

GENERAL REGULATIONS

for **ASSESSMENT** of **KNOWLEDGE** and
SKILLS of **IPAM LISBOA**

INSTITUTO PORTUGUÊS de ADMINISTRAÇÃO de MARKETING
FACE-TO-FACE REGIME

Approved by the Technical-Scientific Council on 07 September 2023
(Updated version)



Article 1

Scope

1. This Regulation establishes the system of knowledge assessment applicable to study cycles, in face-to-face regime at IPAM Lisboa, 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 a specialisation course, consisting of an organised set of curricular units which corresponds to a minimum of 50% of the total credits of the study cycle, and a dissertation of a scientific nature or a project work, original and specially completed for this purpose, or a traineeship of a professional nature, the subject of a final report, depending on the specific objectives pursued;
 - c) CTeSP - study cycle leading to a diploma in a higher professional technical course.
2. This regulation does not apply to the other non-degree courses, whose assessment and classification system is defined in the respective course programmes.
3. The self-assessment committees of each course may propose to the Pedagogical Council specific regulations for the assessment of knowledge and skills, complementary to this regulation, and in compliance with the rules defined here.

Article 2

Concepts

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

- a) "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;
- b) "Assessment methodologies" means the processes used to assess the performance levels of students, considering the characteristics of the study cycle, the nature of the curricular units, the learning objectives and the working hours that correspond to them, the teaching and learning methodologies, the syllabus and the resources provided to students;



- c) "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;
- d) "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;
- e) "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;
- f) "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;
- g) "Assessment period" means the period of time dedicated exclusively to assessment activities;
- h) "Curricular Period" means the period of time that brings together the academic and assessment periods;
- i) "Contact class" is the daily period in hours established in the teacher's schedule for the teaching of 1 (one) curricular unit;
- j) "Assessment tools" means the methods that allow the verification of the acquisition and development of knowledge and/or skills, as explained in the corresponding FUC and to which a classification is assigned;
- k) "Test" time of assessment in which one or more assessment tools are used to assess the degree of achievement of the learning objectives by the student;
- l) "Curricular units of completion of the study cycles (bachelor, master and CteSP)" means the curricular units of traineeship, dissertation, professional project, or equivalent work projects that conclude the respective study cycle, whose assessment is carried out in a public defence and assessed by a jury specifically constituted for this purpose.

Article 3

Institutional framework

1. The assessment and discussion of the functioning of the curricular units through the results of the respective interim monitoring and the establishment of possible measures to improve efficiency during the semester are carried out in a meeting of the self-assessment committees of each study cycle, hearing the respective stakeholders and proposals from the Pedagogical Council.
2. With a view to planning the academic semester, before its start, the meetings of the self-assessment committees of each study cycle must be scheduled in advance;
3. Any changes to the assessment calendars, previously established in the FUC, can only be made with the consent of the person responsible for the curricular unit, the delegates of the classes involved and the course director.

Article 4

Definition of the assessment process

1. A curricular unit's assessment process is defined by the teacher responsible, in accordance with the distribution of the academic staff service and in accordance with the rules in force.
2. 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 the institution for each curricular unit, following approval of the course director and scientific area coordinators, up to 2 (two) weeks after the beginning of each curricular period.
3. Any exceptional change to the curricular unit's assessment process, during the academic period, can only be made with the express agreement of the delegates of the classes involved and after approval of the course director.

Article 5

General rules of the assessment process

1. A curricular unit's assessment process must provide for the performance of at least 1 (one) individual assessment test, which may take the form of a written test, a work, traineeship or seminar report, a research project, or another activity within the scope of the curricular unit.
2. Student attendance is one of the indispensable requirements for continuous assessment - one of the assessment regimes referred to in article 8 - under the terms indicated in the FUC.
3. The person responsible for a curricular unit may order students to take oral tests, which may be one of the components of continuous assessment, or be complementary to another type of test, as long as this appears in the FUC.
4. The assessment of a curricular unit must be fully completed, in all its components, by the end of the curricular period.
5. The completion of an assessment test by students is preceded by a call to be made by the teacher who supervises the test, and students must occupy the places indicated by him/her.
6. Students can enter the room up to 15 (fifteen) minutes after the start of the test, under penalty of students being admitted to the test only if the teacher present considers the reasons for late arrival to be acceptable.
7. Students must be accompanied by a photo ID, such as a student card, citizen card, driving licence or passport.
8. At the beginning and at the time of taking the test, students initial the attendance sheet, which includes the name of the curricular unit, the date and time of the test.
9. The duration of the test must be mentioned on the test paper, otherwise it must be indicated by the teacher(s) before the start of the test.
10. Clarifications requested by students are communicated out loud and in all rooms.
11. Students can only have the test paper, answer sheets, identification document and reference material permitted by the teacher on their desks; technological devices must be turned off before the start of the test and these devices and other items (e.g. bags, books, etc.) placed in the location indicated by the teachers who supervise the test.

