

EVALUATION SYSTEM

ASSESSMENT RULES FOR BACHELOR'S (1ST CYCLE) AND MASTER'S DEGREE STUDENTS

CURRICULAR COMPONENT (2ND CYCLE)

These Guidelines are applicable to all students enrolled in curricular units of undergraduate or masters degrees of the School of Biotechnology (ESB).

1.GENERAL PROVISIONS

The final grade in a course unit may be determined by the following components

- a) Final Written Exam and Continuous Assessment;
- b) Final Written Exam;
- c) Presentation (oral, written or other) of experimental or other type of research work, practical laboratory test, or other type of work, in the case of curricular units with Seminars, Projects or Internships, or others in which the final written exam is not adequate.

It is desirable that a Continuous Assessment component is always included in the course unit. In case a), the relative weight of the Final Written Exam should be at least 50% and the classification obtained in this exam cannot be lower than 8.0 (on a scale of 0-20); in the case of curricular units where the Continuous Assessment has the purpose of assessing competences different from those that can be assessed through a final written exam (e.g. curricular units with a laboratorial component, or a project or case study component), the classification obtained in this cannot be lower than 10.0 (on a scale of 0-20). The assessment criteria of each curricular unit should be clearly explained by the teacher at the beginning of the semester.

The Final and Appeal Exams are held in the period provided for that purpose: end of the 1st semester for the curricular units of the 1st semester, and end of the 2nd semester for the curricular units of the 2nd semester. In case of approval, the final classification will have a numerical whole value from 10 to 20 values; the rounding up to the next unit will be done whenever the numerical whole value is exceeded in at least 45 hundredths (e.g. the classification of 14.45 will be rounded up to 15).

The classification record for each curricular unit will also indicate the absence, the withdrawal and the non-attendance from the final written exam. In order to recognize the importance of their work in school life, the association leaders have some prerogatives in this system, detailed in the following points. Association leaders are considered to be the members of the AEESBUCP Board of Directors.

(see point 8 of these Rules)

2.FREQUENCY

Teaching at the Escola Superior de Biotecnologia is based on face-to-face contact. Attendance is monitored in Practical Classes (PL), Theoretical and Practical (TP), Seminars (SE), Field Work (TC) and Tutorial Guidance (OT). The monitoring of the students' absences is the teacher's responsibility.

The student needs to have frequency to be eligible for the final exam and for final approval.

For that purpose, the student must meet the following conditions:

- a) Be regularly enrolled;
- b) Not exceed the number of absences allowed (1/4 of the total number of hours of Practical + Theoretical-practical + Seminars + Fieldwork + Tutorial guidance); with the exception when the attendance rules defined impose other limits.
- c) Achieve the minimum objectives of the curricular unit, defined at the beginning of the academic year (e.g. preparation of practical work and reports).

Although absences from lecture classes are not recorded for approval purposes, students are expected to attend these classes and cannot, under any circumstances, claim ignorance of the information provided.

The attendance classification, qualitative or quantitative, reflects the continuous assessment and should be disclosed up to 7 working days after the end of classes and always before the written Final Exam. Students who have not obtained attendance are not admitted to the Final Exam. At the end of the academic year, the responsible teacher should inform the Academic Services of the attendance status of each student.

Students may request, within 3 working days and providing sufficient proof, that their absences, due to force majeure, are excused. The student must submit the original justification document to the Academic Services Office and copies to all the responsible teachers of the curricular units missed.

Association leaders may request exemption from absences due to duly proven work carried out in association activities. Additionally, they may hand in the work required for practical classes in the last week of the semester, subject to prior agreement of the course instructor. In case of group work, only the associative leaders have this opportunity, and not the other members of the group. The eventual remission of absences for the above-mentioned reasons does not exempt students from satisfying the minimum objectives referred to in c). However, students in these conditions may request the head of the curricular unit to take a practical test for assessment. This request must be made up to 15 days before the end of the classes of the respective semester. The validity of the attendance expires, in theory, at the end of each academic year. Its eventual prorogation may be considered by the head of the curricular unit. Despite the eventual attendance revalidation, the students thus excused from practical classes must undergo the evaluation tests according to the syllabus of the current year.

