



UNIVERSIDADE
PORTUCALENSE

**Pedagogical Regulations of
Universidade Portucalense
INFANTE D. HENRIQUE**

RE.GE.008.15.

Approved by the Rector on 19 July 2024

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Pedagogical Regulations of Universidade Portucalense Infante D. Henrique

PREAMBLE

As a higher education institution recognised for its commitment to academic excellence and the promotion of knowledge, Universidade Portucalense sets forth these Pedagogical Regulations as a solid foundation for its educational mission.

These Regulations aim to ensure high-quality teaching, foster holistic student development, and promote a stimulating and inclusive academic environment. With this in mind, Universidade Portucalense Infante D. Henrique aims to cultivate critical and creative citizens who are dedicated to societal progress and capable of contributing to the well-being of their communities.

Recognizing the importance of dialogue between teaching staff and students, and respecting the diversity of ideas and perspectives, these regulations set forth the guiding principles for the pedagogical practices at Universidade Portucalense Infante D. Henrique. Its foremost objective is to ensure that all students have access to quality education that fosters critical thinking, analytical and synthesis skills, intellectual autonomy, and the development of soft skills and professional competencies.

Universidade Portucalense Infante D. Henrique values the continual updating of curricular content and the adoption of innovative methodologies that promote active, participatory learning. The relationship between theory and practice is also valued, with an emphasis on internships, research projects, and other extracurricular activities that provide students with enriching and relevant experiences for both their academic and professional development.

Guided by the principles of equal opportunity, merit, and respect for human rights, Universidade Portucalense Infante D. Henrique is committed to inclusion and diversity, promoting gender equality, non-discrimination, and accessibility for all students, regardless of their personal, social, or cultural backgrounds.

These Pedagogical Regulations of Universidade Portucalense Infante D. Henrique serve as a key reference for the entire academic community, setting out rules and guidelines for the organisation of teaching, assessment methods, and other relevant pedagogical

procedures. It aims to promote excellence in education, ensure the quality of teaching, and uphold our institutional principles and values.

In summary, these Regulations embody Universidade Portucalense Infante D. Henrique's commitment to providing high-quality higher education, open to dialogue, innovation, and the development of citizens capable of contributing to the construction of a more just, inclusive, and sustainable world.

In this context, and with due respect for the national legal framework and the Bylaws of Universidade Portucalense Infante D. Henrique, the Regulations now approved, effective from the 2024-2025 academic year, aim to serve as a comprehensive regulatory framework that promotes and facilitates institutional adaptation to the challenges we face.

Universidade Portucalense, 19 July 2024

CHAPTER I

General provisions

Article 1

Purpose and scope

1. The Pedagogical Regulations of UPT aim to establish general rules and guidelines regarding the organisation and functioning of the degree-granting study programmes at UPT. It specifically covers the pedagogical process, the procedures for assessing academic activities, and the rights and duties of members of the academic community within these activities. In all these aspects, it emphasizes the promotion of quality in the teaching and learning process.
2. In the context of these regulations, acronyms listed in ANNEX I, as well as concepts and definitions compiled in ANNEX II, are used and associated with it.

Article 2

Management and monitoring bodies for study programmes

1. According to the UPT Bylaws, study programmes management is a joint responsibility of the following bodies:
 - a) Rector;
 - b) Scientific Council;
 - c) Pedagogical Council;
 - d) Department Directors;
 - e) Departments' School Councils.
2. Broadly speaking, under the terms of those Bylaws, the responsibilities of the Bodies identified in the previous paragraph are as follows:
 - a) In accordance with Articles 18 and 19, the Rector is responsible for guiding, supervising, and coordinating all academic activity;
 - b) In accordance with Article 22, the Scientific Council is responsible for providing opinions on all teaching activities as outlined in Article 1(1) of these Regulations, including, in particular, decisions on the recruitment, promotion, or dismissal of teaching staff.

- c) In accordance with Article 24, the Pedagogical Council is also responsible for providing opinions on pedagogical activities, including pedagogical guidelines and methods that ensure the effective development of the teaching and learning process;
 - d) In accordance with Articles 25 and 26, the Directors of the Departments are responsible for guiding, supervising, and coordinating all the academic activity of their respective Departments;
 - e) In accordance with Articles 27 and 28, the Departments' School Council is responsible for providing opinions to the Directors of the Departments on all matters relating to study plans, academic calendars, and assessment methods.
3. The management of 1st Cycle, 2nd Cycle, and Integrated Master's programmes is handled by Programme Coordinators and Programme Committees, with each of these bodies responsible for the following tasks:
- a) The Coordinator is responsible for promoting the quality of the programme, organising and managing the programme, monitoring students, and promoting the programme;
 - b) The Programme Committee is responsible for establishing a constructive dialogue between teaching staff, students, and service representatives, implementing strategies to improve the organisational and pedagogical functioning of the study programmes, and preparing essential documents for review by the Departmental Directorate and potential submission to the Pedagogical Council.
4. Under the General Regulations for 3rd Cycle Programmes at UPT, the management bodies for these study programmes are the Coordinator and the Scientific Committee, with the responsibilities specified in said General Regulations.

CHAPTER II

Study regime

Article 3

Academic teaching schedule

1. The normal academic schedule for programmes involves dividing the academic year into two semesters, with each semester corresponding to a workload of 30 ECTS credits.¹
2. For the curricular components of all programmes, teaching hours must be provided in accordance with the curricular structure, study plan, and credits registered with the Directorate-General for Higher Education, in compliance with the technical and legal standards governing the presentation of curricular structures and study plans for programmes.

Article 4

Study Plans

1. The current study plans and the workload for each curricular unit (hereafter referred to as CU) are those set out for each programme in the respective legal document that approved it.
2. The Department Directorate will determine which optional CUs will be offered each semester, based on demand and available resources.
3. The Department Directorate may propose to the Rectorate the establishment of a maximum limit for the number of students enrolled in each optional CU and a minimum threshold for it to be effectively offered.

Article 5

Attendance of a Curricular Unit

1. Attendance of teaching activities is both a right and a duty of the student.
2. The attendance regime, either daytime or evening, can be full-time or part-time.
3. Attendance of a CU depends on enrolment in it, pursuant to the conditions set out

¹ ECTS – European Credit Transfer and Accumulation System, as defined in ANNEX II RE.GE.008.15.

in the Administrative Regulations in force at UPT.

4. Any student who attends the teaching activities of any CU in which they are not enrolled, or who submits to the corresponding assessment, will have any results obtained in such circumstances deemed null and void.

