

**Specific regulations on assessment of academic attainment in second cycle courses
at the ISCTE-IUL School of Human and Social Sciences**

1. Scope

These regulations set out the rules and procedures for assessing academic attainment in second cycle courses at the ISCTE-IUL School of Human and Social Sciences. It falls under and is complemented by current legislation (Decree-Law 74/2006, which was amended by Decree-Law 107/2008) and the General Regulations on Assessment of Academic Attainment (GRAAA), Guidelines on Second-Cycle Dissertations and Project Work, Academic Code of Conduct and other internal ISCTE-IUL rules.

2. Assessment criteria and methods in course units

- a) Assessment of academic attainment in each course unit must be in line with the course's learning objectives, programme and bibliography, as set out in the course unit factsheet (CUF).
- b) The assessment method used in each course unit is defined by its coordinator. This method must also be indicated in the CUF.
- c) The assessment method must take account of the two main components of the student's work in a course unit: classes and tutorials and independent work (individual and possibly group work).
- d) The assessment method for each course unit must include one or more formal exams for each student. "Formal exams" are activities such as written assignments, which include fieldwork, internship and seminar reports, tests and oral presentations.
- e) The CUF must specify the formal exam(s) making up assessment of academic attainment in this course unit and the weight of each exam in the final grade.
- f) At least one of the formal exams taken by each student in the course unit must be written and at least one must be individual (which may be the same one or not), and the CUF must specify which.
- g) Defence of the student's dissertation or project work is open to the public and must not exceed 60 minutes. All the panel members may take part. It will begin with an oral presentation by the candidate, which must not exceed 15 minutes. Candidates are allowed the same time for their answers as that used by the panel members.
- h) Attendance and participation in classes may also be considered in the assessment and these criteria and their weight in the final grade must be defined in the CUF.
- i) Course units that, due to their characteristics, do not allow for a final exam, such as a dissertation, project work, internship or project seminar, must state this in their CUF.

3. Assessment periods: calendar, deadlines and exams

Each course unit has three final exam periods (Ministerial Order 886/83 of 22 September):

Normal or first-chance period: final exams for students who are not enrolled in continuous assessment or an intermediate exam (an individual exam worth less than 100%) for students enrolled in continuous assessment

Resit or second-chance period: final exams for students who were absent, gave up or failed the first-chance exam, plus students who failed in continuous assessment

Special period: in July for students covered by the Internal Regulations for Special Status Students and for students who are in a position in their study cycle pursuant to Article 4 (8) of the ISCTE-IUL GRAAA.

- a) The exam calendar must be set by the Course Director, pursuant to Ordinance 4/2011 of the Rector of ISCTE-IUL and distributed to faculty staff and students at the beginning of the academic year.
- b) Students must be informed of the dates of formal exams to assess academic attainment in each course unit at the beginning of the term to which the course unit is taught.
- c) In the specific case of dissertations, project work or internship reports, there are two submission periods: Period 1 - up to 30 June and Period 2 up to 30 September.

4. Grades

- a) The grades awarded in each course unit are from 0 to 20 and rounded up or down to the closest whole number. To pass the course unit, students must have a final grade of 10 or more. Dissertations are classed as a fail, or a pass with a grade of 10 to 20.
- b) The final grade in a master's course is the weighted average rounded up or down to the nearest whole number of the grades awarded in the course units and dissertation, project work or internships report making up the master's degree syllabus. The grades of each course unit and of the dissertation, project work or internship report are weighted by their number of credits.

5. Improving grades

- a) Any student who has passed a course unit may request permission from academic services to improve his/her grade. The course unit coordinator must be informed of all requests. This opportunity is subject to a fee.
- b) Requests to improve grades may only be made once per course unit and the exam may only be taken in the period following that in which the student passed.
- c) Improvement of grades is not possible in course units that only allow continuous assessment, such as a dissertation, project work or internship.

6. Transition from first to second year

It is possible to move up from the first to the second year with unfinished course units worth a maximum of 12 to 18, depending on the specific regulations of each master's programme.

7. Final provision

In exceptional cases, in which the course director considers that the assessment system in these regulations is not suited to the profile of the course, the departments in question may propose internal rules on assessing academic attainment in these courses. They will be analysed case by case by the SHSS Pedagogical Committee.

Approved by the Permanent SHSS Scientific Committee on 12/01/2012 and the SHSS Pedagogical Committee on 28/03/2012

Alteration approved by the SHSS PSC on 14/01/2013 and the SHSS PC on 28/02/2013.

Correction approved by the SHSS PC on 03/01/2014.

***Director of the School of Human and
Social Sciences***

Dr Filipe Reis