12. Students are not allowed to leave the room until the end of their test, except in the case of withdrawal, only accepted 25 (twenty-five) minutes after the start of the test, or in a situation of force majeure.
13. The detection of irregularities implies the immediate collection of student answer sheets and any evidence, and the teacher(s) who provide(s) the supervision service must prepare a report on the occurrence and send it to the director of IPAM Lisboa, in accordance with the Student Disciplinary Regulation.

Article 6

Assessment methodologies

1. Assessment methodologies must be referred to in the FUC.
2. Assessment methodologies are defined considering:
 - a) The characteristics of the study cycle;
 - b) The nature and typologies of the curricular units, the expected learning outcomes and the working hours that correspond to them;
 - c) Teaching and learning methodologies;
 - d) The syllabus;
 - e) The resources available in the classroom.
3. The methodologies for assessment of student performance under in-person teaching and learning methods must be carried out under conditions that do not detract from the authenticity of the elements on which the assessment is based, as well as being in compliance with the regulation on which the academic integrity of IPAM Lisboa is based.

Article 7

Assessment tools

The tools necessary to assess knowledge and skills, consider the characteristics of study cycles and respective curricular units, and may consist, in particular, of:

- a) Written tests;
- b) Individual or group work, written, oral or experimental;
- c) Oral participation;
- d) Reports;
- e) Projects;

- f) Oral presentation;
- g) Resolution of case studies or practical problems;
- h) Portfolios;
- i) Tasks;
- j) Observation of attitudes and behaviours.

Article 8

Assessment regimes

1. The process of assessing knowledge and skills in each curricular unit includes the following assessment regimes:
 - a) Continuous assessment, which is optional in nature, with each teacher responsible for the curricular unit defining its structure and implementation under the terms of the FUC;
 - b) Final assessment, carried out during the assessment period, which is mandatory.
2. The assessment modalities and tools for dissertation, project, traineeship or seminar curricular units follow their own rules, previously defined by the respective responsible course director and mandatorily described in the respective FUC.
3. The assessment modalities and tools and respective weightings for each curricular unit must be included in the FUC.

Article 9

Attendance

1. The continuous assessment regime requires a minimum attendance in contact classes of 70%.
2. The value referred to in the previous subparagraph is calculated by the ratio between the number of contact classes in which the student was present in the classroom and the number of contact classes planned for the academic period.
3. The number of planned contact classes considered as a basis for calculating the value defined in the previous point may be lower than that established in the FUC, in situations where the student presents proof to the teacher justifying his or her absence from attending a certain number of classes at the beginning of the academic period for reasons of Erasmus mobility or late registration for the course.

4. Exceptionally, attendance of only 40% is accepted for students with curricular units in arrears, who have been subject to registration and assessment in a previous academic period, whenever the respective curricular units overlap in relation to the curricular units of the year of registration.
5. A working student is not subject to any provision that makes academic achievement dependent on attendance, provided that:
 - a) He or she proves, annually, his or her working student status, up to 30 (thirty) days after the date of registration; or
 - b) After the aforementioned period, until the end of the academic period, upon payment of the respective fees;
 - c) The provisions relating to the status of working student are governed by specific regulations.
6. Pregnant and parturient students, mothers and fathers who are students with children up to 3 (three) years of age, are covered by the conditions provided for in the legislation in force, upon presentation of proof at the Academic Services in the form of a supporting document, up to 72 (seventy-two) hours after the actual absence, in the following terms:
 - a) Parturient students are entitled to have their absences excused for 120 (one hundred and twenty) days following the date of delivery;
 - b) In cases of multiple births, the period for excused absences is increased by 30 (thirty) days for each twin in addition to the first;
 - c) In the case of a high-risk pregnancy, the period for excused absences corresponds to the period of being unable to attend classes;
 - d) Pregnant women, mothers and fathers whose children are up to 3 (three) years of age are entitled to excused absences whenever duly proven, for prenatal consultations, breastfeeding, illness and childcare;
 - e) The provision in the previous subparagraph is not cumulative and both parents cannot benefit from it at the same time.
7. All students elected to the Board of Directors, Board of the General Assembly and Supervisory Board of student associations, as well as student representatives elected to the Pedagogical Council, and class representatives, have the right to excused absences from classes, when the following situations occur:

- a) Attendance at meetings of the bodies to which they belong, if these coincide with school hours;
 - b) Attendance at events of manifest associative interest.
8. Students who hold the status of "Student Athlete in Higher Education" have the right to excused absences that are caused by participation in official competitions of the sport they represent, to be submitted within a maximum of 5 (five) days after participation in the competition.
 9. Students in high-performance sports, during the period of preparation and participation in sports competitions, must have their absences excused upon delivery of a supporting statement issued by IPDJ - Instituto Português do Desporto e Juventude, I.P., to be delivered within a maximum period of 15 (fifteen) days after conclusion of the competitions.
 10. Students who work as firefighters in professional, mixed or voluntary bodies must have their absences excused when these are caused by attendance at an operational activity, as long as this is requested by the fire brigade commander, to be delivered within a maximum period of 5 (five) business days after the activity occurs.
 11. Students also have the right to have absences from classes excused in the following circumstances:
 - a) 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;
 - b) In the 2 (two) days following the death of another direct relative or similar or second-degree collateral relative;
 - c) In the case of hospitalisation, limited to the duration of hospitalisation and the following 15 (fifteen) days, provided that a recovery period is required and proven by a medical certificate;
 - d) On days scheduled for fulfilment of the duty to attend National Defence Day, as well as the duty to appear in court.
 12. To benefit from the regimes provided for in the previous paragraphs, students must fill out a specific form to be delivered to the Academic Services.
 13. All teachers must inform students of their attendance whenever the latter so request.



CHAPTER II

Continuous assessment

Article 10

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. The assessment tools used must include a weighting equal to or greater than 50% relative to the individual assessment in calculating the final score of the curricular unit.
3. Within the limits defined in this regulation, as well as in the specific regulations of a study cycle, the responsible teachers must, for each curricular unit, indicate in the FUC the assessment tools that contribute to the continuous assessment grade, defining their mandatory or optional character, as well as delivery timeframes and other assessment conditions.
4. Under continuous assessment, and with the exception of the works referred to in article 18 of this general regulation of assessment and skills, the minimum number of assessment elements applied in measuring the final result of each student's performance in the curricular unit is set at 2 (two).
5. In the case of missing tests scheduled under the continuous assessment regime, under the conditions set out in paragraphs 6, 7, 8, 9, 10 and 11 of article 9 it falls to the responsible teachers, in conjunction with the course director, to reschedule a new test, as well as to define the conditions of any assessment proposed as an alternative.

CHAPTER III

Final assessment

Article 11

Final assessment regime

1. Students have the right to choose for the final assessment regime.
2. The curricular units for the completion of study cycles (bachelor, master and CTeSP) are not subject to the final assessment regime.
3. Curricular units of the “simulator” type referring to master courses are not subject to the final assessment regime.
4. Students can opt for the final assessment regime, even if they are able to benefit from the continuous assessment regime.
5. The final assessment is an assessment that takes place exclusively during the final assessment period and covers all content taught in the curricular unit.
6. The final assessment includes an assessment test, which may come in different formats (written, case resolution or other), duly referred to in the FUC, according to the typology and teaching methodology of the curricular unit, and may additionally include a practical or oral test, the latter being of a public nature.

Article 12

Final assessment periods

The assessment of knowledge and skills under the final assessment regime takes place in the following periods:

- a) Normal period;
- b) Appeal period;
- c) Special periods, provided for in the academic calendar in effect and which include:
 - a. Course conclusion;
 - b. Student Worker;
 - c. Other special regimes legally provided for; and
 - d. International mobility student.

Article 13

Normal period

1. The normal period is intended for students who did not attend, failed or withdrew from the continuous assessment.
2. Students enrolled in curricular units that operate in accordance with the provisions of paragraph 1 of art. 10 and that use experiential learning methodologies (such as challenge-based learning), such units being defined annually in an Order, who wish to opt for the final assessment regime must provide written notice of this intention to teachers, up to 30 (thirty) days prior to the effective end of classes.
3. If they do not exercise the prerogative provided for in the previous paragraph and/or fail under the continuous assessment regime, students will only have access to the final assessment during the appeal period, with fees due for this purpose.
4. Students who have opted for the final assessment regime may also be admitted to the normal period, provided that they are enrolled in previous academic periods under the continuous assessment regime, upon registration up to 2 (two) business days in advance with the Academic Services or in the Academic Management computer system, with the fees specified in the IPAM Lisboa Fees Table being due.

Article 14

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 at the Academic Services or in the Academic Management computer system, with the fees specified in the IPAM Lisboa Fees Table being due.
3. Failure to exercise the right set out in the previous subparagraph sends the student to the special periods, provided that the conditions defined for these periods are met.

