Homologo

QUALITY MANUAL

Version 2.1

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Acronyms used in the manual

A3ES	Evaluation and Accreditation Agency for Higher Education in Portugal
AAUAlg	The University of Algarve Students' Association
BI	Library
CC/CTC	Scientific Counsil/Technichal-Scientific Counsil
CCQ	Quality Consultative Board
CED	Research and Development Centres
CEFAP	Life-long Learning Centre
CGQ	Quality Assurance Committee
CI	Research Centres recognized by Foundation for Science and Technology
CL-UAlg	Language Centre of the University of Algarve
CP	Pedagogical Counsil
CNAEF	National Classification System of Education and Scientific Areas
CRIA	Division of Entrepreneurship and Technology Transfer
DC	Course Director
DCBM	Department of Biomedical Sciences and Medicine
DIS	Documental Information System
ENQA	European Association for Quality Assurance in Higher Education
ESG	Standards and Guidelines for Quality Assurance in the European Higher Education Area
FCT	Foundation for Science and Technology
FUC	Curricular Unit Document
GAIP	Pedagogical Innovation Office
GAENEE	Support Office for Students with Special Educational Needs
GAQ	Quality Assessment Office
GASP	Alumni and Careers Office
GCP	Communication and Protocol Office
GEP	Studies and Planning Office
GRIM	International Relations and Mobility Office
IES	Higher Education Institution
ITS	Information Technology Services
M23	Special tests to assess the capacity for higher education attendance of students over 23 years of age
MQUAlg	Quality Manual of University of Algarve
PEA-D	Teacher Perceptions of Teaching and Learning Survey
PEA-E	Student Perceptions of Teaching and Learning Survey
QDC	Course Director Questionnaire
QDEL	Year Delegate Questionnaire
QRUC	Curricular Unit Responsible Questionnaire
RAC	Annual Course Report
SAC	Academic Services
SAP	ERP of the Financial and Estates and Human Resources Services
SAPIENTIA	Storage system for scientific publications
SAS	Social Action Services
SFP	Finance and Assets Department
SI	IT Services
SIADAP	Integrated Management and Performance Evaluation System in Public Administration
SIADD	Internal System of Teacher Performance Evaluation

SID
SIGES   Academic Management Information System
SIGQ   Internal Quality Assurance System
SIGQUAlg   University of Algarve Internal Quality Assurance System
SII   Research Information System - Aggregator of scientific publications
SIMEA   Integrated System for the Monitorization of Teaching and Learning
SRH   Human Resources Department
ST   Technical Services
TeSP   Advanced Level Professional Courses
UAIC   Research and Postgraduate Education Support Centre
UAlg   University of Algarve
UAlg V+   Voluntary Group UAlg V+
UC   Curricular Unit
UF   Functional Unit
UI   Research Unit
UO   Organic Unit

1. Introduction

According to the Decree Law no. 369/2007 of 5 November, the Portuguese Higher Education Institutions should have their own internal quality assurance systems, which are duly certified and that meet the European and international standards. Several publications, including the Evaluation and Accreditation Agency for Higher Education in Portugal (A3ES) and the European Association for Quality Assurance in Higher Education (ENQA) refer that Higher Education Institutions (IES) should develop and implement a strategy of continuous improvement of the quality of their activities, on the basis of a quality assurance policy integrated into the strategic management of the institution and to use the appropriate structures and processes by committing the entire academic community and involving all stakeholders (internal and external) in a culture for quality, which is transparent and perceptive to all.

Consequently, the Higher Education Institutions (IES), in addition to establishing the quality assurance policy, and formalizing the procedures for implementation, monitoring and review (ENQA, ESU, EUA & EURASHE 2015; A3ES, 2016) shall ensure that there are structures and comprehensive quality assurance procedures that are effective within each core aspect of the institution's mission and within the cross-cutting areas that they support. These are, namely, teaching and learning, research and development, inter-institutional and community collaboration (extension), internationalization, people management policies and support services (A3ES, 2016).

According to the references of A3ES (A3ES, 2018), revised to incorporate changes to the standards and guidelines for quality assurance in the European Higher Education ENQA, ESU, EUA & EURASHE (2015), the Internal Quality Assurance Systems (SIGQ) should take special attention to how institutional policy for quality is established, the way the SIGQ articulates with the strategic management of the institution, how internal and external parties are involved, procedures for collection, processing and analysis of information for the various internal actors, how relevant information published for access by external stakeholders is, and how the SIGQ is monitored with the goal of continuous improvement.

Institutional policy for the quality of the University of Algarve (UAlg) is closely associated with the mission and strategy of development of the institution. Therefore, the University of Algarve Internal Quality Assurance System (SIGQUAlg) is based in essence on two documents, the Quality Manual and the Strategic Plan, which are assisted by a third document, the Annual Plan of Activities.

The Quality Manual systematizes the information related to the quality policy and the organization of the SIGQUAlg, explaining the interconnection between the policy for quality and the mission and strategy of UAlg, the skills and relationships of government agencies under the SIGQUAlg, the procedures, regulations, norms, and other documents, as well as the forms of participation and involvement of all stakeholders in the process of continuous improvement of the activities developed in the framework of UAlgs' mission.

The Quadrennial Strategic Plan establishes the guidelines for the development of UAlg and integrates for each aspect of its mission, goals, strategic initiatives and performance indicators.

The Annual Plan of Activities integrates actions to achieve objectives and strategic initiatives set out in the strategic plan. For every action, the process of implementation, players and expected results are identified.

1.1. Approval and Review of the Quality Manual

The Quality Manual is revised every two years or whenever it becomes necessary. The proposed revision of the Quality Manual is the responsibility of the Quality Assurance Committee (CGQ) and approved by the University Rector after stakeholder consultation process.

The review can be partial or total and any change to the contents of the Quality Manual requires the issuing of a new version, properly referenced.

When the review is complete the new version number is incremented by one and the level of review resumes. For example, the second edition of the Manual, is a total review, it was therefore referred to as MQUAlg-2.0/2017.

In the case of a partial revision, the revision level is incremented to a unit, keeping the number of the Edition (for example the first review of this edition will be referred to as MQUAlg-2.1/2019).

The existing version of the Quality Manual is available for consultation in the UAlg's webpage in www.ualg.pt and in the UALGNET.

The Quality Assessment Office (GAQ) is responsible for the original Quality Manual, for its dissemination and for its filing. This Office is also responsible for the permanent Quality Manual update, which can result from the amendment or revision of processes and procedures, orders and regulations, within the framework of quality assurance.

The changes resulting from a revision of the Quality Manual are shown in Table 1.

Table 1 – Quality Assurance Revision Log

Revision		Reviewed Text	
No.	Date	Sections	Description of the Revision
1	16/2/2017	All	Full revision due to the evolution of the SIGQUAlg and to the adaptation of the references to A3ES SIGQ to the new version of the ESG-Standards and Guidelines for Quality Assurance in the European Higher Education Area.
2	Xx/2/2020	1.; 2.; 3.; 4.; 5. and appendices 1.; 2.; 4; 5, 6.; 7.	Slight changes to reflect the evolution of SIGQUAlg processes and procedures. The changes made are recorded in a separate file in the GAQ archive.

1.2. The structure of the Quality Manual

This Quality Manual is divided into 6 sections.

The first section corresponds to the introduction, justifies the relevance of the Quality Manual and lists the procedures for its approval, updating, revision and dissemination. This section also presents the structure of the Quality Manual and the most relevant reference documentation.

In the second section, the University of Algarve Internal Quality Assurance System (SIGQUAlg) is described, explaining its nature and objectives, the policy for the quality, the mission, attributions, principles and values of UAlg, as well as its structure. This section also focuses on the strategic and functional coordination of the SIGQUAlg and its strong articulation with UAlg's governing and management bodies, as well as the involvement of stakeholders (internal and external), namely through the Quality Consultative Board (CCQ) and the Quality Assurance Committee (CGQ). Also, the responsibilities of the Quality Assessment Office (GAQ) are listed as the SIGQUAlg support and logistics coordination structure.

The third section clarifies the key role of the Annual Plan of Activities and the Annual Activity Report in the monitoring and continuous improvement of quality. This section systematizes the procedures for the quality assurance of UAlg in teaching and learning, research and development, interinstitutional collaboration and with the community, and internationalization. The quality assurance procedures for governance and human and material resources are also systematized.

The fourth section presents the procedures for the management, production and publication of information, namely the collection and analysis of data and the dissemination of relevant information to internal and external stakeholders.

The fifth section integrates and systematizes the structures and procedures that allow the continuous improvement of the SIGQUAlg, as a result of the monitorization and evaluation of its functioning and considering the contributions of the various internal and external stakeholders as well as the external periodic evaluation.

The sixth section contains the appendices. The Quality Manual integrates 7 appendices. Appendix 1 describes the organizational structure of UAlg, appendix 2 systematizes the functions and responsibilities in the scope of quality assurance, appendix 3 presents the specifications of the academic positions, appendix 4 presents the quality monitoring surveys, Appendix 5 contains the institutional evolution indicators used to monitor the development of UAlg, appendix 6 sets out the procedures established for the main areas activity and support of the University and appendix 7 lists UAlg's internal documents, strategic documents, statutes, internal notes, regulations, and other relevant documents to UAlg.

1.3. Reference documents for the Quality Manual

In the preparation of this Quality Manual, a set of documents was used as reference, of which the following stand out:

- A3ES (2018). Audit of the Internal Systems of Quality Assurance in Higher Education Institutions: Manual for the Auditing Process, Version 1.3, December 2016.
- ENQA, ESU, EUA & EURASHE (2015). Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). Brussels, Belgium.
- Glossary of A3ES, Available at http://www.a3es.pt/sites/default/files/Gloss%C3%A1rio%20A3ES.pdf.
- ISCTE-IUL (2013). Quality Assurance Manual, Version 1.1/2013, November 2013, Lisbon.
- ISCTE-IUL (2016). Quality Assurance at ISCTE-UL. January 2016, Lisbon.
- Legal Framework of the Evaluation of Higher Education Institutions (RJAES) – Law no. 38/2007, of 16 August.

- Legal Framework for Higher Education Institutions (RJIES) - Law no. 62/2007, of 10 September.

- Santos, Sérgio Machado (2011). Comparative Study of the European Processes for the evaluation and certification of the Internal Quality Assurance Systems. Collection/Series A3ES READINGS No. 1; Lisbon: A3ES.

- Universidade do Minho (2012). Quality Manual. Version 1.1/2012, May 2012, Braga.

- Decree law no. 369/2007, of 5 November [Creates the Evaluation and Accreditation Agency for Higher Education in Portugal (A3ES) and approves the respective statutes].

2. Internal Quality Assurance System of the University of Algarve

This section describes the nature and objectives of The University of Algarve Internal Quality Assurance System (SIGQUAlg), sets out the policy for quality and, for a better understanding, the mission, attributions, principles and values of the institution.

Finally, it presents the structure of the institution that is considered indispensable to understand the strategic and functional coordination of the SIGQUAlg.

2.1. Nature and Objectives

The SIGQUAlg systematizes, integrates and establishes the necessary documents and procedures for collecting information, analyzing and evaluating it, in order to continuously monitor and improve the activities carried out by UAlg within the scope of its mission. It also contributes to the development of a culture of quality, perceptible and participated by all (academic community and interested external parties) and aligned with the institutional policy for the quality of UAlg.

The objective of the internal quality assurance is to continuously improve UAlg's mission by monitoring its performance and contributing to its development, valuing the various stakeholders in the activities carried out and committing them to the importance of compliance with standards, procedures and established objectives. The monitorization and evaluation of the activities developed integrate procedures that ensure an adequate response to internal and external requirements, as well as take the necessary measures for an effective continuous quality improvement.

The development and implementation of the University of Algarve IQAS has been a process of participation by the academic community and interested external entities and is in constant development to meet the internal needs and external requirements that are constantly evolving.

Quality policy

The institutional policy for the quality of UAlg is based on the sharing and commitment of the academic community with the mission and values defined in its Statutes and with the guidelines defined in its Strategic Plan, with the objective of continuous improvement of its activity. The Strategic Plan integrates objectives, strategic initiatives and respective indicators, established for each of the areas: Teaching, Research, Extension and Governance and was the object of an

intense process of consultation and debate both internally and externally, with the participation of all stakeholders. The prosecution of the objectives and the strategy of institutional development and continuous improvement of the UAlg's activity is achieved through the University's Activity Plans and its structures and monitored, annually, with the Activity Reports.

The degree of fulfilment of the objectives for quality is supervised through processes and procedures that allow monitoring and evaluation of the activities carried out, in order to ensure compliance with internal and external requirements, and simultaneously lead to the continuous improvement of the University's performance.

Mission, attributions, principles and values

According to its statutes, the University of Algarve is a center for the creation, transmission and diffusion of culture and humanistic, artistic, scientific and technological knowledge, contributing to the cultural and scientific promotion of society, with a view to improving its capacity of anticipation and response to social, scientific and technological changes aimed at the development of communities, particularly in the Algarve region, within a framework of social cohesion, promoting and consolidating the values of freedom and citizenship.

To carry out its mission, the following are attributes of the University:

1. Humanistic, cultural, artistic, scientific, technical and professional training, particularly by:

    a) Higher education, university and polytechnic courses;

    b) Updating, improvement, specialization and specialized training courses, as well as advanced training programs;

    c) Promoting lifelong learning.

2. The carrying out of high-level scientific research and experimental development, promoting the dissemination of its results and the social and economic valuing of knowledge and organizational innovation.

3. Collaboration with public and private entities, particularly through:

    a) The establishment of protocols, agreements, consortia or other models of partnership with national higher education and research institutions, aiming at the joint pursuit of activities within the scope of their respective assignments;

    b) The establishment of partnerships with companies and institutions and the provision of services to the community, in a perspective of mutual appreciation, contributing to the development of the country and, in particular, of the region of the Algarve.

4. The promotion of the internationalization of its activities, through:

    a) Scientific, educational, technological and cultural exchange with similar institutions, ensuring the mobility of students and other elements of the academic community;

    b) Support for the international projection of the activities carried out by its members;

    c) The establishment of consortia, agreements, protocols or other models of partnership with foreign institutions, aiming at the joint pursuit of the activities included in the scope of their respective attributions;

    d) Contribution to international cooperation and bringing peoples together;

    e) The promotion of the Portuguese language and culture, in particular through cultural, educational, technological and scientific cooperation with Portuguese-speaking countries.

5. The creation of instruments for the promotion, sustainability and internal and external evaluation of quality, and accountability, based on internationally recognized and comparable standards, in order to ensure, inter alia:

a) The permanent self-evaluation of its activities and its results;

b) Forms of recruitment and selection of students, teaching staff and researchers, to ensure that merit is valued independently, in accordance with the law;

c) The conditions for the training, qualification and professional development of teaching staff, researchers and non-teaching staff;

d) The promotion of the quality of life and work of students, through social action and programs that foster the critical spirit, entrepreneurship, competence and professional competitiveness of graduates;

e) The institution of prizes and incentives to recognize the merit and to support activities that value the University nationally and internationally;

f) The promotion of the personal fulfillment of its members, promoting, in particular, artistic, cultural and sporting activities and the creation of a human and educational environment of dialogue and tolerance;

g) The promotion of virtual platforms and distance education mechanisms, which constitute the support for broad intervention and qualification networks.

The Univesity of Algarve is governed, in its administration and management, by principles of democracy and participation, based on respect for the identity and balance between the polytechnic and university subsystems, with the aim of:

- Encourage the free expression of ideas and opinions;
- Guarantee the freedom of scientific, cultural and technological creation;
- Stimulate the participation of all university bodies in common academic life;
- Promote a close link between its activities and the community in which it is integrated.

UAlg's values are freedom of scientific, cultural and technological creation, rigor, social responsibility, independence and the appreciation of individuals. Its activity is governed by respect and appreciation of diversity, the search for excellence and innovation, democracy and participation, in response to societal challenges and in strict connection with the surrounding community, which does not end in the Algarve and in the country.

2.2. Structure of the University of Algarve

UAlg is a higher education institution that also includes the polytechnic subsystem, and is structured in teaching units (Faculties, Schools, Institutes, Departments), research and development units, services and functional units. Its organizational model is matrix-based, which promotes interaction between its various units and services and makes it more efficient in the use of the resources necessary for the development of its activities and for the implementation of projects that contribute to the achievement of its mission and objectives.

Figures 1 and 2 illustrate the organization chart of UAlg and the organization chart of its teaching units and research and development units. The powers of UAlg's governance and Consultative boards are described in Appendix 1.
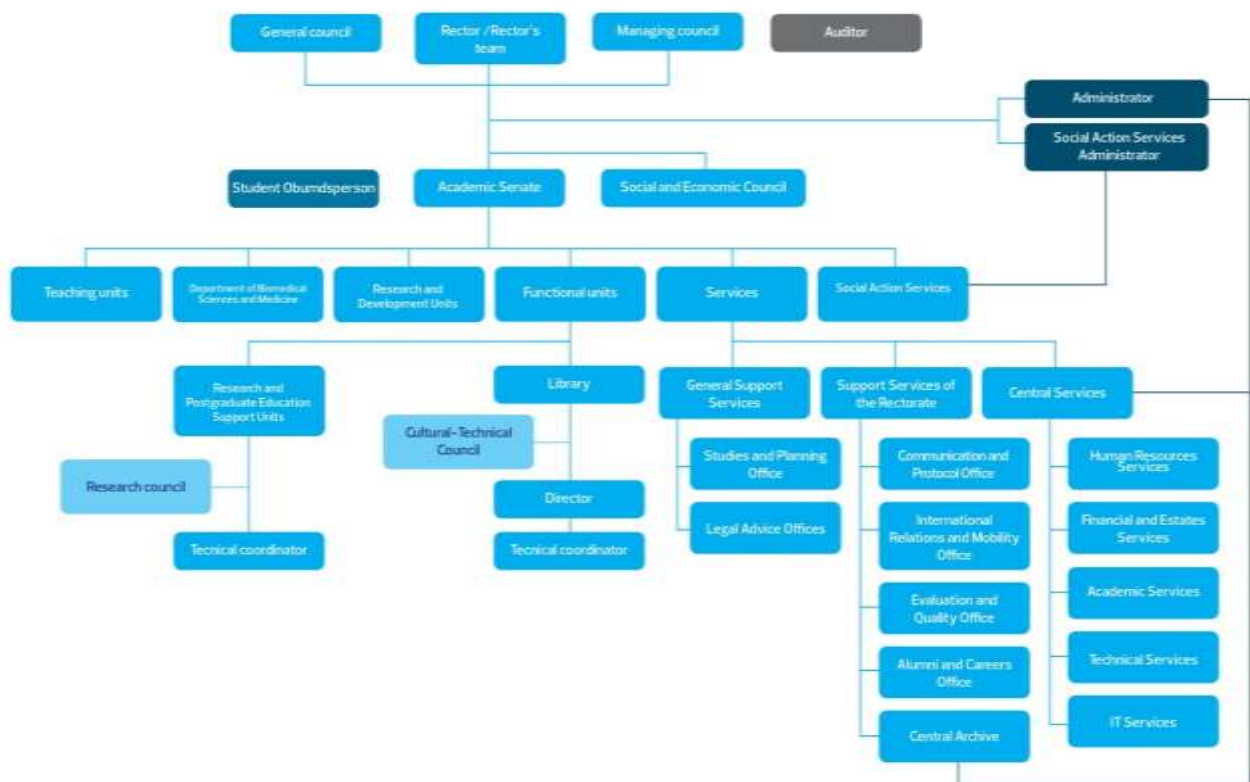
Figure 1. – UAlg's Organization Chart

Figure 2. – Organization chart of UAlg teaching, research and development units associated to UAlg [1]

2.3. Strategic and functional coordination of the University of Algarves' Internal Quality Assurance System (SIGQUAlg)

Figure 3 illustrates the interconnection between the organic structure of UAlg and the SIGQUAlg. This has at its nuclear core UAlg's mission, established in its statutes and guidelines that integrate the four-year Strategic Plan. These are articulated with the policy and objectives for quality and are implemented through objectives, strategic initiatives and respective indicators, established for each of the following: Education, Research, Extension and Governance. The pursuit of these objectives is accomplished through the annual Activity Plan and is annually monitored by the Activity Reports.

The Quality Assurance Committee (CGQ) is directly responsible for the implementation, monitoring and continuous improvement of the University of Algarve IQAS, which is overseen by the Quality Consultative Board (CCQ). The Quality Assessment Office (GAQ) is represented in these two committees and is responsible for the operationalization of the SIGQUALG in permanent dialogue with the University Rectorate. The CCQ integrates representatives of the various UAlg units and departments as well as students, alumni and relevant external entities. The

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[1] CCMAR is a private non-profit organization.

General Council, under the proposal of the Rector, approves the Strategic Plan, the Plan of Activities and the Report of Activities of UAlg, which is part of the SIGQUAlg Analysis Report. This basic structuring of the SIGQUALG allows the effective involvement of all departments, teaching units and academic community of UAlg, as well as of the interested external parties, contributing to the dissemination of a culture of quality in the University, perceived and participated by all.
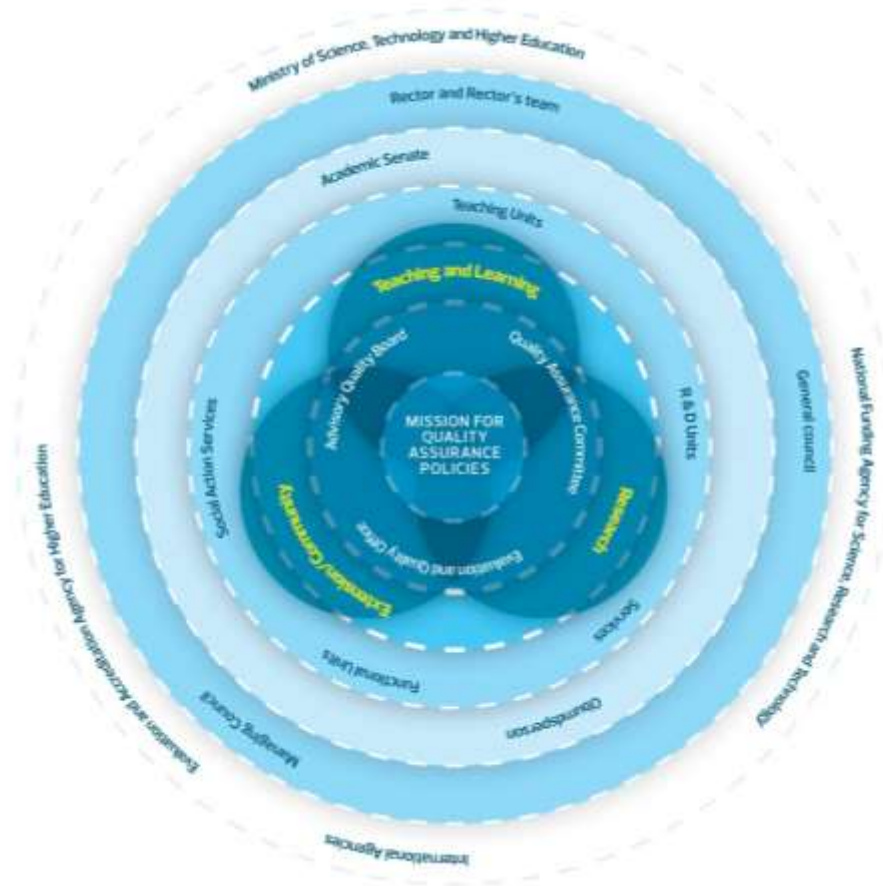
Figure 3. – Interconnection of the institutional structure with University of Algarve Internal Quality Assurance System (SIGQUAIg)

The Quality Consultative Board (CCQ)

Responsabilities:

- To ensure that the Quality Policy as well as the Quality Assurance processes include contributions of all stakeholders (internally and externally);
- To ensure that University of Algarve IQAS contributes to the effective improvement of the quality of the mission of the University of Algarve;
- To ensure that the Quality Assurance processes are articulated with the strategic plan and the activity plans and respond adequately to the guidelines defined by the national and European quality assurance systems of higher education.

Constitution:

- Rector (who coordinates);
- Vice-Rectors and Pro-Rectors;

- Directors of Faculties and Schools and President of the Department of Biomedical Sciences;

- Presidents of the Scientific Council and of the Scientific-Technical Council;

- Presidents of the Pedagogical Council;

- Research Center Coordinators;

- Student Ombudsperson;

- Presidents of the Students' Association;

- Administrator of the University of Algarve;

- Administrator of the Social Services;

- Directors of the Services of the University of Algarve;

- Director of the Library;

- Coordinator of the Quality Assessment Office;

- Coordinator of the Scientific Research Support Unit;

- One student per Teaching Unit and per Department of Biomedical Sciences and Medicine, designated by his / her peers from the Pedagogical Council.

Operation:

The Council ordinarily meets regularly once a year and extraordinarily by decision of the Rector.

The decisions of the CCQ are set out in minutes, drawn up by the (GAQ), made available on the UAlg intranet.

The Quality Assurance Commitee (CGQ)

Responsabilities:

- To suggest (to the University Rector) the institutional policy and objectives for quality;
- To ensure the adequacy of the SIGQUAlg to the current legislation as well as to the standards and guidelines defined by the national and European systems for quality assurance of higher education institutions;
- To define the necessary procedures, organization, instruments and action plans for the implementing and monitoring of the SIGQUAlg;
- To monitor the implementation of the SIGQUAlg;
- To analyse the reports of self-assessment that result from the Integrated System for the Monitorization of Teaching and Learning (SIMEA) as well as the reports of self-evaluation of the other activities of the institution to be submitted to the University Rector;
- To suggest improvements to the SIGQUAlg;
- To review the Quality Manual.

