

iscte

INSTITUTO
UNIVERSITÁRIO
DE LISBOA

iscte CIÊNCIAS SOCIAIS
E HUMANAS

iscte
SINTRA
TECNOLOGIAS DIGITAIS
ECONOMIA E SOCIEDADE

iscte TECNOLOGIAS
E ARQUITETURA

PEDAGOGICAL GUIDELINES 2022- 2023 - STUDENTS 'GPS' -

iscte BUSINESS
SCHOOL

Produced by: Pedagogical Council

Academical Year 2022-2023

iscte SOCIOLOGIA
E POLÍTICAS PÚBLICAS



iscte

Welcome@ Iscte, your place to grow!



Who we are?

Iscte - Instituto Universitário de Lisboa is a public university education institution that was created in 1972.

In 2010, a new organisational structure was implemented that gave rise to the following decentralised organic units:

5 Schools

16 Departments

8 Research Units

iscte SOCIOLOGIA
E POLÍTICAS PÚBLICAS

iscte CIÊNCIAS SOCIAIS
E HUMANAS

iscte TECNOLOGIAS
E ARQUITETURA

iscte BUSINESS
SCHOOL

iscte
SINTRA
TECNOLOGIAS DIGITAIS
ECONOMIA E SOCIEDADE

COMMUNITY



10500

STUDENTS

INTERNACIONALISATION



700

COOPERATION AGREEMENTS
WITH FOREIGN UNIVERSITIES

EMPLOYMENT



96%

AVERAGE EMPLOYABILITY

ALUMNI COMMUNITY



65000

FORMER STUDENTS CONNECTED
THROUGH GLOBAL NETWORK

" The Iscte has grown as a pluridisciplinary space, through the crossing and development of its founding disciplinary fields. Today we are a unique university institution in the panorama of higher education in Portugal. dialogue between the scientific fields of our schools - Social Sciences and Humanities, Management, Sociology and Public Policies, Technologies and Architecture - generates unique opportunities"(*).



Rector of ISCTE

iscte

INSTITUTO
UNIVERSITÁRIO
DE LISBOA

Our School Directors



iscte
BUSINESS
SCHOOL



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ECONOMIA E SOCIEDADE



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E POLÍTICAS PÚBLICAS



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CIÊNCIAS SOCIAIS
E HUMANAS



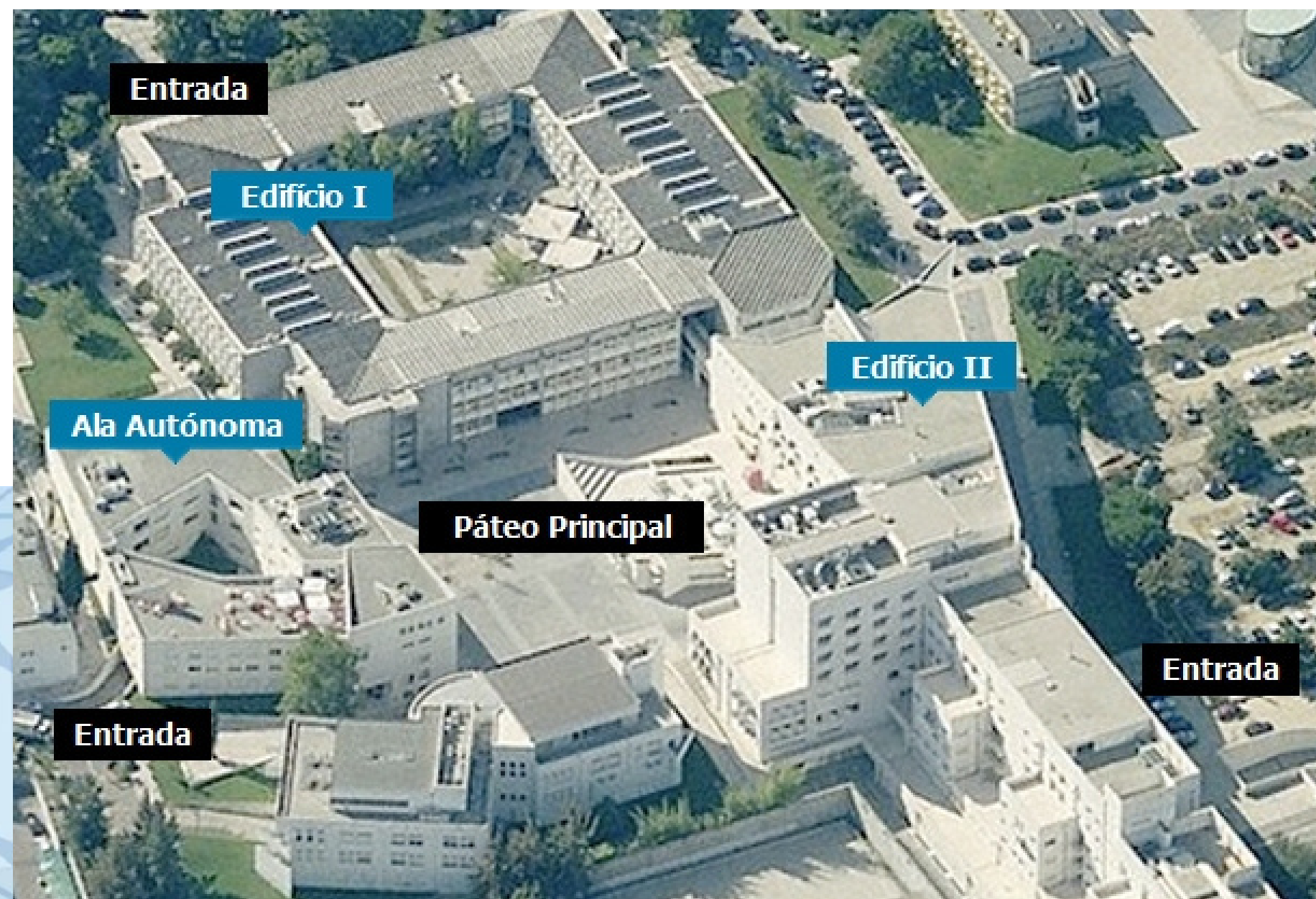
iscte
TECNOLOGIAS
E ARQUITETURA

OUR CAMPUS

The campus – classes are held at Building 1 (Sedas Nunes), Building 2 or Autonomous Wing



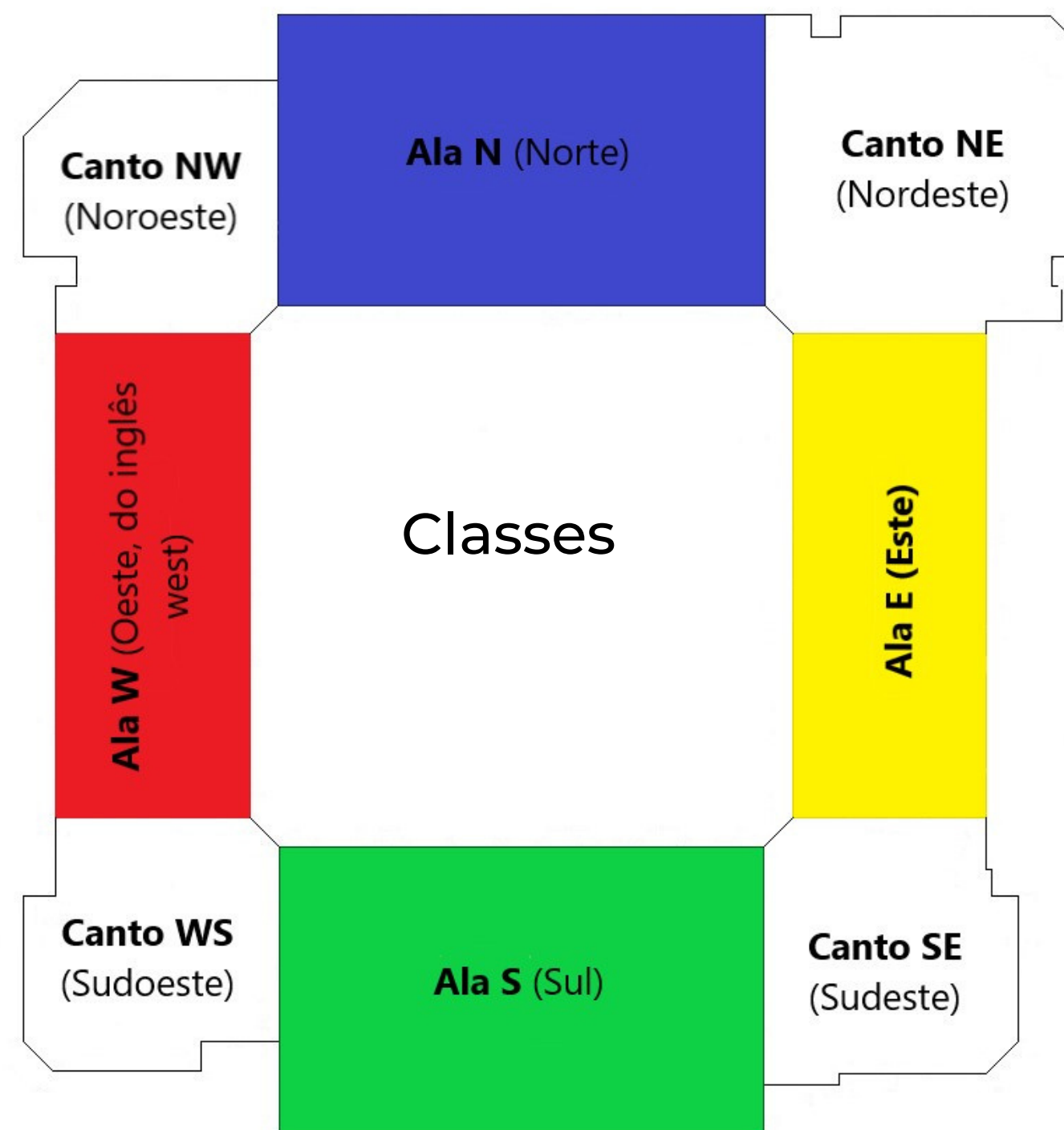
AV. DAS FORÇAS ARMADAS



Virtual visit: Iscte Virtual (lapentor.com)

