

## Notice

This document was freely translated from the official Portuguese version to English for purposes of dissemination and should not be interpreted/used as a legal document.

## UNIVERSITY OF TRÁS-OS-MONTES AND ALTO DOURO

Regulation No. 419/2021

Summary: Pedagogical Regulations of the University of Trás-os-Montes e Alto Douro.

In the use of the competence enshrined in paragraph t) of paragraph 1 of Article 30 of the Statutes of UTAD, and after having obtained a favorable opinion of the Academic Council of UTAD, after hearing the Presidents of the Pedagogical Councils, the Student Ombudsman and the President of the Academic Association of UTAD, the Pedagogical Regulations of the University of Trás-os-Montes e Alto Douro were approved by Rector's Office on December 22, 2020, and the respective publication was issued. Since UTAD is in a phase of organic transition, and considering that the present diploma is the result of minor changes to Regulation No. 136/2018, and it is important that they come into effect before the beginning of the 2nd semester of the current academic year, the hearing of interested parties was waived under the terms and for the purposes of the provisions of paragraph a) of paragraph 3 of Article 100 of the Code of Administrative Procedure, approved by Decree-Law No. 4/2015 of January 7.

The previous Regulation (published in the Official Gazette, 2nd Series, No. 41, February 27, 2018), with the same name, is revoked on the same date.

December 22, 2020. - The Rector, António Augusto Fontainhas Fernandes.

### **Pedagogical Regulation of the University of Trás-os-Montes e Alto Douro**

#### **CHAPTER I**

#### **General Provisions**

#### **Article 1**

## **Scope**

1 - The present Pedagogical Regulation (PR) establishes a set of rules and general guidelines on the pedagogical process and the relationships between members of the school community, applicable to all degree courses taught at the University of Trás-os-Montes e Alto Douro (UTAD), to promote pedagogical quality.

2 - The curricular units (CU) named "Thesis", "Dissertation", "Project", "Internship" and "Clinical Teaching in..." are not covered by this Pedagogical Regulation and should be subject to specific regulations.

## **Article 2**

### **Object**

The pedagogical process includes the relationship between teaching and learning, student assessment, general rules of conduct, and the relationship between students and teachers, as well as other specific aspects of operation that have an impact on the quality of teaching and learning.

## **Article 3**

### **Concepts**

For the purposes of this regulation (PR), the following definitions shall apply:

a) Continuous assessment: the process through which, at different moments distributed throughout the academic year, student learning is assessed. Preferred elements of continuous assessment are: tests, mini-tests, critical essays or seminars, individual assignments and/or group work (written, oral or experimental), fieldwork, practical problem solving, case studies, or other tasks proposed and defined in the File of the Curricular Unit (FUC);

b) Complementary assessment: a moment of assessment aimed at performing or repeating components of the continuous assessment in which the students do not obtain the minimum classification defined in the FUC to pass the course;

c) Assessment by examination: written assessment test, possibly supplemented by an oral test, held during the examination period, with theoretical and/or practical components;

d) Project-based evaluation: evaluation process done by assessing the design, development, and validation of a project and/or the product obtained, over a period defined in the FUC;

e) Evaluation component: the set of evaluation elements that constitute an identified portion of the formula for calculating the final classification of the Curricular Unit (UC);

f) Evaluation element: any form of collecting relevant information, as laid out in the respective FUC, written and/or oral, theoretical and/or practical, to assess learning outcomes;

g) European Credit Transfer and Accumulation System (ECTS): unit for measuring student

work, in all its forms, namely teaching sessions of a collective nature, personal tutorial sessions, internships, projects, fieldwork, study, and evaluation, under the terms of Decree Law 42/2005 of February 22;

*h)* File of the Curricular Unit (FUC): the document that provides relevant information about the objectives, competencies, programmatic content, and assessment methods of each curricular unit;

*i)* Fraud: any behavior likely to distort the result of the elements of evaluation and adopted with the intention of achieving this objective for one's benefit or that of a third party;

*j)* Study plan: a structured set of course units in which a student must pass to obtain a certain academic degree;

*k)* Examination Test: element of an evaluation carried out during the examination period;

