

NOVA SCHOOL OF SCIENCE AND TECHNOLOGY (NOVA FCT) | NOVA UNIVERSITY LISBON  
KNOWLEDGE ASSESSMENT REGULATION

*Preamble*

The Assessment Regulation aims to ensure that in both in-person and remote teaching and assessment situations, the necessary rules are applied to incorporate the continuous assessment advocated by the NOVA FCT Curriculum Profile.

The current version is based on the version approved by the Pedagogical Council on October 23, 2019, and by the Management Council on December 3, 2019, as well as the amendments approved by the Pedagogical Council on July 29 and November 4, 2020, and by the Management Council on July 31 and November 17, 2020.

This Regulation has undergone changes approved by the Pedagogical Council on May 29, 2024. These changes aimed to adapt the present Regulation to the normality resulting from the lifting of restrictions imposed during the pandemic period and to introduce some points and articles, mainly proposed by the NOVA FCT Students' Union, intended to clarify and/or regulate situations omitted in the previous version.

*Objective*

The assessment of knowledge and skills aims to verify that the learning objectives defined for each curricular unit (CU) have been achieved by each student, as well as to measure their degree of fulfillment. Thus, the adopted assessment methods must be consistent with these objectives, allowing students to demonstrate and professors to evaluate the knowledge, skills, and abilities expected for each CU.

This Regulation, applied to CUs of the 1st and 2nd cycles, aims to ensure that the pertinent normative provisions related to knowledge assessment and arising from the teaching practices at NOVA FCT, meet the adequate learning and competence acquisition conditions for students, consistent with the essential goal of a higher education institution.

*Amendments*

Regarding the version of December 3, 2019, of the Regulation, in addition to the introduction of distance learning in various points, substantive changes occurred in Articles 3, 5, 6, 14 (in the version of July 31, 2020) and 24 (in the version of November 17, 2020).

Regarding the version of November 17, 2020, of this regulation, in addition to specific changes in the text aimed at clarifying some points that raised doubts during its application, substantive changes occurred in Articles 4, 14, 19, and 24 of the previous version, and Articles 16 and 28 were introduced in the current version.

**CHAPTER I – GENERAL PROVISIONS**

**Article 1 - Definitions, Derogations, and Structure**

1. Within the scope of this Regulation, the following terms are understood as:
  - *Period of classes*: the time interval stipulated in the Academic Calendar;

- **Assessment Component:** the assessment of part of the content of a curricular unit (CU), or its entirety if there is only one component, adapted to the nature of its pedagogical execution;
  - **Assessment Element:** the piece used in the assessment of a component (examples of assessment elements: individual or group assignments, written or oral tests);
  - **Continuous Assessment:** the knowledge assessment of a CU carried out throughout the period stipulated in the academic calendar, through one or more assessment components, leading to the student's grade in the CU;
  - **Attendance:** the set of conditions to be met by the student to have access to any exam period;
  - **Exam:** the assessment carried out through written, oral, or mixed tests, on a date set by the academic calendar;
  - **Theoretical-Practical Assessment:** an assessment that can be conducted through tests or mini-tests, written or oral, throughout the semester's class period, or by exam, written or oral, during the Appeal Exam Period;
  - **Laboratory or Project Assessment:** an assessment based on practical laboratory work, projects, or problem-solving, and their reports and/or respective tests, carried out individually or in groups and their discussion, if applicable;
  - **Summative Assessment:** a set of assessment pieces conducted in the classroom (e.g., problem-solving calls), in the laboratory (e.g., small questionnaires after practical sessions), and online responses (e.g., on Moodle);
  - **Seminar-type Assessment:** a set of assessment pieces that mainly involve one or more presentations and discussions, individually or in groups, of proposed topics. This type of assessment excludes any Theoretical-Practical Assessment component;
  - **Grade Defense:** an oral or written assessment aimed at reassessing the student's knowledge concerning the content taught in a CU.
2. This regulation does not apply:
- i. To the CUs of the Intercalary Period, including PIIC/PIPP (Scientific Research Introduction Program/Professional Practice Introduction Program), and to the internship CU, whose assessment is regulated by separate order from the Management Council;
  - ii. To the Master's Dissertation CU, whose specific form of assessment is defined in the General Regulations for 2nd Cycle (Master's) and Integrated Masters of NOVA FCT;
  - iii. To the 3rd Cycle's coursework (CUs);
  - iv. To the 2nd Cycle CUs in Association, also taught at other Institutions, and to Non-Degree Awarding Courses.
3. The structure of this Regulation comprises the following Chapters:
- Chapter I – General Provisions