Find your Class:
<https://aeiscte-iul.pt/nao-sabes-onde-fica-a-tua-sala>

Building 1 (Sedas Nunes)



Building 2





Autonomous Wing

OUR SINTRA CAMPUS



<https://www.iscte-iul.pt/escola/16/isctesintra>





- About us
- Organization
- Schools
- Quality
- Sustainability
- Strategic Projects
2020-22

INSTITUTIONAL

Iscte, a space to grow

New logo was presented on the day that Iscte marked 47 years

DESTAQUES DA ATUALIDADE





[Study](#)

[International](#)

[Research](#)

[Agenda](#)

[Iscte](#)

ISCTE

[About us](#)

[Organization](#)

[Schools](#)

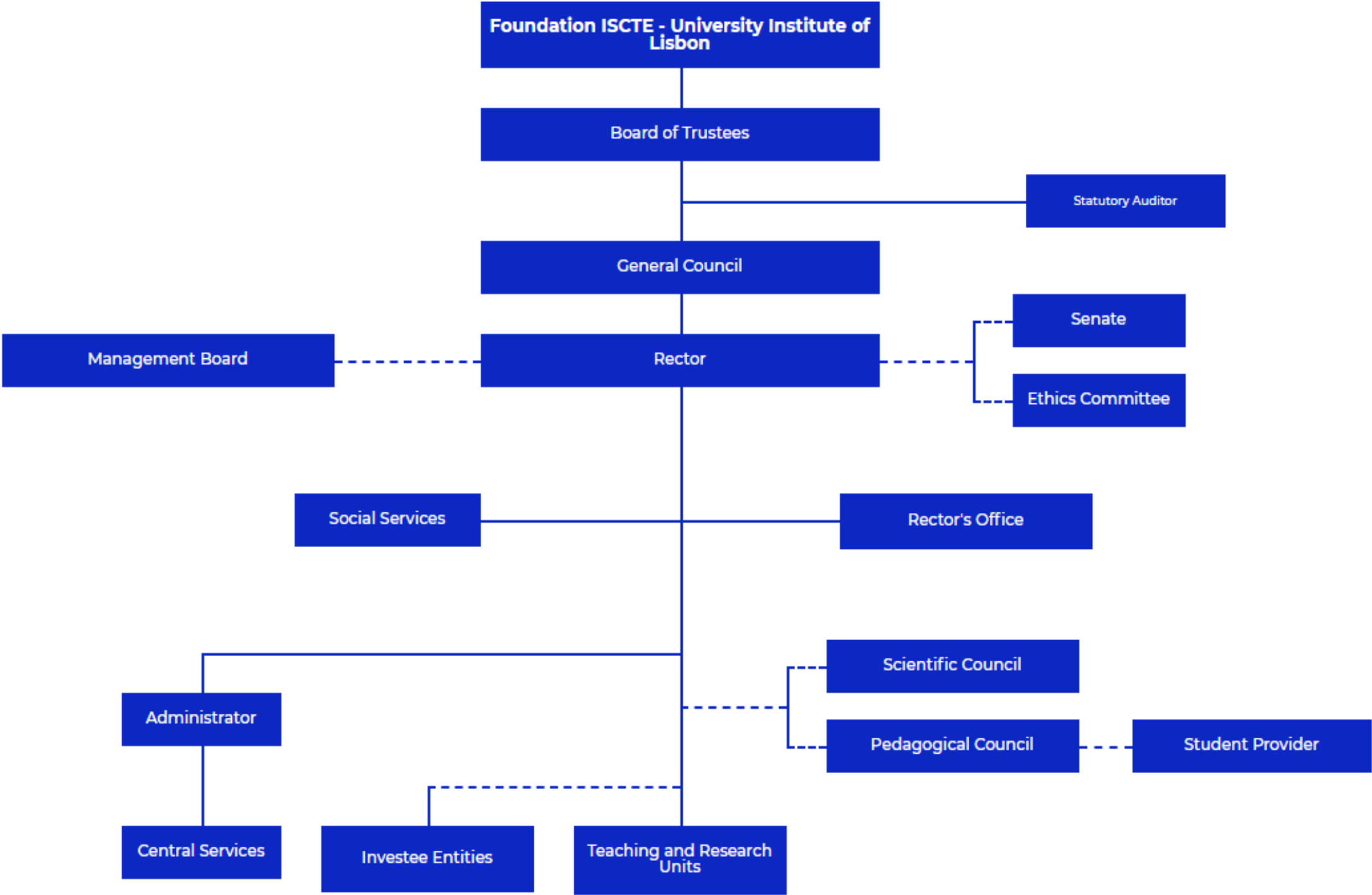
[Quality](#)

[Sustainability](#)

[Strategic Projects 2020-22](#)

Our Organization

ORGANIZATION CHART



Our Organization

Our organization is also structured by:

- School Headmaster
- Course Director
- Year Coordinator (1 faculty member each year per course)
- Delegates & Subdelegates (students)

Pedagogical Council of ISCTE

The Pedagogical Council of Iscte – Instituto Universitário de Lisboa, under its powers, defined in the Statutes of this education institution, and the quality certification processes of certification, stipulated in the *Quality Manual of ISCTE-Instituto Universitário de Lisboa*, prepared by the Office of Studies, Planning and Quality (GEPQ) draws up the **Pedagogical Guidelines** for each academic year.



President: Joana Celeste Dias Alexandre

Pedagogical Council of ISCTE

- The Pedagogical Council is constituted in the same number of professors as students
- In each school, it exists a Pedagogical Council
- Your role here is fundamental! Join us!



Our Alumni Club

<https://alumni.iscte-iul.pt/>

Previously denominated by Former Students Association Club, our Alumni Club is a club that promotes social interaction among its associates, sharing of experiences, the strengthening and expansion of the influence of ISCTE and promoting an active and permanent relationship between ISCTE and its alumni





iscte _ Alumni
Clube

Not only this, the Alumni Club offers Mentoring Programs! Take a look!