*l)* Information and Teaching Support System (SIDE): computer platform to support the operation of the various courses taught at UTAD;

*m)* Curricular Unit (UC): teaching unit with specific training objectives that is subject to administrative registration and evaluation translated into a final classification;

*n)* Compulsory course units: UC foreseen in the study plan that the student is obliged to attend and in which he must succeed, being unable, without prejudice of crediting, to substitute them by others;

*o)* Optional curricular units: UC that the student can choose from a given list, made available annually;

*p)* Student workload: hours of work spread over the different UCs and divided into two components:

*i)* Contact component: Divided into different types of classes - Theoretical (T), Theoretical-Practical (TP), Practical (P), Laboratory Practices (PL), Fieldwork (TC), Seminar (S) Internship (E), and Other (O), depending on the type of pedagogical methodologies applied to develop the competencies and learning objectives set, thus involving the time used in teaching sessions of a collective nature, namely in classrooms, laboratories or fieldwork, and personal tutorial guidance sessions (OT);

*ii)* Autonomous work component: activities to support the development and consolidation of knowledge, skills, and competencies, carried out by the student independently.

## CHAPTER II

### School calendar and operation

#### Article 4

#### School Periods

1 - The school year starts on September 1st and ends on July 31st.

2 - The school calendar is unique for all university education Schools, and there may be a

different calendar for the School of polytechnic education.

3 - The academic calendar is approved annually by the Rector, upon the Academic Council's proposal and after consulting the Pedagogical Councils. It should have a duration of between 18 and 20 weeks for each semester, including evaluation periods.

4 - The school calendar must provide seven consecutive days between the last day of classes and the first day of the regular examination season.

5 - In each semester there is an exam evaluation period that cannot exceed four weeks.

6 - The special exam season covers the UC of both semesters, with a maximum duration of two weeks, taking place in July for the university courses, and may take place in early September for some of the polytechnic courses.

7 - Between the second semester's appeal season and the special season there must be at least one week's break without any evaluations.

8 - Without prejudice to the previous numbers, whenever it is deemed convenient, given the specificities inherent to the best functioning of a course and the profile of its students, the same may contemplate a different school calendar, requiring for this purpose the Rector's approval, after hearing the Pedagogical Council of the course's anchor school and the Academic Council.

9 - The school calendar is published on the Academic Services website by the end of May of the previous school year.

## **Article 5**

### **Registration and enrollment in course units**

1 - Enrollment is compulsory for all students entering a course for the first time or re-entering it after having interrupted their education.

2 - In each academic year, by the deadline set for this purpose, students must renew their enrollment at the Academic Services by registering in the UCs they intend to attend in both semesters.

3 - Students may register, annually, for a set of compulsory and/or optional courses up to a maximum of 78 ECTS per year, not exceeding 42 ECTS per semester, except for the year in which they join a course for the first time.

4 - Without prejudice to the following number, students entering a course for the first time can only enroll in 1st year course units, with a maximum of 60 ECTS and a minimum of 30 ECTS.

5 - For students who are entering a course for the first time and who obtain credit at a minimum of 42 ECTS, the provisions of paragraph 3 of the present article shall apply.

6 - Students regularly enrolled in the last curricular year of their course may be authorized to exceed the limits of 78 ECTS per year and 42 ECTS per semester, as long as they are enrolled in all the course units that make up the course, the enrollment being subject to the

fees that are set for this purpose.

7 - Students will be required to enroll in all their overdue UCs, giving them preference over UCs from the most advanced year in which they enroll.

8 - The number of ECTS to which a part-time student can register is defined by specific regulations.

9 - After enrolling in the Academic Services, in person or by completing a specific online platform, in the UCs they intend to attend, the student's enrollment in the classes must be made in SIDE, according to the procedure adopted by each School, within a week:

- a) After the end of the registration period for first-time students;
- b) After the start of the academic semester for the other students.

10 - The list of available optional courses for each curricular year and course should be published in the SIDE and on the respective course webpage for student consultation up to two weeks before the start of classes scheduled in the school calendar.

11 - Whenever necessary, the Course Director will define the criteria according to which the enrollment of students in the option UCs should be processed.