Article 15

Special period

1. The special period is exclusively intended for taking tests:
 - a) By students in the bachelor studies who are regularly enrolled in all curricular units and who need, to complete the course, a maximum of 24 (twenty-four) ECTS credits;
 - b) By students in master of 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 professional traineeship report;
 - c) By students in higher technical professional courses (CTeSP) 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 30 (thirty) ECTS credits corresponding to the curricular unit for course completion, namely the Traineeship.
 - d) By students who, being regularly enrolled and with a special status, such as working student and under other special regimes provided for by law, or international mobility students, or students in exceptional situations duly authorised by the director do IPAM Lisboa, request registration in a special period, through an application to be presented to the Academic Services.
3. Admission to the special period for completing the course depends on registration, at least 2 (two) business days in advance, and payment of the tuition fee stipulated in the current price list.

Article 16

Special period for the working student regime and other special statutes

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 tuition fee stipulated in the current price list.

3. Assessment in the working student special period must be identical to that defined for the assessment by exam in the normal period and/or in the appeal period.
4. If the assessment in the working student special period consists of a single test, this will represent the entire score for the curricular unit.
5. If the assessment in the working student special period consists of more than one test, the person responsible for the curricular unit must indicate the weighting of each of the elements that make up the assessment in the working student special period.
6. If the assessment in the working student special period 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 in the working student period will not pass.
7. Assessment during the working student period takes place within the timeframes established in the current academic calendar.
8. 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 by exam during the special period, under conditions similar to those defined for working students, and may even change the dates of formal assessment times.

Article 17

Special period for the international mobility student regime

1. The special period for international mobility students is divided into a special normal period for international students and a special appeal period for international students, provided for in the current academic calendar.
2. International mobility students (Erasmus+ or other programmes) 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 special period for international mobility students, as defined in subparagraph 1 of this article.

3. Regardless of their choice, students must register and pay the respective tuition fee stipulated in the current price list.
4. Students who are unable to pass during the international student assessment periods will have their curricular unit in arrears and will have to register again in the following academic year and pay the respective tuition fee stipulated in the current price list.
5. International mobility students (Erasmus+ or from other programmes) who are unable to complete a particular course unit provided for in their learning agreement may opt to:
 - a) Complete the curricular unit through an "assessment by exam" in the normal period (common to all other students); or
 - b) Complete the curricular unit through a "final assessment" in the special normal period for international students.
6. Regardless of the option they select in relation to point 5 of this article, students must register up to 2 (two) business days in advance, although they are exempt from paying the respective tuition fee stipulated in the current price list.
7. International mobility students who, having opted for the "final assessment" in the normal period (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 2 (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. International mobility students who, having opted for the normal period for international students, do not pass in that period, may undertake a new assessment during the special appeal period for international students, and must register for this purpose within 2 (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 with a learning agreement that 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, up to 2 (two) business days before the assessment date during the appeal period for mobile students and pay according to the price list in force.

CHAPTER IV

Final work in master courses

Article 18

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 19

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, the provisions of the respective FUC, and, if applicable, the specific standards of the study cycle in which the student is enrolled.
3. The approval of the topic referred to in paragraph 1 of this article is the responsibility of the Course Director, provided that this delegation is carried out annually within the Technical-Scientific Council.

Article 20

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.

Article 21

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 22

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 professional traineeship report depends on prior approval of all the curricular units of the master's degree, as referred to in subparagraph b) of paragraph 1 of art. 1.

Article 23

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 higher education institutions, whenever there is more than one supervisor, 2 (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 24

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 may not exceed 60 minutes, and the candidate must be provided with the same time as that used by the members of the jury.

Article 25

Final score allocation process

1. The decision to approve or not approve the candidate is taken by deliberation behind closed doors, 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 V

Classifications

Article 26

Marks

1. Assessment is expressed through a whole number score from 0 (zero) to 20 (twenty) marks, adopting, in addition, the European grading comparability scale (ECTS grading system).
2. Under continuous assessment, students are considered to have passed a curricular unit if, in the weighted average of the different elements of continuous assessment, completed throughout the academic period, they obtain a score equal to or greater than 10 (ten) marks, and at the same time:
 - a) They have obtained a score equal to or greater than 8 (eight) marks in the interim continuous assessment periods in accordance with article 10;
 - b) They have complied with the minimum attendance required, in accordance with article 9.
3. Scores for the various assessment elements used in continuous assessment throughout the academic period, when quantitative, are presented with two decimal places and cannot be rounded.
4. 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.
5. If the final assessment consists of more than one test, the scores for each test are presented with two decimal places and cannot be rounded.
6. The final score in the final assessment is rounded to the nearest unit, expressed on a scale of 0 (zero) to 20 (twenty) marks.
7. An exception applies to curricular units that only use qualitative assessment, of an informative nature, and students who obtain a mention corresponding to "passed" are considered to have passed, when provided for in the curricular structure of the respective study cycle.
8. The curricular units referred to in the previous point are not subject to assessment under a final assessment regime.

