



聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

University of Saint Joseph Academic Regulations

INTRODUCTION

Academic Regulations are a fundamental part of any university's internal organization. They need to be consensual and strike a reasoned balance between the living tradition of higher education, the law of the land, the university's charter and the rights and responsibilities of staff and students. With time they may change, as experience tests their limits, but their overriding aim is always to ensure a manageable academic system based on the principles of equity and accountability.

Grades, diplomas and degrees in higher education need to be comparable, not only between students in each academic programme, but between different programmes and even between universities. The overall design of our programmes and the contents of individual modules must therefore be made public, as must the rules that govern enrolment, teaching, learning and assessment. Programmes, syllabi and regulations must be accessible to all.

The initial draft of the present regulations was produced by a committee set up for that purpose by the Rector, in November 2012, at the suggestion of the Academic Council. The Academic Council was subsequently consulted on a number of outstanding issues and in January 2013 a provisional version was approved by the Executive Council for an experimental period of six months. Proposed corrections were then collated by the drafting committee and the final version of the document was discussed and approved by the Executive Council on the 18th of October 2013.

Thanks are due to all who worked on this important piece of legislation and to all who helped with their suggestions. The quality of our academic life will surely benefit from the results.

Macau, 21st of October 2013

On behalf of the Executive Council

Fr. Peter Stilwell

Rector

The Academic Regulations have been tested by the wear and tear of everyday life for the past two years and have largely been found adequate. Minor alterations to fine tune some articles were discussed by the Academic Council and submitted to the Executive Council for approval. The approved revised version of the Regulations is now officially made public. PSt, 20.05.2015.

CHAPTER I

ADMISSIONS

ARTICLE 1

(General Criteria for Admission)

Admission to the university's programmes is based on the university's assessment of each applicant's academic, professional, civic and personal background, as evaluated throughout the admission process.

ARTICLE 2

(Admission Requirements)

1. The following are the general admission requirements for the degree programmes at USJ:
 - a) Admission to the university's bachelor programmes requires:
 - i) The completion of secondary school, or its equivalent;
 - Candidates 25 years of age or older may be admitted to the bachelor programmes without this requirement, in accordance with the Macau education law.
 - ii) Proficiency in the language of instruction.
 - b) Admission to the university's post-graduate diplomas and master programmes requires:
 - i) A bachelor degree, or its equivalent;
 - ii) Proficiency in the language of instruction.
 - c) Admission to the university's Doctorate programmes requires:
 - i) A master degree, or its equivalent;
 - ii) Proficiency in the language of instruction.
2. Additional requirements, including examinations and interviews, may be applicable as a part of the admission process, if considered necessary to better ascertain candidates' relative strengths and weaknesses.
3. Exceptions are permitted when in accordance with government regulations and approved by the Academic Council.

ARTICLE 3

(Admission Process)

1. All applicants must submit their application through the admissions office.
2. The admission process requires applicants to:
 - a) Submit relevant documents and information, as stated in the respective application form;
 - b) Attend examinations and interviews, if required;

- c) Pay an application fee, when applicable, as stated in the Tuition Fee Tables.
3. Applicants may be requested to provide additional information or documents, beyond those stated in the application form, if considered relevant to their application.
4. The university reserves the right to contact third parties to confirm information provided during the admission process.
5. Any false information provided throughout the application process results in immediate disqualification for admission.

ARTICLE 4
(Matriculation)

1. Applicants who are offered a place at the university must confirm their acceptance of that place within the period stated in the acceptance letter, after complying with all the stated requirements.
2. After completing the requirements mentioned in (1), applicants will be matriculated at the university and enrolled as students of their respective programme.
3. The offer of a place is valid for a limited period, as stated in the respective acceptance letter. Failure to comply with all the stated requirements within that period results in the offer being automatically revoked.
4. The university reserves the right not to open an academic programme or a specific programme's specializations whenever the number of enrolled students is below the minimum stipulated by the university. In such cases, all fees paid shall be reimbursed.

ARTICLE 5
(Exemption, Substitution and Accreditation Procedures)

1. Applicants may be exempted, accredited or allowed to substitute certain modules in their chosen programme in the following situations:
 - a) When justified by an applicant's proven achievements and competencies in that respective field, according to criteria established by the Academic Council;
 - b) When justified by an applicant's prior studies in tertiary institutions, at least at the same level, and based on a recommendation from the respective programme coordinator;
 - c) When approval is granted by the respective programme coordinator for the student to complete an equivalent module offered at the university (with at least the same number of credits);
 - d) When an ex-student of the university re-applies to complete a previously unfinished programme or requests to change his/her student status from Extraordinary to Ordinary. In these situations the credits are recognized only if the student met all the programme's requirements at the time of his/her original completion of the module.
2. Exemptions, accreditations and substitutions are acknowledged in a student's study plan as "CR" instead of a grade, except for those referred to in 1d).
3. The maximum number of accreditations that may be granted in the situations described in 1b) is 30% of the total credit load of the respective programme (rounded up to the

closest whole number), except where accreditation is awarded on the basis of an institutional agreement between the university and an external tertiary education institution, or where those prior studies took place at USJ. Exceptionally, with the expressly justified approval of the Academic Council, a particular student may be awarded a higher amount of exemptions and accreditations.

4. In the situations referred to 1d) students must return any awards previously received from the university for the completion of those modules whose credits will now be recognized in the new study plan.
5. All exemptions and accreditations are authorized and recorded in the respective student's study plan by the Registrar's Office, in accordance with the procedures described in this article. Exemptions and accreditations may require the payment of fees, in accordance with the university's Tuition Fee Tables.

