

## **REGULATION**

**FOR THE EVALUATION OF KNOWLEDGE  
AND COMPETENCIES IN THE  
BACHELOR'S DEGREES  
OF THE UNIVERSIDADE EUROPEIA**

Document Date: 27/09/2018

Rector's Approval

Responsibility: Pedagogical Council, *al. g*), Statutes art. 25

## **CHAPTER I**

### **EVALUATION**

#### **Article 1**

##### **Definitions**

For the purposes of this Regulation, the following shall be understood as:

- a) "Evaluation of knowledge and competencies" means the result of the process by which the levels of student performance are measured in relation to the expected learning outcomes;
- b) "Evaluation methodologies" means the procedures used to measure student performance levels taking into account the characteristics of the degree, the nature of the curricular units, the learning outcomes and the corresponding working hours, the teaching and learning methodologies, the syllabus and the resources provided to students;
- c) "Forms of evaluation" means ways of measuring learning outcomes taking into account the characteristics of degrees and curricula;
- d) "Evaluation regimes" means regimes that are part of the normal evaluation period (continuous and final evaluation regimes) and in special evaluation periods (repeat exam regime, working student / legally determined special regimes, international mobility and course conclusion exam periods);
- e) "Evaluation periods" means the assessment period during which the evaluation of knowledge and competencies takes place, consisting of normal and special assessment periods;
- f) "Continuous evaluation", which may consist of either the "two-component" and "multi-component" modalities, is carried out through procedures that allow the ongoing assessment of students' performance during class time regarding their level of performance in relation to the expected learning outcomes, during the normal evaluation period, provided that a minimum level of attendance is observed;
- g) "Two-component continuous evaluation", includes two assessment components (an individual presential test, held either after the school term or, exceptionally, in one of the last classes of the school term, and midterm assessment assignments that are carried out during the school term), functioning as a supplementary modality;

- h) "Multi-component continuous evaluation", implies the performance of several evaluation assignments during the school term, and does not require the performance of an individual presential test;
- i) "Individual presential test", which is part of the two-component continuous evaluation regime, usually consists of a written test, but may also consist of other types of assessment (an oral test, a practical test with in-class assessment, a written test and an oral test, a written test and a practical test with in-class assessment, etc.), depending on the specific nature of the curricular unit;
- j) "Final evaluation", takes place through student assessment procedures that allow for the evaluation of students' performance in relation to expected learning outcomes, after the school term has come to an end, taking place during the normal evaluation period and not requiring a minimum level of attendance;
- k) "Midterm evaluation assignments actually used for the calculation of the final grade" means the assessment elements which necessarily contribute to the determination of the continuous evaluation grade, and which are carried out during the school period;
- l) "School period" means the time during which classes take place, and determines the students' level of attendance.

## Article 2

### **Evaluation Methodologies**

1. Evaluation methodologies are defined considering:
  - a) The nature of the degrees
  - b) The nature of the curricular units (subjects), expected the learning outcomes and the corresponding number of work hours for each one;
  - c) The teaching and learning methodologies;
  - d) The syllabus
  - e) The resources supplied to the student
2. Evaluation methodologies should be defined for each curricular unit.
3. The evaluation of students' performance in non-presential teaching and learning modalities should be carried out under conditions that do not distort the authenticity of the elements that serve as the basis thereof.

### Article 3

#### **Evaluation Tools**

The tools required for the assessment of knowledge and competencies depend on the characteristics of the degrees and curricula, and may consist of:

- a) Written tests;
- b) Written, oral or experimental individual or group assignments;
- c) Oral participation;
- d) Reports;
- e) Projects;
- f) Case-studies or practical problem solving exercises;
- g) Portfolios;
- h) Tasks;
- i) Attitude and behaviour assessment.

