article 21.

#### **Chapter VI**

##### *Filing examination sheets*

#### **Article 26**

##### *Filing continuous evaluation tests/essays*

- 1 - The teacher must make available the tests and essays done, duly corrected and grade, for verification in class.





- 2 - The return of the tests and essays done, duly corrected and graded, must take place at the end of the period of classes, and record of this delivery with the students' signature must be kept.
- 3 - Unreturned tests and essays, as well as attendance and submission records, shall be kept for a period of five years by the competent services, after which they may be destroyed.
- 4 - From the moment the tests and essays done are returned, the right to appeal against the score given to the test or essay ceases.

**Article 27**  
*Filing exams*

- 1 - Written exams or essays done for an exam must be delivered by the lecturer to the competent administrative services, for archive, until the first business day after the launch and validation of the agenda with the classifications.
- 2 - The delivery of the exams is accompanied by registration sheet and the attendance record.
- 3 - The registration sheet includes:
  - a) the identification of the institution, curricular unit, programme and academic year;
  - b) the date when the exam was done and the registration of the score in the class list;
  - c) the list to identify the work submitted per student, with the students' names and numbers;
  - d) a copy of the question sheet(s) used with the respective correction criteria and, in such cases where there is more than one question sheet, the exams must be organized so as to inform which question sheet was used by the student.
- 4 - The attendance record is the one that was handed to the students on the day of the exam and must have been extracted from the virtual office system.
- 5 - When the typology or dimensions of the essays submitted for the exam evaluation do not allow them to be filed, or when they were submitted in digital format, they may be returned to the students, and the lecturer shall keep a record of the submitted work.
- 6 - The document to record the examination mentioned in the previous paragraph shall contain:
  - a) Academic year;
  - b) name of the curricular unit;
  - c) exam sitting;
  - d) date, or dates of the exam;
  - e) identification of students and the score given;
  - f) identification of the lecturers or lecturers who evaluated;
  - g) date and signature of the lecturers.
- 7 - Filing the written examinations or the record of the work submitted is ensured for five years, upon which period it shall be destroyed, or, in the case of work carried out and at the request of the student, delivered to them.





## **Chapter VII**

### *Scoring*

#### **SECTION I**

##### *Scoring*

#### **Article 28**

##### *General provisions applicable to scoring*

- 1 - Scoring the elements under evaluation, respecting the criteria defined in the curricular unit file, is the responsibility of the lecturer assigned to the curricular unit, without prejudice to the fact that, when the same curricular unit is taught by more than one lecturer, one single individual responsible is appointed for the registration of the final grade.
- 2 - Regardless of specific scales defined within the scope of the curricular unit files, the final grades of the curricular units are expressed on a numerical scale from zero to twenty points, rounded to the nearest unit.
- 3 - The scoring of examinations carried out before a jury is determined by the arithmetic mean of the scores of each of the members of the jury, on a scale from zero to twenty points rounded to the nearest unit.
- 4 - For due purposes, it is considered that:
  - a) a student has passed the curricular unit when they obtain a final score not under 10 points;
  - b) a student has failed the curricular unit when they obtain a score of under 10 points;
  - c) a student is «without elements» when they did not subject themselves to evaluation and did not complete the curricular unit.

#### **Article 29**

##### *Scoring in the continuous evaluation regime*

- 1 - In the scoring of the assessment instruments resulting from continuous evaluation, students should be informed of the scores of each of the components that allowed the calculation of the final grade.
- 2 - The dissemination of the continuous evaluation scores should be done via the digital tutoring system.
- 3 - Students can only be scored by the lecturer who effectively evaluated them.

#### **Article 30**

##### *Exam Scoring*

- 1 - The exam scores correspond to the scores obtained in the examination or set of examination elements.
- 2 - Notwithstanding the provision laid out in the previous paragraph, in the curricular units with practical and laboratory component, students who have completed part of the evaluation in that academic year, can only be required to take an exam to complement the evaluation performed in continuous evaluation, and the scores obtained shall be considered for the final scoring of the exam.