12 - Enrollment in certain UC may depend on the satisfaction of prerequisites and/or precedences as long as they are provided for in the course regulations.

13 - The Academic Services will act, automatically and without prior notice, in the event of non-compliance with these Regulations regarding enrollment, according to the following procedures:

- a) Incorrect curricular year: automatic correction by the Academic Services;
- b) Non-enrollment in overdue UC: enrollment by the Academic Services to the overdue UC; if the ECTS limit is exceeded, cancellation of enrollments in UC in the order "most advanced curricular year > most advanced curricular semester > reverse alphabetical order";
- c) Excess of ECTS: cancellation of enrollments in UC in the order "most advanced curricular year > most advanced curricular semester > reverse alphabetical order";
- d) Failure to comply with precedence rules: cancellation of enrollment in the UC.

14 - The students covered by the mechanisms referred to in the previous number must be informed, within ten working days, of the changes made to their enrollment, and may complain about the decision to the Rector, within the same period.

15 - Without prejudice to situations arising from special plans, a student is considered to be enrolled in a specific curricular year of the course provided that he or she is not more than 18 ECTS in arrears, taking into account the provisions of the study plan in force for that curricular year.

16 - The limits defined in no. 3 of the present article do not apply to doctoral courses. In these courses, enrollment is allowed in all UCs in arrears of curricular years less than or equal to the number of enrollments in the course.

17 - In the application of the previous number, for the situation of a student who has obtained at least 42 ECTS credits, one unit is added to the number of enrollments in the course.

**Article 6**

**Schedule**

1 - The timetables and the planning for occupying the classrooms are approved by the School President, under a proposal prepared by the Pedagogical Council, after hearing the respective Course Directorates.

2 - The class schedules are published in SIDE, by each School, up to one week before the start of classes in the school calendar.

3 - Only the compatibility between the schedules of the CU of the curricular year in which the student is enrolled will be ensured.

4 - The contact hours for each teacher cannot exceed 6 hours/day, with exceptions duly justified and authorized by the School President, on the proposal of the Pedagogical Council.

5 - The daily contact hours foreseen in each class timetable cannot exceed 6 hours/day, with exceptions duly justified and authorized by the School President, upon the proposal of the Pedagogical Council.

6 - In classes lasting more than 2 hours, a ten-minute break must be guaranteed for every hour after the first.

**CHAPTER III**

**Teaching**

**Article 7**

**Teaching Activities**

1 - The face-to-face teaching component consists of T, TP, P, PL, TC, S, OT, E, and O classes, with the teaching load that appears in the study plan.

2 - Except for occasional adjustments necessary for the proper functioning of teaching activities, authorized by the President of the School after obtaining the favorable opinion of the Pedagogical Council, the fulfillment of the teaching components concretely foreseen in the timetable of each CU must be fully ensured.

**Article 8**

**File of the Curricular Unit**

1 - For each curricular unit, in each academic year, a File of the Curricular Unit (FUC) is made available on SIDE, with a version in Portuguese and another in English, of a single model for UTAD, containing, at least, the following elements:

a) Identification and characterization of the UC (name, year, semester, ECTS, teaching load and type of contact hours, responsible teacher and other UC collaborating teachers, hours of attendance to students, and the existence of prerequisites and/or precedence);

b) Teaching objectives and skills to be developed;

c) Programmatic content (Syllabus);

d) Teaching and learning methods;

e) Assessment methods, including quantification, type, and timing of the different elements of assessment, minimum pass criteria, and formula for calculating the final grade;

f) Fundamental and complementary bibliography.

2 - It is the responsibility of the UC regent to complete and make available the FUC up to two weeks after the beginning of the academic semester.

3 - It is up to the pedagogical support structure, under the guidance of the Course Director, to insert the FUC into the course file.

4 - The Pedagogical Council is responsible for giving its opinion on pedagogical guidelines, teaching-learning methodologies, and assessment of the UC, when it considers it appropriate or whenever requested by the Course Director, as provided in sub-paragraphs b) and c) of paragraph 1 of Article 50 of the UTAD Statutes.