### Article 4

#### **Evaluation Regimes**

1. Evaluation regimes consist of the normal evaluation period and special evaluation periods.
2. The normal evaluation regime includes:
  - a) The continuous evaluation regime, and
  - b) The final evaluation regime.
3. The special evaluation regimes include:
  - a) The repeat exam period;
  - b) The working student and other additional legally existing exam periods;
  - c) The international mobility student exam period;
  - d) The course conclusion exam period.
4. Students have the right to opt for the continuous evaluation regime or the final evaluation regime.
5. Access to special exam periods depends on the observance of the stipulations in Chapters V, VI, VII and VIII.

## **CHAPTER II**

### **CONTINUOUS EVALUATION**

#### Article 5

##### **Continuous evaluation regime**

1. The continuous evaluation regime is integrated in the normal evaluation period.
2. The continuous evaluation regime allows two modalities:
  - a) The two-component continuous evaluation;
  - b) The multi-component continuous evaluation.
3. The two-component continuous evaluation includes two assessments:
  - a) A presential individual test, taking place:
    - i) After classes have come to an end or, exceptionally, at an alternative time when duly authorized by Faculty Management;
    - ii) At the end of the school period.
  - b) Midterm evaluation assignments carried out during the period in which classes are held.
4. The multi-component continuous evaluation implies the performance of several assessment tests/assignments throughout the school period, without the need for an individual presential test.
5. The specific regulations of a Faculty or a degree may restrict the continuous evaluation modalities allowed, and may also define a specific time for the individual presential test.
6. Teachers are required to specify the continuous evaluation modality and the two-component evaluation regime adopted in the Curriculum Unit Form and Annex 1 of the curricular unit they teach, in compliance with the contents of this Regulation and the provisions of the Faculty and Degree it pertains to. Should teachers fail to stipulate the continuous evaluation regime they wish to implement up to 15 days after classes have begun, the two-component evaluation regime shall apply.
7. Should the evaluation assignments consist of a portfolio, report or project resulting from group work, the assessment and grading must be performed for each individual student.

## Article 6

### Attendance

1. All forms of the continuous evaluation regime require that Students attend at least 70% of classes.
2. However, attendance requirements may be reduced to 50% in the following circumstances:
  - a) Students attending curricular units of previous years that overlap the curricular units of the year of enrollment;
  - b) Working students who work in shifts;
  - c) Working students of degrees with classes taking place in a shift that is terminated by decision of the higher education institution;
  - d) Students who are pregnant.
3. To benefit from the stipulation in point (a) of the preceding paragraph, students must fill in the required form.
4. To benefit from the stipulations in points b) e c) of nº 2 above, students must annually provide proof of their working student status.
5. Regardless of the chosen evaluation regime, all teachers must post on the Virtual Campus their students' attendance on the first working day after the end of classes (14th week of classes, if there are 14 weeks of classes, or 15th week of classes, if there are 15 weeks of classes), highlighting those that do not meet the minimum attendance required.

## SECTION I

### Two-component Continuous Evaluation

## Article 7

### Individual Presential Test

1. The Individual Presential Test usually consists of a written test, but may also be applied in a different format, depending on the nature of the curricular unit (subject).
2. Faculty-specific or degree-specific regulations may define the type of individual presential tests.

3. Subject to this Regulation, as well as faculty- or degree-specific regulations, in the Curriculum Unit Form and Annex 1 for each curricular unit in which the continuous two-component evaluation applies, teachers must indicate the typology of the individual presential test and its weighting for the calculation of the final grade, which must represent a minimum of 30% and a maximum of 70%.
4. No matter how well they did in their midterm evaluation assignments, students who obtain a score of less than 8 points in the individual presential test do not pass.
5. The individual presential test is scheduled by the School Office (Secretaria Escolar) and should take place after the school term.
6. Exceptionally, the individual presential test may take place during the course of classes, if the Faculty Dean of the Degree expressly authorizes it and informs the School Office.