OUR ACADEMIC CALENDAR

2022-2023

1.º semestre *First semester*

Período máximo de aulas
Maximum classes period

Interrupção obrigatória de aulas - Natal
Compulsory Christmas break

Período de avaliações
Assessment period

Lançamento de notas
Grade reporting

2.º semestre *Second semester*

Período máximo de aulas
Maximum classes period

Interrupção obrigatória de aulas - Carnaval
Compulsory Carnival break

Interrupção obrigatória de aulas - Páscoa
Compulsory Easter break

Período de avaliações
Assessment period

Lançamento de notas
Grade reporting

Época especial *Resitting exams*

Período de avaliações
Assessment period

Lançamento de notas
Grade reporting

De *From*

Até *To*

01-09-2022

28-01-2023

01-09-2022

17-12-2022

19-12-2022

02-01-2023

03-01-2023

28-01-2023

10-02-2023

30-01-2023

01-07-2023

30-01-2023

27-05-2023

20-02-2023

26-02-2023

03-04-2023

15-04-2023

29-05-2023

01-07-2023

07-07-2023

10-07-2023

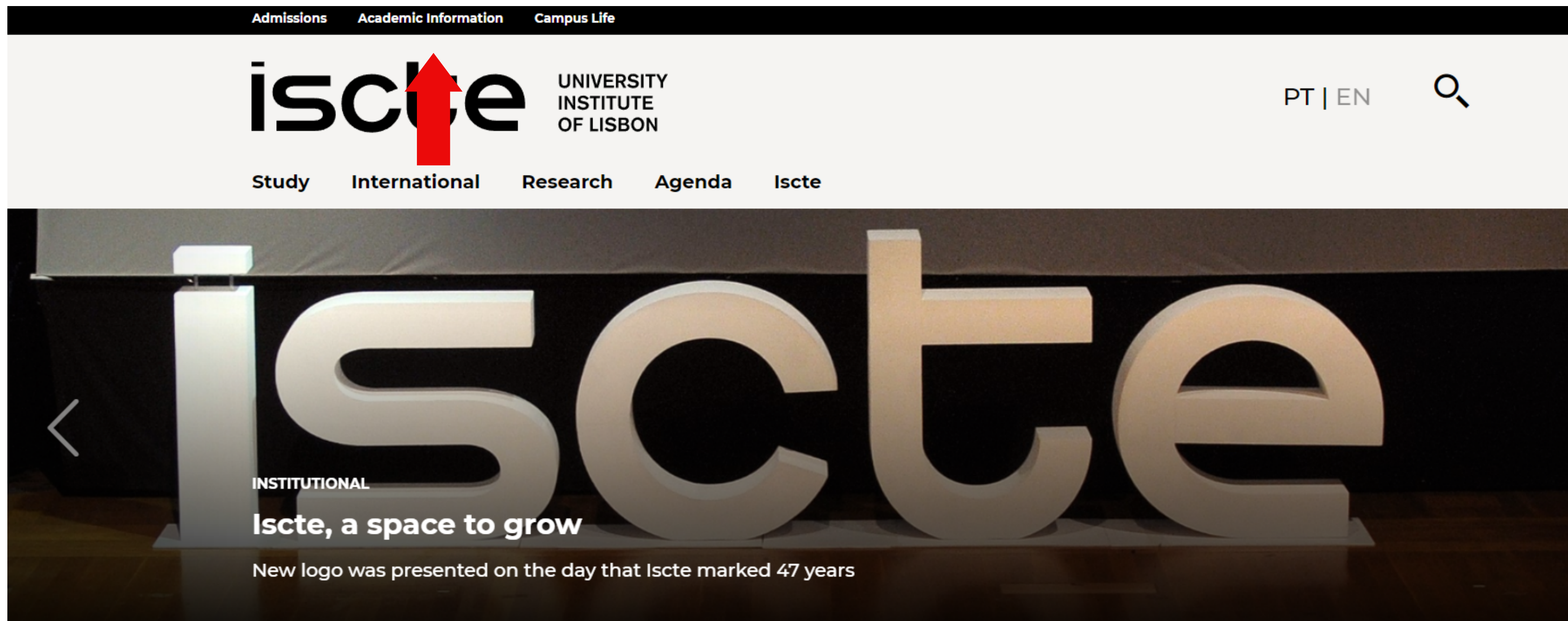
15-07-2023

10-07-2023

15-07-2023

22-07-2023

OUR SERVICES THAT YOU SHOULD KNOW ABOUT



DESTAQUES DA ATUALIDADE



Education Management Services (SGE)

SGE is divided into different units, so students should contact the unit that manages the course in which they are enrolled regarding matters related to their own academic career, namely: the completion and issue of declarations and certificates of enrollment, status requests, requests for accreditation of curricular units taken in other courses, applications to stand-alone curricular units, transfer of peer institution/course, reentry, special competitions, changes to schedule of attendance, and issue of certifications, diplomas, and course cards.

ONLINE SERVICE

Undergraduate: licenciatura@iscte-iul.pt

Master and post-graduations: mestrado@iscte-iul.pt

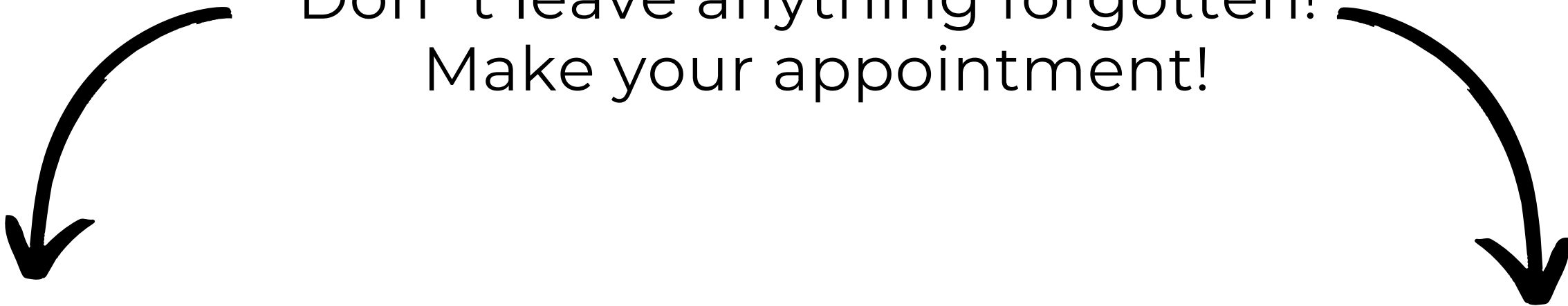
Doctorate: phd@iscte-iul.pt



Sílvia José, Director of
Education
Management Services

Education Management Services (SGE)

Don't leave anything forgotten!
Make your appointment!



<https://outlook.office365.com/owa/calendar/AtendimentoSGEFacetofaceattendanceSGE@iscte-iul.pt/bookings/>

Social Action (SAS)

Social action aims to provide students with the conditions for school success and well-being through social and psychological support services.



Rosário Candeias,
Diretor of Social Action

Serviço de Ação Social

✉ sas@iscte-iul.pt

☎ +351 210 464 039

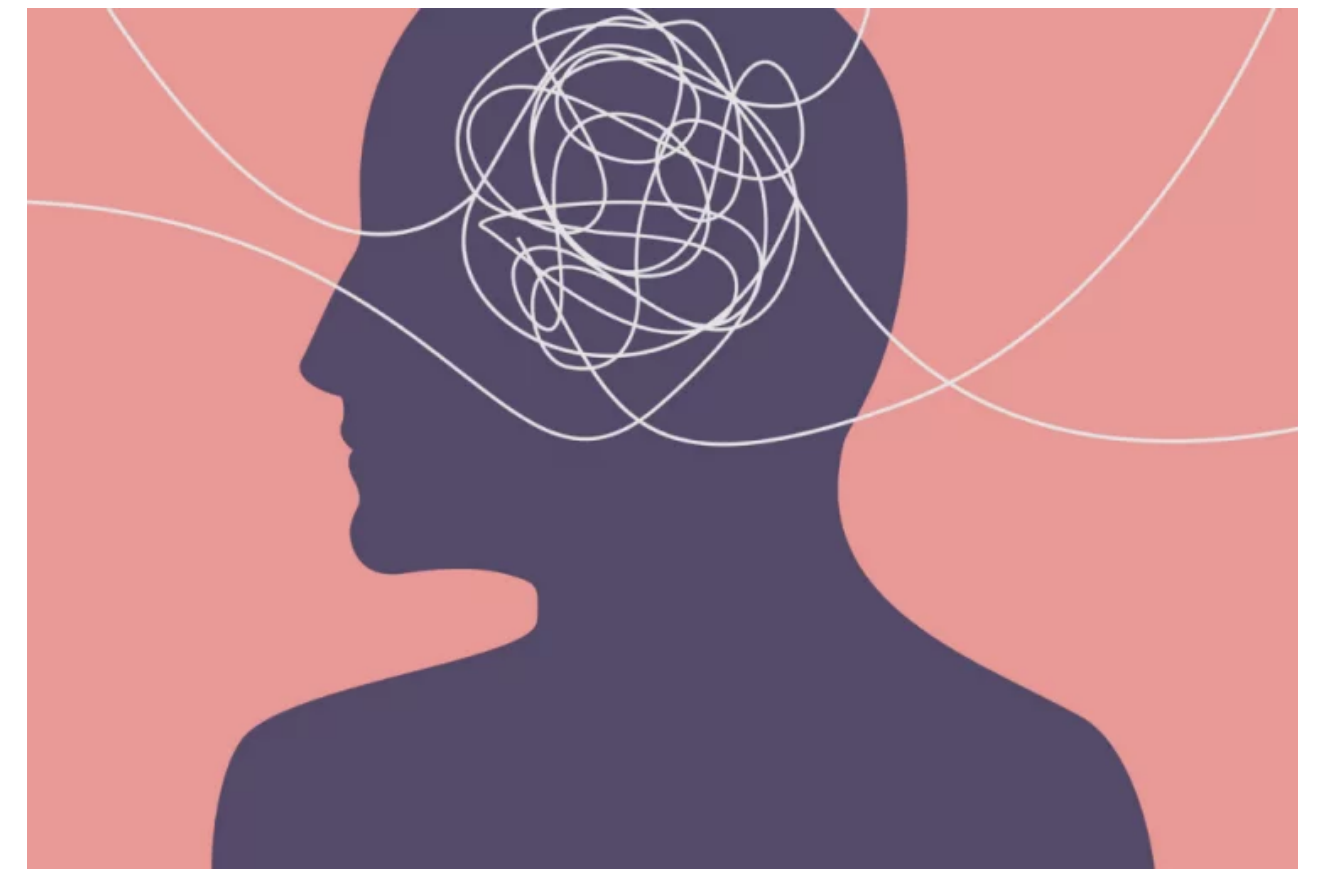
🕒 09:30 - 12:30 | 14:30 - 16:30

🏠 Iscte - Instituto Universitário de Lisboa, 1W02 (Edifício Sedas Nunes)

Students Counseling Office (GAA)

(<https://www.iscte-iul.pt/conteudos/estudantes/acao-social/saude-outros-apoios/906/gabinete-de-aconselhamento-aluno-gaa>)

The Social Action Service has a Student Counselling Office (SAS/GAA) that aims to promote the well-being and support all students in the processes of teaching, learning and personal development.



For more information: sas.gaa@iscte-iul.pt

SPORTS UNIT

Our sports unit promotes sports within ISCTE!
Not only that, we also have:

- our RUNNING@ISCTE for beginners to competition-level athletes
- the opportunity to participate in the University Championship
- rent sports facilities in the campus



Duarte Lopes, Coordinator
of the Sports Unit

GET ACTIVE WITH US!



<https://www.iscte-iul.pt/conteudos/campus-life/sports/1473/introduction>

Transversal Competences Laboratory (LTC)

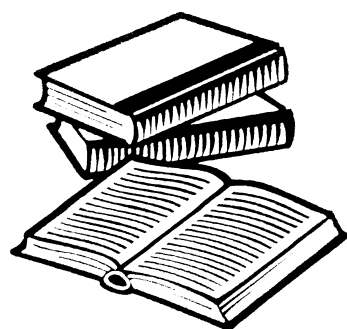
This is where you can develop your personal skills before entering the working market!