### **Article 31**

#### *Scoring in curricular units with practical and theoretical component*

- 1 - The provisions defined in this article apply to the curricular units that have both a practical/laboratory and a theoretical nature as components with a single grade, but which are taught independently.
- 2 - The curricular unit file must record the separation of the practical/laboratory and theoretical components, and the weights and evaluation criteria defined for each of the components, as well as the rules applicable to the determination of the final grade to the curricular unit, must be duly stated.
- 3 - A pass score to the curricular unit is conditional on compliance with the pass condition for each one of the components.
- 4 - The final score is the result of the application of the weights provided for in the curricular unit file.
- 5 - The exam for these curricular units may consist of a practical/laboratory examination and a theoretical examination, following the requirements laid out in the curricular unit form, and the score reports only to the component to which it relates.
- 6 - A pass score in continuous evaluation to one of the components requires sitting only the exam of the component in which the student has failed.
- 7 - In such cases where the student fails one of the components, the result of the component with a pass score is only kept until the end of the academic year to which it relates.
- 8 - The final grade to be published on the students list is one only and corresponds to the weighting determined in the curricular unit file or in the specific regulation of the Organic Unit.
- 9 - In such cases where the student fails one of the components, the final grade of the curricular unit corresponds to the lowest result obtained, implying the student fails if is under 10 points, on the numerical scale from 0 to 20.

### **Article 32**

#### *Improving grades*

- 1 - Students can improve their grade once for each of the curricular units they have passed and until the academic year following the completion of the curricular unit.
- 2 - The following curricular units are eligible for grade improvement:
  - a) Those that have been credited under the terms of the crediting regulation;
  - b) Those that were undertaken in a mobility scheme;
  - c) Internship scores, including internship reports;
  - d) dissertation or thesis.
- 3 - Improving a grade is done by taking an exam, under the terms defined for the evaluation in the academic year in which the examination takes place.
- 4 - Grade improvement is subject to the payment of specific fees, defined by the instituting entity.
- 5 - The highest grade prevails, and the completion date of the curricular unit is the one that corresponds to the prevailing grade.
- 6 - From the moment the degree is registered, by request of a certificate attesting it, the right to undertake grade improvement ceases.







**Article 33**

*Scoring curricular units completed by students in mobility*

The final grade of the curricular units completed within the scope of a mobility programme follow the provisions laid out in the accreditation regulation in force.

**SECTION II**

*Registration and dissemination of grades*

**Article 34**

*Registering grades*

- 1 - In continuous evaluation, the results of the evaluations are registered via a nominal class list, which is the responsibility of the lecturer.
- 2 - The final grades, whether in continuous evaluation or exam, shall be registered in the system up to three working days prior to the administration of the following examination for that curricular unit and, at the most, up to 20 working days after the end of classes or taking the test;
- 3 - All grades of a given academic year must be registered in the system by 31 December, following the end of the academic year, unless for exceptional situations duly justified.
- 4 - In such cases where the enrolled student is not included as such in the students list, the lecturer shall keep the grade awarded, without disclosing it, until the end of the academic year, and it is the student's responsibility to clarify and solve the situation with the academic services.
- 5 - The absence of grade on a date after 31 December following the end of the academic year is tantamount to the curricular unit not being completed, unless:
  - a) the lack or error in the grade is the responsibility of the lecturer, and the student may request the registration of the grade by a formal request;
  - b) the lack or error in the grade is the responsibility of the institution, whereupon the situation must be reported to the Services via formal request;
  - c) the evaluations taken occurred at a time that implies exceeding the 31 December deadline, whereupon the limit of 20 working days after the examination prevails.
- 6 - Notwithstanding the provisions laid out in the previous paragraphs, the grades not registered in the system and not claimed by students up to 2 academic years following the academic year to which they report shall be considered null and the non-completion of the curricular unit be maintained.

**Article 35**

*Corrections regarding grade registration*

- 1 - Lecturers may, justifiably and in exceptional cases, request the reopening of the class list for correction, addition or complement of evaluations.
- 2 - By impediment of the lecturers responsible for the curricular unit and class in which the students are enrolled, and in justified cases, the Director of the Study Cycle may, provided they are in possession of the elements that allow scoring, carry out the registration and validation of the class lists, and shall determine complementary evaluation, to be carried out by the lecturer designated by them, whenever there are no elements that attest to the students' performance.





- 3 - The procedure for the reopening of class lists requires filling out a request form, addressed to the head of the academic services, stating:
  - a) identification of the curricular unit and programme which the class list refers to;
  - b) identification of the academic year it refers to;
  - c) identification of the student or students whose grades will be changed;
  - d) reason for changing these grades;
  - e) lecturer's name, signature and date.
- 4 - The request mentioned in the previous paragraph must have the formal approval of the Director of the Study Cycle whenever it occurs in an academic year different from that of the student's enrolment in the curricular unit;
- 5 - Grade improvement generates a new class list and, under the terms of the regulation, the highest grade prevails.
- 6 - The request to reopen in accordance with paragraph 3, as well as any documents that may be attached, shall be kept with the original and amended class lists.

