

## PROPOSED AMENDMENT

### Regulations for Students with Special Status

#### Preamble

The present Regulation aims to meet the need to regulate student situations foreseen in the legal and/or institutional framework. This Regulation is applicable to students of bachelor's, master's and doctoral degrees and other courses whose duration corresponds to at least 60 credits, except for the public act of defence of the dissertation, project work, internship report and thesis.

Due to the existing diversity and heterogeneity of courses at ISCTE-IUL, all the rights conferred by this regulation are articulated with the specific characteristics of the different courses.

Considering the need for adjustment and clarification of the **Regulation for Students with Special Status** (Regulation number 230/2013, published in the 2nd Series of *Diário da República* number 122/2013, of 27 June), in force and using the power entrusted to me in subparagraph s), of number 1, of article 30, of the Statutes of ISCTE – Instituto Universitário de Lisboa (Normative order number 11/2011, of 14/04, published in the 2nd Series of *Diário da República*, number 124, of 30 June) I hereby approve, after compliance with the provisions in number 3 of article 110 of the Legal System for Higher Education Institutions (Law number 62/2007, of 10 September) and the **opinion issued by the Pedagogical Council of ISCTE-IUL at the Standing Committee on 17 July 2017**, the amendments to the **Regulation for Students with Special Status** and its respective republication.

31 July 2017 - The Rector, Luís Antero Reto.

# **Regulations for Students with Special Status**

## **Chapter I Special Status of Youth Associative Leader**

### **Article 1**

#### **Scope**

- 1 – For purposes of the present Regulation, Youth Associative Leader refers to a student who is a member of the governing bodies of youth associations based on national territory and enrolled in the National Register of Youth Associativism.
- 2 – For purposes of application of the present Regulation, and pursuant to the legal provisions in force, a student who is properly registered and enrolled and a member of the Governing Bodies of the Student's Union of ISCTE-IUL benefits from the status of youth associative leader;
- 3 - The Board of the Student's Union is responsible for disclosing which leaders benefit from the respective status pursuant to the provisions in number 3 of article 23 of Law number 23/2006, of 23 June, namely:
  - a) 5 Leaders in associations with less than 250 members;
  - b) 7 Leaders in associations with 251 to 1000 members;
  - c) 11 Leaders in associations with 1001 to 5000 members;
  - d) 15 Leaders in associations with 5001 to 10000 members;
  - e) 20 Leaders in associations with more than 10000 members.
- 4 - The limits mentioned in number 3 could be enlarged by proposal of the Students' Union and decision of the Rector.

### **Article 2**

#### **Attribution of status**

- 1 - The attribution of the present status requires the submission, to the Education Management Services, of a note indicating the members designated for attribution of this status, together with the certificate of the record of taking up office, within the time limit of 30 business days after it has taken place.
- 2 - If the documents referred to in the previous number are not submitted in due time, the respective status will not be applied.

### **Article 3**

#### **Rights**

- 1 - Youth Associative Leaders benefit from the following rights:
  - a) Relief from recording absence when caused by attendance of meetings of the bodies to which the student belongs or activities of manifest associative interest, if they coincide with the academic schedule;
  - b) Not being subject to a minimum number of attendances in a curricular unit or order to be able to take the exam;
  - c) Apply for up to five exams in each academic year or the number of curricular units corresponding to 30 ECTS credits, in addition to the exams in the normal, appeal and special period, already established in the legislation in force, with a maximum limit of two per curricular unit;
  - d) Postponement of presentation or submission of work and the possibility of taking tests at a later date, to be defined by the coordinator of the curricular unit and by submission to the Education Management Services of confirming evidence, whenever, due to attendance of meetings of the bodies to which the student belongs

- or activities of manifest associative interest, it is impossible to comply with the defined deadlines or turn up and take tests;
- 2 - Relief from recording absence depends on the submission, within the time limit of 2 business days, to the Education Management Services, of confirming evidence of attendance of the activities referred to in subparagraph a) of number 1.
- 3 - For purposes of the provisions in subparagraph d), of number 1, the associative leader undertakes, within the time limit of 2 business days from the moment she/he is aware of the associative activities, to submit a document confirming this to the Education Management Services.
- 4 - The exam application referred to in subparagraph c), of number 1, should be submitted via a specific form to the Education Management Services from day one to day five of each month, with payment of the respective rate.
- 5 - Exams cannot be requested for the month of August or in the special period.

#### **Article 4**

##### **Duration of the Rights**

- 1 - The rights established in article 3 of the present Regulation are exercised during the term of office, starting on the day of taking up office.
- 2 - The rights conferred in subparagraphs c) and d) of number 1 of article 3 can be exercised within the time limit of 12 (twelve) months after the end of the term of office, provided that this time limit is not greater than the time in which the term of office was effectively exercised.
- 3 - For purposes of the provisions in number 2, interested leaders should make the request in writing to the Rector, up to 15 business days after the end of the term of office.