Article 6

Enrolment in Curricular Units

1. Full-time students may enrol in up to a maximum of 78 ECTS per curricular year, not exceeding 48 ECTS per semester.
2. Part-time students may enrol each semester in CUs with a total ECTS sum that does not exceed 50% of the maximum number of ECTS allowed for full-time students.
3. Enrolment in the CUs included in the study plans of the various programmes only becomes valid once the administrative conditions outlined in the Administrative Regulations in force at UPT are met.
4. Students are responsible for their correct enrolment each semester.
5. Irregular enrolments, as well as all actions carried out under them, may be annulled at any time.
6. Schedule compatibility is only guaranteed for the CUs and their corresponding assessments planned for the same year and semester within each study plan.

Article 7

Pedagogical model

Proposals for pedagogical models from departments or other units with pedagogical responsibilities must be approved by the Rector, following consultation with the Pedagogical Council.

Article 8

Teaching activities

1. In each CU, teaching activities consist of theoretical classes (T), theoretical-practical classes (TP), laboratory practices (LP), fieldwork (FW), tutorial guidance (TG), internships (I) and seminars (S), with the weekly load as specified in the study plan.
2. All teaching activities not included in those specified in paragraph 1, or those beyond

the contact hours of the CU, must be approved by the Department Directorate, based on proposals from the respective programme Coordinators in coordination with the teaching team.

3. The teaching activities identified in paragraph 1 may be conducted in person, asynchronously online, or synchronously online, while adhering to the accreditation conditions of the respective study programme.
4. A summary for each teaching activity must be prepared by the respective lecturer and published within a maximum of 5 working days.

Article 9

Academic calendar

1. The academic calendar defines the start and end dates of teaching periods, teaching breaks, and school holidays.
2. The academic calendar is prepared annually by the Rectorate in collaboration with the Department Directors, in accordance with current legislation. It is approved by the Pedagogical Council and after consultation with the Scientific Council.

Article 10

Curricular Unit File

1. The organisation and mode of operation for each CU is described in the respective Curricular Unit File (hereafter referred to as CUF) by the responsible lecturer, in accordance with the teaching load distribution.
2. The CUF is organised in accordance with current legislation and other applicable regulations and must include the following information, in particular:
 - a) Designation of the curricular unit;
 - b) Recommended prerequisites for attendance;
 - c) Duration;
 - d) Number of working hours and number of contact hours and their respective types;
 - e) ECTS credits;
 - f) Learning objectives;
 - g) Syllabus;
 - h) Demonstration of the coherence between the syllabus and the learning

- objectives of the curricular unit;
- i) Teaching and learning methodologies specific to the curricular unit aligned with the pedagogical model;
 - j) Assessment;
 - k) Demonstration of the coherence between the teaching and assessment methodologies and the learning objectives of the curricular unit;
 - l) Required reading/reference bibliography;
 - m) Identification of the relevant Sustainable Development Objectives in the context of the CU.
 - n) Identification of the rules for the use of generative AI.
3. The CUF must have one version in Portuguese and one in English.
 4. The CUF is analysed by the Programme Committee and submitted by the Programme Coordinator to the Department Director for validation, taking into account the programme's accreditation conditions.
 5. Before the start of each academic year, the lecturer responsible for the CU must review and update the information in the CUF, as specified in points g) to n) of paragraph 2 above.
 6. Changes to the CUF are not permitted after the end of the second week from the start of the semester in which the CU is offered, except in exceptional and duly justified cases.
 7. The CUF must be presented to students by the responsible lecturer during the first class of the CU and made available on the UPT digital platforms.

CHAPTER III

Assessment and grading system for student performance

Article 11

Assessment

1. The purpose of assessment is to measure the knowledge and skills acquired by students in achieving the CU's objectives.
2. Assessment is generally conducted per CU; however, the Department Directorate associated with the CU may authorise interdisciplinary projects involving two or more CUs with shared assessment, provided the conditions for the accreditation of the

study programme are met.

3. Assessment is the responsibility of the lecturer responsible for the CU.
4. All assessment elements must carry a weight in the formula for calculating the final grade, taking into account the exceptions established as defined in paragraph 6 of this article.
5. All assessment elements are compulsory, except for those explicitly exempted by the lecturer in the corresponding CUF.
6. For the purposes of passing the CU, the responsible lecturer may set a minimum grade requirement for any of the assessment elements.
7. The assessment is only valid if the administrative requirements of UPT are met.
8. CUs such as internships, projects, seminars, dissertations, or theses may adopt their own assessment regime, according to the terms outlined in the regulations of the corresponding study programme.
9. A student can only undertake assessments for CUs within the study programme in which they were enrolled during that academic year.

Article 12

Assessment types

1. In the normal assessment period, the assessment can be continuous, mixed, or final.
2. The lecturer responsible for the CU establishes the corresponding types of assessment in the CUF.
3. **Continuous assessment** complies with the following guidelines and criteria:
 - a) It takes place exclusively during the teaching period of the CU and is a discrete, systematic process that provides both lecturers and students with information on how the process of knowledge and skills acquisition is evolving;
 - b) It must include at least three assessment elements defined by the lecturer, with each assessment component contributing no less than 30% to the overall grade;
 - c) The lecturer may make continuous assessment contingent upon meeting attendance requirements, which consist of participating in at least 70% of the total contact hours for the CU, by informing the Department Directorate;
 - d) In cases where continuous assessment is made contingent upon attendance as

described in the previous Sub-paragraph, absences from contact hours will be considered justified in situations outlined in Article 25, with the necessary adjustments, and the justification of absences will be governed by the internal procedure with code PE.GE.01.

- e) The results of the various assessment elements must be successively communicated to students via the UPT information system;
 - f) Students who are legally exempt from attending classes will have the assessment component 'Participation,' if applicable, replaced by a test or assignment, as defined in the CUF, to demonstrate that they have acquired the required skills and knowledge;
 - g) Students with delayed CUs and a scheduling conflict are subject to the provisions outlined in Sub-paragraph f).
4. **Mixed assessment** involves two or more assessment elements, under the terms set out in the CUF, and must fulfil the following requirements:
- a) At least one of those elements must be completed in the teaching period and at least one in the normal period defined in the academic calendar;
 - b) At least one of those elements must be an individual in-person exam, with a minimum weight of 30%.
5. **Final assessment** may involve several assessment elements, completed during the assessment period, with one of these elements being an individual, in-person exam, which may take the following forms:
- a) Written test;
 - b) Oral test;
 - c) Practical test;
 - d) Project assessment, Internship assessment, Work presentation, or Dissertation defence.

