

NOVA UNIVERSITY OF LISBON
Higher Institute of Statistics and Information
Management

Regulation 94/2018

Considering the powers conferred by Article 13 of Administrative Rule 886/83, of 22 September, and complying with paragraph f) of Article 20 of the Statutes of the Instituto Superior de Estatística e Gestão de Informação da Universidade Nova de Lisboa - NOVA Information Management School (NOVA IMS), the Pedagogical Council of NOVA IMS approved the following regulations that were submitted to a hearing of interested parties, as established in Articles 98 and following of the Code of Administrative Procedure.

18 January 2018. - The President of the Pedagogical Council,
Prof. Miguel de Castro Neto.

**Evaluation Regulation
of Nova IMS Students Achievement**

Article 1

Scope

This Regulation establishes a set of standards and guidelines for the evaluation of knowledge and skills acquired by the student in each curricular unit belonging to the first cycle, second cycle, postgraduation, and third cycle of NOVA IMS.

Article 2

Evaluation Responsibility

The evaluation in each curricular unit is the responsibility of the respective coordinator, according to the teaching service distribution approved by the Scientific Council of NOVA IMS.

Article 3

Curricular unit form

1 - The functioning of the curricular units will be obligatorily described by the coordinator on the curricular unit form (Bologna form), to be divulged on the Virtual Desk before the beginning of the classes according to the school calendar.

2 - The form must contain the following elements:

- a) Objectives of the curricular unit and learning outcomes;
- b) Contents;
- c) Bibliography;
- d) Teaching and learning methods;
- e) Evaluation methods (for example: written exams, with or without consultation, individual or group works or projects, transversal works or projects to different curricular units and participation in classes) adopted for the different seasons (including the special season) and formula to calculate the final classification;
- f) When applicable, the informatic applications, as well as the resources and equipment to be used, must also be indicated;
- g) The curricular unit form must explain the consequences of absences to any of the foreseen evaluation components.

Article 4

Evaluation methods

1 - The evaluation modalities must take into consideration the balance between the various curricular units, the normal functioning of the classes, and the working time required of teachers and students.

2 - The evaluation of knowledge and skills in a curricular unit can be framed in the following modalities:

- a) Continuous evaluation: it is carried out throughout the school term;
- b) Evaluation with final exam only: it takes place in non-teaching periods and integrates a written exam obligatorily;
- c) Mixed evaluation: combines the previous ones.

3 - The curricular unit coordinator, when establishing the modalities referred to in the previous number, should safeguard the existence of two (and only two) opportunities to pass the curricular unit.

4 - The methods for the continuous evaluation of the course unit may include the following:

- a) Tests;
- b) Individual or group projects;
- c) Attendance compliance (controlled by attendance sheets). The teacher shall define, at the beginning of classes, a work methodology and evaluation conditions that replace the attendance requirement for students who are exempt from attendance because they fit the situations provided for in Article 13 (Attendance);
- d) Exams.

5 - The evaluation in the seminar curricular units can be exclusively continuous when exceptionally and previously approved by the course director.

6 - In the mixed evaluation, the teacher responsible for the curricular unit can establish the realization of a project whose grade will be considered for the calculation of the final grade at any time of examination as evaluation criteria.

7 - The evaluation methods cannot be changed after the beginning of the second week of classes.

Article 5

Final Exam

1 - The admission to the final exam in each curricular unit depends on the verification of the conditions to obtain the attendance fixed in the curricular unit form.

2 - In case an exam is composed of more than one exam, the lack of a final exam corresponds to the classification of 0 values in that exam, except if the student misses all the exams, in which situation he will be considered a default and will not be attributed a classification.

Article 6

Enrollment in exams

1 - The enrollment in the curricular units, for their attendance, by itself, does not give direct access to the examination season.

2 - Students must register through the academic portal in the 1st season (Normal) and 2nd season (recourse or improvement) within the deadlines set for this academic act. Registration in the special season (for grade resource or improvement) is made on the academic portal, in printed form made available by the Services, within the deadlines set for this purpose, indicated in the School Calendar for the current academic year.

3 - Students who are not correctly enrolled in exams will not be allowed to take them.

Article 7

Written Exam

1 - The curricular unit coordinator should arrange that the exams start at the scheduled time.

2 - It is mandatory to register students who attend the test on the attendance sheet, and students must be accompanied by their official identification document with a photo.

