

Regulation No. 927 / 2019

The Academic Regulations for the functioning of the undergraduate and integrated master's degrees of Fernando Pessoa University are published under the terms of Article 14 and of Article 19 (5), Decree-Law No. 74/2006 of 24 March, amended and republished by Decree-Law No. 65/2018 of 16 August.

These regulatory rules revoke Regulation no. 592/2015, published in *Diário da República* no. 167, 2nd Series, of 27 August 2015.

22 November 2019. – The Rector, *Salvato Vila Verde Pires Trigo*

Academic Regulations for University Fernando Pessoa - Undergraduate and Integrated Master's Degrees

Chapter I

Concepts and general rules

Article 1

Scope and application

1. These regulations establish the teaching structure and apply to the application, enrolment, registration and operation of the courses given by the organic units or Faculties of Fernando Pessoa University (UFP).
2. This legislation also lays down the attendance and knowledge assessment regimes, as well as the conditions for obtaining the academic degrees.
3. Access and enrolment regimes shall be governed by the applicable legislation and by its own regulation.

Article 2

Teaching Structure

1. The UFP courses, adapted to the Bologna Declaration, are structured in three cycles of studies: 1st cycle; integrated cycle of studies leading to master; 2nd cycle; 3rd cycle, which confer, respectively, the degrees of bachelor, master and doctor.
2. The cycles of studies are pedagogically organised in ECTS (European Credit Transfer System) and operate on a biannual basis.
 - 2.1. Each ECTS represents the total hours of work associated with a curricular unit, distributed by hours of classroom contact or synchronous and/or asynchronous teaching, hours of tutoring and/or guidance, hours of student study and hours of assessment.
 - 2.2. In the UFP cycles of studies, each ECTS corresponds to 25 hours and each semester is equivalent to 30 ECTS, pedagogically executed in 15 to 20 weeks.
 - 2.3. The school week runs from Monday to Saturday.

Article 3

Application

1. Applying for admission to UFP presupposes that the applicant meets the legal requirements for access to higher education.
2. The meeting of the entry conditions to the cycle of studies, to which the student has applied, only gives entitlement to registration and enrolment, if the classification obtained in the seriation, always higher than 9.5 on a scale of 0 to 20, complies with the number of vacancies stipulated for the respective application regime.

Article 4

Registration regime

1. Registration is the administrative act required for enrolment in a certain cycle of studies.

2. The registration takes place during the period indicated in the academic schedule and its completion requires the submission of all necessary documentation and the settlement of the respective administrative fee.
3. Students registering and enrolling for the first time in the UFP also have to pay the whole amount or the first tranche of the annual attendance fee at the time of registration, according to the payment method and in accordance with the "General rules for the payment of school fees at UFP", available on the UFP website.
4. The right to register in the UFP ceases if the registration is not made within the period stipulated in the academic schedule.

Article 5

Enrolment regime

1. The enrolment is the act by which the student is entitled to attend a certain year or a certain curricular unit of a cycle of studies.
 2. Enrolment is renewed annually and is subject to payment of the respective administrative fee.
 3. The enrolment in a curricular unit is a necessary condition for its attendance and consequent evaluation.
 - 3.1. The attendance of the curricular units is subject to the payment of a fixed attendance fee, which is always due in full, regardless of when the enrolment is made, and the attendance started.
 - 3.2. No partial enrolment to curricular units is allowed.
 - 3.3. The registration to the optional curriculum units is subject to the existence of vacancies, with the registrations being considered on a first come-first served basis.
- § It is up to the direction of the respective faculty to define, for each academic year and cycle of studies, the optional curricular units to which the student may enrol.**
4. The deadlines and methods for settling enrolment, registration and attendance fees are fixed in the academic schedule.
- § In the event of withdrawal or cancellation of enrolment or suspension of attendance by the student, there will be no refund of settled fees.**

5. The courses of the health area, due to the specific regulation and legislation applicable to them, may require specific enrolment and attendance regimes, and will have additional fees for the use of clinical devices and/or clinical internships in health units or suchlike external to UFP.

6. The request for the accreditation of studies previously conducted by the student or of professional skills should be presented when applying or registering, and for all the curricular units he/she wants to be considered, in accordance with the UFP regulatory standards to pursue studies.

6.1. The analysis of an accreditation request for previous studies or of professional skills is subject to the payment of the corresponding administrative fees.

6.2. The accredited curricular units will only be registered in the student's file after the payment of the administrative fees.

6.3. Students who have obtained a credit in a given curricular unit, of which they intend to improve the classification assigned, may, in accordance with the provisions of number 8 of Article 10 of the regulations on accreditation for the pursuit of studies at the UFP, request the examination for this purpose, in the respective examination season.

7. The annual enrolment is limited to 60 (sixty) ECTS.

7.1. The student must enrol in all curricular units defined for the respective year of the study plan, if he does not have curricular units from previous years.

7.1.1. Curricular units from previous year means that the units belong to a previous course year to that in which the student is enrolled.

7.2. If the student has not accomplished curricular units from previous years, he/she should first enrol to those curricular units, completing with new units of the current year the 60 (sixty) ECTS to which he/she is entitled to annual attendance.

Article 6

Expiry of registration and enrolment

1. Registration and enrolment in a course expire whenever one of the following situations occurs:

a) Non-renewal of annual registration under this regulation;

b) Failure to pay the respective registration, enrolment and attendance fees, under the terms set out in the General Regulations regarding the Payment of Student Fees at UFP;

c) Whenever a student has committed a misconduct which could lead to a serious penalty, as a result of disciplinary proceedings;

d) For the purposes of prescription.

2. Expiry of registration and enrolment may only be revoked by order of the rector, following a request for re-entry submitted to the respective Student Office and duly informed by the direction of the respective Faculty.

Article 7

Attendance limitation regime

1. Enrolment to the course curricular units may be subject to limitation regime.

2. Attendance limitation of a curricular unit occurs after the third consecutive re-enrolment.

3. The attendance limitation of a curricular unit prevents students' enrolment, attendance and evaluation in the corresponding next academic semester.

§ Attendance to the curricular units of the last year of the study plan of a course, exceptionally, only lapses after the fourth consecutive re-enrolment.

Article 8

Pedagogical operating regime

1. The academic year operates pedagogically on a biannual basis, in lectures or theoretical classes; theoretical-practical classes; non-laboratory practical classes; practical laboratory classes; clinical classes; fieldwork classes; tutorial classes; seminar classes; internship classes; and distance-learning classes using the synchronous platform.

2. The annual limit for enrolment to 60 (sixty) ECTS, provided for in Article 5 (7), may exceptionally be exceeded by up to a further 18 (eighteen) ECTS only if, cumulatively:

a) the non-accomplished curricular units from previous years are not of a practical laboratory, clinical, or internship nature, or of scientific and/or technical precedence in relation to curricular units of the course's last year. If they are, the ECTS shall not be cumulated in the last year, thus the enrolment rule set out in Article 5 (7.2) shall apply;

b) The student is considered a finalist student, meaning “one who, with the respective approval in all the curricular units to which he/she enrolls (a maximum of 78, seventy-eight, ECTS), can complete his cycle of studies in that academic year”.

Article 9

Precedence regime

1. The pedagogical attendance to the different curricular units may be subject to the regime of scientific precedence, proposed by the competent bodies of each organic unit.
2. Precedence is generally set between curricular units that are considered interdependent, in terms of scientific and/or technical content.
3. In addition to scientific precedence, there may be administrative precedence when curriculum units are marked with indices (I/ II), or when stipulated by the statutory bodies of the organic unit.
4. Enrolment in curricular units with scientific and/or technical precedence can only be done after the conclusion of the previous curricular unit(s).

