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**ACADEMIC REGULATIONS
OF THE
SCHOOL OF TECHNOLOGY AT ABRANTES,
POLYTECHNIC OF TOMAR**

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Academic Regulations of ESTA School Polytechnic of Tomar

CHAPTER I

General Provisions

Article 1

Scope of Application

The present regulations govern the academic actions of the School of Technology Abrantes (ESTA-IPT) performed in connection with its degree programmes, hereinafter designated by programmes.

Article 2

Concepts

For the purpose of the provisions in these regulations:

- a) "course" means a teaching unit with specific educational goals subject to administrative enrolment and awarding of a final grade;
- b) "Programme syllabus" means the organised set of courses which a student is required to complete in order to obtain a certain academic degree, a non-degree awarding diploma or to gather part of the requisites needed to obtain a given academic degree;
- c) "Curricular year" and "curricular semester" means the sections of the syllabus which, according to applicable regulations, a student has to accomplish in full-time attendance mode over a school year or a semester, respectively;
- d) "Credits" means the 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" means 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) "Statutes of limitation" means the condition resulting in termination of a student's registration for having exceeded the maximum number of registrations, being temporarily prevented from attending any higher education programme;
- g) "Diploma" is the legal document confirming the student has been awarded an academic degree issued by the awarding institution, namely:

- a. Graduation Diplomas;
 - b. Master's Certificates
- h) "Programme change" means the action by which a student enrolls in a programme of study different from that of his/her previous enrolment, at the same or a different HE institution, regardless of whether enrolment has been interrupted or not.
 - i) "Programme transfer" means the action by which a student enrolls in a HE institution different from that where he/she is or was enrolled, regardless of whether enrolment 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, enrolls in the same HE institution for the same or any successor programme;
 - k) "Extracurricular unit" is the unit of a programme taught at IPT that is not necessary to obtain a degree.

CHAPTER II

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

Article 3

Academic Calendar

1. The academic calendar specifies the terms for: applications, enrolments, registrations, teaching activities and academic breaks, assessments, registrations for exams and re-sits, deadlines for delivering assessment results to the academic services and deadlines for the submission of questionnaires designed to assess the performance of teaching staff and the running of courses.
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 lasts 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 timetables for each programme are set out by each Head of School, after hearing the respective Pedagogic Committee thereon, within at least five working days before the beginning of each semester.
2. Timetables for every programme are drawn up according to the rules defined in the Timetable Regulations.

Article 5

Registrations and Enrolments

1. Registrations and enrolments must comply with the legislation in force and be held during the periods set out in the Academic Calendar.
2. Students shall register and enrol at the beginning of their studies.
3. As long as studies are not interrupted, students must enrol every year until the programme is completed.
4. 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.
5. In order to enrol, students must supply the documents specified in a list posted on IPT's registrar's office and IPT's and ESTA's websites.
6. Annual enrolment is subject to the payment of 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 academic 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 syllabus in force the year following the one for which they are applying, notwithstanding the regulations on pre-requisites for progression, provided that they meet the following conditions:
 - a) having enrolled in all the courses of the year for which they are applying as well as in all late completing courses from previous years;
 - b) the total number of ECTS credits for curricular courses of current, previous and subsequent academic years does not exceed 50 credits per semester and 85 credits per year.

1. Students may enrol in an internship course as long as they comply with the pre-requisites for progression and have accumulated 100 credits in compulsory and optional courses of the programme of study they are attending.
2. 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.
3. Students shall not be able to attend or take exams in a course in which they are not enrolled.
4. Enrolment in an area of expertise, branch, profile or optional course can be changed within 5 working days after the beginning of the respective classes and exceptionally until the 31st of October upon the consent of ESTA's Director, without prejudice to the compliance with student vacancies and requisites specified for that area of expertise, branch, profile or optional course.
5. Students may enrol or change their initial enrolments in optional courses or second-semester extracurricular courses as provided in paragraph (8) of this article within 5 working days after the beginning of the second semester as long as this change consists in replacing one course by another and not in cancelling the one in which they are enrolled. These changes and respective terms shall also apply to compulsory courses if one of the following conditions is true:
 - a. A course is preceded by another course of the previous semester in which the student has been enrolled but failed as according to course pre-requisite rules,
 - b. The Programme Director gave a favourable opinion on the reasoned change request submitted in writing by the student.
6. Right to registration and enrolment is subject to the statute of limitations set forth in specific IPT regulations.