### **Article 9**

#### **Summaries**

Under the penalty of disciplinary responsibility, all teachers are required to prepare a summary of the subject taught, in all classes of any of the contact types, and make it available for consultation on the page of the UC in SIDE, within five working days after the respective class.

### **Article 10**

#### **Pedagogical attendance**

1 - The professors are obliged to guarantee a weekly attendance period to the students, corresponding to 50% of their teaching service.

2 - The attendance referred to in the previous number extends to the examination season, even though a readjustment of the schedule may be necessary.

3 - The hours of pedagogical assistance to students are mandatorily listed in the FUC.

### **Article 11**

#### **Class attendance**

1 - Attendance at classes is a right and a duty of the students and may be compulsory

when foreseen in the evaluation methods described in the FUC.

2 - Attendance, at all or some types of contact hours provided for in the FUC, cannot constitute one of the elements of evaluation but may be used as one of the requirements for the evaluation of the UC, in the cases provided for in these Regulations.

3 - The attendance record is mandatory in all types of contact hours provided.

4 - The class begins at the time indicated in the respective schedule and ends ten minutes before the time indicated in the schedule for its end.

5 - To mark absences, there will be a ten-minute grace period at the beginning of each class.

### **Article 12**

#### **Substitution classes**

1 - Whenever justified, substitution classes may occur, whatever their typology, which must be scheduled on SIDE, by the pedagogical support structure, according to the availability of the timetable and room.

2 - The marking referred to in the previous number is the responsibility of the teacher, with the prior agreement of the students in the respective class.

3 - The classes referred to in this article must be summarized and students' attendance recorded, but cannot be counted for admission to examination or as a requirement for continuous assessment.

## **CHAPTER IV**

### **Evaluation**

### **Article 13**

#### **General Principles**

1 - Assessment is intended to ascertain the knowledge and skills acquired by students, constituting a pedagogical activity inseparable from the teaching and learning process.

2 - The CUs should be taught in a way that promotes continuous and autonomous student work, valuing more diversified forms of assessment and more distribution throughout the class period.

3 - The evaluation of each UC is the joint responsibility of the respective teachers, under the terms of the Distribution of Teaching Service (DSD) approved and in force, under the scientific and pedagogical coordination of the UC regent.

4 - Only students who meet all of the following requirements are admitted to take tests and exams:



a) Are enrolled in the respective UC in the academic year to which these evaluation elements refer;

b) Register in advance for these assessment elements in SIDE, up to one business day before they take place, with a minimum of 72 hours for this purpose.

5 - For each UC, the final classification, which is the responsibility of the respective jury, is individual and is translated into a whole value between 0 and 20 points.

6 - Students are considered to have passed a UC if their final grade is equal to or higher than 10 points, rounded to the nearest unit.

7 - For the approval referred to in the previous number, a minimum classification not exceeding 9 points may be required for one or more components of the evaluation formula, as long as this is established in the FUC and the cases provided for in these regulations.

8 - The Course Director may propose to the Pedagogical Council changes to the evaluation system defined for a UC, after hearing the respective regent, taking into account his assessment of the effort foreseen for the students, in each of the evaluation components, or other aspects he considers relevant.

#### **Article 14**

##### **Evaluation Schemes**

Students are independently assessed using the following schemes, each of which includes the possibility of passing the course:

- a) Continuous assessment;
- b) Assessment by examination;
- c) Evaluation by a project.

#### **Article 15**

##### **Continuous Assessment**

1 - Students are entitled to continuous assessment, which must be guaranteed by the teachers.

2 - Provided that it is foreseen in the FUC, attendance at a minimum of 70% of the summed contact hours, regardless of their typology, may be required as a requirement for continuous assessment.

3 - In continuous assessment, the grade is obtained by weighting the different elements of assessment (a minimum of two) carried out during the academic period defined in the school calendar, according to the schedule and calculation formula contained in the FUC.

4 - The elements of continuous assessment are distributed and carried out during the term provided in the school calendar on dates, times, and places that do not jeopardize the normal functioning of classes.