### **SECTION III**

#### *Rules for Class Lists*

#### **Article 36**

##### *Class Lists*

- 1 - The class lists include all the students enrolled in the curricular unit, in that period and class, and may be:
  - a) Continuous evaluation class lists, prepared by the lecturer based on the list of students enrolled in the curricular unit, and contain the different moments of evaluation, respective weights, and grades of the students;
  - b) Final evaluation class lists, generated by the system, registered by the lecturer on the virtual office, duly validated, constituting the final record of the evaluation.
- 2 - The class lists shall contain:
  - a) identification of the Institution, programme, curricular unit, academic year they report to and lecturer responsible for the grades;
  - b) identification of enrolled students, by name and student number;
  - c) grade, registration date and final status of the evaluation;
  - d) confirmation, by signing, of the lecturer and respective validation by the competent services.

#### **Article 37**

##### *Registration and filing of class lists*

- 1 - The class lists for continuous assessment instruments are kept by the lecturers for a period of one year from the date of grade registration.
- 2 - The class lists for final evaluation are signed by the lecturers responsible for the evaluation, according to the administrative procedures in use and validated, and the original record is kept by the academic services.





### **Article 38**

#### *Grade posting*

- 1 - The grades resulting from examinations in continuous evaluation are disseminated through the tutoring system in use and through a nominal class list under the terms of article 34.
- 2 - The final grades, in continuous evaluation and in exam, are made known to the students through the virtual office system after the registration and validation of the class list.
- 3 - After discussion and decision, the results of the examinations carried out before a jury are announced to the student at the end of the examination, regardless of being later taken into account for calculating the final grade and registered in the system.
- 4 - In the examinations carried out before a jury, the student is entitled to know the minutes of the examination and the result of the nominal vote of each of the lecturers, if applicable.
- 5 - The dissemination of the evaluation results is carried out exclusively in the forms described in the previous paragraphs, to which only the services, the students and the lecturers, duly registered in the system, have access, and the dissemination of results by any other means is banned.

## **Chapter VIII**

### *Access to tests/exams and grade review process*

#### **SECTION I**

#### *Access to and grades review in continuous evaluation*

### **Article 39**

#### *Access to and review of tests and essays in continuous evaluation*

- 1 - Under the terms laid out in paragraph 1 of article 26, the student has access, in class, to the tests and essays done, duly corrected.
- 2 - After verification of the test or essay, during the class, the student may request the lecturer to review the evaluation and the grade.
- 3 - The teacher should enlighten the student regarding his/her performance and, in case of recognized error in the correction of the test or essay, change the grade.

### **Article 40**

#### *Final grade review in continuous evaluation*

- 1 - Students may present a reasoned request to the Director of the Study Cycle for the final grade in continuous evaluation to be reviewed, within 3 working days of the posting of the grade.
- 2 - The request mentioned in the previous paragraph is submitted to the academic services and is subject to the payment of a charge.
- 3 - Within a maximum period of 10 working days, and preferably before the exam to the curricular unit is administered, the director of the Study Cycle must give a reasoned reply to the student.
- 4 - In such cases where the decision is disclosed at a time after the appeal exam, and provided it is not favourable to the student, the student is entitled to take the exam, identical to that undertaken by the other students, on a new date.





- 5 - The student can lodge an appeal against the decision of the Director of the Study Cycle with the Pedagogic Council of the Organic Unit, whose decision is unappealable.
- 6 - The terms of article 44 apply to the review process of the final grade of continuous evaluation.

## **SECTION II**

### *Access to copies of exams and grade review in exams*

#### **Article 41**

##### *Access to copies of exams*

- 1 - Access to a copy of the exam is made upon request of the student to the director of academic services, within three working days after the posting of the class list with the grades obtained in the curricular unit, and charges are due for this request.
- 2 - The request mentioned in the previous paragraph is considered effective and ready for appraisal after payment of the charges due.
- 3 - Within 10 working days the academic services shall make available copies:
  - a) of the required exams, duly corrected and graded;
  - b) of the question sheet, containing the weights of each element under evaluation and, where applicable, the grading criteria.
- 4 - In the event of any constraint preventing compliance with the delivery deadline set in the previous paragraph, the academic services shall notify the requester, informing him/her of the time expected for the delivery.
- 5 - In the previous paragraph, any deadlines applicable to acts depending on the delivery of the exams shall apply only after such delivery has been made.
- 6 - The delivery of the copy of the exam, in physical or digital form, requires proof of delivery signed or confirmed by the requester.

