

EXAMINATIONS AND ASSESSMENT REGULATIONS

REGULAMENTO DE AVALIAÇÃO DO
APROVEITAMENTO DOS ESTUDANTES

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CHAPTER I
GENERAL PROVISIONS

Article 1.

Scope

1. This Regulation establishes the conditions of attendance and evaluation to be applied to all modules of the Graduation Courses at the Escola Superior de Saúde do Politécnico do Porto, hereinafter referred to as ESS.
2. Non-applicable to "Internship" typology with own specific regulation.
3. This Regulation may be recast in the light of experience gained in its application.
4. This regulation is in accordance with the laws and regulations in force and does not dispense with its knowledge.

Article 2.

Definitions

For the purposes of this Regulation, the following definitions shall apply:

- (A) 'study cycle' means the organized set of modules in which the student must obtain satisfactory academic record;
- (B) 'module' means an educational course with its own training objectives, which is subject to administrative registration and assessment, which is translated into a final grade;
- (C) 'credit' means the unit of measure of student work in all its forms, namely teaching sessions of a collective nature, tutorial tutorial sessions, internships, projects, fieldwork, study and evaluation;
- (D) "ECTS credits" means credits under the European Credit Transfer and Accumulation System;
- E) "Lecturer in charge of the module" means the lecturer appointed by the Technical-Scientific Council for this function, without prejudice to this function being exercised by listening to the other lecturers of the module;
- (F) 'learning outcomes' means the knowledge and skills acquired by the student once the learning process is completed.

(G) 'assessment part' means a set of tools of the same nature on which judgments relate to student performance.

(H) 'assessment instrument' means the evaluation tool used to assess a part of a module.

Article 3.

Counting form to deadlines

The following rules shall apply for deadlines counting form, provided in this Regulation:

A) The counting form don't include the day on which the event occurs from which the period begins to run;

B) The deadline begins independently of any formalities and is suspended on Saturdays, Sundays and holidays.

Article 4.

Noncompliance or failures

Noncompliance or failures to this regulation must be communicated to the President of ESS and Pedagogical Council.

CHAPTER II

OPERATIVE LEVEL

Article 5.

Study Programmes

1. Undergraduates Courses are award with 240 credits and structured in 8 semesters or 12 quarters.

2. Master's degrees are award with 90 or 120 credits and organized between 3 or 4 semesters.

Article 6.

Matriculation

1. Students are registered for a course leading to an award and modules to the cumulative limit of 80 ECTS credits in each academic year.

2. Students enrolled in the 1st year and for the first time in the course and without competences recognition, ECTS credits corresponding to all modules of the 1st year.
3. Modules matriculation must be in accordance with the study programme description.
4. Part-time students may be registered, each academic year, within a limit of 50% of the maximum number of credits defined.
5. The limit referred in 4) may be exceeded by President Decision, which must be at least the necessary for the fulfilment of the statement for part-time student.
6. The registration mentioned above must be in total agreement with the elective modules conditions for each study programme approved by the Technical-Scientific Council.
7. The student matriculation is conditioned to the prescription system approved by the General Council of the Polytechnic Institute of Porto.
8. Students enrolled in undergraduated courses or other students may be enrolled in the separated modules of any study programme in ESS, with grades or not.

Article 7.

Attendance

1. Assessment methods may, when necessary, include rules and minimum criteria requirements for examinations, however the attendance per se should not be included in those standards or criteria.

Article 8.

Course Final Grade

1. The final grade of the course is the calculated by using the arithmetic mean of each marks and modules grades included in the study programme, being expressed in values by a number of the whole numerical scale.
2. The weighting defined in 1) shall be made in accordance with the regulations issued by the legal and statutorily competent body.
3. The European scale of comparability of classifications for the approved results consists of five classes, identified by letters A to E (where A is the highest and E the lowest grade). Classifications A, B, C, D and E will be awarded to 10%, 25%, 30%, 25% and 10% of the students, respectively.

4. The settles of the classifications included by each one the levels of the European scale of comparability of classifications is carried out:

- (a) for each programme, of each cycle of studies and for each course unit/ module:
- (b) The distribution of awarding of classifications is considered for at least the three most recent years and a total of at least 100 graduates.
- (c) When a mark is between two classes, the first class must be considered.