Constitution:

- Vice-Rector for quality assurance (who coordinates);
- Vice-Rectors;

- Directors of Faculties and Schools and President of the Department of Biomedical Sciences and Medicine (DCBM) (one for each educational subsystem, appointed by their peers from the Quality Consultative Board);

- A Research Center Coordinator (appointed by his peers within the CCQ);

- Presidents of the Scientific Council and of the Scientific-Technical Council (one for each educational subsystem, appointed by their peers within the CCQ);

- Presidents of the Pedagogical Councils (one for each educational subsystem, appointed by their peers within the CCQ);

- Student representatives (one for each educational subsystem, appointed by their peers within the CCQ);

- Administrator of the University of Algarve;

- Coordinator of the Quality Assessment Office (GAQ);

Operation:

Quality Assurance Committee (CGQ) of the University of Algarve meets ordinarily once per semester and extraordinarily whenever it is convened by decision of the coordinator.

The decisions of the CGQ are set out in minutes, drawn up by the GAQ, made available on the UAlg intranet.

Whenever necessary, in order to carry out the CGQ's duties, working meetings are held with the heads of the University's bodies or structures, for greater efficiency and effectiveness in the processes of continuous improvement of SIGQUAlg.

The Quality Assessment Office

Responsabilities:

- To support technically and administratively the functioning of the services of the University of Algarve Internal Quality Assurance System (SIGQUAlg);

- To coordinate the implementation and improvement of the SIGQUAlg in articulation with the various structures and organs of UAlg;

- To follow up the development and maintenance of the computer system that supports the SIGQUAlg;

- To prepare assessment tools to support the management of teaching activities, research and knowledge transference activities and the pursuit of quality objectives;

- To collaborate in the implementation of mechanisms for regular self-assessment of the performance of the organic units, courses, services, as well as scientific and pedagogical activities that are subject to the national evaluation and accreditation system;

- To encourage, in coordination with the organic units and services, the processes for the external evaluation / accreditation of the courses;

- To support the production of periodic reports to evaluate the quality of the University activities;

- To evaluate the impact of the institution's activities in the community, in articulation with the Studies and Planning Office;

- To perform other activities in the field of evaluation and quality;

- To prepare the self-assessment reports resulting from the Integrated Monitoring System for Teaching and Learning as well as the reports of institutional self-assessment;
- To ensure the permanent updating of the indicators and of the information required by the SIGQUAlg.

As part of its support to the SIGQUALG and for differentiated collaborations, according to its needs and requests, the GAQ can be assisted by Monitoring Committees made up of representatives of the faculty, technical staff and students of the various structures of UAlg.

The Information Technology Services (ITS) provide the necessary computer support for the operation of the SIGQUAlg.

3. Monitoring and Continuous Improvement

The University of Algarve's Annual Activity Plan establishes, in an aggregated way, the standards for quality for UAlg, based on the objectives and strategic initiatives established for the strategic development of the University and for which actions are defined. For each action, the execution process, the actors and the expected results are identified. The Plan of Activities is approved by the General Council.

The monitorization of the implementation of the Annual Plan of Activities is coordinated by the Rectory in conjunction with the Quality Assessment Office (GAQ). It promotes, together with the organs, structures, units and services, the analysis of the results and, if necessary, the establishment of improvement measures to achieve the objectives. The monitorization adjusts it periodicity to the cycles of the developed activities, and it may be biannual or annual.

The Annual Activity Report summarizes the results obtained from monitoring. It also includes an analysis section of the SIGQUAlg developed by the GAQ, which includes established institutional evolution indicators that demonstrate the evolution of the institution and contribute to its strategic planning.

The Quality Assurance Committee (CGQ) of the University of Algarve examines, by means of an opinion, the analysis of the SIGQUAlg carried out by the GAQ, submitting both documents to the University Rector. The University Rector deliberates after hearing the Quality Consultative Board (CCQ).

This section describes the procedures and standards in the field of Governance, Teaching and Learning, Research, Inter-institutional Relations and Community, Internationalization and Human Resources, Materials and Support Services, which support the strategic development of the UAlg.

3.1. Quality Assurance in Governance

Ensuring the quality of governance is of the utmost importance to SIGQUAlg, as it determines the degree of UAlg's commitment to the quality of its mission performance, in accordance with its principles and values, as well as its ability to assume adequately the institutional responsibilities to the tutelage and the internal and external stakeholders.

The functions and responsibilities of the governing and consulting bodies of UAlg, its teaching units, services and functional units are well established in the UAlg Statutes, the Teaching Units Statutes and the Institutional Regulation of the Institution's Services (Appendices 1, 3 and 4). The

functions and responsibilities of the University bodies and the Quality Units are also clearly defined (Appendix 2). The participation of the members of the academic community (teachers, researchers, non-teaching staff and students) as well as the interested external parties (graduated by UAlg, employers and entities) in the bodies with responsibility in SIGQUAlg is also assured and well defined (Appendix 2). This form of organization ensures that quality assurance is an integral part of the development strategy, as well as the activities implemented by UAlg.

Monitoring and continuous improvement of Governance contributes to the definition and pursuit of the Institution's strategic orientations, as well as to how the actions and processes necessary for institutional development are planned, organized, coordinated, considering their efficiency and effectiveness.

In addition to incorporating objectives, strategic initiatives and indicators for Teaching, Research and Extension, the Strategic Plan also specifically includes strategic objectives and initiatives for Governance, aligned with the aspects considered fundamental for the development of the institution within its organization and management. The Annual Activity Plan maintains consistency with this structure, integrating the respective implementation processes, stakeholders and expected results into the actions foreseen in the scope of Governance. The UO and Service Activity Plans are articulated with the UAlg's Activity Plan, contributing to its pursuit.

The Annual Activity Report is an essential document to monitor the degree of achievement of UAlg's development strategy, and its analysis and discussion within the management bodies and consultative bodies of the institution.

Notwithstanding the annual quality assurance processes described above, UAlg's various governing and consulting bodies meet periodically (Appendix 3), ensuring continuous monitoring and improvement of UAlg's activities. In addition, the Senate Coordinating Section meets monthly. For these meetings, all the members of the rectoral team, the Administrator of the Social Action Services (SAS) and the Director of the Library are invited. These meetings analyse all relevant issues related to the activities developed and the activities that have to be developed in the area of teaching and learning, research and development, extension and governance, while monitoring the activity of the institution.

UAlg also has an Ethics Commission, a collegial, multidisciplinary and independent advisory body, whose mission is to promote reflection and contribute to the definition of guidelines, aiming to consolidate a policy of safeguarding ethical, bioethical and deontological principles in the areas of scientific research, teaching, interaction with society and the general functioning of the University.

The patrimonial and financial management of the University of Algarve is controlled by a single auditor (statutory auditor or audit firm), in accordance with article 117 of the Legal Regime of Higher Education Institutions[2]. The single auditor issues an opinion on the annual budget, on a quarterly basis, issues an opinion on budget implementation and annually certifies and issues an opinion on the Management Report and Accountability Report (individual and consolidated).

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[2] Law no. 62/2007, of Setember 10th.

3.2. Quality Assurance in Teaching and Learning

On one hand, the national and European benchmarks for quality assurance in teaching and learning, with emphasis on those of the Standards and Guidelines for Quality Assurance in the European Higher Education and of the Evaluation and Accreditation Agency for Higher Education in Portugal (A3ES), are very developed. On the other, the University of Algarve is characterized by its hospitality and proximity to their students, providing an atmosphere which is welcoming to learning and personal development. This way of being of the academic community (teachers and researchers, non-teaching staff and students) has boosted the analysis and continuous improvement of existing procedures, with particular emphasis on the context of teaching and learning and their support services.

This section describes, in some detail, the procedures and standards of quality assurance in all dimensions of teaching and learning.

3.2.1. Creation, Review and Approval of the courses

The procedures that are necessary for the preparation of the formative offer to make available in each school year are established by the University Rectorate, together with the Organic Units and the Department of Biomedical Sciences and Medicine (DCBM), with the Academic Services (SAC), IT Services (SI) and Communication and Protocol Office (GCP), and formalized in Rectorate Dispatch (appendices 6 and 7). This preparation includes the procedures and timetable for the proposal to the Rectorate of the formative offer of existing courses and the creation of new courses, both Advanced Level Professional Courses (TeSP) and post-graduate degrees.

The creation and offer of degree courses (1st cycle, 2nd cycle, integrated masters and 3rd cycle) and non-degree courses (TeSP, postgraduate courses and open courses) is based on compliance with the respective legislation in force, and in the case of 2nd cycle, integrated masters and 3rd cycle courses, as well as TeSP and open courses, they are regulated by UAlg (Annexes 6 and 7). The UAlg regulations also include the aspects considered most relevant for the organization and functioning of these courses.

The organs involved in the creation of new courses are the Pedagogical Council, and the Scientific/Technical-Scientific Council, the directors of the Organic Units and the Senate. The University of Algarve Students' Association (AAUAlg) is always consulted in the creation of new degree courses and in the organization of syllabuses, and the contributions and opinions of the Orders and professional associations, as well as other external entities and individuals considered relevant, are taken into account.

The procedures for creating new formative offer presuppose a prior analysis by the Teaching Unit, about the relevance and degree of alignment of the new courses with the institutional strategy, about their adequacy to national and international references, about the existence of experts and external references in drafting the proposal, on the employability and the preparation of students for active citizenship, which include the contribution of these formations for the personal development of the students. At the same time, in the various stages of consideration of proposals for new courses, by various bodies, there is an evaluation on the existence of knowledge production, as well as the existence of human and material resources that support the teaching and learning in the area(s) of each course.

The review of the courses runs from proposals from the course director, resulting from the continuous monitoring and assessment of teaching and learning, improvement measures adopted within the framework of the Integrated System for the Monitorization of Teaching and Learning

(SIMEA) or recommendations received in connection with the accreditation of courses by the Evaluation and Accreditation Agency for Higher Education in Portugal (A3ES).

Those responsible for the review of the courses are the Pedagogical Council and the Scientific/Technical-Scientific Council and the directors of the Organic Units, assisted by the Course Directors and respective committees.

The formative offer to make available in each school year is decided by the Rector, after consulting the Organic Units, and formalized in Rectorate Dispatches (appendices 6 and 7). The decision is based, in particular, in the analysis of indicators of demand and training efficiency of existing courses, the human and material resources available and the strategic importance to the institution.

The scheduling of tasks, of the directors and of the deadlines for the preparation of the next school year are defined by Rectorate Dispatch, issued annually, and taking into account the experience of previous years, and after consulting the directors of the Organic Units, the Academic Services and the IT Services (Appendices 6 and 7).

3.2.2. Recruitment and Students' follow up

The recruitment of 1st cycle and integrated master's students by the National Access Contest (General Regime) and the Special Regimes Contest is organized by the General Directorate of Higher Education, so in this context the procedures are those already mentioned in the preparation of the formative offer to make available each school year. The monitoring of students is carried out by the Higher Education Access Office, within the structure of the Academic Services, which establishes contact between candidates and the General Directorate of Higher Education. Student recruitment procedures organized by UAlg (Advanced Level Professional Courses (TeSP), master in Medicine, Mature Students (23+ years), Re-admissions, Special Entrance Exams, Change of Campi, and Access of International Students to 1st cycle, post-graduate and integrated master degrees) are duly established in their own regulations in accordance with current legislation. In the case of non-degree courses, and post-graduate degrees, the conditions of admission and of seriation are established by proposal of the Teaching Unit, in proper form and subject to approval by the University Rectorate. Once approved, the recruitment process for these courses is advertised in the webpage of the University.

Procedures for recognition of previous training, as well as proven professional experience, are defined in the regulation for accreditation of previous training and professional experience, facilitating the curricular integration of students recruited by UAlg.

The recruitment and accreditation of previous training and professional experience of UAlg students is carried out in a clear and transparent manner, with procedures available for consultation by all interested parties (Appendices 6 and 7). The implementation of these procedures is monitored continuously by the University Rectorate and the Organic Units, in collaboration with the Academic Services, and are corrected and improved whenever necessary.

The Quality Assessment Office (GAQ) applies an annual questionnaire to characterize the new students. The results of this questionnaire allow a better understanding of the new students of the University, with regard in particular to their origin, their previous school route, their motivations and expectations about the course and the University, how they had knowledge of the course to which they applied. The knowledge of the characteristics of the students is crucial to a strategic project in terms of formative offer and also creates conditions that favour the permanence of these students in the institution, contrary to possible trends for abandonment.

During their academic career new students have services that support and promote their school success. The Social Action Services (SAS) provide a wide range of services in several areas,

particularly in the context of access to scholarships, accommodation in homes, food (bars, canteens and restaurants) and clinical support, and may resort to consultations of various specialties. As a policy of promotion of health and well-being, the SAS support several sports and cultural activities. The SAS apply questionnaires (every six months) to collect views on the degree of satisfaction of students in relation to the catering services and accommodation (Appendix 4). The information collected is used to improve the services provided and incorporates the annual activities report of the SAS.

The Support Office for Students with Special Educational Needs (GAENEE) supports and promotes, as the name implies, the inclusion and the academic success of the student with special educational needs. It contributes to equal rights in terms of equitable efficiency, enabling the participation and integration of the student with special educational needs in all spheres of society, including social, economic, educational, cultural, recreational, sports and politics. For a better monitoring of these students and coordinated response to their needs, the GAENEE incorporates, besides the coordinator, a teacher of each Teaching Unit and an element of the Academic Services. Where necessary the Academic Services and the IT Services assist the GAENEE. Students request procedures for access to the status of a student with special educational needs, as well as examining the application, approval and follow-up of students are well defined (Appendix 6).

The Alumni and Careers Office (GASP) monitors and promotes the professional insertion of new students and contributes to the maintenance of a relationship between the alumni and the institution. This office is responsible for Alumni Mentors programme, which promotes the involvement of alumni in the development of the students' academic career and, at the same time, provides help in preparation of entry into the labour market of today's new students. Additionally, the GASP supports and organizes various training initiatives of students for vocational integration and promotes annually, in collaboration with the University of Algarve Students' Association (AAUAlg), a job fair. Periodically, GASP draws up a report on the vocational integration of alumni of the University. The results of this report are of the utmost importance for the definition and development of formative offer of the University, being appreciated at the Senate and by the Teaching Units.

The Pedagogical Innovation Office (GAIP) develops actions, in articulation with the UO, to monitor and reduce dropout, promote pedagogical innovation practices that contribute to the motivation of teachers and to the learning and success of students. This office also promotes the development of transversal competences in teachers and students.

So that all UAlg students can get to know the organization of the institution and access services to monitor and support their academic path, at the beginning of each academic year it is promoted by the Rectory, in collaboration with the OU, the AAUAlg, the SAC, the GCP, GAENEE and the volunteering group UAlg V+, a program to welcome new students where all the information considered relevant about the institution is disclosed. At the same time students have the opportunity to know the support activities better and how they can access these services through direct contact with those responsible.

3.2.3. Monitoring and Continuous Improvement of courses

The University of Algarve has developed the Integrated System for the Monitorization of Teaching and Learning (SIMEA) as part of the policy to guarantee the quality of its training offer, and in particular of its study cycles, which is defined in the respective standard in Version 1.2. (appendices 6 and 7). This standard establishes the actors and their responsibilities and it systematises the procedures for gathering information, analysing and monitoring Teaching and Learning, with the aim of their continuous improvement.

Additionally, the process of preparing and publishing the Curricular Unit Document (FUC) contributes to the monitoring and continuous improvement of the courses, with a FUC guide available for this purpose.

The Curricular Unit Document (FUC)

The FUCs are fundamental in organising the courses and their teaching and learning processes, and are also indispensable for crediting previous training and disseminating the training offer. In addition, they are essential for informing students about the objectives, teaching and learning methodologies, as well as the methods of assessment in the Curricular Units (UC) in which they are enrolled, in a clear and transparent way.

In accordance with Appendix 2, the FUCs are published up to 31st July of the previous academic year, after the proposal submitted by the Curricular Unit Responsible is validated by the Course Director. The management of the completion and availability of FUCs is the responsibility of the Pedagogical Council, in coordination with the Directors of the Teaching Units (Faculties, Schools, Institutes, Departments) and Course Directors and with the collaboration of the Quality Consultant for each Organic Unit (Faculties, Schools, Institutes, Departments).

The FUCs are completed in Portuguese and English and are supported by the Academic Management Information System (SIGES). The auto-fill fields of the FUC are based on the information introduced by the Academic Services when creating a course study plan (structural and fixed elements), and are supplemented by the manual fill fields, which refer to the variable elements and which are annually updated by the Teaching Unit (Faculties, Schools, Institutes, Departments) and by the Curricular Unit Responsible. Within the scope of the SIMEA, a Curricular Unit was created which establishes the fixed and variable information of the various fields and assigns the responsibilities and procedures for the various stages of designing, filling in, validation, publication and monitoring of the entire procedure.

The FUCs include public and private information. Public information includes identification, characterisation and functioning period of the CU, precedence and/or recommended prior knowledge, learning objectives, programme content, teaching and evaluation methodologies and bibliography. In addition, the FUC includes information which corroborates the coherence between the programme contents and the objectives of the UC and the coherence between the teaching methodologies and the learning objectives of the UC (private information).

The process of designing, updating and disseminating the FUCs gives responsibility to teachers and course directors and moves them towards a joint effort to articulate the objectives, programmes, teaching and learning methodologies, evaluation methods and bibliography of CUs with the objectives for the respective course.

The Integrated System for the Monitorization of Teaching and Learning (SIMEA)

The SIMEA encompasses a set of sequential processes for collecting and analysing information, as well as establishing improvement measures, scheduling and monitoring their implementation, with the aim of continuously improving the quality of teaching and learning at University of Algarve.

In addition to systematising the processes implemented by the University in monitoring teaching and learning, involving all stakeholders (students, teachers, Course Directors, Pedagogical Council, Scientific Council, Scientific and Technological Council and Directors of Teaching Units (Faculties, Schools, Institutes, Departments), the SIMEA is an essential part of the University of Algarve's Internal Quality Assurance System (SIGQUAlg) which complies with national and international standards.

The SIMEA and the computerised support for collecting and analysing information on teaching and learning have been under development since 2014 and currently cover all courses with students enrolled in Curricular Units and their stakeholders.

The Departments of the Teaching Units (Faculties, Schools, Institutes, Departments), the Presidents of the Pedagogical Councils, Scientific Councils, Scientific and Technological Councils and the University of Algarve Students' Association (AAUAlg) were involved in drafting the SIMEA standard. In addition, the University Rectorate, in conjunction with the Quality Assessment Office (GAQ), promotes informational and promotional sessions directed at Course Directors, Curricular Unit Responsibles and student Year Delegates. In these clarification sessions, suggestions for improvement are also collected and are taken into account in the development of the SIMEA. All relevant information about this system is available on the GAQ's page on the intranet.

The SIMEA starts with the application of a closed-response questionnaire, with questions about the Perceived Teaching and Learning applied to students (PEA-E) and teachers (PEA-D). The following questionnaires are applied sequentially to Curricular Unit Teachers and concurrently to Year Delegates, Course Directors, Pedagogical Councils, Scientific Councils, Scientific and Technological Councils and Teaching Unit Directors (Faculties, Schools, Institutes, Departments). These incorporate the results of the previously applied questionnaires and other relevant information, taking the stakeholder into account.

The scheduling of the application of the SIMEA is carried out according to the school calendar, by proposal of theGAQ, in articulation with the University Rectorate and after consulting the Teaching Units (Faculties, Schools, Institutes, Departments). The Pedagogical Councils are responsible for coordinating, monitoring and promoting the SIMEA in the Teaching Units, in coordination with the Teaching Unit Directors, Presidents of the Pedagogical Councils, Scientific Councils, Scientific and Technological Councils, Course Directors and with the collaboration of teachers and students.

The Presidents of the Pedagogical Councils periodically meet with University Rectorate and GAQ to analyse and discuss the process and development of the SIMEA, as well as to plan initiatives for the continuous improvement of pedagogical practices at the University of Algarve. In accordance with Figure 4, students enrolled in a Curricular Unit, as well as the teachers who teach it, simultaneously answer the Student and Teacher Perceptions of Teaching and Learning Survey during the final period of the semester (PEA-E and PEA-D). These questionnaires have several items in common, so that their perspectives can be compared and the convergence/divergence of perceptions between the actors in this process can be analysed.

The Student Perceptions of Teaching and Learning Survey (PEA-E) consists of 28 items and the Teacher Perceptions of Teaching and Learning Survey has 17 items on a 6-point Likert scale (where 1 = strongly disagree and 6 = strongly agree) and the possibility of not expressing an opinion (S/O).

The PEA-E consists of five blocks of questions about their perception of that semester/academic year, the student's self-assessment in the Curricular Unit, the development of competencies, the functioning of the Curricular Unit, the teacher's performance in the Curricular Unit and the support resources for teaching and learning. In addition, it contains three general questions about their opinion about their performance in the Curricular Unit, their opinion about the Curricular Unit, and the performance of the teaching faculty in the Curricular Unit.

The Teacher Perceptions of Teaching and Learning Survey (PEA-D) questionnaire contains three blocks of questions about the student's assessment in the Curricular Unit, the functioning of the Curricular Unit and the support resources for teaching and learning.

Based on the results obtained, corresponding to the teachers/Curricular Unit pairings and to the Curricular Unit/course pairings, the following criteria are defined to start the procedures with a

view to the continuous improvement of quality in teaching and learning. A Curricular Unit should be considered for improvement when at least one of the following situations occurs:

I. the overall assessment of the Curricular Unit by the students is ≤ 3.5;
II. the overall assessment of the Curricular Unit by one or more of the teachers is ≤ 3.5;
III. the students' overall assessment of the performance of one or more of their teachers is ≤ 3.5;
IV. the overall assessment of the students' work by one or more of their teachers is ≤ 3.5.

Regarding academic achievement, a Curricular Unit will be considered for improvement when at least one of the following situations occurs:

I. the percentage of students assessed compared with students enrolled is less than 50%;
II. the percentage of students who passed compared with students enrolled is less than two thirds.
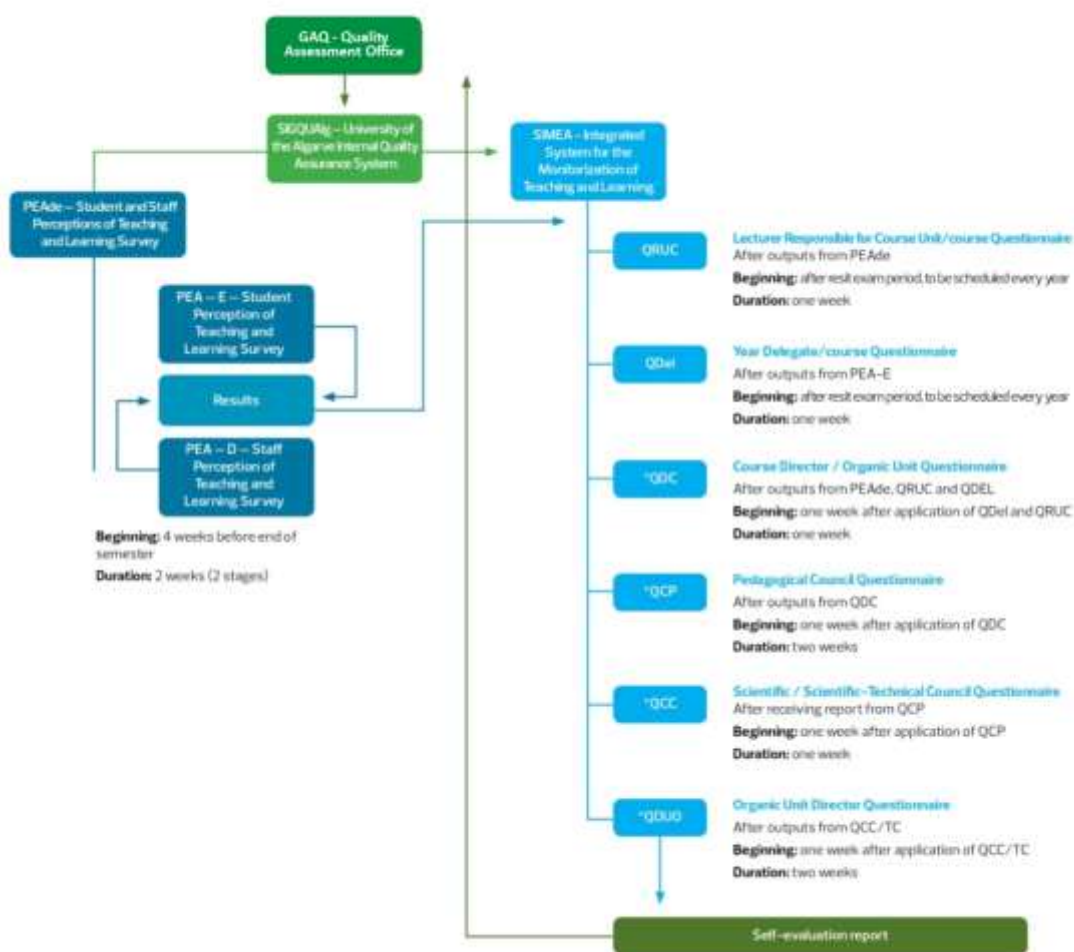
* Filled in two separate phases, one per semester. In the 2nd semester, integrated with QDC, the Annual Course Report (RAC) is filled in.

