

GENERAL REGULATION

UNIVERSIDADE EUROPEIA GENERAL REGULATION FOR THE EVALUATION OF KNOWLEDGE AND COMPETENCIES

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Validation by the Rector:

CHAPTER I

Evaluation

Article 1

Scope

1. This Regulation establishes the knowledge evaluation regime applicable to undergraduate and graduate degrees taught presentially at the Universidade Europeia:
 - a) 1st study cycle – Bachelor’s Degrees;
 - b) 2nd study cycle – where the Master’s Degrees are concerned, these regulations apply to the organized set of curricular units/subjects, corresponding to a minimum of 50% of the total credits of this study cycle. The remaining minimum of 30 credits are allocated to an additional dissertation of an original scientific nature or project work, specially carried out for this purpose, or a professional internship comprising a final report, depending on the specific objectives pursued. The aforementioned dissertation, project work, or internship report are subject to their own specific regulations, and are further described in this document;
 - c) 3rd study cycle – applies when the curricular structure, and the curricular units thereof, are planned for research training and/or the development of complementary competencies, which together constitute what is called a doctoral degree. Where the thesis and the performance of other equivalent works are considered, such works are governed by their own regulations, provided for in the general regulations of the study cycles leading to the doctoral degree, or by the specific regulations applicable to each cycle of studies, when they exist;
 - d) Non-degree conferring courses - the assessment and grading regime of diploma-awarding non-degree conferring courses is defined in the respective course programmes.
2. The self-assessment committees of the course or organic units may propose, to the Pedagogical Council, specific regulations for the assessment of knowledge and competencies that are complementary to these Regulations in compliance with the rules defined herein.

Article 2

Definitions

The concepts contained in these Regulations are defined as follows:

- a) Evaluation of Knowledge and Competencies: the result of the process by which students' performance levels are measured in relation to the expected learning objectives;
- b) Evaluation Methodologies: the processes used to measure students' performance levels taking into account the characteristics of the study cycle, the nature of the curricular units, the learning objectives and the corresponding working hours, the teaching and learning methodologies, the program contents and the resources provided to students;
- c) Curricular Unit (CU): a teaching unit possessing its own training objectives, requiring student registration and respective assessment which consists of a final grade;
- d) Types of Curricular Units: Curricular units are distinguished according to the allocated contact hours per the different types of educational activities, being: (T) theoretical teaching; (PT) theoretical-practical teaching; (PL) practical and laboratory teaching; (FW) field work; (S) seminar; (TG) tutorial guidance; (I) internship; (O) Other; and the number of non-presential hours necessary for study and work;
- e) Curricular Unit Form (CUF): descriptive document of a curricular unit, containing the mandatory elements thereof in the format approved by the competent governing bodies;
- f) School Period: period of time consisting of collective contact hours with the teacher for the various curricular units;
- g) Evaluation period: period of time dedicated to student assessment activities;
- h) Curricular period: period of time consisting of both the school and evaluation periods;
- i) Assessment Tools: any means that allows for the assessment of the acquisition and development of competencies, which is detailed in the corresponding CUF and for which a grade is awarded;

- j) Test/Exam: any evaluation tool, except for participation in classes and attendance;
- k) Curricular units for completion of the study cycle: curricular units of dissertation, project work, internship, thesis or equivalent assignments that complete the cycle of studies, the evaluation of which is carried out in a public act of defense, assessed by examiners specifically appointed for this purpose;
- l) Project, internship or seminar curricular units: curricular units that are defined as such in the course plan and do not imply the completion of the respective study cycle.

Article 3

Guiding principles

1. Test/exam scheduling, reviewing and discussions of the functioning of curricular units through the interim monitoring of results shown and the establishment of possible efficiency improvement measures conducted during the semester, are dealt with at a meeting of the self-assessment committee of each organic unit, by consulting the course directors and by making proposals to the Pedagogical Council.
2. Prior to the beginning of each semester, a preparatory meeting as referred to in paragraph 1 of this Article is held with a view to planning the school semester.
3. Any changes to the previously established assessment dates and/or schedule may only be made with the consent of the head of the curricular unit, the respective class delegates and the course director.

