



ISTEC Lisbon Statutes



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In accordance with articles 142 and 172 of Law 62/2007 of September 10th, the Statutes of ISTEC, reproduced herein, were published in Announcement n° 6466/2009, Diário da República, 2nd Series - N° 160 of August 19th, 2009.

In accordance with the order of July 29, 2009 from the Minister of Science, Technology and Higher Education, the Statutes of the Instituto Superior de Tecnologias Avançadas (ISTEC - Lisbon) are hereby made public, under the terms of n° 3 of article 142 of Law 62/2007, of September 10th:

Chapter 1 **Nature, Aims and Educational Project**

Article 1 **(Legal Nature)**

Instituto Superior de Tecnologias Avançadas - Lisboa (ISTEC - Lisbon), hereinafter referred to as Institute, is a private polytechnic higher education institution, part of the Portuguese higher education system, under the terms of current legislation.

Article 2 **Purposes**

The purpose of the Institute is to promote and develop higher level education in various areas of knowledge and its educational project is characterized:

- a. By the high level qualification of its students, the production and dissemination of knowledge, as well as the cultural, artistic, technological and scientific training of its students, in a framework of international reference;
- b. By the valorization of the activity of its researchers, teachers and employees;
- c. By stimulating intellectual and professional training, as well as the effective mobility of students and graduates, both nationally and internationally, namely in the European Higher Education Area;
- d. By the diffusion, knowledge transfer and economic valorization of scientific knowledge, through activities linked to the social fabric;
- e. By promoting and organizing actions to support the dissemination of humanistic, artistic, scientific and technological culture;
- f. By the constant innovation and deepening of contents and permanent demand for updating and individual training of its teaching staff, as well as by the development of an applied research strategy, through cooperative work between teachers, students and national and foreign experts, within the various study and research departments;
- g. For an education that, respecting first of all the country's needs in the field of specialized higher education, is also turned outwards, through the establishment of several types of protocols and collaboration agreements with other foreign higher education institutions, developing joint actions and sharing human resources, scientific knowledge and pedagogical technologies;
- h. By researching and developing technologies that allow diversifying and enriching the set of learning resources made available to its students, namely through the use of educational multimedia technologies and online communication and pedagogical interaction systems, with the purpose of increasing the overall quality of the teaching provided and fostering new forms of pedagogical interaction that, by optimizing the learning times of fundamental knowledge and skills, favor and stimulate the students' individual initiative in order to create an education system based on the development of competences.

Article 3
Educational Project

To implement the educational project referred to in the previous article, the Institute:

- a. Diversify its training offer by promoting several courses and other training initiatives, not conferring academic degree, and will present, whenever it considers it necessary and convenient for the pursuit of its purposes and its educational project, to the competent entities, for approval, the projects of new courses conferring academic degree, within the conditions set by the applicable legislation;
- b. It shall establish with other national and foreign entities the cooperation protocols that allow gathering the necessary competences, human resources and technologies to develop the technologically evolved teaching model that is part of its educational project;
- c. Under the terms of the law and within the scope of its scientific and pedagogical autonomy, it will attribute academic credits to other courses, as well as to the training and professional experience of the candidates, in order to allow professional specialization or further studies;
- d. Under the terms of the laws and regulations that will be approved, the Institute will promote distance learning, using the pedagogical technologies of interactive multimedia and online communication and pedagogical interaction systems.