## Article 8

### **Midterm evaluation assignments**

1. The midterm evaluation assignments that contribute towards to the continuous evaluation grade are carried out during the school period, and scheduled by the teachers.
2. Subject to this Regulation, as well as faculty- or degree-specific regulations, in the Curriculum Unit Form and Annex 1 for each curricular unit in which the continuous two-component evaluation applies, teachers must indicate:
  - a) The midterm evaluation assignments that count towards the continuous evaluation grade, indicating whether they are mandatory or optional;
  - b) The weighting of the midterm evaluation elements, which must represent a minimum of 30% and a maximum of 70%;
  - c) Assignment deadlines;
  - d) Other details.
3. Attendance alone is not considered for the midterm evaluation weighting;
4. Students who obtain less than an 8-point average for their midterm evaluation assignments that count towards the final grade, may not sit the individual presential test.



## **SECTION II**

### **Article 9**

#### **Multi-component continuous evaluation assignments**

1. The multi-component continuous evaluation implies the performance of several assessment assignments during the school term, and excludes the need for an individual presential test.
2. Subject to this Regulation, as well as faculty- or degree-specific regulations, in the Curriculum Unit Form and Annex 1 for each curricular unit in which the continuous multi-component evaluation applies, teachers must indicate the assessment assignments that contribute to the continuous evaluation grade, indicating whether each one is mandatory or optional and the respective weighting for the calculation of the final grade.
3. Attendance alone is not considered for the midterm evaluation weighting.

## **CHAPTER III**

### **FINAL EVALUATION**

#### **Article 10**

#### **Final Evaluation Regime**

1. The final evaluation regime is part of the normal evaluation period.
2. The final evaluation may consist of a written test, an oral test, a practical test with presential assessment or other test formats as foreseen in the faculty- or degree-specific regulations.
3. If the final evaluation consists of a single test, it will represent the entire grade of the curricular unit. Where the final evaluation consists of more than one test, teachers shall, within the faculty- or degree-specific regulations, indicate the weighting of each of the assignments that make up the final evaluation.
4. If the final evaluation consists of more than one test, students do not pass if they obtain less than 8 points in any of the assignments that make up the final evaluation.
5. The final evaluation is carried out according to the School Activities Calendar, as scheduled by the School Office (Secretaria Escolar).

6. Within the faculty- or degree-specific regulations, Teachers shall indicate the weighting of each of the assignments that make up the final evaluation in the Curriculum Unit Form and Annex 1 for each curricular unit.

## Article 11

### **Acceptance to the final evaluation regime**

1. Students have the right to opt for the final assessment regime.
2. Students have the right to opt for the final assessment regime even if they benefit from the continuous evaluation regime.
3. Students attending curricular units that deploy the two-component continuous evaluation regime, who have obtained a passing grade in the midterm assignments thereof and who have the required minimum attendance, may nonetheless switch to the final evaluation regime, provided that they:
  - a) Notify the teachers of their intention no later than the third working day after the end of classes;
  - b) Do not sit the individual presential test if this test exceptionally takes place during classes.
4. Students attending curricular units that deploy the multi-component continuous evaluation regime may opt for the final evaluation regime provided they notify the teachers of their intention no later than 30 days before the end of classes;
5. Students attending curricular units adopting the multi-component evaluation regime are automatically subject to the final evaluation regime in the following circumstances:
  - a) Should they miss the individual presential test if the said test is exceptionally held during classes; or
  - b) Should they obtain an average of less than 8 points for the midterm assignments counting towards the final grade.

