

General Regulation for Assessment of Knowledge and Skills of ISCTE- IUL

Preamble

The General Regulation for Assessment of Knowledge and Skills (RGACC) defines the general rules for assessment applicable at ISCTE - Instituto Universitário de Lisboa (ISCTE-IUL), in compliance with the legislation in force (Decree-Law number 42/2005 and all other specific legislation), and can be supplemented by the Specific Regulations for Assessment of Knowledge and Skills (REACC) of each Organic Unit and by the internal rules of ISCTE-IUL, which prevail over the REACC. The definition and application of the method of assessment of each curricular unit should be in line with the documents listed above.

After public hearing, the draft RGACC was approved by the Permanent Committee of the Pedagogical Council of ISCTE-IUL at the meeting held on 13 April 2018. Pursuant to article 26, number 1, subparagraph e) of the Rules of Procedure of the Pedagogical Council, it was approved by the Plenary of the Pedagogical Council of ISCTE-IUL at the ordinary meeting held on 13 April 2018. I homologate and determine the publication of the General Regulation for Assessment of Knowledge and Skills of ISCTE-IUL.

Article 1 Scope

- 1 - The present Regulation establishes the system for assessment of knowledge applicable to 1st and 2nd cycle study courses taught at ISCTE-IUL.
- 2 - Integrated master's degrees are subject to the system foreseen for 1st cycle courses, except with respect to the dissertation, project work or internship, which are regulated by specific regulations.
- 3 - Courses of the 3rd cycle and courses that do not confer a degree are subject to their own specific regulations and the knowledge assessment system should feature on the respective Curricular Unit File which should be disclosed to the students at the beginning of the academic year or semester. In the event of the non-existence of these regulations, the present regulation is applicable, in a supplementary manner and with the necessary adaptations.
- 4 - The Pedagogical Committees of each School can propose, to the Pedagogical Council, Specific Regulations for Assessment of Knowledge and Skills, supplementary to the present Regulation, and with observance of the rules defined herein.
- 5 - If specific knowledge assessment regulations are non-existent, the present Regulation is applicable supplementarily.

Article 2 Concepts

In the context of this Regulation, the following definitions are applicable:

- a) Year Council: structure that operates on a semesterly basis composed of the year coordinator, the coordinators and other teaching staff of the curricular units of the semester, as well as the delegates and subdelegates of the respective classes.
- b) Curricular Unit: teaching unit with specific training objectives, subject to enrolment and assessment reflected in a final grade.
- c) Curricular Unit File: descriptive document of a curricular unit, which should contain the mandatory elements in a format approved by the competent bodies.

- d) Teaching Period: period of time during which collective contact hours are accomplished with the teacher for the different curricular units.
- e) Assessment Period: period of time dedicated to assessment activities.
- f) Curricular Period: period of time covering the academic and assessment periods.
- g) Assessment Instrument: any means that enables verification of the acquisition and development of skills detailed in the corresponding Curricular Unit File and to which a grade is attributed.
- h) Test: any assessment instrument, except attendance of and participation in classes.
- i) Study cycle completion curricular units: curricular units of dissertation, project work or internship curricular units, which complete the study cycle, whose assessment is done at a public act of defence appraised by a panel specifically constituted for the purpose.
- j) Project, internship or seminar curricular units: curricular units that, while defined as such in the course plan, are not study cycle completion curricular units.

Article 3 Guiding principles

- 1 - The scheduling of assessment instruments, the appraisal and discussion of the functioning of the curricular units through the results of the respective mid-term monitoring and the establishment of any measures for improving efficiency during the semester are carried out at Year Council meetings.
- 2 - In 2nd cycle courses in which, due to their characteristics, it is not feasible to constitute the Year Council, the course director, after hearing the coordinators of the curricular units, is responsible for carrying out the tasks mentioned in the previous number.
- 3 - A preparatory meeting can be held at the beginning of each semester for the meeting referred to in number 1 of the present article, aimed at planning the academic semester.
- 4 - Changes to the previously established assessment dates and/or schedules can only be done with the consent of the curricular unit coordinator, the class delegates involved and the year coordinator, or the course director on the latter's behalf.
- 5 - A representative of the students of the Year Pedagogical Committee can be invited to the Year Council meetings, having observer status.

