



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

## GENERAL RULES AND REGULATIONS FOR KNOWLEDGE ASSESSMENT

### 3rd Cycle degrees

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



## Article 1

### (Types of PhD course units)

The PhD course units, hereinafter known as **CU**, are classified into three types: subjects, seminars, and a thesis.

## 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. During the first two weeks 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 PhD's Scientific and Pedagogical Commission, hereinafter known as the **CCD**.
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. Grade improvement is not possible.

## Article 4

### (Marking and consultation of completed exams)

1. The Subject Coordinator must ensure that the criteria for marking exams are the same for all students.

2. Students have the right to consult their completed written exams and respective marking.
3. Any student can request a re-marking of their written 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 CCD;
  - c) The CCD 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 CCD.
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

### (Thesis)

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

## Article 7

### (Cheating during knowledge assessment)

1. Any case of cheating verified during knowledge assessment of the CUs of the PhD must be reported to the CCD by the respective CU coordinator.
2. All cheating verified in carrying out the Thesis must be communicated to the CCD by the respective supervisors.
3. Proven cheating implies the annulment of enrolment in the respective PhD, with no right to a re-fund of any tuition fees paid and being prohibited from enrolling in any ISEG PhD in the future.
4. The decision referred to in the above paragraph has a suspensive effect.
5. The decision regarding appeal rests with an independent commission of faculty especially appointed for this purpose by the Chair of the Pedagogic Board.

## Article 8

### (Doubts)

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