



**ACADEMIC REGULATIONS
TECHNOLOGY SCHOOL OF TOMAR (ESTT)
POLYTECHNIC INSTITUTE OF TOMAR (IPT)**

CHAPTER I

General Provisions

Article 1

Scope of Application

The present Academic Regulations regulate academic activities of the Technology 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” is a teaching unit with specific educational goals subject to administrative enrolment and awarding of a final grade;
- b) "curriculum" is 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) "Curricular year" and "curricular semester" are the sections of the curriculum 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" are 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" is 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) "Enrolment Expiration" is the condition resulting in termination of a student's enrolment for having exceeded the maximum number of enrolments which prevents him/her to temporarily attend any higher education programme;
- g) “Diploma” is the document that is awarded to graduates of an educational institution, officially confirming that the student has successfully completed an academic program in that institution, namely:
 - i. Graduation Diplomas;
 - ii. Master's Certificates
- h) "Programme change" is 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" is the action by which a student enrolls in an HE institution different from that where he/she is or was enrolled, regardless of whether enrolment has been interrupted or not.

j) "Readmission" is 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) "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; Presence/Attendance

Article 3

Academic Calendar

The academic calendar specifies the dates 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 the 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 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 thereon, within at least five working days before the beginning of each semester.
2. Programme timetables 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. Upon admission to the program, students shall make appropriate registration and enrolment.



3. As long as there is no interruption, students must enrol every academic 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 registry office and relevant 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 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 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 year for which they are applying as well as in all late completing courses from previous years;
 - b) The total amount of ECTS credits for curricular courses of current, previous and subsequent academic years does not exceed 85 credits per 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 shall 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

Extra-curricular modules

1. Extra-curricular units are any units attended by an IPT student which are not part of the set of compulsory and optional curricular units of the program of study in which (s)he is enrolled and are not necessary to complete the degree.
2. Extra-curricular units shall not count towards the calculus of the overall grade but shall be certified and mentioned in the Diploma Supplement.



3. Extra-curricular 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 shall be submitted to the registry office, through appropriate form, within 5 days prior to the beginning of the teaching period of the extra-curricular course concerned accompanied with CV, leaving certificate and copy of ID/Citizen Card.

6. Acceptance of enrolment in any extra-curricular 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.

7. 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.

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 extra-curricular units 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.

10. 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.

11. The students who are attending extra-curricular units but are not enrolled in any IPT programme shall 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, the course lecturer 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 course lecturer and other teaching staff, course goals, subject contents, general or specific reading and assessment methods.

2. Before the start of an academic period, the course specifications document (paginated and signed) shall 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, s(he) should, at the end of the teaching period for that course, supply the 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 course lecturer shall 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 shall be made available at the School's website.

Article 9 Class Attendance

1. The tuition period for annual and semester courses is established 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. Depending on the nature of the modules, tuition at ESTT is accomplished through lectures (L), theoretical-practical sessions (TP), laboratory sessions (L), fieldwork (F), 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; students being allowed to miss a maximum of one third of the total number of planned sessions.
7. attendance at laboratory and and fieldwork sessions is compulsory notwithstanding the

students' right to miss up to one-third of the total number of planned sessions.

8. Counting of total number of planned 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 mandatory.

CHAPTER III

Assessment

Article 10

General Considerations

1. Assessment aims at evaluating knowledge and skills acquired by students in each course in the different taught components with a view to achieving the established goals.
2. For each course in each year or semester, students' participation in teaching activities as a whole may be counted towards assessment.
3. Any student has the right to receive proof of their participation in any assessment component by requesting it to the course 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 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 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 assignments 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.
5. Usage of final assessment is compulsory without prejudice to the provisions in (2).
6. Regardless of assessment being accomplished through a written test, coursework or other forms of assessment dependent on 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 set forth therein.
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 expressed by a number rounded up to one decimal point within a 0-20 scale will be awarded.
9. For each form of assessment referred to in paragraph 2 and 3 of this article a final mark expressed by an integral number out of a 0-20 scale will be awarded.
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 overall mark is the average of all individual items of assessment, it will be determined through the formula defined in the course specifications document by applying the general rounding rule.
12. Final course mark is 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 document.
13. If continuous assessment is not to apply, the continuous assessment table must, even though, be completed mentioning the students admitted to and excluded from final exam under the terms of Article 14 of the present Regulations.

Article 13

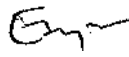
Copying and Plagiarism

1. Cases of copying and plagiarism shall result in cancellation of the piece(s) of assessment of the concerning student(s).
2. Plagiarism occurs when a student presents coursework containing ideas or quotations from other authors, without acknowledging the original authors.
3. Copying occurs when a student uses non-authorized materials and information provided by or to third-parties in assessed pieces of work.

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), 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 by continuous assessment shall be stated in continuous 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 shall be included in exam 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. The exam assessment tables in article 39 shall be made available within 30 calendar days after the date of submission of request in the IPT registry office; 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 module specifications document.
5. Marks for dissertations, projects and placement reports may be disclosed separately or in the form of a minute including the weighted value of each assessment item and respective final mark.

Article 15

Successful completion of a course

1. Successful completion of a course via ongoing or final assessment requires a minimum mark of 10 grade points (10/20).
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 expressed 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 expressed in the continuous assessment table by "Eligible for exam".

Article 16

Admission to final assessment

1. All students enrolled in a course shall 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) have 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 exam period of which dates shall be included in the academic calendar.

