

## **REGULATION**

### **MASTER'S DEGREE ASSESSMENT OF THE UNIVERSIDADE EUROPEIA**

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Rector's Approval

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

**PART I**  
**MASTER'S**

**CHAPTER I**  
**ASSESSMENT IN MASTER'S DEGREES**

Article 1.

**Master's**

1. A Master's degree includes a specialization course, consisting of an organized set of curricular units, which corresponds to a minimum of 50% of the total credits of the degree, and a thesis or project work (which must be original and made specifically for this purpose) or a professional internship subject to a final report, depending on the specific objectives pursued, corresponding to a minimum of 30 credits.
2. The Master's comprises semester curricular units, organized on a credit basis (ECTS), lasting from two to three academic semesters, on a full-time basis.

Article 2.

**Evaluation methodologies**

1. Evaluation methodologies are defined taking into account:
  - a) The nature of the degree;
  - b) The nature of the curricular units, the expected learning results and the corresponding hours of work;
  - c) Teaching and learning methodologies;
  - d) The curriculum;
  - e) The resources made available to students.
2. Evaluation methodologies must be defined for each curricular unit.
3. The assessment of student performance in non-presential teaching and learning modalities must be carried out under conditions that do not distort the authenticity of the elements on which it is based.

## Article 3

### Evaluation tools

The tools required to assess knowledge and skills take into account the types of degrees and curricular units, and may consist of:

- a) Written tests;
- b) Individual or group work, written, oral or experimental assignments;
- c) Oral participation;
- d) Reports;
- e) Projects;
- f) Solving case studies or practical problems;
- g) Portfolios;
- h) Tasks;
- i) Assessing attitudes and behaviours.

## Article 4

### Evaluation regimes

1. Evaluation regimes consist of the normal evaluation period and special evaluation periods.
2. The normal evaluation period includes:
  - a) The continuous evaluation regime; and
  - b) The final evaluation regime.
3. The specific regulations of each degree may include a periodic evaluation regime.
4. The special evaluation periods 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 master's degree conclusion exam period.
5. Students have the right to opt for the continuous evaluation regime or the final evaluation regime. They may also opt for the periodic evaluation regime in the degrees in which it is provided.
6. Access to special exam periods depends on compliance with requirements set out in chapters V, VI, VII and VIII.

## **CHAPTER II**

### **CONTINUOUS EVALUATION**

#### Article 5

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

1. The continuous evaluation regime is part of the normal evaluation period.
2. The continuous evaluation regime allows for two modalities:
  - a) Two-component continuous evaluation;
  - b) Multi-component continuous evaluation.
3. The two-component continuous evaluation includes two assessments:
  - a) a presential individual test
    - (i) at the end of the school period; or
    - (ii) after the school period.
  - b) mid-term 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. Lecturers 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 lecturers 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. Whenever assessment assignments consist of a portfolio, a report or a project resulting from group work, evaluation 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. 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 enrolment;
  - 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) Pregnancy;
  - e) Students under other statutory special regimes.
3. In order to benefit from the stipulation in point a) of the preceding paragraph, students must fill in the required form.
4. In order to benefit from the stipulations in points b) e c) of nº 2 above, students must provide annual proof of their status as working students.
5. Regardless of the chosen evaluation regime, all teachers must post on Campus Online their students' attendance on the first working day after the end of classes, highlighting all those who do not meet the minimum attendance.

## **SECTION I**

### **Two-component continuous evaluation**

#### **Article 7**

##### **Individual presential test**

1. The individual presential test usually consists of a written test; however, depending on the nature of the curricular unit, it may be applied in a different format.
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, lecturers 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. Regardless of the marks obtained in the mid-term 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:
  - a) the lecturers when it takes place during the course classes; or
  - b) Academic Services if it is held after the school term.

## Article 8

### **Mid-term evaluation assignments**

1. Mid-term evaluation assignments contributing to the continuous evaluation grade must be carried out during the school period and scheduled by the lecturers.
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) 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, cannot sit the individual presential test.