Article 6

Extracurricular courses

1. Extracurricular courses shall not count towards the calculus of the final overall grade but shall be certified and mentioned in the Diploma Supplement.
2. Extracurricular courses belonging to a profile, area of expertise or programme other than the ones to which the student is 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.
3. The following individuals are eligible to apply for enrolment in extracurricular 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.
- 4. Applications shall be submitted to the Registrar's 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.
- 5. Acceptance of enrolment in any extracurricular course shall 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.
- 6. Enrolment shall be valid only for the academic year in which application is accepted and after payment of the handling fees specified in IPT's Fee Schedule.
- 7. Each candidate may attend a maximum of two annual or four semester-based extracurricular courses per academic year totalling a maximum of 24 ECTS credits.
- 8. Successful completion of extracurricular courses 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.
- 9. At the request of the interested parties, a certificate of attendance or a certificate of successful completion, as applicable, may be issued upon payment of the specified fee.
- 10. The students who are attending extracurricular courses but are not enrolled in any ESTA programme shall not benefit from social support but have access to the library, laboratories, canteens and facilities in general.

Article 7

Course Specifications

1. For each course, the lecturer-in-charge shall prepare a specifications document containing the name of establishment, name of school, name of programme, name of course, academic year, year of study, total workload (specified per session type), ECTS credits, course duration, name of the lecturer-in-charge and other teaching staff, course goals, subject contents, general or specific reading and assessment methods.
2. Before the start of a teaching period, the specifications document (paginated and signed) shall be supplied to the Programme Director for approval who shall deliver it to the registrar's office.

3. Once approved, the registrar's office shall post it on-line for consultation in the official platform within 5 working days after the beginning of the teaching period for that semester or year.
4. Should the lecturer-in-charge consider that significant changes have been introduced into the initial contents of a given course , s(he) should, at the end of the teaching period for that course , supply the contents actually taught to the Programme Director.
5. Preparation and provision of the course specifications document of a given course is the responsibility of the relevant lecturers-in-charge.

Article 8

Class Summaries

1. The lecturer-in-charge of a course should hand in the class summary to the school secretary within 2 working days after the class.
2. On the first day of classes, the lecturer-in-charge should post on his/her office's door the student support timetable and hand in a copy to the school secretary who will post it on a visible, easily accessible location.
3. The documents mentioned in the previous paragraphs should be posted on ESTA's website.

Article 9

Attendance

1. The teaching period for semester-based courses must be established every academic year in the school 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. Depending on the nature of the courses, teaching of ESTA programmes is accomplished through theoretical sessions (L), theoretical-practical sessions (TP), laboratory sessions (L), fieldwork (F), seminar (S), internship (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 upon a favourable opinion by the Pedagogic and the Technical/Scientific Committees.
5. Attendance at theoretical sessions (L), tutorials (T) and others (O) is optional.
6. Attendance to theoretical-practical (TP) and practical (P) sessions may be mandatory or optional depending on the assessment criteria set forth in the course specifications, with

students being allowed to miss up to one-third of the total number of scheduled sessions.

7. Attendance to laboratory and fieldwork sessions is mandatory notwithstanding the students' right to miss up to one-third of the total number of scheduled sessions.
8. Counting of total number of scheduled session hours mentioned in paragraphs 6 and 7 of the present article starts from the date of registration in a course.
9. Regardless of the consequences of missing taught sessions, record of student attendance is mandatory for all taught sessions whatsoever.

CHAPTER III

Assessment

Article 10

General Considerations

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

Article 11

Assessment Methods

1. Assessment methods are defined by the lecturer-in-charge according to the provisions set forth by the present Academic Regulations as well as the establishment of assessment mechanisms, criteria and methods, which should be communicated to students at the beginning of each course and referred to in the relevant specifications document.
2. Any proposal by the lecturer to change the assessment methods for 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 specifications document should be provided to the Programme Director and communicated to all enrolled students.
4. Assessment dates for each course should be established within 22 working days after the beginning of the teaching period.