** Where necessary, the deadline for implementation for the second half of the year is postponed to September.

Figura 4. – Flowchart of the Integrated System for the Monitorization of Teaching and Learning (SIMEA)

After the simultaneous application of the PEA-E and the PEA-D questionnaires, the questionnaires are again applied simultaneously to the Year Delegate and to the Curricular Unit Responsible.

Year Delegates are students elected by their peers (one for each course year). Year delegates are critical in raising the awareness of other students about the importance of answering the PEA-E.

In addition, they collect students' opinions on aspects related to the organization, operation, processes and resources of Teaching and Learning, which are not included in the PEA-E. Based on the information collected, and in representation of all the other year students, year delegates respond to an open-ended questionnaire. The activity of students as delegates is included in the Diploma Supplement.

The year delegate should express the students' opinion when the results of the PEA-E are less than or equal to 3.5. S/he may also present proposals for improvement and indicate strengths and weaknesses, as well as highlight good practices that have been identified by students.

The Year Delegate Questionnaire (QDEL) provides information on the average results from the answers obtained in the PEA-E, available for the five sections of the questionnaire and for the three topic questions related to Curricular Units (CUs), per faculty / unit. The average of the answers to question 4 of section 3 of the PEA-E, dealing with the workload of the Curricular Units is also available.

The complete filled-in questionnaire applied to the Curricular Unit Responsible Questionnaire (QRUC) corresponds to the UC report. Information on success in the UC (enrolled, assessed, failed students), as well as information on the final classifications obtained by the students, is available in the QRUC.

In the QRUC, the average of student responses for the five sections and the three topic questions of the PEA-E relative to the Curricular Units of the semester / school year in question, are also available. The response averages to the questions that constitute the criteria for a UC to be considered for improvement, as well as the students' perception of the work load of the student, about the availability of the teacher (s) to tutor / support the student and information about attendance are also available. The average response of the PEA-D of that particular UC is also available.

The CU Responsible, after analysing the information provided, answers questions about the sequence of UC in the curriculum, the overall quality of teaching and the pedagogical activities. S/he briefly states the strengths and weaknesses of the UC and proposes improvements and their implementation schedule, in light of the less satisfactory results obtained in the various dimensions of the operation of the CU.

After applying the QDEL and the QRUC, the Course Director answers his/her questionnaire (QDC). After the questionnaires are answered for the two semesters, the two questionnaires correspond to the course report (RAC). The RAC integrates the analysis of the main results on the characterization of its students, the demand for the course, academic results, levels of employability, internationalization and other relevant aspects of its operation, as well as on the processes of monitoring and continuous improvement of the course, namely the SIMEA results and other relevant aspects about the functioning of the course.

The QDC provides all the previous information as well as the proposals of the CU Responsible and of the year delegates. In addition, it also has access to some comparative statistical results, namely some indicators.

The Course Director responds to four sections of questions about the functioning of the Curricular Units, student assessment in the course, staff performance and the overall analysis of course evaluation results. In addition, the course director briefly defines the strengths and weaknesses of the course and proposes improvement measures and scheduling, especially those that result from less satisfactory results obtained in the various dimensions of the operation of the Curricular Unit. Proposals for improvement measures should consider the proposals of the course students and teaching staff.

After the filling in of the QDC, the Pedagogical Council (CP) completes its questionnaire. All previous information is available and, taking into account the proposals of the Course Director, the Pedagogical Council should propose the improvement measures to be implemented and their

timing, for the subsequent approval of the Scientific Council. In addition, the Pedagogical Council, in liaison with the Course Directors, monitors and evaluates the results of the implementation of the improvement measures that resulted from the application of the Integrated System for the Monitorization of Teaching and Learning (SIMEA) in previous periods.

The improvement measures and respective scheduling proposed by the Pedagogical Council are present in the Scientific Council/Scientific-Technical Council questionnaire (QCC-CTC), which, upon its pondering, deliberates on its approval.

The Director of the Teaching Unit has access to all the information about the Teaching Unit courses and must decide to approve or not approve the improvement measures and their respective schedule proposed by the Pedagogical Council and approved by the Scientific Council/Scientific-Technical Council. After the application of the SIMEA over a school year, the Director, taking into account the results of the courses as well as other information deemed relevant, performs a self-assessment on the organization and running of the courses. S/he then decides on the strengths and weaknesses and assesses the implementation Improvement measures and their impact on the continuous improvement of teaching and learning in that Teaching Unit. Once completed, this questionnaire is the self-evaluation report to be sent to the Quality Assessment Office (GAQ).

In addition, based on the information collected in the PEA-E and PEA-D Questionnaires, reports are produced per semester, which are made available online to all interested parties, presented by a Curricular Unit / lecturer pair and according to various levels of information access:

- Directors of Teaching Units and Presidents of Pedagogical Councils - All the information;
- Course Director / President / Department Director and Curricular Unit Responsibles - All the information about the respective course / department / Curricular Unit;
- Teaching staff: All the information regarding the respective results of the PEA-E and the PEA-D Questionnaires of the Curricular Unit that they teach;
- Year Delegates: Information on the overall results of the Curricular Unit in which they played their respective role and, if any, corrective measures to be implemented;
- Students enrolled in a Curricular Unit: Access to the aggregated results of the PEA-E and PEA-D Questionnaires;
- Academic Community in general: Aggregated results of the PEA-E and PEA-D Questionnaires by course and Teaching Unit.

The results of the application of the SIMEA are analysed and discussed at the level of the various bodies of the Teaching Unit and the University in a strategy of continuous improvement of teaching and learning, as well as the development of the SIMEA.

Assessment of Teaching and Learning at the University

The Academic Management Information System (SIGES) allows the monitoring of all the information regarding the academic course of the students and the evolution of the formative offer.

In addition, the Quality Assessment Office (GAQ), which is responsible for the centralized application and supervision of Integrated System for the Monitorization of Teaching and Learning (SIMEA) in the institution, analyses the performance of SIGES with respect to its efficiency and effectiveness and proposes improvement measures and their respective implementation schedule. For this, the GAQ uses the relevant information on monitoring of teaching and learning. These, after being approved by the GAQ, incorporate the GAQ's annual report on the performance and development of University of Algarve Internal Quality Assurance System

(SIGQUAlg), which is submitted to the Rector and, once approved, incorporates the Annual Activity Report of UAlg.

The appreciation and recognition of the merit of Teaching and Learning activities is provided for not only in the UAlg Teaching Performance Evaluation Regulation and in the Regulation of the Good Practices Award of the University of Algarve, but also in the procedures established for the recognition of good practices. and continuous improvement in the field of teaching and learning.

The awarding of Excellence grants to new UAlg students with the best averages of entry into higher education, as well as the "Universidade do Algarve" and "Banco Português do Investimento" awards, which recognize the graduates with the best final classification and also the "Prize Career Alumni "that distinguishes and recognizes the career of graduates with proven relevance in the fields of development of society and recognition of the quality of teaching at UAlg, are procedures that the University has to recognize the merit of its students and graduates.

3.3. Quality Assurance in Research

The research is mainly carried out within the framework of the Research Centres (CI) recognized by FCT (Foundation for Science and Technology – research centres) and the Research and Development Centres (CED), which constitute the UAlg Research Units.

The UAlg Statutes establish the organizational model of the Research and Development Units and their integration and articulation with the UO, namely at the level of integration of the Research Centers in the Scientific Councils, but also through their participation in other bodies such as the Academic Senate or the Research Council of the Research and Postgraduate Education Support Centre (UAIC), in accordance with the Organic Regulations of the UAIC.

The Research and Postgraduate Education Support Centre (UAIC) promotes and supports the research and development activity and postgraduate training at the University of Algarve. The Division of Entrepreneurship and Technology Transfer (CRIA) of the University of Algarve is a department of the UAIC whose duties are to add value and validate the knowledge generated in research centres, study centres and other units and departments of Research and Technological Development.

The UAIC is responsible for disseminating information regarding funding opportunities and supporting researchers in the preparation of applications as well as in the administrative and financial execution of projects. Within the scope of knowledge transfer, it supports the protection of inventions through industrial protection mechanisms, supports the creation of companies that result from the activity of the University and the promotion of entrepreneurship and collaborates in the monitoring of the management of technological infrastructures in which UAlg participates.

In its management structure, the UAIC has a Technical Coordinator (equivalent to a Director of Services) and a Research Board. The Research Board is presided by the Vice-Rector for research and includes a representative from each research unit, a representative of each of the teaching subsystems (polytechnic and university), the Technical Coordinator of the UAIC and a representative of the Academic Services. This constitution, which integrates different scientific areas in the same body, fosters interdisciplinarity in research and development and in postgraduate education.

This body has as its main responsibilities the approval of the Annual Plan of Activities of UAIC. It also fosters the links between the various lines of Research & Development of UAlg, evaluates

proposals for the creation and extinction of research units and postgraduate courses, and analyses all direct enquires related to UAlg Research & Development issues.

The University of Algarve has a UAlg Research and Development Policy that was presented and discussed at the Research Council.

The UAIC Research Council monitors the activities of CI and CED, namely through its Annual Activity Plans and Reports and CI evaluation results, by international panels, proposing the necessary actions for the development and consolidation of research activities in the University.

The Doctoral Program Coordination Committee, according to Rectoral dispatch RT.70/2018, promotes greater articulation between the CI and the UO within the scope of continuous improvement processes for doctoral programs, matching supply with demand and contributing to an approximation, with a more formal and continuous character, among the existing programs, between the research and development (R&D) centers of UAlg and society in general.

The Ethics Committee, according to Rectoral dispatch RT.010/2019, has the mission of promoting reflection and contributing to the definition of guidelines, aiming at the consolidation of a policy of safeguarding ethical, bioethical and deontological principles, namely, in the areas of scientific research, teaching, interaction with society and the general functioning of the University.

The appreciation and recognition of the merit of the research results is foreseen not only in the UAlg's Teaching Performance Evaluation Regulation and in the Regulation of the Good Practices Award of the University of Algarve, but also in Rectoral dispatch RT.45/2018 that establishes the guiding principles for the distribution of the teaching service of UAlg teachers. According to this order, up to 90 hours of teaching service may be made available, for research activities and technological transfer to CI directors or coordinators, depending on the respective evaluation results by FCT and researchers, as a result of the success in raising revenue for research and provision of services, or scientific publications indexed in the 1st or 2nd quartile in the WoS Base.

Within the scope of research and development, the University of Algarve Internal Quality Assurance System (SIGQUAlg) integrates the standards of the Foundation for Science and Technology for collecting indicators and for preparing periodic reports for monitoring and external evaluation of research centres. In addition, the SIGQUAlg works closely with the system of evaluation of the performance of teaching staff, integrating their research indicators. Students' contact with research is monitored within the framework of Integrated System for the Monitorization of Teaching and Learning (SIMEA). The Annual Plan of Activities integrates the indicators and the actions foreseen for the accomplishment of the objectives and strategic initiatives of the Strategic Plan for Research. For each action the process of its execution, the people involved and the expected results are identified. The latter, together with the indicators, establish the quality standards for UAlg. The indicators used allow monitoring of the activity of the research units.

The research units have their own regulations and write their activity plans and activity reports. The annual Plan of Activities is linked to the Strategic Plan of UAlg and the Activities' Report incorporates its indicators, as well as others referred to in Appendix 5.

3.4. Quality Assurance in Extension

The Extension is one of the aspects of the UAlg mission and integrates the transfer of knowledge to society, training and lifelong learning, as well as all activities developed in cooperation with the community, which contribute to its development, at the regional, national or international level. This includes all collaborations with institutions and with other entities that do not fall solely within the scope of Teaching and Learning and Research.

These activities are carried out within the Teaching Units (Faculties, Schools, Institutes, Departments) and Research Units or within the framework of other cross-cutting and multidisciplinary structures such as the Life-long Learning Centre (CEFAP), the University of Algarve Language Centre (CL-UAlg), the voluntary group (UAlg V+), the Support Office for Students with Special Educational Needs (GAENEE) or working groups created specifically for various purposes, such as the Working Group on the Mediterranean Diet. The Communication and Protocol Office (GCP), the International Relations and Mobility Office (GRIM), the Alumni and Careers Office (GASP) and the Division for Entrepreneurship and Technology Transfer (CRIA) are UAlg structures that also promote and cooperate in extension activities. These activities count on the collaboration of members of the academic community of UAlg (teaching staff and researchers, non-teaching staff and students), and may or may not be directly associated with Teaching and Learning and Research.

Specifically, in the area of entrepreneurship and technology transfer, UAlg's relationship with companies and other relevant entities is promoted by the CRIA. This division of the Research and Postgraduate Education Support Centre (UAIC) actively collaborates in the valorization of the knowledge produced and in the dynamization of applied research projects, namely through the protection and valorization of Intellectual Property Rights, the promotion of entrepreneurship and support to the creation of technology-based and knowledge companies, and University-business cooperation.

UAlg has a Guide for the protection and transfer of knowledge at UAlg, which compiles and articulates the set of procedures to be adopted in knowledge transfer processes, being a guiding document for the protection, transfer and enhancement of knowledge produced at the University. The appreciation and recognition of the merit of the Extension activities is foreseen not only in the UAlg Teaching Performance Evaluation Regulation and in the Regulation of the Best Practices Award of the University of Algarve, but also in the Rectoral dispatch RT.45/2018 that establishes the guiding principles for the distribution of the teaching service of UAlg teachers. According to this dispatch, up to 60 hours of annual teaching service may be made available for technology transfer activities, as a result of the success in raising revenue for the provision of services or scientific publications indexed in the 1st or 2nd quartile of the *Scopus* Base. Up to 15 hours of teaching service can be allocated to Coordinators of mission structures such as UAlg V+, CeFAP, CL-UAlg and GAENEE.

The activities carried out in the scope of extension are of a much-diversified nature and result not only from interactions between the various structures of UAlg and representatives of the community, but also from interactions through personal contacts of members of the academic community. Until a few years ago the importance of this aspect of UAlg's mission was less recognized, except for the one carried out in the field of entrepreneurship and technology transfer. For this reason, although extension activities are of major relevance to the institution, it is very difficult to know all the activities developed and analyse their impact on the development of society.

Notwithstanding the above mentioned, most extension activities are planned and monitored by the structures responsible for their implementation, being reported in the respective activity reports and, overall, the strategy for the development of this aspect of UAlg's activity is described in the Strategic Plan and the actions planned for its development are incorporated in the Annual Activity Plan and its execution monitored in the Annual Activity Report of the University.

UAlg's activity report incorporates the information that integrates the above-mentioned reports as well as the indicators of Appendix 5. The extension has several established procedures (Appendix 6).

3.5. Quality Assurance in Internationalization

The internationalization of education and research has been a strategic development priority of UAlg, which is well established in the Strategic Plan and the Plan of Activities. Although to a lesser extent, extension has also contributed to the internationalization of the University.

In education and research, UAlg has a long experience in organizing and coordinating training offer in cooperation with other countries and international mobility programs. More recently it has been promoting and stimulating the special competition for access and admission of the international student to study cycles of undergraduate degrees and integrated masters, whose procedure is established in the respective regulation (Appendix 6).

The International Relations and Mobility Office's (GRIM) mission is to promote internationalization activities through the strengthening of UAlg's participation in interuniversity cooperation networks, the promotion and follow-up of foreign delegation visits programs, the preparation and implementation of cooperation protocols of international scope, the promotion of the mobility of the academic community, the coordination of mobility in the different international programs and the organization of the respective processes, support for foreign students who wish to study at UAlg, namely through the follow-up of procedures for formalizing their acceptance by the Teaching Units (Faculties, Schools, Institutes, Departments) and the Research Units and coordination of host actions to teaching staff, non-teaching staff and foreign researchers.

In the field of education, GRIM performs its functions in close collaboration with Teaching Units (Faculties, Schools, Institutes, Departments) and Academic Services; in research and extension, it is assisted by the Research and Postgraduate Education Support Centre (UAIC). The Communication and Protocol Office (GCP) supports the activities carried out in the scope of internationalization, promoting and disseminating the training offer, research and extension.

GRIM has well established procedures for all its areas of activity (Appendix 6) and the monitoring of satisfaction with the quality of services provided in the internationalization of the institution is carried out through the application of questionnaires to incoming students, outgoing students and teaching staff (Appendix 4 - Table A-4.2). The information collected in the questionnaires is used in the continuous improvement of the services provided. The evolution of UAlg's internationalization is monitored through the indicators in Appendix 5 - Table A.5.1., whose evaluation is incorporated in GRIM's Annual Activity Report, which contributes to the University Activities Report.

3.6. Quality Assurance in Human Resources, Materials and Support Services

UAlg's human resources are of utmost importance for the institution's balanced and sustainable development. UAlg has adequate and transparent procedures for the recruitment of teaching and non-teaching staff, as well as regulations, standards and procedures for assessing their performance in accordance with the legislation in force (Appendices 6 and 7).

In the case of non-teaching staff, the Integrated Management and Performance Evaluation System in Public Administration (SIADAP) is used, and the performance evaluation is carried out biennially. According to the legislation in force, SIADAP aims to contribute to the improvement of the performance and quality of service of the Public Administration, for the coherence and harmony of the action of the services, leaders and other workers and for the promotion of their professional motivation and development of competences. At UAlg, the contractualisation of the individual objectives of non-teaching workers is, in priority, aligned with the objectives contemplated in the Strategic Plan and translated into the Annual Activity Plans of the institution and its structures.

According to the General Regulations for the Evaluation of the Performance of UAlg Teaching Staff, this evaluation system is fundamentally aimed at enhancing the performance of teachers and the continuous improvement of their activity, in harmony with the institution's mission and objectives. The performance evaluation is triennial and focuses on the following aspects, as applicable: a) Teaching; (B) Scientific research, artistic or cultural creation or technological development; C) Extension, scientific dissemination and economic and social valorization of knowledge; D) Management.

The results of the performance evaluation of teaching staff are monitored by the Coordinating Committees for Teacher Performance Evaluation and by the Coordinating Council for Teacher Performance Evaluation. In the case of non-teaching staff, monitoring is carried out by the Autonomous Sections of the Evaluation Coordinating Council and by this Council. When necessary, measures are taken to improve the performance of UAlg workers.

There is an annual training plan at UAlg, the preparation of which is coordinated by CeFAP, in articulation with the SRH and the GCP, and the training carried out is monitored. Whenever possible, opportunities for personal development are provided, promoting the participation of staff in degree courses or free courses or training actions promoted, namely, by CeFAP, in seminars and conferences or other activities, including those of volunteering promoted by UAlg V+. According to Rectoral dispatch RT.49/2015 (Appendix 7), the institution's teaching and non-teaching workers benefit from a reduction or exemption from the payment of tuition fees, when enrolled and with academic success in UAlg courses.

The commitment of the services and offices to UAlg's quality policy and strategy is promoted through the participation of its managers in the structures that integrate the University of Algarve Internal Quality Assurance System (SIGQUAlg). In addition, there is an interlocutor for quality in each service or office, which is continuously articulated with the Quality Assessment Office (GAQ). This interlocutor promotes and stimulates activities in the scope of quality assurance to be implemented in the respective service or cabinet, contributing to the dissemination of the quality culture and the fulfillment of its objectives.

The quality assurance of UAlg's activities support services is based on the implementation of formal procedures for processes that are regulated by law or that, by their scope or massive application, require that they be properly established, allowing their traceability, monitoring and continuous improvement.

The formal procedures are established based on the legislation in force and the precepts contained in the statutes, regulations, dispatches, standards and other strategic documents of UAlg (Appendices 6 and 7).

The establishment and review of the established procedures are promoted by the services themselves, in cooperation with the management bodies of UAlg, in response to new needs or resulting from adjustments and corrections required by existing procedures. This process of continuous improvement of the procedures in force allows to respond in a more efficient and effective way to the requirements of the strategic development of the institution.

The services and offices elaborate annually their plan of activities, aligned with the objectives and initiatives of the Strategic Plan of UAlg, as well as the report of activities. In the latter a summary of the planned activities is carried out and the degree of accomplishment of the objectives that contribute to the execution of the Plan of Activities of UAlg is presented. The activity report of the services and offices also presents an analysis of the strengths and weaknesses and their improvement measures and implementation schedule, and also the monitoring of improvement measures for the previous year. The activity reports of the services and offices are sent to the Studies and Planning Office (GEP) and to the Quality Assessment Office (GAQ). This information is used by the Rectorate, in articulation with GEP and GAQ, in monitoring the execution of UALGs' Plan of Activities. The Quality Assessment Office (GAQ) promotes with the departments and offices the analysis of the results obtained and monitors the implementation of the improvement measures.

In addition, within the framework of the Integrated System for the Monitorization of Teaching and Learning (SIMEA), the students' opinion on the resources to support teaching and learning, namely the infrastructures in support of the classes (classrooms, computer and study rooms, laboratories, among others) and the infrastructures of bibliographic support are collected every semester. Teachers are asked about the same support resources and about the adequacy of administrative and logistical support. These results are used to monitor the quality of teaching and learning and, whenever necessary, improvement measures and their implementation schedule are proposed. When necessary, services and offices are requested to collaborate in improving available resources.

The Good Practices Award of the University of Algarve, according to the present regulations, allows for the identification and dissemination of the best practices implemented at UAlg and the recognition of the merit of its managers and structures involved.

The appreciation and recognition of merit in Teaching and Learning activities is provided for in the procedures established for the recognition of good practices and continuous improvement in the scope of teaching and learning.

In the context of research and knowledge transfer, Rectoral dispatch RT.45/2018 establishes the attribution of hours of teaching service to researchers and professors, for research and technological transfer activities, recognizing the merit of their performance.

Every two years, a questionnaire on the organizational climate and job satisfaction is applied to all University workers. Based on the responses to this questionnaire, a report is produced which is presented and discussed in a public session addressed to all workers, teachers, non-teaching staff and researchers. The results obtained make it possible to formulate improvement proposals that are incorporated in the planning documents and worked with the structures responsible for their implementation, with the aim of improving the University's performance in this area.

The management and allocation of spaces are the responsibility of the Rectorate in cooperation with Technical Services. The spaces not allocated to Teaching units (Faculties, Schools, Institutes, Departments) or Research Centres are under the responsibility of the Rectorate, the rest being the responsibility of the entity to which they are assigned. The monitoring of the occupation of

the spaces of UAlg is carried out by the Rectorate along with the Technical Services, being elaborated documents where the spaces are registered by type of use, its area and the person in charge of its management. Periodically the occupation and use of the spaces is evaluated using indicators of space utilization according to the typology (laboratory space, teaching / study space, teachers' offices, service / management offices, meeting rooms / Multiuse, technical support spaces, storerooms). Based on this monitoring, the necessary decisions are taken regarding the optimization of the use of the spaces and decided, whenever there is available space, new allocations that arise from new needs of the different structures of the UAlg. There is a proper form for requesting temporary spaces to be filled by the directors of the Teaching Unit (Faculties, Schools, Institutes, Departments), Research Unit or Functional Units, where the necessary requirements for the requested spaces are explained and the reason for their need is justified.

The maintenance of the infrastructures is carried out by Technical Services. In each building there is an identified manager, who is responsible for collecting the information on the repair / maintenance needs of the building and submitting the respective requests in the STGES computer system. The requests are identified by type of intervention and addressed to the Technical Services that analyses them and directs them to those responsible for the intervention to be performed. This system allows the building manager to see in what state of execution his request is found. The process is only concluded by action of the applicant, after he accepts that the intervention was carried out.

UAlg has complaint books in the services with public service, duly publicized and legal procedures are complied with. In addition, UAlg has a procedure for compliments, complaints and suggestions, which allows the submission of the same online. These messages are categorized according to their typology and subject, being analysed and sent to the units, services or offices in question.

4. Management and Publication of Information

UAlg has the necessary mechanisms for the collection of information, as well as for its analysis, along with the necessary procedures for the use of its results and other information, which may be considered relevant in decision-making processes, with the objective of continuous improvement of the institution. Relevant information on the activities carried out at UAlg is available and accessible to interested parties. This section describes the existing information systems and procedures for collecting information, as well as those for publishing the information considered relevant.