Article 4

Definition of the evaluation process

1. The process of evaluating a curricular unit is defined by the respective teacher in charge, in accordance with the rules in force.
2. The evaluation process of each curricular unit must be described in the CUF.
3. Any changes to the evaluation process of the curricular unit during the semester may only be made with the express agreement of the respective class delegates and the course director.

Article 5

General rules of the evaluation process

1. The evaluation process of a curricular unit (CU) shall include at least one individual assessment assignment, such as an assigned report, an internship or seminar, a research project or other project within the scope of the curricular unit, a written test or an oral presentation.
2. Student attendance is one of the compulsory requirements for continuous evaluation, as indicated in the CUF.
3. The person responsible for the curricular unit may determine that students are required to do oral examinations as a continuous evaluation assessment tool, or as a form of assessment in addition to another type of test, provided that this is so stipulated in the CUF.
4. The evaluation of a curricular unit must be fully completed, in all its components, by the end of the curricular period.
5. The performance of an assessment test/exam by the students is preceded by a roll call by the teacher who ensures the invigilation of the test. Students must be seated as indicated by the teacher.
6. Students may enter the room up to 15 minutes after the test/exam has begun. Students will not be allowed to sit the test/exam if at the time of arrival the teacher present considers the reasons for the delay have no reasonable justification.
7. Students must bring a photo ID: student card, citizen card, driver's license or passport. The students sign the attendance sheet, which contains the name of the curricular unit, the date and time of the test/exam, at the beginning and when the test/exam paper is handed in.
8. Teachers must inform students of the duration of the test before the test starts.
9. Any clarifications requested by the students are communicated aloud and in all rooms.
10. On the desks students may only have the test/exam paper, the answer sheets, their identification document and the consultation material allowed by the teacher. Technological devices must be switched off before the test/exam starts. These devices and other material - bags, books, etc. - must be left in the place indicated by the invigilating teachers.

11. As a rule, laptops, calculating machines, dictionaries, or other query elements are not authorized. Any exception to this rule is subject to the authorization of the teachers responsible for the curricular unit.
12. Students are not allowed to leave the room until the completion of their test, except in case of withdrawal or unforeseen circumstances. The students' withdrawal can only be accepted 25 minutes after the start of the test.
13. In the event of a detected irregularity/cheating the student answer sheets and any evidence thereof are immediately collected. Invigilating teachers will draw up a report of the occurrence and address it to the Rector.

Article 6

Evaluation Methodologies

1. Evaluation methodologies are defined by taking into consideration:
 - a) The nature of the study-cycle;
 - b) The nature and type of the curricular unit, the expected learning outcomes and the corresponding working hours;
 - c) The teaching and learning methodologies;
 - d) The program contents;
 - e) The resources supplied to students.
2. Evaluation methodologies must be defined for each curricular unit.
3. Student evaluation in online teaching and learning modalities should be carried out under conditions that ensure the authenticity of the elements that serve as their purpose.

Article 7

Evaluation tools

Knowledge and competency evaluation tools take into account the characteristics of the study cycles and the curricular units, and may consist, inter alia, of:

- a) Written tests;

- b) Individual or group work assignments – written, oral or experimental;
- c) Oral participation;
- d) Report writing;
- e) Projects;
- f) Case-study or practical problem-solving exercises;
- g) Portefolios;
- h) Task assignments;
- i) Attitude and behavior appraisals.

Article 8

Evaluation Regimes

1. The knowledge evaluation process of each curricular unit may include the following evaluation regimes:
 - a) Continuous Evaluation;
 - b) Final Evaluation, which henceforth will be referred to as “evaluation by exam”.
2. The modalities and evaluation tools of project, internship or seminar curricular units are subject to their own rules as previously defined by the teacher responsible and are described in the respective CUF.
3. The modalities and tools for evaluating each curricular unit must be included in the respective CUF.

CHAPTER II

CONTINUOUS EVALUATION

Article 9

Continuous evaluation regime

1. Continuous evaluation is one that takes place throughout the school period and reflects a permanent interaction between the teacher and the student.

