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ACADEMIC REGULATIONS | BUSINESS SCHOOL OF TOMAR | POLYTECHNIC OF TOMAR



**ACADEMIC REGULATIONS
BUSINESS SCHOOL OF TOMAR
POLYTECHNIC INSTITUTE OF TOMAR**

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Academic Regulations Business School of Tomar Polytechnic Institute of Tomar (IPT)

CHAPTER I

General Provisions

Article 1

Scope of Application

The present Academic Regulations regulate academic activities of the Business School of Tomar from the Polytechnic Institute of Tomar performed in connection with its graduate programmes, hereinafter designated as “programmes”.

Article 2

Concepts

For the purpose of the provisions in these regulations,

- a) "Course": a teaching unit with specific educational goals subject to administrative enrolment and awarding of a final grade;
- b) "Syllabus": an organised set of courses which a student is required to complete in order to obtain a certain academic degree, a non-degree diploma or to gather part of the requisites needed to obtain a given academic degree;
- c) "Academic year" and "curricular semester": sections of the syllabus which, according to applicable regulations, a student has to complete in full-time attendance mode over a school year or a semester, respectively;
- d) "Credits": numerical values according to the European Credit Transfer System (ECTS) allocated to courses to describe the student workload required to complete them and acquire the specified skills;
- e) "Pre-requisites for progression": the condition where a student should or must complete one or more courses in order to be able to enrol in a given course.
- f) "Statute of limitations": the condition resulting in termination of a student's registration for having exceeded the maximum number of registrations which prevents him/her to attend any higher education programme;

g) "Diploma": document that is awarded to graduates of an educational institution, officially confirming that the student has successfully completed an academic programme in that institution, namely:

- i. Graduation Diplomas;
- ii. Master's Certificates.

h) "Programme change": the action by which a student registers in a programme of study different from that of his/her previous registration, at the same or a different HE institution, regardless of whether registration has been interrupted or not.

i) "Programme transfer" is the action by which a student registers with a HE institution different from that where he/she is or was registered, regardless of whether registration has been interrupted or not.

j) "Readmission" means the action by which a student, after having interrupted his/her studies in a given programme and HE institution, registers with the same HE institution for the same or any successor programme;

k) "Extra-curricular course" is a unit that is not part of the student's curriculum and is not required to obtain the degree.

CHAPTER II

Academic Calendar; Timetables; Registrations/Enrolments; Course Specifications; Class Summaries; Assiduity/Attendance

Article 3

Academic Calendar

1. The academic calendar sets out applicable terms for applications, enrolments and registrations, school activities, holiday periods, assessment, registrations for exams, applications for re-take exams, deadlines for submission of assessment results to the academic services as well as the submission of enquiries designed to assess the performance of teaching staff and course functioning.
2. The academic calendar is laid down by the Head of School, on consultation with the Pedagogic Committee, until the end of July for the following year.
3. The 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 compliance with the President's guidelines.

Article 4

Timetables

1. The programme timetables are laid down by each Head of School, after hearing the relevant Pedagogic Committee, within at least five working days before the beginning of each semester.
2. Timetables for every programme are drawn up according to the provisions of Timetable Regulations.

Article 5

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. Students must register and enrol in the programme before they can attend the classes of a course.
3. As long as there is no interruption, students must enrol every year until the programme is completed.
4. Failure to register or enrol in the following academic year will cause registration to lapse and the students will be subject to applicable re-entry regulations.
5. In order to enrol students must supply the documents specified in a list available from IPT's registry office and concerning websites.
6. Annual enrolment is subject to tuition and insurance fees as determined by law and by IPT's Student Fee Regulations.
7. Failure to pay the tuition fees will result in cancellation of all curricular actions performed in that academic year including all grades awarded to non-compliant students during that academic year.
8. Students will be able to enrol, if they wish, in courses of the academic year(s) following the one for which they are applying, notwithstanding the regulations on pre-requisites for progression, provided that they comply with all the following conditions:
 - a) having enrolled in all the courses of the academic year for which they are applying as well as in all late completing courses from previous academic years;
 - b) the total amount of ECTS credits for curricular courses of current, previous and subsequent academic years does not exceed 85 credits per academic year;

9. At the time of enrolment, students should make sure that they are enrolling in all intended courses and that they meet the necessary requirements to do so.

