

CENIL — CENTRO DE LÍNGUAS, L.^{DA}**Notice n.º 16648/2023**

Considering the request for registration of changes to the Statutes of Instituto Superior de Administração e Línguas, published by Notice no. 19913/2009, in the 2nd series of *Diário da República*, of 4th November, submitted by CENIL - Centro de Línguas, Lda, its founding entity;

Considering that, under the terms of paragraph 1 of article 142 of Law no. 62/2007, of 10 September, which approves the Legal Framework for Higher Education Institutions, hereinafter RJIES, "the statutes of private higher education establishments and their amendments are subject to verification of their conformity with the law or regulation, with the constitutive act of the establishing entity and with the diploma recognising the public interest of the establishment, for subsequent registration under the terms of this law";

Considering the opinion of the General Secretariat for Education and Science, to the effect that the changes to the aforementioned Statutes are in conformity with the applicable legal provisions;

Considering the order issued on 31 July by Her Excellency the Minister of Science, Technology and Higher Education, following the request for registration of the amendments to the aforementioned Statutes under Article 27(2)(c) and Article 142(1) of RJIES, approving the requested amendments;

The instituting body of Instituto Superior de Administração e Línguas publishes the Statutes and their amendments in the 2nd series of *Diário da República*, under the terms of article 142(3) of RJIES.

The Statutes come into force five days after their publication in *Diário da República*.

2nd August 2023. - For the Founding Body, the Managing Partner, *Marta Filipa Martins Quaresma*

APPENDIX

Statutes of Instituto Superior de Administração e Línguas

PART I

CHAPTER I

Nature and objectives of the Institute

Article 1.º

Nature

Instituto Superior de Administração e Línguas, hereinafter referred to as ISAL, is a private, non-integrated polytechnic higher education establishment.

Article 2.º

Integration into the education system

1 — ISAL, as a higher education institution, develops its activity within the scope of higher education, as defined by law.

2 — The creation and operation of ISAL are authorised by the competent Ministry, which has also approved its higher and private education study programmes and has recognised the value of the diplomas awarded by the courses it offers.

Article 3.º

Related and complementary activities

ISAL develops, alongside higher education in tourism and management, complementary or related activities, namely in the fields of management and tourism development and consultancy.

Article 4.º

General principles of operation

1 — ISAL's operation shall be subject to the following general principles:

- a) Independence from any political, social, economic or religious force or institution;
- b) Scientific, pedagogical and cultural autonomy;
- c) Increasing and deepening relations with companies and other organisations, in order to make the teaching provided and the scientific research carried out effective and efficient;
- d) Collaboration and exchange with similar national and foreign institutions;
- e) Permanent adaptation to the scientific or technical needs of the Autonomous Region of Madeira.

2 — At the level of the institution's structure, ISAL's bodies are:

- a) The Board of Directors;
- b) The Director General;
- c) The Vice-Director General
- d) The Technical-Scientific Council;
- e) The Pedagogical Council;
- f) The Council for Assessment and Quality;
- g) The Department Directors;
- h) The Course Coordinators;
- i) The Student Ombudsman.

Article 5.º

Scientific, Pedagogical and Cultural Autonomy

1 — The study programmes, the subject matter of the courses and the programmes of the courses, as well as the teaching methods and techniques used, are developed by ISAL, which assumes full responsibility for them, with lecturers and students enjoying intellectual freedom in the teaching and learning processes.

2 — The programme of training and cultural initiatives is defined by ISAL, through a culture of sustainability, based on innovative practices that promote efficiency, competitiveness, participation, cohesion and complementarity of knowledge, and which emphasises openness to society and an active policy of transferring knowledge and innovation.

3 — ISAL's Technical-Scientific and Pedagogical bodies are primarily responsible for the exercise and defence of its scientific, pedagogical and cultural autonomy.

Article 6.º

Objectives

1 — ISAL's objectives are: follows:

- a) To train managers and senior technical staff, scientifically and technically prepared for the exercise of functions in companies and other organisations;

b) To promote the permanent improvement of managers and technical staff of companies and other organisations, through the design and implementation of short- and long-term courses and training programmes in companies and other organisations, prepared according to their real and specific needs;

c) To carry out fundamental and applied research in the fields of management and tourism sciences and techniques;

d) To provide services to the community and to support development;

e) To promote co-operation and cultural, scientific and technical exchange with similar national and foreign institutions;

f) To disseminate knowledge and scientific innovations related to management;

g) To contribute, in the field of tourism management, to international co-operation and to the rapprochement between peoples;

h) To provide training or improvement of the technical staff and managers of the company or other organisation in the field of management and tourism.

2 — ISAL will pursue the objectives set out in the previous paragraph with a view to:

a) The constant improvement of its activity both in the field of research and teaching and in the field of permanent training in management and tourism, in order to deepen and consolidate its nature as a higher school of management and tourism in direct and dynamic connection with companies and other organisations, in a national and international reference framework, namely in the European higher education area;

b) The human, scientific and technical preparation of its students and other participants through training courses, stimulating intellectual and professional training, the spirit of innovation and openness to change and the ability to interpret and intervene critically in the community where the company or organisation where they will work is located, ensuring the necessary conditions of access to lifelong learning.

Article 7.º

Location

1 — ISAL has its main premises in Funchal, at Rua do Comboio, number five, parish of Santa Luzia.

2 — ISAL's founding entity may transfer it to other premises within the Autonomous Region of Madeira, whose suitability to the law is recognised by the Ministry responsible for the sector.

3

Article 8.º

Symbols of the Institute

1 — The symbols of the Institute are the seal and the emblem.

2 — The seal and the emblem are the same with the following configuration:



CHAPTER II

The ownership entity

Article 9.º

Definition

ISAL's ownership entity is CÉNIL - Centro de Línguas, L.da, a private limited company with registered office at Rua do Comboio, no. five, parish of Santa Luzia, city of Funchal.

Article 10.º

Duties

1 — The duties of the founding body in relation to ISAL are all those defined in the law and in the articles of association under which it was established.

