

**Pedagogical Council**  
***Conselho Pedagógico***

- What is the Pedagogical Council?
- Class delegates: mandate, competencies and benefits
- Mid-term Pedagogical Monitoring: how to proceed?
- Final Pedagogical Monitoring
- Important Regulations

october, 2018 (Draft)

# What is the Pedagogical Council?

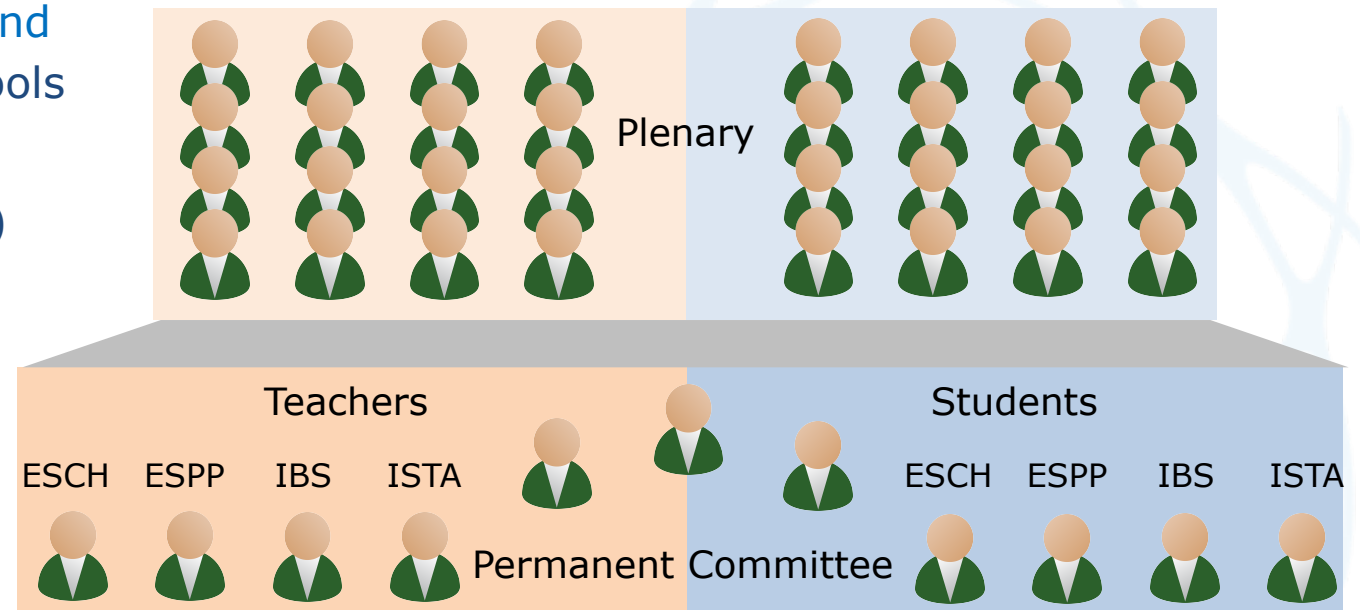
It is a central coordinating body for the pedagogical activities of ISCTE-IUL and for the concertation processes between teachers and students.

## ■ Composition

- Consists of equal number of teachers and students, representatives of the 4 Schools
- A president and two vice-presidents (one for teachers and one for students)

## ■ Operation

- Plenary
- Permanent Committee



# Strategic axes

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- Promotion of the academic integrity
- Support for students with special educational needs
- Promotion of school success and the teaching quality

# Strategic axes

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- Promotion of the **academic integrity**
  - One of the driving forces of the Pedagogical Council, since the **Quality of Teaching and School Success** can not exist dissociated from **high ethical standards** of behavior.
  - Most relevant documents
    - CCA: Code of Academic Conduct (*Código de Conduta Académica*)
    - RDD: Student Disciplinary Regulations (*Regulamento Disciplinar de Discentes*)
- Support for students with **special educational needs**
- Promotion of **school success** and the **teaching quality**

# Strategic axes

- Promotion of the academic integrity
- Support for students with special educational needs (SEN)
  - ISCTE-IUL is a pioneer in supporting students with special educational needs. The REEE contemplates conditions for better accessibility to the curriculum and the learning for these students
  - GNEE was created: Support Office for Students with SEN (Gabinete de Apoio aos Alunos com NEE)
  - Demands articulation with ...

