

GENERAL REGULATIONS

for ASSESSMENT of KNOWLEDGE and SKILLS of IPAM LISBOA

**INSTITUTO PORTUGUÊS de ADMINISTRAÇÃO de MARKETING
ONLINE**

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CHAPTER I

General provisions

Article 1

Scope

- 1- This Regulation establishes the system of knowledge assessment applicable to degree-conferring study cycles taught at a distance at IPAM Lisboa, under the legal regime for online higher education, approved by Decree-Law no. 133/2019, of 3 September, namely:
 - a) Study cycles leading to a Bachelor's degree, hereinafter referred to as "1st cycle courses";
 - b) Study cycles leading to a Master's degree, hereinafter referred to as "2nd cycle courses", which incorporate:
 - i) A specialisation course, consisting of an organised set of curricular units, referred to as a master's degree, which corresponds to a minimum of 50% of the total credits of the study cycle; and
 - ii) A dissertation of a scientific nature or a project work, original and specially completed for this purpose, or a traineeship of a professional nature, subject to a final report, depending on the specific objectives pursued.
- 2- This regulation does not apply:
 - a) To degree-conferring courses in a face-to-face or hybrid regime;
 - b) Course not conferring a degree in a face-to-face, hybrid or online regime.

Article 2

Concepts

The following definitions apply within the scope of the provisions of this regulation:

- a) "Study cycle online" means study cycles leading to an academic degree, in which the curricular units taught in the online learning modality correspond to a minimum of 75% of the total credits of the respective study plan, and which are duly accredited by the Higher Education Assessment and Accreditation Agency (A3ES);

- b) "Online" means teaching predominantly provided with physical separation between participants in the educational process, namely academic staff and students, in which:
 - i) Interaction and participation are technologically mediated and supported by online academic and technological support teams;
 - ii) The curricular design is oriented to allow access without limits of time and place to the contents, processes and contexts of teaching and learning;
 - iii) The pedagogical model is specially designed for teaching and learning in virtual environments.
- c) "Assessment of knowledge and skills" means the result of the process by which students' performance levels are measured in relation to the expected learning objectives;
- d) "Asynchronous session" means a session that does not take place in real time, in which students work autonomously, accessing e-resources, as well as communication tools that allow them to interact with their peers and teachers regarding the study themes in question;
- e) "Synchronous session" means a session that takes place in real time and allows students to interact online with their teachers and their peers in order to participate in academic activities, clarify their doubts or ask questions and present work;
- f) "E-resources" means educational and training materials and other curricular materials made available on an online learning platform, to support the teaching of study cycles and the assessment of knowledge and skills;
- g) "Assessment tools" means the set of online assessment resources, specific to the pedagogical model for the online regime, used in the process of assessing knowledge and skills to assess students' performance levels;
- h) "Curricular Unit (CU)" means the teaching unit with its own educational objectives, which is the object of registration and of assessment reflected in a final score;
- i) "Teaching unit" means a part of the curricular unit, to be developed over a given number of academic weeks, both synchronously and asynchronously;



- j) "Typology of the curricular unit" means the result of the distribution of contact hours across the different types of educational activity - (T) theoretical teaching; (TP) theoretical-practical teaching; (PL) practical and laboratory teaching; (TC) field work; (S) seminar; (OT) tutorial guidance; (E) traineeship; (O) Other - and the number of hours, not in-person, necessary for studying and carrying out work projects;
- k) "Curricular unit form (FUC)" means the descriptive document of a curricular unit, which must contain the mandatory elements provided for in a format approved by the competent bodies of IPAM Lisboa;
- l) "Academic Period" means the period of time in which hours of contact with the teacher and assessment times take place for the various curricular units;
- m) "Assessment Period" means the period of time dedicated exclusively to assessment activities;
- n) "Curricular Period" means the period of time that brings together the academic and assessment periods.

CHAPTER II

Assessment

Section I

Principles and regimes

Article 3

Guiding principles of the assessment process

- 1- Students in online are entitled to benefit from formative and summative assessment methodologies with assessments quarterly or every semester, which incorporate online and/or face-to-face assessment.
- 2- A curricular unit's assessment process is defined by the teacher responsible, in accordance with the distribution of the teaching service and in accordance with the Course Director, regulatory standards and tools set out in this regulation.
- 3- The assessment process for each curricular unit must be described in the respective FUC, which must be made available on the learning management platform in effect at IPAM Lisboa for each curricular unit, up to two weeks after the beginning of each academic semester.