2. Among others, written or oral tests, assignments, reports, project or laboratory work carried out individually or in groups are considered to be continuous evaluation tools.
3. The continuous evaluation includes two evaluation moments:
 - a) the application of various evaluation tools during the school period that are required to have a minimum weighting of 30% and a maximum weighting of 70% for the calculation of the final grade obtained for a given curricular unit;
 - b) the application of a final test – a written test on an established date set within the school period and during the normal final evaluation exam period.
4. As defined in this Regulation and the regulations of the respective study cycle, for each curricular unit, the teachers responsible shall indicate in the CUF, the evaluation tools that count towards the continuous evaluation grade, establishing the mandatory or optional nature thereof, as well as the delivery deadlines, and any other requirements.
5. Students who obtain an average of less than eight (8) marks for the evaluation elements mentioned in item a) of paragraph 3 of this Article shall not be admitted to the final test mentioned in item b) of paragraph 3 above.
6. Paragraph 3 above does not apply to curricular units requiring practical teaching with an alternative evaluation modality, where 100% of the continuous evaluation implies that various evaluation tools be accomplished throughout the school period as previously approved by the Course Director, upon proposal by the teacher in charge of the curricular unit.
7. Finally, the curricular units of the 3rd study cycle, which are part of the doctoral degree, as provided for in item c) of paragraph 1 of Article 1, are also not subject to that which is stipulated in paragraph 3 of this Article.

Article 10

Attendance

1. The continuous evaluation regime, no matter the modality, requires a minimum attendance of 70 %.

2. A minimum attendance of only 50 % may be accepted in the following cases:
 - a) Students with curricular units behind (in which they enrolled and were evaluated in the previous school period) that overlap with the curricular units of the year of enrollment;
 - b) Working-students with employment contracts that include shift work;
 - c) Working-students of study cycles whose shift has been terminated by decision of the higher education institution;
 - d) Pregnancy.
3. To benefit from the regime provided for in item (a) of the preceding paragraph, students must fill out the respective form.
4. To benefit from the regimes provided for in paragraph 2 (b) and (c) of this Article, students are required to annually provide proof of their working-student status.
5. On the first working day after the end of classes, all teachers must post on the Learning Management System the student attendance tally, highlighting those that do not comply with the minimum attendance.

CHAPTER III

Final Evaluation

Article 11

Final evaluation Regime

1. Students have the right to opt for the final evaluation regime.
2. Students can opt for the final evaluation regime, even if they are able to benefit from the continuous evaluation regime.
3. The final evaluation is the one that occurs exclusively during the final evaluation period and focuses on all contents taught in the curricular unit.
4. The final evaluation, hereinafter referred to as "evaluation by exam" consists of a written test, and may also include an oral test (which should be public) and/or a practical test.

Article 12

Evaluation periods

1. The assessment of knowledge in the final evaluation regime takes place in different exam periods:
 - a) Normal Exam Period;
 - b) Repeat Exam Period;
 - c) Special Exam Period, as planned in the school calendar in force, conferring admittance to: students concluding their degree; working students and other legally accepted special regimes; students in international mobility.
2. Evaluation periods are mandatory for all curricular units that require "evaluation by exam".
3. The course completion curricular units of the 2nd and 3rd study cycles, namely dissertation, project work, internship, thesis or other equivalent assignments, have rules and schedules of their own.
4. Project, internship or seminar curricular units, referred to in item 1 of article 2, have a single evaluation period, held either during the normal or repeat exam periods.
5. The curricular units referred to in the preceding paragraph of this article may, exceptionally and in duly justified cases, establish their own evaluation schedule, pending the previous approval of the self-assessment committee of the organic unit (school/faculty) housing the study-cycle concerned.
6. If the curricular unit provides for "evaluation by exam", exams applied should have a similar degree of difficulty no matter the exam period.

Article 13

Normal Exam Period

1. The normal exam period is intended for the purpose of "evaluation by exam" for students enrolled in curricular units that function, as provided for in number 3 of Article 9, even when they have obtained a passing grade in the midterm test and have respected the minimum attendance required, but opt for the final evaluation regime, provided that they give written notice to teachers of their intention no later than the third working day prior to the effective end of classes.

