

Academic Regulations of the Schools within the Instituto Politécnico de Tomar (IPT)

Chapter I

General provisions

Article 1

Scope of application

The present regulations regulate academic activities of the Instituto Politécnico de Tomar (IPT) performed in connection with its degree-awarding programmes and post-secondary diploma awarding programmes (CTeSP) hereinafter designated **programmes** without prejudice to the application of specific regulations on programmes leading to the award of master's degrees and CTeSP diplomas where the provisions in these regulations do not apply.

Article 2

Concepts

For the purpose of the provisions in these Regulations

- a) "course/module": a taught unit with specific educational outcomes subject to administrative enrolment and awarding of a final grade;
- b) "syllabus": the organised set of courses/modules which a student is required to complete in order to earn a certain academic degree, a non-degree awarding diploma or to gather part of the requisites needed to earn a given academic degree;
- c) "academic year" and "academic term": the sections of the syllabus which, according to applicable regulations, must be completed over an academic year or a term, respectively;
- d) "credits": numerical values according to the European Credit Transfer System (ECTS) allocated to courses/modules to describe the workload a student has to undertake to complete the specified section of the syllabus and competencies;
- e) "pre-requisites for progression": the condition where students should or must complete one or more courses/modules in order to be able to enrol in a given course/module.
- f) "enrolment expiration": the condition resulting in cancellation of a student's enrolment for having exceeded the maximum number of enrolments which prevents him/her to attend any higher education programme;
- g) "diploma": a document certifying that the person has satisfactorily completed a graduate or a postgraduate degree. A diploma is also awarded upon completion of a non-degree awarding programme or parts of it:

- i. Level-4 technological specialisation courses (CET);
- ii. Level-5 vocational foundation courses (CTeSP);
- iii. Part of a bachelor's degree totalling at least 120 credits;
- iv. A master's degree totalling at least 60 credits;
- v. Other non-degree level qualifications.

Diplomas at both the degree and non-degree level are subject to registration drawn up and endorsed by the Academic Registrar and a registration certificate also called diploma.

- h) "Certificate of Graduation": document issued according to law that attests the attainment of a first- or second-cycle degree issued by a higher education establishment at the student's request.
- i) "Diploma Supplement": document accompanying a higher education diploma, providing a description of the Portuguese higher education system and a standardised description of the nature, level, context, content and status of the studies completed by its holder.
- j) "Transfer between institutions and programmes": the action by which a student registers with a HE institution different from that where they are or were enrolled, regardless of whether enrolment has been suspended or not.
- k) "Readmission": the action by which a student, after having suspended studies in a given programme and HE institution, enrolls in the same HE institution for the same or a subsequent edition of the programme;
- l) "Individual course/module": a course/module that can be taken separately.

Chapter II

Organization and Operation

Article 3

Academic Calendar and Timetables

1. The academic calendar specifies the terms for enrolments, registrations, teaching activities and academic breaks, assessments, exam sign-ups and re-sits and the deadlines for the submission of questionnaires to assess the performance of teaching staff and the operation of courses/modules.
2. The academic calendar is drawn up by the Director of the School concerned on consultation with the Pedagogic Committee until the end of July for the following year.
3. Academic year duration varies between 36 and 40 weeks including assessment periods distributed in a balanced manner throughout two semesters.
4. The academic calendar should be designed having in mind the different calendars of all IPT schools in accordance with the President's guidelines.
5. Course/module timetables are drawn up according to the regulations and advertised up to five working days before the commencement of each term by the Head of the School concerned on consultation with the Pedagogic Committee.

Article 1st
Registrations and Enrolments

1. Registration and enrolment must be completed upon admission and during the first year of the programme.
2. In the subsequent years, students must enrol every year for the duration of their studies.
3. Failure to register or enrol in a subsequent year after the first enrolment will cause registration to lapse and the need for new registration and enrolment according to applicable re-admission regulations.
4. Annual enrolment is subject to tuition and insurance fees as determined by law and by IPT's Student Fee Regulations.
5. Failure to pay tuition fees will have the consequences specified in the Student Fee Regulations of the IPT.
6. Students will be able to enrol in more advanced courses/modules of subsequent years, notwithstanding the regulations on pre-requisites for progression, provided that they meet all the following conditions:
 - a) Having enrolled in all the courses/modules of the year for which they are applying as well as in all repeats from previous years;
 - b) The total credits for the courses/modules in which they are enrolled does not exceed 85 ECTS credits.
7. In order to sign up for an Internship Program students must meet the specified requirements and be likely to successfully complete all the courses/modules within their programme of study.
8. Students will not be able to attend or take exams in a course/module in which they are not enrolled.
9. Enrolment in a degree major, speciality area, academic track or elective course/module can be changed up to ten working days after the commencement of the academic year. Exceptionally, enrolment changes can be made until 31 October with the permission of the Head of School without prejudice to the compliance with admission quotas and the requirements set out for degree major, speciality area, academic track or elective course/module.
10. Students can enrol or change their initial enrolments in second-semester elective courses/modules as provided in paragraph (6) of this article within 10 working days after the beginning of the second semester as long as this change consists in replacing one course/module by another and not in cancelling the one in which they are enrolled.
11. These changes and respective terms shall also apply to compulsory courses/modules if one of the following conditions is true:

- a) A course/module is preceded by another course/module of the previous semester in which the student enrolled but failed (according to course/module pre-requisite rules);
 - b) The Programme Director decided favourably on the request for changes submitted by the student.
12. At the time of enrolment, students should make sure that they are enrolling in all intended courses/modules and that they meet the necessary requirements.
 13. Right to registration and enrolment is subject to the pre-requisites set forth in the applicable IPT regulations.
 14. Registrations and enrolments must take place within the deadlines set out in the academic calendar as provided in Article 3.
 15. Regardless of the deadlines set out for enrolments, students have the right to enrol only in the academic year following the one in which they are enrolled within up to 10 working days once the grade of the last exam is released, but not later than 30 November.
 16. Where students are, for reasons beyond their control, not informed of the grade of one or more exams for courses/modules they are enrolled in until the cited 30 November, they shall enrol in the new academic year within the abovementioned deadline including those courses/modules in their enrolment list.
 17. In the case mentioned in the previous paragraph, if students come to complete the abovementioned course(s)/module(s), enrolment will be automatically cancelled and the grade(s) will, for all due purposes, be counted towards the classification of the preceding academic year.

Article 2nd
Courses/modules taken individually

1. Any course/module taught at the IPT can be taken as an individual unit.
2. Any individual aged at least 17 may register for an individual course/module, except if the course/module is an integral part of the curriculum of the programme of study the student is undertaking.
3. Registration in individual courses/modules must be carried out at the academic services division until 15 working days after the commencement of the academic year.
4. If a course/module has pre-requisites for admission, i.e. admission quotas, registration in that course/module shall be preceded by application accompanied by CV to be submitted at the academic services division up to 10 working days after the commencement of the academic year.
5. Registration in an individual course/module is only valid for the semester or academic year in question.
6. Registration in an individual course/module may be with or without assessment.

7. Individual courses/modules registered with assessment and successfully completed shall be:
 - a) subject to certification;
 - b) credited towards the degree (within the limits established by law and IPT's Regulation on Recognition of Prior Learning) if the holder becomes an undergraduate student at IPT;
 - c) included in the Diploma Supplement.
8. Students who are attending individual extra-curricular courses/modules but are not registered for any programme offered at IPT do not benefit from student welfare support but are allowed to use the library, laboratories, canteens and facilities in general.
9. Successful completion of extracurricular courses/modules taken individually does not confer recognition for part or the whole of a programme of study, nor does it confer any qualification for admission to higher education.

Article 6

Course

Course Sheet

1. Each academic year the lecturer in charge of the course/module must draft an information sheet according to the format set out by the Quality Evaluation Centre of the IPT and submit it to the Programme Director for consideration in advance of course/module start date.
2. Course sheets must include, where appropriate, applicable course/module pre-requisite rules.
3. Course sheets must be forwarded to the Technical-Scientific Council for consideration and approval after consultation with the Programme Director.
4. Once a course sheet is approved, the Academic Services division shall circulate a summarised version of the document.
5. Amendments to an approved course sheet are subject to consultation by the Programme Director and approval by the Technical-Scientific Council of the School concerned.

Article 7

Class Summaries and Office Hour Schedule

1. Without prejudice to its previous dissemination among students, the lecturers in charge shall submit class outlines to the department secretary until the day following the one in which classes were held.
2. The lecturers in charge should post their office hours on their office door and deliver it to the secretary of the department concerned.

3. The documents mentioned in previous paragraphs shall be made available at IPT website.

Article 8

Class Attendance

1. Depending on the nature of the courses/modules, tuition is accomplished through theoretical sessions (L), theoretical-practical sessions (TP), laboratory sessions (L), field work (FW), seminar (S), placement (P), tutorials (T) and others (O).
2. The courses *Dissertation, Project, Internship* and *Seminar* that are part of the graduate degrees and the post-secondary diploma programmes are ruled by specific regulations proposed by the director of the programme concerned and approved by the Pedagogic Council upon consideration by the Technical-Scientific Council.
3. Attendance at lectures (L), tutorials (T) and others (O) is optional.
4. Attendance at theoretical-practical (TP) lessons can be compulsory or optional according to assessment criteria specified in the course/module sheet, students being allowed to miss a maximum of one third of the timetabled classes of the course/module.
5. Attendance at lab and fieldwork sessions is compulsory notwithstanding the students' right to miss up to one-third of the timetabled classes of the course/module.
6. Counting of the number of timetabled classes mentioned in 4) and 5) of the present article starts from the date of enrolment in a course/module.
7. Regardless of the consequences of failure to attend classes, recording of attendances at all teaching sessions is compulsory.

Chapter III

Assessment

Article 9

General Considerations

1. Assessment aims at evaluating knowledge and skills acquired by students in each course/module in the different taught components with a view to attaining the goals established.
2. School assessment calendars are approved by the Pedagogic Council and should be made public up to one month in advance of each academic term.
3. Students have the right to receive proof of their participation in any assessment component by requesting it to the lecturer in charge.

Article 10

Assessment Method

1. The assessment method to be used in the course/module with well-defined components and criteria is specified on the course/module sheet and it should be communicated to students right from the start of classes.
2. Any proposal to change assessment methods of a given course/module or module requires approval by at least two thirds of the students present in a meeting called at least five working days in advance or, in exceptional cases, by the Head of School.