3. TYPES OF EVALUATION

3.1 FINAL WRITTEN EXAM

The Final Exam consists of a written test taken at the end of the semester. Will have access to the final exam, students who:

- a) have obtained attendance,
- b) having been approved, intend to improve their grade (only in the Appeal Period).

After the grades are made public by the teacher, the student can analyze the test and clarify any doubts with the teacher. If the student requests a Test Review (within a maximum of one week after the disclosure of classifications), this will be done by the Professor of the curricular unit.

3.2 CONTINUOUS EVALUATION

The work required during the term will be considered for continuous assessment in lectures, practical classes, theoretical-practical classes, seminars, field work, and tutorial classes. In curricular units with Laboratory Practical classes the student may be required to take a practical test. The final classification of the student should take into account, among others, the level of participation of the student in the proposed activities, the quality of his performance and the results obtained.

4.EXAMINATION PERIODS

There are three examination periods: Regular, Appeal and Special. Access to the Final Exam during the Appeal and Special seasons requires prior registration within the deadlines determined by the Academic Services and the payment of fees. Any attempt of irregular procedure in an exam will result in its immediate invalidation for the student and students who are complicit in the procedure. Repeat offenses will lead to disciplinary action. In the month of September, during a period to be defined each academic year, a Special Season is granted to final-year students (who lack, to complete the course, approval in a number of credits equal to or less than 20), to take end-of-course exams and improve their grades in course units successfully taken in the previous academic year. The Special Examination Period is also available to students in the circumstances described in point 8; the students enrolled may take exams to pass or improve their grade. Students who have taken a semester of mobility may take exams in the periods indicated in the school calendar of the corresponding academic year; these exams refer exclusively to overdue subjects in which the student is registered, has already attended, and which are not part of the set of subjects taken at the mobility host institution and included in the established study agreement.

5.REPEATING EXAMS FOR GRADE IMPROVEMENT

Students may request to retake an examination for grade improvement in the appeal season until the end of the academic year following the one in which they first succeeded. This time limit will be two school years for association leaders.

For purposes of grade improvement, students who have been association leaders maintain that status for one year after their term of office has ceased.

6.TRANSITION

The Study Plan for each course is structured in curricular years and semesters. In each academic year, the student enrolls in curricular year, according to the following rules:

1st curricular year: having successfully completed a number of credits less than 40;

2nd Curricular year: having passed a number of credits equal or higher than 40;

3rd Curricular year: having passed a number of credits equal or higher than 100.

4th Curricular year: having passed a number of credits equal or higher than 160.

The transition of curricular year occurs only at the end of the academic year

The student must enroll in a minimum of 15 credits in each academic semester, except if the number of missing credits is less than 15.

Enrollment in the disciplines in which the student did not obtain attendance in previous curricular years must have priority; the same applies between disciplines of the curricular year in which the student is

enrolled and disciplines of subsequent years. The cancellation of enrollment in these subjects is not allowed, unless the student cancels the assignment in all subjects of the curricular year in which he or she is enrolled and of subsequent curricular years; the cancellation of enrollment in subjects must be made within the appropriate deadlines.

Students in their final year who have 20 or fewer credits to complete their degree will enroll only the missing number of credits. Students may enroll in course units in the year following the one in which they are enrolled, but the following maximum values must be respected simultaneously

- 90 ECTS per academic year;
- 50 ECTS per semester;
- 43 ECTS per semester corresponding to course units in which the student does not have attendance.

Bioengineering and Microbiology Students who, at the beginning of the academic year, are not enrolled in the 3rd year may only enroll in the Project curricular unit if they have successfully completed a number of credits equal to or more than 100.

