

**Polytechnic of Tomar  
Tomar Management School**

**ACADEMIC REGULATION**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Scope of Application**

The present Regulation regulates academic actions of the Tomar Management School, hereinafter designated as “ESGT”, performed under the framework of its first-cycle and two-stage degrees, hereinafter designated as “degrees”.

**Article 2  
Study plan**

The study plans for ESGT graduate programs are approved by law.

**Article 3  
Academic Year**

1. Total duration of academic year is thirty (30) weeks excluding assessment periods.
2. Whenever the academic year is organized into semesters, each semester will have the duration of fifteen (15) teaching weeks excluding assessment periods.

**Article 4  
Academic calendar**

1. The academic calendar establishes applicable terms for: registrations/enrolments, teaching activities, holidays, assessments, exam enrolments, grade improvement enrolments, as well as deadlines for submission of assessment results to the Academic Services.
2. The ESGT academic calendar is established annually until the end of July for the following year by the ESGT Director, on consultation with the Pedagogic Council and in articulation with the Management Board of the Polytechnic of Tomar and its remaining Schools.
3. The interruption period between semesters of the teaching activities must be included in the academic calendar.

**Article 5  
Timetables**

The timetable for theoretical, theoretical-practical and practical classes shall be published for each course before commencement of each semester and upon consultation with the Pedagogic Council.

**Chapter II  
REGISTRATIONS AND ENROLMENTS**

**Article 6  
Registrations and Enrolments**

1. Registrations and enrolments comply with the legislation in force and take place in the appropriate periods established in the Academic calendar.
2. Upon admission to the program, students shall make appropriate registration and enrolment.
3. As long as there is no interruption, in order to maintain their enrolment, students must follow the appropriate enrolment procedures every year until completion of program.
4. In order to enrol, students shall provide the registrar's office with the documents included in list posted at the ESGT registrar's office.

**Article 7**  
**Lapse of Registration**

Failure to enrol in a subsequent year, after initial registration and enrolment, will cause registration to lapse and the need of a new submission according to applicable re-enter regulations.

**Article 8**  
**Tuition Fees and School Insurance**

1. Registration is subject to an annual fee and school insurance as established by law.
2. Failure to pay tuition fees will result in cancellation of all academic acts performed in that academic year including all grades awarded to non-compliant students during that academic year, without prejudice to their eventual payment within the concerning academic year.

**Article 9**  
**Enrolment Requirement**

1. For each academic year, students shall enrol in all courses of the applicable study plan or in all incomplete or failed courses of the year they are applying for.
2. Enrolment in an academic year requires enrolment in all failed or incomplete courses of the previous years.

**Article 10**  
**Enrolment in other courses**

1. The students may, if they wish, enrol in courses of other programs offered at the ESGT or other specialties/elective courses of the same program.
2. Such courses shall always be considered as elective and consequently shall not be accounted for in the final calculation of the average mark.
3. A passing grade in those courses shall not be considered in the concerning study plan, without prejudice to the possibility of equivalence if the student will eventually apply for that program.
4. Enrolment in an elective course will not add to the "numerus clausus" or to the minimum number of vacancies established for the program, speciality or branch to which that course relates.
5. A passing grade in an elective course shall be recorded in the student's curriculum and be mentioned in the leaving certificate or course transcript.
6. Enrolment in these elective courses requires payment of a specific tuition fee for any course at the occasion of final enrolment.
7. The students interested in attending these courses shall, in the regular enrolment period, make a pre-enrolment; the definitive enrolment being dependent upon the decision of the concerning Head of Department to be delivered within 15 days, upon consultation with the lecturer-in-charge, where place availability and the quality of teaching will be considered.
8. Final enrolment in an elective course shall not give the applicant student any rights on timetable arrangements to facilitate his attendance.

**Article 11**

## **Elective Courses**

1. Should the course study plan include elective courses, the student will, on the enrolment occasion and according to study plan regulations, select the ones he/she wants to attend.
2. The Management Board of the ESGT, under the proposal of the Heads of Department and upon consultation with the Scientific Council, may determine that an elective course will only operate if there are a minimum number of enrolments.
3. If there aren't a minimum number of enrolments, the students will select another elective course whose operation is ensured.

## **Article 12**

### **Enrolment responsibility**

On the enrolment occasion, the students will ensure that they enrol in all due courses and that they meet the requirements to do so.