LTC aims for the development of its students data analysis skills, socio-emotional and time management, behavior, planning and organization, communication skills, leadership, autonomous and group work, among others.

✉ lct@iscte-iul.pt

[\(+351\) 210 464 020](tel:+351210464020)

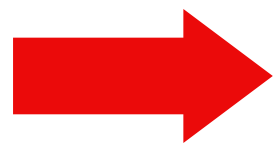
Edifício Sedas Nunes, Sala 1w7



Challenge Yourself!

<https://www.iscte-iul.pt/conteudos/estudar/laboratorio-de-competencias-transversais/competencias-transversais/1250/nucleo-de-competencias-transversais>

About the Mobility Programs...



<https://www.iscte-iul.pt/conteudos/international/student-exchange/1890/cooperation-programmes-and-agreements>



COOPERATION PROGRAMMES AND AGREEMENTS

Student Exchange

[Cooperation
Programmes and
Agreements](#)

[Nomination and
registration](#)

[Courses](#)

[Academic Information](#)

[Practical Information](#)

[Additional Needs](#)

[Visiting Students](#)

Erasmus+ Programme

Erasmus+ is the European Union programme for education, training, youth and sports.

Erasmus+ provides students with the opportunity to study or do internships at the partner schools of their home institution in another eligible country for full academic credit.

Iscte has more than 400 agreements under the Erasmus+ Program that give the students of our partner universities the opportunity to attend Iscte for a period of study or an internship.

Students coming from one of our partner institutions must be selected by their home institution and nominated to the International Relations Office of Iscte.

Erasmus Mundus (Joint Master Degree)

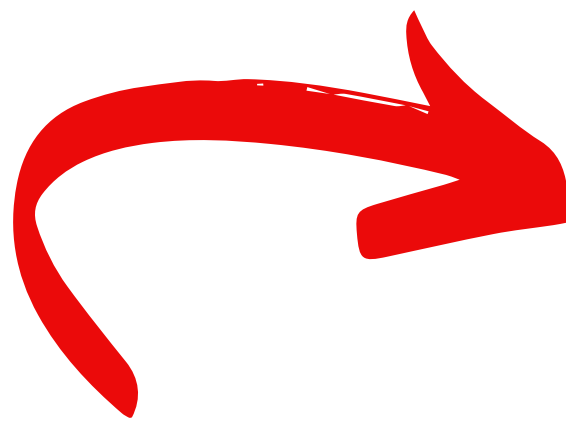
Funded by the European Commission, the Erasmus Mundus Joint Master Degree (EMJMD) is a prestigious, international study programme, which is jointly operated by an international consortium of European and third-country universities.

Applicants who wish to participate in an Erasmus Mundus Master programme must enroll in an Erasmus Mundus Masters Course directly at the consortium that coordinates it. Students at the Master's level worldwide can apply. Iscte is a partner of the following Erasmus Mundus programs: [MFamily](#), [Global - MINDS](#) and [TourDC](#).

Our Learning Platforms

FÉNIX

MOODLE



Public Profile: where you have access to informations about our courses, schedules, exams, etc..

(<https://fenix.iscte-iul.pt/siteMap.do#Mestrados>).

de entrada (Login)

Informação Académica

Contactos

Intranet

Ajuda Fénix

Apoio informático

Pesquisar:

MELHORADO PELO God

Ir para:

[Licenciaturas](#)
[Mestrados](#)
[Mestrados Integrados](#)
[Cursos de Pós Graduação](#)
[Programas Doutorais](#)
[Cursos de Especialização](#)
[Seminários de Especialização](#)
[Cursos Conjuntos](#)
[Cursos institucionais](#)

Licenciaturas

Antropologia

execuções

horários

exames

Ciência de Dados

execuções

horários

exames

Ciência de Dados (PL)

execuções

horários

exames

Ciência Política

execuções

horários

exames

Desenvolvimento de Software e Aplicações

execuções

horários

exames

Economia

execuções

horários

exames

Engenharia de Telecomunicações e Informática

execuções

horários

exames

Engenharia Informática

execuções

horários

exames

Engenharia Informática (PL)

execuções

horários

exames

Finanças e Contabilidade

execuções

horários

exames

Gestão

execuções

horários

exames

Gestão de Marketing

execuções

horários

exames

Gestão de Recursos Humanos

execuções

horários

exames

Gestão Industrial e Logística

execuções

horários

exames

História Moderna e Contemporânea

execuções

horários

exames

Informática e Gestão de Empresas

execuções

horários

exames

Informática e Gestão de Empresas (PL)

execuções

horários

exames

Matemática Aplicada à Transformação Digital

execuções

horários

exames

Política, Economia e Sociedade

execuções

horários

exames

Psicologia

execuções

horários

exames

Mestrados

Ação Humanitária

execuções

horários

exames

Administração Escolar

execuções

horários

exames

Administração Pública

execuções

horários

exames

Antropologia

execuções

horários

exames

Antropologia (UTAD)

execuções

horários

exames

Arquitetura e Cultura Visual em Lisboa

execuções

horários

exames

Ciência de Dados

execuções

horários

exames

Ciência Política

execuções

horários

exames

Ciências do Trabalho e Relações Laborais

execuções

horários

exames

Ciências em Emoções

execuções

horários

exames

Comunicação, Cultura e Tecnologias da Informação

execuções

horários

exames

Contabilidade

execuções

horários

exames

Contabilidade e Controlo de Gestão

execuções

horários

exames

Direito das Empresas e do Trabalho

execuções

horários

exames

Economia

execuções

horários

exames

Economia da Empresa e da Concorrência

execuções

horários

exames

Economia e Políticas Públicas

execuções

horários

exames

Economia Monetária e Financeira

execuções

horários

exames

Economia Política

execuções

horários

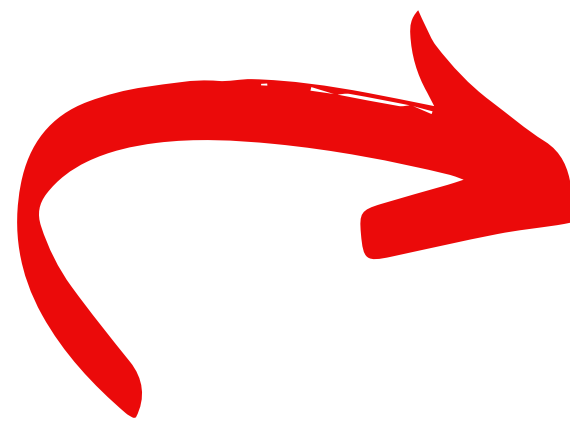
exames

Economia Social e Solidária

execuções

horários

exames



Private Profile: where you have access all your personal information as well your curricular units , your schedules, etc

ISCTE  **IUL**

O serviço **Fénix** permite aos utilizadores certificados - estudantes, docentes, funcionários e candidatos - do ISCTE - Instituto Universitário de Lisboa utilizar diversos serviços e funcionalidades de forma a simplificar o quotidiano de todos aqueles que estudam ou trabalham.

Nome de utilizador:

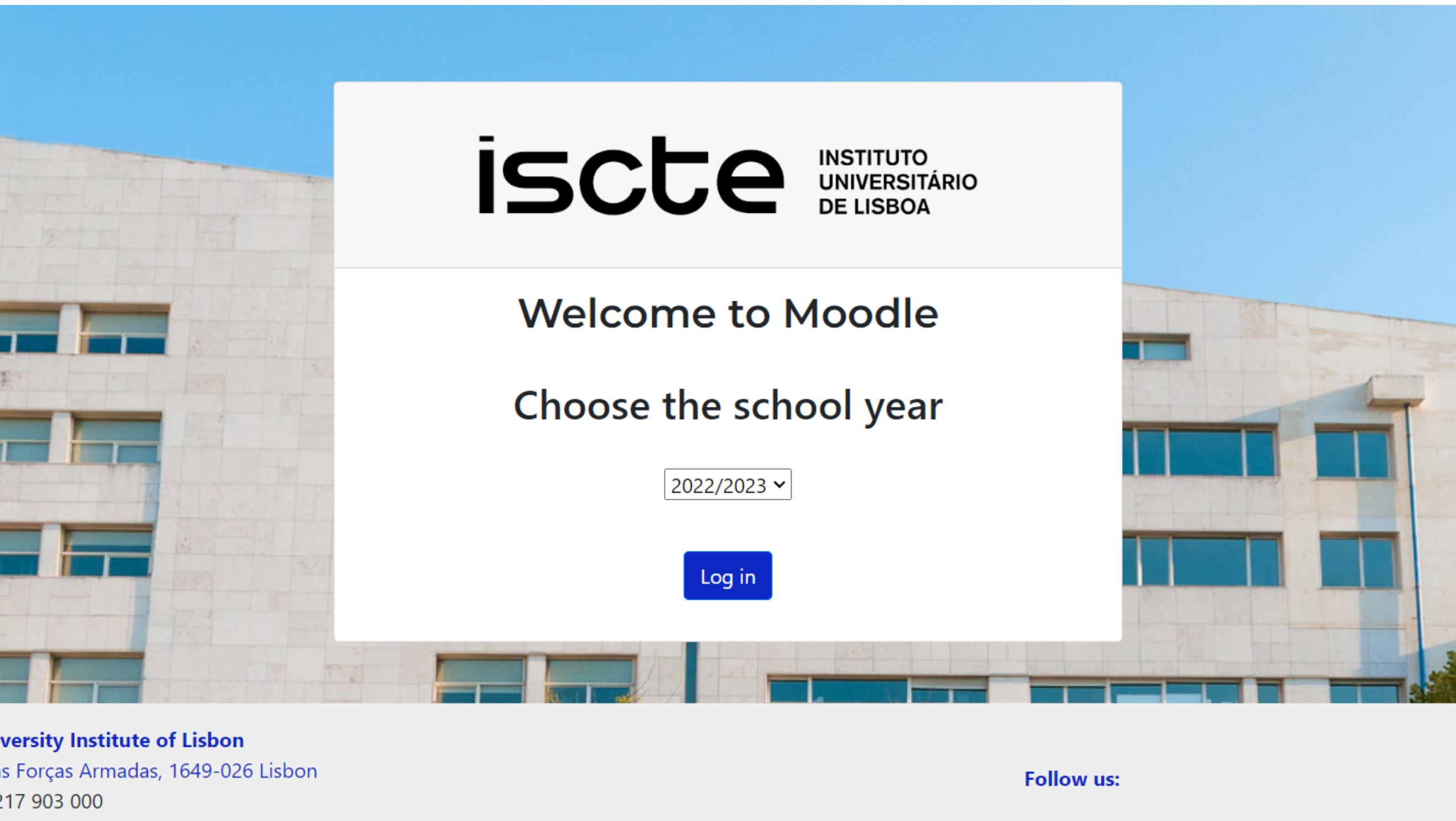
Palavra-passe:

Entrar

! Your professors might upload class work in Fénix



Your institucional email (xxxx@iscte-iul.pt) will be fundamental in the communication between you and ISCTE! Here is where you´ll receive all the institucional information!



This platform is where your professors make available all the tools you need:

- classes
- coursenotes
- previous exams
- forum discussions
- schedule meetings with students
- etc....



<https://moodle.iscte-iul.pt/>

SERVICES

IT Support

Tools for distance
learning

Services

User Support

Account Creation

To gain access the online services, students need valid access credentials for the services in which they have an account at ISCTE-IUL.

The access credentials are composed of a username and password, in which "Username" corresponds the username associated with the user with @iscte-iul.pt at the end. For example: user@iscte-iul.pt.

Each user is responsible for their own credentials (not repeating passwords from personal accounts or others). The SIIC never ask for these.

See [here](#) the requirements which your password must obey.



Fénix

The service Fénix allows certified users - students, teachers, researchers, non-teaching staff and applicants - of ISCTE - Instituto Universitário de Lisboa to use various services and functions in

Account Creation

Fénix

E-mail and Office
365

Networks and
Internet

Virtual Private
Network (VPN)

E-Learning

Digital Document
Management
Platform (only
teachers and staff)

Software

Computer
Laboratories

Videoconferencing

If anything is needed, here you can obtain help with your accounts creation:



Account Creation

Fénix

E-mail and Office
365

Networks and
Internet

Virtual Private
Network (VPN)

E-Learning

Digital Document
Management
Platform (only
teachers and staff)

Software

Computer
Laboratories

Videoconferencing

Associated Online
Communication
and Collaboration
Services (via FCCN)

Other Available
Resources

Google Apps Iscte



<https://www.iscte-iul.pt/conteudos/research/research-support/805/iscte-library?cat=maximus&term=office%2036&resultsPage=1>

Some important spaces...



[RESEARCH](#) > [RESEARCH SUPPORT](#) > [ISCTE LIBRARY](#)

Research Support

[Presentation](#)

[Research Support
Office](#)

[Iscte Library](#)

[Iscte Repository](#)

[Ethics Committee](#)

[CIÊNCIA-IUL](#)

The role of the [Iscte Library](#) is to provide access to the information resources needed by the Institute's members for research, learning and teaching. The Library has a wealth of material to support these University activities, with over 90,000 printed volumes and an extensive range of high-quality electronic resources, and receives approximately 30,000 periodicals (digital and in paper).

The Iscte Library specializes in Management, Social Sciences, Technology and Architecture. Students benefit from every service imaginable in its full-service bibliographic facility. In addition, PhD students have access to dedicated areas that include individual workstations and meeting rooms. Students may also access financially-oriented databases, such as Bloomberg and Datastream. Remote access to excellent research systems such as B-On (which contains 22,000 scientific journals and 22,000 e-books), ABI/Inform Complete, Web of Science, Scopus and JSTOR, among others, is also available. The Library Catalogue can be consulted in the library or online.

[Contacts](#)

✉ biblioteca@iscte.pt

☎ + 351 217903024

🏠 Building II, Floor 4

🕒 09:30am-09:00pm (Monday to Friday) | 09:30am-1:30pm (Saturday)

<https://www.iscte-iul.pt/conteudos/research/research-support/805/iscte-library?cat=maximus&term=office%2036&resultsPage=1>



The Information and Documentation Services (SID) make available its users of the following services and spaces:

Library
Cyber Questions
Science ISCTE
E-learning
Fenix
Spaces
Scientific Repository
Office 365

- Presencial Reader
- Reading Sugestions
- Multicanal attendance
- Personalized Attending
- domiciliary Loaning
- Interlibrary Loan
- Portable Loans
- Support to students with Specific Educational Needs
- Publishing Offers of UE
- Group study rooms
- Individual Investigation Cabinets
- Formation Rooms
- Multimedia Room



<https://www.iscte-iul.pt/conteudos/iscte/organizacao/84/servicos>

REGULATIONS

<https://www.iscte-iul.pt/conteudos/academic-information/regulations-and-forms/1466/regulations>

Academic Code of Conduct

The Academic Code of Conduct is a guiding instrument for the activities and relationships between the lecturers, students and non-teaching staff, and an indispensable cornerstone in the pursuit of Iscte's mission. Its reading is fundamental

CÓDIGO DE CONDUTA ACADÉMICA



Conselho Pedagógico

Apresentação

Atividades

Bolsas de estudo por
mérito - DGES

O código de conduta Académica constitui, precisamente, um instrumento norteador das actividades e relações entre os seus docentes, alunos e pessoal não-docente, sendo uma peça indispensável à prossecução da missão do Iscte, bem como à definição de políticas e escolhas estratégias que determinarão o futuro do Iscte.

Mais Informações

 [Código de Conduta Académica](#) |  [Code of Academic Conduct](#)

Article 8

Rules of good conduct for the students

The students of ISCTE-IUL should observe the following rules:

- a) Respect and promote the framework of values and principles defined in article 2 of the present Code;
- b) Diligently observe the duties expressed in the Student Disciplinary Regulation;
- c) Respect the teaching staff and the other students and their right to education;
- d) Respect the right of other students to refuse to participate in initiation rituals.
- e) Be punctual and assiduous and in taught activities/lectures not disturb the classroom learning environment;
- f) Answer in due time all the institutional questionnaires that ISCTE-IUL must apply both in the context of its quality assurance system and in line with the requirements of national and international certification and accreditation agencies.
- g) Not commit academic misdemeanours indicating fraudulent behaviour, namely:
 - Plagiarism, acts of self-plagiarism, copying or any other dishonest form of submitting a piece of work for assessment, a master's dissertation or doctoral thesis for defence, including, but not limited to:
 1. Using unauthorised materials or sources at moments of assessment;
 2. Appropriating texts, ideas, data, illustrations or information of other sources or persons and presenting as their own;
 3. Making forgeries, falsifying, distorting, omitting data, results or sources in their reports, essays, monographs, theses or other written works;
 4. Buying or selling reports, essays, monographs, theses or other works for fraudulent use.

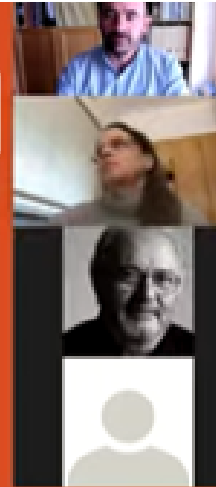
- Access, or attempted to access, without proper authorisation, irrespective of the purpose, of the educational material or official documents of ISCTE-IUL, such as:
 1. Stipulations and resolution of the assessment tests;
 2. Lists of grades, academic records and school historical records;
 3. Work documents and correspondence, irrespective of the nature of their format, of the management bodies of ISCTE-IUL.
 - Unauthorised use of communication devices such as mobile phone, smartphone, tablet, computer, watch, camera, etc. as well as any memory aids during classes and assessments.
 - Fraudulently use the identification card of another person, namely to mark class attendance.
- h) Not use the resources provided by ISCTE-IUL for the student's training process for other purposes;
 - i) Not capture sounds or images of teaching activities (classes), unless previously authorised by the teacher;
 - j) Not provide false information in ISCTE-IUL forms and documents;
 - k) Not order, help or conceal, even if tentatively, acts of academic fraud;
 - l) Use the information technology material for the authorised purposes, with the following being explicitly forbidden:
 - Breach of intellectual property rights of third parties;
 - Unauthorised access or attempted access to information technology systems;
 - Alteration, manipulation, copy or destruction of electronic data, even if attempted.
2. Plagiarism does not include the use, considered by Law as free, of third party works, provided that the authorship is identified, as well as the use of part of an intellectual creation carried out in collaboration, provided that the contribution is significant and relevant. This is applicable even if the part that is used has been exclusively produced by a co-author, in cases when it is not necessary, by convention or by Law, to obtain the co-author's prior authorisation, with the identification of the authorship always being necessary.
 3. With respect to acts of academic fraud, namely plagiarism, the rules of Annex I, of this regulation and the Student Disciplinary Regulation are applicable.