## **SECTION II**

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

## 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 assessment 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, lecturers shall 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, on dates set by Academic Services.
6. Subject to this Regulation, as well as faculty specific regulations, in the Curriculum Unit Form and Annex 1 for each curricular unit, lecturers must indicate the weighting of each of the assignments that make up the final evaluation

##### **Article 11.**



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

1. Students have the right to opt for the final evaluation regime.
2. Students may opt for the final assessment regime, even if they are eligible for the continuous assessment regime.
3. Students attending subjects 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) They do not sit the individual presential test if this is held during the classes;
  - b) They notify the lecturers of their intention until the third working day after the end of the classes, if the individual presential test is held after the academic period.
4. Students attending subjects 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 subjects adopting the two-component continuous 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.
  - c) Should they not meet the minimum attendance requirements, unless they can opt for the periodic evaluation regime in degrees where this is possible.
6. Students attending subjects adopting the two-component continuous evaluation who sit the individual presential test cannot opt for final evaluation and can only enrol in the repeat exam period if they fail. To do so they must pay the required fee.
7. Students attending subjects adopting the two-component continuous evaluation who do not opt for the final evaluation regime, no later than 30 days before the end of classes, cannot enrol for final evaluation. They may only enrol for the repeat exam period, settling the corresponding fee.

## **CHAPTER IV**

## **PERIODIC EVALUATION**

### **Article 12**

#### **Periodic evaluation regime**

1. Students may opt for the periodic evaluation regime in degrees in which it is provided.
2. The periodic evaluation regime is part of the normal evaluation period.
3. The periodic evaluation regime complies with all the requirements defined for the continuous assessment regime, except for attendance.

## **CAPÍTULO V**

### **REPEAT EXAM PERIOD**

### **Article 13**

#### **Repeat exam period**

1. Students who fail during the normal evaluation period (continuous evaluation, periodic evaluation or final evaluation) are entitled to a repeat exam period.
2. Students who carry out their first assessment in this evaluation period because they missed assessments during the normal evaluation period do not have to enrol for the exam or pay any additional fee.
3. Students who did not pass or who have given up on continuous evaluation, final evaluation or periodic evaluation, will have to enrol for the exam and pay the corresponding fee.
4. Students attending subjects adopting the two-component continuous evaluation who do not opt for the final evaluation regime, no later than 30 days before the end of classes, must enrol for the repeat exam period, paying the corresponding fee.
5. The repeat exam period evaluation is identical to that of the final evaluation.
6. If the repeat exam consists of a single test, the results obtained will represent the total grade for subject. If the repeat exam consists of more than one test, the lecturers must indicate the weighting of each of the elements thereof.
7. If the repeat exam consists of more than one test, students who obtain less than 8 points in any of the designated tests do not pass.

8. The dates for the repeat exam period are set by Academic Services.
9. 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 lecturer has foreseen this in the Curricular Unit Form and Annex 1 of the said curricular unit.

## **CHAPTER VI**

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

#### Article 14.

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

1. Working students benefiting from this status who do not pass in the normal evaluation period 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.
2. Working students may sit the working student exam period provided they enrol and pay the corresponding fees.
3. The exam format for the working-student exam period must be the same as the one defined for the final assessment and the repeat exam period.
4. If the working student exam period consists of a single test, the results obtained will represent the total grade for the subject. If the exam consists of more than one test, the lecturers must indicate the weighting of each of the elements thereof.
5. If the working student exam period consists of more than one test, students who obtain less than 8 points in any of the specified tests do not pass.
6. The dates for the working student exam period are set by Academic Services.
7. Working students who 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 higher marks, as long as the lecturer has foreseen this in the Curricular Unit Form and Annex 1 of the said curricular unit.

8. Students who benefit from special legal regimes (union leader, high level athlete, military, pregnancy, parenthood, disabled, etc.) are entitled to a special exam period just like working students.

## **CHAPTER VII**

### **INTERNATIONAL STUDENT REGIME**

#### Article 15

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

1. The special exam period for international students includes the normal exam period for international students and the repeat exam period for international students.

2. International students whose study agreement includes the possibility of taking a subject that is credited to them as equivalent to the curricular unit of their study plan and fail, can choose one of the following:

- a) take the repeat exam in the repeat exam period (as all other students); or
- b) take the exam in the international student repeat exam period.

3. Regardless of their choice, students must enrol for the exam and pay the corresponding fee.

4. Students who fail, either in the repeat exam period or in the international student repeat exam period, will leave the subject behind having to register in the following academic year and pay the corresponding fee.