#### **Article 42**

##### *Grade review in examination*

- 1 - The student may submit a request to the Director of the Study Cycle with the academic services, within three working days after the posting of the class list, for the review of the grade assigned in the exam.
- 2 - In such cases where the student, under the terms of article 41, has requested a copy of the exam, the period which the previous paragraph refers to shall be doubled and shall begin after receipt of the copy of the exam.
- 3 - The request for review is due charges, set by the instituting entity.

#### **Article 43**

##### *Procedure for grade review in exam*

- 1 - The request, after duly instructed and paid for, is sent by the academic services to the Director of the Study Cycle, attaching the copy of the exam taken and its question sheet containing the weights of each element under evaluation and, if applicable, the grading criteria.





- 2 - In cases where the test or work has been carried out or delivered in digital format, this information and access to the exam and essay must be transmitted by the lecturer of the curricular unit.
- 3 - The Director of the Study Cycle, upon possession of the submitted elements, and within five working days, may consider:
  - a) that the request is to be granted, proposing the reassessment of the exam to the lecturer responsible; or
  - b) that there is no reason for the grade review, with due reason, maintaining the original grade and informing the interested party that, under the terms of the regulation, he/she can appeal against the decision to the Pedagogical Council of the Organic Unit.
- 4 - Under the terms laid out in item a) of the previous paragraph, the responsible lecturer shall, within five working days, send the director of the Study Cycle a reasoned decision regarding the maintenance or alteration of the original grade, upon which the director may:
  - a) accept the decision by sending the file to the academic services within three working days and taking the necessary actions to comply with the decision;
  - b) reject the decision and, within 3 working days, appoint a jury, composed of qualified lecturers to appraise the student's performance.
- 5 - Within five working days of the delivery of the documents, the jury mentioned in item b) of the previous paragraph shall examine the file and decide on the claim.
- 6 - In such cases where doubts remain, or where it is impossible to appoint a jury, the director of the Study Cycle, notifying the interested party, within three working days after the last decision or expert opinion, shall request of the president of the Pedagogic Council of the Organic Unit for this body to intervene and come to a decision.
- 7 - In the review process, the requester may be summoned to provide clarification, in person or in writing, which implies suspension of deadlines between the call or request for clarification and the response or holding of a meeting.
- 8 - The following must be attached to the review file:
  - a) minutes, signed by those present, of any hearings held;
  - b) the call and requests for clarification, as well as the answers given or the lack of presence.
- 9 - Within three working days after the final decision, the file is sent to the Academic Services.
- 10 - In such cases where, because a grade review process is underway, the requester misses the opportunity to take another exam to the curricular unit, the request must have access to the exams not taken.
- 11 - After being informed of the decision and should he/she disagree with it, the requester has a period of five working days to submit a reasoned appeal to the President of the Pedagogic Council of the Organic Unit.
- 12 - The decisions taken by a jury appointed under item b) of paragraph 4 above are not covered by the terms of the previous paragraph.
- 13 - Having analysed the arguments presented, within five working days the President of the Pedagogic Council of the Organic Unit may:
  - a) refer the appeal for the Council's consideration, which, within the scope of its powers, must decide on the procedure to be taken;





- b) reject the appeal lodged, with justification.
- 14 - The resources that are sent to the Pedagogic Council of the Organic Unit:
  - a) are accompanied by all the elements contained in the review file;
  - b) are assessed at the body's meeting immediately following the submission of the appeal.
- 15 - Within three working days after the decision under the terms of the previous paragraph, the President of the Pedagogic Council shall inform the services, forwarding all the documents produced.
- 16 - The academic services have 5 working days to make the decision known to the person concerned, and carry out the relevant acts that are made for any change in grade in accordance with articles 35 and 44, if applicable.
- 17 - Between the submission of the application and the decision, no more than 60 working days may elapse, and the requester must be duly informed of the status of his case.
- 18 - The decisions taken by the Pedagogic Council of the Organic Unit may be appealed against to the Rector, within a maximum period of 5 working days after the decision was notified.

#### **Article 44**

##### *Effects of the grade review process*

- 1 - If the originally assigned grade is to be altered, by decision within the scope of the grade review process, the necessary procedures for the registering the corrected final grade are taken.
- 2 - In such cases where the revised grade is higher than the original, the amount of the charge paid is returned.