5 - Except as provided in the following paragraph, the student has the right to a

complementary assessment that allows him/her to perform or repeat one or more elements of the assessment provided in paragraph 3, when:

a) Has not obtained the minimum classification referred to in paragraph 7 of Article 13 and provided that their combined weight does not exceed 50% of the UC evaluation calculation formula;

b) If the minimum classification referred to in no. 7 of article 13 is not defined in the FUC, or when, despite having obtained this minimum classification, the student has not achieved, in all the evaluation components, a classification that guarantees the approval of the course.

6 - In cases duly justified in the FUC, it may be determined that an assessment component, of a practical nature, cannot take place in the complimentary assessment.

7 - The complementary assessment takes place on the date of the regular examination period referred to in article 16.

### **Article 16**

#### **Assessment by examination**

1 - The assessment by examination consists of written tests with theoretical and/or practical components, defined in the FUC, to be held during the assessment period provided for in the school calendar, on dates previously set and announced by the competent bodies of the School, and all the material summarized in the UC is subject to assessment.

2– As provided for in the FUC, the written test may be complemented by an oral test, with theoretical and/or practical components, with weight up to 50% of the final classification, to be held within two to five consecutive days after the announcement of the results of the evaluation of the written test.

3- Three examination periods are instituted:

a) Normal season;

b) Appeal season;

c) Special season.

4- The examination periods take place during the periods defined in the school calendar.

5– Access to the regular exam season is allowed to:

a) Students who do not pass the continuous assessment and do not take advantage of the complementary assessment;

b) The students that were not subject to continuous assessment, under the law or the special regimes foreseen in article 19;

6 - All students admitted to the regular season, according to the previous number, and who did not pass it, have access to the appeal season.

7 - The following students have access to the special exam season, enrolling in CU up to 24 ECTS. This limit may be exceeded, provided that the total number of CUs to be taken is a maximum of four:

a) Students enrolled in the final year of the 1st cycle, integrated master's, bachelor's, or integrated master's preparatory courses and the Professional Higher Technical Course (CTeSP);

b) Students enrolled in any year of a 2nd cycle or 3rd cycle course;

c) Students enrolled in the 3rd year of an integrated master's course, who can only take exams in the 1st to 3rd year of the study plan;

d) Students enrolled in the 5th year of an integrated master's program.

8 - The students covered in the previous point of this article, following the requirements established therein, have access to the special examination season regardless of whether or not they have met the minimum criteria defined in article 17 of these regulations.

9 - Students covered by a special regime that allows them to take advantage of that examination period may also have access to the special examination period, under the terms of the specific regulations for special attendance regimes.

10 - Access to the special examination season is preceded by registration with the Academic Services and payment of the respective fee. The Academic Services must make the schedule available to the regent of the respective UC until one business day before the date set for the beginning of that examination season.

11 - There is no limitation on the number of exams each student can take in either the regular or the appeal season.

12 - There must be at least seven consecutive days between the examination dates set for the regular season and the appeal season of the same CU.

13 - It is only possible to take exams outside the periods referred to in nº 3, and taking into account its reservation, under the terms of the law or of the regulations of the special regimes in force at UTAD. The date for the exam will be agreed upon between the applicant and the UC regent, after the issue of the respective schedule.

14 - The examination calendar cannot have overlapping examination dates of CUs of two consecutive curricular years in the regular season and hours in the supplementary and special seasons.

15 - The examination schedule is approved annually by the President of each School, on the proposal of the Pedagogical Council, and disclosed through SIDE until the beginning of the academic year in which the exams are to be held.

16 - The examination calendar can only be changed by order of the School President, after consultation with the Pedagogical Council.

## **Article 17**

### **Exam admission requirements**

1 - Provided it is expressly defined in the FUC, the following requirements may be demanded, individually or jointly, for admission to the exam:

a) Attendance at a minimum of 70% of the summed contact hours, of any type;

b) Obtaining a minimum classification not exceeding 9 points, in the practical assessment component, referring to the syllabus taught in P, PL, and TC type classes.

2 - For the purposes of paragraph b) of no. 1, students not subject to the continuous assessment regime, under the law or the special regimes foreseen in article 19, may have to perform alternative elements of assessment and/or on other dates/times to be defined by the lecturers, under the terms indicated in the FUC, if requested from the lecturers during the first two weeks of classes.