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

11. Enrolment in an area of expertise, branch, profile or optional course can be changed within 5 consecutive days after the beginning of the respective classes and exceptionally until the 31st of December upon the consent of the Head of School, without prejudice to the compliance with student vacancies and requisites specified for that area of expertise, branch, profile or optional course.

12. Right to registration and enrolment is subject to the statute of limitations set forth in the relevant IPT regulations.

Article 6

Extracurricular courses

1. Extra-curricular courses are any units attended by an IPT student which are not part of the set of compulsory and optional units of the programme of study in which he/she is enrolled and are not necessary to complete the degree.

2. Extra-curricular units will not count towards the calculus of the overall grade but will be certified and mentioned in the Diploma Supplement.

3. Extracurricular units belonging to a profile, area of expertise or programme other than the ones to which students are attending may be credited towards the profile, area of expertise or programme concerned, subject to formal request and payment by the student of the handling fees.

4. The following individuals are eligible to apply for enrolment in extra-curricular courses:

- a) Students from any IPT School;
- b) Alumni from any IPT School;
- c) Any individual who:
 - i) Holds a higher degree;
 - ii) Holds a high school diploma or legally equivalent qualification;
 - iii) Does not meet the previous conditions but is older than 23 and has a CV that is considered appropriate.

5. Applications will be submitted to the registry office, through appropriate form, within 5 days prior to the beginning of the teaching period of the extracurricular course concerned accompanied with CV, leaving certificate and copy of ID/Citizen Card.

6. Acceptance of enrolment in any extracurricular unit will be decided by the Head of School on the recommendation of the Programme Director upon exam of the applicant's CV and may be subject to resource availability.
7. Enrolment will only be valid for the academic year in which application is accepted and after payment of the handling fees specified in IPT's Fee Schedule.
8. Candidates may attend a maximum of two annual or four semester-based extra-curricular units per academic year up to a limit of 24 ECTS credits.
9. Successful completion of extracurricular units does not confer recognition of part or the whole of a programme of study, nor does it confer any qualification for admission to higher education.
10. At the request of the students concerned, a certificate of attendance or a certificate of successful completion, as applicable, may be issued upon payment of the specified fee.
11. The students who are attending extra-curricular units but are not enrolled in any IPT programme will not benefit from customary social support but have access to the library, laboratories, canteens and facilities in general.

Article 7

Course specifications

1. For each course, a specifications document should be prepared containing the name of establishment, name of school, name of programme, name of course, academic year, year of study, total contact hours (specified per session type), total workload, ECTS credits, course duration, name of the course lecturer and other teaching staff, course goals, subject contents, general or specific reading and assessment methods.
2. Before the start of an academic year the course specifications document (paginated and signed) will be provided to the Programme Director for approval who will deliver it to the registry office.
3. Should the course lecturer consider that significant changes have been introduced into the initial contents of a given course, he/she should, at the end of the teaching period for that course, supply the course contents actually taught to the Programme Director.
4. Drawing up and delivery of the specifications document for a given course is the responsibility of the respective lecturers.

Article 8

Class Summaries

1. Without prejudice to its previous posting or provision to the students at the beginning of each class, the lecturers shall hand in the class summaries to the relevant secretary until the day following the one in which classes were held, for posterior posting.
2. On the first day of classes, the lecturer will post the course timetable on his/her office door and also hand it in to the secretary who will post it on a visible, easily accessible location.
3. The documents mentioned in the previous paragraphs will be made available at the School's website.

Article 9

Attendance

1. The tuition period for annual and semester courses is set out on an annual basis in the relevant academic calendar.
2. Attendance at teaching sessions of a course shall only be allowed to students who have enrolled within the deadlines and meet the specified requirements.
3. According to the nature of courses, tuition is accomplished through lectures (L), theoretical-practical sessions (TP), laboratory sessions (L), field work (FW), seminar (S), placement (P), tutorials (T) and others (O).
4. Units such as dissertation, project, internship and seminar are governed by specific regulations proposed by the Programme Director and approved by the Head of School on consultation with the Pedagogic Committee.
5. Attendance at lectures (L), tutorials (T) and others (O) is optional.
6. Attendance at theoretical-practical sessions (TP) may be compulsory or optional according to assessment criteria defined by the lecturer with students being allowed to miss a maximum of one third of the total number of scheduled sessions.
7. Attendance at laboratory and fieldwork sessions is compulsory notwithstanding the students' right to miss up to one-third of the total number of scheduled sessions.
8. Counting of total number of scheduled sessions mentioned in paragraphs 6 and 7 of the present article starts from the date of enrolment in a course.
9. Regardless of the consequences of missing classes, the record of attendances at all teaching sessions whatsoever is compulsory.