4.1. Information Management

UAlg has an information management and publicity policy, as well as the necessary mechanisms for the collection of information and its analysis, with the necessary procedures for the use of the respective results and other information, considered relevant in the decision-making processes, with the objective of continuous improvement of the institution. Relevant information about the activities developed at UAlg is available in an accessible form for interested parties. This section describes the existing information systems and procedures for collecting information, as well as those for publishing the information considered relevant.
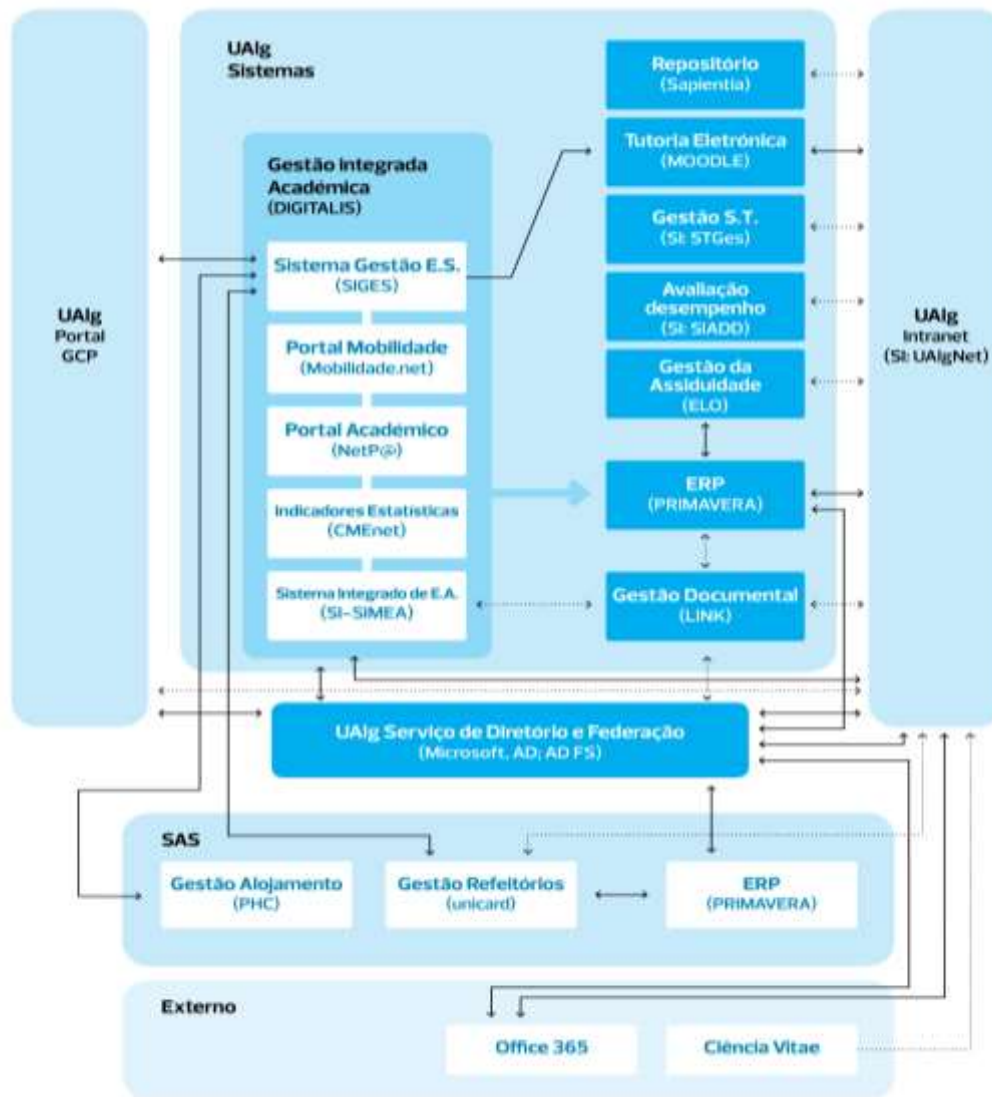
Label: System name (name of the entity that developed it or the product). Completed links – continuous trace; connections under development – in dashed lines.

Figure 5. – UAlg's Information Systems Architecture

These platforms / information systems are particularly important in the processes of managing, collecting, analyzing and publishing the information necessary to the University of Algarve Internal Quality Assurance System (SIGQUAlg) and are constantly evolving to follow the implementation and consolidation needs of monitoring and continuous improvement of the development Strategy of the UAlg activity.

In the area of teaching and learning, academic management is ensured by the Academic Management Information System (SIGES), which feeds other support systems, namely the International Mobility Management Information System (mobility.net), the information system which supports the Integrated System for the Monitorization of Teaching and Learning (SIMEA), the electronic tutoring (MOODLE), the academic statistics system (Cme.net) and Académico, which is the interface portal between the Academic Management Information System (SIGES), users and the UAlg portal.

The Accommodation Management system for registering and managing student accommodation and the Canteen Management system, for managing cafeterias and bars, have interfaces to receive information from students registered with SIGES.

Primavera is the ERP (Enterprise Resource Planning) that integrates all data and processes related to human, financial, property and project area resources. The Attendance Management System is in the final stages of implementation, which interacts directly with ERP Primavera in the area of registration of absences and absences with a special focus on staff salaries.

The Intranet (UALGNET) is UAlg's internal dissemination portal, integrating the institution's relevant information in a single application. It is through this portal that the deliberations of the institution's governing and management bodies are communicated and disseminated, and all information considered relevant to the academic community is made available. On the UAlg Portal, pertinent information is disclosed to interested external parties on the institution's structure, organization and relevant activities. UALGNET aggregates information from ERP Primavera, the set of modular SIGES applications and the OFFICE 365 platform and provides a set of indicators that support decision-making.

The UAlg Portal, coordinated by the Communication and Protocol Office (GCP) in partnership with the IS, is the main communication channel with the outside world, with pertinent information being disseminated to interested external parties on the structure, organization and activities relevant institutions.

UAlg's Repository (SAPIENTIA) brings together the scientific publications produced by UAlg professors and researchers, helping to maximize their visibility, ensuring easy access to this collection, improving the public impact of the University's scientific activity and ensuring the preservation of its memory.

The Internal System of Teacher Performance Evaluation is the platform which supports the evaluation of teaching performance.

The Technical Services Management System (STGes) collects the intervention needs of the Technical Services, recording materials, costs and hours of work and, in the case of external intervention, how much this has burdened the institution. Document Management manages the institution's document flow. As previously mentioned, there is still a set of interconnection interfaces under development (short term) which are represented in broken lines in the figure. Finally, the connection to the Ciência Vitae platform is also planned within a short period.

These computer systems / platforms, together with other processes and procedures for collecting and analyzing information, provide the necessary support for the management, collection, analysis and publication of relevant information for interested parties in UAlg's various areas of activity. As such, they prove to be essential in the processes of analysis at the various levels of its organizational structure, supporting the decision-making processes, which lead to the continuous improvement of the institution.

In addition, questionnaires are used to obtain information about expectations, satisfaction and quality of the performed activities and rendered services. Tables A.4.1. to A.4.3 of Appendix 4 indicate the questionnaires carried out, the methodology of their application, their periodicity, as well as those responsible for their application. This information, as well as institutional development indicators (Appendix 5) is of the utmost importance in the process of continuous improvement of UAlg's activity.

The academic community (students, professors, researchers and non-teaching staff), as well as the interested external parties, actively participate in the various bodies and structures of UAlg in

the processes of assessment, analysis of results and continuous improvement of the institution's activities (Appendix 3).

The Rectory is responsible for coordinating the treatment, analysis and systematization of information, in conjunction with the GAQ and with the support of the SI.

4.2. Dissemination of information

The provision of relevant, reliable, impartial and up-to-date information to stakeholders and to the various levels of UAlg's structures and management bodies is of the utmost importance to the University of Algarve Internal Quality Assurance System (SIGQUAlg).

The disclosure of internal information is ensured through the Intranet, where all pertinent information about UAlg is available, according to the target audience. These include rights and duties and regulations and procedures necessary for the development of the institution's activities.

The dissemination of information externally is carried out through the UAlg Portal. The Communication and Protocol Office is responsible for managing the information available on the Portal, in coordination with the Rectory and with the support of the Organic Units, the Research Units and the Functional Units, services and offices.

The UAlg Portal provides all the relevant information about the institution and its activities in teaching and learning, research and development and extension. The information available for consultation by external stakeholders includes pertinent national legislation and is in line with the ESG Standards and Guidelines for Quality Assurance in the European Higher Education Area and the Evaluation and Accreditation Agency for Higher Education in Portugal (A3ES) benchmarks for the Internal Quality Assurance System (IQAS) of the Higher Education Institutions.

5. Monitoring, evaluation and continuous development of the University of Algarves' Internal Quality Assurance System (SIGQUAlg)

Continuous monitoring, evaluation, development and improvement of the SIGQUAlg is ensured through the systematic analysis of reports produced by the various bodies and structures of UAlg. The annual activity report incorporates an analysis section by the SIGQUAlg, which integrates not only a synthetic analysis of information contained in the other reports, but also an assessment of the state of development of the SIGQUAlg with reference to the Evaluation and Accreditation Agency for Higher Education in Portugal (A3ES).

In a process of continuous improvement of the SIGQUAlg, the comments, suggestions and recommendations of the bodies with functions and responsibilities in the SIGQUAlg and its participants (Appendix 2), as well as other stakeholders, are always considered.

Additionnaly, the results of the auditing processes of the degrees submitted to accreditation by the Evaluation and Accreditation Agency for Higher Education in Portugal (A3ES) have contributed in a relevant way to the implementation of new practices and to the mobilization and involvement of the academic community in the processes of continuous improvement of the quality of the institution.

The results of other external audits carried out in recent years, notably by the Audit Office, the General Inspection of Higher Education and the Ministry of Finance, have also contributed to the improvement of the institution's performance, as a result of specific aspects which have been corrected or improved and systematically implemented.

The monitoring, evaluation and improvement of the SIGQUAlg is promoted by the Quality Assurance Committee (CGQ), with the support of Quality Assessment Office (GAQ). This office prepares an annual report, which incorporates an analysis of the performance and state of development of the SIGQUAlg, based on the results of all audits carried out at UAlg and the contributions of the various stakeholders. This report includes proposals for improvement measures and their respective implementation schedule for the development and continuous improvement of the SIGQUAlg. The CGQ, in accordance to its attributions, analyses and deliberates based on the conclusions of this report. The proposals for improvement and their timing are submitted to the Rector for appreciation.

Once approved, improvement measures which, because of their nature, cannot immediately be implemented, but only in the medium / long term, are incorporated in the GAQ's action plan and, when pertinent, integrated as actions in UAlg's Annual Activity Plan.

6. Appendices

Apendix 1. Organizational Structure of UAlg

1.1 Competences of the organs of direction and management

1.1.1   The Government Bodies of UAlg

- **General Council**

The General Council is the most important collegiate body of government and strategic decision of the University.

1) To elect the President, among the external personalities of recognized merit;

   b) To approve its regulation;

   c) To approve amendments to the statutes of the University, in accordance with the law;

   d) To draft and approve the electoral regulation, organize the election procedure and elect the Rector, in accordance with the law, the statutes and the respective regulation;

   e) To analyze the acts of the Rector and of the Management Council;

   f) To propose initiatives considered necessary for the proper functioning of the University;

   g) To define the frame of administrative and financial relationship between the government bodies of the University and of the organic units;

   h) To appoint the Student Ombudsperson and approve the regulation of their activities;

   i) To approve, upon proposal by the Academic Senate, the Charter of rights and duties of the different bodies of the academic community of the University of Algarve;

   j) To perform other functions provided for in the law and the statutes.

2) The duties and responsibilities of the General Council, following a proposal from the Rector, are:

a) To approve the medium-term strategic plans and the plan of action for the four-year term of Office of the Rector;

b) To approve the general institutional guidelines at the scientific, educational, cultural, patrimonial and financial levels;

c) To create, transform or extinguish organic units, research and development units and functional units;

d) To approve the annual plan of activities and analyse the annual report of the activities of the institution;

e) To approve the proposed budget of the University, including the allocation of resources to its various structures;

f) To approve the consolidated annual accounts, accompanied by the opinion of the auditor;

g) To fix the fees payable by students;

h) To propose or permit, as provided in the law, the acquisition or disposition of real estate assets of the institution, as well as credit operations;

i) To approve the creation of the collective people that are constituted by the University in accordance with the provisions of paragraph 1 of article 14;

j) To authorize the establishment of consortia for the purpose of the provisions of article 15;

k) To comment on the remaining issues presented by the Rector.

- **Rector**

The Rector is the highest organ of government and external representation of the University. The Rector directs and represents the University, notably:

a) To prepare and submit to the General Council proposals for:

   i) Medium-term strategic plan and action plan for the four-year term of the mandate;

   ii) General institutional guidelines at the scientific, educational, cultural, patrimonial and financial levels;

   iii) Anual plan and activities report;

   iv) The University's Budget, including the allocation of resources to its different structures;

   v) Consolidated annual accounts, accompanied by the opinion of the auditor;

   vi) Acquisition or disposal of real estate assets of the institution and credit operations;

   vii) Creation, transformation or extinction of organic units, research and development units and functional units:

   viii) Creation of collective people which are established in accordance with the provisions of paragraph 1 of article 14 of the Statute of UAlg;

   ix) Establishment of consortia for the purpose of article 15 of the Statute of UAlg;

x) Fees payable by students.

b) To approve the creation, suspension and revocation of courses on the advice of the Academic Senate;

c) To approve the maximum numbers of new admissions and enrollment in each course of study in each school year, in consultation with the organic units;

d) To supervise in academic management, deciding, namely, the opening of tenders, the appointment and hiring of staff in any capacity;

e) To proceed to the appointment of judges for examination panels acting on a proposal from the Scientific Councils and Scientific-Technical Councils;

f) To supervise, deciding the system and regulations of assessment of teachers and students;

g) To guide the human resources management and administrative and financial management of the institution, ensuring efficiency in the use of its means and resources;

h) To supervise the Social Action Services and appoint and dismiss the respective administrator;

i) To assign support for students within the framework of social action, in accordance with the law;

j) To approve the granting of titles or honorary awards;

k) To establish school awards;

l) To approve the statutes of the organic units;

m) To approve the elections and appointments of members of the bodies of government of the organic units, only being able to refuse on the grounds of illegality, still having to give them tenure;

n) To appoint and dismiss, in accordance with the law and the statutes, the administrator and the leaders of the services of the institution;

o) To reallocate the teaching staff, researchers and others among organic units;

p) To exercise disciplinary authority, in accordance with the law, after consulting the Academic Senate;

q) To ensure compliance with the resolutions taken by the bodies of government of the institution;

r) To approve the student's disciplinary regulations and other regulations provided for in the law and in the statutes, subject to the regulatory power of the organic units and research units within their own powers of the respective organs;

s) To ensure compliance with the laws, statutes and regulations;

t) To propose initiatives considered necessary for the proper functioning of the institution;

u) To perform other functions provided for in the law and in the statutes;

v) To report to the respective Minister all the data required, namely the plans and budgets and activity reports and accounts;

w) To take the necessary measures to guarantee the quality of teaching and research in the institution, in its organic units and in the research and development units;

x) To represent the institution in court or outside of it.

- **Management Council**

The Management Council is the University's organ of administration as well as financial and human resources management. It is composed of the Rector, who presids, the Vice Rector appointed for the purpose by the Rector, the administrator, the responsible for financial and property services and a student, designated by the Academic Association (AAUAlg).

The duties and responsibilities of the Management Council are:

a) Lead the administrative, patrimonial, financial and human resources of the University and promote the rationalization and efficiency of the services of the institution;

b) Fix the rates and fees.

1.1.2 Consultation Bodies of UAlg

- **Academic Senate**

The Academic Senate is the body of reflection and strategic coordination of the University, of the Rector permanent consultation, and of support to the academic management, promoting cohesion among all organic units and between the Polytechnic and University sectors, respecting their identity and values.

The action of the Senate must stimulate the development, harmonization and mutual collaboration, enhancing the synergies, the rational use of resources and the development of centres of excellence in the activities of teaching, research, knowledge transfer and appraisal and of providing specialized services to the community.

The Senate can work as a plenary or by sections, presided by the Rector, in accordance with the respective regulation.

The Senate competences are, namely:

1) Elaborate and approve its regulation.

2) Within the scope of mandatory consultation:

 a) To comment on the proposals referred to in points (i)), ii) iii), (iv)), v), vi) and x), subparagraph (a)) of paragraph 1 of article 33 of the Statute of UAlg;

 b) To issue an opinion on the matters which are submitted by the General Council;

 c) To issue an opinion on the proposals to be submitted by the Rector to the General Council for the establishment, alteration or extinction of organic units;

 d) To issue an opinion on the proposals for creating, reworking or extinction of degrees or course or studies;

 e) To elaborate proposals, or issue an opinion, on the allocation of titles or honorary awards;

 f) To elaborate proposals, or issue an opinion, on the creation of school prizes.

3) Within the scope of academic coordination:

 a) To comment or elaborate proposals on the general guidelines of the University policy regarding the development and planning of teaching, scientific research, the transfer and exploitation of knowledge, of the provision of specialized services to the community and of the cultural action;

b) To develop operational procedures of scientific, scientific-technical and pedagogic functioning of the University;

c) To prepare and propose to the General Council the Bill of rights and duties of the different bodies of the academic community of the University of Algarve;

d) To comment on internal evaluation procedures of the University, of the organic units of the degrees, of the services and activities aimed at improving academic performance;

e) To propose rules for the organization of academic ceremonies;

f) To propose rules on the use of costumes and academic regalia and decide on possible amendments;

g) To propose the general lines of pedagogical nature, in particular with regard to the academic calendar and exam times, assessment methods, frequency and transition of year regimes and precedence scheme;

h) To propose, in the context of the legal framework in force, the University requirements for the award of degrees, diplomas and academic titles;

i) To establish the guidelines of training plans of teaching and researching staff;

j) To establish the general rules applicable to acts relating to the careers of teaching and researching staff, in particular the opening of tenders, composition of respective judges, hiring, appointment or permanent contracting, renewal of contracts, without disregard of the legal imperatives;

k) To propose general rules applicable to the distribution of teaching service, in order to ensure the best use of the available human resources;

l) To comment on the matters submitted by the Rector, or at the request of the Scientific and Scientific-Technical Councils of the organic units.

- **Economic and Social Council**

The University has a consultative body called the Economic and Social Council, aiming at the promotion of relations between the University and the surrounding region, within the social and economic levels, whose competences are:

1) To comment on the medium-term strategic plans and the plan of action for the four-year term of Office of the Rector;

2) To comment on the annual plans of activities and annual report of activities of the University;

3) To comment on the remaining issues that are presented by the Rector or by the General Council;

4) To contribute to the links between the University and the region.

1.1.3   Government bodies of the organic units

The organic units are units of teaching and research, with statutory, scientific, pedagogical, cultural and administrative autonomy and are known as:

1) Faculties, in the case of university education;

2) School or Institute of higher learning, known as schools, in the case of polytechnic education.

The bodies of the organic units are: the Director, the Scientific Council in the Faculties, the Scientific -Technical Council in the schools and the Pedagogical Council.

- **Director**

1) The Director is elected by universal suffrage, independently by the three bodies which make up the organic unit.

2) The Director is assisted by a Deputy Director freely appointed and dismissed by the former.

The Director's competences are:

a) To represent the organic unit before the other bodies of the institution and before external bodies;

b) To run the organic unit services and approve the necessary regulations;

c) To approve the proposed school calendar, the timetable of the school tasks, as well as the educational plan of the organic unit, after consulting the Scientific or Scientific -Technical Council and the Pedagogical Council, in accordance with the General principles defined for the University;

d) To approve the distribution of the teaching service approved by the respective Scientific or Scientific -Technical Councils;

e) To implement the deliberations of the Scientific or of the Scientific-Technical Council and of the Pedagogical Council, when they are binding;

f) To exercise disciplinary authority that is delegated by the Rector;

g) To prepare and submit for higher approval than the plan and the respective activities report of the organic unit, which should include the project budget required for its implementation;

h) To study and propose arrangements and contracts to provide services of interest to the organic unit;

i) To perform other functions provided for in the law or in the statutes of the organic unit;

j) To perform the duties delegated by the Rector.

- **Scientific Council (in the organic units of the University subsystem) / Scientific-Technical Council (in the organic units of the Polytechnic subsystem)**

The competences of the Scientific Council and of the Scientific -Technical Council are, namely:

a) To draft and approve its regulation;

b) To plan the scientific development of the organic unit;

c) To propose or comment on the teaching plan of organic unity in particular, at the level of the guidelines and programming;

d) To issue an opinion on the creation, transformation or extinction of organic units of the University;

e) To approve the rules and regulations relating to the criteria of distribution of teaching service;

f) To decide on the distribution of teaching service, subjecting it to the approval of the organic Unit Director;

g) To propose or comment on the creation, suspension or extinction of 1st and 2nd cycle course of studies;

h) To propose or comment on the creation, suspension or extinction of 3rd cycle course of studies, after consulting the research centers of the respective scientific areas;

i) To approve the study plans for the course of studies taught;

j) To approve the transition schemes between study plans, when there are curricular changes;

k) To propose or comment on the activities of lifelong learning, and approve the regulations and study plans of the degrees and of the training actions to be carried out within the framework of these activities;

l) To approve the pedagogical guidelines and the methods of teaching and evaluation;

m) To approve the scheme of validity of enrollment, transition of year and precedence within the framework of the laws in force and of the general criteria defined for the University;

n) To issue an opinion on the regulation of evaluation of students;

o) To issue an opinion on the academic calendar;

p) To decide on equivalence and recognition of degrees, diplomas, courses and course components and on the accreditation of acquired competences;

q) To propose or comment on the creation of school prizes;

r) To propose or comment on the award of titles or honorary prizes;

s) To propose or comment on agreements and international partnerships;

t) To propose members of the jury in examination panels;

u) To perform the other acts predicted in the law regarding the teaching career and the recruitment of academic and research staff of the respective organic unit;

v) To approve the internal rules and regulations applicable to the recruitment, promotion and renewal of contracts of the academic and research staff, taking into account the legal provisions in force and the criteria set by the Senate;

w) To approve the training plans of the academic staff of the organic unit;

x) To approve the internal rules and regulations concerning special arrangements applicable to students, taking into account the legal provisions in force and the general criteria defined by the Senate;

y) To decide on the issues presented by other bodies of the University or of the organic unit;

z) To perform other functions assigned to them by law.

- **Pedagogical Council**

In the context of the General guidelines defined by the Academic Senate, the competences of the Pedagogical Council are:

a) To draft its regulation;

b) To issue an opinion on the pedagogical guidelines and on the general methods of teaching and evaluation;

c) To promote regular surveys on the pedagogical performance of the organic unit, as well as their analysis and dissemination;

d) To promote the assessment of the pedagogical performance of teachers, by the students, and by the teachers themselves, as well as its analysis and dissemination;

e) To consider the complaints concerning educational failures, and propose the necessary measures;

f) To approve the regulation of students' evaluation;

g) To comment on the system of validity of enrollment;

h) To comment on the creation of course of studies and on the study plans of the course of studies taught;

i) To comment on the creation of school prizes;

j) To comment on the academic calendar and on the exam maps of the organic unit;

k) To perform other competences conferred by law or by the statutes of the respective organic units.

The University of Algarve has, on direct dependency of the Rector's Office, the Department of Biomedical Sciences and Medicine (DCBM). For the purposes of this Manual, the same regulations of the organic units are applied to DCBM, mutatis mutandis, with the adaptations resulting from the rules included in the Dispatches that define the functioning of this Department.

The departments, departmental areas, scientific areas and nuclei, which are part of the internal structure of the Faculties and Schools, for the purposes of this Manual, are generally referred to as departments. To the same effect, the people in charge of departments, departmental areas, scientific areas or nuclei will be referred as president of the department.

1.2 Functional Units

The University has two functional units:

- Library;
- Research and Postgraduate Education Support Centre.

1.2.1 Library

The library is a functional unit that has administrative autonomy, which hosts all the institution's libraries, and information and documentation areas. The goals of the library are:

a) To support the scientific, pedagogical and cultural activities of the University;

b) To promote the cultural policy of the University;

c) To organize and support activities of cultural extension.

1.2.2 Research and Postgraduate Education Support Centre (UAIC)

The Research and Postgraduate Education Support Centre (UAIC) is a functional unit with administrative autonomy, dedicated to the technical and administrative support the research and development units and to the organic units of the University in their activities of research and development (R&D) and post-graduate education.

Nature and areas of intervention of the Services

The services are aimed at providing technical and administrative support to the University's governance, supporting its organic units. For reasons of efficiency of the services, and according to the extent of the effective needs of the users, some of them will be decentred by the various organic units.

Student Ombudsperson

The student Ombudsperson is an independent body whose function is the defense and promotion of the rights and legitimate interests of students, acting with autonomy and impartiality.

The student Ombudsperson is appointed by the General Council, among individuals who do not belong to the University.

1- The competences of the student Ombudsperson are:

   a) To make recommendations to the appropriate bodies, to the teachers, and to the services with a view to the correction of illegal or unfair acts that affect students or to the improvement of services provided to them;

   b) To point out the shortcomings of the current regulations, approved by the competent statutorily bodies, issuing recommendations for their interpretation, amendment or repeal, or suggestions for the development of new regulatory standards in everything that relates to students;

   c) To issue opinions on any matters related to his activity, at the request of the General Council, the Rector or the Directors of the organic units;

   d) To issue opinions on developing actions to improve the quality of teaching/learning as a result of systemic analysis of the issues presented to him.

2- The student Ombudsperson has also to analyse issues presented by the students, without decision-making power, on matters of social action, educational and administrative matters or any others of interest.

Administrator

The University has an administrator, freely appointed by the Rector, with knowledge and experience in the field of management.

The competences of the administrator are:

a) To guarantee the current management and coordinate the central services of the University, under the supervision of the Rector;

b) to perform all the duties and all the competences that are committed or delegated by the Rector.

The scope of the various Offices and Services of UAlg is summarized in the following table (Table A.1.1.).

Table A.1.1 – Summary of responsibilities of the Offices and Services of UAlg

Service	Scope
Support services to the rectory	
Studies and Planning Office	It is responsible for strategic planning and advice to special projects, as well as the elaboration of studies and monitoring of the goals of UAlg.
Office of Legal Counsel	It supports the University in disciplinary and judicial areas.
General Support Services	
Communication and Protocol Office	It is responsible for matters such as communication, information, image, protocol, and document reproduction.
International Relations and Mobility Office	It is responsible for the promotion, monitoring and operational support of the activities of cooperation and internationalization.
Quality Assessment Office	It is responsible for the evaluation and the quality of University performance, through the promotion of processes that enhance the improvement of the quality and contribute to the optimization of its management and strategic development.
Alumni Office and Careers Office	It is responsible for the integration of students and new graduates into the labor market and in the relationship with alumni.
Central Archive	It is responsible for such matters as design, processing and organization of information recorded on paper or on any other support, generated by different units, Rectory and services.
Central Services	
Direction of Human Resource Services	They ensure proper administrative management of human resources in the areas of recruitment, selection, integration, management and development, document management, hygiene and safety at work and specialized care in the field of human resources. They integrate the divisions of Administration and Processing, and of Recruitment and Development. These Services also include the Center for health and safety at work.