## **Article 13**

### **Course Equivalence**

1. Equivalences for course units completed by students registered and enrolled in a given year and program may only be applied for until October 30 each year.
2. Request is addressed to the Scientific Council through an appropriate application form accompanied by the following documents:
  - a) copy of Leaving Certificate including name of course unit and respective grade;
  - b) copy of the subject contents for the course unit(s) completed.
3. Request for enrolment in a given course is possible only once.
4. If the course upon which equivalence is requested has already been the basis for equivalence to another, certificates for the two course plans should be presented.
5. Students may discontinue equivalence request in writing until the final decision of the Scientific Council.
6. The decision under the previous paragraph shall be taken until 30 November.
7. According to law, the Scientific Council decision may be appealed within 8 (eight) days from the date of notification to appellant.
8. Appeal outcomes on equivalence requests do not exclude applicability of the legal provisions in force concerning registration and enrolment in higher education.
9. Students may improve their equivalence grades under the terms of Article 57 of this Regulation.

## **Article 14**

### **Academic progression**

1. To proceed into the next year, students must have complete all courses of the concerning study plan or having failed a maximum of two annual courses, four semestral courses or one annual and two semester courses.
2. Analysis of compliance with the requirements to proceed into the next academic year is done at the occasion of enrolment in a new year and in no case whatsoever shall this transition occur in the course of an academic year.
3. The provisions under the previous paragraphs apply individually to each cycle of the two-cycle degrees. Without prejudice to the provisions set forth in previous sections, the members of management boards and associative leaders may proceed into the next year until 31 December of the same year.
4. Paragraph 3 of this Article also applies to the students that have requested for equivalence according to Article 13 of this Regulation.

## **Article 15**

## **Enrolment Constraints**

1. Enrolment in a given academic year or semester of first and second-cycle degrees offered by ESGT is limited.
2. Right to enrol will be denied to students who do not complete academic years within the deadlines set forth in the next paragraph, being prevented from applying to the same or to a different program in the two subsequent semesters.
3. Maximum number of enrolments allowed as a function of full academic years completed is as follows:

Maximum number of enrolments	completed years
3	0
4	1
5	2
6	3
7	4 and 5

4. Should the student benefit from the “employed student” statute as well as other situations regulated by the Management Board, for application purposes of the table under the previous section, for each enrolment done under those conditions only 0,5 will be considered.

### **Article 16**

#### **Applications to final assessment**

1. Students will only be allowed to sit for retake exams, exams for grade improvement, exams for employed students and special period exams if they have previously signed up for them and paid the appropriate fees.
2. Enrolment and respective payment shall be done in dates previously set.
3. After those deadlines, enrolments will be possible until the day before to exam date but will be subject to a fine, except if failure to enrol was due to reasons beyond the student's control.

### **Article 17**

#### **Impossibility of assessment**

The students will not be able to attend or take exams in a course in which they are not enrolled.

## **CHAPTER III**

### **ENROLMENT AND ATTENDANCE OF EXTRAORDINARY STUDENTS**

#### **Article 18**

##### **Application requirements**

Attendance of course units of programs offered by the ESGT by applicants who are not registered in any higher degree is possible, as long as they meet one of the following requirements:

- a) Hold a higher degree
- b) Hold an appropriate high school diploma or legally equivalent high school qualifications
- c) Although not fulfilling the previous requirements, be older than 25 and hold an appropriate curriculum.

**Article 19**  
**Submission of Application**

Application shall be submitted to the registrar's office through appropriate application forms within 8 (eight) business days from the commencement of classes and shall be accompanied by a CV, support document for academic qualifications and copy of ID card or other legal identification document.

**Article 20**  
**Acceptance of enrolment**

Acceptance of enrolment in each course is incumbent upon the Director of ESGT, on consultation with the competent Head of Department and lecturer-in-charge and is based upon CV analysis, course functioning conditions and personal interview if necessary.

**Article 21**  
**Validity of enrolment**

Acceptance of enrolment is only valid for the academic year in which application is submitted.

**Article 22**  
**Enrolment Constraints**

1. In every academic year, applicants may not enrol in more than four semester or two annual courses to a maximum of 12 semester or 6 annual courses.
2. For each course a maximum of two enrolments is allowed.

**Article 23**  
**Successful completion of a course**

Successful completion of a course as an extraordinary student does not confer any recognition for part or the whole of the concerning program of studies, nor does it lead to a higher degree or diploma or provides any sort of qualification for application to higher education degrees.

**Article 24**  
**Course transcript**

Without prejudice to the provisions in the previous paragraph, extraordinary students may be provided with a course transcript upon their own request.

**Article 25**  
**Assessment**

Extraordinary students are subject to the same assessment schemes established for regular students.

**Article 26**  
**Social benefits**

Extraordinary students do not benefit from social benefits defined for regular students, particularly access to scholarships, but they are allowed to use car parks, libraries, teaching materials and facilities and also canteens and halls of residence; these latter under the terms and conditions set forth by the Social Welfare Services of the Polytecnic.