- Chapter II – Assessment
- Chapter III – Assessment Process
- Chapter IV – Responsibilities
- Chapter V – Procedures
- Chapter VI – Final and Transitional Provisions

## CHAPTER II – ASSESSMENT

### Article 2 - Type of Assessment

1. The assessment of all CUs is continuous for all its components, and must necessarily be completed by the last day of the period stipulated by the academic calendar.
2. Seminar-type assessment and the CUs characterized in the academic management platform used at NOVA FCT (CLIP – Campus Learning Integrated Platform) as being project-based, may or may not be continuous and can be completed by the last day of the exam period of the corresponding semester.
3. The Appeal Exam of a CU constitutes an additional assessment opportunity for the theoretical-practical component of the continuous assessment, for students who have not obtained approval in it, who have chosen to obtain Attendance and take the exam, or who wish to improve the grade obtained through continuous assessment in that component.

## CHAPTER III – ASSESSMENT PROCESS

### Article 3 - General Assessment Rules

1. Continuous assessment must include a minimum of two assessment elements, within the set of assessment components, scheduled on dates adequately spaced throughout the class period.
2. To ensure an adequate distribution of assessment dates across the CUs of each academic year and each semester, the number of assessment elements should not be the same in all concurrently running CUs.
3. All CUs with a theoretical-practical assessment component must foresee, supplementarily, an exam-based assessment of this component, to be conducted after the class period (Appeal Exam).
4. All requirements and conditions related to the assessment of the CUs, namely the weights and minimum grades, if any, of each component, as well as the Attendance conditions, are defined in advance and must be published in the CU Syllabus, according to Article 14.
5. Those requirements and conditions, namely the weights of each component, remain valid in all assessments conducted in that academic year, including Appeal, Special, and Extraordinary Exam Periods. For CUs in repetition mode, the requirements and conditions refer to the last edition of the CU.
6. The quotations of the written tests must be known when they are carried out, whether within the scope of continuous assessment or in exams.
7. Assessments can take the form of tests on distance learning platforms, written assignments or essays, oral tests, or other forms deemed pertinent and considered adequate by the CU Responsible

(Responsável) or by its Coordinator (Regente), and must be validated by the Programme Coordination and by its Pedagogical Committee.

8. Participation in any assessment requires the student to be identified and identifiable, and the surveillance methods defined for the assessment must be complied.
9. The contents of successive assessment elements of the theoretical-practical assessment component cannot be cumulative, without prejudice to the fact that, as usual, an assessment element may rely on knowledge concerning the content assessed in previous element(s).
10. The assessment of the laboratory or project component and summative assessment will necessarily be carried out throughout the semester's class period.
11. The maximum total time spent on assessment in the theoretical-practical component — tests, mini-tests, etc. — during the class period, cannot exceed one hour per ECTS credits of the CU.

#### Article 4 - Assessment Components

1. For each CU, combinations of three assessment components are admitted:
  - I. Theoretical-practical assessment;
  - II. Laboratory or project assessment;
  - III. Summative assessment;
2. Except for the CUs characterized in CLIP as being project-based, internship, or with seminar-type assessment, all must include a theoretical-practical assessment component with a minimum of two assessment elements, in addition to the possible existence of other assessment components without prejudice to the following point.
3. In the case of three-credit (ECTS) CUs, or those in which the weight of the theoretical-practical assessment component for the final grade is no greater than 30%, the theoretical-practical assessment component may have a single assessment element.
4. The theoretical-practical assessment component may not exceed two assessment elements per 3 ECTS.