Article 12

Forms of Assessment

1. Assessment may be continuous, mid-term and final and the type of assessment for each course should be defined in the respective plan.
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. Successful results at continuous assessment may exempt students from taking the final exam under the terms defined in the course specifications.
3. Mid-term assessment results from at least two assessment components (tests, written essays or others) carried out at pre-established times throughout the semester, with attendance not counting towards assessment. The overall grade obtained by a student in this form of assessment may exempt him/her from taking the final exam. If applicable, an oral exam may also be held in accordance with the provisions set forth in the course specifications.
4. Final assessment aims at ensuring accomplishment of global learning outcomes for a given course and is the weighted average of a written test or presentation of practical assignments or other assessment tasks to be held at the end of each semester or year, depending on the nature of the course.
5. 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.
6. The use of the final assessment method is mandatory without prejudice to the provisions in (2) and (3).
7. Those students who failed to obtain a minimum pass mark in all compulsory assessment components of a course may be required to take additional assessment tasks, defined by the lecturer, as part of the final assessment for that course.
8. Units such as dissertation, project, internship and seminar are governed by specific assessment regulations.
9. For each piece of assessment as provided in the preceding paragraphs, a final overall mark expressed by a number rounded up to one decimal point within a 0-20 scale shall be awarded.
10. For each type of assessment referred to in paragraph 2, 3 and 4 of this article a final mark expressed by an integral number out of a 0-20 scale shall be awarded.
11. Late enrolment of a student in a course shall not exempt him/her from taking all pieces of assessment referred to in the specifications document.
12. Where the 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.

13. The overall mark in each course shall be expressed by an integral number out of a 0-20 scale and obtained by the combination of the various assessment marks according to the criterion established in the course specifications.
14. If continuous assessment is not to apply, the continuous assessment list must, even though, be completed mentioning the students eligible for or excluded from final assessment under the terms of Article 14 of the present Regulations.

Article 13

Copying and Plagiarism

1. Cases of copying and plagiarism shall result in the cancellation of the piece(s) of assessment of the student(s) concerned.
2. Plagiarism occurs when a student submits coursework totally or partially copied from another author and presented as his/her own original work; without mentioning the respective source.
3. Copying in a piece of assessment occurs when a student, at the time of assessment, uses non-authorized materials and/or information provided by third-parties or provides information to third-parties.
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, (s)he should confront the dishonest student(s), 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 to the case.

Article 14

Assessment Tables

1. Continuous and mid-term assessment marks shall be included in final assessment tables to be completed by the lecturer-in-charge of the course and made available in the appropriate location within at least 4 working days following the exam date.
2. Final assessment marks shall be included in exam assessment tables to be completed by the lecturer-in-charge of the course 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. The assessment tables for exams referred to in article 39 shall be made available within

30 calendar days following the date of submission of request in the IPT registry office; the lecturer-in-charge being responsible for scheduling the exam after consulting the student.

4. For continuous, mid-term and final assessment, the lecturers shall advertise all assessment marks as according to the assessment criteria set out in the course specifications document.
5. Marks for dissertations, projects and internship reports may be communicated separately or in the form of a minute including the weighted value of each assessment item and the final overall mark.

Article 15

Successful completion of courses

1. Successful completion of a course requires a minimum mark of 10/20 points in either continuous or final assessment mode.
2. A pass in a course via continuous or mid-term assessment is expressed by "Exempted from Exam" in the mid-term assessment table and by "Pass" in the final assessment table.
3. Failure to pass a course subject to continuous or mid-term assessment is expressed in the assessment table by "Eligible for Exam" or "Fail", respectively.

Article 16

Admission to final assessment

All students enrolled in a course, except those who are exempted, shall be eligible to sit the final exam to that course.

Article 17

Final assessment periods

For all the courses subject to final assessment there shall be a normal exam period, a re-sit period and a special period of which the dates are to be specified in the academic calendar.

Article 18

Normal exam period

The normal exam period shall take place at the end of semester or academic year, according to the nature of courses, on dates to be specified in the academic calendar.