CHAPTER II

STUDENTS

ARTICLE 6

(Categorization of Students)

1. Students may be categorized as “Ordinary”, “Exchange”, “Distance Learning” or “Extraordinary” students.
2. Ordinary students are those who enrol in the university’s degree programmes.
3. Exchange students are those enrolled in a number of modules for a limited period of time under an exchange agreement.
4. Distance Learning students are those enrolled in a programme of studies offered primarily in digital format, such as on a digital platform, through electronic forums, videoconferencing and other means of digital communication.
5. Extraordinary students (also referred to as Certificate students) are those enrolled in a limited number of isolated modules without seeking the completion of a degree. Extraordinary students may enrol at the most in three modules per Semester and complete a maximum of 20% of the total credit-load of a particular degree programme.

ARTICLE 7

(Rights and Obligations of Students)

The rights and obligations of students are regulated in other documents, including the University Charter, the Tuition Fee Tables and the Student’s Handbook.

ARTICLE 8

(Cancellation of Matriculation)

1. Student’s matriculation may be cancelled if one of the following conditions is met:
 - a) The student fails to pass the same module three times;
 - b) The student fails to pass any module during two consecutive Semesters;
 - c) The student’s registration period exceeds the maximum authorized duration of the programme, as established in article 14.3;
 - d) A disciplinary process that results in a sanction of exclusion.
2. Items a), b) and c) in (1) may be overruled whenever it is determined, after inquiry, that reasonable justification can be provided.

ARTICLE 9

(Student Status)

1. Students can be classified as “Active”, “Completed”, “Suspended”, “Withdrawn”, “Drop-out”, “Enrolled” or “Graduated”.

2. Students are considered “Active” upon registration and while actively participating in scheduled modules, seminars or dissertation work.
3. Students are considered “Completed” after having completed an exchange programme or certificate(s) at the university, irrespective of the number of credits obtained and of having passed or failed the respective modules.
4. Students are considered “Suspended” during the period for which their suspension is formally approved, following the guidelines described in article 15.
5. Students are considered “Withdrawn” after their withdrawal request is formally confirmed, following the guidelines described in article 15.
6. Students are considered “Drop-out” in the following situations:
 - a) Automatically, after failing to attend scheduled modules or seminars, or to actively work on their dissertation for a period of one month, excluding university holidays, except when proper justification has been submitted;
 - b) When in debt to the university for a period of three months or more, except where a payment plan has been agreed;
 - c) When the university cancels a student’s registration, in accordance with article 8;
 - d) Automatically, after failing to register for the subsequent academic year, in accordance with article 13;
 - e) In the case of extraordinary circumstances an appeal can be addressed to the Registrar.
7. Students are considered “Enrolled” upon their initial matriculation at the university and until the starting date of their respective programme of studies.
8. Students are considered “Graduated” after successfully completing a programme of studies at the university.
9. The Academic Records Office is responsible for maintaining and updating the student’s records, including their status. Any change of status must be communicated, in writing, to the student through the student’s university email, unless otherwise agreed at the student’s request.
10. Before updating a student’s status to “Withdrawn”, “Drop-out” or “Graduated” the student is required to complete a range of check-out procedures, including but not limited to the payment of any outstanding fees and the return of any books to the library. Failure to comply with these requirements may result in the student being ineligible to receive official documents from the university, such as transcripts, declarations, certificates or diplomas.

CHAPTER III

ACADEMIC ORGANIZATION

ARTICLE 10 *(Curriculum)*

The *curriculum* of a programme comprises the study plan formally approved by the competent authorities.

ARTICLE 11 *(Scheduling System)*

1. The programmes of study are organized on a Semester basis. Modules may be offered in an intensive mode, lasting only a fraction of a Semester, as determined in each year's published schedule.
2. The Fall Semester starts in September or October and the Spring Semester starts in January or February each academic year. Occasionally, a Summer Semester may be organized following the completion of the Spring Semester and before the start of the subsequent Fall Semester.
3. The schedule for each Semester will be published before the start of the respective Semester.
4. When scheduling, the contact hours of each module are determined in correspondence to the respective credits where, generally, 1 credit corresponds to 15 contact hours for the undergraduate programmes or 14 hours for the graduate programmes, attending to requirements for additional self-study. Moreover, modules that are more practical or independent in nature, such as dissertations, internships or practicums generally require fewer contact hours, compensated by the additional requirements for independent work.
5. Occasionally, the effective number of contact hours may differ to what is stated in (4) due to class cancellations related with public holidays, academic events, or other unforeseen circumstances. In these situations, Lecturers will require students to complete additional assignments to compensate for the reduced contact time. Whenever deemed necessary, the university may also decide to schedule additional sessions to compensate any cancelled sessions.

ARTICLE 12 *(Delivery System)*

1. Modules are primarily delivered through lectures, organized on a classroom, face-to-face basis. Distance learning may also be used to complement the learning experience.
2. Modules may be offered primarily through distance learning, when so established in the respective programme design approved by the competent authorities.
3. The university may organize modules in the form of tutorials for a particular student or groups of students, subject to the approval of the respective Dean. Tutorials generally

involve a reduced number of contact hours, compensated by additional requirements for independent work.

