

Notice

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UNIVERSITY OF TRÁS-OS-MONTES AND ALTO DOURO

Regulation no. 570/2018

Following the normative order no. 11-A/2016, published in the Diário da República 2nd series - no. 209, of October 31, 2016, which ratified the amendments to the Statutes of the University of Trás-os-Montes e Alto Douro, hereafter designated as UTAD, republished them and initiated the necessary procedures to adapt the existing internal regulations of the University to the new Statutes. Thus, after consultation with the Schools' bodies and after hearing the Academic Council, and pursuant to the competences conferred upon me by law and by the Statutes, I hereby ratify the Schools' Statutes of a Regulatory Nature which regulate the attributions, organization, functioning and competence of the bodies of the Schools of UTAD.

Statutes of a Regulatory Nature of the Schools of the University of Trás-os-Montes and Alto Douro

TITLE I

Common principles and provisions

CHAPTER I

General Provisions

Article 1

Enabling Standard

The present Statutes are drawn up under the provisions of Article 41 of the UTAD Statutes.

Article 2

The teaching and research organic units

1 - UTAD comprises four Schools of a university nature and one of a polytechnic nature, which carry out their mission in the scientific areas listed in Annex I of the present Statutes.

2 - They are Schools of a university nature:

2.1 - School of Agricultural and Veterinary Sciences (ECAV) consisting of the following Departments:

- a) Department of Agronomy;
- b) Department of Veterinary Sciences;
- c) Department of Forest Sciences and Landscape Architecture;
- d) Department of Animal Science.

2.2 - School of Humanities and Social Sciences (ECHS) consisting of the following Departments:

- a) Department of Economics, Sociology and Management;
- b) Department of Education and Psychology;
- c) Department of Letters, Arts and Communication.

2.3 - School of Science and Technology (ECT) consisting of the following Departments:

- a) Department of Engineering;
- b) Physics Department;
- c) Department of Mathematics.

2.4 - School of Life and Environmental Sciences (ECVA) consisting of the following Departments:

- a) Department of Sport, Exercise and Health Sciences;

- b)* Department of Biology and Environment;
- c)* Department of Genetics and Biotechnology;
- d)* Department of Geology;
- e)* Department of Chemistry.

2.5 - The School of Health (ESS) is of a polytechnic nature and consists of the Department of the School of Health.

Article 3

Nature and mission

1 - The Schools are organic units oriented towards the continuous performance of teaching activities, scientific research, knowledge transfer and enhancement, cultural dissemination, and provision of specialized services, while also developing activities in transversal and interface projects among themselves or with other national and international teaching and research institutions.

2 - The Schools' fundamental mission is to enhance the activity of its human resources and stimulate the intellectual and professional education of students through the production, dissemination, and application of knowledge, having as its principles creativity, innovation, sustainable development, and the defense of universal values of qualification and the welfare of society.

Article 4

Assignments

1 - In the pursuit of their teaching and research mission, the Schools are responsible for providing an educational environment suitable for a quality assurance system for the education they offer, as well as for their teaching and research activities.

2 - The duties of the Schools are:

- a)* The organization of study cycles with a view to awarding academic degrees, post-graduate training courses, specialization courses, and lifelong learning;
- b)* Research, development and innovation activities that contribute to the creation, transfer and valorization of knowledge oriented to the needs of society;
- c)* The realization of training and knowledge update actions, oriented to the personal and professional development of its human resources;
- d)* The provision of specialized services to the community;
- e)* The scientific, technological and cultural cooperation with other public or private entities, national or foreign, aiming at the mobility of students and its human resources;
- f)* The development of extension projects and interaction with society, aiming to contribute to the integrated and sustainable development of the community;
- g)* The development of creative and entrepreneurial skills in the academic community, the business world and society in general, in an attitude of permanent innovation;
- h)* The promotion of active citizenship, through social, cultural, and political reflection.

3 - The Schools' activities fall under the following projects:

- a)* Teaching projects that include the study cycles mentioned in paragraph a) of the previous point;
- b)* Research projects that include scientific, technological and cultural activities, in articulation with the research centers;
- c)* Extension projects that include activities of cooperation, dissemination of knowledge, and interaction with society.

Article 5

Core values and principles

1 - The Schools' mission is based on principles of democracy, transparency and participation and on the following values:

- a)* Exigency, professionalism, and rigor aiming at excellence;
- b)* Merit, as a factor of motivation and human resources management;
- c)* Creativity, as a source of proposals and innovative and differentiating solutions;
- d)* Critical thinking, as a structuring element of plural participation and involvement of the academic community;
- e)* Strategic thinking, as an instrument of prospective planning, in a context of effective exercise of participatory governance, autonomy, responsibility and accountability;

f) Sustainability, as a permanent attitude underlying all of the University's activities and initiatives;

g) Active citizenship, as an expression of the humanistic values of modern society and a factor for social inclusion and transformation.