3 - The conditions for admission to an examination of a CU, obtained in a given academic year, remain valid only for the following school year.

### **Article 18**

#### **Evaluation per project**

1 - The system of assessment by a project is an alternative to the other systems and exists for those UCs that, in the FUC, provide for assessment exclusively through the assessment of a project.

2 - In addition to the criteria for the conception, preparation, presentation, and evaluation of the project outlined in the previous number, the FUC must include the required schedule and the formula for calculating the final grade with all the components provided for and respective weighting.

### **Article 19**

#### **Special Regimes**

1 - Special regimes are considered to be all those that are foreseen by the legislation in force or by internal regulatory norms.

2 - It is the responsibility of the competent bodies of UTAD to regulate the schemes outlined in the previous number.

### **Article 20**

#### **Conducting tests and examination papers**

1 - At least one teacher of the course must be present during the face-to-face or distance learning of these elements of assessment and is responsible for the normal course of the exam.

2 - Rooms, where no UC faculty member is present, must be visited regularly by a UC faculty member.

3 - Individual oral examinations have a maximum duration of 45 minutes and can only take

place with the presence of a minimum of two members of the UC jury.

4 - The duration of any written test may not exceed two hours and thirty minutes, and the teacher may grant a grace period of no more than thirty minutes.

5 - The maximum duration foreseen in the previous numbers can only be exceeded in cases duly authorized by the School President, after hearing the respective Pedagogical Council.

6 - Students are allowed to take the test, without any benefit of extra time, if they present themselves in the room no later than ten minutes after the beginning of the test.

7 - The teachers of each UC must inform students, through SIDE, about the elements of consultation and equipment allowed during the exam.

8 - The wording of the written tests must indicate the time of the test and the mark assigned to each question.

9 - If the questions are multiple-choice, the statement should indicate the scores given for correct, incorrect, and unanswered answers.

#### **Article 21**

##### **Withdrawal from tests and examination papers**

1 - The student has the right to withdraw from the elements of evaluation and can announce his withdrawal at any time by a written statement on the exam itself.

2 - Once the test has begun, a student who withdraws can only leave the room after express authorization from the teacher and not before thirty minutes have elapsed.

#### **Article 22**

##### **Announcement of the classifications**

1 - The grades are compulsorily entered in SIDE in a public way, for all students enrolled in the course.

2 - In cases where the final classification results from the weighting of more than one evaluation element, the results of each of these elements must be broken down and known by the students.

3 - Except as provided in the following paragraphs, the results of the elements of continuous assessment must be made public no later than ten business days after they are made.

4 - The final results of the continuous assessment must be made public in SIDE until seven working days after the end of the class period.

5 - If the decision to attend an assessment element or examination depends on previous classifications, these must be disclosed at least two working days in advance.

6 - Without prejudice to the applicable disciplinary responsibility, if the deadline referred

to in the previous number is not met, the Course Director will schedule an additional test, taking into account the students' assessment calendar and after hearing the UC regent.

7 - The scores must be sealed by the deadlines set in the school calendar or by the rectoral order.

8 - Student ratings, once they are considered final in the information system, can only be changed at the request of the UC regent and with the authorization of the School President.

### **Article 23**

#### **Teacher absences from evaluation elements**

1 - The teacher who, for justified reasons, cannot attend an evaluation element, must ensure that it is carried out by substituting another teacher, preferably a member of the UC jury.

2 - If this impediment is due to reasons foreseen by law or official duty, it is the responsibility of the Department Director to whom the teacher belongs to arrange for his/her replacement.

### **Article 24**

#### **Student absences from classes or assessment elements**

1 - The following are considered justifiable reasons for missing classes or assessment elements:

a) Death of a spouse or unmarried partner, or of a relative or kin up to the 2nd degree in a direct or collateral line;

b) Duly proven infectious disease, hospitalization, or other incapacitating situations;

c) Compliance with duly proven legal obligations;

d) Other reasons when duly recognized by the School President, after hearing the Pedagogical Council.

