

Dispatch no. 173/PRES/ESHTE/2018

In the exercise of my own competences, in due time and in the legal and statutory manner, and considering that the public consultation phase of the Estoril Higher Institute for Tourism and Hotel Studies (ESHTE) Academic Regulation Project has been completed, in accordance with the provisions of article 110, no. 3 of RJIES and with the requirements of articles 98 and 99 of the Administrative Procedure Code, in the exercise of the competences conferred upon me by paragraph m) of no. 1 of article 44 of ESHTE's Statutes, approved by Normative Order no. No. 44/2008, of His Excellency the Minister of Science, Technology and Higher Education, of August 21, 2008, published in the Official Journal Diário da República, 2nd Series, No. 168, of September 1, 2008, with the objective of creating a new and adequate normative framework that allows, in an integrated way, defining procedures and updating administrative practices that facilitate academic management, I approve the **Academic Regulation of the Estoril Higher Institute for Tourism and Hotel Studies**, which constitutes the annex to the present dispatch and is an integral part of it.

Estoril Higher Institute for Tourism and Hotel Studies - ESHTE, on the fifth day of September two thousand and eighteen

The President of ESHTE,

(Prof. Doutor Raúl Manuel das Roucas Filipe)

Academic Regulation of Escola Superior de Hotelaria e Turismo do Estoril (ESHTE)

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Preamble

Decree-Law No. 74/2006 of 24 March, as amended by Decree-Laws No. 107/2008 of 25 June, No. 230/2009 of 14 September, No. 115/2013 of 7 August, No. 63/2016 of 13 September and No. 65/2018 of 16 August, assign to the legally and statutorily competent body of each higher education institution the competence for the regulation of various matters of academic nature. ESHTe's Statutes, approved by Normative Order no. 44/2008, of August 21, and published in the 2nd series of the Diário da República, no. 168, of September 1, 2008, include a broad set of rules on teaching projects.

Given the legislative changes that have occurred in recent years, it is necessary to review the academic regulations in vigor in the School, which present inadequacies that urgently need to be overcome.

The School has paid constant attention to the regulation of these matters, as it sees this practice as a way to ensure the quality of its projects, to safeguard the rights and duties of all those involved and to meet the requirements of current legislation.

It is also understood that the systematized compilation of all academic regulations presents important advantages, namely by ensuring a higher level of coherence, as well as safety and ease of application of the regulatory framework, with undeniable advantages for all its users.

The present Academic Regulations are, therefore, the reference text of the Estoril Higher Institute for Tourism and Hotel Studies in terms of planning, management and operation of teaching activities.

TITLE I - GENERAL DISPOSITIONS

CHAPTER I - Scope of the Academic Regulation

Article 1st Object and scope

1. The Academic Regulations of the Estoril Higher Institute for Tourism and Hotel Studies, hereinafter referred to as Regulations or RAESHTE, aim to establish general rules on the organization, functioning and procedures of the different courses and study cycles offered by the Estoril Higher Institute for Tourism and Hotel Studies (ESHTE).
2. The RAESHTE also defines the duties and rights of students and teachers, and regulates the procedures for teaching and learning, and assessment.

Article 1nd Abbreviations

RAESHTE uses the following as abbreviations:

- a) A3ES — Agency for Evaluation and Accreditation of Higher Education
- b) AEESHTE — Estoril Higher Institute for Tourism and Hotel Studies Students Association
- c) CC — Consultative Council
- d) CCE – Scientific Executive Committee
- e) CG — General Council
- f) CGEST — Management Board
- g) CP — Pedagogic Council

- h) CPAQ — Estoril Higher Institute for Tourism and Hotel Studies Council for Evaluation and Quality
- i) CRE — Educational Resource Center of the Estoril Higher Institute for Tourism and Hotel Studies
- j) CTC — Scientific-Technical Council
- k) DF&B — F&B Department
- l) DGEEC — General Directorate of Education and Science Statistics
- m) DGES — General Directorate of Higher Education
- n) DSA — Division of Academic Services
- o) DSAF — Division of Administrative and Financial Services
- p) EA – Host Entity
- q) ECTS — *European Credit Transfer System*
- r) ESHTe — Estoril Higher Institute for Tourism and Hotel Studies
- s) ESHTe Informática — Informatics Office
- t) FUC — Curricular Unit Data Sheet
- u) GAPE — Professional and Business Support Office
- v) IPDJ — Portuguese Institute for Sports and Youth
- w) NAS — Social Action Center
- x) RAESHTe — Academic Regulations of the Estoril Higher Institute for Tourism and Hotel Studies
- y) RE – Internship Program Report
- z) RI — Mobility and International Relations Office
- aa) RNAJ — National Registry of Youth Associations
- bb) UC — Curricular Unit

Article 2^d Concepts

For the purposes of this Regulation, the following definitions shall apply

- a) **Curricular year/curricular semester** - the parts of the course syllabus that, according to the respective legal instrument of approval, must be completed by the student on a full-time basis during the course of a year or semester, respectively;
- b) **School year** — time period beginning on September 1 of a calendar year and ending on August 31 of the following calendar year;

- c) **School year/curriculum year** — time period corresponding to the work to be developed during a school year by a student, according to the indicative plan of the study cycle, carried out full time, between 1500 and 1680 hours and is accomplished in a period of 36 to 40 weeks, corresponding to 60 ECTS (*European Credit Transfer System*);
- d) **Evaluation** — act or set of actions that allows obtaining information about the knowledge, skills and competencies of students in the context of teaching and learning procedures in a given module, course or course;
- i. Types of evaluation:
1. Continuous evaluation — process through which, at various different moments distributed throughout the academic semester, student learning is assessed. Reports, tests, mini-tests, critical essays or seminars, individual and/or group work (written, oral or experimental), field work, practical problem solving, case studies or other tasks proposed and defined in the Curricular Unit Sheet (FUC) are considered preferential elements of continuous assessment;
 2. Evaluation by exam — mode of student evaluation at the end of an academic semester, through an exam, scheduled by the Division of Academic Services (DSA);
- ii. Evaluation Components:
1. Defense of dissertation, project work or internship report - presentation and public discussion of a dissertation, project work or internship report, carried out within the scope of a master's degree study cycle;
 2. Exam — written and/or oral test, or special technical, artistic, or other test at the end of a learning period;
 3. Presential attendance — participation in contact-hour activities;
 4. Project — Realization of a work or research proposal, with technical or artistic content;
 5. Report — written text related to a research work, an internship or an activity developed in a UC or at the end of a formative journey;
 6. Written evaluation test or practical evaluation — written, oral, or practical evaluation as part of the continuous evaluation modality;
- e) **Laboratory or field work** — work performed in a laboratory environment or in the field.

- f) **Scientific area** — scientific field of a course study plan, which may include several curricular units, not to be confused with them. Each UC belongs to a specific scientific area, referred to in the respective diplomas of the institution of the course, taking into account the scientific organization in effect at ESHTe;
- g) **Scholarship** — a pecuniary benefit of variable value granted to the student to contribute to the costs of his/her studies. It is supported by the State or by private entities, according to specific regulations;
- h) **Merit scholarship** — pecuniary prize awarded by ESHTe to students who, regardless of their socio-economic situation, have exceptional academic performance, in accordance with its own regulation;
- i) **Mobility grant Erasmus+** — is a grant awarded to cover additional expenses arising from a period of mobility in another country, covering the cost of travel and an adjustment for expenses resulting from the difference in the cost of living in the host country. This grant is equivalent to a support subsidy and is not intended to fully cover the usual living expenses of the beneficiary of Erasmus+;
- j) **Expiry of the registration** — a fact that results from the non-enrollment in a course or study cycle in which the student was validly matriculated and enrolled in the previous school year;
- k) **School calendar** — ESHTe's organizational instrument, which programs the activities of the courses or study cycles in a school year, defining the moments of work, study and assessment, the break periods and vacations, and other academic moments relevant to the institution. This calendar is approved in accordance with the law and the statutes and is published annually, after approval by the ESHTe Presidency, during the month of April of the immediately preceding academic year;
- l) **Course letter** — a document issued by ESHTe's legally and statutorily competent body, which proves that the student holds a bachelor's or master's degree;
- m) **Course letter Erasmus+** — document that defines the rights and obligations of the student during the Erasmus+ mobility period and that is given to him/her when signing the Erasmus+ study contract;
- n) **Student card** — card that identifies the ESHTe student, issued by the School or by another entity authorized to do so;
- o) **Certificate** — formal document issued by ESHTe's legal and statutorily competent body, with the purpose of proving situations of interest to the student:
 - i. Completion of a course, or part of a course, or a degree;

- ii. Approval in curricular units, or of a single UC, project or internship;
 - iii. Proof of registration;
 - iv. Proof of registration in a school year or curricular year;
 - v. Proof of attendance;
 - vi. Proof of examinations;
 - vii. Information on programs and working hours;
 - viii. Others established by law;
- p) **Cycle of studies** — an organized set of curricular units whose successful attendance allows the obtention of a bachelor or master degree;
 - q) **Classification** — the act of assigning a quantitative or qualitative value to the academic performance of an evaluated student, through the application of previously defined criteria, contained in the FUC;
 - r) **Executive Scientific Committee (CCE) of a master's degree course** — a group of teachers appointed by the President of ESHTe, on the proposal of the Scientific-Technical Council, who is responsible, among other things, for the day-to-day management of the master's degree courses;
 - s) **Access or admission conditions** — general or specific requirements that must be met to apply for admission or entry to a course of study or other training;
 - t) **Conclusion of a course or cycle of studies** — completion of the curricular plan of a course or study cycle, occurring on the date of approval of the last UC of the course or study cycle;
 - u) **Crediting** — crediting academic training and/or previous professional experience, recognizing it, for academic purposes, as equivalent to course units in a given study cycle;
 - v) **Credit** — unit measuring student work in all forms, namely teaching sessions of a collective nature, personal tutorial sessions, internships, projects, dissertations, fieldwork, independent work and assessment, corresponding to a total of 28 hours of work;
 - w) **Credits from a scientific area** — numerical value expressing the work that must be done by a student in a given scientific area. Credits can only be awarded after successful completion (positive evaluation) of the required work;
 - x) **Credits of a Curricular Unit** — a numerical value that expresses the work that must be done by a student to acquire the skills and achieve the learning outcomes defined for each course. The assessment of this work includes:

- i. Number of contact hours represented by the time used in collective teaching sessions, namely in classrooms, laboratories or field work, and in personal tutorial sessions;
 - ii. Number of hours dedicated to internships, projects, field work and other non-contact activities within that UC;
 - iii. Number of hours of study dedicated by the student to the UC in question;
 - iv. Number of hours allocated to the preparation and implementation of the assessment within the UC under consideration;
- y) **Special admissions** — special admissions that grant the possibility of admission to public, private and cooperative higher education institutions, for the frequency of first study cycles, by candidates with specific qualification conditions, namely: Access for people over 23 years old; Access for holders of a Technological Specialization Diploma; Access for Holders of Professional Higher Technician Diploma; Access for Holders of Other Higher Education Degrees; Special Access for International Students;
- z) **Course** — an organized set of UCs structured according to a training objective, which may or may not lead to the awarding of a degree;
- aa) **Specialization course** — non-degree course, with 2nd cycle level framework and requirements;
- bb) **Bachelor's degree course** — an organized set of curricular units that integrate the cycle of studies leading to the degree of graduate;
- cc) **Master's degree course** — an organized set of curricular units that constitute the curricular component of the cycle of studies leading to the master's degree;
- dd) **Diploma** — certificate issued by ESHTe, in the legally required form, proving the attribution of an academic degree, or the conclusion of a course that does not confer a degree;
- ee) **Course or study cycle director** — Teacher in charge of directing a study cycle, elected according to ESHTe's Statutes and the Estoril Higher Institute for Tourism and Hotel Studies First Cycle Course Directors Regulation;
- ff) **Normal duration of a study cycle** — number of academic years or semesters in which the study cycle should be carried out by the student, when full-time and in a presential regime;
- gg) **ECTS of a Curricular Unit (UC) / European Credit Transfer and Accumulation System (ECTS)**: European Credit Transfer and Accumulation System, translated into the unit of measurement of the student's work in a UC, in all its forms, namely teaching sessions

of a collective nature, tutorial sessions, internships, projects, field work, study, and evaluation, under the terms of Decree Law No. 42/2005 of February 22, as amended by Decree Law No. 107/2008 of June 25. The assessment of this work includes:

1. Number of contact hours represented by the time used in teaching sessions of collective nature, namely in classrooms, laboratories or field work, and in tutorial sessions;
 2. Number of hours dedicated to internships, projects, field work and other non-contact activities within that UC;
 3. Number of hours of study dedicated by the student to the UC in question;
 4. Number of hours allocated to the preparation and implementation of the evaluation within the CU under consideration;
- hh) **E-learning** — a teaching/learning system that uses multimedia and/or Internet technologies to enable student-centered learning based on access to resources and services available 24 hours a day, every day, enabling remote collaboration and discussion;
- ii) **Evaluation element** – any component of the teaching-learning process that can be assessed and that takes place either in a presential environment or as autonomous student work, namely attendance and participation in class, the elaboration of reports, tests, critical essays or seminars, individual and/or group work (written, oral or experimental), field work, practical problem solving, case studies, among others;
- jj) **Fees** – fees related to the provision of public services to be paid by the applicant;
- kk) **Degree equivalence** — procedure by which a foreign academic qualification is compared to a Portuguese qualification in terms of level, duration and program content;
- ll) **European Scale of Comparability of Classifications** — assessment scale used in parallel with national scales, which allows students, regardless of the country of origin of the assessment, to easily make their marks known to educational and other institutions;
- mm) **Curricular internship** — curricular unit or part of a curricular unit that implies a period of training in a company or other type of organization, aiming at the acquisition of specific skills and competences and work experience;
- nn) **Curricular structure of a course** – the set of scientific areas and respective course units that compose a course, and the number of credits a student must complete in order to complete the study plan;

- oo) **Student** — any person enrolled in a course of study or a course of study, whatever the field of study, in order to pursue higher education studies leading to a recognized degree or a recognized tertiary level qualification;
- pp) **Curricular Unit Sheet (FUC)** — document that provides relevant information about the objectives, the skills to be acquired by students, the syllabus, the teaching and learning methods, and the evaluation methods of each CU;
- qq) **Fraud** — any behavior likely to distort the result of the elements of evaluation and adopted with the intention of achieving this objective for one's own benefit or for the benefit of a third party;
- rr) **Academic Degree** — qualification conferred by a higher education institution, after successful completion of the study program of a study cycle;
- ss) **Bachelor's Degree** — academic degree conferred after successful completion of a 1st study cycle course taught at ESHTe;
- tt) **Master's Degree** — academic degree conferred after successful completion of a 2nd study cycle course taught at ESHTe;
- uu) **Contact hours** — time spent in teaching sessions of a collective nature, namely in classrooms, laboratories or field work, in evaluations, in individual or group discussion of reports/works, and in tutorial sessions;
- vv) **Registration** — act that allows the student, once enrolled, to attend the curricular units of a course or study cycle in which he/she is enrolled, with annual renewal being compulsory;
- ww) **Part-time enrollment** — option of the student who enrolls in a course or study cycle with a maximum of 30 ECTS, under the terms of its own regulations;
- xx) **Enrollment in an isolated course unit** — an act that allows a student or interested party to attend course units that are part of a course or study cycle in which he or she is not enrolled, under the terms of specific regulations;
- yy) **Exam Registration** — act by which the student registers to take one or more curricular units in exam periods;
- zz) **Host Institution** — the educational establishment, national or foreign, where the mobile student attends part of a higher education course;
- aaa) **Home Institution** — the educational institution, national or foreign, in which the mobile student is enrolled and registered;

- bbb) **Book of terms** — set of sheets, organized in a book, which record, for each academic year, the entry of the individual and final grades of each student to the UC in which he is enrolled;
- ccc) **Registration** — act by which the student joins ESHTE, acquires the quality of student and the right to enroll in one of its courses or study cycles, being valid while the student continuously attends the course. The enrolment in itself does not give the right to attend classes, being necessary to proceed with the enrolment in the course units of the respective course at ESHTE;
- ddd) **Grade improvement** — formal process in which the student submits to a new evaluation of a UC in which he/she already obtained a previous classification equal to or higher than 10 points;
- eee) **Same Course** — a course with identical designation leading to the grant of the same degree or a course with different designation but situated in the same scientific area, having similar objectives, providing similar scientific training and leading to the grant of the same degree:
- i. to the attribution of the same degree;
 - ii. to the attribution of a different degree, when this results from a process of adaptation of a study cycle carried out in the framework of the development of the Bologna Process;
- fff) **Evaluation method** — instrument to assess the student's fulfillment of the UC objectives, comprising the application, according to the rules defined in the present regulation, of one or more assessment elements;
- ggg) **Mobility** — an activity inherent in the flow of students, teachers, researchers and non-teaching staff to a host institution, without being attached to it, undertaken with the aim of pursuing a period of study, furthering professional experience, other learning or teaching activity, or related administrative activity, possibly accompanied by preparatory or refresher courses in the language of the host country or in another working language;
- hhh) **Module of a course unit** — capitalizable training unit that is part of a UC;
- iii) **Evaluation moment** — any component of the teaching-learning process that can be evaluated and must be carried out in a scheduled time-space, with a pre-defined duration and in the presence of the teacher, namely written test, oral test, accompanied laboratory exercise, accompanied field work, presentation and defense of a project, among others;

- jjj) **Change of institution/course pair** — an act by which a student enrolls and/or registers in institution/course pair different from the one(s) in which, in previous academic years, he/she enrolled, and may take place with or without interruption of enrollment and registration in a higher education institution or;
- kkk) **Study plan** — organized set of CUs in which a student must obtain a pass in order to:
- i. the granting of an academic degree;
 - ii. the conclusion of a non-degree course;
- lll) **Transition plan** — document that establishes the rules and conditions under which students who are affected by a change in the study plan of a course or study cycle they are currently attending must be integrated in the new study plan;
- mmm) **Precedence** — conditioning the enrollment in one or more course units to the achievement of success in other UC of the same course;
- nnn) **Limitation period** — loss of the right to enroll and enroll in study cycles leading to bachelor's and master's degrees, as a result of the number of enrollments due to lack of academic success exceeding a maximum limit, according to the applicable legislation;
- ooo) **Fees** — student participation in the costs of the education provided and which consists of the payment by the students to the institutions where they are enrolled of an attendance fee;
- ppp) **Field** — internal organization of a study cycle corresponding to an alternative pathway to a degree by the student;
- qqq) **Internal relocation** — withdrawal of enrollment in a study cycle as a result of placement in another study cycle at ESHTe;
- rrr) **Relocation abroad** — withdrawal of enrollment in ESHTe for reasons of placement in another higher education institution;
- sss) **Recognition of foreign degrees** — act through which a foreign academic degree or higher education diploma is granted all the rights inherent to the ownership of the corresponding portuguese academic degree or higher education diploma;
- ttt) **Re-admission** — act by which a student, after an interruption of studies for one or more years in a certain course and in a higher education institution, enrolls in the same institution and enrolls in the same course or in a course that has succeeded it;
- uuu) **Diploma Supplement** — complementary document to the diploma, issued in portuguese and in English, which:

- i. Describes the portuguese higher education system and its framework in the educational system at the time of obtaining the diploma;
- ii. Characterizes the institution that provided the education and that conferred the diploma;
- iii. Characterizes the training undertaken (degree, area, access requirements, normal duration, level) and its objectives;
- iv. Provides detailed information about the training conducted and the results obtained;
- v. Includes complementary information on extracurricular activities, duly certified, to be added to the student's curricular course;

vvi) **Full-time** — Attendance of a course or study cycle on a full-time basis, corresponding to the enrollment in 60 ECTS per year;

www) **Part-time** — Attendance of a course or study cycle on a part-time basis, corresponding to the enrollment in less than 30 ECTS per year;

xxx) **Types of students:**

- i. **Regular student** — person enrolled full-time in a course or study cycle at ESHTe, with compulsory attendance of classes or face-to-face and tutorial hours;
- ii. **Extraordinary student** — person who, while not enrolled in a certain course or study cycle, is enrolled and attending UC of the same, on a loose basis;
- iii. **International student** — students who do not hold Portuguese nationality and are not nationals of a member state of the European Union or PALOP - Portuguese Speaking African Countries;
- iv. **Student in mobility** — student enrolled and registered in a higher education institution and in a study cycle, who does part of the same study cycle in another higher education institution;

yyy) **Types of study attendance:**

1. **Working-student** — The legal regime applicable to working students is currently framed by the Labour Code, approved by Law no. 7/2009, of February 12, with the specificities set out in Law no. 105/2009, of September 14. A working student is an employee who is attending any level of schooling, as well as a post-graduate, master's or doctoral course at an educational institution. The status of working student also applies to the self-employed, as well as to the worker who, being covered by the working student status, finds himself/herself involuntarily unemployed, registered in an employment center

2. **Incoming mobility student** — student enrolled and registered in a foreign higher education institution, who undertakes a study period or an internship at ESHTe, under institutional programs and agreements with mandatory recognition by the higher education institution of origin;
3. **Student in outgoing mobility** — ESHTe student who does a study period or an internship in a foreign higher education institution or in a foreign entity, respectively, under institutional programs and agreements with mandatory recognition by ESHTe;
4. **Graduating student** – is any regular full-time student who, after completing the evaluations in the evaluation periods to which he/she is entitled, finds him/herself in the situation of missing up to a maximum of 2 CU to complete a course leading to a bachelor's or master's degree, or up to a maximum of 1 UC if enrolled part-time;
5. **Student who is a youth association leader** — ESHTe students elected to the Student Association bodies are considered to be student union leaders; the Student Association must be legally constituted and listed by the Portuguese Institute for Sport and Youth. The student representatives elected for the following ESHTe bodies are considered to be student union leaders: General Council, Pedagogic Council and Council for Evaluation and Quality. ESHTe, based on the legislation in force, grants student leaders a special regime of attendance. The cessation or suspension, for any reason, of the exercise of their activity as leader or equivalent to leader, implies for the student the loss of the rights foreseen in this regime. Under the terms of the legislation in force, ESHTe students who are members of the governing bodies of any youth association based in Portugal and registered in the National Registry of Youth Associations (RNAJ) also benefit from the status of youth leader;
6. **Students with parental rights** — Students mothers and fathers with children up to five years of age are covered by this regime, including students who are pregnant, have recently given birth or are breastfeeding. Students covered by this regime are exempt from the obligation to enroll in a minimum number of course units;
7. **Students with special educational needs (ENEE)** — students who, due to congenital or acquired loss or reduction of body functions or structures, including those of a psychological nature (sensory, motor or neurological impairments, and

behavioral or emotional disorders), have specific difficulties that, in conjunction with environmental factors, may limit or hinder their learning activities and involvement in the academic context on an equal footing with other students, under the terms of Law 38/2004, of 18 August. Also included in this regime are students with permanent or long-term illnesses, dependent on periodic and frequent therapeutic measures, or aggressive treatments (chemotherapy, radiotherapy, among others), which place them in an unfavorable situation in terms of academic performance;