5. When the total of graduates aforementioned in b) will not possible to achieved, the European scale of comparability of classifications shall be replaced by the number of the order of classification of the diploma for the academic year and total of graduates of their year.

CHAPTER III

ASSESSMENT RULES

SECTION I

Assessment modalities and general conditions

Article 9.

General aspects

1. The assessments and examinations should be organized in order to promote an active and continuous participation of the student in the process.
2. The assessment period for regular student achievement includes the following modalities:
 - A) Continuous assessment;
 - B) Final assessment.
3. The rules of special assessment systems provided for by law or regulation are apply.
4. When the broad application of the special systems provided for continues to raise questions of compatibility or doubts of applicability between the special regime in question and the rules in force, §35.

Article 10.

Grades System for the modules

1. The final grade of each module is expressed through a mark using the numerical values scale of 0 to 20.

2. The awarding of classifications is based in the distribution of marks, from 10 to 20, of the graduates (or students that pass a module).

Article 11.

Assessment Periods

1. Students may attend the following assessment periods, if the regulatory conditions of access are fulfilling:

A) Regular period;

B) Appeal period;

C) Special period.

2. In accordance with the rules of each assessment modality, all students can have examinations to the regular and appeal periods.

3. The special season shall be applying to students who may benefit from it under the special provisions applicable.

Article 12.

Assessment instruments

1. The assessment instruments must be followed by the evaluation criteria and/ or the quotes.

2. When an error of form and / or content is detected in the evaluation written test, the quote of the respective questions must be equally redistributed to the others.

3. The student can perform all the evaluation instruments of continuous assessment modality, regardless of the classification obtained in previous evaluation tools.

4. Without prejudice to the provisions of art. 21., the temporal validity of the assessment instrument is defined by the lecturer responsible for the module.

5. The duration of written tests shall not exceed three hours.

6. The oral presentations, if any, shall be public, with a duration of not less than 15 minutes and not more than 45 minutes, and shall be held before a jury composed of at least three members.

Article 13.

Fraud

1. Any assessment or examination shall be carried out under conditions safeguarding:
 - A) Confirmation of the student's identity;
 - B) Confirmation of delivery of the evaluation element;
 - C) The detection of the practice of "academic fraud".
2. "Academic fraud" includes copying or plagiarism in evaluation instruments.
3. It is considered that copy in test or written test occurs when the student:
 - A) Recourse to materials not authorized by the professor;
 - B) It uses unauthorized information made available by third parties;
 - C) Provides unauthorized information to colleagues.
4. Plagiarism consists in the use of ideas and / or work produced by others, omitting the source of information.
5. Plagiarism is considered to occur when:
 - A) A part or all of a work contains unreferenced materials, not written by the student (s) but presented as such, with no reference to the source from which they were taken;
 - B) It is used, word for word, the text prepared by someone without identifying the author, as well as to paraphrase their ideas without indicating it;
 - C) Direct translation is applied without mentioning sources.
6. Whenever the lecturer detects a copy situation, in flagrante delicto, he must immediately cancel the proof of the student (s) in question.
7. Whenever plagiarism is detected, the professor should cancel the evaluation instrument of the student (s) concerned.
8. Whenever the professor has a suspicion of copying or plagiarism he must:
 - A) Confront the student (s) concerned, the classification being retained until full clarification of the situation;
 - B) Perform an oral presentation on the student (s) concerned, if this is relevant to the clarification of the situation.
9. Cases of academic fraud are communicated to the President of the ESS and to the Pedagogical Council, without prejudice to any disciplinary responsibility.

Article 14.

Curricular year for Matriculation Purpose

1. The curricular year for a student matriculation is calculated taking into account the ECTS approved until the date of renewing the matriculation.
2. For Undergraduate Courses:
 - I. First year - up to 39 ECTS
 - II. Second year - between 40 to 89 ECTS
 - III. Third year - between 90 to 139 ECTS
 - IV. Fourth year - more than 140 ECTS
3. For Master Degree Courses:
 - I. First year - up to 39 ECTS
 - II. Second year - more than 40 ECTS

SECTION II
Continuous Assessment

Article 15.