Article 6

Academic freedom

1 - Teachers and researchers are guaranteed free formation and expression of doctrines and scientific positions, as well as free orientation of the teaching and learning process.

2 - Students are guaranteed the right to a critical understanding of the subjects taught and to a reasoned expression of their opinions.

Article 7

Headquarters and symbols of the Schools

1 - The Schools have their headquarters on the UTAD campus in the city of Vila Real.

2 - For the purposes of the image of their identity, the Schools are identified by the following colors:

a) The ECAV is identified by the colors green and yellow;

b) The ECHS is identified by the colors red and blue;

c) ECT is identified by the colors light blue and brick;

d) The ECVA is identified by the colors sky blue and green;

e) ESS is identified by the colors blue and yellow.

3 - Without prejudice to the use of the UTAD symbol and/or logo, each School may adopt a specific logo that identifies it, in accordance with the image and communication plan defined for the University.

CHAPTER II

Autonomy and Resources

SECTION I

Autonomies

Article 8

Autonomy

1 - The Schools enjoy academic - pedagogical, scientific, and cultural - and administrative autonomy.

2 - Without prejudice to their autonomy, the Schools are subject to the supervisory power exercised by the Rector.

Article 9

Academic autonomy

The Schools enjoy academic autonomy in the scientific, pedagogical and cultural domains, contributing to the achievement of UTAD's strategic objectives in the areas of knowledge within their competence.

Article 10

Scientific autonomy

1 - Within the scope of scientific autonomy, it is the Schools' responsibility:

a) Establish its research and development policy, defining priorities that contribute to the advancement of knowledge, the quality of the educational offer, and the interaction with society;

b) To contribute to the development of innovative products and services, as well as new technologies in an academic context and in cooperation with public and/or private entities.

Article 11

Pedagogical autonomy

1 - The principle of pedagogical autonomy is the intellectual freedom to teach and to learn, based on the values of independence, rigor of thought, and pluralism of opinions.

2 - Within the scope of pedagogical autonomy, it is up to the Schools to propose the creation, alteration, or extinction of study cycles, to elaborate the respective study plans, to define the objectives of the course units, the teaching-learning and evaluation methods.

Article 12

Cultural autonomy

It is up to the Schools to present proposals for cultural programs and initiatives, in the areas of knowledge within their competence.

Article 13

Administrative autonomy and management competence

1 - Each School has administrative autonomy, namely the right to freely manage, in accordance with the law, the resources made available to it.

2 - The administrative autonomy and the management competence attributed to each School translate into the ability of its leaders to authorize expenditure and to perform, within the same scope, definitive administrative acts concerning current management.

3 - Current management acts are all those that are part of the activity that the Schools normally carry out in the pursuit of their attributions.

4 - The acts which, under the terms of the law and of UTAD's Statutes, are the exclusive competence of the University's governing bodies are excluded from the scope of current management.

5 - At the level of financial management autonomy, the Schools enjoy the following powers:

a) To dispose of the funds allocated by the Management Board, through mechanisms that safeguard the need to ensure cohesion and financial balance;

b) Prepare and execute activity plans, budgets, and other forecasting documents related to operating funds;

c) Prepare the budget execution report and statement;

d) Authorize the realization of expenses within the limits that will be set by the competent government bodies.

6 - The Schools are bound by the principle of efficiency in the use of their resources, transparency, and compliance with all legal regulations in force.

SECTION II

Resources

Article 14

Human and Material Resources

1 - The Schools integrate human and material resources for the development of their pedagogical and scientific activities, within the scope of their own projects and or in partnership with other units of the University or external ones, which fit in with UTAD's mission and objectives.

2 - The Schools' human resources include those who have a legal relationship of public employment with the University, as well as other employees who carry out the activities referred to in the previous number.

3 - The Schools are responsible for managing the teaching and non-teaching spaces assigned to them by UTAD, as well as the materials and equipment allocated to them.

4 - For administrative support, the governing bodies of the Schools may have a secretariat.

5 - The Schools can share resources among themselves and with other organic units of UTAD, within the scope of teaching, research, and service provision.

TITLE II

Schools of a University Nature

CHAPTER I

General Provisions

Article 15

Principles of governance and management

The Schools must respect the principles of democracy, participation, decentralization, autonomy, social responsibility and management transparency, ensuring mechanisms for regular disclosure of their activities and promoting the initiatives they consider appropriate.

Article 16

Organs

1 - The Schools have the following bodies:

- a)* President;
- b)* Scientific Board;
- c)* Pedagogical Council.