8. **Student practicing high performance sports** — student with particular conditions of attendance and assessment. To have the status of high performance sports practitioner, you must meet the conditions legally established by Decree-Law No. 272/2009, October 1, and be listed in the register organized by the Sports Institute of Portugal, I. P.;
9. **Student participating in national team sports** – student with particular conditions of attendance and assessment. To have the status of sports practitioner of the national teams, you must meet the conditions legally established by Decree-Law No. 45/2013 of 5 April, and appear in the register organized by the Sports Institute of Portugal, I. P.;
10. **Student athlete of ESHTe** – In order to encourage the involvement of students in sports activities, ESHTe's student athletes are considered to be all those who practice individual and/or collective sports in representation of the School, safeguarding an appropriate civic and ethical behavior. The access to the benefits granted to ESHTe's student athletes, namely in terms of attendance and evaluation, will depend on the sport activities developed. It will be up to the ESHTe Presidency to define the requirements for ESHTe student athletes to obtain the benefits referred above;
11. **Student Firefighter** — student who, as a professional or volunteer member of a fire department, carries out its missions, namely the protection of human lives and property in danger. They have educational benefits under the terms of article 6 of Decree-Law 241/2007, of June 21st;
12. **Military student** — students covered by the special attendance regime provided by law because they are performing military service under contract or voluntary service in the Armed Forces, in accordance with Decree-Law 118/2004, of May 21;

- zzz) **Curricular Unit (UC)** — a teaching unit with its own training objectives and content that is subject to administrative registration and evaluation, translated into a final grade;
- aaaa) **Internship Course Unit** — curricular unit or part of it that involves a period of training in a company or other type of organization, aiming at the acquisition of specific skills and competences and work experience, under the respective syllabus contained in the FUC of the internship UC;
- bbbb) **Mandatory course unit** — curricular unit included in the study plan that the student is obliged to attend and in which he/she must succeed, without the possibility of substitution by another;
- cccc) **Optional curricular unit** — curricular unit that the student can choose from a list of UC that are made available to him;
- dddd) **Additional vacancy** — vacancy additionally created for the placement of candidates as a result of a tie situation in the national access competition, in the competitions for change of institution/course pair and in the local access competitions (application to Master's degrees), or due to another exceptional situation legally foreseen;
- eeee) **Vias de acesso e ingresso na ESHTe:**
- i. 1st Cycle Courses:**
1. **General regiments** — national competition for access to higher education:
 - a. General contingent;
 - b. Special contingents: Autonomous Region of Madeira and Autonomous Region of Azores;
 - c. Other Special contingents: disabled citizens, citizens doing voluntary military service and emigrants;
 2. **Special regiments** — competitive exams that allow students in one of the situations specified in Decree-Law no. 393-A/99, of October 2, to enter higher education institutions to attend degree courses;
 3. **Special openings** — the special competitions for access and admission to higher education are aimed at students who meet specific qualification conditions, in accordance with Decree-Law no. 393-B/99 of October 2;
 4. **Change of institution/course pair** — an act by which a student applies for enrollment and/or enrollment in institution/course pair different from the one(s) in which, in previous academic years, he/she enrolled, and

which may take place with or without interruption of enrollment and enrollment in a higher education institution;

5. **Exchange** — Exchange of enrollments of two students enrolled in different higher education institutions, resulting in a new enrollment in ESHTe of a student originally placed in another higher education institution, according to the Regulation of the National Competition for Access and Admission to Public Higher Education;
6. **Re-entry** — act by which a student, after an interruption of studies for one or more years in a certain course and higher education institution, applies to enroll in the same institution and enrolls in the same course or in a course that has succeeded it;

ii. 2nd Cycle Courses:

1. Local concourse – through the publication of a Notice with vacancies and conditions of access to be published on ESHTe's website;
2. Re-entry — act by which a student, after an interruption of studies for one or more years in a certain course and higher education institution, applies to enroll in the same institution and enrolls in the same course, or in a course that has succeeded it;

ffff) ESHTe exit channels:

1. **Graduate** — Exit of a student as a result of the conclusion of the course/course of study;
2. **Waiver** — Student who dropped out, due to lack of enrollment, of the course or study cycle, without obtaining any diploma, losing the enrollment;
3. **Change of institution/course pair** — Act by which a student leaves the course/cycle of studies in which he/she is enrolled to enroll in another course/cycle of studies, in the same or in another higher education institution;
4. **Exchange** — Loss of enrollment as a result of an exchange with another student of the same course/study cycle from a different higher education institution, according to the Regulation of the National Competition for Access and Admission to Public Higher Education;
5. **Relocation** — Student leaving a course or study cycle as a result of being placed in another course or study cycle at another higher education institution;

Article 4th - ESHTE's educational offer

ESHTE offers the following types of degree and non-degree courses:

1. Degree Graduates:
 - a. 1st cycle education - Bachelor's degree:
 - i. Hotel Management;
 - ii. Hotel Management – after-work;
 - iii. Leisure Management and Touristic Entertainment;
 - iv. Leisure Management and Touristic Entertainment – after-work;
 - v. Tourism Management;
 - vi. Tourism Management – after-work;
 - vii. Touristic Information;
 - viii. Cookery and Food Production;
 - ix. Cookery and Food Production – after-work.
 - b. 2nd cycle education - Master's degree:
 - i. Hotel Management;
 - ii. Innovation in Culinary Arts;
 - iii. Food Safety and Quality in Cookery and Catering;
 - iv. Tourism [three areas]: Strategic Management of Tourism Destinations, Events' Strategic Management, and Innovation in Active and Experience Tourism.
 - c. 2nd cycle formation in association:
 - i. Tourism and Communication (with the Institute of Geography and Spatial Planning (IGOT) and the Faculty of Letters of the University of Lisbon (FLUL)).
 - d. 3rd cycle formation in association:de 3º ciclo em associação:
 - i. Tourism (with the Institute of Geography and Spatial Planning (IGOT) of the University of Lisbon).
2. Non-degree programs:
 - e. Undergraduate education:
 - i. Senior Professional Technician:
 1. Accommodation Operations and Hospitality Reception;

2. Tourism and Hotel Operations on Cruise Ships;
 3. Pastry and Bakery.
- f. Advanced Training (Post-graduate):
 - i. Culinary Arts;
 - ii. Strategic Management of Tourism Destinations;
 - iii. Strategic Management of Hotel Companies;
 - iv. Strategic Management of Events;
 - v. Innovation in Active and Experience Tourism;
 - vi. Food Safety in Catering.
 - g. Short training courses.

CHAPTER II - Student Status

SECTION I - Student status, individual file and legal representation

Article 5th Student status

1. ESHTÉ students are considered to be those who are enrolled and registered in one of its study cycles or non-degree courses.
2. They are also considered ESHTÉ students:
 - a) Students in mobility under protocols or cooperation programs;
 - b) Students attending the 2nd or 3rd study cycle offered by ESHTÉ in association with other higher education institutions.
3. Students who are in good standing with ESHTÉ are entitled to:
 - a) Emission of ESHTÉ's student identification card;
 - b) Access to school social action;
 - c) Access to ESHTÉ resources, such as the library and other educational resources.

Article 6th Student's individual file

1. The student's individual file contains all the relevant information about his/her identification and academic path, including all the documents related to the entrance, in paper or electronic format.
2. The student's individual file is stored in the DSA.

Article 7th
Student's legal representation

For the purposes of enrollment, registration, and other administrative acts, the student may be represented by others, provided they are legally qualified to do so.

SECTION II - Admission, frequency and conclusion of study cycles and other ESHTe courses

Article 8th
Registration in the 1st and 2nd study cycles

1. The enrollment is the act by which the student enters ESHTe, by filling in a specific form and an official questionnaire, in computer support, at ESHTe's facilities, and is instructed with the following documents:
 - a) A photograph (passport-type);
 - b) Photocopy of the identification document or, alternatively, a document that contains the necessary elements for the correct identification of the student;
 - c) Photocopy of the taxpayer's card or document that replaces it;
 - d) Photocopy of the individual health bulletin with updated tetanus vaccine, if applicable.
2. The registration is subject to the payment of a fee according to the emoluments table in effect.
3. Regardless of the provisions in the following paragraph, the cancellation of the enrollment/registration at the request of the student does not exempt the student from paying the tuition fee in full, nor the remaining installments due and the respective interest (see Undergraduate Tuition Fees Payment Regulations and Master's Degree Tuition Fees Payment Regulations).
4. The amount of registration, enrolment and tuition fees, as well as the respective payment system and the granting of any special conditions for 2nd cycle courses, shall be set annually by ESHTe's Chair, after approval by ESHTe's General Council, in accordance with point vi of paragraph a) of number 1 of article 44 of ESHTe's Statutes (Normative Dispatch no. 44/2008, published in the D.R. II Series, no. 168, of September 1st).
5. The application fee is non-refundable.
6. Withdrawal, exclusion or failure in the course do not imply the reimbursement of the tuition fee paid or to be paid, and the possibility of enrolling in another course always implies a new application process.

Article 9th
Registration in the 1st and 2nd study cycles

1. The attendance of classes depends on the registration to the UC, being due the tuition fee to be fixed annually under the terms of the law.
2. Enrollment is renewed annually, at the beginning of each school year, online at the electronic address provided for that purpose. Enrollment is done by filling out the appropriate form and is subject cumulatively to the following conditions:
 - a) Existence of a valid registration;
 - b) Regularized status of tuition fees, which encompasses the inexistence of any debts, including interest on arrears;
 - c) Absence of impediment, due to the expiration or any other reason.
3. The enrollment is subject to the payment of the enrollment fee and the school insurance, from which moment the obligation to pay the tuition fee in full arises.
4. The registration of a student who attended ESHTe in the previous year is subject to the submission of a pedagogical survey.
5. Enrollment is made at the beginning of each academic year, within the deadlines annually defined by Ministerial Order, referring to the year or to one of the semesters, safeguarding special situations, namely regarding re-entry regimes and change of institution/course pair, among others duly justified.
6. Upon enrollment, each student is informed of the number of ECTS he/she will have to obtain in order not to lapse at the end of the academic year.

Article 3th
Suspension of Registration

Enrollment may be unilaterally suspended by ESHTe, under the general terms of law, and also in the following situations:

- a) Non-payment of tuition fees;
- b) Non-opening of the study cycle.

Article 4th
Precedences

The precedence regime of the UC is elaborated and published by the Scientific-Technical Council.

Article 12th Tuition fees

1. The attendance of study cycles and courses that do not confer a degree is subject to the payment of a fee.
2. The tuition fees are set annually by the General Council, under proposal of the President of ESHTe, in the period prior to the beginning of the respective enrolment/registration period.
3. The tuition fees due for enrolling in the cycle of studies leading to the degree of licenciado is the same as those established for the cycle of studies leading to the bachelor's degree, in accordance with the law.i.
4. The tuition fees for the enrollment in the study cycle leading to the degree of Master is fixed annually by the General Council, under proposal of the President of ESHTe.
5. The payment of the fees beyond the established deadlines will be subject to interest at the legal rate, being, in the meantime, suspended the administrative acts associated with the registration, namely the registration for examination and the issuance of certificates.
6. The tuition fees payable by the student enrolled part-time is 50% of the total tuition.
7. The Division of Administrative and Financial Services (DSAF) shall promote the appropriate publicity of the amounts and methods of payment of the fees.

Article 5th Recognition of previous training and experience

1. Under the terms of the law, in order to pursue studies towards an academic degree or diploma, ESHTe:
 - a) May credit the training carried out in the context of other degree-granting higher education study cycles in national or foreign higher education institutions, both that obtained within the framework of the organization arising from the Bologna Process, and that obtained previously;
 - b) May credit the training carried out in the scope of the higher technical professional courses up to a limit of 50% of the total credits of the study cycle;
 - c) Credits the course units successfully completed, in accordance with article 46th A, up to a limit of 50% of the total credits of the study cycle;

- d) May credit the training carried out in the scope of courses that do not confer academic degree given in national or foreign higher education institutions, up to a limit of 50% of the total credits of the study cycle;
 - e) May credit the training carried out within the technological specialization courses up to the limit of one third of the total credits of the study cycle;
 - f) May credit other training not covered by the previous subparagraphs, up to a limit of one third of the total credits of the study cycle;
 - g) May credit duly proven professional experience up to the limit of one third of the total credits of the study cycle.
2. The total of the credits awarded under points d) to g) of the previous number cannot exceed two thirds of the total credits of the study cycle.
 3. In the study cycles leading to master's and doctorate degrees, the limits to the crediting indicated above refer to the master's and doctorate course.
 4. Crediting should take into consideration the level of the credits and the scientific area where they were obtained.
 5. The requests for crediting competences are analyzed by a crediting jury:
 - a) The credit jury is proposed by CTC and appointed by the President of ESHTÉ;
 - b) The jury for the crediting of 1st cycle courses is composed of the Course Director, who presides, coordinates all its activity and is responsible for the procedural processing, and two other members, who must be teachers of this course and linked to different scientific areas;
 - c) In the case of 2nd cycle courses, the crediting jury coincides with the CCE of the Course;
 - d) In the decision to credit a given CU, the jury may hear the teacher responsible for it or the Scientific Area Coordinator (CAC) of the same, who must issue an opinion within a maximum of 5 days;
 - e) The respective minutes shall be drawn up for each meeting of the crediting jury, containing, namely, the content of the appraised requests, the description of the opinions that have been expressly requested and the jury's final proposal, which shall include the justifications for the decisions taken, both for the accepted and rejected components of the student's request.
 6. It is up to the crediting jury, through the Course Director/President of the master's CCE, to propose to the CTC the UC(s) the student will be exempt from attending.
 7. It is up to the crediting jury, through the Course Director/ President of the Master's ECC, alternatively, to propose to the CTC:

- a) The classification obtained in each UC for which crediting is requested;
 - b) A single classification to a properly identified set of UCs;
 - c) The crediting, without assigning a grade, of a UC or a set of UC duly identified, in which case the UCs are not considered for the calculation of the course's final average.
8. The CTC is responsible for deciding on the requests for crediting that are submitted to it, within the framework of the guidelines established for this purpose.
9. The procedure of the crediting procedure is as follows:
- a) In order to be effective in the current academic year, the requests for credit should be delivered to the DSA, addressed to the President of the Scientific-Technical Council (CTC), until one month after the beginning of the academic semester to which they report.
 - b) The requests referred to in the previous numbers must be accompanied by the following elements, under penalty of inadmissibility by the jury:
 - i. Name of the training and level of education (if applicable);
 - ii. Certificates of studies (of registration or completion), indicating the credits and schooling of the UCs completed, duly authenticated;
 - iii. Indication of any professional experience and post-secondary training that has been credited in the aforementioned training;
 - iv. Curricula, with indication of the learning outcomes or educational objectives and course contents, duly authenticated;
 - v. Course syllabus stating the type and total number of contact hours and other learning hours (if any).
 - c) The applications of students with previous education obtained at ESHTe are exempt from submitting the documents referred to in points ii, iv and v of the previous paragraph.
 - d) Each professional experience must be certified with a document issued by the employer, accompanied by the Social Security deductions map, or other formal document that allows the jury to validate the information provided, and that includes the following data:
 - i. Formal designation of functions performed (if any);
 - ii. Place where the experience was obtained;
 - iii. Duration;
 - iv. Weekly schedule or number of weekly hours;
 - v. Brief description of duties performed;

- vi. Any reference letters;
 - vii. Evaluation results in the performance of duties (if any);
 - viii. Other elements considered relevant by the candidate.
- e) Once the formal correctness of the request has been verified, the Jury will proceed to assess the request and formulate a proposal, within 30 days after its reception, sending the proposal to the CTC, whose deliberation should take place within 30 days after the Jury's reception.
- f) It is the Jury's responsibility to verify, with the DSA, prior compliance with the crediting limits for training previously obtained in accordance with the legislation in force. The information on this verification must be unequivocally stated in the proposal that the CTC appreciates.
- g) The Jury may request complementary documentation directly from the student, to be delivered in a period compatible with that referred to in paragraph e).
- h) By comparison with the objectives of the course for which the crediting is requested, namely the competences and contents thereof, in the crediting of training already obtained and with ECTS assigned, the following parameters shall be taken into account:
- i. In cases of individual requests
 - 1) Skills acquired, either from an individual perspective (of each training), or from an overall perspective (set of several trainings);
 - 2) Technical and scientific level of the training obtained and the level at which it was obtained (if applicable);
 - 3) Programmatic content and learning results of the training previously obtained and the respective framing in the scientific areas of the course for which accreditation is requested;
 - 4) Duration and nature of the training obtained.
 - ii. In cases of change of pair institution/course, the credits to be awarded depend on the degree of affinity between the syllabus of the course of origin and of the course of destination, according to the CNAEF (National Classification of Education and Training Areas).
 - iii. In cases of re-entry, all the training obtained during the previous enrollment in the same course or in the course that preceded it is credited, whenever the UCs are maintained and/or the contents are deemed sufficiently similar.
 - i) When the credit is based on course units carried out in Portuguese higher education institutions, the classification of the credited course units is the classification attributed

- by the higher education institution where they were carried out, if there is a correspondence of degree.
- j) When the crediting is based on UC done in foreign higher education institutions, the classification of the credited UC is:
 - i. The classification given by the foreign higher education institution, according to the European Scale of Comparability of Classifications;
 - ii. The classification resulting from the proportional conversion of the obtained classification to the portuguese classification scale, when the foreign higher education institution adopts a different scale.
 - k) For cases where there is no classification of the original training courses, or they are not of the same training level, no classification will be assigned.
 - l) Once approved by the CTC, the process is returned to the DSA to, within three days, notify the interested parties of the decision.
10. In the event of an appeal or request for reconsideration:
- a) The DSA preliminarily rejects applications that are unfounded or submitted after the deadline [appeals or reconsideration of applications must be submitted within 15 days after receipt of the notification of the decision, made by email by the DSA];
 - b) Applications are sent to the President of the Jury, according to the procedure defined for initial applications;
 - c) The same case may not be the subject of more than one request for review or appeal.
11. Applications for accreditation of training are subject to the fees provided in the fee schedule practiced at ESHTÉ.
12. The crediting of training, in cases where the applicants are not admitted to the study cycle, does not constitute a commitment to admission, nor does it assign priority for this purpose.
13. Without prejudice to the case-by-case processing of requests that may arise, for justified reasons, throughout the year, requests should be submitted to the DSA, addressed to the President of the Jury, up to one month after the beginning of the academic semester to which they relate.
14. The student may refuse, giving reasons, the proposed crediting, being obliged to take the UC.
15. The refusal must be communicated, in writing, to the DSA within 5 days from the date of communication, also in writing, made by these Services.

Article 6th
Recognition of international mobility training

1. The training of the international mobility student is subject to recognition, based on the study contract and the academic record.
2. The study contract, written in English, is signed by the home and host educational institutions and by the student.
3. The academic record sheet contains the results obtained by the student at the host institution, and it is the responsibility of the International Relations coordinator(s) to ensure credit transfer and academic recognition at the home institution.
4. The course units and traineeships completed by the student during the mobility period are mentioned in the Diploma Supplement.

Article 7th
Registration of degrees and diplomas, certificates and charters

1. The degrees and diplomas awarded by ESHTe are registered.
2. The degrees and diplomas are conferred by means of a Course Charter or a Course Completion Certificate and are awarded, when requested, to students who successfully complete all the CUs that integrate the study plan and have obtained the established number of ECTS for bachelor and master degrees.
3. The holding of non-degree courses is evidenced by a specific document, as is the case for the completion of the teaching component of study cycles leading to a master's degree.
4. The bachelor and master degrees are awarded a final classification expressed in a range from 10 to 20 on the numerical scale from 0 to 20, as well as its equivalent on the European Scale of Comparability of Classifications (EECC), in accordance with the provisions of article 19 of Decree-Law no. 42/2005, of 22nd February.
5. The final course classification corresponds to the weighted average, rounded to the unit, of the classifications obtained in the respective UC, according to their relative weight in ECTS.
6. The final classification will be assigned a qualitative mention, in accordance with the provisions of article 17 of Decree Law No. 42/2005 of February 22.

Values	Quality score
10 a 13	<i>Sufficient</i>
14 e 15	<i>Good</i>
16 e 17	<i>Very good</i>
18 a 20	<i>Excellent</i>

7. The issuance of the Course/Diploma Charter is accompanied by the issuance of the Diploma Supplement, prepared under the terms and for the purposes of Decree-Law no. 42/2005, of February 22, in accordance with the model provided for in Ordinance no. 30/2008, of January 10.
8. The issuance of the Course Completion Certificate is made within 30 days after submission of the request at the DSA.
9. The issuance of the registration diploma, letters of instruction, as well as the diploma supplement, shall be carried out until the end of May of the academic year following the date of submission of the request at the DSA.

Article 8th
Elements of diplomas and letters

1. The elements that must be included in the diplomas and letters of degree issued by ESHTE are the following:
 - a) Name;
 - b) Parentage;
 - c) Nationality;
 - d) Date of degree or course conclusion;
 - e) Final classification, with mention of the value in the European Scale of Comparability of Classifications;
 - f) Degree/Title;
 - g) White Stamp;
 - h) Signature;
 - i) Date.
2. The UCs presented in certificates/diplomas, including those obtained through crediting, must correspond to those designated in the course syllabus, as published in the Diário da República.
3. The course/diploma letters are issued according to the model in force at ESHTE, published in Diário da República.