**Article 27**

## **Enrolment**

Admitted candidates shall enrol in the registrar's office and pay, on the enrolment occasion, the fee established in the Scale of Legal Charges and Fees of the Polytechnic of Tomar for each enrolled course.

## **Chapter IV ATTENDANCE, COURSE PLANS AND SUMMARIES**

### **Article 28 Tuition period**

The tuition period for annual and semester courses is established on an annual basis in the relevant academic calendar.

### **Article 29 Enrolment Requirement**

Attendance at teaching sessions for a course is only allowed to students whose registration complies with the established terms and conditions.

### **Article 30 Tuition forms**

Tuition includes lectures, theoretical-practical and practical sessions, except for such modules as project, training and seminars which have specific regulations.

### **Article 31 Attendance scheme**

1. Attendance to lectures is optional.
2. As to theoretical-practical and practical sessions, the lecturer-in-charge will define the relevant attendance scheme, which should be included in each course plan.

### **Article 32 Course plans**

For each course unit a plan should be drawn up including the following information: Name of Establishment, Name of School, Name of Degree, Name of Course, Academic Year, Year of Study, Course regime, Total Workload, ECTS, Name and professional category of lecturers, Course Goals, Course Plan, Specific and General Reading and Assessment Methods.

### **Article 33 Course plan responsibility**

Draw up of course plans is incumbent upon the course lecturers coordinated by their superiors under the terms of Law.

### **Article 34 Provision of course plans**

Before commencement of every academic year, course plans, duly signed, shall be supplied to the Secretariat of the concerning Department or Interdepartmental Area, who shall send them to the ESGT Registrar's Office.

**Article 35**  
**Final course plans**

Should the lecturer consider that significant changes have been made to the initial course plan the actual plan must be sent to the Secretariat of the concerning Department or Interdepartmental Area by the end of the school term for that course.

**Article 36**  
**Summaries**

For each session taught, lecturers shall hand in a summary of class contents, duly completed and signed, in the concerning Department or Interdepartmental Area, within a maximum of 24 hours after each session, for eventual display.

**Chapter V**  
**ASSESSMENT**

**Article 37**  
**Assessment requirement**

1. Students' assessment is compulsory for every course units of the concerning course plan.
2. Assessment aims at evaluating knowledge and skills acquired in each course or teaching activity relative to the established goals.

**Article 38**  
**Assessment Methods**

1. Assessment methods are defined by the lecturer-in-charge and must be clearly and unequivocally defined in the respective course plan and communicated to students at the beginning of each academic year or semester.
2. The lecturer-in-charge may establish that assessment will only be accomplished through continuous assessment or mid-term assessment or both.
3. Final assessment shall not be accomplished only through a final exam but also through other forms of assessment.

**Article 39**  
**Admission to assessments**

1. Admission of a student to mid-term assessments may be subject to attainment of a minimum mark in continuous assessment defined by the lecturer, without prejudice to the provisions set forth in Article 28 of this Regulation.
2. This minimum mark, if applicable, will be set by the lecturer-in-charge and mentioned in the initial study plan.

**Article 40**  
**Oral assessment**

In any of these forms of assessment, the lecturer-in-charge may determine execution of an oral exam, whose terms and conditions shall be stated in the course plan.

**Article 41**  
**Assessment types**

There are three types of assessment: continuous, mid-term or final.

**Article 42**  
**Continuous assessment**

1. Continuous assessment should enable to evaluate students' knowledge and skills at any occasion in the course of studies and promote students' involvement, critical thought, and research and application skills.
2. Continuous assessment may focus on students' attendance and participation in class activities, execution and presentation of tests, practical or theoretical-practical assignments, project execution and other forms of assessment according to the course nature.
3. Students' degree of attendance and participation in class shall not be the only form of continuous assessment.

**Article 43**  
**Mid-term assessment**

Mid-term assessment shall include at least one written test per semester to be carried out on dates established in the academic calendar as according to Article 63.

**Article 44**  
**Final exam**

Final assessment includes execution of a final exam at the end of the academic year or semester.

**Article 45**  
**Grading**

1. For each form of assessment, final assessment will expressed by a number rounded off to the ones, the unit being considered the fraction not less than 5/10 out of a 0-20 scale.
2. Should grading of each type of assessment depend upon grading of every assessment action, it will be determined by their combination according to the criterion established in the course plan, using the rounding rule under the previous paragraph.

**Article 46**  
**Final assessment**

Students who miss or fail a mid-term exam are allowed to take final assessment in the regular final exam period with no restrictions.