https://www.iscte-iul.pt/assets/files/2019/01/18/1547824702225_Academic_Code_of_Conduct_CCA_.pdf

Academic Misconducts

A FRAUDE NO ENSINO SUPERIOR: O q
se sabe e o que se julga saber



FORMAÇÃO PARA A INTEGRIDADE ACADÉMICA

Madalena Ramos
13 de maio 2021

iscte
SOCIOLOGIA
E POLÍTICAS PÚBLICAS

II ► 🔊 2:58 / 54:24



📍 ISCTE
Webinar sobre Fraude académica

Concerning unlawful academic acts, we recommend viewing the webinar:

"FRAUD IN HIGHER EDUCATION: WHAT IS KNOWN AND WHAT WE THINK WE KNOW"

General Regulation for Assessment of Knowledge and Skills (RGACC)

The RGACC establishes the knowledge assessment system applicable to 1st and 2nd cycle study courses.

e.g. General rules of the assessment process;
Modes of assessment (e.g., periodic assessment; continuous assessment);
Disclosure of results
Rules for consulting written exams by students and review requests (i.e., grade review)

ACADEMIC INFORMATION > REGULATIONS AND FORMS > REGULATIONS














Regulations and forms

Regulations





Students with Special Status

Forms

GENERAL

-  [Código de Conduta Académico | PT](#)
-  [Despacho sobre o inquérito de monitorização pedagógica | PT](#)
-  [Regulamento interno dos estudantes em regime de estudos em tempo parcial | PT](#)
-  [Student disciplinary regulation | PT](#)
-  [Regulamento dos estudantes com estatuto especial \(2017\) | PT](#)
-  [Regulamento de creditação de formação anterior e de experiência profissional do Iscte | PT](#)
-  [Tuition Fees Regulation \(since 2016/2017\) - PT | EN](#)
-  [Regulamento de propinas - Alteração ao nr. 5 \(formas de pagamento\) | PT](#)
-  [Regulamento de propinas do estudante internacional | PT](#)
-  [International Student Tuition Fees Regulation | EN](#)
-  [Despacho sobre inscrição e frequência de unidades curriculares isoladas | PT](#)
-  [Regulamento Geral de Avaliação de Conhecimentos e Competências \(RGACC\) - \(em vigor a partir do ano letivo 2018/2019\) | PT](#)
-  [Regulamento de Estágios | PT](#)

UNDERGRADUATE

-  [Regulamento do estudante internacional | PT](#)
-  [Regulamento de inscrição em UCs de ciclo de estudos subsequentes | PT](#)
-  [Regulamento interno de reingresso e mudança de par instituição/curso | PT](#)
-  [Regulamento dos titulares de outros cursos superiores | PT](#)

Regulations for:
Working-Students;
High Performance
Athletes; Special
Education Needs
Students; etc

ACADEMIC INFORMATION > REGULATIONS AND FORMS > REGULATIONS














Regulations and forms

Regulations





Students with Special
Status

Forms

GENERAL

-  [Código de Conduta Académico | PT](#)
-  [Despacho sobre o inquérito de monitorização pedagógica | PT](#)
-  [Regulamento interno dos estudantes em regime de estudos em tempo parcial | PT](#)
-  [Student disciplinary regulation | PT](#)
-  [Regulamento dos estudantes com estatuto especial \(2017\) | PT](#)
-  [Regulamento de creditação de formação anterior e de experiência profissional do iscte | PT](#)
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What is the UC & what information can we find in the FUC?

UC (Curricular Unit)

- The UC are the course units that are part of a study program. Every UC (mandatory/optative) is assigned with a specific number of ECTS, i.e, a specific number of credits that allows its acknowledgment in the European Space;
- The European Credit Transfer and Accumulation System (ECTS) is a student-centered system, based in the volume of work required to the student in order to reach the teaching program goals that he/she frequents;
- Its work volume? Normally established between 1500-1800 hours/year, in which 1 credit corresponds to 25-30 hours of work (ex: 6 credits= 150h of work)

UC (Curricular Unit)

- Its work volume? Normally established between 1500-1800 hours/year, in which 1 credit corresponds to 25-30 hours of work (ex: 6 credits= 150h of work)
- The volume of work consists in the time needed (contact with professor ou autonomous work) for the achievement of all learning activities that are established in an UC (ex: presencial classes, independet study, preparation of projects/works; tests)

Distribution of Contact Hours

- Theoretical Learning (T)
- Theoretical-Practical Learning (TP)
- Practical and Laboratorial Learning (PL)
- Workfield (TC)
- Internship (E)
- Tutorial Guidance (OT)
- Other (O)

FUC (curriculum unit sheet)



Every UC has a FUC available, i.e, a FUC that is updated yearly/half-yearly

The FUC displays all information relating to an UC, for example:

- Teaching-language of the course
- Workload
- Pre-requisites (ex: if you need to attend a previous class in order to be frequent another UC)
- General goals
- Learning goals
- Program
- Demonstration of the coherence of the programmatic contents with the objectives of the UC
- Evaluation Progress
- Teaching-learning process.

Learning Goals (OA): how can they be written & established?



| Get to Know | Comphreende | Apply | Analyze | Evaluate | Create |
|--------------------------------|--|---|--------------------------------|--------------------------------|--------------------------------|
| Define Listing Reproduce | Explain Characterize Summarise Rewrite Giving examples | Choose Demonstrate Perform Implement Calculate Resolving Complete | Define Listing Reproduce | Define Listing Reproduce | Define Listing Reproduce |

(Bloom, 1975)

!The Learning Goals are usually different in function of the year and the study cycles you are frequenting!

Evaluation Process

Teachers should clarify if there is one or more of the following assessment modalities:

- Continuous Evaluation
- Periodical Evaluation
- Exam Evaluation

Continuous Evaluation

1 - It is of a regular and constant nature, takes place through the entire academic period and reflects a permanent interaction between the teacher and the student.

2 - It requires a minimum attendance that should be defined in the FUC, which defined in the FUC, which may not be less than 2/3 of the classes actually taught.

3 - Class participation is a mandatory instrument of assessment. evaluation.

4 - Are also instruments, among others, written or oral tests, assignments, reports, projects or laboratory work performed individually or in groups.

5 - Each of the instruments of continuous assessment has a weighting of less than 100% of the final classification of the course unit

Periodical Evaluation

1 - It takes place during the academic period in number, moment and with the use of assessment instruments previously defined in the FUC.

2 - It may imply a minimum attendance to the lessons effectively taught; the participation in class cannot be considered.
participation in class.

3 - The following are considered instruments of periodic assessment, among others, are written or oral tests, assignments, reports, projects or laboratory work performed individually or in groups.

4 - Each of the instruments of periodic assessment has a weighting of less than 100% of the final mark of mark of the course unit.

Exam Evaluation

1 - It is that which occurs exclusively during the the assessment period and covers all the subject taught in the curricular unit.

2 - It must include a written test, may also include an oral and/or practical test. practical test.

3 - In the curricular units that include assessment by examination, the students admitted to this type of assessment can be students who have opted for it, as well as students who have not passed in the continuous assessment or periodic assessment modalities.



Once the FUC is established by a professor (and approved by the Coordinator of ECTS), it is not allowed to change the Evaluation Process of a Curricular Unit (UC).

Evaluation Process

- The realization of the three evaluation periods is mandatory for every curricular unit that includes assessment by examination, in compliance with the Ministerial Order n°886/83, 22nd of September;
- In addition to the situations referred in the 14th Article of RGACC, students who are regularly enrolled and under the Regulation of Students with Special Status or in exceptional situations, duly authorized by the Pedagogical Council or by the Rector, to request special session enrolment through an application to be submitted to the Education Management Services.
- There is no appeal period in the 3rd cycle (doctorate)



Look through article 11, 12, 13 and 14 of RGACC

Evaluation Process

- It must be clarified the possible evaluation methods, the requisits of admission for each of them, every instruments of evaluation and its respective weighting in the final mark, as well as the indication of requirement of obtaining a minimum score, where applicable, for any of the components of the assessment.
- The evaluation process established for the UC must be accordingly to the General Evaluation Regulation (RGACC) of Iscte.
- In cases where it is possible that certain curricular unit does not establish a final exam in its evaluation system, it should be mentioned in the respective FUC.