SECTION III - Enrollment System

Article 9th
Full-time enrollment

1. Enrollment is, as a rule, on a full-time basis, but the student may choose, upon enrollment, to be a part-time student (see specifics).
2. When registering, undergraduate students must choose one or two foreign languages, according to the syllabus for the course:
 - a) The enrollment in each of the languages of choice cannot be changed after the beginning of the school year to which the enrollment corresponds, but it can be made in the following school year, provided that it is requested until April 30th of the year in which the enrollment in the language to be replaced is in force;
 - b) For students enrolling in the first year, for the first time, in the undergraduate course, the enrollment in each of the optional languages may be changed with immediate effect for that academic year, through a request delivered by September 30 at the DSA;
 - c) In case of change of foreign language of option, the ECTS already obtained in the curricular units to be replaced will be cancelled and will only be counted for the purposes of transition of that curricular year, and the cancellation of the curricular unit(s) will be made after the renewal of the registration for the new academic year.
3. The enrollment in a specific curricular year presupposes the enrollment in all the UCs that are overdue for that year, safeguarding any precedence.
4. A student is considered enrolled in a specific curricular year if, for that year, the number of credits corresponding to the UCs in arrears is equal to or less than 15 ECTS.
5. Students who, having been validly enrolled in the same course at ESHTe in the previous school year, did not advance from one year to the next, may enroll in a list of course units corresponding to a maximum of 60 ECTS, in accordance with the provisions of article 19.
6. ESHTe may define its own rules for enrollment in the Dissertation/Project Work/Professional Internship, without prejudice to the provisions of the present regulations.
7. Considering the practical or experimental nature of all or part of its contents and activities, and in view of the continuous assessment regime, some curricular units may require a minimum attendance in certain teaching activities and assessment elements, according to what is stipulated in the respective curricular unit form.

Article 10th
Part-time enrollment

1. Students enrolled in any of the degree courses taught at ESHTe may access the part-time study regime.
2. Part-time student is the one whose enrollment is conditioned to the enrollment in a number of CU corresponding to a maximum of 30 ECTS in each academic year.
3. Each part-time enrollment counts as 0.5 full-time enrollments for the purpose of counting the statute of limitations.
4. For undergraduate students, enrollment in the part-time study regime must be requested at the beginning of the academic year and upon enrollment, and is done annually, or, exceptionally, within thirty days after enrollment.
5. The option to attend the part-time student regime, made outside the act of enrollment, will only be authorized in duly substantiated and exceptional cases.
6. Full-time and part-time enrollment options cannot be changed during the same school year.
7. The part-time study regime is not applicable when this regime results in the unavoidable limitation of the right to enroll.
8. Whenever there is a limit of ECTS associated with particular situations, such as access to special seasons, the limit applicable to these students corresponds to half of the limit applicable to full-time students, rounded to the unit, unless expressly provided otherwise.
9. The annual fee payable by a part-time student corresponds to 50% of the fee payable by a full-time student.
10. The registration and insurance fee will be the same as that set for full-time students.
11. The present regime cannot be cumulative with any benefits that may be granted by ESHTe in order to reduce the tuition fee payable by the student.

Article 11th
Advanced course units

1. Since ESHTe has rules for the transition/retention in curricular year and the full-time tuition fee presupposes the enrollment in 60 ECTS per academic year, in the undergraduate degree courses it is allowed to enroll in Advanced Curricular Units, as follows:
 - a) The enrollment in UC of subsequent curricular years is only possible if the student is enrolled in all the UC of the corresponding curricular year and in all the UC in arrears;
 - b) Students may only request to enroll/frequency of advanced courses of the curricular year following the one in which they were held back and that are an integral part of their course.

1. The requests for authorization to enroll in advanced course units require the authorization of ESHTe's President, by means of a student's request in a specific form and the express authorization of the teachers of the classes that the student intends to attend:
 - a) It is the exclusive competence of the targeted teachers to evaluate the capacity of integration of new elements in the class;
 - b) It is the faculty member's responsibility to indicate the class in which he/she accepts new students;
 - c) The enrollment of these new students will not compete for the total number of students enrolled, nor for the subdivision of classes.
2. Requests for authorization must be submitted to the DSA no later than 30 days after the start of classes (1st semester and/or 2nd semester).
3. After authorization from the President, to be pronounced within a maximum of 15 days after receiving the request, it is up to the student to collect (on the proper form), from the teachers of the classes he/she intends to attend, their agreement, insofar as they declare that the class has the capacity to receive a new element;
4. If the UC is composed of a theoretical and a practical component, the agreement of the teachers who teach the two components is required.
5. Under no circumstances can the crediting of competencies be requested in relation to advanced UC.
6. The authorizations for enrollment in the UC, duly authorized by the teachers, must be delivered by the students, in the DSA, on the proper form, within the maximum deadlines described below:
 - a) UC advanced of the 1st semester: until November 30th;
 - b) UC advanced of the 2nd semester: until March 30.
7. The authorizations referred to in the previous number, as long as they refer to the same academic semester, must all be delivered simultaneously, within the referred deadlines.

Article 12th
Enrollment in extracurricular units

1. ESHTe allows students enrolled in any of its study cycles to enroll in other study cycles of the same or a different degree, as long as they are not included in the study plan of the course to which the students belong.
2. A student enrolled in a study cycle may enroll in UC from another study cycle, up to a maximum of 15 ECTS per academic year.

3. The extracurricular units, should the student pass them:
 - a) Are subject to certification;
 - b) Are subject to crediting if the student enrolls in the study cycle in question;
 - c) Are included in a supplement to the diploma that will be issued.
4. Passing these UCs does not count towards the final course average.
5. The approval in these UC does not confer the attribution of a course diploma or academic degree, nor the right to enter the study cycle in which they were performed.
6. The requests for enrollment in these UC, in a proper form, require the authorization of the teachers that teach that UC, and depend on the existence of class capacity.
7. Requests for enrolment in these UCs should be addressed to the DSA, using the appropriate form, accompanied by the respective authorizations signed by the teachers, until November 30th for first semester UCs, and until March 30th for second semester UCs.
8. Applications submitted after the deadlines referred to in the previous number will be rejected outright.
9. The acceptance of the application is only valid for the academic year in which the application is submitted.
10. For the enrollment in extracurricular units, the amounts established in the fee table in force are due, in full, at the time of enrollment, considering the moment of registration, by the DSA, in the student's individual file.
11. The fees paid for enrollment in extracurricular UC cannot be subject to phased payment by students.

Article 13st
Enrollment in isolated course units (extraordinary student)

1. ESHTe offers to all interested parties not enrolled in its study cycles, the enrolment in isolated course units up to a maximum of 20 semester ECTS in each academic year, up to a total of 40 ECTS, and to a maximum of 4 course units per semester, granting to these interested parties the quality of extraordinary students.
2. Applicants who are not enrolled in any higher education institution and who meet the following conditions may apply to attend courses in the undergraduate, master's degree and advanced training courses taught at ESHTe:
 - a) To attend UC inserted in a degree course, the candidate must be the holder of a high school diploma;

- b) To attend UC inserted in a master course, the candidate must hold a higher education diploma (bachelor or licentiate);
3. The UCs in which the extra student obtains approval:
 - a) Are subject to the same evaluation system applied to regular students;
 - b) Are subject to certification:
 - i. By attendance: whenever the student has attended at least 80% of the classes of the UC in which he/she is enrolled;
 - ii. Successful: whenever the student, satisfying the conditions foreseen in the previous paragraph, has obtained a positive classification.
 - c) Are credited, according to the applicable legislation, if the holder has or will acquire the status of student of a study cycle offered by ESHTÉ.
 4. The approval in these CU does not confer the attribution of a course diploma or academic degree, nor the right to enter the study cycle in which they were performed.
 5. Requests for enrollment in the UC referred to in number 1 should be addressed to the Course Directors / President of the ECC, using the appropriate form, up to 30 days before the beginning of the respective academic semester and should be accompanied by:
 - a) Detailed *curriculum vitae*;
 - b) Document proving academic qualifications;
 - c) Copy of the Citizen Card or the completion of the necessary elements for the correct identification of the candidate, in a form to be provided by the DSA.
 6. The decision on the application for enrolment of external students is the responsibility of ESHTÉ's President, subject to a favorable opinion from the Course Director or the CCE of the master's degree, after hearing (s), when applicable, the CAC, and the holding of an interview, when deemed necessary.
 7. The decision shall be issued within 15 days of receiving the request.
 8. Applications submitted after the deadline will be preliminarily rejected.
 9. The acceptance of the application is only valid for the academic year in which the application is submitted.
 10. For the enrollment in these UC are due, at the time of enrollment, the registration fee, the insurance and the amount by way of tuition, to be set annually by order of the President of ESHTÉ, based on the actual costs of each UC.

Article 14nd
Re-entry in 2nd cycle courses

1. Re-entry requests for completion of the curricular component:
 - a) Students who intend to conclude the academic component of the course in which they have been enrolled in the previous school year may re-enter, within the period defined for this purpose and within the scope of the subsequent edition of the course, as long as it is functioning in the respective school year;
 - b) Students who intend to conclude the academic component of the course, having had their enrollment in it interrupted, must submit their application, within the established deadlines and in the proper form, to the request for re-entry;
 - c) If there is no change in the study plan between the last edition attended by the student and the edition in which he enrolls, the marks obtained in the last edition will be considered, in the latter edition, the marks obtained in the UCs that integrate the previous plan attended by the student;
 - d) Students' files will be forwarded to their respective Master CCE for crediting of previous training.
2. Re-entry requests for completion or conclusion of a dissertation/project work/professional internship:
 - a) Students who intend to conclude their dissertation/project work/professional internship, having been enrolled for the first time in the last curricular year of the course in a previous school year, may re-enter the course in the period defined for this purpose, as long as the course is functioning in the school year in question, and should request the validation of their project within the established deadlines;
 - b) Students who have not been enrolled in the previous academic year, and who wish to conduct or complete a dissertation/project work/professional internship, must submit their application, within the defined deadlines and on the appropriate form, the request for re-entry;
 - c) Students in these conditions must submit to their respective master CCE updated plans of dissertation/project work/professional internship or meet other requirements set by these bodies within the deadlines established by them;
 - d) If there is no change in the syllabus between the last edition attended by the student and the edition in which he enrolls, the CCEs will consider the marks obtained in the UCs that integrate the syllabus of the last edition attended by the student;
 - e) In situations where there is a change in the study plan, the processes will be sent by the CCEs to ESHTe's Scientific-Technical Council for accreditation of the training previously obtained by the student.

SECTION IV - Prescription of the right to enrollment

Article 15rd Statute of Limitation

1. The general law in force (Law no. 37/2003, of August 22) is applicable to the statute of limitations for the right to enroll.
2. In the study cycles leading to the bachelor degree, the right to enroll expires according to the criteria defined in the following table:

Maximum number of registrations	Total ECTS of the study plan obtained by the student
3	Minimum of 60
4	Minimum of 120
5	Minimum of 180, i.e., completion of the bachelor's degree

3. The right to enroll in each academic year of the master's course is exercised according to the criteria set out in the following table:

Regular Master's Degree Student	
At the end of X registrations	Minimum of ECTS successfully completed in order not to lapse
X=3	Minimum of 60 ECTS
X=4	Minimum of 120 ECTS

4. The credits referred to in the previous numbers include those that resulted from equivalence or professional crediting processes.
5. The limits defined in numbers 2 and 3 do not apply in academic years in which students take advantage of:
 - a) of the student worker status;
 - b) the status of mothers and fathers of children under 5 years of age;
 - c) students doing military service in the contract (RV) and volunteer (RV) regimes, or others equivalent to them.
6. Students who find themselves in one of the following situations will benefit from a special prescription regime (0.5 for each registration under these conditions):
 - a) Part-time student;

- b) Student who proves to have a severe disability or incapacitating pathology;
 - c) Student with a communicable or infectious-contagious disease, proven by the competent medical services, which prevents him/her from succeeding in school;
 - d) Students with serious illness or long term recovery, proven by the competent medical services, that prevents them from taking advantage of their schooling;
 - e) Student associative leader;
 - f) High performance sports student.
7. Students who enter ESHTe from another higher education course/school, with crediting of competences and/or curricular integration, will be granted a special regime, always applying the less penalizing situation, taking into account the missing curricular units/years.
 8. Students who are barred from applying to that or another course at a public higher education institution in the academic year following the one in which they were barred.

SECTION V - Regime for change of institution/course pair, re-entry and special competitions

**Article 16th
Scope of Application**

1. The regime of change of institution/course pair, re-entry and special competitions applies to students coming from public higher education institutions and private and cooperative higher education institutions, not applying to students coming from military and police education institutions.
2. This regime is applicable to the study cycles leading to the degree of licenciado, in this section generically referred to as courses.
3. This regime of change of pair institution/course also applies to students who have been enrolled and registered in a foreign higher education institution in a course defined as higher education by the legislation of the country concerned, and have not completed it.
4. The change of pair institution/professional higher technical course, or foreign course of corresponding level, is not allowed for bachelor's degree study cycles or integrated master's degree study cycles.
5. In the academic year in which the student has been placed in a higher education institution/course pair under any access and admission regime, and has enrolled and registered, it is not allowed to change institution/course pair.

Article 17th General Conditions

1. Are eligible to a change of institution/course pair request:
 - a) Students who have been enrolled and registered in another institution/course pair and have not completed it;
 - b) Have taken the national secondary school exams corresponding to the entrance examinations set for that pair, for that year, under the general access system;
 - c) Have, in these exams, the minimum classification required by the higher education institution, in that year, under the general regime of access.
2. You can apply for readmission:
 - a) Students who have been enrolled and registered at ESHTÉ in the same course or in a course that preceded it;
 - b) Have not been enrolled in that institution/course pair in the academic year prior to that in which they wish the readmission.
3. Students whose enrollment has lapsed due to the application of the limitation regime may only apply to any of these regimes two semesters after the expiration date.
4. After the deadline mentioned in the previous number, a new application shall be subject to the rules on filling vacancies set forth in this Regulation.

Article 18th Specific Conditions

The specific conditions for changing institution/course pair, readmission, the identification of courses with prerequisites or with specific vocational skills, the rules regarding the crediting of previous training and professional experience, the number of vacancies, the procedures for application and for ordering candidates, the procedures for communicating decisions and for complaints, as well as the procedures for enrollment and registration are subject to a specific Order of the President of ESHTÉ, published annually, under specific Regulation.

Article 19th Special application

The special applications for access to ESHTÉ courses are as follows:

- a) Contest for holders of especially adequate tests aimed at evaluating the capacity to attend higher education for those over 23 years of age;

- b) Contest for holders of a Higher Professional Technician Diploma;
- c) Contest for medium, higher and post-secondary course holders;
- d) Competitions for international students, with the exceptions provided by law.

Article 20th
Regulation of special applications

The identification of the courses to which holders of especially adequate exams aimed at assessing the capacity to attend higher education for those over 23 years old can apply, as well as the holders of middle, higher and post-secondary courses, the vacancies, conditions, procedures, and the phases and deadlines of the competition, the criteria for seriation and other procedures are subject to an Order from the President of ESHTe, published annually on the School's website.

SECTION VI - Regimes especiais de frequência

SUBSECTION I - General dispositions

ArtiCLE 21TH
Special Attendance Regimes

ESHTe establishes special attendance regimes for students who fulfill the legal and regulatory requirements for its recognition, in the following categories:

- a) Working student;
- b) Students in and out mobility;
- c) Senior student;
- d) Youth association leader;
- e) Students with parental rights;
- f) Student with special educational needs;
- g) Student practicing high performance sports and national teams;
- h) ESHTe student athlete;
- i) Student firefighter;
- j) Military student.

Article 22th
Recognition of entitlement

1. The recognition of the right to a special regime of attendance depends on an annual application by the interested party, made in accordance with the provisions of these Regulations.
2. Applications submitted after the deadlines set forth in the RAESHTE or that are not accompanied by the required documents will not be accepted.
3. The provision of false statements is subject to disciplinary proceedings and other legal consequences.

SUBSECTION II – Working student

Article 23st
Scope and Application

1. The legal regime applicable to working students is currently framed by the Labor Code, approved by Law No. 7/2009 of February 12, with the specificities contained in Chapter III of Law No. 105/2009 of September 14.
2. A working student is considered to be a worker attending any level of school education, as well as a post-graduate, master's or doctoral course at an educational institution, or a vocational training course or a temporary youth occupation program lasting six months or more.
3. The status of working student also applies to the self-employed, as well as to the worker who, being covered by the status of working student, is in a situation of involuntary unemployment, registered in an employment center.
4. The maintenance of the student worker status depends on school success in the previous school year, considering the provisions of the following articles of this subsection.

Article 24nd
Evidence

1. In order to benefit from the status, the working student must prove his/her status as an employee by one of the following means:
 - a) Declaration of the respective service, updated, signed and duly authenticated with a white seal or stamp, in the case of state employees or other public entities;

- b) Declaration of the employer, updated, signed and duly authenticated with a stamp or recognized signature, indicating the Social Security number or, alternatively, accompanied by a statement proving membership of the Social Security or, also, by an updated statement of discounts for Social Security, in the case of workers in the service of a private entity;
 - c) Declaration of the beginning of activity at the Tax Office, accompanied by the monthly document proving the remittance of discounts to Social Security or, in the case of exemption, through that declaration and the presentation of the last receipt corresponding to the remuneration received for the work done, in the case of a self-employed worker;
 - d) Declaration of the sponsoring entity of the frequency of the course or program, updated, signed and duly authenticated with a stamp or recognized signature, indicating the starting date and respective duration, as well as the respective accreditation, in the case of students participating in vocational training courses or official programs of temporary occupation of young people with a duration of six months or more.
2. The status of working student in involuntary unemployment must be proven by means of a document proving registration with the Employment Center, with express mention of the unemployment situation.
 3. The documents mentioned in number 1) must be dated within thirty days of the application for the Statute.

Article 25rd
Working student statute

1. The student worker status must be requested to the DSA, until November 30 or within 30 working days after enrollment in the school year, if this is done at a later date, so that the status is valid throughout the school year.
2. Applications submitted after the deadline set in the previous number allow the granting of the status only in the 2nd semester of the academic year, and provided that they are submitted by April 15th.
3. Success in school, as provided for in no. 4 of article 94 of Law no. 7/2009, of 12 February, is considered to be successful if the student transits from one year to another or passes or progresses in at least half of the courses in which he/she is enrolled.

4. Student-workers who do not satisfy the provisions of the previous number due to an accident at work or occupational illness, prolonged illness, leave in a situation of clinical risk during pregnancy, or because they have taken initial parental leave, adoption leave or complementary parental leave for a period of not less than one month, shall be considered successful at school, provided that these facts are duly proven.
5. The cessation of the Working Student Statute occurs when the student does not succeed in two consecutive or three interpolated years, in accordance with the provisions of article 95 of Law no. 7/2009, of 12 February.
6. The working student may exercise the rights again in the academic year following that in which they ceased, and this situation may not occur more than twice.
7. As an entity that provides courses in after working hours, ESHTÉ should ensure that examinations and assessment tests, as well as a minimum support service to the working student take place, as far as possible, in the same timetable.
8. The rights of working students shall cease immediately in the event of false statements regarding the facts on which the granting of the status depends, without prejudice to the provisions of article 30 of these Regulations.

Article 26th
Frequency and evaluation

1. The working student is not subject to attendance of a minimum number of course units of a given course, in degrees where this is possible, nor to a prescription regime or that implies a change of educational establishment.
2. The rules and assessment procedures concerning students with the status of working student are contained in articles 90, 91, 92, 93, 107, 109 and 110 of these Regulations.

SUBSECTION III - Student mobility in and out

Article 27th
Scope of Application

After validation of the application by the Course Directors and approval of the respective learning agreement by the CTC, the process is sent to the DSA, which grants the student the mobility attendance regime.

Article 28th
Changes to the learning agreement

The student in mobility may request to the Course Director the change of the learning agreement, in the 30 days following the date of arrival at the institution where the mobility takes place. The registration of the change will be done by the DSA, after approval by the CTC, within 30 days.

Article 29th
Evaluation

1. In case of failure (i.e., if the mobile students do not complete, in the host institution, the number of ECTS they should have accumulated if they stayed at ESHTÉ), the students must return to their school of origin in time to complete the missing ECTS in the normal evaluation periods.
2. In exceptional and duly justified and documented cases (for example, if the end dates of the semesters at the host schools are different from those at ESHTÉ, thus making it unfeasible for the student to attend ESHTÉ during the normal evaluation periods), they may be allowed to carry out assessments in the special season - special arrangements, in accordance with article 110 of these regulations.
3. The rules and procedures for attendance and assessment of in and out mobility students are set out in autonomous regulations, available on the School's website.

Article 30th
Recognition of international mobility training

1. The training of the internationally mobile student is subject to recognition, based on the learning agreement and the academic record.
2. The learning agreement, written in English, is signed by the home and host schools and by the student.
3. The academic record sheet contains the results obtained by the student at the host institution, and the CTC of the home institution is responsible for the academic recognition of those results.

4. The course units and traineeships carried out by the student during the mobility period at the host institution are mentioned in the diploma supplement.
5. In the case of in mobility students, the DSA issues the academic record card, sending it to the Office of Mobility and International Relations, which delivers it to the student and to his/her home institution.

SUBSECTION IV - Student finalist

Article 31th Scope of Application

A finalist student is any regular student who, after completing the evaluations in the evaluation periods to which he or she is entitled, is in the situation of missing up to a maximum of 2 UC for the completion of a course leading to a bachelor's or master's degree.

Article 32th Evaluation

The finalist student has the right to be evaluated by special season exam, under the conditions stipulated in these regulations, in accordance with article 113 - Evaluation by special season exam - course completion, according to the deadlines stipulated annually in the respective School Calendar.

SUBSECTION V - Student association leader

Article 33st Scope of Application

1. ESHTe students elected for the Student Association bodies are considered student association leaders, which must be legally constituted.
2. The student representatives elected to the following ESHTe bodies are equivalent to student union leaders, without prejudice to the provisions of articles 42 and 44:
 - a) General Council;
 - b) Pedagogic Council;
 - c) Council for Evaluation and Quality.

3. ESHTe grants the students mentioned in the previous numbers of this article a special attendance regime.

Article 34nd
Duration of the leader regime

1. The duration of the regime of student's association leader referred to in number 1 of article 41 corresponds to the period during which the students effectively perform the respective functions.
2. The students equivalent to student's association leaders, according to number 2 of article 41, benefit from the leader regime during the period they are in charge of ESHTe's boards.

Article 35rd
Evidence

1. The Student Association must communicate to the DSA, within 10 days from the date of taking office, the names of the students who make up the governing bodies.
2. The General Council, the Pedagogical Council and the Council for Evaluation and Quality should communicate to the DSA, within 10 days from the date of taking office, the names of the students who compose the respective bodies.

Article 36th
Frequency and evaluation

The rules and procedures for attendance and evaluation for student leaders are in articles 91, 107 and 109 of these Regulations.