Article 13

Object of the assessment elements

1. The assessment elements of a CU cover the material taught and summarised during the corresponding semester, in accordance with the CUF.

2. The assessment elements for the special assessment period pertain to the material taught and summarised during the teaching period to which the assessment period belongs.

Article 14

Assessment elements

1. Assessment elements are the means to measure part or all of a student's knowledge and skills within a CU and may consist of the types indicated in paragraphs 2 to 6 below.
2. The **written test** is an individual assessment element to evaluate knowledge and skills, where students must provide a written answer to a question paper. It is of the following types:
 - a) **Exams**: tests conducted in a single session, in final and mixed-type assessments, whose duration ranges from 60 to 150 minutes;
 - b) **Tests and mini-tests**: tests used in continuous and mixed-type assessments, which should focus on specific content defined in the CUF and preferably be sat during the corresponding class, within an appropriate period.
3. **Projects, reports, and other similar types of work**, conducted individually or in groups, are also assessment elements.
4. The **practical test** is an assessment element where the student must solve a given problem or perform an activity making good use of the lecturer's guidelines and the resources made available to them.
5. The **oral exam** is an assessment element where the student must answer questions posed by a panel consisting of at least two lecturers, with at least one of them being affiliated with the CU. The test must range from 10 to 30 minutes in length.
6. The defence of a Dissertation, Thesis, Internship, or Project is governed by the Regulations of the corresponding Study Cycle Programme.
7. **Participation** measures the level of interaction, interest, and effort shown by the student during contact hours and other components, within the framework of the student's collaborative interaction with peers and teaching staff.
 - a) The use of this assessment element is contingent upon the size of the class, which, for this purpose, must not exceed 50 students, unless a request is submitted by the responsible lecturer to the Department Directorate.

- b) The grade for this assessment element must be based on factual evidence not limited to attendance.

Article 15

Assessment periods

There are three assessment periods per semester:

- a) Normal assessment period;
- b) Resit assessment period;
- c) Special assessment period.

Article 16

Normal assessment period

1. During the normal assessment period, assessment is continuous, mixed, or final, pursuant to the CUF.

Article 17

Resit assessment period

1. Resit assessment takes place immediately after the normal assessment period.
2. The assessment of the CU in the resit assessment period is final.
3. In this assessment period, lecturers may reuse the grading of assessment elements from the normal assessment period, including class participation, provided that this is expressly stated in the CUF.

Article 18

Registration for the resit assessment period

1. A student may register for the resit assessment period if, in the same semester of the same year:
 - a) They did not pass the normal assessment period;
 - b) They did not undergo assessment during the normal assessment period;
 - c) They wish to improve their grade;
 - d) They were unable to sit the exam during the normal assessment period due to

a scheduling conflict of exam dates as identified in Article 22(1).

2. Registration for the resit assessment period is mandatory and must comply with the following rules:
 - a) Registration must be done by the student within the deadline set forth in the UPT Administrative Regulations;
 - b) Late registration is not accepted and will result in the student being barred from taking the assessment, with any improperly conducted assessment being nullified.

Article 19

Special assessment period

1. Special assessment periods apply to the following groups of students, under the conditions established by their respective bylaws:
 - a) Final year students of 1st cycle and Integrated master's programmes, pursuant to paragraph 4 of this article;
 - b) Student workers;
 - c) Association leaders;
 - d) Military students or students with equivalent status;
 - e) Students with special educational needs;
 - f) Students covered by the student-athlete statute;
 - g) Pregnant students and student mothers and fathers;
 - h) Students with informal caregiver status;
 - i) Students practising a religious faith;
 - j) Students involved in UPT cultural activities;
 - k) Students elected to UPT management bodies;
 - l) Students who did not attend the resit period due to overlapping exam dates;
 - m) Students in 2nd and 3rd cycle programmes who have an outstanding CU from the taught component of the programme;
2. The assessment of CUs during the special assessment period is final.
3. For 1st cycle and Integrated master's programmes students, the special assessment periods take place in March for first-semester CUs and in September for second-semester CUs, subject to the exceptions provided in paragraph 5 of this article.
4. Final-year students in first-cycle or Integrated master's programmes who, at the start

of the registration phase for the special assessment period of each semester, have either up to 30 ECTS or a maximum of 5 CUs remaining to complete their study programme may, under the terms of paragraph 3 of this article, request and sit exams for the CUs they are enrolled in.

5. Final-year students in first-cycle or Integrated master's programmes who have at most two CUs remaining to complete their study programme may take the exam for those CUs in either of the special assessment periods referred to in Article 3, provided they were enrolled in the respective CUs in the academic year when these conditions are met.
6. In 1st cycle or Integrated master's programmes that include the Internship CU in the final year, that CU will not be taken into account for the purposes of the limit set out in the previous paragraph.
7. For students in 2nd and 3rd cycle programmes, the special assessment period will be set annually by the Department Directorate of the respective programmes, upon approval from the Pedagogic Council, and must be included in the academic calendar of the study cycle programme.
8. Student-workers, student association leaders, and students covered by the student-athlete status, as referred to in sub-paragraphs b), c), and f) of paragraph 1 of this article, who are not final-year students, may only take exams for CUs in which they are enrolled, up to a maximum of 24 ECTS in each special assessment period per semester, in accordance with paragraph 3 of this article.
9. Students identified in paragraph 1, sub-paragraph e) of this article are not subject to any limits and may take exams in all the CUs of the semester.
10. During each semester's special assessment period, all final-year students may also request and take additional exams for grade improvement, beyond the limit set in paragraph 7.
11. Registration for the special assessment period must be done within the deadline set forth in the UPT Administrative Regulations. Late registration is not accepted and will result in the student being barred from taking the assessment, with any improperly conducted assessment being nullified.

Article 20

Calendar of assessment moments

1. In continuous and mixed assessment modes, the assessment moments for each CU taking place during the teaching period must be scheduled in advance and preferably take place during normal class hours. In any case, they must not conflict with the rest of the teaching activities for the year and semester in which the CU is included.
2. Regarding the assessment moments identified in the previous paragraph, lecturers must submit their proposed schedule to the Programme Coordinator during the second week of each curricular semester; the Coordinator must then forward the schedule to the Department Directorate and the Pedagogic Council for review and have it posted by the end of the fourth week of classes.
3. The map of exams to be taken in the normal, resit, and special assessment periods is drawn up by the Programme Coordinator and sent by the Department directorate to the Pedagogic Council for approval.
4. The maps of exams to be taken in the normal and resit assessment periods must be posted by the academic services no later than 45 (forty-five) calendar days after the start of teaching activities.
5. Once approved and published, assessment calendars can only be changed exceptionally, after consultation with the lecturers responsible, on a proposal from the Department Directorate, with the approval of the Rectorate.