#### **Article 5**

##### **Termination of status**

- 1 - The present status is terminated whenever the associative leaders terminate or suspend, for any reason, the duties conferring them the status of associative leader.
- 2 - The situations indicated in the previous point should be reported, in writing, to the Education Management Services, within the maximum time limit of 15 business days, after the aforesaid termination or suspension.

### **Chapter II**

#### **Special Status of Student Athlete of AEISCTE-IUL**

#### **Article 6**

##### **Scope**

The status of student athlete is applicable to all students who, through and on behalf of the Student's Union of ISCTE-IUL (AEISCTE-IUL), participate in university championships in any individual or collective sport.

## **Article 7**

### **Attribution of status**

- 1 - At the beginning of each academic year, AEISCTE-IUL will submit the Rector's order on the sports to which this status is applicable, and, by the end of January, the list of students who are included under the respective sports.
- 2- Breach of the provisions in the previous number implies the non-concession of the status of athlete of AEISCTE-IUL.
- 3 - The President of AEISCTE-IUL is responsible for the veracity of the data provided, and should report the termination or suspension of duties of any athlete, within the time limit of 15 business days, under penalty of disciplinary liability.

## **Article 8**

### **Rights**

- 1 - As an incentive, the athletes of AEISCTE-IUL have the right to:
  - a) Apply for up to two exams or the number of curricular units corresponding to 12 ECTS credits, in the special period.
  - b) Relief from recording absence when caused by attendance in competitions that coincide with the academic schedule. This relief requires the submission, to the Education Management Services, of a document confirming attendance of the activities, within the maximum time limit of 10 business days after the occurrence of the absence.
- 2 - The period of coincidence is considered the day of the competition.
- 3 - The students covered by this status should comply with the assessment rules stipulated by the teacher of each curricular unit for the students in general.

## **Article 9**

### **Termination of status**

- 1 - The present status terminates whenever:
  - a) The student athlete shows behaviour that infringes the sporting and ethical rules of each type of sport;
  - b) The student athlete gives up the particular sport.
- 2 - The situations indicated in the previous point should be reported, within the maximum time limit of 15 business days, to the Rector by the President of AEISCTE-IUL.

## **Chapter III**

### **Special Status of Top Level Student Athlete**

## **Article 10**

### **Scope**

- 1 - Top level sport is considered to correspond to the evidence of exceptional talent and notable vocation for sports, with the sports results being appraised according to international standards, and the athlete's career being directed towards success in the international sports arena.
- 2 - Students who follow a path aimed at competing at a top level and are listed in the register organised by the Portuguese Institute of Sport and Youth, pursuant to the technical criteria defined in an Implementing Order issued by the Government member responsible for supervising sports, are considered top level athletes.
- 3 - The Portuguese Institute of Sport and Youth is responsible for informing ISCTE-IUL, at the beginning of the academic year, on the inclusion of its students in the top

level competition system. This institute is also responsible for communicating to the sports federations the information conveyed by ISCTE-IUL relative to the system and educational achievement.

## **Article 11**

### **Rights**

- 1 - Students with top level athlete status benefit from the following rights:
  - a) Priority in choice of schedules and classes as best adapted to the student's preparation for sports;
  - b) Relief from recording absence during the period of preparation and participation in sports competitions, by submission to the Education Management Services the confirming statement issued by the Portuguese Institute of Sport and Youth, subsequently sent to the Course Director;
  - c) When the period of preparation and participation in sports competitions coincides with the knowledge assessment tests, they will be rescheduled to dates that do not coincide with the sports activity, by the coordinator of the curricular unit;
  - a) Apply for up to two exams or the number of curricular units corresponding to 24 ECTS credits, in the special period.
- 2 - In order to exercise the right mentioned in subparagraph c), the student should request the change of the assessment dates, from the Education Management Services, to this end attaching the confirming statement issued by the Portuguese Institute of Sport and Youth.
- 3 - The student can request the application of alternative methods of learning and acquisition of competencies, provided that the student is unable to comply with the stipulated methods.
- 4 - Interruption of the counting of time limits for the submission and public act of defence of the student's dissertation, project work, internship report and thesis, due to participation in sports competitions, is requested from the Education Management Services and is subject to the Rector's decision after having heard the Pedagogical Council.

## **Article 12**

### **Procedures**

- 1 - The Course Director is responsible for appointing a teacher to supervise the evolution of the student's educational achievement, detect any needs and propose measures to resolve them.
- 2 - At the end of each academic year, the supervising teacher should draw up a report on the educational achievement of each of the athletes which should be sent to the Portuguese Institute of Sport and Youth.