Direction of Financial and Patrimony Services	They are responsible for the financial, budget, and internal control management, as well as in the scope of supply, logistical support, and patrimony and record management. They integrate the divisions of financial and budgetary management, and of the supply and patrimony, the section of internal control and the Treasury.
Direction of Academic Services	They are responsible for the academic management, in support of the students, school and academic degrees, as well as in the organization of the process of access to higher education, through the National Contest. These services integrate the divisions of initial and advanced training and the section of technical support.
Direction of Technical Services	They manage construction, maintenance, conservation, rehabilitation and requalification projects. It is also responsible for the cleanliness and safety of buildings, equipment and exterior spaces of the multiple *Campi*. These services integrate the division of maintenance, quality and safety and the section of infrastructures and buildings.
Direction of Information Technology Services	They are responsible for the maintenance and operation of the network infrastructure, servers and databases, as well as communications. These services integrate the divisions of applications and information systems and administration and infrastructures.
Other Services	
Pedagogical Innovation Office	Exercises competences in the promotion of pedagogical innovation, motivation of teachers and students, prevention of dropout and increased academic success.
Support Office for Students with Special Educational Needs	Exercises competences in the promotion of equal and quality education for all students with special educational needs, respecting their needs and characteristics and facilitating their transition to active life.

Appendix 2. Functions and Responsibilities within Quality Assurance

Table A.2.1 – Functions and responsibilities of the University bodies and of the organization units in the field of quality

Organ	Functions/Responsibilities
General Council	To propose, appreciate and approve initiatives considered necessary for the proper functioning of the University.
	To approve the medium-term strategic plans and the plan of action for the period of the mandate of the Rector.
	To approve the annual plan of activities and analyse the annual report of activities of the institution.
	To appoint the student Ombudsperson and approve the regulation of their activities.
	To approve, upon proposal by the Academic Senate, the Charter of rights and duties of the different bodies of the academic community of the University of Algarve.
Rector	To supervise, approve, guide, propose and take the necessary measures to ensure the proper functioning and ensuring the quality of teaching, research and extension in the institution, in its organic units and in the research and development units.
	To prepare and submit to the General Council proposals for the medium-term strategic plan and action plan for the period of term of Office.
	To prepare and submit to the General Council proposals for the plan and annual report of activities.
	To approve the institutional policy and objectives for the quality.
	To approve the self-assessment system.
	To approve the self-evaluation reports of activities.
	To approve the systems and regulations for assessing the performance of teachers, researchers and non-teaching staff.
	To approve the creation, suspension and extinction of courses.
	To approve the maximum numbers of new admissions and enrollment in each course of studies in each school year, in consultation with the organic units.
	To assign support for students within the framework of social action, in accordance with the law.
	To appoint the student Ombudsperson and approve the regulation of their activities.
	To approve, upon proposal by the Academic Senate, the Charter of rights and duties of the different bodies of the academic community of the University of Algarve.
	To establish school awards and approve the granting of titles or honorary prizes.

Academic Senate	To comment on the internal evaluation procedures of the University, of the organic units of the degrees, services and activities, to improve academic performance.
	To comment on the medium-term strategic plan and action plan for the four-year term of its mandate and on the plan and annual report of activities.
	To propose general rules applicable to the distribution of teaching service, in order to ensure the best use of the available human resources.
	To propose the general guidelines of pedagogical nature.
	To prepare and propose to the General Council the Bill of rights and duties of the different bodies of the academic community of the University of Algarve.
	To propose, or issue an opinion, on the awarding of titles or honorary prizes.
	To propose, or issue an opinion, on the creation of school prizes.
Management Council	To lead the administrative, patrimonial and financial management, and the human resources of the University.
Student Ombudsperson	To analyse students complaints on educational, social action, and administrative matters or on any others of their interest.
	To address recommendations to the competent bodies with a view to correcting situations that affect students or to improve the services provided to them.
	To issue an opinion on any issues related to their activity, at the request of the General Council, the Rector or the Directors of the organic units.
Administrator	To ensure the day-to-day management and coordination of the services of the University.
	To take the necessary measures to guarantee the quality of services.
Director	To run the organic unit services and propose, adopt and approve, on the basis of the scope of the issues, the initiatives necessary for the proper functioning of the organic unit.
	To prepare and submit for higher approval the plan and the respective report of activities of the organic unit.
	To approve the distribution of the teaching service.
	To approve the proposals for improvement put forward under the Integrated System for the Monitorization of Teaching and Learning.
	To prepare the self-evaluation report of the organic unit.

Scientific or Scientific-Technical Council	To approve the pedagogical guidelines and the methods of teaching and evaluation.
	To propose or comment on the creation or extinction of 1st, 2nd and 3rd cycle degrees.
	To approve the study plans of the course of studies taught and transition schemes between study plans, when there are changes in the curriculum.
	To approve the rules and regulations relating to the criteria of teaching service distribution.
	To deciding on the distribution of teaching service.
	To analyse the self-evaluation report of the degrees prepared by the course directors.
Pedagogical Council	To comment on the pedagogical guidelines and general methods of teaching and evaluation.
	To promote the evaluation of the educational performance of teachers by themselves and by the students, as well its analysis and dissemination.
	To comment on the creation of course of studies and on the plans of the course of studies taught.
	To comment on the course reports and propose the necessary measures to improve and make the ongoing monitoring until the process is over.
	To approve the regulation for the evaluation of students.
Course Director	To analyse the reports of the teachers responsible for the Curricular Units of the course.
	To propose and recommend measures for improvement of the course.
	To implement the improvement plan in cooperation with the teachers involved.
	To prepare the self-evaluation report of the course.

Table A.2.2 – Participants in the quality assurance system

Participant	Participation in bodies with responsibilities in the SIGQUAlg	Participation in quality assurance processes
Teachers/Researchers	General Council Academic Senate Scientific or Scientific- technical Council Pedagogical Council Course Direction Quality Consultative Board Quality Assurance Committee	Ensure that the activities developed in the area of teaching and learning, research and development and extension are appropriate to the Mission of UAlg and according to their duties and respective principles and values. Ensure that the activities are developed in accordance with the policy and objectives and strategy for the quality in Ualg, complying with the legal requirements and the standards for quality. Contribute to the preparation of the strategic plan, of the annual plan of activities and of the activities report. Contribute to the continuous improvement of the quality of UAlg.
Students	General Council Academic Senate Pedagogical Council Quality Consultative Board Quality Assurance Committee	Ensure that the activities carried out by UAlg, in particular in the context of teaching and learning and extracurricular enhancement, are adequate and comply with internal and external requirements for quality. Contribute to the process of monitoring of the teaching and learning of courses, as well as in the aspects relating to the adequacy of available material resources. Analyse and approve the strategic plan, the annual plan of activities and the activity report. Contribute to the continuous improvement of the quality of UAlg.
Non-teaching staff	General Council Academic Senate Quality Consultative Board Quality Assurance Committee	Ensure that the activities supporting the teaching and learning, the research and development and the extension follow the appropriate procedures to the Ualg Mission and are in accordance with its mission and its principles and values. Ensure that these procedures are implemented in compliance with the policy and objectives and strategy for the quality in Ualg, complying with the legal requirements and the standards for quality. Contribute to the preparation of the strategic plan, the annual plan of activities and activities report. Contribute to the continuous improvement of the quality of UAlg.

Graduates	Quality Consultative Board *Alumni* Council	Help develop Ualg activities, so in articulation with the strategic plan and the plans of activities, in accordance with the policy and objectives and strategy for the Ualg quality, complying with the legal requirements and the standards for quality. Contribute to the continuous improvement of the quality of UAlg.
External Entities	General Council Economic and Social Council Quality Consultative Board Formative Offer Consultative Board - GAIP	Help develop Ualg activities in articulation with the strategic plan and the plan of activities, in accordance with the policy and objectives and strategy for the Ualg quality, complying with the legal requirements and the standards for quality. Contribute to the continuous improvement of the quality of UAlg.
Employers	Quality Consultative Board Formative Offer Consultative Board - GAIP	Help develop Ualg activities in articulation with the strategic plan and the plan of activities, in accordance with the policy and objectives and strategy for the Ualg quality, complying with the legal requirements and the standards for quality. Contribute to the continuous improvement of the quality of UAlg.

Table A.2.3 – Responsibility and provision of information about the academic activities

Information items	Responsible	Deadlines *
Deadlines for the preparation of the school year: the formative offer definition, Curricular Units, distribution of the teaching service, timetables and enrolment in the classes.	Rector (Rectoral Dispatch), after consulting the organic units	By the end of February of the previous academic year
Academic Calendar	Rector (Rectoral Dispatch), after consulting the organic units	Until 31 July of the previous academic year
School Calendar	Rector (Rectoral Dispatch), after consulting the organic units	Until 31 July of the previous academic year
Curricular Unit Responsibles	Scientific Council and Director of Teaching Unit	Until 30 June of the previous academic year
Curricular Unit	Proposed by the responsible for the Curricular Unit and validated by the Course Director, according to the Script of the Curricular Unit	Until 31 July of the previous school year, according to the General rules of evaluation of UAlg
School schedules	Pedagogical Council and Director of Teaching Unit	Until the first week of July of the previous academic year
Summaries and relevant teaching materials	Curricular Unit Responsible and CU Teachers	On the day of the class and up to 72 hours after, according to the general rules of evaluation of UAlg
Student classifications	Curricular Unit Responsible	At least 3 working days before the date of the following evaluation of the same Curricular Unit, according to the general rules of evaluation of UAlg

Table A.2.4 - Responsibility and deadlines related to the application of instruments of monitoring of teaching and learning

Information items	Responsible	Deadlines *
Continuous monitoring of teaching and learning	Course Director	Without time limit
Student and Staff Perceptions of Teaching and Learning Survey	Quality Assessment Office	According to the SIMEA Standard
Curricular Unit Report	Curricular Unit Responsible	According to the SIMEA Standard
Course report	Course Director	According to the SIMEA Standard
Course reports from the organic unit	Pedagogical Council	According to the SIMEA Standard
Approval of improvement measures for the courses	Scientific/Scientific-Technical Council	According to the SIMEA Standard
Self-evaluation report of the courses of the teaching unit	Teaching Unit Director	According to the SIMEA Standard

Appendix 3. Academic Position Specifications

Position Name:	Member of the General Council
Period:	4 years
Time allotted (annual):	45 hours (5 meetings, 6 hours each + 3 hours meeting preparation)
Appointing method:	Elected by the whole of the body representing, by subsystem of education, direct and secret suffrage, by the system of proportional representation, according to the Hondt method in lists integrating as many effective elements as the places to fill, as well as substitute elements according to the electoral Regulation. The lists shall be signed by at least seven bidders.

Main responsibilities:

It is the responsibility of the General Council, on a proposal from the Rector and considering the advice of the bodies that, under the Law or the Statutes, have expressed their views on the matter:

  a. Approving the medium-term strategic plans and the plan of action for the Rector's four-year term of office;

  b. Approving the general driving guidelines for the University's scientific, pedagogical, financial and patrimonial plan;

  c. Creating, transforming or terminating teaching units, research and development units and functional units;

  d. Approving the annual activity plans and appraising the annual activity report of the University;

  e. Approving the budget proposal, including the allocation of resources to its different structures;

  f. Approving the consolidated annual accounts, accompanied by the advice of the auditor;

  g. Establishing the tuition fees payable by the students;

  h. Proposing, under the law, the acquisition or sale of the real estate assets of the University, as well as its credit transactions;

  i. Approving the creation of corporate bodies established by the University;

  j. Authorizing the establishment of joint-ventures;

  k. Issuing an opinion on any other matters submitted by the Rector.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	University Rector
Period:	4 years
Time allotted (annual):	1575 hours (7h x 225 working days)
Appointing method:	The Rector is elected by the General Council under the procedure established in the Electoral Regulation of the University.

Description: The university rector is the highest body of governance and external representation of the University.

Main responsibilities: It is the responsibility of the Rector, after consulting the other organs when required by Law or by the Statutes:

a) Developing and submitting to the General Council the proposals for: the medium-term strategic plan and the action plan for the four-year term of office; the general guidelines for the university's scientific, pedagogical, cultural, financial and patrimonial orientation; plan and annual activity report; budget for the University, including the allocation of resources to its different structures; consolidated annual accounts accompanied by the advice of the auditor; acquisition or sale of the University's real estate assets, as well as its credit transactions; creation, transformation or termination of teaching units, research and development units and functional units: creation of corporate bodies established under article 14 (1) of the statutes of the University of Algarve; establishment of joint-ventures for the purpose of article 15 of the statutes of the University of Algarve; tuition fees payable by the students;

b) Within its own competences: approving the creation, suspension and termination of courses upon the advice of the Academic Senate; approving the maximum number of new admissions and enrolments in each cycle of studies in each academic year, in agreement with the teaching units; supervising the academic governance deciding, namely, the opening of job opportunities, the appointment and personnel hire for any position; appointing competition and examination panels under the proposal of the Scientific and Scientific-Technical Councils; supervising and deciding the system and regulation for the assessment of teachers and students; guiding the management of human resources and the administrative and financial management of the university, ensuring the efficient use of its means and resources; supervising the Social Action Services and appointing and dismissing its Administrator; granting support to students within the academic Social Welfare Services, under the law; approving the granting of titles or honours; setting up academic awards; homologating the Statutes of the teaching units; homologating the election and appointment of the members of the governance bodies of the teaching units and vest them with power, only refusing the homologation due to illegality; appointing and dismissing, under the law and the statutes, the administrator and the heads of the university services; reallocating the teaching and research staff and any other between teaching units; exerting disciplinary authority, under the law, consulted the Academic Senate; ensuring compliance with the deliberations taken by the collegiate bodies of the university; approving the students' disciplinary regulation and other regulation established in law and in the statutes, without prejudice to the regulatory power of the teaching units and the research units within the framework of their own competencies; ensuring compliance with the laws, statutes and regulations; proposing the initiatives deemed necessary for the proper functioning of the university; carrying out any other functions established in the law and in the statutes; reporting to the Minister responsible all the data necessary for the its pursuit, namely plans and budgets and activity reports and accounts; taking the necessary measures to ensure the teaching and research quality of the university, of its organizational units and of the research and development units; representing the university in court or outside it.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	Vice-Rectors
Period:	4 years
Time allotted (annual):	1575 hours
Appointing method:	The Vice-rectors are freely appointed and dismissed by the Rector, and their term of office ceases upon the termination of the Rector's term of office.

Main responsibilities:

The Rector may, under the law and the Statutes, delegate to the vice-rectors the competences that are necessary for a more efficient university management. The delegation of powers is accomplished by means of a rector's order.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	Pro-Rectors
Period:	4 years
Time allotted (annual):	788 hours
Appointing method:	The Pro-rectors are freely appointed and dismissed by the Rector, and their term of office ceases upon the termination of the Rector's term of office.

Main responsibilities:

The Rector may, under the law and the Statutes, delegate to the pro-rectors the competences that are necessary for a more efficient university management. The delegation of powers is accomplished by means of a rector's order.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	Member of the Academic Senate
Period:	4 years teaching and non-teaching staff; 2 years for students
Time allotted (annual):	24 hours (4 meetings, 4 hours each + 2 hours meeting preparation)
Appointing method:	Elected by each teaching unit, respecting the parity between the university and polytechnic sector and the balance of the number of members per unit in each subsystem.

Main responsibilities:

1- Prepare and approve the University Regulation.

2-Under the mandatory consultation:

a) Issuing an opinion on the proposals referred to in points i), ii) iii) iv) v) vi) and x) of the article 33 (1) (a) of the statutes of the University of Algarve; b) Issuing an opinion on the matters submitted to it by the General Council; c) Issuing an opinion on the proposals to be submitted by the Rector to the General Council for the creation, transformation or extinction of teaching units; d) Issuing an opinion on proposals for the creation, reformulation or termination of courses or study cycles; e) Proposing or issuing an opinion on the granting of titles and honours; f) Proposing or issuing an opinion on the creation of academic awards.

3- Within the framework of academic coordination:

a) Issuing opinions or making proposals on the general lines of the University's policy concerning the development and planning of education, scientific research, transfer and valorisation of knowledge, of provision of specialized services to the community and of cultural action; b) Developing the scientific, technical-scientific and pedagogical operating rules of the university; c) Developing and proposing to the General Council the Charter of Rights and Duties of the different bodies of the Academic Community of the University of Algarve; d) Issuing an opinion on the internal evaluation processes of the University, of the teaching units, of the courses, services and activities, aiming at improving the academic achievement; e) Proposing rules on the organization of the academic ceremonies; f) Proposing rules on the use of academic costumes and insignia and deciding on any amendments; g) Proposing general guidelines on pedagogical aspects, particularly regarding the academic calendar and exam schedules, evaluation methods, frequency regimes and transition of year and precedence regime; h) Proposing, under the legal framework in force, the requirements of the University for the award of degrees, diplomas and academic titles; i) Establishing the guidelines for the training plans for teaching and research staff; j) Establishing the general rules applicable to the acts related to the teaching and research careers, namely the opening of job opportunities, composition of the recruitment panel, job offer, permanent job offer, contracts renewal, without prejudice to the legal requirements; k) Proposing general rules applicable to the distribution of the teaching service in order to ensure the best use of the human resources available; l) Issuing an opinion on the matters submitted to it by the Rector, or at the request of the Scientific and Technical-Scientific Councils of the organizational units.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	President of the Scientific Council / Technical-Scientific Council
Period:	2 years
Time allotted (annual):	788 hours
Appointing method:	The Plenary elects, by majority of its members, the President of the Scientific Council or Technical-Scientific Council.

Main responsibilities:

It is the responsibility of the President of the Scientific Council to call, lead, guide and coordinate the meetings of the Council and ensure the execution of its deliberations.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	President of the Pedagogical Council
Period:	2 years
Time allotted (annual):	788 hours
Appointing method:	The President of the Pedagogical Council is elected from among the representatives of the teachers in the Council.

Main responsibilities:

It is the responsibility of the President of the Pedagogical Council to call, lead, guide and coordinate the meetings of the Council and ensure the execution of its deliberations.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	Member of the Scientific Council / Technical-Scientific Council
Period:	2 years
Time allotted (annual):	55 hours (4 meetings, 4 hours each + 1 hour meeting preparation)
Appointing method:	In the Faculties, the members are elected by all the professors, career researchers and other full-time professors and researchers, holders of a PhD degree, who have contracts of not less than one year. In Schools, the members are elected by career teachers; full-time guest professors, with a contract with the University for more than ten years in this career; Professors with a PhD degree, full-time, with a contract of not less than one year; Professors with the title of specialist not included in the above situations, in full time regime, with contract with the University for more than two years.

Main responsibilities:

It is the responsibility of the Scientific Council plenary or of the Technical-Scientific Council plenary:

a) Preparing and approving its regulation; b) Preparing the plan for scientific development of the teaching unit; c) Proposing or issuing an opinion on the teaching plan of the teaching unit, namely at the level of the guidelines and programming; d) Issuing an opinion on the creation, transformation or extinction of teaching units of the University; e) Approving the rules and regulations regarding the criteria for the distribution of teaching service; f) Deliberating on the distribution of teaching service, submitting it to the approval of the Director of the teaching unit; g) Proposing or deciding on the creation, suspension or termination of 1st and 2nd cycle courses; h) Proposing or deciding on the creation, suspension or termination of 3rd cycle courses, consulted the research centres of the respective scientific areas; i) Approving the syllabi of the courses held by the University; j) Approving the transitional scheme between syllabi when curricular amendments occur; k) Proposing or deciding on lifelong training activities, and approving the regulations and syllabi of courses and training activities to be undertaken in these activities; l) Approving the pedagogical guidelines and the teaching and evaluation methods; m) Approving the forfeit, transition of year and precedence regime under the legislation in force and the general criteria for the university, where they exist; n)Issuing an opinion on the regulation for the evaluation of the students' achievement; o) Issuing an opinion on the academic calendar; p) Deciding on equivalences and recognition of degrees, diplomas, courses and parts of courses and the accreditation of acquired skills; q) Issuing an opinion on the creation of university awards; r) Proposing or issuing an opinion on the granting of titles and honours; s) Proposing or issuing an opinion on the accomplishment of international agreements and partnerships; t) Proposing the composition of the jury for exams and academic competitions; u) Exerting other acts under the law regarding the teaching career and the recruitment of teaching and research staff of the respective teaching unit; v) Approving the internal rules and regulations applicable to the recruitment, promotion and renewal of teaching and research staff contracts, under the legal rules in force and the criteria set by the Senate, where they exist; w) Approving the training plans for the teaching staff of the teaching unit; x) Approving the rules and internal regulations related to the special regimes applicable to students, under the legal rules in force and the general criteria defined by the Senate, when they exist; y) Issuing an opinion on the questions asked by other parties of the University or of the teaching unit; z) Carry out any other duties assigned to them by law.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	Member of the Pedagogical Council
Period:	2 years
Time allotted (annual):	20 hours (4 meetings, 4 hours each + 1 hour meeting preparation)
Appointing method:	The members are elected under the terms established in the Statutes of the respective teaching unit.

Main responsibilities:

It is the responsibility of the Pedagogical Council, under the general rules defined by the Academic Senate:

a) Preparing its regulation;

b) Issuing an opinion on the pedagogical guidelines and on the general teaching and evaluation methods;

c) Promoting regular surveys on the pedagogical performance of the teaching unit, as well as its analysis and release;

d) Promoting the evaluation of the teachers' pedagogical performance of, by themselves and by the students, as well as its analysis and release;

e) Appreciating the complaints about pedagogical failures, and proposing the necessary measures;

f) Approving the regulation for the students' evaluation;

g) Issuing an opinion on the forfeit regime;

h) Issuing an opinion on the creation of cycle of studies and on the programs of the cycles of studies held by the university;

i) Issuing an opinion on the creation of university awards;

j) Deciding on the academic calendar and the exams schedule for the teaching unit;

k) Exert any other powers under the law or the statutes of the respective teaching units.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	Director of the teaching Unit
Period:	3 years and may be renewable once
Time allotted (annual):	1575 hours
Appointing method:	Elected from among career teachers of the respective teaching unit.

Main responsibilities:

1 - Compete especialmente ao Diretor:

 a) Representing the teaching unit before the other bodies of the university and to the outside;

 b) Conducting the services of the teaching unit and approving the necessary regulations;

 c) Approving the proposal for the academic calendar, the schedule of the academic activities as well as the teaching plan for the teaching unit, after consulting the Scientific or Technical-Scientific Council and the Pedagogical Council, in accordance with the general principles defined for the University;

 d) Homologating the distribution of the teaching service approved by the respective Scientific or Technical-Scientific Councils;

 e) Executing the deliberations of the Scientific or Technical-Scientific Council and of the Pedagogical Council, when binding;

 f) Exerting the disciplinary authority that is delegated by the university rector;

 g) Developing and submitting for superior approval the plan and the respective report of activities of the teaching unit, which shall include the budget project necessary to implement it;

 h) Studying and proposing the conclusion of agreements and contracts to provide services of interest to the teaching unit;

 i) Exerting any other functions under the law or the statutes;

 j) Exerting the duties delegated by the university rector.

2 - The School Director may delegate or sub-delegate to the subdirector the competences he deems appropriate for the best functioning of the teaching unit.

Notes: **1.** It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	Subdirector of the teaching unit
Period:	3 years in accordance with the director's term of office
Time allotted (annual):	788 hours
Appointing method:	Freely appointed by the Director.

Main responsibilities:

The subdirector has the powers delegated to him by the director.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Position Name:	Course Director
Period:	According to the Statutes of each teaching unit
Time allotted (annual):	90 h (2 hours per week = 0.4 h / day x 225 working days)
Appointing method:	They are in the Statutes of each teaching unit.

Main responsibilities:

The director may be assisted by a steering or coordinating committee

It is the responsibility of the Course Director, namely, to manage the matters / pedagogical activities of the course; Prepare an annual report on the functioning of the course and contribute to the course evaluation process.

The competencies of the course directorates or the coordinating committees are defined in the statutes of each teaching unit according to its internal structure.

Notes: 1. It specifies only the main responsibilities for the position; it is not, and is not intended to be, an exhaustive description of these responsibilities.