Article 37th
Termination of rights

The cessation or suspension, for any reason, of the exercise of his/her activity as a manager or equivalent to a manager, under the terms of article 41, implies for the student the loss of the rights foreseen in this regime.

Article 38th
Youth associative leaders

Under the terms of the current legislation, ESHTe students who are members of the governing bodies of any youth association based in the country and registered with the RNAJ also benefit from the status of youth association leader.

Article 39th Evidence

1. The exercise of the rights of the managers mentioned in the previous article depends on the annual and cumulative presentation to the DSA of the following elements:
 - a) Certificate of the minutes of taking office of the corporate bodies;
 - b) Declaration issued by the IPDJ services proving the association's registration in the RNAJ, indicating the number of members to be covered by this statute.
2. The document referred to in paragraph a) of the previous number must be presented within 30 days after the date of taking office.
3. The non-submission, by the associative direction, of the documents referred to in number 1 of this article within the established period implies the termination of the present regime.
4. The rights granted in number 1 of this article can be exercised within one year after the end of the term of office as officers, as long as this term does not exceed the time during which the term of office was effectively exercised.

Article 40th Frequency and evaluation

The rules and procedures for attendance and evaluation for students who are youth association leaders can be found in articles 91, 107, 109 and 110 of these Regulations.

SUBSECTION VI - Student with parental rights

Article 41th Scope of Application

1. This regime covers student mothers and fathers with children up to five years old, including pregnant women, mothers who have recently given birth and nursing mothers, in accordance with Law No. 90/2001 of 20 August, as amended by Law No. 60/2017 of 1 August, which

allows student mothers and fathers to justify absences also to provide assistance in case of illness or accident to a child under 12 years old or, regardless of age, to a child with disabilities or chronic illness, as well as during the entire period of any hospitalization.

2. Students covered by this regime are exempt from the obligation to enroll in a minimum number of CU.

Article 42th Frequency and evaluation

The rules and procedures for attendance and evaluation regarding pregnant women, and student mothers and fathers with children up to five years old are in articles 90, 91, 92, 93, 107, 109 and 110 of this Regulation.

SUBSECTION VII - Student with special educational needs (ENEE)

Article 43st Object

This Regulation establishes a set of measures and procedures that, in equal opportunities, enable students with Special Educational Needs (SENEE) attending courses or study cycles at ESHTe to be fully integrated into academic, social, sporting and cultural life, and to perform successfully in their learning.

Article 44nd Scope

These regulations apply to ENEEs enrolled and attending any course or cycle of studies offered at ESHTe, who enter through a special quota or any other admission system, and also to students who during their academic career manifest specific educational needs.

Article 45rd Students with special educational needs

1. For the purposes of this Regulation, SNES are those who, due to congenital or acquired loss or impairment of body functions or structures, including those of a psychological nature (sensory, motor or neurological impairments and behavioral or emotional disorders) present specific difficulties that may, in conjunction with environmental factors, limit or hinder their learning activities and involvement in the academic context on an equal footing with other students, under Law No. 38/2004 of 18 August.
2. Also included in this regulation are students with permanent or long-term illnesses, dependent on periodic and frequent therapeutic measures or aggressive treatments (chemotherapy, radiotherapy, among others), which place them in an unfavorable situation in terms of academic performance.
3. The disabilities or illnesses referred to in paragraphs 1 and 2 of this Article may be of a permanent or temporary nature. For those of a temporary nature, the measures indicated in this Regulation shall take effect only during the period for which they manifest themselves.
4. If the ENEE so wishes, its reference shall be kept under reserve, except for those involved in the procedures arising from the application of this Regulation.

Article 46th
Instruction of the support process

1. In order to benefit from the provisions contained in this Regulation, a student with NEE shall:
 - a) Fulfill the assumptions referred to in paragraphs 1 to 3 of the previous article.
 - b) Declare at the time of enrollment that you want to take advantage of the support provided to the ENEE.
 - c) Fill out the form available at the Social Action Center (NAS), and attach documentary evidence (clinical report, medical certificate and/or other that certifies in detail your condition and its possible consequences on your academic performance, particularly at the reading and oral interpretation level, and in the understanding and production of written information, as well as in motor performance).
 - d) The documentary evidence, referred to in the previous paragraph, should be prepared by specialists in the respective fields (doctors, psychologists, speech therapists, or others appropriate to each specific case) and explain the type of disability, its severity, the degree of functionality and how the ENEE may be affected during their academic training, namely:
 - i. In the case of visual impairments, it should include assessment of acuity and visual field in each eye with the best correction;

- ii. In the case of hearing impairments, it should include evaluation of the hearing capacity in each ear with the best correction;
 - iii. In the case of motor disabilities, it must include itemized information about the affected limbs;
 - iv. In the case of organic disabilities, it should include information on the functional implications that these entail;
 - v. In the case of mental disorder, it should include information about the type of pathology, as well as the degree of impairment at the cognitive, emotional and social level in relation to adaptation to the surrounding context;
 - vi. In the case of specific learning difficulties such as dyslexia, dysorthography, dysgraphia, dyscalculia or others, you must include a report that discriminates the type and degree of impairment in reading, comprehension, calculation or writing.
2. The request for ENEEE support can be made at another time, if the particular needs are only identified or result from events subsequent to the beginning of the school year.
3. ENEEs of a permanent nature need to apply for the support contemplated in this Regulation and provide documentary evidence of their condition only once.
4. In the case of temporary ENEE, documentary evidence of its condition must be provided in the shortest possible period of time, implying the respective renewal in each school semester if the special educational need continues.
5. The applicant must present other documentation that he/she considers pertinent to the analysis of the process, namely the individual educational programme from which he/she has benefited, if applicable, during the frequency of the previous educational level, and declare any support that has been provided by other institutions.
6. The request and the documentary evidence referred to in this article will be sent to the NAS, within the scope of its competences and attributions described in article 64 of these Regulations, for analysis of the process.
7. The NAS, after analyzing the process of ENEE and issuing the respective opinion, following the support procedure, will submit the decision of the President of ESHTe, or to whom he delegates this competence.

Article 47th
Support to be provided

The support to be provided to the ENEEs consists in granting them:

- a) Special attendance and evaluation schemes;
- b) The use of technical aids/support products, being considered as such any product (including devices, equipment, instruments, technologies and software) especially produced and available to prevent, compensate, monitor, alleviate or neutralize any impediment, activity limitation and restriction in the participation in the learning process and in the full integration in academic, social and cultural life, subject to the existing means at ESHTe and budgetary availability, or provided by the beneficiary student.

Article 48th

Instruction of the request for use of technical aids/supportive products

1. Requests for the use of technical aids/supportive products are requested by interested students to the President of ESHTe, through the NAS.
2. The NAS prepares the process of allocation of technical aids/supportive products, which should include the following elements:
 - (a) designation of the technical aid(s)/support products;
 - b) type of use - temporary or definitive;
 - c) total cost, attaching three budgets from different entities.
3. In the instruction of the process mentioned in the previous number, the NAS must make reference, if applicable, to other assistance(s) that the student has benefited from.

Article 49th

Physical accessibility infrastructures

1. In the terms of the Decree-Law 163/2006, of August 8, that establishes the regime of technical norms of accessibility of buildings and public establishments to citizens with special needs, ESHTe must, in accordance with its financial availabilities, consider solutions that minimize or eliminate physical barriers to the accessibility of ENEE.
2. The reservation of two parking spaces should be ensured, in accordance with the Decree-Law 163/2006, of August 8.

Article 50th
Priority in customer service

1. Students with motor and sensory disabilities (visual) will have priority in the services of ESHTe, in accordance with the legislation in force.
2. ENEEs will have priority in the enrollment in shifts of practical or theoretical-practical classes.
3. The teacher of each CU should prioritize the availability of time in their office hours for personal assistance to the ENEE, whenever necessary.

Article 51th
Classrooms

1. The allocation of rooms and timetables shall take into consideration the particular needs of ENEEs.
2. ENEEs will have priority in the choice of a seat in the classroom that best suits their specific needs, and it is the responsibility of the teacher to ensure this measure.

Article 52th
Individualized attention

Teachers who have ENEE in their classes should, at their request, try to support them according to their specific characteristics, in the monitoring of teaching activities, including through the provision of hours of guidance and individualized tutorial support.

Article 53st
Information to teachers

At the beginning of each academic semester, and whenever necessary, the NAS will communicate (in writing) to the teachers responsible for the CU in which there are ENEE enrolled, the nature of the case and the inherent limitations, informing the course directors.

Article 54nd
Lesson Recording

1. Students who present limitations to class participation, namely those associated with difficulties in taking notes, will be granted the possibility to audio record the sessions for academic purposes only and as long as this is authorized by the teacher.
2. The teacher may request the ENEE to declare under oath that the recording referred to in the previous number and the respective transcription will be used exclusively by themselves and cannot be ceded to third parties for any purpose whatsoever.
3. Teachers who do not agree with the recording of their classes shall make available to ENEE, in a timely manner, the elements related to the contents of each class, in a medium suitable for the ENEE's needs, and may request the support of the NAS for this purpose.

Article 55rd
Evaluation criteria and methods

The criteria and methods of evaluation for ENEE are in articles 107, 109, 110 and 117 of this Regulation.

Article 56th
Competencies of the Social Work Department

1. The NAS is responsible for analyzing, welcoming and guiding the process of the ENEEs, in order to promote full integration into academic, social, sporting and cultural life, as well as successful performance in learning.
2. In accordance with the previous number, the NAS has the following competencies:
 - a) responsibility to centralize the information concerning the matters related to the ENEEs;
 - b) to carry out the surveying of needs related to these students
 - c) contribute to the definition of support strategies for the ENEEs, through the provision of the necessary elements for the good realization of the teaching and learning process of these students, according to the available means or under proposal of acquisition, both in what concerns support materials and in the provision of services;
 - d) Promote communication between students, teachers and services, and may also be consulted in matters that concern these students;
 - e) to disseminate the existing support in ESHTe and to provide the necessary information to the ENEEs
 - f) to promote and develop support actions for the teachers, in the framework and pursuit of the objectives of this Regulation, namely about methods and methodologies appropriate to the specific situations of each ENEE.

3. The NAS should articulate the actions with the other ESHTe bodies, namely by requesting guidance from:
 - a) Management Board, which will enable it to analyze and support cases not foreseen or that do not fit into the measures and solutions described in the previous chapters;
 - b) Pedagogical Council, in order to guarantee an evaluation process in accordance with the objectives and competences of the CU, safeguarding equal opportunities and the specific needs of these students
 - c) Course Director, in order to assess and share the NEE in presence and stipulate the support to be granted to adapt the teaching and learning process, as well as the systematic monitoring actions.
4. In the process of academic, social, sporting and cultural integration of ENEEs, the NAS should involve the Student Association and classmates.
5. The NAS shall receive from the DSA, as soon as possible, all information concerning the ENEEs who have applied for support under these Regulations.
6. NAS prepares technical-pedagogical opinions, defining the specialized support, the adequacy of the teaching and learning process, and the monitoring that the specificity of each student covered by this Regulation requires.
7. NAS presents, annually, until July 15, a technical report on the adaptation of the academic path of the ENEE covered by this Regulation.
8. For the development of the competences and actions referred to in this article, the NAS shall integrate a team composed of the following elements:
 - (a) Psychopedagogical support specialist (Coordinator of the team responsible for the ENEEs);
 - b) Teachers (tutors) responsible for the monitoring of learning and the academic, social, sporting and cultural integration of the ENEE, being appointed one for each ESHTe course where there are ENEE;
 - c) NAS administrative team.
9. The psycho-pedagogical support specialist will coordinate the team responsible for supporting the ENEEs and, according to his/her competences, will issue a technical report with a binding nature under the NAS.
10. The NAS administrative team will submit to ESHTe's President the technical report prepared by the coordination of the support to the ENEE.
11. The NAS, within the scope of its functions, should raise the awareness of the whole school community for the integration of the ENEE.

12. According to the previous numbers, NAS may request additional documentation, whenever it considers necessary to complete the ENEE's individual file or to prove the maintenance of the support contemplated in this Regulation.
13. The absence of the documentary evidence, referred to in the previous article, and of any complementary documentation, mentioned in this article, will imply the non-attribution of the support contemplated in this Regulation.
14. The functional performance of NAS should also contemplate the support to other ESHTE students, namely those who wish to abandon their studies or those who repeatedly fail to meet deadlines or those who show anxiety towards the teaching activities.

Article 57th
Priority in internship site assignment

In assigning internship sites, the needs imposed by the ENEE's constraints should be a criteria for priority and suitability.

SUBSECTION VIII - Student athlete (high performance and national teams)

Article 58th
Scope of Application

1. ESHTE students who, fulfilling the legally established conditions, are included in the register organized by IPDJ, are considered high performance sportsmen and sportswomen of the national teams.
2. The School's management bodies shall appoint a teacher to monitor the progress of these students' academic performance, detect any difficulties and propose measures to solve them.
3. It is up to the accompanying teacher, whenever deemed necessary, to propose the teaching of compensatory classes to students who benefit from the application of support measures for high performance athletes and national teams.

Article 59th
Attendance and Evaluation

The rules and procedures for attendance and evaluation for high performance sports students and national teams are in articles 90, 91, 93, 107, 109 and 110 of this Regulation.

SUBSECTION IX - ESHTE's student athlete

Article 60th Scope and Application

1. In order to encourage the involvement of students in sporting activities, ESHTE's student athletes are considered to be all those who practice individual and/or collective sporting activities in representation of the School, safeguarding an appropriate civic and ethical behavior.
2. The access to the benefits granted to ESHTE's student athletes, namely in the scope of attendance and evaluation, will depend on the sporting activities developed.
3. It is the responsibility of ESHTE's President to define the requirements for the School's student athletes to obtain the benefits referred to in the previous point.
4. The Presidency of ESHTE will appoint the person responsible for monitoring the participation in sports activities, which will have the task of informing the course directors and the DSA of the list of students who will enjoy this special scheme.

Article 61th Attendance and Evaluation

The rules and procedures for attendance and evaluation for ESHTE's student athletes are set out in articles 91, 93, 107 and 109 of these regulations.

SUBSECTION X - Student Firefighter

Article 62th Student Firefighter

1. A student fireman is understood to be anyone who is integrated, professionally or voluntarily, into a fire department.
2. Volunteer firefighters in the command and active teams, with at least two years of effective service, are entitled to reimbursement of tuition and registration fees for attending

public higher education, provided that they have passed the previous academic year, except in the case of starting a course.

3. 3. The descendants of firefighters who died, suffered an accident while on duty, or suffered an illness or permanent disability, contracted or aggravated while on duty or because of it, have the right to reimbursement of tuition fees and registration fees paid to attend public higher education. To this end, they must provide documentary evidence of their parent's status as a firefighter, as well as success in the previous school year, except in the case of the beginning of the respective course.
4. 4. The descendants of firefighters with at least 15 years of service are entitled to a refund of the registration fee paid to attend public higher education, provided that they are successful in the previous school year, except in the case of the beginning of the respective course..

Article 63st Evidence

The application of the student firefighter status is conditioned to the delivery to the Course Director and to the DSA of a statement issued by the fire department, or by the entity that owns the fire department, indicating the number of years of effective service.

Article 64nd Frequência e avaliação

The rules and procedures for attendance and assessment concerning the student firefighter are contained in articles 90, 91, 93, 107, 109 and 110 of these Regulations.

SUBSECTION XI - Military Student

Article 65rd Scope and Application

Under the terms of the legislation in force, ESHTe students who are performing military service in the Armed Forces under contract or voluntary service are covered by the special regime of attendance.

Article 66th
Evidence

For the purposes of recognition of the status of military student, a statement proving the regime of military service must be delivered to the Course Director and the DSA.

Article 67th
Attendance and Evaluation

The rules and procedures for attendance and evaluation for military students are in articles 90, 91, 93, 107, 109 and 110 of these Regulations.

TITLE II - REGIME OF THE STUDY CYCLES

CHAPTER I - Provisions common to all study cycles

SECTION I - Direction and management of the study cycles

Article 68th
Direction and management of the study cycles

1. ESHTe study cycles are directed and managed by a person in charge, who is responsible for ensuring the functions provided for in the pedagogical quality management system and other rules provided for in other regulations or in the School Statutes.
2. Are in charge of ESHTe's study cycles:
 - a) The Course Director, in 1st cycle courses (Bachelor's degrees);
 - b) The Course Scientific Committee (1st cycle);
 - c) The Course Pedagogical Committee (1st cycle);
 - d) The Executive Scientific Committee, in the 2nd cycle courses (masters' degrees);
 - e) The Consultative Commission (2nd cycle);
 - f) Pedagogic Commission (2nd cycle).
3. The Course Director is a faculty member elected by the Scientific-Technical Council, by means of a procedure defined in specific regulations, with a mandate of one academic year, which may be renewed for one or more periods of office.
4. The Scientific Committee comprises the Course Director, who presides over it, and the coordinators of the scientific areas of the course's CUs.

5. The Course Pedagogical Committee consists of the Course Director, who chairs it, the student delegates of the course classes, the coordinators of the scientific areas of the course's CUs, and the teacher and student representing the course on the Pedagogical Council. A CCE é composta por três membros efetivos e por um membro suplente do corpo docente da ESHTe, habilitados com o Grau de Doutor ou o Estatuto de Especialista, reconhecido nos termos de Decreto-Lei n.º 115/2013 de 7 de agosto, na redação do Decreto-Lei n.º 63/2016, de 13 de setembro, e cujo *Curriculum Vitæ* mostre a necessária adequabilidade científica.
6. The members of the CCE shall be appointed by the ESHTe's Presidency upon proposal by the Scientific-Technical Council, which shall open an electoral process for that purpose. This proposal shall also indicate which of those three members, mandatorily qualified, according to the law, with a PhD degree, shall act as Coordinator of the CCE.
7. The CCE Coordinator's term of office lasts for two academic years and may be renewed.
8. The Advisory Committee is composed of the members of the CCE of each 2nd cycle course and by another five to seven national or foreign academics or other personalities of recognized merit in the course's scientific domain, to be appointed by ESHTe's Presidency, after the CCE and the CTC have been heard.
9. The term of office of the Advisory Board has the duration of two academic years, renewable for an equal period, and may cease its functions with the inauguration of a new CCE, if the latter so deliberates.
10. The Advisory Committee is presided over by the CCE Coordinator and shall meet, in person or by other legal means, whenever deemed appropriate.
11. The Pedagogical Committee (2nd cycle) is composed by a Master student of each course and branch of ESHTe or in which ESHTe participates, in cases where these exist, and by an equal number of teachers.
12. The formation of the Pedagogical Commission is structured on the basis of an electoral process that takes place under the terms of its own regulation.
13. The mandate of the Pedagogical Commission has a one-year duration.
14. The Pedagogical Commission meets ordinarily twice a year, at the end of each academic semester, and extraordinarily whenever requested by its President or by a minimum of five of its members.

Article 69th
Competencies of Course Directors and CCEs

1. The Course Director is responsible for:

- a) Ensure the normal operation of the course;
- b) Represent the course before the management bodies of ESHTe;
- c) Contributing for the national and international promotion of the course, in articulation with the legally competent bodies of ESHTe;
- d) Propose to the ESHTe's President the numerus clausus and the rules for the admission to the course, after hearing the Scientific-Technical Council
- e) Prepare, in articulation with the coordinators of the scientific areas, the proposals for the alteration of the study plan of the course, to be submitted to the Scientific-Technical Council;
- f) Preparing the general or individual proposals for accreditation and crediting
- g) Promoting the articulation between the scientific areas of the course, contributing to its good functioning;
- h) Represent the course's Scientific Committee;
- i) Preside over the course's Pedagogical Committee;
- j) Annually prepare the cycle studies self-evaluation report and submit it to the Scientific-Technical Council and to the Pedagogical Council;
- k) Participating in the meetings of the Council for the Evaluation and Quality of ESHTe;
- l) When applicable, to chair the jury of the contests for admission of candidates to the study cycle
- m) To chair the jury of competences creditation of the respective course;
- n) Participating in the preparation of the school timetables for each academic semester;
- o) Exercise the other competences that are attributed to him/her in the present regulations or in others, or delegated by the ESHTe's President.

2. It is the responsibility of CCE:

- a) The current management of the master's course;
- b) Propose to the Presidency of ESHTe the distribution of teaching service appropriate to each academic year;
- c) Propose to the CTC, in accordance with the regulations in force, the appointment of dissertation, project work or professional internship supervisors and the approval of the respective reports and dissertations, taking into account their opinions on the viability of the work plans and information on their availability;
- d) Propose the constitution of juries in the context of the master's academic examinations, as well as in the context of project work, or internships and respective reports;
- e) Represent the master course in the appropriate instances;

- f) Formulate proposals to the Presidency of ESHE aiming at the improvements deemed appropriate, in the framework of its own activity or of the Consultative Commission of the master's degree.

Article 70th
Competencies of the Course Scientific Committee and the Master's Degree Advisory Committee

1. The competencies of the Course Scientific Committee (1st cycle) are:
 - a) Give its opinion on all matters for which it is consulted;
 - b) Cooperate in the preparation of proposals for *numerus clausus* and rules for admission to the course;
 - c) To collaborate in the preparation of proposals of alteration of the course syllabus to be submitted to the Scientific-Technical Council;
 - d) Taking part in the coordination of the course's curricula, ensuring their smooth operation
 - e) Cooperate in the coordination of the learning objectives of the various CU that contribute to the training objectives defined in the course;
 - f) Cooperate in the elaboration of the course's annual evaluation reports.
2. The Consultative Committee (masters) shall be responsible for pronouncing on all matters of a scientific and pedagogical nature that are relevant to the normal operation of the course and that are submitted to it by the CCE.

Article 71th
Competencies of the Pedagogical Commissions

1. The competencies of the Course Pedagogical Committee (1st cycle) are:
 - a) Give its position on all matters for which it is consulted;
 - b) Coordinate the methodologies of knowledge evaluation of the course's CU, ensuring that the teaching/learning objectives are met;
 - c) Serve as first instance in the resolution of conflicts of pedagogical nature that arise in the scope of the course or the class, without prejudice to the competences of the Pedagogical Council in this matter
 - d) Collaborate in the preparation of the course's annual evaluation reports
 - e) Cooperate in the tutoring activities of the respective course.

2. The Pedagogical Commission (2nd cycle) is responsible for the pedagogical monitoring of the courses' functioning, translated into the production of recommendations for improvement to be presented to the CCE.

Article 72th
Courses in association with other institutions

Whenever the study cycle is carried out in association with another Higher Education Institution (IES), national or foreign, the cooperation protocol that establishes it defines the terms under which it will take place, including the direction and management bodies, and their respective competencies.