## **Chapter IV**

### **Special Status of Working Student**

## **Article 13**

### **Scope**

Pursuant to the Labour Code, approved by Law number 7/2009 of 12 February, regulated by Law number 105/2009 of 14 September, working student status is applicable to students who are in any of the following situations:

- a) Employees in public or private entities, irrespective of the contractual binding;
- b) Self-employed;

- c) Attending vocational training courses or youth temporary occupation programme with duration equal to or more than six months.

## **Article 14**

### **Attribution of status**

1 - Students should submit their application to the Education Management Services, providing evidence confirming their situation as a worker, by presentation of the following documents:

- a) In the case of being an employee in the private sector:
  - i) Social Security document confirming registration as a beneficiary and contributions made. If the student, on the status application date, still only has the document of registration in Social Security, the status can only be attributed for that academic period (semester); therefore, the student should re-apply for the status and submit all the documentation in the following semester;
  - ii) Copy of the employment contract or statement issued by the employer entity;
- b) In the case of being an employee in the public sector, statement of the respective service, duly authenticated with the embossed seal, signed by the most senior director of the service or person responsible for the personnel department.
- c) In the case of being self-employed:
  - i) Personal income tax return from the previous year or declaration of commencement of activity;
  - ii) Social Security document confirming registration as a beneficiary and contributions made up to the second month prior to that when the status is requested or the respective exemption.
- d) In the case of attending a vocational training course or youth temporary occupation programme, with minimum duration of 6 months, confirming document indicating the start and duration of the activity and registration for the accreditation of the training or youth temporary occupation programme, issued by an entity authorised to conduct the course or programme.

2 - The documents referred to in the previous point should be dated 30 days before or less.

3 - Working students do not lose their status if placed in a situation of voluntary unemployment, provided that they are registered at a job centre.

## **Article 15**

### **Timeframes**

1 – The status of working student should be requested via a specific form, from the Education Management Services up to 30 days after the beginning of classes of the 1st semester.

2 - Students can also request the granting of the status for the 2nd semester of the academic year, by application submitted during the 15 days following the beginning of the 2nd semester.

3 – It is mandatory to apply for the status of working student each academic year, regardless of whether it has already been granted in the previous year.

4 – In being accepted, the status of working student takes effect from the semester in which it is attributed and for the curricular units of that semester.

5 – Late submission of the application for attribution of the status of working student, as well as missing documents, is subject to the payment of the rate established in the table on fees in force, in relation to acts that take place after the deadline.

## **Article 16**

### **Cases of rejection**

Applications will be immediately dismissed if they are not accompanied by the documents established in article 14 of the present Regulation.

## **Article 17**

### **Rights**

1 - Working students benefit from the following rights:

- a) Not being subject to rules of attendance of a mandatory minimum number of curricular units, or to limitation period arrangements;
- b) Not being subject to attendance systems whose educational achievement depends on the attendance of theoretical, practical and theoretical-practical classes, considering the provisions in number 2 of the present article;
- c) Not being subject to a minimum number of attendances in a curricular unit or order to be able to take the exam;
- d) Postponement of presentation or submission of work and the possibility of taking tests at a later date, to be defined by the coordinator of the curricular unit and by submission to the Education Management Services of confirming evidence, provided that the substantiation is considered sufficient by the teacher;
- a) Apply for up to two exams or the number of curricular units corresponding to 24 ECTS credits, in the special period.

2 - Students benefiting from the status of working student should discuss with the teacher of each curricular unit, at the beginning of each semester, the possibility of acquiring the respective competences throughout the academic period by alternative forms of learning.

## **Article 18**

### **Termination of status**

1 - The present status terminates when the working student does not achieve educational success for two consecutive years or three interpolated.

2 - Educational success is considered the transition from one year to the next or achieving pass grades in at least half of the curricular units or ECTS credits in which the working student is registered and enrolled.

3 - The rights of working students terminate immediately in the academic year in question, if false statements are made in relation to facts on which the granting of the status or facts constituting rights depend.

4 - In the academic year following that in which a student has lost the status, pursuant to the previous number, the student can reapply for the status of working student.

## **Chapter V**

### **Special status for students who are pregnant, have recently given birth or are breastfeeding and students who are mothers or fathers of children up to three years old**

## **Article 19**

### **Scope**

Pursuant to the legislation in force, the present statutes determine the attribution of rights to students who are pregnant, have recently given birth or are breastfeeding and students who are mothers or fathers of children up to three years old.

## **Article 20**

### **Attribution of status**

- 1 - Applications for this status are submitted in a specific form to the Education Management Services.
- 2 - The confirming documents to be submitted depend on the case in question as follows:
  - a) Document confirming prenatal medical appointment and/or medical certificate due to sickness and care of children;
  - b) Birth certificate and copy of the personal identity document (Cédula Pessoal) of the child up to 15 business days after birth and, subsequently, yearly upon enrolment.