#### Article 5 - Conditions for Approval and Final Grade

1. The final grade of a CU is obtained by the weighted average of the grades of its assessment components and is expressed by an integer number on a scale from 0 to 20.
2. For approval in a CU, the student must meet the Attendance requirements, when applicable, and obtain a final grade not lower than 9.5, corresponding to the minimum learning objectives.
3. For approval in a CU, minimum grades in each of the assessment components may be required, which cannot be higher than 10 (9.5) on the scale of 0 to 20, or equivalent.
4. For approval in a CU, minimum grades may also be required, not higher than 10 (9.5) on the scale of 0 to 20, for a single assessment element of each assessment component that contributes at least 1/3 to the final grade. This assessment element must contribute between 1/3 and 1/2 (inclusive) to the final grade of the corresponding assessment component.
5. If the student has already been approved in the CU through continuous assessment, the corresponding exam in the Appeal Period may be used to improve the grade of the entire theoretical-practical component. Otherwise, the exam is for Appeal purposes and the grade obtained is used as the grade for the entire theoretical-practical assessment component to calculate the final grade.

#### Article 6 – Attendance

1. A student obtains Attendance for a CU if, having been regularly registered, they meet the conditions expressed in the CU's syllabus for that purpose.
2. The conditions for obtaining Attendance may include attendance at a minimum number of classes and/or submission of a minimum number of assessment elements that do not belong to the theoretical-practical component.
3. For obtaining Attendance, the requirement for class attendance in a CU cannot exceed 2/3 of the classes held per type, and the limit may be different for first-time students. This provision does not apply to practical laboratory classes, which may be more demanding.
4. The validity of Attendance is at least two editions (the one in which it is obtained and the following one), as well as the corresponding grade of that assessment component if it weighs in the final grade of the CU.
5. The validity of Attendance, and the corresponding grade as mentioned in the previous paragraph, remains, even when there is a change of the CU Responsible and/or Coordinator.
6. The grades of the theoretical-practical assessment elements cannot prevent access to the exam.
7. The results regarding the obtaining of Attendance are disclosed up to 5 calendar days before the effective start of the exam period.

#### Article 7 – Exams

1. Exams can take the form of written, oral, or mixed tests, with oral tests being public and requiring an evaluation panel constituted by a minimum of two professors.
2. When there are oral tests as a complement to the final written exam, either to complete the assessment or for grade defense, they will be held at least two calendar days after the disclosure of the results of the written tests.
3. In accordance with the current orders of the Management Council, and as provided in the Academic Calendar, students also have an additional Special Exam Period and an Extraordinary Exam Period.

#### Article 8 - Grade Improvements

1. Each student has a single opportunity to, alternatively, improve the grade of the theoretical-practical assessment component or to improve the grade in all assessment components.
2. The improvement of the theoretical-practical assessment component can be achieved by an exam in the academic year in which the student passed the CU or in the following year.
3. In either of the two cases mentioned in the previous paragraph, the grades of the other assessment components obtained, whether in the same year or the previous year, contribute equally to the new final grade in case of an effective improvement.
4. The improvement of all components can only be carried out by attending the CU in the academic year immediately following the one in which the approval was obtained, with the student being subjected, in that year, to all assessment components throughout the class period.
5. The improvement mentioned in the previous paragraph is subject to the availability of resources, requiring the approval of the CU Coordinator.
6. The term *ad hoc* Improvement, refers to the opportunity, applicable to a maximum of two CUs, aimed at allowing recent graduates to improve the final course average for either the 1st or 2nd cycle, observing the following:

- a. The *ad hoc* Improvement for each of those CUs can only be carried out once and provided that the student has not already made an improvement in those CUs;
  - b. The *ad hoc* Improvement can only be carried out within one year from the date of course completion, in any of the subsequent periods in which there is an exam for the referred CU, including the Special Exam Period;
  - c. Integrated Master's students can access the *ad hoc* Improvement exams for two CUs from the first three years, exclusively in the year following the completion of the set of CUs for those years. However, in that year, they cannot be simultaneously registered in *ad hoc* Improvements of CUs from the 1st, 2nd, and 3rd-year and normal Improvements of CUs from the 3rd-year;
  - d. After completing the Integrated Master's, students have access to two *ad hoc* Improvements for CUs from the 4th and 5th-year, if they have used the *ad hoc* Improvements referred in c), or for any CUs if they have never previously done *ad hoc* Improvements.
7. It is not allowed to do Improvements in the Exam Special Period, except for *ad hoc* Improvements, nor in a semester in which the CU is not part of the student's Curricular Plan, except for CUs in repetition mode.
  8. The grade improvement possibilities mentioned above do not apply to internship CUs, project CUs, and CUs with seminar-type assessment, in either regular or *ad hoc* regimes.
  9. It is not allowed to improve the grade of CUs obtained by equivalence, in the Erasmus or other International Exchange Programmes.
  10. It is not allowed to improve the grade of the Dissertation CU.

#### Article 9 - Grade Defense

1. The possibility of defending the final grade of a curricular unit (CU) that includes a theoretical-practical component in its assessment is foreseen, with the corresponding conditions described in the CU's syllabus.
2. For the grade defense, a different type of assessment may be used from the one that was used to obtain the grade being defended.
3. The grade defense will be held at least two calendar days after the disclosure of the grade to be defended.
4. The grade of a student who has to undergo a grade defense cannot be lower than the grade above which a grade defense is required.

#### Article 10 - Plagiarism and Fraud

1. Fraud exists when:
  - a. Tools, information, and/or other equipment not authorized by the CU Coordinator are used or attempted to be used in a test, exam, or other form of assessment;
  - b. Unauthorized collaboration is provided or received during exams, tests, or any other individual knowledge assessment;
  - c. Collaboration, not allowed by applicable rules, is provided or received, in practical assignments, reports, or other assessment elements.
2. Plagiarism exists when the consultation of sources or help from others is omitted in the produced documents, particularly concerning the preparation of assignments.
3. When fraud or plagiarism is proven to exist in any of the assessment elements of a CU, the students directly involved are summarily failed in the CU, without prejudice to possible disciplinary or civil action, with the occurrence being reported to the Dean of NOVA FCT by the CU Coordinator.

4. In case of doubt, the CU Responsible or the CU Coordinator may determine to carry out a new equivalent test, written or oral, whose result prevails over any previously obtained.

## CHAPTER IV – RESPONSIBILITIES

### Article 11 - CU Coordinators

1. The CU Coordinator (Regente) is responsible for:
  - a. Presenting to the CU Responsible a proposal for an assessment method, appropriate to the learning objectives of the CU, according to the provisions of this regulation;
  - b. Executing the student assessment, according to the approved method.

### Article 12 - CU Responsibles

The CU Responsible's role is to approve the proposed assessment method presented by the Coordinator, after verifying its coherence with the learning objectives of the CU.

### Article 13 - Coordinators, Scientific Committees, and Pedagogical Committees

1. The general competencies of the coordinators, scientific committees, and pedagogical committees of the study cycles are defined in the General Regulations of the 1st Cycles, 2nd Cycles, and Integrated Master's programmes of NOVA FCT.
2. Within the scope of this regulation, it is especially the responsibility of the Pedagogical committee of each Study Cycle to:
  - a. Contribute to the adequacy of the number and scope of assessment elements in each curricular year of the Study Cycle;
  - b. Plan and produce a final assessment calendar for the Study Cycle, for each curricular year, which should ensure an appropriately spaced distribution of various exams and continuous assessment moments throughout the semester, with the collaboration of the Coordinators and/or Responsibles for the respective CUs and the students of the Pedagogical Committee of the Study Cycle;
  - c. Submit the calendar mentioned in the previous paragraph for analysis by the Pedagogical Council and by the Management Council, up to two weeks after the start of the semester;
  - d. Analyze and contribute to the resolution of any issues, doubts, and problems that may arise regarding the CUs of the Study Cycle and their assessment;
  - e. Ensure compliance, together with the Pedagogical Council, with the provisions of this regulation, involving the Council when it is deemed convenient;
  - f. Annually evaluate the teaching and knowledge assessment system in the Study Cycle.

