

**General Regulation for the Assessment of First Degree
and Master's Degree students at the School of Economics and
Management of the University of Porto.**

(Transcribes the U.Porto General Regulation approved by Order no. 1535/2018
of the U.Porto rector, published in the Diário da República, 2nd series, no. 31 of 13 February 2018,
and the complementary standards approved by the FEP Pedagogical Council
under the provisions of no. 2 of Article 1)

The student assessment process is a fundamental tool not only to validate learning, but to promote this same learning (of knowledge and skills) in function of the goals defined for the cycles of study and respective course units.

The challenges presented by the teaching, learning and assessment methodologies applied in educational models are currently being debated in the most prestigious universities and scientific journals. Assessment processes must, therefore, keep pace with the transformation of teaching and learning methodologies. Accordingly, the “Standards and Guidelines for Quality Assurance in the European Higher Education Area” report makes the following recommendations for assessment processes:

- Assessors must be familiarized with the methods of assessment and receive support for developing skills in this field.
- Assessment criteria and methods, as well as ranking criteria, must be made public before the assessment takes place.
- Assessments must allow the student to demonstrate the extent to which they have achieved learning objectives. Furthermore, students must receive answers to their doubts and recommendations for improving their learning.
- When possible, there should be more than one assessor.
- Assessment rules must clarify any dubious circumstances.
- The assessment must be consistent, applied equally to all students and in accordance with its predefined terms.
- A formal procedure must be in place for handling any student complaints.

The provisions included in this document were the subject of broad discussion by the Pedagogical Councils of the Organizational Units and the U.Porto Educational Model Coordinating Council (CCMEUP) during the 2016/17 school year. It is within this context that the following regulation is described.

CHAPTER I
General Provisions

Article 1

Purpose

- 1 – This regulation establishes the general principles and rules to be applied in the assessment of first degree, integrated master's and master's students of U.Porto, with all necessary adaptations regarding the assessment of the dissertation, project report or internship report.
- 2 – The statutorily competent body of each U.Porto Organizational Unit must complement and adapt the standards of this decree for compatibility.

Article 2

Scope of Application

- 1 – This Regulation shall apply in the assessment of all students enrolled in the cycles of study identified in article 1 (1).
- 2 – This Regulation applies to all Organizational Units of U.Porto.
- 3 – The standards foreseen in the present decree may also be applied to third cycle courses (PhD courses) of the Organizational Units, with the necessary adaptations.
- 4 – At FEP, it is the responsibility of PhD course Directors, together with their respective scientific and monitoring committees, to define the scope of application of these standards to their courses.

CHAPTER II

General Principles

Article 3

Responsibility in Assessment

- 1 – The assessment methods used in each course unit and the respective student assessments are the responsibility of the instructor of the course unit, determined according to the teaching service distribution approved by the statutorily competent body of the Organizational Unit.
- 2 – The Pedagogical Council, in accordance with the statutes of the respective Organizational Units, shall ensure, in articulation with the Study Cycle Director, compliance with this regulation in the applied assessment processes.

Article 4

Assessment Schedule

- 1 – The assessment schedule is proposed by the Pedagogical Council, respecting the U.Porto academic calendar, for approval by the Faculty Director.
- 2 – The assessment schedule shall be disclosed to students in a timely manner, through the means of dissemination chosen by the Organizational Unit.
- 3 – The distributed assessment schedule is organized by the Director of the Study Cycle, respecting the specific assessment regulations of each Organizational Unit.
- 4 – At FEP, the distributed assessment schedule for first cycle courses is coordinated by the Pedagogical Council, in articulation with Course Directors and monitoring committees.

Article 5

Transparency and Equity of Assessment Processes

- 1 – Methods of assessment must:

- a) Use objective and transparent criteria that primarily value the acquisition and demonstration of knowledge and concrete competences related to the objectives of the course unit;
 - b) Guarantee equity in the assessment of students;
 - c) Be explained in advance in the course unit file.
- 2 – In the assessment of projects, internship reports, dissertations, theses or other works of that nature, the technical resources provided by U.Porto should be used to guarantee their originality, in the manner to be defined by the assessment regulations of each Organizational Unit and/or of each Cycle of Study.

