

## **Article 1**

### **(Scope)**

1. This normative sets out the regulations for *licenciaturas* and Integrated Master courses, hereinafter designated as *courses*, of University Fernando Pessoa's faculties, schools and units.
2. This normative includes the access and admission regimes; registration and enrolment; attendance and knowledge assessment; and the conditions for obtaining a *licenciatura* and a master's (integrated master) degree.

## **Article 2**

### **(Application, access and admission's regime)**

1. The application to *licenciaturas* and integrated master courses is ruled by the Portuguese general and legal standards of access to higher education, by the specific conditions of admission in the selected course and by the execution of UFP's specific requirements.
2. The application to a *licenciatura* and an integrated master course, by the general access regime, requires the completion of Portuguese secondary education or the equivalent in other countries and the approval of the respective national admission examinations or official declaration of its replacement by equivalent exams in the country's education system from which the candidate comes from.
3. The following may apply through the special admission regime, to a *licenciatura* or an integrated master course:
  - (a) the holders of a degree obtained in one member country of the European Union (EU);
  - (b) the holders of a foreign degree recognized in Portugal;
  - (c) the holders of qualifications obtained in an EU member country, that in that country allow access to a higher education degree;
  - (d) the holders of qualifications, from secondary or post-secondary schools, valid for access to higher education courses;
  - (e) Portuguese citizens or foreign residents aged over 23, who have been approved in their access exams;
  - (f) the applicants who attend or have attended an official higher education degree.
4. The admission into a *licenciatura* or an integrated master course is subject to a selection process and it is guaranteed only to those applicants who fit the prescribed number of vacancies.
5. The application to the courses is subject to the payment of the amount prescribed for that purpose.
6. The admission to some courses, including the health area ones, may be subject to the fulfillment of prerequisites.

7. The right of admission to UFP is strictly reserved.

### **Article 3** **(Registration and enrolment regimes)**

1. Registration is the administrative act required for enrolment and attendance of a course. Both are subject to the payment of an annual fee, established by the entity that regulates the university.

1.1. The right to register of applicants admitted by the general regime of access to a higher education degree ceases if the registration is not made within the period stipulated in the academic schedule;

1.2. The registration of applicants coming from other access regimes takes place within ten (10) working days after the acceptance of the application or of the document that approves the creditation of the previous higher education studies;

1.3. The document approving a request for creditation of studies is issued within thirty (30) working days after its submission;

1.4. The rules for creditation of professional skills and for creditation of curricular units are indicated in UFP's specific regulation.

2. The request for the creditation of studies previously conducted by the student should be presented when applying or registering, and for all the curricular units he/she wants to be considered.

2.1. The consideration of a creditation of previous studies or professional skills is subject to the payment of the corresponding administrative fees;

2.2. The curricular units credited due to higher education studies conducted previously can only be registered in the student's file after the payment of the corresponding administrative fees;

2.3. The curricular units credited due to professional experience and proven knowledge will only be registered in the student's file after the payment of half of the attendance fee for each ECTS;

2.4. The creditation of curricular units resulting from trainings which do not award a degree or from professional skills and proven knowledge is only valid for continuing studies at UFP and it is only certified after completing the remaining study plan of the course;

2.5. The creditation of the curricular units of a specific training course approved at another higher education institution may require the approval in a summative exam to verify the competences defined by the academic coordinator of the corresponding cycle of studies at UFP;

2.6. The student who has obtained creditation in a specific curricular unit can always give up the creditation and enrol himself/herself in that curricular unit in order to attend it;

2.7. When a certificate descriptive of a study plan is issued, the curricular units that have been credited by previous studies in a recognized higher education institution, national or international, should be clearly stated, with reference to the higher education institution where they were originally taken.

3. The enrolment in a curricular unit is a prerequisite for its attendance and subsequent assessment.
- 3.1. The enrolment is subject to the payment of the established school fees, and these are always due in full, regardless of when the enrolment is made and the attendance starts;
- 3.2. As a rule, the student cannot enrol in more than 60 ECTS per year or in 30 ECTS per semester. In cases duly justified by the student's admission regime at UFP and if the student has curricular units from previous academic years, exceptional authorization may be granted, upon the payment of the fees, for enrolment in up to 15% of these limits;
- 3.3. In curricular units in which assessment is performed by independent modules (theoretical and practical), if the student was approved in one of the modules, for administrative purposes in the re-enrolment in that curricular unit shall only be counted 50% of its ECTS;
- 3.4. As a rule, interspersed or parcelled enrolments cannot be accepted in curricular units. Those enrolments can be authorized for students of the final year of a study cycle that have less than 60 ECTS for graduation, and students admitted by the special access regime and with regimes of special attendance prescribed by the Portuguese law;
- 3.5. In the final year, upon payment of the respective fees, it is exceptionally permitted to enrol in up to four curricular units from previous academic years, as long as neither is an internship and clinical curricular unit nor a curricular unit with scientific precedence.
4. The courses of the health area, due to the specific regulation and legislation applicable to them, may require specific enrolment and frequency regimes, and will have additional fees for the use of clinical devices and/or clinical internships in health units or alike external to UFP.

