



Academic Regulations for University Fernando Pessoa - Undergraduate and Integrated Master's Degrees

Title I

Concepts and General Rules

Article 1.

Scope

- 1 – These academic regulations apply to all study cycles leading to bachelor's and master's degrees at the University Fernando Pessoa (UFP), establishing the principles and general guidelines of the pedagogical process, which must be complied with in the specific regulations.
- 2 – Distance learning bachelor's and master's degree programs are complemented by their own regulations, which define specific rules and procedures for organizing and operating the curriculum, based on the incorporation of information and communication technologies into the teaching and learning processes.
- 3 – Study cycles in association with national or foreign higher education institutions are governed by the applicable legislation and by specific regulations.

Article 2.

Object

- 1 – The pedagogical process encompasses the relationship between teaching and learning, including the enrolment, registration and attendance systems, student assessment, special statutes and other aspects of the way study cycles are run.
- 2 – The access and admission systems are governed by the applicable legislation and their own regulations.

Article 3.

Concepts

For the purposes of these regulations, the following definitions apply:

- a) "Year of study" the part of the study cycle's syllabus that, according to the respective legal instrument of approval, must be completed by a full-time, in-person student during the course of a year of study;





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- b) "Academic year" the period between the start and end of a year's teaching and academic activities, in accordance with the calendar approved by the UFP Rector;
- c) "Core training areas" those which, following the classification of the areas of education and training approved by Ministerial Order no. 256/2005, of March 16, represent at least 25% of the total credits of study cycles;
- d) "Continuous assessment" the assessment of students' learning outcomes at different times throughout the school term, using testing activities;
- e) "Assessment by exam" a written assessment test, possibly supplemented by an oral test, held during the exam season;
- f) "Study cycle" a higher education degree course;
- g) "Assessment component" the set of assessment elements that constitute a portion identified in the formula for calculating the final grade for the course unit;
- h) "ECTS credit" the European Credit Transfer System (ECTS) unit of measurement of student work in all its forms, namely collective teaching sessions, personal tutorial sessions, internships, projects, fieldwork, study and assessment;
- i) "Testing activity" any form of collecting relevant information, such as tests, mini-tests, individual work, group work, solving practical problems, case studies, or other proposed tasks, as provided for in the respective Course Unit Sheet (FUC), to assess learning outcomes;
- j) "UFP student" a student with valid registration and enrolment at UFP;
- k) "Final year student" a student who, cumulatively, is enrolled in the last year of study of the study cycle to which they have been admitted and who, with the respective approval in all the course units in which they are enrolled, can obtain, in that academic year, a bachelor's degree, if admitted to a 1st cycle, or a master's degree, if admitted to a 2nd cycle, or an integrated study cycle;
- l) "Enrolment" the administrative act by which a student, with a valid registration at UFP, acquires the right to attend the course units in which they are enrolled;
- m) "Registration" the administrative act by which a student joins a UFP study cycle and which gives them the right to enrol in course units of that study cycle;
- n) "Plan of studies" the organized set of course units that a student must pass in order to obtain a given academic degree;
- o) "Curricular semester" the part of the plan of studies for the study cycle that, according to the respective legal instrument of approval, must be completed by a full-time, in person student during the course of an academic semester;
- p) "UFP Information System" the Nonio IT system, used for academic management at UFP, which comprises the platforms InforEstudante, for student support, InforDocente, for teaching support, and InforGestão, for service support;
- q) "Teaching hours" the duration defined for a teaching unit, according to the number of hours foreseen in the plan of studies;
- r) "Course unit" the teaching unit with its own training objectives, which is subject to administrative registration, attendance and assessment translated into a final grade.



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Article 4.

Teaching structure and ECTS credits

- 1 – The study cycles are organized pedagogically in ECTS credits and operate on a six-monthly or annual basis.
- 2 – The study cycle leading to the bachelor's degree, or 1st. study cycle, has 180 to 240 ECTSs and a normal duration of between six and eight curricular semesters of work, and is made up of an organized set of course units called a bachelor's degree course.
- 3 – The study cycle leading to the master's degree, or 2nd. study cycle, has 90 to 120 ECTSs and a normal duration of between three and four curricular semesters of work.
 - a) A specialization course, made up of an organized set of course units, called a master's course, to which a minimum of 50% of the total credits of the study cycle correspond;
 - b) A dissertation of a scientific nature or project work, that must be original and specially carried out for this purpose, or an internship of a professional nature which is the subject of a final report, corresponding to a minimum of 30 ECTSs.
- 4 – The master's degree can also be awarded after an integrated study cycle, with 300 to 360 ECTSs and a normal duration of between ten and twelve curricular semesters of work, and the minimum values referred to in the previous paragraph do not apply.
- 5 – ECTSs represent the student's workload, divided into contact hours and autonomous work hours.
- 6 – In UFP's study cycles, each ECTS corresponds to 25 (twenty-five) hours of student work and each semester and year of studies is worth 30 and 60 ECTSs, respectively.

Title II

Operating conditions

Chapter I

Calendar and timetable

Article 5.

Educational calendar

- 1 – The academic year starts on September 1st of year n and ends on September 15th of year n+1.
- 2 – The academic semester lasts between 18 and 20 weeks and includes assessment periods.
- 3 – The teaching week runs from Monday to Saturday.





4 – The academic calendar, known as the general calendar, is a single calendar, without prejudice to the fact that different calendars may be established, depending on the specific operating characteristics of the study cycles and/or the profile of their students.

5 – The academic calendar must include periods for the release of grades and for enrolment in examination periods.

6 – The academic calendar is approved annually by the Rector, at the proposal of the Rector's Council, after consulting the Pedagogical Councils of the Organic Units, and published on the UFP website by the end of the previous academic year.

Article 6.

Teaching timetable

1 – Teaching timetables are defined in accordance with the workloads set out in the study plans, taking into account the availability of common spaces, and are approved by the Departments of the Organic Units, after hearing the respective Cycle Coordinators and Pedagogical Councils, and published on the UFP Information System up to five days before the start of classes stipulated in the school calendar.

2 – The normal teaching period runs from 8am to 8pm on weekdays and from 8am to 1pm on Saturdays; evening lessons run from 6pm to 11pm on weekdays.

3 – Supplementary and special exams can be scheduled between 8am and 11pm Monday to Friday and between 8am and 1pm on Saturdays.

4 – Compatibility of class schedules is only ensured for course units within the same year of study.

5 – Timetables establish the beginning and end of each lesson or teaching unit, and the corresponding teaching hours must be deducted up to a maximum of:

- a) 10 minutes, at the beginning or end of the lesson, for teaching times of 2 hours or less;
- b) 15 minutes, at the beginning, middle or end of the lesson, for teaching times between 2 and 4 hours;
- c) 20 minutes, at the beginning, after 90 or 120 minutes or at the end of the lesson, for teaching times lasting 4 hours or more.

6 – The choice of timetable is made by the student, in accordance with the schedule defined for this purpose, and is limited to the number of vacancies per class. Priority in this process is given to students who, during the timetable choice period, benefit from a special status which, under the terms of Chapter IV, grants them this right.

7 – In clinical teaching course units, the provisions of the previous paragraph may not apply, in which case student distribution among classes will be carried out within the framework of the respective teaching clinics.





Chapter II

Registration and enrolment

Article 7.

Registration

- 1 – Registration takes place within the time limit set for this purpose and requires the submission of all necessary documentation and the payment of the respective administrative fee.
- 2 – The right to register at UFP ceases if the candidate fails to do this within the deadlines set in the administrative schedule.
- 3 – In the event of withdrawal or cancellation of registration by the student, there will be no refund of the fee paid.

Article 8.

Annual enrolment and attendance regime

- 1 – Annual enrolment is the administrative act that allows you to attend the course(s) of a study cycle in a given academic year, once you have registered.
- 2 – The annual enrolment is subject to the payment of the respective administrative fee, which becomes payable in full, regardless of when the enrolment is made, and attendance begins.

§ In the event of withdrawal or cancellation of enrolment or suspension of attendance by the student, there will be no refund of fees paid.
- 3 – Study cycles in the areas of physical and mental health may require special enrolment and attendance regimes, with additional fees for the use of clinical instruments and/or clinical internships in health or similar units outside the UFP.
- 4 – The year of study in which the student is placed is determined according to the number of ECTS credits already obtained. Thus, for the purposes of placement in a given year of study, the number of ECTSs to be completed, relating to all the course units of the previous year(s), cannot exceed 18 ECTS.
- 5 – The general attendance regime for study cycles is, as a rule, face-to-face and full-time.
- 6 – Annual full-time enrolment entitles the student to:
 - a) 60 ECTS (30 ECTS per semester), in the case of students enrolling for the first time in a study cycle, independently of the entrance exam, without counting any credited course units;
 - b) 60 ECTS and up to two course units per semester or one course unit per year of the same study cycle and to which you were enrolled in the previous year but failed, in the case of students renewing their annual enrolment, with no credit history;





- c) 60 ECTS and up to two semester course units or one annual course unit from the same study cycle but from curricular years prior to the year of study in which they are enrolled, in the case of students renewing their annual enrolment, with a history of credits.

7 – In justified circumstances and in study cycles where this is legally possible, part-time attendance may be accepted, but only for students who are renewing their enrolment or who, having enrolled and registered for the first time, are going to obtain accreditation of more than 30 ECTS.

8 – Part-time attendance implies enrolment of up to a maximum of 30 ECTSs, if it is granted at the beginning of the academic year, or up to a maximum of 15 ECTSs, if it is granted at the beginning of the second semester.

9 – The change from full-time to part-time attendance must be requested by the student, with the appropriate reasons, at one of the following times:

- a) When renewing annual enrolment;
- b) At the beginning of each academic semester, by the deadlines set out in the administrative timetable;
- c) Within 5 (five) days of learning the result of the accreditation analysis process.

10 – The decision on the request to for change of attendance regime is the responsibility of the Directorate of the respective Organic Unit and must be taken within 15 (fifteen) days of submitting the request.

11 – Part-time attendance does not dispense with the need to renew the annual enrolment and remains valid only for the academic year in which it is requested.

12 – In some study cycles, students may be offered the possibility of attending during the day (normal teaching period) or in the evening (after-work period), in which case they must choose the regime they want when registering. Changing the attendance regime is the responsibility of the Organic Unit's management:

- a) It can be requested by the student when renewing annual enrolment;
- b) It is determined by the UFP, at the beginning of each academic year, whenever the minimum number of students for course units and study cycles is not met.

Article 9.

Enrolment in course units

1 – Enrolment in course units is a necessary condition for the respective attendance and consequent assessment and must be completed by the deadlines set in the administrative calendar.

2 – Enrolment in course units is subject to the payment of the attendance fee, which is always due in full, regardless of when the enrolment is made, and attendance begins.

§ In the event of withdrawal or cancellation of enrolment or suspension of attendance by the student, there will be no refund of fees paid.





3 – Enrolment in course units is compulsory in ascending order of curricular years, respecting the maximum limits referred to in the previous Article. Enrolment in course units of a more advanced year will not be admitted unless the student has enrolled in all previous course units that are still to be completed.

4 – Enrolment in optional course units is subject to vacancies, with enrolment being considered on a first-come, first-served basis.

§ The optional course units in operation are defined by the Directorate of the Organic Unit, for each academic year and study cycle, and are available on the UFP Information System for enrolment, without prejudice to the fact that they may be closed at a later date if the minimum number of students is not reached.

5 – Enrolment in course units in instalments is not permitted.

6 – Students may change their enrolment in compulsory and optional course units within the time limits set out in the administrative calendar.

