



ESCOLA UNIVERSITÁRIA VASCO DA GAMA

GENERAL REGULATION FOR THE ASSESSMENT OF LEARNING OUTCOMES AT ESCOLA UNIVERSITÁRIA VASCO DA GAMA (EUVG)

ARTICLE 1

(Scope)

This Regulation is universally applicable to all degrees and higher education courses offered by EUVG, and whenever there is an assessment and certification of knowledge.

ARTICLE 2

(Types of assessment)

The assessment foreseen in this Regulation comprises the following types:

1. **Continuous assessment** (formative, summative and other) that takes place during the classes of the curricular units regarding the skills that the students are expected to acquire, and it is made through the volume of work established and completed for each curricular unit in accordance with the Regulation on the application of the ECTS at EUVG.
2. **Final assessment (Examination)** which consists of written and oral tests, which can be partially or totally replaced by another type of assessment in curricular units of a more practical or laboratory nature, after approval by the Department Board.

ARTICLE 3

(Admission to assessment)

The Student is considered admitted to Continuous Assessment and/or Final Assessment when:

- a. He/She attends 80% or more of the practical or theoretical and practical classes.
 - i. All the classes that are taught outside the regular scheduled time of the curricular unit shall not be counted for the calculation of attendance.
 - ii. Students absent from classes are required to submit a medical certificate, a self-certificate or other relevant document to cover such absence, within 5 days after the first absence. The certificates or documents shall be sent by registered letter with acknowledgment of receipt to the Academic Services, or by e-mail to the address servicosacademicos@euvg.pt, without prejudice to the mandatory submission of the original documents to the services, as soon as the student returns to school activities.
 - iii. For the purposes of this regulation, justified absences are those resulting from serious illness that prevents attendance, hospitalisation, reasons of force majeure or others of an exceptional nature that the professor considers appropriate. Justified absences are also those authorised by the professor in case of participation in a seminar, of travel, field study, clinical bank or assessment of another curricular unit in which the student is enrolled.



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- iv. Students who are absent for a period amounting to more than 20% of the curricular unit may, exceptionally, through an application addressed to the Governing Board, request an evaluation of their specific situation.
 - v. The situation will be evaluated taking into account the documents presented and the feasibility of continuing the summative assessment of the student.
 - vi. For the purposes of the preceding paragraph, the professor responsible for the CU in question will express his/her opinion about the situation.
 - vii. In order to speed up this process, the Governing Board may delegate the decision regarding the aforementioned application to the concerned Department Board.
 - viii. All decisions rendered on the applications submitted will be ratified by the Pedagogic Council.
- b. Other prerequisites of Continuous Assessment and/or Final Assessment are fulfilled, as long as foreseen in the corresponding Curricular Unit Form.
 - c. The registration in the Curricular Unit is regularised in the Academic Services.

ARTICLE 4

(Continuous assessment)

1. Continuous assessment:

- a) Is the type of assessment that aims to control/monitor the students' learning progress;
- b) It focuses on the way each student achieves the objectives, allowing the measurement of the learning outcomes demonstrated during the training process, by comparing them with the objectives established; in other words, it is an assessment of the extent and the way in which each objective is achieved at any given time;
- c) It requires the use of formative assessment strategies (of an essentially qualitative nature) - systematic collection of information on the student's performance and its return to the student for improvement - and summative assessment (quantitative) - measurement of the achievement of the learning objectives established for the group or significant subgroups of knowledge to be acquired or skills to be developed;
- d) It entails the diversification of activities and tasks to be carried out with and/or by the students so that the results of their performance in different types of work, appropriate to the curricular unit concerned, can be verified;
- e) It results from the contact sessions with the professor of the curricular unit, and it is carried out by him/her according to the criteria established in this article. For this purpose, the professor will also register the students' attendance in each session, through a numbered attendance form, according to the model in force, which will be initialed by students and professors, and submitted by the professor to the Academic Services after the end of the session.



