



# CTeSP Internal Regulation



SGQ-REG-14 R0 - 0915



## **Internal Regulation of the Operation of Higher Technical Professional Courses**

### Introductory Dispositions

#### **Article 1**

##### Legal Framework

The present regulation aims to develop and complement the legal regime established by Decree-Law No. 43/2014, of 18 March, and other applicable legislation.

#### **Article 2**

##### Scope of Application

The present regulation applies to all Higher Technical Professional Courses (CTeSP) organized by Instituto Superior de Tecnologias Avançadas (ISTEC), establishing the general guidelines that they must follow.

#### **Article 3**

##### Superior Technical Professional Course

1. The CTeSP are short-term higher education courses that do not confer academic degrees and are aimed at providing professional qualifications at level 5 of the European Qualifications Framework for Lifelong Learning and level 5 of the National Qualifications Framework.
2. The training plan of a CTeSP includes the following components
  - a. The general and scientific training component, which aims to develop attitudes and behaviors appropriate to professionals with high levels of professional qualification and adaptability to the world of work and business and to improve, where it proves indispensable, the knowledge of the scientific domains that underpin the technologies specific to the training area;
  - b. The technical training component, which integrates domains of a technical nature oriented towards the understanding of practical activities and the resolution of problems in the professional field;
  - c. The work-related training component, which aims at applying the acquired knowledge and know-how to the practical activities of the respective professional profile and contemplates the execution of activities under supervision, using the techniques, equipment and materials that are integrated in the processes of production of goods or provision of services, taking place in a traineeship at the end of the study cycle.

#### **Article 4**

##### Concepts

For the purposes of this regulation, the following definitions shall apply:

- a. "Credit" shall mean the unit of measurement of the trainee's work in all its forms, namely, teaching sessions of a collective nature, personal guidance sessions of tutorial type, internships, projects, field work, study and evaluation;
- b. "ECTS Credits" are credits according to the European Credit Transfer and Accumulation System whose application is regulated by the Decree Law No. 42/2005 of February 22;
- c. "Contact Hours" means the time, in hours, used in collective teaching sessions, namely in classrooms, laboratories or field work, and in personal tutorial sessions;
- d. "Professional Profile", the description of the set of activities and knowledge required for the exercise of a given professional activity;
- e. "Benchmark of competences", the set of competences required to obtain a qualification;
- f. "Course unit", the teaching unit of the training plan of a Higher Vocational Technical Course, with its own objectives and that is subject to an assessment translated into a final classification.

#### **Article 5**

##### Duration of the Course

A Higher Vocational Technical Course has 120 credits and the duration of four academic semesters.

### **Article 6**

#### Training plan

1. The courses are organized by the ECTS credit system.
2. The training plan for each CTeSP is subject to the norms contained in the respective Registration Order, which regulates it and determines, in credits, the work to be performed in each curricular unit.

### **Article 7**

#### Complementary training

1. Students entering a CTeSP pursuant to article 9(2) of Decree-Law No. 43/2014, who do not hold a secondary education course or legally equivalent qualification, must, as part of the course, compulsorily attend a complementary training plan between 15 and 30 credits, in accordance with article 25 of the same Decree-Law.
2. The definition of the complementary training plan referred to in the previous number, to be attended by each student, is carried out by the Course Coordinator taking into consideration the results of the capacity assessment test referred to in article 10 of Decree-Law 43/2014 of March 18.

#### Operating conditions

### **Article 8**

#### Study regimen

1. Courses may be taught on a daytime or post-labor regime.
2. In any of the modes referred to in the preceding number, attendance at course unit classes is compulsory and the respective lecturer is responsible for ensuring a compulsory record of student attendance.
3. Whenever a student misses, with no justification, more than 30% of the scheduled classes in a given course unit, he or she will fail.
4. Students who have attended the same curricular units in previous editions of the CTeSP and who have not failed due to absence may be exempted from mandatory class attendance.
5. Students who have passed the same course units in previous editions of a CTeSP may be exempted from mandatory class attendance.

### **Article 9**

#### Student Enrollment

1. Students, as with all other members of the academic community, must comply with ISTEC's Disciplinary Regulations for Students.
2. Students are subject to the ISTEC regulations applicable to them.

### **Article 10**

#### Coordination

1. Each technical higher professional course has a Course Coordinator.
2. The Coordinator is appointed by ISTEC's Director.

### **Article 11**

#### Student Enrollment

1. At the time of enrollment, the student enrolls a maximum of 30 ECTS per semester.
2. To enroll in the on-the-job training component, the student must not have more than five course units in arrears, nor more than 20 unfinished ECTS from the general and scientific training components and from the technological training component.