Article 21

Interval between assessment moments

1. A minimum interval of twenty-four hours must be observed between the start times of assessment moments when the CUs in question belong to the same year/semester of the programme.
2. When the assessment moment consists of the presentation of a work, the previous provision does not apply.

Article 22

Overlapping exams

1. Exams are considered to be overlapping when the provisions of Paragraph 1 of Article 21 cannot be complied with.

2. In the event of exam overlap, the provisions of Article 25 will apply.

Article 23

Conducting assessment tests

1. During an assessment test, at least one lecturer from the CU or the relevant scientific area must be available for in-person support, with the responsibility of ensuring the normal course of the test, and another lecturer may carry out supervision.
2. A student who arrives for a written test no more than 15 minutes late will be allowed to take it, but will not be given extra time to finish the test.
3. A student who wishes to submit their written test may only do so after 15 minutes have passed from the start of the test.
4. A student called to an oral or practical exam will be considered absent if, at the time set for the start of the exam period, they do not answer the call.
5. If the oral exams extend over the morning and afternoon of a day or several days, lecturers must define a schedule that staggers the students across the different periods, which they must publish on Moodle by the end of the day before the exams start. Oral exams may only take place in the evening if students expressly request it in writing to the lecturers.
6. The lecturers of each CU must inform students, in a timely manner, about consultation elements and equipment authorized during the tests.
7. For the oral exams provided for in Article 14, a panel must be formed consisting of at least two lecturers from the scientific area of the CU, at least one of whom must be assigned to the respective CU.
8. The duration of the exams will be specified in the regulations for each study cycle programme.
9. Notwithstanding the provisions of the previous paragraph, written tests may not exceed 150 minutes in duration, and oral tests may not exceed 30 minutes.
10. For access to any assessment test:
 - a) It is mandatory to present an updated student ID card or, exceptionally, any other legal identification document with a photograph;
 - b) Students who fail to present such identification upon request will be barred from taking the test;

- c) Students whose identification is not listed on the relevant attendance sheet will be barred from taking the test.

11. During written assessments:

- a) The calculation and reference tools that can be used during a written assessment must be announced in advance by the lecturer responsible for the CU and must also be included in the test instructions;
- b) Students may be asked to remove any material or object that is not necessary for taking the test;
- c) Students are not allowed to leave the room during the test unless there is a serious reason to be assessed by the invigilating lecturer.

Article 24

Withdrawal from assessment tests

1. Students have the right to withdraw from assessment tests.
2. In written tests, students can announce their withdrawal from the beginning of the test until the moment it is declared over, through a written statement on the test paper.
3. In written tests, a student who withdraws from the test may only leave the room with the lecturer's express authorisation and at least 15 minutes after the start of the test.
4. In oral tests, an oral statement of withdrawal before the panel is sufficient.

Article 25

Absence from assessment tests

1. The following are considered justifiable reasons for absence from assessment tests:
 - a) Overlapping exams, under the terms of Article 22;
 - b) Death of a spouse or civil partner, or a relative or in-law up to the 2nd degree of the direct or collateral line;
 - c) The student's wedding;
 - d) Situations of incapacitating illness, medical emergency, or hospitalisation;
 - e) Compliance with legal obligations;
 - f) Electoral campaign activities of students running for public office, during the

campaign period;

- g) Urgent performance of caregiver activities.
2. The justification for absences referred to in sub-paragraphs b) to f) of the previous paragraph must be submitted through a request in the UPT Information System within a maximum of 5 (five) working days after the student's impediment has ceased, for consideration by the Academic Services Directorate.
 3. The report of overlapping assessment tests occurring during the teaching period must be made by students, complying with the following deadlines:
 - a) For assessment tests taking place during the teaching period, within 15 working days from the publication of the continuous and mixed assessment schedule.
 - b) For assessment tests taking place during the regular assessment period, within 15 working days before the end of the teaching period.
 - c) For assessment tests taking place in the resit assessment period, within 48 hours after the publication of the results from the normal period.
 4. Failure to comply with the provisions in paragraphs 2 and 3 of this article results in the forfeiture of the right to take the test.
 5. To justify absences in the case of overlapping tests, priority is given to sitting the test for the CU from the most advanced year in which the student is enrolled according to the regular plan of the study programme. Having met this criterion, exams shall be prioritised over other written tests, and the latter over oral and/or practical tests.
 6. In the event of justified absence from a test:
 - a) In the case of an assessment test that takes place during the teaching period, it must be taken by the date (inclusive) of the subsequent assessment element of the CU, with the timing of the test being determined by the lecturer;
 - b) In the case of assessment elements that take place during assessment periods, it must be taken during the following assessment period;
 - c) The right to reschedule a test, in cases where the justification for the absence results from another overlapping test as per this article, is conditioned upon the actual completion of the other test that the student must take according to paragraph 5.
 - d) In any case, the right to reschedule is limited to the academic year corresponding

to the test the student missed for justifiable reasons.

Article 26

Organisation of tests - structure of written test instructions

1. In the case of written tests, the test instructions must state the test duration and the maximum marks to be awarded for each question or group of questions. The omission of information regarding marks shall be construed as meaning that the questions or groups of questions have equal marks.
2. In the case of multiple choice questions, the marks given to a correct answer, an incorrect answer, and no answer must be specified.

Article 27

Organisation of tests - assessment and review criteria

1. Student work is assessed according to the terms and criteria that must be published on the CU's Moodle page at the beginning of the semester.
2. Students have the right to review, in person with one of the course unit's lecturers, the grading of their written tests and assignments.
3. The date for the review session must be announced at least 48 hours in advance and held within a maximum of one week after the publication of the results. However, it must take place at least 1 (one) day before the next test for the curricular unit.
4. The review session, in addition to following the provisions outlined in the previous paragraphs, consists of comparing the student's completed test with the marking guidelines. Regardless of any clarifications requested by the student from the lecturer, this session is not to be confused with the Reassessment of the test as provided for in Article 29 of these Regulations.

Article 28

Publication of assessment results

1. The deadlines for the dissemination of the results of the CUs' assessment elements must not exceed 20 (twenty) working days after the tests have been taken, notwithstanding the provisions of paragraph 6.