## **Article 21**

### **Rights**

- 1 - Student mothers and fathers benefit from the following rights:
  - a) A special arrangement for absences, considered justified, whenever duly confirmed, due to prenatal medical appointments, period of childbirth, breastfeeding, sickness and care of children;
  - d) Postponement of presentation or submission of work and the possibility of taking tests at a later date, to be defined by the teacher of the curricular unit and by submission to the Education Management Services of confirming evidence, whenever, due to any of the facts indicated in the previous subparagraph, it is impossible to comply with the defined deadlines or turn up and take tests;
  - c) Exemption from compliance with an arrangement for absences in which the student's educational achievement depends on attendance of classes. However, if considered necessary, the teacher and the student can agree on an alternative method of assessment;
  - d) Exemption from mandatory enrolment in a minimum number of curricular units;
  - e) Students who are pregnant, mothers or fathers are entitled to apply for up to four exams or the number of curricular units corresponding to 24 ECTS credits, in the special period, when the childbirth coincides with the exam period, or in the case of sickness and care of children who are minors pursuant to article 19.
- 2 - Relief from recording absence from class and the request to take exams in the special period requires the submission of documentation confirming the coincidence with the academic schedule of the fact that, in light of Law number 90/2001, of 20 August, precludes the student's presence.
- 3 - Requests for relief from class absences and taking exams in the special period are submitted to the Education Management Services, within the time limit of 5 consecutive days and 15 consecutive days, respectively.
- 4 - Interruption of the counting of time limits for the submission and public act of defence of the student's dissertation, project work, internship report and thesis, due to maternity, is requested to the Education Management Services, by a duly substantiated application, and is subject to the Rector's decision after having heard the Pedagogical Council.



## **Chapter VI**

### **Special Status of Student with Special Educational Needs**

#### **Article 22**

##### **Scope**

1 - The present status is applicable to students with Special Educational Needs enrolled in bachelor's, master's and doctoral degrees and other courses whose duration corresponds to at least 60 credits.

2- Pursuant to the Law number 38/2004, of 18 August, a student with special educational needs is considered a student that, for reasons of loss or anomaly, congenital or acquired, of body functions or structures, including psychological functions, has specific difficulties that, in conjunction with the particular environmental factors, limit or hinder the student's activity and participation under conditions of equality with all the other students, namely:

- a) Students with physical or sensorial disability of a permanent nature whose severity puts them at a disadvantage in terms of their academic performance;
- b) Students with chronic diseases or long-term health conditions, associated to periodic treatments or aggressive treatments that lead to disadvantageous situations for their academic performance;
- c) Students with temporary physical or sensorial disability, whose severity gives rise to conditions that limit their normal academic duties during the period of that disability;
- d) Students with specific learning disorders (e.g. dyslexia, dysgraphia, dysorthography and dyscalculia) which compromise the adequate comprehension and production of academic material.

#### **Article 23**

##### **Procedural instructions and confirming evidence of the conditions for attribution**

1 - The application for status, pursuant to the present chapter, should be submitted up to 30 consecutive days after registration/enrolment, to the secretarial office of the Pedagogical Council, by completion of a specific application form, accompanied by confirming reports or opinions issued by specialists.

2 - The application can be submitted at other times of the year if the disability or special need is detected subsequently or is the result of occurrences after the beginning of the academic year. In this case, the student has 15 consecutive days after the occurrence/detection to follow the procedural instructions indicated in the previous point.

3 - In the case of a student with permanent special educational needs, the application is automatically renewed each academic year, except in cases where the enrolment is interrupted. The Student Counselling Office (GAA) through its service supporting students with special educational needs (GNEE), is responsible for checking the maintenance of support to the student at the beginning of each academic year.

4 - The reports or opinions issued by specialists referred to in point 1 should explain the type of disability and its severity in view of the academic work to be developed by the student and its consequences on the student's performance, and should also include:

- a) In the case of visual disability, the appraisal of visual acuity of each eye, with the best correction;
- b) In the case of hearing disability, the appraisal of hearing ability of each ear, with the best correction;
- c) In the case of motor disability, detailed information on the affected limbs;

- d) In the case of chronic or infectious disease or temporary disability, description of its implications on attendance and academic performance;
  - e) In the case of mental or psychological disorder, information is required on the type of pathology and degree to which it compromises normal adaptation and academic learning;
  - f) In the case of specific learning disorders (e.g. dyslexia, dysgraphia, dysorthography and dyscalculia), a report indicating the degree to which the disorder compromises comprehension and/or production of written material.
- 5 - Whenever considered necessary, other documents may be requested in order to complete the individual case file of each student or confirm the continued special educational need, when it could be susceptible to change.
- 6 - If the documents referred to in the present article are not submitted, the status will not be granted.