Article 11

Assessment Types and Academic Progression

1. Assessment in a course/module can either be formative or summative.

2. Formative assessment can be ongoing or end of term and include several components such as the number of classes attended and the level of classroom participation and assignments submitted or other assessment methods. Grades based on ongoing assessment may exempt students from taking the final exam under the terms specified in the course/module sheet.
3. In courses/modules assessed mainly through practical course/module work during class time, exemption from end-of-term exams may be considered through an express decision of the Technical-Scientific Council.
4. Subject to the provisions in the previous paragraph, summative/final assessment is mandatory.
5. Summative/final assessment includes a written test, practical assignments or other forms of assessment adapted to the characteristics of the course/module and occurs at the end of the term or the academic year in which it is taught.
6. Mid-term assessment grades may also contribute towards the summative/final assessment score if that is specified in the course/module sheet.
7. At the lecturer's discretion, summative/final assessment may also require submission of any mandatory component of ongoing assessment in which a student failed to obtain the minimum score.
8. Oral defence of an assignment or other oral assessment tasks, if required in the form of assessment, is considered a public deed.
9. Assessment of the courses/modules Dissertation, Project, Internship and Seminar that are part of graduate degree programmes and vocational foundation programmes is specified in the relevant regulations.
10. Enrolment in a course/module in which classes have already commenced does not exempt students from attending timetabled assessments.
11. In all courses/modules, formative or summative assessment results are expressed in the form of an integer within a 0-20 marking scale.
12. To complete a course/module a minimum grade of 10 out of 20 must be earned.

Article 12

Grade sheets

1. In a course/module, there is a grade sheet of students' final grades for each assessment type which is completed by the lecturer in charge and handed in to the secretary of the department concerned who posts it on the usual noticeboard within the following deadlines:
 - a) at least 4 working days before final assessment in the case of grade sheets for end-of-term assessment;

- b) up to 10 working days after exam in the case of grade sheets for exam assessment as long as they are released at least 4 working days before the next exam;
 - c) up to 30 calendar days after the date of submission of exam sign-up form in the case of grade sheets for exam assessment provided for in Article 38.
2. Lecturers should ensure that the marks for all assessment components contributing to the final grade are made public.
 3. Assessment results for dissertations, projects and placement reports may be communicated separately or in the form of a minute including the weighted value of each assessment component.
 4. Assessment results for a course/module are expressed as a “Pass” or “Fail”.
 5. In the grade sheet for end-of-term assessment the terms “Exempted from exam”, “Eligible for Exam” and “Fail” (this latter under the terms of Article 11(3)) are used to express, respectively, the circumstances where a student passes or fails without the possibility of reassessment.

Article 13 **Exam Eligibility**

1. All Students enrolled in a course/module are eligible to take exam except if they:
 - a) Have been exempted from exam;
 - b) Have failed without the possibility of reassessment under the terms of Article 11(3).
2. Failure without the possibility of reassessment only applies to students who:
 - a) have missed too many laboratory (L), fieldwork (F) and theoretical-practical (TP) sessions under the terms of Article 8(4 and 5);
 - b) have failed to complete assignments or other tasks specified in the course/module sheet and considered by the instructor as essential to complete the course/module or did not attain the minimum mark (10 out of 20).
3. Paragraph 2(a) of this article does not apply to students with legal statuses that exempt from attending a minimum number of timetabled classes per course/module.

Article 14 **Assessment Periods**

For final assessment courses/modules there is the main assessment period, the resit assessment period and the special assessment period on dates specified in the academic calendar.

Article 15

Main Assessment Period

1. The main assessment period takes place at the end of semester or academic year, depending on the type of course/module on dates to be specified in the academic calendar.
2. Any student who has been accepted for exam of a course/module are eligible to take exams in the main assessment period for that academic year.

Article 16

Resit Period

1. After the main assessment period there is a resit period for the same courses/modules.
2. Students may repeat exams in any course/module as long as they meet all the following requirements:
 - a) having been accepted for exam in that academic year;
 - b) having failed the main exam;
 - c) having signed up for the resit period within the deadline and paid the fee in accordance with the IPT's fees schedule.

Article 17

Special Assessment Period

1. Every academic year there is a special exam period which must occur until the 30th of November following the end of the second semester.
2. Special assessment periods may be subdivided into two, as long as this is stated in the academic calendar, and it is, respectively, the first and the second for the students under the conditions laid down in paragraphs 3 and 4 of the present Article.
3. Special assessment periods are also intended for those students enjoying the working student status, the associative leader status or other legal statuses that entitle to that assessment period as well as Erasmus students - who cannot sit for main or re-sit exams - provided this is the subject of a formal proposal by the Degree Programme Director to the Head of School.
4. Students also take special exams to courses/modules adding up to a maximum of 25 ECTS credits, with an exception to modules such as dissertation, project, placement and internship, as long as completion of those courses/modules leads to the award of the degree.
5. In exceptional circumstances and upon a well-grounded request of the student and a favourable decision of the competent Head of School, sign-up for the abovementioned special exam period may be allowed for students whose non-

interruption of studies depends on the completion of a failed course/module or 6 ECTS credits.

