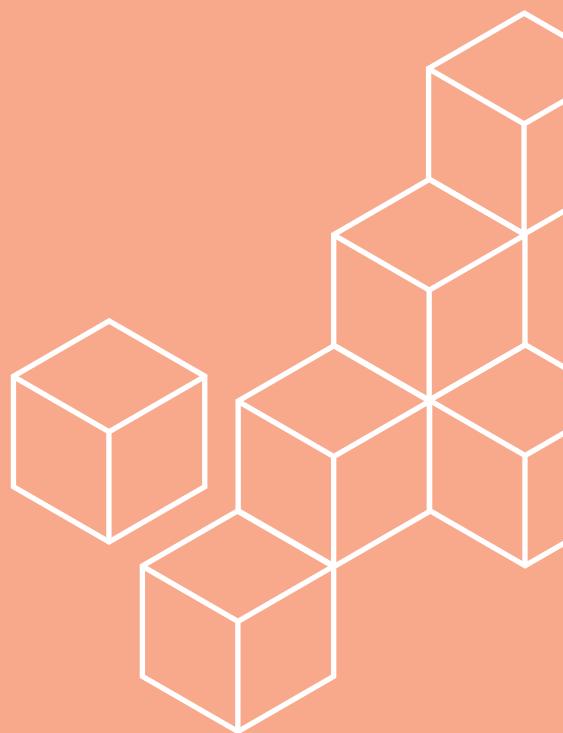




Postgraduate
Courses
Regulations



SGQ-REG-18 R2 - 0720



Postgraduate Course Regulations

Preamble

Law nº 1/03 of January 6th reserves to higher education institutions the competence to create postgraduate courses. This regulation establishes the general principles and rules of operation of the courses, as well as the general rules for the orientation and monitoring of students. It is essential to make the training offer more flexible, so the present regulation creates short advanced courses that, while not conferring academic degrees, are a versatile post-graduate education modality that is adequate to the various advanced training needs, such as: the acquisition of competences in specialized areas, updating knowledge, and lifelong training. On the other hand, the accreditation of the course units according to the European Credit Transfer System is conducive to mobility within the national and European space and also to cooperation with other institutions, both national and foreign.

Article 1

Scope

1. Postgraduate training is organized in an articulated manner and contemplates the following modalities:
 - a. Post-graduate courses.
 - b. Advanced Specialization Courses.
2. Courses may be delivered face-to-face and in E-Learning, or entirely in E-Learning.
3. This regulation defines the general principles of organization and the rules of operation of postgraduate training.

Article 2

Nature

1. The specialization and post-graduation courses lead to the award of a diploma and prove technical and practical capacity in a certain area of professional activity and are awarded upon approval in all Curricular Units and seminars that integrate the respective study plan.

Article 3

Management of post-graduate activities

1. The postgraduate activities management model is based on the following principles and levels of competence:
 - a. The Director of ISTEC appoints the Director of the Postgraduate Department;
 - b. The Director of the Postgraduate Department coordinates and promotes the postgraduate programs in the various scientific areas, in accordance with the global postgraduate policy, which is defined by the Secretary-General of ISTEC and the Director of the Postgraduate Department, being responsible for:
 - i. Proposing the starting date of each course as well as the faculty composition;
 - ii. Approve the selection of candidates;
 - iii. Elaboration, or approval of the curricular programs;
 - iv. Presentation of material and infrastructure needs for the continuation of the courses;
 - v. Providing knowledge of the courses and faculty to the Scientific-Technical Council;
 - c. Administrative management is ensured by ISTEC's Secretariat, namely:
 - i. The registration of the information on each course;
 - ii. The registration, enrolment and fees of the admitted candidates, within the deadlines set in the school calendar;
 - iii. The registration of information about the trainees;
 - iv. The issuance of the marks of the curricular units of each course;
 - v. Issuing diplomas and certificates;
 - vi. The preparation of printed forms (attendance sheets, summaries, programs, etc.) and other necessary documentation;

- vii. The Secretary must inform the Director of the Postgraduate Department of this documentation.

Article 4

Diplomas

1. The specialization or postgraduate diploma shall be granted upon approval in the totality of the curricular units and seminars that integrate the study plan of the course.
2. The Postgraduate or Specialization diploma shall be designated by the area or field in which the course is taught.

Article 5

Duration - Credit Units

1. The Specialization or Postgraduate course has a maximum duration of thirteen months and may have a maximum of 40 credit units.
2. Credit units for the face-to-face modality, by Curricular Unit:
 - a. Working hours: 140
 - b. Contact hours: 35
 - c. Contact hours: 28
 - d. E-learning: 7
3. Credit units for E-learning modality:
 - a. Hours of work: 140
 - b. E-learning: 70

Article 6

Organization and curricular structure

1. The curricular part of the courses should be organized according to the credit unit system with a minimum of three national credit units (CU) and six European credit units (EC) per course unit.
2. For each course, the following must be established
 - a. The scientific area of the course;
 - b. The normal duration of the course;
 - c. The total number of credit units required to award the degree;
 - d. The compulsory and optional scientific areas;
 - e. The allocation of credit units by each scientific area, which should be flexible, with a maximum range of 20%;
 - f. The study plan, with an indication of the course units, their regimen of study, the workload and the number of credit units it corresponds to.