Chapter II

Attendance and assessment regimes

Article 10

General regime of attendance

1. The general regime of attendance for UFP’s courses is, as a rule, classroom teaching in full- time regime but, in justified circumstances, part-time attendance may be accepted
 - 1.1. In certain cycles of studies and in certain curricular units the pedagogical attendance may include distance learning (*e-learning*) or mixed regime (*blended learning*).
2. Full-time attendance may not exceed, in terms of enrolment, 60 ECTS per year or 30 ECTS per semester.
3. Whenever a student has not accomplished curricular units from previous years, which are taught simultaneously with the ones of the next academic year, to which he may be entitled to enrol, the director of the respective faculty may, exceptionally, authorize a reduction in the percentage of

attendance in the non-accomplished curricular unit, provided that the student has already attended it in the previous year, or in the new curricular unit, provided that none of them is practical-laboratorial, clinical or an internship.

4. Enrolment and attendance certificates and other academic documents will only be issued to students whose administrative status is regularized.

4.1. Except for the issue of the academic record for mobile students and the diploma supplement, all other documents and certificates are subject to the payment of fees.

4.2. Attendance certificates may only be issued if the administrative situation regarding the period of attendance to be certified is regularized.

4.3. Curricular unit certificates for students who have left the UFP without completing their cycle of studies, will only be issued if, in the year in which they were undertaken, the administrative situation of these students had been regularized. Otherwise, the administrative situation will be regularized first and only then will the certificate be issued.

4.4. Certificates of attendance and/or completion of courses may, at the student's request, be issued in English, Spanish or French, with the respective translation fee being added to the cost of the Portuguese language document.

5. Attendance of the course units can occur in normal schedule, between 8 a.m. and 8 p.m., or outside working hours, between 6 p.m. and 11 p.m., being distributed throughout the week, from Monday to Friday, during the academic schedule. Teaching activities can also be scheduled for Saturday mornings between 8 a.m. and 1 p.m.

5.1. The distribution of students between theoretical, theoretical-practical, practical and/or clinical classes is randomly made, and no queries or requests for class change are accepted, unless:

a) The student has overlapping schedules between curricular units of his curricular year and delayed curricular units;

b) The student has the legal status of active working student at the time of enrolment in that academic year.

§ The status of working student must be proven by the means legally provided, namely, by a certified copy of an employment contract and/or by active registration with the Portuguese Social Security. Seasonal or precarious employment contracts are not valid for obtaining the status of working student.

5.2. The following preference factors are also applied to the distribution criteria set out in the preceding paragraphs when assessing changes: a) The curricular year in which the student is enrolled, with priority being given to the most advanced curricular year; b) Higher number of accomplished ECTS; c) The course average score at the date of enrolment in that academic year.

§ For cycles of study whose attendance is subject to specific Community directives requiring full-time attendance, the class change under paragraph 5.1(b) shall not apply.

6. Undue attendance on a curricular unit, without having the administrative conditions for enrolment during its pedagogical execution, shall be considered null, even if the student is evaluated, and may not be regularized later, even if the student subsequently acquires the conditions for this purpose.

7. The attendance of a cycle of studies at UFP requires, on the part of the student, the full and integral knowledge of the present regulation as well as of the other regulations of the university.

8. While attending a cycle of studies at UFP, the student has access to his personal area, available on the intranet, where he can access information regarding his academic history, calendar, class schedules and teachers' attendance, exam calendar, subject sheets, requirements, among other information. It is also through this area that the student participates in the evaluation of teaching performance, by filling out the respective questionnaire.

8.1. Attending a cycle of studies also gives access to an institutional e-mail address, which should be used in all correspondence with the different members and sectors of the university;

8.2. Applications or correspondence with the University services made by students, from a non-institutional e-mail address, will not be processed.

Article 11

Part-time Regime

1. In courses where this is legally possible, part-time attendance is permitted.

2. A request for a change from full-time to part-time attendance, duly substantiated, must be made at the time of renewal of the annual enrolment, in an application to be submitted to the respective Student Office.

2.1. This change in attendance may also be requested at the beginning of the second half of the year, within the time limits laid down in the academic timetable.

- 2.2. If the student has obtained accreditation of curricular units, the change to the part-time regime may be requested, after having become aware of the decision of the accreditation process.
- 2.3. The submission of the application for a change of regime after the deadline is subject to payment of the fees due for late application.
- 2.4. The decision on the application is the responsibility of the director of the respective faculty and must be taken within 15 (fifteen) working days after submission of the application.
- 2.5. Notification of the decision on the application shall be by e-mail to the student's institutional address.
3. The part-time student regime remains valid only during the academic year in which it is requested.
4. The part-time regime involves annual enrolment up to a maximum of 30 ECTS.
5. The amount to be paid for each ECTS, under the part-time enrolment regime, is set annually by the university's founding body and is included in the "General rules for the payment of academic fees at the UFP".
6. The part-time attendance of a cycle of studies requires the renewal and payment of the annual enrolment and attendance fees for the number of years necessary to complete the respective study plan.
7. This attendance regime and the one foreseen in the following article can only, exceptionally, be considered for some health courses.

Article 12

Intensive, blended and/or distance teaching regime

1. The attendance of a curricular unit in blended learning combines face to face with distance teaching.
2. This regime is particularly advisable for so-called "new publics", namely those who have entered university as adults and who wish to link their professional activity with their studies.
3. Blended learning may also benefit from the enrolment system foreseen in numbers 2 and 3 of the previous article.

4. The percentage of face-to-face attendance varies according to the nature and typology of each curricular unit, usually between 15% and 30% of the respective contact time and can be met in intensive or concentrated teaching.
5. The fully distance learning mode is only applicable to curricular units made available as such by the virtual university (UFP-UV).
6. The enrolment system in this teaching mode is done by curricular unit and respective ECTS.
7. The attendance of curricular units in the distance learning mode is governed by its own norms.

Article 13

Structure, typology and teaching language of the curricular units

1. Curricular structure and course plan are published in *Diário da República* (Portuguese Official Gazette) and disclosed at <http://www.ufp.pt/>.
2. The pedagogical structure of a course is made up of curricular units of basic, specific and general training.
 - 2.1. The basic and specific training units define the scientific area of a course and justify its name and identity.
 - 2.2. General training units contribute to the development of transversal competences in the student, with their own designation in the course plan or being indicated as "option".
 - 2.3. It is up to the scientific and pedagogical council of each faculty to define the curricular units of the respective study plans and to propose, for the Rector's approval, by the end of the academic year, the list of "options", in case they do not already appear in these plans or wish to have them altered.
3. With the exception of the clinical teaching and internship units, the other curricular units of a cycle of studies, in which not less than 12 students enrolled in each class have a mother tongue other than Portuguese, may be taught in English, subject to the authorization of the director of the faculty, after hearing the coordinator of the cycle of studies. In the curricular units taught in English:
 - a) A supporting bibliography in that language should be provided;
 - b) Class summaries must be submitted in English;

c) The knowledge assessment, namely the wording of the tests and work guides, should be in English; however, students who so wish may receive their test written in Portuguese and answer in the same language.

Article 14

Application of the precedence system

1. The precedence regime aims to guarantee a coherent academic path for the student, safeguarding the acquisition of basic knowledge and skills needed to attend more advanced curricular units.
2. For some courses, the pedagogical attendance of the different curricular units may be subject to the precedence regime defined by the scientific and pedagogical councils of the faculties, upon proposal of the cycle coordinator, and approved by the director of the respective faculty.
3. The list of precedence required per cycle of studies is part of the respective specific regulation.
 - 3.1. The precedences approved for the full-time regime also apply to part-time students.
4. As a rule, the student cannot enrol in the successive curricular units without having passed in the preceding curricular units.
 - 4.1. Except in the case of the finalist student, who lacks 60 ECTS or fewer to finish the cycle of studies, in which case he/she can enrol to all the curricular units, whether previous or preceded.
 - 4.1.1. In this case, the precedence, except in the situation indicated in paragraph 4 of Article 9, cannot prevent the student from completing the preceded curricular unit, but prevents its certification, as long as the administrative impediment remains.
5. When the preceding and successive curricular units belong to the same curricular year but to different semesters, failure to attend the previous curricular unit, held in the 1st semester, requires a change in the enrolment of the 2nd semester, cancelling the enrolment to the successive curricular unit.
 - 5.1. If the student has not failed due to absences, non-approval to the preceding curricular unit of the 1st semester shall not prevent him/her from attending and being evaluated to the successive curricular unit in the 2nd semester, but a pass mark in the latter will only be registered as valid if the student passes the preceding curricular unit at the time of the appeal examination at the end of that same academic year. If the student does not pass the preceding curricular unit, the approval of the successive curricular unit will be cancelled, provided that the precedence is scientific and/or technical.