#### **Article 4** **(Expiry of registration)**

1. The registration and enrolment in a course expires with one of the following situations:
- (a) non-renewal of annual registration under the terms and dates established for that purpose;
  - (b) non-renewal of annual enrolment under this regulation's terms;
  - (c) lack of payment of the registration and enrolment fees with a delay of more than three weeks;
  - (d) when the student has committed faults which could result in serious sanction resulting from disciplinary proceedings;
  - (e) expiration purposes.
2. The expiry of the registration can only be pardoned with the Rector's consent.

## **Article 5**

### **(Expiration of enrolments)**

1. The enrolment in curricular units of the courses may be subject to the regime of expiration.
2. The expiration of a curricular unit happens after the 3<sup>rd</sup> consecutive enrolment.
3. The expiration of a curricular unit prevents the student from enrolling, attending and being assessed in it in the following academic semester.
  - 3.1. The curricular units of a finalist student exceptionally prescribe only after the 4<sup>th</sup> consecutive enrolment.

## **Article 6**

### **(General regime of attendance)**

1. The general regime of attendance of UFP's courses is, as a rule, classroom teaching and full time, but in certain justified circumstances part-time attendance can be accepted.
  - 1.1. In certain cycle of studies, and in certain curricular units, pedagogical attendance can also be at a distance (e-learning) or in a mixed/part-time (blended learning) regime;
  - 1.2. The conditions to be accepted for part-time attendance are, with the necessary adaptations, the ones already stipulated in the University's regulation for distance education regime.
2. Students who enrol at UFP for the first time will have to pay, at the time of registration, the first installment of the tuition fee or the tuition fee in full, according to the chosen type of payment of the school fees.
3. The deadlines and procedures for the payment of enrolment and attendance fees are set out in the academic schedule.

**Single paragraph. In case of withdrawal or cancellation of registration or suspension of attendance by the student, there will be no refund of any paid fees.**

4. Certificates of registration and attendance, and other academic documents, will only be issued to students with the administrative status settled.
  - 4.1. Apart from the transcript of records for students in mobility and the diploma supplement, all other documents and certificates are subject to the payment of fees;
  - 4.2. Certificates of attendance can only be issued if the administrative status for the period being certified is settled;
  - 4.3. Certificates of curricular units taken by students who have left UFP without completing their cycle of studies will only be issued if, in the year in which they were held, the administrative status of these students was settled. Otherwise, they will need to pay the administrative status, and only then the certificate can be issued.

5. The frequency certificates and/or completion of the courses may, at the student's request, be issued in English, in Spanish or in French, adding to the cost of the document in Portuguese the fee of the corresponding version.
6. The tuition fee gives the student the right to enrol up to 60 ECTS.
7. Finalist students with less than 60 ECTS to complete their study plan may choose to pay in full the annual fee and complete the 60 ECTS with curricular units of the subsequent study cycle, or pay the enrolment by ECTS according to the valid school fees.
  - 7.1. Finalist students that are repeating the year, and have up to four curricular units to complete the study plan, should pay the annual fees applicable to them or may opt for the regime presented in the previous number.
8. The rules of enrolment and frequency of students who were admitted by course change, internal or external, must also respect the conditions imposed by the corresponding Portuguese legal decree.

## **Article 7**

### **(Part-time regime)**

1. In courses where it is legally possible, the attendance is allowed in part-time.
2. The part-time regime involves:
  - a) the annual registration
  - b) the enrolment in each semester of, at least, two and, at most, half of the corresponding curricular units.
3. The amount to be paid by each ECTS, in the enrolment of the part-time regime, is set annually by the responsible organ of the university.
4. At the time of registration renewal the student may request a change of the regime frequency: from full-time to part-time or vice versa.
  - 4.1. The frequency of a cycle of studies in a part-time regime requires the renewal of the registration and the enrolment by the number of years needed to complete the corresponding study plan.
5. This attendance regime and the one mentioned in the following article can only exceptionally be considered for some courses in the health area.

## **Article 8**

### **(Intensive, mixed and/or distance learning regime)**

1. Attending a curricular unit in a mixed regime combines partially classroom teaching with distance education (blended learning).
2. This regime is particularly advisable to the so-called "new audiences", including those who started university as adults and who wish to articulate their professional activities with their studies.
3. The mixed regime can also benefit from the enrolment system stated in no. 2 and no. 3 of the previous article.
4. The percentage of the classroom teaching varies according to the nature and type of each curricular unit, standing usually between 15 and 30% of its contact hours, and it can be fulfilled in the intensive or concentrated teaching regime.
5. The exclusively long distance education regime is applicable only in curricular units offered by the Virtual University (UFP-UV).
6. The enrolment system in this teaching regime is done by curricular unit and its ECTS.
7. Attendance of curricular units in the long distance education regime has its own standards.