Article 6
Course Unit File

- 1 – Each course unit has a corresponding file specifying its mode of operation.
- 2 – The course unit file is published by the assigned instructor in the U.Porto information system within the deadlines defined by rectory dispatch for preparation of the following academic year, and must include the following elements at minimum:
- a) Working language;
 - b) Objectives of the course unit;
 - c) Learning and skills outcomes;
 - d) Syllabus;
 - e) Bibliography;
 - f) Teaching methods and learning activities;
 - g) Type of assessment;
 - h) Assessment components;
 - i) Working components;
 - j) Attendance requirements;
 - k) Formula for calculating the final grade, including the methods of assessment.
- 3 – When applicable, the resources, equipment and computer applications to be used are also noted.
- 4 – Course unit files are validated by the director of the study cycle in accordance with the unit's scientific and pedagogical objectives, as well as with the provisions of this Regulation and in compliance with the deadlines set by rectory dispatch for the preparation of the following academic year.

Article 7
Course Unit Report

Within a maximum period of one month from the end of the period established by the competent body for collecting pedagogical survey responses, the course unit instructor shall prepare a report for publication on the U.Porto Information System containing an analysis of the results, an assessment of the achievement of the proposed objectives, a reflection on the results of the pedagogical surveys and, whenever necessary, suggestions for improving the course unit.

CHAPTER III
Assessment Regimes

Article 8
**Typology and Methods of
Assessment**

- 1 – The assessment typology of a course unit can take one of three forms:
- a) Distributed, without final examination;
 - b) Distributed, with final examination;
 - c) By final examination only, exceptionally.

- 2 – Assessments, whether distributed or by final exam, may contain written, oral, laboratory or field tests, or even written, artistic or oral presentations, or any combination of the above.
- 3 – Each component and the set of assessment components must have a classification weight that is appropriate for the effort required to carry it out and must respect the proportionality of ECTS of the course unit within the study plan.
- 4 – At FEP, course units may have both distributed assessment (with or without final exam) and assessment by final exam only.
- 5 – At FEP, all first cycle course units have, by default, assessment by final examination, except in situations that are duly justified and approved by the Pedagogical Council upon the favorable opinion of the course's Scientific Committee.
- 6 – If the final exam does not consist solely of a written exam held in an examination room, this must be specified in the course unit file.
- 7 – If there is no final examination, the course instructor must guarantee that students who are not legally obliged to attend classes receive the support needed to ensure they have the necessary conditions to complete the distributed assessment.
- 8 – At FEP, all course units have, by default, distributed assessment.
- 9 – The provisions of the preceding paragraph do not apply to course units whose term is only half a semester, as well as other situations duly justified and approved by the Pedagogical Council upon the favorable opinion of the Scientific Committee of the course.

Article 9 **Organization of Exams**

- 1 – Written exams must:
 - a) Be individual;
 - b) Present clear criteria, particularly regarding the length of the exam and the points weight of each question, including the points given for incorrect answers to multiple choice questions;
 - c) Take place in the presence of at least one instructor of the course unit, who bears responsibility for ensuring the regularity of the assessment process;
 - d) Be assessed by at least one instructor of the course unit.
- 2 – Oral exams must:
 - a) Be individual;
 - b) Be public;
 - c) Have a jury composed of at least 2 instructors, at least one of whom must be the instructor of the respective course unit.
- 3 – Public acts related with the defense of dissertations, internship and project reports follow the legal and regulatory norms in effect at U.Porto.
- 4 – Laboratory, field or artistic exams, written or artistic works and oral presentations may be individual or group efforts, and the assessment criteria and weighting to be attributed to each parameter must be public.
- 5 – At FEP, if the weighting of a written exam is not indicated, then the questions or groups of questions shall be weighted equally.

Article 10 **Attendance**

- 1 – The conditions for meeting the attendance requirements of each course unit are defined in the respective course unit file.
- 2 – Assessment methods may include attendance as a required condition, so long as this is found to be necessary for successful learning and is described in the respective course unit file.
- 3 – A regularly-enrolled student is considered to have complied with the attendance requirements of a course unit if they are not absent from more than 25% of classes (theoretical, theoretical-practical, laboratory), defined as compulsory in the course unit file.

4 – Students subject to specific, legally-foreseen situations shall be exempt from the attendance conditions of the preceding paragraph, without prejudice to the provisions of (3) of the following article.

5 – At FEP, all students enrolled in a course unit fulfill attendance requirements and may be assessed by final examination.