2 — Within the scope of its powers, it is the responsibility of the founding body:

- a) To create and ensure the necessary conditions for the proper functioning of ISAL, ensuring its administrative, economic and financial management;
- b) To exercise the rights and assume the obligations towards third parties resulting from its operation;
- c) To make the investments indispensable for its improvement and development;
- d) To approve ISAL's development policy;
- e) To provide ISAL with an organisational and functional statute where, without prejudice to legal provisions, the competences of its various bodies are defined;
- f) To submit the statutes of the educational establishment and its amendments for consideration and registration by the Minister of the supervisory entity;
- g) To provide the educational establishment with adequate facilities and equipment, as well as the necessary human and financial resources;
- h) To maintain a valid insurance contract or to have an asset base to adequately cover the maintenance of the material and financial resources indispensable for the operation of the educational establishment;
- i) To appoint and dismiss, under the terms of the statutes, the members of the governing body of the educational establishment;
- j) To approve the activity plans and budgets drawn up by the bodies of the educational establishment;
- k) To certify its accounts through a statutory auditor;
- l) To approve and sign any agreements or conventions between ISAL and other entities;
- m) To fix the amount of tuition fees and other charges due by students for attending the study programmes provided at ISAL, after consulting the ISAL management body, and to authorise the incurring of expenses;
- n) To hire the non-teaching staff necessary for the functioning of ISAL, on the proposal of its management bodies;
- o) To hire teaching and research staff, on the proposal of the director of the educational establishment, after hearing the respective technical-scientific council;
- p) To exercise disciplinary power over lecturers and other staff and students, with the prior opinion of the educational establishment, and may be delegated to the Governing Board;
- q) To request the accreditation and registration of study programmes, after the approval of the technical-scientific council of the educational establishment and the director;
- r) To keep, under conditions of authenticity and security, academic records that include, namely, the students applying for enrolment in the educational establishment, the students admitted to it, the enrolments made, the final result obtained in each course, the equivalences and recognition of qualifications awarded and the degrees and diplomas conferred and the respective final classification or qualification.

CHAPTER III

Governing Bodies

SECTION I

The Board of Directors

Article 11.º

Definition and composition

The Board of Directors is the collegial body for the management and coordination of ISAL's activities and is composed as follows:

- a) The Director General of ISAL, who chairs the Board;
- b) The Vice-Director General
- c) One or more Assistant Directors;
- d) The Course Coordinators.

Article 12.º

Appointment, dismissal and mandate

1 — The Director General, Vice-Director General and the Assistant Director(s) shall be appointed by the founding institution.

2 — The appointment of the Director shall be for a period of four years and shall be automatically and successively renewable for equal periods if no new director is appointed by the end of the four-year period.

3 — The dismissal may occur at the request of the Director or by decision of the founding institution.

4 — The term of office of the Vice-Director General and Assistant Director(s) shall be four years, automatically and successively renewable for equal periods if no new ones are appointed by the end of the four-year period.

5 — All appointments, dismissals and mandates for this board must be approved by the founding institution.

Article 13.º

Competence

1 — The Board of Directors is responsible for managing the functioning of ISAL.

2 — The Board of Directors shall be responsible for the following:

- a) To design and propose to the founding entity the policy measures for the development of ISAL;
- b) To draw up the regulations and rules for the functioning of ISAL;
- c) To prepare the annual and multi-annual plans for ISAL's activities and the respective budgets, submitting them to the appreciation of the institution and the Technical-Scientific Council;
- d) To promote the preparation of ISAL's activity programmes, approve them and submit them to the approval of the institution;
- e) To guarantee the conditions of attendance of the courses taught at ISAL, in accordance with the norms contained in ISAL's statutes;
- f) To define ISAL's staff and propose the necessary staff admissions;
- g) To manage ISAL's staff, including the evaluation of their performance, as well as the exercise of disciplinary action, by delegation of the Institution;

- h) To evaluate the methods, techniques and processes used in ISAL's activity;
- i) To promote and propose the celebration of agreements and protocols of co-operation and exchange with schools and other national or foreign entities;
- j) To promote the holding of colloquia, conferences or seminars on topics of interest to companies and other organisations;
- k) In general, to deliberate on all issues related to the functioning of ISAL and which do not fall within the competence of another body;
- l) To take the necessary measures to ensure the quality of teaching and research in the institution;
- m) To submit to the different Councils all issues that require their opinion.

Article 14.º

Functioning

1 — The Board of Directors shall meet in ordinary session every month and in extraordinary session whenever convened by its chairman or by two of its members.

2 — The Board of Directors may deliberate provided that a majority of its members are present at the meeting, and decisions are taken by a majority of the votes of those present. The Chairman shall have the casting vote.

3 — The deliberations of the Board of Directors shall be recorded in a book of minutes of the meetings.

SECTION II

The Director General and Vice-Director General

Article 15.º

Definition

The Director General is the single executive management body and general coordinator of all ISAL's activities, responsible for ensuring, monitoring and permanently controlling its operation.

Article 16.º

Competence

1 — In addition to any other duties that may be assigned to him/her, the Director General's functions are:

- a) To ensure the representation of ISAL before other entities;
- b) To preside over the Board of Directors, with a casting vote;
- c) To promote the application of the guidelines and the execution of the deliberations of the different Boards and to deliberate in emergency situations in which it is not possible to hear them;
- d) To take the initiatives and adopt the procedures necessary for the smooth running of ISAL's activities;
- e) To deal with matters relating to the functioning of ISAL and to liaise between the Institute's governing bodies and the institution;
- f) To propose to the Board of Directors the necessary and convenient measures for the proper functioning of the Institute;
- g) To promote co-operation and co-ordination between the various bodies and services of the Institute;
- h) To ensure compliance with the laws, statutes and regulations;
- i) To fulfil the other duties provided for by law and the statutes;
- j) To communicate all necessary data to the responsible ministry.

2 — The Director General may delegate his powers to the Vice-Director General by resolution of the board of directors.

Article 16.^o-A**Vice-Diretor-General**

1 — The Vice Director General will be appointed by the founding entity, under the terms of article 12 of these Statutes.

2 — The competences of the Vice-Director General are:

- a) Substitute for the General Director in his absence or impediment;
- b) To assist him/her in the exercise of his duties and competences;
- c) Carry out any other duties conferred on him by law, these statutes and the institute's internal regulations.

3 The Director General, by decision of the Board of Directors, may delegate all or part of his duties and powers to the Vice-Director General.

SECTION III

The Technical-Scientific CouncilArticle 17.^o**Definition and composition**

1 — The Technical-Scientific Council is the body of the Institute that promotes and evaluates scientific activity.

2 — The Technical-Scientific Council will be composed of a minimum of 5 and a maximum of 15 members, consisting of:

- a) Representatives elected by their peers, by the set of:
 - i) Career professors;
 - ii) Equated to full-time lecturers with a contract with the school for more than 10 years in that category;
 - iii) Lecturers with a doctoral degree, on a full-time basis, with a contract of not less than one year, whatever the nature of their relationship with the institution;
 - iv) Full-time lecturers with the title of specialist not covered by the previous paragraphs, with a contract with the institution for more than two years;
- b) Invited members, from among professors or researchers from other institutions or personalities of recognised competence within the scope of the institution's mission.

3 — The members of the Council will be elected under the terms to be defined in its own regulations.

4 — The President of the Technical-Scientific Council will be elected from among the respective members.

5 — The term of office of the elected members shall be two renewable academic years.