6. In addition to the specific requirements set forth in the preceding paragraphs, in order to be eligible for the special assessment period students must fulfil all the following general requirements:
 - a) having been accepted for exam in that academic year;
 - b) having failed at the first attempt or the resit examination;
 - c) having signed up for the special assessment period within the deadline and paid the fee as according to the IPT's fees schedule.

Article 18

Resits for Grade Improvement Purposes

1. Repetition of previously passed courses/modules to improve an existing grade is allowed only once.
2. Re-sit exams to improve an existing grade may be taken in the main or resit exam period in the academic year in which the course/module has been completed or the immediately following year.
3. Where a student wants to improve the final grade of a course/module completed through recognition of prior learning (RPL) as provided for in Article 20, it must be requested in the academic year where accreditation has been awarded or the immediately following year.

Article 19

Exam Sign-ups

1. Sign-up for exams in resit or special periods must be done until the second working day immediately before the date of the exam.
2. Sign-up for exams mentioned in the previous paragraph in periods different from those mentioned above is subject to the payment of a fine of an amount specified in the IPT's fees schedule, except if non-compliance with the deadline is demonstrably beyond the student's control acknowledged by the Head of the School.
3. Failure to comply with the rules in the previous paragraph renders the exam results invalid.

Article 20

Recognition of Prior Learning

Transfer of credits from prior studies of students enrolled in an IPT School must comply with applicable legislation and the internal rules of procedure and the Regulations on Recognition of Prior Learning (RPL) of the Instituto Politécnico de Tomar.

Article 21
Copying and Plagiarism

1. Cases of copying and plagiarism shall result in cancellation of the piece(s) of assessment of the student(s) concerned.
2. Plagiarism involves the submission of course/module work which was totally or partially copied from another author and presented as a student's own original work.
3. Copying involves the use of non-authorized materials and information provided by or to third-parties in tests or examinations.
4. If a student is caught in flagrante delicto, the piece of assessment in question shall be immediately cancelled.
5. Where a lecturer suspects of plagiarism or cheating, he/she should confront the student(s) and suspend the grade until the situation is clarified and report it to the Programme Director.
6. The sanctions mentioned in previous paragraphs do not prejudice any possible criminal or disciplinary penalties that may be applicable.

Chapter IV
Access to marked exam scripts, complaints and appeals

Article 22
Access to marked exam scripts and exam feedback

1. Once the marks of end-of-term tests or written exams or other document-based assessment tasks have been posted, students are entitled to access marked test or exam papers within the three working days following the posting of assessment results on a date, time and place set by the lecturer.
2. Lecturers should provide the students with the necessary feedback on their assessment results.

Article 23
Complaints

1. Students can lodge a complaint against assessment results for mid-term tests and exams.
2. Complaints must be well founded and substantiated and submitted within 5 working days following the date of posting of assessment results.
3. Complaints shall be addressed in writing to the Programme Director who refers them to the instructor for judgement and give a decision within 5 working days of the date of receipt of request.
4. The Degree Programme Director shall decide on complaints within 5 working days and communicate the decision to the student in writing.

5. The original complaint document, the decision thereon and proof of student's notification shall be kept in their individual file.
6. Unsubstantiated and late complaints shall not be considered, except where late complaints are due to circumstances beyond the student's control.
7. Grades for oral examinations can only be complained against if regulatory formalities have not been met.

Article 24

Appeal

1. Decisions on complaints can be appealed within two working days from the date of notification of complaint outcome. Appeals must be well founded and duly substantiated.
2. All formal appeals must be in writing and addressed to the Head of the School concerned within ten working days who will forward it, together with the complaint and the outcome, for consideration by a panel of judges appointed by the Technical-Scientific Council comprised of three faculty members of which two are of the area of expertise of the course/module.
3. Ungrounded or late appeals shall not be considered.
4. The panel of judges referred to in (2) of the present article shall give a grounded decision within 7 working days from the date on which the appeal was lodged.
5. The original appeal document, the decision thereon and proof of written notification to the student shall be kept in his/her individual file.

Article 25

Pendency of Complaints/Appeals

1. Pendency of complaints or appeals against a given assessment or course/module outcome does not prejudice subsequent assessments that may depend upon that outcome, with them remaining conditional until outcome is disclosed.
2. If complaints or appeals are decided favourably and the student has taken subsequent assessment tasks the outcome considered shall be the one that is most favourable to the student.

Article 26

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 IPT's Schedule of Fees.
2. At the time of lodging any complaint or appeal students must provide proof of payment of the relevant fee.
3. Should the complaint or appeal be successful, the amount of the final fee shall be returned as long as refund is requested within 30 days.

Article 27
Fee Exemption

The President of the IPT may fully or partially exempt complainants or appellants from payment of due fees on the grounds of their economic situation, as long as they provide proof thereof and have requested it at the time of submission.

Chapter V
Academic Progression, Graduation and Degree Classification

Article 28
Academic Progression

1. Progression to the next year of the degree programme is only allowed if courses/modules failed during the current year or previous years do not exceed 25 credits.
2. The timing to determine whether a student meets the requirements for progression is the beginning of the academic year and this is only allowed during the academic year in the case of:
 - a) Student representatives of IPT and its schools and students with the status of young associative leader who take examinations outside of the main assessment period may progress to the next year until the 31st of December of the academic year in question.
 - b) Students who have applied for accreditation of prior learning (RPL) and obtained a transfer of credits towards their degree may progress to the next academic year until the 31st of December of the academic year in question.