5. International students whose learning agreement does not include the possibility of taking a subject that is credited to them as equivalent to the curricular unit of their study plan, can choose one of the following:

- a) take the final exam (as all other students); or
- b) take the exam during the international student exam period.

6. Regardless of their choice, students must enrol for the exam, but no payment is required.

7. Students who opt for final assessment (as all other students) and fail, can take the repeat exam (as all other students). For this, they must enrol within three working days prior to the date of the repeat exam and pay the corresponding fee.
8. Students who opt for the international student exam period and fail, can take the repeat exam in the international student repeat exam period. For this, they must enrol within three working days prior to the date of the repeat exam and pay the corresponding fee.
9. Students who fail in all of these exam periods will leave the subject behind having to register in the following academic year and pay the corresponding fee.
10. International students whose learning agreement includes the possibility of taking a subject of their study plan that is left behind and pass will not have to pay any registration fee for it.
11. International students whose study agreement includes the possibility of taking a subject of their study plan that is left behind and fail, will have to enrol in the subject and pay the corresponding fee
12. The dates for the International Student exam period are set by Academic Services.

## **CHAPTER VIII**

### **COURSE CONCLUSION REGIME**

#### Article 16

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

1. Students who need to pass up to a maximum of three subjects in order to complete their Master's, are entitled to an exam period.
2. Students can only enrol for the course conclusion exam period if they enrol simultaneously in all outstanding subjects.
3. To sit the course conclusion exam period students are required to register and pay the corresponding fee.
4. The exam format for the course conclusion exam period must be the same as the one defined for final assessment, the repeat exam period and the working student exam period.

5. If the course conclusion exam consists of a single test, it will represent the entire grade of the subject. If the evaluation consists of more than one test, lecturers must indicate the weighting of each of the assignments that make up the course conclusion exam period.
6. If the course conclusion exam period 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 course conclusion exam.
7. The dates for the course conclusion exam period are set by Academic Services.
8. Students who have obtained a passing grade in the midterm assessments and meet 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 lecturer has foreseen this in the Curricular Unit Form and Annex 1 of the said curricular unit.
9. Working students and students benefiting from special legal regimes who need to obtain approval to a maximum of three subjects and have failed in the working student exam period or in any other legally foreseen special exam periods are entitled to a course conclusion exam period. This will take place on a date set by Academic Services, after the results for the working student special period / students who benefit from special legal regimes are posted.

## **CHAPTER IX**

### **SPECIAL CIRCUMSTANCES**

Article 17.

#### **International students**

Allowing for any necessary adaptations, this Regulation applies to students enrolled in master's degrees at Universidade Europeia under international mobility programs.

## **CHAPTER X**

### **GRADING**

Article 18.

### **Marking and feedback**

1. Assessment is expressed through a whole number rating from 0 (zero) to 20 (twenty), and includes, in addition, the European scale of comparability of classifications.
2. Students taking the two-component continuous evaluation pass any given subject when 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 midterm evaluation assignments, provided that:
  - a) They 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) They have not obtained a score below 8 in the individual presential test;
  - c) They have fulfilled the minimum attendance requirements.
3. Students in the multi-component continuous evaluation regime, 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 assignments, provided that they meet the required attendance.
4. The scores of the individual presential test and the mid-term assessment elements used to calculate the final grade in the two-component continuous assessment as well as the various assignments used in the multi-component continuous evaluation have two decimal numbers and cannot be rounded.
5. The final grade for continuous assessment is rounded to the nearest whole number.
6. Students taking the periodic evaluation regime pass any given subject when 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 assignments, provided that:
  - a) They have not obtained a score below 8 in the individual presential test;
  - b) They have fulfilled the minimum attendance requirements.
7. The final grade for periodic assessment is rounded to the nearest whole number.
8. In the final evaluation regime and in other special evaluation periods (repeat exam period / working student / legally approved special regimes / international student 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 assignments that make up the said evaluation.

9. If the final evaluation regime or other special evaluation periods (repeat exam period / working student / legally approved special regimes / international student and course conclusion exam periods), consist of more than one test, the grades of each test have two decimal numbers and cannot be rounded.
10. The final grade for final evaluation and special evaluation periods is rounded to the nearest whole number.