2. Lecturers must deliver the written assessment tests to the Academic Office one (1) week after the end of the period set for their review.
3. Lecturers must deliver the assessment tests with the mark for each answer recorded on the tests themselves or in an attached document, referring to the correction criteria, which must also be attached to the tests.
4. The results of all the assessment elements and the corresponding final grade of the CU must be entered by the lecturers in the UPT information system, and they become final from the moment they are entered.
5. The results of each assessment moment for each CU must be published at least 2 (two) working days before the next assessment moment, except in the cases provided for in sub-paragraph a) of paragraph 6, Article 25.
6. The publication of the final results for each semester must be made within 10 (ten) working days of the end of each semester, for 1st cycle and Integrated master's programmes, and 5 (five) working days, for 2nd and 3rd cycle programmes.

Article 29

Reassessment of tests

1. Students have the right to request a reassessment of the grading of written tests, in accordance with the following procedures:
 - a) Within 2 (two) working days of having reviewed the test, the student must request a photocopy of the test from the Academic Office. This copy shall be provided within 2 (two) working days and is subject to the price list in force;
 - b) Within 3 (three) working days of being notified that the photocopy of the test is available, the student must submit a request to the Department Director, stating the reasons for the request to have the test reassessed.
2. The Department Director has 4 (four) working days to notify the lecturer(s) and appoint a panel to reassess the test. The panel shall include (an)other lecturer(s) from the same scientific area and speciality and a member of the Department's technical-scientific committee, preferably from the same speciality.
3. The panel shall be chaired by the Department Director, who only has a casting vote in the event of a tie.
4. The lecturer(s) who graded the test subject to reassessment has/have the right to

give written reasons for the grade awarded, within 3 working days of the notification referred to in paragraph 2.

5. Whenever the reassessment requested concerns a CU for which the Department Director is a lecturer, the duties referred to in paragraphs 2 and 3 must be carried out by the lecturer in the department in question with the highest category and the most seniority in that category at UPT.
6. The panel has 6 (six) working days to analyse and respond to the request for reassessment.
7. The panel's decision is final.
8. If the decision regarding the reassessment is not yet known by the date of the next test for the CU, the student may conditionally take that test, with the higher grade obtained prevailing.

Article 30

Grading of Curricular Units

1. The formula for calculating the final grade for the CU is as defined in the respective CUF, according to article 10.
2. The marks for the assessment elements of each CU are expressed as follows:
 - a) Quantitatively, on a numerical scale from 0 to 20.
 - b) Qualitatively, using the Portuguese abbreviations for Absent (F, from *Faltou*), Withdrew (D, from *Desistiu*), or Nullified (A, from *Anulada*).
3. In cases where no minimum mark has been set for any of the assessment moments, if the student is absent or withdraws, this will be recorded as a zero in the assessment.
4. If a minimum mark is set for an assessment element, and the student does not achieve this minimum mark, or if they are absent or withdraw from the assessment, they will automatically fail the CU for that assessment period.
5. When a student's test is nullified at an assessment moment, they will automatically fail, in accordance with Article 33, Paragraph 5.
6. A student passes the CU if they obtain a final grade of 10 or higher.
7. In the situations described in paragraphs 4 and 5, the final grade will be recorded as "Reprovado" (*Failed*).
8. The final grade is shown on the final grade sheets, in accordance with paragraph 2 of this article, and the sheets must be signed by the lecturer responsible for the

CU.

Article 31

Grade improvement

1. Grades improvement can only be done during the resit period or special period, when applicable.
2. To improve their grade, the student must undergo the assessment elements defined by the lecturer responsible for the CUF for the resit or special assessment periods, unless otherwise specifically provided for in the study cycle Regulations.
3. The final grade is the highest of the grades obtained.
4. The registration for a written test to improve a grade must be requested within the deadlines established, through an email sent to the Academic Office of UPT.
5. To improve a grade the following cumulative requirements have to be met:
 - a) The student must have passed the CU in question through a test taken at UPT, not through equivalence;
 - b) The student must not have completed the study programme more than one year ago;
 - c) The student must not have sat a previous grade improvement for the CU in question.
6. After the degree certificate has been issued, there can be no grade improvement for any CU.
7. Grade improvement for dissertations, internship reports, or project reports is not allowed.

Article 32

Final grade

1. A student's final grade in a study programme corresponds to the weighted average of the grades obtained in the various CUs that make up the study plan, according to their relative weight in ECTS, unless otherwise expressly stated in the programme regulations.
2. The student's final grade is expressed on a scale from 10 to 20, using whole numbers.
3. Final graduation grades are associated with a qualitative mention based on the

European Credit Transfer System (ECTS) grading scale, in accordance with the diploma that defines the regulatory principles for the European Higher Education Area.

Article 33

Academic fraud

1. Students are required to uphold all rules of academic integrity and to respect the values and ethical standards that UPT promotes and defends in every aspect of its mission.
2. Academic fraud includes the use of electronic equipment during assessments and consulting works or notes without the express permission of the CU lecturer. It also covers forgery, plagiarism, tampering with results, altering grades, slavish copying, omission of sources, and the use of technological tools or third-party services in assessments and academic work to disguise the originality and authorship of the work, regardless of its scope or length. Additionally, it includes any actions that may jeopardize the integrity of teaching and learning.
3. As soon as the lecturer detects any instance of fraud, they must nullify the test and notify the Department Director, providing the reasons for the nullification along with any evidence.
4. The Department Director may, if they deem the seriousness of the conduct warrants it, inform the Rector of the incident for disciplinary purposes, in accordance with the Disciplinary Regulations in force.
5. A student whose test is nullified automatically fails that CU and cannot take any further tests for that CU during that academic year. Additionally, they are not entitled to have the test reassessed.
6. If the test in question is a Master's dissertation or a Doctoral thesis, the Master's or Doctoral candidate must re-enrol in the dissertation or thesis, with a different topic.
7. Regarding academic work and in accordance with this article, students must submit a signed declaration of authorship as outlined in ANNEX III of these Regulations, as well as a declaration of the use of generative AI in accordance with ANNEX IV of these Regulations, along with their work.

Article 34

Appointment, composition, and chairing of oral examination panels

1. The Department Directorate is responsible for appointing the oral examination panels for the CUs in the relevant study plan that include oral examinations as assessment elements and must notify the Scientific Council.
2. Panels must include the lecturer responsible for the CU and at least one other member from the same scientific area and speciality as the CU.
3. Except in the cases specifically provided for in the regulations of the respective study programmes, the panel is chaired by the member of the panel who occupies the highest position in the academic hierarchy, taking into account the category and seniority in the category at UPT.