7 – The change of enrolment in course units by decision of the UFP occurs whenever:

- a) The number of students enrolled in the optional course units is fewer than 6 (six) or such other minimum number as may be established by the competent body;
- b) The prerequisite course units and respective course units requiring prerequisite courses belong, respectively, to the first and second semesters of the same year of study and the student has not passed the prerequisite course unit, within the scope of the continuous assessment;
- c) There is a situation of non-compliance with the enrolment rules, under the terms of these regulations.

8 – In the case of course units that have been withdrawn by decision of the UFP, the following must be observed:

- a) Incorrect year of study: correction;
- b) Non-enrolment in overdue course units: enrolment in those course units and, if applicable, deregistration in the order “most advanced year of study > most advanced curricular semester > reverse alphabetical order”, taking into account the respective number of ECTSs;
- c) Excess ECTSs: cancellation of registrations in the order “most advanced year of study > most advanced curricular semester > reverse alphabetical order”, taking into account the respective number of ECTSs;
- d) Failure to comply with prerequisite rules: cancellation of enrolment in course units requiring the prerequisites.

9 – Improper attendance of a course unit without meeting the administrative conditions for the respective enrolment during its pedagogical execution is deemed null and void and cannot be regularized, even if the student has been assessed and regardless of whether the student subsequently acquires the conditions for the prerequisites: cancellation of enrolment in course units that require prerequisite courses.





Article 10.

Prerequisites

- 1 – The list of course units with a scientific prerequisite is set by the Scientific Council, at the proposal of the Cycle Coordination and after consulting the Pedagogical Council and is duly published and included in the specific regulations of the study cycle.
- 2 – If there are prerequisites between course units that affect the progression of studies, enrolment and attendance of the subsequent course units is only permitted after the student has passed the prerequisite course units.
- 3 – Without prejudice to the establishment of other specific prerequisite rules by the Scientific Council, the course unit concluding the study cycle - Graduation Project (final paper), Internship, Dissertation, Project Work, or equivalent - is subject to approval in public exams, to be taken only after obtaining success in the remaining plan of studies.
- 4 – The prerequisites system applies to all students, regardless of whether they attend full-time or part-time.

Article 11.

Enrolment in extracurricular units

- 1 – Students who are regularly enrolled in a study cycle are allowed to enrol in extra-curricular units upon payment of the respective attendance fee:
 - a) In a maximum of two semester course units or one annual course unit from the same study cycle, but only when they are optional course units;
 - b) In a maximum of two semester course units or one annual course unit from another study cycle, but at the same credit level;
 - c) In course units of a master's study cycle which, under the terms of Article 4(3)(a), are part of the specialization course, up to the annual limit of 60 ECTS, in the case of a final year student of a 1st study cycle who has fewer than 60 ECTS to complete.
- 2 – Enrolment in extracurricular units must be requested by the student and depends on there being places available.
- 3 – Enrolment can take place under an assessment or non-assessment regime, and the compatibility of class timetables is not guaranteed.
- 4 – Extracurricular units in which the student enrolls in a system subject to assessment and obtains approval:
 - a) Are awarded certification;
 - b) Are mentioned in the diploma supplement as additional information;
 - c) Are compulsorily credited, in the case of course units from another study cycle and if the student joins said cycle.





5 – Attending and passing extracurricular course units does not confer the right to join the study cycle in which they were taken, nor does it recognize entitlement to part or all of the study cycle to which they belong.

6 – Extracurricular units do not count towards the award of a diploma or academic degree.

Article 12.

Enrolment in isolated course units

1 – UFP accepts enrolment in isolated course units of existing study cycles by interested parties who are not UFP students, namely:

- a) Undergraduate or integrated master's degree course units, provided that they are at least 17 years old on the date of the enrolment request and that:
 - i) They have completed or are enrolled in the final year of a course which gives them a general or special qualification for access to higher education, and they intend to enrol as a regular student at the university;
 - ii) They are enrolled in a higher education course at another institution or, if they do not have an access qualification, they wish to gain academic, scientific or professional development via any of the entry procedures provided for by law;
- b) Master's degree course units, provided they have completed a study cycle leading to a bachelor's degree.

2 – Enrolment in isolated course units depends on the vacancies available and can be done on an assessed or non-assessed basis, through an application made annually, within the deadlines established in the administrative calendar.

3 – When enrolment in isolated course units is subject to assessment, each student may enrol in a maximum of 60 ECTS accumulated throughout their academic career in the same study cycle.

4 – Enrolment in isolated course units is subject to the payment of the respective fees and assessment fees.

§ In the event of withdrawal or cancellation of enrolment or suspension of attendance by the student, there will be no refund of fees paid.

5 – Course units in which the student enrolls that are subject to assessment and obtaining a pass grade:

- a) Are awarded certification;
- b) Are mentioned in the diploma supplement as additional information;
- c) Are compulsorily credited, within the limits set out in Article 45(1)(c) of Decree-Law no. 74/2006, of March 24, in its current wording, if the student joins the study cycle in question.





6 – Attending and passing isolated course units does not confer the right to enter the study cycle in which they were taken or recognition of entitlement to part or all of the study cycle to which they belong.

Article 13.

Enrolment deadlines

The time limit for entitlement to enrol, where applicable, is set out in the specific regulations for the study cycle.

Article 14.

Expiry of registration and enrolment

1 – Registration may be unilaterally annulled by the UFP, in accordance with the general terms of the law, and also in the following situations:

- a) Non-renewal of the annual enrolment or failure to complete any enrolment in a given academic year;
- b) Failure to pay the respective registration fees, enrolment fees and attendance fees, under the terms set out in the general rules on the payment of tuition fees at UFP;
- c) Failure to meet the conditions for the first year of the study cycle, for students enrolling for the first time;
- d) Making false declarations;
- e) Acts that could result in a serious sanction as a result of disciplinary proceedings.

2 – Registration can be annulled at the request of the student.

3 – Students who request the cancellation of their registration will have their registration for the academic year or semester cancelled, depending on the date of the cancellation request, and their registration inactivated, with the consequent loss of their UFP student status.

4 – Students who cancel their registration and enrolment in the academic year of entry will have to reapply for entry, under the terms stipulated in the UFP access and entry regulations and may not apply for re-entry.

5 – Students who, in the academic years following the year of entry, cancel their registration and enrolment can only re-enrol, attend and be assessed by applying for re-entry under the terms stipulated in the UFP access and entry regulations.

§ Acceptance of re-entry depends on meeting the conditions for inclusion in the study cycle for which the student was enrolled and registered or which succeeded it.





Title III

Teaching-learning process

Chapter III

Teaching

Article 15.

Teaching units (classes)

- 1 – Teaching units consist of theoretical classes (T), theoretical-practical classes (TP), laboratory practice (PL), fieldwork (TC), seminars (S), internships (E), tutorials (OT) and other types of contact (O).
- 2 – The PL typology includes practical teaching activities with or without a laboratory component and clinical teaching.
- 3 – In study cycles accredited for face-to-face teaching, the teaching units may include an e-learning component, in a blended-learning format, combining face-to-face teaching activities with distance learning activities.
- 4 – As a rule, teaching units are implemented horizontally, with students attending the course units of the same semester and/or year of study simultaneously and throughout the semester or academic year, respectively. However, whenever deemed appropriate by the faculty, taking into account the nature and specificities of the study cycle and/or the profile of the students, the teaching units may be taught in a modular system, being taught intensively, sequentially and in concentrated periods of the semester or academic year.

Article 16.

Course unit sheet (FUC)

- 1 – Each academic year, a bilingual (Portuguese and English) FUC is made available on the UFP Information System, which includes, among other things, the teaching objectives and skills to be developed, the syllabus, the teaching and learning methods, the assessment methods and timetable and the main bibliography.
- 2 – The teacher responsible for the course unit is responsible for completing and making the FUC available no later than two weeks after the start of the semester.
- 3 – It is the responsibility of the Cycle Coordination to ensure that the contents and timing of the continuous assessment elements are harmonized and that the FUCs are made available on time.





Article 17.

Summaries and support material

- 1 – Summaries must be made available on the UFP Information System to students no later than 48 (forty-eight) hours after the respective course unit (“class”) has taken place and must be sufficiently detailed to guide study and learning.
- 2 – In addition to recording the summaries, teachers must provide support materials considered relevant to the acquisition of knowledge and skills within the scope of the course units they teach.
- 3 – In the cases provided for in paragraph 1 of the following Article, it is compulsory to:
 - a) Indicate supporting bibliography in these languages and in Portuguese;
 - b) Write summaries in these languages and in Portuguese;
 - c) Draft the assessment elements, including test papers and assignment guides, in these languages, without prejudice to their availability in Portuguese for students who so wish.

Article 18.

Language of instruction.

- 1 – Foreign languages may be used in the delivery of teaching in UFP study cycles, provided that this is stipulated by the Departments of the Organic Units.
- 2 – In study cycles with clinical activity and contact with patients, the enrolment of non-Portuguese-speaking students in clinical teaching and internship course units is subject to proof of Portuguese language proficiency at level B2 of the Common European Framework of Reference for Languages.

Article 19.

Pedagogical support

- 1 – At the beginning of each academic term, teachers must define and make available on the UFP Information System a weekly timetable for student attendance, which must correspond to:
 - a) Five (5) hours, in the case of full-time teachers;
 - b) A number of hours proportional to the contractual percentage, in the case of teachers with a part-time contract;
 - c) 2 (two) hours, in the case of teachers with a service provision contract.
- 2 – Weekly pedagogical assistance extends to the exam season, without prejudice to the fact that the timetable can be readjusted.





Article 20.

Class attendance

- 1 – Attendance at classes is a student's right and duty.
- 2 – Attendance cannot constitute a testing activity, but it can be used as one of the requirements for the assessment of the course unit, as long as this is expressly provided for in the FUC, and under the terms of the following paragraphs.
- 3 – In PL and E contact hours, attendance is compulsory, and the minimum attendance percentage is as follows:
 - a) 80% in PL-type teaching units of study cycles in the health area;
 - b) 70% in PL-type teaching units of study cycles in other areas;
 - c) 90% in clinical teaching and internship activities.
- 4 – There is no minimum attendance requirement for the other types of contact hours, unless:
 - a) The course unit belongs to the core training area(s) of the study cycle and the learning outcomes to be achieved, due to their technical nature and/or specificity, so require;
 - b) Attendance of the study cycle is subject, by Community directive, to a minimum number of hours of training.
- 5 – The minimum compulsory attendance provided for in point a) of the previous paragraph may not exceed:
 - a) 50% for students enrolled in the course unit for the first time or who have been enrolled in previous academic years but have not achieved this minimum attendance percentage;
 - b) 10% for students who have not passed the course unit in previous academic years but who have attended it.
- 6 – The minimum compulsory attendance provided for in paragraph 4(b) should only be set when it proves essential to guarantee, in all the course units of the plan of studies, attendance to at least 75% of the total hours of scheduled teaching activities.
- 7 – Without prejudice to the provisions of the following paragraph, the following are exempt from the obligation to attend classes:
 - a) Students with special status, when this is expressly provided for;
 - b) Students who meet special criteria for exemption from attendance, which must be included in the FUC.
- 8 – Exemption from compulsory attendance:
 - a) Does not apply to PL and E contact hours;
 - b) Does not exempt the student from complying with all the assessment elements and components required to pass the course units.
- 9 – During PL contact hours, the use of the uniform in force at the UFP (in the case of clinical teaching) and other elements or personal protective equipment is compulsory, and the lack of





uniform is considered unjustifiable and prevents participation in the respective classes, counting towards the calculation of compulsory attendance.

10 – The provisions of the previous paragraph apply to contact hours of type E, except in cases where the internship is carried out in a host institution outside the UFP which does not require the use of a gown, or which has its own model.

