

UNIVERSITY OF ALGARVE EVALUATION REGULATIONS

CHAPTER I: General Provisions

Article 1: Scope

1. These regulations lay down the rules and procedures regarding the evaluation of students enrolled in the University of Algarve (UAlg), which offers the following levels of courses:
 - a) Technical higher education degree.
 - b) Bachelor's degree.
 - c) Integrated master's degree, which must comply with the special regulations governing UAlg integrated master's courses—except for the rules applying to students' final grade.
2. With the exception of subpoint c)'s provisions in the preceding point, the Integrated Master of Medicine is governed by its own regulations.

Article 2: Subsidiary Regulations

These regulations' provisions also provide alternative guidelines for the curricular components of master's courses (i.e., not integrated) with regard to all the points that do not contravene the regulations listed in "The Study Courses Leading to UAlg Master's and Doctoral Degrees" and the specific rules set by the competent authorities of the organizational units to which the study courses belong.

CHAPTER II: Enrollment in Study Courses

Article 3: Number of Curricular unit Credits

1. As a rule, each academic year of the study courses subject to Article 1, point 1, is equivalent to 60 European Credit Transfer and Accumulation System (ECTS) credits, except in the case of courses offering prolonged night-classes arrangements.
2. Students' initial registration is limited to the number of ECTS stipulated in each course's study plan.
3. In subsequent registrations, in addition to the ECTS credits per year defined in study plans, students can also enroll in curricular units to earn up to a maximum of 18 ECTS additional credits, and registration is mandatory in the required curricular units in which students have already been enrolled and have not received a passing grade, for a total—including isolated curricular units—of no more than 78 ECTS credits.
4. Registration in dissertation, project work, or professional internship curricular units of integrated master's courses are regulated by the "Rules Governing UAlg Master's Integrated Study Course Procedures."
5. Point 3's provisions are not applicable to part-time students, who are subject to other specific regulations.

Article 4: Curricular unit Organization and Procedure

1. Each curricular unit's organization and procedures, including evaluations, are the responsibility of the teacher in charge of the curricular unit, who must remain attentive to the distribution of university services approved by each organizational unit's Scientific or Technical-Scientific Council.
2. To comply with the preceding point, curricular unit teachers shall be responsible for:

- a) Defining and establishing their own rules guiding curricular unit procedures in terms of entering into contact with the academic groups associated with curricular units and departments.
 - b) Providing a detailed description of their curricular unit's procedures in the relevant curriculum form.
 - c) Making the above form available in the UAlg academic management computer application (hereafter UAlg Application) by July 31st before the academic year in question, except in cases in which serious, duly explained impediments have arisen.
 - d) Submitting summaries and materials through the UAlg Application and ensuring pedagogically appropriate materials for use in classes, preferably by the day of the class in question but no longer than 72 hours later, unless the reasons for the delay have been duly reported.
3. In addition to the preceding point's provisions and the date and means provided for in subpoint c), teachers of distance learning curricular units must provide:
 - a) A curricular unit plan with the activities' timing and evaluation.
 - b) A mentoring plan for tutors with precise guidelines for curricular unit procedures.
 4. Training or academic curricular units' organization and procedures, including evaluations, shall be regulated by their respective study course's guidelines.

Article 5: Precedence

1. Organizational units are responsible for approving each study course's curricular guidelines for curricular units across different academic semesters to ensure the necessary knowledge is transmitted and basic skills acquired by those attending more advanced curricular units.
2. Rules of precedence for each organizational unit are developed by the Scientific or Technical-Scientific Council after consulting the Pedagogical Council.