## CHAPTER V – PROCEDURES

### Article 14 – Curricular Unit (CU) Syllabus

1. The CU Syllabus, to be filled out by the Course Coordinator in CLIP, at least one week before the start of classes each semester, must include the following information, in both Portuguese and English:
  - a. Objectives;
  - b. Programme (A3ES);
  - c. Bibliography;

- d. Teaching Methods;
  - e. Assessment Method:
    - i. Assessment components and their weights for the final grade;
    - ii. Minimum grades for each component, if applicable;
    - iii. Assessment elements in each component and their respective weights for the final grade;
    - iv. Minimum grades of the assessment elements, if applicable;
    - v. Formulas for calculating the final grade and the rounding of each part, including the case of assessment by Exam;
    - vi. Conditions for grade defense, if applicable;
    - vii. Conditions for obtaining Attendance, if applicable;
    - viii. Validity of Attendance, when exceeding two editions, if applicable;
    - ix. Validity of grades obtained in previous years for each of the different components, if applicable;
    - x. Requirement for pre-registration for assessment elements, when applicable;
    - xi. Period during which pre-registrations will be available, when applicable; this period must be no less than five calendar days;
    - xii. Admission criteria for students who did not pre-register. If nothing is specified and in situations where pre-registration is required, the following applies: if 15 minutes after the actual start of the test, the group of non-registered students who still wish to take the test is present in the rooms where the tests will be held and if there are test papers available, they will be admitted without extra time. If there is no room for that group of students, then none can be admitted;
    - xiii. Specification of any allowed aids (e.g., calculators) that may be used during the assessment elements.
  - f. Student work.
2. By the end of the second week of each academic period, the CU Coordinator must publish the final version of the CU syllabus, which additionally includes:
    - a. Planning of all continuous assessment elements, including laboratory or project assessment, and mandatory attendance activities;
    - b. Office hours for questions or tutorials.
  3. If the assessment methods are not filled out by the end of the deadline specified in the nr.2, neither Attendance nor minimum grade can be required.
  4. Any change to the assessment method that occurs two or more weeks after the start of classes should be agreed upon with the Coordinator(s) and the Pedagogical Committees of the respective Study Cycles.

#### Article 15 - Scheduling of Assessment Elements

1. The scheduling of assessment elements for large CUs taught across different courses, such as Mathematical Analysis I to IV, Linear Algebra and Analytical Geometry, Physics I, II, and III, Informatics for Science and Engineering, and Chemistry (A, B, and C), must be made by the Pedagogical Council, in accordance with the instructions from the heads of department.
2. The scheduling, in CLIP, of the dates for conducting or delivering the components of assessment of the CUs not included in the previous paragraph, is made by the CU Responsible or, by delegation, made by the CU Coordinator, up to two weeks after the beginning of classes, and after being agreed with the Coordinator(s) of the Study Cycles in which the CU is taught.
3. Any changes to the scheduling of the elements mentioned in the previous paragraphs should be agreed with the Coordinator(s) and the Pedagogical Committees of each Study Cycle.



#### Article 16 - Conducting Evaluation Tests

1. Students may enter the room up to 15 minutes after the start of an assessment test. After this period, it is up to the CU Coordinator to decide whether to allow the student to enter. There is no obligation to give additional time for the student to finish the test if this authorization is granted.
2. The student has the right to withdraw from any test, provided they clearly express their intention on the test or answer sheet.
3. Students cannot leave the room during the test, except in case of withdrawal or early submission. The period of time after which the student can withdraw or submit the test will be stipulated by the CU Coordinator, provided it is never less than 15 minutes after the beginning of the test.
4. The duration of a written test cannot exceed three hours, and a tolerance period of no more than 30 minutes may be granted for any written test. Students with special educational needs are not subject to these time limits.
5. At the beginning of the test, the students may be required to present their identification by showing their Student Card. In its absence, reliable documents containing a recente photo are accepted.