ARTICLE 13
(Registration)

1. Students are required to register each academic year, within the periods specified yearly by the university, except in their year of matriculation.
2. Only registered students will be allowed to attend classes, seminars and examinations.
3. Bachelor students who, by the end of each academic year, fail 20% or more, of the accumulated credit-load of their respective programme and year of studies, will be retained in their current year of studies. Students in this situation will pay as tuition the most beneficial to them of the following two: (i) the normal full year's tuition; or (ii) the tuition corresponding to the number of enrolled credits or modules.
4. Bachelor students retained in Year 1 will be given an exemption to what is defined in (3) and be allowed to progress to Year 2 as long as the proportion of credits failed in Year 1 is below 40% of the total credit-load scheduled for Year 1.
5. The university may institute language proficiency requirements for advancing to subsequent years or phases of specific academic programmes. Failure to comply with those requirements may result in students being retained in their current year of studies.
6. Late registration is accepted within the supplementary period defined in the university calendar, but will be subject to a penalty fee.
7. Students in debt to the university may be refused registration, unless a payment plan has been approved.
8. Registration is valid for one academic year. Failure to register for the next year within the timeline stated in the university calendar may result in the student being classified as "Drop-Out".

ARTICLE 14
(Programme's Duration)

1. Degree programmes at the university have a standard duration, in accordance with their official study plan.
2. The early, or late, completion of any programme of study at the university is subject to approval from the Registrar's Office.
3. Students may be authorized to register consecutively a maximum 150% of their programme's standard duration.
 - a) Where 150% results in a maximum duration that is not a full number of academic years the result is automatically rounded up one full year;
 - b) The maximum duration excludes any formally approved suspension period(s);
 - c) In the case of exclusion for exceeding the maximum duration, students may re-apply for the programme and re-initiate the matriculation process if they are admitted;

- d) The registration of Master and Doctorate students for periods beyond their respective programme's standard duration requires a recommendation from their supervisor.
4. Students who fail to graduate within the maximum period for their programme will be automatically excluded from the university.

ARTICLE 15

(Suspension and Withdrawal)

1. Students may request authorization from the Registrar's Office to suspend or withdraw from their studies.
2. Suspensions must be based on relevant medical, professional or personal reasons and can be authorized for a minimum period of one Semester and a maximum period of two consecutive Semesters. Exceptional suspension requests must be reviewed by the respective Dean and approved by the Rector.
3. Suspended students must inform the Academic Records Office of their intention to resume their studies within two weeks of the completion of their suspension period. Failure to do so may result in being classified as a "Drop-out".
4. Students must inform the Registrar's Office of their intention to withdraw from their studies and terminate their registration. Failure to do so may result in continued liability for fees and other duties to the university.
5. Withdrawn students may re-apply to the university, in which cases they will be treated as new applicants. If admitted, students may request accreditation of prior studies, according to the general guidelines outlined in article 5.

ARTICLE 16

(Transfer to a New Programme)

1. Registered students may request authorization from the Registrar's Office to transfer to another programme offered by the university.
2. Transfer requests will be considered based on several factors, including:
 - a) Available places in the desired programme;
 - b) A recommendation from the coordinator of the student's present programme;
 - c) An admissions interview for the new programme.
3. If the request is approved, students will be authorized to transfer to the new programme in the subsequent Semester, or academic year.
4. Transferred students may carry-over credits for modules considered equivalent to those in the new programme, as detailed in article 5.
5. Transferred students will be withdrawn from their original programme and matriculated as new students in their chosen programme. Tuition fees will be adjusted in accordance with the updated Tuition Fee Tables at the time of their new matriculation.
6. Only one transfer will be authorized in each degree cycle.
7. Normally, a minimum enrolment of one academic year is required for a transfer to be authorized, except when a special approval is granted by the Registrar.
8. Exceptions to the above criteria must be referred to the Executive Council for approval.

ARTICLE 17

(Adding, Swapping & Dropping Modules)

1. Bachelor students may add, swap or drop modules to their schedule.
2. Students may add modules to their schedule during the announced periods each Semester. Requests to add modules are considered based on the following conditions:
 - a) Priority is given to students adding previously failed modules;
 - b) Adding the required module does not create scheduling overlaps;
 - c) The maximum number of students defined for each module is not exceeded;
 - d) Added modules belong to the respective student's study plan and are at the student's current Year of Studies, or below;
 - e) Students can only add modules up to three days before the respective module starts;
 - f) Students cannot enrol in more than 22 credits each Semester. An exception is made for students retaking previously failed modules, in which cases this limit is raised to 25 credits / Semester.
3. Students may swap from one module's section to another section of the same module during the announced periods each Semester. Requests to swap modules are considered based on the following conditions:
 - a) The section being swapped has the same name, code and number of credits;
 - b) In the case of language modules, the level of the swapped module is the same as the originally enrolled module;
 - c) The swap does not create a scheduling overlap;
 - d) The maximum number of students defined for each section is not exceeded;
 - e) Students can only swap modules up to three days before the respective module starts.
4. Students may be authorized to drop modules within the first two weeks of classes. Considering the risk that dropping modules poses for a student's timely graduation, drop requests may only be processed after the respective student is informed and assumes responsibility for the following risks:
 - a) Delay in graduation;
 - b) That a specific module may not be offered in the future;
 - c) That the student may not be able to add the module in the future due to scheduling conflicts or classroom capacity.
5. Adding, swapping or dropping modules may require the payment of a fee, according to the university's tuition fee table at the time. Whenever payment is required, students must make the respective payment before the request is approved.
6. All add, swap and drop requests are authorized by the Registrar's Office, in accordance with the guidelines described in this article. The Registrar, in consultation with the respective Dean, may authorize exceptions to the listed guidelines.