Appendix 4. Quality Monitoring Surveys

Table A.4.1 – Quality of Teaching / Learning

Name	Main Objective	Target Audience	Application Methodology	Responsible for application	Frequency of Application
Pedagogical monitoring questionnaire	Integrated System for the Monitorization of Teaching and Learning	Students of 1st, 2nd and 3rd cycles, Integrated Master, Postgraduate and Advanced Level Professional Courses (TeSP);	On-line	Quality Assessment Office	Semester
		Teachers, Curricular Unit Responsible, Year Delegates, Pedagogical Council, Scientific /Technical Scientific Council; Director			
Transition to working life questionnaire	Knowing the pathways of professional / occupational insertion	Graduates of the 1st and 2nd cycles and Integrated Masters - eighteen months after completing the course	Telephone/On-line	Alumni and Careers Office	Annual
		CET / TESP Graduates			
New students' motivation and expectations questionnaire	Knowing the motivation and expectations regarding the University and the Course	Students of the 1st cycle - and Integrated Masters 1st enrolment	On-line	Quality Assessment Office	Annual

Table A.4.2 – Quality of Teaching/Learning – Internationalization

Name	Main Objective	Target Audience	Application Methodology	Responsible for application	Frequency of Application
Orientation Week Satisfaction Questionnaire	Assess the degree of satisfaction and the results of the orientation process for international students	International students	On-line	International Relations and Mobility Office	Semester
International Day Satisfaction Questionnaire	Assess the quality of the event *International Day*	International students	Paper	International Relations and Mobility Office	Semester
Information Sessions Satisfaction Questionnaire	Assess the quality of the explanation provided	Outgoing Students and Teachers	On-line	International Relations and Mobility Office	Semester
Outgoing mobility satisfaction questionnaire	Assess mobility on return	National and International students	Questionnaire in electronic format	EERASMUS National Agency +	End of mobility

Table A.4.3 – Service Quality

Name	Main Objective	Target Audience	Application Methodology	Responsible for application	Frequency of Application
Questionnaire on Organizational Climate and Job Satisfaction	Monitor organizational climate and job satisfaction	Teaching and non-teaching workers and researchers	On-line	Quality Assessment Office	Biennial
Evaluation Questionnaire for Service quality	Evaluate the quality of the delivered service	Documental Information System	Paper	Documental Information System	Annual
Students' Satisfaction Questionnaire	Assess the quality of training (in terms of program, duration, content and support material) and the Trainer	Professors	Paper	Documental Information System	Whenever there is a Training Session
Students' Satisfaction Questionnaire	Assess the quality of training (in terms of program, duration, content and support material) and the Trainer	1st Cycle Students	Paper	Documental Information System	Whenever there is a Training Session
Students' Satisfaction Questionnaire	Assess the quality of training (in terms of program, duration, content and support material) and the Trainer	2nd and 3rd Cycle Students	Paper	Documental Information System	Whenever there is a Training Session
Students' Satisfaction Questionnaire about *B-On*	Assess the quality of training (in terms of program, duration, content and support material) and the Trainer	Professors and Students	Paper	Documental Information System	Whenever there is a Training Session
Students' Satisfaction Questionnaire about *medeley e Sapientia*	Assess the quality of training (in terms of program, duration, content and support material) and the Trainer	Professors and Students	Paper	Documental Information System	Whenever there is a Training Session

Social Action Catering service Satisfaction Questionnaire	Evaluate the quality of the delivered service	Bar, Canteen, Grill, Restaurant users	Paper	Social Action Services	Semester
Service Assessment - Social Assistants	Evaluate the quality of the delivered service	Students	Paper	Social Action Services	Semester
Administrative Service Assessment– scholarship and accommodation	Evaluate the quality of the delivered service	Students	Paper	Social Action Services	Semester
Satisfaction Assessment - Accommodation	Evaluate the quality of the delivered service	Students	Paper	Social Action Services	Semester
Volunteer Satisfaction Questionnaire	Assess the satisfaction with the activities	UAlg V + Volunteers - Students, Teaching and Non-teaching staff	Paper	UAlg V+	Semester
Questionnaire to the satisfaction of the Volunteer Training	Assess the quality of training	UAlg V + Volunteers - Students, Teaching and Non-teaching staff	Paper	UAlg V+	End of Training
Questionnaire to the satisfaction of UAlg V + partner institutions	Assess the satisfaction of the volunteers V + partners	Responsible for volunteer work in institutions	Paper	UAlg V+	Annual
Course Evaluation Questionnaire	Evaluate the quality of the course taken	Course Responsible	On-line	Life-long Learning Centre	End of Training
Participant Satisfaction Questionnaire	Assess the participant satisfaction with GAIP activities	Students, Professors, Non-teaching Staff	On-line	Pedagogical Innovation Office	End of Activitie
Event Satisfaction Questionnaire	Collect the participants' opinion	Students and Graduates participating in the different events	On-line	Alumni and Careers Office	After the event
Event Satisfaction Questionnaire	Collect the participants' opinion	Students and Graduates participating in UAlgs' Careers Fair	On-line	Alumni and Careers Office	After the event

Event Satisfaction Questionnaire	Collect the participants' opinion	Companies participating in the UAlgs' Carreers Fair	On-line	GASP	After the event
Summer Courses Assessment Form	Assess participant satisfaction	UAlg Summer Course Participants	Paper	Communication and Protocol Office	Annual
Basic and Secondary School Teachers Asessment Form	Assess lecture requisitioners satisfaction	Team UAlg lectures' requisitioners	Paper	Communication and Protocol Office	End of Lecture

Appendix 5. Institutional Evolution

Quadro A.5.1 - Indicators of Institutional Evolution

Field of Analysis	Indicator	Description	Information Officer
Teaching			
Demand	Students with admission through the National Access to Higher Education, total.	Number of students enrolled for the 1st time and admitted through the National Access to Higher Education (1st, 2nd and 3rd phases), total, per teaching unit and course	Studies and Planning Office (GEP) based on data from General Administration for Higher Education and the General Administration of Statistics for Education and Science
	Origin of candidates admitted through the National Access to Higher Education per Secondary school, and district	Number of candidates admitted through the National Access to Higher Education (1st, 2nd and 3rd phases) per Secondary school, district of origin, and course	
	National Access to Higher Education placement rate - 1st phase	Number of admissions of the 1st phase ÷ Number of vacancies of the National Access to Higher Education, total, per teaching unit and course	
	Students admitted through other schemes.	Number of students enrolled for the 1st time through other schemes than the National Access to Higher Education, total per teaching unit and course	
	Students enrolled for the 1st time	Number of students enrolled for the first time, through all schemes, total per teaching unit, degree, and course	
Students	Students enrolled		GEP based on data from Academic Management Information System (SIGES) and the General Administration of Statistics for Education and Science report
	Nationality of enrolled students	Enrolled students per nationality, total per teaching unit, degree and course as a percentage	
	Gender of enrolled students	Enrolled students per gender, total per teaching unit, degree and course, as a percentage	
	Age groups of students enrolled	Enrolled students per Age Group, total per teaching unit, degree and course, as a percentage	
Pedagogic efficiency	Graduates	Number of graduates, total, per teaching unit, degree and course	GEP based on data from SIGES and the General Administration of Statistics for Education and Science
	Rate of graduates in number of years (n=number of years of the course curriculum)	Number of graduates in n years ÷ Total number of graduates, total, per teaching unit, degree and course (n=number of years of the course curriculum)	

	Average number of enrollments up to the end of the course	Sum of the number of graduates' enrollments ÷ Number of graduates per course	
	Average classification of graduates	Sum of the classification of graduates ÷ Number of graduates, total, per teaching unit, degree and course	GEP based on data from SIGES and the General Administration of Statistics for Education and Science report
	Dropout rate	(Previous year's enrollments + enrollments of the 1st year/1st time current year – Graduates previous year – current year enrollment) ÷ previous year's enrollment, total, per teaching unit, degree, and course	
Employability of graduates	Rate of the graduates who got a job within one year after the course conclusion	Number of graduates surveyed who got a job within one year after the course conclusion ÷ Number of graduates who did not study further to the 1st cycle courses, integrated master's degree and 2nd cycle, per teaching unit and course, as a percentage	GEP based on data from a survey applied by the Alumni and Careers Office
	Rate of the graduates who got a job within one year after the course conclusion, per gender	Number of graduates surveyed who got a job within one year after the course conclusion ÷ Number of graduates who did not study further to the 1st cycle courses, integrated master's degree and 2nd cycle, per teaching unit, course and gender as a percentage	
	Rate of graduates who engage in a professional activity in the last year of the course	Number of graduates surveyed engaged in a professional activity in the last year of the course ÷ Number of graduates surveyed, for 1st cycle courses, integrated master's degree and 2nd cycle, per teaching unit, as a percentage	
	Graduates who get a professional activity in the Algarve	Number of graduates surveyed who had a professional activity in the Algarve, 18 months after the course conclusion ÷ Number of graduates surveyed who had a professional activity, for 1º cycle courses, integrated Masters and 2º cycle, per teaching unit, as a percentage	
	Degree of adequacy of the professional activity (scale 1 to 5)	The average degree of adequacy of the professional activity 18 months after the course conclusion, for 1º cycle courses, integrated Master's and 2º cycle, per teaching unit, as a percentage	
Social aid and social responsibility	Scholarship applicants	Applications to get a scholarship, in number and as a percentage of the total enrolled, total, per grade and teaching unit	GEP based on data from the Social Action Services
	Scholarship students	Number of scholarship holders, as a percentage of scholarship applications and as a percentage of the total number of the enrolled, total, per degree and per teaching	

		unit.	
	Emergency aid to students	Amount of grants awarded for emergency student support	
	Support to sporting, cultural and other activities of the Academic Association	Amount of grants awarded to support sporting, cultural and other activities promoted by the Academic Association	
Research			
Organization and level of activity	Acknowledged R&D units	Number of research units recognized by Science and Technology Foundation and respective classifications obtained in the international evaluation.	GEP based on data from General Administration for Higher Education; and GEP based on data from the Research and Postgraduate Education Support Centre (UAIC), Human Resources and Academic Services.
	Participation of the Teaching staff	Percentage of teaching staff connected to acknowledged R & D units rated Excellent / Very Good	
	PhD Students	Number of PhD students. Ratio of doctoral students / PhD staff of the university subsystem.	
	Participation of the teaching staff per strategic field	Percentage of teachers involved in projects and/or publications in the thematic fields of Sea, Tourism, Health and Welfare and Mediterranean Heritage	
	Projects applications	Number of applications per profile: community support and scientific extension; Institutions; R & D; per Research Centre and Research and Development Centre; per program / funding source	
	Applications Budget	Applications Budget per program/funding source	GEP based on data from UAIC
	Ongoing Projects	Number of projects per project profile (community support, postgraduate education and mobility, institutional, R & D, R & D units) and per scientific areas: Arts, Literature and History; Basic Sciences and Engineering; Earth, Sea and Environment Sciences; Social Sciences, Education and Learning; Economy, Management and Tourism; Transversal	

Organization and level of activity	R&D revenue	Revenue per profile: community support and scientific extension, institutional, post-graduate education and mobility, services provision, R&D, and R&D units	GEP based on data from UAIC
	Financing	Number of projects with funding from the national scientific system and from outside the national scientific system	
	Projects per strategic field	Number and percentage of projects in the thematic fields of Sea, Tourism, Health and Welfare and Mediterranean Heritage	
	International Partnerships per strategic field	Number of partnerships in international networks in the thematic fields of Sea, Tourism, Health and Welfare and Mediterranean Heritage	
Scientific Production	Publications	Number of publications on the Web of Science; total and per number of publications by PhD. Number of publications by Professor in reference databases.	GEP based on data from the Library and the IT Services
	Sapientia documents	Number of documents deposited at Sapientia	
Scientific Production	Citations per publication	Number of citations in reference databases	GEP based on data from the Library and the IT Services
	Artistic Outputs	Number of artistic outputs per Professor	

	Patents	Number of registered patents. Patents transferred to spin-offs or assigned for exploitation.	GEP based on data from the UAIC
Knowledge enhancement			

Extension			
Organization and activity	Institutional Relations	Total number of partner entities, regional, national and international, in project applications	GEP based on data from the UAIC and International Relations and Mobility Office
	Projects	Number and percentage of projects for the transfer of knowledge to society, total and per thematic field: Sea, Tourism, Health and Welfare and Mediterranean Heritage and total number of projects.	
	Companies in business	Number of *StartUps* and *Spin-Offs* companies in business, total number and number in the thematic fields of Sea, Tourism, Health and Welfare and Mediterranean Heritage	
	Non-awarding degree courses	Number of students enrolled in non-awarding degree courses, total and per course.	GEP based on data from the Life-long Learning Centre (CEFAP) and the Communication and Protocol Office (GCP)
	Participation in extension activities	Number of participants in scientific, cultural, social and artistic activities organized by the University of Algarve	GEP based on data from the CEFAP, GCP and UAIC
Link to teaching	Students participation in Extension activities	Number of students involved in projects and internships in companies / institutions; Number of credits obtained through Extension activities acknowledged by the Scientific and Technical-Scientific Councils	GEP based on data from the Academic Services and Teaching Units
Impact	Release	Number of contents released in the media about scientific, cultural, social and artistic activities organized by the University of Algarve	GEP based on data from the GCP
Revenue	Revenue from services and technology transfer	Number of projects to provide specialized services and technology transfer. Generated revenue and overheads. Weight in the budget as a percentage.	GEP based on data from the Financial and Estates Services and UAIC

Human Resources			
Teaching staff	Professors	Number and percentage of teaching staff and career staff with PhD degree (per subsystem of education, by area of knowledge and total).	GEP based on data from the Human Resource Services
	Expert teachers	Number and percentage of teaching staff and career staff with the title of specialist (by area of knowledge and total).	
		Students / teacher-students ratio/ Professor-students ratio / Specialist teacher (polytechnic subsystem) ratios.	
	Students /Teacher		
	Participation in R&D units	Percentage of career teaching staff in R&D units acknowledged by the Science and Technology Foundation	
Non-Teaching Staff	Academic education	Percentage of non-teaching staff with higher education (total and per grade and field of knowledge).	GEP based on data from the Human Resource Services
	Non-Teaching Staff	Non-teaching / teaching staff ratios (total and by teaching unit)	
	Students / Non-Teaching Staff	Students ratio / non-teaching staff (total and by teaching unit).	
Material and Financial Resources			
Physical resources	Facilities – Floor Area	Total floor area. Area ratios for teaching and learning (m2 / student; m2 / teacher; m2 / non-teaching) and area for research (m2 / researcher).	GEP based on data from the Technical Services
	IT equipment	Number of computers available. Computer / worker ratios (teacher or non-teacher) and computer / student.	GEP based on data from the IT Services
	Documental collection	Number of books, journals, theses, and other documentary sources available physically or online.	GEP based on data from the Library
	Accessibility to ICT and the Internet	Percentage of physical area with wireless access to the Net.	GEP based on data from the IT Services
Financial resources	Financing sources	The revenue and its percentage breakdown by sources of financing.	GEP based on data from the Financial and Estates Services
	Structure of the expenditure budget	Expenditure and its percentage breakdown by major categories (investment, personnel, current operation, strategic areas).	
	Average costs	Average cost / student and expenditure on research / doctoral researcher, based on overall imputation model	

Quality System			
Quality system	Self- evaluation of the University of Algarve Internal Quality Assurance System (SIGQUAlg)	Degree of development of the SIGQUAlg by comparison with national and international benchmarks for internal quality assurance systems of Higher Education Institutions.	GAQ
	Degree of agents' participation	Percentage of participation of teachers, students and non-teaching and non-research staff in the processes of quality assurance and continuous improvement of the University of Algarve and the SIGQUAlg itself	
	External evaluation	Number of national and international evaluation exercises	

Appendix 6. Procedures

Table A.6.1 - Map of the established procedures

Reference	Scope	Description	Documents	Observations
ENS_P101-P104	Creation, revision and functioning of the courses	101. Procedures for the preparation of the formative offer, which include the processes to be submitted to the A3ES, and their scheduling. 102. Courses of 2nd and 3rd cycles; 103. 1st Cycle Courses and Integrated Masters; 104. Non-degree courses	101- Rectorate Dispatch 75/2016 (updated annually); 102- Regulation no. 646/2015 - DR, 2nd series no. 188, of September 25 (cycles of studies leading to master's and doctor's degrees); 103- Regulation no. 286/2012 - DR, 2nd series no. 142, of July 24 (cycles of study of integrated masters); 104- Regulation no. 938/2016 - DR, 2nd series no. 199, of October 17 (non-degree courses)	According to the statutes of the University of Algarve and of the teaching units
ENS_P201	Curricular Unit Document(FUC)	201. The UAlg Evaluation Regulation provides for the existence of a Curricular Unit Document(FUC) in the scope of the evaluation of the operation of the Curricular Units. In the scope of the Integrated System of Monitoring of Teaching and Learning, a script was created for the creation, validation and publication of the FUC	201- Evaluation Regulation - DR, 2nd Series no. 167, of August 31, Dispatch no. 10776/2016; Script of the FUC	FUC script – Internal document
ENS_P301	Preparation of the academic year	301. Procedures to prepare the academic system for the following academic year.	301- Rectorate Dispatch 18/2016 (updated annually)	Internal document
ENS_P401-P406	Selection and recruitment of students	Procedures for the following recruitment processes: 401. Advanced Level Professional Courses (TeSP); 402. Assessment of the ability to attend higher education for persons over 23 years of age; 403. Special Admission, change of Institution / Course and re-entries. 404. Transition of Regime and Change of Campi; 405. Integrated Masters Course in Medicine; 406. Special access and admission of the international student to undergraduate and master's degree study cycles.	401- Regulation no. 556/2014 - DR, 2nd series nº 243, of December 17; 402.- Rectoral Dispacth 02/2012; 403- Regulation no. 769/2016 - DR, 2nd series no 146, of August 1; 404- Regulation for Regime Transition and Campi Change; 405- Regulation no. 157/2016 - DR, 2nd series no. 32, of February 16; 406- Regulation no. 846/2015 - DR, 2nd series no 245, of December 16.	

Reference	Scope	Description	Documents	Observations
ENS_P501	Tuition fees	Definition of the regime of the participation of students in the costs of financing the education services of all study cycles.	501-.Regulation no. 414/2014 – DR, 2nd Series no. 180, of September 18, changed by the Rectoral Dispatch 9367/2015, DR, 2nd Series no. 160, of August 18	
ENS_P601-P604	Students' evaluation	Procedures related to the evaluation process of the students of the University of Algarve who attend the following study cycles: 601. (a) Advanced Level Professional Course; B) Degree; C) Integrated Master, except for the rules on final classification; 602. Integrated Master - rules on final classification; 603. Cycles of studies leading to master's and doctor's degrees; 604. Masters in Medicine; 605. Support for students with special educational needs.	601. -Regulation of Evaluation - DR, 2nd series no 167, of August 31, Dispatch no. 10776/2016; 602. - Regulation no. 286/2012 - DR, 2nd series no 142, of July 24; 603. - Regulation no. 646/2015 - DR, 2nd series no. 188, of 25 September; 604. - Regulation of the Integrated Masters in Medicine; 605.- Procedure for requesting, analyzing, approving and accompanying students with special educational needs.	604. and 605. – Internal Documents
ENS_P701	Evaluation of the courses	701. Integrated System for the Monitorization of Teaching and Learning, which encompasses a set of sequential processes for gathering and analyzing information, as well as establishing improvement measures, scheduling and monitoring their implementation, with the objective of continuously improving the quality of teaching and learning.	701.- Normative document approved by the Rector on December 5, 2016	Internal document
ENS_P801	Credit the competences	801. Rules regarding the crediting processes, defining the respective procedures, with a view to continuing studies to obtain an academic degree or diploma in UAlg.	801. Regulation no 546/2014 – DR, 2.nd series no. 239, of December 11.	
ENS_P901	Curricular Unit	901 Establishment of the assumptions, procedures and penalties to be applied to disciplinary infractions practiced by UAlg students.	901. – Regulation no.º 487/2015 – DR, 2nd series no. 148, of 31 July	
ENS_P1001	Precedence	1001. Definition of the regime of precedences of UAlg students' right to enroll in 1st cycle courses and integrated cycles leading to the master's degree.	1001. Regulation of precedence, approved by the Rector on 1 September 2009	Internal document
ENS_P1101	Part-time students	1101. Definition of the rules and procedures applicable to students of the University of Algarve (UAlg) who intend to enroll and attend the cycles of study of bachelor's degree, integrated master's degree, master's degree and PhD on a part-time basis.	1101.- Regulation no. 415/2014 – DR, 2nd series no. 180, of September 18	

Reference	Scope	Description	Documents	Observations
ENS_P1201	Students with Special Statutes	1201. Definition of privileges for the following student groups: National scholarship students from Portuguese-speaking African countries and from East Timor; Practitioner of high competition; Athlete-student of UAlg; Military under contract and voluntary service; Combatant of military operations and their children; Associative leader; Students belonging to the governing bodies of the University and the Organizational Units; Youth leadership; students who are parents; Physical and sensory impairment; Students professing religious confessions that sanctify one day a week other than Sunday; Scientific research fellow; Student worker; Teaching agents; Members of the UAlg music group.	1201. Regulation for Students with Special Statutes, approved by the Rector on October 10 2007	Internal document
ENS_P1301	Merit scholarships	1301. Procedures for the awarding of merit scholarships instituted by the Ministry of Science, Technology and Higher Education.	1301.Internal regulation for the award of scholarships for merit to students of UAlg, approved by the Rector on May 24, 2010, modified by the Rectoral Dispatches 48/2011 and 79/2016	Internal documents
INV_P01	Scientific Research Support Centre	01. Definition of the structure and competences of the Research and Postgraduate Education Support Centre in support of research and development activities and postgraduate training at the University of Algarve.	01.- DR, 2nd series — No. 17 of 26 January, Regulation no. 57/2010	
INV_P202-P203	Research Units	202. Definition of the procedures and criteria related to the processes of creation, modification and extinction of Research units; 203. Association of research centres recognized and evaluated positively to the Teaching Units	202.- Normative document 203.- Rectoral Dispatch 44/2015	Internal documents
INV_P301	Incentive to research	301. Definition of the distribution of the final balances of the projects, as a measure to encourage research. It creates the UAlg R&D Investment Fund	301.- Rectoral Dispatch 27/2016	Internal document
INV_P401	Services Provided	401. Definition of the concept of "services provided" and setting the rules for its execution.	401.- Rectoral Dispatch 12/2013	Internal document
INV_P501-P505	Support to scientific research	501. Appointment of the working group for the development and implementation of PT-CRIS at the University of Algarve - Information System for Research; 502. Definition of indicators for the implementation of research monitoring at the University of Algarve. 503. Definition of the necessary	501.- Rectoral Dispatch 22/2016 502.- Normative document Research and Postgraduate Education Support Centre Procedures (intranet)	Internal document

Reference	Scope	Description	Documents	Observations
		procedures to initiate an acquisition process in the scope of research projects; 504. Establishes the necessary procedures for Acquisition of Travel, Air Transport and Accommodation; 505. Establishes the procedures for granting Scientific Research Grants at the University of Algarve.	503.- Rectoral Internal note 01/2014- Research and Postgraduate Education Support Centre Procedures (intranet) 504.- Regulation of scholarships 505.- PCI proposal – DP-03	
INV_P601-P605	Project management	601. Definition of internal procedures and establishes routines regarding project management; 602. Establishes the internal control procedure associated with travel and equivalences to fellows; 603. Establishes internal procedures associated with expenditures on working capital; 604. Establishes the internal procedures associated with expenses that do not have a basis of a process of acquisition of goods and services; 605. Establishes internal procedures associated with expenses incurred in continuous supply contracts	601.- Manual of Internal Procedures of the Research and Postgraduate Education Support Centre – being reviewed 602.- PCI-DP-01 Approved by the Managing Council on 23/03/2015 Research and Postgraduate Education Support Centre Procedures; 603.- PCI-D-05 Approved by the Managing Council on 25/05/2015 604.- PCI-D-03 Approved by the Managing Council on 23/02/2015; 605. - PCI-D-04 Approved by the Managing Council on 23/02/2015	Internal documents
EXT_P101-P102	Entrepreneurship and knowledge transfer	101. Definition of the structure and competences of the Research and Postgraduate Education Support Centre in support of the activities of entrepreneurship and transfer of knowledge in UAlg - Organic Regulation of the Support Unit for Scientific Research and Postgraduate Training of UAlg; 102. Procedures, form and terms of virtual and physical incubation of companies in UAlg - Regulation of incubation of companies of UAlg.	101.- DR, 2.ª série, N.º 17 de 26 de janeiro, Regulamento n.º 57/2010 102.- DR, 2.ª série, Nº18 de 27 janeiro, Regulamento n.º 88/2016	
EXT_P201	Intellectual property	201. Establishes the rights, protection and exploitation of industrial property as well as the responsibilities and procedures for the protection of industrial property in UAlg - UAlg's Intellectual Property Regulation	201.- DR, 2nd series, No. 46 of 6 March, Regulation no. 74/2013	
EXT_P301	Cooperation	301. Establishes the scope, procedures and requirements of the Mentoria Alumni Program.	301.- Document approved by the Rector on 16/07/2015	Internal document

Reference	Scope	Description	Documents	Observations
EXT_P401	Mediterranean Diet	401. Appointment of the Working Group in the framework of the Mediterranean Diet. Creates the working group and establishes the framework, coordination model and responsibilities	401.-Rectoral Dispatch RT. 26/2014	Internal document
EXT_P501	Extension (General)	501. Establishes the working group for the extension activities and establishes the framework, coordination and responsibilities of the working group for the extension activities	501.- Rectoral Dispatch RT. 21/2014	Internal document
EXT_P601-P603	Training and permanent update	601. Procedures and requirements, internal accreditation and accreditation of undergraduate courses of the University of Algarve; 602. Creates the language centre of The University and establishes the scope, coordination model and operation-regulation of the language centre (CL-Ualg); 603. Creates the Life-long Learning Centre of the University of Algarve and establishes the its framework, coordination and operation model- regulation.	601.-DR, 2nd series, no. 5-January 6, Regulation No 378/2017; 602.-DR, 2nd series, no. 31 of 15 February, Regulation No 154/2016-603 Life-long learning Centre regulation of 8/29/2016.	603. – internal Document
EXT_P701-P702	Provision of services	701. Establishes the scope, organization, responsibilities and access to the services of the Laboratory of Hearing and Speech Therapy. Regulation of functioning of the Laboratory of Hearing and Speech Therapy of the university; 702. Creates the Laboratory of Research and Training in Emergency and establishes the framework, coordination model and operation. Regulation of the Laboratory of Research and Training in Emergency.	701.-DR, 2nd series, no. 157 of 17 August, Regulation No 805/2016 702.-Regulation the Laboratory of Research and Training in Emergency 1/16/2013	702.-internal Document
EXT_P801	Volunteering	801. Creates the UAlg V + and establishes the framework, coordination and operation model-standards for the operation of the voluntary Group of UAlg V +	801.-DR, 2nd series, no. 250 of 23 December, Regulation 899/2015	
INT_P101-P104	Services to the University Rectorate	101. Supports the visits of foreign delegations; 102. Preparation and implementation of protocols of collaboration; 103. Collection, compilation and provision of data mobility and cooperation; 104. Formalization of institutional applications for international projects	101-104.-Manual of procedures. University Rectorate	Internal documents.
INT_P201-P205	Services for Students	201. Support mobility incoming students; 202. Support for students "Full Students"; 203. Support for outgoing mobility students; 204. Support to students in courses in association; 205. General support to international students.	201-202.-Manual of procedures-Student Services; 203.-d. R; second Series No. 49 10 March 2016, Reg. 242/2016; 204-205.-Manual of procedures-services for students	INT_P201-P205