CHAPTER III**Assessment****Article 10**

General Considerations

1. Assessment aims at evaluating knowledge and skills acquired by students in the different taught components of a course with a view to achieving the established goals.
2. For each course in each year or semester, students' participation in teaching activities taken as a whole may be counted towards assessment.
3. All students have the right to receive proof of their participation in any piece of assessment by requesting it to the respective lecturer.

Article 11

Assessment Methods

1. The course lecturer is the person responsible for defining the assessment system according to the provisions set forth by the present Academic Regulations. He/she should establish the assessment mechanisms, criteria and methods, make mention to them in the specifications document and communicate them to students at the course start date.
2. Any proposal by the lecturer to change the assessment methods of a given course requires approval by at least two thirds of the students present in a meeting called for this purpose at least 5 working days in advance or, in exceptional cases, the Head of School's approval.
3. In the case mentioned in the previous paragraph, a new course specifications document should be delivered to the Programme Director and communicated to all enrolled students.
4. Assessment dates for each course should be established within 22 working days from the course start date.

Article 12

Forms of Assessment

1. Assessment may be continuous or final and the assessment system for each course must be defined in the respective specifications document.
2. Continuous assessment is dependent upon the number of presences and rate of participation in teaching sessions and coursework carried out or other assessment methods. Grades obtained by continuous assessment may exempt students from taking the final exam under the terms defined in the course specifications document.

3. Final assessment aims at ensuring that students have accomplished global learning outcomes for a given course and is the weighted average of a written test or presentation of practical coursework or other pieces of assessment to be held at the end of each semester or year, depending on the duration of the course.
4. The mark obtained in the practical or theoretical/practical component may also count towards the final overall mark, if it were originally set out in the course specifications document.
5. Usage of final assessment is compulsory without prejudice to the provisions in number (2).
6. Regardless of assessment being accomplished through a written test, coursework or other forms of assessment according to the nature of courses, the lecturer may decide to perform an oral test if it is stated in the course specifications document and under the terms and conditions therein established.
7. Units such as dissertation, project, internship and seminar are governed by specific assessment regulations.
8. For each item of assessment referred to in the preceding paragraphs, a final mark will be awarded which will be indicated by a number rounded up to one decimal point within a 0-20 scale.
9. For each form of assessment referred to in paragraph 2 and 3 of this article a final mark will be awarded to students which will be indicated by an integral number out of a 0-20 scale.
10. Late enrolment of a student in a course does not exempt him/her from taking all items of assessment referred to in the specifications document.
11. Where the final overall mark is the average of all individual pieces of assessment, it will be determined through the formula defined in the specifications document by applying the general rounding rule.
12. Final overall mark in each course will be indicated by an integral number out of a 0-20 scale and will be determined by the combination of the various assessment marks according to the criterion established in the course specifications document.
13. If continuous assessment is not to apply, the continuous assessment table must, even though, be completed mentioning the students eligible for and excluded from final exam under the terms of Article 14 of the present Regulations.

Article 13**Copying and Plagiarism**

1. Copying and plagiarism in an assessment task will result in cancellation of the concerning task.
2. Plagiarism involves presentation of coursework by students which was totally or partially copied from another author and representation of it as the students' own original work; without mentioning the respective source.
3. Copying involves the use by students of non-authorized materials and information provided by or to third-parties in an assessment task.
4. When a student is caught in flagrante delicto by a lecturer, the piece of assessment in question shall be immediately cancelled.
5. When a lecturer suspects of plagiarism or copying, he/she should confront the dishonest student(s) and suspend the mark until the situation is clarified and communicate the event to the Programme Director.
6. The sanctions mentioned in previous paragraphs do not prejudice any possible criminal or disciplinary penalties that may be applicable.

Article 14**Assessment Tables**

1. Marks obtained via continuous assessment will appear in the concerning assessment tables to be completed by the course lecturer and made available in the appropriate location within at least 4 working days before the exam date.
2. Marks obtained by final assessment will appear in final assessment tables to be completed by the course lecturer and made available in the appropriate location within a maximum of 10 working days following the exam or 4 working days before the next exam.
3. Final assessment tables in article 39 should be released within 30 calendar days after the date of receipt by the registry office of the exam request; the course lecturer being the responsible for scheduling the exam after consulting the student.
4. For continuous and final assessment, all the marks must be publicly disclosed as according to the assessment criteria established in the course specifications document.
5. Marks for dissertations, projects and placement reports may be communicated separately or in the form of a minute including the weighted value of each assessment item and relevant final mark.