6 – At FEP, for purposes of fulfilling attendance requirements, the number of classes considered is the number listed in the U.Porto Information System.

Article 11 **Distributed Assessment**

1 – Students who, in a given academic year, are enrolled in a course unit may access the distributed assessment of that respective course unit.

2 – The course unit file must describe the consequences of student absences and failure to achieve any of the distributed assessment components, with or without final examination, and mention the components that may be subject to appeals season assessment.

3 – Students who are legally exempt from attending classes may be called to complete exams or special projects defined in the respective course unit file, with the purpose of demonstrating that they possess the requisite knowledge and skills.

4 – The marks obtained for each distributed assessment component must be shared with students throughout the semester; however, if earning passing marks in the distributed assessment components is required for accessing the final exam, these results must be divulged to students at least five working days before the date of said exam.

5 – At FEP, when the components of the distributed assessment take the form of written tests, they cannot exceed a duration of 1 hour and 15 minutes, unless they are carried out during the exam season.

Article 12 **Final Exam**

1 – Students who are enrolled in a course unit in a given academic year, and who have fulfilled attendance requirements in accordance with the respective course unit file, may access the course's final exam.

2 – The final exam mentioned in the previous paragraph takes place in each of the seasons described below, on dates subject to approval by the Pedagogical Council.

3 – The following final exam seasons exist:

- a) Normal season and appeals season;
- b) Special season for the conclusion of the study cycle, which may be accessed by students who, in compliance with (1) of this article, may complete the study cycle by earning the maximum number of legally-allowed credits;
- c) Seasons for students with a special status or condition, which may be accessed by students who, in compliance with (1) of this article, are subject to a special status or condition as mentioned in articles 13 and 14, respectively.

4 – The period in which each of the seasons established in the previous paragraph take place is defined in the academic calendar of each academic year, approved by the Organizational Unit, observing the following terms:

- a) Normal season and appeals season, at the end of each semester or each module;
- b) Special season for the conclusion of the study cycle, to take place in September;
- c) Regarding the seasons for students with a special status or condition, the Organizational Units must define 3 seasons within the periods mentioned below during which the exams may be held, administering at most one exam per course unit per season:
 - i) Season I, coinciding with the special season for the conclusion of the study cycle;
 - ii) Season II, from October to December;
 - iii) Season III, from March to May.

5 – The special season for the conclusion of the study cycle may be anticipated in relation to that described in b) of the preceding paragraph, for a period to be defined by the Director of the Organizational Unit, when, for

the conclusion of the study cycle, the dissertation/project/internship course unit takes place in the 1st semester.

Article 13

Students with Special Status

- 1 – Students with special status, such as those encompassed by the status of Director-Associate, Student-Athlete, Student-Fireman, Military Student, National Team Athlete Student, High-Performance Sports Athlete or Student Worker.
- 2 – Students with special status enjoy the following rights, provided they are assigned to them by law or by specific U.Porto regulations and comply with articles 11 and 12 (1):
 - a) Right to substitute a missed assessment exam, to be carried out during the periods indicated below, upon the submission of a request, in accordance with the established terms and deadlines, to the competent body of the Organizational Unit:
 - i) Final exam (missed during the normal or appeals season), to be completed in the seasons for students with a special status or condition;
 - ii) Distributed assessment, to be completed on a date to be arranged with the instructor or, if defined in the course unit file, through the application of an alternative assessment model, to take place during the appeals season of the final exam.
 - b) Right to access the seasons reserved for students with a special status or condition, to be carried out in the period indicated in c) of Article 12 (4), upon enrollment through the academic services of the respective Organizational Unit in the periods defined below:
 - i) In the month of July for exams taking place in Season I;
 - ii) In the month of September for exams taking place in Season II;
 - iii) In the month of February for exams taking place in Season III;
- 3 – The norms described in the different regulations for the statuses of worker-student, student-athlete, manager-associate, or any other status cannot be combined with each other, particularly regarding the rights associated with the provision of assessment exams.