2. Students enrolled in curricular units that operate according to numbers 6 and 7 of Article 9 wishing to opt for the final evaluation regime are required to give written notice thereof to teachers, up to 30 days prior to the effective end of classes.
3. In curricular units that include "evaluation by exam", students who have opted for the final evaluation regime may also be admitted to the normal exam period, provided that they attended previous school periods under the continuous evaluation regime. This may be accomplished up to two working days prior to the exam, by registering with the School Office or in the Academic Management platform, and paying the respective fees detailed in the Emoluments Table of the Universidade Europeia.
4. The normal exam period is also intended for students attending the continuous assessment regime to sit their final test as detailed in Article 9, number 3, item b).

Article 14

Repeat Exam Period

1. The repeat exam period is intended for those students who did not attend, dropped out, withdrew or did not pass the normal exam period sitting.
2. To sit any curricular unit's repeat exam, students must register with the School Office or in the Academic Management platform and pay the respective fees detailed in the Emoluments Table of the Universidade Europeia up to two working days in advance.

Article 15

Special Exam Period

The special exam period is meant exclusively for:

- a) Students of the 1st study cycle who are regularly enrolled in all curricular units and who, having successfully obtained a maximum of 24 (twenty-four) ECTS credits, are concluding their study cycle;
- b) For students of the 2nd study cycle who are regularly enrolled in all curricular units and who have successfully obtained a maximum of 12 (twelve) ECTS credits. For this purpose, the ECTS credits of the curricular units of completion of the study cycle, namely the dissertation, or project or internship report, are not considered;

- c) For students of the 3rd study cycle who are regularly enrolled in all curricular units and who have successfully obtained a maximum of 12 (twelve) ECTS credits. For this purpose, the ECTS credits of the curricular units of completion of the study cycle, namely the thesis or other equivalent work, are not considered;
- d) For students who are regularly enrolled and benefit from a special regime, such as that of working-students and other legally-provided special regimes; or international mobility students; or exceptional situations duly authorized by the Rector, provided that such students file their request and register to sit the special exam period with the School Office;
- e) For working students and students under the remaining special regimes, who have not obtained a passing grade in the special working-student exam period/legally provided special exam periods, and must obtain the remaining ECTS credits as stipulated in items a), b) and c) of this Article in order to complete their courses, are entitled to an additional special exam period to complete the course in accordance with the ongoing school calendar;
- f) Admission to the special exam period for course completion requires prior registration of at least two working days and the settlement of the stipulated fees in force.

Article 16

Special exam period for the working-student regime and other special regimes

1. Working-student regime students who don't pass in the continuous evaluation regime when applicable, or fail or do not attend their exam in the normal exam period and/or repeat exam period, have the right to sit a working-student exam period.
2. Admission to the special working-student exam period requires prior registration and the settlement of the stipulated fees in force.
3. The exam conducted in the special working-student exam period is of the same type as that of the evaluation by examination in the normal and/or repeat exam periods.

4. If the working-student exam period exam consists of a single test, this will make up the grade obtained in the curricular unit. If the working-student exam period exam consists of more than one test, the person responsible for the curricular unit must specify the weighting of each of the elements of the exam.
5. If the working-student exam period exam consists of more than one test, students who obtain less than 8 (eight) marks in any of the elements that make up the working-student exam will have failed.
6. The working-student exam period takes place as established in the school calendar in force.
7. Students who benefit from legally provided special regimes (association leaders, high-performance sports practitioners, military, pregnant women, parents who study, disabled persons, etc.) are entitled to sit a special exam period subject to the terms defined for working students.

Article 17

Special exam period for International mobility students

1. The special exam period for International mobility students consists of the normal special exam period for International students and the repeat special exam period for International students as per the school calendar in force.
2. Students in international mobility (Erasmus+ or other programs) whose learning agreement includes the possibility of performing in mobility a particular curricular unit that is credited to them as being equivalent to the curricular unit of their home study plan and fail, can choose to:
 - a) Sit the exam during the repeat exam period (for students in general); or
 - b) Sit the exam during the repeat exam period for international students.
3. Independently of their choice, students are required to register and pay the respective fees in force.
4. Students who do not pass, either during the repeat exam period (for students in general) or during the repeat exam period for international students, are deemed to have failed the curricular unit and have to enroll in the following school year and pay the respective tuition fees in force.