3 - If a student does not comply with the provisions of the previous number, he is considered to have missed the test for all intents and purposes.

4 - Withdrawal from an evaluation test is equivalent to the classification of "Quit."

5 - A student who intends to withdraw from an exam has to declare so in writing on the front of the exam page by signing such a declaration.

6 - It is authorized to give the exam to a student who presents himself in the room until 15 minutes after its effective beginning, and the person in charge of the curricular unit may accept a longer period of delay; however, the student who is granted this authorization must finish the exam at the same time as the other students.

7 - The departure from class by students who withdraw from the exam can only occur after the period of grace stipulated by the teacher for the entry into the class of delayed students according to paragraph 6 of this Article.

8 - The questions of the written tests must indicate the duration of the test and the maximum grade to be attributed to each question.

9 - A student cannot be prejudiced by eventual mistakes of form or content in the test questions that can affect his performance.

10 - If questions are multiple-choice, the grades to be assigned to the correct answer, the incorrect answer, and the omission of an answer must be explained.

11 - The duration of the written exams should not exceed two hours.

12 - A student cannot be absent from the room where the written exam takes place, except in exceptional cases (with proven medical indication), and the fact being recorded on the attendance sheet and the student's exam.

13 - The teachers involved in the correction of the exams have the duty to provide explanations to students and a time for consultation of the written exam up to 5 working days after the release of the grades.

14 - The consultation of the exams may result in a correction of the grades that had been assigned.

Article 8

Exam Review

1 - If there are doubts about the grade obtained and it is impossible to overcome eventual disputes with the curricular unit coordinator, the student has the right to request an exam review of any curricular unit, through a justification, whatever the method of evaluation adopted.

2 - The request for review must be submitted to the Academic Services within 2 working days after the end of the deadline for consultation of evidence. It must be requested, on an appropriate form, addressed to the NOVA IMS Board and subject to a fee.

3 - An external teacher will be appointed to the curricular unit to make a new correction (of all the evaluation components in the curricular unit) and to pronounce on the assigned grade, keeping it or changing it, within 5 working days, from the date of receipt of the reasoning referred to in the previous number, and the complaining student must be immediately informed of it, through the Academic Services.

4 - If the outcome of the review process proves to validate the student's claim, there will be a refund of the fee paid referred to in paragraph 2.

Article 9

Examination Seasons

1 - There are three evaluation seasons that take place in the months of January/February, June/July, and September/October.

2 - The January/February season is for the exams of the normal and recourse season of the curricular units of the fall semester.

3 - The June/July season is for the exams of the normal and recourse season of the curricular units of the spring semester.

4 - Students who have not passed in the 1st season (Normal) or have passed and apply for grade improvement have access to the recourse season.

5 - The September/October period is for the special season exams.

6 - Students who, being registered in the respective curricular units in the school year to which the special season refers, can complete the 1st cycle of studies through passing a maximum of three curricular units if they fall under Article 14 of these Regulations or have special status according to the law, have access to the special season.

7 - The schedule of exams for the evaluation periods foreseen in numbers 2 and 3 of the present article is published before the beginning of the school semester registrations, approved by the Dean of NOVA IMS, and elaborated by the Course Directorates, after hearing the Pedagogical Council.

8 - The special season calendar of enrollments and exams is approved by the Board of NOVA IMS, prepared by the Academic Services, and released in September/October.

Article 10

Grade improvement

1 - Each student has the right to make a grade improvement registration for each curricular unit of his study plan, as long as it is in operation, in accordance with the rules and evaluation program in force in that school year.

2 - If the student intends to improve the grade of passed course units in previous school years, he must enroll in the curricular unit, in the Academic Services of NOVA IMS, at the beginning of the semester corresponding to the operation of the curricular unit.

3 - If the student intends to make a grade improvement of passed curricular units in the same semester in which he passed, he must register in the 2nd season through the NOVA IMS portal and pay the grade improvement fee, up to 5 working days after the exam.

4 - The improvement can be carried out in any year of the student's academic career, according to the standard referred to in point 1.

5 - Undergraduate students enrolled in the last school year of each course may make grade improvements, in the special season, provided that the curricular unit is open, in that year, in the special season, and until the end of the school year following that in which they passed the curricular unit. In this case, the registration for grade improvement must be made within 5 working days following the publication of the special season examination calendar.

6 - The grade obtained in the grade improvement only prevails if

the re-score is superior to the one with which the student presents to this exam.