Article 15

Typology of the contact hours

1. In legal terms, "contact hours" is defined as the time used not only in collective teaching sessions, namely in classrooms and laboratories, field work, study visits, but also in internships, projects, evaluations, tutorials and teacher contact with students, through the synchronous and asynchronous distance learning platforms.

2. Each teaching unit (class) has a minimum duration of 45 (forty-five) minutes. The double teaching units of 90 (ninety) minutes are carried out without a break.

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

3. The classes may be of the following types: theoretical (T); theoretical-practical (TP); practical (P); practical-laboratorial (PL); non-laboratorial practice (PN); clinical (C); field work (TC); tutorial orientation (OT); other (O); seminars (S); internships (E) and distance learning (ED).

3.1. The theoretical lessons (T) are intended to expose and update, in a descriptive and organizational way, the concepts, theories and postulates that are at the base of the programmatic contents that, supported by a bibliography, aim to develop skills in students.

3.2. Theoretical-practical classes (TP) combine the theoretical dimension with the empirical one, in such a way as to articulate, whenever possible, theoretical conceptions with practical applicability, in order to develop contextualized learning around key issues.

3.3. Practical classes (P) initiate students in research, selection and cross-referencing of information, stimulating group work, study visits and other forms and participatory learning methodologies.

3.4. The practical-laboratorial classes (PL) allow for the acquisition of techniques, seeking to awaken the scientific spirit and foster curiosity for experimental knowledge.

3.5. Clinical classes (C) are intended to develop therapeutic skills and improve professional techniques.

3.6. Tutorial supervision (OT) are included in student supervision sessions, in order to allow students to achieve the following objectives: using bibliographies correctly; developing scientific research methods; organizing readings; exercising oral and written communication skills; deepening analysis, synthesis and systematization of knowledge skills.

- 3.7. The field work (TC) aims to develop in the student sustained reflection or empirical skills that allow them to create better conditions of autonomous learning.
- 3.8. The seminars (S) consist of sessions prepared and attended by the students, under the supervision of the teachers, aimed at developing the critical and reflective spirit and communication skills of students.
- 3.9. Internships (E) are spaces for observation and application of knowledge acquired, in a real situation, with a view to developing skills.
- 3.10. Distance learning (ED) is conducted either in interactive sessions on the synchronous platform or in "chats" and work evaluation sessions or in a virtual classroom.
4. The tutorial supervision of scientific works, namely graduation projects and dissertations, is set by the teacher within the framework of his teaching schedule, considering any justified constraints presented by students.
- 4.1. Each teacher registers in the subject area (UFP-UV), the content and rules of the tutorial supervision sessions.
5. The internship (E), internal or external, is registered in the contact hours not only by the supervision of the teachers but also by the follow-up and evaluation of the respective report.
6. Graduation projects and dissertations are scientific work supervised by the teachers.
7. The technical procedures for the design and structuring of scientific work are contained in a specific manual available on the UFP website.

Article 16

Teaching contact hours regime

1. The attendance of students in teaching contact hours is, as a rule, compulsory, except for those covered by special status.
- 1.1. The exception previously provided for does not, however, exempt students from complying with the percentages of compulsory attendance for practical-laboratory classes (PL), clinics (C) and internship (E).
2. Regarding the teaching hours of the classes, the minimum attendance percentage is as follows:

- 2.1. In theoretical, theoretical-practical or non-laboratorial practices, 50% of the classes taught.
- 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 classes taught.
- 2.3. In clinical teaching (including internships): 90% of the classes
3. The contact hours of tutorial sessions or supervision should be at least 50%.
4. Repeating students, who have not failed through not meeting the attendance percentages, will only have to attend 10% of theoretical and theoretical-practical classes. In the remaining classes they will comply with the percentages indicated in 2.
5. Teachers are responsible for monitoring students' attendance.
 - 5.1. Students, who falsify or contribute to falsifying the attendance control process in teaching sessions or in knowledge assessment sessions, will be subject to disciplinary procedure.
 - 5.2. Each faculty can define its own models of attendance control for students.

Article 17

Justification of absences

1. The justification for absences from classes in the curricular units in which the student is enrolled will only be accepted if done by the means and for the reasons legally foreseen, namely:
 - a) Disease of the student, duly proven, from the 1st day of absence, by a declaration issued by a hospital establishment, health centre or doctor registered with the Portuguese Medical Association, or by a declaration of the competent health authority, in the case of a situation of prophylactic isolation determined by infectious disease;
 - b) Performing outpatient treatment, medical appointments or complementary diagnostic examinations that, verifiably, cannot be performed outside the period of the teaching activities.
 - c) Assistance in the illness to a member of the household, duly proven by a medical declaration, expressly mentioning that the patient needed follow-up or assistance, of an urgent and indispensable nature. It must also be proven that such assistance could not be provided by someone else;

d) Death of relative, during the legal period of absence justification (5 consecutive days, in case of death of spouse or de facto cohabitant, as long as not legally separated, or of son/stepson/son-in-law/daughter in law/stepdaughter and parents/step parent/ parents-in-law, and 2 consecutive days, in case of death of another direct relative or kin - grandparents, grandchildren - or siblings/brothers and sisters-in-law);

e) Fulfilment of legal obligations that, verifiably, cannot to be carried out outside the period of the teaching activities.

2. The justification of absences from classes is also observed in special situations provided for in the legislation and applicable to students who have applied for the respective status, namely:

a) Student workers with active legal status at the time of absence, being excused from attending theoretical, theoretical-practical or non-laboratory classes, in cycles of studies whose attendance is not conditioned by community directives;

b) Student associative officer, being the absence recognized when motivated by the attendance in meetings of the bodies to which they belong, in case these coincide with the school schedule, or when motivated by the attendance in acts of manifest associative interest, and provided that it is proven with a declaration of attendance in the referred activities;

c) The student practicing high performance sports, the absence being recognized during the preparation period and participation in sports competitions, upon presentation of a statement issued by the Sports Institute;

d) A mother and father, who are students, where the absence being reported is for attendance at antenatal consultations, period of birth, breastfeeding, illness and care of children under 12 years or, regardless of age, children with disabilities or chronic illness, whenever duly proven;

e) The student fireman, of the professional bodies, mixed or voluntary, being the absence recognized when motivated by the appearance in operational activity, proven by declaration subscribed by the commander of the fire department;

f) For religious observance, with the student being excused from attending theoretical, theoretical-practical or non-laboratory classes upon presentation of proof that he/she is a member of a church or religious community;

g) The student athlete of the UFP, with the absence being recognized when motivated by the attendance to exceptional trainings and competitions of the modalities in which he represents the UFP or the AE, in the scope of sport in higher education;

h) The student elected to the UFP organs, with the absence being recognized when motivated by attendance at meetings of the organs to which they belong, in case these coincide with the school Schedule;

i) The student involved in cultural activities of the UFP (tunas), with the absence being recognized whenever they have to be present in shows or events that cannot be postponed.

3. Absences not provided for in the preceding paragraphs shall be considered unjustified.

4. The justification of absences from classes must be made by request, instructed with the respective supporting documents, and delivered to the respective Student Office or Virtual Office within 5 (five) working days after the student's impediment has ceased.

4.1. Requests for justification of absences submitted after the deadline shall be rejected forthwith.

§. The possible justification of absences from classes does not exempt the student from the effective compliance with the percentage of practical-laboratory classes, clinical classes, and internship sessions, provided for in paragraph 2 of the previous article. In the cycles of studies of the health area, namely those that are framed by European Directives, it may not be possible to justify all the student's absences.