## **Article 9**

### **(Structure and typology of the curricular units)**

1. The curricular structure and the study plan of the courses are published in Diário da República [Portuguese Official Gazette] and posted on <http://www.ufp.pt/>.
2. The pedagogical structure of a course consists of curricular units of basic training, specific training and general training.
  - 2.1. The units of basic training and specific training define the scientific area of a course and justify its name and identity;
  - 2.2. The units of general training contribute to the student's development of transversal skills having their own designation in the study plan or being identified as "option";
  - 2.3. The scientific council and the pedagogical council of each faculty should typify the curricular units of each study program and propose for the Rector's approval, until the end of the academic year, the list of "options" if they are not listed in those programs or wish to see them modified.
3. The pedagogical implementation of the curricular units is made by ECTS, considering 1 (one) ECTS equivalent to a total workload of 25 hours distributed as contact hours in the classroom, student attendance, tutorial instruction and other type of study and learning instruction and as self-study and work of the student developing personal competences.

**Article 10**  
**(Precedences regime)**

1. The attendance of the different curricular units may be subject to the precedence regime proposed by the faculties.
2. The precedence cannot prevent the student to complete the preceded curricular unit, but prevents its creditation while the administrative obstacle still stands.

**Article 11**  
**(Typology of the contact hours)**

1. In the Portuguese legal terms, “contact hours” are defined as the time used not only in teaching sessions of collective nature, particularly in the classroom and in laboratories, fieldwork, field trips, but also in internships, projects, assessments, tutorials and contact between teachers and students across synchronous and asynchronous platforms of distance education.

2. Each teaching unit (class) has a minimum length of 45 (forty five) minutes. The double teaching units of ninety (90) minutes are performed without intermission.

2.1. The duration of a UFP-UV synchronous class has a minimum length of fifteen (15) minutes.

3. Lessons can be: theoretical (TH); theoretical and practical (TP); practical (P), non-laboratory practice (NP), laboratory practice (LP), clinical (C); fieldwork (F); tutorials (TU), other (O); seminars (S); internships (I) and distance education (DE).

3.1. Theoretical classes (TH) are intended to expose and update, in a descriptive and organizational form, concepts, theories and assumptions that underpin the syllabi, that, supported in a bibliography, intend to develop competencies in students;

3.2. Theoretical and practical classes (TP) combine the theoretical dimension with the empirical dimension as they articulate, whenever possible, the theoretical concepts with practical applicability in order to develop contextualized learning around key issues;

3.3. Practical classes (P) initiate students in research, selection and intersect of information, encouraging group work, field trips and other forms and participatory learning methods;

3.4. Laboratory practice classes (LP) allow the acquisition of techniques, seeking to awaken the scientific spirit and foster curiosity by experimental knowledge;

3.5. Clinical classes (C) are meant for the development of therapeutic competencies and the improvement of professional techniques;

3.6. Tutorials (TU) consist of supervision sessions for students, to enable them to achieve the following objectives: to correctly use bibliographies; to develop methods of scientific research; to

organize readings; to exercise oral and written exposures; to deepen analysis, synthesis and systematization of knowledge capabilities;

3.7. Fieldwork (F) is intended to develop student sustained reflection or empirical competencies that allow him/her to create better conditions for learning autonomously;

3.8. The seminars (S) consist of sessions prepared and participated in by students, under the supervision of teachers, for the development of critical and reflective thinking and the students' communicative abilities;

3.9. The internships (I) are areas of observation and application of acquired knowledge in a real situation in order to develop competencies;

3.10. The distance education (DE) is performed through interactive sessions on the synchronous platform or in "chat" sessions and assessment of works or in a virtual classroom.

4. The tutorial supervision of scientific papers, including undergraduate projects, monographs and dissertations, is established by the teacher within his/her teaching schedule, taking into account any justified constraints presented by the students.

4.1. Each teacher registers in SIUFP the content and the standards of tutorial sessions.

5. The internship (I), internal or external, is part of the contact hours not only for the teacher supervision, but also for the monitoring and evaluation of its report.

6. Graduation projects, monographs and dissertations are scientific works supervised by teachers.

7. The technical procedures for the design and structuring of scientific papers are registered in the specific manual available at UFP's site.

## **Article 12**

### **(Teaching contact hours regime)**

1. The participation of students in teaching contact hours is normally mandatory, except for those covered by special status.

1.1. The exception referred to above does not exempt students of compliance with the percentages of compulsory attendance for laboratory practice (LP) and clinical (C) classes and internship (I).

2. Regarding the teaching hours of the classes, the minimum attendance percentage is as follows:

2.1. In theoretical, theoretical and practical or non-laboratory practice: 50% of the taught classes;

2.2. In laboratory practice classes for courses from the health area 80% of the classes, and in courses from other areas 60% of the taught classes;

2.3. In clinical teaching (including internships): 90% of the classes.

3. The contact hours of tutorial sessions or tutoring should be at least 50%.



4. Students repeating a class, that did not fail it through lack of the attendance percentage, must attend only 10% of attendance of theoretical and theoretical and practical classes. In the remaining classes they must comply with the percentages mentioned in 2.