**Article 47**  
**Cheating**

1. Any case of cheating, attempted or consumated, in an assessment task, will result in cancellation of the concerning task.
2. The lecturer detecting cheating shall collect all evidence of the incident, report it in writing to the Head of Department and, if applicable, write a note in the respective assessment table.

**Article 48**  
**Assessment tables**

1. Students' gradings shall be included in assessment tables to be filled up by the lecturer-in-charge.

2. Assessment tables shall be handed in to the secretariat of the concerning degree and displayed in the appropriate places as soon as possible.
3. Deliver of assessment tables to the secretariat shall take place within 15 (fifteen) days from the date of assessment task but always ensuring that they are advertised at least 4 (four) whole business days before the date of any other assessment task for the same course.

**Article 49**  
**Successful completion**

1. Successful completion of a course requires a minimum mark of 10 (ten) points out of a 0-20 grading scale.
2. Successful completion of a course is expressed as “Exempt from Exam” in continuous or mid-term assessment and as “Pass” in final assessment.
3. Failure in the same cases is expressed as “Admitted to Exam” and as “Failed”.

**Article 50**  
**Admission to final exam**

All students enrolled in a course shall be admitted to final exam for that course.

**Article 51**  
**Final exam periods**

For final assessment courses there is a regular exam period, a resit period and a special period; the dates being included in the academic calendar.

**Article 52**  
**Regular assessment period**

1. Regular exam period takes place at the end of semester or academic year, according to the nature of courses, in dates to be defined in the academic calendar.
2. Students may sit for exam during the regular exam period in any enrolled course as long as they haven't been exempt or excluded.

**Article 53**  
**Resit period**

1. There will be a resit period for annual and semester courses liable to final assessment at the end of each academic year or semester in dates to be established in the academic calendar.
2. During each resit period, students may resit exams for a maximum of two annual courses, one annual and two semester courses or four semester courses.
3. In order to be eligible for resit exams, students have to meet all the following requirements:
  - a) Having enrolled in that academic year;
  - b) Having been admitted to exam in the regular period;
  - c) Having missed or failed the regular period exam;
  - d) Having signed up for exam within deadlines.
4. Maximum number of exams stated in paragraph 2 of this Article will be three annual and six semester courses if successful completion of these courses allows the student to meet the necessary requirements to obtain a degree or diploma.
5. Enrolment in resit exams requires payment of a fee per enrolled course to an amount established in the Scale of Legal Charges and Fees of the Polytechnic of Tomar.

**Article 54**

### **Special assessment period**

1. There will be a special assessment period in every academic year.
2. In the special exam period, students will be able to resit for missed, withdrawn or failed exams which had already been taken during regular or resit periods, as long as successful completion of these courses allows the student to meet the necessary requirements to obtain a degree or a diploma.
3. During the special exam period students may sit for exams of a maximum of two courses, regardless of being annual or semestral.
4. In order to be admitted to an exam in this special assessment period, students must meet all the following requirements:
  - a) Having enrolled in that academic year;
  - b) Having been admitted to exam in the regular period;
  - c) Having missed, withdrawn or failed the regular or resit period exam;
  - d) Having signed up for exam within deadlines.
5. Enrolment in the special assessment period requires payment of a fee per enrolled course of an amount established in the Scale of Legal Charges and Fees of the Polytechnic of Tomar.

### **Article 55** **Special statutes**

1. The students covered by legal statutes allowing a special exam period, may take exams in this period under the terms of the respective statute, regardless of having taken those exams during regular or resit periods.
2. These students will be subject to the provisions set forth in paragraphs 2 to 5 of previous Article.

### **Article 56** **Students involved in curricular activities**

1. Upon proposal of the competent Head of Department, the students involved in curricular trainings or mobility programs may benefit from a special exam period.
2. Enrolment in resit exams requires payment of a fee per enrolled course of an amount established in the Scale of Legal Charges and Fees of the Polytechnic of Tomar, except those students for whom this exam period is a substitute of regular exam period.

### **Article 57** **Grade improvement**

1. Students who passed a course have one chance to resit the exam to attempt to improve their grade in that course.
2. This resit exam may take place in regular or resit exam periods in the academic year in which the passing grade has been obtained or in the following year as long as the student is still enrolled in the course.

### **Article 58** **Exam sign-up requirement**

Compulsory sign-ups for resit exams, grade improvement exams or special period exams will, not only be subject to a fee per enrolled course, but also will have to be done until three business days in advance to exam date or until the day before exam, in this case upon payment of a fine.