CHAPTER IV

ASSESSMENT

ARTICLE 18

(General Guidelines)

1. Assessment is an integral part of the learning process which aims to promote the assimilation of content, the acquisition of skills and competencies, and the development of creative and critical thinking.
2. Students have the right to be assessed and graded in each module.
3. Assessment must refer to written and oral assignments that can be evaluated objectively, such as reading summaries, projects, presentations, quizzes, research reports and exams.
4. Grades for a module must be a weighted average of the different assessment components.
5. Academic staff are responsible for keeping student's assignments and exams for a minimum period of three months following the publication of the final grade for a module. Within this period, these assessment components should be available to the respective student for consultation.
6. Academic staff may be required to submit graded assignments and exams, as well as reports on the grades, to the university as a result of a Grade Appeal process initiated by one or more students.

ARTICLE 19

(Pedagogy and Assessment)

1. Faculty members, Coordinators and Deans must take the following into consideration when planning the academic year:
 - a) The assessment process must contribute to intensify the learning process and the overall understanding of the subject matter, it must not hinder this process through the multiplication of required grading elements within a module, or across the modules of a given semester;
 - b) The distribution of grading criteria among the different modules must promote the acquisition of a broad range of skills and competencies.
2. The programme and assessment method of each module must be made available to all enrolled students, through the course syllabus, on or before the module's first session.
3. Academic staff are responsible for establishing the plan and assessment methods of their respective modules, taking into consideration the following:
 - a) The expected outcomes, content and pedagogy of the module;
 - b) The size of the class;
 - c) The workload of the students in other modules during the semester;
 - d) The indications of the respective programme coordinator and faculty Dean.

4. Feedback on assessment is part of the learning process and requires that students have access both to the reasons for their grades and to how their final grade was computed.
5. Students may appeal a grade to the Registrar's Office, subject to the fee in the Tuition Fee Tables.

ARTICLE 20

(Time and Scale for Grading)

1. In principle, grades must be submitted to the students within one month of either the last session of the module or its exam date, according to the grading scales referred in this article and summarized in Appendix 1.
2. Generally, grades of modules and Master dissertations must be submitted on a scale of 0 to 20. Additionally, some modules may be graded on a "Pass" / "Fail" scale, as determined by the Academic Council. In exceptional circumstances students may be graded temporarily as "Incomplete", when academic staff requests additional projects or an additional exam from a student, to more accurately determine the final grade. "Incomplete" grades must be replaced by a final grade within one month of being submitted or will be automatically converted to a "Fail" by the Academic Records Office.
3. Approved Doctoral dissertations are graded on a qualitative scale, as follows:
 - a) *Summa Cum Laude* (Excellent, 18 to 20);
 - b) *Magna Cum Laude* (Very good, 16 to 17);
 - c) *Feliciter* (Good, 14 to 15);
 - d) *Rite* (Sufficient, 10 to 13).
4. Grades from 0 to 9 represent a fail, whereas 10 to 20 represent a pass.
5. In the computation of the final grade, a decimal part inferior to 0.5 is ignored and a decimal part equal or above 0.5 is rounded up to the next integral number.
6. Students that fail to attend at least two-thirds of the scheduled sessions of a specific module are not eligible to receive a direct passing grade for that module, in accordance with the university's Charter. However, whenever considered justified by the respective Lecturer, students may be graded an "Incomplete" and be requested to complete additional assignments or examinations to compensate for the missed sessions.
7. All grades are considered permanent after three months of publication and may not be altered. Within this period, they may be subject to Grade Appeal or correction of clerical errors.

ARTICLE 21

(Exams)

1. Make-up Exams:
 - a) Students graded as "Incomplete" may attend a make-up exam to determine their final grade.
 - b) The make-up exams are set directly by the academic staff in the form of a written exam or assignment.

- c) Make-up exam(s) must be set and graded within one month of posting an “Incomplete” grade.
2. Exams:
- a) Exams are authorized by the Dean of the Faculty and can be offered to students who previously failed the module so long as they have met the minimum attendance requirements.
 - b) Exams must consist of a piece of work completed and proctored on-campus. Exams in areas that are more practical in nature may involve also a preparatory component of independent work.
 - c) Exams may be used to pass a previously failed module or to improve an existing grade.
 - d) Students are authorized to sit exams for improvement of a specific module’s grade once. Whenever exams are used for the improvement of a grade, the exam must take place within the same academic year of the student’s enrolment in that specific class and the grade of the exam is only valid if it is higher than the original grade.
 - e) Registration for exams is made through the Academic Records Office, subject to the fee stated in the Tuition Fee Tables.

ARTICLE 22

(Plagiarism, Fraud and Lack of Discipline during Examinations)

1. The penalty for plagiarism in a dissertation, report or project is a “Fail” grade.
2. Plagiarism, when detected after the assessment procedure is concluded, is penalized by the loss of any titles or degrees obtained from the university by such fraudulent means.
3. Permanent expulsion may ensue, as well as civil sanctions initiated by the plagiarized author or the university.
4. The penalty for fraud, including access to unauthorized materials during examinations, is a “Fail” grade in the respective grading element.
5. Students who gravely disrespect the lecturer or proctor during an exam may be “Failed”.
6. The events mentioned in this article must be reported in writing to the Dean for evaluation and disciplinary procedures where appropriate.