2 - The justification for the absences mentioned in the previous number must be made in writing, accompanied by the respective supporting documents, and addressed to the President of the School, within a maximum of ten working days after the end of the student's impediment, and delivered to the pedagogical support structure of the School.

3 - In situations of prolonged absence, expected to last more than twenty days, the student must inform the Course Director or the pedagogical support structure of the School, in writing, within five working days after the beginning of the absence, otherwise, the justification of absences referred to in the previous number will be rejected outright.

4 - In the case of absences from assessment elements, as long as the provisions of the previous numbers are met, the student has the right to request a new assessment, and it is up to the Course Director, at the proposal of the CU regent, to set a new date, taking into account the student's assessment calendar.

5 - The request indicated in the previous number of the present article must be presented

by the student within a maximum of ten working days after the end of the condition of impediment, and the new evaluation, foreseen in the same number, must take place within a maximum of ten working days counting from the date of presentation of the referred request.

### **Article 25**

#### **Consultation of evaluation elements and clarifications**

1 - After the announcement of the respective grade, the student has the right to consult his or her tests, assignments, or any other elements of written assessment.

2 - During the three working days following the announcement of the assessment results and before any other tests are held, the regent of the course must allow students to consult the tests, assignments, or other elements that have been assessed.

3 - During the consultation, the teacher must provide the clarifications requested by the student regarding the correction and grading of his or her assessment elements.

4 - To facilitate students' appreciation of their evaluation, the UC regent should always make available the score obtained on each question.

### **Article 26**

#### **Review of written assessment tests (tests/frequencies and exams)**

1 - After consulting the evaluation test, according to the previous article, the student may request its revision, under the following terms:

a) Submit to the Academic Services, within three working days after consulting the evaluation test, a written request for review of the test, and pay the respective fee;

b) Once the request is received at the UC's anchor school, the respective pedagogical support structure must provide the student, within three working days, with a copy of the assessment test in question;

c) After receiving and analyzing the copy of the evaluation test, the applicant must submit it to the pedagogical support structure of the anchor school of the UC, within two working days, this copy is accompanied by a document containing the elements that support his/her request for a review;

d) In the following three working days, the President of the UC's anchor school will appoint a jury, at the proposal of the Director of the Department where the UC is allocated, composed of two professors with competence in the scientific area in question, one of whom will be appointed as the jury's President;

e) At the end of the procedure to review the evaluation test, the President of the UC's anchor school must inform, in writing, the UC's jury and the Academic Services of the respective result;

f) Academic Services will notify the student of the outcome within three working days of receipt of the communication from the UC Anchor School;

g) Except in duly justified cases, the maximum period for concluding the process and communicating the result to the Academic Services will be five working days, counting from the appointment of the jury responsible for the decision;

h) The grade for the assessment test will be the one that results from the review;

i) The final grade after exam reevaluation cannot result in the student's failing grade if the previous grade would have allowed the student to pass.

2 - The fee paid for requesting a test review is refundable, at the student's request, if the process is concluded in his/her favor.

3 - None of the members of the review panel can coincide with any of the teachers responsible for the first classification of the evaluation exam.

4 - Until the response to the request for review, the student should behave with the other assessment elements, including the exams, as if the request for review did not exist, while the teachers should behave as if the request is concluded in favor of the student. If the result of the review is known when the student already has another assessment for the same course, the higher mark will prevail.

#### **Article 27**

#### **Grade Improvement**

1 - The student who intends to improve the final evaluation of any UC and provided he/she has not requested the issuance of a diploma, may do so only once per UC throughout his/her study cycle, in any examination period (normal, appeal, and special), and provided that the CU remains active or has ceased to be in operation for a maximum of two years, in compliance with article 16 of these Regulations.

2 - The student is not allowed to take an exam to improve the classification of the UC that was credited nor of the UC of "thesis", "dissertation", "internship", "seminar", "project" or "clinical teaching in...".

3 - The student does not lose the right to improve his or her grade because he or she is in a mobility situation.

4 - The request for improvement requires registration with Academic Services and payment of a fee of non-refundable nature.

5 - The final grade in the UC will be the highest of those obtained.