Nutritional Science students who, at the beginning of the academic year, are not enrolled in the 4th year will only be able to sign up for the Internship course unit if they have passed a number of credits equal to or more than 160. In addition, the choice of the internship area depends on the set of curricular units in which the student has been approved, as explained in the Internship Regulation of the Nutritional Sciences Degree.

Enrollment in the Master's Thesis (Internship / Research Project / Dissertation) is allowed only to students who have passed a number of credits equal to or more than 40.

The compatibility of schedules is ensured only between course units of the same curricular year; in case of schedule conflict, the subject of the lower curricular year always has priority. The choice of optional courses may also be limited by the incompatibility of schedules. The ESB reserves the right not to accept class transfers that lead to an excess of students in certain classes.

Cancellation of course unit assignments and assignment to other course units is only allowed up to two weeks after the beginning of classes.

7.TERMS OF REGISTRATION

A student may not enroll for a third time in the same year of the study plan. In case of force majeure, the student may submit a petition to the Board of Directors requesting exemption from this rule.

8.ACCESS TO THE SPECIAL EXAMINATION PERIOD

Final-year students, i.e., students who must complete a number of credits equal to or less than 20 to complete de degree are eligible for the Special Examination Period (Fall Term).

1. In addition to the final-year students, the following students can use the Special Exam Period, under the conditions explicitly indicated:

(a) Students belonging to Student Association bodies and structures.

. Chairman of the Board

. Vice-president of the Board

. Treasurer

. Chairman of the Audit Board

. President of the General Assembly Board

. Other students belonging to AE structures, up to a maximum of 4 elements, whose activities and adequacy of the request are duly attested by the President of the Board.

. Students who carry out activities within the scope of the Academic Federation of Porto, up to a maximum of 5 elements.

Maximum number of exams a student can take: 3

(6 in case of final-year students)

b) Students belonging to UCP's Tunas, Choirs or Fado Groups, with a maximum of 6 semester subjects, as long as they have attended at least 80% of the group's activities and whose Directors or Magister attest to that fact. Maximum number of exams a student can take: 2

c) Students belonging to the Board of CaSo or the University Pastoral or ANEN.

Maximum number of exams a student can take: 2

d) Affiliated athletes, upon presentation of evidence of the activities developed during the school year issued by the corresponding federation.

Maximum number of exams a student can take: 2

e) Students who have been granted the Worker-Student status (see specific regulation).

f) Students with dependent young children and students who have given birth during the school year in progress, upon presentation of the appropriate evidence. Maximum number of exams a student can take: 4

g) Students who missed the exams due to the death of a direct family member, as long as the exams had been scheduled on the day of the aforementioned occurrence or within the 5 subsequent days, upon delivery of evidence within 15 working days from the date of the exam. Maximum number of exams the student can take: only the exams missed during the referred period.

h) Students who missed all the exams of one of the seasons (regular and appeal) because they were affected, during the school year, by an illness that required hospitalization, or by a serious and lasting disease, through the delivery of a statement certified by a specialized doctor, until July 31st of the school year in progress.

Maximum number of exams a student can take: the exams he/she was scheduled to take during the season in which he/she was absent.

i) Students who missed exams because they were affected by an illness that required hospitalization, upon delivery of a declaration provided by the health institution, until July 31 of the academic year in question.

Maximum number of exams the student can take: the exams missed during the period of hospitalization plus three days.

2. All students, under the above mentioned conditions, who wish to benefit from the advantages included in this addendum, must deliver to the Academic Services Office of the Foz Campus, until July 31 of the academic year in question, a petition stating the nature of the request and its basis.

This request will be automatically rejected if the deadlines for submitting proof mentioned in the different paragraphs have not been respected.

WORKER-STUDENT STATUS

Worker-Student status is granted to students who, in a specific academic year, carry out a duly proven professional activity.

