

## | Information No. 5/2021

**Subject:** Exceptional situations in the assessment of students in cases of prophylactic isolation, Covid-19 and professors in similar situations.

### **Dispatch:**

Exceptional situations in the assessment of students in cases of prophylactic isolation, Covid-19 and professors in similar situations.

**Prepared by:**

**Director of IPAM Lisboa**

Marta Bicho, PhD

**Date: 13-12-2021**

Regarding:

- The possibility of the existence of students and profesors with situations of prophylactic isolation caused or diagnosed by SARS-CoV (Covid-19) that make their presence on the Campus impossible.

The Director of IPAM Lisboa, after consultation with the Scientific-Technical Council and the Pedagogical Council, hereby determines that:

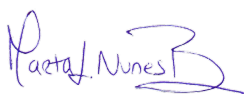
- 1) In the existence of students in situations of **prophylactic isolation**, duly justified, through the delivery of a medical statement or, alternatively, from the competent health authority on the Student Portal, coinciding with the dates of Continuous or Periodic Assessment, it is not possible to reschedule these assessment moments, so students automatically transition to the Final Evaluation – Appeal Season without the need for registration;
- 2) In the existence of **students with COVID-19**, duly justified, through the delivery of a medical statement or, alternatively, from the competent health authority on the Student Portal, coinciding with the dates of Continuous or Periodic Assessment, if not It is possible to carry out the assessment on the scheduled date, it is not possible to reschedule the evaluation moments, so students automatically transition to the Final Evaluation – Appeal Season without the need for registration;
- 3) In case the students referred to in points 1 and 2 are not able to be evaluated in the Final Evaluation regime - Appeal or Resource Season, it is possible to carry out the assessment moments at a later date without the need for payment of any additional fee, the assessment being carried out in the next phase;
- 4) In the case of **students** who are abroad for reasons of **international mobility** and for reasons related to the border they are not allowed to travel between countries, it is possible to carry out the Final Evaluation – Appeal, Resource and Special Season at a distance, on the digital platforms provided by the institution, on the dates posted on the respective calendars, and the student must guarantee the technological conditions for carrying out the same;
- 5) In the existence of **students with COVID-19**, duly justified, through the delivery of a medical statement or, alternatively, from the competent health authority on the Student

Portal, who attend the curricular units of Internship (Marketing or Consumption); Internship; Final Project; Dissertation/Professional Project/Professional Internship, will have their absences justified;

- 6) In situations where the Final Evaluation exams (appeal, recourse and special season) can be held at a distance, professors must ensure that the exams take place exactly on the same day and time as the presential regime;
- 7) In the presence of **professors** in situations of **prophylactic isolation**, duly justified, by sending a medical statement or, alternatively, from the competent health authority to the email address of Human Resources, the corresponding Course Director and Academic Support, and if it is not possible to teach face-to-face classes, these must be ensured on digital platforms or professors must be replaced; in the case of evaluation moments (Continuous or Periodic Assessment, Final Evaluation - Appeal, Resource and Special Season) these must be ensured on the stipulated dates;
- 8) In the existence of **professors with COVID-19**, duly justified, by sending a medical statement or, alternatively, from the competent health authority to the email address of Human Resources, the corresponding Course Director and Academic Support, and not possible the teaching of classes through digital platforms or replacing professors, these will be rescheduled; in the case of evaluation moments (Continuous or Periodic Assessment, Final Evaluation – Normal, Appeal and Special Season) these must be ensured on the stipulated dates;
- 9) Any other situation regarding the teaching of classes, Continuous, Periodic Assessment or Final Evaluation – Appeal, Resource and Special Season not contemplated in this order, will be subject to individual analysis by the Course Direction and Direction of IPAM Lisboa.

This order is effective from the date of signature, being published in full on the institution's website.

Lisbon, December 13<sup>th</sup>, 2021



Marta Bicho, PhD  
[Director of IPAM Lisboa]