Article 7

Access to the courses

1. Candidates with a pre-Bologna Bachelor's degree or licenciado degree may access the postgraduate courses;
2. Candidates who are attending higher education may access the specialization courses;
3. The Director of the Graduate Studies Department is responsible for approving candidates' enrollments, and may, with justification, deny candidates access to the courses; in this case the amount of the enrollment fee will be refunded;
4. And candidates with resumes considered relevant by the Technical and Scientific Council.

Article 8

Vacancy Limitations

1. Vacancies are established by the Secretary General and the Director of the Graduate Department.
2. During the application period the number of vacancies may be changed.

Article 9

Diplomas - special case

1. If a course is both a specialization and a postgraduate course, non-degree students, after acquiring a degree, may request the issuance of a postgraduate diploma by equivalence to the diploma of the specialization course.

Artigo 10

Selection criteria

1. The Director of the Graduate Studies Department shall be responsible for selecting the candidates.
2. The selection of candidates for enrollment in the course will take into consideration the following criteria:
 - a. Grading of the Degree, and other degrees already obtained by the candidate;
 - b. Academic, scientific and technical-professional curricula;
 - c. Grades of the degree being attended;
 - d. Work in which you have participated; e. Positions held.
3. The Director of the Graduate Department and the Secretary General may also approve and consider other criteria.

Article 11

Submission of Registration/Application

1. The submission of the application is made at the Secretariat by filling out the appropriate form, and payment of the respective fee, or by electronic means.
2. The following documents must be attached:
 - a. Qualification certificate;
 - b. Resume;
 - c. Photograph;
 - d. Other elements relevant to the application.

Article 12

Results of the selection process

1. The Director of the Postgraduate Department will communicate to the selected candidates their acceptance to enroll in the course. The Secretary will post the list of accepted candidates to attend the course.

Article 13

Fees and Tuition Fees

1. Fees are due:
 - a. Application fee, which will be refunded if the applicant is not accepted;
 - b. A tuition fee that can be paid monthly, by the 8th of each month;
 - c. Application fee for a second examination;
 - d. Exam revision fee.

Article 14

Course Director

1. The Course Director shall be a professor of the course, appointed by the Director of the Graduate Department. The Director of the Graduate Department may assume the duties of Course Director.
2. The Course Director shall be responsible for:
 - a. Monitoring of curriculum development;
 - b. Monitoring the pedagogical process;
 - c. Exercising the general competencies delegated to it by the Director of the Postgraduate Department.

Article 15
School Calendar and Operating System

1. The school calendar for each course will be drawn up by the Director of the Graduate Department.
2. The study plans of each course shall indicate the total number of teaching hours of each curricular unit as well as the typology of classes.
3. Taking into consideration the nature and diversity of these courses, they may operate:
 - a. In normal regime; or
 - b. Intensive courses.

The normal regime is provided during the whole of each academic period. If the nature of a curricular unit or the time constraints imposed by the collaboration of invited specialists so require, that curricular unit may be taught on an intensive basis for a period shorter than each academic period.

4. The schedule for each course will be defined by the Director of the Graduate Studies Department.
5. The preparation of the timetable for each course is the responsibility of the Director of the Graduate Studies Department in coordination with the Secretary-General.
6. Once prepared, the timetables must be sent to the Secretary.

Article 16
Absences

1. Attendance at classes in this type of courses is compulsory in the face-to-face version, and in the E-learning version attendance at all synchronous classes is compulsory.
2. Absence control is the responsibility of the curricular unit teacher.
3. A student whose number of absences in a given curricular unit exceeds 20% of the total teaching load is considered to be without attendance.
4. In accordance with the Law and applicable.

Article 17
Assessment and grading

1. The assessment elements of each curricular unit may be of different nature, according to the nature of each course and curricular unit, and may include: tests, development topics, individual written assignments, final exam and laboratory development.
2. The nature and number of assessment elements to be adopted in each curricular unit is the competence of the respective regent, who should inform students of his choice in the first class.
3. The assessment and consequent grading are individual.
4. The grading of the assessment elements is the responsibility of the teachers of the respective curricular units and is their exclusive responsibility.
5. All marks obtained in the curricular units will be expressed on a scale of 0 to 20.
6. The overall classification, obtained after approval in the course units, is the weighted average, calculated to tenths and rounded (considering as unit the fraction no less than five tenths) of the classifications obtained in each of the course units.

Article 18
Exams

1. Whenever approval in a curricular unit includes a final exam, this will be held at a specific time for this purpose, adaptable to the duration of the course.
2. For each curricular unit there will be only one supplementary examination.
3. The Director of the Graduate Studies Department is responsible for scheduling the examination dates.

Article 19
Collaboration with other institutions or companies

1. Whenever courses are held in collaboration with other institutions or companies, a cooperation protocol must be signed defining the terms under which the cooperation will take place, as well as the coordinating bodies and their respective competencies.

Article 20
Final dispositions

1. In case of omission or need for any changes to these regulations, they shall be made by the Director of the Graduate Studies Department and the Secretary General, with subsequent approval by the Scientific-Technical Council.

This regulation shall enter into force on June 1st, 2020.

Prof. Doctor Pedro Brandão
(Director of the Postgraduate Department)

Prof. Dr. António Fidalgo
(General Secretary)

Homologated by the Scientific-Technical Council on: 20-07-2020