To obtain this status, the student must submit a written petition to the Academic Services Office of the Foz Campus, no later than October 31 of the academic year for which he/she intends to obtain the status (exceptionally until February 28 if he/she enrolls or begins a professional activity in the second semester), with the following documents:

- . Social Security registration document dated before October 15 of the academic year for which he/she intends to obtain the status (exceptionally dated before February 15 if he/she enrolls or starts working in the second semester);
- . statement from the employer containing the working schedule;
- . declaration from Social Security certifying the employer's or the employee's own contribution for all months of the school year (or, if applicable, proof of exemption from social contribution); this document should be delivered to the Academic Services Office of the Foz Campus, no later than July 31st of the academic year in progress.

DISCIPLINARY REGULATION

CHAPTER I

BASIC PRINCIPLES

ARTICLE 1

SCOPE OF APPLICATION

1. The present Disciplinary Regulation is applicable to the students of the Catholic University of Portugal.
2. The temporary loss of student status does not prevent punishment for previously committed infractions; the penalty will be enforced when the agent restores this status.

ARTICLE 2

OBJECTIVES

The objectives of this Regulation are to preserve the right to learn and teach, to ensure the moral and physical integrity of students, teachers, researchers, and other employees and agents, and to preserve the normal activities of the University and its property.

CHAPTER II

DISCIPLINARY VIOLATIONS AND SANCTIONS

ARTICLE 3

DISCIPLINARY VIOLATIONS

A disciplinary violation is committed by the student who, acting maliciously, violates the values referred to in article 2, namely when:

- a) Preventing or constraining, through violence or threat of violence, the normal functioning of classes, academic tests or research activities;
- b) Preventing or constraining, through violence or threat of violence, the normal functioning of University departments or services;
- c) Offending the honor, freedom, physical integrity or the privacy of colleagues, teachers, researchers and remaining employees and staff members;
- d) Falsifying the results of academic examinations, namely by fraudulently obtaining test information, fraudulently substituting answers, faking personal identity, or falsifying grade records and test information;
- e) Damaging, subducting or illicitly appropriating assets belonging to the University
- f) Disregard the sanction of suspension and preventive suspension.

ARTICLE 4

DISCIPLINARY SANCTIONS

1. Under the terms of these Regulations the disciplinary sanctions applicable for the infractions described in the previous article are:
 - a) Oral reprimand before the Faculty Director;
 - b) Written reprimand;
 - c) Suspension;
 - d) Cancellation of enrollment;
 - e) Expulsion.
2. The oral or written reprehension consists of a simple warning for the infraction committed.
3. Suspension consists of a prohibition to attend classes and take academic tests and shall last for a minimum of three working days and a maximum of one month.
4. The cancellation of enrollment consists of the withdrawal of the student's status until the end of the current school year.
5. Expulsion consists of the student's expulsion from the University.

ARTICLE 5

DETERMINATION OF THE DISCIPLINARY SANCTION

1. The disciplinary sanction is determined according to the student's culpability and the prevention requirements, taking into account, namely:

- a) The number of infractions incurred;
- b) The modus operandi and consequences of each infraction;
- c) The degree of the student's participation in each infraction
- d) The intensity of the misconduct;

1.The motivations and purposes of the student;

2.The conduct before and after the infraction was committed.

2.The decision to apply a disciplinary sanction shall clearly state the reasons behind it.

3.The sanction of expulsion shall only be applied when the other penalties prove insufficient or inadequate, and the decision to apply that sanction shall expressly state the reasons for not applying the other disciplinary penalties.

CHAPTER III

DISCIPLINARY PROCEDURE

ARTICLE 6

DISCIPLINARY COMPETENCE

1 - The Director of the Faculty has legitimacy to initiate disciplinary procedures, with the restrictions stated in article 7.

2- The application of oral or written reprimands and suspension sanctions, as well as the review of processes in which these sanctions have been applied shall fall under the competence of the Director of the Faculty.

3.The sanctions of enrolment cancellation and expulsion as well as the review of proceedings in which these sanctions have been applied shall fall under the competence of the Rector upon the proposal of the Faculty Board of Directors.