4.2. Students who have used up the number of absences provided for in their respective attendance percentages and who have been found to be absent, will agree with their respective teachers on the process and means of making up for the practical-laboratory classes, the clinical classes and the compulsory internship sessions, which they have missed, and with good reason.

5. Rescheduling of times for ongoing assessment is only possible in cases where justification for the absence has been requested within the time available and has occurred due to:

a) Death of a relative as referred to in paragraph 1 (d);

b) Infectious-contagious disease, proven by a declaration issued by a local health authority, hospital establishment or health centre, with an indication of the period of impediment;

c) Hospitalization not less than 48 hours, proven by hospital declaration, with indication of the period of impediment;

d) For compliance with legal obligations.

5.1. The rescheduling of the moment of evaluation is the responsibility of the teacher of the curricular unit, and the evaluation should be carried out within 5 (five) working days following the notification date of the dispatch to the student.

5.2. The right to reschedule the moment of evaluation ceases if the student has undergone other elements of evaluation of a face-to-face nature during the period of proven impediment.

5.3. For all other reasons, the justification of absences from classes does not allow the rescheduling of assessments, and the student is referred to the respective exam, if applicable.

6. Justified absences shall not be taken into account for failure to attend the course in which they were observed.

7. In the case of absences from examinations, the provisions of paragraph 5 of this Article shall apply for their justification. No other reason, including the submission of medical certificates, shall excuse absences from examinations, nor shall it confer any advantage regarding the performance of examinations in the season itself or in subsequent seasons.

7.1. If a student misses an examination, with acceptable justification, then they may take it during another exam phase (the missed exam will not be rescheduled), on the following terms:

a) If the absence from an exam occurred at the end of the semester, said exam would be held at the appeal period of the same academic year, and in case of failure, the student can take another exam at the extraordinary examination period;

b) If the absence from an examination occurred in the appeal examination period, it would be carried out at the extraordinary examination period of the same academic year;

c) If the absence from an exam occurred in the extraordinary examination period, it would be done in the special examination period of the same academic year;

d) If the absence from an exam took place during the special examination period, said examination would be taken up to 30 (thirty) days after the date on which the impediment ceased to occur, on a date to be scheduled by the faculty board.

7.2. These examinations must be requested within eight (8) consecutive days of the date on which the impediment ceased to occur, with the presentation of the respective supporting document.

7.3. The number of curricular units, which, for the reason provided in paragraph c) above, are subject to examination in the special period, shall not be considered for the purpose of the maximum number of examinations to be carried out, in accordance with the provisions of paragraph 9 of Article 20.

Article 18

General regime for knowledge assessment

1. Continuous assessment, whenever possible, and periodic assessment constitute the general regime of assessment of students' knowledge and skills, in a given curricular unit.
2. The following are elements of knowledge and skills' assessment: written tests, oral tests, worksheets recommended by the bibliographies of the programs, short essays, reports, carrying out practical work or laboratory protocols, execution of tasks and clinical practices, and other adequate forms to the quantitative or qualitative classification of students.
 - 2.1. If so-called multiple-choice tests are used as an assessment element, only the right answers are counted for the test score.
3. The quantitative rating scale is from 0 to 20 values, convertible to the European scale.
 - 3.1. The student is considered to have passed a curricular unit with a rating of at least 10 values, whole or rounded.
 - 3.1.1. The use of decimal notations in the final classification of a curricular unit is not allowed.
4. Students who do not pass a theoretical or theoretical-practical curricular unit are entitled to an end-of-semester examination at a time defined annually in the academic schedule.
 - 4.1. The exams consist of a written test and, if applicable, an oral test, when the student obtains a minimum score of 7.5 in the written part.
 - 4.2. In living languages, except in cases where the minimum mark of 7.5 is not achieved in the written assessment, the oral test is always compulsory.
 - 4.3. The jury of the oral examinations is formed by the teacher of the curricular unit in question and, at least, by another teacher of the same scientific area.

5. The following articles explain the conditions of access to the indicated types of assessment, namely end-of-semester, appeal, extraordinary and special exams, the assessment of curricular units with practical and/or clinical components, the assessment of internships and the assessment of graduation and post-graduation completion work.

Article 19

Regime and particularities of continuous assessment

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

2. The specific objectives of the assessment are defined by the teachers in the programmes of the respective curricular units, namely regarding the articulation of the ECTS established with the acquisition of the minimum skills that the student must obtain to be approved.

2.1. Teachers may not set rules and methods of assessment other than those laid down by this academic regulation.

2.2. Up to three weeks after the beginning of classes, teachers should submit to the coordination of their respective cycle of studies the proposal of their continuous assessment schedule, in order to establish a reconciliation of dates in the total map of the continuous assessment of the various curricular units.

3. The knowledge assessment is, where possible, continuous, depending on the percentage of students attending.

3.1. Continuous assessment requires effective compliance with the attendance percentage provided for in this regulation for the respective curricular units.

3.2. Students who do not reach this percentage are unable to perform continuous assessment and are referred for assessment by examination at the end of the semester, unless the curricular unit concerned requires the acquisition of knowledge and skills that can only be assessed in a laboratory or clinical context.

3.2.1. The curricular units that cannot be carried out at the end of semester, appeal and extraordinary examination periods are defined by the director of the faculty to which the cycle of studies belongs, under the proposal of the cycle coordination and in consultation with the respective scientific council.

3.2.2. A student who is unable to take a continuous assessment of the curricular units that are not subject to an examination is considered to have failed and will have to renew the enrolment in the following academic year.

3.3. The classification of a curricular unit is expressed on a decimal scale from 0 (zero) to 20 (twenty).

4. The assessment of a curricular unit will include different forms of control of knowledge evolution and the students' achievement of the desired skills.

4.1. If the curricular unit includes a theoretical and/or theoretical-practical teaching component and/or non-laboratory practice, the assessment foreseen in the pedagogical execution of the syllabus is carried out continuously by the verification of the fulfilment of the established objectives, through the student's performance in class, in tutoring sessions, in orientation sessions, in specifically elaborated works, in written and/or oral tests, in participation in scientific days, conferences, colloquiums, seminars, congresses and other means of measuring information and cultural development.

4.2. The student's performance in the practical-laboratorial classes is assessed, among other elements, by the quantity and quality of autonomous execution of the protocols and work developed in them, with a view to acquiring effective skills 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.

§ Lack of uniform shall prevent participation in the practical-laboratorial sessions. This lack of uniform is unjustifiable and counts for the calculation of compulsory attendance.

4.3. The clinical training, performed through internships, clinical and/or professional practices at the University Pedagogical Clinics, at the UFP Hospital-School or at Health Units protocolled with it, is evaluated in a continuous and systematic way, taking into consideration the following aspects:

- a) Attendance, punctuality and posture in patient care;
- b) Scientific, technical and relational skills;
- c) Quality of the 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 be included in the agenda-protocol.

4.3.3. The use of the white coat (UFP model) is mandatory in all classes and clinical and/or professional training sessions.

§ Lack of uniform shall prevent 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 of an evaluative nature will be awarded credits (ECTS) duly proportional (from a minimum of 0.5 and its multiples) to the total number of credits in the curricular unit.

4.5. In the assessment of a curricular unit, if multiple choice or true/false questions are used, they must not have a weight exceeding 6 values on a scale of 0 to 20 values.

4.6. No curricular unit can have continuous assessment exclusively for work 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. Group works with more than 3 (three) elements are not allowed.

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 work done for the assessment of curricular units of theoretical or theoretical and practical nature, should be preferably submitted by students using the e-learning platform.

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

5.1. In the event of compulsory oral examinations or of end-of-semester examinations, the publication of the result of the continuous assessment must guarantee a minimum interval of 48 (forty-eight) hours with regard to the dates set for these examinations.

6. Only the theoretical, theoretical-practical and/or practical curricular units not considered in number 3.2.1. of this article, whose learning outcomes can be fully assessed by examination, may be subject to an end-of-semester examination and possibly an appeal examination or an extraordinary examination at times fixed for that purpose in the academic timetable.