Article 73st
Management of non-degree courses

Non-degree courses with study plans associated with ESHTE's bachelor's and master's degrees are managed, respectively, by the Course Director or the CCE.

SECTION II - The operation of the study cycles

ArtiCLE 74nd
Object

1. The operation of the study cycles includes the organization of the academic year, the regime of the study cycles, the teaching and learning process, and the assessment of students, in addition to other specific aspects with an impact on the quality of teaching and learning.
2. The school year is divided into two semesters, which also include periods of study, internship, evaluation and vacations.
3. Each semester, on a full-time basis, corresponds to a period of work (on the part of the students) of 750 to 840 hours that corresponds to 30 ECTS and is completed over a period of 18 to 20 weeks, in accordance with the provisions of article 5 of Decree Law 42/2005, of February 22.
4. The number of working hours on the part of the student includes all forms of work foreseen, i.e. contact hours, internship, projects, field work, study and evaluation.

Article 75rd
School Calendars

1. School calendar of 1st cycle courses:

- a) The school calendar is defined by the Pedagogical Council (CP) until the end of April of each year, for the subsequent academic year, and approved by the ESHTe Presidency;
- b) b) According to the Decree Law 42/2005, dated February 22, the school calendar should foresee 18 to 20 weeks of curricular work in each semester, of which 14 will be dedicated to contact activities;
- c) c) The beginning and end dates of academic semesters, the periods of internships and school breaks, as well as the periods of continuous assessment, exams and special season exams are included in the school calendar.

2. School calendar of 2nd cycle courses:

- a) The school calendars are defined by the respective CCE until the end of June, the beginning of May of the previous academic year, after the pronouncement of the statutorily competent pedagogical body, and approved by the ESHTe Presidency. In the case of joint courses, the school calendar in force in the IES that assumes the general coordination of the course will be followed, except in situations where the regulations of the course stipulate otherwise;
- b) The school calendar, according to Decree Law 42/2005, of February 22, shall foresee the duration of 18 to 20 weeks of curricular work in each semester, of which between 12 and 16 will be dedicated to contact activities, according to the specificity of each course. In the case of joint courses, the duration will be defined by the respective regulations;
- c) The beginning and end dates of the academic semesters, the teaching break periods, as well as the periods of continuous assessment, 1st season exams, 2nd season exams and special season exams are included in the school calendar. In the case of joint courses, these dates will be those identified by the school calendar in force in the IES that assumes the general coordination of the course, unless the course regulations stipulate otherwise.

Article 76th
Exams Calendar

1. It is the responsibility of the DSA to define the 1st cycle exam calendar, after the CP and the Course Directors' pronouncement, respecting the deadlines stipulated in the respective school calendar, and ensure its dissemination.
2. The examination calendars for 2nd cycle courses shall be defined by the CCE, after pronouncement by the statutorily competent pedagogical body, respecting the deadlines stipulated in the respective school calendars, and these committees shall be responsible for disseminating them. In the case of joint courses, the procedure dictated by the respective regulations shall be followed.

Article 77th
Operation of the study cycles

1. The study cycles can operate in a daytime or post-labor regime, or even in an e-learning/b-learning regime.
2. After-labor courses start at 6:00 p.m. on weekdays and may also operate on Saturdays.
3. In any of these regimes, the courses can work on a regular or intensive basis:
 - a) The regular regime is provided during each academic period of the school calendar;
 - b) The intensive regime is taught during a period less than each academic period of the school calendar, respecting, however, the total number of scheduled teaching hours;
 - c) The intensive regime applies if the nature of a CU requires it, or if the time constraints imposed by the collaboration of invited specialists also require it, or if the conditions established in specific protocols signed between ESHTÉ and other institutions so require.

Article 78th
Timetables

1. The preparation of the timetables and the planning of the occupation of the school campus classrooms for the operation of the courses are the responsibility, respectively, of the Timetables Committee, appointed annually by the ESHTÉ Presidency, and of the DSA.
2. The timetables should be made public until two weeks before the start of classes.
3. Only the compatibility between the timetables of the CU of the curricular year in which the student is enrolled will be ensured.

Article 79th
Teaching and learning activities

1. Learning is intended to foster student performance, through the development of knowledge, skills and competences and is processed, among others, in the following situations: collective teaching sessions (theoretical, practical and theoretical-practical), tutorial sessions, seminars, colloquiums, study visits, professional practice trips, field work, internships, projects, dissertation, laboratory work, autonomous work (individual and group) and assessment.
2. The teaching loads referring to the situations referred to in the previous point result from what is stipulated in the study plan, in the CU Sheet and/or in these Regulations.
3. 3. Each CU may be taught by one or more teachers.
4. 4. Compliance with the teaching load foreseen in the CU timetable shall be fully ensured, except for occasional adjustments essential to the smooth running of teaching activities, duly authorized by the Chairperson of ESHTe and with the approval of the Board of Governors.
5. 5. The CP shall pronounce on the pedagogical orientation and on the teaching and assessment methods of the CU, if deemed appropriate or when requested by students, Course Director, CAC or CCE, in accordance with the Functioning Regulations of the CP of ESHTe.

Article 80th
Curricular Unit Sheet

1. The FUC includes the elements related to the organization, planning and evaluation of the CU, according to the information approved by the competent boards and accredited by the Assessment and Accreditation Agency for Higher Education (A3ES).
2. Each FUC must contain the following elements, according to the model approved by the PC: identification of the CU, course, academic year, semester, ECTS, Scientific Area; name(s) of the lecturer(s), contacts, opening hours of the lecturer(s), responsible for the CU; learning objectives (knowledge, skills and competences to be developed by students); programmatic contents; demonstration of the consistency of the programmatic contents with the objectives of the CU; teaching methodologies (assessment included); demonstration of the consistency of the teaching methodologies with the learning objectives of the CU; and main bibliography.

3. For the CU common to both daytime and post-labor courses and to the different classes of the same course there should be only one FUC, in order to ensure that the objectives, syllabus, teaching and assessment methodologies and bibliography are the same, regardless of the lecturer(s) teaching them.
4. The teachers responsible for the CU should prepare the FUC in coordination with the CACs.
5. The FUC, after being validated by the CACs, should be made available to Course Directors, to the DSA and to students up to 8 days after the beginning of each academic semester.

Article 81th
Summary record

1. Teachers shall prepare for each teaching session a summary of the contents taught and/or the activities carried out with reference to the FUC.
2. The summaries referred to in the previous number must be filled out in the online Academic Services during the 48 hours following each teaching session, automatically becoming available for student consultation. In situations where it is not possible to record summaries under the terms mentioned above, namely in practical sessions outside the School, the teacher shall request support from the President's Secretariat.
3. The impossibility of registering the summary, under the terms of the previous number, namely due to delays, justified absences, absences with class replacement, supplementary class, among other situations, may be overcome by filling out the draft of Summary Registration and Control, which should be delivered to the President's Secretariat, after consulting the CAC.
4. An unregistered and unjustified summary implies the marking of an unjustified absence.

Article 82th
Involvement in the school activities

1. Involvement in school activities is a right and a duty of the students, and may be compulsory in certain situations foreseen in the evaluation methods described in the FUC.
2. In the CUs whose contact hours are predominantly practical or laboratory, in accordance with article 107, the compulsory attendance of 75% of the taught sessions must be ensured for students to be evaluated under continuous evaluation.
3. Exceptions to the previous point are students covered by special regimes: pregnant students, mothers and fathers with children under 5 years old, student workers, firefighters, high

performance sports students and national team and military students, in accordance with the legislation in force, which stipulates that these students cannot see their academic performance dependent on attending a minimum number of teaching sessions per CU. The student proves his situation in the DSA, which informs the Course Director or the CCE of the CUs to which the student is enrolled, so that this information is made available to the respective teachers.

4. The attendance and the involvement of students in all or some types of contact hours provided for in the FUC, namely theoretical sessions, theoretical-practical, practical, laboratory practice, professional practice trips, seminars and field work, should be used as one of the evaluation criteria of the CU, and it is up to the teacher responsible for this to stipulate and include in that sheet the corresponding weighting of the final evaluation.

Article 83st
Absences from classes and evaluation tests

1. For the purposes of recording student absences from class sessions, there will be a 10-minute tolerance. This delay cannot be recurrent, except in a justified situation accepted by the teacher. In the context of exams and evaluation tests, the tolerance cannot exceed 15 minutes, in accordance with article 115 of this Regulation.
2. The following situations are considered to be justifiable reasons for absence from teaching sessions or other scientific-pedagogical activities:
 - a) infectious-contagious disease, hospitalization or other evidenced incapacitating situations;
 - b) death of a spouse or unmarried partner, relative or kin up to the 2nd degree in a direct or collateral line;
 - c) fulfillment of duly proven legal obligations;
 - d) other situations that the teacher validates as acceptable.
3. For the purposes of paragraph a) of the previous number, the student may be absent with justification during the period when he/she is ill or hospitalized, as long as the impossibility of attending the teaching sessions is proven by a medical certificate.
4. Under paragraph b) of number 2 of this article, the student may be absent with justification
 - a) Five consecutive days for the death of a spouse not separated from people and goods, person living in a non-marital partnership or common economy, relative or kin in the 1st degree in the direct line;

- b) b) Two consecutive days for the death of another relative or relative in the direct line or in the 2nd degree of the collateral line.
5. The counting of the days indicated in the previous number may begin, at the student's option, on the day of the death, of the knowledge, or of the funeral ceremony.
 6. Student mothers and fathers whose children are under 5 years of age have the right to a special regime of absences, considered justified whenever duly proven, for prenatal consultations, childbirth, breastfeeding, illness and child care.
 7. Pregnant women, mothers and fathers have the right to a special regime of absences, considered justified, whenever duly proven, for prenatal consultations.
 8. Student mothers and fathers have special leave arrangements for providing assistance 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 for the entire period of any hospitalization.
 9. The justification of absences, under the terms of the previous paragraphs of this article, should be made in writing, accompanied by the respective supporting documents and addressed to the President of ESHTe, within a maximum of five working days after the end of the student's impediment, and delivered to the Course Director and the DSA or the President's Secretariat.
 10. Regardless of the presentation of the documents justifying the absence referred to in the previous number, the student must report the occurrence to the teachers of the CU and to the Course Director as soon as possible.
 11. Students who miss assessment elements, as long as the dispositions of the previous numbers of this article are met, have the right to request a new evaluation, and the teachers of the CU are responsible for scheduling new dates, taking into consideration the school calendar, the class schedules, and the availability of the teachers and students.
 12. Students who are associative leaders and those equivalent to them, as well as youth associative leaders, as referred to in number 5 of paragraph zzz) of article 3 of these regulations, have the right to have their absences from class excused when they are due to their attendance at:
 - a) meetings of the boards to which they belong, if these coincide with the school schedule;
 - b) acts of manifest associative interest.
 13. The permission of absences, for the purposes of the previous number, depends on the presentation to the course director of a document proving the attendance in any of the activities considered.

14. It is up to the Course Director to decide, within a maximum of 10 working days, counting from the delivery of the document provided above, on the reasons given for the purposes of permitting absences.
15. High performance students must deliver to the Course Director and the DSA a statement proving the period of preparation and participation in sporting competitions, issued by the Portuguese Institute of Sport and Youth (IPDJ), so that the teacher responsible for the course may take into account the respective absences.
16. When the period of preparation and participation of students in sporting competitions coincides with assessment tests, these tests shall be set on a date that does not conflict with their sporting activity, based on the declaration referred to in the previous article.
17. Student firefighters of professional, mixed or voluntary corps are granted the following rights:
 - a) Justification of absences from classes due to operational activities, when requested by the fire department commander;
 - b) To perform, on a date to be agreed with the teacher responsible for the curricular unit, the written or oral tests that they could not attend due to operational activities.
18. Military students benefit from the provisions contained in the legal statute for working students, safeguarding the specificities arising from military service foreseen in the legislation.
19. Military students who have not been granted leave to take exams under the terms of the law in force and who are unable to take the exams on the scheduled dates have the right to take them on another date, as long as they provide proof of this situation to the Course Director and the DSA, up to 3 working days after the impediment ceases to exist.
20. The absences given by the national team athletes during the period of preparation and competitive participation are justified through the delivery of a statement issued by IPDJ, at the request of the respective sports federation, without prejudice to the school consequences resulting therefrom.
21. ESHTe's student athletes have the right to justify their absences from classes, when motivated by attending sports activities, according to the stipulated in number 10 of the zzz) of article 3 of these regulations.
22. The justification of absences referred to in the previous number depends on the information issued by the person responsible for controlling participation in sporting activities, which should include the period of time to which the justification refers, as well as the CUs from whose classes the student has been absent.

Article 84nd
Substitute and Supplementary Classes

1. Whenever justified, substitute or supplementary teaching sessions may occur, whatever their typology, which must be requested to the President of ESHTÉ, through the Summaries Registration and Control document, after the respective CAC has given its opinion, according to the availability of time and classroom.
2. The scheduling of the teaching sessions referred to in the previous number is the responsibility of the teacher, with the prior agreement of the majority of the students of the respective class.
3. The teaching sessions referred to in this article must be summarized, but the supplementary classes cannot be subject to the students' attendance record.
4. The teaching of compensatory class sessions within the scope of the social support measures for student mothers and fathers set forth in numbers 6, 7, and 8 of article 91 of these Regulations depends on the presentation of a document demonstrating the coincidence of the teaching schedule with the fact that makes attendance impossible.
5. Student workers are entitled to compensatory or pedagogical support classes that are considered indispensable by ESHTÉ's bodies, according to the legislation in force.

Article 85rd
Student assistance

1. Students have the right to a weekly period of assistance from the lecturers of each CU, in individual or group sessions for groups of a few students, without a defined program, and which are intended for tutorial guidance, study guidance, monitoring of assignments and clarification of doubts of students about the syllabus, and should not be used to make up for absences from teaching sessions or lack of commitment on the part of students.
2. At the beginning of each semester, the lecturers should agree with the students the respective timetables for attendance, which will correspond to 25% of their weekly teaching load, registering them in the FUC.
3. The weekly attendance period extends to the study periods included in the school calendar, although it may be necessary to adjust the timetable.
4. Teachers should provide additional support to students covered by special arrangements, namely pregnant women, mothers and fathers with children under 5 years old, student workers, firefighters, high performance sports students and national team, military and

ENEE students, according to the legislation in force and the ESHTe ENEE Support Regulations.

SECTION III - Internship curricular unit

Article 86th Scope of Application

The present Regulation establishes the rules applicable to the Internship units of all the undergraduate and professional higher technical courses offered at ESHTe.

Article 87th Internship Aims

1. The curricular internships of the degrees taught at ESHTe have as fundamental aims to enable students to apply the knowledge acquired and contact with the specific professional reality associated with each course attended.
2. The following are also specific aims of the curricular internships:
 - a) To test the student/intern's interest in the profession and his/her availability to perform differentiated tasks;
 - b) To allow the student to affirm his/her capacity to adapt to new situations;
 - c) To allow ESHTe to maintain fruitful and lasting connections with public, private and associative entities of the tourism, transport, hotel, restaurant, food industry, tourist entertainment and leisure sectors, and to reinforce its position as a renowned training entity of future professionals.
3. The Curricular Internship is a complementary activity to the remaining academic work, and is always carried out according to the FUC and the Internship Calendar, previously prepared by ESHTe, by courses, curricular years and operational areas, articulated with the Host Entity (EA) of the intern.
4. Curricular internships for undergraduate courses are considered, for the purposes of transition and final classification of the course, as a semester course, and are integrated in the Scientific Area of Application Techniques and Technologies.
5. The FUC of each Internship course is prepared by the respective teacher(s), with the agreement of the CAC of Application Techniques and Technologies.

Article 88th
Recruiting and realization of internships

1. All ESHTe undergraduate students must complete internships in accordance with the study plan in force for the course they are attending.
2. The internships will have the following mandatory minimum duration of hours/weeks: 210 hours (approximately 5 weeks) in the DGH, GLAT, IT and PAR courses, and 320 hours (approximately 8 weeks) in the GT course.
3. There is the possibility of extracurricular internships for students regularly enrolled at ESHTe in the respective academic year.
4. Internship periods that extend beyond the timeframe foreseen in the respective curricular plan and that are not covered by the typology indicated in number three of this article shall be the sole responsibility of the student and the EA.
5. The placement can be arranged in one of the following ways, which are not cumulative:
 - a) by ESHTe, which is responsible for finding internships in Portugal, including the Autonomous Regions of Madeira and the Azores, for all undergraduate students;
 - b) b) by the student's own initiative, by filling out the form available on the official webpage of the Professional and Business Support Office (GAPE) of ESHTe. The CAC of Application Techniques and Technologies is responsible for the approval of the proposal.
6. The recruitment and completion of curricular or extracurricular internships outside the national territory always depend on the student's initiative, who will also be responsible for the mandatory activation of a personal accident and civil liability insurance, as well as the European Health Card (this one applicable in European Union territory).
7. In case of approval of the curricular internship in the proposed EA on its own initiative, the entity should confirm the acceptance of the trainee, by email or traditional mail, to the ESHTe's Professional and Business Support Office, until the 30th of April of each year.
8. Once the internship has been confirmed, the process is formalized by the delivery of the internship confirmation form, duly filled out by the EA and ESHTe, and a protocol should be signed between all parties involved (ESHTe, EA and the student).
9. The protocol referred to in the previous point should take into account the possibility of students having to come to ESHTe during the internship period in order to carry out assessments of other curricular units.

10. After the formalization of the internship process, the EA cannot be changed unilaterally by the student without the agreement of the CAC of Application Techniques and Technologies, under penalty of the internship not being considered at that moment of evaluation.
11. The internships arranged on their own initiative, but not formalized until the 15th of June of each year, will not be validated by ESHTe, and the student must re-enroll in the curricular unit.

Artigo 89.º
Período de realização de estágios

1. O período de realização de estágios curriculares é aprovado pelo CP, sob proposta do CAC de Técnicas e Tecnologias de Aplicação, e deve integrar o calendário escolar dos cursos de 1.º ciclo, aprovado para cada ano letivo.
2. Qualquer intenção de realização de um estágio curricular ou extracurricular fora do período previsto no calendário escolar deverá ser objeto de um requerimento, feito através do endereço oficial de correio eletrónico de estudante da ESHTe e dirigido ao CAC de Técnicas e Tecnologias de Aplicação, que emitirá um parecer sobre o deferimento/indeferimento do pedido, não podendo o período proposto colidir com o respetivo horário escolar do estudante.

Article 90th
Withdrawals or requests for cancellation of internships

Except in exceptional cases duly substantiated by any of the intervening parties in the internship process (ESHTe, EA or student), withdrawals or requests for cancellation of internships are the sole responsibility of the student.

Article 91th
Remuneration during the internship period

Internships carried out under the Internship CU within the scope of this Regulation are not remunerated. Any support of a remunerative nature or other equivalent (including

accommodation, transport or meals) are dependent on the choice of the EA and are their sole responsibility.

Article 92th
People responsible for the internship process

1. Intervenes in the internship process:

1.1. The CAC of Application Techniques and Technologies, with the following competencies:

- a) Coordinating the whole curricular internship framework team;
- b) Guiding and evaluating the internship process, according to previously defined criteria;
- c) Proposing, to the competent board, changes to the Regulations of the Internship Units of ESHTE's degree courses;
- d) Developing partnerships according to criteria defined by ESHTE's Presidency, namely relevance of the EA, remuneration and/or accommodation for the student, possible commitment of the student's work contract and other criteria considered strategic for ESHTE;
- e) Promote preparatory meetings with future trainees, aiming, namely, to:
 - i. Inform students about the standards of conduct that ESHTE expects students to observe during their internship period at EA, ensuring that both the student and ESHTE can pass on a personal and institutional image in accordance with the exacting standards that ESHTE seeks to meet;
 - ii. Establish the procedures to be adopted in case of deviations from the internship objectives and conditions
 - iii. Inform students about the internship calendar, as well as about the procedures to carry out in the registration, formalization and delivery of the Internship Reports.

1.2. The Course Directors, who are responsible for supporting the normal operation of the internship plan.

1.3. The Teachers of the Internship CU, who have the following attributions:

- a) Provide the list of their students in the Internship CU to GAPE's secretariat;
- b) Cooperate in guiding the normal operation of the internship process;
- c) Assist the student in the preparation of the Internship Plan;
- d) Cooperate in the supervision and monitoring of the internship, maintaining contact with the student and the internship tutor from EA;

- e) Promote tutoring, concerning the elaboration of the Internship Report (RE), when requested by the students;
- f) Assign a grade to the RE submitted by the students and enter the final mark of the internship CU;
- g) To elaborate the annual report of the internship CU activity, for the purpose of analysis and joint reflection with the CAC of Application Techniques and Technologies;
- h) Propose to the CAC of Application Techniques and Technologies the changes in the Regulation of the Training Course that it considers relevant.

1.4. The EA Tutor, who should be a person responsible for the area in which the internship takes place, with the following attributions:

- (a) To provide the trainee with a proper welcome at the internship entity;
- b) Set guidelines on the first day of the internship, together with the intern, for the preparation of an Internship Intention Plan integrating objectives and functions to be performed, as well as a schedule of internship activities;
- c) Approve the Internship Intention Plan prepared by the intern;
- d) Coordinate the activities to be developed by the trainee in EA, seeking to ensure compliance with the approved internship plan;
- e) Evaluate the trainee according to the criteria defined in the present Regulation.

1.5. The Professional and Business Support Office, which has the following attributions:

- a) To assist the Professors of the Internship CU;
- b) Performing the administrative tasks inherent to the internship process and respective follow-up;
- c) Assure the attendance of students in the Internship CU, within the schedules established for this purpose.

1.6. The student, in addition to the other responsibilities referred to throughout these Regulations, must:

- a) Inform himself/herself with the EA about any requirements he/she must comply with when presenting him/herself on the first day of the internship, namely about the time schedule to be practiced during the internship and the internal protocol rules of the entity, namely with regard to presentation and communication with internal and external users;
- b) Comply with the provisions of article 102 of the present Regulations regarding the preparation and delivery of the ER;

- c) Deliver the internship evaluation form, duly completed, signed and stamped by the EA, in a closed envelope, to the Business and Professional Support Office.

