



CATÓLICA
LISBON
B/SINESS & ECONOMICS

LEADING TODAY.
INSPIRING TOMORROW.

Knowledge Assessment

National and International Program

If you have any questions please contact us at:
Student Affairs Undergraduate Team – undergrad.affairs.clsbe@ucp.pt



LEADING TODAY.
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The information in this document must be added to the general rules description of the course provided in the *Syllabus*.

It is strongly recommended that students have knowledge in due time of all assessment rules described in their enrolled courses.

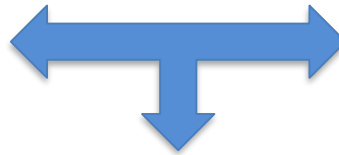
Students should consult the Mid-term and Final exam schedules, provided at the beginning of the semester, to assure the planning of their academic activities.

[See here the complete version in Word format](#)
(only available in Portuguese)

HOME SCREEN

Different types of Evaluation:

Continuous
Evaluation



Finalist Exam

Final Exam

Special
conditions for
Absence
Justification

Special Status

CONTINUOUS ASSESSEMENT

The following elements are considered as evaluation:

- Mid-terms and/or mini-tests;
- Individual and/or group work;
- Exercises and/or practical case studies, individual or in group;
- Participation and Attendance can be accountable criteria.

*For the weighting of the components, we strongly recommend students to read the course's syllabus and if you require more information please contact the Professor.

The academic calendar foresees 2 Mid-term periods, in all courses there is a 2nd mid-term (there might not be a 1st mid-term evaluation).

Not satisfied with your grade?



<u>Grade Increase</u>	<u>Grade Improvement</u>
Done in Final Exam Period, in the same Semester. See conditions stipulated with the Course's Professor. No payment required.	Registration payment required. Maximum of two semesters after the enrollment in the course. Prevails the best mark.

The Final Mid-Term Grade will be published on MOODLE up to two working days before the Final Exam.

[More Info](#)



EVALUATION SYSTEM

	Numerical Rating	Situation	Solution
Semester or Trimester Courses*	< 8 values	Excluded	Repeat course in the following semester / year or Finalist Exam (only available for finalists)
	Between 8 and 9 values	Final Exam*	Exame Final  > / = 10 - Approved  < 10 - Fail
	10 at 20 values	Approved	I want to improve my grade! Grade Increase Exam Grade Improve Exam
ENGLISH	CATÓLICA-LISBON's Exam	Approved	Fulfill the mandatory requisite of "Minimum English Knowledge"
	CATÓLICA-LISBON's Exam	Fail	Formal request to enroll in the next academic year English exam. or Deliver a certificate of minimum B1 level through a formal request.
	B1 Level Certificate	Dismissed	Provide a certificate of at least B1 level, until November of the starting year. or Deliver a certificate of minimum B1 level through a formal request.
Learn in Action Modules	Without Classification	Approved	-----
	Without Classification	Fail	Repeat session(s) in the following semester / year The modules are mandatory.
Internship Validation	Without Classification	Approved	ECTS validation in the student's study-plan (opcional)

FINAL EXAM

General Rules:

Students automatically have Final Exam Admission if they failed the course with a **mark of eight (8) or nine (9) in the mid-terms.**

The Final Mid-term Grade will be published on *MOODLE* up to two working days before the Final Exam.

*For the weighting of the components, we strongly recommend students to read the course's syllabus and if you require more information please contact the Professor.

Not satisfied with your grade?

[Grade Improvement](#)

Irregular Cases

Students with Final Exam Admission (Fail) may choose to do only the Final Exam if:

I don't want to undertake the continuous evaluation	I don't attend any mid-term	Admission to Final Exam
I want to try continuous evaluation	I attend the first mid-term	I do not put at risk my Admission to the Final Exam
	I attend the first and <u>second mid-term</u>	I put at risk my Final Exam Admission and can be considered <u>Excluded</u> in that semester

FINALIST EXAM

Only available for students who are in the eminence of completing the course and that have fulfill the mandatory requisites:

1. **Learn in Action Program** - Spoken and Written Communication Module
 - Career Development Module
 - Cross-cultural Management Module (only International Program)
 - Optional modules or Experience Validation (2015 intake or after)

2. **“Minimum English Knowledge” Requisite** (only National Program)

Compulsory payment: enrollment fee in Finalist Exam (see UCP Fees and Tuitions – only in Portuguese)

Deadlines: See in [Undergraduate Student Affairs webpage](#).

Exam Dates: in every academic year there are two Finalist Exams periods:

- February (end of the 1st Semester)
- July (end of the 2nd Semester)

Note: The Finalist Exam period cannot be used as “Grade Improvement” exams.