- 4- The assessment elements must be completed individually or in groups.
- 5- The assessment process for a curricular unit must include at least one individual assessment test.
- 6- Students who opt for the continuous assessment regime are required to attend a minimum number of in-person or synchronous sessions, failing which they must undergo the final assessment regime.
- 7- The assessment of a curricular unit must be fully completed, in all its components, by the end of the curricular period.
- 8- Assessment is expressed through a whole number score from 0 to 20 marks, adopting, in addition, the European grading comparability scale in relation to the final score obtained upon completion of the study cycle.
- 9- The schedule for asynchronous and synchronous assessments must be made available to students at the beginning of each academic semester.
- 10- Any change to the curricular unit's assessment process, during the semester, can only be made after approval of the Course Director and by means of a prior opinion from the delegates of the classes involved and the respective teachers.

Article 4

Assessment tools

- 1- The following are asynchronous assessment tools:
 - a) Intermediate test, which consists of an individual assessment activity, focusing on the acquisition of knowledge of a theoretical or theoretical-practical nature;
 - b) Case study, which consists of an individual or group assessment, focusing on the practical application of knowledge;
 - c) Work project, which consists of an individual or group assessment, focusing on the development of theoretical knowledge supported by knowledge of a practical nature.
- 2- The following are synchronous assessment tools:
 - a) Final test, which consists of an individual written assessment used in the continuous assessment regime, which may cover all contents taught in the curricular unit;



- b) Theoretical exam, which consists of an individual written assessment used in the final assessment regime;
 - c) Practical exam, which consists of an individual oral assessment used in the final assessment regime; and
 - d) Theoretical-practical exam, which consists of an individual written and oral assessment used in the final assessment regime.
- 3- Exceptionally permitted, depending on the specific nature of the curricular unit, is the use of other asynchronous assessment elements or the exemption from simultaneously taking the theoretical and practical exam in the final assessment regime, whenever this is expressly authorised by the Course Director with duly justified reasons.
- 4- The assessment tools to be used in each regime must comply with the rules set out in Annex I to this regulation, which forms an integral part thereof, and derogations will only be permitted in cases where the Course Director so determines on duly justified grounds.
- 5- Whenever the teacher chooses, within the scope of the final assessment, to hold a theoretical exam, he or she must ensure that this has a different structure from the structure of the final test used in the continuous assessment regime.
- 6- Within the limits defined in this regulation, the responsible teachers must, for each curricular unit, indicate in the FUC the assessment tools that contribute to the final score.
- 7- The synchronous written tests that are the final test and theoretical exam must take place on a specific technological system capable of allowing the following, during the period of the test(s):
- a) Ensure the authenticity of the student's answers;
 - b) Monitor and record student behaviour;
 - c) Lock the student's computer desktop;
 - d) Avoid communication between students;
 - e) Prevent copy-paste or screen-capture.
- 8- The practical oral exams must take place via videoconference, and the session must be recorded.

Article 5

Assessment regimes

- 1- The process of assessing knowledge and skills in each curricular unit includes the following assessment regimes:
 - a) Continuous assessment; and
 - b) Final assessment.
- 2- Students have the right to opt, at the beginning of the academic year, for the continuous or final assessment regime, without prejudice to the provisions of subsection ii) of subparagraph b) of paragraph 1 of article 13.
- 3- Failure by the student to enrol in the continuous assessment regime does not preclude the possibility of attending all classes that take place during the respective academic period.

Article 6

Assessment Periods

There are two assessment periods:

- a) The normal period, which includes the final test under continuous assessment and the final assessment;
- b) The special periods, which include the appeal period, the working student period and other special regimes legally provided for, the period for international mobility students and the period for completing the course.

Section II
Assessment regimes
Subsection I
Continuous assessment
Article 7

Continuous assessment regime

- 1- Continuous assessment is assessment that, on a regular and constant basis, takes place during the academic period, reflecting a permanent interaction between the teacher and the student, through the implementation of various assessment tools, carried out individually and/or in groups.
- 2- Continuous assessment necessarily includes, under the terms of the FUC:
 - a) Up to three asynchronous assessment tools, completed during the academic period, with a joint weighting of 40% in calculating the final score for the curricular unit; and
 - b) One synchronous assessment element, referred to as the final test, completed during the academic period with a weighting of 60% in calculating the final score for the curricular unit.