## **Article 24**

### **Analysis of the case file and disclosure of the decision**

- 1 - The Pedagogical Council is responsible for analysing the student's application, and for this purpose should request the collaboration of the service supporting students with special educational needs (GNEE) and/or Specialised Committee of the Pedagogical Council (CECP). The latter will always be requested whenever involving needs for pedagogical adaptations or whenever justified.
- 2 - The service supporting students with special educational needs meets the student to appraise and identify specific needs and draws up an opinion, explaining the appropriate support for each case, which is sent to the Pedagogical Council for decision-making.
- 3 - The Pedagogical Council informs the student and the year coordinators, specifying the conditions applicable to each case, indicating any adjustments considered necessary to the student's process of attendance, teaching and assessment.
- 4 - The year coordinators are responsible for conveying the information to the teachers in charge of the curricular units attended by the students.

## **Article 25**

### **Support and follow-up of students with special educational needs**

- 1 - With a view to the full integration of students, the service supporting students with special educational needs (GNEE):
  - a) Welcomes students with special educational needs;
  - b) Organises the individual case file of the student after applying for the status;
  - c) Clarifies doubts and provides support to students with special educational needs and their teachers;
  - d) Provides the student with information on the existing types of support and services at ISCTE-IUL;
  - e) Articulates the implementation of the necessary support for each case with other internal/external services and with the Specialised Committee of the Pedagogical Council (CECP);
  - f) Carries out the follow-up and monitoring of the implementation of the support, whenever necessary always proposing other measures more suited to the student's needs.
- 2 - Whenever the situation proves to require so, individual pedagogical/curricular adjustments can be made by the teachers in charge of the curricular units in articulation with the CECP. This can be reflected in the introduction and/or elimination of

objectives and contents that are not fundamental for acquisition of competences and attainment of the curricular goals.

3 - The CECIP is composed of the President of the Pedagogical Council, the Director of the Social Action Service and a psychologist of the Student Counselling Office (GAA), and other teachers and staff from other services can always be called when justified by the case in question.

## **Article 26**

### **Attendance system**

1 - For purposes of attendance, students with special educational needs are entitled to the following rights:

- a) Not being subject to rules of attendance of a mandatory minimum number of curricular units in each academic year;
- b) Not being subject to attendance systems whose educational achievement depends on the attendance of theoretical, practical and theoretical-practical classes, considering the provisions in number 2 of the present article;
- c) Not being subject to a minimum number of attendances in a curricular unit in order to be able to take the exam;
- d) Compensation or pedagogical support classes considered indispensable by the teachers, for the assessment process;
- d) Postponement of presentation or submission of work and the possibility of taking tests at a later date, to be defined by the coordinator of the curricular unit, provided that the substantiation is considered sufficient by the coordinator;

2 - Students with special educational needs should discuss with the teacher of each curricular unit, at the beginning of each semester, the possibility of acquiring the respective competences throughout the academic period by alternative forms of learning.

3 - The production of schedules and attribution of classrooms should consider aspects of accessibility for classes attended by students with special educational needs.

4 - Whenever the student's situation proves to require so, specific places are reserved in classrooms for students with special educational needs.

5 - Priority in choice of schedules and classes whose attendance system is best adapted to the student's situation.

## **Article 27**

### **Assessment system**

- 1 - All students are subject to the general rules of assessment used in each curricular unit, without prejudice to the possibility of adaptations as best suited to the special educational need.
- 2 - By mutual agreement between the teachers and students with special educational needs, the forms and methods of assessment can be, to the extent possible, differentiated and/or adapted to the student's special conditions.
- 3 - The assessment system can also be differentiated on a case by case basis, pursuant to the technical opinion of the Specialised Committee of the Pedagogical Council (CECP), which should indicate the conditions and procedures of adjustment of the assessment system and elements, and may include:
  - a) A written test in replacement of an oral test, or vice versa;
  - b) An assessment system in another format more suited to the student's needs;
  - c) Possibility of support during the assessment tests, namely with respect to consulting materials previously authorised by the teacher;
  - d) Taking the test in two stages with a time interval to be determined in cases where disability precludes continued effort;
  - e) Use by the student of other technical means, duly authorised by the teacher, in taking exams when disabilities that justify this are involved.
- 4 - Written tests will be subject, in particular, to the following:
  - a) If the disability implies greater slowness in reading or writing, students with special educational needs will be given an additional period of time to take the test, corresponding to fifty per cent of its duration;
  - b) The contents of the tests should be presented in a manner appropriate to the type of disability (enlarged contents, audio record, Braille characters) and the answers can be given in unconventional forms (by audio record, in Braille, dictated or using an adapted type writer or computer);
  - c) The service supporting students with special educational needs (GNEE), under conditions to be established by higher order, will provide the necessary support for the preparation of contents, namely transcription to and from Braille;
  - d) If texts or other materials are used in oral tests, the specific case of students with special educational needs should be foreseen;
  - e) The deadlines for submission of written practical work should be extended, in terms defined by the coordinator of the curricular unit, in the case of students with special educational needs when justified by their specific constraints;
  - f) In the case of students presenting evidence that they suffer from chronic diseases requiring successive hospital confinement, the teachers should give these students the possibility of taking knowledge assessment tests on alternative dates, to be agreed by both, and extending work submission dates.