Article 19

Re-sit period

1. There shall be a re-sit period for annual and semester courses subject to final assessment at the end of each academic year or semester on dates to be specified in the academic calendar.
2. Students may take re-sit exams in any course as long as they fulfil all the following requirements:
 - a) Being enrolled in that course in the academic year concerned;
 - b) Having been eligible to take the exam in the normal assessment period;
 - c) Having failed to pass in the regular assessment period;
 - d) Having signed up for the exam within the established deadline and paid the fee per course as according to the IPT's Fee Schedule.
3. Students who, for *force majeure* reasons recognised by the Head of School, miss a re-sit exam for which they have signed up, may apply for a second attempt in the next special assessment period, provided that the request is submitted within 5 working days following the re-sit exam date and absence duly justified with appropriate documentary evidence.
4. Failure to submit the request within the deadline under the preceding paragraph or to justify absence with appropriate documentary evidence will cause the request to be held inadmissible.

Article 20

Special exam period

1. Each academic year there shall be a special exam period.
2. The special exam period may be subdivided into two, as long as it is stated in the academic calendar, the first being for students under the conditions stated in paragraph 3 and the second for students in paragraph 4 of the present article.
3. Students holding the status of 'working student' or 'associative leader' (and other legal statuses allowing a special exam period) as well as Erasmus students - who cannot sit the regular or re-sit exams - may benefit from special exam periods 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 courses such as dissertation, project, internship and seminar) as long as with a pass in those courses they complete their studies.

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 that course in the academic year concerned;
 - b. Have been eligible for the exam in the regular assessment period;
 - c. Have failed to pass in the regular and re-sit exams;
 - d. Have signed up for the exam within the established deadline and paid the fee per course as according to the IPT's Fee Schedule.

Article 21

Signing up for final exams

1. Students shall only be allowed to re-sit exams if they have previously signed up for them and paid the relevant fee.
2. Signing-up for exams can be done until the second-to-last business day right before the exam date but it is subject to the payment of a fine under penalty of nullity.

Article 22

Re-sits to improve on existing grades

1. For each completed course, only one attempt is allowed to improve an existing grade.
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. For the purpose of improving the grade of a course earned by credit awarding as provided in article 23, the student is considered as having completed that course in the year the relevant ECTS credits have been ascribed.
4. Sign-up for re-sit exams is subject to the payment of a fee per course to an amount specified in the IPT's Fee Schedule.

Article 23

Credit accrual

Accrual of credits from prior studies of students registered in ESTA programmes shall comply with applicable legislation and internal rules of procedure of the Polytechnic of Tomar.

Chapter IV

Access to exam scripts, complaints and appeals

Article 24

Exam feedback

1. After the marks of mid-term tests or written exams or other document-based pieces of assessment have been posted, students shall be able to access the test or exam within the three working days following the posting of assessment results on date, hour and place specified 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 test/exam scripts.

Article 25

Complaints

1. Students may lodge complaints about document-based assessment results, i.e. mid-term tests and final exams.
2. Complaints shall be addressed in writing to the Programme Director who refers them to the relevant lecturer for judgement and shall give a decision within 5 working days of the date of receipt of request.
3. Complaints must be grounded and submitted within 5 working days following the date of posting 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, in the latter case, the fault is not attributable to the student).
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 Head of School, who shall refer them to a panel of judges comprising three lecturers of the same area of expertise selected by the Programme Director.
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 paragraph 2 shall give a grounded decision within 7 working days after notice of appeal is given.
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 result 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 taken into account shall be the one that is most favourable to the student.

Article 28

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 specified in IPT's Fee Schedule.
2. At the time of lodging any complaint or appeal students must provide proof of payment of the applicable fee.
3. Where the complaint or appeal is successful the relevant fees are 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 lodging.

CHAPTER V**Academic progression****Article 30****Academic Progression**

1. To progress to the next year, students cannot have more than 25 failed ECTS 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 stage and in no circumstances whatsoever shall this be allowed in the course of an academic year.
3. Without prejudice to the provisions in paragraph 1, students holding the 'student representative' and 'associative leader' statuses may, subject to complying with applicable requirements, sign up for exams in special assessment periods and progress to the next year until 31 December of the year concerned.
4. The provisions under the previous paragraph apply, with the necessary adjustments, to students who have requested allocation of ECTS credits under the terms of Article 23 of this Regulation.