5. Any justification of absence does not exempt the student of the effective fulfillment of the percentage of laboratory practice classes, clinical classes and internships.

5.1. The justification should be handed over at the Students' Office or the Virtual Students' Office, within five days after the date of the absence, or five days after the legally defined period of absence;

5.2. The justification of absences will only be accepted provided that it is done by the means and motives foreseen by law;

5.3. Students who have exhausted the number of absences foreseen in the respective attendance percentages and that had some absences excused, will agree with their teachers the process and the means of recovery of laboratory practice classes, clinical classes and mandatory internship sessions that have missed.

5.4. Any justification of absence to ongoing evaluation moments does not imply a new set of the assessments and the student is referred to the corresponding exam, if applicable.

6. It is the teachers' responsibility to monitor students' attendance.

6.1. The nonfulfilment or permissiveness on behalf of the teachers in this task is considered professional misconduct;

6.2. Students who forge or contribute to the process of forging attendance control in teaching sessions or knowledge assessment sessions will be subject to disciplinary proceedings.

6.3. Each faculty can set its own control models for student attendance.

### **Article 13**

#### **(Continuous Assessment)**

1. The general aim of students' assessment is to verify the knowledge acquisition and the syllabus objectives of each curricular unit in which they are enrolled.

2. The specific objectives of the assessment are set by teachers in the syllabus of their curricular units, such as the articulation of the ECTS established with the acquisition of the minimum competencies that students should get to be approved.

2.1. Teachers cannot establish different rules and assessments procedures from the ones established by this academic normative.

3. The knowledge assessment is continuous whenever it is possible, depending on the students' percentage of attendance.

- 3.1. Continuous assessment requires the enforcement of the percentage of attendance prescribed under this regulation to each curricular unit;
  - 3.2. Students who do not reach this percentage are unable to take continuous assessment, being referred to the final exam assessment at the end of the semester, if the curricular unit in question, or its component, is of theoretical nature, theoretical and practical, or non laboratory practice;
  - 3.3. The classification of a curricular unit is expressed in a decimal scale from 0 (zero) to 20 (twenty);
    - 3.3.1. If the teacher expresses, which is discouraged, the classification in decimal values, these are only allowed from 0.5;
  - 3.4. The approval classification of a curricular unit is 10 (ten) marks, in whole or rounded numbers.
4. The assessment of a curricular unit allows for different ways to control the knowledge evolution and the competencies obtained by the student.
    - 4.1. If the curricular unit integrates a theoretical and/or theoretical and practical and/or non-laboratory practice academic component, the assessment foreseen for the pedagogical execution of the program is carried out continuously by verifying the compliance with the objectives set by the student's performance in class, in tutoring sessions, in supervision sessions, specifically works (papers or others) and/or oral tests, in the participation in scientific conferences, lectures, seminars and other means of measuring the informational and cultural development;
    - 4.2. The student's performance in laboratory practice classes is assessed, among other things, by the quantity and quality of autonomous implementation of the protocols and works developed, with the objective of acquiring effective competencies in the scientific area in question;
      - 4.2.1. The use of the white coat (UFP model) and, if applicable, goggles and other protective elements, is required in laboratory practice classes;
    - 4.3. The clinical training held through internships, clinical practice and/or professional training in the University's Pedagogical Clinics, in the University's Hospital or in Health Units that have a protocol with UFP, is assessed continuously and systematically, taking into consideration the following aspects:
      - (a) attendance, punctuality and attitude on patient care;
      - (b) scientific, technical and relational competencies;
      - (c) quality of clinical work;
      - (d) organization and cleanliness of the workspace.
    - 4.3.1. A minimum of 90% of attendance and other regulation aspects of clinical training are established in the manual of procedures and agenda-protocol for registration of the pedagogical execution that all students, in this situation, must follow;
    - 4.3.2. The assessment and weighting criteria of each of the elements mentioned above will appear in the agenda-protocol;
    - 4.3.3. The use of uniform (UFP's model defined previously) is mandatory in all classes and clinical and/or professional training sessions;

**Single paragraph. The lack of uniform prevents the participation in clinical and/or professional training sessions. The lack of uniform is unjustifiable and is included in the calculation of mandatory attendance.**

4.4. All activities susceptible of evaluation receive credits (ECTS) duly proportional (from a minimum of 0.5 and its multiples) to the total number of credits of the curricular unit;

4.5. In case of using multiple choice or true/false tests in the assessment of a curricular unit (only permissible in continuous assessment and never with a value greater than 6 on a scale of 0 to 20), each wrong answer cannot deduct more than 25 % of the respective points;

4.6. No curricular unit can have continuous assessment using exclusively works done by students;

4.6.1. If individual or group works are used, a theoretical or a theoretical and practical curricular unit cannot require more than one work.