#### Article 17 - Access to Exams

1. Students who have not passed through continuous assessment but have obtained Attendance, and those covered by the situations mentioned in Article 8, have access to the Appeal Period.
2. Registration for the Exam on CLIP or Moodle is not required as an additional condition for its attendance by the student. This registration, if it exists, serves only for the functional planning of the test.

#### Article 18 - Access to the Special Exam Period

1. Access to the Special Exam Period is regulated by specific Orders for the 1st and 2nd Cycles and Integrated Master's Study Cycles.
2. All CUs, except project, internship, and seminar-type assessment CUs, have a Special Exam Period, provided there are registered students.

#### Article 19 - Access to the Extraordinary Exam Period

1. Access to the Extraordinary Exam Period is regulated by specific Orders for the 1st and 2nd Cycles and Integrated Master's Study Cycles.
2. All CUs, except for project, internship, and seminar-type assessment CUs, have an Extraordinary Exam Period, provided there are registered students.

#### Article 20 - Grades and Deadlines

1. The disclosure of grades and of the final grade of Continuous Assessment on CLIP is made at least five calendar days before the Appeal exam, unless the last continuous assessment test is held up to eight days before the exam date. In this case, grades and the final grade of Continuous Assessment must be published at least three days before the Appeal exam.
2. In case of non-compliance with the previous paragraph, the date of the Appeal exam remains as scheduled in the exam calendar, and a new date respecting the minimum five-day period is set by the Study Cycle Coordinator, at the students' request, and in coordination with the Division of Undergraduate and Master's Degrees and with the CU Coordinator. Students eligible for the exam may choose one of the two

dates. The format and difficulty level of these two exams must be equivalent. The communication of the new exam date to students is the responsibility of the CU Coordinator.

3. The disclosure of grades for each Continuous Assessment test, on CLIP, is made at least three calendar days before the next test.
4. When the deadline in the previous paragraph is not met:
  - a. The eventual requirement for a minimum grade in all theoretical-practical assessment elements is lifted, but the minimum grade for the entire component may remain.
  - b. On the Appeal exam date, the student may choose to repeat the test whose grade was delayed, the next test, or take the exam.
5. The disclosure of the grades of all components and respective assessment elements on CLIP is mandatory.
6. The deadline for posting the final grades is determined in the Academic Calendar.

#### Article 21 - Test Consultation

1. Students may review their exams after the disclosure of grades, on a date and time and in a manner established by the CU Coordinator or Responsible. This consultation will occur during two distinct and non-consecutive periods. The specified periods must be announced along with the grades.
2. During the test consultation, students are entitled to be informed about the assessment criteria and the corresponding corrections.

#### Article 22 - Test Review

1. Students have the right to request a review of any CU exam, regardless of the assessment method used, by providing justification and filling out the Assessment Complaint form (“Reclamação de Avaliação”) on the CU area (“Ficha da UC”) in CLIP.
2. Students can appeal the decision regarding their grade to the Study Cycle Coordinator and, if necessary, subsequently to the Vice-Dean for the Pedagogical Council.
3. Paragraph 1 of this article does not apply to Dissertation CUs or any CU mentioned in paragraph 8 of Article 8.

#### Article 23 - Grade Improvement Exams

1. Grade improvement exams require prior registration. Failure to attend or withdrawal from the improvement exam for which the student has registered is considered as if the exam had been taken, within the opportunities granted by this regulation.
2. Registration for the improvement exam requires the payment of a fee, which must be paid up to two days before the CU exam date in the desired period. If both conditions are not met, the exam registration is canceled.
3. Under no circumstances can the grade improvement exam result in a lower grade than the one already obtained.