## **CHAPTER IV**

### **REPEAT EXAM PERIOD**

#### **Article 12**

##### **Repeat exam period regime**

1. Students who do not pass the normal evaluation period (continuous evaluation or final evaluation) have the right to sit a repeat exam period.
2. Students may sit the repeat exam provided they register and pay the stipulated fees in force.
3. The repeat exam period evaluation is identical to that of the final evaluation.
4. If the additional evaluation exam consists of a single test, the results obtained will represent the total grade for the curricular unit. If the additional evaluation exam consists of more than one test, the teachers must indicate the weighting of each of the elements thereof.
5. If the repeat evaluation exam consists of more than one test, students who obtain less than 8 points in any of the designated tests do not pass.
6. Repeat exam period exams are scheduled by the School Office (Secretaria Escolar).
7. Students who have chosen to do the two-component continuous evaluation regime and have obtained a passing grade in the midterm assessments and met the minimum required attendance, but fail the individual presential test or give up during the said test, may benefit from the grade obtained in the midterm evaluation during the repeat exam period, provided it allows them to obtain higher marks, as long as the teacher has foreseen this in the Curricular Unit Form and Annex 1 of the said curricular unit.

## **CHAPTER V**

### **WORKING STUDENT REGIME AND OTHER SPECIAL REGIMES**

#### **Article 13**

##### **Working student regime and other special regimes**

1. Working students who benefit from this status and do not pass in the normal evaluation period (continuous evaluation) or in the final evaluation and/or also do not pass in the repeat exam period or who have missed any of these evaluation periods, are entitled to a working student exam period.

2. Working students may sit the working student exam period provided they register and pay the stipulated fees in force.
3. The working student evaluation exam format must be the same as that defined for the final evaluation and for the repeat evaluation periods.
4. If the working student evaluation exam consists of a single test, the results obtained will represent the total grade for the curricular unit. If the additional evaluation exam consists of more than one test, the teachers must indicate the weighting of each of the elements thereof.
5. If the working student evaluation exam consists of more than one test, students who obtain less than 8 points in any of the designated tests do not pass.
6. The working student evaluation period exams are scheduled by the School Office (Secretaria Escolar).
7. Students who have chosen to do the two-component continuous evaluation regime and have obtained a passing grade in the midterm assessments and met the minimum required attendance, but fail the individual presential test or give up during the said test, may benefit from the grade obtained in the midterm evaluation during the working student exam period, provided it allows them to obtain a higher marks, as long as the teacher has foreseen this in the Curricular Unit Form and Annex 1 of the said curricular unit.
8. Students who benefit from special legally approved regimes (association/union leader, high-performance sports practitioner, military, pregnant, parent, disabled students, etc.) are entitled to a special evaluation period, similar to that of working students.

## **CHAPTER VI**

### **INTERNATIONAL MOBILITY STUDENT REGIME**

#### **Article 14**

##### **International mobility student regime**

1. The international mobility student regime includes two exam periods, being the international student normal exam period and the international student repeat exam period.
2. Students in international mobility (Erasmus+ or other programs) whose learning

agreement allows them to accomplish a particular curricular unit during their mobility period and thereby obtain the equivalent credit in the curricular unit of their home study plan and fail, may choose to:

- a) Repeat the exam in the repeat exam period (like other students); or
  - b) Repeat the exam in the international student repeat exam period.
3. Irrespective of their choice, international students may sit the desired exam period provided they register and pay the stipulated fees in force.
  4. Students who do not pass either in the additional exam period (like other students) or in the international student repeat exam period, remain behind in the respective curricular unit and are required to enroll in the following school year and pay the respective fees in force.
  5. Students in international mobility (Erasmus+ or other programs) whose learning agreement does not include the attendance of a particular curricular unit during their mobility period for the purpose of crediting the equivalent curricular unit of their home study plan, may choose to:
    - a) Sit the normal exam period (like other students); or
    - b) Sit the exam in the international student normal exam period.
  6. Irrespective of their choice, international students may sit the desired exam period but are required to register. However, they do not need to pay the additional fees in force.
  7. Students who opt to do the final evaluation regime (like other students) and fail, may repeat the exam in the additional exam period (like other students). To do so they are required to register and pay the respective fees in force.
  8. Students who opt for the international student normal exam period and fail, repeat the exam in the international student repeat exam period. To do so, students must register in the three working days prior to the date of the international student repeat exam, and pay the tuition fees in force.
  9. Students who do not pass any of the foreseen exam periods are required to repeat the curricular unit in question and have to enroll in the following school year and pay the school fees in force.
  10. International mobility students whose learning agreement includes the possibility of doing a curricular unit they are behind in in the host institution and pass do not have to

pay the registration fee for it.

