

## **APPENDIX 1**

# **GENERAL RULES AND REGULATIONS FOR THE ASSESSMENT OF MASTERS DEGREES**

### **Article 1**

#### **(Types of course units of Masters degrees)**

The course units of Masters degrees are classified into two types: subjects and seminars.

### **Article 2.**

#### **(Subjects)**

1. For each Semester, there are two periods of knowledge assessment for each subject: the Normal Period and the Re-sit Period.
2. In addition, there is also a Special Period for knowledge assessment, as provided for in Paragraph 4 of Article 3.
3. During the first week of lectures, students should have at their disposal the following:
  - a) The subject syllabus;
  - b) The bibliography (preferably in Portuguese and English);
  - c) The knowledge assessment Rules and Regulations;
  - d) All the other aspects which are considered to be relevant for the efficient functioning of the subject, such as, for example, the possibility to consult material during exams.

### **Article 3.**

#### **(Exam Periods)**

1. All students enrolled in the degree should have access to the Normal Period.
2. The knowledge assessment of any Period is defined by Subject Coordinator and is approved by the Masters' Scientific and Pedagogical Commission.
3. All students who were not successful in passing their exams during the Normal Period should have access to the Re-sit Period.
4. All students have access to the Special Period, as long as they still have a maximum of one subject (in the case of a Masters with 90 ECTS) or two subjects (in the case of a Masters with more than 90 ECTS) left to attain in order to complete their degree, as do all students covered by a special law.
5. Any student who has successfully passed a discipline in a given Academic Year can only enrol once for grade improvement during the Re-sit Period while enrolled in the Masters.

**Article 4.**  
**(Marking and Consultation of completed exams)**

1. The Subject Coordinator must ensure that the criteria for marking written exams are the same for all students.
2. The list of exam results ranked by grade for each exam must be published on the website of the respective subjects and be submitted to the Postgraduate Office, by the deadlines which are fixed annually by the Academic Services.
3. Students have the right to consult their completed written exams tests and respective marking.
4. Any student can request a remarking of their exams, observing the following:
  - a) The duly-justified request for re-marking of the exam must be submitted in writing during the consultation session;
  - b) The result of the re-marking must be communicated to the student within five days;
  - c) Should it not be possible to communicate to the student the result of the re-marking before the taking of the next exam of the same course unit, students are entitled to take this exam.
5. If the re-marked grade results in the student successfully completing the curricular unit, then the respective grade prevails.

**Article 5.**  
**(Seminars)**

1. For each semester, there is a knowledge assessment period for each seminar.
2. The knowledge assessment is defined by the Seminar Coordinator, and is approved by the Scientific and Pedagogical Commission of the Masters degree.
3. All students enrolled in the seminar have access to knowledge assessment.
4. During the first week of lectures, students should be aware of the following:
  - a) The seminar programme;
  - b) The knowledge assessment Rules and Regulations;
  - d) All the other aspects which are considered to be relevant to the efficient functioning of the seminar.
5. It is not possible to improve grades.

## **Article 6.**

### **(Participation of Masters candidates in internships)**

1. When assigning internships, whenever possible, the students' preferences should be taken into account.
2. When internship host organisations opt to interview candidates in advance, they can choose their respective interns.
3. The student can carry out an internship in an organisations proposed by themselves, provided that it is approved by the Scientific and Pedagogical Commission of the Masters.
4. The procedure for assigning the available internships in the remaining cases is as follows: when there are more than one candidate for the same internship, the internship is assigned to the student with the highest average grade, which is calculated based on the all the 1<sup>st</sup> Year course units' grades. For this purpose, course units which have no attributed grade are considered to have 8 points.

## **Article 7.**

### **(Cheating during Knowledge Assessment)**

1. Any case of cheating verified during knowledge assessment of the Masters degree, such as evidence of copying in individual written exams or when works or projects have been plagiarised, must be reported to the Scientific and Pedagogical Commission of the Masters by the respective Course Unit Coordinator.
2. All cheating verified in carrying out the TFM, such as cases of plagiarism, must be communicated to the Scientific and Pedagogical Commission of the Masters degree by the respective supervisors.
3. Proven cheating implies the annulment of enrolment in the respective Masters degree, with no right to any refund of tuition fees already paid, and also being prohibited from enrolling in any other ISEG degree during the next two Academic Years.
4. The decision referred to in the above Paragraph has a suspensive effect.
5. The decision regarding appeal rests with a commission of independent professors who are especially nominated for this effect by the Dean of ISEG.

## **Article 8.º**

### **(Doubts)**

All doubts regarding the application and interpretation of these Rules and Regulations are resolved by the Pedagogical Board, on hearing the respective Scientific and Pedagogical Commission of the Masters.