Article 6: Attendance

1. Students' presence in class is confirmed by their signature on the corresponding attendance sheet provided at the beginning of each class by the teacher.
2. The attendance requirements students should meet can be included in curricular units' methods of evaluation, and teachers should indicate in their curricular unit syllabus:
 - a) Which components of the curricular unit, if any, are subject to attendance checks.
 - b) What weight is assigned to attendance in the curricular unit's final grade.
 - c) What consequences are given for non-compliance with curricular unit attendance requirements.
3. In higher vocational education courses, compliance with attendance requirements must be included in the evaluation methods in the following ways:
 - a) Students shall be considered to have met a curricular unit's attendance requirements when the number of absences does not exceed 25% of the expected contact hours.
 - b) In the training component of work experience curricular units (i.e., internships), the limit set on absences is 10% of the required contact hours.
4. Students are exempted from attendance requirements in distance learning curricular units, as well as in the other cases provided for by law, except when in the curricular

unit syllabus states that attendance is mandatory in such components as laboratory work, performances, fieldwork, and internships.

Article 7: Excused Absences

1. Absences can be considered excused after submission of proof of a legitimate impediment up to five working days after the impediment ends, provided that the absences occur because of:
 - a) Hospitalization
 - b) Death of a spouse, a person with whom the student lives in a de facto union or has community property, or a second-degree relative linked to the student by lineal or collateral connections.
 - c) Disabling diseases with temporary effects
 - d) Epidemiological or infectious diseases
 - e) Compliance with legal obligations
 - f) Outpatient treatment for illnesses or disabilities, which cannot be given outside the times at which class activities occur.
2. Excused absences shall not be taken into account when teachers verify whether students have fulfilled their curricular unit's attendance requirements nor do excused absences confer the right to request a new date for formal evaluations or a different format and date requiring the respective teacher to make adjustments.
3. When no final examination is given, the evaluation date is selected upon submission of a formal application—accompanied by proof of the attendance impediment—to the Pedagogical Council of the respective organizational unit, no later than five working days after the date on which the absence occurred, unless this restriction is not applicable to the student in question.
4. The Pedagogical Council's responsibility to schedule new final examinations can be delegated to its president.
5. When no evidence of a legitimate reason for absences is delivered within the time limit set in this article, the absences shall be considered unexcused.

Article 8: Curricular Unit Report

By the deadline set by the Office for Assessment and Quality, the teacher responsible for each curricular unit must complete the Teaching and Learning Monitoring System questionnaire available from UAlg Application, which includes a mandatory analysis of the curricular unit results available and a final assessment of strengths and weaknesses, as well as a proposal, when needed, of appropriate or corrective measures to improve and refine the curricular unit and its timing.

CHAPTER III: Evaluations

Article 9: Evaluation Methods

1. For this chapter's purposes, the following terms shall be defined as follows:
 - a) "Continuous assessments" are carried out successively over time during the curricular units that include this type of evaluation, in particular, those involving internships, monographs, graphic design, pedagogical practice, professional training, clinical education, and curriculum elements with comparable content.
 - b) "Frequent assessments" are conducted as part of an evaluation plan and/or distribution, especially those using tests or work projects and a subsequent final

examination, whose relative weights and the examination admission or exemption criteria are stipulated in the curricular unit syllabus.

2. Students who, by law, are exempt from being present in classes may have to take tests or do alternative work to demonstrate that they have gained the skills to the level required in the syllabus, as long as the limitations referred to in Article 6, point 4, and listed in the curricular unit syllabus are respected.
3. Tests shall not be scheduled on the same day as the same curricular unit's examination during the relevant course's testing periods or as examinations of different curricular units that are part of the same year in the course's curriculum.

Article 10: Examinations

1. Examinations shall be given at a single time for all the students of each curricular unit, and this evaluation can take the form of a written, oral, practical, laboratory, or performative assessment or a combination of these, as defined in the curricular unit syllabus.
2. Only students who comply with the following requirements can take the examinations:
 - a) Students admitted to examinations in accordance with the criteria laid out in the curricular unit syllabus.
 - b) Individuals regularly enrolled in the relevant study courses.
 - c) Students duly identified by the teacher responsible for supervising confirmation of evidence of eligibility, in particular, verifying proof of identity documents.
3. The curricular unit syllabus can also provide for a supplementary examination for students who obtain an examination grade between 8.0 and 9.4 or above 16.0.