Serviços de Ação Social (SAS)  
Gabinete de Aconselhamento ao Aluno (GAA)  
Serviços de Informação e Documentação (SID)  
Unidade de Multimédia e Tecnologias Educativas
- Promotion of school success and the teaching quality

# Strategic axes

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- Promotion of the academic integrity
- Support for students with special educational needs
- Promotion of school success and the teaching quality
  - Pedagogical monitoring
    - Midterm Monitoring (key role of the class delegate)
    - Final Pedagogical Monitoring Survey
  - Merit Scholarships (DGES)
  - Silva Leal Award
  - Articulation with School Pedagogical Commissions and entities most directly related to students: Serviços de Ação Social, Gabinete de Aconselhamento ao Aluno, Serviços de Gestão do Ensino, Associação de Estudantes (Social Action Services, Student Counseling Office, Teaching Management Services, Student Association)

# Class Delegate

- [Dispatch N° 56/2016](#)
  - Assignment of competencies, mandate and benefits of class delegates
- Election rules
  - The Class Delegate and Sub-delegate are elected by all the students of the respective curricular year, being present at the time of the election
  - The election shall take place [...] until the 3rd week after the beginning of the first semester
  - The result of the election shall be communicated [...] to the school secretariat, in a document signed by the students present during the election, who shall forward it to the year coordinator and course director.
  - The term of the class Delegate and Sub-delegate is annual [...] and delegates and subdelegates of previous years can still remain in their task

# Class Delegate Assignments

- In the performance of their duties, the Class Delegate
  - Respond to the students in the class, Year Coordinator and Course Director
  - Ensures good communication between the class and the teachers, Year Coordinator and Course Director
- Specifically, it is up to the class delegate and the subdelegate to ...
  - Prepare, convene and coordinate the Mid-term Monitoring sessions in each Curricular Unit of the respective curricular year
  - Submit the results of Mid-term Monitoring on the I-MERITUS platform
  - Participate in Year Council meetings, clarifying aspects of the mid-term monitoring and, if applicable, contributing to the definition of the dates for the evaluations
  - After the group has been heard, present to the coordinators of the UC all the relevant issues related to its operation
  - Find strategies to collect information for mid-term monitoring in non-subscribed Curricular Units
  - Provide support to Erasmus students or other ISCTE-IUL courses, enrolled in the Curricular Unit of the course
  - In the case of the first year, provide support to the students who attend the courses in the 2nd and 3rd placement phases
  - Collaborate with Delegates from other years of the Course in order to avoid duplication of evaluation dates
  - Collaborate with the representatives of the students in the Pedagogical Commission of the respective School whenever necessary
  - To perform the other functions that have been delegated to him by the teachers, Coordinator of the year and Course Director



# Class Delegate

## Recognition of the position

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- The the position is recognized through a supplement to the diploma
  - provided that there is empirical evidence of his / her performance as a delegate, given by the Year Coordinator
- Special rights for Class Delegates provided for in Chapter X, article 41, REEE: Regulations of Students with Special Status, Regulation 456/2017
  - Relief of absences, when motivated by class representation activities
  - Postponement of works, when the date coincides with class representation activities
  - 1 exam or up to 6 ECTS in *Época Especial*, if authorized by the Year Coordinator

# Mid-term Monitoring

- Its purpose is to detect anomalies in the functioning of the Curricular Unit (any condition that disrupts its normal operation), so that changes can be made in a timely manner, minimizing the negative consequences of an irregular operation
- Procedure
  - Collection of information between the 4th and 5th week of classes each semester.
  - Each teacher must grant the final 10 minutes of his class, if requested by the Class Delegate
  - Submit the results of the Mid-term Monitoring on the I-MERITUS platform, 48 hours prior to the Year Council, ensuring that the information submitted reflects, **in a reliable and responsible manner, the views of the students in the class**, safeguarding the respect due to the corresponding teachers
  - Participate in Council meetings of the year, clarifying aspects of the mid-term monitoring and, if applicable, contributing to the definition of the dates for the evaluations

# Mid-term Monitoring Results

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  - Examples: inadequate rooms or room capacity problems, faulty projectors

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4. The Pedagogical Council analyzes the reports of the Pedagogical Commissions, identifying the anomalies and acting with the organs and services, in order to minimize future occurrences.

