

Regulations for Initial Training Courses

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CHAPTER I – GENERAL PROVISIONS

Article 1 – PROCEDURE FOR INITIAL TRAINING COURSES

The Initial Training courses taught at the Higher School of Education of Coimbra comply with the existing law for higher education, statutory provisions applicable and the present Regulations.

CHAPTER II – ADMISSION

Article 2 – FIRST ENROLMENT AND REGISTRATION

1. The first enrolment and registration for each and every course at ESEC are subject to the quantitative restrictions defined annually by the competent ministry, based on the School's proposal, subsequent to consultation with the Technical-Scientific Board.

2. The deadline for (ordinary and extraordinary) registration in each semester or year shall be stipulated by the President.

3. Registration in each semester or year shall be for the total number of stipulated course units and complies with the following chapters of the present Regulations.

4. The renewal of the registration, dependent on examination, shall take place in the two weekdays subsequent to the last result having been made public.

CHAPTER III – ORGANIZATION

Article 3 – SCHOOL CALENDAR

1. Each semester comprises 20 working weeks.

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2. The dates for the beginning and end of school activities, as well as for the evaluation periods, shall be set at the start of each school year by the School's President, subsequent to consultation with the Pedagogical and Technical-Scientific Boards.

Article 4 – CONTINUOUS EVALUATION

1. Continuous evaluation is based on attendance, despite lack of attendance on its own not entailing students being barred from continuous evaluation in accordance with the procedure laid down by these Regulations.

2. Each teacher shall explain in clear terms to his or her students what continuous evaluation consists of in the course unit they are responsible for.

3. Continuous evaluation in Pedagogical Practice and Internships is ruled by specific Regulations.

Article 5 – ENROLLING FOR ALTERNATIVE BRANCHES AND OPTIONAL COURSE UNITS IN 1ST CYCLE COURSES (LICENCIATURAS) AT ESEC

Enrolling for alternative branches and optional course units (CU) in 1st cycle courses (*licenciaturas*) at ESEC is subject to the following rules:

1. Optional Course Units, Vocational Units, or other optional units.
 - a. Optional course units shall be defined by the Course's Director after the respective scientific departments have been consulted and the students have named their preferences, subject to the number of classes established by the President.

2. Alternative Branches

- a. The number of vacancies to be defined annually for the alternative branches of 1st cycle courses to be offered shall include two criteria:

1st – The minimum number of students for a course to be offered is eight.

2nd – The maximum number of students to be accepted for a branch is 60% of the students who have enrolled and qualify for this option.

CHAPTER IV – GENERAL PROCEDURE FOR ADMISSION

Article 6 – TRANSITION FROM ONE YEAR TO THE NEXT

1. The students who have failed to complete up to 18 ECTS credits in one academic year may still enrol for the next course year.

2. For the purposes of the previous number, course units in arrears shall be considered those which the students enrolled for but did not successfully complete. In these shall not be included those resulting from curricular changes in the courses they attend or adapted curricular plans.

3. Students who fail a school year by a maximum of 30 ECTS may be given permission to enrol for the course units of the following year to the limit of 30 ECTS.

3.1. This permission does not entail for ESEC the obligation of:

- a) Adjusting timetables to conform to this possibility;

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b) Dividing classes or increasing the resources required for teaching.

3.2. The viability of this possibility is subject to a favourable decision to be issued by the Director of the Course, provided that:

- a) The course units are not part of the precedent course units system (applicable to the courses of Portuguese Sign Language and Drama and Education) and whenever the students have not completed the preceding course units;
- b) The course units are part of an alternative branch the students have not chosen yet;
- c) The course units to be attended do not exceed 30% of the actual failure rate of the previous year;
- d) The course units to be attended are not part of the internship programme, seminar or pedagogical practice.

Article 7 – LIMITATION PERIODS

1. Students, regardless of their status, shall only be permitted to attend courses for the number of years stipulated in “IPC’s Regulations for Limitation Periods” (IPC’s Regulations for Limitation Periods in force).

2. When curricular restructuring or discontinuation of the course occurs, the Technical-Scientific Board shall decide which study plan to apply in each case after the Director of the Course in question has been consulted.

CHAPTER V – PROCEDURES FOR RE-ADMISSION, CHANGE OF COURSE AND TRANSFER

Article 8 –RE-ADMISSION

1. Whenever re-admission is requested, it is up to the jury composed of the Vice-President responsible for Academic Services and the Director of the Course in question to examine the request, make a decision and forward a proposal to IPC’s President for homologation.

2. Whenever curricular restructuring has taken place during the period of interruption of school activities, the Technical-Scientific Board shall decide the study plan to apply to each case.

Article 9 – CHANGE OF COURSE AND TRANSFER

1. Quantitative limitations for change of course and transfer shall be proposed by the Technical-Scientific Board to IPC’s President on a yearly basis.