Continuous Assessment procedure

1. Continuous assessment is the preferred form of evaluation.
2. The continuous evaluation contains the tools and moments of evaluation expressly foreseen and detailed in the respective module description, in order to assess, in a distributed way and in special articulation with the training given, the acquisition of knowledge and competences to each curricular unit.
3. All curricular units or modules must consider the continuous assessment modality, except for special cases previously approved by the Pedagogical Council.
4. The approval abovementioned in 3) shall be preceded by a reasoned request presented by the lecturer responsible for the course unit, together with the respective sheet.

Article 16.

Regular Period for Assessments

In order to ensure a greater distribution of evaluation performances, the professor can use the regular assessment period to carry out evaluation tests.

Article 17.

Grades calculation

1. The classifications of the continuous assessment is based on the overall weighting of each instrument referred to in paragraph 1. 2 of art. 15., this weighting and the minimum grades to be obtained in each evaluation component defined in the module description.
2. The classification obtained in each of the instruments aforementioned must be communicated to the student until fifteen days after its completion or delivery, except in exceptional cases duly authorized by the President of the ESS.
3. Without prejudice to the provisions of the preceding paragraph, the teaching staff shall safeguard the

publication at least 4 days in advance of the final evidence of appeal of the corresponding module.

4. Failure to comply with the deadlines set forth in paragraphs 2 and 3 shall be communicated by the academic services to the President of the ESS, who shall provide the appropriate referral, without prejudice to any possible disciplinary liability.

SECTION III

Final Assessment

Article 18.

Final Assessment procedure

1. Except as provided for in this Regulation, the final assessment shall be carried out exclusively by means of final tests.
2. Criteria for access to the final assessment may be defined in cases where the learning outcomes depend on them.
3. The criteria for access to the final evaluation are approved by the Pedagogical Council upon proposal of the lecturer responsible for the module.

Article 19.

Final Assessment Choice

1. Without prejudice to paragraph 1, 2 of the previous Article, the option for the final assessment depends on the express demonstration of the student, within a period to be defined in the module description.
2. The period provided for in the preceding paragraph may not be less than 20% of the normal course duration.

Article 20.

Final Examinations

1. The final examinations are carried out in the form expressly foreseen and detailed in the module description, in order to assess the learning outcomes corresponding to each curricular unit.
2. If no different form is provided for in the terms of the preceding paragraph, the final tests shall be in written form, and their duration shall not exceed three hours.

3. The description and characteristics of the final exams that focus on work to be done in advance by the student are made available within a period not exceeding 15% of the normal duration of the module.

4. All students enrolled in the curricular unit who choose for the final assessment modality are automatically enrolled in the final exams of the regular period.

5. Registration in the final examinations of the appeal period is voluntary and subject to its own regulations.

6. The publication of the classifications of the final examinations may not exceed ten days after the completion of the respective test.

7. Without prejudice to the provisions of the preceding paragraph, the teaching staff shall safeguard the publication at least 4 days in advance of the dates of the final exam papers of the corresponding module.

8. Failure to comply with the deadlines set forth in paragraphs 6 and 7 shall be communicated by the academic services to the President of the ESS, who shall provide the appropriate referral, without prejudice to any disciplinary liability that may arise.

Article 21.

Appeals

The evaluation at the time of appeal must be focus on the part of the module in which the student did not obtain approval in the regular period.

SECTION IV

Faltas às provas de avaliação e desistência de prova

Article 22.

Failures and justifications

1. Failures occurs if students missed the assessment tests or not attend the place where it is held on the day and time set.

2. Without prejudice to other special provisions, nonattendances from assessment tests can be given due to:

A) Death of a spouse, relative or relative in any degree of the straight line and up to the third degree of the collateral line;

- B) Matching the date and time of two tests to which student is enrolled, his absence being justified only if the student attends one of the tests;
- C) Presence before a judicial or police authority for which student has been notified.
3. For other reasons and by decision of the President of ESS, nonattendances can be justified.
4. The student who justifiably misses any examination, another exam can be delivered on a date to be agreed with the lecturer responsible for the module.
5. To repeat the examination, students must request permission to the President of ESS, after five days of the absence.

Article 23.

Examination withdrawal

1. Students can quit examinations if they declare by writing, providing individual identification. The examination withdrawal not prevent the right to consult the written exam for assessment criteria.

SECTION V

Special rules for conclusion of the study programme

Article 24.