CHAPTER V
MASTER PROGRAMMES

ARTICLE 23
(Master Degree)

1. The university grants its Master degrees to all students who meet the following requirements:
 - a) Pass all the modules contained in the respective programme's study plan;
 - b) Pass the public presentation of a dissertation, a substantial project or an internship report.
2. The dissertation, project or report mentioned in 1b) must be especially prepared for that purpose and contain original work. Moreover, the project or internship report must demonstrate the student's knowledge of the subject matter and must constitute a solid base for further developments and innovative applications, namely for research purposes.
3. Master students who complete the full curricular part of the programme but decide not to present the required dissertation, project or report, may request a post-graduate diploma.
4. Master students who complete the first year of the curricular part of the programme with a minimum overall grade below 14 (out of 20) will not be allowed to proceed to the dissertation, project or report, but may request a post-graduate diploma.
5. On completion of the curricular course work and having fulfilled all other requirements stated in these regulations or in the programme-specific norms, students may initiate the registration procedures for their dissertation, project or report.

ARTICLE 24
(Supervision)

1. All Master students who complete the curricular part of the programme scheduled for its first year, as well as all the other requirements stated in article 23, have the right to have a supervisor appointed to guide them in the elaboration of their dissertation.
2. The Dean appoints each student's supervisor or supervisors, in consultation with the programme coordinator, according to the student's research interests and the availability of faculty members.
3. Only faculty members who hold a Doctorate degree may be appointed as supervisors. Exceptionally, the Dean may appoint external supervisors.

ARTICLE 25
(Supervision Procedures)

1. Supervisors must report to the Dean of Faculty at the end of each semester updating the status of the students under their supervision, including the number of meetings / contacts held with the student during that period and the expected timeline to completion.

A copy of this report must be sent by the supervisor to the Academic Records Office for relevant information to be updated in the student's file.

2. Supervisors are expected to be in regular contact with the students under their supervision and to respond to any inquiries or requests for meetings from the students in a reasonably short period of time. Contacts and meetings should be documented and the feedback provided recorded by the supervisor in minutes and/or emails, for future reference.

ARTICLE 26

(Dissertation, Project or Report)

1. Deans are responsible for ensuring that all Master students are appointed a supervisor and settle on a topic or project for their dissertation within three months of completing the first year of their programme.
2. The public examination of the dissertation, project or report may only be carried out upon completion of the remaining curricular part of the programme.
3. The dissertation, project, or report must be submitted by the end of the programme's standard duration.
4. Based on the recommendation of the supervisor, the Registrar's Office may extend the deadline mentioned in (3), in accordance with article 14.3, subject to payment of the fee in the Tuition Fee Tables.
5. The dissertation may be written in one of the official languages of the university, so long as the Dean and the supervisor accept. Exceptionally, the Academic Council may authorize specific programmes of study to accept dissertations in other languages.

ARTICLE 27

(Jury)

1. The dissertation, project, or report must be evaluated by a jury appointed by the Rector, following a proposal from the Academic Council.
2. The Academic Council may delegate to some of its members the responsibility to propose members of the jury to the Rector.
3. The jury shall be composed of the following:
 - a) The Dean, or a member of the respective faculty appointed by the Dean;
 - b) A Professor of acknowledged merit in the specific area of knowledge, from USJ or from another institution of higher education, who will be the examiner.
 - c) The supervisor(s).
4. Jury members must be Doctorate-degree holders, or, exceptionally, an expert in the field recognized by the Academic Council may be added.
5. Exceptionally, the jury may have up to five members, if deemed appropriate by the Academic Council.

ARTICLE 28

(Request to Schedule the Public Examination)

1. Upon completion of the dissertation, project or report students must request the university to schedule the public examination and submit the following documents to the Academic Records Office:
 - a) Five printed copies of the dissertation, project or report;
 - b) One soft copy of the dissertation;
 - c) Written positive recommendation from the supervisor(s);
 - d) Detailed *curriculum vitae*.
2. The university will schedule a date for the public examination that is within sixty days of the submission of all the documents, unless otherwise requested by the student.

ARTICLE 29

(Acceptance for Public Examination)

1. Within thirty days of having received a student's request to schedule the public examination, the university shall appoint the jury.
2. The appointed jury has then twenty days to declare whether the dissertation, project or report has been accepted, or whether significant amendments are required before public examination.
3. Should the jury recommend amendments, the student has ten days to accept the recommendation or maintain the original version and the scheduled examination date.
 - a) A non-extendable period of sixty days will be granted for the introduction of amendments;
 - b) The public examination must occur within sixty days of the submission of the amended version.
4. Students who fail to meet the deadlines mentioned in (3) are considered to have forfeited the public examination and will be awarded a "Fail".

ARTICLE 30

(Public Examination)

1. The public examination takes place at a date and location set by the university.
2. The defence is public and cannot occur without the presence of three members of the jury, including its president.
3. Exceptionally, the Rector may authorize the student or members of the jury to participate in the public examination via video-conference.
4. The public examination shall not exceed sixty minutes:
 - a) The student's presentation cannot exceed twenty minutes;
 - b) The examiner's intervention cannot exceed twenty minutes;
 - c) The student's defence cannot exceed twenty minutes;

- d) Other members of the jury may intervene, within the available time, so long as equal opportunity is given for the student to reply.
5. The jury meets immediately after the public examination to deliberate whether the student is “Approved” or “Not Approved” and, in the case of approval, to set a final numerical grade, ranging from 10 to 20.
6. The jury decides by simple majority, no member may abstain and the president has the casting vote.
7. The minutes of the meeting must record the approval or non-approval, the final grade and each member’s vote, and may include comments when deemed necessary.
8. Students shall be notified by the president of the outcome of the examination immediately after the jury’s meeting.
9. The decision of an examination committee is final and cannot be appealed.