**Article 59**  
**Final grading**

1. Final grading for the Bachelor's degree is the weighted average rounded off to the ones (the unit being considered the fraction not less than 5/10) of the grades obtained in all courses of the study plan.
2. Final grading for the two-cycle programs (*licenciatura bi-etápica*) is determined through the calculus of the following formula rounded off to the ones (the unit being considered the fraction not less than 5/10):

$$\frac{(3P) + (nxs)}{3+n}$$

where:

P – is the final grade for Bachelor's degree;

n – is a weighting coefficient value of 2

s – is the arithmetic measure rounded off to the ones (the unit being considered the fraction not less than 5/10) of the grades obtained in all courses of the study plan for the second cycle of studies.

**CHAPTER VI**  
**MARKED PAPERS INSPECTION, COMPLAINTS AND APPEALS**

**Article 60**  
**Inspection of marked exam papers**

1. After the grades of written exams have been displayed in the usual places, students will be entitled to access their marked exam papers within three business days from the date of display.
2. Lecturers should provide the students who require it with the necessary explanations about their assessment results.
3. The ESGT will ensure the appropriate tools to facilitate access of students to their marked exam papers.

**Article 61**  
**Complaints**

1. Students have the right to complain about a given grade in a written exam with the purpose of improving that grade.
2. Complaints will be lodged in writing to the Head of Department within two days from the date of inspection of exam paper by the student and must be duly grounded.
3. Compliant complaints will be sent to the lecturer-in-charge so that he/she takes a grounded decision thereon within two days from its reception.
4. The lecturer's decision and respective reasoning will be communicated in writing to the student by the Head of Department.
5. The original complaint, relevant resolution and proof of student notification will be filed in his/her individual files.
6. Complaints that are not fully grounded and justified and whose goal is not the useful effect set forth in paragraph 1 of this Article, and also late complaints, will be decided as inadmissible except in cases where the delay in lodging the complaint is beyond the student's control.

**Article 62**  
**Appeals**

1. Outcomes of complaints can be appealed.
2. Duly grounded appeals will be lodged in writing within two business days from the date of notification of outcome and addressed to the head of Department.
3. Appeals will only be possible after lodging of complaint and after the respective outcome.
4. It is incumbent upon the Department Council to take a grounded decision on appeal within 8 (eight) business days from date of appeal on consultation with the lecturer-in-charge.
5. If they find it convenient, the Council of Department may appoint a Committee composed by three lecturers of the concerning scientific area who provide recommendations thereon.
6. Complaints that are not fully grounded and justified and whose goal is not the useful effect set forth in paragraph 1 of Article 60, and also late complaints, will be decided as inadmissible except in cases where the delay in lodging the complaint is beyond the student's control.
7. The original complaint, relevant outcome and proof of student notification will be filed in his/her individual files.

### **Article 63**

#### **Fees**

1. Under the terms of this regulation, lodging of complaints and appeals requires payment by the complainants or appellants of a fee to an amount established in the Scale of Legal Charges and Fees of the Polytechnic of Tomar and its basic units.
2. Complaint and appeal fees are paid in the treasury services and proof of this payment must be made at the time of their lodging.
3. Should the complaint or appeal be successful the respective fees will be returned.

### **Article 64**

#### **Exemption from fees**

The President of the Polytechnic of Tomar may fully or partially exempt complainants or appellants from payment of due fees with basis on their economic situation, provided it is duly documented and justified and they have requested it at the time of lodging of the complaint or appeal.

### **Article 65**

#### **Dependency from a complaint or appeal**

1. A complaint or appeal to a given assessment does not prejudice subsequent assessments that may depend upon their outcome; they will remain conditional until notification of outcome.
2. If the result of complaint or appeal is favourable to the student, the recorded outcome of the assessment appeal will be the most favourable result for the student.

## **CHAPTER VI**

### **SCHEDULING OF ASSESSMENT TASKS**

#### **Article 66**

##### **Exam dates**

1. Dates for written tests/exams in every period of the academic calendar should be advertised 60 days in advance to the date of the first test/exam of each period.
2. Execution of any assessment task other than those included in the academic calendar shall be arranged by the lecturer and duly advertised at least fifteen (15) days in advance.
3. The dates for oral assessments shall be settled and advertised at least 72 hours in advance.

### **Article 67**

#### **Exam rooms**

1. The students should know in which room a given exam will be held at least ten days in advance.
2. Change of exam rooms will only be possible for unpredicted, undecidable reasons. In this event, both the invigilators and the Department secretariat will ensure that all examinees are informed of this change prior to its commencement.
3. Performance of different assessment tasks in the same room will only be allowed upon approval by the lecturers-in-charge for assessment and as long as they have the same duration.