4.6.2. It is not allowed group works with more than three (3) elements;

4.6.3. No paper written for the assessment of curricular units of theoretical or theoretical and practical nature should be longer than ten (10) pages;

4.6.4. The works done for the assessment of curricular units of theoretical or theoretical and practical nature, should be preferably submitted by students using the distance education platform;

5. The teacher should post the grade of a curricular unit within twelve (12) working days after the student's assessment.

5.1. The failure of the previous deadline, without acceptable reason, may cause a disciplinary procedure;

5.1.1. If the teacher does not post the grades at least 48 (forty eight) hours before the exam assessment for that curricular unit, the disciplinary procedure will be inevitable, with the director of the corresponding faculty proposing to the responsible organ of UFP the opening of a disciplinary procedure.

6. Only the teaching components or curricular units of theoretical, theoretical and practical, or non laboratory practice nature that are "non-approved" may be assessed in the end of semester exams and possibly take a recourse or a special exam, at the times established in the academic schedule.

7. No student can be submitted on the same day to more than one exam of curricular units of the year in which he/she is enrolled.

7.1. The former situation may not be possible if the student has curricular units from previous years and wants to take them also by continuous assessment.

8. Cases of plagiarism or fraud, even if partial, when proven, imply the unapproval of the student and a written report to the student's ombudsman and to the director of the corresponding faculty for possible disciplinary action.

9. Students have the right to check their assessed work and to know the criteria used on its correction.

9.1. This consultation and the clarification of its criteria should be requested by e-mail to the corresponding teachers up to 48 (forty eight) hours after the posting of the grades, if teachers have not taken the initiative to set a day and time for that purpose;

9.2. The provisional grades of continuous assessment become final 72 (seventy two) hours after their posting, if there is no complaint from the students.

## **Article 14**

### **(Exams assessment)**

1. Exams assessment can be done by one of the following types: end of semester exam, appeal exam and special exam.

1.1. In the end of semester exams no student can be submitted on the same day to more than one assessment of the curricular units of the year in which he/she is enrolled;

1.1.1. When the dates of exams in curricular units of the year in which the student is enrolled coincide with exams of curricular units of earlier years that the student is taking, these shall be made at the time set of the recourse or the special exams.

2. The exams always include a written test and, if appropriate, an oral exam.

2.1. The student is entitled to the oral exam if in the written exam he/she obtains a grade equal to or greater than 7.5 (seven point five) values and less than 9.5 (nine point five) values in a scale from 0 (zero) to 20 (twenty);

2.2. The oral exam can only happen more than 48 (forty eight) working hours after the posting of the written exam grade, provided that the maximum period does not exceed five working days and the same is not enforced earlier than at least 24 (twenty four) hours after the consulting of the written exam;

2.3. The student who does not attend to the oral exam is considered “non-approved”;

2.4. The oral exam can only be valid when performed in the presence of a panel of at least two elements of the same scientific area;

2.5. The duration of an oral exam in curricular units that do not have practical nature cannot exceed thirty minutes. In any case, no oral exam can exceed sixty minutes.

3. The assessment by exam of the curricular unit "Foreign language" always requires an oral exam, regardless the grade of the written test, provided that the minimum limit specified in 2.1 is respected.

4. The teacher's publication of a curricular unit's grade assessed by exam, whatever the type, must occur within ten (10) working days after its completion.

5. All students subjected to an exam assessment are entitled to check their exam at a date and time that the teacher should set between 48 (forty eight) to 72 (seventy two) hours after the release of the exam's grades.

5.1. Students may appeal of a negative grade of the written exam, provided that they request it within two working days after consulting their exam;

5.2. The request for the appeal exam is handed out at the Students' Office and is subject to an administrative fee;

5.2.1. No later than two working days, the Students' Office will provide the student with a photocopy of the appealed written exam;

5.2.2. The student should submit a written justification of its appeal within three working days at the Students' Office;

5.3. The director of the faculty will appoint a panel of three teachers of the same scientific area to analyse the appeal, and process must be completed within ten working days after delivery of the justification by the student;

5.4. The appeal has suspensive effect against any oral exam of the appealed curricular unit;

5.5. If the outcome of the appeal enables the student to make an oral exam, this should be done within the period prescribed in this regulation.

6. The end of semester exams have their own schedule and must compulsorily take place at the semester teaching breaks.

6.1. The end of semester exams, unlike the appeal and the special exams, are not subject to enrolment or payment of an administrative fee.

6.2. Students may take end of semester exams if they have not had continuous assessment or if, having it done, they have not been approved.

7. The appeal and special exams have their own schedule and compulsorily take place at the end of the academic year. It is excepted special summative type exams for crediting specific curricular units or for verification of skills acquired by previous training or professional experience.

7.1. Students that have not been approved on the continuous assessment or on the end of semester exams may take appeal exams;

7.2. Students may also take special exams, if their attendance status allows them to.

7.3. The appeal and special exams are subject to prior enrolment and payment of administrative fees.

7.3.1. Prior enrolment must occur up to 48 (forty eight) hours before the day of the exam.

8. Special exams are intended for:

(a) working-students' status;

(b) top-class athletes and other special statutes foreseen by the Portuguese law;

(c) final year students;

(d) students not approved in the curricular units preceding clinical teaching;

(e) improvement of the grade;

(f) exceptional oral exam;

(g) summative exams for skills' creditation.