Chapter 2
The Instituting Entity

Article 4
The Instituting Entity

1. The instituting body of the Institute is the ITA - Instituto de Tecnologias Avançadas para a Formação, Lda:
 - a. The economic and financial management of the Institute;
 - b. Submitting the statutes of the educational establishment and its amendments to the appreciation and registration by the supervising minister;
 - c. To allocate to the educational establishment the adequate facilities and equipment, as well as the necessary human and financial resources;
 - d. To maintain a valid insurance contract or to endow itself with a patrimonial substratum to adequately cover the maintenance of the material and financial resources indispensable for the operation of the higher education institution;
 - e. To appoint and dismiss, under the terms of the statutes, the holder of the management body of the higher education institution;
 - f. Approve the activity plans and budgets elaborated by the bodies of the educational institution;
 - g. Certifying its accounts through a statutory auditor;
 - h. To fix the amount of fees and other charges due by the students for attending the study cycles taught at the institution, after hearing the management body of the institution;
 - i. Hiring teachers and researchers, on the proposal of the Institute's Director, after hearing the Scientific-Technical Council;
 - j. Hiring the non-teaching staff;
 - k. Apply for accreditation and registration of study cycles, after opinion of the Scientific-Technical Council and the Director of the Institute;
 - l. Keep in authentic and safe conditions the Institute's academic registers which include, namely, the students admitted, the enrolments made, the final result obtained in each curricular unit, the equivalences and recognition of qualifications granted, the degrees and diplomas awarded and the respective final classification or qualification.
2. The competencies of the ITA shall be exercised without prejudice to the pedagogical, scientific, and cultural autonomy of the educational institution.

Chapter 3
Organizational Structure

Article 5
(Organs of the Institute)

The organs of the Institute are:

- a. The Director of the Institute
- b. The Scientific-Technical Council
- c. The Pedagogical Council
- d. The Secretary-General of the Institute
- e. The Advisory Council
- f. The Student Ombudsman
- g. The Internal Evaluation Committee

Article 6
Director of the Institute

1. The overall coordination of the Institute's activities at the academic level is ensured by the Institute's Director, whose appointment is made by the instituting body's management body for four-year periods, renewable.
2. The Director of the Institute is responsible for submitting to the instituting entity
 - a. The annual plans and budgets;
 - b. The annual report of ISTEC activities;
 - c. The hiring, dismissal, or replacement of teaching staff, after hearing the Scientific-Technical Council;
 - d. The plans for the acquisition of equipment and material for the regular operation of the study cycles;
 - e. The proposal for creating new courses, namely 1st and 2nd cycle courses, as well as extension or continuous training courses, taking into account the opinion of the Scientific-Technical Council.
3. The Director of the Institute has as specific attributions:
 - a. Representing the Institute, in academic terms;
 - b. Establishing the general directives for the pursuit of the aims of the Institute's educational project, consigned in art. 2;
 - c. To create departments and appoint the respective directors;
 - d. Appointing the Secretary General and the Course Directors;
 - e. Proposing to the institution institution the faculty members' admissions and dismissals, after hearing the Scientific-Technical Council;
 - f. Approving the Institute, courses and departments regulations, after hearing the Scientific-Technical Council and the Pedagogical Council;
 - g. Approving the Institute's plan of activities and the departments' plans of activities;
 - h. Supervising the application of the legal provisions applicable to the Institute, as well as those of the present statute and other internal regulations;
 - i. Enter into agreements with national or foreign entities, after hearing the competent bodies.

Article 7
Scientific-Technical Council

1. The Scientific-Technical Council, as the body responsible for the scientific component of the Institute's educational project, is responsible for
 - a. Appraising the scientific activities plan of the Institute;
 - b. Pronouncing on the creation, transformation or extinction of organic units;
 - c. To deliberate on the distribution of the teaching service;
 - d. To deliberate on the creation of study cycles and to approve the study plans of the study cycles taught;

- e. Proposing or pronouncing on the concession of titles or honorific distinctions and the institution of school prizes;
 - f. Proposing or pronouncing on the making of international agreements and partnerships;
 - g. Proposing the composition of the juries of academic examinations and competitions and issuing opinions regarding the recruitment of teaching and research staff;
 - h. To promote and endeavour to carry out new pedagogical experiments based on distance learning, in order to increase the efficiency of learning processes;
 - i. To pronounce, through its President, on matters related to the administrative management of the Institute;
 - j. Performing the other functions attributed to it by law or by the Statutes.
2. The Technical and Scientific Council is made up of 12 (twelve) representatives, who are elected by majority vote, by the set of:
- a. Career Professors;
 - b. Equivalent full-time professors with a contract with the Institute for more than ten (10) years in that category;
 - c. Full-time professors with a doctoral degree with a contract of at least 1 (one) year, whatever the nature of their link to the Institution;
 - d. Full-time professors with a specialist degree not covered by the previous items, with a contract with the institution for more than 2 (two) years.
3. The Scientific-Technical Council may also include members invited by the institution, from among professors or researchers from other institutions or personalities of recognized competence within the institution's mission.
4. The members of the Scientific-Technical Council shall elect the President among themselves, by majority vote, and shall draw up the internal operating rules.
5. The President's term of office is three (3) years, renewable.
6. The Scientific-Technical Council shall meet ordinarily at least once every semester, and extraordinarily whenever convened by its President.
7. The deliberations of the Scientific-Technical Council are taken by majority vote of the members present and minutes of the meetings held shall be drawn up.