7. No student can be submitted on the same day to more than one exam of theoretical and/or theoretical -practical 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 partial, when proven, imply non-approval of the student, and written participation to the student's ombudsman and the director of the respective faculty, for possible disciplinary procedure.

9. The student has the right to consult the test and/or other elements used in the continuous assessment he has carried out and to be informed of the respective correction criteria.

§. In the courses of the Faculty of Health Sciences, given its specificity, the faculty board prepares and publishes the regulations to be observed by teachers and students, for the consultation of the continuous assessment test.

9.1. Such consultation and clarification should be requested by e-mail from the respective teachers within 48 (forty-eight) hours of the publication of the assessment result, if the teachers have not taken the initiative to set the date and time for that purpose.

9.1.1. The consultation of the examination shall take place in accordance with Article 20 (5.1).

9.2. The provisional grades of the continuous assessment become definitive 72 (seventy-two) hours after their release if there have been no complaints from the students.

9.3. Students may appeal against the marks of the assessment elements, but only in their written component and provided that they request it within 2 (two) working days after consulting the test.

9.4. The application for the appeal shall be submitted to the respective Student Office and shall be subject to an administrative fee.

9.5. The faculty board has five (5) working days to request a photocopy of the evaluation element from the teacher, and its correction grid, referring it to the respective Student Office, which will provide the student with the said photocopy.

- 9.6. The student must submit the written grounds for his/her appeal within three (3) working days to the respective Student Office.
- 9.7. The director of the faculty will appoint a jury of three professors from the same scientific area to examine the appeal, and the process must be concluded within a maximum of 10 (ten) working days, after the student's submission of the reasoning.
- 9.8. In the continuous assessment grading appeal, there is no place for oral tests, even if the result obtained falls within the limits laid down in paragraph 2.1. of the following article.
- 9.9. In the event that the appealed assessment item comprises, in addition to the written component, an oral component, the classification awarded to it shall prevail, provided it is equal to or higher than the classification previously appealed, and shall be used in the calculation of the final classification to be awarded to both components, in accordance with the weightings defined in the curricular unit syllabus.
- 9.10. In case the result of the continuous assessment classification appeal has prevented the student from presenting himself at the examination at the end of the semester period, the provisions of paragraph 7.1(a) of Article 17 shall apply, with due adaptations.
10. The classification obtained in the continuous evaluation is published and recorded in the respective terms book. In the case of students with overdue tuition fees, these procedures will only take place after they have been settled.

Article 20

Regime for and particular features of assessment by examination

1. Assessment by examination may be done in one of the following ways: end of semester examination, appeal examination, extraordinary examination and special examination.
 - 1.1. At the end of semester exams, no student may be submitted on the same day to more than one curricular unit assessment test pertaining to the year in which they are enrolled.
 - 1.1.1. When exam dates for curricular units pertaining to the year in which the student is enrolled clash with those pertaining to delayed curricular unit exams, then the latter should be done during the appeal examination period or the extraordinary examination period.
2. The examinations always consist of a written test and, where appropriate, an oral test.

2.1. A student who obtains a score of 7.5 (seven point five) or more and less than 9.5 (nine point five) on a scale of 0 (zero) to 20 (twenty) is entitled to the oral test.

2.2. The oral test may only be taken 48 (forty-eight) working hours after the written test score has been posted, provided that the maximum time limit does not exceed 5 (five) working days and that it is not taken before at least 24 (twenty-four) hours have elapsed since the student has viewed the corrected test.

2.3. A student who fails to attend the oral test shall be marked as “failed”.

2.4. The oral test shall be valid only if it is held in the presence of a jury of at least two members from the same scientific area.

2.5. The duration of an oral test in non-practical curricular units may not exceed 30 (thirty) minutes. In any event, no oral test may exceed sixty (60) minutes.

3. In assessment by examination for the curricular unit 'Foreign Language' an oral test is compulsory, regardless of the mark in the written test, provided that the minimum limit in 2.1 has been met.

4. Publication by the teacher of the classification for a curricular unit assessed by examination, whatever the typology, must occur within a maximum of 10 (ten) working days after completion of said examination.

5. All students submitted to assessment by examination are entitled to consult their corrected exam papers at a date and time that the teacher must set between 48 (forty-eight) and 72 (seventy-two) hours after the publication of the exam scores.

§. The cycles of studies at the Faculty of Health Sciences have their own regulations for consulting examination papers.

5.1. The purpose of the test consultation is to allow the student to know the classification assigned to each question in the exam and the respective correction criteria; it is not a time for reviewing the taught programme content. During the consultation the student is not allowed to:

- a) photograph, film or photocopy the assessment elements;
- b) record or film the test consultation;
- c) consult the test papers of other colleagues;
- d) be represented by anyone who is not legally mandated to do so.

5.1.1. Failure to comply with the provisions of the preceding paragraph may lead to disciplinary proceedings.

5.1.2. The right to consult the test papers ceases if the student does not present himself/herself at the previously defined location within 15 (fifteen) minutes of the time scheduled by the teacher and registered in the system.

5.2. Students may appeal against the written test score, provided that they submit their request within two (2) working days of consulting the test.

5.3. The appeal application shall be lodged at the respective Student Office and shall be subject to an administrative charge.

5.3.1. Within a maximum of two (2) working days, the respective Student Office will provide the student with a photocopy of the written test under appeal.

5.3.2. The student must submit the written grounds for his/her appeal within 3 (three) working days, to the respective Student Office.

5.4. The director of the faculty will appoint a jury of three professors from the same scientific area to examine the appeal, and the process must be concluded within a maximum of 10 (ten) working days of the student's submission of the grounds for appeal.

5.5. The appeal shall result in any oral test for the curricular unit under appeal being suspended.

5.6. If the result of the appeal allows the student to take an oral test, this will have to be done within the time limits set out in these rules.

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

6.1. The end of semester exams are not subject to registration or to the payment of an administrative fee.

6.2. Students who have not taken the continuous assessment or who have taken it but failed, may sit the end of semester exams.

7. The appeal examinations and the extraordinary examinations have their own schedule and must take place at the end of the academic year, during the month of July. Specific exams for accreditation of curricular units or for verification of skills obtained by previous training or professional experience are excepted to this rule.

7.1. The times for the appeal and extraordinary examinations are not limited to the hours of attendance for the curricular units (working or post working period) and may be scheduled at any time during UFP working hours (between 8 a.m. and 11 p.m., Monday to Friday, and between 8 a.m. and 1 p.m. on Saturday).

7.2. Students, who have not passed the continuous assessment or the end of semester exams, can take exams during the appeal examination period.

7.3. Students who do not pass the appeal exams may also sit the extraordinary exams, if they are in one of the situations foreseen in paragraph 8 below.

7.4. Appeal and extraordinary examinations are subject to prior registration and payment of the respective administrative fees.

7.4.1. Prior registration must occur at least 48 (forty-eight) hours before the day of the exam.

8. The extraordinary examination period is intended for:

- a) working students, with active legal status on the date of enrolment in that school year;
- b) top level athletes and other special statutes provided for by law;
- c) students who have failed pre-requisite curricular units, as a result of which they are prevented from attending clinical teaching;
- d) final year students;
- e) students wishing to improve their grades;
- f) an exceptional oral exam.

9. In addition to the end of semester, appeal and extraordinary examination periods, there may also be a special examination period (in the first half of September) for:

- a) final year students who have failed no more than three (3) curricular units at other exam times, and who have not missed more than four (4) curricular units to complete their study plan, including the curricular units designated as "Internship and Undergraduate Project" or "Undergraduate Project" or "Graduate Project" or "Dissertation";
- b) students with active working-student status, who want to take an exam for no more than four curricular units that they have failed in other exam sessions;

c) students who have failed no more than two prerequisite curricular units during other exam sessions, with said failures precluding them from entering clinical education.