11. International students in international mobility whose learning agreement includes the possibility of doing a curricular unit they are behind in in the host institution and do not pass, must enroll in the curricular unit they are behind in and pay the tuition fees in force.
12. The international mobility student evaluation period exams are scheduled by the School Office (Secretaria Escolar).

## **CHAPTER VII**

### **COURSE CONCLUSION REGIME**

#### **Article 15**

##### **Course conclusion regime**

1. Students who, in order to complete their course, need to pass up to three curricular units, with a maximum of 18 ECTS (including project and knowledge integration curricular units), are entitled to a period to conclude their degree.
2. Students who have more than three curricular units or 18 ECTS to complete their degrees, do not benefit from this course conclusion exam period.
3. Students may only sit the special course conclusion exam period exams provided they register for all the outstanding curricular units simultaneously.
4. Admission to the course conclusion exam period is subject to registration and the settlement of the fees in force.
5. The type of exams applied in the course conclusion exam period is the same as that defined for the final evaluation, the repeat and working student exam periods.
6. If the exam applied in the course conclusion exam period consists of a single test, the marks obtained therein will represent the final grade for the curricular unit. If the exam applied in the course conclusion exam period consists of more than one test, the teacher must indicate the weighting of each of the elements that make up the exam of the course completion exam period.
7. If this exam consists of more than one evaluation element, students who obtain less than 8 points in any of the elements of the course conclusion exam will not pass.
8. The course conclusion exam period exams are scheduled by the School Office (Secretaria Escolar).

9. When teachers so establish in the Curricular Unit Form and Annex 1 of the said curricular unit, students who have obtained a passing grade in the midterm assessments and met the minimum required attendance, but fail the individual presential test, may benefit from the grade obtained for the midterm assessment in the course conclusion exam period, provided it allows them to obtain higher marks.
10. Working students and students with other special statutes who do not pass during the working student exam period or in any other legally foreseen special exam periods, and need to conclude their course by obtaining approval to three curricular units, with a maximum of 18 ECTS (including the project and integration of knowledge curricular units) are entitled to a course conclusion exam period, which takes place after the results of the working student / special regimes legally provided exam results are out, as scheduled by the School Office (Secretaria Escolar).

## **CHAPTER VIII**

### **SPECIAL CIRCUMSTANCES**

#### **Article 16**

##### **International students**

This Regulation applies, with the necessary adaptations, to students attending undergraduate studies at the European University under international mobility programs.

## **CHAPTER IX**

### **GRADING**

#### **Article 17**

##### **Passing grades**

1. Grades consist of whole numbers ranging from 0 (zero) to 20 (twenty) marks/points and include, in addition, the European scale of comparability of classifications.
2. In the two-component continuous evaluation regime, students are considered to have passed if they obtain a grade that is equal to or more than 10 points in the weighted mean average of the individual presential test and the mid-term evaluation assignment(s), provided that they:

- a) do not obtain less than 8 points in the average of the midterm evaluation assignment(s) counting towards the calculation of the final grade;
  - b) do not obtain less than 8 points in the individual presential test.
  - c) observe the minimum required attendance.
3. In the multi-component continuous evaluation regime, students are considered to have passed if they obtain a grade that is equal to or more than 10 points in the weighted average of the evaluation assignment(s), provided that they meet the required attendance.
  4. The marks obtained in the individual presential test and in the midterm evaluation assignment(s) counting towards the calculation of the final grade in the two-component continuous evaluation regime and the various evaluation assignments of the multi-component continuous evaluation regime have two decimal numbers, which are not rounded up or down.
  5. The final grade of the continuous evaluation is rounded up or down to the unit.
  6. In the final evaluation regime and in other special evaluation periods (repeat exam period/ working student/ legally approved special regimes/ international mobility and course conclusion exam periods), students who obtain a grade equal to or more than 10 points are considered to have passed a particular curricular unit, provided that they have not obtained less than 8 points in any of the individual tests/assignments that make up the evaluation in question.
  7. If the final evaluation regime and other special evaluation periods (repeat exam period / working student / legally approved special regimes / international mobility and course conclusion exam periods) consists of more than one exam/assignments, the grade obtained in each one includes two decimal numbers, which are not rounded up or down.
  8. The final grade of the final evaluation is rounded up or down to the unit.