8.1. Finalist students may only enjoy the special exams time if they are missing up to four courses to complete the study plan.

8.1.1. The curricular unit designated as “Internship and graduation project” or “Graduation project” or “Post-graduation project” or “Thesis” does not count for the maximum number of curricular units defined in the preceding paragraph.

9. The exams assessment of a curricular unit is given on a scale of 0 (zero) to 20 (twenty), using a grade without decimals.

9.1. The approval grade of a curricular unit is 10 (ten) marks, whole or rounded.

9.2. The final grade of a curricular unit should take into account the grade obtained in the oral exam, when it happens.

10. Cases of plagiarism or fraud, even if partial, when proven, imply the unapproval of the student and a written report to the student’s ombudsman and to the director of the corresponding faculty for possible disciplinary action.

## **Article 15**

### **(Classification)**

1. When a curricular unit is evaluated independently of the theoretical and practical component, the final grade of this curricular unit will only be given when both components are approved.

1.1. If students pass the practical component, this grade remains valid if the theoretical component in the three subsequent academic years is completed and vice versa.

2. The European scale of comparability of grades that consists of five classes, identified by the letters A to E should be used for students “approved” in a curricular unit.

2.1. The correspondence between scales in the range of 10 to 20, is made as follows:

- (a) A: 20 to p, being p the grade that allows to cover, in this class, 10% of students;
- (b) B: p - 1 to q, being q the grade that allows to cover, this class together with the previous one, 35% of students;
- (c) C: q - 1 to r, being r the classification that allows to cover, this class together with the previous ones, 65% of students;
- (d) D: r - 1 to s being s the classification that allows to cover, this class together with the previous ones, 90% of students;
- (e) E: s - 1 to 10.

3. The correspondence of the final grade (10 to 20 values) of a cycle of studies or of a curricular unit should consider the distribution of the final grades of the students of that cycle or curricular unit in the last three academic years in a total of, at least, 100 graduates.

3.1. When it is not possible to use that sample size, the European scale of comparability of grades is replaced by the ranking of the grades of the academic year and the number of graduates in the academic year in question, in the case of the cycle of studies, or the classification of the student among all the students approved in a specific curricular unit in the academic year in question, and the number of students approved in that year.

4. The results referred to in the previous paragraphs are automatically generated by UFP's pedagogical information system.

## **Article 16**

### **(Internships and graduation projects)**

1. Internship and graduation projects are completed by the student under the supervision of a faculty member appointed for this purpose.

1.1. The Coordinator of the Cycle of studies should manage, according to the established priorities and competencies and the teachers availability, the supervision of the internships and the graduation projects.

2. For the conclusion of a *licenciatura* or an integrated master degree, and when there is a curricular unit called internship and graduation project or graduation project or post-graduation project or thesis, its assessment is made by the jury appointed for that purpose.

3. If there is a curricular unit called "Internship" or "Internship and graduation project", the internship's assessment will be continuous and will take into account the student's attendance, performance and internship report.

3.1. When an internship is carried out, partially or complete, in an external professional environment, the assessment of this curricular unit should take into account the grade given by his/her supervisor;

3.2. The internship report should have between ten (10) to twenty (20) pages;

3.3. If the internship is part of a curricular unit called "Internship and Graduation Project", its assessment will count for the final grade of that unit which, in this case, will have a weighting factor of 40% of the total number of ECTS of the curricular unit;

3.4. If a specific internship manual exists, as in health courses, the assessment standards should be specified therein.

4. When the graduation project is part of a curricular unit called "Internship and Graduation Project", this will have to be prepared during the internship.

5. The graduation project will consist of a written work with 20 to 40 pages, prepared in accordance with the manual for scientific papers, that can be looked up at <http://www.ufp.pt/>.

6. In case of integrated masters, the final papers, according to their typology must have between 30 to 60 pages, attached documents do not count for the number of pages.

7. The student has until the end of the academic year to present the final version of his/her internship report, graduation project, post-graduation project and/or thesis.

7.1. For purposes of the preceding paragraph, the term of the academic year is the 31<sup>st</sup> of July;

7.2. The delivery of the written work may, exceptionally, be extended up to October 31<sup>st</sup>, authorised by the director of the faculty, at the student's request, duly justified by the advisor;

7.3. If the student fails to submit the written work within this period, the enrolment will expire and the student must renew it in the following academic year.

7.3.1. After renewing the registration, if the student does not deliver the written work by the end of the 1<sup>st</sup> semester, he/she will be considered "not approved" to the corresponding curricular unit.

7.4. In the case foreseen in the preceding number, the student must renew the enrolment in the curricular unit and pay its attendance fees.

7.4.1. If the written work is the internship report, besides the renewal of the enrolment the internship must be repeated.