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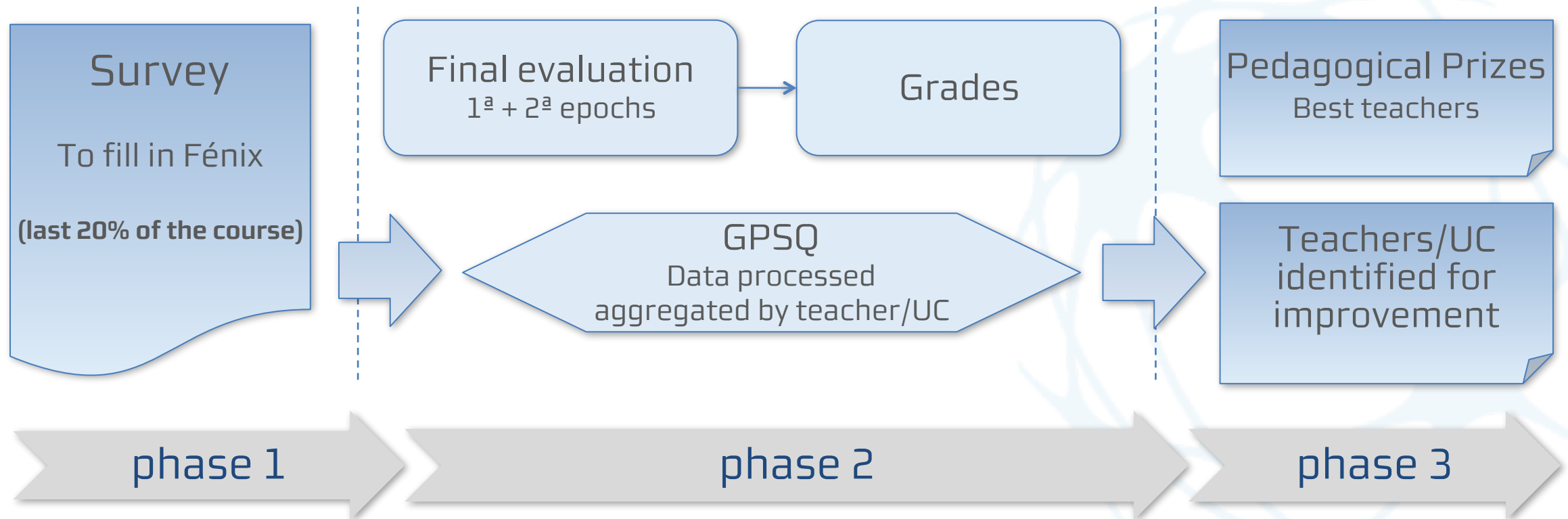
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  4. The Pedagogical Council analyzes the reports of the Pedagogical Commissions, identifying the anomalies and acting with the organs and services, in order to minimize future occurrences.
- Although it may seem that there are no consequences, some examples of what has been done and its consequences
    - Assignment of schedules (Ok), Air conditioning in the laboratories of building II (no can do), ...



# Final Pedagogical Monitoring Satisfaction surveys

- Allow students to give feedback on the course, teachers and Curricular Units



# Regulations

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- Code of Academic Conduct ([\*Código de Conduta Académica\*](#))
  - Supplemented by the RDD: Regulamento Disciplinar de Discentes (Student Disciplinary Regulations), whose application falls within the competence of the Rector
- Regulations of Students with Special Status  
([\*Regulamento de Estudantes com Estatuto Especial\*](#))
- General Regulations on Assessment of Knowledge and Skills  
([\*Regulamento Geral de Avaliação de Conhecimentos e Competências\*](#))

All the regulations are available on the website of the [Pedagogical Council website](#).

Notice: We are still working on the corresponding English translations

# Code of Academic Conduct

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- A code of conduct is a set of general principles governing the actions and conduct of members of the academic community in its intra-institutional relations.
- All the actions and conduct of members of the academic community must abide by the following values and principles:
  - Individual independence and freedom in the production of knowledge, with no limitations, interference or constraints, pursuant to Article 13 of the Portuguese Constitution;
  - Individual and collective accountability, i.e. the ability to take responsibility for and accept the consequences of actions;
  - Tolerance and respect for the diversity of opinions and thought;
  - Academic honesty, integrity and loyalty in all aspects of teaching and learning processes or scientific activity;
  - Active, conscientious citizenship and social responsibility that reflect and foster the principles of freedom, justice, dignity and solidarity.