Article 18.^o**Competences**

The Technical-Scientific Council is responsible for

- a) Establishing the general lines of scientific orientation to be pursued by the Institute in the fields of teaching and research;
- b) Deliberating on the structure of future study programmes, their duration, operation over time and study plans;

- c) Approving the regulations for course attendance, transfers, assessments, year transition and precedence;
- d) Deliberating on processes of validation and accreditation of studies/ competences, in the cases expressly provided for by law;
- e) Deliberating on the distribution of teaching service;
- f) Carrying out the other acts provided for by law regarding the teaching and research career and the recruitment of teaching and research staff;
- g) Proposing or deciding on the granting of titles or honours;
- h) Proposing or deciding on the institution of school awards;
- i) Proposing or deciding on the establishment of international agreements and partnerships;
- j) To propose the composition of the juries of academic examinations and competitions,
- k) To propose the definition of the Departments that should operate at ISAL;
- l) To give an opinion on the permanent training activities to be carried out by the Institute;
- m) To assess the scientific value of studies carried out by ISAL;
- n) To give an opinion on matters submitted to it by the Board of Directors or by the Pedagogical Council under the terms of the law;
- o) To issue an opinion on the internal regulations of the Institute;
- p) To give an opinion on the annual activity plan and the school time management plan;

Article 19.º

Functioning

1 — The Council meets in ordinary session at the opening and closing of the academic year and once a semester, in extraordinary session, at the request of the President or two thirds of its members.

2 — The Technical-Scientific Council can only deliberate if the majority of its members are present.

3 — The deliberations of the Council will be taken by majority vote.

4 — The deliberations of the Council will always be recorded in the minutes.

5 — The Technical-Scientific Council may occasionally summon other lecturers to take part in its meetings, without the right to vote, namely the coordinators of the courses in operation, the President of the Pedagogical Council and also members of the Board of Directors, whenever this proves desirable depending on the matters to be decided, for specific support or clarification.

SECTION IV

The Pedagogical Council

Article 20.º

Definition and composition

1 — The Pedagogical Council is composed of an equal number of representatives of the teaching staff and students of the institution, as follows:

a) Representatives of the teaching staff, elected among their peers, at least one per department.

b) Representatives of the student body, elected among their peers:

i) One Representative of the Students' Association

ii) Four or more students, at least one per degree;

2 — The Pedagogical Council is composed of 10 to 20 members, depending on the future size of the institution.

3 — The members of the Council shall be elected in accordance with the terms to be defined in its own regulations.

4 — The Chairman and the Vice-Chairman of the Pedagogical Council shall be elected from among the members of the respective Council listed in point 1(a).

5 — The terms of office of the members of the Pedagogical Council shall be two academic years.

Article 21.º

Competence

The Pedagogical Council is responsible for:

- a) Deliberating on methods, processes and criteria for the assessment of learning;
- b) Promoting the administration of regular surveys on the pedagogical performance of the organic unit or institution and their analysis and dissemination;
- c) Promoting the evaluation of the pedagogical performance of the lecturers by them and by the students, and its analysis and dissemination;
- d) Giving an opinion on the results of the teaching-learning process at ISAL;
- e) Determining the effects of students' lack of attendance and punctuality;
- f) Assessing the pedagogical action of teachers and trainers and the pedagogical value of internships, study visits, texts or other study elements distributed to students and to propose the necessary measures;
- g) Proposing to the Board of Directors and the Technical-Scientific Council the promotion of pedagogical training actions
- h) Giving an opinion on all matters of a pedagogical or disciplinary nature that its President or the Governing and Technical-Scientific Boards decide to submit for approval
- i) Monitoring and coordinating the activity of the Departmental Directors;
- j) Guiding pedagogical activities, promoting co-operation between lecturers and students in order to ensure an adequate level of teaching and convenient training of students;
- k) Organising, in collaboration with the Technical-Scientific and Management Boards, conferences, studies or seminars of didactic or scientific interest to the Institute;
- l) Approving the regulations for the assessment of student performance;
- m) Deciding on the system of prescriptions;
- n) Pronouncing on the creation of study programmes and on the plans of the programmes offered;
- o) Deciding on the establishment of school awards;
- p) Pronouncing on the academic calendar and examination maps of the organisational unit or institution;
- q) Exercising any other competences conferred upon it by law or by the statutes.

Article 22.º

Functioning

1 — The Pedagogical Council meets in ordinary session at the opening and closing of the academic year and once a semester, in extraordinary session, at the request of the President or two thirds of its members.

2 — The Pedagogical Council may, from time to time, summon other teachers to take part in its meetings, without the right to vote, namely the coordinators of the courses in operation, the President of the Technical-Scientific Council and also a member of the Board of Directors, whenever it proves desirable in view of the matters to be deliberated, for specific support or clarification.

3 — The Pedagogical Council may deliberate as long as the majority of its members are present, and the deliberations are taken by majority vote of the members present. The President of the Pedagogical Council has a casting vote.

4 — The deliberations of the Pedagogical Council will always be recorded in the minutes.

SECTION V

Conselho para a Avaliação e Qualidade

Article 23.º

Definition

1 — The Council for Assessment and Quality is the ISAL body responsible for establishing the mechanisms for regular self-assessment of the Institute's performance, as well as the scientific and pedagogical activities subject to the evaluation and accreditation system, and must ensure their fulfilment.

2 — The Council for Assessment and Quality will be composed of:

- a) The Director General of ISAL, who may delegate to the Vice-Director General, by resolution of the Board of Directors;
- b) The Course Coordinators;
- c) A representative of the non-teaching staff;
- d) A representative of the Students' Association, to be designated by the latter.

3 — The mandates of the members referred to in paragraphs c) and d) of no. 2 of this article are two years

Article 24.º

Competence

1 — The Council for Assessment and Quality is responsible for the strategic definition of the institutional policies of evaluation and quality to be followed by the Institute, and it shall be responsible for, namely:

- a) Coordinating all the processes of self-evaluation and external evaluation of the Institute's performance, as well as of its scientific and pedagogical activities;
- b) Drawing up a multi-annual plan indicating the functional areas to be evaluated;
- c) Proposing evaluation standards to be applied and define quality standards;
- d) Indicating and scheduling the proficiency levels that each quality standard should achieve;
- e) Analysing the assessment procedures carried out and draw up the relevant assessment reports;
- f) Proposing measures to correct weaknesses that have been identified;

2 — The assessment areas referred to in paragraph b) of the previous number may, in particular, cover:

- a) Courses;
- b) Departments or scientific areas;
- c) Pedagogical procedures;
- d) Lecturers in the areas that must be submitted to evaluation that are not within the competence of the technical-scientific or pedagogical councils,
- e) Services;
- f) ISAL's impact on the community, namely regarding the employability of graduates and the contribution to technological innovation processes.

3 - It is also the Council's responsibility to prepare and approve its internal regulations.

Article 25.º

Functioning

1 — The Council shall meet ordinarily twice a year and extraordinarily whenever convened by the Director General, on his own initiative or at the request of one third of its members.

2 — The Council may, for the purpose of carrying out specific work, set up speciality committees, composed of a minimum of two and a maximum of three of its members.

3 — The functions of the committees and the duration of their mandate shall be defined by the deliberation that determines their constitution.

SECTION VI

The Department Directors

Article 26.º

Definition

1 — Each area of knowledge constitutes a Department:

- a) Management, Accounting and Economics;
- b) Tourism and Hospitality
- c) Languages
- d) Humanities and Social Sciences
- e) Mathematics and Informatics.