8. The assessment of the curricular unit known as "Internship and Graduation Project" or "Graduation Project" or "Post-graduation Project" or "Thesis" is given on a scale of 0 (zero) to 20 (twenty), using a classification with whole numbers.

8.1. The minimum approval grade for a curricular unit is 10 (ten) marks, in whole or round numbers;

8.2. In case of graduation, post-graduation project and thesis, their classification, recorded in a specific minute, is the result of the roll call vote and justified by the panel members;

8.2.1. The final numerical grade is the arithmetic result of the grades awarded by the panel;

8.2.2. In addition to the numerical classification, there is also a qualitative mention, as follows:

Approved with Satisfactory (10 to 13 values), Approved with Good (14 to 15 values),

Approved with Very Good (16 to 17 values) and Approved with Excellent (18 to 20 values);

8.3. The final grade classification must be officially published by the supervisor and should be done on the day the student presented his/her graduation or post-graduation project or the thesis.

8.4. Students with a grade under 10 (ten) whole number mark, not rounded, are declared "not approved".

8.4.1. Students in this condition will have to renew their registration in order to be assessed in the following academic year;

8.4.2. Students "not approved", in the situation foreseen above, are considered expired, and the expiration rules of number 3 of Article 5 will be applied.



8.5. If the internship is part of a curricular unit designated as “Internship and Graduation Project”, the student that was not approved in the internship component cannot be evaluated in the graduation project component and must enrol in the curricular unit in the following academic year.

9. The grade of the "graduation project/dissertation" can only be registered after completion of the entire course study plan.

9.1. If such conclusion is not verified and the student leaves UFP, the grade of the curricular unit "graduation project/dissertation" is annuled.

## **Article 17**

### **(Exceptional oral exams)**

1. Students approved with grades between 10 (ten) and 14 (fourteen) marks may require an exceptional oral exam, if they wish to appeal the grades obtained in the written exams.

1.1. The application of the exceptional oral exam should be submitted at the Students' Office within 72 hours after the posting of the results of the written exam, or the consultation of the exam, and is subject to the administrative fee of an exam enrolment;

1.2. The exceptional oral exam should occur within two weeks after submitting the application.

2. Students graded with 17 (seventeen) values or more in a curricular unit may be submitted to an confirmative oral exam that the teacher, with proper justification, may require to the director of the faculty.

3. The grades obtained in the exceptional oral exams prevail and override the grades of the written exams.

## **Article 18**

### **(Voluntary work)**

1. In health courses and only in the clinical curricular units with precedence in the study plan, “not approved” students may be retrieved for voluntary work at the clinics, if the teachers propose them to the directors of the Pedagogical Clinics.

2. The voluntary work should be framed in the ongoing assessment of the corresponding curricular unit.

**Article 19**  
**(Grade improvement)**

1. The student may register at the end of semester exams, appeal exams and/or special exams to improve the grade of a curricular unit graded on that academic year or on the previous one:
  - 1.1. This enrolment is subject to an administration fee and, in the same academic year, the student cannot require this special exam for more than four curricular units.
  - 1.2. The exams for grade improvement do not have an oral exam, with the exception of the foreign language exams;
  - 1.3. The grade improvement in a curricular unit can only be required once;
  - 1.4. Students cannot require grade improvement to the curricular units that have been credited;
  - 1.5. Students cannot require a grade improvement exam for laboratory practice or clinical components.
2. If the previous grade is higher, the grade improvement exam does not annul the previous grade.

**Article 20**  
**(Omission of grades)**

The omission of a grade or its incorrect publishing can only be claimed in the academic year in which the student was or should have been assessed.

**Article 21**  
**(Obtaining a degree, final grade, studies' certification and diploma supplement)**

1. The attainment of an academic degree requires the completion of the cycle of studies and the approval in all curricular units of that course.
2. The final average of the course results from the weighted average of the different curricular units of the study plan.
  - 2.1. The weighting factor of the curricular units, including the graduate project, post-graduate project and/or thesis, is the number of ECTS assigned to them;
  - 2.2 When the graduation project, post-graduation project or thesis are associated with the "Internship", the weighting factor for the internship is 40% of the total number of ECTS of the curricular unit;
  - 2.3. The curricular units that have been credited from previous higher education studies, except those made under summative exam in which the exam grade prevails, retain the grades obtained previously.

- 2.4. The curricular units that have been credited by professional skills and proven knowledge should have the grade that results from the arithmetic average of the grades obtained in the curricular units approved in that semester;
- 2.5. When duly justified, the pedagogical council of each faculty may deliberate that the grades of foreign language curricular units (if they are not basic or specific training of a course) do not count in the calculation of the final average of a course.
3. The final grade is presented quantitatively on a scale of 0 to 20, also converted to the European scale of comparability of classifications in accordance with number 2 of Article 15.
4. The final grade should be verified by the course coordinator and approved by the director of the corresponding faculty.
5. Certificates of approval in curricular units are requested at the Students' Office and are issued within a maximum of thirty (30) days after the registration of the request and the payment of the respective fees.