7 - For each grade improvement required, the student will pay a non-refundable fee, according to the amount set in the Fees Table from Universidade Nova de Lisboa.

8 - Grade improvement exams are not permitted to students who have already applied for their registration certificate or course completion letter.

Article 11

Grades of curricular units and final grades

1 - The grades of all the evaluation components are of mandatory publication and expressed on a scale of 0 to 20 values.

2 - To pass a curricular unit, the student must obtain a minimum final grade of 10 values.

3 - The grades of written tests carried out throughout the semester must be inserted within 15 days of their completion, and up to 4 working days before the next written test.

4 - The final grades of the 1st season of the curricular unit should be inserted up to 4 days before the 2nd season exam.

5 - The final grades of the 2nd season of the curricular unit should be inserted up to 15 days after the exam.

6 - The grades of evaluation tests not contemplated in points 3 to 5 of the current article, and which have implications at times of subsequent evaluation, must be inserted no later than 3 working days before the next moment of evaluation.

7 - In the case of disclosure of the grades referred to in points 3 and 4 not respecting that deadline, a new date is scheduled for the realization of the following written test.

8 - The final grade of the course is the average weighted by the ECTS, understood under the terms of Chapter II of Decree-Law no. 42/2005, of 22 February, of the grades obtained in each curricular unit.

9 - The final grade of the course is expressed in the range 10 to 20 of the full numerical scale from 0 to 20.

10 - For the purposes of the European scale of comparability of grades, the correspondence and the principles defined in Articles 18 to 22 of Decree-Law No. 42/2005 of 22 February will be applied to the final grades of the curricular units and the cycle of studies or course.

11 - Only the final grades of the curricular unit and the cycle of studies are rounded to the unit.

12 - The grade of dissertations/exams and internship or project reports is the one attributed after the respective public defense.

Article 12

Fraud

1 - Any evaluation exam must be made under conditions that safeguard the confirmation of the student's identity, the confirmation of the delivery of the exam, and the detection of fraud.

2 - Fraud is understood as the forgery of signatures, copying, plagiarism in the performance of works or evaluation tests, usurpation of other people's intellectual creations, or any other conduct that disrespects the rules of evaluation in rigor or from where there is an illicit benefit for the student's own grade or another student's.

3 - The simple handling of a cell phone or other data transmission or reception instrument, or the attempt to communicate with colleagues, is considered a fraud attempt.

4 - Any fraud or attempted fraud relating to the assessment of knowledge determines the cancellation of a test or examination and failure of the course unit in which it occurs, being punished with the accounting of the number of ECTS of the course unit concerned for the purpose of determining the minimum number of ECTS to be obtained by the student under the Regulation of Prescriptions of NOVA IMS (paragraph *b*) of Article 3(1) of the Regulation of Prescriptions of NOVA IMS. This information must be compulsorily communicated to the Dean of NOVA IMS, who will be responsible for instructing the disciplinary process that may be initiated as a result of fraudulent practices of a pedagogical nature, compulsorily accompanied by the Pedagogical Council.

Article 13

Attendance

1 - The evaluation methods may include the fulfillment of attendance as a condition. The coordinating teacher establishes the criteria for all types of classes and other teaching activities in the curricular unit form.

2 - When filling out the curricular unit form and deciding on the mandatory attendance, the coordinating teacher takes into account the material conditions necessary for its implementation, particularly with regard to its control (attendance sheets).

3 - A student is considered to attend a course unit if he is present

at the percentage of classes defined in the curricular unit form.

4 - A student is exempt from attendance during the period in which he enjoys working students' status.

5 - Students who are Mothers and fathers of children are up to 3 years old are exempt from the minimum attendance.

6 - A student is exempt from the minimum attendance during the period in which he enjoys student-military status, except the exceptions declared in the Decree-Law No. 118/2004 of 21 May.

7 - The exemption from the attendance referred to in numbers 4, 5, and 6 requires the presentation of a document proving the conditions that allow enjoyment of this exemption.

Article 14

Special regime of absences and evaluation

1 - The presentation of medical certificates does not automatically imply the release of absences or the alteration of exams, except for the situations foreseen by law and others described in these Regulations.

2 - It is a reason to exempt from class attendance the coincidence with the day of rest and worship by recognized religious confession, proven by the student, under the conditions provided by law:

a) The dispensation will be granted upon the student's request, accompanied by a supporting statement, under the terms established in Ordinance no. 947/87 of 18 December.