Article 11: Examination Periods

1. Examinations are scheduled at the following times:
 - a) Normal period
 - b) Reassessment period
 - c) Period for special status students to comply with legislation and regulations.
 - d) Special period for course completion
2. The special period provided for in subpoint d) of the preceding point is for students who are in compliance with the other curricular unit access requirements—including admission to examinations—and who have been able to complete their curricular units, for a maximum of two curricular units or four semiannual curricular units, not counting dissertation, report, internship, project, or similar curricular units.
3. Academic Services are responsible for establishing the parameters of the examination periods in the UAlg Application and making these details available for consultation by the end of October each academic year.
4. For serve the preceding point's purposes, each organizational unit is obliged to provide Academic Services the following information within 15 working days after the start of classes:
 - a) Curricular units that do not evaluate students via examinations.
 - b) Curricular units in which the need to take examinations is conditional upon approval after the students' attendance has been assessed.

Article 12: Rules for Evaluations

1. The instructions for written responses shall indicate the maximum time allowed to answer each question.

2. In multiple choice tests, statements shall indicate the points to be given for the correct answer, incorrect answer, and no answer.
3. Oral examinations are public, and they must be carried out in the presence of at least two teachers.
4. During all tests, only the materials or equipment previously authorized by the teacher can be used.
5. Test grades are posted in the UAlg Application or on the electronic tutoring site at least three working days in advance of the next evaluation in the same curricular unit.

Article 13: Consultation of evaluations

1. The students' right to consult their written responses after examinations requires that teachers be responsible to evaluate responses according to the following procedure:
 - a) Teachers must indicate the date, time, and place of the response consultation in conjunction with the disclosure of the grade points assigned each test response in accordance with Article 12, point 5.
 - b) The dates and times referred to in the preceding subpoint should be at least 48 hours in advance of the same curricular unit's next test.
 - c) Teachers need to provide face-to-face follow-up to students during consultations.
 - d) Teachers must explain the criteria applied while correcting and grading the test.
 - e) Teachers must address the students' questions except when the latter are manifestly impertinent and serve no clear purpose.
2. This article's provisions shall apply to students' consultation of other documented evaluation instruments, after any necessary adaptations are made.

Article 14: Review of Evaluations

1. After consulting their tests, in accordance with the preceding article, students can request the graded tests be re-evaluated, unless these are oral responses or responses given before a committee.
2. The graded responses review procedure consists of the following:
 - a) Prior payment of the applicable fee to Academic Services
 - b) Reasons for re-evaluation presented to the Pedagogical Council of the organizational unit responsible for the study course—within five working days after the test is consulted—accompanied by proof of payment of the fee referred to in the preceding subpoint.
 - c) Appointment, in the subsequent 10 working days, of two teachers with competencies in the academic area in question, who have not been involved in the initial evaluation and who preferably have been assigned to a job category equal to or greater than the teacher who gave the first grade, in order to conduct the re-evaluation of the graded test.
 - d) Assessment by the Pedagogical Council of the aforementioned teachers' re-evaluation of the student's responses, within 15 working days after the teachers' appointment
3. If no UAlg professors meet the requirements referred to in subpoint c) of the preceding point, teachers from other higher education institutions can be invited to conduct the review.

4. The final grade for the test in question is the reviewers' grade, even if it is lower than the initial assessment, and the grade is posted by the president of the Pedagogical Council.
5. The full value of the test review fee shall be refunded if the reviewers decide in the student's favor, namely, give a higher grade than the initial test grade.

Article 15: Fraud and Plagiarism

Fraudulent conduct, including plagiarism, in students' responses and other elements of evaluations automatically results in the nullification of the items in question, without any further disciplinary action taken in accordance with the provisions of the UAlg's disciplinary regulations and subsidiary legislation.

Article 16: Academic Achievement and Next Year Transition

1. Students' academic achievement and transition into the next year can be deemed acceptable if they earn the minimum number of curricular unit credits in each academic year.
2. For the preceding point's purpose, students' enrollment conditions vary depending on whether the students are full-time or part-time, in particular:
 - a) Full-time students' level of academic achievement is considered satisfactory if the number of curricular units overdue does not exceed 30 ECTS credits.
 - b) Part-time students' level of academic achievement is deemed adequate if they receive at least 50% of the ECTS credits for the curricular units in which these students are registered.
 - c) In both cases, students can continue on to the next year if they have not failed to pass curricular units worth more than 30 ECTS credits in total.

