



**Lisbon School  
of Economics  
& Management**  
Universidade de Lisboa

## GENERAL RULES AND REGULATIONS FOR KNOWLEDGE ASSESSMENT

### 2nd Cycle degrees

Rules and Regulations approved by the Dean of ISEG-Lisbon School of Economics and Management  
2024-09-01

## Article 1

### (Types of Masters course units)

The Masters course units, hereinafter known as **CU**, are classified into three types: subjects, seminars and Final Masters Work, hereinafter known as **TFM**.

## 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 Article 3(4).
3. During the first week of lectures, students should have at their disposal the following:
  - a) The subject syllabus;
  - b) The bibliography;
  - 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 subject 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, hereinafter known as the **CCM**.
3. All students who were not successful in passing their exams during the normal period should be granted 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 Masters with 60 ECTS or 90 ECTS) or two subjects (in the case of Masters with more than 90 ECTS) left to conclude their degree, as do all students covered by special law.
5. Any student who has successfully passed a subject in a given academic year can only enrol once for grade improvement during the re-sit period while enrolled in the Masters. The final re-sit grade can never take into account continual assessment throughout the semester.

#### 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, as well as the dissemination of each component that makes up the assessment.
2. Students have the right to consult their completed written exams and respective marking.
3. Any student can request a re-marking of their exams, in accordance with the conditions of Article 3, observing the following:
  - a. The duly-justified request for the re-marking of the exam must be submitted in writing during the consultation session to the CU Coordinator;
  - b. The student must be informed of the result of the re-marking within five working days. After this deadline has passed, the student can appeal to the CCM;
  - c. The CCM has five working days to inform the student of the outcome of the re-marking. After the expiry of this period, the student may appeal to the Pedagogical Board;
  - d. Should it be impossible to inform the student the result of the re-marking before sitting the next exam of the same CU, students are entitled to sit this exam.
4. If the re-marked grade results in the student successfully completing the CU, then the respective grade prevails.
5. 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 Masters and PhD Office by the deadlines which are fixed annually by the Academic Services.



## Article 5 (Seminars)

1. Bearing in mind the specific nature of the Seminar CU, this CU will be assessed during just one knowledge assessment period - the normal period.
2. The knowledge assessment is defined by the Seminar Coordinator, and is approved by the CCM.
3. All students enrolled in the seminar have access to knowledge assessment.
4. During the first week of lectures, students should have knowledge of the following:
  - a. The seminar programme;
  - b. The knowledge assessment rules and regulations;
  - c. All the other aspects which are considered to be relevant for the efficient functioning of the seminar.
5. It is not possible to improve grades.

## Article 6 (Final Masters Work)

The TFM knowledge assessment rules and regulations are defined in Chapters V and VI of the General Rules and Regulations of the Masters Study Cycle of ISEG-Lisbon School of Economics and Management.

## Article 7 (Masters students with internships)

1. When assigning internships, the students' preferences should be taken into account whenever possible.
2. The internship host organisations are responsible for selecting their interns.
3. The student can carry out an internship in an organisation proposed by themselves, provided that it is approved by the CCM.
4. Should the need arise, the procedure for selecting candidates for the remaining internships still available 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 grades of the 1st Year CUs. For a Masters with 60 ECTS or 90 ECTS, the internship is awarded to the student

with the highest average grade, calculated on the basis of the grades of the CUs of the 1st Semester of the 1st Year.

#### Article 8

##### (Cheating during knowledge assessment)

1. Any case of cheating verified during knowledge assessment must be reported to the CCM by the respective coordinators.
2. All cheating verified in carrying out the TFM must be communicated to the CCM by the respective supervisors.
3. Proven cheating in CUs implies being prohibited from enrolling in the respective course unit during the next three exam periods immediately following those for which the student has right of access. Proven cheating in TFM implies being prohibited from enrolling in the same Masters or any other ISEG degree during the next academic year.
4. The decision referred to in the above paragraph has a suspensive effect.
5. The decision regarding appeal rests with the Chair of the Pedagogic Board.

#### Article 9

##### (Doubts)

All doubts regarding the application and interpretation of these Rules and Regulations are resolved by the Pedagogical Board, after consulting the respective CCMs.