9.1. Registration for the special examinations period is subject to payment of the respective administrative fee.

10. Assessment by examination for a curricular unit is expressed on a numerical scale from 0 (zero) to 20 (twenty), by means of a classification with no decimal places.

10.1. The pass grade for a curricular unit is 10 (ten) whole or rounded marks.

10.2. The final classification for a curricular unit should take into account the classification obtained in the oral test, when this occurs.

10.3. The marks obtained in an examination shall be published and recorded in the respective student academic records book. In the case of students with tuition fees in abeyance, these procedures will only take place after their situation has been regularized.

11. Proven cases of plagiarism or fraud, even if only partial, shall entail the student failing the curricular unit and the student ombudsman and the director of the respective faculty being informed, in writing, for potential disciplinary action.

Article 21

Grades

1. The final grade of a curricular unit corresponds to the grade obtained in continuous assessment or by examination, with the student being deemed to have passed if he/she has obtained at least 10 marks.

1.1. Where, in addition to a theoretical and/or theoretical-practical component, a curricular unit includes a practical laboratory and/or clinical component, then the final mark for that curricular unit shall correspond to the arithmetic or weighted average of the positive classifications obtained in each of the components.

1.2. If the student has a negative grade in one of the components, then he or she will be considered as having failed the curricular unit, regardless of any positive rating obtained in the other component.

2. For students whose assessment result is a pass grade, the European scale of comparability of classifications, which comprises five classes identified by the letters A to E, should be used.

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

a) A: 20 to p, where p is the grade that would result in 10% of students being included in this class;

b) B: p - 1 to q, where q is the grade that would result in the joint figures for this class and the previous one amounting to 35% of students;

c) C: q - 1 to r, where r is the grade that would result in the joint figures for this class and the previous ones amounting to 65% of students;

d) D: r - 1 to s, where s is the grade that would result in the joint figures for this class and the previous classes amounting to 90% of students;

e) E: s - 1 to 10.

3. The correspondence of the final numerical mark (10 to 20 values) for a cycle of studies or curricular unit should take into account the distribution of the final marks of the students for that cycle of studies or curricular unit over the three most recent academic years and a total of at least 100 graduates.

3.1. When this sample size cannot be achieved, the use of the European scale of comparability of classifications shall be replaced by mentioning the ranking order number for the diploma in the school year concerned and the number of graduates in that year, in the case of the course of study, or by the student's grade in the curricular unit as a whole in the school year concerned, and the number of graduates in that year.

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

Article 22

Internships and end-of-course projects

1. The internship and the end of course project are carried out by the student under the guidance of a teacher appointed for the purpose.

1.1. The coordinator of the cycle of studies is responsible for managing the supervision of internships and end-of-course projects, in accordance with the established priorities and the teachers' skills and availability.

1.2. In the integrated cycles of studies, supervision of the internship, graduation project, dissertation, project work and internship is provided by teachers with a doctoral degree or by specialists of recognized experience and professional competence as approved by the scientific council of the respective faculty.

2. In cases where a curricular unit called 'internship and graduation project' or 'graduation project' or 'dissertation' is a concluding element of a degree or integrated master's degree and it has been assigned to a teacher, the latter must participate in the assessment process.

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

3.1. As a rule, the internship begins in the first week of the corresponding academic semester.

3.1.1 Anticipation of the internship, or its postponement, which must be requested by the student at the respective Student Office, is permitted by order of the Faculty Director.

§ The respective advance or postponement authorisation may only be granted when there are no objections from the host institution and provided that the period for carrying out the internship is within the school timetable defined for the academic year in which the student is enrolled.

3.1.2 In some cycles of studies in the health area there may be specific academic schedules for the performance of the internship.

3.2. The end of the internship, in an external and/or internal environment, shall coincide with the end of the academic semester, defined in an academic schedule, and may not be extended beyond this limit.

3.3. In cases where the internship is carried out, partially or in full, within an external professional environment, the assessment of this curricular unit should take into consideration the rating given by the respective supervisor.

3.4. The internship report must be between 10 (ten) and 20 (twenty) pages long, and must be submitted to the internship office within 30 (thirty) days of its completion at the host institution, in accordance with paragraph 3.2.

3.4.1. At the request of the student, the deadline for submitting written work may be extended, exceptionally, until July 31 of the academic year at the latest, by order of the director of the faculty or school and must be duly justified by the supervisor.

3.4.2. Failure to submit written work within this deadline will result in the respective enrolment lapsing and being renewed in the following academic year.

3.4.3. Once the enrolment has been renewed, if the student does not submit the written work by the end of the 1st semester, they are deemed to have failed the respective curricular unit.

3.4.4. In the case provided for in the previous paragraph, the student must renew the enrolment in the curricular unit, paying the respective attendance fees and will then have the opportunity to repeat the internship.

3.5. Should the internship be integrated in a curricular unit called 'internship and graduation project', its assessment will count for the final classification of this unit which, in this case, will have a weighting factor of 40% of the total number of ECTS of the curricular unit.

3.6. In cases where there is a specific internship manual, such as in the health area courses, the assessment standards shall be defined therein.

4. When the graduation project is incorporated in a curricular unit called 'internship and graduation project', it must be written during the course of the internship.

5. In the case of the undergraduate degree, the graduation project will consist of a written work of between 8 000 (eight thousand) and 15 000 (fifteen thousand) words, excluding any annexes, and will be prepared in accordance with the manual for the preparation of scientific papers, available at <http://www.ufp.pt/>.

5.1. The graduation project shall be submitted exclusively in digital format, via the subject site (UFP-UV), and this submission must be confirmed by the supervisor and the cycle coordinator.

6. In the case of the Integrated Master's Degree, the written papers at the end of the cycle of studies may adopt the typology of a publishable scientific article or a case study or research work of between 12 000 (twelve thousand) and 20 000 (twenty thousand) words, excluding any annexes, and will be prepared in accordance with the manual for the preparation of scientific papers, available at <http://www.ufp.pt>.

6.1. The end-of-course work shall be submitted exclusively in digital format, via the subject site (UFP-UV), and this submission must be confirmed by the supervisor and the cycle coordinator.

6.2. End of course work is subject to the mandatory submission of a digital copy to a repository within the network of the Open Access Scientific Repository of Portugal, in accordance with the provisions of article 50 of Decree-Law No. 65/2018 of 16 August.

7. The student has until the end of the academic year to present the final version of their undergraduate project, graduate project and/or dissertation.

7.1. For the purposes of the previous paragraph, the end of the academic year shall be September 15.

7.2. At the request of the student, the deadline for submitting written work may be extended, exceptionally, until October 31 at the latest, by order of the director of the faculty and must be duly justified by the supervisor.

7.3. Failure to submit written work within this period shall result in the provisions of paragraphs 3.4.2 to 3.4.4, with respective due changes.

8. In a 1st cycle of studies, assessment of the graduation project is carried out by a jury appointed for this purpose by the cycle coordinator at the proposal of the supervisor and approved by the director of the respective faculty.

8.1. The jury is made up of two to three members, one of whom must be the supervisor.

8.1.1. The two-member jury panel is made up of a PhD professor and/or specialist in the scientific field to which the graduation project belongs, who presides and is the examiner of the written work, and the supervisor.

8.1.2. The three-member jury panel is made up of a PhD lecturer from the cycle of studies, who presides, the supervisor, and a PhD lecturer and/or specialist in the scientific field to which the graduation project belongs, who is responsible for examining the written work.

8.2. The decisions of the panel shall be made unanimously or, in the case of three-person panels, by a majority of its members, via a justified roll-call vote, with no abstentions being permitted.

8.2.1. In two-member panels, if there is no unanimous decision, the final classification results from the arithmetic average of the classifications given by each of the members.

8.3. Minutes shall be taken of panel meetings, containing the votes of each member and the grounds for said votes, which may be common to all or some of the members of the panel.

8.4. The jury has 15 (fifteen) days to assess the written work and decide on its suitability to be defended in public hearings.

8.4.1. If the work is considered ready, the jury will schedule a public defence, informing the student and the directorate of the respective faculty.