2. The seriation of applicants is based on the formula laid down in IPC’s Regulations of the Systems for Change of Course, Transfer and Re-Admission, after a proposal has been made by the jury for the systems for change of course and transfer approved by the Technical-Scientific Board.

3. The cases of change of course and transfer shall be appraised individually by the Technical-Scientific Board, who shall approve a curricular plan for each one of them based on a proposal made by the Directors of the Courses in question and after the Scientific Departments have been consulted.

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CHAPTER VI – PROCEDURE FOR SPECIAL APPLICATIONS

Article 10 – APPLICATION

In the case of special applications, the seriation criteria and quantitative limitations shall be defined annually by the Technical-Scientific Board and submitted to the hierarchically superior body.

Article 11 – CURRICULAR INTEGRATION

Whenever curricular integration has been requested by students who submitted special applications, each case shall be appraised individually by the Technical-Scientific Board, who shall approve a curricular plan for each one of them.

CHAPTER VII – STUDENTS WITH WORKER STATUS, STUDENTS ASSOCIATIONS' LEADERS, TOP-LEVEL ATHLETES, THE MILITARY, AND STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

Article 12 – ATTENDANCE AND EVALUATION

Students with worker status, leaders of students associations, top-level athletes, the military and other students who are included in special regulations, shall be subject to the legal provisions in force. The students with special educational needs shall be subject to the provisions of internal regulations.

CHAPTER VIII – EVALUATION AND MARKING

Article 13 – TYPES OF EVALUATION

1. Every course unit included in the study plan of 1st cycle courses shall be subject to evaluation

under the programme of the respective course unit to be approved by the Technical-Scientific Board.

2. The evaluation of internship programmes and pedagogical practices shall be subject to specific regulations to be approved by the Technical-Scientific Board.

3. For every course unit, students shall have to choose from one of two types of evaluation:

- a) Evaluation by attendance
- b) Final exam

4. At registration students shall be enrolled, by default, for evaluation by attendance.

5. For two weeks after the exam schedule has been made public, students shall make their choice of type of evaluation known for each and every course unit they attend by means of the school's computer application designed for this purpose.

6. Until the beginning of the school year and based on proposal made by the Scientific Departments, the Technical-Scientific Board may establish that certain course units, by nature of the competences defined, may be subject only to the type of evaluation by attendance. However, should the students opt to take the final exam, they shall comply with the specific terms previously defined by the respective scientific department, which are included in the programme of each course unit.

7. The final marks (of evaluation by attendance or final exam) shall be always made public by the

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Academic Management Service. Teachers shall make evaluation elements available to the interested parties, after the former have been marked and appraised, during the five working days subsequent to the marks having been made public.

Article 14 – APPEALING FINAL MARKS

1. Final marks are made public to the students on the Virtual Secretary (MyESECweb) through the computer programme designed for this purpose.

2. Teachers shall take care to comply with the deadlines of the present regulations as well as those to be established in the exam schedules, so as not to restrict the students' access to the different instances of evaluation as well as keeping to the deadlines as defined in the subsequent paragraphs.

3. Up to 5 (five) working days after the final results have been made public on ESEC's Virtual Secretary, and previous contact with the teacher has been made, should the students find themselves in disagreement with the marks obtained, they may appeal them in a duly substantiated request addressed to the School's President.

3.1 The previous paragraph shall not apply to marks obtained in oral exams and course units of Project/Internship/Seminar or all those resulting from a jury's appraisal.

3.2. The students may, at that time, request that a certified copy of the written exam is produced as well as the question paper and the marking criteria for the sole purpose of substantiating their request and no other

purpose. These certified copies are subject to the payment of specific charges stipulated in IPC's table of charges in force. The teacher in charge of the course unit is given 2 (two) working days to submit these documents to the Academic Management Service.

4. The request shall be submitted to the Academic Management Service in the 2 (two) days subsequent to the certified copies having been produced.

4.1. The request for reappraisal/review shall indicate the answers which the students consider in their view to having been poorly marked and for which they request reappraisal/review by substantiating their request.

5. This request for appeal is subject to a charge to be applied under the Table of Charges.

6. The Academic Management Service shall forward the request to the School's President, who shall appoint the jury for the appraisal/review within 2 (two) working days.

6.1. The jury shall be composed of: 1) the Chairman of the Pedagogical Committee of the Department in which the course attended by the students in question is included, who shall preside;

2) A teacher of the same scientific department as the course unit whose mark is being the object of appraisal/review, of the same or superior rank as that of the teacher in charge of the course unit in question. Should the Chairman of the Pedagogical Committee of the Department be the teacher whose marking is

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the object of the request for reappraisal/review, or in case there is no other teacher in the scientific department fulfilling the above-mentioned requirements, it is up to the School's President to appoint the jury after the Chairman of the Technical-Scientific Board and of the Pedagogic Board have been consulted.