Article 29
Graduation

1 - In order to graduate students must earn the required amount of credits specified in the course curriculum in force in the year of graduation.

2 - A degree will only be awarded if the credits in the previous paragraph are earned until the last business day of December of the year in question notwithstanding the possibility of a later date in exceptional cases where the impossibility of that date is due to circumstances beyond the IPT's control.

Article 30
Degree Grade

A student's overall grade is calculated according to the following formula rounded to the nearest integer:

$$CF = \frac{CUC_1 Ects_1 + CUC_2 Ects_2 + \dots + CUC_n Ects_n}{\text{Total ECTS}}$$

Where:

CF = Overall Grade

$CUC_1 Ects_1 + CUC_2 Ects_2 + \dots + CUC_n Ects_n$ = Sum of values resulting from the multiplication of the grade obtained in each course/module by the correspondent ECTS value as defined in the relevant curriculum;

Total ECTS = sum of ECTS of all courses/modules relevant for the calculation of the overall average grade.

Article 31

Procedures

The Registry Office is responsible for verifying procedures such as academic progression, graduation and calculation of overall degree grades according to abovementioned articles.

Article 32

Diplomas and Certificates of Graduation

- 1 - Upon completion of a bachelor's or a master's degree students are eligible to receive a diploma attesting the award.
- 2 - The aforementioned students may also request the issuing of a certificate of graduation, if they so wish.
- 3 - Certificates attesting completion of portions of the requirements for an undergraduate degree or a master's degree corresponding to at least 120 and 60 ECTS credits, respectively, may also be requested.
- 4 - Students completing level-4 technological specialisation courses (CET) and level-5 vocational foundation courses (CTeSP) are also eligible for the award of a diploma.
- 5 - The Registry Office is responsible for issuing diplomas and certificates of graduation within 15 to 120 days of the request.
- 6 - Templates and elements to be included in the diplomas are those specified in Appendix I to the present Regulation and those to be included in the certificates of graduation must be approved by the President of the IPT upon a proposal by the Academic Registrar.
- 7 - A diploma supplement is always provided with the diploma as specified by Ministerial Order.
- 8 - The issuing of diplomas and certificates is subject to formal request by the student concerned and to the payment of a fee to an amount set out in IPT's schedule of fees and charges at the time of request.

Chapter VI

Working student status

Article 33

Scope

1. Legal benefits concerning enrolment, attendance and examination processes are intended to safeguard term-time working students who do not enjoy the same rights as regular students.
2. These constraints once safeguarded, the coordination of their work shall be similar to that of regular students and assessment tasks shall comply with applicable requirements.

Article 34

Concept of 'working student'

1. In order to gain the status of working students they must be in one of the following situations:
 - a) Be working with a public or private organisation irrespective of the type of contract;
 - b) Be self-employed;
 - c) Be attending vocational courses/modules with a minimum duration of six months;
 - d) Be engaged in temporary work programmes for young people with a minimum duration of six months.
2. If after recognition of the working student status (under the terms of a) and b) of the preceding paragraph) the student becomes unemployed, entitlement to that status will be maintained provided that the unemployment circumstances are beyond the student's control and he/she is registered with the Employment Centre.
3. Employment situations associated with reintegration contracts promoted by the Institute for Employment and Vocational Training (IEFP) or other similar situations are deemed equivalent to those referred to in 1(a).

Article 35

Terms and conditions for the recognition of the working student status

1. Recognition of the working student status is subject to the submission of a formal request using the appropriate form obtainable from the registrar's office.
2. The form in the previous paragraph must be submitted at the time of enrolment/registration or within the enrolment/registration deadline if requirements in Article 33(1) are met more than 30 days prior to deadline date.
3. In the remaining situations, the form mentioned in paragraph 1 shall be submitted within 30 days after fulfilment of all the requirements in Article 34(1) but the

applicant to the status of working student will only be able to benefit from it as regards to the courses/modules he/she is attending at the time of submission and not those that have already been completed.

4. The request mentioned in the preceding paragraphs must be accompanied by the following documents:
 - a) For the situations stated in Article 34(1a):
 - i) Employer's statement including student name, type of contract and job starting date or a copy of the contract of employment containing the same information, provided that it is signed by the employer;
 - ii) Copy of the last wage receipt.
 - a) For the situations stated in Article 34(1b):
 - i) Copy of the start-up statement;
 - ii) Copy of the last income tax statement
 - c) For the situation stated in Article 34(1c), the Training Provider Statement including student name, type of training, training starting date/duration or copy of the training contract containing the same elements, provided that it is signed by the training provider.
 - d) For the situation stated in Article 34(1d), a statement by the authority for temporary employment programmes for young people including student name, type of programme, programme starting date/duration or copy of the relevant contract containing the same elements, provided that it is signed by the competent authority.
 - e) For the situation stated in Article 34(3), a statement by the authority responsible for the management of the contract including student name, contract type, contract start date and duration, or copy of the reintegration contracts containing the same elements, provided that it is signed by the competent authorities;
5. The recognition of the working student status is valid solely for the current academic year. If this status is to be maintained, the procedures specified in the previous paragraphs must be renewed at the beginning of every academic year.
6. The situations of involuntary unemployment subsequent to the provisions in Article 34 (1)(a) and (b) should be demonstrated through supporting document proving involuntary termination of the employment relationship, namely letter of termination from employer or declaration of the Employment Services Centre confirming unemployment situation and declaration by the Social Welfare Services confirming claim for unemployment grant, or proof of receipt, to be submitted together with the form under paragraphs 1 to 3 of this article.
7. In either case, the School may, at their discretion, require other documents proving the fulfilment of requirements for recognition or maintenance of the working student status.