## Article 18

### Grade improvement

1. Students may perform only one grade improvement exam during the repeat exam period for the school year and during the normal and repeat exam periods in the school year immediately after the school year in which the student passed the particular curricular



unit exam.

2. If the grade improvement exam consists of a single exam, it will represent the only and final grade for the curricular unit. If the grade improvement exam consists of more than one exam, the teacher must indicate the weighting of each component that makes up the grading of the grade improvement exam.
3. If the grade improvement exam consists of more than one exam component, students who score less than 8 points in any of the grade improvement exam components will be unable to improve their grade even if the mean average is more than that of the grade they wished to improve on.
4. Students are guaranteed to maintain the grade with which they were approved, and the grade improvement results can only be recorded if they give rise to a higher grade.
5. A grade improvement exam is not allowed when it applies to a curricular unit that has been credited.
6. Students who have completed their courses can only make grade improvements if they have not yet applied for their diploma.

## **CHAPTER X**

### **CURRICULAR YEAR TRANSITION**

#### **Article 19**

##### **Limitations to curricular year transitioning**

1. Students can pass from one curricular year to the next if they are behind a maximum of 24 ECTS credits.
2. If a student has obtained ECTS credits for curricular units of the following curricular years, these credits may be subtracted from the 24 ECTS credits they are behind in to pass to the next curricular year.

## **CHAPTER XI**

### **TESTS/EXAMS**

#### **Article 20**

##### **Evaluation test/exam organization**

1. Before students can perform individual tests/exams they are subject to a roll call by the

teacher proctoring the test/exam. Students must occupy seats as indicated by the teacher.

2. Students can enter the room up to 15 minutes after the test/exam starts.
3. Students must show a photo ID: student card, citizen card, driver's license or passport. Students initial the attendance sheet at the beginning and at the end of the test/exam.
4. The duration of the test/exam must be indicated by the teachers before it begins.
5. Clarifications requested by the students are communicated aloud and in all rooms.
6. On the desks students may only have the test/exam paper, the answer sheets, an identification document and the reference material allowed by the teacher. Mobile phones must be switched off before the test starts and cannot be placed on the tables. Other equipment - bags, books, etc. - must be placed in a place indicated by the proctoring teachers.
7. As a rule, portable computers, calculating machines, dictionaries, or other reference materials are not authorized. Any exception to this rule shall be instructed by the teachers of the curricular unit.
8. Students may not leave the exam room before they hand in their papers, except if they give up or due to force majeure. Students may give up only 20 minutes after the exam/test starts.
9. If irregularities are detected, the student's answer sheets and any evidence will be seized. Teachers proctoring the exam will draft a report of the occurrence and address it to the Rector.

## Article 21

### **Missing tests/exams**

1. If Students miss the two-component continuous evaluation individual presential test or any exams of the final evaluation regime / repeat exam period / working student exam period / special legally foreseen regimes / international mobility or course conclusion regimes, a new test/exam may only be repeated in the following circumstances:
  - a) Army students;
  - b) High-level athlete students;
  - c) On the five days following the death of a spouse (provided they are not separated), a 1st degree straight-line relative, a person living in a de facto partnership or in common

- economy with the student;
- d) On the two days following the death of another straight line relative or a relative in the 2nd degree of the collateral line;
  - e) In the case of hospitalization, limited to the duration of the hospitalization period and the following 15 days, provided that a proven recovery period is vouched for by a doctor's notice;
  - f) In the 9th month of pregnancy;
  - g) In the month after giving birth;
  - h) In duly justifiable disabling situations, subject to the approval of the Faculty Dean.
2. Should Students miss midterm tests/assignments within the multi-component continuous evaluation regime, excuses may be accepted or not by the curricular unit teacher concerned.