Article 15

Successful completion of a course

1. Successful completion of a course via continuous or final assessment requires a minimum mark of 10/20 grade points.
2. A pass in a course via continuous assessment is indicated by "Exempted from exam" in the continuous assessment table and by "Pass" in the final assessment table.
3. Failure to pass the continuous assessment is indicated by "Excluded from exam" in the continuous assessment table and by "Failed" in the final assessment table.
4. Failure to pass a course via continuous assessment and entitlement to take the re-sit exam is indicated in the continuous assessment table by "Eligible for exam".

Article 16

Admission to final assessment

1. All students enrolled in a course will be eligible to take the final exam except if they:
 - a) Have been exempted from exam;
 - b) Have been excluded from exam.
2. Exclusion from exam shall only apply to students who:
 - a) have missed too many laboratory (L), fieldwork (F) and theoretical-practical (TP) sessions under the terms of Article 9(6) and (7);
 - b) failed to submit coursework or other tasks considered essential to complete a technical or laboratory course or failed to obtain the minimum overall mark of 10/20 grade points.
3. Point a) of this article does not apply to students holding the working student status as well as to those benefiting from other legal statuses, which exempt them from complying with attendance requirements.

Article 17

Final assessment periods

For all final assessment courses there is a normal exam period, a re-sit period and a special period with dates included in the academic calendar.

Article 18

Normal assessment period

The normal assessment period shall take place at the end of semester or academic year, dependent on the nature of courses, on dates to be set out in the academic calendar.

Article 19

Re-sit period

1. There will be a re-sit period for annual and semester courses under final assessment at the end of each academic year or semester on dates to be set out in the academic calendar.

2. Students may take re-sit exams for any course subject to the fulfilment of all the following requirements:

- a) Being enrolled in that course in the academic year concerned;
- b) Having been eligible to sit the exam in the normal assessment period;
- c) Having failed to pass in the normal assessment period;
- d) Having applied for exam within the established deadline and paid the fee per course as according to the IPT's Fee Schedule.

Article 20

Special assessment period

1. There will be a special assessment period in every academic year.

2. The special assessment period may be subdivided into two, as long as it is stated in the academic calendar, and is the first and the second for students under the conditions stated 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 provide entitlement to that assessment period as well as Erasmus students - who cannot sit for normal or re-sit exams - provided this is the subject of a formal proposal by the Programme Director.

4. Students may also take special exams to courses adding up to a maximum of 25 ECTS credits, with an exception to units such as dissertation, project, placement and seminar, as long as completion of those courses leads to the completion of the degree.

5. In addition to the specific requirements set forth in the preceding paragraphs, in order to be eligible for the special assessment period students must:

- a) Be enrolled in the course in that academic year;
- b) Have been eligible to sit the exam in the normal assessment period;
- c) Have failed to pass in the normal and re-sit exams;

d) Have signed up for exam within deadlines and paid the fee per course as according to the IPT's Fee Schedule.

Article 21

Applications for final exams

1. Students will only be allowed to sit for retake exams, exams for grade improvement or special exam periods if they have previously signed up for them and paid the appropriate fees.
2. Students may apply for exams up to the second-to-last business day right before the exam date but they must, under penalty of nullity, pay a fine.

Article 22

Re-sits to improve grades

1. For each completed course, only one re-sit may be requested for grade improvement purposes.
2. Re-sit exams to improve an existing grade may be held in normal or re-sit periods in the academic year in which the course has been completed or the immediately following year.
3. Re-sits to improve grades are subject to the payment of a fee per course to an amount set out in IPT's schedule of fees and charges.

Article 23

Credit transfer

Transfer of credits from prior study of students enrolled in an IPT School must comply with the applicable legislation and internal rules of procedure of the Polytechnic of Tomar.

CHAPTER IV

Access to exam scripts, complaints and appeals

Article 24

Access to marked exam scripts and exam feedback

1. After the marks of mid-term tests or written exams or other document-based assessment tasks have been released, students will have the right to see their marked exam scripts within three business days after the assessment results have been released on date, hour and place to be set by the lecturer.
2. The lecturers should provide the students with the necessary feedback on their assessment results.