11 – Attendance at classes, particularly those defined as compulsory, is monitored by the teacher.

Article 21.

Student absences

1 – The following are considered reasons for excusing absences from classes or exams, provided they are duly proven by a suitable document:

- a) Death of a spouse or de facto partner, or of first-degree relatives, up to five consecutive days;
- b) Death of any other direct relative or up to the 2nd degree of the collateral line, up to two consecutive days;
- c) Hospitalization proven by a declaration issued by a hospital and the respective period of convalescence, if applicable;
- d) Infectious disease or incapacitating illness requiring costly and/or prolonged treatment, proven by a declaration from the competent health authority or by a medical certificate indicating the period of impediment;
- e) Fulfilment of legal obligations or if obliged to do so by the authorities, provided these coincide;
- f) Any other reason considered by the Management of the Organic Unit to be a just impediment.

2 – Reasons for excusing absences are also understood to be those arising from a special statute which expressly provides for this.

3 – The request for justification of absences, accompanied by the respective supporting documents, and any request to reschedule an assessment, must be submitted no later than 5 (five) days after the student's absence has ceased, and will be rejected outright if submitted after this deadline.

4 – Situations of prolonged absence, with a foreseeable duration of more than one month, must be communicated by the student to the Directorate of the Organic Unit, by means of a request, within 10 (ten) days of the start of the absence, failing which the justification for absence referred to in this Article will be rejected outright.

5 – Any justification for absences from classes does not exempt the student from complying with the minimum attendance requirement, where applicable. When a student has been excused absences from pedagogical events necessary to obtain attendance, they must be given access to pedagogical events of the same nature, provided that the total number of absences does not exceed one third of the number of teaching weeks and provided that the conditions for this exist, and it is up to the





teachers of the respective course units to define and organize the special attendance compliance programme.

6 – In the case of relevant absences from continuous assessment elements, including the comprehensive exam, the lecturer will reschedule the exam, taking into account the student's assessment calendar, provided that it is a necessary element for achieving the conditions to pass and provided that the conditions exist.

7 – In the case of relevant absences from exams in the supplementary and special exam periods, it is up to the Directorate of the Organic Unit to reschedule them for a date no more than 30 (thirty) consecutive days after the date initially scheduled for the respective exam period.

Article 22.

Teaching staff absences

1 – Teachers who are unable to attend classes or exams for reasons provided for by law will have their duties covered, and it will be up to the Organic Unit's Directorate to arrange for their replacement in classes, in the case of prolonged absences, and in exams.

2 – Teachers who are unable to attend classes or exams for reasons of official service or other reasons deemed justified by the Organic Unit's Directorate must ensure that they are replaced in the week defined for this purpose in the general calendar, or that they are replaced by another teacher.

3 – In the course units of internships and end-of-cycle work, the Management of the Organic Unit, in conjunction with the Cycle Coordination and after hearing the student, must:

- a) If the sole supervisor is prevented from working for more than a month - Immediately arrange temporary or permanent supervision of the student and, if necessary, replace the supervisor;
- b) In the case of co-supervision, if one of the supervisors is unable to attend - Consider replacing him/her, taking into account the foreseeable duration of the absence and the progress of the work.

Article 23.

Replacement classes

1 – Whenever justified, in order to comply with the workload provided for in the syllabus, substitute classes may be held, regardless of their type, which will be scheduled during the teaching replacement week of the general calendar.

2 – Scheduling outside the teaching replacement week is exceptional and can only take place for duly justified reasons, with the due authorization of the Management of the Organic Unit, and this scheduling is the responsibility of the teacher, with the prior agreement of all students enrolled in the respective class.





3 – Substitute classes must be summarized and student attendance recorded, but cannot be counted in the context of attendance control, for the purposes of admission to exams or as a requirement for continuous assessment.

Chapter IV

Clinical teaching, work placement and end of course project

Article 24.

Clinical teaching

1 – The aim of clinical teaching is the to undertake and develop clinical learning, anchored in theoretical teaching and effected through supervised practice involving care activities and the provision of direct healthcare.

2 – Access to clinical teaching course units may be subject to prerequisites.

3 – Clinical teaching is subject to continuous assessment, and there is no assessment during the exam period.

4 – The specific regulations of study cycles establish, among other aspects, the rules for clinical teaching, access conditions and placement criteria, if applicable, student responsibilities, and assessment parameters.

Article 25.

Work placement

1 – Without prejudice to the provisions of paragraphs 1 and 2 of Article 28, monitoring the work placement is the responsibility of faculty members from the core training area(s) of the study cycle, appointed for this purpose, with the collaboration of supervisors from the host institution.

2 – It is the responsibility of the Cycle Coordination to:

- a) Assign, in accordance with established priorities, and based on the expertise and availability of faculty members, the supervision service for work placements;
- b) Distribute students to work placement locations, taking their preferences into account whenever possible, and in accordance with the profile required by host institutions and the specific placement criteria of the study cycle.

3 – The work placement, lasting either a semester or a year, takes place during the corresponding academic period as defined in the general calendar or in a specific calendar, if applicable, and cannot be extended beyond this limit, including the submission of the respective report.





4 – A decision on the request for early or delayed start of the work placement, submitted by the student, is made by the Directorate of the Organizational Unit after consulting the Cycle Coordination, and can only be approved when the following conditions are cumulatively met:

- a) Absence of any restrictions from the host institution;
- b) Completion of the total work placement hours within the academic calendar defined for the academic year in which the student is enrolled in the respective course unit;
- c) The end of the work placement, including the submission of the respective report, does not extend beyond the last working day of the second semester.

5 – The work placement course unit necessarily entails the preparation of a final report, the size and density of which must take into account the number of ECTSs and the nature and type of the course unit.

6 – The size of the work placement report, to be included in the respective FUC, is defined in the specific regulations of the study cycle, and the main body of the written work may not exceed 20 (twenty) pages or 5000 (five thousand) words, except in the case of an end of course project. This maximum possible size does not include any annexes or appendices, and a variation of 10% of the maximum limit is allowed.

7 – The presentation and formatting rules for the work placement report are laid out in the Manual for the Preparation of Scientific Papers, available on the UFP website.

8 – The work placement report must be delivered exclusively in digital format, by submitting it to the UFP Information System.

9 – The date of submission of the work placement report corresponds to the last working day of the semester or academic period in which the work placement takes place.

10 – Failure to submit the work placement report by the deadline set out in the previous paragraph, or in the examination periods, under the terms defined in Article 38, implies failure in the course unit and the respective re-enrolment in the following academic year, with payment of the respective attendance fees and repetition of the work placement.

11 – The specific regulations of the study cycles establish, among other aspects, the monitoring and supervision rules, the access conditions and placement criteria, the timetables and attendance regimes, the responsibilities of students, supervisors and supervisors, the assessment parameters and the size and structure of the work placement reports.

Article 26.

Suspension of clinical teaching and work placement

1 – Clinical teaching and/or work placement will be suspended whenever the student is proven to have been involved in critical incidents, exhibited inappropriate behaviour and/or repeatedly shown a lack of clinical reasoning as regards care delivery, a lack of ability to carry out the expected activities/procedures and a lack of responsibility, all of which could jeopardize the smooth running of





the institution in which they are working and the quality of the services provided.

2 – The occurrences described in the previous paragraph, provided they are proven, imply exclusion from active participation in clinical teaching or work placement and consequent failure in the respective course unit.

3 – The process for suspension from clinical teaching and/or work placement is as follows:

- a) The teacher/supervisor will ask the student to send a critical reflection on the reported incidents by e-mail, and may take the initiative to preventively suspend attendance in the course unit when serious incidents are involved;
- b) The teacher/supervisor will send the report with the reasons for the suspension and the student's reflection to the Directorate of the Organic Unit;
- c) The Directorate of the Organic Unit will analyse the situation and, after hearing the Cycle Coordination, decide on whether to suspend clinical teaching and the work placement.

Article 27.

Graduation Project (final paper)

1 – Supervision of the Graduation Project (final paper) is the responsibility of teachers from the study cycle's training area(s), and the Cycle Coordination is responsible for appointing the supervisor, after consulting the student and the teacher to be appointed.

2 – The Graduation Project (final paper) work is undertaken during the academic semester defined in the plan of studies. It may be brought forward to the 1st semester, at the student's request and by order of the Organic Unit's Directorate, provided that it is possible to complete the study cycle in that semester.

3 – When it is part of a course unit called 'Work placement and Graduation Project (final paper)', the Graduation Project (final paper) must be prepared in the context of the work placement.

4 – The size of the Graduation Project (final paper), to be included in the respective FUC, is defined in the specific regulations of the study cycle, and the main body of the written work, in terms of maximum limit, cannot exceed 20 (twenty) pages or 5000 (five thousand) words. This maximum possible size does not include any annexes and appendices, and a variation of the maximum limit of 10% is allowed.

5 – The presentation and formatting rules for the Graduation Project (final paper) are in accordance with the Manual for the Preparation of Scientific Papers, available on the UFP website.

6 – The Graduation Project (final paper) must be submitted exclusively in digital format, uploading it to the UFP Information System.

7 – The date of submission of the Graduation Project (final paper) is the last working day of the academic semester to which the course unit belongs, and the student must request the public hearing by attaching the following documentation for this purpose:





- a) Graduation Project (final paper) in PDF format;
- b) A statement from the supervisor(s) that the work is suitable for submission to a jury;
- c) A sworn declaration of authorship of the work.

8 – The absence of any of the documents provided for in the previous paragraph, or lack of conformity, will result in the application for admission to the assessment being rejected outright.

9 – Failure to submit the graduation project by the deadline set out in paragraph 7, or at the examination times, under the terms set out in Article 38, implies failure to pass the course unit and the respective re-enrolment in the following academic year, with payment of the respective attendance fees and preparation of a new graduation project.

10 – The specific regulations of the study cycles establish, among other things, the rules for monitoring and supervision, the responsibilities of students and supervisors, the assessment parameters and the type, structure and size of the graduation projects.

Article 28.

Master's Degree end of course project

1 – In study cycles leading to a master's degree, the work provided for in Article 4(3)(b) is supervised by teachers with a doctoral degree, by specialists of recognized experience and professional competence or by specialists considered as such by the Scientific Council of the respective Organic Unit.

2 – For the purposes of the previous paragraph, a specialist may be considered to be someone who holds an academic degree and cumulatively:

- a) Works or has worked in the fundamental training area(s) of the study cycle in question, with at least 10 years of professional experience in this area, having exercised this profession for at least 5 years in the last 10 years;
- b) Presents a professional curriculum of proven quality and relevance, duly confirmed and accepted by the Scientific Council of the respective Organic Unit;
- c) Does not hold a permanent contract with a higher education institution.

3 – When completing a master's degree, it is the responsibility of the Cycle Coordination to inform the student of the thematic lines of research, in the case of a dissertation or project work, and the list of host institutions and their respective areas of work placement, in the case of professional work placement, thus initiating the procedure required for the appointment of a supervisor, which takes place under the following terms:

- a) Thirty (30) days after this announcement, the student must submit to the Cycle Coordination a summary proposal of the work to be carried out, drawn up in the appropriate format, duly framed in the areas of research or action made available and with the agreement of the proposed supervisor;
- b) Once the dissertation, project work or work placement proposal has been analysed and approved, the Cycle Coordination will propose the appointment of the supervisor(s) to the





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Management of the Organic Unit for approval, under the terms of n. 1 and n. 2, with a period of 10 (ten) days for this purpose.