ARTICLE 31

(Repetition of Public Examination)

1. Students who fail the public examination may opt to re-apply to the programme and undergo the normal admission process.
2. If accepted, students in the situation mentioned in (1) may be exempted from some or all of the modules that make up the programme, on the recommendation of the coordinator, but will be required to at least re-take the dissertation seminars, when applicable, and present a new or re-worked project for their dissertation, project or report.
3. Notwithstanding what is stated in (2), under no circumstances will a student be allowed to undergo two public examinations for the same degree within a 12-month period.

ARTICLE 32

(Copy of Dissertation for Library)

1. After successfully completing the public examination, students are required to submit the updated hardcopy and softcopy versions of the abstract, the thesis and their CV to the university’s library before their Diploma, Course Completion Declaration and Transcript may be released.
2. The format of the documents referred to in (1) must match the library’s requirements at the time of submission.
3. Submission implies that the documents referred to in (1) may be catalogued in the university library’s database and included in its physical and digital archives for public access in accordance with general library rules.
4. In special cases, authorization may be requested from the Rector to place the content of the thesis itself under a temporary embargo with access subject to the author’s expressed permission.
5. Copyright rules apply to a dissertation but may restrict references in the academic field, so the author may attach a license to the hard and soft copies of his work, as chosen from www.creativecommons.org/licenses/ or some other source.

CHAPTER VI

DOCTORAL PROGRAMMES

ARTICLE 33 *(Doctoral Degree)*

1. The university grants Doctoral degrees upon the successful public presentation to a panel of academic peers of an original dissertation prepared for that effect.
2. The Doctoral degree recognizes an original and innovative contribution to the state of the art in a specific academic field and the ability to carry out research at the highest level, with a considerable measure of autonomy.
3. The Doctoral degree is conferred to those who:
 - a) Reveal an advanced and systematic understanding of particular field of knowledge;
 - b) Have acquired the competencies, skills and research methods associated with a specific academic domain;
 - c) Are able to conceptualize, design, adapt and complete significant research work according to the highest standards of academic excellence and integrity;
 - d) Have completed substantial, original research that contributes to the broadening of a particular field of knowledge, parts of which have been published in relevant academic publications;
 - e) Show they can critically analyse, assess and synthesize new and complex ideas;
 - f) Communicate with their peers, the wider academic and scientific community and society in general about their area of specialization;
 - g) Contribute, in the academic or professional field, to the cultural, social, scientific or technological progress of a knowledge-based society.
4. The Doctoral degree is awarded with reference to the area of knowledge of the respective dissertation.
5. Doctoral degrees may be conferred in collaboration with other institution(s), based on institutional joint supervision (*cotutelle*) agreements between USJ and other institutions of Higher Education, who share the responsibilities of supervising, coordinating and examining the work of doctoral candidates. The general guidelines for doctoral degrees conferred in *cotutelle* are defined in specific regulations, approved by the university's Academic Council.

ARTICLE 34 *(Admission)*

1. Admission to a Doctoral programme is decided by the Dean of the respective faculty, or his/her appointee for that effect.
2. Besides the general admission requirements and procedures, applicants to Doctoral programmes must submit:
 - a) A letter addressed to the Dean of the respective faculty, indicating the area of knowledge and specialty of the proposed research project, the intended supervisor and a preliminary plan for their doctoral thesis. The latter should include a justification for the choice of topic, the initial objectives, the methods to be adopted, a general timeline and comments in writing by the intended supervisor.

- b) A *Curriculum Vitae*, highlighting degrees, academic publications and research projects;
 - c) Other documentation considered relevant to the application.
- 3. The decision to accept, or reject, an application to the Doctoral programmes is communicated to the applicant, in writing, at the end of the application period.
 - a) If accepted, the communication will clearly state any further conditions that apply for matriculation to be completed;
 - b) When formally requested by the applicant, rejections will be duly justified within ten working days from the issuance of the rejection letter.
- 4. Students enrolled in the Doctoral programmes are referred to as Doctoral Candidates.

ARTICLE 35

(Phases of Doctoral Programmes)

1. Doctoral programmes are composed of two phases:
 - a) Course work and preparation of the thesis proposal;
 - b) Preparation of the thesis.
2. The first phase has a standard duration of one academic year.
3. Students may only progress to the second phase of the programme after successfully completing:
 - a) The course work;
 - b) The thesis proposal and approval.
4. Students who complete the full course work but fail to submit the thesis proposal within the first academic year may be given an extension of one academic year to do so by the respective Dean, subject to the payment of the normal tuition fees for Doctoral candidates.
5. Students who fail to complete the full course work during their first year of enrolment may be allowed one additional academic year to do so by the respective Dean, subject to the payment of the normal tuition fees for Doctoral candidates.
6. Students that fail to complete the full course work and submit the thesis proposal by the end of any extension period granted, in accordance with items 4 and 5 above, are automatically withdrawn from the programme.
7. Doctoral candidates that complete the course work but fail to comply with other requirements for the second phase of the programme, or decide to withdraw, may request a post-graduate diploma.

ARTICLE 36

(Supervision)

1. The respective Dean may appoint a tutor to Doctoral candidates during the first phase of the programme, to supervise the development of their thesis proposal. The tutor is normally the intended supervisor stated in the student's application to the programme.