Article 14

Exceptional Recognition of a Special Condition

- 1 – Special condition students are:
 - a) Individual cases recognized by the Director of the Organizational Unit upon request of the student and under the guidance of the Pedagogical Council;
 - b) Collective cases recognized by the Rector upon proposal by the Director of the Organizational Unit.
- 2 – Special condition students benefit from a new assessment opportunity under the following terms:
 - a) Final exam, to be taken in one of the assessment periods described in Article 12 (4);
 - b) Distributed assessment, to be completed on a date to be arranged with the instructor or, if defined in the course unit file, through the application of an alternative assessment model, to take place during the appeals season of the final exam.

Article 15

Grading

- 1 – The grades for all assessment components of the course unit are expressed on a numerical scale from 0 to 20, and they must be divulged to students and made available on the U.Porto Information System.
- 2 – In the assessment of course units:
 - a) The final grade of the curricular unit, rounded up to the nearest whole number, corresponds to the sum of the assessment components according to the proportions stated in the respective course unit file.

- b) Passing a course unit may be conditional upon achieving a passing grade in one or more of the distributed assessment components, so long as this is stated in the respective course unit file.
 - c) To pass a course unit, the student must obtain a minimum final grade of 10.
- 3 – The grade given for dissertations, internship reports, projects or theses is that which is attributed after the public defense of the respective work.
- 4 – The final grade of the cycle of study:
- a) Corresponds to the rounded average, weighted by the ECTS credit units, understood under the terms of chapter II of Decree-Law no. 42/2005, of 22 February, modified by Decree-Law no. 107/2008, of 25 June, of the grades obtained in each course unit;
 - b) In cases where a student holding a bachelor's degree enters an integrated master's degree course, the final grade is the weighted average, by the ECTS of the study cycle, of the final grade of the bachelor's degree and the grades obtained in the integrated master's curricular units.
- 5 – The European scale of grading comparability is applied to the final grades of the course unit and cycle of study, according to the principles defined in articles 18 to 22 of Decree-Law no. 42/2005 of 22 February, amended by Decree-Law no. 107/2008, of 25 June, translated into the algorithm in effect at U.Porto under the guidance of the General Directorate of Higher Education (DGES).

Article 16

Dissemination of Results and Exam Review

- 1 – The Director of the Organizational Unit shall, after hearing from the Pedagogical Council, establish the deadlines for the dissemination of assessment exam grades and for the publication of final grades.
- 2 – Reviewing the exams must take place within the first five working days counting from the day following the publication of the respective results and scheduled at least 48 hours beforehand.
- 3 – Furthermore, the test must be reviewed at least 2 working days before the next assessment of the respective course unit.
- 4 – The instructors grading the exams must provide students with clarifications during the period set for exam consultation, namely on the exam grading criteria.
- 5 – The grading regulations of each Organizational Unit and/or each Study Cycle must define the mechanisms for exam review.
- 6 – Without prejudice to (1), at FEP, appeals season and special season exam results must be published within a period of 10 working days, counting from the day after the assessment.
- 7 – At FEP, non-compliance with the deadlines established in (2) and (3) of this article implies scheduling an alternative date for the exam, if this should be requested from the Director by any student enrolled in the course unit.
- 8 – At FEP, exam answer keys must be made available on the U.Porto information system within seven working days after they have been held, unless their respective grades are disclosed in the meantime. For multiple choice questions, publishing an answer grid or key of the correct answers is sufficient.
- 9 – At FEP, students may submit complaints about the grading of written exams to the evaluation panels of the respective course units.
- 10 – The complaint may concern:
 - a) Failure to grade a question;
 - b) Calculation error in the sum of grades attributed to each question;
 - c) Errors transcribing the sum of the question grades to the grading sheet;
 - d) Other similar faults;

e) Assessment errors.

11 – To initiate this process, the student must, within two working days following the last exam review day, request a copy of the exam from FEP Academic Services, which shall be provided within three working days.

12 – The claimant student has a period of three working days, counted from the date on which they receive the copy of the exam, to present the grounds for their complaint.

13 – The panel must gather and publish their deliberations and respective grounds within a period of three working days, counting from the date they receive the aforementioned grounds for complaint from the student, and the student must be made aware of these immediately.

14 – The instructor who graded the question subject to complaint cannot assess the complaint in what regards said question.