3 - Student associative leaders have a special regime of absences, foreseen in the Regulations of the Special Regime of Attendance of Student Associative Leader of NOVA IMS.

4 - In the cases of contagious illness that implies school eviction (according to the Regulatory Decree n.º 3/95, of 27 January) and makes the accomplishment of evaluation tests impossible, the student will be able to accomplish those that he was prevented from attending.

5 - Prenatal appointments, birth and breastfeeding periods, as well as the illness and assistance to children who are up to 3 years old, under the conditions provided by law:

a) The absences are considered justified, and there is a postponement of the presentation or delivery of works and the realization at a later date of tests and examinations whenever, by any of the facts indicated in this paragraph, it is impossible to meet the established deadlines or to attend the tests or examinations;

b) What is established in the previous paragraph depends on the presentation of a document proving the coincidence with the school schedule of the fact that makes the student's presence impossible.

6 - Student mothers have the right to take the exams that they are unable to attend in the special season, when the birth coincides with the normal exams season, upon presentation of a supporting document.

7 - Other situations foreseen in the law that imply compulsory attendance are grounds for dismissing absences.

8 - Other reasons may be contemplated for rectifying absences upon request of the student to the Dean of NOVA IMS.

9 - Requests for postponement of evaluation tests must be returned to the Academic Services, accompanied by means of proof that justify the postponement, and carried out within the time limits established by law or, in cases where there is no proof, within 5 working days prior to the date of the test, in foreseeable situations, or up to the fifth working day counted from the date on which the impediment ceased to occur, in unpredictable situations.

10 - The postponed evaluation tests within the scope of this Article should be scheduled for a new date to be agreed upon between the coordinating teacher and the student.

11 - The student worker has no limitation on the number of exams to be taken at a special time, during the period in which he enjoys the respective status.

12 - At the request of the interested student of the second and third cycles, the counting of deadlines for delivery, reformulation, and discussion of the dissertation/thesis and the internship and project reports may be suspended, with one of the following foundations:

a) Maternity and paternity;

b) Serious and prolonged illness of the applicant or serious accident when the situation occurs in the course of the deadline for delivery and the defense of the dissertation/thesis and the internship or project reports;

(c) the effective exercise of one of the functions referred to in Article 73 of the Decree-Law No. 448/79, 13 November, ratified, with amendments, by Law No. 19/80 of 16 July.

Article 15

Rights of Nova University of Lisbon Student-Athletes

Under Article 5 of the Student Athlete Statute of the

Universidade Nova de Lisboa published in the *Diário da República*, 2nd series - no. 140 of 22 July 2016, the following rights are granted to students covered by the student-athlete status of the Universidade Nova de Lisboa:

a) Priority in the choice of schedules and classes whose frequency regime best suits their sports preparation;

b) Justification of absences from classes, or other teaching activities, motivated by the attendance to training and competitions of the modality in which the University represents, organized either by the SASNOVA Sports Office or by a Students' Association;

c) To require the performance of exams in the special season, according to the school calendar of the respective organic unit;

d) If the period of accomplishment of a work or the date of presentation of the same coincides with the day of the sporting event, postponement up to five working days of the delivery of the same, or dismissal of the delivery of the work, the decision of compensation is up to the Professor of the curricular unit.

Article 16

High-Performance Sports Student Rights Alteration of Evaluation Test Dates

1 - Under Decree-Law No. 272/2009 of 1 October, which establishes the specific support measures for the development of high-performance sport, the possibility of changing the dates of evaluation tests under the following terms is established by its Article 17:

a) The knowledge evaluation tests of high-performance sports students must be fixed on a date that does not conflict with the period of participation in the respective sports competitions;

b) In addition to the provisions of the previous number, special evaluation times may be fixed;

c) The provisions of paragraph 1 may be extended to the preparation period prior to the competition, upon proposal of the respective sports federation.

2 - The alteration of the date of the evaluation tests and the establishment of special seasons must be requested by the student, who, for this purpose, must present a declaration of his/her sports participation, issued by IDP, I. P., upon request of the respective sports federation.

Article 17

Questions

The Pedagogical Council resolves the doubts raised by the interpretation and application of the rules contained in this document.

Article 18

Entry into force

These Regulations shall enter into force in the 2017/2018 school year, having been approved in a meeting of the Pedagogical Council on 10 July 2017 and in a meeting of the Scientific Council on 18 July 2017.