6 - The provisions of the previous numbers also apply to isolated UCs.

#### **Article 28**

#### **Fraud and plagiarism**

1 - Fraud or plagiarism committed in any evaluation exam will result in its cancellation.

2 - Once fraud or plagiarism is verified, the teacher must report the occurrence to the



School President, to apply the UTAD Student Disciplinary Regulations.

3 - The student has the right to an adversarial process.

**Article 29**  
**Incompatibilities**

1 - Under no circumstances can the student's evaluation be carried out by a spouse, unmarried partner, or relative in the direct line, besides other situations, to be analyzed on a case-by-case basis.

2 - The teacher who finds himself in any of the situations referred to in the previous number, as soon as he becomes aware of it, is obliged to declare it, in writing, to the President of the School.

3 - The School President will take appropriate steps to ensure the right to an evaluation of a student who is affected by situations where an impediment or incompatibility has occurred.

**Article 30**  
**Final course grading**

1 - The final course grade is expressed in the range between 10 and 20 of the integer numerical scale from 0 to 20 values and may be transformed into a qualitative notation, following the course regulations.

2 - The final classification of a course corresponds to the weighted average, rounded to the unit, of the classifications obtained in the various UC, according to their relative weight in ECTS.

CHAPTER V

Pedagogical Evaluation

**Article 31**  
**Student Evaluation**

1 - To evaluate the pedagogical performance of the teachers, as well as the UC, all eligible students should fill out the questionnaires made available on SIDE, according to the Regulation for the Evaluation of Pedagogical Quality of UTAD.

2 - The questionnaires referred to in the previous number must be prepared and validated by the Training Offer and School Success Center of the Teaching, Training, and Pedagogical Innovation Office, in collaboration with the Pedagogical Councils of the Schools.

3 - The criteria for identifying students eligible to fill out the questionnaires are defined by the

Training Offer and Student Success Center of the Teaching, Training, and Pedagogical Innovation Office, in collaboration with the School Pedagogical Councils.

4 - The results will be analyzed by the Training Offer and School Success Center of the Teaching, Training, and Pedagogical Innovation Office, in collaboration with the Pedagogical Council of each school, to improve pedagogical processes.

### **Article 32**

#### **Teachers' evaluation**

1 - Under the UTAD Pedagogical Quality Evaluation Regulation, the coordinator of a UC has to prepare a UC Self-Assessment Report (RUC), according to a specific model prepared by the Training and Student Success Center of the Teaching, Training and Pedagogical Innovation Office, in collaboration with the Schools' Pedagogical Councils.

2 - The report mentioned in the previous number must analyze the results obtained by the students, briefly evaluate the teaching, mention the positive points and those that need improvement, and propose a plan of action if the results have not been satisfactory.

3 - The RUC must be completed in SIDE no later than two weeks after the end of the semester corresponding to each of the UCs.

## **CHAPTER VI**

### **Final Provisions**

### **Article 33**

#### **Deadlines**

1 - Unless otherwise specified, the count of the deadlines in these Regulations shall be counted only in business days.

2 - Whenever no deadline is set, the default deadline of ten working days should apply.

3 - The counting of time, for all deadlines referred to in these Regulations, is interrupted during August.

### **Article 34**

#### **Disciplinary Procedure**

Failure to comply with the provisions of this Regulation will result in disciplinary action being taken against the offenders, and the regulations in force at UTAD will apply.

### **Article 35**

**Doubts and Omissions**

1 - The doubts and omissions arising from the application of the present Regulation will be solved by a rectoral order, after hearing the Academic Council.

2 - The rectoral orders will be attached to the present Regulations, in the form of addenda, until a further revision of the Regulations that will allow them to fit into them.

**Article 36**

**Disclosure**

This Regulation shall be made available for download on SIDE and UTAD's Academic Services website.

**Article 37**

**Entry into force and revision**

1 - This Regulation shall come into force in the 2020/2021 school year, revoking Regulation No. 136/2018, of February 27.

2 - The Pedagogical Regulation must be reviewed, with a maximum periodicity of three years from the date of publication of the last alteration.

314176631