Article 36

Exemptions and benefits of working students

1. Working students are not subject to any rules establishing statutes of limitation or implying a change of school.
2. Working students are not subject to any regulations determining that attendance at a minimum number of teaching sessions is required to pass a module, notwithstanding the obligation to attend the courses/modules where presence is compulsory.
3. Term-time working students benefit from a special examination period in all programmes and all academic years except for those modules governed by specific regulations which do not cover exam periods.
4. Schools should, as far as possible, ensure that assessment tasks and minimum student working-student support services are held in programmes running during evening periods.
5. Working students may benefit from remedial classes subject to the approval of the Head of School and the Programme Director upon proposal of the lecturer-in-charge.

Article 37

Termination of benefits

1. If a student fails two consecutive years or three interpolated years the working student status will cease.
2. For the due purposes of the previous paragraph, academic progression means a student has passed at least half of the required credits.
3. Voluntary withdrawal from a course/module shall be considered as academic failure except if justified by a fact that is beyond the student's control such as long-term illness, accident, pregnancy or fulfilment of legal obligations.
4. A working student who does not comply with the provisions in 2. due to a maternity or parental leave with a minimum duration of one month or due to a labour accident or professional illness shall be considered as having successfully completed the course/module requirements.
5. Students recover the working student status in the year following the one in which it has been lost, but they only have two chances to do so.

Article 38

Make false statements or provide fake documents

1. Provision of false statements as referred to in article 35 as well as of fake support documents, not only will cause non-recognition of the working student status, but also immediate report to competent authorities to determine disciplinary action and criminal liability.

2. Should falsity of statements and documents only be confirmed after recognition of the working student status, not only shall the dishonest student lose this status, but also the unduly received benefits be cancelled, notwithstanding the provisions set forth in the last section of previous paragraph.

Chapter VII

Status of members of managerial bodies and young associative leaders

Article 39

Scope of Application

1. For the purpose of applying the provisions in this chapter:
 - a) By 'student representative' is meant any student who is part of a governing body of the IPT or of its constituent schools pursuant to law and institutional statutes.
 - b) By 'young associative leader' is meant a student who is a full member of the board of a Student's Association or a member of the managerial bodies of a recognised youth association pursuant to Law No. 23/2006 of 23 June or recognised by IPT as developing activities of relevance for the academic community of the IPT.

Article 40

Proof of status of student representative and young associative leader

1. Exercise of the rights under this chapter depends upon prior submission to IPT's Academic Services Division of a declaration by the president of the concerning governing body, for students performing duties as student representatives and, for associative leaders, a copy of the minutes from the meeting in which they took office.
2. The documents mentioned in the previous paragraphs must be submitted to the Academic Services Division within 30 working days from the date of commencement or assumption of duties as applicable.

Article 41

Benefits

1. The students covered by the provisions under the present chapter are, during the period of tenure, entitled to:
 - a) Absences to teaching sessions by virtue of having to attend statutory meetings that overlap with class hours.
 - b) Be excused by absences to teaching sessions by virtue of their participation in relevant associative activities;

- c) Sign up for up to six exams per academic year beyond those in normal, re-sit and special assessment periods already covered by this regulation up to a maximum of two exams per course/module;
 - d) Postpone, for a period not inferior to that of the duration of impediment and to a date agreed with the lecturer, the submission of coursework, written reports and tests in courses/modules within continuous assessment due to their attendance to statutory meetings or related activities;
 - e) Make up, on date to be agreed with the lecturer, all assessments missed due to non-postponable meetings or other associative activities.
2. Excuse of absences mentioned in 1 a) and b) depends on the provision of document proving the student's presence in a particular activity to the relevant Head of School.
 3. For the due purposes of the provisions in 1e), students performing duties as associative leaders must provide documentary evidence thereof within 48 hours from the date they took office.
 4. It is incumbent upon the Head of School to decide, within 10 working days from submission of the abovementioned document, on the pleas relied on by the student for the purposes of excuse for absences.
 5. The rights under 1c), d) and e) may be exercised on a continual basis, at the discretion of the persons concerned, during tenure or within the following 12 months, as long as it does not exceed the actual period of tenure.
 6. Without prejudice to the provisions in Article 17(3), the exercise of the right mentioned in 1(c) prevents resits in a particular unit/module in the two months following the first attempt and the right can only be exercised until the last working day before the date of commencement of the registration period for the following year set out in the academic calendar.
 7. The students covered by the provisions of this chapter who, notwithstanding the provisions in 5. concerning the regular cessation of term of office, cease or suspend their activity will lose the rights thereunder.

Article 42

Disciplinary Liability

Any student covered by the provisions in this chapter who makes false statements is subject to disciplinary action, notwithstanding any criminal liability in connection to the case.