2 - The Schools also include the Departments referred to in Article 2, consisting of the following bodies:

- a)* Department Director;
- b)* Departmental Council.

3 - The scientific and pedagogical management of the study cycles is ensured by the following bodies:

- a)* Course Director;
- b)* Course Committee.

CHAPTER II

Organs

SECTION I

School President

Article 17

Appointment and replacement of the President

1 - The School President is a single-nominal body, appointed by the Rector, from among the School's professors and researchers, after consultation with the School's Department Directors.

2 - In his or her absences or impediments, the School President delegates competencies to the President of the Scientific Council or to the President of the Pedagogical Council, without prejudice to, if he or she fails to do so, his or her replacement shall be carried out by means of a rectoral order.

Article 18

Competencies of the President

1 - The President represents the School, and is responsible, namely, in close articulation with the Presidents of the Scientific and Pedagogical Councils and with the Department Directors:

- a)* Directing the School's activities, monitoring and evaluating them, and ensuring the efficient management of available resources;
- b)* To prepare the School's activity plans, budgets and reports, in articulation with the Department Directors, in order to comply with the University's Strategic Plan, submitting them to the Rector's approval;
- c)* Maintain a liaison with all the School's bodies, being able to meet in the formats and with the frequency it deems convenient for the School's good performance;
- d)* Exercising the disciplinary power delegated by the Rector;
- e)* Approve the appointment of Course Directors and Course Committees, pursuant to these Bylaws;
- f)* Approve the vacation schedules of the School's human resources, prepared by the Department Directors;
- g)* Manage the funds allocated to the School and authorize the expenses for teaching support, study trips, extramural classes and computer licenses, proposed by the Department Directors;
- h)* Manage the administrative support structure in articulation with the School's organs;
- i)* Look after the teaching and laboratory spaces, and may authorize the appointment of people responsible for this purpose, in coordination with the Department Directors;
- j)* Analyze the absences communicated by the Department Directors, by the Presidents of the Scientific and Pedagogical Councils and by other School bodies, promoting the respective disciplinary procedures, in case these absences are considered unjustified;

- k)* Execute the deliberations of the Scientific Council and the Pedagogical Council, when binding;
- l)* Proposing to the Rector, after hearing the Department Directors and the Scientific and Pedagogical Councils, proposals for new study cycles, distance learning, non-degree granting training, and other training courses aimed at different audiences;
- m)* Stimulate activities to promote the School's educational offer and scientific communication;
- n)* Approve and ratify the timetable of school activities and the examination schedule of the School, after consulting the Pedagogical Council;
- o)* Ensure the timely submission of the course unit evaluation reports, as well as the completion, within the stipulated deadlines, of the information on each course unit (FUC and summaries) in the Teaching Support Information System (SIDE);
- p)* Propose the number of vacancies to be made available per course in each academic year, after hearing the respective Course Director and the Director of the anchor Department;
- q)* Ensure that the School's informational content is maintained and updated on the University's website;
- r)* Ensure the proper use of the electronic mailing lists, infrastructures and computer licenses used at the School, in conjunction with the services;
- s)* Promote cultural activities, social and environmental responsibility and citizenship, in conjunction with the Department and Course Directorates.
- t)* Ensure the quality and safety of the School's infrastructure.
- u)* Propose to the Dean the hiring of human resources.

SECTION II

Scientific Council

Article 19

Definition

The School Scientific Council is the collegial body whose purpose is to define the School's scientific policy and ensure the application of quality criteria in academic activities.

Article 20

Composition

1 - The Scientific Council is made up of a maximum of 25 members, elected under the terms of articles 77, 80, and 81 of UTAD's Statutes.

2 - The Scientific Council of each School consists of the following members:

- a)* Nine members who represent and are elected from among career professors and researchers and other full-time professors and researchers who hold a PhD degree and have a contract with a duration of at least one year, regardless of the nature of their link to UTAD;
- b)* One representative for each of UTAD's research units, mentioned in paragraph 1 of Article 59 of the Statutes, elected from among the members of the Scientific Council of the Research Centers, meeting the requirements expressed in paragraphs 3 and 4 of Article 45 of the Statutes and provided that they meet any of the requirements indicated in the previous paragraph;
- c)* A President, elected from among the members defined in the previous paragraphs;
- d)* A Vice President, appointed by the President from among the elected members of the Scientific Council;
- e)* A Secretary, appointed by the President from among the elected members of the Scientific Council.

3 - The meetings of the Scientific Council may also be attended, without the right to vote, by personalities of recognized competence within the School's mission.

Article 21

Operation mode

1 - The Scientific Council functions in plenary and, by its delegation, in Permanent Committee, in accordance with the respective regulations.

2 - The Standing Committee consists of the Chairman, Vice-Chairman, and the Secretary.