5. Students in international mobility (Erasmus+ or other programs) whose *learning agreement* does not allow for the possibility of performing in mobility a particular curricular unit that is credited to them as being equivalent to the curricular unit of their home study plan may opt to:
 - a) Conclude the respective curricular unit in evaluation by exam during the normal exam period (for students in general); or
 - b) Conclude the respective curricular unit in evaluation by exam during the normal exam period for international students.
6. Regardless of their choice, students must register up to two working days in advance, but are exempt from paying the respective tuition fees in force.
7. Students who opt for "evaluation by exam" during the normal exam period (for students in general) and fail, may resit the exam during the repeat exam period (for students in general) and must register for the exam at least two working days prior to the date of the exam in question, and pay the respective fees in force.
8. Students who chose to sit the normal international student exam period and do not pass, may resit the exam during the repeat exam period for international students, and must register for the exam at least two working days prior to the date of the said exam and pay the respective fees in force.
9. Students who do not pass in any of the foreseen exam periods, are deemed to have failed the curricular unit and have to enroll in the following school year and pay the respective tuition fees in force.
10. When international mobility students' *learning agreement* allows them to realize a failed curricular unit at the host institution, and they obtain a passing grade for the said CU, such students are not required to pay the registration fees applicable to the curricular unit in question.
11. When international mobility students' *learning agreement* allows them to realize a failed curricular unit at the host institution, and they do not obtain a passing grade for the said CU, such students are required to register and pay the registration fees in force, at least two days prior to the date of the exam during the international student repeat exam period.

CHAPTER IV

2nd Study-cycle final course assignments

Article 18

Dissertation, project assignment or internship report

The final assignment of the master's degree may consist of a dissertation of a scientific nature or an original project work realized for this purpose or a final report of an internship of a professional nature.

Article 19

Dissertation or equivalent assignment proposal and execution

1. The student must prepare a proposal for the subject of the dissertation, project work or internship report, in accordance with the regulatory norms in force at the Universidade Europeia.
2. The dissertation or equivalent assignments must comply with the Scientific Work Norms in force at the Universidade Europeia, including the specific norms of the respective study-cycle, if any.

Article 20

Supervision

The preparation of the dissertation or project work and the completion of the internship are supervised by a Ph.D. supervisor or specialist of recognized experience and professional competence, in accordance with the regulatory norms in force of the respective study-cycle.

Article 21

Admission to public examination (Viva Voce)

1. For admission to public examination of the dissertation or equivalent work, the student must submit an official request for the purpose, together with the supervisor(s) report, to the Office.

2. For the issuance of the report referred to in the preceding paragraph of this article, the student must provide the provisional version of the dissertation or equivalent work to their supervisor(s), up to 15 (fifteen) working days before the delivery deadline.

Article 22

Setting the date of the public exam (Viva Voce) of the dissertation, project or internship

To set a date for the viva voce of the dissertation, project work or internship report, a student needs to have successfully completed all master's degree curricular units as per article 1, number 1 b).

Article 23

Examiners

1. The final work is the subject of public consideration and discussion by the examiners.
2. The Rector of the Universidade Europeia presides over the examiners and may delegate this duty to a Vice-Rector, an Organic Unit Director, a Course Director or an academically qualified Professor.
3. The viva voce is conducted by 3 (three) to 5 (five) examiners, one of whom being the supervisor, who may never preside over the exam.
4. In study-cycles in association with foreign higher education institutions, if there is more than one supervisor, two advisors may participate in the viva, which will imply the existence of 5 (five) to 7 (seven) examiners.
5. Examiners deliberate by a majority of votes, by means of a justified roll-call vote, and abstentions are not allowed.
6. In the event of a tie, the Chair presiding the exam shall have a casting vote.
7. Examiners draft reports containing the votes of each examiner and their respective grounds and reasoning, which may be common to all or to some examiners present.
8. In case of absence or impediment of the examiner chairing the viva voce, he/she is replaced by the most senior and oldest examiner, with the exclusion of the supervisor.