Article 4 Definition of the assessment process

- 1 - The process of assessment of a curricular unit is defined by the respective coordinator, in line with the rules in force.
- 2 - It is mandatory for the process of assessment of each curricular unit to be described in the Curricular Unit File.
- 3 - Changes to the process of assessment of the curricular unit during the semester can only be done with the explicit agreement of the class delegates involved and the year coordinators, or the course directors on their behalf.

Article 5 General rules of the assessment process

1 - The process of assessment of a curricular unit should foresee at least one individual assessment test, such as a piece of work, internship or seminar report, research project or other project within the remit of the curricular unit, written test or oral presentation.

2 - The student's attendance of and participation in classes can be reflected in the grade, pursuant to the terms indicated in the Curricular Unit File.

3 - The coordinator of a curricular unit can decide whether a student should take oral tests as a component of continuous assessment, or supplementary to another type of test, provided that this is featured in the Curricular Unit File.

4 - The assessment of a curricular unit must be completed entirely, in all its components, by the end of the curricular period.

5 - After completing a test, the student can ask the teacher to sign the attendance list confirming the student's presence at the time of the assessment, which should state the name of the curricular unit, the date and time of that the test was held.

6 - Students who arrive more than 20 minutes late to any previously scheduled assessment test will be excluded from the tests, unless, upon the student's arrival, the teacher in attendance considers that the reasons for the delay are justified.

Article 6 Grades

1 - The partial grades obtained in the different assessment instruments of each curricular unit, when quantitative, are expressed on a scale of 0 to 20 points, without rounding to the unit. Qualitative grades can also be used, provided that this is mentioned in the Curricular Unit File.

2 - The final grade of the curricular unit corresponds to the simple or weighted arithmetic mean of the results obtained in the different assessment instruments, provided that all the other requirements established in the Curricular Unit File have been met, if existing. The rounding of the final grade is made to the closest integer (decimal system from 0 to 20 points).

3 - In order to pass a curricular unit, the student should obtain a minimum final grade of 10 points.

Article 7 Modes of Assessment

1 - The process of assessment of knowledge in each curricular unit can include one or more of the following modes of assessment:

a) Continuous assessment.

b) Periodic assessment.

c) Assessment by exam.

2 - The curricular units should consider assessment by exam.

3 - The provisions in the previous numbers are not applicable to curricular units with an eminently practical nature whose alternative mode of assessment should be previously approved by the Pedagogical Committee of the School by proposal of the coordinator of the curricular unit.

4 - The modes and instruments of assessment of the project, internship or seminar curricular units follow rules that have been previously defined by the respective coordinator and are described in the respective Curricular Unit File.

5 - It is mandatory for the modes and instruments of assessment of each curricular unit to be described in the respective Curricular Unit File.

Article 8 Continuous assessment

1 - Continuous assessment is that which, in a regular and constant manner, takes place throughout the entire academic period and reflects the permanent interaction between the teacher and student.

2 - Continuous assessment requires a class attendance that should be defined in the Curricular Unit File, and cannot be less than 2/3 of the classes effectively taught.

3 - In this mode of assessment, participation in class is a mandatory assessment instrument.

4 - Continuous assessment instruments also include, among others, written or oral tests, pieces of work, reports, projects or laboratory work carried out individually or in group.

5 - Each continuous assessment instrument has a weighting of less than 100% of the final grade of the curricular unit.

Article 9 Periodic assessment

1 - Periodic assessment is that occurring during the academic period of a number, at a time and using assessment instruments previously defined in the Curricular Unit File.

2 - Periodic assessment can imply a minimum attendance of the classes effectively taught, where participation in classes cannot be weighted.

3 - Periodic assessment instruments include, among others, written or oral tests, pieces of work, reports, projects or laboratory work carried out individually or in group.

4 - Each periodic assessment instrument has a weighting of less than 100% of the final grade of the curricular unit.

Article 10 Assessment by exam

1 - Assessment by exam is that occurring exclusively during the assessment period and is incident on all the subject matter taught in the curricular unit.

2 - Assessment by exam mandatorily involves a written test and can also include an oral and/or practical test.