2 — It is the responsibility of the Technical-Scientific Council to propose the definition of the Departments that should function in the Institute.

3 — The Department Director and the Deputy are the lecturers responsible for a Department.

4 — The Department Directors and their Deputies are elected by the respective lecturers for a period of two academic years.

Article 27.º

Competence

The duties of department directors are:

- a) to propose the definition of the general objectives for the respective area of scientific expertise;
- b) to define the general and specific objectives of the courses covered by the Department;
- c) to guide the preparation of the programmes of the courses included in the scientific area of the Department, ensuring their coordination and interdisciplinarity;
- d) to monitor and ensure compliance with the programmes of the various courses;
- e) to define the advisable pedagogical methods and techniques;
- f) to encourage the creation of appropriate teaching materials;
- g) to promote the establishment of knowledge assessment criteria in order to achieve their standardisation;
- h) to draw up a proposal for the evaluation of the scientific and pedagogical merit of the work carried out by the lecturers included in the respective department;
- i) to give an opinion on the scientific value of the studies and activity programmes prepared by ISAL;
- j) to participate in the recruitment and selection of teachers and monitors for the curricular units and courses of the scientific area of the Department;
- k) to propose measures and actions aimed at the recognition of the teaching staff.
- l) to give an opinion on processes of validation and accreditation of studies/ competences;
- m) to integrate the Pedagogical Council;
- n) to propose and develop vocational and retraining courses for technical and senior staff of companies and other organisations without granting an academic degree.

SECTION VII

The Course Coordinators

Article 28.º

Definition

- 1 — The Course Coordinators are the lecturers responsible for the coordination of the two main teaching strands of the Institute - Management and Tourism.
- 2 — They may be assisted by one or more deputy directors.
- 3 — Course Coordinators and deputy coordinators are appointed or dismissed by the Director General for a period of two renewable academic years.
- 4 — The dismissal may occur at the request of the person(s) or by decision of the Director General.

Article 29.º

Competence

- 1 — To guide and coordinate the activities of the course, both at the pedagogical and scientific levels.
- 2 — To take the measures deemed appropriate to ensure the best performance of the teaching activity.
- 3 — To assist the lecturers and students of the course.
- 4 — To promote, whenever necessary, meetings with members of the teaching and student body, for the appreciation, knowledge and guidance of issues that particularly concern them.
- 5 — To propose to the Governing Board the distribution of the teaching service of the course, after consulting the Technical-Scientific Council.
- 6 — To keep the Director General informed about the progress of school activities, so that he/she can inform the competent councils for resolution.
- 7 — Draw up an annual report on the activities and functioning of the course, to be presented in October.
- 8 — Appreciate and decide all matters and petitions presented by teachers and students; when they are not within its competence, refer them to the competent body.
- 9 — To promote or supervise and superordinate extracurricular initiatives that may contribute to the development of the scientific and pedagogical activities of the course.
- 10 — To propose all the measures that it deems appropriate and necessary for the complete realisation of the course objectives, ensuring the quality of teaching.
- 11 — The course deputy coordinator replaces the coordinator in his/her absence or impediment, assisting him/her in the tasks concerning the direction of the course and in the exercise of the competences delegated by him/her.

SECTION VIII

The Student Ombudsman

Article 30.º

Definition

- 1 — The Student Ombudsman is a lecturer whose action is developed in articulation with the student associations and with the bodies and services of the institution, namely with the Pedagogical and Management Councils.
- 2 — The Student Ombudsman is a lecturer appointed or dismissed by the Director General for a period of two renewable academic years.

3 — Exoneration may occur at the request of the Ombudsman or by decision of the Director General.

4 — The competences of the Student Ombudsman are established by internal regulation.

CHAPTER IV

The Services

Article 31.º

Services

1 — ISAL's activity is supported by the following services:

- a) Academic Services;
- b) International Relations and Mobility;
- c) Administrative and Secretariat Services
- d) Marketing and Publicity

2 — All the above-mentioned services shall report directly to the Director-General.

Article 32.º

Definition

1 — The Academic Services are all those that provide technical support to the activities of the scientific and pedagogical bodies, and all others with an influence on the academic part of ISAL.

2 — The International Relations and Mobility service is the service that provides, prepares, performs, and supports ISAL's internationalisation, as well as all the services inherent to international, European and national mobility, and cooperation and exchange with Higher Education Institutions.

3 — The Administrative and Secretariat services are responsible for carrying out administrative and auxiliary support tasks for ISAL's activities.

4 — The Marketing and Publicity service is responsible for defining and monitoring the entire marketing strategy.

PART II

CHAPTER I

The faculty

Article 33.º

Statement

The teaching activity at ISAL will be subject to the following fundamental principles:

- a) Pursuit of the objectives of the Portuguese Educational System as an expression of Regional, National and European interest in education;
- b) Scientific and pedagogical autonomy within the framework of the approved study plan;
- c) Freedom of orientation and scientific opinion, in the context of the programmes of the curricular units approved by the Technical-Scientific and Pedagogical Councils of the Institute;

- d) Co-operation and mutual help between members of the teaching staff resulting from the freely assumed commitment to participate in the pursuit of a common objective;
- e) Respect for and loyalty to the institution, its governing bodies and its students.

Article 34.º

Subordination

In the performance of their duties, teaching staff are obliged to comply with the Institute's operating rules and with the orders and instructions issued by its governing bodies, except for those which conflict with their freedom of scientific opinion or their technical autonomy.

CHAPTER II

Admission

Article 35.º

Recruitment

- 1 — The forms of recruitment of the Institute's teaching staff are:
 - a) Invitation;
 - b) Self-proposal.
- 2 — The invitation is formulated by the President of the Board of Directors or by the Course Coordinators, after approval by the Board of Directors and favourable opinion of the Technical-Scientific Council.
- 3 — After a favourable opinion by the Technical-Scientific Council of the self-proposal made by the lecturer, he/she will be invited by the Board of Directors to render service in this Institute.
- 4 — ISAL's teaching staff is guaranteed a career parallel to that of public higher education.

Article 36.º

Composition

The teaching staff of the Institute must fulfil the following requirements:

- 1 — To fulfil, for each cycle of studies, the requirements established by special law for its accreditation.
- 2 — To have, in the group of lecturers and researchers who carry out teaching or research activity, in any capacity, in the institution, at least one holder of the title of specialist or the PhD for every 30 students.
- 3 — Among all lecturers and researchers who carry out teaching or research activity, in any capacity, in the institution, at least 15% must be full-time doctors and, in addition, at least 35% must hold the title of specialist, who may also hold the degree of doctor.
- 4 — The majority of professors holding the title of specialist must be professionally active in the area in which the title was awarded.

CHAPTER III

Categories and Duties

Article 37.º

Qualifications and Categories

1 — The teaching staff of the Institute must have the qualifications and academic degrees legally required for the exercise of functions of the respective category in Polytechnic Higher Education.