CHAPTER IV

Special regimes - scope, rights, and obligations

Article 35

Special regimes

1. In cases explicitly provided for by law and in all matters not contradicted by or omitted in these Regulations, students may benefit from special arrangements, provided they can demonstrate that they meet the necessary conditions to apply for the respective status.
2. For these Regulations, the following are considered special regimes:
 - a) Student-workers - a student-worker is any UPT student who can prove is in one of the following situations:
 - i) Is employed by a public or private entity;
 - ii) Is self-employed;
 - iii) Is attending a vocational training programme or a temporary youth employment programme, provided it lasts 6 (six) months or more.

- iv) This status is also applicable, with appropriate adjustments, to students who have a scholarship status and provide services to UPT.
- b) Student association leaders;
- c) Military students or those with equivalent status – all students enrolled at UPT who are serving in permanent or compulsory military service benefit from the military student regime and rights. Students enrolled at UPT who are, with evidence, engaged full-time in national or regional security forces or a Fire Department will be granted equivalent status. They must provide proof of their employment with these forces or departments.
- d) Students with special educational needs – Students with Special Educational Needs (hereafter referred to as SEN) are those who fall under the categories defined in the OECD framework as Transnational Category A (CTN.A, from the Portuguese *Categoria Transnacional A*) and Transnational Category B (CTN.B, from the Portuguese *Categoria Transnacional B*), as follows:
 - i) Transnational category A (CTN. A): includes students with disabilities or impairments viewed in medical terms as organic disorders attributable to organic pathologies, for example, associated with sensory, motor, or neurological impairments. The educational need is considered to arise primarily from problems attributable to these disabilities.
 - ii) Transnational category B (CTN.B): covers students with behavioural or emotional disorders, or specific difficulties in learning. The educational need is considered to arise primarily from problems in the interaction between the student and the educational context.
- e) Students with athlete status;
- f) Pregnant students and student mothers and fathers - this status applies to students who:
 - i) Are pregnant and submit a medical certificate confirming the pregnancy to the Academic Office of UPT;
 - ii) Are on maternity leave and submit an official document issued by the Health Service that is providing their care to the Academic Office of UPT;

- iii) In situations of maternity, in the period following maternity leave, during the breastfeeding period, upon submission of an official document issued by the Health Service that is providing their care.
 - iv) All students (mothers and fathers) whose children are up to three years old also benefit from this status, upon providing proof of their situation by presenting the child's identification document.
 - v) Students who can prove they are mothers or fathers of children with disabilities, chronic illnesses, or cancer, regardless of the child's age, also benefit from this status.
 - vi) The regime provided for in the preceding paragraphs shall apply to cases of adoption, upon presentation of the respective supporting documents.
- g) Students with informal caregiver status - students who are responsible for a dependent person to whom they provide primary care and continuous assistance may apply for this status, provided they present proof of their situation through a statement from Social Security or a medical report from the Health Service that certifies and confirms their role as an informal caregiver according to the law.
- h) Students Practising Religious Faith - students whose religious practices require sanctifying a day of the week other than Sunday may apply for this status. To do so, they must submit a request to the Academic Office of UPT along with a signed statement from an authorized representative of their recognized religious faith, confirming their adherence to the practice.
3. To benefit from the rights outlined in these regulations, students under a special regime must reapply for their status annually at the Academic Office. They must provide proof of their status within the specified deadlines, in accordance with the Administrative Regulations.
4. In the specific case of special education, applications for SSEN status must include reports or reasoned opinions from specialists (e.g., doctors, psychologists, speech therapists) explaining the type and severity of the difficulty and indicating whether the educational need is permanent or temporary.

5. For temporary special educational needs, the support measures outlined in these Regulations are only applied while the condition exists and the student must provide proof of the condition every six months. For permanent special educational needs, the student shall provide proof of their condition only once, when applying for the SSEN status.
6. For assessment purposes, a student with special status may, for each CU and with the lecturer's agreement, choose to follow the assessment rules applicable to students with no such status, provided they notify the lecturer within 15 (fifteen) working days from the start of classes for the respective semester.
7. The special regimes identified in Paragraph 2 may, by analogy, be applied to other legally permissible situations not covered by these Regulations, subject to approval by the Rector based on a proposal or favourable opinion from the Pedagogical Council, notwithstanding the provisions of Article 37, Paragraph 2.
8. The special regimes and corresponding rights expire at the end of the academic year in which the conditions specified in Articles 37 to 43 no longer apply.
9. If a student once again meets the conditions that justify the special regime and requests it, they may reacquire and exercise the corresponding rights from the date of recognition of this status by the Academic Office of UPT.
10. The rights of special regime students are immediately terminated in cases of proven data omission, document forgery, or false statements related to the facts upon which the award of the status depends, or to facts constituting rights, as well as when such rights have been used for other purposes. In such cases, any benefit unduly enjoyed as a result of the status will be revoked.

Article 36

Rights of student-workers

1. A student-worker does not lose the right to their status if, while covered by it, they become involuntarily unemployed and are registered with an employment centre, noting that this right only applies to the current academic year.
2. For assessment in CUs where attendance is compulsory, student-workers are not subject to this requirement.

3. Notwithstanding the previous paragraph, whenever 'Participation' is an assessment element, student-workers must be asked to complete a test or assignment, as previously defined in the respective CUF, to demonstrate that they possess the required skills and knowledge.
4. Notwithstanding the provisions of previous paragraphs, student-workers are not exempt from taking any assessment tests, nor can they request changes to their dates, including those of continuous assessment, which are a minimum precondition for access to the final exam, if applicable, according to the respective CUF.
5. Student-workers enrolled in 1st cycle, Integrated master's, 2nd cycle, and 3rd cycle programmes can request and take exams during the special assessment period.
6. Student-workers are not subject to limitations on the number of exams taken in the resit period.

Article 37

Rights of association leaders

The rights and duties of student association leaders are governed by their own legislation.

Article 38

Rights of military students or those with equivalent status

The provisions of paragraphs 4 and 5 of Article 36 also apply to military students.

Article 39

Rights of students with special educational needs

1. SSENs have the following rights concerning attendance conditions:
 - a) Permanent seat reservation in classrooms;
 - b) Lecture recordings, provided they are previously authorised by the lecturer and used solely for academic purposes. Alternatively, lecturers

who do not agree with the recording of their lectures must provide the student, in a timely manner, with alternative study materials adjusted to the type of educational needs the students may have;

- c) Students with sensory and/or motor disabilities may use computer equipment during classes exclusively for learning purposes;
- d) Priority in the choice of shifts.