Article 8
Attendance

- 1- The continuous assessment regime requires a minimum attendance of one synchronous session of academic activity.
- 2- All teachers must inform students of their attendance whenever the latter so request.

Article 9
Marks

- 1- Under continuous assessment, students are considered to have passed a curricular unit if, in the weighted average of the different elements of asynchronous assessment, and of the final test, they obtain a score equal to or greater than 10 (ten) marks, provided that:



- a) They have obtained a score equal to or greater than 8 (eight) marks in the set of asynchronous assessment elements;
 - b) They have obtained a score equal to or greater than 8 (eight) marks in the synchronous assessment element referred to as the final test;
 - c) They have complied with the minimum attendance required.
- 2- Scores for the various elements used in continuous assessment throughout the academic period, when quantitative, are presented with two decimal places and cannot be rounded.
 - 3- The final score of the continuous assessment is rounded to the nearest unit, when quantitative, and is expressed on a scale of 0 (zero) to 20 (twenty) marks, and the use of qualitative scores is also possible, as long as this is mentioned in the FUC.

Subsection II

Final assessment

Article 10

Final assessment regime

- 1- The final assessment is an assessment that takes place exclusively during the assessment periods and covers all content taught in the curricular unit.
- 2- The final assessment includes, under the terms defined by the teacher in the respective FUC, an assessment test, with one of the following components:
 - a) Theory exam;
 - b) Theory-practical exam; or
 - c) Practical exam.

Article 11

Attendance

The final assessment regime is not subject to any type of attendance.

Article 12

Marks

In the final assessment, students who obtain a score equal to or greater than 10 (ten) marks are considered to have passed a curricular unit.

Section III

Assessment Periods

Article 13

Normal period

- 1- The normal period is intended for completing:
 - a) The final test, for students who are in the continuous assessment regime; or
 - b) The exam, for students who:
 - i) Did not opt for the continuous assessment regime; or
 - ii) Having opted for the continuous assessment regime, they informed the teacher of the transition to the final assessment regime, by means of a written notification up to 30 (thirty) days before the actual end of classes.
- 2- Students who, while in the continuous assessment regime, do not inform the teacher of their transition to the final assessment regime, through a written notification up to 30 (thirty) days before the actual end of classes, automatically move to the appeal period, and must register for the exam and pay the fees specified in the IPAM Lisboa Fees Table.
- 3- Students may also be admitted to the normal period if they have enrolled in previous academic periods under the continuous assessment regime and opt for the final assessment regime, as long as they register up to two business days in advance with the Academic Services or in the Academic Management computer system, paying the fees specified in the IPAM Lisboa Fees Table.



Article 14

Special periods

- 1- The special periods, which include the appeal period, the working student period and other special regimes legally provided for, the period for international mobility students and the period for completing the course.
- 2- Admission to the special period depends on registration, at least 2 (two) business days in advance, in the Academic Management computer system, and payment of the fees specified in the IPAM Lisboa Fees Table, except in special situations expressly defined in this regulation.

Article 15

Appeal period

- 1- The appeal period is intended for the performance of tests by students who did not attend, withdrew or who did not pass during the normal period.
- 2- Registration for the appeal period takes place at least 2 (two) business days in advance in the Academic Management computer system, with the fees specified in the IPAM Lisboa Fees Table being due.

Article 16

Working student period and other special regimes legally provided for

- 1- Working students who, benefiting from this status, have not passed under the continuous assessment regime or in the final assessment in the normal period and/or in the appeal period, or who have missed any of periods, are entitled to a working student special period.
- 2- Admission to the working student special period depends on registration and payment of the fees specified in the IPAM Lisboa Fees Table.
- 3- Assessment in the working student special period must be identical to that defined for final assessment in the normal period and/or in the appeal period.
- 4- Assessment during the working student period takes place within the timeframes established in the current academic calendar.

- 5- Students who benefit from special legally established regimes (association leader, Higher Education athlete, high-performance sports practitioner, firefighter, military personnel, pregnant women, student mothers and fathers, people with disabilities, etc.) are entitled to an assessment during the special period, under conditions similar to those defined for working students, and may even change the dates of formal assessment times.
- 6- Students who are in exceptional situations duly authorised by the Director of IPAM Lisboa may also benefit from this special period.