2 — The categories of the teaching staff are parallel to those of the lecturers of the Polytechnic Higher Education, according to the legislation in force.

3 — These categories may comprise two distinct legal situations:

- a) That of lecturers belonging to the staff;
- b) That of the lecturers whose regime is set out in the respective teaching contract.

4 — National or foreign individuals with curriculum and functions specified in the respective contract may be hired for the provision of teaching services, as well as guest assistants and monitors.

Article 38.º

Duties of lecturers

1 — In addition to those resulting from the law, depending on their category, the following are the general duties of lecturers:

- a) To provide the teaching service that is requested of them;
- b) To evaluate the students' learning according to the rules and criteria stipulated in the student's statute and approved by the Pedagogical Council;
- c) To carry out the examination service assigned to them;
- d) To develop, individually or in groups, scientific research;
- e) To promote the updating and improvement of the programmes of the courses they are responsible for teaching;
- f) To prepare the teaching materials and study elements indispensable for teaching;
- g) To participate in the working meetings for which they are convened and integrate the bodies for which they are appointed.

2 — Lecturers will perform their duties within the Department of the Scientific area in which, depending on their specialisation, they have been integrated.

Article 39.º

Freedom of supervision and scientific opinion

1 — Compliance with the programmes of the courses is the responsibility of the teaching staff entrusted with the respective teaching, without prejudice to the coordination of teaching carried out by the competent bodies of the Institute.

2 — In the teaching of the subjects, the teaching staff enjoys the freedom of supervision and scientific opinion, in the context of the programmes approved by the Technical-Scientific and Pedagogical Councils.

3 — Different methods of research and/or evaluation may be implemented provided that they are approved by the respective councils.

CHAPTER IV

Contract Rights and Obligations

Article 40.º

General principle

1 — The exercise of teaching activity implies a commitment to collaborate with the Institute in the pursuit of its objectives as a teaching and research institution, committed to the cultural, scientific and technical training of its students, but it is also a form of personal and professional fulfilment of the lecturers who have assumed that commitment.

2 — The exercise of teaching activity gives rise to rights and obligations.

Article 41.º

Rights

Teaching staff are recognised and guaranteed all the rights enshrined in the law, namely the right:

- a) To have conditions for the exercise of teaching activity;
- b) To access to training and further training programmes, as well as the attendance of professional development courses, provided that they are promoted by the Institute in the Autonomous Region of Madeira;
- c) To suspend teaching activity during periods of interruption of teaching sessions of a collective nature provided for in school regulations, without prejudice to the obligation to carry out any tasks that need to be carried out during these periods;
- d) To participate, through the Department Directors in the Technical-Scientific and Pedagogical Councils, under the terms and conditions defined in the ISAL statute;
- e) To enjoy freedom of orientation and scientific opinion in the teaching of the subjects taught, within the context of the approved programmes and the Code of Ethics;
- f) To implement different methods of research and/or evaluation, provided that they are approved by the respective Councils.

Article 42.º

Obligations

The following are generic duties of lecturers, in addition to those resulting from the law:

- a) To exercise with competence, zeal and dedication the functions entrusted to them;
- b) To fulfil their teaching duties with assiduity and punctuality;
- c) To constantly develop a dynamic and up-to-date pedagogy;
- d) To comply with the programmes of the courses entrusted to them, without prejudice to the coordination referred to in the following article;
- e) To contribute to the development of the critical, inventive and creative spirit of the students, supporting them in their cultural, scientific, professional and human formation and stimulating their interest in culture and science;
- f) To keep up-to-date and develop their cultural and scientific knowledge;
- g) To actively fulfil their duties, namely by preparing and making available to their students up-to-date lessons or other didactic works, which will also be made available through the institutional computer platform;
- h) To cooperate in the school's outreach activities, as a way of supporting the development of the society in which such action is projected;
- i) To contribute to the normal functioning of the school, ensuring that the timetable is followed, participating in the acts for which he/she has been designated, attending the meetings for which he/she has been summoned;

- j) To take part in training, updating and further training courses organised by the Institute;
- k) To prepare the course's form, which includes, among other information, the respective teaching and assessment methods, and send it during the first fortnight of September to the Board of Directors, which distributes it to the respective Course Coordinator(s) and the Presidents of the Pedagogical and Technical-Scientific Councils;
- l) To present to the students, in the first week of the academic year, the course form and to schedule the face-to-face assessment elements, as well as the specific collective teaching sessions (study visits, etc.);
- m) To present to the Course Coordinator, in the first academic fortnight of each curricular semester, the proposal for scheduling, in the continuous assessment regime, the elements of face-to-face assessment, study visits or other types of teaching sessions of a collective nature that they have agreed with the students, in order to avoid, whenever possible, overlapping dates or types of sessions.
- n) To prepare and deliver by the beginning of the last academic fortnight, 1st and 2nd semesters, two examination copies that will correspond to the 1st and 2nd season respectively;
- o) To present the results of the continuous assessment of each course within the deadline previously established in the respective academic calendar;
- p) Prepare and submit a report for each course by the end of each semester;
- q) To record, obligatorily, the attendance of the students in the teaching sessions;
- r) To contribute to the efficient and productive functioning of the Institute, ensuring the exercise of the functions for which he/she has been appointed or elected, and to collaborate in initiatives that are of interest to the purposes and objectives of the Institute;
- s) Comply with the ethical standards and guidelines issued by the Course Coordinators, the Management, Technical-Scientific and Pedagogical Boards.

Article 43.º

Coordination of the course syllabuses

The syllabuses of the various courses are coordinated at the level of each Department by the respective lecturers, without prejudice to the overall coordination of the Course Coordinators and the Technical-Scientific and Pedagogical Councils.

Article 44.º

Summaries

1 — Each lecturer shall draw up a descriptive and precise summary of the subject taught to be displayed or disseminated to students.

2 — The summaries constitute, in each academic year, the development of the respective syllabuses and the indication of the compulsory subjects for the tests.

3 — The lecturer must write a brief summary of the subject taught in each teaching session of a collective nature that will be recorded in the institution's online summary programmes.

Article 45.º

Timetables

1 — Teaching service schedules must not be altered without prior authorisation from the Technical-Scientific Council.

2 — Lecturers who wish to change the established timetable or schedule replacement teaching sessions of a collective nature must inform the Course Coordinator in advance, indicating the days and times when they propose to give those sessions.

Article 46.º

Absence regime for teaching sessions of a collective nature

1 — The lecturer is considered to be absent from teaching sessions of a collective nature when he/she does not show up to teach.

2 — The lecturer must notify the Course Coordinator, 48 hours in advance, of the intention to be absent from teaching sessions of a collective nature so that this time can be filled with other sessions or activities.

3 — All absences will have to be made up by the end of the school year.

PART III

CHAPTER I

The Student Body

Article 47.º

General conditions of operation of the courses

1 — ISAL's study programmes are subject to the rules contained in the Internal Regulations, insofar as they are not contradicted by the specific rules of each degree programme.