Evaluation Process

Conducting assessment tests- Important Tips:

- Assure the register of presence of students to the exam;
- Beginning the exam at the scheduled hour;
- Provide the Exam paper, indicating the length of the exam (never superior of 2 hours with eventual additional tolerance time of 30 minutes) and the maximum mark for each question;
- Any exception to the previous established must be expressly stated to the Coordinator of the UC in question to the appreciation and approval of the Pedagogical Committee of the respective School, and preferably be included in the respective FUC at the beginning of the academic year;

Evaluation Process

Conducting assessment tests- Important Tips:

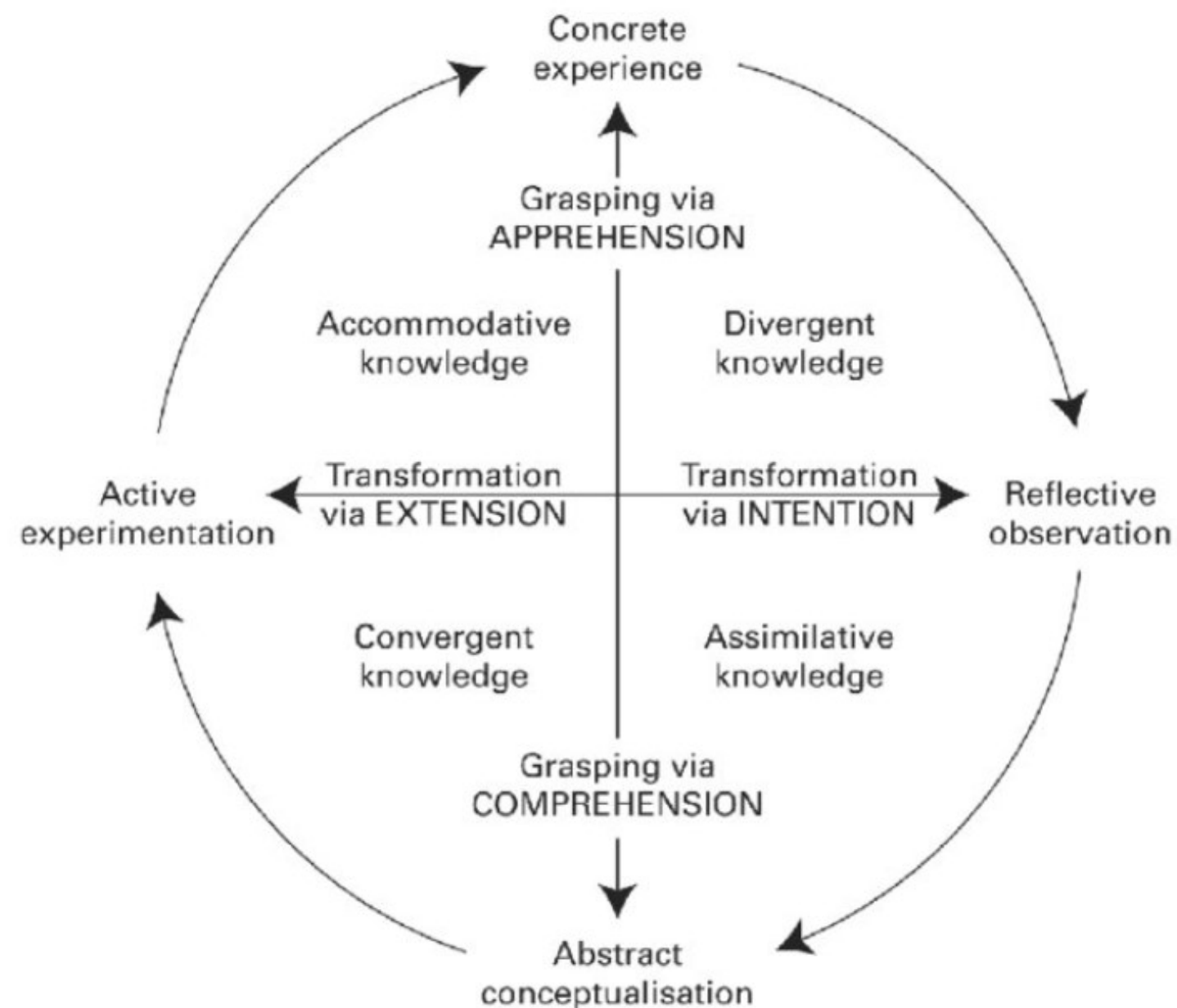
- Authorize the realization of the exam to the student that show up until 20 minutes after the beginning of the scheduled time;
- Authorize the withdrawal of the exam (implies the score of zero) through a written declaration, by the student, in the exam itself, allowing only this to happen 30 minutes after the beginning of the exam;
- Assure that students don't communicate between themselves, use information equipment, don't use any elements of communication, unless they are authorized to do so, and be absent from the class (other than in exceptional situations)

Teaching- Learning Methods

Pedagogical Practices

- It must be the most adjusted possible to the specifications of each UC;
- It must be considerate a set of variable related with the Teaching-Learning Method- Those who relate more with the Teaching dimension are the goals and content (program) outlined by professors, the models and methods of teaching used (expositive, demonstratives, of discovery, of discussion) and organizational (students management and time of teaching)

Teaching- Learning Methods



The lecturers may choose:

Direct teaching methods: using expository / demonstrative / deductive strategies;

Experience-based teaching methods: exploratory, inductive, reflexive, constructive, interactive, laboratory, problem-solving, case studies.

There should be information about autonomous work; taking into account the learning goals, the lecturer may include information about: reading, exercises, work files, preparation of reports, etc.

Teaching- Learning Methods

It is important to consider the type of students and the different types of learning.

The learning-teaching process should take into account the different types of contact time (classes).

- Contact hours:

Pursuant to Article 5 of Decree-Law 42/2005 of 22 February, the student's number of work hours to be considered includes all the established forms of work, namely contact hours and hours dedicated to internships, projects, fieldwork, study and assessment.

Pursuant to Order 7287-C/2006 (2nd series) of 31 March:

Contact hours are the time used in teaching sessions of collective nature, namely in classrooms, laboratories or fieldwork, and in tutorial-type personal supervision sessions;

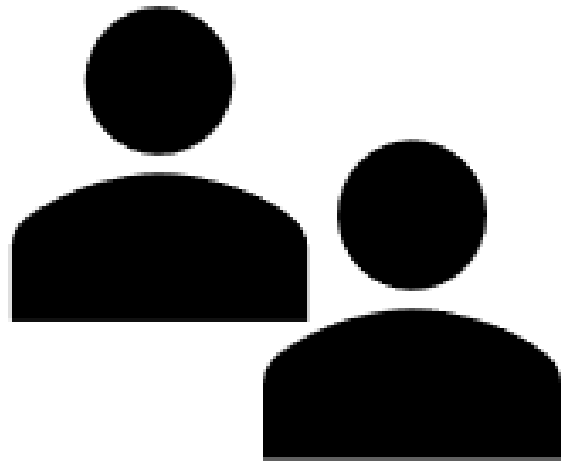
The student's total number of work hours, including all the established forms of work, namely contact hours and hours dedicated to internships, projects, fieldwork, study and assessment.

Teaching- Learning Methods

The lecturers place on Fénix:

- The Planning
- The summaries

Throughout the semester, the lecturers enter the Summaries of the lessons taught on Fénix. This entry should take place during the seven days following the lecturing of the class (Circular 1/2016 of the Pedagogical Council).



Election of Delegates/Sub-delegates and Pedagogical Monitoring

Election of Delegates/Sub-delegates and Pedagogical Monitoring

**1st and 2nd
semesters**



**Election of class
delegates/sub-delegates**

3rd week of classes
(1st semester)



**Interim monitoring:
[Student assessment]
Questionnaire**

Entry of information
in i-meritus before
Year Council

4th-5th week of classes

Year coordinator

**Interim monitoring:
Year Council
Meetings**
[Delegate/sub-
delegate + lecturers +
year coordinators]

6th week of classes



**Loading of the Year
Council minutes
(in *i-meritus*)**

Up to the 7th week
of classes

Iscte/GEPQ

**Pedagogical
monitoring survey**

Period corresponding to the last 20%
of classes of each curricular unit



Interim monitoring:
Assessment
Questionnaire
(students)

4th-5th week of classes



The delegate should request a lecturer to set aside the last 10 minutes of a class to enable the students to comment on the curricular unit, and the lecturer should end the class earlier to ensure that this discussion will take place.

Pedagogical Monitoring

Goal: detect anomalies in the functioning of the curricular units, so as to enable making changes in due time, thus mitigating or eliminating the negative consequences of irregular functioning.

A curricular unit functioning anomaly is considered to be any condition that disturbs its normal functioning, such as, for example, problems with the facilities or equipment, attendance of the lecturers (missing classes without scheduling a replacement class), poor assessment of a curricular unit.

- Who triggers this process? The Year Coordinator

Pedagogical Monitoring



Interim monitoring:
Assessment
Questionnaire
(students)

The Interim Assessment should be completed by the class delegate, on the i-meritus platform (<https://i-meritus.iscte.pt>). It should be succinct and reflect the majority opinion of the students, and avoid conveying sporadic and individual opinions.

- What is the information collected in the interim assessment used for?

The Year Council meetings aim to 1) analyse and discuss the functioning of the curricular units, based on the interim assessment; 2) establish efficient measures for improvement during the semester; and 3) prepare the scheduling of the final assessment (1st and 2nd period and special period).

The Year Council is convened by the Year Coordinator, with copy to the Course Director, and sent to all the Lecturers and Class Delegates of the respective year. The Year Council minutes should be sent to all the lecturers and students of the respective year, to the Course Director and to the Pedagogical Commission of the respective School, and filed at the Secretariat of each School.

Pedagogical Monitoring



Interim monitoring:
Year Council
Meetings



The Year Coordinator should load the minutes (or corresponding file) in the module supporting the interim pedagogical monitoring process



- The summary file for the Year (xls file) should be prepared in digital format by the Year Coordinator from the various class summary files and sent to the Course Director.
- The summary file for each Course should be prepared in digital format by the Course Director from the various Year summary files and sent to the Pedagogical Commission of the School. The corresponding .xls file is available in e-learning.
- The summary file for the School should be prepared in digital format by the Pedagogical Commission of the School from the various Course summary files and sent to the Pedagogical Council of Iscte. The corresponding .xls file is available in e-learning.