Article 17

Period for international mobility students

- 1- The special period for international mobility students is divided into a normal period for international students and an appeal period for international students.
- 2- International mobility students whose learning agreement sets out the possibility of completing, during mobility, a certain curricular unit that is credited to them as equivalent to the curricular unit of their study plan and they do not pass it, can opt to:
 - a) Complete it during the appeal period (common to other students); or
 - b) Complete it during the appeal period for international students.
- 3- Regardless of their choice, these students must register and pay the respective tuition fee stipulated in the current price list.
- 4- Students who are unable to pass either in the appeal period (common to other students) or in the international student appeal period will have the curricular unit in arrears and will have to register for the following academic year and pay the respective tuition fee in accordance with the price list in force.
- 5- International mobility students whose learning agreement does not set out the possibility of completing, during mobility, a certain curricular unit that is credited to them as equivalent to the curricular unit of their study plan, can opt to:
 - a) Complete it in a final assessment (common to other students); or
 - b) Complete it during the normal period for international students.

- 6- Regardless of their choice, these students must register, although they are exempt from paying an additional tuition fee.
- 7- Students who, having opted for the final assessment (common to other students), do not pass the assessment, may undertake a new assessment in the appeal period (common to other students), and must register for this purpose in the two business days prior to the assessment date in the appeal period, and pay the respective tuition fee in accordance with the price list in force.
- 8- Students who, having opted for the normal period for international students, do not pass in that period, may undertake a new assessment during the appeal period for international students, and must register for this purpose within two business days prior to the date of the assessment, during the international student appeal period, and pay the respective tuition fee in accordance with the price list in force.
- 9- Students who are unable to pass in any of these periods will have the curricular unit in arrears and will have to register for the following academic year and pay the respective tuition fee in accordance with the price list in force.
- 10- International mobility students whose learning agreement sets out the possibility of completing a curricular unit in arrears at the host institution and they successfully pass it do not have to pay the respective registration fee.
- 11- International mobility students whose learning agreement sets out the possibility of completing a curricular unit that is in arrears at the host institution and who do not pass it must register for the curricular unit in arrears and pay the respective tuition fee according to the price list in force.

Article 18

Period for course completion

- 1- Students in bachelor studies who are regularly enrolled in all curricular units and who lack, to complete the course, a maximum of 24 (twenty-four) ECTS credits, are entitled to a special period for completion of the course.
- 2- Students in master studies who are regularly enrolled in all curricular units and who need, to complete the course, a maximum of 12 (twelve) ECTS credits, not counting for this purpose the ECTS credits corresponding to the curricular



units completing the study cycle, namely dissertation, project work or traineeship report, are entitled to a special period for completion of the course.

- 3- Students can only present themselves for assessment during the special period for course completion if they have simultaneously enrolled in all curricular units.
- 4- Working students and students under the remaining special statutes who, having failed to pass in the working student period/special regimes legally provided for, need, in order to complete their course, to pass a maximum of curricular units as defined in paragraphs 1 and 2 are entitled to one period to complete the course, which takes place after the assessment scores are posted for the working student period/special regimes legally provided for.

CHAPTER III

Final work in master courses

Section I

Definition and preparation

Article 19

Dissertation, project work or traineeship report

The final work of the master's degree may consist of a dissertation of a scientific nature or a project work, original and specially undertaken for this purpose, or a final report from a traineeship of a professional nature.

Article 20

Proposal of the topic and preparation of the dissertation or equivalent works

- 1- The student must prepare a proposal for the dissertation topic, project work or traineeship report, in accordance with the regulatory standards in force at IPAM Lisboa.



- 2- The dissertation or equivalent work must comply with the Scientific Work Standards in force at IPAM Lisboa and, if applicable, the specific standards of the study cycle in which the student is enrolled.
- 3- Approval of the topic referred to in paragraph 1 of this article is the responsibility of the Technical-Scientific Council.

Article 21

Orientation

Preparation of the dissertation, the project work, or the traineeship report will be supervised by doctors or specialists of recognised experience and professional competence, under the terms provided for in the regulatory standards in force in the study cycle.