2 — Teaching will be carried out with a decreasing intervention from the lecturer and an increasing student intervention, taking into account the totality of the student's work. The work to be carried out by the student will take a variety of forms and teaching methodologies appropriate to the objectives of each course, including both contact hours and hours dedicated to internships, projects, fieldwork, study and evaluation.

3 — In accordance with paragraph e) of article 3 of Decree-Law no. 42/2005, of 22 February, "Contact hours" means the time used in teaching sessions of a collective nature, namely in classrooms, laboratories or fieldwork, and in personal tutorial sessions".

4 — The contact hours will assume different teaching modalities:

- a) Theoretical teaching - comprises the presentation or explanation of contents by a lecturer;
- b) Theoretical-practical teaching - intended to provide students with comprehensive learning of facts, concepts and principles, as well as the learning of methods, processes and techniques for applying the understanding of these facts, concepts and principles.
- c) Practical and laboratory teaching - directly articulated with theoretical teaching, offering moments of application and exercise.

5 — Collective teaching sessions may also include:

a) Conferences - aimed at the presentation of themes related to a certain area of knowledge, generally connected with branches of teaching provided at the Institute, and the presence of students is compulsory.

b) Colloquiums - aimed at analysing and discussing, with wide participation, one or more previously established themes.

c) Seminars - are designed to organise the work of students and groups of students in the study of one or more subjects, so as to enable them to build up a proper knowledge of them by carrying out their own observations and research.

d) Study visits - aimed at providing direct observation and research on one or more objects of study, previously chosen, located outside the usual place of learning, and the presence of students is mandatory.

e) Tutorial guidance - a period of instruction designed to review and discuss material and topics presented in class or to prepare assignments.

f) Assessment - any component of the teaching-learning process that can be assessed and must be carried out at a scheduled time-space, with a predefined duration and in the presence of the lecturer, namely written test, oral test, accompanied laboratory exercise, accompanied fieldwork, and the presentation and defence of an internship/project.

6 — Project work consists of learning studies, focussing on themes proposed and supervised by lecturers and developed by students, both in terms of content and methodology used.

7 — Internships aim to foster in students qualities of creativity, innovation and scientific or pedagogical research, as well as the ability to apply acquired knowledge to the resolution of specific problems, with a view to their professional training.

8 — Free studies are studies or research of the student's own initiative with regard to the students as regards objectives, content and method.

9 — In accordance with the provisions of article 5 of Decree-Law no. 74/2006, of 24 March, the training of students of the 1st cycle courses should enable them with the following competences:

a) Possess knowledge and comprehension skills at a level that enables them to master the basic concepts, methods and instruments of their basic training area;

b) Knowing how to apply the knowledge and understanding acquired, in order to show a professional approach to the work developed in their vocational area;

c) Ability to solve problems within the scope of their training area and to construct and substantiate their own arguments;

d) Ability to collect, select and interpret relevant information, particularly in their area of training, enabling them to substantiate the solutions they advocate and the judgements they make, including in the analysis the relevant social, scientific and ethical aspects;

e) Skills enabling them to communicate information, ideas, problems and solutions to both specialist and non-specialist audiences;

f) Learning competences that enable them to learn throughout their lives with a high degree of autonomy.

10 — The Technical-Scientific and Pedagogical Councils are responsible for all decisions regarding the organisation, regulation and relative weight of the various types of teaching-learning referred to in the previous points.

CHAPTER II

Admission and enrolment

Article 48.º

Admission to the 1st curricular year

1 — Access to the Institute's courses is subject to the conditions established by law for Higher Education.

2 — Applicants must fulfil the following cumulative conditions:

a) Having taken, in that year, the entrance exams set for the intended course:

b) Having obtained in the entrance exams established for that course the minimum required classification;

c) Having obtained the minimum required classification in the application grade.

3 — The number of students to be admitted in each year and per course is proposed to the competent Ministry by the Governing Board, after consulting the Technical-Scientific Council.

4 — Students entering the 1st Year of ISAL's Higher Education Courses are obliged to enrol in all the curricular units of that year included in the respective study plan, without prejudice to the possibility of opting for the Part-Time Student Scheme, under the terms set out in specific regulations.

5 — ISAL will only accept enrolments until the number agreed by the competent Ministry is reached and may cancel enrolments in any course whenever the number of interested parties is not considered sufficient for the operation of the Course.

Article 49.º

Documentation for enrolment and/or registration in the 1st curricular year

After admission, the candidate must make the enrolment and / or definitive enrolment for which it is necessary to present the following documents:

- a) ISAL enrolment form;
- b) Identity document;
- c) Certificate of Academic Qualifications, including the certificate of 10th, 11th and 12th Grades, duly recognised;
- d) Declarations proving the completion of the entrance exams established for the course to which students intend to apply and the respective classifications;
- e) Three photographs;

Article 50.º

Renewal of enrolment and/or registration

- 1 — Enrolment and/or registration expires at the end of each academic year.
- 2 — Before the beginning of the new academic year, all students must renew their enrolment or registration, using the forms intended for this purpose.
- 3 — The student is obliged to enrol in all the curricular units included in the respective study plan for that curricular year, when there are no overdue courses, without prejudice to the possibility of opting for the Part-Time Student Scheme, under the terms set out in specific regulations.
- 4 — From the academic year 2007-2008, the transition of curricular year, considering the principles inherent to the Bologna Process, should be defined according to the number of credit units obtained by the students - ECTS. Since it is admitted that students may have up to 24 ECTS in arrears, their distribution over the 3 curricular years of the degree programmes will be established as follows:
 - a) 1st curricular year — students with 0 — 35 ECTS (from the 60 foreseen in the first 2 semesters);
 - b) 2nd curricular year — students with 36 — 95 ECTS (from the 120 foreseen in the first 4 semesters);
 - c) 3rd curricular year — students with 96 — 179 ECTS
- 5 — The provisions of the previous number are without prejudice to the precedence regime established for each course.
- 6 — Each year, students are obliged to enrol as a priority in all courses in arrears, paying the appropriate fee for this purpose.
- 7 — Students who move from one year to the next with delayed courses are not obliged to ensure compatibility of attendance schedule in these courses in the following year.
- 8 — The attendance of preceding courses will be allowed when the approval in the preceding courses has not yet been obtained, although the grades obtained in the attendance and final exams of the preceding courses will be left on stand-by, this knowledge being dependent on the success in the preceding courses. This will only be valid until the end of the extraordinary season of September of the academic year to which it refers, after which the results of these tests will be void. In case students fulfil the conditions to take the previous course in the special Student-Worker or special season, the stand-by referred to above will be valid until the referred examination season.
- 9 — Student-workers are exempted from the obligation to attend a minimum of courses of an academic year, so point four of this article will not apply to them.