Reference	Scope	Description	Documents	Observations
INT_P301-P304	Services for teaching and non-teaching staff	301. Support in submitting projects; 302. Support in project management; 303. Support of incoming staff mobility; 304. Support of staff outgoing mobility.	301-303.-Manual of procedures-services for teaching and non-teaching staff; 304.-reg. 242/2016 d. R .2nd Series nº 49 10 March 2016	301-303.-internal Document.
INT_P401-P406	Services for researchers	401. Support visitor researchers; 402. Support outgoing researchers; 403. Support the Erasmus Mundus scholars; 404. Support of pre-doctoral researchers; 405. Euraxess Services; 406. Fulbright Services.	401-406.-Manual of procedures-services for researchers	INT_P401-P406
INT_P501-P509	Transversal Services	501. Organization of actions; 502. Coordination with faculties and schools; 503. Promotion and dissemination; 504. Coordination with other services; 505. Coordination with partners; 506. Process management of visa and residence permit; 507. Support for the community in general; 508. The General Secretariat; 509. Coordination with external entities.	501-506.-Manual of procedures – cross-cutting Services	INT_P501-P509
INT_P601-P603	Quality management	601. Management of indicators; 602. Managing suggestions and complaints; 603. Document management.	601 to 603. -Manual of procedures-quality management	INT_P601-P603
F_P101-P110	Expense	101. Procurement of goods and services – Direct Tuning – general scheme – Collective Persons; 102. Procurement of goods and services: simplified direct Adjustment – collective People-current consumer goods, capital goods (fixed assets), except computer equipment; 103. Procurement of goods and services: simplified direct Adjustment – collective Persons – computer equipment; 104. Procurement of goods and services – public competition; 105. expenses with personnel – travel expenses; 106. Public contracts; 107. Operating fund; 108.: processing of salaries, allowances and discounts; 109.-acquisition of goods and services – cost of the continuous supply contracts; 110. – other expenses.	101. PCI-D-07; 102.-PCI – D-01; 103.-PCI – D – 01/B; 104.-PCI-D-08; 105.-PCI-DP-01; 106.-PCI-D-06; 107.-PCI-D-05; 108.-PCI-DP-04; 109.-PCI-D-04; 110.-PCI-D-03.	Internal documents
F_P201	Revenue	Rental and Assignment of spaces;	201. PCI-R-01	Internal document
RH_P101	Recruitment	101. Hiring of personnel for the University of Algarve; Recruitment of professors (adjunct professors, engineers, main auxiliary members and teachers); Procurement of procedures	101.-DR, 2nd series nº 111/2010 of 9 June, 520/2010 Regulation, as amended by Decree No. 2015/8770; DR, 2nd series nº 111/2010 of 9 June, 521/2010 Regulation, as amended by Decree No. 8770/2015, DR, 2nd series	

Reference	Scope	Description	Documents	Observations
		for academic and non-academic staff workers (SRH);	No. 153 of 7 August and the rectification Declaration No. 621/2016, Dr. 2nd Series n° 111 of 9 July; Rectoral Dispatch 80/2015; Procurement procedures manual academic and non-academic staff workers (SRH); Stages, actors and documentary competitions deadlines; templates of the posts on the web portal of the University of Algarve; Models for publications in the Official Gazette; Models of declarations; Models of employment contracts in public functions of teaching and non-teaching staff	
RH_P202	Accumulation of functions	202. The accumulation of functions at the University of Algarve	202.-DR second grade No. 49 of 11 March Regulation 106/2015	
RH_P301-P302	Provision of Evidence	301. The award of the title of specialist; Codes of the National Classification System of Education and Scientific Areas (CNAEF) in which the University of Algarve awards the title of specialist. 302. Regulation for the provision of public evidence of evaluation of pedagogical and technical-scientific competence.	301-Decree No. 5232/2012, DR 2nd series No. 75 of April 16; Rectoral Dispatch 64/2015. 302. Regulation 615/2011, DR 2nd series No. 230 of 30 November; Public evidence of Pedagogical Competence assessment and Scientific-technical: Processing of the process	Public evidence of Pedagogical Competence assessment and Scientific-technical council: Processing of the process – internal Document
RH_P401-P402	Performance evaluation	401. Performance evaluation of the teaching staff of the University of Algarve; 402. Performance evaluation of non-teaching staff: composition of the Coordinating Committee for Evaluation, Joint Committee-composition and functioning; Levels of weighting of evaluation parameters for the biennium and future evaluation cycles; Competencies for the performance evaluation of the biennium 2013/2014 and future evaluation cycles;	401.-Regulation No 884/2010, Dr, 2nd series, no. 242 of 16 December, amended by Decree No. 6332/2013 DR 2nd series No. 93 of 15 May is complemented with the regulations of the UO; 402.-Regulation of Joint Committee-document approved on 22 January 2013; Rectoral Dispatch 089/2014; Rectoral Dispatch 005/2013	401.-performance assessment Regulations of the teaching staff of the Teaching Unit-internal documents 402.-internal documents

Appendix 7. Normative Documents of UAlg

Table A.7.1 – Decrees, rules and regulations[1], statutes, and other relevant documents

[1] In English, we were unable to find equivalent terms to distinguish '*regulamentação*' and '*regimento*,* therefore we decided to use the general term *'regulation'* for both terms.

Date	Origin	Document	Topic	Designation	Publication
27/03/2020	Rector	DRT. 41/2020	Teaching and Learning	Exceptional Transitional Norms for Distance Teaching and Learning Regulation	UALGNET, Portal and D.R.
25/03/2020	Rector	DRT. 40/2020	Teaching and Learning	Exceptional and transitional measures for public examinations at the University of Algarve	UALGNET, Portal
12/03/2020	Rector	DRT. 33/2020	Teaching and Learning	Suspension of Presencial Classroom Activities from March 12th to 27th, 2020	UALGNET, Portal
12/03/2020	Rector	DRT. 35/2020	Teaching and Learning	Distance teaching	UALGNET, Portal
12/03/2020	Rector	DRT. 36/2020	Teaching and Learning	Student Recommendations	UALGNET, Portal
09-03-2020	Rector	DRT. 29/2020	Teaching and Learning	Evaluation of the ability to attend Higher Education for candidates over 23 years of age - Alteration of the Portuguese Language Component Evaluation Committee	UALGNET
09-03-2020	Rector	DRT. 30/2020	Governance	University of Algarves' Contingency Plan for the SARS-CoV-2 / COVID-19 Coronavirus	UALGNET, Portal
09-03-2020	Rector	DRT. 34/2020	Governance	Suspension of Presencial Service	UALGNET, Portal
07-02-2020	Rector	DRT 17/2020	Teaching and Learning	Advanced formation offers, 2nd and 3rd study cycles, for the academic year 2020/21	UALGNET
05-02-2020	Rector	DRT. 018/2020	Teaching and Learning	Advanced Level Professional Courses offer for the academic year 2020/21	UALGNET
28-01-2020	Rector	DRT. 013/2020	Human and Material Resources	Regulation for the attribution of the Academic Title of Aggregate of the University of Algarve	UALGNET, Portal and D.R.
24-01-2020	Rector	DRT. 10/2020	Teaching and Learning	Preparation of the formative offer for 2020-2021 - Task calendar	UALGNET
24-01-2020	Rector	DRT. 11/2020	Teaching and Learning	Academic calendar for school year 2020/21	UALGNET, Portal and D.R.
17-01-2020	Rector	DRT.08/2020	Teaching and Learning	Initial offer for the National Access to Higher Education for the academic year 2020/21	UALGNET

Date	Origin	Document	Topic	Designation	Publication
13-01-2020	Rector	DRT. 5/2020	Governance	Composition of the Managing Council	UALGNET, Portal and D.R.
13-01-2020	Rector	DRT. 07/2020	Research and Development	Representation of Research Centers and Management Units in the Scientific Councils	UALGNET
13-01-2020	Rector	DRT. 06/2020	Human and Material Resources	Delegation of Competencies – Algarve University Library Technical Coordinator	UALGNET
7-01-2020	Rector	DRT. 2/2020	Extension	Life-long Learning Centre (CeFAP) Coordinator Appointment	UALGNET
07-01-2020	Rector	DRT. 4/2020	Human and Material Resources	Staff Vacation Plan - 2020	UALGNET
20-12-2019	Rector	DRT. 96/2019	Governance	Delegation of powers to the Vice-Rectors	UALGNET, Portal and D.R.
20-12-2019	Rector	DRT. 97/2019	Governance	Delegation of powers to the Pró-Rectors	UALGNET, Portal and D.R.
16-12-2019	Rector	DRT. 93/2019	Human and Material Resources	Review Committee of the "General Regulation for the Evaluation of the Performance of Teaching Staff"	UALGNET
12-12-2019	General Council	Regulation	Governance	Budget for 2020	UALGNET, Portal
11-12-2019	General Council		Governance	2020 Activities Plan	UALGNET, Portal
19-11-2019	Rector	DRT. 84/2019	Extension	Appointment of Coordinating Committee of the Life-long Learning Centre (CeFAP)	UALGNET
19-11-2019	Rector	DRT. 85/2019	Extension	Appointment of the Coral Group of the University of Algarves' Director (GC-UAlg)	UALGNET
13-11-2019	Rector	DRT. 81/2019	Governance	Delegation of Competencies - Jury President of the Adjunct Professor Admission Contest	UALGNET, Portal and D.R.
12-11-2019	Rector	Norm	Governance	Integrated System for the Monitorization of Teaching and Learning (SIMEA v.1.2)	UALGNET, Portal
11/11/2019	Rectoria	DRT 78/2019	Teaching and Learning	Vacancies for special access and admission of international students for 2020/2021	UALGNET
11-11-2019	Rector	DRT. 80/2019	Teaching and Learning	Coordinators for the process of evaluating the ability to attend Higher Education for candidates over 23 years of age	UALGNET
11-11-2019	Rector	DRT. 79/2019	Internationalization	Incentives for the enrollment of international students in the initial formative study cycles - 2020/21	UALGNET, Portal
06-11-2019	Rector	DRT. 77/2019	Teaching and Learning	Preparation of the formative offer for 2020-2021 - Procedures' calendar	UALGNET
05-11-2019	Rector	DRT. 70/2019	Teaching and Learning	Regulation for the attribution of the Doctorate Degree in International Cotutela Regime of the University of Algarve - Regulation No. 817/2019	UALGNET, Portal and D.R. 817/2019

Date	Origin	Document	Topic	Designation	Publication
05/11/2019	Rectoria	DRT. 002/2019	Teaching and Learning	Tuition overheads settled in 2019	UALGNET
05-11-2019	Rector	DRT. 76/2019	Internationalization	Tuition fees to be set for Undergraduate and Integrated Master students under the Statute of the International Student at the University of Algarve for 2020/2021	UALGNET, Portal
25-10-2019	Rector	DRT. 73/2019	Internationalization	Regulation of the special access and admission of international students to undergraduate and master's degree cycles integrated in UAlg	UALGNET, Portal and D.R.
25-10-2019	Rector	DRT. 74/2019	Internationalization	Calendar of the Special Access and Admission in the 1st cycle and in the Integrated Master under the Statute of the International Student at the University of Algarve for 2020/2021	UALGNET
23-10-2019	Rector	DRT. 72/2019	Human and Material Resources	Nomination for Head of Division of Information and Statistics of the Research and Postgraduate Education Support Centre (UAIC)	UALGNET, D.R.
22-10-2019	Managing council	Regulamento DRT. 71/2019	Human and Material Resources	Regulation for the yielding and rental of teaching spaces and outdoor spaces on the Gambelas and Penha campuses	UALGNET, Portal and D.R.
22-10-2019	Rector	Regulation	Human and Material Resources	Regulation for the lease and rental of spaces at the University of Algarve	UALGNET, Portal
10-09-2019	Rector	Regulation	Teaching and Learning	Regulation on the granting of scholarships for professional initiation of University of Algarves' students	UALGNET, Portal and D.R.
02-08-2019	Rector	DRT. 64/2019	Governance	Composition of the Joint Committee (2019/2022)	UALGNET
29-07-2019	Rector	DRT. 61/2019	Governance	Appointment of the President of the Department of Biomedical Sciences and Medicine (DCBM)	UALGNET,
23-07-2019	Rector	Regulation	Human and Material Resources	Regulation of University Residences of the University of Algarve	UALGNET, Portal and D.R.
16-07-2019	Rector	DRT.058/2019	Teaching and Learning	Amendment to the Regulation for the award of Excellence Scholarships; Regulation for granting scholarships to students enrolled at the University of Algarve for the first time, submitted through the National Access Admition	UALGNET, Portal and D.R.
08-07-2019	Administrator	DAD. 02/2019	Governance	Delegation of competencies to UAlg Services' Directors	UALGNET, D.R.
01-07-2019	Rector	DRT. 54/2019	Teaching and Learning	Appointment of the commission for the execution and classification of the 2019 specific entrance exams for Technological Specialization Diploma holders (CET) or Advanced Level Professional Courses (CTeSP)	UALGNET
27-06-2019	Rector	DRT. 51/2019	Teaching and Learning	Calendar of special access and admition, changes of institution/course, re-entry and changes of campuses/transition	UALGNET, Portal

Date	Origin	Document	Topic	Designation	Publication
27-06-2019	Rector	DRT. 52/2019	Teaching and Learning	Appointment of a jury to organize and coordinate the admission process to Advanced Level Professional Courses	UALGNET
24-06-2019	Managing council		Governance	2018 Consolidated Management Report	UALGNET, Portal
12-06-2019	Rector	DRT. 49/2019	Teaching and Learning	Academic Calendar for 2019/20 academic year	UALGNET and Portal https://intranet.ualg.pt/documentos/5d77c6f92bc43f0011392d62
11-06-2019	Rector	DRT. 47/2019	Extension	Coordinating Committee of the UAlg Volunteer Group (UAlg V +) - Change of Composition	UALGNET
21/05/2019	Rector	DRT. 42/2019	Extension	Working Group for the Safeguard of the Mediterranean Diet	UALGNET
02-05-2019	Rector	DRT. 41/2019	Teaching and Learning	Tuition Fees for Advanced Level Professional Courses (CTeSP), 1st, 2nd and 3rd cycles of studies and Integrated Master for the academic year 2019/2020	UALGNET, Portal
02-05-2019	Rector	DRT. 41/2019	Teaching and Learning	Tuition Fees setting for 2019/2020	UALGNET, Portal and D.R.
30-04-2019	Rector	DRT. 40/2019	Teaching and Learning	Timetable, structure and references of specific entrance exams for Technological Specialization Diploma holders (CET) or Advanced Level Professional Courses (CTeSP)	UALGNET, Portal
18-04-2019	Managing council	Deliberation	Governance	Table of Fees and Emoluments for Academic Services of the University of Algarve	UALGNET, Portal and D.R.
10-04-2019	Rector	DRT. 32/2019	Governance	Delegation of competencies to scientific project managers	UALGNET
03-04-2019	Rector	DRT. 14/2020	Teaching and Learning	Timetable for the admission process to the Advanced Level Professional Courses and the respective tests	UALGNET, Portal
27/03/2019	General Council		Governance	2018 Activities Report	UALGNET, Portal
18-03-2019	Rector	Regulation DRT. 28/2019	Human and Material Resources	Second amendment and full republication of the UAlg General Staff Evaluation Regulations	UALGNET, Portal and D.R.
08-03-2019	Rector	DRT. 26/2019	Human and Material Resources	Evaluators in the process of evaluating the performance of non-teaching staff for the 2019/2020 biennium	UALGNET
08-03-2019	Rector	DRT. 25/2019	Human and Material Resources	Mentions of excellent and relevant performance for the performance evaluation of the 2017/2018 biennium	UALGNET
13-02-2019	Rector	Regulation DRT. 20/2019	Human and Material Resources	Amendment to the Regulation on the Recruitment and Binding of Specially Hired Teaching Staff	UALGNET, Portal and D.R.

Date	Origin	Document	Topic	Designation	Publication
07-02-2019	Rector	DRT. 17/2019	Human and Material Resources	Performance assessment based on the "competencies" assessment parameter	UALGNET
07-02-2019	Rector	DRT. 16/2019	Human and Material Resources	Evaluation parameter "competences"	UALGNET
30-01-2019	Rector	DRT.013/2019	Human and Material Resources	Regulation for the recruitment, contracting, provision of services and evaluation of PhDs hired on a fixed term basis at the University of Algarve	UALGNET, D.R.
21-01-2019	Rector	DRT. 8/2019	Extension	Appointment of the Coordinating Committee of the Language Center of the University of Algarve (CL-UAlg)	UALGNET
21-01-2019	Rector	DRT. 9/2019	Governance	Quality Advisory Council and Quality Assurance Commission of the University of Algarve	UALGNET, Portal and D.R.
09-01-2019	Rector	DRT. 04/2019	Human and Material Resources	Composition of the Evaluation Coordinating Council (CCA) for the 2019/20 biennium	UALGNET
04-01-2019	Rector	DRT. 01/2019	Governance	New Classification Plan of the University of Algarve	UALGNET
14-12-2018	Rector	DRT. 117/2018	Human and Material Resources	Common timetable for the completion of the teacher performance evaluation process (2016-2018 triennium)	UALGNET
23-11-2018	Rector	DRT. 107/2018 Regulation	Teaching and Learning	Regulation for accreditation of previous training and professional experience	UALGNET, Portal and D.R.
29-10-2018	Rector	DRT. 96/2018	Teaching and Learning	CNAEF areas in which the University of Algarve awards the title of specialist	UALGNET, Portal and D.R.
16-10-2018	Rector	DRT. 94/2018 Regulation	Teaching and Learning	Universidade of Algarves' Merit Scholarship attribution Regulation	UALGNET, Portal and D.R.
03-10-2018	Rector	DRT. 91/2018	Research and Development	Working group on the licensing of facilities for the contained use of genetically modified micro-organisms (GMM) and genetically modified organisms (GMOs) and for the implementation of legislation on the protection of animals for scientific purposes.	UALGNET
07-08-2018	Rector	DRT. 79/2018	Teaching and Learning	Universidade of Algarves' Sports Merit Scholarship attribution Regulation	UALGNET, Portal and D.R.
07-08-2018	Rector	DRT. 77/2018 Regulation	Teaching and Learning	Universidade of Algarves' Tuition Fees Regulation	UALGNET, Portal and D.R.
07-08-2018	Rector	DRT. 78/2018 Regulation	Teaching and Learning	Statutes regulation and special rights of UAlg students	UALGNET, Portal and D.R.
11-07-2018	General Council		Governance	UAlg Strategic Plan 2017-2021	UALGNET, Portal and D.R.

Date	Origin	Document	Topic	Designation	Publication
04-07-2018	Rector	DRT. 70/2018	Research and Development	Creation of the Doctoral Programs Coordinating Commission	UALGNET, Portal and D.R.
29-06-2018	Rector	DRT. 69/2018	Governance	Delegation of Competencies – Organic Unit Director and Department of Biomedical Sciences and Medicine Director	UALGNET, Portal and D.R.
30-04-2018	Rector	DRT. 47/2018	Governance	Delegation of Competencies – Algarve University Administrator	UALGNET, D.R.
27-04-2018	Rector	DRT. 45/2018	Teaching and Learning	Guiding principles for the distribution of teaching service to the professors of the University of Algarve	UALGNET, Portal and D.R.
27-04-2018	Rector	DRT. 46/2018	Governance	Appointment of the Rector's Advisor	UALGNET, Portal and D.R.
27-04-2018	Rector	DRT. 41/2018	Human and Material Resources	Appointment of the Administrator of the University of Algarve	UALGNET, D.R.
23-04-2018	Social Action Council	Regulation	Governance	UAlgs' Social Support Fund Regulation	UALGNET, Portal and D.R.
14-04-2018	Rector	Regulation	Extension	UAlgs' *Alumni* Council Regulation	UALGNET
09-03-2018	Rector	DRT. 27/2018	Governance	Delegation of Competencies – Head of Division of Information and Statistics of the Research and Postgraduate Education Support Centre (UAIC)	UALGNET
09-03-2018	Rector	DRT. 29/2018	Governance	Delegation of Competencies – Head of Division of Entrepreneurship and Technology Transfer (CRIA) of the Research and Postgraduate Education Support Centre (UAIC)	UALGNET, D.R.
13-01-2018	Rector	DRT. 06/2020	Governance	Delegation of Competencies – Algarve University Library Technical Coordinator	UALGNET, D.R.
13-12-2017	Rector	DRT. 78/2017	Governance	Vice-Rectores e Pró-Rectores Nomination	UALGNET, Portal and D.R.
31-10-2017	Rector	DRT. 71/2017	Human and Material Resources	Special budgetary implementation measures	UALGNET
27-10-2017	Rector	DRT. 68/2017	Teaching and Learning	Support Office for Students with Special Educational Needs Team - GAENEE - Change in composition	UALGNET, Portal
26-09-2017	Administrator	Regulation	Governance	Organic Regulation of Social Welfare Services	UALGNET, Portal and D.R.
14-09-2017	Rector	Regulation	Extension	Regulation for business incubation	UALGNET, Portal and D.R.
14-09-2017	Rector	Regulation	Research and Development	Regulation for business incubation	UALGNET, Portal and D.R.
31-05-2017	Rector	DRT. 40/2017	Human and Material Resources	Internal mobility – amendment to procedures	UALGNET
31-02-2017	Rector	Regulation	Teaching and learning	Regulations for Advanced level Professional Course (TeSP)	UALGNET, Portal and D.R.