Pedagogical Monitoring

Goal:

- Promote improvement of the quality of the teaching at Iscte.
- The data are processed anonymously and aggregated by the Office of Studies, Planning and Quality (GEPQ).
- The lecturers and other heads of the curricular unit, Course, Department and School are provided with the respective results in Fénix, also in an aggregate and anonymous form.
- The CP analyses situations of lecturer-curricular unit pairs referenced for improvement, for the delineation of an improvement plan.

ISCTE

Final pedagogical
monitoring survey

Awards and Scholarships for students

BOLSAS DE ESTUDO

Apoios sociais

Bolsas de Estudo

Apoio ao Alojamento

Apoio de Emergência

Colaboração Institucional

Auxílio de Emergência

Apoio a estudantes com Necessidades Educativas Específicas (NEE)

Outras situações

Outras Bolsas

Documentos

Perguntas Frequentes

A Bolsa de estudo é uma prestação pecuniária anual para comparticipação nos encargos com a frequência de um curso ou com a realização de um estágio profissional de carácter obrigatório, atribuída a fundo perdido e no respetivo ano letivo, sempre que o aluno não disponha de um nível adequado de recursos financeiros.

A Bolsa é válida por um ano letivo, deve ser renovada todos os anos e o montante é variável, pois depende dos rendimentos do agregado.

BOLSAS DE ESTUDO DGES

Candidaturas

As datas importantes para a candidatura a bolsa para o próximo ano letivo de 2022/2023 são as seguintes:

Entre os dias 25 de junho e 30 setembro de 2022. De 1 de outubro a 31 de maio do ano letivo de 2022/2023, sendo o pagamento da bolsa proporcional à data de submissão do requerimento.

Inscrição

Até 30 de setembro, com o estudante a ter sempre um prazo de 20 dias úteis para submeter o requerimento. Nos 20 dias úteis subsequentes à inscrição, quando esta ocorra após 30 de setembro.

Para quem ingressa no Ensino Superior pela 1ª vez, através do concurso geral de acesso, a candidatura à bolsa é feita em simultâneo com a candidatura ao ensino superior, [CNA 2022/23](#), nas seguintes datas:

Here is where you can find all
information!



<https://www.iscte-iul.pt/conteudos/estudantes/acao-social/apoios-sociais/893/bolsas-de-estudo>

BOLSAS DE ESTUDO POR MÉRITO - DGES

Conselho Pedagógico

Apresentação

A bolsa de estudo por mérito é uma prestação pecuniária, de valor fixo, destinada a estudantes que tenham mostrado um aproveitamento escolar excecional, suportada integralmente pelo orçamento do Ministério da Ciência, Tecnologia e Ensino Superior.

Atividades

São elegíveis os estudantes que tenham obtido, no ano em causa, uma classificação média, ponderada e arredondada às centésimas, igual ou superior a 16.0 (sem qualquer arredondamento) e que cumpram outros requisitos a definir mediante despacho interno.

Bolsas de estudo por
mérito - DGES

Não é necessário que o estudante se candidate. Os candidatos são apurados a partir de listas de estudantes fornecidas pelos Serviços de Gestão do Ensino para o ano curricular em causa, sendo a sua identificação e ordenação da competência de um júri nomeado pela Presidente do Conselho Pedagógico.

Prémio Silva Leal


A divulgação dos resultados é feita anualmente na vitrine do Conselho Pedagógico, no 1.º andar do ângulo Sudeste do Edifício Sedas Nunes e nesta página eletrónica.

Código de Conduta
Académica


Regulamentos

Mais Informações


Documentos

 [Regulamento de Atribuição de Bolsas de Estudo por Mérito a Estudantes de Instituições de Ensino Superior \(Despacho n.º 13531/2009\)](#)

Recursos

 [Alteração ao Regulamento de Atribuição de Bolsas de Estudo por Mérito a Estudantes de Instituições de Ensino Superior \(Despacho n.º 7761/2017\)](#)

Processo Eleitoral

 [Critérios de atribuição de Bolsas de Estudo por mérito da DGES relativas ao ano letivo 2020/2021](#) |

Perguntas Frequentes

 [Comunicado Bolsas de Estudo por mérito da DGES relativas ao ano letivo 2020/2021](#) |

 [Bolsas de Estudo por Mérito DGES 2020/2021 - lista final](#) |

 [Ata Bolsas de Estudo por Mérito DGES 2020/2021](#)





Prémio Silva Leal

Conselho Pedagógico

Apresentação

Atividades

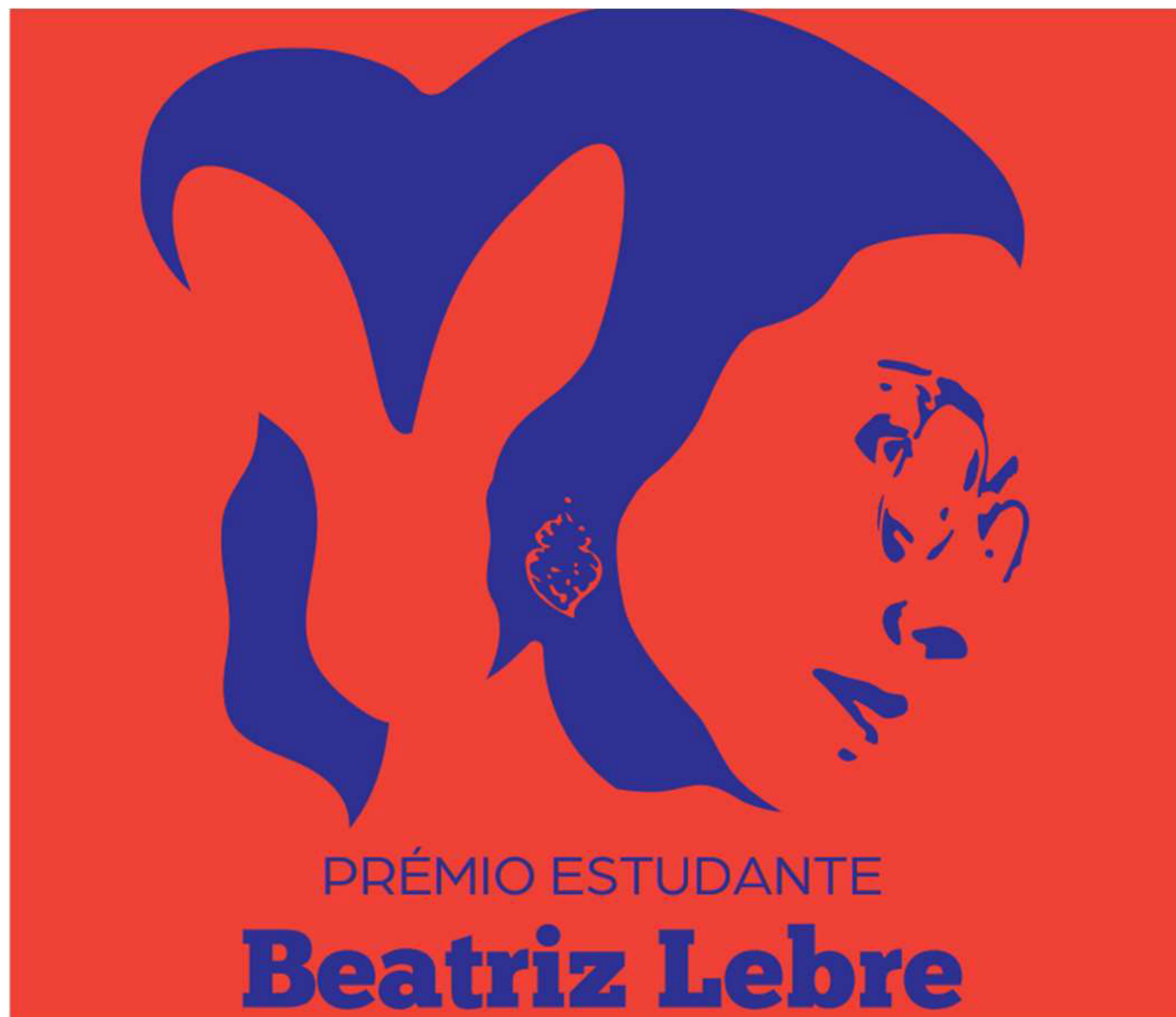
Bolsas de estudo por
mérito - DGES

Prémio Silva Leal

Em Homenagem ao Prof. António da Silva Leal, que enquanto Professor e político muito se distinguiu na defesa e desenvolvimento de políticas subordinadas ao dever de solidariedade entre todos os cidadãos, o Iscte e a Secretaria de Estado da Segurança Social instituíram o Prémio Silva Leal. No valor de 2.500€ e com periodicidade anual, destina-se a galardoar estudantes do Iscte que se tenham destacado através da elaboração de trabalhos com relevância para o estudo das políticas e das práticas nos domínios da segurança social, da solidariedade e da economia social.

São admitidos a concurso teses ou trabalhos finais, elaborados por estudantes do Iscte, no âmbito dos cursos de licenciatura, mestrado e de doutoramento, incidindo sobre o estudo das políticas e das práticas nos domínios da segurança social, da solidariedade e da economia social, e que tenham sido avaliados durante o ano letivo anterior.





1st edition: 2022-2023

Considering the importance of an integral and humanistic education, the Beatriz Lebre Prize will seek to reward a student of ISCTE, University Institute of Lisbon, who distinguishes himself/herself by his/her integrity (respect for others and ethics) active and participative citizenship.

This award has the support of Fórum Estudante and the Pedagogical Council of ISCTE.



Have a great academic year !

Contacts: presidente.cp@iscte-iul.pt; secretariado.cp@iscte-iul.pt