6.2. If need be a teacher external to the institution may be appointed as member of the jury for reappraisal/review.

7. The appointed jury is given 5 (five) working days to come to a decision on the request for reappraisal/review.

7.1. The jury shall examine the request based on the reasons given by the students and after the teacher in charge of the course unit in question has been heard.

7.2. For this purpose, the jury shall prepare a duly substantiated report on the decision taken within the deadline stated in paragraph 7., which shall be forwarded to the School's President.

8. The School's President shall make sure the necessary steps for the possible rectification of the mark are taken.

8.1. The teacher in question and the Academic Management Service shall be informed, and the latter shall convey the information to the students.

9. Until the reply to their request for reappraisal/review comes through, the students shall proceed, as concerns subsequent evaluation periods, as if the request for reappraisal/review did not exist. If the result of the request becomes

known only after subsequent marks have been given, the higher mark shall take precedence.

10. Requests for reappraisal/review shall be rejected without further consideration when not duly substantiated under paragraph 4.1. of the present article or when they fail to comply with the deadlines stipulated.

10.1. Only one request for reappraisal/review is possible for each exam taken.

Article 15 – EVALUATION BY ATTENDANCE

1. Evaluation by attendance is based on a continuous evaluation process which takes place throughout the school term and shall consist of the means of assessment adapted to the nature of each course unit. It may include:

- a) Individual knowledge-evaluation tests;
- b) Other individual assignments;
- c) Projects;
- d) Group assignments;
- e) Other elements deemed relevant.

2. It shall be up to each teacher to clarify, at the beginning of the semester, the terms and criteria of the continuous evaluation process, and the ponderation factors to be taken into account for the awarding of final marks.

3. The final information of evaluation by attendance in each course unit or seminar may translate into:

- a) A mark equal to or higher than ten on a scale of 0 to 20, which exempts students from the final exam;
- b) A mark lower than 10, which entitles students to the second call of the final exam.

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4. The final information shall translate into a mark expressed on a scale ranging from 0 to 20.

5. In each course unit students shall be considered approved when they have obtained a mark equal to or higher than ten.

6. Teachers shall make the results of evaluation by attendance public on the dates prescribed in the exam schedule for the 1st call of the final exam, so as to enable students to timely access their evaluation.

7. Mark sheets shall be signed and sent by email in *pdf* format to the Academic Management Service (gestaoacademica@esec.pt) or by Documental Management within the dates referred to in the previous paragraph.

Article 16 – FINAL EXAM

1. Each semester comprises two periods for exams stipulated by the School's President, after the Pedagogical Board has been consulted and to be scheduled in accordance with the school calendar:

- a) Final exam – 1st call – for the students who choose this type of evaluation;
- b) Final exam – 2nd call/upgrading – as this period of evaluation is not automatically accessible to students, should they wish to take either of these exams they must enrol for them on the prescribed dates.
- c) Enrolling for the 2nd call/upgrading of the final exam shall be through the Virtual Secretary and is subject to the payment of a charge under the table of charges in force.

2. The format for each exam shall be defined in accordance with the specific features of the competences to be assessed, and previously made known by the teacher in charge of the course unit, under Article 13.

3. At the end of the school year, and prior to the beginning of the subsequent year, a special period for exams shall be scheduled. This is designed for students who fall under the following categories:

- a) Undergraduate students who are only short of up to 18 ECTS credits to successfully complete their courses;
- b) Students who were on an ERASMUS mobility programme that school year;
- c) Students covered by special legislation (who have requested the respective status that school year and within the legal timeframe);
- d) Students who attend separate course units, provided that they qualify for the status referred to in the previous paragraph.

4. The dates for the 1st and 2nd calls of the final exams in each semester are advertised on the School's website (www.esec.pt) within the month following the beginning of the school year.

5. Teachers shall make the results of evaluation by final exam public on the dates prescribed in the exam schedule, so as to enable students to timely access their evaluation.

6. Mark sheets must be signed and sent by email in *pdf* format to the Academic Management

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Service (gestaoacademica@esec.pt) or via Documental Management within the dates referred to in the previous paragraph.

7. Students shall be considered approved when they have obtained a mark equal to or higher than ten in the exams referred to in paragraph 1.

8. Students who have obtained a mark between 7.5 and 9.4 (included) in the written exam are entitled to an oral exam.

9. For oral exams teachers in charge of the course units in question shall comply with Article 10 of the School's Regulations for the Invigilation of Written and Oral Exams.