**Article 12**  
Student Worker

1. The Student Worker Statute is granted to students who, under the terms of the general law, meet the necessary conditions for the purpose and request it from the Academic Services of the Higher Institute of Advanced Technologies, according to the terms and deadlines in force.
2. It is the CTeSP Coordinator's responsibility, considering the nature and weighting of the training components in question, to define the course units in which the Student Worker will be subject to the ordinary regime of absences in force, considering the legal limits.
3. The regime of absences for course units is the same that is in force for ordinary regime students.

**Article 13**  
Justification of absences

1. The Student Worker Statute is granted to students who, under the terms of the general law, meet the necessary conditions for the purpose and request it at the Academic Services of the Higher Institute of Advanced Technologies, according to the terms and deadlines in force.
2. It is the CTeSP Coordinator's responsibility, considering the nature and weighting of the training components in question, to define the course units in which the Student Worker will be subject to the ordinary regime of absences in force, considering the legal limits.
3. Under the terms of paragraph b. of no. 1 of this article, the student may be absent with justification:
  - a. Five consecutive days, due to the death of a spouse or of a person with whom he or she lives in a de facto union or common economy under the terms foreseen in special legislation, or of a relative in the first degree of the direct line or in the second degree of the collateral line;
  - b. Two consecutive days, due to the death of a relative in any other degree in the direct line, not foreseen in the previous paragraph, and of a relative in the direct line;
  - c. One day, for the death of another relative or kinsman, not included in the previous paragraphs and up to the fourth degree of the collateral line.
4. The counting of the days indicated in the preceding paragraph may begin, at the student's option, on the day of the death, of the knowledge, or of the funeral ceremony.
5. The justification for absences based on the provisions of paragraphs a), c), and d) of no. 1 shall be delivered to the Office of the Institute up to a maximum of five days after the student has resumed attending classes.
6. Absences due to death shall be notified and justified in writing as soon as the student resumes attending classes.
7. For the purposes of success, regardless of the nature of the absences, students must attend a minimum of 70% of the training hours, assessed in all of the training components.

**Article 14**  
Evaluation

1. CTeSP students are subject to the evaluation rules set out in ISTEC's Higher Education Course Regulations.

**Article 15**  
CteSP final classification

1. A student is considered approved in the CTeSP if he/she passes all its training components.
2. The final classification of the higher professional technician diploma is the arithmetic weighted average, rounded to the nearest unit (considering as a unit the decimal part equal to or greater than 5), obtained by applying the following formula

$$(n^{\circ} \text{ ECTS}/120 \times \text{CFG C}) + (n^{\circ} \text{ ECTS}/120 \times \text{CFT}) + 0,25 \times \text{CFCT}$$

where:

- CFGC – classification of the general and scientific training component;
- CFT – technical training component classification;
- CFCT – classification of the work-related training component.

The number of ECTS refers to the total ECTS of each of the training components.

**Article 16**  
Course units exemption

The exemption from course units of a CTeSP is made at the request of the students and according to the terms of ISTEC's Validation of Professional Experience and Training Regulations.

**Article 17**  
Tuition fees

1. Fees are payable for attending the CTeSP.
2. Withdrawal from one or more course units shall not entitle the student to a refund of the fees and emoluments paid.
3. The monthly payment of tuition fees should be made by the eighth day of the month to which it refers.
4. The first tuition fee must be paid by the end of September.
5. Failure to meet the established deadlines will result in a ten percent (10%) surcharge for each week of delay.

**Article 18**  
School social action

According to article 32 of Decree-Law 43/2014 of March 18, trainees enrolled in the CTeSP are covered by direct and indirect social action, in the same terms as other higher education students.

**Article 19**  
Continuing studies

Students holding a vocational technical college diploma may apply for higher education, in accordance with the provisions of article 37 of Decree-Law No. 43/2014 of 18 March and article 3(c) and articles 9, 10 and 11 of Decree-Law No. 113/2014 of 16 July.

**Article 20**  
Re-entry

1. Re-entry is the act by which a student, after an interruption of studies, enrolls in the same course or in a course that has succeeded it.
2. Re-entry is requested at ISTEC within the time limits established for the purpose.

**Article 21**  
Definition of on-the-job training and its purposes

1. The on-the-job training takes the form of an internship at the end of the study cycle, aimed at applying the knowledge and skills acquired to the practical activities of the respective professional profile and includes the execution of activities under supervision, using the techniques, equipment and materials that are part of the process of production of goods or provision of services, and having as a reference the professional profile indicated in the proposal of the respective CTeSP sent to the Directorate General of Higher Education (DGES).
2. To ensure integration into the labour market and on-the-job training, ISTEC enters into partnership protocols with companies, other employers, business or socio-professional associations or other organizations that are appropriate to the specificity of the training area, as well as to the characteristics of the labour market.