Article 43

Obligations

Students enjoying from the benefits granted under the terms of the present section are obliged to attend laboratory and other practical sessions that are considered essential to learn the basic concepts and skills.

Chapter VIII
Special status of physically or sensory disabled students

Article 44
General provisions

1. For the purposes of these regulations physically or sensory disabled students are:
 - a) The students who have been admitted to one of IPT schools through special entry schemes pursuant to specific legislation on physically and sensory impaired candidates.
 - b) The students who have been admitted to higher education through other entry schemes and have a degree of impairment of 60% or higher, notwithstanding any special circumstances that are evaluated on a case-to-case basis.

Article 45
Class Attendance

1. For attendance purposes, the working student status applies to disabled students.
2. Disabled students shall be given enrolment priority onto tutorials and laboratory sessions.
3. Upon their own request, reserved seats may be arranged in classrooms.
4. Subject to the agreement of the lecturer concerned, impaired students may be given the chance to record classes as long as these recordings are used solely for academic and personal purposes.
5. If the lecturer does not agree with class recording, or this is not possible, (s)he should, with reasonable advance, provide the impaired students with the contents of each session (class plan or handouts).

Article 46
Assessment Types

1. For assessment purposes, the working student status applies to impaired students.
2. Where justified impaired students shall be given the chance to be assessed through special methods.
3. Special assessment methods shall be adapted to the special needs of students without undermining the focus of the course/module contents under assessment.
4. Special situations shall be examined on a case-to-case basis and assessment methods shall, as far as possible, be adapted to the type of disability and agreed between lecturers and impaired students.
5. Deadlines for submission of practical assignments may be extended, under the terms defined by the lecturer, for impaired students whose specific constraints require it but must comply with the deadlines established in the academic calendar.

6. Impaired students who suffer from chronic disease and require frequent hospitalisations, whenever these occur in duly recognised assessment periods, should be given the chance to take assessment tasks in later dates to be set by mutual agreement and extend submission deadlines within the academic calendar.

Article 47

Admission to special exam periods

In applicable cases, besides the general exam period established in these Regulations, disabled students may be entitled to an additional exam in courses/modules worth up to 10 ECTS credits.

Article 48

General procedures

1. At the beginning of every academic year, at enrolment and registration, impaired students must submit an application along with a medical certificate to the Head of the concerned School requesting for the support desired.
2. The Head of School shall take a grounded decision within 10 working days from the date of submission of request.
3. At the beginning of each academic year, the Head of School shall inform the relevant programme director about the specific constraints of each individual case.
4. Student loan deadlines applied by the Library and Archive Centre are extended for impaired students under the terms and conditions set out by its Director.

Chapter IX

Special status for pregnant and parent students

Article 49

General provisions

The provisions in this chapter apply to pregnant and parent students with children under the age of 3 studying at IPT.

Article 50

Conditions for the recognition of status

1. The recognition of the pregnant or parent student status is subject to the submission of request addressed to the Head of School.
2. The request in the preceding paragraph must be accompanied with:
 - a) medical certificate attesting to the pregnancy, in the case of pregnant students;
 - b) copy of Birth Certificate of the student's son or daughter, in the case of parent students;
3. The rights resulting from the status shall cease within one month from pregnancy interruption or after the son/daughter has completed 3 years old.

Article 51

Attendance provisions

1. For attendance purposes, this status shall apply to the working student status.
2. Disabled students shall be given enrolment priority onto tutorials and laboratory sessions.

Article 52

Forms of assessment

1. For assessment purposes, pregnant and parent students are covered by the working student status.
2. Whenever compliance with the coursework submission deadlines is not possible due to prenatal care visits, child birth, breast-feeding, children's illness or care they may be extended, under the terms defined by the lecturer and within the deadlines set out in the academic calendar.

Chapter X

Other statuses

Article 53

Benefits for students enjoying other statuses

1. Students enrolled as high performance athletes who are engaged in either individual or team activities at national or regional level on behalf of IPT, its Student's Association or Schools enjoy, with the necessary adjustments, the benefits set out for young associative leaders.
2. Granting of the benefits provided for in the preceding paragraph is subject to formal request containing a favourable opinion from the SAS Administrator to be submitted by the student at the time of enrolment/registration, before the end of the enrolment period or within 30 days following the verification of the facts justifying the granting of status.
3. The students fulfilling the necessary requirements to benefit from other legal statuses, including that of high-performance athlete, will be entitled with the due rights and benefits as long as they meet the conditions and requirements set out in applicable legislation.
4. Recognition of the statuses under the previous paragraph shall always depend upon formal request addressed to the Head of School by the students.
5. The Head of School shall take a grounded decision within 10 working days from the date of submission of request.
6. The request referred to in 4. shall be submitted at the time of enrolment/registration, before the end of the enrolment period or within 30 days following the fulfilment of the requirements for gaining the status.

Chapter XI
Final Provisions

Article 54
Interpretation, loopholes and omissions

Interpretative problems or loopholes within this regulation shall be solved by the IPT President with prior hearing of the Heads of Schools.

Chapter XII
Entry into force

Article 55
Entry into force

These regulations come into force from the date of approval by the President of the IPT.