2. Regarding assessment, upon a proposal from the Department Directorate, the Pedagogical Council may grant the following rights to SSENs covered by these Regulations:

- a) Exemption from the attendance requirement, if desired and declared in writing, provided that, in such cases, they comply with the provisions of paragraph 2 of Article 37;
- b) Occasional changes to the dates of assessment tests, which will be rescheduled to a date determined by the Department Directorate in agreement with the lecturer;
- c) Occasional changes to deadlines for presentation and submission of written work and reports, with the lecturer's agreement;
- d) Replacement of written exams with assignments or oral examinations, as indicated by the Pedagogical Council;
- e) An increase in the time allowed for written or practical tests by a percentage to be determined by the Pedagogical Council;
- f) Adaptation of test papers for assessment elements to the specific impairment.

3. The Pedagogical Council may also specify other rights, depending on the educational need, by means of a reasoned request addressed to the Department Directorate.

Article 40

Rights of student-athletes

The rights and duties of student-athletes are governed by their own Regulations.

Article 41

Rights of pregnant students and student mothers and fathers

1. For assessment in CUs that require attendance, absences from classes should not be considered, provided they are justified within the regulated timeframe, for prenatal appointments, breastfeeding, care of children under three years old, or children with special educational needs.
2. Pregnant students also have the right to reschedule or defer their assessments if they coincide with the (actual or expected) maternity leave period. For that, they must submit a request to the Academic Office of UPT addressed to the Academic Services Directorate. The new dates will be set with the agreement of the lecturer responsible for the CU and communicated to the Academic Office.
3. Student fathers and mothers are entitled to up to 30 (thirty) consecutive days off from classes to provide urgent and essential care, in the event of illness or accident, for children under 12 years of age or, regardless of age, for children with disabilities, chronic illnesses, or cancer, provided the need is duly substantiated.
4. Student fathers and mothers are entitled to time off from classes for up to 15 (fifteen) days a year to provide urgent and essential care in the event of illness or accident for children aged 12 or over who, if they are of legal age, are part of their household.

Article 42

Rights of students with informal caregiver status

Students with informal caregiver status benefit from the same rights as student-workers.

Article 43

Rights of students practising religious faith

1. Students who benefit from this status are exempt from attending classes on weekdays dedicated to rest or religious observance for their respective faiths, subject to the conditions for normal academic progress.

2. If the date of assessment for students with this status coincides with a day dedicated to rest or religious observance for their respective faiths, the assessments may be rescheduled to a date that does not conflict with such observances, subject to the provisions of paragraph 6 of Article 25.

CHAPTER V

Final provisions

Article 44

Adapting teaching activities in exceptional situations

1. For exceptional public emergency reasons, and as defined by special legislation, the teaching activity model for any of the study cycles may be adapted regarding the conduct of academic activities already established and regulated in the previous articles.
2. In such situations, on the proposal of the Coordinators, Department Directors, or the Pedagogical Council, or at the initiative of the Rector, and always with the consultation of the Pedagogical Council, the Rector may approve, specifically:
 - a) Changes to the academic calendar;
 - b) Changes to the scope of the CUs' course content;
 - c) Changes to the structure of the CUs, in the typification of teaching activities identified in article 8;
 - d) Changes to the model of contact hours, which can be partially or totally changed from in-person classes to distance classes;
 - e) Changes to the CUs assessment model, namely regarding calendar and type of modalities.
3. Any changes that may occur within the framework of paragraphs 1 and 2 of this article must be duly registered in the respective CUFs.

Article 45

Omissions and issues of ambiguity and application

Omissions and issues of ambiguity and application of these Regulations will be resolved by the Rector, after hearing the Pedagogical Council.

Article 46

Entry into force

These Regulations shall come into force in the 2024-2025 school year.

Article 47

Repealing clause

With the entry into force of these regulations, the regulations approved by the Rector in September 2022, reference RE.GE.008.14, are repealed.

Porto, 19 July 2024

Fernando Manuel dos Santos Ramos, Rector

ANNEX I

Acronyms

The Pedagogical Regulations use the following acronyms:

ECTS – European Credit Transfer and Accumulation System

SSEN – Student with Special Educational Needs

CUF – Curricular Unit File

TG – Tutorial Guidance

LP – Laboratory Practices

S – Seminars

T – Theoretical

FW – Fieldwork

TP – Theoretical-Practical

CU – Curricular Unit

UPT – Universidade Portucalense Infante D. Henrique

ANNEX II

Glossary of Concepts and Definitions

The following terms are defined as follows:

- a) «1st cycle programme»/«Bachelor's degree»- the set of curricular units totalling:
 - i. 180 ECTS corresponding to a 1st cycle study programme with a normal duration of six curricular semesters, or to the 180 credits corresponding to the total of the curricular units of the first three years of an integrated programme;
 - ii. 240 ECTS corresponding to a 1st cycle study programme with a normal duration of eight curricular semesters.
- b) «2nd cycle programme»/«Master's Degree»- The set of curricular units totalling 90 to 120 ECTS and with a normal duration between three and four curricular semesters;
- c) «1st and 2nd cycle programmes and Integrated Master's degree» - The set of curricular units totalling 300 to 360 ECTS and with a normal duration between ten and twelve curricular semesters;
- d) «Curricular year» and «curricular semester» - the parts of the study plan of the programme which, in accordance with the respective legal instrument of approval, shall be carried out by the student, when in full-time, in the course of one academic year, or one academic semester, respectively;
- e) «Academic year» - the period beginning on 1 September of a calendar year and ending on 31 July of the following year;
- f) «Asynchronous learning activity» - an activity in which lecturers prepare teaching material for students, which the students access at a later time, at their convenience, and interact with the lecturer within the timeframe of the teaching period;
- g) «Synchronous learning activity» - activity in which lecturers and students meet, in-person or online, and interact in teaching and learning sessions of a group nature, namely in classrooms, laboratories, or fieldwork, as well as in tutorial guidance sessions;
- h) «Programme coordinator» - a lecturer, appointed by the Department Directorate, who is responsible for the pedagogical and scientific coordination of the programme;