4 – When appointing a supervisor, in addition to teaching staff and researchers from the UFP, external co-supervisors may also be considered, either PhDs or specialists with a relevant track record in research in the fundamental training area(s) of the study cycle, under the following terms:

- a) The appointment of an external co-supervisor is requested by the student, attaching their curriculum vitae and a formal declaration of acceptance;
- b) This appointment does not replace the UFP supervisor;
- c) The maximum number of supervisors is two - the main supervisor and the co-supervisor - regardless of whether they are internal or external to the study cycle.

5 – The master's degree end of course project, completed over the course of one semester or a year, is carried out during the corresponding academic period defined in the general calendar, ending on the last working day of that period.

6 – When the master's degree end of course project corresponds to a dissertation or project work, the types of studies accepted are set out in the specific regulations of the study cycles and cover:

- a) Empirical or theoretical studies that provide, with a solid empirical and/or theoretical argument, an answer to the problem or question being researched, which have technical relevance (in the context of practical intervention) or theoretical relevance (testing theoretical assumptions), in the case of the dissertation;
- b) Proposals for work or applied research in a company, institution, group or community, with the aim of solving a problem or developing a new product or service, in the case of project work.

7 – When the master's degree end of course project corresponds to a work placement of a professional nature which is the subject of a final report, the provisions of Article 25 on the functioning of work placement activities apply, and the final report is regulated by this Article and complemented by provisions contained in the specific regulations of the respective study cycles.

8 – Master's degree work that involves experimentation on people, animals and/or biological material of human origin must be approved by the UFP Ethics Committee prior to being carried out.

§ This obligation does not apply to work carried out in institutions or other entities outside the UFP, provided that they have their own Ethics Committee.

9 – During the course of the work, the following may be admitted:

- a) A change in the subject of the dissertation or project work at the request of the student, accompanied by an opinion from the supervisor;
- b) A change of supervisor at the student's reasoned request.

10 – A change of topic or supervisor does not give rise to any extension of the deadline for submitting the dissertation or project work, if the change is attributable to the student.

11 – Master's degree final papers are written and presented in Portuguese and may, at the student's request, be written and presented in English or Spanish.



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12 – When the master's degree end of course project is written in Portuguese or English, it must contain the chapter, abstract and keywords in both languages. If it is written in Spanish, the Chapter, abstract and keywords must be in Spanish, Portuguese and English.

13 – The master's degree end of course project must preferably be presented in the form of a scientific article, in the case of the dissertation, or in the form of a technical-scientific report, in the case of project work and work placement.

14 – The size of the master's degree end of course project, to be included in the respective FUC, is defined in the specific regulations of the study cycle, and the main body of the written work, in terms of maximum limit, may not exceed 60 (sixty) pages or 15,000 (fifteen thousand) words. This maximum possible size does not include any annexes and appendices, and a variation of the maximum limit of 10% is allowed.

15 – The presentation and formatting rules for the master's degree end of course project comply with the Manual for the Preparation of Scientific Papers, available on the UFP website.

16 – The master's degree end of course project must be delivered exclusively in digital format, by uploading it to the UFP Information System.

17 – Master's degree final projects are subject to the compulsory deposit of a digital copy in a repository that is part of the Portuguese Open Access Scientific Repository network, operated by the Foundation for Science and Technology, I. P., and this deposit obligation is the responsibility of the secretariat of the Organic Units and must be fulfilled within a period of no more than 30 (thirty) days from the date on which the degree is awarded.

18 – The date of submission of the dissertation, project work and work placement report corresponds to the last working day of the academic semester in which this course unit is enrolled, and the student must submit an application for admission to the public examination accompanied by the following documents:

- a) Dissertation, project work or work placement report in PDF format;
- b) Declaration by the supervisor(s) that the work is suitable for submission to a jury;
- c) A sworn statement of authorship of the work;
- d) Declaration, on the appropriate form, authorizing the deposit of the dissertation, project work or work placement report in the UFP Institutional Repository,
- e) The student's Curriculum Vitae.

19 – In the event of a request for an embargo on public access, the student must submit a request addressed to the Director of the Organic Unit, stating the justification for the embargo, the period of the embargo and the identification of confidential matters, accompanied by the respective opinion of the supervisor(s).

20 – Failure to submit the dissertation, project work and work placement report by the deadline set out in no. 5, or at the examination times, under the terms set out in Article 38, implies failure to pass the course unit and the respective re-enrolment in the following academic year, with payment of the respective attendance fees and preparation of new work or repetition of the work placement.





21 – The specific regulations of the study cycles establish, among other things, the rules for monitoring and supervision, the responsibilities of students and supervisors, the type, structure and size of the dissertation, project work and work placement report, the appointment and functioning of the selection boards and the assessment parameters.

Chapter V

Assessment

Article 29.

General principles

1 - Assessment is a pedagogical activity that is inextricably linked to the teaching-learning process. It should be diversified and distributed over the course of the teaching period (semester or year).

2 - The assessment of each course unit is the joint responsibility of the respective teachers, under the coordination of the designated teacher in charge.

3 – The assessment method described in the FUC may not be altered after the start of the academic term, except for duly justified reasons, and must necessarily include:

- a) The number, type, weighting and timing of the different elements of continuous assessment;
- b) The minimum requirements for approval, in terms of attendance and classification, if applicable;
- c) The formula for calculating the final grade, with the respective weightings;
- d) The requirements for access to the examination period, if applicable.

4 – Assessment is only allowed for students who are enrolled in the respective course units and/or exams in the academic year to which the assessment relates.

5 – The student has the right to withdraw from the assessment elements and may announce their withdrawal at any time by not submitting a testing activity or by making a written declaration in the test or exam itself. In the latter case, once the test or exam has begun, the student who withdraws may only leave the room after the teacher has given express permission to do so and not before 30 (thirty) minutes have elapsed.

6 – Students with a mark equal to or higher than 17 (seventeen) in an assessment or exam may be submitted to an exceptional, confirmatory oral exam, which the teacher may justifiably request from the Directorate of the respective Organic Unit to which the study cycle belongs. The classification obtained in the exceptional oral test takes precedence over and cancels the classification of the testing activity or exam.





Article 30.

Assessment Regimes

Assessment of learning can take one of the following forms:

- a) Continuous assessment with a comprehensive exam;
- b) Continuous assessment only;
- c) Assessment by project.

Article 31.

Continuous assessment with a comprehensive exam

1 – Continuous assessment with a comprehensive applies to all course units that are not covered by the exclusively continuous assessment and project-based assessment schemes.

2 – This assessment regime must have two components:

- a) The continuous assessment component, *AC*, comprising the assessment elements distributed throughout the school term;
- b) The comprehensive exam component, *EC*, held at the end of the respective school term, as per the general timetable.

3 – In the continuous assessment component, *AC*, the following assessment elements must be established:

$$e_{av} + e_{al}$$

where:

e_{av} , are the elements of continuous assessment, at least two of which are considered sufficient and necessary to pass the course unit;

e_{al} , are the alternative elements, of which there is a least one, that allow for the completion or improvement of continuous assessment elements, e_{av} , should students have failed or missed them.

4 – When defining alternative e_{al} elements, the e_{av} continuous assessment element(s) that can be replaced and improved by each one must be indicated, with:

- a) e_{al} being able to replace any e_{av} element of continuous assessment - in this case, the number of e_{al} to be defined in the FUC is only one;
- b) e_{al} being able to replace a specific e_{av} element of continuous assessment - in this case, as many e_{al} can be defined as there are specific e_{av} of identical competence, without prejudice to the fact that there may be e_{av} that cannot be replaced or improved on.

5 – By applying the provisions of the previous paragraph, the continuous assessment component can take on different configurations, the simplest of which are as follows:





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- a) Configuration A | B | C, consisting of three assessment elements (2 e_{av} [A + B] and 1 e_{al} [C]), with an unconditional pass in two of them being sufficient: in this case, the grade in this component is calculated from the arithmetic mean of the two best grades in the partial elements (A + B or A + C or B + C);
- b) Configuration A1 | A2 | B, consisting of three assessment elements (2 e_{av} [A1 + B] and 1 e_{al} [A2]), with a pass in one of the elements of type A being sufficient, but a pass in element B being compulsory: in this case, the classification in this component is calculated from the arithmetic mean of the best classification in each of the sets of partial elements (A1 + B or A2 + B).
- c) Configuration A1 | A2 | B1 | B2, consisting of four assessment elements (2 e_{av} [A1 + B1] and 2 e_{al} [A2 + B2]), with a pass in two of them being sufficient, but in a conditional manner: in this case, the grade in this component is calculated from the arithmetic mean of the best grade in each of the sets of partial elements (A1 + B1 or A1 + B2 or A2 + B1 or A2 + B2).

6 – Whenever the student takes part in the continuous assessment component e_{av} and alternative elements e_{al} and exceeds the number of elements sufficient to pass the continuous assessment component, the best grade obtained shall prevail.

7 – The scheduling of the continuous assessment elements must be coordinated between the teachers responsible for the course units and the Cycle Coordination Office, in order to ensure that no student is subjected to more than one assessment activity on the same day for course units in the same year of study.

8 – In course units with PL contact hours, minimum marks may be stipulated in the respective FUC, for all or some elements of continuous assessment, *AC*. These may never be higher than 9.5 (nine point five), and failure to meet these minimum marks prevents access to either the comprehensive exam, *EC*, or to the exam period.

9 – In the remaining course units, the requirement to obtain a minimum grade, if established in the FUC, only limits access to the comprehensive exam, *EC*, with consequent failure to pass the course unit, but does not prevent access to the exam season.

10 – If a minimum score in the continuous assessment component, *AC*, is required for access to the comprehensive exam, *EC*, the results must be announced at least five days before the exam.

11 – In the comprehensive exam component, *EC*, students must obtain a minimum grade of 7.5 (seven point five) in order for it to be included in the calculation of the final grade for the course unit, and its achievement is dependent on:

- a) Effective compliance with attendance requirements, whenever this is provided for in the FUC;
- b) Obtaining minimum marks in the continuous assessment elements, *AC*, whenever this is provided for in the FUC.

12 – The comprehensive exam, *EC*, is a single exam and the same for all students enrolled in the course unit. Different versions are not allowed for those who have sufficient and positive elements of the continuous assessment, *AC*.

13 – Each element and assessment component must have a value in the final grade commensurate with the effort required to complete it and respect the proportionality of the course unit's ECTS in the plan of studies.



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14 – The final grade for the course unit is obtained using the following formula(e):

$$NUC = AC \times p_c + EC \times p_e$$

where:

NUC, is the final mark for the course unit;

AC, is the grade for the continuous assessment component, obtained through the simple or weighted arithmetic average of the assessment elements;

p_c, is the weighting attributed to the continuous assessment component;

EC, is the grade for the comprehensive exam component;

p_e, is the weighting attributed to the comprehensive exam component.

15 – In course units where no minimum compulsory marks have been set in the continuous assessment component, CA, the final mark for the course unit is obtained exclusively on the basis of the mark in the comprehensive examination component, CE, with a weighting of 100%, whenever the student:

- a) Does not have enough elements of the continuous assessment component;
- b) Has enough elements, but has not achieved an average grade that guarantees a pass in the course unit;
- c) Has sufficient pass grade elements, but has obtained a final grade for the course unit (NUC), using the formula in the previous number, which is lower than the grade obtained in the comprehensive exam component, *EC*.

16 – In course units for which minimum compulsory grades have been set in the continuous assessment component, CA, the final grade for the course unit obtained by applying the formula in no. 14 is replaced by the grade obtained in the comprehensive exam, CE, whenever the latter is higher than the former.

17 – In the event of failing a course unit, the student may take a supplementary exam in the exam season, provided they have met the minimum requirements for passing the continuous assessment component, CA, in terms of attendance and grade, but only when these requirements are established in course units with PL contact hours.