3 - The Scientific Council may delegate to its President and to the Standing Committee the powers it deems appropriate for its proper functioning.

Article 22

Competencies of the Scientific Council

1 - The competences of the Scientific Council are:

- a)* Elaborate its regulations, subjecting them to the Rector's approval;
- b)* Elaborate its electoral regulation, submitting it to the Rector's approval;
- c)* Assess the School's scientific activity plan;
- d)* Propose the creation, transformation or extinction of Departments;
- e)* Deliberate on the distribution of the teaching service, subjecting it to the Rector's approval;
- f)* To pronounce on the creation of study cycles and on the curricular plans of the study cycles taught by the School;
- g)* To pronounce on the alteration/restructuring as well as the extinction of study cycles taught by the School;
- h)* To pronounce on the General Regulations of the study cycles leading to the degrees of Master and Doctor promoted and coordinated by the School;
- i)* Propose or pronounce on the granting of titles or honorary distinctions;
- j)* Propose or pronounce on the execution of agreements and national or international partnerships;
- k)* Propose the composition of the juries of academic competitions, after hearing the respective Departmental Council;
- l)* Propose the composition of the juries of academic exams, except for the internship and/or project ones of the bachelor degree (1st cycle), after hearing the respective Course Director and the Council of the course's anchor Department;
- m)* Approve the juries of the CU proposed by the Department Directors and submit them to the School President for approval;
- n)* To practice other acts foreseen in the law regarding teaching and research careers and the recruitment of teaching and research staff, after hearing the Departmental Councils.

2 - It is also the Scientific Council's responsibility to exercise the other competencies conferred on it by the Statutes and internal regulations.

3 - Members of the Scientific Council cannot comment on matters concerning:

- a)* To acts related to the career of teachers with a rank higher than his own;
- b)* To competitions or tests for which you are qualified to take part.

Article 23

Competences of the Chairperson of the Scientific Council

1 - It is up to the President of the Scientific Council:

- a)* Represent the Scientific Council internally and externally, namely in official or protocol events;
- b)* Appoint the Vice-President and the Secretary of the Scientific Council;
- c)* Convene and conduct the meetings of the Scientific Council, sign, together with the Secretary, the respective minutes and minutes, examine the justifications for absence from meetings and exercise the casting vote, except in the case of secret ballots;
- d)* Ensure the execution of the deliberations taken by the Scientific Council;
- e)* Propose the constitution and appoint the members of committees that may be created under the terms of the respective bylaws;
- f)* Invite personalities to participate in the meetings, informing the body in advance;
- g)* Declare or verify vacancies on the Scientific Council and proceed to substitute them, according to the applicable regulations;
- h)* Perform the duties and powers delegated to him by the plenary.

Article 24

Suspension, removal and replacement of the Chairperson of the Scientific Council

1 - In cases of seriousness to the functioning of the Scientific Council, at least one third of the Council members may, in writing, demand that the President call a meeting for their suspension or dismissal.

2 - The suspension or removal of the President requires a two-thirds majority vote of its members.

3 - The dismissal depends on the existence of a prior administrative procedure.

4 - In his absence or impediments, the President of the Scientific Council is replaced by the Vice-President or, in case of impossibility, by the oldest elected member in the highest category. If the members have the same seniority in the category, the replacement will be done by the oldest member.

5 - If the incapacity lasts longer than ninety days, the Scientific Council must decide on the convenience of electing a new President.

6 - The removal, resignation, or loss of office of the President implies the loss of office of the Vice-President and the Secretary.

7 - In case of vacancy, resignation, or permanent incapacity, the Scientific Council shall immediately determine the opening of the procedure for the interim election of a new President, whose term of office shall last for the remainder of the incumbent's term.

8 - In the situations foreseen in the previous number, the President is replaced in the exercise of his duties by the oldest professor of the highest academic category until the new elected President takes office.

SECTION III

Pedagogic Council

Article 25

Definition

The Pedagogical Council is the collegiate body whose purpose is to define and coordinate the school's pedagogical policy and to ensure the definition and application of quality criteria in teaching activities.

Article 26

Composition

1 - The Pedagogical Council is composed of 18 elected members, under the terms of articles 77, 80, and 81 of the Statutes, equally distributed between faculty and students, as follows:

a) Nine members who represent and are elected from among career professors and other full-time professors who hold a doctoral degree and have a contract with a duration of no less than one year, regardless of the nature of their employment at the University;

b) Nine members who represent and are elected from among all students with valid enrollment in degree granting courses promoted and coordinated by the School;

c) A President, elected by the plenary from among the members defined in paragraph a);

d) A Vice President, appointed by the President from among the faculty members of the Pedagogical Council;

e) A Secretary, appointed by the President from among the teaching members of the Pedagogical Council.