## **Article 22**

### **(Registration of degrees, diplomas, supplements and letters)**

1. The records of the degrees and diplomas awarded by UFP are issued in a specific book and signed by the university's rector.
2. The completion of a study cycle and the ownership of the corresponding academic degree are certified by a diploma issued within a maximum of 30 days (thirty) days after the registration of the request at the Students' Registrar and the payment of the corresponding fees.
- 2.1. The request of the diploma assumes, with no additional costs, the request of the Diploma Supplement (DS), which will be issued within 60 to 90 days.
- 2.2. For students who require it, the ownership of an academic degree can be proven by:
- a) A Degree Certificate, to the degrees of *licenciado* and master;
  - b) Doctoral Degree Certificate, to the degree of doctor.
- 2.3. The issuing of the Degree Certificate and the Doctoral Degree Certificate is requested and requires the payment of its fees, and its delivery is usually held in a solemn ceremony organized for this purpose in June of the academic year after the request record at the Students' Office.
3. The diplomas, degree certificates or doctoral degree certificates include the following elements:
- (a) student's name
  - (b) parents
  - (c) date of birth
  - (d) date of completion
  - (e) final average

- (f) degree and course identification
- (g) registration number or decree of the course
- (h) theme of the graduation project, post-graduation project and/or thesis (if applicable)
- (i) signatures
- (j) white stamp
- (l) date of issue

3.1. At the student's request and upon payment of the corresponding rates, transcript of records, diplomas, degree certificates or doctoral degree certificates can also be issued in English, in Spanish or in French.

4. The diploma supplement contains the following elements:

- (a) information on the holder of the degree
- (b) information that identifies the qualification
- (c) information on the level of qualification
- (d) information on the contents and achieved results
- (e) information about the professional opportunities of the degree
- (f) additional information
- (g) supplement authentication
- (h) information on the Portuguese higher education system

4.1. The diploma supplement is bilingual (Portuguese and English).

## **Article 23**

### **(Units from other cycle of studies or extra-curricular units)**

1. First cycle of studies finalist students, enrolled in less than 60 ECTS, are allowed to enrol and attend curricular units of the following cycle of studies to complete the 60 ECTS.
2. Students regularly enrolled in a cycle of studies are allowed to enrol, as extra-curricular units, in the number of semester curricular units minus one of another cycle of studies.
3. Enrolment in extra-curricular units, for the period of time regularly expected, involves the payment of an annual attendance fee.
4. The attendance of extra-curricular units is subject to certification and is mentioned in the diploma supplement.
  - 4.1. If they are assessed and approved, extra curricular units are credited, in case the student enrolls in the cycle of studies in question.

## **Article 24**

### **(External Students)**

1. UFP accepts the enrolment in curricular units of its first cycle of studies of external students over 17 years old who are finishing high school, vocational training courses or specialization courses, or coming from other corresponding trainings, who have the purpose to enrol as UFP's regular students.
2. The external student status is also granted to other interested parties, registered or not in a higher education course, and can keep that status for a maximum period of three academic years.
3. The enrolment can be done in a regime subject or not to assessment.
  - 3.1. The enrolment in a regime subject to assessment must respect the attending conditions of the this academic normative, particularly regarding expiration and scientific precedence.
4. The curricular units in which the external student enrolls in a regime subject to assessment and in which he/she obtains approval:
  - a) are certified;
  - b) must be credited, with the limits set out in subsection c) of number 1 of article 45 of Decree-Law No. 115/2013 of August 7<sup>th</sup>, if its holder has or acquires the regular student status of a UFP's cycle of studies.
  - c) are included in the diploma supplement that may be issued.
5. The external student status, in accordance with number 1 only allows enrolments, for the first time, in curricular units of the first year. Enrolment in curricular units of the following years can only be made up to the limit mentioned in the previous paragraph.
6. The external student status, in accordance with number 2, allows the enrolment in curricular units of interpolated years, respecting, however, the limits indicated in number 4.
7. Attending UFP, as an external student, is subject to the payment of the general registration fee and the amounts of the curricular units in which the student enrolls, having in mind that those curricular units cannot exceed 90% of the 60 ECTS's workload.
8. The application and the enrolment of national external students, in accordance with number 1, are done under the conditions and by the usual admission means of ES-CEFOC Office.
9. The application and enrolment of foreign external students and national external students, named in number 2, are done in the Admissions' Office, according to the conditions prescribed for applicants to UFP's regular students.
10. The application and enrolment are made in the periods and deadlines published in UFP's Academic Calendar set for each academic year.

**Article 25**  
**(Entry into effect)**

1. This academic normative, approved by UFP's rectorship board and approved by the rector, enters into force for the admissions in the academic year 2015-2016.
2. Students enrolled at UFP under other pedagogical regulatory standards can take advantage of these normative if they are more favorable to them.
3. Under the Portuguese law, this normative is published in the Portuguese Official Journal, 2<sup>nd</sup> series, and published on UFP's website.