Article 24

Viva Voce

1. The dissertation, project work or internship report viva voce must take place within 90 days after the appointment of the examiners.
2. The dissertation, project work or internship report viva voce may not exceed 60 minutes, and the candidate must be given the same amount of time to speak as that of the examiners.

Article 25

Final grade award procedure

1. The decision to approve or not approve the candidate is made by closed-door deliberation, in a meeting of the examiners to be held shortly after the end of the viva voce.
2. Viva voce approval ranges between 10 (ten) to 20 (twenty) on a scale of 0-20 marks. A qualitative classification is also provided, as follows: 10 - 13 marks, Sufficient; 14 - 15 marks, Good; 16 - 17 marks, Very Good; 18 - 20 marks, Excellent.
3. The final grade awarded is publicly announced to the candidate by the Chair.

CHAPTER V

3rd Study-cycle final course work

Article 26

Thesis or equivalent work

Thesis or equivalent work drafting and processing, should be in accordance with the provisions of the General Regulation of Studies Leading to the Degree of Doctor of the Universidade Europeia and possible Scientific Work Norms in force, should they exist for the doctoral course in which the student is enrolled.

CHAPTER VI

Grades

Article 27

Passing Grades

1. Grades are awarded on a scale of 0 (zero) - 20 (twenty), with the additional implementation of the European scale of grade comparability (ECTS).
2. Under continuous evaluation, students are considered to have passed a curricular unit when they have obtained a weighted average of the final written test mentioned in article 9, number 3b) and the remaining required continuous evaluation assignments for the school period if they obtain a grade equal to or higherer than ten (10) marks, provided that:
 - a) They have not obtained a mean average grade of less than 8 (eight) marks for the continuous evaluation assignment(s) required for the calculation of the final grade in the school period;
 - b) They have not obtained a grade of less than 8 (eight) marks in the final written test mentioned in article 9, number 3b);
 - c) They have attended the required minimum number of classes.
3. Under the continuous evaluation regime, in accordance with Article 9, number 6, students who obtain a weighted average grade equal to or higher than 10 (ten) marks in the various evaluation assignments of the school period, are considered to have passed, provided that they have met the minimum required attendance.
4. Quantitative marks obtained in the various continuous evaluation assignments throughout the school period are written with two decimal points, and cannot be rounded.
5. The final quantitative continuous evaluation grade is expressed on a scale of 0 (zero) - 20 (twenty) marks and is rounded to the unit. Qualitative classifications may also be awarded provided that this is mentioned in the CUF.
6. Under final evaluation, students who obtain a grade equal to or higher than 10 (ten) marks are considered to have passed a curricular unit, provided that they have not obtained less than 8 (eight) marks in any of the required exam components.

7. If the final evaluation consists of more than one test, the marks obtained in each of the tests bear two decimal points, and cannot be rounded.
8. The final evaluation grade awarded is rounded to the unit, on a scale of 0 (zero) - 20 (twenty) marks.

Article 28

Weighting Coefficient

1. This Regulation adopts the European scale of comparability of classifications (ECTS classification system) for final grading purposes.
2. The final grade consists of the weighted average for the number of credits of the curricular unit.
3. For the calculation of the final grade, the grade obtained in each curricular unit will be multiplied by its number of credits (ECTS) in the study plan, which is determined by the weighted average of the number of credits (ECTS) with quantitative classification.

Article 29

Publishing of grades

1. Evaluation grades are published on the academic management platforms and/or computer systems of the Universidade Europeia.
2. Throughout the school period teachers are required to post the results of the various evaluation assignments of each curricular unit.
3. Access to the final grades of all students within each Curricular Unit/course must be ensured.
4. Should the passing grade of an evaluation test be required for the next test, the grade thereof shall be published at least 48 hours before the date of the next test.
5. The evaluation of students and the publication of grades is subject to the principle of data minimisation, provided for in Article 5, paragraph 1 (c) of the General Data Protection Regulation. In light of this provision, the processing of students' personal data is limited to what is strictly necessary, namely by using the student number as an identifier and concealing their name.