Article 27

Operation mode

1 - The Pedagogical Council functions in plenary session and, by delegation, in Permanent Commission, in accordance with the respective regulations.

2 - The Permanent Commission is composed of a President, Vice-President, Secretary, and two students, nominated by and from among those elected.

3 - The Pedagogical Council may delegate to its President and to the Permanent Commission the competencies it deems appropriate for its good functioning.

Article 28

Competences of the Pedagogical Council

1 - The Pedagogical Council's competences are

a) Elaborate its regulations, subjecting them to the Rector's approval;

b) Elaborate its electoral regulation, subjecting it to the Rector's approval;

c) Drawing up school schedules in collaboration with the Course Directors and after consulting with the Heads of Departments;

d) Ensure the normal operation of the School's courses and ensure their quality, in conjunction with the respective Course Directors;

e) Ensure the quality and full compliance with the objectives and programmatic content, to be established by the scientific coordinators of the disciplinary areas or those responsible for the CU, in collaboration with the Course Directors and respective committees;

f) To pronounce on the pedagogical guidelines and teaching and evaluation methods of the study cycles promoted and coordinated by the School;

g) Promote regular surveys on the school's pedagogical performance, as well as the corresponding analysis and dissemination of results;

- h) To promote the evaluation of the pedagogical performance of the teachers of the study cycles promoted and coordinated by the School, as well as the corresponding analysis and dissemination of the results;*
 - i) Appreciate complaints regarding pedagogical failures and propose the necessary measures;*
 - j) Approve the Pedagogical Regulation containing the specific rules on the assessment of student achievement in the study cycles promoted and coordinated by the School;*
 - k) To pronounce on the General Regulations of the study cycles leading to the degrees of Master and Doctor promoted and coordinated by the School;*
 - l) Decide on the regime of prescriptions of the study cycles promoted and coordinated by the School;*
 - m) To pronounce on the creation of study cycles and on the curricular plans of the study cycles taught by the School;*
 - n) To pronounce on the alteration/restructuring as well as the extinction of study cycles taught by the School;*
 - o) Pronounce on the institution of school prizes;*
 - p) To decide on the school calendar, presented by the President;*
 - q) To decide on the examination charts for the study cycles grouped in the School, presented by the Course Directors;*
 - r) Decide on proposals for internship regulations or projects submitted by the Course Directors;*
 - s) To decide on proposals for the acquisition of didactic, informatics, laboratory, bibliographic, and other material of pedagogical interest.*
- 2 - It is also incumbent upon the Pedagogical Council to exercise the other competencies conferred by the Statutes and internal regulations.

Article 29

Competences of the President of the Pedagogical Council

- 1 - It is up to the President of the Pedagogical Council:
- a) Represent the Pedagogical Council internally and externally, namely in official or protocol events;*
 - b) Appoint the Vice President and Secretary of the body;*
 - c) Call and conduct the meetings of the body, signing the respective minutes and minutes together with the Secretary, considering justifications for absence from meetings and exercising the casting vote in them, except in votes that are held by secret ballot;*
 - d) Ensure the execution of the deliberations taken by the Pedagogical Council;*
 - e) Propose the constitution and appoint the members of committees that may be created under the terms of the respective bylaws;*
 - f) Invite personalities to participate in the meetings, informing the body in advance;*
 - g) Verify and declare the vacancies on the Pedagogical Council and proceed with the due substitutions, according to the terms of the applicable regulations;*
 - h) Perform the duties and powers delegated to him by the plenary.*

Article 30

Suspension, removal and replacement of the Chairman of the Pedagogical Council

- 1 - In cases of founded gravity for the functioning of the Pedagogical Council, at least one third of the Council members may, in writing, demand that the President call a meeting for their suspension or dismissal.
- 2 - The suspension or removal of the President requires a two-thirds majority vote of its members.
- 3 - The dismissal depends on the existence of a prior administrative procedure.
- 4 - In his absence or impediments, the president of the Pedagogical Council is replaced by the vice president or, in case of impossibility, by the oldest elected member in the highest category. If the members have the same seniority in the category, the oldest member shall replace them.
- 5 - If the incapacity lasts longer than ninety days, the Pedagogical Council must decide on the convenience of electing a new President.
- 6 - The removal, resignation, or loss of office of the President implies the loss of office of the Vice-President and the Secretary.
- 7 - In case of vacancy, resignation, or permanent incapacity, the Pedagogical Council shall immediately determine the opening of the procedure for the interim election of a new President, whose term of office will last for the remaining period until the end of the term of office of the previous incumbent.
- 8 - In the situations foreseen in the previous number, the President is replaced in the exercise of his duties by the oldest professor of the highest academic category until the new elected President takes office.