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2. The classification obtained by the student in this type of assessment must, necessarily, reflect the work made, registered by the professor in the various pedagogical activities planned in order to obtain the skills pursued within the curricular unit, according to the following parameters and values:
 - a. Quality of in-class participation ----- 10 to 30%
 - b. Written papers ----- 15 to 40%
 - c. Written reports ----- 10 to 15%
 - d. Skills in practical or laboratory activities/tasks ----- 20 to 60%
 - e. Summative assessment tests (at least two) ----- 40 to 70%
 - f. Interdisciplinary work ----- 10 to 30%
 - g. Other parameters or criteria established in each curricular unit ----- 5 to 30%
3. From the assessment parameters mentioned in the previous number, the professor must select at least two and at most five, and the student cannot have, in any assessment parameter, a grade below 9.5.
4. In the context of summative assessment tests, the professor can determine a weighting whose result may not correspond to the exact arithmetic average of the tests taken, and the weighting factor must be clearly determined in the Curricular Unit Form.
5. The assessment parameters selected by the professor, under the terms of the previous number, as well as the corresponding weighting attributed to each one of them, must be included in the Curricular Unit Form, in the item "Assessment Methods". The assessment method and the parameters cannot be changed during the school year.
6. In curricular units with more than one professor, the classifications to be awarded will be subject to collective consideration by the unit's professors, convened in a panel.
7. The parameters and values in paragraph 2 of this article may, exceptionally, be adjusted to the singularities of a curricular unit, namely, when it corresponds to less than two ECTS.
8. For the purposes of the preceding paragraph, the following procedures shall be adopted:
 - a. The professor responsible for the CU in question must address an application to the Governing Board, indicating and justifying the changes he deems appropriate, within the period of 15 days after the beginning of the academic semester;
 - b. The Governing Board will ask the concerned Department Board for a non-binding prior opinion on this application;
 - c. After obtaining the opinion referred to in the preceding paragraph, the Governing Board will take the decision it deems appropriate, which will be ratified by the Pedagogic Council;
 - d. Once the process is completed, and in the event of a favorable decision, the initial form of the CU in question must be amended accordingly, and duly promoted among students.



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- e. Each Year Coordination will be responsible for drawing up a continuous assessment calendar, which is considered duly validated after being approved by the Governing Board. This calendar is announced to all professors of the curricular semester who then promote it on the computer platform in use at EUVG, within 10 working days after the beginning of the academic semester.
9. Summative assessment tests must be written tests and cannot be taken if there are less than 24 hours apart between two curricular units in the same curricular semester. One week must pass between the last continuous assessment test and the first final assessment test of the same curricular semester.
10. The working student or organisation leader can choose, in the curricular units that he/she so decides, to be subject to the continuous assessment system. However, under this regime and in case of fail, he/she will only have the right to be re-assessed in the final exam period, and not in the special period of that system.
11. Summative assessment tests cannot last less than one hour, nor exceed three hours, without prejudice to the fulfillment of the assessment hours foreseen for each curricular unit, in the corresponding study plan.
12. The marks of the summative assessment tests are released within 15 working days after the date of the assessment and within 10 working days before the date established in the examination calendar for the corresponding final assessment, without prejudice to the provisions of paragraph 15 of this article.
13. Within the scope of continuous assessment, it is mandatory to publish report cards broken down in all the assessment parameters established in the Curricular Unit Form. In these report cards, whenever necessary, the marks shall be rounded off to one decimal place.
14. The weighting of all the parameters foreseen in the Curricular Unit Form, and without prejudice to the provisions of paragraph 3 of this article, results in a final report card, with whole numbers. A mark below 10, in any of the assessment parameters defined in the Curricular Unit Form, implies the student's fail in the continuous assessment, and the corresponding obligation to take the final assessment exam.
15. Due to the scheduling of exams, whenever it is not possible to coordinate the deadlines established in paragraph 12 of this article, the publication of the report cards with broken down grades may occur within 5 working days before the date established for the corresponding final assessment.
16. There may only be a request for consultation of the written tests of continuous assessment within 5 working days after the publication of the corresponding classification.

ARTICLE 5

(Final Assessment - Exam)

1. The Final Assessment is applicable to students who have not passed or who have not been assessed in the Continuous Assessment, students who need to pass in curricular units from previous semesters/years, and also for students in special regimes (working



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students, organisation leaders and other special situations foreseen in the legislation of higher education and in internal regulations).

2. When the working student or organisation leader chooses the final assessment system and fails, the student can benefit from the special exam period.
3. Final assessments, for all the assessment periods, follow a schedule organised and promoted at the beginning of the academic year, within 1 month after the beginning of the academic year, and cannot be carried out if there are less than 24 hours apart between two curricular units in the same curricular year.
4. The classification of the final assessments is released within 15 working days after the date they are carried out.
5. The composition of the final assessment exam is foreseen in the Curricular Unit Form and it may be made up of a written test, a practical test and/or an oral test, without prejudice to the establishment of another modality in essentially practical curricular units, namely those of laboratory or related to project areas, as long as they are duly detailed in the Curricular Unit Form.
6. In all the final evaluation tests, a panel must be present, composed by the professor(s) of the curricular unit and a professor external to the curricular unit. In case of unforeseen or authorised absence of the professor(s) of the curricular unit, an alternate professor shall be appointed by the concerned Department Board.
7. If the final assessment comprises several components, the final classification will be obtained by weighting the relative weight of each component, as established in the Curricular Unit Form.
8. If the student does not attend one of the components of the final assessment, it will be considered that he/she did not complete the assessment, i.e. it is considered that he/she failed.
9. In final assessments, obtaining a mark below eight and a half (8.5) implies the student's immediate fail.
10. The student will be subject to an oral test if he/she obtains a final mark of eight and a half (8.5), and that test will not be necessary if the mark is equal to or above 10.
11. The subjects approached in the final exam correspond to the syllabus contents established in the Curricular Unit Form and are based on the materials and bibliography contained therein.
12. The students who passed, those who failed and those admitted to the oral test will be identified in the report card of the final assessment exam. The date and place of the oral test will also be disclosed therein.