18 – The student is deemed to have “failed” in any of the following situations:

- a) Having obtained a grade in the NUC course unit of less than 9.5;
- b) Having failed to meet the minimum attendance percentage required for access to the comprehensive exam, *EC*;
- c) Having failed to obtain the minimum grades in the continuous assessment component, *AC*, required for access to the comprehensive exam, *EC*;
- d) Having failed to attend the comprehensive exam, *EC*; or, having done so, not having obtained a minimum mark of 7.5





Article 32.

Exclusively continuous assessment

1 – Assessment exclusively on a continuous model applies to the following course units:

- a) Clinical teaching;
- b) Practical and laboratory teaching, with exclusively PL contact hours;
- c) Work placements.

2 – This assessment regime only has the continuous assessment component, *AC*, with assessment elements being spread over the teaching period. The FUCs systematically set out the elements and parameters of continuous assessment and, where appropriate and with the necessary adaptations, the provisions of the previous Article apply to this component.

3 – The elements of continuous assessment must include the assessment of learning in a clinical/laboratory/work placement context and a reflective written assignment, whether in the form of a report, portfolio or other, to be carried out individually by the student. The weighting of these assessment elements can be found in the FUC.

4 – The continuous assessment of the work placement course unit may include, in addition to the provisions of the previous paragraph, an oral test to discuss the report, under the terms defined in the specific regulations of the study cycles.

5 – In study cycles leading to a master's degree, whenever the work placement corresponds to the work provided for in Article 4(3)(b), there will be an academic exam for the defence, assessment and public discussion of the final report, applying, for this purpose, the terms set out in the following Article and Articles 35 and 37.

6 – Passing the exclusively continuous assessment course units requires compliance with the attendance requirements, and the final grade is obtained by calculating the simple or weighted arithmetic average of the assessment elements defined in the FUC.

7 – In the case of clinical teaching course units, students who have met the minimum attendance requirement but have not achieved up to 1/3 of the expected learning outcomes may carry out clinical volunteer work during teaching breaks, provided that the teacher responsible submits a proposal to the Management of the teaching clinics and that logistical conditions exist for this purpose.

8 – In the case of work placement, the grade to be awarded:

- a) Must take into account the rating given by the host organization's supervisor;
- b) Must, in study cycles leading to a bachelor's degree, correspond to a weighting of 40% in the calculation of the final classification when it forms part of a course unit called 'Work placement and Graduation Project', or equivalent;
- c) Is decided, in study cycles leading to a master's degree, in the viva voce public examination to discuss the report, provided that the work placement corresponds to the work provided for in Article 4.3 b) and without prejudice to the fact that the elements of continuous assessment may be taken into account when calculating the final grade for the course unit.





9 – The student is deemed to have “failed” in any of the following situations:

- a) Having obtained a performance grade in clinical/laboratory/work placement training of less than 9.5 points;
- b) Having obtained a grade of less than 9.5 in their written reflective work;
- c) Having failed to meet the minimum attendance percentage;
- d) Having failed to submit the assessment elements on time;
- e) Having been suspended pursuant to these regulations.

10 – Exclusively continuous assessment course units:

- a) May not be assessed via exam;
- b) Have access to the appeal and special periods, in the case of the work placement course unit, but only for the purpose of receiving and discussing, if applicable, the respective report, upon payment of the respective fees;
- c) Are not susceptible to grade improvement.

Article 33.

Assessment through project work

1 – Assessment through project work applies to all course units:

- a) With PL contact hours, but assessed exclusively through a technical-scientific or artistic project;
- b) At the end of the cycle, namely graduation projects, in the case of bachelor's degrees, and dissertations and project work, in the case of master's degrees.

2 – The course units covered by this assessment system include writing a paper for which discussion is compulsory and which must take place in the presence of the teacher responsible, in the case of the project course units provided for in paragraph a) of the previous number, or in the presence of a jury appointed for this purpose, in the case of the end-of-cycle course units provided for in paragraph b) of the previous number.

3 – In the project course units provided for in paragraph 1(a), the dates for delivery and discussion of the work are defined by the teacher in charge, and the entire assessment process must be completed by the end of the teaching period of the respective course. The FUC must contain the criteria for the design, writing, presentation and assessment of the project, the required timeframe and the formula for calculating the final grade, with all the components envisaged and their respective weighting.

4 – In the end-of-cycle course units provided for in paragraph 1 b), and for the purposes of discussing the corresponding written work, the jury has 15 (fifteen) days, in the case of a bachelor's degree work, and 30 (thirty) days, in the case of a master's degree work, both counted from the date of said jury's nomination, to decide on the admissibility of the work to be discussed in a public defence.

- a) Should the jury decide to admit the student to the public defence, it will schedule this and inform the secretary of the Directorate for the respective Organisational Unit, which must notify the student at least 7 (seven) days before the public defence;





- b) If an injunction is issued recommending that the written work be redrafted, the secretary of the Directorate for the respective Organisational Unit must notify the student within a maximum of 5 (five) days after the date of the decision;
- c) Once the notification provided for in the previous paragraph has been received, the student has 30 (thirty) consecutive, non-extendable days to submit the reformulated work or declare, in writing, that they wish to keep it unchanged;
- d) The student is considered to have withdrawn if, after the deadline referred to in the previous paragraph, they do not submit the reformulated work or declare that they are waiving this option.

5 – The public defence for the assessment of the end of course project is conditional on the successful completion of the entire plan of studies.

6 – The course units assessed by project:

- a) May not be assessed via exam;
- b) Have access to the appeal period, but only for the purpose of receiving and discussing the respective work project or end of course project, upon payment of the respective fees;
- c) Have access to the special exam period, but solely for the purpose of receiving and discussing the respective report, upon payment of the respective fees;
- d) Are not susceptible to grade improvement.

Article 34.

Jury for the graduation project (degree course)

1 – The graduation project is subject to appraisal and public defence by a jury appointed by the cycle coordinator, at the proposal of the supervising professor, and approved by the directorate of the organic unit.

2 – The jury must be appointed within 7 (seven) days of receiving the application for admission to the public defence, provided that the student has passed all the other course units included in the plan of studies. If this is not the case, the process of appointing the jury is suspended until the student meets the conditions for the public defence.

3 – The jury is made up of two members: a teacher specializing in the field of the degree project, who presides and is responsible for examining the work, and the supervisor.

4 – The jury's decisions are taken unanimously by justified roll-call votes, with no abstentions allowed.

5 – Minutes are taken of the jury's meetings, which include the votes of each of its members and the respective reasoning, which may be common to both.





Article 35.

Jury for the Master's Degree end of course project

1 – The Master's Degree end of course project referred to in Article 4(3)(b), namely, the dissertation, project work and work placement report, are subject to appraisal and public discussion by a jury appointed by the Scientific Council of the Organic Unit to which the study cycle belongs, at the proposal of the Cycle Coordination, and approved by the Organic Unit's Management.

2 – The jury must be appointed within 15 (fifteen) days of receiving the application for admission to the public examination, provided that the student has passed all the other course units that make up the master's degree course. If this is not the case, the process of appointing the jury is suspended until the student meets the conditions for the public examination.

3 – The jury is made up of three members

- a) Chair - Lecturer of the study cycle, with the rank of assistant professor or higher;
- b) Examiner - A specialist in the field of the dissertation, project work or work placement report, preferably from outside the UFP;
- c) Voting member - Supervising professor.

§ When there is more than one supervisor, only one of them may form part of the jury.

4 – Exceptionally, the jury may be made up of two members more than the number provided for in the previous paragraph, with both extra members taking on the role of voting member.

5 – The members of the jury must be specialists in the field of the dissertation, project work or work placement report and are appointed from among nationals or foreigners who hold a doctoral degree, specialists of recognized experience and professional competence or specialists considered as such by the Scientific Council of the respective Organic Unit, under the terms of Article 28 of the Academic Code.

6 – The jury's decisions are taken by a majority of its members, by means of a justified roll-call vote, with no abstentions allowed.

7 – Minutes of the jury meetings are drawn up, which include the votes of each of its members and the respective reasoning, which may be common to all or some members of the jury.

Article 36.

Public defence of the graduation project (degree course)

1 – The public defence of the graduation project must take place within 30 (thirty) consecutive days of:

- a) The date of acceptance of the degree project;
- b) The date on which the reformulated version is delivered or the declaration that the student waives that requirement.

2 – The public defence can only take place when both members of the jury are present, and must be





rescheduled if one of them is absent or unable to attend.

3 – The public defence is held in person; participation by videoconference is not authorized.

4 – The public defence of the degree project consists of the presentation of the work and its discussion and lasts a maximum of 40 (forty) minutes.

5 – The public defence begins with the presentation of the work by the student, who has 10 (ten) minutes to do so.

6 – After the presentation of the work, it is discussed by the examiner, who has 10 (ten) minutes for a general appraisal of the work and respective questioning, and the student must be given the same amount of time for argumentation.

7 – The examiner's intervention may not exceed 10 (ten) minutes, including the student's right of reply.

8 – After the discussion, the jury meets in private to decide on the quantitative and qualitative classification to be awarded and to record it in its own minutes, with the respective reasoning, and then communicate it to the student.

9 – The final classification of the graduation project results from the simple arithmetic average of the classifications awarded by each member of the jury and is converted into a qualitative mention under the terms of Article 42.

10 – The president of the jury is responsible for entering the final grade of the course unit in the UFP Information System, which must be done on the day of the public defence.

§ In the 'Work placement and Graduation Project' course unit, the final grade for the course unit is obtained by applying the provisions of Article 32(8)(b).

11 – The final assessment of the graduation project is determined by a decision of the jury, which cannot be appealed.

12 – If the student does not attend the public defence, he/she will fail due to “absence”.

13 – All documents relating to the student's assessment, including the minutes of the exam and the jury meeting, are part of the student's individual file.

Article 37.

Public defence of the master's degree final project

1 – The public defence of the master's degree final project provided for in Article 4(3)(b), namely the dissertation, the project work and the work placement report, must take place within 30 (thirty) days of:

- a) The date of the notice accepting the work;
- b) The date of delivery of the redrafted version or the declaration that the student does not wish





to use it.

2 – The public defence of the dissertation, project work and work placement report consists of the presentation of the work and its discussion and has a maximum duration of 60 (sixty) minutes.

3 – The public defence can only take place when at least three members of the jury are present. The Directorate of the Organic Unit may exceptionally replace either the president or the voting member in the event of the absence or incapacitation of only one of them.

§ Whenever the absence or incapacitation occurs on the day of the public examination and concerns the examiner or more than one member, it is not possible to replace them, and the selection board must reschedule the examination.

4 – The public defence is held in person, and the Directorate of the Organic Unit may authorize the participation by videoconference of a number of members not exceeding 50%, provided that they are external to the UFP and there are technical conditions for this purpose. Jury members belonging to the UFP may be authorized to participate by videoconference only when they are in a service situation that demonstrably justifies it and provided that the physical presence of 50% of the voting members is guaranteed.

§ Students must take part in the public defence in person.

5 – If the public examination is held using videoconferencing, the minutes drawn up by the chairman of the jury must:

- a) Record this circumstance, mentioning the form of participation of the jury members and the respective consent of all those involved, including the student, as well as any suspensions and communication problems that occurred during the transmission of the defence;
- b) Be signed by all the members of the jury present, and the members of the jury who participated remotely must send the president of the jury, by email, immediately after the end of the test, their agreement with the content of the minutes, which must be attached to the minutes.

6 – The public defence begins with the presentation of the work by the student, who has 15 (fifteen) minutes to do so.

7 – After the presentation of the work, the discussion will follow, and the member of the jury appointed as examiner will always intervene, without prejudice to the intervention of any other member of the jury.