Article 30

Grade Posting

1. Grades are posted on the Universidade Europeia Academic Management System, within 10 calendar days after the date of the corresponding test/exam.
2. No later than 10 (ten) days after final grades are posted, teachers must hand in their signed reports to the School Office, containing all weighted marks of the final grade. Thereafter, the statement of the final grade must be signed in-person or electronically within the required deadlines. The person responsible for the Curricular Unit shall guarantee that deadlines are kept.
3. Normal exam period grade posting must be concluded at least 48 hours before the date of “evaluation by exam” in the repeat exam period.
4. When grades are posted, teachers set a date and time for students to ask for clarifications. The clarification session must take place within a maximum of 3 (three) working days after the grades are posted and at least 48 hours before the date of the next exam of the same curricular unit.

Article 31

Written test/exam inspection and remarking

1. The student has the right to inspect his written test/exam and to be informed as to the criteria used in the respective correction.
2. Written test/exam inspection should take place in the presence of the evaluating teacher, or the head of the curricular Unit in the event of their absence, and the date, place and time of which should be made known at least 48 hours in advance.
3. Tests/exam inspection shall take place up to five working days after the grades of the test in question are posted.
4. Students are entitled to ask that their tests/exams are remarked only when they perform “evaluation by exam” in the normal, repeat or special course conclusion, working-student/special legally provided or international mobility exam periods.
5. Continuous evaluation tests/assignments carried out throughout the school period are not subject to remarking.

6. Grades awarded by more than one examiner are not the subject of requests for remarking.
7. Students must request test/exam remarking within 48 hours of their inspection. Requests made before the clarification session are not considered.
8. The Rector allocates the written exam remarking to another teacher of the same scientific area.
9. The new grade, when higher than the one under review, is approved by the Rector or, in his absence or by delegation, by the director of the institution/school/faculty of the study-cycle in question.
10. The highest grade will be posted in the student's curriculum report.

Article 32

Grade Improvement

1. Students may perform only one grade improvement exam in the repeat exam period of the same school year and in the normal and repeat exam periods of the school year following that of the obtention of a passing grade in a curricular unit.
2. If the grade improvement exam consists of a single test, it will constitute the final grade of the curricular unit. If the grade improvement exam consists of more than one test, the teacher shall indicate the weighting of each of the elements that make up the grade improvement exam.
3. If the grade improvement exam consists of more than one test, students who obtain less than 8 (eight) marks in any of the elements that make up the grade improvement exam do not qualify for grade improvement, even if the final average is higher than the grade they wish to improve.
4. Students have the right to maintain the grade with which they passed and the grade they obtain in the subsequent grade improvement exam shall only be appended if it consists of a higher grade.
5. The improvement of a grade for a curricular unit that has been credited is not allowed.
6. Students who have completed their courses can only qualify for grade improvement if they have not yet applied for their diploma.

Article 33

Failure to attend tests/exams

1. In case of failure to attend an "evaluation by exam" assessment in the normal, repeat or special exam periods (course conclusion, working student and other special regimes legally provided for; international mobility students), Students may only sit a new exam in the following situations:
 - a) Military students;
 - b) High-competition athlete students;
 - c) In the five days following the death of a spouse not separated from the student and their property or of a 1st degree straight-line relative, or of a person living in a de facto union or in common economy with the student;
 - d) In the two days following the death of another relative or person related in a straight line or in the second degree of the collateral line with the student;
 - e) In the case of hospitalization, limited to the duration of the hospitalization period and to the following 15 days, provided that a period of recovery is required by means of a medical certificate;
 - f) In the ninth month of pregnancy;
 - g) In the month after birthing;
 - h) In duly proven disabling situations, provided that they are conceded to by the directors of the relevant school/faculty.
2. When Students miss continuous evaluation tests/assignments realized during the school period, teachers decide whether these may be accomplished or not.

Article 34

Complaints

1. Students may complain about the classification they were awarded in the final evaluation of a curricular unit, after consulting their exams as per Article 31. This is done by means of a request, duly justified, addressed to the Rector and delivered to the School Office within two working days after the grade has been posted, in accordance with Article 30, and implies the payment of the respective fees in force.