## **Article 28**

### **Access to special exam periods**

- a) Apply for up to two exams or the number of curricular units corresponding to 24 ECTS credits, in the special period.

## **Article 29**

### **Documental and bibliographic support**

- 1 - Students with special education needs can be granted the possibility of making audio recordings of the classes, on the condition that the recordings are made for exclusively academic purposes, pursuant to a sworn statement.

2 - If the teacher does not agree to the recording of classes, the teacher should provide the subject matter of each class in a format adapted to the student with special educational needs, in due time, if necessary, requesting the collaboration of the service supporting students with special educational needs (GNEE).

3 - In the case of curricular units with fundamental bibliographic references in which visually impaired students are enrolled, the teacher is responsible for informing the GNEE for the necessary steps to be taken for their conversion into an appropriate format.

4 – Students with special educational needs whose situation justifies it can access photocopies of academic material that is not protected by copyright, and may use the photocopier of the Social Action Service for the effect.

5 - The time limits of loans for reading at home applied by the Information and Documentation Services will be extended for students with special educational needs, as defined by the Services Management.

## **Chapter VII**

### **Special Status of Military Student**

#### **Article 30**

##### **Scope**

A military student is considered any student who is providing military service under contract or as a volunteer in the Armed Forces.

#### **Article 31**

##### **Attribution of status**

Recognition of the status of military student requires the submission, to the Education Management Services, in the 30 days following the beginning of each academic semester, of the following documentation, authenticated under the legal terms:

- a) Statement issued by the competent service, indicating the full name of the interested party, the regime of provision of military service and the social protection beneficiary number;
- b) If the regime implies contributions to Social Security, or equivalent structure, a document confirming registration and contributions should also be submitted.

#### **Article 32**

##### **Rights**

1 - For purposes of the arrangement on attendance and special assessment, the provisions in article 17 of Chapter IV of the present regulation, relative to the working student, are applicable to military students under contract and who are volunteers.

2 - Military students under contract and who are volunteers that, for the reasons established in numbers 7 and 8 of article 3 of Decree-Law number 320-A/2000, of 15 December, as worded by Decree-Law number 320/2007, of 27 September, cannot take assessment tests on the dates when they are scheduled to take place, are entitled to take them in the special period, provided that they can provide evidence of this situation, to the Education Management Services, up to 5 business days after the end of the impediment.

## **Chapter VIII**

### **Special Status of Firefighter Student**

#### **Article 33**

##### **Scope**

Students who are firefighters of professional, mixed or voluntary brigades are subject to the provisions in Decree-Law number 241/2007, of 21 June.

#### **Article 34**

##### **Attribution of status**

Recognition of the status of firefighter student requires the submission, to the Education Management Services, in the 30 days following the beginning of each academic semester, of an authentic document or authenticated under the legal terms, issued by the respective commander.

#### **Article 35**

##### **Rights**

1 – Firefighter students of the professional, mixed or voluntary brigades benefit from the following rights:

- a) Relief from recording absence from class caused by attendance of operational activity, with confirming evidence submitted to the Education Management Services, within the time limit of 5 business days after the end of the impediment;
- d) Postponement of presentation or submission of work and the possibility of taking tests at a later date, to be defined by the coordinator of the curricular unit and by submission to the Education Management Services of confirming evidence, whenever, due to fulfilment of operational activity, it is impossible to comply with the defined deadlines or turn up and take tests;
- c) Being able to apply for up to four exams or the number of curricular units that correspond to 24 ECTS credits, in the special period whenever evidence can be provided that the student was unable to take them in the normal or appeal period, due to fulfilment of operational activity on the day of the exam. This application should be made to the Education Management Services, within the time limit of 5 business days after the end of the impediment.

## **Chapter IX**

### **Special Status of Student belonging to a religious faith whose day of rest or worship is not a Sunday**

#### **Article 36**

##### **Scope**

1- This status covers students belonging to a religious faith whose day of rest or worship is not a Sunday, pursuant to the Law of Religious Freedom.

2 - In order to benefit from the prerogatives inherent to religious freedom, students should submit, to the Education Management Services, an application accompanied by a statement signed by an entity responsible for the recognised religious faith, recognised as such, stating that the student belongs to this faith.