ARTICLE 7

NEED FOR COMPLAINT

1.If the disciplinary infraction consists of insults, calumny, threats, harassment or simple physical offence, the disciplinary process shall depend on the presentation of a written complaint by the offended party to the Director of the Faculty.

2.The complaint may be withdrawn at any stage of the disciplinary process, prior to the application of the sanction to the student, by submitting a written withdrawal by the injured person to the Dean of the Faculty.

ARTICLE 8

DISCIPLINARY INVESTIGATION

- 1.The purpose of the disciplinary inquiry is to ascertain the existence of a disciplinary infraction and to determine its agents. The instructor has the responsibility to organize all means of proof deemed necessary to find out the truth, either on his own initiative or at request.
- 2.The instructor shall be appointed by the Faculty Director from among the Faculty faculty members.
- 3.The investigation shall begin within a maximum of three working days from the date of the designation of the instructor and shall end within a maximum of two months from the starting date.
- 4.Without prejudice to the deadline established in the previous article, the instructor shall notify the accused to contest, in writing, within ten working days, the imputation of the practice of disciplinary infraction.
- 5.Within a maximum of ten working days from the conclusion of the inquiry, the instructor shall prepare a report proposing the resolution of the inquiry or the application of a disciplinary sanction to the student.
- 6.The report mentioned in the previous number is forwarded to the Director of the Faculty and to the student so that he or she can, within a maximum of five working days, express his or her views.

ARTICLE 9

IMPEACHMENT, REFUSAL AND EXEMPTION OF THE INSTRUCTOR

- 1.A faculty member of the Faculty, who is the victim infraction, or a relative in a direct line up or until the third degree of collateral line of the offended or agent of the infraction may not be appointed as instructor of the disciplinary inquiry.
- 2.In addition to the cases mentioned in the previous number and within a maximum of five days from the instructor's designation, the student may request the Dean of the Faculty to dismiss the instructor when his or her intervention runs the risk of being considered suspicious, for serious reasons that could generate suspicion about his or her impartiality.
- 3.When the conditions of the preceding paragraph are fulfilled and within the maximum time limit from the nomination, the instructor may ask the Director to exclude him from any intervention.
- 4.The Director shall decide on refusing the data request within a maximum period of ten days.

ARTICLE 10

PREVENTIVE SUSPENSION

Upon request of the process instructor, the Director of the Faculty shall preventively suspend the student for a period of time not exceeding 30 days if there is a risk, due to the nature of the disciplinary infraction or the student's personality, of any disturbance to the normal running of classes, academic tests, or research activities, or of any disturbance of the normal functioning of the university departments or services.

COURSE REGULATIONS

PUNCTUALITY

Classes begin at the scheduled time and run for periods of 90, 180, or 270 minutes. The last 15 minutes of the class period are allocated for breaks.

CLASS ATTENDANCE

Students may only attend the classes of their own specific workgroup or shift. If, for justified reasons, students miss a class, they may request the instructor, in writing, to attend a class in another shift; the instructor will analyze the request and, if it is accepted, he will suggest the replacement class or shift. Students enrolled in subjects belonging to other curricular year will be able to follow classes in one of the existing classes or shifts for these subjects; to do so, it is mandatory to register through the Academic Services in one of the classes with open vacancies for this purpose.

LABORATORY PRACTICAL CLASSES

Students should go to the lab with appropriate protective clothing - lab coat, goggles (in the disciplines where such protection is required by the teacher) and closed footwear - and tie up their hair if they have it long; if students do not have such equipment, they will not be able to attend the practical class and will be assigned an absence.

STUDENTS LEAVING THE CLASS

During the class, the teacher may allow the student to leave the classroom - who cannot, however, return to the same class. However, exceptional situations can be accepted, as the teacher considers that there is a legitimate reason for the student to leave and, therefore, allows him/her to return to the classroom.

CELL PHONES

The use of cell phones is not allowed during class: they must be turned off or remain on silent and placed away unless the teacher gives express instructions otherwise.

PORTO, 27-01-2023

THE BOARD OF ESB