Article 16-A – EVALUATION OF STUDENTS ON ERASMUS OR VASCO DA GAMA PROGRAMMES OR OTHER NATIONAL/INTERNATIONAL EXCHANGE PROGRAMMES

1. Whenever staying abroad, or at the institution of higher education where the mobility programme is taking place, prevents students from sitting ordinary exams of the course units for which they have enrolled, they are entitled to being evaluated at a later date after they have returned, provided that the mobility programme agreed upon overlaps the exam schedule stipulated by ESEC. Students shall apply in person for the 1st call of final exams before this period of evaluation begins.

2. These students are ensured access to two periods of evaluation (1st call and 2nd call), without prejudice to the provisions of paragraph 3. of Article 16 of these Regulations.

3. The setting of (a) new date(s) shall be the responsibility of the teacher in charge of the course unit within two weeks after the mobility period referred to in paragraph 1. has come to an end. The Academic Management Service shall schedule the date.

Article 17 – UPGRADING

1. The exam for upgrading is designed for students who had a mark above 10 in one of the evaluation periods identified in Articles 15 and 16.

2. In the case of taking the exam for upgrading, the higher mark obtained by the students shall take precedence.

3. The number of course units for which upgrading is applied does not count in terms of the maximum number of exams permitted in each evaluation period prescribed in the exam schedule.

4. Students are allowed only one upgrading exam per course unit.

5. When students have successfully completed their courses, upgrading exams may not be applied for after the request for the Course Certificate or Diploma has been submitted.

6. When students have completed their courses and applied for an upgrading exam in any course unit, only a detailed certificate of course units completed shall be issued without mention of the course itself having been completed or the final mark obtained.

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7. For the course units which the students have completed in continuous evaluation or through final exam (1st call), upgrading must be applied for during the 2nd call of the final exam corresponding to each semester of the same school year or the year immediately following.

8. For the course units which the students have completed in the 2nd call or the special call of the final exam, upgrading must be applied for during the 2nd call of the year immediately following and in the corresponding semester.

9. The students who successfully completed their courses in the 2nd call of the exam period, in either semester, may only apply for an upgrading exam in the special call of the same school year.

10. When students complete their courses during the special call of the final exam, the application for upgrading does not require that students enrol again.

11. Enrolment for upgrading shall take place in the time period prescribed in the exam schedule through the Virtual Secretary and is subject to the payment of a charge under the table of charges in force.

Article 18 – FRAUD

1. All exams, tests or assignments shall take place in circumstances which ensure:

- 1.1. Confirmation of the students' identity;
- 1.2. Confirmation of the submittal of exams, tests or assignments;
- 1.3. The detection of fraud having been practiced.

2. The practice of fraud detected during exams, tests or assignments entails:

- 2.1. The exam, test or assignment being annulled;
- 2.2. The inhibition of the exam, test or assignment being repeated or replaced with another one during the school year in question.

Article 19 – COMPLETION OF COURSE AND FINAL MARK

1. Students who have successfully completed all course units comprised in the study plan of their corresponding 1st cycle course (licenciatura) are considered to have graduated.

2. The final mark of the course shall be obtained through the weighted arithmetic average, rounded to the nearest unit (considering a unit to be a fraction not below five tenths), expressed on a scale of zero to twenty, of the marks of all course units which are comprised in the course's study plan.

The final average of the course, ranging from 10 (ten) to 20 (twenty) marks, shall include a qualitative mention as stipulated in Article 17 of Decree-Law no. 42/2005, of 22 February.

The weighting of units shall be regulated by the number of ECTS credits corresponding to each course unit, in accordance with the respective study plan approved and publicised through an Order published in Diário da República.

3. The application for the document attesting to a course having been successfully completed shall be requested by students and submitted to the Academic Management Service through payment of the prescribed charge. The Academic Management Service shall verify the

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circumstances in which the course has been completed and issue a document thereof by means of a certificate of registration or diploma.

Approved in the Technical-Scientific Board's meeting of 27/2/2013, altered in the Technical-Scientific Board's meeting of 8/1/2014 and 29/1/2014.

CHAPTER IX – FINAL PROVISIONS

Article 20 – APPROVAL, HOMOLOGATION, ENTRY INTO FORCE AND PUBLICATION

1. The present Regulations shall be approved by the Technical-Scientific Board, homologated by the President and come into force immediately.

The Chair of the Technical-Scientific Board

(Prof. Doutora Maria de Fátima Fernandes Neves)

2. As of the date of coming into force of these Regulations, their full text shall be made public and displayed in the usual places at ESEC, a copy being forwarded to the Students' Association of this School.

Homologated by

The President of ESEC

(Prof. Doutor Rui Manuel Sousa Mendes)

Article 21 – REVIEW

1. The present Regulations may be reassessed or reviewed whenever deemed appropriate and proposed by the members of the Pedagogical or Technical-Scientific Boards.

2. Alterations to the present Regulations shall comply with the provisions of the previous article.