# Code of Academic Conduct

## General obligations of members of the academic community

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### ▪ Students

- Respect and foster the values and principles set out in Article 2 of this Code;
- Diligently fulfil the obligations set out in the Student Disciplinary Regulations;
- Respect faculty staff and their fellow students and their right to an education;
- Be punctual and assiduous in classes and not disrupt the learning environment in class;
- Not commit academic infractions of a fraudulent nature, such as: Plagiarism, self-plagiarism, copying [...]

### ▪ Faculty, non-faculty and research staff shall

- Perform their duties in the service of the public [...];
- Further their own education [...];
- Show a sense of responsibility, respect, loyalty [...];
- Be punctual and assiduous when performing their duties;
- Take a professional, honest, responsible attitude [...];
- Be impartial and objective in their actions and decisions and avoid conflicts of interest;
- Not encourage any kind of pejorative or defamatory comments;
- Invest in collaborative work and individual responsibility and independence;
- Take joint, proactive attitudes [...];
- Inform the ISCTE-IUL's governing bodies of any violations of this Code of Conduct [...].

# Regulations of Students with Special Status

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- Who can access the benefits?
  - Associative leader Young
  - Student Athlete from ISCTE-IUL; Student High Performance Athlete
  - Worker-Student
  - pregnant students, and nursing mothers, mothers and fathers students with children up to 3 years old
  - Students with Special Educational Needs
  - Military and Firefighters
  - Students professing a religious confession whose day of rest or worship is not on Sunday
  - Other situations. Ex: . Death of spouse or relative; Appearance before police, judicial or military authority; temporary incapacity; Class delegates or sub-delegates, Members of the Pedagogical Council and the Pedagogical Commissions of the Schools, Members of the General Council, Students' nucleus, Students in mobility programs, Students who join or have been placed through the access regimes organized by the DGES.

# Regulations of Students with Special Status

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- What type of benefits?
  - Depends on the status
- Some examples
  - fault relief
  - require exams in the special exams period
  - postponement of presentation or delivery of work and testing at a later date
  - additional time for written exams
  - adaptation of materials and evaluation methodologies ...

# General Regulations on Assessment of Knowledge and Skills

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- Dissemination of the results
  - The dissemination of evaluation results is done on the academic management platforms in use at ISCTE-IUL.
  - It is the duty of teachers to publish the results of the various evaluation instruments throughout the academic period and within each curricular unit/course.
  - In each curricular unit/course, access to the guidelines with the final classifications of all students must be assured.
  - In the event that the result of an evaluation instrument has an implication in subsequent tests, such result must be published up to 48 hours before the date of the test.

# General Regulations on Assessment of Knowledge and Skills

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- Viewing the exam(s)
  - The student has the right to view his written tests and to be clarified as to the criteria used in his correction.
  - The consultation of the written test must take place in the presence of the evaluating teacher, or the coordinator of the curricular unit in his place, and the date, place and time of such consultation must be known at least 24 hours in advance.
  - The examination of evidence must take place up to 5 working days after the disclosure of the results of the evaluation of the evidence in question.



# General Regulations on Assessment of Knowledge and Skills

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## ■ Appeals

- The student can complain about the classification obtained in the final evaluation of a curricular unit, after consulting his tests, upon request, duly substantiated, addressed to the President of the Pedagogical Council and delivered to the SGE within two working days the release of the notes (with the payment of the established fees).
- The President of the Pedagogical Council assesses the complaint and may:
  - Reject the application at the outset when it is not duly substantiated;
  - Request an opinion from the Pedagogical Commission of the school to which the department responsible for the curricular unit belongs, whenever it implies a formal and / or substantial appreciation.
- The complaint decision is communicated to the student within a maximum of 30 days [...]
- In the response to the complaint the classification may be maintained, improved or aggravated.
- If the student's complaint results in an improvement in his / her classification, he / she will be refunded the amount paid as emoluments.

# Rule of thumb

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- How to proceed when confronted with a situation?
  - in first place should contact the teacher
  - then the Coordinator of the Curricular Unit
  - then the Year Coordinator or the Course Director
  - then the School Pedagogical Commission
  - ... and only after that you should contact the Pedagogical Council

# Pedagogical Council

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