- a) The examiner has 15 (fifteen) minutes for a general appraisal of the work and its discussion, and the student must be given the same amount of time for argumentation;
- b) The intervention by the other members of the jury may not exceed 15 (fifteen) minutes, including the student's right of reply.

8 – It is up to the president of the jury to manage the time available, giving the student a response time equal to that used by each member of the jury to make their intervention.

9 – After the discussion, the jury meets in private to decide on the quantitative and qualitative





classification to be awarded and to record it in its own minutes, with the respective reasoning, and then communicate it to the student.

10 – The final grade corresponds to the simple arithmetic average of the grades awarded by each member of the jury and is converted into a qualitative mark under the terms of Article 42 of the Academic Code.

11 – The president of the jury is responsible for entering the final grade of the course unit in the UFP Information System, which must be done on the day of the public exam.

12 – The final assessment of the dissertation is set by a decision of the jury, which cannot be appealed.

13 – If the student does not attend the defence, he/she will fail due to “absence”.

14 – All documents relating to the student's assessment, including the minutes of the exam and the jury meeting, are part of the student's individual file.

Article 38.

Exam period

1 – Examination periods are held at the end of the academic year, during the periods defined in the school calendar, there being two periods, with a single call for each course unit:

- a) Appeal period;
- b) Special exam period.

2 – During exam periods, the assessment can take the following forms:

- a) Assessment using a public oral defence of the written work, which is carried out through a public presentation and defence of the end of course project before a jury appointed for this purpose; this is the method of assessment for work placement course units and assessment by project;
- b) Assessment by exam, which is carried out through a final written, practical and/or oral exam, focusing on the syllabus summarized in the respective semester; this is the method of assessment for course units subject to continuous assessment with a comprehensive exam.

3 – Students may take exams in a course unit if, cumulatively, they:

- a) Are regularly enrolled in that academic year and course unit;
- b) Comply with the access conditions set out in the FUC and in specific regulations, where applicable;
- c) Are in one of the situations set out in the following paragraphs.

4 – The appeal period is for:

- a) Students who have failed or not been assessed in the work placement course unit;
- b) Students who have failed or not been assessed in the course units that are subject to assessment by project;





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- c) Students who have failed in the course units subject to continuous assessment with a comprehensive exam, and who meet the conditions of attendance and minimum classification in the continuous assessment component, when applicable;
- d) Students who wish to improve their grade.

5 – The special exam period is for:

- a) Students who have failed or not been assessed in the work placement course unit;
- b) Students who have failed or not been assessed in the course units that are subject to assessment by project, but only in the case of end of course projects;
- c) Students with special status, when this is expressly provided for, who have failed or not been assessed in the course units that are subject to assessment by continuous assessment with a comprehensive exam, and who meet the conditions of attendance and minimum classification in the continuous assessment component, when applicable.

6 – Access to exam periods is subject to prior enrolment, with the following limitations:

- a) In the appeal period, there is no limit to the number of exams that can be taken;
- b) In the special examination period, and unless otherwise specified, access is limited to a maximum of two annual course units or one annual course unit and two semester course units or four semester course units, not counting the end-of-cycle course units;
- c) In the special period, the limit provided for in the previous paragraph must correspond, in the case of students with finalist status, to all the course units missing to complete the study cycle to which they were admitted.

7 – Students must enrol for exams during the period defined in the school calendar and must pay the corresponding administrative fees.

§ If the final grade of a course unit is not released during the period set for enrolment in the exam season, the student has two days after the release of the scores to enrol in the respective exam.

8 – During exam periods, the identification of the student by means of an official civil identification document is compulsory and its absence may prevent them from taking the exam.

9 – In the form of assessment by exam:

- a) Exams last between 120 and 180 minutes;
- b) The exams consist of a written test, which can be complemented with an oral test, subject to obtaining a score of 7.5 or more but less than 9.5, and which cannot be taken until two days after the results have been posted and after the test has been consulted;
- c) In living languages, except in cases where the minimum mark of 7.5 is not achieved in the written test, an oral test is always compulsory;
- d) Students who do not attend the oral exam are considered to have failed;
- e) The jury for oral exams is made up of the course unit lecturer in question and at least one other lecturer from the same scientific area;
- f) The duration of an oral exam may not exceed 30 (thirty) minutes;
- g) The final grade for a course unit must take into account the grade obtained in the oral exam, whenever applicable.

10 – In the course units for which minimum pass marks have been set in the assessment component,



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the final mark for students who have obtained a mark of 10 or more in the exam is the average of the mark for this test and the mark for the continuous assessment, unless the exam mark is higher, in which case the latter prevails.

11 – In the form of assessment by public defence, the last working day of each exam period is set for the submission of the dissertation, project work and work placement report, and the respective discussion must take place within the time limits set out in these regulations.

Article 39.

Consultation of assessment elements

1 – Students have the right to be informed about the relative weightings of the parts of the assessment, regardless of whether there is a written record or not, and about the criteria required to achieve the minimum and maximum pass marks for each part.

2 – Consultation of written assessment elements and exams, hereinafter referred to as test consultation, must take place between 48 (forty-eight) and 72 (seventy-two) hours after the release of the respective marks, at the time and place indicated by the teacher.

3 – During the test consultation, the teacher must provide any clarification requested by the student on the correction of the testing activity and must make the following available:

- a) The maximum score for each question;
- b) The score achieved by the student for each question;
- c) The criteria used to score each question.

4 – During the test consultation, it is expressly forbidden for students to:

- a) Photograph, record or photocopy the assessment elements;
- b) Record the test consultation;
- c) Consult the tests of other colleagues;
- d) Be represented by someone who is not legally authorized to do so.

5 – Failure to comply with the provisions of the previous paragraph will be subject to disciplinary proceedings.

6 – The right to a test consultation ceases if the student does not present themselves at the previously defined location within 15 (fifteen) minutes of the time set by the teacher.

7 – Any changes to the final grade may take immediate effect if errors or omissions are detected during the test consultation, without the need to submit a written grade appeal.

Article 40.

Appeal against the grade of the written assessment test

1 – Grade appeals can only be requested for the comprehensive exam and the written exams held





during the exam periods, and may apply to:

- a) Failure to award a grade;
- b) Calculation error when adding the marks awarded to the different questions;
- c) Errors in transcribing the final calculation onto the official list of results for the discipline;
- d) Assessment errors;
- e) Contradiction between the correction proposal and the bibliography recommended for the course and made available by the teaching media;
- f) Other formal defects.

2 – The procedures to be followed in the grade appeal are as follows:

- a) The student has 2 (two) days after the test consultation to request a review of the grade and must pay the corresponding fee;
- b) After submitting the request, the academic services will provide the student with a copy of the appealed written test within 3 (three) days;
- c) After receiving the copy of the written test, the student has a maximum of 3 (three) days to submit the written grounds for their appeal;
- d) Within the following 3 (three) days, the Management of the Organic Unit will appoint a jury of three teachers from the same scientific area, none of them being the course unit teacher(s), to assess the appeal, one of whom will be appointed as President;
- e) The jury has 10 (ten) days after its appointment to re-examine the test and conclude the process, sending the minutes of the decision to the Director of the Organic Unit for approval, containing the written grounds for the classification awarded.

3 – The grade for the assessment test will be the one resulting from the re-examination, which may result in an increase, decrease or preservation of the original grade awarded.

4 – There can be no appeal against the jury's final decision, unless it is based on a failure to comply with legal formalities.

5 – Until the date of notification of the result of the grade appeal, the student must ensure that the assessment sessions required to pass the course unit are carried out, and behave as if the grade appeal did not exist in relation to other tests, including those in the examination periods. If the result of the review is known when the student already has another assessment for the same course unit, the higher classification prevails.

6 – The fee paid for the classification appeal is refundable, at the student's request, if the process is concluded in the student's favour.

Article 41.

Fraud and plagiarism

1 – Fraud or plagiarism committed in any type of assessment activity will result in its annulment and consequent failure of the course unit.

2 – Once the fraud or plagiarism has been verified, the teacher must report it in writing to the





Directorate of the respective Organic Unit, for the purposes of applying the UFP Disciplinary Procedure Regulations.

3 – The student has the right to an adversarial hearing.

Article 42.

Final grade for a course unit

1 – For each course unit, the final grade is individual and is an integer between 0 (zero) and 20 (twenty) points.

2 – Students whose final grade is equal to or higher than 10 (ten) points, after rounding to the nearest unit, are considered to have passed a course unit.

§ Students with a mark lower than 10 (ten) are declared “ failed ” and must renew their annual enrolment and the enrolment in those course units, regardless of their type, in the following academic year.

3 – In cases where the final grade results from the weighting of more than one element or assessment component, the results of each of these elements or components must be detailed and known to the students.

4 – In addition to the numerical grade, a qualitative mark may also be awarded for the final grade of the study cycle, as follows:

- a) Passed with Satisfactory grade (10 to 13 points);
- b) Passed with Good (14 and 15 points);
- c) Passed with Very Good (16 and 17 points);
- d) Passed with Excellent grade (18 to 20 points).

5 – The final grades must be published in the UFP Information System within the period defined in the general calendar and entered in the respective students' academic records.

§ In the case of students with tuition fee debts, these procedures will only take place after the respective administrative situation has been regularized.

6 – Once finalized, these grades can only be altered at the request of the teacher responsible for the course unit and with the authorization of the Directorate of the Organic Unit.

Article 43.

Grade improvement

1 – Improvement of a student's grade:

- a) Can only be requested if the student has not applied for the issue of a diploma;
- b) Can only be requested once per course unit, and as long as the course unit remains active and





functioning in the academic year of the improvement;

- c) Can be requested throughout the study cycle, without prejudice to the provisions of the following paragraph;
- d) Is carried out during the appeal period and must be submitted via the UFP Information System and the respective administrative fee must be paid.

2 – Improvement of the grade of an accredited course unit without taking an accreditation exam can only be done in the final year of the respective study cycle.

3 – Students are not allowed to take an improvement exam for course units with exclusively continuous assessment (clinical teaching, laboratory teaching and work placements) and with assessment by project (degree project, project work and dissertation), nor for course units credited by means of an accreditation exam.

4 – Students in a situation of mobility do not lose the right to improve their grade, under the terms of paragraph 2.

5 – The final grade in the course unit corresponds to the highest of those obtained.

Article 44.

Missing grades

The omission of a grade or its incorrect entry can only be challenged in the academic year in which the student was assessed or up to 30 (thirty) days after the end of the academic year, in the case of course units taken in the special period.

Title IV

Students with special status

Chapter VI

Common provisions

Article 45.

Special attendance regimes

1 – Special status students are those who meet the legal and regulatory requirements for recognition in the following categories:

- a) Student-worker;
- b) Final year student;
- c) Outgoing mobility student;



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- d) Student association leader;
- e) Student member of a UFP management body;
- f) Student involved in UFP cultural and sporting activities;
- g) Student practicing high-performance sport;
- h) Student athlete in higher education;
- i) Student with special educational needs;
- j) Pregnant student, mother or father;
- k) Informal caregiver student;
- l) Student firefighter;
- m) Military student on a contract or voluntary basis;
- n) Student professing a religious faith.

2 – Exceptional recognition of a special condition may also be granted, by order of the Directorate of the Organic Unit and after hearing the Pedagogical Council, to students who justifiably request it. This decision must include a mention of the rights to which the student is entitled.

Article 46.

Recognition of special status

1 – The decision to grant special status rests with the Directorate of each Organic Unit, and the respective ruling must be issued within a maximum of 15 (fifteen) days of the student submitting the request.

2 – The recognition of special status is subject to an annual request and must be made by the student after registration or renewal of enrolment and before the start of the first semester.