Section II

Public tests

Article 22

Admissibility for public defence

- 1- In order to be admitted to the public defence of the dissertation or equivalent work, the student must submit his or her own application, to be delivered to the Academic Services, accompanied by the opinion of his or her supervisor(s).
- 2- For issuance of the opinion referred to in the previous paragraph of this article, the student must provide the provisional version of the dissertation or equivalent work to their supervisor(s), up to 15 (fifteen) business days before the deadline scheduled for delivery.

Article 23

Scheduling the discussion and defence of the dissertation, project or traineeship report

The scheduling of the discussion and defence of the dissertation, project work or traineeship report depends on prior approval of all the curricular units of the master's degree.

Article 24

Jury

- 1- The final work is subject to assessment and public discussion by a jury.
- 2- The Director of IPAM Lisboa presides over the jury, and may delegate this role to a Course Director or an academically qualified Professor.
- 3- The jury is made up of 3 (three) to 5 (five) members, one of whom must be the supervisor, who can never preside.
- 4- If the student has more than one supervisor, only the main supervisor can be part of the jury.
- 5- In study cycles associated with foreign higher education institutions, whenever there is more than one supervisor, two supervisors may participate in the jury, in which case the jury is made up of 5 (five) to 7 (seven) members.
- 6- The jury's decisions are taken by a majority of its members, through a roll call vote, with abstentions not permitted.
- 7- In the event of a tie, the President of the jury has the casting vote.
- 8- Minutes are taken at the jury meetings, and these minutes record the votes of each jury member and the respective grounds, which may be common to all or some members of the jury.
- 9- In case of absence or impediment of the President of the jury, he is replaced by the most senior and oldest member of the jury, who can never be the supervisor.



Article 25

Public defence

- 1- The discussion and defence of the dissertation, project work or traineeship report must take place within 90 (ninety) days after the appointment of the jury.
- 2- The discussion and defence of the dissertation, project work or traineeship report must take place in an online format, with direct open access transmission, and may not exceed 60 (sixty) minutes, and the candidate must be provided with the same time as that used by the members of the jury.

Article 26

Final score allocation process

- 1- The decision to approve or not approve the candidate is taken by deliberation via videoconference, in a jury meeting to be held shortly after the end of the public defence.
- 2- Approval in the public test is expressed in the range of 10 (ten) to 20 (twenty) marks on the entire scale of 0-20, with a qualitative score being also assigned, in accordance with the following scale:
 - a) Between 10 and 13 marks, Sufficient;
 - b) Between 14 and 15 marks, Good;
 - c) Between 16 and 17 marks, Very Good; and
 - d) Between 18 and 20 marks, Excellent.
- 3- The final result is publicly announced to the candidate by the president of the jury.

CHAPTER IV

Classifications

Article 27

Coefficient

- 1- This regulation adopts the European grading comparability scale for the purposes of the final score.



- 2- The final score is expressed as an arithmetic average based on the number of credits corresponding to each curricular unit.
- 3- To calculate the final score, the score obtained in each curricular unit will be multiplied by the number of (ECTS) credits that correspond to them in the study plan, and that is calculated by the weighted average of the number of (ECTS) credits with a quantitative score.

Article 28

Disclosure of assessment results

- 1- Disclosure of assessment results is done on the academic management platforms and/or computer systems in use at IPAM Lisboa.
- 2- It is the obligation of teachers to make known, throughout the academic period and within the scope of each curricular unit, the results of the various assessment tools.
- 3- Within the scope of each curricular unit/course, access to the lists with the final scores of all students must be ensured.
- 4- If the result of an assessment instrument has implications for subsequent tests, this result must be disclosed no later than 48 hours before the date of such exams.
- 5- Assessment of students and the disclosure of their results must comply with the principle of data minimisation, provided for in subparagraph c) of paragraph 1 of art. 5 of the General Data Protection Regulation, with the processing of students' personal data being limited to what is strictly necessary in fulfilling the purpose of publishing the students' assessment, namely using the student name and number as an identifier, referring to the curricular unit, academic year and class.

Article 29

Release of grades

- 1- Under continuous assessment, the release of final grades is carried out through the Academic Management System of IPAM Lisboa, within a

- maximum period of 3 (three) business days counting from the date of the last class taught in the semester.
- 2- Under final assessment, release of test grades must take place up to 5 (five) business days after the completion of such tests, or at least 72 hours before the day of the assessment of the following period, and is carried out through the Academic Management System of IPAM Lisboa.
 - 3- Within a maximum period of 5 (five) days after the release of the final grades, teachers must deliver, in-person or electronically to the Academic Services, the lists, duly signed, with all scores, followed by the signature, in person or electronically, of the respective record, and the person responsible for the curricular unit guarantees compliance with the aforementioned timeframes.
 - 4- When publishing the scores, teachers set the date and time for assisting students and querying the assessment elements, and the clarification session must take place within a maximum period of 3 (three) business days after the scores are made available and before at least 48 hours before the date of other tests in the same curricular unit.