Article 93st
Organization of the internship process

1. Students regularly enrolled in the Internship CU shall formalize their application through an online form, or through a specific request, provided by GAPE, up to 20 working days after the Internships and Careers Forum. In addition to filling out the form, students must send to GAPE the CV in European format and the internship intention plan.
2. Each student will choose, on a binding basis, the type of internship he/she would like to do, as well as the national geographic area where he/she would like to do the internship.
3. Whenever justified, the applications of students that cannot be met under the terms required, namely due to the lack of vacancies for all in the same desired EA, will be ranked according to the following criteria:
 - a) The applicant has passed complete curricular years;
 - b) The applicant has passed more curricular units;
 - c) In both cases, the candidate has higher weighted averages.
2. The information concerning the internships must be communicated to the students up to 15 working days before their starting date.
3. Up to 5 working days before the beginning of the internship, GAPE must send to the tutor of the EA, via email, the documentation relating to the internship process, containing information about the framework of the trainee and accreditation with the Directorate of the EA where it will take place, as well as the evaluation form that the entity must complete under the terms of paragraph c) of point 1.4. of the previous article.
4. Up to 15 consecutive days before the beginning of the internship, students must inform themselves with the host unit for the purposes set out in point 1.6. of the previous article.

Article 94nd
Internship Report

The rules concerning the internship report are in article 118 of this Regulation.

Article 95rd
Evaluation of internships

The evaluation of the Internship course is described in article 118 of these regulations.

Article 96th
Exception provisions and omissions concerning the internship CU

Any exceptional situations or eventual omissions regarding the Internship CU will be solved by the President of ESHTe, after hearing the CAC of Application Techniques and Technologies, according to the general principles contained in this Regulation.

SECTION IV - Evaluation of student performance

Article 97th
General guidelines

1. Learning evaluation is the process by which the performance levels of students are assessed in relation to the expected learning outcomes, in coherence with the objectives of the CU and the teaching methodologies.
2. The evaluation is intended to test the knowledge, skills and competences developed by students, their critical thinking, their ability to enunciate and solve problems, as well as their command of written and oral expression.
3. It follows from the previous numbers that the evaluation process, although carried out by CU, must necessarily be articulated by semester, in order to:
 - a) balance the workload and effort rate requested of students;
 - b) allow students the choice of the evaluation system;
 - c) enable teachers to select the elements of assessment that best serve the objectives of the CU.
4. The articulation between 1st cycle CU is promoted by the Course Director, under the competences of the Course Scientific Committee, in which the CACs are represented. In the 2nd cycle the articulation between CU is promoted by the CCE of the master's degrees.
5. The learning assessment methodologies in each CU, applied at different moments distributed throughout the academic semester, may include reports, tests, mini-tests, critical essays or seminars, individual and/or group work (written, oral or experimental),

field work, practical problem solving, case studies or other tasks proposed and defined in the FUC, and should take into consideration:

- a) the characteristics of the study cycle;
 - b) the syllabus of the CU;
 - c) the teaching and learning methodologies adopted;
 - d) the means made available to students;
 - e) the learning outcomes in accordance with the objectives of the CU.
6. In evaluating student performance, teachers must safeguard impartiality.

Article 98th Evaluation Systems

1. The learning evaluation in the CU is organized in the following terms:
 - a) Continuous evaluation
 - b) Evaluation by 1st season exam (2nd cycle);
 - c) Evaluation by exam (1st cycle and 2nd season of the 2nd cycle);
 - d) Evaluation by special season exam - special arrangements;
 - e) Evaluation by special season exam - conclusion of studies;
 - f) Evaluation by classification improvement exam.
2. In the exams relative to paragraphs b), c), d), e) and f) there will be only one call, and there may be an oral test, in accordance with article 113 of these Regulations.
3. The evaluation of the ENEEs, considering their specificities, is regulated in article 117 of these regulations.
4. The evaluation of the Internship course, considering its specificities, is subject to regulation in article 118 of these regulations.

Article 99th Continuous Evaluation

1. Continuous evaluation is carried out in a permanent process of producing relevant information about the students' performance in the school activities carried out and is the responsibility of the teacher(s) of each CU.
2. Only students regularly enrolled in the respective CU in the academic year to which they relate will be admitted to evaluation. Students are considered to be in an irregular academic

situation when they are not listed in the academic record of the CU made available at the online Academic Services.

3. The evaluation referred to in this article must include at least two evaluation elements, in addition to the attendance records. Bearing in mind that the final mark is individual, the lecturer(s) must ensure that it is deducted from the student's individual effort in the presence of the lecturer, by a minimum of 50%.
4. In the master's CUs, the assessment shall respect the percentage referred to in number 3 of this article, although the face-to-face commitment of the students may be waived, considering the particularities of the respective courses and CUs.
5. In the CUs whose contact hours are predominantly practical or laboratory, in accordance with article 90 of these regulations, attendance at 75% of the taught sessions must be ensured for students to be assessed under the regime of this article, taking into account the exceptions referred to in number 3 of article 90.
6. Mothers and fathers students whose children are under 5 years of age have the right to change the dates for submission or delivery of assignments and tests whenever it is impossible to meet the established deadlines or to attend tests due to prenatal appointments, childbirth, breastfeeding, illness, and childcare, with due justification provided at the appropriate time.
7. Working student, under their respective statute, have priority in the choice of shifts in the CU, whenever applicable.
8. Student union leaders and those equivalent to them referred to in number 5 of article 3, paragraph zzz) of these regulations have the right to postpone the presentation or delivery of assignments and to take tests at a later date whenever it is impossible to comply with the established deadlines or to attend the tests due to the activities developed in their respective functions.
9. The young student association leader enjoys the following rights:
 - a) Postpone the presentation of written assignments and reports, and must agree on the rescheduling of the evaluation with the responsible of the CU;
 - b) Perform, on a date to be agreed with the teacher, the written tests that he/she could not attend due to unavoidable associative activities.
10. For the purposes of the provisions of paragraph b) of the previous number, the student who is an associative leader must, within forty-eight hours from the moment he or she becomes aware of the associative activity, hand in a document proving it.

11. High performance sports students and national team athletes should be offered the school schedule and attendance regime that best suits their sports preparation.
12. Under the terms of the previous number, students may be allowed to attend lessons in different classes of the same course.
13. ESHTe student athletes who miss the evaluation tests due to participation in sporting activities representing the School should be rescheduled for a new evaluation date.
14. The continuous evaluation of the 1st cycle courses should be completed by the end of the teaching period considered in the school calendar. Any exception to this rule, given the specificity of the CU, can only occur if there is an agreement between all students in continuous evaluation and the teacher(s), with the approval of the Course Director, and that study time for exams is safeguarded.
15. The final marks for continuous evaluation must be posted in the online Academic Services and sent digitally (with qualified digital signature/Citizen Card) or delivered to the DSA, duly signed by the teacher, at the end of each semester, until 5 working days before the exam date.

Article 100th
Evaluation by examination of 1st season (2nd cycle)

1. In the 2nd cycle courses there is an evaluation by 1st season exam, to be held after the end of the teaching sessions, preferably coinciding with the end of the continuous evaluation of the CU.
2. 2nd cycle 1st season examination schedules are stipulated by the respective CCE, according to article 84 of these Regulations.
3. In the case of joint courses, numbers 1 and 2 will depend on what is stipulated by the respective regulations.
4. Only students in a valid academic situation may be evaluated. Students are considered to be in an irregular academic situation when they are not listed in the CU record available at the online Academic Services.
5. All students who do not pass the continuous evaluation have access to the evaluation by examination, upon registration and payment of the respective fee.
6. The exams of the 1st season of the 2nd cycle must coincide with the last moment of continuous assessment, and teachers are responsible for informing the DSA which students are covered by this season.

7. The assessment by 1st season exam is the responsibility of the teacher(s) of each CU and consists of an individual test in which the students are asked to respond to a statement, which may consist of a written document, an oral test, practical tests or laboratory tests. In the case of joint courses, the stipulations of this number will depend on what has been defined by the respective regulations.
8. The exams mentioned in this article will have a maximum duration of 2h30m (including a 30 minute grace period), except for the ENEE, according to article 117 of these regulations, and for the CUs with a practical and/or laboratorial component, which will have a maximum duration of 3 hours, and will typically cover the entire content of the CU.
9. The final marks of continuous assessment/exam of the 1st season of the 2nd cycle must be posted online in the Academic Services and delivered to the DSA, accompanied by the respective exams in the case of the 1st season of the 2nd cycle, duly signed by the teacher, at the end of each semester, until 5 working days before the date of the 2nd season exam.

Article 101th
Evaluation by examination (1st cycle and 2nd season of the 2nd cycle)

1. All students who have not passed the continuous evaluation of the semester in progress, in the 1st cycle courses, or the continuous evaluation/exam of the 1st season, in the 2nd cycle courses, have access to the evaluation by examination, upon registration and payment of the respective fee.
2. Only students who are regularly registered up to 2 days before the exam will be admitted for evaluation by examination. Students are considered to be in an irregular academic situation when they are not listed in the evaluation table made available at the online Academic Services.
3. There is no limit on the number of exams that can be taken.
4. The exam evaluation is the responsibility of the CU teacher(s) and consists of an individual test in which students are asked to answer a question, consisting of a written component and possibly also an oral component (according to article 113) or a practical component and/or laboratory (according to article 114)..
5. The exams mentioned in this article will have a maximum duration of 2h30m (including a 30 minute grace period), except for the ENEE, according to article 117 of these regulations, and for the CUs with a practical and/or laboratorial component, which will have a maximum duration of 3 hours, and will typically focus on the entire content of the CU.

6. The exam period in the 1st cycle takes place after the end of the continuous evaluation and after the period for study. In the 2nd cycle, the 2nd exam season takes place after the end of the continuous evaluation, which preferably coincides with the 1st season exam.
7. The 1st cycle exam schedule is scheduled by the DSA and the 2nd cycle exam schedules are stipulated by the respective CCE, according to article 84 of these Regulations.
8. The final marks by examination must be entered in the online Academic Services and delivered, along with the respective exams, to the DSA, duly signed by the teacher, under the following terms:
 - a) 1st semester examination period until 10 working days after the written examination;
 - b) 2nd semester examination period until 5 working days before the date of the special season examination - special regimens.

Article 102th
Evaluation by special season exam - special regimens

1. The evaluation by special season exam - special regimes is only available to students covered by these regimes: pregnant women, mothers and fathers with children up to 5 years old, student workers, firefighters, high performance sports students and national teams, military and ENEE, according to the legislation in place and the Regulation of Support to Students with Educational Needs of ESHTe, in the respective academic year, through registration and payment of the respective fee.
2. The working student who acquires the status in the 2nd semester of the academic year is entitled to take the exam in the special season - special regime only to the CU of this semester.
3. The student leader of a higher education student association has the right to request up to five exams each academic year in addition to the exams in the normal and special seasons already established in the legislation in effect, with a maximum limit of two per CU.
4. Student firemen of professional, mixed or volunteer corps, with at least two years of effective service, are also granted the right to request up to five exams each academic year in addition to the exams in the normal and special seasons already established in the legislation in force, with a maximum limit of two per CU.
5. Whenever the knowledge evaluation tests of student athletes who regularly participate in national teams clash with the period of participation in the respective sports competitions, special evaluation periods should be established. This period may be extended to the

preparation prior to the competition, under proposal of the respective sports federation to ESHTÉ.

6. The establishment of special seasons, according to the previous point, should be requested by the student, who, to this end, should submit a statement proving his participation in sports, issued by the IPDJ, upon request of the respective sports federation.
7. The assessment by special season exam - special arrangements is only for students who have failed or have not been assessed, and under no circumstances can it be used to improve the grade.
8. Students who wish to take, in exceptional situations, the exams considered in this article and who do not have the respective status, should request, with justification, to the ESHTÉ President for access to them, which, if authorized, will be subject to scheduling by the DSA.
9. Registration for special season exams - special arrangements should be made up to 2 working days before the exam, according to the school calendars of 1st and 2nd cycles.
10. There is no registration limit on the number of exams to be held in the special season - special arrangements.
11. Only students regularly enrolled in the academic year will be admitted to assessment by special season exam - special regime, i.e., when they are listed in the schedule of the CU made available in the online Academic Services.
12. The assessment by special season exam - special regime is the responsibility of the teacher(s) of the course and consists of an individual test in which students are required to answer a question, consisting of a written component and eventually also an oral component (according to article 113) or a practical component and/or laboratory (according to article 114).
13. The exams mentioned in the previous number will have a maximum duration of 2h30m (including a 30 minute grace period), except for the ENEE, according to article 117 of these regulations, and for the CUs with a practical and/or laboratorial component, which will have a maximum duration of 3 hours, and will typically focus on the entire content of the CU.
14. The calendar of special season exams - 1st cycle special regime is scheduled by the DSA and the calendars of special season exams - 2nd cycle special regime are stipulated by the respective CCEs, in accordance with article 84 of these Regulations.
15. The final marks for the special season exam - special regime exams must be posted online in the Academic Services and delivered to the DSA, accompanied by the respective exams and duly signed by the teacher, within 10 working days after the written exam.

Article 103st
Evaluation by special season exam - conclusion of studies

1. The evaluation by special season exam - conclusion of studies is intended only for students who lack success in up to 2 CU (full-time students) or 1 CU (part-time students) to conclude the respective course (or cycle).
2. The special season exams - 1st cycle course conclusion will take place in November, according to the respective calendar, upon written request addressed to ESHTÉ's President, to be delivered until the end of October.
3. The special season exams - end of course of the 2nd cycle take place in July, upon written request addressed to the President of ESHTÉ, to be delivered after the announcement of the exam grades, in accordance with the respective calendars.
4. The assessment by special season exam - end of course is the responsibility of the teacher(s) of the course and consists of an individual test in which students are asked to respond to a statement, consisting of a written component and possibly an oral component (according to article 113) or a practical component and/or laboratory (according to article 114).
5. The exams mentioned in the previous number will have a maximum duration of 2h30m (including a 30 minute grace period), except for the ENEE, according to article 117 of these regulations, and for the CU with a practical and/or laboratorial component, which will have a maximum duration of 3 hours, and will typically cover all the contents of the CU.
6. Registrations must be made within the deadlines set by the DSA when the application is accepted, upon payment of the respective fee.
7. The final evaluation scores for special season exams - course completion should be posted on the Academic Services online and delivered to the DSA, accompanied by the respective exams and duly signed by the teacher, within 10 working days after the written exam.

Article 104nd
Evaluation by grade improvement

1. The evaluation by grade improvement examination in a CU is intended exclusively for students who have passed it, under the following terms:
 - a) the student who succeeds in the continuous evaluation has access to the improvement of classification in the examination period;
 - b) the student who succeeds in the evaluation by examination has access to the improvement of classification in any subsequent evaluation by examination;

- c) The possibility of taking an examination to improve the classification expires when the student requests the issuance of the Course Completion Certificate, or when the respective school year officially ends, except for the situations foreseen in line b) of number 1 of this article and in line b) of number 14 of article 118.
2. Students evaluated by special season exams (special regimes and graduation) cannot improve their classification.
 3. It is not possible to improve the classification of the final work of master's degrees (dissertation, project work or internship report of a professional nature).
 4. The student is only entitled to one evaluation opportunity per exam to improve the classification in each CU and, in case of obtaining a classification lower than the one obtained previously, the previous classification will be maintained.
 5. A student who requests evaluation by an examination to improve the level in a CU, but does not take the exam, will not be allowed to request a new exam for that CU.
 6. Only students who are regularly registered up to 2 days before the exam will be admitted to the evaluation by examination for improvement of grades, upon payment of the respective non-refundable fee, regardless of the grade obtained. Students are considered to be in an irregular academic situation when they are not listed in the schedule of the CU made available in the online Academic Services.
 7. Students are not allowed to take exams to improve their grades of the CUs they have been credited with.
 8. The improvement exams focus on the syllabus for the academic year in which they are held.
 9. It consists of an individual test in which students are asked to answer a question. It consists of a written component, and possibly an oral component (according to article 113) or a practical and/or laboratorial component (according to article 114).
 10. The exams mentioned in this article will have a maximum duration of 2h30m (including a 30 minute grace period), except for the ENEE, according to article 117 of these regulations, and for the CUs with a practical and/or laboratorial component, which will have a maximum duration of 3 hours, and will typically cover the entire content of the CU.
 11. The final marks for improvement assessment must be posted in the online Academic Services and delivered to the DSA, accompanied by the respective exams and duly signed by the teacher, under the following terms:
 - a) Improvement of 1st semester classification - until 10 working days after the written exam;
 - b) Improvement of the 2nd semester classification - until 5 working days before the date of the special season exam - special regimens.

Article 105rd
Evaluation by oral exams

1. In the Foreign Languages CU, the evaluation in the systems defined in articles 107, 109, 110, 111 and 112 of these Regulations will include, compulsory and complementarily, oral tests for all students, except if the mark obtained in the written test is lower than 8 points.
2. In the remaining 1st cycle CU it is the responsibility of the CACs, in conjunction with the respective teachers, to indicate those in which there will be oral examinations under the regimes defined in articles 107, 109, 110, 111 and 112 of these Regulations, safeguarding the provisions of article 117 regarding ENEE. The FUC must state whether an oral exam can or cannot take place.
3. The admission to the oral exam in the Foreign Languages CU and in the CUs indicated by the CACs is subject to a minimum classification equal to or higher than 8 points in the written exam.
4. The final approval for the CU that are subject to evaluation by written and oral tests depends on the minimum classification equal to or higher than 8 points in each of these evaluation components, and provided that the arithmetic average of both classifications obtained is equal to or higher than 10 points.
5. The individual oral exams have a maximum duration of 45 minutes and can only take place with the presence of a minimum of two teachers, preferably from the same scientific area, one of them should be the person responsible for the UC and the other, if necessary, should be indicated by the CAC, in the 1st cycle, or by the CCE, in the 2nd cycle.
6. The date of the oral exam will be scheduled directly on the evaluation table by the teacher of the course, after consulting the DSA on room availability, and before sending or delivering the evaluation table to these Services for dissemination, under the terms of the following number.
7. The date and room of the oral exam must be entered in the online agenda of the Academic Services and made public at least 2 working days in advance.

Article 106th
Evaluation by practical tests

1. The evaluation in the systems defined in articles 107, 109, 110, 111 and 112 of these regulations will include, in the CU that will be stipulated annually by the ESHTE's Chairperson,

after the CTC's pronouncement, compulsory and complementary practical and/or laboratorial tests to all students.

2. The final approval for the CU stipulated according to the previous number depends on a minimum classification equal to or higher than 8 points in each of the assessment components (practical/laboratorial or theoretical), safeguarding the provisions of number 2 of article 119 of these regulations. In the event of non-compliance (a mark below 8), the final mark will be awarded for the component with the lowest score.
3. The evaluation of the two components (practical and/or laboratorial test and theoretical test) will have a maximum duration of 3 hours and will be carried out, preferably, on the same day or on the following day.
4. When preparing the schedule of exams for the CU referred in point 1, the DSA must make the respective scheduling, considering a timetable that also allows the scheduling of practical exams, as defined in point 3. The scheduling of practical exams will be made by the CU teacher, depending on the number of students enrolled. Students must check with the teacher about the practical exam schedule.
5. The final mark in the CU referred to in the previous numbers in this article is determined by the weighted average of the marks obtained in the written and practical/laboratorial tests.
6. The weighting referred to in the previous number will be defined in the FUC and cannot exceed 65% for one of the components.

Article 107th **Conducting tests and exams**

1. At least one teacher of the course unit must be present during tests and exams and is responsible for ensuring the normal course of the evaluation.
2. Rooms where there is no CU teacher shall be visited regularly by a teacher of the same during the exam.
3. The duration of any written exam shall not exceed 3 hours, including any tolerance.
4. The maximum duration foreseen in the previous numbers can only be exceeded in the case of ENEEs, according to article 117 of these regulations, or in exceptional cases duly authorized by the CAC, after hearing the respective CP.
5. Students may report to the room for a test or examination with a maximum delay of 15 minutes, but will have no benefit of extra time for completion.
6. During the test, students are forbidden to communicate in any way that directly or indirectly allows them to obtain or collect information about the content of the test. The teachers of

each CU must inform students of any possible elements of consultation and/or the use of authorized equipment during the test or examination.

7. The text of the written tests must indicate the maximum time for the test or examination and the marks assigned to the questions.
8. At the beginning of the assessment by test or examination the teacher may ask students to present their student card or other valid identification with photograph to confirm their identity. Any student who refuses to provide the requested identification will be refused assessment.
9. When taking written tests and exams students must use official ESHTe answer sheets, except when the teacher(s) request the answers in the text.

Article 108th Withdrawal from tests and examinations

1. The student may withdraw from a test or an examination, and must communicate his/her withdrawal at any time by written statement on the test or examination paper itself.
2. A student who withdraws from a test or written examination may only leave the room after express authorization from the teacher and not before 30 minutes have elapsed since the beginning of the test or examination.
3. The withdrawal from a test or written exam will be considered, for all purposes, a failure.

Article 109th ENEE Evaluation

1. ENEEs shall be given the possibility of being assessed in ways and under conditions appropriate to their situation.
2. The forms and conditions of assessment shall be established by the teacher(s) of each CU, after hearing the ENEE's opinion, and with the advice of the Social Action Unit (NAS) and the Course Director, if necessary.
3. The alternatives to be considered in the evaluation process of the ENEEs should focus on the form and method of assessment, so as not to distort the measurement of student performance levels in relation to the expected learning outcomes, consistent with the objectives of the CU and the teaching methodologies.
4. In accordance with the specific needs of ENEE, written assessment may be complemented, or even replaced, by oral assessment, in accordance with the previous numbers of this article.

5. The evaluation process should be communicated to ENEE by the teacher responsible for the CU and consider the following possibilities:
 - a) Extension of deadlines for work delivery, under the terms defined by the teacher, in situations where the specific constraints of the students so recommend;
 - b) Adding a period of 30 minutes for each hour of written assessment, for students whose disabilities imply a greater delay in reading and/or writing;
 - c) The teacher must adapt the statements and other documents inherent to the evaluation process of the student with SEN (amplification, audio, computer or other) and the answers may be obtained in various non-conventional ways (orally, audio, computer or other);
 - d) During the assessment, the teaching staff may provide special support to the ENEE, namely regarding the consultation of support materials appropriate to the assessment process, in accordance with no. 2 of this article;
 - e) Whenever justified, the student with NEE may carry out the assessment at the same time, but in a separate location from the other students and accompanied by another teacher, or on another date previously agreed upon, respecting the scheduled class and examination periods.
6. The form and condition of the ENEE assessment, including the special conditions mentioned in numbers 4 and 5 of this article, shall be proposed by the teacher of each CU concerned, in articulation with the NAS, the targeted students, the Course Director, the CAC and, if necessary, the PCC.
7. The ENEE, in addition to the continuous assessment and examination periods, may access the special examination period, with mandatory registration within the deadlines stipulated in these Regulations, as with other students in the special regime.