#### **Chapter IX**

##### *Fraud and annulment of examinations and evaluations*

#### **Article 45**

##### *Fraud in the evaluation*

- 1 - Fraud in the assessment of knowledge is considered to be all acts and actions that allow the student, by any means, an advantage over the evaluation that violates the defined norms and in particular those actions that:
  - a) make it difficult to have an actual perception of the students' ability, knowledge or competencies;
  - b) allow the student an advantage over the others, which does not stem from his/her ability and competencies;
  - c) can be verified as plagiarism, taking advantage of work carried out by others without due references.
- 2 - Once the case of fraud has been verified, the lecturer must:
  - a) prevent the continuation of the offending students' examination by cancelling it.
  - b) if this is detected after the examination has been taken, must not grade the examination, registering it as annulled;
  - c) if it is detected after the registration of the grade, inform the programme director, forwarding all the elements deemed relevant.
- 3 - Students accused of fraud are entitled to:





- a) be informed by the lecturer at the time when fraud is verified;
  - b) be informed and provide clarification regarding the alleged fraud, if in the situations described in items b) and c) of paragraph 2.
- 4 - Upon receiving information of the fraud under the terms of item c) of paragraph 2, the Director of the Study Cycle shall assess the situation and:
- a) decide on it, with the possibility of initiating investigation procedure in accordance with paragraph 4 of this article;
  - b) refer the situation to the decision of the Pedagogic Council of the Organic Unit.
- 5 - The claim of a fraud situation by any person other than the lecturer of the curricular unit requires the opening of an investigation procedure which:
- a) shall be coordinated by the Director of the Study Cycle;
  - b) shall include the hearing of the student who, should they, after being summoned, not justify their absence or not attend, validates the decision to annul;
- 6 - In the cases provided for in paragraph 4, the Director of the study cycle, in case of doubt, shall refer the process to the Pedagogic Council, accompanied by all the elements produced.
- 7 - From the fraud proceedings, a report is prepared which is sent to the Pedagogic Council and the Rector for information.

#### **Article 46**

##### *Effects of Fraud*

- 1 - Those cases detected and confirmed as fraud require the annulment of the examination or examinations taken, pursuant to the provisions of paragraph 2 of Article 45.
- 2 - The annulment of the examination is recorded by the lecturer on the test sheet or, in the case of essays, on the cover sheet or class list, with a concise justification.
- 3 - The annulment of the examination implies the student fails that examination.
- 4 - In the fraud cases, disciplinary proceedings may be initiated under the terms of the Disciplinary Regulation of the University.
- 5 - Whenever a change of grade or annulment of examination is decided which requiring the nullification of degrees, the case is submitted to the Rector and the Administrator for final decision.

#### **Chapter X**

##### *Resources*

#### **Article 47**

##### *Resources*

- 1 - For clarification of any issues pertaining to evaluation, students should appeal in the following order:
  - a) to the lecturer of the curricular unit;
  - b) to the director of the Study Cycle of;
  - c) to the director of the Organic Unit;
  - d) to the Pedagogic Council of the Organic Unit;
  - e) to the Pedagogic Council of ULHT;





- 2 - Students can also appeal to the Rector.
- 3 - From the decisions taken by the Pedagogical Councils, the Organic Unit and ULHT there is no appeal, without prejudice to the appeal to the Rector;

#### **Article 48**

##### *Additional norms and final provisions*

- 1 - The assessment regulations of the organic units may lay down specific evaluation criteria provided that they do not contravene the general rules and principles set out in this Regulation.
- 2 - The specific evaluation regulations of the organic units shall only take effect:
  - a) after homologation by the Rector, once the regulatory requirements have been met;
  - b) in the academic year following that of approval, unless otherwise expressly determined by the Pedagogic Council.
- 3 - The calculation of the deadlines defined in this Regulation, in those cases where it is omitted, considers working days and is suspended in periods of academic break, but there may be decisions in the suspension periods, except those requiring the presence of the students.

#### **Article 49**

##### *Omitted cases, clarifications and decision-making power*

- 1 - Omitted cases and possible doubts in the application of this Regulation are submitted to the Rector, who shall decide on them, considering the interest of the students and the application of the highest justice in the evaluation.
- 2 - The decisions taken by the Rector, as well as any additional rules that he will define in the development of this Regulation, are presented for registration and possible discussion to the Pedagogic Council of the University at the meeting following the decision-making.

#### **Article 50**

##### *Revoking norm*

The General Assessment Regulation approved and published by Order 25/2014, of 27 June, as well as all the norms contained in the evaluation regulations of the organic units that do not comply with the provisions of this Regulation are hereby revoked, and new documents must be amended and homologated.

#### **Article 51**

##### *Entry into force*

This Regulation enters into force at the beginning of the academic year 2019/2020, by order of the Rector, after discussion and approval in the Pedagogic Council of ULHT.