8.4.2. If the work is considered 'not ready', there will be no public defence, and the student must renew the registration to the respective curricular unit in the following school year, paying the respective attendance fees.

8.5. The public act of defending the graduation project must take place within 30 (thirty) days of its submission and can only be done when the other curricular units in the respective study plan are completed in their entirety.

8.6. The public defence has a maximum duration of 40 (forty) minutes, starting with the presentation of the thesis by the student, who has 10 (ten) minutes for this purpose. In the subsequent discussion, the examiner has 10 (ten) minutes for his questioning and the student must be given the same time. The final 10 (ten) minutes shall be equitably distributed between the supervisor and the student.

9. In an integrated cycle of studies, the assessment of the dissertation or project work is carried out by a jury appointed for this purpose by the director of the respective faculty, on the proposal of the cycle coordinator, and approved by the Rector or whoever has been granted the powers to do by delegation of powers.

9.1. The jury consists of three members, one of whom may be the supervisor. The members of the jury must be specialists in the relevant field and are appointed from among nationals or foreigners holding a doctoral degree or specialists of recognized experience and professional competence.

9.2. The decisions of the jury shall be taken by a majority of its members by a roll-call vote, with no abstentions being permitted.

9.3. Minutes shall be drafted of the jury meetings, containing the votes of each of member and the grounds for said votes, which may be common to all or some of the members of the jury.

9.4. The jury has 30 (thirty) days to assess the written work and decide on its suitability to be defended in public hearings.

9.4.1. If the work is considered 'ready', the jury will schedule a public examination, informing the secretariat of the directorate of the respective faculty, which must notify the student within 15 (fifteen) days;

9.4.2. If the work is considered 'not ready', the jury makes a reasoned recommendation of its opinion, which the secretariat of the management of the respective faculty will send to the student within 5 (five) working days after the date of deliberation. Upon receipt of this notification, the student has 30 (thirty) consecutive days to:

a) Redraft the work;

b) Or to communicate, in writing, that they will refrain from doing the suggested redrafting.

9.5. The public act of defence of the cycle conclusion work must take place up to 30 (thirty) days after the deadline referred to in paragraphs 9.4.1 and 9.4.2, as applicable, and may only be carried out when the other curricular units that comprise the respective study plan have been concluded in their entirety.

9.6. The public hearing lasts a maximum of 60 (sixty) minutes, beginning with the presentation of the work by the student, who has 20 (twenty) minutes for this purpose. In the subsequent discussion, the examiner has 15 (fifteen) minutes for his intervention and the student must be given the same time. The final 10 (ten) minutes shall be equally distributed between the supervisor and the student.

10. The assessment of the curricular unit designated as 'internship' or 'internship and graduation project' or 'graduation project' or 'dissertation' is expressed on a numerical scale from 0 (zero) to 20 (twenty), by means of a classification with no decimal places.

10.1. The minimum pass grade in the curricular unit is 10 (ten) values, whole or rounded.

10.2. In the case of the undergraduate, graduate and dissertation project, the respective classification, recorded in the minutes, is the result of the nominal and justified vote of the members of the jury.

10.2.1. The final numerical rating is the arithmetic result of the marks awarded by the members of the jury.

10.2.2. In addition to the numerical classification, a qualitative reference is given, in the following terms: Approved with Sufficient (10 to 13 values), Approved with Good (14 and 15 values), Approved with Very Good (16 and 17 values) and Approved with Excellent (18 to 20 values).

10.3. The final numerical grade to be issued on the formal statement of grades (*pauta*) is the responsibility of the lecturer of the curricular unit, if any, or of the supervisor and should be made on the very day of the defence of the internship report, the undergraduate/graduate project or dissertation.

10.4. Students with a score of less than ten (10) whole values, not rounded, are classified as "failed".

10.4.1. Students in this position will have to renew their enrolment in order to undergo the next academic year's assessment.

10.4.2. Students who have "failed" pursuant to the situation in the above paragraph shall be temporarily blocked from re-sitting and the rules of limited attendance provided for in article 7 (3) shall apply.

10.5. If the internship is part of a curricular unit called 'internship and graduation project', any student who fails the internship component cannot be assessed for the graduation project component, and must enrol in the curricular unit in the following academic year.

11. Proven cases of plagiarism or fraud, even partial, shall entail the student failing the curricular unit and the student ombudsman and the director of the respective faculty being informed, in writing, for potential disciplinary action.

Article 23

Exceptional oral examinations

1. Students with a pass grade of between 10 (ten) and 14 (fourteen) may request an exceptional oral test if they wish to appeal against the marks obtained in the written examinations.

- 1.1. The application for the exceptional oral test must be lodged with the relevant Student Office within 72 hours of the result of the written examination or consultation of the test being posted and is subject to the administrative fee for an examination.
- 1.2. The exceptional oral test must take place within a maximum of two weeks after the application is made.
2. Students with a classification of 17 (seventeen) or more in a curricular unit may be asked to take a confirmatory oral examination, which the teacher, with due justification, may request from the director of the respective faculty.
3. The marks obtained in the exceptional oral examinations prevail over and nullify the marks in the written examinations.

Article 24

Volunteer work

1. In health courses and only in clinical units that have precedence, students who have failed due to lack of skills and not for other reasons, such as unjustified absences, may be recalled for clinical volunteer work, if the teachers in charge of the curriculum unit propose them to the management of the pedagogical clinics.
2. The volunteer tasks must be regulated in the continuous assessment of the respective curricular unit and will be carried out during the school break period (June/July) between academic years.

Article 25

Grade improvement

1. The student may enrol in the end of semester exams and appeal exams to improve the grade of a curricular unit assessed that year or in the previous academic year.
 - 1.1. This registration is subject to an administrative fee and the student may not request this type of examination for more than four curricular units in an academic year.
 - 1.2. The grade improvement examinations have no oral test, except for language examinations.
 - 1.3. Improvement of the grade can only be requested once per curricular unit.

1.4. Grade improvement cannot be requested for curricular units that have been accredited, except under the terms of article 10, paragraph 8 of the regulatory norms of accreditation for studying at UFP.

1.5. It is also not possible to sit a grade improvement examination for curricular units with practical-laboratory or clinical components.

2. The improvement examination grade only substitutes a previous grade if it constitutes an improvement.

Article 26

Omission of grades

Omission of a grade or incorrect entry may only be challenged in the academic year in which the student was or should have been assessed.

Article 27

Obtaining a degree, final classification and study certification

1. Obtaining the academic degree entails completion of the study plan and approval in all the curricular units of the course.

2. The final average of the course results from the weighted average of the different curricular units in the study plan.

2.1. The weighting factor for the curricular units, including the undergraduate, graduate and/or dissertation project, is the number of ECTS assigned to them.

2.2. When the undergraduate, graduate or dissertation project is combined with "Internship", the weighting factor for the internship is 40% of the total number of ECTS of the curricular unit.

2.3. Where curricular units have been the subject of accreditation of previous higher education studies, the classifications obtained in the original shall be retained, except for those that have been subject to an accreditation test in which case the exam grade shall prevail.

2.3.1. Where curricular units are accredited through training for which there is no quantitative classification, these accredited curricular units are not counted in the calculation of the final classification of the cycle of studies.

2.4. Curricular units which have been accredited via other training and professional skills shall retain the marks obtained in the accreditation examination.

2.5. On duly justified grounds, the pedagogical council of the respective faculty may determine that the grade obtained in foreign language course units (when they are not basic or course-specific training) does not count for the calculation of the final course average.

3. The final classification shall be expressed quantitatively on a scale of 0 to 20 values, also converted into the European scale of comparability in accordance with Article 21(2).

4. The final grade will have to be verified by the director of the respective faculty and ratified by the rector, vice-rectors and associate academic deans, where they exist, provided that they have the delegated powers to do so.

5. Certificates of approval in curricular units are requested from the respective Student Office and issued within a maximum of 30 (thirty) days after the registration of the application and payment of the respective fees.