3. The School shall ensure the appropriate mechanisms to facilitate access of students to their marked test/exam scripts.

Article 25

Complaints

1. Students may appeal against document-based assessment results, i.e. mid-term tests and final exams.
2. Complaints are addressed in writing to the Programme Coordinator who will submit them to the course lecturer for decision.
3. Complaints must be grounded and submitted within 5 working days following the date of release of assessment results.
4. Decisions on complaints must be made within 5 working days and communicated to the student in writing by the Programme Director.
5. The original complaint document, the decision thereon and proof of student notification shall be kept in his/her individual file.
6. Ungrounded and late complaints shall not be considered, except where late complaints are due to circumstances beyond the student's control.
7. Oral exam assessment results can only be the subject of complaint if regulatory formalities have not been met.

Article 26

Appeals

1. Decisions on complaints can be appealed.
2. Appeals must be addressed in writing to the Programme Director who shall refer them to a panel of judges comprised of three lecturers.
3. Appeals must be submitted within two working days from the date of notification of complaint outcome.
4. Appeals must be duly grounded and justified.
5. Ungrounded or late appeals shall not be considered.
6. 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.

7. The original appeal document, the decision thereon and proof of student notification shall be kept in his/her individual file.

Article 27

Pending Decisions on Complaints or Appeals

1. Pending decisions on complaints or appeals against a given assessment does not prejudice subsequent assessments that may depend upon their outcome, with them remaining conditional until outcome is disclosed.
2. If complaints or appeals are decided favourably, the outcome considered shall be the one that is most favourable to the student.

Article 28

Fees

1. Under the terms of this regulation, submission 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 applicable fee.
3. Should the complaint or appeal be accepted the respective fees will be returned.

Article 29

Exemption from fees

The President of the Polytechnic 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

Article 30

Academic Progression

1. Progression to the next year will only be allowed if failed courses do not exceed 25 credits.
2. It is at the beginning of a new academic year that it is assessed whether the student meets the requirements to progress to the next level and in no circumstances whatsoever shall this be allowed in the course of an academic year.
3. Without prejudice to the provisions in (1), students holding the status of student representatives or associative leaders may, subject to complying with applicable requirements,

apply for exams in special exam periods and progress to the next year until 31 December of the year in question.

4. The provisions under the previous paragraph are applicable, with the necessary adjustments, to the students who have requested credit transfer under the terms of Article 23 of this Regulation.

CHAPTER VI

Working student status

Article 31

Scope

1. Legal benefits concerning enrolment, attendance and exam systems are intended to safeguard working students who are prevented from meeting the conditions applicable to regular students.
2. These constraints once safeguarded, the coordination of their work shall be similar to that of other students and assessment tasks shall comply with the applicable pedagogic requirements.

Article 32

The concept of working student

1. In order to gain the status of working students they must:
 - a) Be working with a public or private organisation under any type of contract;
 - b) Be self-employed;
 - c) Be attending vocational courses with a minimum duration of two months;
 - d) Be attending temporary activity 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) of the preceding paragraph, the student becomes unemployed, entitlement to that status will be maintained provided the unemployment circumstances are beyond the student's control and he/she is registered with the Employment Centre.
3. For the due purposes of the preceding paragraph, unemployment circumstances beyond the student's control are those covered by the applicable legislation concerning unemployment allowances.

Article 33

Terms for the recognition of the working student status

1. Recognition by the ESGT of the working student status requires submission to IPT's Registry Office of the form appended to the present academic regulations.
2. The form mentioned in the previous paragraph must be submitted at the time of enrolment or within the enrolment deadline if fulfilment of requirements under Article 32(1) occurs more than 30 days prior to the deadline.
3. In the remaining situations, the form mentioned in (1) must be submitted within 30 days after fulfilment of all the requirements in Article 29(1) but the applicant to the working student status will only be able to benefit from it as regards to the courses he/she is enrolled in at the time of submission and not those he/she has already been assessed for and might have failed.
4. The form mentioned in previous paragraphs must be accompanied with the following documents:
 - a) For the situations stated in Article 32(1a):
 - i) Employer's Statement containing such details as student name, type of contract and job starting date or a copy of the contract of employment containing the same information provided it is signed by the employer.
 - ii) Copy of the last wage receipt.
 - b) For the situations stated in Article 32(1b):
 - i) Copy of the start-up statement;
 - ii) Copy of the last income tax statement
 - c) For the situation stated in Article 32(1c), the Training Provider Statement containing such details as student name, type of training, training starting date/duration or copy of the training contract containing the same elements and signed by the training provider.
 - d) For the situation stated in Article 32(1d), a statement by the authority responsible for temporary activity programmes for young people containing name of student, type of program, program starting date/duration or copy of the relevant contract containing the same elements and signed by the competent authority.
5. Recognition of the working student status is valid solely for the academic year in course. If this status is to be maintained, the procedures stated in previous paragraphs must be renewed at the beginning of every academic year.