Article 8 Pedagogic Council

1. The Pedagogical Council is responsible for:
- a. To pronounce on the pedagogical guidelines and the methods of teaching and evaluation;
 - b. Promoting the conduction of regular surveys on the pedagogical performance of the organic unit or the institution and their analysis and disclosure;
 - c. To promote the assessment of the teaching performance of teachers by them and by the students, and its analysis and dissemination
 - d. To assess complaints regarding pedagogical failures, and to propose the necessary measures;
 - e. To approve the regulations for the evaluation of student achievement;
 - f. To pronounce on the prescriptions regime;
 - g. To pronounce on the creation of study cycles and on the plans of the study cycles taught;
 - h. Pronounce on the institution of school prizes;
 - i. To pronounce on the academic calendar and examination schedules of the organic unit or institution;
 - j. Exercising any other powers conferred upon it by law or by the statutes.
2. The Pedagogical Council is composed of twelve (12) representatives of the teaching staff and students of the Institute, elected under the terms laid down in these statutes and by regulation.
3. The Chairman of the Pedagogical Council shall be assumed by the Director of the Institute.

4. The Pedagogical Council shall consist of:
 - a. By the Director of the Institute;
 - b. By six (6) faculty members;
 - c. By 6 (six) students.
5. The 6 (six) faculty members shall be elected by majority vote by the entire faculty of the Institute for a term of 3 (three) years.
6. The 6 (six) student representatives are elected, with an annual mandate, by majority vote, by the students of the Institute.
7. In the situation where the Institute's Management is assumed by a faculty member, the number of faculty members provided for in paragraph 4(b) shall be five (5).
8. The members of the Pedagogical Council shall draw up and approve the regulations for the functioning of this body, which shall meet at least once every semester or whenever called by its President.

Article 9

General Secretary

1. The Secretary General is the operational coordinator of all the Institute's activities, being responsible for:
 - a. Collaborating with the Director of the Institute in the implementation of the purposes and the educational project;
 - b. Assessing and deciding on all current issues of the Institute's operation;
 - c. Supervising the support services.
2. The Secretary General's term of office is 4 (four) years, renewable.

Article 10

Advisory Board

1. The Advisory Council is made up of a group of persons, a minimum of three and a maximum of seven, representing companies and institutions or individual experts, invited by the Director of the Institute.
2. The mission of the Advisory Council is to give its opinion on the suitability of the strategy and educational project of the Institute and its courses.
3. The term of office of each member of the Advisory Council is three years, renewable.
4. The Advisory Council meets whenever called by the Director of the Institute.

Article 11

Student Ombudsman

1. The Student Ombudsman is appointed by the Director of the Institute, and the appointment shall fall upon a person of proven competence, impartiality and experience in the field of higher education, who shall be responsible for critically and independently analyzing the functioning of the Institute insofar as it influences the conditions of study, learning and progress of students in their academic life, and for making such general and specific recommendations as he/she deems necessary.
2. The Student Ombudsman is appointed for three-year, renewable terms.

Article 12

Internal Evaluation Committee

1. The mission of the Internal Evaluation Committee is:
 - a. To define objective measures for evaluating the quality of teaching provided at the Institute;
 - b. To carry out empirical studies to highlight the positive and negative points of the Institute's operation in the light of these criteria;

- c. Carrying out studies to measure the degree of professional insertion and performance of the graduates;
 - d. To carry out a permanent internal auditing work that facilitates the inspection and external evaluation processes.
2. The Evaluation Committee is composed of a president, appointed by the Director of the Institute, and two members, one of whom is appointed by the Scientific-Technical Council and the other by the Pedagogical Council.
 3. The terms of office of the members of the Internal Evaluation Committee shall be three years, renewable.