3 - In curricular units that entail assessment by exam, this mode of assessment is taken by the students that have chosen it, as well as students that have not obtained a pass grade in the continuous or periodic assessment modes.

Article 11 Assessment Periods

1 - The assessment of knowledge takes place at three differentiated times:

a) Normal period or 1st period, hereinafter referred to as 1st period;

a) Supplementary period or 2nd period, hereinafter referred to as 2nd period;

c) Special period.

2 - The three assessment periods are mandatory for all curricular units that entail assessment by exam, in compliance with Implementing Order number 886/83, of 22 September.

3 - The study cycle completion curricular units, namely dissertation, project work or internship, have their own specific rules and timeframes.

4 - The project, internship or seminar curricular units, referred to in number 4 of article 7 of the present regulation, have just one assessment period which coincides with the 1st season or with the 2nd season.

5 - The curricular units referred to in the previous number can, exceptionally and in duly justified cases, define a particular assessment timeframe, provided that it is previously approved by the Pedagogical Committee of the School.

6 - If the curricular unit foresees assessment by exam, the tests should have a similar degree of difficulty in all assessment periods.

Article 12
1st period

- 1 - The 1st period is intended for the last moment of assessment by students under continuous or periodic assessment and for assessment by exam by all other students.
- 2 - The last test of curricular units with continuous or periodic assessment should occur simultaneously with the assessment by exam in the 1st period.

Article 13
2nd period

- 1 - The 2nd period is intended for the taking of tests by students who did not turn up, desisted or failed in the 1st period.
- 2 - In cases where the curricular unit does not foresee assessment by exam, the 2nd period can also be used to complete the continuous or periodic assessment.

Article 14
Special period

- 1 - The special period is exclusively intended for the taking of tests:
 - a) By 1st cycle students who are properly enrolled and, having passed with a maximum of 24 ECTS credits, will terminate a study cycle;
 - b) By integrated master's students who are properly enrolled and, having passed with a maximum of 24 ECTS credits, will terminate a study cycle. Note that the ECTS credits corresponding to the study cycle completion curricular units, namely dissertation, project work or internship, do not count to this effect.
 - c) By 2nd cycle students who are properly enrolled and, having passed with a maximum of 12 ECTS credits, will terminate a study cycle. Note that the ECTS credits corresponding to the study cycle completion curricular units, namely dissertation, project work or internship, do not count to this effect.
 - d) By students who, being properly enrolled and under the Regulation of Students with Special Status or exceptional situations duly authorised by the Pedagogical Council or Rector, request enrolment in a special period backed by an application submitted to the Education Management Services.

Article 15
Disclosure of the assessment results

- 1 - The assessment results are disclosed on the academic management platform and/or information technology systems in use at ISCTE-IUL.
- 2 - It is mandatory for the teachers to disclose the results of the different assessment instruments throughout the academic year and for each class.
- 3 - Access to the lists of grades with the final grades of all the students must be ensured for each curricular unit/course.
- 4 - If the result of an assessment instrument has implications for the taking of subsequent tests, this result should be disclosed at least 48 hours before the date that these tests will be held.

Article 16
Consultation of written tests

- 1 - The student has the right to consult her/his written tests and to be enlightened on the criteria used in the respective correction.

2 - Consultation of a written test should take place in the presence of the teacher who assessed the test, or the coordinator the curricular unit on this person's behalf. The date, place and time of this consultation should be informed at least 24 hours in advance.

3 - Consultation of tests should occur up to five business days after the disclosure of the assessment results of the test in question.

Article 17 Posting of grades

1 - The grades are posted through the Academic Management System of ISCTE-IUL, followed by the signing, in person or electronic, of the respective term, within the time limits established in the academic timeframes in force, with the coordinator of the curricular unit being responsible for compliance with these time limits.

2 - The posting of grades of the 1st period should be made on a business day prior to the day of the 2nd period assessment.