### **Article 68**

#### **Invigilation of tests/exams**

1. Written exams shall always be invigilated by ESGT lecturers.
2. An exam shall be invigilated by at least one lecturer in charge of the concerning course or by a substitute appointed by him/her in the same area of expertise.
3. Invigilators should arrive at the exam room earlier than examinees in order to ensure its preparation.
4. During the exam, the invigilators shall watch the examinees and refrain from performing any other activities.
5. Helping the examinees with their exam is absolutely forbidden but interpretation doubts may be clarified with the consent of the lecturer-in-charge.

### **Article 69**

#### **Exam room entry**

1. The examinees should arrive at the exam room entrance ten minutes before the due hour.
2. Only in the presence of the invigilator will the examinees be able to enter the room.
3. Previous seat reservations in an exam room will not be allowed.
4. The invigilator may determine the seat distribution across the room.
5. In exceptional cases, duly grounded, entry of examinees within thirty minutes from the due hour may be allowed but, in these cases, they will not be granted additional time to complete the exam.

### **Article 70**

#### **Commencement and duration of exam**

1. Exams shall start at the due hour but in no case whatsoever will they start earlier.
2. Exams shall have the established duration.

### **Article 71**

#### **Identification**

1. For written assessments examinees must bring their Student ID card or another identification document containing a photo.
2. Examinee identification is incumbent upon the invigilators.
3. Identification may be done during or at the end of exam.
4. In the event of lack of identification document, the invigilator shall, at the end of exam, inform the examinee that he/she must present identification within 48 hours; otherwise exam will be considered null.
5. In these cases, the invigilator shall immediately communicate the event to the lecturer-in-charge or his/her substitute.

### **Article 72**

#### **Question papers, exam sheets and draft sheets**

1. At the beginning of assessment task, the examinees will be provided with an exam sheet and a draft sheet and the question paper, which shall be the last thing to be handed in.
2. The exam and draft sheets should be initialled and dated by the invigilator.
3. The examinees may keep the question paper and draft sheets at the end of exam.

### **Article 73**

#### **Open book” exam**

1. "Open book” exams, if applicable, will be held under the terms and conditions defined by the lecturer-in-charge.
2. Whenever usage of personal material is allowed in an exam, the invigilator will check its compliance in order to ensure that no fraudulent material is used.

### **Article 74**

#### **Forbidden material**

1. During exams, the use of cell phones or other communication media with the outside or any electronic devices that may provide useful information to examinees shall be absolutely prohibited.
2. Before distribution of question papers, the examinees shall be warned of the abovementioned prohibition.
3. All unallowed material shall be left in a specific place inside the room arranged by the invigilator.

### **Article 75**

#### **Attendance**

1. In each room, if the lecturer-in-charge so determines, the invigilator shall distribute an attendance sheet where each examinee will sign his/her full name and provide their enrolment number and name of degree attended.
2. Upon request, the invigilator may provide the students with proof of presence in the exam.

### **Article 76**

#### **Withdrawal**

1. Examinees who wish to withdraw from an exam shall return their exam papers duly identified and write it on the respective cover sheet and sign underneath.
2. The invigilator will inspect the exam paper to ensure that the examinee’s wish to withdraw from exam is clear and unequivocal.
3. The examinee will not be able to abandon the exam room until permission is given by the invigilator under the terms of the next Article.

### **Article 77**

#### **Permission to abandon the room**

1. The question paper received, the examinees will only be able to abandon the room thirty minutes after commencement of exam.
2. During written exams, the examinees will only be able to leave the room with the invigilator’s permission who will analyse his/her groundings for leaving, but only after thirty minutes from commencement of exam.

**Article 78**  
**Exam Frauds**

1. Any consummated or attempted fraud will result in cancellation of the exam in question and retention by the invigilator of exam papers and other documentary evidence.
2. The dishonest examinees shall abandon the room immediately except if thirty minutes have not elapsed from the commencement of the exam.
3. The invigilator may also act according to the provisions set forth in Article 47 of this regulation.

**Article 79**  
**Collection and supply of proof evidence**

1. Before leaving the room, all examinees shall hand in all evidence paper(s) to the invigilator.
2. Upon reception of evidence papers, the invigilator shall put them in an envelop and write name of degree, name of course unit, exam period, type of assessment, exam date, total number of examinees and withdrawal cases.
3. Immediately after the end of exam, the evidence papers shall be handed in to the lecturer-in-charge or his/her substitute.
4. Disappearing of any evidence paper shall be communicated to the Head of Department in question, who will inform the ESGT Director.