Chapter 4 **Structure and Functioning of the Courses**

Article 13 **Course Structure and Functioning**

1. The curricular structure of the degree courses taught at the Institute shall be that proposed by the Institute's bodies and approved by the competent official entities.
2. In addition to the degree courses that it is authorized to provide, the Institute may establish protocols and partnerships with other educational institutions, both national and foreign, to develop joint projects and provide other courses.
3. The internal structure of each curricular unit comprises a diversity of learning resources that, as a whole, should fill the number of hours of workload corresponding to the number of credits of that curricular unit.
4. The learning resources referred to in the previous point are the following:
 - a. Face-to-face classes;
 - b. Multimedia resources for learning;
 - c. Projects, assignments and practical activities;
 - d. Participation in real or simulated online discussions;
 - e. Preparation of subject summaries and research and investigation reports;
 - f. Preparation of practice and self-assessment tests.
5. Regardless of the specific regime approved, the student will always have the possibility to choose to take a final exam on all the subject of the curricular unit.
6. The study cycles taught at the Institute, in compliance with the applicable legislation, shall combine face-to-face and distance learning modalities.

Chapter 5 **Teachers' Rights and Duties**

Article 14 **Teachers' Duties**

1. Faculty members of the Institute shall:
 - a. Perform the duties assigned to them with respect for the purposes and the educational and pedagogical project of the Institute;
 - b. Comply with the teaching plans and methodologies approved for the respective curricular units, according to the provisions in the present statutes;
 - c. Perform the knowledge assessment according to the rules approved for each curricular unit, in accordance with the provisions in the present statutes;

- d. To present to the Course director suggestions likely to improve the pedagogical efficiency of the respective curricular units;
- e. Comply with the other duties arising from the law and these statutes.

Article 15
Teachers' Rights

2. Faculty members and their representatives have the right to:
 - a. Participate in the bodies foreseen in these Statutes and other applicable legislation;
 - b. To attend, under more favorable conditions, the academic and professional training and improvement projects that the Institute may implement, alone or in collaboration with national or foreign Institutions;
 - c. Enjoy the other rights and benefits conferred by these Statutes, by the respective contract and by the applicable legal provisions.
 - d. Participate through the Technical-Scientific Council, through the faculty hearing by the instituting entity and the Director of the Institute, in matters related to the Institute's administrative management.

Article 16
Career

The Institute's teaching staff is guaranteed a career parallel to that of public higher education.

Chapter 6
About the rights and duties of the student

Article 17
Student Rights

Students are entitled to:

- a. Respectful and urbane treatment by all members of the Institute's academic community;
- b. To enjoy a quality education under conditions of equal opportunity in access;
- c. Recognition of the merit, dedication and effort they show in the performance of their academic activities;
- d. Have the information in their individual file guaranteed, in accordance with the principle of confidentiality;
- e. Benefit from technical-administrative support in the institutional forms of social action guaranteed by the State and from the school social action instruments made available by the Institute;
- f. Participate, under the terms of the applicable legislation in the Institute's management and administrative bodies and in the creation and implementation of its educational project;
- g. Participate in the Institute's activities, foreseen by law and the Internal Regulations.

Article 18
Student Duties

The duties of the students are:

- a. To respect and care for the maintenance of the Institute's assets;
- b. Comply with the guidelines given by the teachers and the members of the Institute's bodies, as well as the staff in charge of administrative and auxiliary services;
- c. Act in accordance with the provisions contained in the regulations of the respective courses.

Chapter 7
Aspetos Disciplinares

Article 19
General Principle

Students who violate the duties contained in the law, in these Statutes, and in the Regulations will be subject to disciplinary proceedings.

Article 20
Sanctions

The sanctions to be applied shall take into account the seriousness of the infractions and may take one of the following forms:

- a. Verbal warning;
- b. Written warning;
- c. Suspension;
- d. Prohibition from attending the Institute for up to five (5) years.

Article 21
Verbal Warning

The verbal warning will be applied to minor faults and will have fundamentally persuasive objectives. The decision to issue a verbal warning is the responsibility of the President of the Institution, after hearing the Student Ombudsman.