2. At the beginning of the second phase of the programme, a supervisor shall be appointed by the Academic Council at the recommendation of the respective Dean to guide a doctoral student in the preparation of the thesis. The supervisor may be eventually replaced based on a request from the student that is endorsed by the Dean and approved by the Academic Council.
3. The supervisor is preferentially a university's faculty member with a Doctorate degree. Exceptionally, on the recommendation of the Dean, the Academic Council may appoint an external supervisor or co-supervisor.

ARTICLE 37
(Thesis Proposal)

1. Doctoral candidates are required to submit, through the Academic Records Office, a thesis proposal with a maximum of twenty pages which should include:
 - a) Title of the thesis;
 - b) Language in which it will be written;
 - c) Proposed supervisor;
 - d) Statement of intent;
 - e) Brief review of relevant literature;
 - f) Expected sources for data;
 - g) Methodology;
 - h) Timeline;
 - i) Bibliography;
 - j) Appendices (if necessary).
2. Upon receiving a student's thesis proposal, the Dean has thirty days to appoint a committee of two members to evaluate the proposal.
 - a) The committee may convene a meeting for the student to present and defend the proposal.
 - b) Within 30 days of being appointed the committee must then present the Dean with a recommendation for the Academic Council to:
 - i) Approve the proposal;
 - ii) Approve with required revisions;
 - iii) Reject the proposal.
3. The Dean presents the committee's recommendation to the Academic Council for a decision concerning the thesis proposal and, if accepted or accepted with revisions, the appointment of the supervisor(s). If the recommendation is to approve with required revisions, the Dean shall request the recommended supervisor to follow-up on the required revisions. The supervisor must then, within a one-month period make a recommendation to the Dean to accept or reject the proposal.
4. The Academic Council's decision is minuted and communicated in writing to the student and the supervisor.

5. If the thesis proposal is rejected, the student cannot advance to the second phase of the programme. Students in this situation may be given an opportunity to submit a new proposal in the subsequent academic year, subject to the approval of the respective Dean and the payment of the normal tuition fees for Doctoral candidates.

ARTICLE 38

(Yearly Progress Report)

1. Students enrolled in the Doctoral programme are required to make a yearly progress report on the status of their research.
 - a) During the first phase of the programme, the progress report is the thesis proposal itself, submitted for approval and, if so required, for subsequent presentation to the thesis proposal evaluation committee.
 - b) During the second phase of the programme, the progress report will be submitted in writing to the supervisor(s) and subsequently presented in a public event.
2. During the second phase of the programme, the supervisor forwards the students' yearly progress report to the Dean, with brief comments and recommendations. The Dean may appoint a panel to evaluate the progress. The Dean then passes the progress report, supervisor's comments and panel comments, when applicable, to the Academic Records Office, for it to be filed in the student's folder.

ARTICLE 39

(Registration of Thesis Topic and Plan)

1. Following the completion of the first phase of the Doctoral programme, candidates have sixty days to register the topic and general plan of their thesis by submitting the appropriate form to the Academic Records Office.
2. Significant changes to the topic or plan of the thesis, after registration, must be approved by the Academic Council but do not affect the standard duration of the programme.

ARTICLE 40

(Thesis)

1. The thesis must be submitted in printed form, with cover and first page according to the template provided by the university, containing the following:
 - a) Name and logo of the university;
 - b) Name of the faculty under which it was prepared;
 - c) Degree and field of knowledge;
 - d) Author;
 - e) Title and subtitle;
 - f) Name of the supervisor(s);
 - g) Location, month and year in which it is submitted (e.g. Macau, July 2014).
2. The thesis must include an abstract in English of up to 400 words and translations in other languages may also be provided.

3. Previously published papers are admitted into the thesis, so long as clearly identified, and when produced in cooperation with other authors the candidate's role and contribution must be expressly stated.
4. The thesis may be written in one of the official languages of the university, as indicated and approved in the thesis proposal. Exceptionally, the Academic Council may authorize the use of other languages.
5. A doctoral thesis will of its nature be subjected to public examination and must later be made available for public scrutiny, namely by the author's peers in the academic field, so the candidate is responsible for obtaining all necessary authorizations to include personal or confidential data in the submitted text.

ARTICLE 41

(Admission to Public Examination)

1. On completing their thesis, doctoral candidates request the Rector to be admitted to public examination.
2. The candidate's written request is submitted at the Academic Records Office together with:
 - a) Seven printed copies and one digital copy of the thesis;
 - b) Seven printed copies and one digital copy of the candidate's CV;
 - c) A written recommendation from the supervisor(s).
3. In each case the Rector will ask the Academic Council, or the committee it may form for this purpose, to provide a list of names from which a jury may be composed for the public examination.
4. The Rector must appoint the jury within thirty days of the submission of the candidate's request, except when this thirty-day period includes university holidays, as published in the university's academic calendar.

ARTICLE 42

(Composition of the Jury)

1. Theses submitted for public examination must be assessed by a jury with the following composition:
 - a) The Rector, or his/her delegate;
 - b) Three Doctorate-degree holders working in the academic field of the thesis, at least one of whom a recognized expert in the field from outside the university;
 - c) The supervisor(s).
2. Whenever possible, a member of the jury should be affiliated with the Catholic University of Portugal.
3. Exceptionally, the jury may have up to seven members of whom one may be a recognized expert in the field without a Doctorate-degree, if considered appropriate by the Academic Council and the Rector.