Article 51.º

Prescription

- 1 — The general law in force (Law no. 37/2003, of 22 August) applies to the prescription of the right to enrolment, for students attending publicly funded courses.
- 2 — The right to enrolment of the regular student in each academic year of the degree courses is exercised in accordance with the criteria set out in the following table:

After X enrolments	Minimum of ECTS completed, with success not to prescribe
X = 3	Minimum of 60 ECTS. Minimum of 120 ECTS.
X = 4	Minimum of 120 ECTS.
X = 5	Minimum of 180 ECTS, i.e., conclusion of the course

- 3 — Students who benefit from the status of working student or other situation that may be regulated by the Governing Board, for the purposes of applying the table is counted 0.5 for each enrolment made under these conditions:

After X enrolments	Minimum of ECTS completed, with success not to prescribe
X = 6	Minimum of 60 ECTS.
X = 8	Minimum of 120 ECTS.
X = 10	Minimum of 180 ECTS, i.e., conclusion of the course.

- 4 — Students who prescribed a course in a given academic year are prevented from applying for that or another ISAL course in the academic year following the one in which the prescription occurred. If this situation occurs, the decision to exclude the student and return after prescription is ultimately the responsibility of the Technical-Scientific Council.

- 5 — The enrolment regime applies from the 2007-2008 academic year onwards, and enrolments from previous years will not be considered.

Article 52.º

Deadlines for enrolment and/or registration

- 1 — Enrolment and/or registration for the 1st Year of ISAL's Higher Education Courses will be carried out in the period following the publication of the lists of placed candidates, in accordance with the calendar approved for that academic year.

- 2 — The renewal of enrolment and/or registration for students who do not wish to use the extraordinary and subsequent seasons, must take place by 31 July.

- 3 — The renewal of enrolment and/or registration for students who have taken the special examination period, the Student Worker special examination period or the special examination period, must take place within three days of the publication of the last result for the examination(s) for which the student has applied.

CHAPTER III

Study plans and school regime

Article 53.º

General conditions

1 — The Study Plans taught by ISAL are sets of curricular units, subdivided into six curricular semesters, which express in credits the work that must be done by the student in each curricular unit, as well as the scientific area in which it is integrated.

2 — The number of credits to be awarded for each curricular unit is determined according to the principles set out in article 5 of Decree-Law no. 42/2005, of 22 February. This number expresses the totality of the student's training work required to complete each curricular unit.

3 — The number of estimated hours of student work includes all forms of work foreseen, both the "contact hours" and the hours dedicated to projects, internships, fieldwork, study and evaluation.

4 — In accordance with paragraph e) of article 3 of Decree-Law no. 42/2005, of 22 February, "Contact hours" means the time used in teaching sessions of a collective nature, namely in classrooms, laboratories or field work, and in personal tutorial sessions.

- The number of credits corresponding to the work of a curricular year, carried out full-time, is 60, and of a curricular semester is 30.

- The number of credits corresponding to the work of a 1st Cycle of Studies that awards a bachelor's degree is 180.

CAPÍTULO IV

Assessment regime and exams

Article 54.º

Assessment

1 — The assessment of knowledge and skills of students in the various curricular units will aim to:

- a) Assess the assimilation of knowledge;
- b) Assess the ability to use analytical tools to solve theoretical and practical issues;
- c) To assess the ability of written and oral presentation of the subjects dealt with;
- d) To evaluate the ability to study or deepen subjects by own effort;
- e) To evaluate the critical capacity in relation to the subjects;
- f) The assessment of student learning is the responsibility of the teacher who has been entrusted with the regency of a given curricular unit;
- g) In case of impediment of the lecturer of the curricular unit, the Course Coordinator or the Department Director will designate his/her substitute.

2 — The evaluation of students should be done in a continuous, training and cumulative way, respecting the general rules defined by the Technical-Scientific Council.

3 — The final evaluation of a curricular unit is expressed through a classification on the numerical scale from 0 to 20 points, considering approved the student who obtains a classification equal to or greater than 10.

4 — The assessment of curricular units such as dissertations, monographies, seminars, projects and internships is subject to its own regulation, respecting the general rules defined by the Technical-Scientific Council.

Article 55.º

Assessment modalities

1 — The evaluation modalities are:

- a) Continuous assessment;
- b) Final examination.

2 — Students who have not been successful in the continuous assessment may take the final exam, provided they fulfil the criteria defined for each of these modalities. To this end, they must submit a request to the Board of Directors, within the respective deadlines, satisfying the due fee.

Article 56.º

Continuous Assessment

1 — It is the main form of evaluation since it allows to frequently value the student's progress in relation to the objectives previously set by the lecturer and to be carried out in various ways, in order to require the oral and written participation of the students, with the minimum mandatory attendance.

2 — It is up to the lecturer, at the beginning of the academic semester, to define the evaluation components according to the specific characteristics of the curricular unit, without prejudice to the provisions of the following paragraph.

3 — It is mandatory to carry out at least two assessment components, in the semester curricular units, and the results of this assessment are successively communicated to the students.

4 — The face-to-face written tests, in the continuous assessment, must take place in the academic period.

5 — The lecturer will always assign a quantitative classification between 0 (zero) and 20 (twenty) points to all the evaluation components stipulated for the curricular unit. At the end of each semester, the student's classification will be displayed.

6 — Students who obtain a classification equal to or greater than 10 (ten) points are considered approved.

7 — Students whose classification is lower than 10 (ten) or who do not have evaluation elements will have to take the final exam in the ordinary season.

Article 57.º

Final Exam

1 — There are four examination periods:

- a) Ordinary Season;
- b) Extraordinary Season;
- c) Special Student-Worker Season;
- d) Special Season.

2 — Ordinary season:

2.1 - Students will be admitted to the ordinary examination period:

- a) who have not passed the continuous assessment;
- b) and who request the examination according to the deadlines set in the respective calendar of

teaching activities.

- 2.2. The final examination consists of a written test.
- 2.3. Students who obtain an examination mark of 10 (ten) or more will be considered successful.
- 2.4. In languages, the final examination consists of a written and an oral test.
 - 2.4.1 Students who obtain a mark of 10 (ten) or more in the written test will be required to take the oral test in the languages.
 - 2.4.2 For students who have taken both tests, the exam classification will be the result of the arithmetic average of the two classifications, provided that in the oral test the student obtains a classification equal to or greater than 10 (ten) values.
 - 2.4.3. The oral exam is public and will be held before a jury made up of the lecturer and one or more nominated lecturers.
 - 2.4.4 Both the lecturer and the student have the right to request another jury.
 - 2.4.5 When an oral exam is required, it must be held at the same season as the written exam.
- 2.5. Students who fail this course due to excessive absences are excluded from the final exam.
- 2.5. Students who fail this curricular unit due to excessive absences are excluded from the final exam.

3 — Extraordinary Season:

- 3.1 Students will be admitted to the extraordinary examination period:
 - a) Those who did not pass the regular examination period;
 - b) Those who wish to improve their grade;
 - c) Those who request an examination in accordance with the deadlines set in the relevant timetable.
- 3.2. The grading and the examination regime will follow the criteria defined for the ordinary season examination.