APPENDIX I

A - Template of the bachelor's degree diploma

DIPLOMA

....., Academic Registrar at Instituto Politécnico de Tomar, states according to the records kept by this institution that **«student's full name»**, born in **«place of birth»**, son/daughter of **«name of father»** and **«name of mother»**, was awarded the Bachelor's Degree **«degree title»**, **«branch of specialisation»** with the overall average grade of **«rounded grade»** (**«grade written in full»**) upon completion of the following courses/modules:

[Course/module List]

Degree awarded upon fulfilment of the requirements specified in the curriculum published by Ministerial Decision No..... in the Official Journal of the Portuguese Republic, Series II, dated --/--/----.

This diploma bears the official stamp of the Institution.

Escola Superior de de, **«Date»**.

Academic Services

Academic Registrar

(.....)

(.....)

A - Template of the master's degree diploma

DIPLOMA

....., Academic Registrar at Instituto Politécnico de Tomar, states according to the records kept by this institution that «**student's full name**», born in «**place of birth**», son/daughter of «**name of father**» and «**name of mother**», was awarded the Master's Degree «**degree title**», «**branch of specialisation**» with the overall average grade of «**rounded grade**» («**grade written in full**») «**Description of final grade within the European Qualifications Framework**», on «**date written in full**», upon completion of the following courses/modules:

[Course/module List]

Degree awarded upon fulfilment of the requirements specified in the curriculum published by Ministerial Decision No..... in the Official Journal of the Portuguese Republic, Series II, dated --/--/----.

This diploma bears the official stamp of the Institution.

Escola Superior de de, «**Date**».

Academic Services

Academic Registrar

(.....)

(.....)

C - Template of the diploma of the vocational foundation course (CTeSP)

CTeSP DIPLOMA

....., Academic Registrar of Instituto Politécnico de Tomar, states that «**student's full name**», holder of ID/Citizen Card No. «**ID card No.**», completed the Vocational Foundation Course «**degree title**», on «**date**», and was therefore awarded this Diploma with the final grade of «**rounded grade**» («**grade written in full**»), which was signed by me and certified by the institution.

The degree was registered under No. _____ in the Directorate-General of Higher Education. This Diploma was registered in the electronic platform under the number _____.

The present transcript attests a Vocational Qualification (Level 5) within the National Qualifications Framework approved by Ministerial Order No.782/2009 dated 23 July in accordance with the Recommendation of the European Parliament and the Council dated 23 April 2008 on the establishment of the European Qualifications Framework for Lifelong Learning (OJ -C111 dated 6 May 2008).

Course/module Structure

[Course/module List]

This certificate bears the official stamp of the Institution.

Escola Superior de de, «**Date**»

Academic Services

Academic Registrar

(.....)

(.....)

D - Template of the technological specialization diploma

TECHNOLOGICAL SPECIALISATION DIPLOMA

....., Academic Registrar of Instituto Politécnico de Tomar, states that «**student's full name**», holder of ID/Citizen Card No. «**ID card No.**», completed the in «**course title**», on «**date**», and was therefore awarded this Diploma with the Technological Specialisation Course final grade of «**rounded grade**» («**grade written in full**»), which was signed by me and certified by the institution.

Course/module created by Order No. _____.

The present transcript attests a Vocational Qualification (Level 5) within the National Qualifications Framework approved by Ministerial Order No.782/2009 dated 23 July in accordance with the Recommendation of the European Parliament and the Council dated 23 April 2008 on the establishment of the European Qualifications Framework for Lifelong Learning (OJ -C111 dated 6 May 2008).

Course/module Structure

[Course/module List]

This certificate bears the official stamp of the Institution.

Escola Superior de de, «**Date**»

Academic Services

Academic Registrar

(.....)

(.....)

A - Diploma template (courses/modules taken as part of the bachelor's degree worth at least 120 ECTS credits)

DIPLOMA

....., Academic Registrar at Instituto Politécnico de Tomar, states according to the records kept by this institution that «**student's full name**», born in «**place of birth**», son/daughter of «**name of father**» and «**name of mother**», completed the following courses/modules within the Bachelor's Degree in «**degree title**», «**branch of specialisation**» worth ECTS credits:

[Course/module List]

Degree awarded upon fulfilment of the requirements specified in the curriculum published by Ministerial Decision No..... in the Official Journal of the Portuguese Republic, Series II, dated --/--/----

This diploma bears the official stamp of the Institution.

Escola Superior de de, «**Date**».

Academic Services

Academic Registrar

(.....)

(.....)

F - Specialisation diploma template (courses/modules taken as part of the master's degree worth at least 60 ECTS credits)

SPECIALIZATION DIPLOMA

....., Academic Registrar at Instituto Politécnico de Tomar, states according to the records kept by this institution that «**student's full name**», born in «**place of birth**», son/daughter of «**name of father**» and «**name of mother**», was awarded the Specialization Diploma (Article 20(1a) of Decree-Law No. 74/2006 of 24 March) as part of «**degree title**», «**branch of specialisation**» worth 60 ECTS credits with the final grade of «**rounded grade**» («**grade written in full**») upon completion of the following courses/modules:

[Course/module List]

This certificate bears the official stamp of the Institution.

Escola Superior de de, «**Date**».

Academic Services

Academic Registrar

(.....)

(.....)