Article 28

Recording of degrees, diplomas, supplements and “cartas de curso”

1. Records of degrees and diplomas awarded by the UFP are written in the relevant register and signed by the rector of the university.

2. Completion of a cycle of studies and the awarding of the corresponding academic degree shall be certified by a diploma issued within a maximum period of 30 (thirty) days after registration of the application at the Student Office and the payment of the respective fees.

2.1. The request for the diploma automatically assumes, at no additional cost, the request for the Diploma Supplement (DS), which will be issued within 60 to 90 days.

2.2. For those students who request it, the possession of an academic degree can be proved by a "Carta de Curso" giving the details of curricular units and grades, for the graduate and master degrees.

2.3. The issuance of the "carta de curso" is requested by means of the paying the respective fees and it is usually presented in a solemn ceremony for this purpose, in June of the school year following the registration of the request at the Student Office.

3. The diplomas or "cartas de curso" contain the following elements:

- a) Student name;
- b) Date of birth;
- c) Conclusion date;
- d) Final average grade;
- e) Identification of degree and course;
- f) Course registration number or ordinance;
- g) Undergraduate, graduate and/or dissertation project topic (where applicable);
- h) Signatures of those responsible for certification;
- i) Embossed seal;
- j) Date of issue.

3.1. At the student's request and upon payment of the corresponding fees, descriptive certificates, diplomas and cartas de curso may also be issued in English, Spanish or French.

4. The diploma supplement contains the following elements:

- a) Information identifying the holder of the qualification;
- b) Information identifying the qualification;
- c) Information on the level of the qualification;
- d) Information on the contents and results gained;
- e) Information on the function of the qualification;
- f) Additional information;
- g) Certification of the supplement;
- h) Information on the national higher education system.

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

Article 29

Extracurricular units

1. Final year students of the first cycles of studies with fewer than 60 ECTS are allowed to enrol and attend the course units of the subsequent cycle of studies in the number of ECTS that complete the 60.

1.1. Enrolment in the curricular units of internship, dissertation, project work and thesis that could form part of the subsequent cycle of studies is not permitted.

2. Students regularly enrolled in a course may enrol in a maximum of two course units per semester from another course, as extracurricular units, upon payment of their attendance fee.

2.1. Enrolment in the curricular units of internship, dissertation, project work, thesis that could form part of the subsequent cycle of studies is not permitted.

3. Attendance of extracurricular units is certified and mentioned in the diploma supplement.

3.1. If assessed and approved, the extracurricular units are credited, in the event of the student's enrolment in the cycle of studies in question.

Article 30.

Isolated curricular units

1. The UFP accepts enrolment in isolated curricular units of the various first cycles of studies that it teaches by so-called "external" students aged 17 or over who are at the conclusion stage of secondary school, technical-vocational or technological specialization courses, or come from other corresponding training courses and who aim to subsequently enrol as regular students of the university.

2. The status of external student is also granted to other interested parties, whether or not enrolled in a higher education course, and they may maintain it for a maximum period of two academic years, during which they may attend course units not exceeding 60 ECTS.

3. Students may enrol subject to assessment or not.

3.1. Enrolment under a scheme subject to assessment must comply with the conditions of attendance laid down in these rules, in particular as regards limitation periods and scientific precedence.

4. Isolated curricular units in which the external student is enrolled in a regime subject to assessment and in which he/she obtains a pass grade:

a) are subject to certification;

b) must be credited, with the limits established in article 45 1c) of Decree-Law no. 65/2018, of August 16, should the holder have or come to have the status of regular student of this cycle of studies at UFP;

c) are included in any diploma issued.

5. Attending the UFP as an external student is subject to paying the general enrolment fee and the amounts due for the curricular units in which s/he is enrolled, and all these curricular units may not exceed 60 ECTS.

6. In each academic year, the maximum number of single course units a candidate can apply for may not exceed a total of 30 ECTS and is dependent on the availability of vacancies.

6.1. Curricular units that have prior training requirements in order to acquire the respective knowledge and skills will not have any vacancies as single-curricular unit enrolment will not be permitted.

6.2. The identification of these curricular units is the responsibility of the scientific and pedagogical councils of the faculties, on the proposal of the coordinator of the cycle of studies, and is ratified by the director of the respective faculty, with the specific regulation of the cycle of studies forming part of the list of curricular units.

7. The condition of external student, pursuant to paragraph 1, only allows enrolment for the first time in curricular units of the first year. Enrolment in curricular units of the following years can only be done up to the limit mentioned in the previous paragraph.

8. The condition of external student, pursuant to paragraph 2, allows for enrolment in curricular units of alternate years, respecting, however, the limits indicated in paragraph 6.

9. Application and enrolment of external students, pursuant to paragraph 1, shall be done in the Admissions Office.

10. Application and enrolment for international students and national external students indicated in paragraph 2 are done in the Admissions Office, under the conditions established for UFP regular student candidates.

11. Application and registration are done within the periods and deadlines indicated in the UFP Academic Year Schedule established for each academic year.

Chapter III

Students' obligations and rights

Article 31

General obligations

1. Students have a duty to comply with the statutes and regulations of the university and its organic units and subunits.
2. Students also have a duty to respect the institution's property, namely facilities, equipment and teaching and research materials, making good use of them.
3. Students also have a duty to pay the fees for tuition, enrolment and attendance of the respective cycle of studies within the regulated deadlines.
4. Other specific student obligations are set out in the rules governing the pedagogical operation of the cycles of studies.

Article 32

General rights

1. Students have the right to attend classes and to have their skills and knowledge assessed, as defined by the regulatory standards for the teaching of cycles of studies.
2. Students have the right to participate in the pedagogical council of the organic unit to which they belong, pursuant to these statutes and the respective internal regulations of those units.
3. The university recognizes the right of students to participate in its cultural, recreational and sporting activities.

4. Students also have the right to freely organise their collective representation, namely through the student union, student nuclei and university music groups.

5. The rector, at the proposal of the rector's council, may apply special provisions for attendance and assessment of knowledge and skills to students-workers, students with disabilities and special educational needs and those holding positions in institutional or associative governing bodies.

5.1. The institution recognises all rights that are legally provided for students with special status, without prejudice to the specific nature of attendance at courses protected and regulated by European directives or by national legislation.

Article 33

Other rights and obligations

1. The university's teaching regulations define other rights and duties specific to students.
2. The internal regulations of the units and sub-units may also provide for other rights and duties of the students.

Article 34

Disciplinary infractions and the sanctions applicable

1. The following constitute a disciplinary infraction on the part of students:
 - a) The culpable breach of any of the duties provided for in the law, the statutes and regulations;
 - b) The practice of verbal or physical violence or psychological coercion on other students, particularly in the context of "initiation rituals";
 - c) The conscious practice of plagiarism and fraud in academic papers and other forms of assessment of knowledge and skills.
2. The following sanctions shall apply to pupils' disciplinary infringements, according to their gravity:
 - a) Warning;
 - b) Fine;

- c) Temporary suspension of academic activities;
- d) Suspension of academic attendance and assessment for one year;
- e) A ban on attending the university for up to five years.

Chapter IV

Transitional provisions

Article 35

Specific regulations

Each cycle of studies will have its own specific regulations, approved by the rector on the proposal of the director of the respective faculty and after consulting the scientific and pedagogical council. These regulations shall only contain the teaching regulations specific to that cycle of studies, which are not detailed in these academic regulations.

Article 36

Transition rule

For students enrolled in the UFP under the terms of other academic rules or teaching regulations, the provisions of those regulations will apply until the end of the academic year 2021-2022. After this period, the current rules shall apply.

Article 37

Entering into force

1. These academic regulations, following opinions from scientific and pedagogical bodies, have been approved by the UFP board of rectors and approved by the rector to come into force in the 2020-2021 academic year.
2. Students enrolled in the UFP under the terms of different teaching regulations may benefit from these regulations, should this be more favourable to them.
3. According to the law, these regulations have been published in the *Diário da República*, 2nd series, and made public on the UFP website.