Article 18

Normal exam period

The normal exam 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.

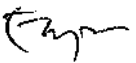
Article 19

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 in any course subject to the compliance with 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 the course in the normal assessment period;
 - d) Having applied for exam within the established deadline and paid the fee per course pursuant to the IPT's Fee Schedule.

Article 20

Special exam period



1. In every 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, and is the first and the second for students under the conditions stated in paragraphs 3 and 4 of the present Article.
3. Students holding the working student status or associative leader (and other legal statuses allowing a special exam period) as well as Erasmus students - who cannot sit for normal 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 units such as dissertation, project, placement and seminar, as long as these are the only courses that are missing to complete the programme.
5. In addition to the specific requirements set forth in the preceding paragraphs, in order to be eligible for the special exam period students must:
 - a) Be enrolled in that course in the academic year concerned;
 - b) Have been eligible to take the exam in the normal assessment period;
 - c) Have failed to pass in the normal and re-sit exams;
 - d) Have applied for exam within the established deadline and paid the fee per course pursuant to the IPT's Fee Schedule.

Article 21

Applications for final exams

1. Students shall only be allowed to resit exams if they have previously applied for them and paid the relevant fee.
2. Students may apply for exams up to the second-to-last working 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 shall comply with applicable legislation and internal rules of procedure of the Polytechnic of Tomar.

CHAPTER IV

Access to marked 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 disclosed, students shall have the right to see their marked exam scripts within three working days after the assessment results have been posted 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 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 Program Coordinator who will send them to the course lecturer for consideration.
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 taken 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 shall 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 mentioned in (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 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 successful 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

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 representative and associative leader 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 students who have requested credit transfer under the terms of Article 26 of this Regulation.

CHAPTER VI

Working student status

Article 31

Scope

1. Legal benefits concerning enrolment, attendance and exam schemes 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 regular students and assessment tasks shall comply with the applicable pedagogic requirements.

Article 32

The concept of working student

1. In order to gain the working student status students must either:
 - 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) or 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) the student becomes unemployed, entitlement to that status will be maintained as long as the circumstances are beyond the student's control and (s)he is registered with the Job Centre.
3. For the due purposes of the preceding paragraph, unemployment circumstances beyond the student's control are those covered by the applicable legislation on unemployment allowances.

Article 33

Terms and conditions for the recognition of the working student status

1. Recognition by the ESTT of the working student status requires submission of the appropriate form to the relevant Registry Office whose model is appended to this regulation.
2. The form mentioned in the previous paragraph shall 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) shall 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 (s)he is enrolled in at the time of submission and not those (s)he 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 the 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 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 Job Centre confirming unemployment 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. Failure to submit 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 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 attendance at a minimum number of teaching sessions is required to pass a course/module, notwithstanding the obligation to be present in attendance-based course/modules.

3. Working students benefit from a special exam period in all programmes and all academic years except for those course/modules 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.

5. Working students may benefit from remedial classes whenever they are deemed by the instructor as absolutely required for the success of learning and assessment process.

Article 35

Termination of benefits

1. The working student status shall cease in case of academic failure on two consecutive years or three interpolated years.

2. For the due purposes of the previous paragraph, academic performance implies a pass in at least half of the credits of the courses in which (s)he 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 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 performing 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 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 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

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

- a) By 'student representative' is meant any ESTT student who is a member of any IPT's statutory governance body pursuant to law and the relevant 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

Recognition of the 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 of commencement or assumption of 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 additional 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 the 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 mentioned in 1a) and b) are subject to the submission to the relevant School Director of document proving the student's presence in a particular activity.

3. For the due purposes of the provisions in 1e), students acting as associative leaders must provide documentary evidence thereof within 48 hours from the date they take office.

4. It is incumbent upon the School Director to decide, within 15 days from submission of the abovementioned document, 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 1a) prevents re-sits on 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 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 ESTT by means 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 disability of 60% or higher, notwithstanding any special circumstances which should be evaluated on a case-to-case basis.

Article 43

Forms of attendance at teaching sessions

1. For attendance purposes, the working student status applies to disabled students.
2. Disabled students shall be given priority for registration and enrolment processes.
3. Disabled students shall be given enrolment priority over the other students onto tutorials and laboratory sessions.
4. Upon their own request, reserved seats may be arranged in classrooms for disabled students.
5. On drawing up timetables, consideration should be taken of accessibility aspects for teaching sessions including disabled students for which the School Director shall, as soon as possible, make suitable arrangements. It is recommended that classes including disabled 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, 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 liable, (s)he should, with reasonable advance, supply the contents of each session (plan and handouts) to disabled students.

Article 44

Forms of Assessment

1. For assessment purposes, the working student status applies to disabled students.
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 the students concerned.

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 duly recognised assessment periods, they should 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

Access to special exam periods

In applicable cases, besides the general exam period established in the present Regulation, disabled students may be entitled to apply for an additional exam in courses to a maximum value 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 School Director 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 ESTT.

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 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 at teaching sessions



1. For attendance purposes, the working student status applies to pregnant and parent students.
2. Pregnant and parent students shall have priority for enrolment onto 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, child care or illness they may be extended, under the terms defined by the lecturer and within the deadlines set out in the academic schedule.

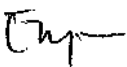
Chapter X

Other legal statuses

Article 51

Benefits of students covered by other legal statuses

1. ESTT students enrolled as high performance athletes who are engaged in either individual or team activities at national or regional level on behalf of IPT, ESTT or its student associations 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.