Article 22
Written Warning

Students who repeat offences of lesser seriousness will be given a registered warning, which will be included in the respective file.

The application of the registered warning is the responsibility of the President of the Institution, after consultation with the Student Ombudsman.

Article 23
Suspension

The sanction of suspension can only be applied after a disciplinary process has been initiated and is intended to punish the accumulation of minor faults or serious faults that affect the smooth running of the Institute.

Article 24
Suspension Graduation

The application and grading of the suspension is the responsibility of the President of the Institution, based on a favorable opinion, by majority vote, of the Pedagogical Council.

Article 25
Interdiction

1. The sanction of prohibition from attending the Institute for up to five (5) years can only be applied by means of disciplinary proceedings and is intended to punish acts that, due to their gravity, make the offender's presence at the Institute impossible or undesirable.
2. The management body of the Institution, based on a favorable opinion by majority vote of the Pedagogical Council, shall be responsible for applying and grading the interdiction sanction, under the terms of the law.

Artigo 26
Competence

1. The initiative for initiating disciplinary proceedings falls under the competence of the President of the Institution.
2. The norms concerning the application of the exercise of disciplinary power related to students are set forth in specific regulations.

Chapter 8
Regime de Matrícula, Inscrição, Frequência e Avaliação

Article 27
Registration

1. Enrollment in the Institute's higher education courses is the act by which the student enters the course.
2. Candidates who meet the legally established requirements for attending higher education have access to enrollment.
3. When enrolling, the student must present the legally required documents to the Office of the Institute.
4. Without implying automatic admission to higher education or enrollment in one of the higher education courses offered at the Institute, the Scientific-Technical Council may authorize the attendance of one or more curricular units by candidates who only wish to acquire the set of knowledge and skills provided by those units, without prejudice to the fact that, in case of approval, those candidates may subsequently apply for the award of the corresponding credits.

Article 28
Registration

1. Enrollment is the act that enables the enrolled student to attend each year of the course.
2. In each school year, the student may only take the exams of the curricular units in which he/she is enrolled.
3. The number of course units a student can enroll in each academic year is determined by the regulations of the respective course, approved by the Scientific-Technical Council.

Article 29
Year Transition

All students who have no more than thirty-six (36) credits in arrears are eligible to enroll and register for the following year.

Article 30
Frequency Regime

1. Class attendance is free. There is no marking of absences.
2. In each school year there will be four types of examination periods: the regular season, the appeal season, the special season, and the special season for finalists.
3. The examinations of the regular season take place after the completion of classes of each course unit.
4. The exams of the appeal season take place in the month of September.
5. Special season exams take place in the month of October.

6. The special season exams for finalists are held in December and are exclusively for students who lack a maximum of 36 (thirty-six) credits to complete the course.

Article 31
Evaluation System

1. The assessment system of the Institute includes an individual written examination in all course units.
2. Continuous assessment elements (tests, individual or group research work, field work, participation in face-to-face classes and participation in learning resources provided by e-learning systems) may be considered in assigning the final grade in each course unit.
3. The student is considered to have passed a given course unit if he/she obtains a mark of 10 (ten) or more on a scale of 0 (zero) to 20 (twenty).
4. All students enrolled in the semester who have not passed the previous exams will have access to assessment by means of exams in appeal and special seasons.
5. Examinations for grade improvement can be taken at any time and only twice per curricular unit.
6. Students with special legal status have the right to take the exams established in the law.
7. Students who obtain a mark of 8 (eight) or 9 (nine) in a given course unit may take an oral examination, after a minimum of 48 (forty-eight) hours from the date of its publication.
8. The Institute's grading system should be adapted to the European Scale of Comparability of Grading.

Chapter 9
Final Provisions and Amendments to the Statutes

Article 32
Effective Date

The present Statutes, approved by the ITA Board of Directors, shall come into force after registration by the supervising ministry and subsequent publication in the Official Gazette.

Article 33
Changes

Amendments to the Bylaws can be made:

- a. By the ITA Board of Directors;
- b. By proposal of the Institute's bodies upon approval by the ITA Board of Directors.

Lisbon, August 7, 2009

The President of the ITA - Instituto de Tecnologias Avançadas para a Formação, Lda. Artur Manuel Salada Ferreira