## Article 22

### **Notification of grades**

1. The two-component midterm test or the several multi-component continuous evaluation regime assignment grades are posted in the Virtual Campus no later than 10 calendar days after the test/each assignment date. The grade list must include the results of all the evaluation components and their respective weighting.
2. Final grades of any evaluation regime are posted in the Virtual Office (Secretaria Virtual) no later than 10 calendar days after the evaluation test/exam/assignment date.
3. Within a maximum period of 10 days after the release of the final grades, teachers must deliver, at the School Office, the Grade Registrar, duly signed, with all the grades and the applied weighting.
4. When grades are published, teachers schedule the date and time of a clarification session where students may consult and clarify any issues concerning their evaluation tests/exams/assignments. The clarification session must take place within a maximum of three working days after the grades are made available and must precede in at least 48 hours the date of other tests/exams of the same curricular unit.

## Article 23

### **Written test/exam reassessment appeal**

1. Students are entitled to have their final evaluation, repeat exam period, working student / legally authorized special exam periods, international mobility exam period or the course conclusion exam period written tests/exams reassessed. The individual presential test and the midterm or other assignments/tests are not admissible for reassessment, whether they were carried out in the two-component or multi-component continuous evaluation regimes.
2. Grades awarded by a jury may not be the subject of reassessment appeals.
3. Test/exam reassessment appeals must be submitted by Students no later than 48 hours after the grade clarification session. Requests made before the grade clarification session will not be considered.
4. The Rector requests another teacher of the same scientific area to correct the written test/exam/assignment.
5. If the new grade is higher than that of the reviewed grade, it is approved by the Rector or, in his absence or by delegation, by the faculty dean.
6. The highest grade will be registered in the student's curricular records.

## **CHAPTER XII**

### **ADMINISTRATIVE RULES**

## Article 24

### **Registration and School Fees**

1. The following require student registration (through the respective registration form according to the school calendar of each school year) and the payment of the school fees in force:
  - a) Admission to the repeat exam period;
  - b) Admission to the working student / legally provided special regime exam periods;
  - c) Admission to the International mobility student exam period;
  - d) Admission to the course conclusion exam period;
  - e) Admission to a written test/exam reassessment appeal.

2. The following are subject to special requirements:
  - a) The integration of students with outstanding curricular units overlapping curricular units of the year of enrollment under the exceptional attendance regime (50%);
  - b) The integration in the exceptional attendance regime (50%) of working students holding an employment contract with a working schedule organized in shifts.
3. For each curricular unit, students can perform a single assessment test/exam without paying any additional fees, provided that it takes place in the normal exam period.
4. Students who have overdue amounts towards the institution are excluded from exams until these amounts have been settled.
5. Registrations made after the established deadlines are subject to an additional cost and must be made at least two working days before the exam date of the curricular unit in question.
6. If the written test/exam/assignment reassessment appeal results in a higher grade, the additional fee will be refunded to the student, provided that the student obtains a passing grade in the curricular unit. Should the written test/exam/assignment reassessment appeal result in a grade that is equal to or lower than that of the original grade or the student does not obtain a passing grade in the curricular unit, the additional fee paid will not be refunded.

## **CHAPTER XIII**

### **FINAL AND TRANSITORY DISPOSITIONS**

#### **Article 25**

##### **Unforeseen Cases**

Doubts and unforeseen cases resulting from the application of this Regulation will be subject to a Rector's order.