CHAPTER VI**Working student status****Article 31****Scope**

1. Legal benefits with respect to enrolment, attendance and examination 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 the assessment tasks shall comply with the applicable pedagogic requirements.

Article 32

Concept of ‘working student’

1. In order to gain the "working student" status the students must meet one of the following requirements:
 - 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 as provided in a) above the student becomes unemployed, entitlement to that status will be maintained as long as unemployment is involuntary and (s)he is registered with the Job Centre.
3. For the due purposes of the preceding paragraph, involuntary unemployment circumstances are those covered by the applicable legislation on unemployment allowances.

Article 33

Terms for the recognition of the ‘working student’ status

1. Recognition by the School of the ‘working student’ status is subject to the submission to the IPT's registrar's office of the form appended to the present academic regulations.
2. The form mentioned in the previous paragraph should be submitted at the time of enrolment or within the enrolment deadline if requirements under Article 32(1) are fulfilled more than 30 days prior to the end of deadline.
3. In the remaining situations, the form referred to in (1) shall be submitted within 30 days after the fulfilment of any of the requirements in Article 32(1) but the applicant to the "working student" status will only be able to benefit from it as regards to the courses (s)he is enrolled in at the time of submission and not those (s)he might already have been assessed for and failed to pass.
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 Declaration 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), 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), statement by the authority responsible for temporary activity programmes for young people containing name of student, type of programme, programme 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 involuntary unemployment situations following occurrence of the provisions in Article 32(1a), documentary evidence of involuntary termination of employment contract must be presented, including letter of termination from employer or statement from the Job Centre confirming unemployment condition and statement by the Social Welfare Services confirming request for income support to be submitted together with the form referred to in paragraphs (1) to (3) of present article.
 7. In either case, ESTA may at their discretion require other documentary evidence of fulfilment of the requirements for recognition or maintenance of the 'working student' status.
 8. Failure to submit the form and relevant documents within the deadlines stated in paragraphs (1) to (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 in (1) above until 30 March of the academic year concerned, after which date requests shall be not considered.

Article 34

Exemptions and benefits of working students

1. Working students are not subject to any rules establishing statutes of limitation or which imply a change of school.
2. Working students are not subject to the provisions in the present regulations regarding the obligation to attend a minimum number of teaching sessions to pass a given course, notwithstanding the obligation to attend attendance-based courses.
3. Working students benefit from a special exam period in all programmes and all academic years except for the courses governed by specific assessment regulations.
4. The School should, 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.
5. Working students may benefit from remedial classes whenever they are deemed by the lecturer as absolutely necessary.

Article 35

Termination of benefits

1. The working student status will cease in case of academic failure on two consecutive years or three interpolated years.
2. For the due purposes of the previous paragraph, academic success presupposes a pass in at least half of the ECTS credits corresponding to the courses in which the student is 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 meet 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 being academically successful.
5. Students may recover the working student status in the year following the one of termination but they only have two chances 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 abovementioned 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 status, not only shall the dishonest student lose the status, but also the unduly received benefits be cancelled, without prejudice to 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) Student representatives are students who belong to an IPT's or ESTA's management body as according to Law and the relevant institutional by-laws.
 - b) Associative leaders are students who are full members of the board of a Student's Association or a member of the management bodies of a recognised youth association pursuant to Law No. 23/2006 of 23 June.

Article 38**Recognition of the ‘student representative’ and ‘associative leader’ statuses**