CHAPTER III
Organic Subunits

SECTION I
Departments

Article 31
Definition

The Departments are organic sub-units oriented towards the accomplishment of teaching, research, cultural diffusion, and specialized service provision tasks, and form the basis of the Schools' organization.

Article 32
Organs

1 - The Departments have the following bodies:

- a) The Department Director;
- b) The Departmental Council.

SECTION II
Department Director

Article 33
Election and competencies of the Department Director

1 - The Departmental Chair is elected by the Departmental Council from among the PhD professors and researchers that are part of the Department, under the terms of articles 77 and 79 of UTAD's Statutes.

2 - The Department Director is assisted by a Vice-Director appointed by him/her, who must hold a doctoral degree, and who substitutes him/her in his/her absences or impediments.

3 - It is the Department Director's responsibility:

- a) Decide on the appointment of the President of the School;
- b) Manage the resources allocated to the Department;
- c) Ensure, within its scope, the normal operation of the Department and the activities in which it is involved;
- d) To prepare the draft annual activities plan and the annual report of the Department's activities, in articulation with the School and with the University's Strategic Plan;
- e) Propose the distribution of teaching service of the Department and the juries of the CU, after hearing the respective Department Council, and submit it to the approval of the School's Scientific Council;
- f) Propose to the Pedagogical Council the Directors of the Courses anchored in the respective Department, under the terms of the present Statutes;
- g) To appoint the faculty members of the Committees of the Courses not anchored in the respective Department, according to the present Statutes;
- h) To exercise the other competencies that are attributed to it by the UTAD Statutes and by the present Statutes, or delegated by the School's President;
- i) Caring for the teaching and laboratory spaces assigned to the Department, in coordination with the President of the School;
- j) Appoint, after consultation with the teachers of the respective scientific area, those responsible for the teaching laboratory spaces assigned to the Department, and submit them for approval to the President of the School;
- k) Ensure the safety conditions of the teaching laboratory spaces and, in the case of biosafety in conjunction with the UTAD's Biosafety Committee;
- l) Ensure the quality and safety of teaching spaces, class preparation rooms, and reagent storage spaces, in coordination with the School President;
- m) Prepare the vacation schedules of the teaching and non-teaching staff and submit them to the School President for approval;

- n)* Justify the teachers' absences from school work, exams, or Department Council meetings, submitting to the School's President, for disciplinary purposes, those deemed unjustified;
- o)* To support the preparation, together with the Course Directors, Pedagogical Council and Scientific Council, of the visits of the external evaluation and accreditation commissions of the educational offer by A3ES or other evaluation entities;
- p)* Propose to the President of the School the expenses inherent to class support, study trips, computer licenses, and maintenance of school spaces and equipment;
- q)* Ensure the regular use of the computer software licenses used in the Department;
- r)* Dynamize, in conjunction with the President of the School, specialized training for non-teaching staff;
- s)* Dynamize, in articulation with the School's President, actions to promote the educational offer, scientific culture and activities aimed at different audiences;
- t)* Promote, in coordination with the President of the School, technical-scientific and pedagogical activities, such as congresses, symposiums, seminars, lectures and workshops;
- u)* Elaborate proposals for insertion into working life, namely internships in a business context, in articulation with the Course Directors, submitting them to the appreciation and approval of the President of the School.
- v)* Elaborate the proposal for creating and updating the UC groups, the map of distribution of responsibilities of these groups and the UC regency;
- w)* To ensure the participation of the Department's teachers and researchers in scientific dissemination activities, in articulation with the School's President.

Article 34

Suspension, removal and replacement of the Department Director

- 1 - In cases of founded gravity for the functioning of the Department Council, at least one-third of the Council members may, in writing, demand that the Director call a meeting for their suspension or dismissal.
- 2 - The suspension or removal of the Director requires a decision by a two-thirds majority of its members.
- 3 - The dismissal depends on the existence of a prior administrative procedure.
- 4 - In his/her absences or impediments, the Department Director is replaced by the Vice-Director or, in case of impossibility, by the oldest elected member in the highest category. If the members have the same seniority in the category, the oldest member shall substitute.
- 5 - If the incapacity continues for more than ninety days, the Department Council must decide whether a new Director should be elected.
- 6 - The removal, resignation, or loss of office of the Director implies the loss of office of the Vice-Director.
- 7 - In the event of a vacancy, resignation, or permanent incapacity, the Departmental Council shall immediately determine the opening of the procedure for the interim election of a new Director, whose term of office will last for the remaining period until the end of the previous incumbent's term.
- 8 - In the situations foreseen in the previous number, the Director is replaced in the exercise of his duties by the oldest teacher of the highest academic category, until the new elected Director takes office.