Article 27

Weighting coefficient

1. This regulation adopts the European grading comparability scale (ECTS grading system) for the purposes of the final score.
2. The final score is expressed as a weighted 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 continuous 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, namely using the student number as an identifier and hiding his or her name.

Article 29

Release of final 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 by the teacher 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 (seventy-two) 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, 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.

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 in the presence of the assessing teacher, or a teacher from 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. Under the continuous assessment regime, querying of the test referred to in the previous subparagraph must take place within 10 (ten) business days of the publication of the results of the respective assessment.
4. Within the scope of the assessment, the right to query the test is permitted provided that it is requested by email from the student to the teacher within a maximum period of 5 (five) business days, after the posting of the assessment scores, and, in this case, within the period referred to in the previous subparagraph, access will

- be provided to the respective graded and scored element, as well as the scoring criteria.
5. Under the final assessment regime, querying of the test referred to in subparagraph 2 above must take place within 2 (two) business days of the publication of the results of the respective assessment test.
 6. 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 5 (five) business days after the release of the grade, in accordance with art. 31, with payment of the fees set out in the current table being due.
 7. Tests carried out throughout the academic period, as part of continuous assessment, cannot be reviewed.
 8. Scores awarded by a jury cannot be subject to requests for test review.
 9. Students may request a review of the written assessment elements relating to the final assessment, up to 48 (forty-eight) hours after querying them.
 10. In the review process, and 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 professor in the same scientific area.
 11. 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 director of the respective study cycle, and is communicated to the student within a maximum period of 15 (fifteen) consecutive days after receipt of the request, excluding from this period the month of August and periods when the institution is closed.
 12. 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.
 13. In the situation where there is a request for review of the test referring to the final assessment - normal period, when the student has failed, if the process overlaps

with the date scheduled for the appeal assessment, the student can register and take the test in this period, in accordance with what is established in art. 14, paying the fees due, an amount that will be reimbursed, if and only if the review request results in a pass, with the grade to be considered and released by the teacher being the best final score obtained in the final assessment test and the appeal assessment test.

14. If the request for review submitted by the student results in an improvement in his or her score, with a pass, the amount paid as fees will be returned to him or her.
15. 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 (ten) business days.
16. The following cannot be subject to a request for review of the score obtained:
 - a) In the course completion curricular units, namely dissertation, or project work, or traineeship report, or other equivalent works;
 - b) In the curricular units of a traineeship, applied project/ or final project of bachelor courses, or of a seminar;
 - c) In the case of the traineeship unit of higher technical professional courses.

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

1. 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 (forty-eight) hours of the actual absence, and provided that one of the situations and conditions referenced in paragraphs 6, 7, 8, 9, 10 and 11 of article 9 of this regulation occurs.
2. The exceptions referred to in the previous subparagraph are valid as long as it is possible to guarantee the release of the student's final grade in the assessment period to which it relates.

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 VI

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. Regarding the previous point, if the student has completed the course and wishes to improve his or her grade, he or she must register for the academic year.
3. 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 (40%) depends on the satisfaction of specific requirements.
4. In each curricular unit, students enrolled in the continuous assessment regime can undertake a single assessment under the final assessment regime without having to pay any additional tuition fees, as long as such assessment takes place during the normal period.
5. Students who owe amounts to the founding entity are unable to undertake assessments until such amounts have been paid.
6. 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.
7. 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

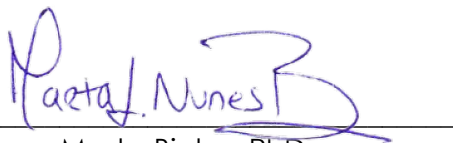
Doubts and omissions resulting from the application of this regulation are subject to an order from the director of IPAM Lisboa.

Article 37

Entry into force and revoking rule

This regulation comes into force in the 2023-2024 academic year after public consultation and revokes the General Regulation for the Assessment of Knowledge and Skills of IPAM Lisboa, of 8 September 2022.

Lisbon, 7 September 2023



Professor Marta Bicho, PhD
Director of IPAM Lisboa