ARTICLE 6 (Oral tests)

1. The oral tests focus on all the subjects taught in the curricular unit.



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2. The panel will be composed of, at least, two professors, one of them external to the curricular unit, if possible, from the same scientific area, regardless of the number of professors of the curricular unit concerned.
3. The oral test must be scheduled at least 48 hours before it takes place.

ARTICLE 7

(Classification and publication)

The classifications obtained in the final assessment will be released on the corresponding report cards and translated into whole numbers from 0 to 20.

ARTICLE 8

(Test Review)

1. You can only request a review of the written test of the final assessment.
2. The request for review will be submitted within 48 hours after the end of the clarifications period mentioned by the professor on the report card. The student addresses the application available for that purpose in the Academic Services to the President of the Governing Board and briefly states the grounds on which it is made.
3. Having no good reason to request a review is reason enough for it to be rejected.
4. When the student submits the application, he/she will have to pay the fee stated on the price list in force for the academic year to which the application refers, a fee that will be returned to the student, if the appeal is successful.
5. For the purposes of paragraph 2 of this article, after the person in charge of the curricular unit in question has been informed of the request, he/she will submit to the Academic Services the student's test and the final assessment report card, as well as the criteria for the correction and the question paper.
6. The request for review will be analysed by a panel, which will include the professor responsible for the curricular unit, a professor from the same scientific area and a professor appointed by the Department Board.
7. The panel is appointed by the Pedagogic Council within a maximum period of 10 working days from the date of the request.
8. The review panel will have to give consideration on the content of the application within a maximum period of 21 working days after its appointment, and their reasoned decision will be included in the minutes.
9. The minutes of the panel's final consideration are sent to the Academic Services which, within 8 working days, inform the student, and, within the same period, release the classification reviewed.
10. There is no appeal against the panel's decision.



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ARTICLE 9

(Assessment of the Master's Thesis)

The specific rules for assessing the thesis can be found in the Curricular Internship Regulation.

ARTICLE 10

(Examination Periods)

Each academic year, there will be the following exam periods: regular, appeal, special regimes and final year students.

ARTICLE 11

(Regular Periods)

Regular periods: the weekly periods, established in the school calendar, dedicated to exams in the end of each semester.

ARTICLE 12

(Appeal Period)

The appeal period is the period established in the school calendar, and not included in the preceding article, intended for students who have not passed the curricular units in previous periods, provided that the number of units does not exceed eight curricular units per year.

ARTICLE 13

(Special Period)

The special period is set independently in the school calendar and it is meant for students in special regimes at EUVG, under the terms of the applicable regulation in force.

ARTICLE 14

(Special Period for Final Year Students)

The special period for final year students, set independently in the school calendar, is the one that is meant for students who are getting to the end of the school component of each study cycle and as long as, for concluding it, they only need to pass three curricular units or less.

ARTICLE 15

(Grade Improvement)

1. Students may request grade improvement exams until the end of the subsequent academic year, and the exam will take place in the periods corresponding to the curricular units in question, respecting the syllabus of the academic year in which the exam is requested.
2. The grade improvement request cannot be made during the period in which the student passed the curricular unit it refers to.
3. The classification obtained in the curricular unit will only be changed if, in the new exam, the student obtains a mark higher than the one previously awarded.



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ARTICLE 16

(Undergoing Final Assessment Exams)

1. The final assessment periods (regular, appeal, special regimes, and final year students) will take place only once.
2. Within 3 working days before the date scheduled for the exam, in accordance with article 17 of this regulation, the student must enroll in the exam.

ARTICLE 17

(Formalising the enrollment for final assessment)

Admission to any period of final assessment, whether of a regular nature, of appeal, of special regimes or of final year students, will only be formalised via the correct application and, if applicable, upon payment of the fees due, according to the price list for the corresponding academic year.

ARTICLE 18

(Other examination cases)

The exams referring to special regimes defined in law - working student, organisation leader and other similar cases - will be treated in accordance with the prescriptions established therein, adapting the rules of this regulation, whenever they do not contradict those special rules.

ARTICLE 19

(Final Classification)

The final classifications are translated into whole numbers between 0 and 20.

ARTICLE 20

(Interpretation and omitted cases)

The omissions or doubts regarding the interpretation of this regulation will be solved by the Pedagogic Council, without prejudice to, in case of justified urgency, the provisions of paragraph s) of Article 16, no. 1, of the Statutes of EUVG.

ARTICLE 21

(Entry into force)

This regulation shall enter into force as of the academic year 2020/2021.

1. The approval of this regulation and any amendments falls within the competence of the Pedagogic Council.



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This Regulation was approved by the Pedagogic Council at the meeting of ____ / ____ / ____

The President of the EUVG Governing Board

(Professor Pedro Carvalho, PhD)