3. The objectives of the internship are:
  - a. Allow the student to apply the acquired knowledge and know-how to the practical activities of the respective professional profile;
  - b. Promote the integration of the student in the labor market, providing his professional and academic development;
  - c. To allow the student, through contact with the business reality and other public institutions, to investigate, diagnose and propose solution alternatives for the observed problems, with the proper theoretical support;
  - d. To provide the student with the necessary guidance to enable him/her to use the techniques, equipment and materials that are integrated in the processes of production of goods or rendering of services of the respective professional profile;
  - e. Provide the student with the orientation that will direct him/her to the critical and contextualized analysis of the dynamics of professional practice in the host institutions during the internship.

#### **Article 22**

##### The organization of the internship

The organization of internships is the responsibility of the Coordinator of the respective CTeSP.

#### **Article 23**

##### The trainee

1. The student is for all purposes categorized as a trainee, regardless of the professional category assigned to him or his shareholding in the company where the internship takes place.
2. All trainees who are already working are subject to the provisions of the present regulation, especially as regards the competences to be acquired.

#### **Article 24**

##### Training accreditation

Students who have professional experience in the CTeSP area may apply for the accreditation of their activities for the purposes of their internship, according to the rules established in ISTEC's Regulations for the Validation of Professional Experience and Training.

#### **Article 25**

##### Registration and completion of the internship

1. To enroll in the internship the student must satisfy the stipulations of number 2 of article 11.
2. The presentation of proposals for internships, as well as the respective distribution, shall be made by the Course Coordinator up to 30 days prior to the beginning of the semester in which the internship will take place.
3. Students may present internship proposals, subject to validation by the Course Coordinator.
4. The student is allowed to receive remuneration for the activities performed, if so established by the host institution; however, the internship is not necessarily remunerated.
5. In accordance with Decree-Law no. 43/2014, of 18 March, the student, in order to obtain the completion of the course, will be obliged to carry out the number of hours provided for the on-the-job training component of the course in which he is enrolled (in accordance with the Order creating the course), safeguarding what is stipulated in article 24, and the institution where the internship is carried out must properly certify the completion of these internship hours, taking into account the modality of the work context.
6. The internship has a duration of not less than one curricular semester corresponding to 30 credits.

## **Article 26**

### **On-the-job training contract**

For work-based training a training contract is signed, duly authenticated and made in triplicate, the original being for the host company/institution, one copy for the trainee and another for ISTEC.

## **Article 27**

### **Monitoring of traineeship**

Each trainee is supervised by a tutor representing ISTEC and by a tutor to be appointed by the enterprise/institution where the traineeship is taking place.

## **Article 28**

### **Responsibilities and powers of the Course Coordinator**

1. It is the CTeSP Coordinator's responsibility, specifically in relation to the internship:
  - a. Comply with and enforce the present regulations and the Decree-Law no. 43/2014, of March 18;
  - b. Make the present regulations and the legislation governing the internship known to teachers, tutors, mentors and students;
  - c. Publicize the internship offers to the students;
  - d. Support the supervising teachers in the development of their activities;
  - e. Verify compliance with the internship evaluation rules;
  - f. Propose, when necessary, the constitution of the jury for the internship evaluation.

## **Article 29**

### **Responsibilities and powers of the supervising teacher**

1. The internship guiding teacher is responsible for:
  - a. Define jointly with the trainee and the tutor the activities to be developed in order to achieve the objectives of the internship, which must be of interest to the company/institution where the internship takes place, in accordance with the contents taught during the training component of the CTeSP and in compliance with the profile defined in the proposal submitted to the DGES;
  - b. Guide the trainee on the recommended phasing for his work, bibliography to consult and other initiatives that allow him to perform with quality the proposed work;
  - c. Regularly monitor the process of the proposed work, through contacts with trainees and with the tutor of the company/institution;
  - d. Inform the CTeSP Coordinator of any problems arising during the internship;
  - e. Analyze the internship report and issue a written opinion on the work;
  - f. Issue a final opinion on the internship, through the completion of the Intern Performance Evaluation Survey.