Article 30

Query and request for review of written tests

- 1- Students have the right to query their written tests and obtain clarification about the criteria used in their correction.
- 2- Querying of the written test must take place via videoconference, attended by the assessing teacher or the person responsible for the CU in his/her place, and the date, place and time of this must be made known at least 48 hours in advance.
- 3- The test query must take place within 5 (five) business days after the disclosure of the results of the assessment of the test in question.
- 4- Students have the right to review the written assessment elements only when they carry out a final assessment in the normal period, in the appeal period or in the special period for completing the course, for working students/special regimes legally provided for, or even for international mobility students, upon request, duly substantiated, addressed to the Director of IPAM Lisboa and delivered to the Academic Services within 2 (five) business



- days after the release of the grade, in accordance with article 29, with the payment of the fees specified in the table in force being due.
- 5- Tests carried out throughout the academic period, as part of continuous assessment, cannot be reviewed.
 - 6- Scores awarded by a jury cannot be subject to requests for test review.
 - 7- Students may request a review of the written assessment elements up to 48 (forty-eight) hours after querying them, but requests made before the clarification session will not be considered.
 - 8- Upon receiving the application presented by the student to academic services, for the purposes of the previous paragraph, the Director of IPAM Lisboa requests the grading of the written assessment elements by another teacher in the same scientific area.
 - 9- The new score, when higher than the one subject to review, is approved by the Director of IPAM Lisboa or, in his absence or by delegation, by the Course Director, and is communicated to the student within a maximum period of 30 (thirty) consecutive days after receipt of the request, excluding from this period the month of August and periods when the institution is closed.
 - 10- If the grade is changed, it is the Course Director's responsibility to rectify it in the Academic Management System, followed by the signature, in person or electronically, of the respective record, within 5 (five) business days after the decision has been communicated to him/her.
 - 11- If the request for review submitted by the student results in an improvement in his or her score, upon approval, the amount paid as fees will be returned to him or her.
 - 12- The decision on the request for review of a test cannot be appealed, except if legal formalities have been ignored, in which case the appeal is submitted in an application addressed to the Director of IPAM Lisboa, who is responsible for deciding within 10 business days.
 - 13- The following cannot be subject to a request for review of the score obtained:
 - a) In the course completion curricular units of master studies, namely dissertation, or project work, or traineeship report, or thesis, or other equivalent works;
 - b) In the curricular units of an applied project/ or final project of bachelor courses, or of a seminar.



Article 31

Improvement of a score

- 1- Students can take one, and only one, assessment to improve their grade in the appeal period of the same academic year, and in the normal and appeal period in the academic year subsequent to obtaining approval in a curricular unit.
- 2- If the assessment for grade improvement consists of a single test, this will represent the entire score for the curricular unit.
- 3- If the assessment for grade improvement consists of more than one test, the teacher must indicate the weighting of each of the elements that make up the assessment for grade improvement.
- 4- If the assessment for grade improvement consists of more than one test, students who obtain a score lower than 8 (eight) marks in any of the elements that make up the assessment for grade improvement will not improve their grade, even if the final average is higher than the score they intend to improve.
- 5- Students are guaranteed to retain the grade with which they passed, and the assessment for grade improvement can only be registered if it translates into a higher score.
- 6- It is not permitted to improve a grade in relation to a curricular unit that has been subject to a credit transfer.
- 7- Students who have completed their courses can only improve their grade if they have not yet applied for their diploma.

