

STUDENTS' ROLE ON IPP/ESTSP GOVERNMENT

RESUME

- **Governing Bodies**
 - **General Council – 35 members/ 6 students' representatives**
 - **Academic Council – Students' Unions Presidents**
- **Services – Student Welfare Services**
 - **Student Welfare Council – IPP President; Student Welfare Services Administrator; 2 students' representatives**
- **Organic Units**
 - **Pedagogical Council – 8 teachers' representatives; 8 students' representatives**
 - **Advisory Body – Students' Union President; 1 Students' representative**
 - **Evaluation and Quality Committee - Students' Union President**
 - **Course Coordinators**
 - **Course Council – 8 members/ 4 students' representatives (in discussion)**
 - **Course Evaluation and Monitoring Committee - 8 members/ 4 students' representatives (in discussion)**

GENERAL COUNCIL

Composition

1. The General Council is composed of:
 - a) Eighteen representatives of the teachers and researchers;
 - b) Six representatives of the students;
 - c) One representative of the non-teaching and non-researching staff;
 - d) Ten external personalities co-opted by the remaining members of the General Council.
2. The members of the General Council are elected or co-opted by secret ballot.
3. The elected member of the General Council represent the Institute and not only their constituency;
4. The members of the General Council do not represent any groups or interest groups and exercise their duties independently.

Election of student representatives

1. The election of students' representatives takes place by and amongst all students of the 1st and 2nd cycles, in a single constituency and by closed list, the mandates will be awarded to the corresponding lists according to the Hondt proportional representation method.
2. Each list will include a number of substitute candidates equal to the number of effective candidates.

Election Procedure

1. The election of the mandates mentioned in the preceding abides by regulation to approve by the General Council.

Mandate

1. The members of the General Council serve:
 - a) Mandates of four years for the representatives of the teachers and researchers, of the non-teaching and non-researching staff, and for external members;
 - b) Two years for the representatives of the students.
2. Mandate begins with the taking of office in the following 15 days to the approval of the election results.

Duties of the General Council

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 the 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 cooperation of the Ombudsman upon recommendation of the Student Unions of the Institute;
 - l) Define and approve the regime requirements for expiration of registration 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 anybody of the Institute on matters of its jurisdiction.

ACADEMIC COUNCIL

Composition of the Academic Council

1. The Academic Council is composed by:
 - a) The President of the Institute, presiding; 1
 - b) The Vice-presidents of the Institute; 4
 - c) The Presidents of the Schools; 7
 - d) The Presidents of the Technical-Scientific Councils; 7
 - e) The Presidents of the Pedagogical Councils; 7
 - f) The Presidents of the Student Unions of the Institute; 7
 - g) The Administrator of the Institute, who secretaries the meetings of the Academic Council. 1

=34

Duties of the Academic Council

1. 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 to obtain 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.

STUDENT WELFARE COUNCIL

1. The Student Welfare Council is a Superior Body of Welfare Management, to define and guide the Student Support.
2. The Student Welfare Council is composed of:
 - a) The President of the Institute, Presiding;
 - b) The Administrator of the Student Welfare services;
 - c) Two representatives of and appointed by the Student Unions of the Institute, one of which has been awarded a grant.
3. 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 fulfillment 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 students welfare;
 - d) To propose mechanisms to ensure the quality of services provided, and define the criteria and methods of evaluation;

4. Without prejudice to the previous paragraph, the Student Welfare Council may promote other adequate Student Welfare plans.

PEDAGOGICAL COUNCIL

Composition and Mandate of the Pedagogical Council

1. The Pedagogical Council is composed of equal number of representatives from the teaching Body and student Body, a total of sixteen members elected in accordance with these Statutes.
1. The Presidents of the School and Student Union or their appointed representatives may participate in meetings of the Pedagogical Council, without voting rights;
2. The teacher representative holds a Mandate of two years, provided they maintain the conditions that led to election.
3. The Mandate of the student representative is one year provided they maintain the conditions that led to election.
4. The Pedagogical Council can operate with two-thirds of its number as defined in section 1, either the elected members or their substitutes from each Body.

Electing members of the Pedagogical Council

1. The Pedagogical Council consists of equal number of teachers and students representatives, elected per closed list consisting of eight members and eight substitute members.
2. The President of the Pedagogical Council of ESTSP is elected:
 - a) From amongst the teachers of ESTSP elected to the Pedagogical Council;
 - b) By the groups of teachers and students elected to the Pedagogical Council by direct, universal and secret ballot;
3. The President of the Pedagogical Council has a casting vote, guides the meetings and represents the Council.

Duties of the Pedagogical Council

1. It is the duties of the Pedagogical Council:
 - a) To develop and approve its regulations;
 - b) To give advice on teaching approaches, pedagogical methods and assessment;
 - c) To promote the conduct of regular evaluations of the Pedagogical performance of the School, and its analysis and dissemination;
 - d) To promote the implementation of teaching performance evaluation conducted by teachers, and their students, for analysis and dissemination;
 - e) To consider complaints about the educational failures and propose the necessary measures;
 - f) To approve the regulations of student achievement assessments;
 - g) To propose or recommend the regime requirements for expiration of registration;
 - h) To propose or recommend on the creation of the courses and their respective plans;
 - i) To give advice on the establishment of academic achievement awards;
 - j) To propose or recommend on the academic calendar and examination timetables;
 - k) To exercise other duties that are or will be assigned.