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 management 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 on which they took office or the date of the beginning of term of office 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 shall, during the period of tenure, be entitled to:
 - a) Be granted authorised absences to teaching sessions on the grounds of having to attend to statutory meetings that overlap with class hours;
 - b) Be granted authorised absences to teaching sessions on the grounds of having to be present in actions of clear associative significance;
 - c) Apply for six exams per academic year besides those in normal, re-sit and special periods covered by the present regulations up to a maximum of two exams per course in the first five working days of each month;
 - d) Postpone missed coursework, written reports and tests subject to continuous assessment for a period not inferior to that of the duration of impediment and to a date agreed with the lecturer(s) by virtue of 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. Excuse of absences mentioned in 1a) and b) depends on the submission to the relevant Head of School of document proving the student's presence in the activity in question.
3. For the due purposes of the provisions in 1e), students serving as associative leaders must provide documentary evidence thereof within 48 hours from the date of taking office.
4. It is incumbent upon the Head of School to decide, within 15 days from submission of the abovementioned document, of the pleas relied on by the student for the purpose of excuse of absences.
5. The rights under 1c), d) and e) may be exercised on a continual basis, at the discretion of the persons concerned, during the whole term of office 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 on a particular course in the two subsequent 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 the benefits under the terms of the present chapter have the special duty of attending to laboratory and other practical sessions as they are the only means to convey certain knowledge and skills which are regarded as fundamental.

CHAPTER VIII**Special status of physically or sensory impaired students****Article 42****General Provisions**

1. For the purposes of these regulations physically or sensory impaired students are:
 - a) The students who have been admitted to ESTA under the framework of special entry schemes according to specific legislation about 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 will be judged on a case-to-case basis.

Article 43**Forms of attendance at teaching sessions**

1. For attendance purposes, impaired students enjoy the status of working students.
2. Impaired students shall be given priority over the other students in registration and enrolment processes.
3. Impaired students shall be given enrolment priority over the other students in 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 teaching sessions including impaired students for which the Head of School shall, as early as possible, make suitable arrangements. It is recommended that classes including impaired students be held insofar as it is possible in easily accessible areas and furniture and equipment adapted specially in laboratory facilities.
6. In case the lecturer agrees, impaired 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 possible, (s)he should, with reasonable advance, supply the contents of each session (plan and handouts) to impaired students.

Article 44

Forms of Assessment

1. For assessment purposes, impaired students enjoy the status of working students.
2. Where justified impaired students will 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 with the agreement of the students concerned.
5. Deadlines for the submission of practical assignments by impaired students may be extended under the terms defined by the lecturer but must comply with the time limits laid down in the academic calendar.
6. For impaired students who suffer from a chronic disease and require frequent hospitalisations, whenever these occur in duly recognised assessment periods, they should be given the chance to take the pieces of assessment in later dates to be set by mutual agreement and extend submission deadlines complying with the time limits laid down in the academic calendar.

Article 45**Eligibility for special circumstances exams**

In applicable cases, besides the normal exam periods established in the present Regulations, impaired students may be entitled to an additional exam sign-up for courses corresponding to a maximum of 10 ECTS.

Article 46**General procedures**

1. At the time of enrolment, at the beginning of each academic year, impaired students shall submit to the School Director 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 each academic year, the Head of School shall inform the relevant programme director about the specificities of each case.
4. Student loan deadlines applied by the Library and Archive Centre shall be extended for impaired 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 ESTA.

Article 48**Terms and conditions for the recognition of the status**

1. The recognition of the pregnant or parent student status is subject to the submission of formal 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 with communication to the Registry Office within the same period; or after the son/daughter has completed three years old.

Article 49

Forms of attendance at teaching sessions

- 1. For attendance purposes, this status shall apply to the working student status.
- 2. Pregnant and parent students shall have enrolment priority in tutorials and laboratory classes.

Article 50

Forms of Assessment

- 1. For assessment purposes, this status shall apply to 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 complying with the time limits laid down in the academic calendar.

CHAPTER X

Other legal statuses

Article 51

Benefits for students enjoying other legal statuses

- 1. Students enrolled as high performance athletes who are engaged in either individual or team activities at national or regional level as representatives of IPT, its Schools or its Student Association shall, with the necessary adjustments, enjoy the benefits set out for young associative leaders.
- 2. Granting of the benefits referred to in the preceding paragraph is subject to formal request containing a favourable opinion from the IPT Social Services 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 referred to in the previous paragraph shall always be subject to a formal request addressed to the Head of School by the students concerned.
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 Heads of School.

CHAPTER XI

Entry into force

Article 53

Entry into force

The present regulations come into force from the academic year 2011/2012 following the type-approval by the IPT President.