#### **Article 26**

##### **Transitory norm**

1. During the 2019/2020 and 2020/2021 school years, students who enrolled in previous school years will benefit from the possibility of passing a school year if they are behind in

- 5 curricular units, regardless of the number of corresponding ECTS credits, or if they are behind by 24 ECTS credits, whichever favors them the most.
2. During the 2019/2020 and 2020/2021 school years, students who enrolled in previous school years in IADE – Faculdade de Design, Tecnologia e Comunicação will benefit from the possibility of enrolling in up to 45 credits per school year, no matter how many curricular units they are behind in.

#### Article 27

##### **Enforcement date**

This Regulation will be in force after approval by the legally competent authority as per the university statutes.

Lisbon, 16th March, 2020

Dr. Pedro Barbas Homem

President of the Pedagogical Council

Rector of the Universidade Europeia

## ANNEX I

### OF THE GENERAL REGULATION FOR THE ASSESSMENT OF KNOWLEDGE AND COMPETENCIES FOR BACHELOR'S DEGREES

#### CONTINUOUS EVALUATION

##### 1. TWO-COMPONENT

a. Midterm assignments

%

b. Individual presential test

%

**Note:** The percentage of the midterm assessments must be between 30% and 70%.  
The percentage of the Individual Presential Test must be between 30% and 70%.  
The sum of both should be 100%.

*Example: Midterm evaluation assignments - 60% | Individual Presential Test – 40%*

##### a. Midterm evaluation assignments

Type	Nº of assignments	Percentage
Written test		
Individual work		
Group work		
Oral participation		
Report		
Project		
Case-study		
Portfolio		
Task		
General attitude and behavior		
Other		

**Note:** Teachers should indicate which midterm evaluation assignments they will carry out and their weighting, for a total sum of 100%. Teachers are required to apply at least a mid-term evaluation assignment (e.g. a written test). Example: Written test - 50% | Individual work - 30% | Group work - 20%.

Teachers should indicate whether the mid-term evaluation assignments are mandatory or optional (e.g. the best two out of three written tests). If they fail to do so, all assignments shall be deemed to be mandatory.

**b. Individual Presential Test**

Nearing the end of classes (scheduled by the teacher)	
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After classes come to an end (scheduled by the School Office)	
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Type	Percentage
Written test	
Oral test	
Written and oral test	
Practical test with presential supervision	
Written test and practical test with presential supervision	
Other	

**2. MULTI-COMPONENT**

Type	Nº of Assignments	Percentage
Written test		
Individual work		
Group work		
Oral participation		
Report		
Project		
Case-study		
Portfolio		
Task		
General attitude and behavior		
Other		

Teachers must indicate which elements of the multi-component evaluation regime are mandatory and which are optional (e.g. the two best of three written tests). If they fail to do so, all elements shall be deemed to be mandatory.

The sum of the distributed evaluation assessments should be equal to 100% and teachers are free to weight each one as they see fit.



**FINAL EVALUATION, REPEAT EXAM PERIOD, WORKING STUDENT EXAM PERIOD AND OTHER SPECIAL EXAM PERIODS, INTERNATIONAL MOBILITY STUDENT EXAM PERIOD AND COURSE CONCLUSION EXAM PERIOD**

Type	Percentage
Written Exam	
Oral Exam	
Written Exam and Oral Exam	
Practical test with presential supervision	
Written test and practical test with presential supervision	
Other	

**USE OF MIDTERM MARKS (TWO-COMPONENT CONTINUOUS EVALUATION REGIME)**

Students who pass in the midterm evaluation and have the minimum attendance required, may benefit - in the repeat exam period, working student exam period and other special exam periods, international mobility student exam period and course conclusion exam period - from the marks obtained in the midterm evaluation assignments if this allows them to obtain a higher grade should they fail or give up during the individual presential test:

Yes ☐  
No ☐

Observations: \_\_\_\_\_  
\_\_\_\_\_  
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