CHAPTER IV

Grade Improvement

Article 17

Definition

1 – Students who, having passed a course unit in the cycle of study they are enrolled in, or which they were enrolled in as final-year students, wish to improve their grade may:

- a) Improve their final exam grade, under the following cumulative conditions:
 - i) Once per course unit;
 - ii) During the normal season or appeals season or, with the authorization of the Director of the Organizational Unit, during one of the other periods defined in article 12(3), without prejudice to the following sub-paragraph;
 - iii) The assessment will take place until the appeals season of the following academic year.
- b) So long as it is previously indicated in the file of the curricular unit, and under the conditions set forth in the previous point, it is also possible to improve the grades of one or more components of the distributed evaluation when the instructor in charge of the course unit considers the nature and formalities of these to be appropriate;
- c) Grade improvement through course attendance, under the conditions foreseen in the following article.

2 – To register to improve a grade, whether by final exam or attendance of a course unit or distributed evaluation components, all fees foreseen in the U.Porto Fees Table are due.

3 – The final grade attributed for the course unit is the higher of the original grade earned and the grade earned in the grade improvement assessment.

4 – The grades of the following cannot be improved:

- a) Dissertations, internship reports, projects or theses;
- b) Course units obtained through credit equivalence;
- c) Course units earned as part of a degree or diploma that has already been issued.

5 – At FEP, if the assessment regime of a course unit allows all students to complete only the final exam for assessment purposes, students may improve their grade in that academic year through a final exam, whatever the assessment regime through which they passed the course.

Article 18

Grade Improvement Through Course Unit Attendance

1 – Grade improvement through course unit attendance as foreseen in sub-paragraph c) of article 17 (1) applies to course units with distributed assessment, with or without a final exam.

2 – The assessment components to be considered for purposes of grade improvement in the aforementioned course units shall be identified by the instructor responsible for the course unit in the respective course unit file.

3 – The weights and methods applied to the above-mentioned assessment components are the same as those established for passing the course unit.

4 – Grade improvement through course unit attendance is dependent upon prior verification that the following requirements are all met, before the start of the academic year, and without prejudice to (2) and (3) of this article:

- a) The course unit is operating in the academic year for which the grade improvement through attendance is requested;
- b) The request for grade improvement through course attendance is made for the academic year following the year the course was initially passed and requested only once per course unit.
- c) The student makes the request within the defined enrollment period for the academic year following that in which the course was initially passed.

5 – The possibility of grade improvement through attendance provided for in the previous paragraph may, by reasoned decision of the Director of the Organizational Unit, be conditional upon the existence of sufficient resources to allow for the attendance of students in addition to those who are regularly enrolled.

6 – The number of credits in which the student enrolls for grade improvement through attendance will not count toward the maximum limit of credits (ECTS) in which a student can enroll in each academic year.

7 – The legally and statutorily responsible body of the Organizational Unit may pass specific regulations, subject to approval by the Rector, regulating, among other things, the use of each of the modalities of grade improvement according to the specificities of each cycle of study and of each course unit.

CHAPTER V Final Provisions

Article 19 Non-Compliance

Situations of non-compliance with these norms require the intervention of the statutorily responsible bodies in accordance with their specific competences.

Article 20 Fraud

1 – Fraud committed during the act of completing an exam, in any of its modalities, shall result in the annulment of said exam and communication to the statutorily responsible body to open disciplinary proceedings.

2 – Fraud committed during the act of completing an exam must also be communicated to the FEP Pedagogical Council.

3 – Upon receipt of the report of fraud, and after having given the student in question the opportunity to respond to the accusations, the FEP Pedagogical Council shall evaluate the event and deliberate over whether opening disciplinary proceedings should be proposed to the Director or not.

4 – At FEP, academic fraud is understood as any act or attempted act that may result in an unfair academic advantage for the perpetrator or any other member or members of the academic community.

5 – Academic fraud encompasses a wide variety of behaviors, such as copying, plagiarism, altering or falsifying documents, using unauthorized equipment, unauthorized access to materials before they are made available and helping third parties gain an unfair academic advantage.

Article 21
Doubts and Omissions

Any doubts or omissions proceeding from the interpretation and application of this decree shall be resolved by the Rector.

Article 22
Entry into Effect

This Regulation repeals the previous General Regulation for the Evaluation of First Cycle, Integrated Master's and Second Cycle Students of U.Porto, published by Order no. 922/2016 in DR, 2nd series, no. 12 of 19 January 2016, rectified by Declaration of Rectification no. 1268/2016, published in DR, 2nd series, no. 246, of 26 December, and takes effect in the 2018/19 academic year.