Article 18 Grade improvement

1 - Students who, having obtained a pass grade in a curricular unit which they are enrolled, wish to improve their grade, can attempt the improvement under the following terms:

a) In curricular units of the 1st cycle and integrated master's, the students can only enrol once for improvement, per curricular unit, in one of the assessment periods following that in which they obtained a pass grade.

b) For curricular units that cover both semesters, the following assessment periods are considered those that take place in the same semester of the year after that in which the pass grade was obtained.

c) In curricular units of the 2nd cycle, the students can only enrol once for improvement, per curricular unit, in the 2nd period of the academic year in which they obtained a pass grade.

2 - The students can also, in the two periods after completion of the 1st study cycle, attempt to improve their grade up to the maximum limit of 24 ECTS credits, provided that they have not yet requested the issue of the Course Diploma or Certificate.

3 - Grade improvement cannot be done in study cycle completion curricular units or in project, internship or seminar curricular units.

4 - In addition to the situations referred to in the previous number, grade improvement might not be possible for curricular units of an eminently practical nature, pursuant to the provisions in number 3 of article 7 of the present regulation, and this circumstance should feature in the respective Curricular Unit File.

5 - Grade improvement is only possible if the curricular unit is in operation, and is incident on the subject matter taught in the curricular unit in the academic year in which the improvement is attempted.

6 - The final grade in the curricular unit is the highest one, between that initially obtained and that obtained in the improvement test taken.

7 - Enrolment in grade improvement is conducted at the Education Management Services or in the Academic Management information technology system, with the fees stipulated in the Table of Fees of ISCTE-IUL being payable.

8 - Grade improvement cannot be attempted during the special period.

Article 19 Complaint

1 - The student can query the grade obtained in the final assessment of a curricular unit, after consulting the test(s) pursuant to article 16, by making a request, properly

substantiated, addressed to the Chairperson of the Pedagogical Council and delivered to the Education Management Services within the time limit of 2 business days after the grade has been posted, pursuant to article 17, with the established fees being payable.

2 - The Chairperson of the Pedagogical Council is responsible for appraising the complaint, and may

a) Immediately dismiss the claim whenever it is not properly substantiated;
b) Request the opinion of the Pedagogical Committee of the School to which the department responsible for the curricular unit belongs, whenever it implies a formal and/or substantial appraisal.

3 - The Pedagogical Committee can nominate one or more teachers, who cannot be part of the teaching staff of the curricular unit in the academic semester in question, to issue the opinion referred to in the previous number.

4 - The Pedagogical Committee will convey its opinion to the Chairperson of the Pedagogical Council within the maximum time limit of 10 business days.

5 - The decision on the complaint will be communicated to the student within the maximum time limit of 30 continuous days after the request was received, with the month of August and periods when the institution is closed not counting for this time limit.

6 - In the response to the complaint, the grade can be maintained, improved or worsened.

7 - If the grade is changed, the Course Director is responsible for rectifying it in the Academic Management System, followed by the signing, in person or electronic, of the respective term, within the time limit of five business days after the decision has been communicated.

8 - If the student's complaint gives rise to an improvement of the grade, the amount paid in fees will be returned to the student.

9 - The decision on the complaint cannot be appealed against, unless an infringement of procedural requirements is involved.

10 - The appeal is made in an application addressed to the Rector who must issue a decision within the time limit of 10 business days.

11 - The grade cannot be queried when obtained:

a) in cycle completion curricular units, namely dissertation, project work or internship.

b) in project, internship or seminar curricular units.

Article 20

Academic misdemeanours in the assessment process

Situations of fraud, plagiarism and self-plagiarism are subject to the provisions in the Academic Code of Conduct of ISCTE-IUL and in the Student Disciplinary Regulation.

Article 21

Entry into force and repealing clause

This regulation enters into force in the academic year of 2018/2019 and repeals the General Regulation for Assessment of Knowledge and Skills of ISCTE- IUL, approved by order number 21434/2009, published in Diário da República, 2nd Series, number 185, of 23 September 2009; the General Regulation for Assessment of Knowledge and Skills of ISCTE- IUL, 1st study cycle (Regulation number 437/2014), published in Diário da República, 2nd Series, number 196, of 10 October 2014, and the General Regulation for Assessment of Knowledge and Skills of ISCTE- IUL, 2nd study cycle

(Regulation number 436/2014), published in Diário da República, 2nd Series, number 196, of 10 October 2014.