Article 110th
Evaluation of the internship CU

1. The student must prepare a Internship Report (RE), with a minimum of 10 pages and a maximum of 20 pages, excluding pre-textual and post-textual elements, and which should include, among others, the following aspects:
 - a) Presentation and characterization of the Reception Entity (HE) and its geographical area;
 - b) The Internship Intent Plan prepared;
 - c) The activities developed;

- d) Knowledge acquired;
 - e) The support received by the HE;
 - f) A duly substantiated critical perspective on the work processes of the host unit, as well as a proposal for optimizing these processes, when applicable;
 - g) The relationship between the duties performed and the syllabus taught at ESHTE;
 - h) A general balance of the fulfillment of the Internship Intent Plan.
2. The ER shall be submitted no later than 15 calendar days after the end of the internship period, as per the calendar approved annually by the School's President.
 3. If there is an optional extension of the internship period, the report must be submitted within 15 consecutive days after the end of this extension or the 12th week of the internship if the extension is beyond this period.
 4. Failure to submit the RE in the corresponding evaluation period implies failure in the Internship course.
 5. The assessment calendar of the Internship course, which includes the dates of delivery of the report/grading of the EA and the dates of the launching of the classification for the different periods (1st period only for finalists, continuous assessment, examination period/improvement of classification, working student period and special period - end of course), is defined by the CAC of Application Techniques and Technologies, after the pronouncement of the PC.
 6. The evaluation of the Internship UC results from the set of information gathered, cumulatively, from the evaluation of the EA and the RE.
 7. In the EA, the tutor will evaluate the trainee on a scale of 0 to 20 points, resulting from the arithmetic mean of the following criteria:
 - a) Punctuality and attendance (A), taking into account the trainee's sense of responsibility as regards compliance with the established timetable;
 - b) Personal attitude (B), taking into account the ability shown by the trainee to adapt his personal attitude to the recommendations and standards of conduct established by EA;
 - c) Collaborative spirit (C), taking into account the ability shown by the trainee to cooperate with other employees of EA in carrying out the tasks assigned to him;
 - d) Sense of collective responsibility (D), according to the ability of the trainee to maintain an appropriate behavioural posture, both in internal contact and in contact outside the host unit;
 - e) Ability to use acquired knowledge (E), taking into account the ability of the trainee to correctly interpret the requirements of the tasks of the internship and the ability to

- apply the knowledge he demonstrates he possesses, in a rigorous and appropriate manner;
- f) Autonomy and initiative (F), as measured by the ability of the trainee to take decisions in the event of any blockage in the normal course of the task or in the event of any unforeseen event that makes it impossible to adopt the solution usually adopted in similar situations;
 - g) Ability to adapt to new situations (G), assessed by the ability of the trainee to respond appropriately to new situations or tasks, while maintaining the same quality in their execution.
8. The teacher of the Internship CU will evaluate the RE, assigning a classification on a scale from 0 to 20 points, taking into account compliance with the content of number 1 of this article.
 9. The final mark of the Internship Course (CF) is the result of the following calculation formula, considering that the EA corresponds to 60% and the RE corresponds to 40%: $CF = (EA) \times 0,6 + (RE) \times 0,4$.
 10. To succeed in the Internship course, both components (EA and RE) must have an individual classification equal to or greater than 10 points.
 11. In the absence of a timely evaluation of the EA, the final classification of the course will be the RE classification, as long as the student proves the effective completion of the internship. If the student is unable to prove the effective completion of the internship in time, he/she will have to do so at the next assessment moment of the academic year in which he/she is enrolled. If, even so, the student cannot prove the effective completion of the internship, he will fail the Internship course and will have to restart the whole process in the following school year.
 12. If the mechanism provided for in the previous number is applied and, subsequently, the evaluation of the EA is delivered to ESHTe, this situation will result in the rectification of the final classification assigned to the student in the Internship Course, provided that it occurs prior to the request for issuance of the certificate of approval contained in the academic record or the Certificate of Course Completion.
 13. If the mark obtained in the RE component is less than 10 points, the student may be reassessed in the same year, by reformulating the RE, through registration in the exam, or perform in the following year a new internship and assessment in the components AE and RE, through registration in the respective UC.

14. If the grade obtained in the RE component is equal or higher than 10, the student may submit to evaluation for grade improvement in one of the following options:
 - a) in the same year - reformulation of the SR, through registration in the improvement season;
 - b) in the following year - reformulation of the RE, through enrollment in the improvement season, or completion of a new internship and assessment in the components of EE and RE, through enrollment in a new school year.
15. In addition to the provisions of the previous number, access to the improvement season is regulated by the provisions of article 112 of these Regulations.
16. In the Internship course of the 3rd year of the 1st cycle curricular plans, in addition to the assessment periods provided for in articles 107, 109, 110, 111 and 112 of these regulations, there is also a 1st period in July, for the anticipated conclusion of the course and possible entry into the labor market and / or further studies.

Article 111th
Classification of curricular units

1. All students who complete a CU will be assigned an individual classification expressed on a scale of 0 to 20 points, after rounding to the nearest whole number, by excess when the decimal is equal to or greater than 5.
2. Approval in each CU depends on obtaining a final mark of 10 or more.
3. The mark of the teaching component of the 2nd cycle courses is calculated by the weighted average of the marks obtained according to the ECTS set for the CU that compose it.
4. The final mark of the teaching component of the study cycle is expressed within the interval 10-20 of the whole numerical scale from 0 to 20, as well as in its equivalent in the European Scale of Comparability of Grades.
5. In addition to the final mark of the CU, available in the online Academic Services, students should be informed by the teacher of the marks obtained in the different assessment elements and their respective weights.
6. Students who have not completed all compulsory components of the assessment process of the CU will be considered non-assessed. If the student has attended the set of tests that would have allowed him/her to pass the CU, but obtains a final mark of less than 10 points, or does not achieve the minimum classification in the components of the assessment that require it, he/she shall be considered to have failed.

7. The student's grades, after being considered definitive in the online Academic Services, can only be changed upon request by the teacher of the CU and authorization by the ESHTe's President.

Article 112th

Teachers non-attendance at evaluation moments

1. A teacher who is unable to attend an evaluation element shall ensure that it is carried out by substituting another teacher from the same scientific area.
2. In case of difficulty in substitution, the CAC shall arrange for the replacement of the teacher unable to attend an evaluation component.

Article 113st

Clarifications regarding the continuous assessment

1. After the announcement of the classification of each element of continuous assessment, students may ask the teacher(s), within the following 3 working days, for clarifications regarding the assessment to which they were subjected.
2. The teacher(s) must inform, to students who so request, the assessment criteria and the marks obtained, allowing access to the elements of assessment carried out, in order to clarify the student's performance in person.

Article 114nd

Review of Examination Test

1. Students who wish to have their written exams reviewed may request it from the School's President, up to 5 working days after the official announcement of the respective classification, upon payment of a fee, which will be returned to the student if he/she obtains a more favorable classification.
2. The request mentioned in the previous number must include a copy of the written test subject to review, made available by the DSA, and the respective justification.
3. The lack of justification for the request for review of the examination paper will imply the rejection of the request.

4. The revision of an exam, in the 1st cycle, will be performed by a jury composed by the teacher of the CU, by another teacher of the scientific area and by the respective CAC, who will be the president.
5. The re-examination of an exam, in the 2nd cycle, will be performed by a jury composed of the teacher of the CU, by another teacher of the master's degree and by a member of the CCE, who will chair it.
6. It is the examining board's responsibility to re-evaluate the exam, according to the assessment criteria established by the teacher of the UC, which must be in line with the assessment of student performance levels, in relation to the expected learning outcomes, and in coherence with the UC objectives and teaching methodologies.
7. The deadline for the jury to review and decide on the revision of the exam is 10 consecutive days.
8. The classification attributed by the jury will be detailed in the act and communicated to the student by the DSA, within 3 working days from the date of receipt of the communication by the jury.
9. The exam classification assigned by the examining board may be higher, equal, or lower than that previously obtained by the student.
10. There will be no revision of the exam in relation to final grades as long as these result from the averages of grades that were not subject to revision at the appropriate time.

Article 115rd
Code of Practice

1. Any student behavior that results in actions or attempts to use, obtain or transfer information, opinions or data, namely through books, notes or other written, electronic, oral or gestural means, during the performance of the assessment elements, is considered fraud or plagiarism.
2. The following are also considered as fraud or plagiarism:
 - a) The simulation of the student's personal identity;
 - b) The submission of work for assessment that, in whole or in part, is not original or of the exclusive and individual intellectual authorship of the student being assessed, or that does not adequately reference the authors of the text mentioned;
 - c) The submission of work in a certain CU, which has been, or will be, assessed in other CU(s), except in the case where the respective teacher(s) authorize(s) it (them),

which may be justified by the assessment of specific skills of the various CU in an articulated and objective manner.

3. Fraud or plagiarism, as well as the possession of elements that may distort the assessment results, violating the basic principle of academic honesty, will lead to the cancellation of the assessment element and the grade assigned to the respective CU, even when detected at a later time.
4. In serious situations of fraud or plagiarism, the teacher shall, within 2 working days, report the occurrence to ESHTE's President for the purposes of disciplinary procedure.
5. The student target of an occurrence communication mentioned in the previous numbers shall have the right to contradictory exercise.
6. Under no circumstances may the assessment be carried out by the student's spouse, unmarried partner, relative or kin, in the direct line or up to the 4th degree of the collateral line.
7. The teacher who finds himself/herself in any of the situations referred to in the previous number shall, as soon as he/she becomes aware of it, declare to the Chair of the ESHTE, in writing, the existence of the incompatibility.

Article 116th
Transition of curricular year

1. In the study cycles that confer the degree of licenciado, the transition from one curricular year to another depends on the successful completion of at least 45 ECTS of the 60 foreseen per curricular year (not cumulative from year to year), excluding the Internship UC referring to the academic year in which the student is enrolled, provided that it is for the first time. Transition is carried out according to the following table:

Transition of curricular year		
From	To	Minimum requirements
1st year	2nd year	Approval in at least 45 ECTS
2nd year	3rd year	Approval in at least 105 ECTS

2. In the study cycles that confer the degree of Master, the transition from one curricular year to another depends on the master's successful completion of a total of 45 ECTS.
3. The provisions of the preceding number are without prejudice to the precedence regime that may be approved by the competent scientific bodies of the course and of ESHTE.

4. Master students who pass from one year to another with unfinished courses are not guaranteed compatibility of attendance schedule in these courses in the following school year(s).
5. In addition to the tuition fee for the second year, an emolument will be due for each pending UC that the master's student enrolls in.
6. The table provided for in paragraph 1 of this article is not applicable in academic years in which the student is enrolled part-time, since enrollment in that regime prevents the transition of curricular year by the nature of the enrollment itself (the part-time student can only be enrolled up to 30 ECTS per year).

SECTiON V - Assessment of pedagogical quality

Article 117th Assessment by students

1. For the assessment of the pedagogical performance of the teachers of the CU, as well as of the study cycles, all eligible students should fill in the questionnaires provided by the Council for Assessment and Quality (CPAQ), the body responsible for establishing the mechanisms for self-evaluation and for assessing the quality policy of the institution (according to ESHTe's Statutes). Eligible students are only those who are part of the continuous assessment system of the courses being surveyed and who show regular attendance in the respective curricular activities.
2. The questionnaires referred to in the previous number shall be prepared by the CPAQ and validated by the CP, within the scope of its competences.
3. The criteria for identifying eligible students for completing the questionnaires shall be defined by the CPAQ in collaboration with the CP.
4. The results of the questionnaires will be analysed by the QPC, in collaboration with the CP, for the purpose of improving pedagogical quality, and published, in aggregate, on the ESHTe intranet.

Article 118th Assessment by teachers

1. The evaluation of the operation conditions of the study cycle, of the pedagogical performance of the teaching staff, as well as of the CUs is done through regular questionnaires promoted by the CPAQ in articulation with the CP.
2. In the questionnaires mentioned in the previous number, the CPAQ, in coordination with the CP, must analyze the positive points and those that need improvement, as well as the unsatisfactory results, making proposals for action, in order to promote the academic success of students.

Article 119th
Course assessment report

1. In the 1st cycle, the Course Directors shall prepare an annual evaluation report on the course's operation, in collaboration with the Scientific Committee, the statutorily competent pedagogical body, the DSA and the CPAQ, which shall include, among other elements, the training efficiency, the analysis of the information obtained from the questionnaires submitted to the students and the employability of the graduates.
2. In the 2nd cycle, the CCEs prepare an annual evaluation report on the course's operation, in collaboration with the Advisory Committee, the pedagogical body statutorily competent, the DSA and the CPAQ, which should include, among other elements, the training efficiency, the analysis of the information obtained from the questionnaires submitted to the students and the employability of the graduates. In the joint courses, this will occur as stipulated by the respective regulations.
3. The reports mentioned in the previous numbers of this article shall be discussed by the CP and the CTC, and disseminated to the faculty and students of the respective courses.

Article 120th
Promoting academic success

1. The promotion of academic success requires the active involvement of the academic community. In order to enhance the pedagogical and scientific practice of teachers and student learning, the diversification of teaching strategies should be promoted, the commitment of students should be motivated, the best conditions for attending courses should be sought, dropout prevention should be avoided, inclusion should be ensured and quality education should be guaranteed. Success at school also derives from the

implementation of good civic practices in the conduct of all those involved in the teaching-learning process.

2. The CP and the Course Directors should pay special attention to the CUs in which the pass rate, calculated from the ratio of number of passes/number of assessed students, is abnormally high or abnormally low, as well as in those that have too low or too high averages.
3. In the CU referred to in the previous number, the PC, in coordination with the Course Directors and the CACs, with the collaboration of the teachers responsible for them, shall identify the causes and, in the case of abnormally low approval, the possibilities of promoting academic success. For these purposes, the historical performance of the CU, the course assessment report mentioned in the previous article, the differentiation of students enrolled for the first time and students who have failed, the results of the questionnaires referred to in articles 125 and 126 of these Regulations, and possible external and internal factors that may have contributed to academic failure should be taken into account.
4. The analysis of the information referred to in the preceding paragraphs and the definition of actions to be taken, namely temporary monitoring in situations of school failure, may be assisted by a committee appointed for this purpose by the PC.

CHAPTER II - Degree study cycles

SECTION I - Attribution of the Bachelor's Degree in 1st cycle courses

Article 121th Bachelor's Degree

1. The bachelor's degree is conferred to those who, being regularly enrolled and registered in the study cycle, by passing a CU or by passing a CU and crediting previously acquired competences, accumulate the number of ECTS described in the plan that creates the course, fulfilling the respective study plan.
2. The final mark of the bachelor's degree is the arithmetic weighted average, rounded to the nearest unit (a fraction of not less than five tenths of a unit being considered a unit), of the marks obtained in the CU that integrate the study plan.
3. For the purposes of the previous point, the final marks obtained in each CU are weighted by the respective ECTS.
4. The calculation of the Final Average of the course is done according to the following formula:
$$CF = (1st^{**} + 2nd^{**} + 3rd^{**}) / 3$$
, where:

a) ** Average weighted, to the hundredths, according to the ECTS;

- b) CF= final classification of the degree, rounded to the nearest unit.

Article 122th

Final classification for the purpose of obtaining a degree or diploma

Students who obtain a bachelor's degree are awarded a final classification expressed in the 10-20 range (from ten to twenty) of the integer numerical scale from 0 to 20 (from zero to twenty), as well as its equivalent on the European Scale of Comparability of Grades.

SECTION II - Attribution of the Master's degree in 2nd cycle courses

Article 123st

Master's degree

1. According to articles 18 and 20 of Decree-Law no. 74/2006, of 24 March, in the version given by Decree-Law no. 65/2018, of 16 August, the courses integrate teaching and non-teaching components, being possible the attribution of a Specialization Certificate attesting the approval in the ECTS that compose the first two semesters of the Curricular Plan.
2. Passing both components results in the awarding of the Master's degree and the respective Diploma, accompanied by the Diploma Supplement, prepared under the terms and for the purposes of Decree Law 42/2005, of February 22, and Administrative Rule 30/2008, of January 10.
3. For the award of the degree of Master is necessary to meet the following conditions:
 - a) Have obtained the total number of ECTS corresponding to all the teaching units of the curricular plan;
 - b) Passing the non-teaching component at the end of the course;
 - c) The final classification of the master's course corresponds to the weighted average between the classifications obtained in the teaching and non-teaching components, in the proportion of the respective ECTS assigned.
4. The Master's student who enrolled and passed the entire teaching component of the first two semesters of the course is entitled to the issuance of a Specialization Certificate.

Article 124nd

Curriculum structure and syllabus

The Study Plans are those contained in the diplomas that instituted the Courses and made available on ESHTe's website.

Article 125rd
Places

The places available for the courses are announced annually by ESHTe's statutorily competent body.

Article 126th
Entry requirements for application

1. Without prejudice to the conditions set out in the respective institution diplomas, the rules for applying for master's degrees and Advanced Training Diplomas comply with the guidelines set out in Decree-Law No. 74/2006, of 24 March, as amended by Decree-Law No. 65/2018, of 16 August, which states that the following may apply for admission to the second cycle of studies leading to a master's degree:
 - i. Holders of a bachelor's degree or legal equivalent;
 - ii. Holders of a foreign higher academic degree that is recognized as meeting the objectives of the bachelor degree by the statutorily competent scientific body of the higher education institution where they wish to be admitted;
 - iii. Holders of an academic, scientific or professional curriculum vitae that is recognized as attesting the capacity to carry out this cycle of studies by the statutorily competent scientific body of the higher education institution to which they wish to be admitted.
2. Students enrolled in a study cycle may be allowed to enroll in CU of subsequent study cycles, according to the provisions of article 46 of Decree-Law No. 74/2006, of 24 March, as amended by Decree-Law No. 65/2018, of 16 August.

Article 127th
Application Documents

1. Applicants to attend the courses must, when applying, fill in the necessary information for their correct identification (information contained in the Citizen's Card, Passport or other equivalent identification document, and the Tax Identification Document - To carry out the application process, which is conducted exclusively online, the candidate should access the Applications Portal), and submit a Qualifications Certificate, a Letter of Motivation (maximum 500 words), a Letter of Recommendation (optional) and an updated *Curriculum Vitae* (attaching relevant proofs).

2. Applicants holding foreign qualifications must submit a document proving the validity of these qualifications and the degree registration in the portuguese higher education system, with the respective classification.

Article 128th
Deadline and place of application (public notice)

1. The deadline for the submission of applications and the calendar for the application of the selection criteria will be defined and disclosed annually by ESHTe's Chair, in consultation with the CCE.
2. Applications shall be made exclusively online, through the Applications portal, available on ESHTe's website, within the deadlines set for that purpose.

Article 129th
Selection and seriation of applicants

1. Candidates will be selected and ranked by the CCE, based on the application of the general and preferential criteria approved by the CTC for each of the master's courses and published on ESHTe's website, as well as on the vacancy announcement.
2. The decision of non-admission to the course or of ordination can be appealed to the President of ESHTe.
3. The announcement of the list of admitted candidates, proposed by the CCE and approved by the ESHTe's President, will take place within the period set forth in the annual notice to be published and will be posted at the usual places.

Article 130th
Operating conditions

1. ESHTe ensures the necessary and sufficient conditions for the operation of the courses, namely:
 - a) Its own educational, scientific and cultural project, appropriate to the objectives set for this cycle of studies;

- b) Its own teaching staff, adequate in number and mostly constituted by holders of a PhD degree or specialists of recognized experience and professional competence in the scientific areas included in this cycle of studies;
 - c) External recognition of the high level professional training, research and development activities in the scientific areas that integrate this cycle of studies;
 - d) The human and material resources indispensable to guarantee the level and quality of the training, namely teaching spaces, equipment and library.
2. Courses are mostly taught in portuguese; however, curricular units or sessions may be taught in foreign languages, namely English and Spanish.
 3. At the beginning of the teaching activities, the teacher must deliver to the students the FUC, according to the model in force.
 4. Each class will always correspond to a summary, in accordance with article 89, which will be available for consultation by the students.

Article 131th
Grading of course units obtained by crediting competences

1. In the case of the attribution of credits within the framework stipulated by article 13 of these Regulations, the classification of the teaching component of the course shall result from the weighted average between the ECTS corresponding to the classifications registered in the CUs attended in the course and those previously obtained.
2. In cases where the classifications previously obtained by the students are expressed in qualitative terms, the following conversion levels will be used, established on the basis of the midpoints of the intervals set forth in article 17 of Decree Law no. 42/2005, of February 22.

Intervals (article 17 of DL no. 42/2005)	Classification
Excellent	19
Very Good	17
Good	15
Sufficient	12

1. In the case of numerical conversion of qualitative marks obtained in Postgraduate courses offered by ESHTe until the 2006/07 academic year, the following table applies:

Passed with distinction	18
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Passed with good marks	15
Passed	12

2. When the qualitative classifications do not respect the levels indicated in the previous paragraphs, it is up to the CCE to define the conversion to a numerical scale.

Article 132th
Dissertation/Project Work/Internship Report

1. The non-teaching component of the course may be completed through the elaboration and approval of a scientific dissertation or a project work, original and specially produced for this purpose, or a professional internship report, which, in either case, must fall within the specialty of the master's degree and the field chosen by the student.
2. A dissertation is understood as a scientific research work, involving theoretical and/or experimental components, capable of promoting the understanding and resolution of problems in new situations, the selection and collection of appropriate information and bibliography, the adoption of appropriate approach methodologies, the design of solutions for the initial problems, and the critical analysis of the results.
3. Project work is understood as the integrated application of theoretical and conceptual knowledge and the skills acquired throughout the training pathway to new situations of current practical interest, assuming the adoption of appropriate methodologies and strategies; project work must assume a multidisciplinary nature, involving the application of analytical/operational techniques and models to a concrete and delimited case.
4. A professional internship is understood as the training obtained by integrating the student, for at least 480 hours, spread over a minimum period of three months, in a professional activity or in the development of activities in companies or institutions that promote real contacts with the world of work; the choice of the internship location is the responsibility of the student, and the CCE is responsible for validating this choice and the internship project, in accordance with the protocol to be established for this purpose, which must identify the tutor at the internship location and be validated by the supervisor; the internship process will involve the elaboration of a report, which must show compliance with the previously approved project through the integrated application of theoretical and conceptual knowledge with the practices resulting from the internship process, critically highlighting the strengths and aspects to be improved in the operational unit experienced.

