

Student Representation in IPP

At IPP we may find students representatives at three levels:

- A. In the governing bodies
 - General Council
 - Academic Council
- B. In the Student Welfare Services
 - Student Welfare Council
- C. In the Schools
 - Pedagogical Councils
 - depending on the School structure and organization students can be represented in several others bodies, as for instance in the Advisory Boards, Evaluation and Quality Commissions/Councils, Study Programme Commission, Study Program Self-Evaluation Team, Advisory boards, Study Programme Council,
 - Students' Unions

A. In the governing bodies

- General Council
 - o the General Council is the main governing body of IPP
 - o with 35 members, where **6 are student** representatives
 - o the election of the 6 students' representatives takes place by and amongst all students of the 1st and 2nd cycles, in a single constituency and by closed list. Mandates are awarded to the corresponding lists according to the Hondt proportional representation method.
 - o The mandate of the student representatives in the General Council is for two years.
- Academic Council
 - o the Academic Council is the coordinating body of the scientific and pedagogic activities of the Institute and the advisory body in all other matters. Seeks the cooperation and articulation between the Schools and promotes development and mutual cooperation, synergy and a rational use of resources, within the strategy IPP.
 - o with the 7 Presidents of the Student Unions

B. In the Student Welfare Services

- Student Welfare Council
 - the Student Welfare Council is a superior body of the Student Welfare Services to define and guide the Student Support.
 - with 4 members where 2 are student representatives.

C. In the Schools

- **Pedagogical Councils**
 - the Pedagogical Council is the responsible body for the pedagogical management and aims to ensure the development and implementation of quality criteria for teaching activities as well as coordinate the implementation of the training policy of the Schools.
 - equal number of teacher and student representatives (in a minimum of 10 representatives and a maximum of 24 representatives)
 - the members are elected by list and by body, and the conversion of votes into Mandates is made through the Hondt method of proportional representation.
 - the duration of the mandates for the student representatives normally is one academic year.
- Depending the School structure and organization students can be represented in several others bodies, as for instance in the, Advisory Board, Evaluation and Quality Commission/Council, Study Program Commission, Study Program Self-Evaluation Team, Advisory boards, Study Programme Council,
- Student Unions

A. In the governing bodies**General Council duties**

1. The duties of the General Council are:
 - a) Elect the President by absolute majority from amongst co-opted members;
 - b) Draw up and approve its regulations;
 - c) Approve changes to the statutes by a majority of two-thirds of the members;
 - d) Elect the President of the Institute;
 - e) Draw up and approve the regulations for the election of the President of the Institute and organize the respective procedures;
 - f) Draw up and approve the regulations for the election of the General Council;
 - g) Draw up and approve the regulations for the election of the Presidents of the School, where a direct election is appropriate;
 - h) Draw up and approve the regulations for the Ombudsman;
 - i) To appoint the Ombudsman upon recommendation of the Student Unions of the Institute;
 - j) Define and approve the policy of Student rights and responsibilities;
 - k) To draw up and approve the student disciplinary regulations with the cooperation of the Ombudsman upon recommendation of the Student Unions of the Institute;
 - l) Define and approve the regime requirements for expiration of registration² upon recommendation of the Presidents and Pedagogical Councils of the Schools and the Student Unions of the Institute;
 - m) Examine the actions of the President of the Institute and of the Management Council;
 - n) Determine the competent bodies where the legislation applies the expression “statutory competent legal body” or similar and doubts arise on determining the appropriate body;
 - o) Advise and recommend on the measures to adopt by the President of the Institute regarding the normal functioning of a School due to action or omission of the respective bodies;
 - p) Propose the initiatives necessary to the good functioning of the Institute;
 - q) Perform any further duties provided by Law and these Statutes.

2. It is the duty of the General Council, upon recommendation from the President of the Institute:
 - a) Approve the medium-term strategic plans and the action plan for the four-year mandate of the President of the Institute;
 - b) Approve the general guidelines for the scientific, pedagogical, financial and patrimonial plans;
 - c) Create, transform or terminate Schools upon previous consent of the supervising Minister;
 - d) Approve annual activity plans and examine the annual activity report of the Institute;
 - e) Approve the proposal for the budget of the Institute;
 - f) Approve the annual consolidated accounts endorsed by /upon recommendation of the statutory auditor;
 - g) Approve the maximum number of teachers, researchers and other personnel, whatever the nature of their contract, assigned to each School, except where individual labour contracts are supported exclusively by the Schools own generated revenues including those of research and development projects, whatever their provenance;
 - h) Advise and recommend on the reassignment of staff including teachers and researchers;

- i) Advise and recommend on the redistribution of budget resources between the Schools;
 - j) Determine the value of tuition fees;
 - k) Propose or sanction, as provided by law, the acquisition, alienation/disposal, permutation, encumbrance or easement of (real estate) property of the Institute as well as credit operations;
 - l) Reassign real estate property to a different function or School and authorize new buildings in the property assigned to a School, upon recommendation of the respective President;
 - m) Advise and recommend on all matters submitted by the President of the Institute.
3. Deliberations specified in subparagraphs a) to d) and f) of the preceding paragraph require a recommendation from the co-opted members of the Council.
 4. The President of the Institute and of the Schools will provide in due time any information requested by the General Council.
 5. Non-compliance with the previous paragraph constitutes a disciplinary offense;
 6. The General Council may request a recommendation by any body of the Institute on matters of its jurisdiction.

Academic Council duties

The duties of the Academic Council are:

- a) To draw up and approve its regulations;
- b) To draw up and approve:
 - i) General pedagogic regulations, in compliance with the guidelines approved by the General Council;
 - ii) Guidelines for course and institutional self-assessment, with the purpose of obtaining certification and accreditation;
- c) To advise and recommend on:
 - i) The proposal for the medium-term strategic plan;
 - ii) The proposals for the creation, modification, suspension and termination of courses;
 - iii) Proposals for the creation, transformation, division, merger or extinction of Schools.
- d) Propose the initiatives necessary to the good functioning of the Institute;
- e) Advise and recommend on all matters submitted by the President of the Institute, by the General Council or by the Schools.

B. In the Student Welfare Services

Student Welfare duties

The duties of the Student Welfare Council are:

- a) To approve the methods of application of Student Welfare Policies;
- b) To determine and supervise the fulfilment of monitoring procedures to ensure the smooth functioning of the respective services;
- c) To give recommendation on the activity reports as well as budget Reports for the following economic year and medium-termed plans for student welfare;
- d) To propose mechanisms to ensure the quality of services provided, and define the criteria and methods of evaluation.

D. In the Schools

Pedagogical Councils

The duties of the Pedagogical Councils are:

- a) To define and approve its own regulations;
- b) To advise and recommend on pedagogical guidelines and methods of teaching and assessment;
- c) To promote the conduct of regular surveys of the pedagogical performance of the School and the corresponding analysis and dissemination;
- d) Promote the implementation of the evaluation of the pedagogical development of teachers, by these and their students and the corresponding analysis and dissemination;
- e) To review complaints relating to educational failures, and propose necessary measures;
- f) To approve the regulations on the assessment of student achievement;
- g) To propose or recommend the regime requirements for expiration of registration;
- h) To advise and recommend on the creation of study cycles and on the respective curricula;
- i) To approve the regulations for transition between study plans;
- j) Advise on and recommend upon the institution of academic achievement awards;
- k) To give advice on the school calendar and examination timetables of the School;
- l) Exercise such other duties as are conferred by law or by the Statutes of the School.