§ Applications for special status may also be requested at any time during the academic year, but not later than the end of the second semester, and provided that the verification of the condition that allows the student to enjoy special status occurs after the start of teaching activities.

3 – Applications that are not submitted within the deadline stipulated in the previous paragraph or that do not meet the conditions set out in these regulations will be rejected outright.

4 – The effects of the special status start from the date of the application that is granted and are in force during the academic year in which it was authorized or until the conditions that led to its authorization cease.

5 – Special statuses are not cumulative as far as assessment is concerned, and the most favourable regime for the student is applied.

6 – The termination of the conditions under which the respective special status was granted must be communicated by the student within 30 (thirty) consecutive days.





7 – The termination of special status is determined by the Directorate of the Organic Unit, on a duly substantiated and proven proposal, and after a prior hearing with the student.

8 – Without prejudice to disciplinary and criminal liability, the rights of students granted special status cease immediately in the event of false declarations regarding facts on which the granting or maintenance of the respective status depends.

Article 47.

Proof of special status

1 – Without prejudice to other documents being requested where necessary, proof of the student's special status is provided by the following supporting documents:

- a) Student worker:
 - i) In the case of professional activity as an outsourced worker - A statement from the employer with information on the type of contract and its end date, or a copy of the employment contract containing this information;
 - ii) In the case of self-employment - Three most recent receipts proving actual employment and proof of Social Security deductions, or another document with the same probative force;
 - iii) If enrolled in a vocational training course or temporary occupation program for young people, lasting at least six months - A supporting document issued by the entity responsible for the training, indicating the start and duration of the activity and the accreditation record of the training or program, issued by an entity authorized to provide it;
 - iv) If involuntarily unemployed, after having been covered by student worker status for the same academic year - Declaration issued by the Institute of Employment and Vocational Training, or by a similar entity in a foreign country, stating that you are involuntarily unemployed;
- b) Final year student: academic record showing that you have up to 78 ECTS remaining to complete the study cycle to which you have been admitted and an enrolment form for all the missing course units;
- c) Outgoing mobility student: study contract / learning agreement or declaration of acceptance of application issued by the UFP international relations office;
- d) Student association leader:
 - i) In the case of the Fernando Pessoa Academic Association - A copy of the minutes of taking office or the term of office;
 - ii) In the case of a youth association external to UFP - Copy of the minutes of taking office or the term of office, together with a document issued by the Portuguese Institute of Sport and Youth proving that the association has, or maintains, valid registration in the National Register of Youth Associations, and a copy of the association's statutes;
- e) Student member of a UFP management body: copy of the minutes of taking office or term of office, or other document with identical probative force;
- f) Student taking part in UFP cultural and sporting activities: declaration issued by the Fernando Pessoa Academic Association or by the person in charge of the group;





- g) Student practicing high-performance sport: document issued by the Portuguese Institute of Sport and Youth or by a similar entity in a foreign country;
- h) Student athlete in higher education: a declaration issued by a competent body, in accordance with the model in force at the UFP, accompanied by proof that allows the eligibility conditions referred to in Article 50 a) and b) to be assessed and confirmed;
- i) Student with special educational needs: reports or supporting opinions, issued by specialists, stating the type of disability (permanent or temporary), the difficulties or limitations exhibited and the respective implications for the student's academic performance;
- j) Student parent, mother or father:
 - i) In the case of a pregnant woman or woman who has recently given birth - Medical declaration or birth certificate of the child;
 - ii) In the case of a mother or father - Birth certificate or copy of the child's ID card;
- k) Informal caregiver student: a document issued by the Social Security Office, or by a similar entity in a foreign country, proving recognition of informal caregiver status;
- l) Student firefighter: proof of membership of a fire department, issued by the relevant authority;
- m) Military student on a contract or voluntary basis: document proving military service, issued by the competent authority;
- n) Students professing a religious faith: a document proving the church or religious community to which they belong, issued by the minister of the faith they profess, mentioning the days of rest, festivities and obligatory worship prescribed by their faith.

2 – The documents mentioned in the previous paragraph must be dated within 30 (thirty) consecutive days.

3 – The renewal of the status in each academic year must be accompanied by proof that the conditions required for its attribution have been maintained.

Article 48.

Rights granted to special status students

Students classed as special status have the following rights:

- a) Student worker, military student and informal caregiver student:
 - i) Exemption from absences from classes;
 - ii) Preference in the choice of timetable, when applicable;
 - iii) Access to the special season, with no enrolment limit;
- b) final year student:
 - i) Enrolment and attendance at course units of the specialization course of a subsequent study cycle, under the conditions defined in these regulations, in the case of a final year student of a bachelor's degree study cycle who has less than 60 ECTS left to complete;
 - ii) Access to the special period, under the conditions defined in these regulations;
- c) Student with outgoing mobility status:
 - i) Possibility of benefiting from a scholarship or exemption from paying tuition fees, under the conditions defined in the regulations;





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- ii) Access to the special examination period for exams that demonstrably coincided with the mobility period, with no registration limit;
 - iii) Full recognition of the certification obtained at the host institution, as long as it is included in the previously established and approved learning agreement;
 - iv) Mention of the mobility program made in the diploma supplement as additional information;
 - v) Record made as additional information in the diploma supplement of the curricular units taken at the host institution which have not been credited in the study plan in which the student is enrolled;
- d) Student association leader, student member of a UFP management body and student involved in UFP cultural and sporting activities:
 - i) Exemption from absences from classes that are motivated by attendance at meetings of the bodies to which the student belongs or acts of manifest associative interest, whenever these coincide with the teaching timetable;
 - ii) Possibility of changing the dates of formal individual assessment periods when these deadlines overlap with justified participation in unavoidable associative, cultural and sporting activities or those of management bodies;
 - iii) Access to the special examination period for exams that have demonstrably coincided with justified participation in unavoidable associative, cultural and sporting activities or those of management bodies, under the conditions defined in these regulations;
 - iv) Mention as additional information in the diploma supplement, of having performed managerial functions of an associative nature, whether in the Students' Academic Association or another student group, participation in management bodies and membership of cultural and sports groups, provided they are carried out at the UFP;
- e) Student practicing high-performance sport and student athlete in higher education:
 - i) Waiving of absences from classes due to participation in official competitions of the sport they represent and exceptional training sessions, whenever these coincide with teaching hours;
 - ii) Preference in the choice of timetable, when applicable;
 - iii) Possibility of changing the dates of formal individual assessment moments that coincide with the days of championships and competitions;
 - iv) Access to the special period, under the conditions defined in these regulations;
 - v) Mention, as additional information in the diploma supplement, of having performed sport at UFP.
- f) Student with special educational needs:
 - i) Specialized support and adaptation of the teaching-learning process (including assessment) to suit educational needs, under the terms defined in the technical opinion issued by the UFP Psychology Office and approved by the Directorate of the Organic Unit, after hearing the Pedagogical Council;
 - ii) Not being required to attend a minimum number of course units in the study cycle;
 - iii) Preference in the choice of timetable, when applicable;
 - iv) Priority in the allocation of work placements, considering the educational needs presented;
 - v) Allocation of classrooms that ensure the best accessibility, in the case of students with physical or sensory disabilities;
 - vi) Presence of a third person for personalized support, whenever necessary, in all UFP



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- spaces, including the classroom;
- g) Student parent, mother or father:
- i) Waiving of absences from classes for antenatal appointments, childbirth, breastfeeding, illness and care for children up to 5 years of age;
 - ii) Waiving of absences to provide care, in the event of illness or accident to a child under the age of 12 or, regardless of age, to a child with a disability or chronic illness, as well as during the entire period of any hospitalization;
 - iii) Possibility of altering the dates of formal individual assessment periods when these deadlines overlap with participation in the situations indicated in the previous two subparagraphs or make it impossible to meet the established deadlines;
 - iv) Access to the special examination period, for exams which demonstrably coincided with the period of confinement, with no limit to the number of students enrolled;
- h) Student firefighter:
- i) Waiving of absences from classes that are motivated by participation in operational activity, requested by the fire department commander, whenever this coincides with the teaching timetable and cannot take place outside of class time;
 - ii) Possibility of changing the dates of formal individual assessments due to firefighter activity and where it is impossible to meet the deadlines;
 - iii) Access to the special period, for exams that have demonstrably coincided with operational activity, with no limit on enrolment;
- i) Student professing a religious faith:
- i) Waiving of absences from classes on weekdays reserved for rest and worship by their respective religious denominations;
 - ii) Preference in the choice of timetable for clinical teaching, when applicable.

Article 49.

Absences from educational activities

1 – Absences from classes for students with student worker status, military status and informal caregiver status are automatically excused.

2 – Absences from classes for students with the following special statuses will be taken into account upon presentation of a supporting document:

- a) Association leader, member of a UFP body or member of UFP cultural and sporting activities - document proving attendance at a meeting of the relevant governing body, or at activities of clear associative, cultural or sporting interest, issued by the respective association or competent body;
- b) High-performance sports practitioner and student athlete in higher education - document issued by the Portuguese Institute of Sport and Youth or other competent entity proving the period of preparation and participation in sports competitions or exceptional training;
- c) Student parent, mothers and fathers - a document proving attendance at prenatal consultations, childbirth, breastfeeding, illness, hospitalization and childcare (for children under 5 years of age, if undifferentiated care is required, or for children under 12 years of age





or with a disability or chronic illness, if care is required due to illness or accident, as well as for the entire period of any hospitalization);

- d) Firefighter - document proving attendance at operational activity issued by the fire department commander.

3 – Students professing a religious faith will be excused from classes on the days listed in the document referred to in Article 47(1)(n).

Chapter VII

Special provisions applicable to the status of student athlete in higher education

Article 50.

Conditions

Pursuant to Decree-Law nr 55/2019, of April 24, with the subsequent amendments, and for the purposes of these regulations, student athletes in higher education are students enrolled and registered at UFP who cumulatively:

- a) Participate in the championships and competitions provided for in the following Article;
- b) Meet the sporting merit requirements applicable to them under the terms of Article 52.
- c) Obtain the minimum academic performance required under Article 53.

Article 51.

Participation in championships and competitions

1 – Student athletes are students who, in the academic year in which they apply for the status:

- a) Have participated, representing the UFP or the Fernando Pessoa Academic Association or as part of a national university team, in:
 - i) National university championships organized by the Academic University Sports Federation; or
 - ii) International university competitions organized by the European University Sports Association or the International University Sports Federation; or
- b) Have participated in the most recent:
 - i) Competitions to win national trophies by sports federations, under the terms of Article 13(1)(h) of Decree-Law no. 248-B/2008, of December 31, in its current wording; or
 - ii) International competitions to win European and World trophies by international organizations to which national sports federations belong; or
- c) Are registered as athletes in the Sports Centre of the Fernando Pessoa Academic Association and have participated, in the academic year prior to the year in which they request the status, in:





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- i)* National school championships; or
- ii)* International school competitions.

2 – UFP students can also benefit from student athlete status if they:

- a)* Have participated, in the academic year in which they apply for the status, in regional championships and/or other qualifying events for the national university championships; or
- b)* Are affiliated to a sports federation governed by Decree-Law no. 248-B/2008, of December 31, as amended (federated athletes); or
- c)* Participate for the first time in the championships and competitions referred to in point a) of the previous paragraph, regardless of the year and study cycle they are in.

Article 52.

Sporting merit

1 – In the academic year in which they apply for the status, the team sports players referred to in paragraph 1 a) above must have:

- a)* Represented their team or national team in at least 60% of the matches in one of the competitions referred to in paragraph 1 a) of the previous Article; and
- b)* Participated in at least 75% of their team's or national team's training sessions, or 25% in the case of federated athletes, provided that there is at least one training session per week, with the exception of vacation periods or exams.