Article 32

Absence from assessment elements

In case of absence from an assessment test, whether under the continuous assessment regime or under the final assessment regime, the rescheduling of that test or those assessment elements is only permitted upon proof of impediment to be delivered to the Academic Services within 48 hours of the absence in one of the following situations:



- a) Military students;
- b) Student athletes in higher education;
- c) Students who practise high-performance sports;
- d) Student firefighters;
- e) In the 20 consecutive days following the death of a descendant or first-degree direct relative;
- f) In the 5 (five) days following the death of a spouse not separated from persons and property or of a first-degree relative or similar, or of a person living in a de facto union or cohabitation with the student;
- g) In the 2 (two) days following the death of another direct relative or similar or second-degree collateral relative;
- h) In the case of hospitalisation, limited to the duration of hospitalisation and the following 15 days, provided that a recovery period is required and proven by a medical certificate;
- i) In the 9th (ninth) month of pregnancy;
- j) In the month after giving birth.

Article 33

Academic misconduct in the assessment process

In situations of fraud, plagiarism and self-plagiarism the provisions of the Student Disciplinary Regulation apply.

CHAPTER V

Administrative provisions

Article 34

Registration and tuition fees

- 1- The following are subject to registration (on the appropriate form and in accordance with the current academic calendar) and payment of the tuition fee stipulated in the price list in force:
 - a) Admission to the appeal period;
 - b) Admission to the period for course completion;

- c) Admission to the working student special period/special regimes legally provided for;
 - d) Admission to the international mobility student period;
 - e) Admission to assessment for grade improvement.
- 2- The integration of a student with curricular units in arrears overlapping with the curricular units of the year of enrolment in the exceptional attendance regime (15%) depends on the satisfaction of specific requirements.
- 3- In each curricular unit, students enrolled in the continuous assessment regime can undertake a single assessment without having to pay any additional tuition fees, as long as such assessment takes place during the normal period.
- 4- Students who owe amounts to the founding entity are unable to undertake assessments until such amounts have been paid.
- 5- Registrations made outside the defined timeframes are subject to an additional cost and must be made at least 2 (two) business days in advance of the assessment date of the curricular unit.
- 6- The revision of the written assessment elements depends on an application and payment of additional tuition fees. If the grading of the written assessment elements results in a higher score, the additional tuition fee is refunded to the students, provided that they pass the curricular unit. If the correction of the written assessment elements results in an equal or lower score, or the students do not pass the curricular unit, there will be no refund of the additional tuition fee.

Article 35

International students under a mobility regime

This regulation is applicable, with the necessary adaptations, to students who attend study cycles at IPAM Lisboa within the scope of international mobility programmes.

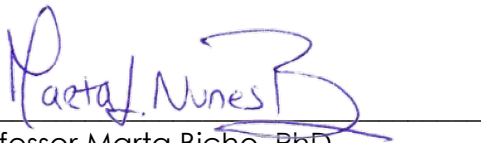
Article 36
Unforeseen Cases

Doubts and omissions resulting from the application of this regulation are subject to an order from the Director of IPAM Lisboa.

Article 37
Entry into force

This regulation comes into force from the second semester of the 2022-2023 academic year.