Article 133st
Scientific Orientation of Dissertation/Project Work/Internship Report

1. The student who intends to write a Dissertation/Project Work/Internship Report will have a supervisor and, eventually, a co-supervisor, according to the terms of Decree-Law no. 74/2006, of March 24, as amended by Decree-Law no. 65/2018, of August 16, being at least one of them a professor of ESHTÉ (Annex A - Acceptance Letter for Supervision/Coordination).
2. The designation of the supervisor or co-supervisor, if any, is the responsibility of ESHTÉ's CTC, after indication by the CCE, under proposal of the master's student, through prior declaration of consent of the supervisor or co-supervisor.
3. In the internship report, if the supervisor has an academic qualification according to Decree-Law no. 74/2006, of March 24, as amended by Decree-Law no. 65/2018, of August 16, he can be considered as Co-Director.

Article 134nd

Timeline of the elaboration of the Dissertation/Project Work/Internship Report

1. Master students who intend to write their Dissertation/Project Work/Internship Report must register their topic and work plan (Annex B - Dissertation/Project Work/Internship Report Proposal), indicating the respective Advisor and Co-Advisor, when the latter exists, as soon as they successfully complete the first year of the course. If the submission date is after December 15, the fees established in the Table of Emoluments will apply.
2. Acceptance and registration of the topic and work plan shall be approved by the CTC, upon proposal by the CCE, which shall pronounce itself on this matter within one month after submission of the proposal.
3. The deadline for submission of the Dissertation/Project Work/Internship Report is September 30th of the calendar year following the end of the academic component of the course. After this date the fees set forth in the Table of Emoluments will be applied, and the student will have to renew his or her registration/enrollment for the following academic year.
4. The submission of the Dissertation/Project Work/Internship Report (preliminary version) will be done by the student, in the DSA of ESHTÉ, or electronically to the secretariat of the master's courses, accompanied by the declaration of the Advisor and the Co-Advisor, when there is one, expressing their agreement in relation to the presentation of the work for final discussion (Annex C - Letter of agreement of the Advisor and Co-Advisor for discussion of the Final Work).

5. For the submission of the Dissertation/Project Work/Internship Report for admission to the exams, the digital format is sufficient.
6. After the public exams, and including any changes that the jury may have required, the student must deliver to the DSA or send by email a copy of the Dissertation/Project Work/Internship Report in digital format that cannot be edited.
7. The production, publication, transmission and storage of the documents referred to in the previous numbers, in digital support, is carried out in open standard, in accordance with the provisions of Law No. 36/2011 of June 21.

Article 135rd

Normative Guide for the elaboration of Dissertation/Project Work/Internship Report

Dissertations/Project Work/Internship Reports to be submitted by candidates must follow a Normative Routine approved by ESHTe and published on its official website (Annex D - Normative Routine for Final Work).

Article 136th

Jury members for the defense of the Dissertation/Project Work/Internship Report

1. The appointment of the jury is the responsibility of the Presidency of ESHTe, under proposal of the CTC, after indication of the CCE, in compliance with the provisions of article 22 of Decree-Law no. 115/2013, of August 7, and must be subject to an order within 30 days after the delivery of the preliminary version referred to in number 4 of article 142 of these regulations.
2. The jury is composed of:
 - a) A member of the CCE, or another qualified lecturer, appointed from among the ESHTe teaching staff, who presides, and who is responsible, besides the processing and coordination of the jury's work, for developing the necessary actions to guarantee harmonized evaluation criteria;
 - b) The supervisor or the co-supervisor, if any, of the master's final work (Dissertation/Project Work/Internship Report);
 - c) One to three legally qualified members, whose academic résumé or professional experience is relevant in the thematic field of the master's degree final work (Dissertation/Project Work/Internship Report).
3. The composition of the jury will respect the principle that at least one of its members must not belong to ESHTe.

4. The appointment of the jury should take into account the linguistic diversity allowed for the writing of the master's final work (Dissertation/Project Work/Internship Report), according to the Normative Roadmap referred to in article 143, ensuring that all the jurors have sufficient linguistic competence in the language selected by the master student.
5. The candidate must be notified in writing of the decision appointing the jury within eight working days of their appointment, and the DSA must ensure that this is done.

Article 137th

How the jury works and the defense tests of the Dissertation/Project Work/Internship Report

1. In the period preceding the date of the defense tests of the master's final work (Dissertation / Project Work / Internship Report), the jury is governed by the following rules:
 - a) The President of the Jury is responsible for ensuring the development of the stages leading to the public discussion of the final master's work (Dissertation/Project Work/Internship Report), with the support of the DSA;
 - b) The President of the Jury is also responsible for ensuring that he has access to the anti-plagiarism software report available at ESHTÉ;
 - c) In a first meeting, to be held within a maximum of 15 days after the date of notification of the dispatch of appointment, which may take place in any legally admissible format, the jury will decide on:
 - I. The acceptance or rejection of the final master's work (Dissertation/Project Work/Internship Report);
 - II. The need to recommend the reformulation of the master's final work (Dissertation/Project Work/Internship Report);
 - III. The date of the examinations and the organization of the jury's work during them, according to the laws and regulations in force.
 - d) The Advisor and Co-Advisor, ESHTÉ teachers, must previously verify that the work presented complies with the rules regarding the authorship of the work, previously submitting it to the anti-plagiarism software available at ESHTÉ, before signing Annex C - Letter of agreement of the Advisor and Co-Advisor for discussion of the Final Work;
 - e) The acceptance or rejection of the final work (Dissertation/Project Work/Internship Report); or, alternatively, the recommendation foreseen in number II of the previous paragraph, requires the issuance of a preliminary decision, adequately reasoned and detailed;

- f) In the case of a recommendation for the reformulation of the master's degree final work (Dissertation / Project Work / Internship Report), the following procedures must be followed:
- I. The candidate will have a maximum of 60 days during which he/she may reformulate the final Master's work (Dissertation/Project Work/Internship Report); or declare that he/she intends to keep it as presented;
 - II. Once the reformulated final work (Dissertation/Project Work/Internship Report) is received, or the declaration referred to in the previous item, the discussion test will be scheduled, provided that the discrepancies not acknowledged by the candidate do not include non-compliance with regulatory matters;
 - III. The candidate will be considered to have given up if, after the deadline referred to in 1), he/she does not submit the reformulated final master's thesis/project work/internship report or declare that he/she waives that right.
- g) The public defense examinations of the master's final work (Dissertation / Project Work / Internship Report) will take place within 60 days from the date of acceptance by the Jury.
2. The defense examinations of the master's final work (Dissertation/Project Work/Internship Report) are governed by the following rules:
- a) The oral discussion of the master final work (Dissertation/Project Work/Internship Report) will take place, unless otherwise agreed between the jury and the candidate, in the language in which it was presented;
 - b) In the discussion of the master's final work (Dissertation/Project Work/Internship Report), which will have a maximum duration of ninety minutes, the candidate may make an oral presentation with a maximum duration of fifteen minutes;
 - c) In said discussion, the candidate will have the same amount of time used by the jury members;
 - d) After the discussion of the master's final work (Dissertation/Project Work/Internship Report), in public exam, the jury will meet to assess and grade the exam. The President of the Jury must ensure that the members of the jury have information on the marks obtained by the candidate in the curricular part of the course;
 - e) The jury's deliberations are made by a majority of its members, through justified nominal voting, which will be reproduced in the minutes, abstentions not being allowed;

- f) In cases where the vote results in a tie, it is up to the President of the Jury to decide to use the casting vote;
 - g) The final mark of the master's degree final work (Dissertation/Project Work/Internship Report) is expressed by the formulas Approved or Refused;
 - h) In case the master's degree final work (Dissertation/Project Work/Internship Report) has been approved, its classification will be the one resulting from the arithmetic average of the classifications given by each jury member that voted for approval, on a numerical scale from 10 to 20, as well as its equivalent in the European Scale of Comparability of Classifications, according to the provisions of article 19 of Decree Law 42/2005, of February 22;
 - i) The student must deliver, along with Annex E, a final version including the suggestions for change issued by the jury of the exams. In case the dissertation has been approved subject to the introduction of corrections requested by the Jury, the candidate will have up to 15 days to deliver the corrected version, duly accompanied by the supervisor's validation (Annex E);
 - j) The issue of the Final Course Certificate and the Course Charter is subject to compliance with the stipulations in the previous paragraph, if applicable;
 - k) The issuance of the Course Ending Certificate will be made within 30 days after the request;
 - l) The issuance of the Course Charter and the Diploma Supplement Final Course Certificate will be made until the end of May of the academic year following the date of application;
 - m) In case the final master's work (Dissertation/Project Work/Internship Report) has been refused, no quantitative classification will be attributed.
3. Minutes are taken of all jury meetings and its president is responsible for submitting them to the DSA.

Article 138th

Deposit of Dissertation/Project Work/Internship Report in ESHTe's library

1. The final master's works (Dissertation/Project Work/Internship Report) are subject to the mandatory deposit of a digital copy in a repository belonging to the Open Access Scientific Repository of Portugal network, operated by Fundação para a Ciência e Tecnologia, I. P.
2. The deposit aims at the treatment and preservation of the referred scientific works, as well as the dissemination, in open access regime, of the production that is not subject to restrictions or embargoes.

3. The works subject to deposit may not be deposited in the open access regime if they include data that may be subject to embargoes or restrictions.
4. In addition to other grounds, the need to safeguard the associated confidentiality, as requested by the student, constitutes a reason for embargo or restriction.
5. For the purposes of the provisions in the previous numbers, within 5 days after the awarding of the Master's degree, the student must submit, as the case may be, a justified request demonstrating the need for the confidentiality of the work or parts thereof, and the period for which it is required (Appendix F - Confidentiality Safeguard Request).
6. It is the President of ESHTe's responsibility to make a reasoned decision on the request under the terms of the previous number.
7. The deposit foreseen in the previous paragraphs shall be made in compliance with technical requirements, namely in what concerns file formats and the respective description of the works, under the terms defined by law or by this Regulation.
8. It is mandatory, within 5 days after the award of the Master degree, that the student signs a declaration of delivery and legal deposit, stating that the work presented is of his exclusive authorship and that any use of contributions or texts from others is duly referenced, as well as the conditions of availability for legal deposit purposes (Appendix G - Declaration of Originality).
9. The deposit obligations referred to in the previous paragraphs are the responsibility of ESHTe and must be fulfilled within a period not exceeding 60 days from the date of the award of the Master degree.

CHAPTER III - Non-degree courses

Article 139th

Scopus

1. Under the terms of the law, ESHTe may create and award non-degree courses.
2. A course constitutes an organized set of courses of study within or outside a cycle of studies, approved by the legally and statutorily competent bodies of ESHTe. The courses included in the scope of this Regulation are constituted by a study plan, which aggregates a set of courses organized in semesters, of one or more scientific areas, corresponding to a defined number of ECTS, being subject to evaluation and to the attribution of a classification (quantitative or qualitative).

Article 140th
Type

ESHTE offers the following types of non-degree training:

- a) Post-graduate training not leading to a degree;
- b) Pre-graduate training;
- c) Short-term training courses.

Article 141th
Non-degree association courses

The creation of non-degree courses in association with other higher education institutions must be accompanied by a cooperation protocol where the terms of the collaboration and operation of the course are established.

Article 142th
Approval of non-degree training

1. The approval of undergraduate training courses and training courses depends, namely, on the following aspects:
 - a) Existence of a qualified teaching staff;
 - b) Adequacy of the syllabus;
 - c) Use of evaluation mechanisms that are adequate to the training objectives;
 - d) Financial viability for the realization of the course.
2. The approval of these non-degree courses falls under the competence of the President, upon approval of the financial viability of the course by the Management Board and a favorable opinion from the CP and the CTC.
3. The appointment of the course coordinator is the responsibility of ESHTE's Presidency..

Article 143st
Operating

The operating of non-degree courses is subject to the operating rules for bachelor's and master's degrees, with the necessary adaptations, depending on the nature of those courses, with the exception of short-term courses, which will have their own operating rules.

TITLE III - EQUIVALENCE, RECOGNITION OF QUALIFICATIONS AND RECOGNITION OF FOREIGN HIGHER ACADEMIC DEGREES

Article 144nd Recognition and equivalence of foreign higher education degrees

1. Holders of foreign degrees may apply for registration of the degree for the purpose of recognition of the degree level, under the terms of the applicable legislation (Decree-Law no. 66/2018, of August 16).
2. The degree registration/recognition system shall apply, solely and exclusively, if the academic degree in question is included in the list of degrees established in the generic deliberations issued by the Commission for Recognition of Foreign Degrees and duly published in the 2nd Series of the Diário da República and on the website of the Directorate-General for Higher Education.
3. Holders of foreign degrees and diplomas may request the equivalence of those degrees to the bachelor or master degrees conferred by ESHTe, under the terms of the applicable legislation (Decree-Law no. 66/2018, of August 16th).

Article 145rd Recognition of Qualifications

Holders of foreign degrees and diplomas may apply for the recognition of the level of those to the degree of Bachelor or Master conferred by ESHTe, under the terms of the applicable legislation (Decree Law No. 66/2018, of 16th August).

TITLE IV - FINAL CLAUSES

Article 146th Counting deadlines

The time limits provided for in this Regulation shall be counted in accordance with the Administrative Procedure Code.

Article 147th Doubts and omissions

Doubts of interpretation and omissions in the present Regulation are resolved by an Order of the President of ESHTe.

Article 148th
Revision of the Academic Regulation

The present Regulations may be revised by initiative of the President of ESHTe, after hearing the DSA, the Pedagogical Council and the Scientific-Technical Council, due to the nature of the matters in question.

Article 149th
Prevalence

The present Regulation prevails over any rules of identical nature on the matter that contradict the regime established herein.

Article 150th
Revocation rule

The following Regulations are hereby repealed:

- a) Estoril Higher School of Hospitality and Tourism's Study Regulations;
- b) Regulation of the Master's Degree Courses of the Estoril Higher School of Hotel Management and Tourism;
- c) Regulations for Crediting Previously Obtained Training;
- d) Regulations for Part-time Students of the Estoril Higher School of Hospitality and Tourism;
- e) Regulation for Enrollment in Deferred UC;
- f) Regulations for Attendance of Extraordinary Students;
- g) Regulation for enrolling in "extracurricular subjects" for students attending undergraduate/masters' degrees of the School of Hotel and Tourism of the Estoril Higher School of Hotel and Tourism;
- h) Regulation of Internship Curricular Units of the Undergraduate Degree Programmes;
- i) Article 13 of the General Regulation of Erasmus+ Mobility in force.

Article 151th
Entry into effect

These Regulations shall come into effect for the 2018/2019 school year.

Annex A

Acceptance Letter from Advisor/Co-supervisor

Advisor ¹
Name:
Category:
Institution:
Co-Adviser ¹
Name:
Category:
Institution:
I declare that I agree to supervise the student's project:
Subordinate to the theme:
Inserted in the Master's in: Specialization in: whose Work Plan is attached to this letter.

Note to Advisor:

Only papers that have been approved by the Scientific-Technical Council and are accompanied by a letter from the supervisor and the co-supervisor (if any) stating that the work is ready to be discussed can be submitted for final evaluation.

If you give up the orientation of this work, you must communicate this fact to the Coordination of the Master's program.

Date: __/__/20__
Signature of the Advisor:
Signature of the Co-Advisor:

¹ You must attach CURRICULUM VITÆ, if it is not in your file at ESHTÉ.

Annex B – Dissertation/Project Work/Internship Report Proposal
DISSERTATION - PROJECT WORK - INTERNSHIP REPORT *

* CROSS OUT WHAT DOES NOT MATTER

Master in.....

Specialization (if any).....

NAME.....

PROPOSAL ² / PROPOSAL CHANGE *

* CROSS OUT WHAT DOES NOT MATTER

THEME:.....

.....

IDENTIFICATION OF THE SCIENTIFIC ADVISOR ³:.....

.....

IDENTIFICATION OF THE SCIENTIFIC CO-ADVISOR ² (if there is one):

.....

DATA: / /20.....

STUDENT SIGNATURE:.....

To be filled out by Services

EXECUTIVE SCIENTIFIC COMMITTEE's OPINION:

.....

.....

.....

² To be delivered to the Academic Services by the date defined in the Regulation.

³ You must submit a LETTER OF ACCEPTANCE.

Date: Signature:

DECISION BY THE TECHNICAL-SCIENTIFIC COUNCIL:

.....
.....
.....

Date: Signature:

Dissertation/Project Work/Internship Report Proposal

Master in:	Course Edition: 20 __/20 __	
Proposal from: (delete as appropriate)		
Dissertation	Project Work	Internship Report
Student's Name:		
Theme:		

Summary of the work proposal

(maximum 1500 characters, including spaces)

--

Objctives (maximum 800 charaters, including spaces)

General objective:
Specific objectives:

Methodology – methods and techniques to be used (maximum 1000 characters, including spaces)

Bibliography (maximum 20 bibliographic references)

Timeline

Place where the internship will take place (if applicable)

Notes/Observations

Annex C – Letter of agreement from the Advisor / Co-Advisor for discussion of the Final Paper

Advisor
Name:
Category:
Institution:
Co-Advisor
Name:
Category:
Institution:
I (we) hereby declare our agreement with the presentation for discussion of the student's project:
Subordinate to the theme:
Inserted in the Master's in: Specialization in:

Date: __/__/201__
Signature of the Advisor:
Signature of the Co-Advisor:

Annex D

Normative Guide

for the elaboration of

Dissertation/Project Work/Internship Report

1. **Authorized languages:** the Dissertation/Project Work/Internship Report may be written in portuguese, in any of its current national varieties, and also in english or spanish.
2. **Document size and organization:**
 - i) Paper size: A4, using both sides;
 - ii) Writing direction: predominantly vertical;
 - iii) Maximum number of pages: 100 (excluding bibliography, eventual annexes and preliminary pages);
 - iv) Margin size: 3 cm;
 - v) Typeface: printed or typewritten, Times New Roman style, body type no smaller than 11, or Arial, body type no smaller than 10, except for tables, other illustrations and footnotes;
 - vi) Line spacing: 1 ½;
 - vii) Pagination: starting on the title page, at the center of the bottom margin.
3. **Required Document Components:**
 - Índice de capítulos, subcapítulos e outras divisões estruturais - Índice Geral;
 - Resumo, com a duração máxima de uma página, em português e inglês e também em espanhol, se esta for a língua do texto principal;
 - Texto principal;
 - Bibliografia.
4. **Non-mandatory document components:**

The Dissertation/Project Work/Internship Report may contain elements of non-obligatory inclusion, as described and sequentially organized in section 7 of this Guide.
5. **Bibliographic listings and in-text citations** should follow the **Harvard Manual of Style**, in the most current version;

6. **The final document** must use **paper** weighing not less than 80g, **bound** by typographic or hot-press method, containing on the cover, first page and spine the following elements:

- i) Cover page: Escola Superior de Hotelaria e Turismo do Estoril, Master in ???, Branch of ???, Dissertation/Project Work/Internship Report, Title, Month and Year, Candidate/Author, Advisor and possible Co-Advisor;
- ii) First page: all the elements of the Cover Page, plus the composition of the Jury of the exams;
- iii) Spine: ESHTE, Title, Author, Year.

7. **Structure** of the Dissertation, Project Work or Internship Report (to be used in whole or in part, but respecting, in any case, the sequence indicated):

- Cover page
- Title page
- Dedication or evocative text
- Acknowledgements
- General index
- Figure index
- Table index
- Photographs index
- Abstract in portuguese
- Abstract in English
- Abstract in Spanish (only if this is the language of the main text)
- List of abbreviations and symbols (Glossary)
- Introduction
- Chapters, Parts, Blocks (...)
- Conclusion
- Bibliography
- Onomastic Index
- Appendices

Annex E

DECLARATION - Incorporation of corrections and delivery of the final version

The final version of the student's master's thesis _____

contemplates

does not contemplate

Corrections to the version presented in the public defense, in addition to the incorporation of the exam jury.

The jury president,

Estoril, ____ of _____ de 20__

Me (student), _____ i declare that the final version of the master's thesis includes the requests made by the jury in the public defense.

The student

Estoril, ____ of _____ de 20__

As the scientific advisor of the candidate indicated above, I confirm that the corrections requested by the jury were introduced in the final version of the dissertation.

The Advisor

Estoril, ____ of _____ de 20__

Annex F

Confidentiality Assurance Request

Name _____

E-mail: _____ Phone number: _____

Identification number: _____

Master _____

Title of Dissertation/Project Work/Report _____

Advisor: _____

Co-Advisor: _____

Year of conclusion (dissertation/report/project work defense): _____

I declare under oath that the Dissertation / Internship Report / Project Work now submitted corresponds to the final version presented to the Jury.

I declare that I grant the Estoril Higher School of Hotel Management and Tourism and its agents a non-exclusive license to archive and make accessible, namely through its institutional repository, under the conditions indicated below, my Dissertation / Internship Report / Project Work, in whole or in part, in digital format.

I declare that I authorize Escola Superior de Hotelaria e Turismo do Estoril to archive and, without changing the content, convert the delivered Dissertation / Internship Report / Project Work to any file format, medium or support, for preservation and access purposes.

I declare that I authorize that my Dissertation / Report / Project Work be placed in the Repository of the Estoril Higher School of Hotel Management and Tourism with the following status (**check only one of the options**):

- Immediate availability of the whole work for worldwide access;
- Making the whole work available for exclusive access at the Estoril Hotel and Tourism School for a period of 1 year / 2 years / 3 years (delete as appropriate) - after the indicated period I authorize worldwide access (I attach duly signed embargo justification);
- Making available only the descriptive metadata (author, title and abstract, among others) and attaching a duly signed justification for not making the full text available;

I retain all copyrights to the Dissertation / Report / Project Work, and the right to use it in future work.

(Fill out only if you choose embargo)

I consent that the services of the Library of the Estoril Higher School of Hospitality and Tourism may contact me for any clarifications concerning the Scientific Repository during the embargo period.

Estoril, __/__/____

Signature:

Annex G

Declaration of originality

I am aware that copying or plagiarism, besides being liable to civil, criminal and disciplinary liability, as well as to failure or withdrawal of the degree, constitutes a serious violation of academic ethics. On this basis, I declare on my honor that the present report/dissertation is original, that I have prepared it especially for this purpose and that I have duly identified all the contributions of other authors, as well as the significant contributions of other published works of my own authorship.

Date

Signature