#### Article 19.

##### **Grade improvement**

1. Students may take only one exam to improve their final grade in the resit exam period, during the same academic year. It is also possible to take a grade improvement exam in the normal and repeat exam periods in the academic year following the approval of a subject.
2. If the grade improvement exam consists of a single test, it will represent the entire classification of the subject. Whenever assessment consists of more than one test, the lecturers must specify the percentage of each of the elements that make up the final evaluation.
3. If the grade improvement exam consists of more than one test, students who score less than 8 in any of the components making up the assessment will not improve their grade, even if the mean average is higher than the final grade they intend to improve.
4. Students are guaranteed to maintain the grade with which they were approved. Grade improvement results will only be registered if they correspond to a higher grade.
5. Students are not allowed to take a grade improvement exam 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 XI**

##### **EXAMS AND TESTS**

#### Article 20.

##### **Exam organization**



1. Students are admitted to the exam room by an invigilator shortly before the exam is due to start. Students sit at a desk allocated for the paper they are taking.
2. Students may enter the room up to 15 minutes after the exam starts.
3. Students must bring a photo ID: student card, citizen card, driving licence or passport. Students initial the roster at the beginning and at the end of the exam.
4. The duration of the exam must be specified by the invigilators before the test begins.
5. Clarifications requested by students are communicated aloud in all classrooms.
6. Only the following items are permitted on the students' desks: exam paper, answer sheets, identification and any other material allowed by the lecturers. Mobile phones must be switched off before the exam starts and must not be placed on the tables. Bags, clothing and other items must be placed in the personal item storage area indicated by the invigilator.
7. As a rule, laptops, calculators, dictionaries or any other materials are not allowed. Lecturers responsible for the subject are to inform otherwise before the exam takes place.
8. Students are not allowed to leave the room until the end of their exam, except in case of withdrawal. Students' withdrawal can only be accepted 20 minutes after the exam starts.
9. Any suggestion of improper conduct results in the immediate collection of students' answer sheets and possible evidence. Invigilators must write a report and send it to the Rector.

#### Article 21.

##### **Missing an exam**

1. If a student misses the individual presential test or any of the components used for evaluation (final evaluation, repeat, working student exam period / students benefiting from special legal regimes; international student exam period; course conclusion exam period), taking a new test or exam will only be allowed in the following circumstances:
  - a) Military;
  - b) High-competition athletes;
  - c) In the five days following the death of a spouse, a first-degree relative or of a person living in a de facto union with the student;
  - d) In the two days following the death of a second-degree relative;
  - e) In the case of hospitalization, limited to the length of hospitalization and the following 15 days, provided that a recovery period is confirmed by a medical certificate;

- f) In the ninth month of pregnancy;
  - g) In the month after delivery;
  - h) In disabling situations, duly proven, if approved by the Faculty Deans.
2. It is up to the lecturers of any given subject to decide if a student can resit when he/she misses any element for assessment in the mid-term evaluation (under the two-component continuous evaluation) or any of the elements that are part of multi-component continuous evaluation.

## Article 22.

### **Release of results**

1. The results of the mid-term evaluation in the two-component continuous evaluation regime as well as the results corresponding to multi-component continuous evaluation regime are made available through Campus Virtual.
2. Final grades, referring to any type of evaluation regime, are published in Campus Virtual within a maximum period of 10 calendar days from the date of the assessment.
3. Within a maximum period of 10 days after the release of the final grades, lecturers must deliver at Academic Services, the duly signed Grade Roster. This document must include all classifications and the percentages that contributed to the calculation of the final grade.
4. After posting the results, lecturers are expected to set the date and time for students to consult the test/exam/any other element. This clarification session must take place within 3 working days after results were made available and must precede by at least 48 hours the date of other tests in the subject.

## Article 23

### **Appeals and Complaints**

1. Students have the right to appeal only when they take exams in final evaluation, repeat, working student exam period / students benefiting from special legal regimes, international student exam period or course conclusion exam period.
2. Grades awarded by a jury cannot be the subject of appeal.