Oral presentation for study programme conclusion

The student has the right to have an oral presentation, with a maximum of thirty minutes, before a jury constituted by the Course coordinator, the lecturer responsible for the module and another professor, if these conditions are cumulatively verified:

- a) Only 1 module unapproved to complete the study programme;
- b) For the module lacking, the assessment depends totally or partially on the performance of a written test;
- c) The student obtained a minimum grade of eight values in the written test and failed.

Article 25.

Early conclusion of the study programme

1. Students matriculated and with only one module missing for approval can conclude the study programme performing:
 - a) Modules of further curricular years with tutorials;
 - b) Modules in different semesters or trimesters by tutorials.
2. After renewing the matriculation, students can request for earlier conclusion of the study programme to the President of ESS.
3. The authorization is conditioned to modules in which the student has already been enrolled in previous years.
4. The regular and appeal periods for the evaluation of modules of advanced semesters or quarters, are similar to the respective assessment periods of other modules.

Article 26.

Special Assessment Periods for conclusion of the study programme

The students who are missing, to conclude the cycle of studies, up to two annual modules or the equivalent (1 annual = 2 semester = 3 quarterly) have access to a special period for assessment.

SECTION VI

Classification improvement exams

Article 27.

Applicability

1. Students can request for classification improvement in evaluation exams always when:
 - a) Student completed the module or passed the course unit with a mark of up to 10;
 - b) Having been awarded by credits recognition, and student intends to improve the classification that has been assigned to it.
2. Classification improvement examination can only be performed once.

Article 28.

Assessment periods for grade improvements

This request can be done during one year after passed the module in one of the assessment periods of academic calendar.

SECTION VII

Examinations, complaints and appeals

Article 29.

Examination consultation and clarifications

1. After the publication of the classifications of the evaluation tests, the students will have the right of access to the test, indicating the time and place for their consultation, within a period of five days from the date of publication.
2. Professors should provide to the students the necessary clarifications on the correctness of the test.

Article 30.

Complaints

1. Students may submit a complaint of the assigned classification:
 - A) In the evaluation tools of the continuous assessment;
 - B) In the final assessment.
2. The complaint process must be initiated within a period of fifteen days, counted from the first day of the period for the examination consultation.

Article 31.

Appeals and complaints

1. Appeals on complaints decisions may be requested within thirty days from the date of the decision notice.
2. The appeals shall be addressed to the President of the ESS, duly substantiated.

CHAPTER IV

Modules description and quality assurance

Article 32.

General aspects

1. The mode of functioning of the modules is described in the module description, and must be available to the students from the first lesson of the respective module.
2. The Pedagogical Council shall deliberate on the teaching methods and assessment system of the module in a timely manner that allows homologation by the Technical-Scientific Council.
3. Up to 15 days after the beginning of the module, changes can be made to the module description, as a result of an agreement between the lecturer responsible for the module and the students.
4. At the end of the period defined in the preceding paragraph, any change to the curricular unit's file may only result from the agreement between the faculty member responsible for the module and the totality of the students, and the proposed amendment must be recorded in the minutes, signed by the lecturer responsible for the module.
5. The amendments resulting from the agreements defined in paragraphs 3 and 4 are approved by the Pedagogical Council and sent to the Technical-Scientific Council for homologation.

Article 33.

Module Description Structure

Learning methods and study assessment are described in each module description including:

- a) Total workload;
- b) Learning and knowledge methods;
- c) Assessment system, namely:
 - i. Assessment modality choice deadline;
 - ii. Continuous assessment instruments, tools, weights and minimum marks required;
 - iii. Final assessment tools and weights.

Article 34.

Publication of Modules Description

The modules description describing expected learning outcomes, bibliography and the assessment system must be disclosed online via ESS website.

CHAPTER V

Final Provisions

Article 35.

Doubts and omissions

1. The Examination Regulation (Despacho IPP/P-077/2011) of the Polytechnic Institute of Porto shall apply in addition to these Regulations.
2. The doubts of understanding will be solved by deliberation of the Pedagogical Council.
3. The missing cases are resolved on a case-by-case basis, with the final decision being taken by the President of the ESS, after consulting the Pedagogical Council.

Article 36.

Entry into force

This Regulation is valid from the academic year 2011-2012.