2. The Rector appoints a Pedagogical Council committee to assess the complaint, who may:
 - a) Deny the request when it is not duly substantiated;
 - b) Request the opinion of the school/faculty management, who in turn shall appoint a subcommittee within the course/ or scientific area of the respective CU, whenever a formal and/or substantial assessment is required.
3. The subcommittee referred to in the preceding paragraph of this article may appoint one or more teachers to issue the opinion referred to in the preceding paragraph, who may not be part of the teaching staff of the curricular unit in the school semester in question.
4. The subcommittee transmit their opinion to the management of the school/faculty and they in turn to the pedagogical council, which must deliver the verdict to the Rector within a maximum of 10 working days.
5. The final decision on the complaint is communicated to the student within a maximum of 30 consecutive days after receipt of the request. The month of August and other periods of time during which the institution is closed do not count for the calculation of this deadline.
6. In response to the complaint, the classification can be maintained, improved or aggravated.
7. If the classification changes, it is up to the Course Director to rectify it in the Academic Management System, and then sign the respective statement in person or electronically, within five working days after the decision has been released.
8. Should the student's complaint result in the improvement in his/her grade, with approval, the fees paid for the purpose are refunded to the student.
9. The final decision reached in respect of the complaint is not subject to appeal unless any legal formalities were not adhered to.
10. The appeal is made by request addressed to the Rector who shall deliberate within 10 working days.
11. The following classifications obtained shall not be the subject of complaints:

- a) Of the course conclusion curricular units of the 2nd and 3rd study cycles, namely the dissertation, or project work, or internship, or thesis or other equivalent works;
- b) In project, internship or seminar curricular units.

Article 35

Academic fraud in the evaluation process

The provisions of the Universidade Europeia's Letters of Ethical Commitment and the Student Disciplinary Regulation apply to cases of fraud, plagiarism and self-plagiarism.

CHAPTER VII

Administrative provisions

Article 36

Registration and fees

1. The following are subject to registration (in the appropriate form and in compliance with the school calendar in question) and the settlement of the stipulated fees in force:
 - a) Admission to the repeat exam period;
 - b) Admission to the course conclusion exam period;
 - c) Admission to working student/special legally foreseen exam periods;
 - d) Admission to the International mobility student exam period;
 - e) Admission to a grade improvement exam.
2. The following depend on students meeting specific requirements:
 - a) Students behind in curricular units that overlap with the curricular units of the year in which they are enrolled having the right to the 50% attendance regime;
 - b) Students with an employment contract organized in shifts having the right to the 50% attendance regime.
3. For each curricular unit, students enrolled in the continuous evaluation regime may perform a single test/exam without the payment of any additional fees, provided that it takes place in the normal exam period.

4. Students who have amounts due to the instituting entity are excluded from tests/exams until the sum in question is settled.
5. Registrations made outside the defined deadlines are subject to an additional cost and must be made at least two working days prior to the date of the curricular unit's test/exam.
6. Exam remarking is subject to a formal request and the settlement of additional fees. If the remarked exam is awarded a higher grade, the respective fee is refunded to the student, provided that they pass the curricular unit. If the remarked exam is awarded a lower grade or the grade remains unchanged or the student does not pass the curricular unit, the respective fee is not refunded.

Article 37

International mobility regime students

This Regulation applies, with the necessary adaptations, to students attending Universidade Europeia's study cycles under international mobility programmes.

Article 38

Omissions

Querries and omitted cases resulting from the application of this Regulation are subject to the Rector's orders.

Article 39

Entry into force and revocation rule

This regulation enters into force in the 2021-2022 school year and revokes the following regulations:

- a) Regulation of Evaluation of Knowledge and Competencies of Undergraduate Study Cycles, approved by Order No. 9705/2020, published in the *Diário da República*, 2ª série, n.º 195, of October 7, 2020;
- b) Regulation of Evaluation of Knowledge and Competencies of The Cycles of Master's Studies, approved by Order No. 9706/2020, published in the *Diário da República*, 2ª série, no. 195, of October 7, 2020;

- c) Regulation of the calculation of the final average, which entered into force on 9 July 2018, upon deliberation of the Pedagogical Council and with the approval of the Scientific Council.

Lisbon, 10th September, 2021

Hélia Gonçalves Pereira (Ph.D.)
Rector of the Universidade Europeia