6. For unemployment circumstances beyond the student's control following occurrence of the provisions in Article 26(1a), documentary evidence of involuntary termination of employment contract must be presented, including letter of termination from employer or statement from the Employment Centre confirming unemployment situation and statement by the Social Welfare Services confirming request for income support to be submitted together with the form mentioned in paragraphs 1 to 3 of present article.

7. In either case, the School may, at their discretion, require other documentary evidence of fulfilment of requirements for recognition or maintenance of the working student status.

8. Non-submission of the form and relevant documents within the deadlines stated in paragraph 1, 2 and 3 causes non-recognition of the working student status.

9. The students fulfilling the necessary requirements to benefit from this status should submit the form mentioned in 1. above until 30 March of the relevant academic year, after which date requests shall not be considered.

Article 34

Exemptions and benefits of working students

1. Working students are not subject to any rules establishing statutes of limitation or that imply a change of school.

2. Working students are not subject to any regulations determining that a minimum number of attendances is required to pass a course, notwithstanding the obligation to be present in attendance-based courses.

3. Working students benefit from a special exam period in all programmes and all academic years except for those courses governed by specific regulations which do not cover exam periods.

4. The School shall, as far as possible, ensure that in programmes running during evening periods assessments and minimum student support services are held during the same time periods.

Working students may benefit from remedial classes whenever they are deemed by the lecturer as absolutely required for successful learning and assessment.

Article 35

Termination of benefits

1. If a student fails in two consecutive years or three interpolated years the working student status will cease.

2. For the due purposes of the previous paragraph, students have to complete at least half of the credits of the courses in which they are enrolled.

3. Voluntary withdrawal from a course 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 performed academically.

5. The working student status may be recovered in the year following the one in which it has been lost, but students only have two attempts to do so.

Article 36

Make false statements or provide fake documentary evidence

1. Provision of false statements in the form referred to in article 33 as well as of fake support documents, not only will cause non-recognition of the working student status, but also immediate report to the competent authorities in order to determine disciplinary 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

Student representative and associative leader statuses

Article 37

Scope of Application

1. For the purposes of application of the provisions in this chapter:

a) By 'student representative' is meant any ESGT student who is part of any IPT's governance body pursuant to law and institutional by-laws.

b) By 'associative leader' is meant any student who is a full member of the board of ESTT's Students Union or of a youth association recognised according to Law No. 23/2006 of 23 June.

Article 38

Proof of status as a student representative or associative leader

1. Exercise of the rights under this chapter depends upon previous submission to IPT's registry office of a statement by the president of the concerning body, for students performing duties as student representatives and, for associative leaders, a copy of the minutes from the meeting where they took office.

2. The documents under previous paragraphs shall be submitted to the registry office within 30 days from the date in which he/she took office or started duties as applicable.

3. Non-compliance with the provisions in the previous paragraph causes non-conferment of status.

Article 39

Benefits

1. The students covered by the provisions under the present chapter are, during the period of tenure, entitled to:

a) Authorised absences to teaching sessions due to the obligation to attend statutory meetings that overlap with class hours.

b) Authorised absences to teaching sessions due to the obligation to attend at associative activities of significant interest;

c) Request up to six exams per academic year beyond those in normal, re-sit and special periods already covered by this regulation up to a maximum of two exams per course unit in the first five working days of each month;

d) Postpone, for a period not inferior to that of the duration of impediment and to a date agreed with the lecturer, missed coursework, written reports and tests under continuous assessment due to their attendance to statutory meetings or related activities;

e) Make up, on date to be agreed with the lecturer, all missed assessments by virtue of non-postponable meetings or other associative activities.

2. Authorised absences under sections a) and b) of previous paragraph requires delivery to the Head of School of documentary evidence that justifies the student's absence.