## **Article 37**

### **Rights**

- 1 - The student is exempt from attending classes on the week days devoted to rest and worship by the respective religious faith and declared as such.
- 2 - The student is also entitled to take the exams, in the special period, which she/he was unable to take in the normal or appeal period due to the fact that they coincided with a day dedicated to rest and worship by the respective religious faith.

## **Chapter X**

### **Other Special Rights**

## **Article 38**

### **Death of spouse or relative**

- 1 - The student, in the event of death of spouse, person living with the student in non-marital cohabitation, relative or kin in a straight line or 2nd collateral degree, has the right to:
  - a) Relief from recording absence from class, considered justified, up to 5 consecutive days, due to death of spouse, person living with the student in non-marital cohabitation, relative or kin in a straight line in the 1st degree. In the case of death of another relative or kin in a straight line or 2nd collateral degree, the student is entitled to relief from recording absence from classes, considered justified, up to 2 consecutive days;
  - d) Postponement of presentation or submission of work and the possibility of taking tests at a later date, to be defined by the coordinator of the curricular unit and by submission to the Education Management Services of confirming evidence, whenever the student was unable to turn up due to the fact that they occurred on the same day as the death or in the 10 following days;
  - c) Take, in the special period, the exams which were missed during normal or appeal periods due to death of the spouse, person living with the student in non-marital cohabitation, relative or kin in a straight line in the 1st degree, whenever the student was unable to turn up due to the fact that they occurred on the same day as the death or in the 30 consecutive days. In the case of death of another relative or kin in a straight line or 2nd collateral degree, the aforesaid period is 10 consecutive days;
- 2 – The documentation confirming the death and family relationship should be submitted to the Education Management Services up to 5 business days after the onset of the situation which led to its issue.

## **Article 39**

### **Appearance before police, judicial or military authorities**

- 1 - In the case of appearance before police, judicial or military authorities, the student has the right to:
  - a) Relief from recording absence from classes which occur on the day of the appearance;
  - b) Take, in the special period, the exams which the student was unable to take due to them having occurred on the day of the impediment;
  - c) Agree with the teacher on a new date to conduct the assessments, whether continuous or periodic, if they occurred on the day and at the time of the appearance.

2 - The exercise of these rights implies submission of documentation confirming the student's presence before the police, judicial or military authority, to the Education Management Services, within the time limit of 5 business days.

#### **Article 40**

##### **Student with temporary disability**

1 - The present article is applicable to students with physical or sensorial disabilities of temporary nature whose severity gives rise to conditions that limit their normal duties during the period in which it occurs, derived from the following cases:

- a) Transmissible and contagious diseases certified by document issued by a general practitioner or health authority, indicating the duration of eviction from the academic environment;
- b) Disease that are serious, chronic or of prolonged recovery, confirmed by medical statement certifying the disability;
- c) Confinement, or extension of confinement, confirmed, respectively, by document issued by the health unit in question certifying the duration of the confinement, or by medical certificate indicating the confinement extension period.

2 - The provisions in the present article are extensible to students who provide assistance to their spouse, the person living with the student in non-marital cohabitation, or relative in the 1st degree, who are in any of the situations foreseen in number 1, confirmed under the same terms, in addition to certifying the capacity of relative, spouse or person living with the student in non-marital cohabitation.

3 - In order to benefit from this status, the student should submit the application to the Education Management Services, 10 business days after the clinical diagnosis, accompanied by the respective documentation confirming the disability, specifying the student's needs/particularities.

4 - Students who have physical, sensorial or psychological disabilities of temporary nature, derived from the situations foreseen in number 1, are entitled to the following rights:

- a) Absences marked during the period of temporary disability, duly confirmed, cannot be counted for purposes of assessment;
- b) Provided that duly confirmed, the student can agree with the teacher to postpone the submission of work or taking of tests;
- a) Apply for up to two exams or the number of curricular units corresponding to 24 ECTS credits, in the special period.

5 - Interruption of the counting of time limits for the submission and public act of defence of the student's dissertation, project work, internship report and thesis is requested from the Education Management Services, by a duly substantiated application, and is subject to the Rector's decision after having heard the Pedagogical Council.

#### **Article 41**

##### **Class delegates and subdelegates**

1 - Class delegates and subdelegates, representing the class in the respective Year Councils, are entitled to:

- a) Relief from recording absence, when caused by attendance of activities of manifest interest for class representation, if they coincide with the academic schedule, provided that this is authorised by the year coordinator;



- b) Postponement of submission of work in person and/or its presentation, when the date coincides with activities of manifest interest for class representation, provided that this is authorised by the course director;
  - a) Apply for up to one exam or the number of curricular units corresponding to 6 ECTS credits, in the special period, provided that this is authorised by the year coordinator.
- 2 - In order to exercise the right mentioned in subparagraph a) of number 1, the student should, within the time limit of 2 business days, submit the documentation confirming the absence to the Education Management Services.