SECTION III

Departmental Council

Article 35

Composition and competencies of the Department Council

- 1 - The Departmental Council is made up of all full-time professors, researchers, and other full-time lecturers with a contract of at least one year, regardless of the nature of their contract at UTAD, provided they hold a doctoral degree.
- 2 - The Department Council is responsible for:
 - a)* Elaborate and approve the respective bylaws;
 - b)* Elaborate and approve the electoral regulation for the election of the Department Director, subjecting it to the approval of the Dean;
 - c)* Consider and vote on the dismissal of the Department Director, pursuant to the previous article;
 - d)* To decide on study plans for the creation and/or alteration/restructuring of courses in which the Department is an intervening party;
 - e)* Decide on the suspension or termination of courses in which the Department is an intervening party;
 - f)* To decide on the proposal for the distribution of the Department's teaching service and the composition of the juries of the UCs

allocated to the Department;

- g)* To decide on the draft activity plan and the annual report of the Department's activities;
 - h)* Decide on the proposal for the appointment of Course Directors, anchored in the respective Department;
 - i)* Decide on the appointment of faculty members of the Committees of Courses not anchored in the respective Department;
 - j)* To pronounce on the project of creation or revision of the School's regulations;
 - k)* Decide on the composition of the juries of academic competitions;
 - l)* Decide on the composition of the juries of academic exams, except those related to the internship and/or graduation project (1st cycle);
 - m)* To prepare proposals on the development of research, extension, and community service activities within the disciplinary and scientific areas of the members of the Department Council;
- 3 - It is also the Department Council's responsibility to exercise the other competencies conferred to it by the Statutes and internal regulations.
- 4 - Members of the Department Council cannot speak on matters concerning:
- a)* To acts related to the career of teachers with a rank higher than his own;
 - b)* To competitions or tests for which you are qualified to take part.

CHAPTER IV

Scientific and pedagogical management of the study cycles

SECTION I

Course Director

Article 36

Definitions

- 1 - Except in exceptional and duly justified cases, the Course Director is a professor of the course's dominant scientific area, appointed by the Pedagogical Council of the course's anchor school, upon proposal of the anchor department's Director, after hearing the Department Council, under the terms of the present Statutes, and approved by the School's President.
- 2 - For the purposes of the provisions of the previous number, the course's dominant scientific area will be the one with the highest number of ECTS, and the anchor department will be the one in which the highest number of ECTS of the course are anchored.
- 3 - The counting of ECTS, referred to in the previous numbers, to determine the anchor Department and to order the non-anchor Departments, is carried out taking into account the ECTS of all compulsory and optional course units, with the following exceptions:
- a)* The ECTS of the Internship/Project/Dissertation/Thesis course;
 - b)* The ECTS of the optional courses that in the last two academic years had no teaching load assigned;
 - c)* The ECTS of optional UC indicated in the study plans with generic designations, such as "UC of the UTAD universe" or similar.
- 4 - If, after counting the ECTS according to the previous number, there are Departments with the same number of ECTS, the Department with the highest number of ECTS corresponding to compulsory CU will be designated as the anchor Department.
- 5 - If, after applying the procedure indicated in the previous number, there is a tie between Departments, it will be up to the President of the School of the course in question, after hearing the Departments involved, to decide which Department will appoint the Course Director, to be nominated by the Pedagogical Council.
- 6 - A Course Director can accumulate the direction of up to three courses, as long as they belong to different cycles and there is a sequential logic in a given scientific area or in related scientific areas.
- 7 - The process of appointing the Course Director is initiated by the President of the Pedagogical Council.
- 8 - Course Director appointments should occur at times that ensure the normal running of the school year.

Article 37

Competencies

- 1 - Without prejudice to the competencies assigned to other School or University bodies, as well as to the competencies assigned to him/her in these statutes and other regulations, it is the Course Director's responsibility:
- a)* Ensure the normal operation of the course and ensure its quality;
 - b)* Manage the technical and financial means assigned to it;

- c) Collaborate with the Department Directors involved in the course in the corresponding distribution of the teaching service;*
- d) Develop proposals for restructuring or changing the respective course;*
- e) To organize the crediting processes of the UC and of individual study plans, as well as to pronounce on the crediting of training carried out within the scope of national and foreign courses and, also, of competences acquired in a professional context;*
- f) Regularly listen to the course's faculty and students, with a view to its smooth running;*
- g) Meet, at least twice a year, at the beginning of each semester, with all course faculty members, and other elements may be requested to attend whenever relevant to the meeting's agenda.*
- h) Prepare the self-evaluation reports and ensure all procedures related to course accreditation;*
- i) Decide on the constitution of juries of academic examinations;*
- j) Promote the dissemination of the course, the integration of new students in the academic environment and interact with the student nucleus, if any;*
- k) Ensure the timely availability on SIDE of all the information contained in the UC sheet, as well as the summaries of the material taught in the classes of each type, in accordance with the Pedagogical Regulations in force;*
- l) In exceptional cases, duly justified and authorized by the President of the School, the Course Director may appoint a member of the anchor Department, not belonging to the Course Committee, who will perform the duties delegated to him/her.*
- m) Develop all the other tasks that may be assigned to it in its own regulation.*