3. For the due purposes of 1(e), students performing functions as associative leaders must deliver, to the registry office, documentary evidence thereof within 48 hours from the moment they become aware of that activity.

4. The Head of School is responsible for deciding at the most within 15 working days from delivery of the documentation under the previous paragraph, of the pleas in law relied on by the student for authorised absences purposes.

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. Exercise of the right mentioned in 1c) prevents re-sits for a particular course in the following two months.

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 40

Disciplinary liability

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

Article 41

Duties

Those students enjoying from the benefits granted under the terms of the present chapter are obliged to attend laboratory and other practical coursework sessions that are regarded as fundamental to acquire key knowledge and skills.

CHAPTER VIII

Special status of physically or sensory disabled students

Article 42

General Provisions

1. For the purposes of these regulations physically or sensory disabled students are:

- a) students who have been admitted to ESGT under the framework of special entry schemes pursuant to specific legislation concerning physically and sensory disabled candidates;
- b) 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 which should be evaluated on a case-to-case basis.

Article 43

Forms of attendance

- 1. For attendance purposes, disabled students are covered by the working student status.
- 2. Disabled students shall be given priority in registration and enrolment processes.
- 3. Disabled students shall be given enrolment priority onto tutorials and laboratory sessions.

4. Upon their own request, reserved seats may be arranged in classrooms.
5. On drawing up timetables, consideration should be taken of accessibility aspects for classes including disabled students for which the Head of School shall, as soon as possible, make suitable arrangements. It is recommended that these classes be held insofar as it is possible in easily accessible areas and furniture and equipment adapted, mainly in laboratory facilities.
6. In case the lecturer agrees, disabled students may be given the chance to record classes as long as these recordings are used solely for academic and personal purposes.
7. In case the lecturer doesn't agree with class recording, or it is not feasible, he/she should, with reasonable advance, supply the contents of the session (plan and handouts) to disabled students.

Article 44

Forms of Assessment

1. For assessment purposes, disabled students are covered by the working student status.
2. Where justified disabled 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 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 disabled students.
5. Deadlines for submission of practical coursework may be extended, under the terms defined by the lecturer, for disabled students with specific needs and constraints but they must comply with the academic calendar.
6. For disabled students who suffer from a chronic disease and require frequent hospitalisations, whenever these occur in assessment periods and they make proof of them, they shall be given the chance to take pieces of assessment in later dates to be set by mutual agreement and extend submission deadlines within the academic calendar.

Article 45

Admission to special exam periods

In applicable cases, besides the general exam period established in the present Regulations, disabled students may be entitled to an additional attempt in courses adding up to a maximum of 10 credits.

Article 46

General procedures

1. At the time of enrolment, at the beginning of each academic year, disabled students should submit to the Head of School a request for support accompanied with the relevant medical certificate.

2. The Head of School shall take a grounded decision within 20 working days from the date of submission of request.
3. At the beginning of the academic year, the Head of School shall inform the relevant programme director about the specific needs and constraints of each individual case.
4. Student loan deadlines applied by the Library and Archive Centre shall be extended for disabled students under the terms and conditions defined by its Director.

CHAPTER IX

Policy for pregnant and parent students

Article 47

General Provisions

The provisions in this chapter apply to pregnant and parent students with children under three years old studying at ESGT.

Article 48

Terms for the recognition of the 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 three years old.

Article 49

Forms of attendance

1. For attendance purposes, pregnant and parent students are covered by the working student status.
2. Pregnant and parent students shall be given enrolment priority onto tutorials and laboratory classes.

Article 50**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 by virtue of 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 legal statuses****Article 51****Benefits for students enjoying other legal statuses**

1. ESGT students enrolled as high performance athletes who are engaged in either individual or team activities at national or regional level on behalf of IPT, ESGT or its student unions enjoy, with the necessary adjustments, the benefits set out for associative leaders.
2. Granting of the benefits under 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 occurrence of the facts that justify granting of status.
3. The students meeting the necessary requirements to benefit from other legal statuses, including the high-performance athlete status, 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 interested students.
5. The Head of School shall take a grounded decision within 20 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 requirements for gaining the status.

CHAPTER X

Final provisions

Article 52

Interpretation, loopholes and omissions

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

CHAPTER XI

Entry into force

Article 53

Entry into force

The present regulations come into force from the academic year 2011/2012 after having been approved by the President.