ADVISORY BODY

Composition and function of the Advisory Body

1. The following are members by virtue of the Advisory Body:
 - a) The President of ESTSP, presiding;
 - b) The President of the Technical-Scientific Council;
 - c) The President of the Pedagogical Council;
 - d) The President of the Student Union.
2. Also part of the Council, are the following members, elected by their peers:
 - a) A representative of teachers and researchers;
 - b) A representative of the students;

- c) A representative of non-teaching, and non-researching staff.
3. The Advisory Board may also integrate under the proposal of the President, external entities, domestic or foreign, which may contribute to the enrichment of reflection and decision-making. Their Mandates end with the cessation of the Mandate of the President.
4. Occasionally, other persons may be invited, on proposal of any of its members, approved by a simple majority of its members.
5. The Advisory Board shall meet at least once a year, by the initiative of President of the School, or at the request of at least one third of its members.

Duties and responsibilities of the Advisory Body

1. Members of the Advisory Board shall:
 - a) Contribute to strengthening the relationship between ESTSP and the community;
 - b) Promote the recognition of ESTSP as a reference in Areas directly or indirectly related to Health.
2. The Advisory Board is to decide, when requested to, on:
 - a) The creation of courses or training programs;
 - b) The guidelines of ESTSP;
 - c) Other matters of interest submitted to it by any Management Body.

EVALUATION AND QUALITY COMMITTEE

Composition of the Evaluation and Quality Committee

1. The Quality and Evaluation Committee is the Body responsible for the establishment of self-assessment mechanisms and evaluation of the ESTSP quality policy.
2. The Committee is composed of:
 - a) The President or his delegate, presiding;
 - b) The President of the Technical-Scientific Council;
 - c) The President of the Pedagogical Council;

- d) Course coordinators;
- e) The President of the Student Union;
- f) The Administrator;
- g) A representative non-teacher and non-researching staff, elected by their peers.

Duties and operation of the Evaluation and Quality Committee

1. It is the duty of the Quality and Evaluation Committee to:
 - a) Evaluate the outlines of a quality policy for the ESTSP;
 - b) Coordinate the entire process of self-assessment of ESTSP;
 - c) Create an action plan, highlighting the Areas that have to be assessed;
 - d) To define procedures of assessment for ESTSP;
 - e) To propose standards and evaluation instruments to apply, subject to prior approval by the Technical-Scientific and Pedagogical Councils or of the Presidency, depending on the subject of evaluation;
 - f) To discuss the results of the sectorial assessments, and create the institutional report and propose corrective measures as deemed appropriate for the good performance and image ESTSP;
 - g) Review all complaints that are addressed;
 - h) Develop and approve its regulations;
 - i) Review the proposals and suggestions that have been addressed within their respective Areas.
2. In pursuing the goals of the Quality and Evaluation Committee, the processing of personal data collected will be made in absolute secrecy and guarantee of each individual freedom.

COURSE CO-ORDINATION

Course Co-ordination

1. The Course Co-ordination is provided by the course Co-ordinator, Course Council and the Course Evaluation and Monitoring Committee.
2. The Course Council is composed of:
 - a) Course Co-ordinator;
 - b) A student from each year of the course;
 - c) The number of teachers to ensure the parity of the Body.
3. Monitoring of the course is provided by the Course Evaluation and Monitoring Committee. It is comprised of:
 - a) The Course Coordinator, presiding;
 - b) A student representative from each year;
 - c) A representative from each Technical-Scientific Area associated to the course.

Duties and Functions of the Course Council

1. Duties of the Course Council are:
 - a) To establish its regulations, to be approved by the relevant Bodies;
 - b) To ensure the respective courses are compliant with the guidelines and standards set by the Management Bodies of ESTSP;
 - c) Ensure the daily management of pedagogical programs coordinated, in close collaboration with the Technical-Scientific Areas;
 - d) Promote, in collaboration with other Management Bodies of ESTSP, an organization and integrated management of pedagogical resources, including the framework of pedagogical practice, internships or other similar situations;
 - e) To promote information, reflection and discussion on main problems of the courses, related to training or professional practice, within the organisational structures of the Scientific-Pedagogical and Management Bodies of ESTSP;

- f) To promote the evaluation of the Course, in collaboration with other organisational structures of scientific-pedagogical nature and with different Management Bodies from ESTSP;
 - g) Advising on all matters upon request.
2. The Course Coordinators may have other responsibilities assigned by the Management Bodies of ESTSP.

Duties and Operation of the Course Evaluation and Monitoring Committee

1. The duties of the Course Evaluation and Monitoring Committee are:
- a) To establish its regulations, to be approved by the relevant Bodies;
 - b) To advise on all matters upon request;
 - c) Collaborate in the definition of the course *numerus clausus* and reinstatement regulations;
 - d) To assist with the preparation of proposals for amendment of Course study plans to be submitted to the Technical-Scientific Council;
 - e) To promote Co-ordination of programs amongst curriculum units of the courses, ensuring its smooth functioning;
 - f) To assist with the Co-ordination of the learning objectives of the curriculum units that contribute to the desired output profile.
 - g) Develop, with the Course Coordinator, the evaluation report of the Course, as defined by the Management Body.