## **Article 30**

### **Responsibilities and competencies of the Company/Institution Tutor**

1. It is the responsibility of the tutor of the company/institution where the internship is carried out:
  - a. Collaborate with the guiding teacher and the intern in defining the internship work plan;
  - b. Monitor and guide the execution of the internship work program, providing the intern with the necessary conditions for the performance of the internship;
  - c. Monitor and guide the preparation of the internship report and ensure that the intern does not include confidential information of the company/institution in the report;
  - d. Provide the trainee with access to documentation and equipment that are compatible with the execution of the work program;
  - e. Respect the hygiene and safety conditions in the place where the internship takes place;
  - f. Not assign the trainee tasks not foreseen in the internship work program;
  - g. Inform the supervising teacher of any problems arising during the internship;
  - h. Ensure the trainee's attendance record;

- i. Issue a final opinion on the internship by completing the Intern Performance Evaluation Survey.

### **Article 31**

#### **Responsibilities and competences of the trainee**

1. It is the responsibility of the Trainee during the internship to:
  - a. Comply with the work program planned for the internship;
  - b. Comply assiduously and punctually with the timetable and schedule set for the internship;
  - c. Fill out the attendance sheets on a daily basis;
  - d. Comply with the guidelines issued by the supervising teacher and the internship tutor, within the scope of the work program planned for the internship;
  - e. Prepare a final report at the end of the internship, containing detailed information on the activities carried out and the personal and professional skills acquired;
  - f. Ensure the proper use and conservation of the equipment and materials used during the internship;
  - g. Maintain the confidentiality of the information considered as reserved by the company/institution;

### **Article 32**

#### **Withdrawal of the trainee**

1. The student may withdraw from the internship provided he/she notifies the company/institution or ISTECC in writing 15 days in advance, through the Course Coordinator, stating the reasons for the withdrawal.
2. If unjustified withdrawals by the students are verified, or if the reasons given for the withdrawal are not acceptable, or if the withdrawal occurs 15 days after the internship start date, the process of insertion of the trainee is considered terminated through failure by fault.
3. Internship substitution is permissible in the following circumstances:
  - a. No more than fifteen days of internship have elapsed;
  - b. When the approved individual training plan is not respected by the host institution for logistical reasons or whenever the conditions presented in article 35 of these regulations are not respected.
4. Whenever the withdrawal of the trainee is justified, namely by illness or other justifiable reason, the Course Coordinator may indicate another suitable internship offer to the student so that he/she may fulfill the on-the-job training component.

### **Article 33**

#### **Suspension of the trainee**

1. The company/institution may suspend the traineeship for its own reasons, namely temporary closure of the establishment, for a period not exceeding one month, or for reasons concerning the trainee, namely illness, maternity or paternity, for a period not exceeding six months.
2. Suspension of the internship, communicated by the company/institution to ISTECC in writing, stating the reasons and the foreseeable duration, whenever possible in advance, is subject to the authorization of the Course Coordinator, who will judge its legitimacy, and also presupposes compliance with the individual internship plan.
3. Suspension of the internship does not alter its duration, it may only postpone the date on which it ends.

### **Article 34**

#### **Absence**

1. Absence shall be justified or unjustified, in accordance with the rules applicable to all employees of the company/institution hosting the trainee.
2. The Trainee is excluded from the program in the following situations, terminating the respective on-the-job training contract:
  - a. If the number of unjustified absences reaches 5 consecutive days or 10 interpolated days;
  - b. If, except for the situation provided for in point 1 of article 33, the total number of justified absences exceeds 30 consecutive or interpolated days.



3. The trainees' attendance control is carried out by filling in the attendance sheet provided by the trainee's host company/institution and sent to the Course Coordinator at the end of each month's internship.

**Article 35**

**Termination of the on-the-job training contract**

1. The on-the-job training contract may be terminated by mutual written agreement, by termination by either party, or by expiry.
2. Termination by either party shall be communicated, in writing, to the other party at least 15 days in advance and shall state the respective reason.
3. The contract terminates at the end of the term, due to the supervening, absolute and definitive inability of the trainee to attend the internship or the sponsoring organization to provide it, as well as due to unjustified absences.

**Article 36**

**Internship report**

The internship report must be submitted no later than 15 days after the end of the internship.

**Article 37**

**Assessment of the internship**

1. The evaluation of the trainee's performance is performed by the Company/Institution's tutor and the supervising lecturer, each proposing a mark on a scale of 0 to 20.
2. The evaluation of the internship report is made by the supervising teacher, who assigns a classification on a scale of 0 to 20 values.
3. The evaluation of the internship is performed in accordance with the learning assessment methodology approved by the DGES for each CTeSP.

**Article 38**

**Omissive and doubtful cases**

Cases of omissions and doubts shall be resolved by the Director of ISTEC, in accordance with the applicable legal provisions and the general principles underlying these Regulations.

**Article 39**

**Entry into force**

This Regulation shall enter into force after its approval by the Director of ISTEC, on September 14, 2015.