2 – The minimum requirements for participation in training and representation of the team or national team, applicable to students referred to in paragraph 1 b) above, practicing team sports in other sports federations, are 50%.

3 – The students referred to in paragraph 1 (a) i) and (b) i) of the previous Article, practicing individual sports, must have been ranked in the first third of the league table of the national championships and competitions provided for in the aforementioned sub-paragraphs.

4 – The students referred to in paragraph 1 (c) i) of the previous Article must have been ranked in the first third of the league table of the championships and competitions provided for in the aforementioned sub-paragraphs.

Article 53.

Academic achievement

1 – In order to benefit from this status, students must have passed at least 36 ECTS in the academic year prior to the one in which they apply for it, or all the credits in which they were enrolled if their number is less than 36.



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2 – The provisions of the previous paragraph do not apply to students who apply for the status in the academic year in which they are enrolled for the first time in a given study cycle, but only in the following academic years.

Article 54.

Duties of student athletes in higher education

The following are the duties of students with UFP student athlete status:

- a) Practice sport in an exemplary manner, in full compliance with the sporting and ethical rules of each discipline and within the principles of fair play;
- b) Attend training sessions and competitions for which they are expressly invited, except for duly justified reasons of force majeure;
- c) Adopt, within the scope of the competitions in which they participate, civic behaviour appropriate to their status as a UFP student and higher education athlete;
- d) Defend and respect the good name, image and credibility of UFP;
- e) Hold a valid sports medical examination for their sports practice, including the competitions in which they are enrolled;
- f) Have valid sports insurance;
- g) Fully comply with these regulations, as well as internal sports rules, when applicable.

Article 55.

Termination of student athlete status in higher education

1 – The status of student athlete may be withdrawn, with all the rights enshrined in these regulations ceasing immediately, whenever the student:

- a) Gives up the sport that justified the award; or
- b) Fails to comply with the requirements set out in Chapter VI; or
- c) Does not comply with the duties defined in the previous Article or has committed serious misconduct.

2 – Students with the status of student athlete who are forced to interrupt their sporting activity for medical reasons will continue to enjoy the status until the end of its validity, except for the provisions of Article 48 (e)(i) and (iii).





Title V

Formal recognition of university degree

Article 56.

Final grade for the study cycle

1 – Obtaining an academic degree requires completing the plan of studies and passing all the course units that are part of it.

2 – The final grade of a study cycle corresponds to the weighted arithmetic average, rounded to the nearest integer, of the grades obtained in the various course units, according to their relative weight in ECTS, and is expressed in the range between 10 and 20 on a scale of whole numbers from 0 to 20.

3 – The final numerical mark of a study cycle or course unit is also converted into the European scale of comparability of marks, consisting of five classes, identified by the letters A to E:

- a) A: 20 to p, where p is the score that allows 10% of all students to be included in this class;
- b) B: p - 1 to q, where q is the score that allows 35 % of all students to be included in this class together with the previous class;
- c) C: q - 1 to r, where r is the score that allows 65 % of all students to be included in this class together with the previous classes;
- d) D: r - 1 to s, where s is the score that allows 90 % of all students to be included in this class together with the previous classes;
- e) E: s - 1 to 10.

4 – The qualitative correlation of the numerical grading scale should reflect the distribution of final grades for students in that study cycle or course unit over the past three academic years, with a minimum sample size of 100 graduates.

§ When it is not possible to achieve this sample size, the conversion to the European scale is replaced by the ranking number of the diploma in the academic year in question and the number of graduates in that year, in the case of the study cycle, or by the student's ranking among all those who passed the course unit, in the academic year in question, and the number who passed that year, in the case of the course unit.

Article 57.

Certification of attendance and studies

1 – Students have the right to request the issue of certificates and other academic documents.

2 – With the exception of the issue of the academic registration form for mobile students and the Diploma Supplement, all other documents and certificates are subject to payment of fees.





3 – Registration and attendance certificates are only issued if the administrative situation for the period of attendance to be certified is regularized.

4 – The course units' certificate, which certifies the course units in which the student was successful and their respective classifications, will only be issued if, in the year(s) in which they were taken, the administrative situation has been regularized. If this is not the case, the administrative situation will first be regularized and then the certificate will be issued. The maximum time limit for issuing the certificate is 30 (thirty) days from the date on which the request is registered with the academic services and the respective fees are paid.

5 – Certificates and other academic documents may, at the student's request, be issued in English, Spanish or French, with the cost of the document in Portuguese being added to the translation fee.

Article 58.

Certification of Academic Degree

1 – The holding of an academic degree—bachelor's degree, in the case of the 1st cycle, and master's degree, in the case of the 2nd cycle or integrated master's cycle - is evidenced by a certificate of registration called a Diploma, drawn up and signed by the Rector of the UFP, or his delegate.

2 – A Transcript of Records, for bachelor's and master's degrees, is not compulsory and will only be issued if requested by the student and the respective administrative fees have been paid.

§ The Transcript of Records is awarded, as a rule, in a solemn ceremony for this purpose, in June of the academic year following that in which the application is registered with the academic services.

3 – The issue of the Diploma is subject to the payment of the respective administrative fees, and takes place within a maximum of 30 (thirty) days from the date on which the request is registered with the academic services and the respective fees are paid.

4 – The issue of the Diploma is accompanied by the issue, at no additional cost, of the Diploma Supplement. The Diploma Supplement is bilingual and is issued in Portuguese and English.

5 – At the student's request and upon payment of the corresponding fees, the Diploma and Transcript of Records may also be issued in English, Spanish or French.

6 – In multilingual documents, the reference to the degree and diploma is always made in Portuguese.

7 – Diplomas or Transcripts of Records contain the following information:

- a) Student's name;
- b) Nationality;
- c) Civil identification number;
- d) Date of completion;
- e) Final average;





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- f) Identification of the degree and course;
- g) Course registration number or order;
- h) Chapter of the final course work (if applicable);
- i) Date of issue;
- j) Signatures of those responsible for certification;
- k) Embossed seal.

8 – The Diploma Supplement contains the following elements:

- a) Information on the holder of the qualification;
- b) Information on the qualification obtained;
- c) Information on the level of the qualification;
- d) Information on the content and results obtained;
- e) Information on the function of the qualification;
- f) Additional information;
- g) Authentication of the supplement;
- h) Information on the national higher education system.

Article 59.

Certification of integrated master's degree

1 – In the integrated study cycle, a degree is awarded to the student who has completed the 180 ECTS corresponding to the first six curricular semesters of work.

2 – The academic degree of integrated masters is evidenced by a certificate of registration drawn up and signed by the Rector of the UFP, or his delegate, called a Diploma, adopting a denomination that is not to be confused with that of the master's degree.

3 – The issue of the Diploma, at the request of the interested party, is subject to the payment of the respective administrative fees and takes place within a maximum of 30 (thirty) days from the date of registration of the request with the academic services and settlement of the respective fees.

4 – The issue of the Diploma is accompanied by the issue, at no additional cost, of the Diploma Supplement. The Diploma Supplement is bilingual and is issued in Portuguese and English.

Article 60.

Other diplomas

1 – The UFP also awards other non-academic degree diplomas, using a name that is not to be confused with that of the respective academic degree:

- a) For completing 120 ECTS that correspond to the first four curricular semesters of work of a 180 ECTS degree course;
- b) For completing 180 ECTS that correspond to the first six curricular semesters of work of a 240 ECTS degree course;



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- c) For completing the entire specialization course (curricular component corresponding to the master's course), never less than 60 ECTS.

2 – The issue of the Diploma, at the request of the interested party, is subject to payment of the respective administrative fees, and takes place within a maximum of 30 (thirty) days from the date of registration of the request with the academic services and settlement of the respective fees.

Title VI

Teaching Assessment

Article 61.

Assessment by students

1 – Assessment of the teaching quality of lecturers and course units is a right and a duty of students and is carried out through surveys made available every semester on the UFP Information System.

2 – Teaching quality surveys are anonymous and compulsory for students to complete, using the UFP Information System's block of functionalities.

Article 62.

Assessment by teaching staff

1 – The teachers responsible for each course unit must complete the course unit self-assessment report (RUC), automatically generated by the UFP Information System, which includes a reflective analysis of the teaching-learning process, and the results achieved, and, where applicable, a proposal for measures to improve its operation.

2 – The RUC must be completed within four weeks of the end of the teaching period.

3 – It is the Cycle Coordination's responsibility to ensure compliance with the provisions of the previous paragraphs.

Article 63.

Assessment by cycle coordinators

1 – The Cycle Coordination must finalize the study cycle self-assessment report (RACE), automatically generated by the UFP Information System, which contains a critical analysis of the pedagogical quality and results of the study cycle, based on the RUCs, and, where applicable, a proposal for measures to improve its functioning.

2 – The RACE must be completed by the end of the academic year.





Article 64.

Monitoring by the scientific and pedagogical bodies

The Pedagogical and Scientific Councils, in conjunction with the Cycle Coordination, monitor the functioning of the study cycle within the scope of their competencies, as set out in the UFP Statutes and in the regulations of the Organic Units.

Title VII

Final provisions

Article 65.

Tome limits

- 1 – Unless otherwise specified, the time limits in these regulations shall be counted only in working days and shall be interrupted during the month of August.
- 2 – Whenever no deadline is set, the supplementary deadline of 10 (ten) working days shall apply.

Article 66.

Communications and requests

- 1 – The UFP Information System is the preferred means of contact in the teaching and learning relationship.
- 2 – In terms of publicizing and circulating information, priority is also given to publication on the UFP website and individual notification to the institutional email address.
- 3 – Unless otherwise specified, the submission and monitoring of requests is carried out exclusively on the UFP Information System, and requests submitted by other means are rejected outright.
- 4 – Correspondence with UFP services and bodies sent by the student from a non-institutional email address will not be processed.

Article 67.

Non-compliance

Failure to comply with the provisions of these regulations will result in disciplinary action being taken against the offenders, and the regulations in force at UFP will apply.





Article 68.

Personal data protection

All records and publications foreseen in these regulations that contain personal data will be made in strict compliance with the rules set out in the UFP Privacy Policy and the General Data Protection Regulation.

Article 69.

Doubts and omissions

Doubts and omissions resulting from the application of these academic regulations are resolved by a ruling by the Rector, after the Departments of the Organic Units have been heard.

Article 70.

Revoking rule

With the entry into force of these academic regulations, the following are repealed:

- a) Regulation nr. 927/2019, published in Diário da República, 2nd series, no. 232, of December 3, which publishes the Academic Regulations for the Functioning of UFP's Bachelor's and Integrated Master's Degrees; Regulation nr. 557/2018, published in the Diário da República, 2nd series, nr. 158, of August 17, which publishes the Regulatory Rules for UFP's Second Study Cycles;
- b) Regulation nr. 49/2021, published in the Diário da República, 2nd series, nr. 9, of January 14, which publishes the Regulatory Rules of the UFP Student Athlete Statute;
- c) Regulation applied to the justification of absences given, in the study cycles of the health area, by students who are members of a church or legally registered religious community, approved by the Rector on December 6, 2022.

Article 71.

Entry into force

These academic regulations, once approved by the Rector, will come into force on the day following their publication on the UFP website, and will apply to all students enrolled and registered for the academic year 2024/2025 and beyond.

Date of approval	Date of publication	Date when it becomes applicable
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25 September 2024	26 September 2024	27 September 2024
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Revised version nr	Date of revision	Alterations made
01	18 October 2024	<ul style="list-style-type: none">– Article 28, nr 20;– Article 31, nr 11;– Article 31, nr 18, sub para. d).



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