#### Article 24 - Exams for Erasmus and Other International Exchange Students

1. Whenever a stay abroad is not compatible with the normal process of knowledge assessment and/or the taking of exams for CUs in which the students are registered, they have the right to be assessed in these CUs upon their return, provided they meet the necessary requirements for this.

2. If absent during the scheduled assessment periods, students have the right to an extraordinary exam date for each of the CUs in those conditions.
3. The scheduling of the aforementioned date must be done, by mutual agreement, between the CU Coordinator and the student, within two weeks after the student's return.
4. The aforementioned exam date can also be scheduled for the Special Exam Period of that academic year or, if the student returns very close to or after that Period, and only in that case, for the Extraordinary Exam Period. In this situation, the associated fee is not required. In both cases, the student must submit an online request for the Special or Extraordinary Exam Period on CLIP within the applicable deadlines.

#### Article 25 - Exceptional Cases for Changing Assessment Moments

1. Whenever, due to very exceptional circumstances, a student is unable to take an assessment element on the scheduled date, their absence may be justified based on one of the following grounds, when duly proven and by analogy with the Labor Code:
  - a. In the event of the death of a family member, if an assessment element takes place within the period during which an employee may be absent for bereavement leave;
  - b. Childbirth that occurs or is expected to occur during the assessment period;
  - c. Hospitalization.
2. Any other situation will be decided by the Management Board, after consulting the CU Coordinator and the Vice-Dean for the Pedagogical Council, on a case-by-case basis, to determine if it can be justified.
3. When the absence is justified, the test will be repeated:
  - a. In the case of assessment elements such as tests or exams, the student is entitled to take the test at the earliest possible date or during the exam periods specified in the academic calendar, depending on the decision of the CU Coordinator. In any case, the student cannot be disadvantaged regarding the assessment opportunities granted by their academic situation and/or statutes.
  - b. For other assessment elements not covered in the previous paragraph, the student may request the CU Coordinator to repeat them after the referred period.
4. Students in the situations mentioned above, to register for the Special or Extraordinary Exam Period, must make a request to the Vice-Dean for the Pedagogical Council.

#### Article 26 - Issues raised by Pedagogical Committees regarding matters related to the Evaluation Regulations with the Study Cycle Coordinators

1. Whenever a Pedagogical Committee or its students formally present an issue related to a CU and/or its Professor(s) to the Study Cycle Coordinator, the Coordinator must make the necessary efforts to resolve it.
2. Whenever necessary, the Coordinator should meet with the Professor(s) involved and the Head of the Department to which the CU belongs.
3. To resolve the issues presented, the Coordinator of the Study Cycle may use the results of the Curricular Surveys related to the CU and/or the Professors involved.

#### Article 27 - Assessment of Students with Special Educational Needs

The assessment of students with special educational needs follows the Regulations for Students with Special Educational Needs of NOVA University Lisbon.

## Article 28 - Assessment of Students in Erasmus and Other International Exchange Programs

Whenever are enrolled students from Erasmus and other international exchange programmes, who declare not to have proficiency in Portuguese, the knowledge assessment, including test sheets and work guides, must also be in English for these students.

## CHAPTER VI – FINAL AND TRANSITIONAL PROVISIONS

### Article 29 - Decisions and Exceptions

1. The Management Council has the ultimate interpretation of these Assessment Regulation, and may request the development of additional regulations for aspects that justify it.
2. Each semester, the Departments may propose to the Management Council, after consulting the Vice-Dean for the Pedagogical Council, and on an exceptional basis, alternative types of assessment for repeat students or for more advanced CUs and/or those with particular characteristics, with the Council deciding case-by-case on its application.

### Article 30 – Revocations

Orders No. 1509/99, CP-No. 1-/2004, No. 3052/2004, No. 27/2019, and No. 37/2019 are revoked.

### Article 31 - Entry into Force

This Regulation came into force in September 2014. The current version comes into force in the first semester of the 2024/2025 academic year.