CHAPTER IV: Grades and Certification

Article 17: Rules for Grading Evaluations

1. All evaluation components are graded on a scale of 0 to 20.
2. To pass any curricular unit, students must receive a minimum final grade no lower than 10.
3. The final curricular unit grades and overall grade point average are rounded to the nearest whole number, with the higher number considered the final grade when the difference between the higher or lower whole number is identical.
4. The final curricular unit grades are posted in the UAlg Application within 10 working days after the date of the final examination.

Article 18: Grade Improvement

1. Students may request a grade improvement test one time per curricular unit and up to one calendar year after they complete their study course.
2. Grade improvement tests are given:
 - a) In the special period referred to in Article 11, point 1, subpoint c), of the academic year in which the test request was approved, which takes place alongside normal or final examinations.
 - b) In the normal examination period or the next academic year appeal period after the year in which the student received a passing curricular unit grade, provided that the curricular unit in question is still being offered.

3. Grade improvement tests, including those related to curricular units involving accreditation, always evaluate knowledge about the relevant curricular unit contents and skills addressed in the academic year in which the request for the test was approved.
4. The final curricular unit grade is the highest number, whether this is the grade initially given or the improvement test's results.
5. An application for a course registration certificate or course letter implies waiving any right to grade improvements after the date of the application.

Article 19: Calculation of Final Course Grade Point Average

1. Final course grade point averages are based on a scale of 10 to 20 possible points out of the standard grade scale of 0 to 20 points.
2. The final grade point average for senior technician professional curricular units and undergraduate curricular units is calculated based on the weighted arithmetic mean—rounded to the nearest whole number—of the grades received for the curricular units in which students have earned the credits needed to complete the study course.
3. For the preceding point's purposes, the weights assigned correspond to the number of ECTS credits of each curricular unit.
4. The method used to estimate the final grades of integrated master's courses is stipulated in each course's specific regulations.

Article 20: Certification

1. Students must pass all the curricular units that are part of the study plan of the bachelor's or integrated master's degree course in which the students enrolled in order to earn their degree, which is confirmed by a certificate of the registered degree that accompanies the diploma, as well as a course letter—if one is required.
2. In senior technical courses, students' ownership of their diploma is established solely by the certificate of registration.
3. The UAlg's Academic Services shall be responsible for issuing the aforementioned certification, which must be issued within the following time limits after payment of the associated fees, except for specially requested documents subject to an emergency fee:
 - a) Thirty working days for the certificate of degree registration and supplemental documents accompanying the diploma
 - b) Ninety working days for course letters
 - c) Ten working days for the remaining certificates
4. If, at the time students apply for their diploma and pay the fees, curricular unit grades have not yet been posted, the time limits referred to in point 3 shall be counted from moment the missing grades are made available, and Academic Services must take any steps necessary to ensure the deadlines are met.
5. The preceding point's provisions shall also apply, with adaptations made as needed, to cases in which a translation of the certificate into a language other than Portuguese is required and the translation is not yet ready.
6. The fees to be paid when students apply for a certification of their completion of a study course or the curricular units that they have passed are listed in the Academic Services' current table of fees.

CHAPTER V: Final Provisions

Article 21: Special Status Students

These regulations' provisions are applied as subsidiary rules, so they cannot in any way undermine the specific guidelines set out in the specific regulations for special status students.

Article 22: Omitted Cases

Any cases not covered by these regulations are resolved by implementing the relevant legislation in force.

Article 23: Repeal Rule

Order 1953/2012—published in the *Diário da República 2ª Série*, paragraph 30, of February 10th, 2012—contains UAlg's previous "Evaluation Regulations." Article 12 of Regulation 286/2012—published in the *Diário da República 2ª Série*, number 142, of July 24th, 2012—comprises the regulations of the UAlg's integrated master's study courses and other normative acts in line with the regulations' provisions.

Article 24: Entry into Force

The rules laid out in these regulations shall enter into force in the 2016/2017 academic year.