ARTICLE 43

(Acceptance of the Thesis)

1. Within thirty days of its appointment, the jury must decide:
 - a) Whether the thesis is acceptable for public examination or requires significant alterations;
 - b) The date of the public examination;
 - c) Who will be the examiner(s).
2. Should the candidate be required to make amendments to the thesis, s/he will have ten days to declare the intention to retain it in its submitted form or to accept a maximum, non-extendable, period of 120 days to undertake its revision. Failure of one or other of these deadlines, will result in the candidate being considered withdrawn from the programme
3. The president of the jury is responsible for ensuring that all rights, deadlines and procedures are respected.

ARTICLE 44

(Public Examination)

1. Doctoral examinations are open to the public.
2. The public examination should be held within sixty days of either the nomination of the jury or the submission of the revised thesis.
3. The examination cannot be held in the absence of any member of the jury.
4. Exceptionally, the Rector may authorize the student or members of the jury to participate in the public examination via video-conference.
5. The examination must not exceed 120 minutes, the candidate has 30 minutes for an initial presentation of the thesis, the examiner(s) may use 30 minutes and the candidate has a further 30 minutes to reply. In what time remains, other members of the jury may intervene, with equal time for the candidate to respond.

ARTICLE 45

(Jury's Deliberation)

1. Upon completion of the public examination, the jury meets to assess the thesis and the defence and to decide the candidate's final grade.
2. The decision is taken by majority vote.
3. The president votes only in case of a tie, unless s/he is a specialist in the academic field of the thesis.
4. The vote and the justification of each member is recorded in the minutes, as well as the duration of the defence and the final grade awarded.
5. The result of the jury's deliberation is expressed in the first place as "Approved" or "Not Approved", to which is then added a qualitative grade in accordance with article 20.3.
6. The decision of an examination committee is final and cannot be appealed.

ARTICLE 46

(Repetition of Public Examination)

1. Candidates who fail the public examination may opt to re-apply to the Doctoral programme and undergo the normal admission process.
2. Candidates who re-enrol in the Doctoral programme must re-take some or all of the modules as prescribed by the Dean and present a new or re-worked thesis proposal.
3. Under no circumstances, however, will a candidate be allowed to sit two public examinations for the same degree within a 12-month period.

ARTICLE 47

(Copy of Thesis for Library)

Candidates are required to submit an updated copy of the thesis for the library, according to the guidelines outlined in article 32.

CHAPTER VII
CONFERRAL OF DEGREES

ARTICLE 48
(*Conferral of Degree*)

The degree is conferred to students in good standing with the university, upon successful completion of their programme of studies.

ARTICLE 49
(*Final Grade*)

1. The student's final grade in the undergraduate and master programmes is the weighted average of the grades obtained in the modules and dissertation, if any, according to their respective credit load.
 - a) Modules graded as Pass/Fail, as well as those marked as "CR" are not included in the computation of the final grade.
 - b) In the computation of the final grade, the decimal part inferior to 0.5 is ignored and the decimal part equal to or above 0.5 is rounded up to the next integral number.
 - c) The honour scales accompanying the numerical final grade are as follows:
 - i) 10 to 13 - Sufficient (*rite*);
 - ii) 14 to 15 – Good (*feliciter*)
 - iii) 16 to 17 – Very good (*magna cum laude*)
 - iv) 18 to 20 – Excellent (*summa cum laude*)
2. The final grade in a Doctoral programme is exclusively the level on the honour scales attributed by the jury after the public examination.

CHAPTER VIII

FINAL RULES

ARTICLE 50

(Applicability)

1. These regulations apply to all programmes offered at USJ, except those offered by its Life-long Learning Office.
2. For the benefit of a specific programme, additional norms may develop but not contradict the general principles set out in these regulations.

ARTICLE 51

(Deadlines)

All deadlines attributed to the university in these regulations exclude any holiday period(s) published in the academic calendar of the respective year.

ARTICLE 52

(Omissions and Doubts)

1. Omissions and doubts concerning these regulations are resolved by the Executive Council.
2. Appeals against the Executive Council's interpretations are judged by the University Council¹.

ARTICLE 53

(Approval and Alterations)

1. In accordance with the revised Charter of the University's, the Academic Regulations are drawn up in consultation with the Academic and the Dean's Councils, provisionally approved by the Executive Council and ratified by the University Council.
2. Proposed alterations, after due consultation as in article 53.1, are presented to the Executive Council for provisional approval and to the University Council for ratification.

¹ Until the new Higher Education law is in force and the University Council set up, references to the University Council should be read as General Council of the Catholic Foundation for Higher Education.

APPENDIX 1 – GRADING SCALE

1.1 – GRADE DESCRIPTORS

GRADE	QUALIFICATION
20	EXCELLENT
19	
18	
17	VERY GOOD
16	
15	GOOD
14	
13	
12	SUFFICIENT
11	
10	
9 AND BELOW	
	FAIL

P	PASS
F	FAIL

CR	CREDITED
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1.2 - GRADUATION WITH HONOURS

FINAL GRADE	CORRESPONDING HONOUR LEVEL
18-20	<i>SUMMA CUM LAUDE*</i>
16-17	<i>MAGNA CUM LAUDE*</i>
14-15	<i>FELICITER*</i>
10-13	<i>RITE*</i>

**** IN A DOCTORAL DEGREE ONLY THE HONOUR LEVEL IS ATTRIBUTED FOR THE FINAL GRADE.***