**CHAPTER VIII**  
**EMPLOYED STUDENT STATUTE**

**Article 80**  
**Scope of application**

Legal benefits concerning enrolment, attendance and exam schemes are intended to safeguard employed students who are in an unprivileged position relative to regular students. Those constraints safeguarded, coordination of their work shall be similar to that of remaining students and assessment tasks shall meet the necessary scientific and pedagogic requirements.

**Article 81**  
**The concept of employed student**

1. In order to gain the “employed student” statute students must:
  - a) Be an employed worker in a public or private institution regardless of the type of contract;
  - b) Be a self-employed worker;
  - c) Be attending training actions lasting longer than six months.
  - d) Be involved in temporary activity programmes for young people lasting longer than six months;
2. If after recognition of the employed student statute under the terms of a) of previous paragraph the student becomes unemployed, entitlement to that statute will be maintained as long as the unemployment situation is involuntary.
3. For the due purposes of the previous paragraph, involuntary unemployment situations are those where the employed student is entitled to unemployment benefits as according to applicable legislation.

**Article 82**

## **Terms and conditions for recognition of the employed student statute**

1. Recognition by the ESGT of the employed student statute depends upon submission to the registrar's office of the appropriate form.
2. The form mentioned in the previous number shall be submitted at the enrolment occasion or within the enrolment deadline if fulfilment of requirements under Article 81, paragraph 1, takes place more than 30 days prior to termination of that deadline.
3. In the remaining situations, the form mentioned in 1. shall be submitted within 30 days from fulfilment of requirements set forth in Article 81, paragraph 1. However, the students shall only be entitled with the employed student statute for the course units actually being taught at the occasion of submission of the abovementioned form.
4. The form mentioned in previous paragraphs must be accompanied by the following documents:
  - a) In the situations stated in Article 81, paragraph 1, section a):
    - Employer's Statement containing such details as student name, type of contract and work starting date or a copy of the contract of employment containing the same information as long as it is signed by the employer.
    - Copy of the last wage receipt.
  - b) In the situations stated in Article 81, paragraph 1, section b):
    - Copy of the Start-up Statement
    - Copy of the last income tax form
  - c) In the situations stated in Article 81, paragraph 1, section c):
    - Statement from the training provider containing such details as student name, type of training, training starting date and duration or copy of the training contract containing the same elements and signed by the training provider.
  - d) In the situations stated in Article 81, paragraph 1, section d):
    - Statement from the authority responsible for temporary activity programmes for young people containing name of student, type of program, program starting date and duration or copy of the relevant contract containing the same elements and signed by the competent authority.
5. The form and documents referred to in previous paragraphs will only be accepted by the registrar's office as long as they meet the requirements set forth in previous article.
6. Recognition of the employed student statute is valid solely for the academic year in course. If this statute is to be maintained, the procedures stated in previous paragraphs must be renewed at the commencement of every academic year.
7. For involuntary unemployment situations following occurrence of the provisions in Article 81, paragraph 1, section a., documentary evidence of involuntary termination of employment contract must be presented, including letter of termination or statement by the Employment Services Centre confirming unemployment situation and statement by the Social Welfare Services confirming claim for unemployment grant to be submitted together with the form under paragraphs 1 to 3.
8. In either case, the ESGT may, whenever they deem it convenient, require other documentary evidence of fulfilment of requirements for recognition or maintenance of the employed student statute.
9. Failure to submit the form and required documents within the deadlines stated in paragraph 2 and 3 causes non-recognition of the employed student statute.

## **Article 83**

### **Exemptions and benefits of employed students**

1. Employed students are not subject to any regulations imposing a minimum number of course units of a given program, in any degrees where that is possible or that imply a change of establishment.
2. Employed students are not subject to any regulations whatsoever in which attendance of a minimum number of teaching sessions is required to achieve academic success.
3. Employed students shall benefit from a special examination period in every degree and every academic year.

4. All assessments as well as minimum support services to employed students should be held during evening periods as according to Article 12, 4. of Law No 116/96 of 4 November.
5. Employed students are entitled to remake sessions whenever these sessions are considered by the lecturers-in-charge, as indispensable for the learning and assessment process.

**Article 84**  
**Termination of benefits**

1. The employed student statute will cease in case of academic failure on two consecutive years or three interpolated years.
2. For the due purposes of the previous paragraph, academic success includes a pass in at least half of the enrolled courses units, this number being rounded downwards if necessary.
3. Voluntary dropout from a course unit shall be considered as academic failure except if justified by a fact that is beyond the student's control such as prolonged disease, accident, pregnancy or fulfilment of legal obligations.
4. Students will have one chance of recovering the employed student statute in the year following the one in which it has been lost.