Article 38

Vice Course Director

- 1 - The Vice Course Director will have the powers delegated to him by the Course Director.
- 2 - The Vice Principal's term of office is joint with that of the Course Director.
- 3 - The Vice-Director is responsible for replacing the Course Director, in accordance with the following article's paragraph 5.

Article 39

Suspension, removal and replacement of the Course Director

- 1 - In cases of founded gravity for the functioning of the course, at least one third of the members of the Pedagogical Council may, in writing, demand that the President call a meeting for the suspension or dismissal of a Course Director.
- 2 - The suspension or dismissal of the Course Director requires a decision by a two-thirds majority of the members of the Pedagogical Council.
- 3 - The dismissal depends on the existence of a prior administrative procedure.
- 4 - The procedure set forth in paragraph 1 of this Article may be initiated by request of the Director of the anchor Department who proposed the appointment of the Course Director.
- 5 - In his absence or impediments, the Course Director is replaced by the Vice Director appointed by him, from among the teachers of the Course Commission.

SECTION II

Course Committee

Article 40

Composition of the Course Committee

- 1 - Except in exceptional and duly justified cases, the Course Commission is composed of the Course Director, who presides, by two professors, with teaching service assigned in the course in question, preferably integrated in the university teaching career, appointed in rotation by the Directors of non-anchor Departments, and by two students elected by their peers in the respective study cycle, with the homologation of the School President.
- 2 - All Departments with UCs related to that course's syllabus may appoint teaching members to the Course Committee, with the exceptions set forth in article 36(3)(a), (b) and (c).
- 3 - If there are non-anchor Departments that together have less than 10% of the course ECTS, the anchor Department will appoint the teaching members of the Course Committee.

4 - If a non-anchor Department fails to appoint a professor or doctoral researcher to the Course Committee within the deadline established in paragraph 6 of this article, the President of the Pedagogical Council shall request the anchor Department to appoint the missing element.

5 - The rotation provided for in paragraph 1 of this article shall occur among the non-anchor Departments with the most ECTS in the course, following the same criteria used to define the anchor Department.

6 - The two professors or doctoral researchers on the Course Committee must be appointed no later than 10 working days after the appointment of the Course Director.

7 - The mandates of the two professors or doctoral researchers of the Course Commission are joint with the mandate of the Course Director.

8 - The nomination and/or election processes for the members of the Course Committees are initiated by the Presidents of the Pedagogical Councils, and should occur as quickly as possible and in periods that are more favorable to the constitution of this body and that guarantee the normal functioning of the school year.

Article 41

Competencies of the Course Committee

1 - It is up to the Course Commission:

- a) Collaborate with the Course Director in the tasks he assigns to him;
- b) Promote curriculum coordination;
- c) Decide on proposals for the organization, restructuring, or alteration of study plans;
- d) Decide on the needs of the teaching service inherent to the normal operation of the course;
- e) Pronounce on proposals for admission regimes and numerus *clausus*;
- f) Elaborate and submit to the competent authorities the course regulations.

TITLE III

Polytechnic Nature School

CHAPTER I

General Provisions

Article 42

Organs

1 - The School of Health (ESS) has the following bodies:

- a) President;
- b) Scientific-Technical Council;
- c) Pedagogical Council.

2 - ESS also includes the Department referred to in Article 2 of these Statutes, which is composed of the following bodies:

- a) Department Director;
- b) Departmental Council.

3 - The scientific and pedagogical management of the study cycles anchored in ESS is ensured by the following bodies:

- a) Course Director;
- b) Course Committee.

Article 43

Remission

With the necessary adaptations arising from the Statutes of the Teaching Career in Polytechnic Higher Education, articles 1 to 41 of the present Statutes are applicable to ESS.

TITLE IV

Final Provisions

Article 44

Cases of omission or doubts

The omitted cases and the doubts raised in the interpretation and application of the present statutes are solved by a rectoral order.

Article 45

Revocation rule

The present statutes revoke all the regulations of the UTAD schools, the Statutes of the Vila Real Nursing School, as well as all the rules that conflict with them.

Article 46

Entry into force

The present statute takes effect on the day following its publication in the Diário da República.

August 16, 2018. - The Rector, António Augusto Fontainhas Fernandes.