3. Students must appeal within 48 hours after consulting tests or exams. No appeal can be requested before the clarification session.
4. The Rector requests that the correction of the written test/exam is analysed by another professor belonging to the same scientific area.
5. The new grade, when higher than the one under review, is approved by the Rector or, in his absence, by the Faculty dean.
6. Only the highest grade will be included in the student's transcript.

## **CHAPTER XII**

### **REGULATIONS AND ADMINISTRATIVE RULES**

#### Article 24.

##### **Registration and student fees**

1. The following rely on registration (in a specific form and according to the calendar defined for each academic year) and the payment of tuition fees:
  - a) Admission to the repeat exam period;
  - b) Admission to the working student exam period / students benefiting from special legal regimes;
  - c) Admission to the international student exam period;
  - d) Admission to the course conclusion exam period;
  - e) Admission to grade improvement.
2. Specific requirements must be met for the following:
  - a) Allowing students to take advantage of the special attendance regime (50%) when outstanding subjects overlap with the curricular units of the year of enrolment;
  - b) Allowing working students who work in shifts to take advantage of the special attendance regime (50%)
3. Provided that it takes place in the normal exam period, for each curricular unit students are entitled to perform a single assessment test/exam without paying any additional fee.

4. Students with outstanding debts are not allowed to take any tests/exams until all amounts are settled.
5. Any registration made after the deadline implies an additional cost and must be made at least two working days before the date set for the exam.
6. Requesting for an appeal implies paying an additional fee. If the reassessment appeal results in a higher classification, the additional fee is refunded to the student provided that he obtains a passing grade. There will be no refund if reassessment appeal results in an equal or lower classification or the student fails.

## **PART II**

### **MASTERS' FINAL PROJECT**

#### **Article 25.**

##### **Thesis, project work or internship report**

The final work of the master's degree may consist of a thesis or a project work (which are original and specially carried out for this purpose), or a final report of an internship.

#### **Article 26.**

##### **Setting the date for the Viva Voce**

Scheduling the date for the Viva Voce depends on previous approval in all the curricular units of the master's degree.

#### **Article 27**

##### **Jury**

1. The final work is subject to analysis and public discussion by a jury.
2. The Rector of the Universidade Europeia presides over the jury and may delegate this function to a Vice-Rector, a Faculty dean, a Course Coordinator or an academically qualified professor.
3. The jury consists of three to five members, one of whom must be the supervisor, who can never preside.

4. Whenever a degree works in association with foreign higher education institutions and there is more than one supervisor, two supervisors may take part in the jury. Should this happen, the jury may consist of five to seven members.
5. Deliberations shall be taken by the majority of the jury members by a roll-call vote and abstaining is not allowed.
6. In the event of a tie, the jury member who assumes the presidency has the casting vote.
7. Minutes of the jury meetings shall be drawn up, containing the votes of each of its members and the reasons on which they are based. The reasons stated may be common to all or some members of the jury.
8. In case the President of the jury is absent, he/she is replaced by the highest-ranking senior member of the jury, who can never be the supervisor.

#### Article 28.

##### **Viva Voce**

1. The Viva Voce must take place within 90 days after the jury is appointed.
2. The Viva Voce cannot exceed 60 minutes, and the candidate must be given the same time as that used by the jury members.

#### Article 29.

##### **Final grade**

1. The decision to approve or not approve the candidate is made behind closed doors, in a jury meeting to be held shortly after the end of the Viva Voce.
2. Approval in the Viva Voce is expressed in the range of 10 (ten) to 20 (twenty) points in the scale of 0-20. A qualitative classification is also attributed, in accordance with the following scale: from 10 to 13, Pass; 14 and 15, Good, 16 and 17, Very Good, from 18 to 20, Excellent.
3. The result is announced publicly to the candidate by the president of the jury.

### **PART III**

#### **FINAL AND TRANSITORY DISPOSITIONS**

Article 30.

**Unforeseen Cases**

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

Article 31

**Enforcement date**

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

Lisbon, 10th October, 2018

Dr. Pedro Barbas Homem

Rector of the Universidade Europeia

## ANNEX I

### REGULATIONS GOVERNING ASSESSMENT IN MASTER'S

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

Lecturers 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 Lecturer)	
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After classes come to an end (scheduled by Academic Services)	
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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		

**Note:** Lecturers 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 multi-component evaluation assessments should be equal to 100% and lecturers 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 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 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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