**Article 85**  
**Provision of fake statements or documents**

1. Provision of false statements in the form mentioned in article 82 as well as fake support documents, not only will cause non-recognition of the employed student statute, but also its immediate notification to the competent authorities for ascription of disciplinary and criminal responsibility.
2. If falsity of statements and documents is only confirmed after recognition of the employed student statute, not only will the dishonest student lose this statute, but also will the unduly received benefits be cancelled, without prejudice to the provisions in previous paragraph.
3. In the case set forth in previous paragraph and in the event of cancellation of benefits concerning the right to unlimited resit exams, the dishonest student will be able to select which exams, as far as it exceeds normal limit, should be cancelled; otherwise the exams cancelled will be those that were held in earlier dates.

**CHAPTER IX**  
**STATUTE OF THE MEMBERS OF MANAGEMENT BOARDS AND YOUNG ASSOCIATIVE LEADERS**

**Article 86**  
**Scope of Application**

For the purposes of application of the provisions under this chapter:

- a) By "member of management boards" is meant every ESGT student being involved in the management of any statutory School body of the Polytechnic of Tomar or ESGT.
- b) By "Associative leader" is meant every ESGT student who is a member of the social bodies of the Students' Association.

**Article 87**  
**Attestation of management board membership and young associative leader**

1. Exercise of rights under this chapter depends upon previous submission to the academic services of ESGT of a statement by the president of the concerning management body – for students performing duties as members of a management body – and, for associative leaders, a copy of the minutes of proceedings of the meeting in which they took office.
2. The documents under previous paragraphs shall be submitted to the registrar's office within 15 (fifteen) business days from the date of commencement or assumption of duties as applicable.
3. Non-fulfilment of the provisions under previous paragraph implies non-application of statute.

**Article 88**  
**Benefits**

1. The students covered by the provisions under the present chapter have the following rights during tenure:
  - a) Right to be excused by absences to teaching sessions due to their participation in statutory meetings that coincide with class hours.
  - b) Right to be excused by absences to teaching sessions due to their participation in associative activities of significant interest;
  - c) Right to apply for a monthly exam, apart from those held in regular and special periods already covered by applicable legislation, within the first five business days of each month to be held during teaching periods or in assessment periods established in the academic calendar.
  - d) Right to postpone to a date agreed with concerning lecturers, for a period not inferior to that of the restraint, makeup of missed coursework, written reports and written tests under continuous assessment due to their participation in statutory meetings or related activities;
  - e) Right to make up missed work due to their participation in non-postponable meetings or associative activities.
2. Excuse of absences under sections a) and b) of previous paragraph requires delivery to the ESGT director of documentation which supports an explanation for the student's absence.
3. It is incumbent upon the School Director to decide, within 15 days from delivery of the documentation under the previous paragraph, of the pleas in law relied on by the student for the purposes of excuse for absences.
4. The rights under sections c), d) and e), of paragraph 1 may be exercised uninterruptedly, at the discretion of the interested parties, during tenure or within 12 months after its end as long as it is not longer than actual period of tenure.
5. Exercise of right under section c) of paragraph 1 impedes the students from writing the same examination in the next two months.
6. The students covered by the provisions under this chapter who terminate or suspend their activities will lose the rights thereunder.

**Article 89**  
**Disciplinary liability**

Supply of false statements by the students covered by the provisions under this chapter is liable to disciplinary action.

**Article 90**  
**Obligations**

The students enjoying from benefits provided under this chapter have the particular obligation to actively involve in laboratory assignments and other practical coursework conveying key practical concepts and skills.

## **CHAPTER X OTHER LEGAL STATUTES**

### **Article 91**

1. The students meeting the necessary requirements to benefit from other legal statutes, including the young associative leader and the high-competition athlete statute, will be entitled with the due rights and benefits as long as the conditions and requirements established by the relevant legislation are met.
2. Recognition of the statutes referred to in previous paragraph will always depend upon request addressed to the ESGT Director by the students interested.
3. The request under the terms of paragraph 2 shall be submitted at the enrolment or registration occasion or until the end of those deadlines, if fulfilment of the required terms and conditions takes place more than 30 days before termination of that deadline or at the most within 30 days after fulfilment of those terms and conditions.

## **CHAPTER XI FINAL PROVISIONS**

### **Article 92**

Clarification of any interpretation doubts as well as coverage of any situations not expressly mentioned in this Regulation will be on the ESGT Director's responsibility or his/her representative on consultation with the President of the Polytechnic in order to ensure the same criteria across the whole institution.

## **CHAPTER XII ENTRY INTO FORCE**

### **Article 93**

These regulations shall become effective from this day onwards.