#### **Article 42**

##### **Members of the Pedagogical Council and Pedagogical Committees of the Schools**

- 1 - The members of the Pedagogical Council or Pedagogical Committees of the Schools, due to attendance of activities related to the body, are entitled to:
- a) Relief from recording absence, provided that their presence in the aforesaid activities is confirmed;
  - b) Postponement of assessment tests in person for a date to be agreed with the teacher of the curricular unit, provided that they coincide with activities related to the body.
- 2 - The members of the Standing Committee of the Pedagogical Council and the members of the Pedagogical Committees of the Schools can apply for up to one exam or the number of curricular units corresponding to 6 ECTS credits, in the special period. To this end, they should attach to the application the documentation confirming attendance of at least 2/3 of the meetings of the respective body in the academic year to which the application refers, with a minimum of three effective presences.
- 2 - Relief from recording absence depends on the submission, within the time limit of 2 business days, to the Education Management Services, of confirming evidence of attendance of the activities referred to in subparagraph a) of number 1.

#### **Article 43**

##### **Members of the General Council**

- 1 - Students who are members of the General Council, due to attendance of activities related to the body, are entitled to:
- a) Relief from recording absence, provided that their presence in the aforesaid activities is confirmed;
  - b) Postponement of assessment tests in person for a date to be agreed on with the coordinator of the curricular unit, provided that they coincide with activities related to the body.
- 2 - Relief from recording absence depends on the submission, within the time limit of 2 business days, to the Education Management Services, of confirming evidence of attendance of the activities referred to in subparagraph a) of number 1.

#### **Article 44**

##### **Student Centres**

- 1 - The governing bodies of the Student Centres can appoint up to 2 members, entitled to the following benefits:
- a) Relief from recording absence, when caused by attendance of activities of the centre of manifest interest, if they coincide with the academic schedule, provided that this is authorised by the course director;

- b) Postponement of submission of work in person and/or its presentation, when the date coincides with activities of the centre of manifest interest, provided that this is authorised by the course director;
- a) Apply for one exam or the number of curricular units corresponding to 6 ECTS credits, in the special period, provided that this is authorised by the course director.
- 2 - The attribution of the benefits referred to in the previous number requires the submission, to the Education Management Services, of a note indicating the members designated for attribution of this status, together with the certificate of the record of taking up office, within the maximum time limit of 30 business days after it has taken place.
- 3 - If the record referred to in the previous number is not submitted, the benefit will not be applied.
- 4 - Termination as member of the governing bodies, or suspension of membership, determines the loss of the benefit.
- 5 - The situations indicated in the previous number should be reported, in writing, to the Education Management Services, within the maximum time limit of 15 consecutive days, after the aforesaid termination or suspension.
- 6 - Relief from recording absence depends on the submission, within the time limit of 2 business days, to the Education Management Services, of confirming evidence of attendance of the activities referred to in subparagraph a) of number 1.

#### **Article 45**

##### **Students in mobility programmes**

Outgoing students with curricular units in arrears who did not take exams in the normal or appeal period, due to being in mobility programmes, can apply for up to four exams or the number of curricular units corresponding to 24 ECTS credits, in the special period, provided that this is foreseen in the academic schedule.

#### **Article 46**

##### **Students who are incoming or have been placed through access systems organised by DGES**

Students who are attending a curricular unit for the first time, or who have applied for an exchange institution/course, and enrolled after more than 4 academic weeks had passed, through no fault of the student, have the right to apply for up to two exams or the number of curricular units, of the 1st semester, corresponding to 12 ECTS credits, in the special period, provided that this is foreseen in the academic schedule.

### **Chapter XI**

#### **General considerations**

#### **Article 47**

##### **Disciplinary offences**

Without prejudice to other penalties especially foreseen in the law, false declarations, the illegal exercise of rights granted by the law and by the present Regulation and breach of the obligations established therein embody disciplinary offences.

#### **Article 48**

##### **Doubts and omissions**

Any doubts and omissions arising from the application of the present Regulation will be resolved by order of the Rector.

#### **Article 49**

##### **Repeal**

The present Regulation repeals the Internal Regulation for Students with Special Status (Regulation number 230/2013, of 27 June, published in the 2nd series of *Diário da República* number 122, of 27 July).

#### **Article 50**

##### **Final provisions**

- 1 - Exceptional situations and cases not mentioned in the present regulation will be analysed by the Pedagogical Council.
- 2 - The present Regulation will be reviewed in accordance with the competent legislative amendment, by order of the Rector as proposed by the Standing Committee of the Pedagogical Council.

#### **Article 51**

##### **Entry into force**

The present Regulation is applicable from the date of its publication in *Diário da República*.