4 — Special Student-Worker Examination Period:

- 4.1 Students who:
 - a) Have acquired the status of Student Worker;
 - b) Apply for the examination to the Governing Board by 30 October of the year to which it relates;
 - c) Have attended the examination of the curricular unit concerned in the special examination period of the respective academic year.
- 4.2 The status of Student Worker is acquired with proof of this quality or that the student is in one of the other situations provided for in the Student Worker legal regime, proof of which must be provided annually, at the time of enrolment or registration, or at another time if this quality is acquired later, by means of a reasoned request addressed to the Board of Directors.
- 4.3. The classification and the exam regime will follow the criteria defined for the ordinary season exam.

5 — Special Season:

- 5.1 Final-year students who have only one course overdue for completion of the degree, which they attended in the academic year to which that season refers, and who request it from the Governing Board by 30 October, will be admitted to the special season examination (December/January).
- 5.2 Those who, after the special Student-Worker season, fulfil the necessary conditions to use this season, must submit the respective request up to 48 hours after the publication of the evaluation that determines this situation.
- 5.3 In case of failure in the exam of this season, the student will have to renew his enrolment and/or registration in the curricular unit, acquiring the right of access to all subsequent seasons.
- 5.4. The classification and the exam regime will follow the criteria defined for the ordinary season exam.

6 — Grades:

- 6.1 The marks of the written and oral examination tests will be rounded to the nearest integer.
- 6.2 The final marks of the examination constitute the final mark of the respective curricular unit.

7 — Written Tests:

7.1 Written examinations will be held in accordance with the following general principles:

- a) The exam timetable, once approved by the Technical-Scientific Council, will be posted no later than eight days before the exams take place;
- b) The examination timetable, once approved by the Technical-Scientific Council, will be displayed no later than eight days before the exams;
- c) The exams will be taken on sheets of letterhead provided by ISAL and distributed to the students;
- d) At the end of the set time, candidates will hand in their exam papers in the state in which they are found, signing them with their full name.

8 — Prohibitions:

8.1 During the written tests, students are prohibited to:

- a) Make use of unauthorised elements;
- b) Communicate with each other or with third parties, except with the teaching staff in charge of supervision;
- c) Use fraudulent means or collaborate in fraud, even if it is not for their own benefit;
- d) Leave the room, except if they decide to finish the test, then handing it in as it is;
- e) Disturb the work of other candidates or showing in any way less respect for the act they are performing;
- f) Students who fail to comply with the provisions of the above paragraphs will be awarded a mark of zero, without prejudice to disciplinary proceedings.

8.2 After being assessed, written tests will be archived at ISAL for at least two years. Any student may consult the written test he/she has taken, provided that he/she does so in the presence of the teacher who graded it and until one month after the publication of the results.

9 — Subject of the Examination:

9.1 - The subject on whose knowledge the assessment focuses on each curricular unit is:

- a) That of the official programme of the curricular unit;
- b) The one taught during the academic year to which it refers and the one recorded in the respective summaries.

10 — Timetable of the Final Examination Periods:

10.1 The timetable for the final examination periods is as follows:

10.1.1 1st semester ordinary season: between February and March.

10.1.2 2nd semester ordinary season: July.

10.1.3 Extraordinary season: from 15 September to 02 October.

10.1.4 Special Student Worker season: 15 to 30 November.

10.1.5 Special season (1 curricular unit for course completion): 15 December to 15 January.

Article 58.º

Grade improvement

1 — Any student may take exams to improve their grade, in any exam season, until the end of the academic year following the end of the study cycle.

2 — In any case, the grade improvement can only be carried out once, for each curricular unit.

3 — If there is no improvement of grade, the classification of the previous evaluation is maintained.

Article 59.º

Degree and final classification of the course

- 1 — The degree is conferred by a Course Charter and is awarded to students who successfully complete all the curricular units that integrate the study plan of the undergraduate courses and have obtained the set number of credits.
- 2 — The issuance of the Course Charter, as well as the respective certificates, is accompanied by the issuance of the Diploma Supplement prepared under the terms and for the purposes of Decree-Law no. 42/2005, of 22 February.
- 3 — The degree is awarded a Final Classification of 10-20 points expressed on a numerical scale from 0 to 20 as well as its equivalent on the European Scale of Comparability of Classifications under the terms of Decree-Law no. 42/2005, of 22 February, using the methodology advised by the Directorate-General for Higher Education.
- 4 — The Final Classification of the degree is the weighted arithmetic average, rounded to the nearest integer (a fraction of not less than five decimal places being considered a unit), of the classifications obtained in the curricular units that integrate the study plan.
- 5 — For the purposes of the previous point, the final marks obtained in each curricular unit are weighted by the respective ECTS.

Article 60.º

Qualitative mention

In the Course Charters, the final marks will be associated with a qualitative mention, according to the following classes:

- a) 10 a 13 — Sufficient;
- b) 14 e 15 — Good;
- c) 16 e 17 — Veru Good;
- d) 18 a 20 — Excellent.

CHAPTER V

Students' Rights and Duties

Article 61.º

Rights

- 1 — To be respected in their political, religious and philosophical convictions.
- 2 — To elect their representatives to the collegiate bodies of the Institute and to exercise their right of representation.
- 3 — To use the Institute's services in accordance with the approved regulations.
- 4 — To attend and participate actively in teaching sessions of a collective nature and other school activities fundamental to their learning and training.

Article 62.º

Duties

- 1 — Develop, cultivate and apply their potential in the teaching-learning process provided by the Institute.
- 2 — To observe the regulations and standards in force at the Institute.
- 3 — Contribute and endeavour to the prestige and good name of the Institute.
- 4 — To look after the cultural and material heritage of the Institute.

5 — To co-operate with interest in the activities carried out by the Institute, contributing to its good functioning.

6 — To refrain from meetings and manifestations of a political nature, or others that are unrelated to the purpose of the Institute, within the premises of the Institute.

Article 63.º

Disciplinary offences and sanctions

1 — The following constitute disciplinary offences against students:

- a) The culpable violation of any of the duties provided for in the law, the statutes and the proper regulations;
- b) The practice of acts of violence or physical or psychological coercion on other students, namely in the context of "academic hazing".

2 — The following sanctions are applicable to student disciplinary offences, according to their seriousness:

- a) A warning;
- b) A fine;
- c) Temporary suspension from school activities;
- d) Suspension from school evaluation for one year;
- e) Prohibition from attending the institution for up to five years.

3 — The exercise of disciplinary power is governed by the provisions of its own regulations and belongs to the institution, being preceded by the prior opinion of the educational establishment, and may be delegated to the Board of Directors.

Article 64.º

Final provisions

1 — Doubts raised in the interpretation and application of these Statutes shall be resolved by resolution of the Board of Directors.

2 — Amendments to these Statutes shall come into force after registration by the minister responsible and publication in the 2nd series of *Diário da República*.