Lisbon, 8 March 2023



Professor Marta Bicho, PhD
Director of IPAM Lisboa



Annex I

Technical rules applicable to assessment tools

		Assessments													
	Test	Parties	Duration	Structure	Score	Nature	Scope	Parameterisation	Response	Opening Hours	Wording	Grading	Feedback		
Continuous (Asynchronous)	Intermediate Assessments (40%)	Up to 3 Tests	To be defined according to the test.	To be defined according to the test.	To be defined by the teacher.	Depending on the test applied.	To be defined depending on the test applied.	In Canvas, depending on the test.	Yes	To be defined by the teacher, depending on the test.	Intermediate Test, Case Study or Work.	Automatic and/or Manual	At the end of each test.		
	Continuous (Synchronous)	THEORETICAL	Part I (6 marks)	24 min	12 questions	0.5 marks per question (possibility of deducting wrong answers)	Closed answer (true or false, multiple choice or multiple answer)	Focus on the definition, interpretation and relationship of concepts.	Random group of questions from a bank of 36 questions	Yes	The same as the class schedule for the respective year and at a time overlapping with continuous assessment.	Must be presented before the questions, identifying their instructions for completion, namely whether the student can consult materials during the test.	Automatic (for true or false or multiple choice questions, the score is all or nothing; for multiple answer questions, the score is proportional to the number of correct answers).	Part I: immediate feedback. Part II and final grade: as a whole, through notification of the final score of the assessment element.	
Part II (14 marks)			66 min	4 questions	3.5 marks per question	Open response (long extent)	Written exposition on theoretical concepts	In Canvas, questions must come up one at a time.	Yes	Manual					
THEORETICAL - PRACTICAL		Part I (10 marks)	40 min	20 questions	0.5 marks per question (possibility of deducting wrong answers)	Closed answer (true or false, multiple choice or multiple answer)	Focus on the definition, interpretation and relationship of concepts.	Random group of questions from a bank of 60 questions	Yes	The same as the class schedule for the respective year and at a time overlapping with continuous assessment.	Must be presented before the questions, identifying their instructions for completion, namely whether the student can consult materials during the test.	Automatic (for true or false or multiple choice questions, the score is all or nothing; for multiple answer questions, the score is proportional to the number of correct answers).	Part I: immediate feedback. Part II and final grade: as a whole, through notification of the final score of the assessment element.		
		Part II (10 marks)	50 min	4 questions	2.5 marks per question	Open response (short-medium extent)	Focus on applying concepts in practical cases. Solving small problems or cases	In Canvas, as a final question.				Manual			
PRACTICAL		Modality A (20 marks)	90 min	15 min presentation + 5 to answer questions from the teacher	No. of questions to be defined by the teacher*	No. of marks per question to be defined by the teacher *	Problem/case resolution	Focus on the application of concepts and real practice of projects or cases.	Problem solving or practical cases	Yes	The same as the class schedule for the respective year and at a time overlapping with continuous assessment.	Must be presented before the questions, identifying their instructions for completion, namely whether the student can consult materials during the test.	Manual	The final grade will be provided after all students have had their practical test graded.	
		Modality B (20 marks)					Project presentation		Project presentation 15 min + 5 min of questions. Pre-presentation of the project in advance defined by the teacher.						No
Final (Synchronous)		THEORETICAL	Part I (6 marks)	24 min	12 questions	0.5 marks per question (possibility of deducting wrong answers)	Closed answer (true or false, multiple choice or multiple answer)	Focus on the definition, interpretation and relationship of concepts.	Random group of questions from a bank of 36 questions	Yes	The same as the class schedule for the respective year and at a time overlapping with continuous assessment.	Must be presented before the questions, identifying their instructions for completion, namely whether the student can consult materials during the test.	Automatic (for true or false or multiple choice questions, the score is all or nothing; for multiple answer questions, the score is proportional to the number of correct answers).	Part I: immediate feedback. Part II and final grade: as a whole, through notification of the final score of the assessment element.	
			Part II (14 marks)	66 min	4 questions	3.5 marks per question	Open response (long extent)	Written exposition on theoretical concepts	In Canvas, questions must come up one at a time.	Yes			Manual		
	THEORETICAL - PRACTICAL	Part I (10 marks)	40 min	20 questions	0.5 marks per question (possibility of deducting wrong answers)	Closed answer (true or false, multiple choice or multiple answer)	Focus on the definition, interpretation and relationship of concepts.	Random group of questions from a bank of 60 questions	Yes	The same as the class schedule for the respective year and at a time overlapping with continuous assessment.	Must be presented before the questions, identifying their instructions for completion, namely whether the student can consult materials during the test.	Automatic (for true or false or multiple choice questions, the score is all or nothing; for multiple answer questions, the score is proportional to the number of correct answers).	Part I: immediate feedback. Part II and final grade: as a whole, through notification of the final score of the assessment element.		
		Part II (10 marks)	50 min	4 questions	2.5 marks per question	Open response (short-medium extent)	Focus on applying concepts in practical cases. Solving small problems or cases.	In Canvas, as a final question.				Manual			
	PRACTICAL	Modality A (20 marks)	90 min	15 min of presentation + 5 min of answers to questions from the teacher	No. of questions to be defined by the teacher*	No. of marks per question to be defined by the teacher *	Problem/case resolution	Focus on the application of concepts and real practice of projects or cases.	Problem solving or practical cases	Yes	The same as the class schedule for the respective year and at a time overlapping with continuous assessment.	Must be presented before the questions, identifying their instructions for completion, namely whether the student can consult materials during the test.	Manual	The final grade will be provided after all students have had their practical test graded.	
		Modality B (20 marks)					* Presentation of the project		Project presentation 15 min + 5 min of questions. Pre-presentation of the project in advance defined by the teacher.						No

*It is recommended that projects be defended as a general rule, but if the professor considers that the project does not need to be defended, he or she may waive the defence and grade only according to the assessment of the project.