- i) «Credits in a scientific area» - the numerical value expressing the amount of work a student must complete in a specific scientific area, according to the ECTS credit system requirements;
- j) «Curricular unit credits» - the numerical value expressing the amount of work a student must carry out to complete a curricular unit, according to the ECTS credit system requirements;
- k) «First cycle study programme» - the study programme leading to the degree of *licenciado*, organized in accordance with Article 5 of Decree-Law no. 65/2018 dated 16 August;
- l) «Second cycle study programme» - the study programme leading to the degree of *Mestre*, organized in accordance with Article 15 of Decree-Law no. 65/2018 dated 16 August;
- m) «Normal duration of a study cycle programme» - the number of academic years, semesters, and/or quarters in which the study programme is to be completed by the student, when in full time;
- n) «ECTS – European Credit Transfer and Accumulation System» - a system that expresses the total amount of student work estimated as necessary for students to achieve the 'learning outcomes' programmed for the Curricular Units. It can be completed in all forms, namely in group teaching and learning sessions, personal tutorial guidance sessions, internships, projects, fieldwork, study and assessment, distributed over one or more Curricular Units and distributed over the so-called 'contact hours' with lecturers and hours of autonomous individual and group work.
- o) «Assessment element» - any assessment element that allows assessing part or all of a student's knowledge and skills within a curricular unit; it may include one or several assessment moments.
- p) «Assessment period» - the time interval during which assessment takes place outside the teaching period; except for the special assessment periods, which may occur during the teaching period;
- q) «Mobility student» - one who is registered and enrolled in a higher education institution and programme and who completes part of it in another higher education institution;
- r) «Curricular Unit File» - the primary document for information on learning objectives and assessment methods of the CUs, which allows the student, in due time, to plan

their study and keep up with classes;

- s) «Contact hours» - a term commonly used, in the classic terminology, to identify activities that involve direct contact between student and lecturer;
- t) «Asynchronous regime» - a specific term used in hybrid learning models to characterise «contact hours» in activities that take place asynchronously
- u) «Synchronous regime» - a specific term used in hybrid learning models to characterise «contact hours» in activities that take place synchronously, but online, at a distance;
- v) «Student work hours» - the time which includes all forms of work planned, namely contact hours and hours devoted to internships, projects, fieldwork, study, and assessment;
- w) «Enrolment in CU» - the act that allows the student to attend CUs, be assessed, and have the respective grade registered in their academic record;
- x) «Enrolment in the academic year» - the act that allows the student, once registered, to enrol in the various CU units of the syllabus of the programmes/year/semester;
- y) «Registration» - the act by which the candidate joins the programme that they want to attend as a student;
- z) «Assessment moment» - the date, time, and place where any assessment element occurs that has to be done in a scheduled time-space;
- aa) «Resit assessment period» - the assessment period immediately following the normal assessment period;
- bb) «Special assessment period» - the assessment period for students with special status or final year students. It cannot take place during the months of the normal and resit assessment periods;
- cc) «Normal assessment period» - for continuous assessment, it comprises the teaching period, for mixed assessment, it comprises the teaching period plus the normal assessment period, and for final assessment, it is equivalent to the normal assessment period;
- dd) «Teaching period» - the timeframe within which the classes of a semester take place;
- ee) «Programme study plan» - the organized set of CUs which a student must pass in

order to:

- i. Obtain a certain academic degree;
 - ii. Meet a part of the conditions to obtain a certain academic degree.
- ff) «Learning outcomes» - measurable descriptions of knowledge, competences, and/or skills that students are expected to obtain and be able to use for their benefit and the benefit of society, as a result of their participation and learning activity, namely in training sessions, seminars, or programmes;
- gg) «Academic semester» - the time comprising the teaching period and assessment period of a semester;
- hh) «Optional curricular unit» - a unit from which the student may choose from a limited set of units;
- ii) «Curricular unit» - the teaching unit with its own training objectives, defined in terms of 'Learning outcomes', which is subject to administrative registration and assessment, resulting in a final grade.

ANNEX III

Statement of Authorship - for Individual Work and Group Work

For Individual Work

I, _____, a student in the Bachelor's / Master's / Integrated Master's / Doctoral programme _____, hereby declare that the Work/ Project/ Dissertation/ Report submitted for assessment is my own and complies with the standards of academic integrity.

Therefore, I pledge myself to:

- Explicitly state if parts of the present work have already been submitted for assessment in other CUs or degree requirements, at Universidade Portucalense or other institutions;
- Correctly identify the sources I have used, in such a way that they can be consulted and the authenticity of the work I present can be attested;
- Assume, on my honour, full responsibility for the authorship of the work, not having engaged third-party services for its completion;
- State the guidance I have received to complete the work;
- Acknowledge ~~as fraudulent that~~ practices that correspond to forms of plagiarism, slavish copying, omission, or inadequate citation of sources are fraudulent, understanding that such practices infringe authorship rights and are contrary to academic integrity;
- Submit, when requested, to the consideration of the lecturer(s) reports issued by specialized plagiarism detection software.

Date (dd/mm/yyyy)

Signature _____

For Group Work

Names: _____, students in the Bachelor's / Master's / Integrated Master's / Doctoral programme _____, hereby declare that the Work/ Project/ Dissertation/ Report submitted for assessment is our own and complies with the standards of academic integrity.

Therefore, we pledge ourselves to:

- Explicitly state if parts of the present work have already been submitted for assessment in other CUs or degree requirements, at Universidade Portucalense or other institutions;
- Correctly identify the sources we have used, in such a way that they can be consulted and the authenticity of the work we present can be attested;
- Assume, on my honour, full responsibility for the authorship of the work, not having engaged third-party services for its completion;
- State the guidance we have received to complete the work;
- Acknowledge ~~as that fraudulent~~ practices that correspond to forms of plagiarism, slavish copying, omission, or inadequate citation of sources are fraudulent, understanding that such practices infringe authorship rights and are contrary to academic integrity;
- Submit, when requested, to the consideration of the lecturer(s) reports issued by specialized plagiarism detection software.

Date (dd/mm/yyyy)

Signatures _____

Statement on the use of Generative AI for the completion of academic work

Programme/CU: <indicate the name of the programme and the CU>

Academic year: <indicate the academic year>

Work: <indicate the title of the work>

STUDENT IDENTIFICATION

Name of Student 1 (number XXXXX), Name of Student 2 (number YYYYY), ...

STATEMENT ON THE USE OF ARTIFICIAL INTELLIGENCE

In this work we have used/not used Generative Artificial Intelligence (AI) systems to improve the language/structure of the text, and/or search for information, and/or <indicate if other use>.

The Generative AI system(s) used in this work was/were the following: ChatGPT/ Gemini/ Copilot/ <indicate if other(s)>

SCOPE OF USE

If Generative AI was used, briefly describe and justify the purpose for which Generative AI was used to complete the work.

PROMPTS USED

If Generative AI was used, identify the prompts that were used here.

<date>

<student signatures>