For more information and /or enrollment [Click Here](#)

[More Info](#)



FINALIST EXAM

Maximum of **3 (three) delayed Courses:**

ENROLLMENT	I have not been in Erasmus	2 (two) courses with Final Exam Admission 1 (one) course with excluded
	I have been in Erasmus	2(two) courses that I was never enrolled in 1(one) course with Final Exam Admission or 1 (one) course that I was never enrolled in 2 (two) courses with Final Exam Admission

Note: Students must consult Student Affairs if they want to undertake a Finalist Exam of a course in which they were never enrolled in, to check the courses available for that purpose.

RESULTS	Sucessful in Finalist Exam	Approved Request Certificate in the Secretariat Office
	Failed in Finalist Exam	Enrollment in that course, normal system, and undertake the continuous evaluation. or Repeat the exam in the following Finalist Exam period.

Special Conditions for Absence Justification

Students need to fill in the justification form ([Available Here](#)) having to upload their proof of absence. Students are required to send the absence justification online with the attached document up to **48 hours** in case of an **exam or midterm**, and **5 working days** in case of missed classes.

According to the Regulation of Evaluation and Knowledge:

Artigo 10º - Regime de faltas

O conselho de direção poderá considerar justificadas as faltas a provas de exames final ou de frequência, escritas ou orais, dos alunos que comprovem, devidamente impedimento por motivo de falecimento do cônjuge, parentes ou afins em qualquer grau de linha reta e no 2º e 3º graus da linha colateral, e, bem assim, por motivos de internamento em estabelecimento hospitalar ou parto.



UCP Valid Absences:

Childbirth;
Hospitalization;
Death of the spouse or direct family.

All other cases, including medical reports will be taken into consideration by the Course's Professor.

If students fail to attend a module session they will have to repeat, in full , in the next semester, enrolling again.

[More Info](#)



Special Conditions for Absence Justification

Situation	Solution	
I missed the 1 st midterm with justification	Final exam as a 1 st midterm.	
I missed the 2 nd midterm with justification	Final exam as a 2 nd midterm.	
I attended the 1 st / 2 nd midterm in Final Exam Period I had Admission to Final Exam (Final grade of 8 or 9)	Fill in a formal request to the Academic Directors. Final Exam to be taken in Finalist Exam period.	
I missed the Final Exam with justification	Fill in a formal request to the Academic Directors. Final Exam to be taken in Finalist Exam period.	
I missed the Finalist Exam with justification	Course enrollment. Retake exam in the next Finalist Exam period.	
Unjustified absence	1 st / 2 nd midterm	Excluded
	Final Exam ; Finalist Exam	Fail
Absence to grade Increase exam	My course's final grade remains the same.	
Absence to grade Improvement exam	My final grade remains the same and I am not entitled to a refund.	
I missed the grade Improvement with justification	Refund after a formal request to the UCP Rectory to be evaluated.	

Working - Student Status

Students who are enrolled in Catholic-LISBON and that want the Working-Student Status need to go to the Secretariat Office (Library Building, ground floor) and make a formal Request to the Undergraduate Academic Director attaching the following documents:

- Employment contract or a work certificate stating the job description / function;
- The most recent salary slip (as a employee) or the 3 last pay slips (self-employed);
- In case of freelancer work, students must provide proof of their registration in the portuguese National Tax System.

Students of CATÓLICA-LISBON with the Working-Student Status may **miss 1/3 of the classes**.

At the beginning of the semester, students with the Working-Students Status must contact each of the Courses' professors in which they are enrolled in to acknowledge the special knowledge assessment regime.

See the document which established the [UCP Working-Student Status](#) in full.

[More Info](#)



SPECIAL STATUS

Students Union:

The members of the Associative Direction(*) of the Students Union may justify their absence to mid-terms of Undergraduate courses they are enrolled in, if proven participation in “an activity in service of the Students Union.

For that mean, the associative direction member must do an [absence justification form](#), that will be automatically approved by the Undergraduate Academic Direction e sent to the Professors’ Courses envolved.

Normal Procedure applies to justified absence to a mid-term: Final Exam as the missed Midterm.

The Final Exam does not allow Admission to Final Exam to the course since it is countable for the continuous evaluation.

(*) President, 2 Vice-Presidents, Treasurer and Secretary-General

High Performance Athletes:

At the beginnig of the school year, the student should do a Formal Request in the Secretariat office attaching all the necessaru documents of the activity to the Undergraduate Academic Directors.

A Meeting with the Undergraduate Academic Director is advised to underline the impact of the activities in the student’s study plan through a individual analysis.