

## **GUIDELINES FOR ACADEMIC EVALUATION OF OFFICIAL MASTER'S STUDY**

(Approved by the Faculty Council on January 1, 2009)

### **CHAPTER I GENERAL REGULATIONS**

#### Article 1. Right to evaluation

1. Professors have the right and responsibility to evaluate students, in an objective and impartial way.
2. The student has the right to be evaluated on his/her academic learning and aptitude. Students registered in a particular subject have the right to take and be graded on the assignments and exams in this subject, as well as to participate in the activities planned, within the limits established by the educational programming.
3. The professor may establish continuous assessment as the system for evaluating the student's work.

#### Article 2. Right to information

1. At the beginning of instruction in each course, the professors responsible for teaching this subject will inform the student of the different elements for evaluation to be included in the final grade. These elements may include exams, bibliographical work, practical classes, and class attendance or participation, among others. The partial weight of each of these elements in the final grade must also be announced.
2. If bibliographical or research tasks, etc. are required as elements of evaluation, students must be informed of the due date at the time the assignment is given.
2. If a subject is not offered due to the phasing out of the corresponding study programme, students will be evaluated according to the programme and to the criteria determined by the department responsible for this subject. They will be duly informed of these conditions at the start of the academic year.

#### Article 3. Retention of documents

1. Professors must keep the exams or documents on which the grade they give is based for a minimum of one year. Notwithstanding this requirement, if a grade has been appealed or contested, professors must keep these documents until the appeal is resolved.
2. Within the time limits mentioned above, students may ask the professor responsible to return their work and reports on practical assignments. The request that this work be returned must be made within fifteen days from the date on which the appeal is resolved.

## **CHAPTER II EXAMS**

### Article 4. Information about the exam

The time and place of the exam will be announced at least two weeks before the date of the exam. The type of exam, approximate length of time, and the material needed to take the exam must be specified.

### Article 5. Attendance at exams and identification of students

1. During the exam, the professor will be permitted to take attendance of the students present. In any case, the professor must request that students identify themselves by presenting their student ID card or any other official document.
2. Any student may request record of their attendance at the exam.

### Article 6. Exam schedule

Final exams will be held during the periods established in the approved academic calendar. The Centre's Council will approve the definitive exam schedule for the following academic year by the date established by the Governing Council.

### Article 7. Changes in exam dates

1. When, for unforeseeable reasons and in exceptional cases, it is necessary to change the dates established in the academic calendar, such changes must be approved by the Offices of the Dean or the Director of the Centre, who will determine the appropriate solution to ensure that the students may exercise their right to be examined. This change should take into account the objective interests of the majority of the students and of the professor.
2. When there is sufficient, duly justified cause, and on prior request by the student, the date of the exam or of an individualized evaluation may be changed. In the case of disagreement between the professor and the student, the Dean or Director of the Centre will decide on the case.

### Article 8. Exam time conflicts

1. In the case of a time conflict between exams or other forms of evaluation in the established schedule, the student must notify the professors affected of this conflict at least one month in advance and request a change of date or time of one of the evaluations.
2. In the case of a time conflict between exams or evaluated assignments in the extraordinary schedule, the student must notify both professors at least one week from the official date in the established schedule.
3. In the case of disagreement, the Office of the Dean or Director of the Centre will decide on the student's petition.

### Article 9. Special regulations for oral exams

1. Programmes that have planned to give partial and final oral exams may do so. The date and time of each student's exam must be announced on the corresponding bulletin board and must be as close as possible to the official date for the exam.

2. The professor responsible for the subject will form a tribunal constituted of him- or herself and two professors in this or a related field of knowledge. The tribunal will provide an official record of the session, including the written information required to justify the evaluation. If both parties agree, the exam may be recorded. In any case, the grades will be published on the next working day of the academic calendar following the exam.

#### Article 10. Student conduct during exams

1. Students must perform all evaluations with ethical probity and respect to enable their academic performance to be evaluated objectively, according to the regulations in Article 83.g) of the Statutes.
3. When a professor observes conduct or action by a student that is incompatible with probity and ethics, the professor may request from the Rector the initiation of the corresponding investigative report on the student in question, independently of the possible repercussions for the grade on the evaluation.

### **CHAPTER III ON GRADING**

#### Article 11. Posting of grades

1. Before or during the exam, the professor will indicate the day on which grades will be posted. If for any reason, the grades cannot be posted on that day, the professor must, on the initial posting date, announce a new date of publication for these grades.
2. Grades will be posted on the bulletin boards used for this purpose in the departments or the centre.
3. In addition to the above, grades may also be announced by other means, taking care in all cases to fulfil the legal regulations in effect to ensure confidentiality of information.

#### Article 12. Review

1. At the time of provisional posting of grades, the professor will announce the place, date and time of the review of the evaluation, allowing at least two working days in the academic calendar from the date of posting of the grades and the day on which this review is to begin.
2. Students will have access to the documents on which their evaluation on exams is based so that they may receive reasoned justification of their grade from the professor or tribunal.
3. The review will be conducted by the professor responsible for correcting the evaluation. If more than one professor has participated, each professor will review the part that he or she graded.
4. To guarantee the right to review of oral exams, the grade for the exam will be announced on the next working day of the academic calendar following the date of end of the oral exam. The review of these exams will be based on the data included in the official record of the exam and, where relevant, the recording of the exam.
5. The review of exams may not prevent the fulfilment of deadlines for handing in the officially approved grades.

#### Article 13. Appeals of grades

1. If after the review there is disagreement on the grade, the student may present an appeal to the Director of the department responsible for the subject, providing written

justification, within five working days in the academic calendar of the review, counting the day of the review with the professor.

2. The Director of the department will appoint a tribunal to review the grade. The tribunal will be composed of three professors in corresponding or related areas of knowledge, excluding those professors who evaluated the student initially.
3. The tribunal must decide on the appeal within twenty working days in the academic calendar, counting the day on which the appeal was presented, according to the legislation in effect in this case.
4. The Tribunal will justify its decision in a reasoned report that must be communicated to those involved in the appeal.
5. The tribunal's decision may be contested, according to Article 114 of Law 30/1992, of November 26 of the legal regulation of public administration and common administrative procedure, by making an appeal to the Rector, within one month from the day following notification of this decision. Notification of the right to contest must be provided in the document explaining the decision. The resolution of this appeal will be made by the Rector or by the person he or she delegates, who will communicate his or her decision to the person affected, as well as to the department or centre involved.

#### **CHAPTER IV PRESENTATION OF THE FINAL MASTER'S PROJECT**

##### **Article 14. NECESSARY CONDITIONS**

The student must have earned all of the credits in the programme, not counting those corresponding to the final Master's project.

##### **Article 15. THE TRIBUNAL**

1. The Tribunal will be composed of at least two professors, not including the mentor for the project.
2. Each year, the administration will determine whether there is an oral defense.

##### **Article 16. ON DEADLINES**

1. The academic schedule must indicate the deadlines for presenting final Master's projects.
2. At least two deadlines must be proposed for the presentation of final graduate projects, during the months of June, September and November.