Date	Origin	Document	Topic	Designation	Publication
15-02-2017	General Council	Regulation*	Governance	Budget for 2017	UALGNET, Portal
15-02-2017	General Council		Governance	Activities plan for 2017	UALGNET, Portal
02-02-2017	Rector	DRT. 09/2017	Human and Material Resources	Composition of the Evaluation Coordinating Council (ECC) for the biennium 2015/16	UALGNET, Portal and D.R.
19-12-2016	Rector	Regulation	Extension	Regulations of non-degree courses - Amendment of Article 11, no.4	UALGNET, Portal and D.R.
09-12-2016	Rector	DRT. 84/2016	Governance	Delegation of competences to the Director of the Faculty of Human and Social Sciences	UALGNET, Portal and D.R.
07-12-2016	Rector	DRT. 82/2016	Internationalization	Revision of Calendar for special access and admission of the international student to undergraduate and master's degree study cycles under the International Student Statute of the University of Algarve for 2017/2018	UALGNET, Portal
23-11-2016	Rector	DRT. 81/2016	Governance	Delegation of competences to the Administrator of the Social Action Services of UAlg	UALGNET, Portal and D.R.
11-11-2016	Rector	DRT. 79/2016	Teaching and learning	Second amendment to the internal regulation governing the award of merit scholarships.	UALGNET, Portal
11-11-2016	Rector	DRT. 78/2016	Governance	Delegation of competences to the Vice-Rector, Paulo Águas, and Pro-Rector, Gabriela Schütz	UALGNET, Portal and D.R.
07-11-2016	Rector	DRT. 77/2016	Extension	Appointment of Coordinator for the Life-long Learning Centre (CEFAP)	UALGNET, Portal and D.R.
04-11-2016	Rector	DRT. 75/2016	Teaching and learning	Calendar of procedures for educational offers 2017/2018	UALGNET, Portal
04-11-2016	Rector	DRT. 76/2016	Human and Material Resources	Renewal of the mandate of the Director of the UAlg Library	UALGNET, Portal and D.R.
28-10-2016	Rector	DRT. 74/2016	Governance	Delegation of competences to the Directors of the Organizational Units and to the President of the Department of Biomedical Sciences and Medicine	UALGNET, Portal and D.R.
26-10-2016	Rector	DRT. 73/2016	Internationalization	Tuition fees to be set for undergraduate and graduate students under the International Student Statute for the 2017-2018 school year	UALGNET, Portal and D.R.
21-10-2016	Rector	DRT. 71/2016	Human and Material Resources	Appointment of a working group to prepare the application of the University of Algarve - POSEUR 03-2016-65	UALGNET, Portal and D.R.
19-10-2016	Rector	DRT. 70/2016	Teaching and learning	Appointment of commission to assess the Portuguese Language Exam Component M23	UALGNET, Portal and D.R.
19-10-2016	Rector	DRT. 69/2016	Teaching and learning	Appointment of coordinators for procedures of M23 candidates	UALGNET, Portal and D.R.
14-10-2016	Rector	DRT. 67/2016	Internationalization	Incentives for the Enrollment of International Students in the initial Cycles of Studies - 2017/18	UALGNET, Portal
07-10-2016	Rector	DRT. 62/2016	Extension	Appointment of Coordinating Committee for the CEFAP	UALGNET, Portal

Date	Origin	Document	Topic	Designation	Publication
16-09-2016	Rector	DRT. 56/2016	Teaching and learning	Team of Support Office for Students with Special Educational Needs - Changes to team members	UALGNET, Portal
08-09-2016	Rector	DRT. 55/2016	Teaching and learning	Hosting new students	UALGNET, Portal
29-08-2016	Rector	DRT. 52/2016	Extension	Creation of the CEFAP	UALGNET, Portal and D.R.
29-08-2016	Rector	Regulation	Extension	Regulation of non-degree courses	UALGNET, Portal and D.R.
29-08-2016	Rector	Regulation	Internationalization	[Revision of the Appendices to the Regulation of special access and admission of the international student to undergraduate and master's degree study cycles under the International Student Statute of the University of Algarve	UALGNET, Portal and D.R.
29-08-2016	Rector	DRT. 51/2016	Internationalization	Calendar for special access and admission to undergraduate and masters degree study cycles under the International Student Statute of UAlg for 2017/2018	UALGNET, Portal and D.R.
19-08-2016	Rector	Regulation	Teaching and learning	Evaluation regulations - republishing	UALGNET, Portal and D.R.
19-08-2016	Rector	DRT. 49/2016	Governance	Table of Fees and Emoluments for Academic Services of the University of Algarve	UALGNET, Portal and D.R.
29-07-2016	Rector	Regulation	Extension	Working Regulation of the Speech Therapy and Hearing Laboratory	UALGNET, Portal
28-07-2016	Rector	DRT. 48/2016	Extension	Working group for Aging – Amendments to member composition	UALGNET, Portal
27-07-2016	Rector	DRT. 46/2016	Teaching and learning	Academic calendar for school year 2016/17	UALGNET, Portal
27-07-2016	Rector	DRT. 47/2016	Teaching and learning	Students Fees – all study cycles school year 2016/2017 - republishing	UALGNET, Portal and D.R.
21-07-2016	Rector	DRT. 44/2016	Teaching and learning	Calendar for special admissions, changes of institution / course and re-entries for 2016/17	UALGNET, Portal
21-07-2016	Rector	Regulation	Teaching and learning	Regulation for Special Admissions and Regimes for Reentry and Change of Institution / Course	UALGNET, Portal and D.R.
18-07-2016	Rector	DRT. 43/2016	Teaching and learning	Appointment of monitoring committee for TeSP (Advanced level Professional Course)	UALGNET, Portal
13-07-2016	General Council		Governance	Activities Report of 2015	UALGNET, Portal
13-07-2016	General Council		Governance	Consolidated Management Report for 2015	UALGNET, Portal
11-07-2016	Rector	DRT. 42/2016	Governance	Quality Consultative Board and Quality Assurance Committee of UAlg	UALGNET, Portal
05-07-2016	Rector	DRT. 41/2016	Teaching and learning	Appointment of committee for designing and assessing exams for the students who did a TeSP (Advanced Level Professional Course).	UALGNET, Portal

Date	Origin	Document	Topic	Designation	Publication
01-07-2016	Rector	DRT. 40/2016	Teaching and learning	Panel for organizing and coordinating the admission process of TeSP candidates (Advanced Level Professional Course)	UALGNET, Portal
28-06-2016	Rector	DRT. 39/2016	Governance	Delegation of competences to the Director of the School of Management, Hospitality and Tourism, mandated for the interim exercise of the position, under a substitution regime	UALGNET, Portal and D.R.
23-06-2016	Rector	Regulation	Extension	Regulation for the Attendance of single Curricular Units	UALGNET, Portal and D.R.
21-06-2016	Rector	DRT. 36/2016	Teaching and learning	Exam calendar and exam structure for the admission of TeSP candidates (Advanced Level Professional Course)	UALGNET, Portal
21-06-2016	Rector	DRT. 35/2016	Research and Development	Working group for the licensing of facilities for the contained use of genetically modified organisms and genetically modified organisms and for the implementation of legislation on the protection of animals for scientific purposes	UALGNET, Portal and D.R.
06-06-2016	Rector	DRT. 33/2016	Teaching and learning	Calendar for admissions procedure for TeSP (Advanced Level professional courses)	UALGNET, Portal
02-06-2016	Rector	DRT. 32/2016	Teaching and learning	Fees of shared courses and financed courses from European Programmes for Cooperation	UALGNET, Portal and D.R.
30-05-2016	Rector	Regulation	Human and Material Resources	Amendment to the Regulation of Management Roles	UALGNET, Portal and D.R.
30-05-2016	Managing council	Regulation	Human and Material Resources	Regulation for the lending and hiring of school spaces and outdoor spaces of the campuses of Gambelas and Penha	UALGNET, Portal
25-05-2016	Rector	DRT. 31/2016	Teaching and learning	School Year calendar 2016/17	UALGNET, Portal
23-05-2016	Rector	Regulation	Human and Material Resources	Amendment to the Regulation on the Recruitment and Binding of Specially Employed Teaching Staff	UALGNET, Portal and D.R.
11-05-2016	General Council	Regulation*	Teaching and learning	Determining the cost of the fees in 2016/2017	UALGNET, Portal and D.R.
11-05-2016	General Council	Regulation*	Research and Development	Academic Centre for Research and Education in Biomedicine in the Algarve	UALGNET, Portal and D.R.
05-05-2016	Rector	Regulation	Governance	Regulation on Registration and Classification of Documents	UALGNET, Portal and D.R.
07-04-2016	Rector	DRT. 28/2016	Internationalization	Overheads on tuition fees for selected MSc in association under the Erasmus + / Key Action 1 Erasmus Mundus programme	UALGNET, Portal
07-04-2016	Rector	DRT. 27/2016	Research and Development	Measures to encourage research - use of final balances	UALGNET, Portal
30-03-2016	Rector	DRT. 25/2016	Governance	Delegation of Competences for Protocol Signing	UALGNET, Portal and D.R.
17-03-2016	Rector	Regulation	Extension	Regulation of the Language Centre (CL-UAlg) – amendment	UALGNET, Portal and D.R.

Date	Origin	Document	Topic	Designation	Publication
16-03-2016	Rector	DRT. 23/2016	Governance	Integrated System for the Monitorization of Teaching and Learning (SIMEA)	UALGNET, Portal
16-03-2016	Rector	DRT. 22/2016	Research and Development	Working group for the development and implementation of PT-CRIS at the University of Algarve - Information System for Research (SII)	UALGNET, Portal
09-03-2016	Rector	DRT. 21/2016	Governance	Delegation of Competences to the Administrator of the University of Algarve	UALGNET, Portal and D.R.
07-03-2016	Rector	DRT. 20/2016	Governance	Delegation of competences to the scientific coordinators of projects	UALGNET, Portal and D.R.
01-03-2016	Rector	DRT. 19/2016	Governance	Redesign of the working group to follow up the implementation and development of DIS UAlg	UALGNET, Portal
22-02-2016	Rector	DRT. 18/2016	Teaching and learning	Preparation of school year 2016/17- calendar for procedures	UALGNET, Portal
12-02-2016	Rector	DRT. 17/2016	Governance	Working group to monitor the implementation and development of SIGES UAlg	UALGNET, Portal
12-02-2016	Rector	DRT. 16/2016	Human and Material Resources	Staff holidays – 2016	UALGNET, Portal
11-02-2016	Rector	DRT. 15/2016	Extension	Nomination of the Coordinating Committee of the CL-UAlg	UALGNET, Portal
11-02-2016	Rector	DRT. 14/2016	Governance	Delegation of competences to Vice-rector Pedro Ferré	UALGNET, Portal and D.R.
02-02-2016	Rector	DRT. 12/2016	Extension	Appointment of Director for the Coral Group of the University of Algarve	UALGNET, Portal
01-02-2016	Rector	DRT. 11/2016	Governance	Delegation of competences to Pro-rector Manuela David	UALGNET, Portal and D.R.
29-01-2016	Rector	Regulation	Extension	Regulation of Language Centre	UALGNET, Portal and D.R.
29-01-2016	Rector	DRT. 10/2016	Governance	Appointment of Pro-rector Manuela David	UALGNET, Portal and D.R.
19-01-2016	Rector	DRT. 06/2016	Governance	Policies on overheads from fees revenues	UALGNET, Portal
15-01-2016	Rector	DRT. 05/2016	Teaching and learning	Part-time students – TeSP (Advanced level professional courses)	UALGNET, Portal
11-01-2016	Rector	Regulation	Teaching and learning	Regulations for the Application and Selection for Masters in Medicine	UALGNET, Portal and D.R.
07-01-2016	Rector	DRT. 04/2016	Governance	Composition of the Managing Council	UALGNET, Portal and D.R.
06-01-2016	Rector	Regulation	Extension	Regulation of Incubation of Companies	UALGNET, Portal and D.R.
06-01-2016	Rector	Regulation	Research and Development	Regulation for business incubation	UALGNET, Portal and D.R.
16-12-2015	General Council	Regulation*	Governance	Appointment of Student Obundsperson	UALGNET, Portal and D.R.
14-12-2015	Rector	DRT. 84/2015	Human and Material Resources	Internal mobility – amendment to procedures	UALGNET, Portal

Date	Origin	Document	Topic	Designation	Publication
01-12-2015	Rector	DRT. 82/2015	Human and Material Resources	Overall Calendar for the completion of teaching staff performance evaluation process (triennium 2013-2015)	UALGNET, Portal
30-11-2015	Rector	DRT. 81/2015	Research and Development	Reimbursement of accommodation and transportation expenses by itinerary form within the framework of projects	UALGNET, Portal
27-11-2015	Rector	DRT. 80/2015	Human and Material Resources	Hiring of invited professors (adjunt professors, coordinators, main coordinators, auxiliary professors, associates and professor)	UALGNET, Portal
25-11-2015	Rector	Regulation	Internationalization	Regulation for special access and admission of the international student to to undergraduate and masters degree study cycles of UAlg	UALGNET, Portal and D.R.
04-11-2015	Rector	Regulation	Human and Material Resources	Regulation of Students Residencies	UALGNET, Portal
29-10-2015	Rector	DRT. 75/2015	Extension	Entrepreneurship at the University of Algarve	UALGNET, Portal
14-10-2015	Rector	DRT. 73/2015	Human and Material Resources	Special measures for budget implementation	UALGNET, Portal
08-09-2015	Rector	DRT. 68/2015	Extension	Coordinating Committee for the UAlg Volunteer group	UALGNET, Portal
02-09-2015	Rector	Regulation	Teaching and learning	Regulations for Masters and PhDs	UALGNET, Portal and D.R.
02-09-2015	Rector	Regulation	Extension	UAlg V+ Volunteer Group Operating Norms	UALGNET, Portal
03-08-2015	Rector	Regulation	Teaching and learning	Fees - amendments	UALGNET, Portal and D.R.
31-07-2015	Rector	DRT. 64/2015	Teaching and learning	Codes of the National Classification System of Education and Scientific áreas for 'Título de Especialista'	UALGNET, Portal
31-07-2015	Rector	DRT. 65/2015	Governance	Delegation of competences – Panel for Doctorate viva	UALGNET, Portal and D.R.
29-07-2015	Rector	DRT. 60/2015	Governance	Appointment of President of Department of Biomedical Sciences and Medicine	UALGNET, Portal and D.R.
22-07-2015	Rector	DRT. 58/2015	Human and Material Resources	Budget implementation 2015 – Containment Measures	UALGNET, Portal
21-07-2015	Rector	Regulation	Human and Material Resources	Amendment to the Regulation on the Recruitment and Binding of Specially Hired Teaching Staff	UALGNET, Portal and D.R.
16-07-2015	Rector	Regulation	Extension	Mentoria Alumni Programme	UALGNET, Portal
03-07-2015	Rector	Regulation	Teaching and learning	Student Disciplinary Regulations	UALGNET, Portal
30-06-2015	Rector	DRT. 53/2015	Human and Material Resources	Evaluation of teaching staff performance (2004 to 2012) - transitional regime	UALGNET, Portal
17-06-2015	Rector	DRT. 51/2015	Governance	Delegation of competences to the Vice-Rectors Ana de Freitas, Pedro Ferré e Paulo Águas	UALGNET, Portal and D.R.

Date	Origin	Document	Topic	Designation	Publication
15-06-2015	Rector	DRT. 49/2015	Teaching and learning	Norms on enrolment fees' and reductions - all degrees and courses	UALGNET, Portal and D.R.
12-06-2015	Rector	Regulation	Teaching and learning	Regulations for TeSP – Advanced Level Professional Courses	UALGNET, Portal and D.R.
04-06-2015	Rector	DRT. 45/2015	Research and Development	Editorial Policies	UALGNET, Portal
04-06-2015	Rector	DRT. 44/2015	Research and Development	Research Centres – Association to Organic Units	UALGNET, Portal and D.R.
28-05-2015	Rector	DRT. 42/2015	Extension	Appointment of the Alumni Council	UALGNET, Portal
25-05-2015	Managing council	Regulation	Human and Material Resources	Regulation of the Petty Cash of the University of Algarve	UALGNET, Portal
18-05-2015	Rector	DRT. 40/2015	Human and Material Resources	Appointment of working group for risk management	UALGNET, Portal
15-05-2015	Rector	DRT. 39/2015	Governance	Statutes Revision Committee	UALGNET, Portal
12-05-2015	Rector	DRT. 38/2015	Teaching and learning	Zero Year - Coordinating committee	UALGNET, Portal
30-04-2015	Rector	DRT. 36/2015	Extension	Virtual Incubation - The Division for Entrepreneurship and Technology Transfer	UALGNET, Portal and D.R.
13-04-2015	Rector	Regulation	Extension	Regulation of the Alumni Council	UALGNET, Portal
08-04-2015	Rector	DRT. 34/2015	Governance	Working group to monitor the implementation and development of DIS UAlg	UALGNET, Portal
06-04-2015	Rector	DRT. 33/2015	Extension	Appointment of the Volunteer working group	UALGNET, Portal
31-03-2015	Rector	DRT. 30/2015	Research and Development	Appointment of Technical Coordinator of Research and Postgraduate Education Support Centre	UALGNET, Portal
13-03-2015	Rector	DRT. 26/2015	Extension	Appointment of the working group for Aging	UALGNET, Portal
13-03-2015	Rector	DRT. 25/2015	Human and Material Resources	Procedures for the renewal of contracts and new contracts	UALGNET, Portal and D.R.
04-03-2015	General Council		Governance	UAlg Strategic Plan 2013-2017	UALGNET, Portal
29-02-2015	Rector	Regulation	Internationalization	ERASMUS + Action 1 Mobility between program countries program regulation	UALGNET, Portal and D.R.
27-02-2015	Rector	DRT. 18/2015	Governance	Appointment of the Administrator of the Social Action Services	UALGNET, Portal and D.R.
25-02-2015	Vice-rectors	DVR. 02/2015	Human and Material Resources	Evaluators in the process of evaluating the performance of non-teaching staff for the biennium 2015/2016	UALGNET, Portal

Date	Origin	Document	Topic	Designation	Publication
25-02-2015	Vice-rectors	DVR. 01/2015	Human and Material Resources	Mention of excellent and relevant performance for the performance evaluation of the biennium 2013/2014	UALGNET, Portal
10-02-2015	Rector	DRT. 13/2015	Governance	Appointment of Vice-rector Paulo Águas	UALGNET, Portal and D.R.
09-02-2015	Rector	DRT. 12/2015	Governance	Delegation of competences – Recruitment of Associate Professor	UALGNET, Portal and D.R.
09-02-2015	Rector	Regulation	Human and Material Resources	Regulation of Accumulation of Functions of the University of Algarve	UALGNET, Portal and D.R.
09-02-2015	Rector	Regulation	Human and Material Resources	First amendment to the Regulation on the Recruitment and Binding of Specially Employed Teaching Staff	UALGNET, Portal and D.R.
19-01-2015	Rector	Regulamento	Governance	Library regulations	UALGNET, Portal
30-12-2014	Rector	DRT. 91/2014	Governance	Composition of the Joint Committee (2015/2018)	UALGNET, Portal and D.R.
30-12-2014	Rector	DRT. 91/2014	Governance	Composition of the Joint Committee (2015/2018)	UALGNET, Portal and D.R.
29-12-2014	Rector	DRT. 90/2014	Research and Development	Standardization of the value of scholarships paid at the University of Algarve	UALGNET, Portal and D.R.
23-12-2014	Rector	DRT. 89/2014	Governance	Classification Plan of UAlg	UALGNET, Portal
05-12-2014	Rector	DRT. 86/2014	Human and Material Resources	Weighting levels of evaluation parameters for the 2015/2016 biennium and future evaluative cycles	UALGNET, Portal and D.R.
01-12-2014	Rector	Regulation	Teaching and learning	Regulations for accreditation of professional experience and former education	UALGNET, Portal and D.R.
24-11-2014	General Council		Governance	Manual of Internal Control of the University of Algarve	UALGNET, Portal
30-10-2014	Rector	DRT. 72/2014	Governance	Delegation of competences – Recruitment of Professor	UALGNET, Portal and D.R.
02-10-2014	Administrator	DAD. 01/2014	Governance	Sub-delegation to the Directors of the UAlg Services	UALGNET, Portal and D.R.
29-09-2014	Rector	DRT. 63/2014	Governance	Delegation of competences – Panel for aggregation examination	UALGNET, Portal and D.R.
18-09-2014	Rector	Regulation	Human and Material Resources	Regulation for Management Positions	UALGNET, Portal and D.R.
11-09-2014	Rector	Regulation	Teaching and learning	Fee regulation	UALGNET, Portal
08-09-2014	Rector	Regulation	Teaching and learning	Part-time students' regulations	UALGNET, Portal and D.R.
29-08-2014	Rector	DRT. 48/2014	Governance	Appointment of Vice-rector Pedro Ferré	UALGNET, Portal and D.R.
22-07-2014	Rector	Regulation	Governance	Regulation of Department of Biomedical Sciences and Medicine of UAlg	UALGNET, Portal and D.R.

Date	Origin	Document	Topic	Designation	Publication
30-06-2014	Managing council	Regulation	Human and Material Resources	Regulation for the lending and hiring of auditoriums and classrooms in campus of Portimão	UALGNET, Portal
19-05-2014	Rector	DRT. 36/2014	Research and Development	Procedures for Sabbatical leave report delivery	UALGNET, Portal
07-05-2014	Rector	DRT. 35/2014	Governance	Working group for the SIGEST UAlg	UALGNET, Portal
30-04-2014	Rector	DRT. 28/2014	Governance	Delegation of competences to the Technical Coordinator of the Research and Postgraduate Education Support Centre	UALGNET, Portal and D.R.
28-04-2014	Rector	DRT. 26/2014	Extension	Appointment of the working group for the Mediterranean Diet	UALGNET, Portal
07-04-2014	Rector	DRT. 21/2014	Extension	Appointment of the working group for extension activities	UALGNET, Portal
17-03-2014	Rector	DRT. 16/2014	Teaching and learning	Determining number of vacancies and the minimum number of students for 2nd cycle courses	UALGNET, Portal and D.R.
12-03-2014	Rector	DRT. 14/2014	Governance	Delegation of Competencies - Head of the Rector's Office	UALGNET, Portal and D.R.
03-03-2014	Rector	DRT. 12/2014	Governance	Delegation of Competences - Director of the UAlg Library	UALGNET, Portal and D.R.
09-01-2014	Rector	DRT. 04/2014	Governance	Delegation of competences – Recruitment of Adjunct Professor	UALGNET, Portal and D.R.
27-12-2013	Rector	DRT. 66/2013	Governance	Appointment of the Head of the Rector's Office	UALGNET, Portal
19-12-2013	Rector	DRT. 63/2013	Governance	Appointment of Vice-rectors and Pro-rectors	UALGNET, Portal and D.R.
11-12-2013	Rector	Regulation	Internationalization	Regulation of Curricular Units of Erasmus Internship and Scientific Project	UALGNET, Portal and D.R.
06-12-2013	Rector	DRT. 58/2013	Governance	Ending the Foundation for the Development of the University of Algarve	UALGNET, Portal and D.R.
22-11-2013	Rector	DRT. 55/2013	Governance	Quality Assurance Committee	UALGNET, Portal
01-11-2013	Rector	DRT. 52/2013	Human and Material Resources	Appointment of the Director of the UAlg Library	UALGNET, Portal and D.R.
10-09-2013	Rector	DRT. 41/2013	Governance	Department of Biomedical Sciences and Medicine – Management structure	UALGNET, Portal
06-09-2013	Rector	DRT. 40/2013	Human and Material Resources	Appointment of a Service Commission to fill the position of Director of Computer Services	UALGNET, Portal and D.R.
14-08-2013	Rector	DRT. 39/2013	Governance	Approval of the Quality Plan (2013) and the Quality Manual of the University of Algarve	UALGNET, Portal
06-05-2013	Rector	Statutes	Teaching and learning	Statutes for students with special educational needs	UALGNET, Portal and D.R.
29-04-2013	Rector	Regulation	Human and Material Resources	First amendment and republishing in full of the General Regulation of Evaluation of the teaching staff of UAlg	UALGNET, Portal and D.R.
23-04-2013	Rector	DRT. 20/2013	Teaching and learning	Guidelines for distribution of teaching hours to the University Teaching staff 2013/2014	UALGNET, Portal

Date	Origin	Document	Topic	Designation	Publication
02-04-2013	Rector	Regulation	Governance	Regulation of the UAlg Social Support Fund	UALGNET, Portal and D.R.
13-03-2013	Rector	DRT. 12/2013	Research and Development	Provision of services, overheads and measures to encourage research and development	UALGNET, Portal
08-02-2013	Rector	Regulation	Governance	Organic Regulation of Social Welfare Services	UALGNET, Portal and D.R.
28-01-2013	General Council		Governance	Charter of the Rights and Duties of the Academic Community	UALGNET, Portal
22-01-2013	Coordinating Committee for Evaluation	Regulation	Human and Material Resources	Regulation for the Running of the Evaluation Coordination Council and its Autonomous Sections	UALGNET, Portal
16-01-2013	Rector	Regulation	Research and Development	Regulation of the Laboratory of Research and Education in Emergency	UALGNET, Portal and D.R.
15-12-2012	Rector	DRT. 59/2012	Human and Material Resources	Evaluation of teaching staff - Definition of concepts (strands; categories; parameters)	UALGNET, Portal and D.R.
28-11-2012	Rector	Regulation	Research and Development	Regulation of Intellectual Property	UALGNET, Portal and D.R.
12-10-2012	Rector	DRT. 53/2012	Extension	Creation of the Coral Group of the University of Algarve	UALGNET, Portal
10-10-2012	Rector	Regulation	Human and Material Resources	Regulation for the Awarding of the Medal of Merit	UALGNET, Portal and D.R.
10-09-2012	Rector	Regulation	Teaching and learning	Scholarships awarded to the best students enrolled for the first time	UALGNET, Portal and D.R.
30-03-2012	Rector	Regulation	Teaching and learning	Regulations for attribution of 'Título de especialista'	UALGNET, Portal and D.R.
22-02-2012	Rector	DRT. 21/2012	Internationalization	ECTS Committee & DS Label	UALGNET, Portal
20-02-2012	Rector	DRT. 20/2012	Research and Development	Document Storage in SAPIENTIA	UALGNET, Portal
03-02-2012	Rector	DRT. 14/2012	Teaching and learning	Norms for definition of Academic Calendar for upcoming years	UALGNET, Portal
10-01-2012	Rector	Regulation	Teaching and learning	Regulations for the Assessment of M23 candidates	UALGNET, Portal
24-11-2011	Rector	DRT. 65/2011	Teaching and learning	Master's Degree in Teaching for pre-Bologna graduates, with experience of pedagogical practice - Exceptional Regime	UALGNET, Portal and D.R.
21-11-2011	Rector	Regulation	Human and Material Resources	Regulation for the provision of public panels to assess pedagogical and technical-scientific competence	UALGNET, Portal and D.R.

Date	Origin	Document	Topic	Designation	Publication
04-08-2011	Rector	Statutes	Governance	Statutes of the School of Health – 1st amendment	UALGNET, Portal and D.R.
03-08-2011	Rector	Statutes	Governance	Statutes of the Faculty of Humanities and Social Sciences	UALGNET, Portal and D.R.
15-06-2011	Rector	DRT. 48/2011	Teaching and learning	1st Amendment to the internal rules governing the award of merit scholarships	UALGNET, Portal and D.R.
15-06-2011	Rector	DRT. 47/2011	Research and Development	Editorial Committee	UALGNET, Portal
23-05-2011	Rector	Statutes	Governance	Statutes of the Faculty of Economics – changes to article 19	UALGNET, Portal and D.R.
08-04-2011	Rector	DRT. 33/2011	Teaching and learning	Rules for master students with a pre-Bologna degree	UALGNET, Portal and D.R.
25-02-2011	Rector	DRT. 22/2011	Human and Material Resources	Appointment of the holder of the position of Head of Division of Programs and Projects of the Research and Postgraduate Education Support Centre	UALGNET, Portal and D.R.
17-01-2011	Rector	DRT. 04/2011	Human and Material Resources	Appointment of UAlg Administrator	UALGNET, Portal and D.R.
17-12-2010	Rector	Regulation	Governance	Regulation of Emeritus Professor	UALGNET, Portal and D.R.
08-11-2010	Rector	Regulation	Human and Material Resources	General Regulation of Evaluation of the performance of teaching staff of the University of Algarve	UALGNET, Portal and D.R.
30-09-2010	Rector	DRT. 82/2010	Governance	Risk prevention plan for corruption and related offenses - Monitoring Committee	UALGNET, Portal
21-06-2010	Rector	DRT. 64/2010	Governance	Delegation of Competences – Recruitment of Auxiliary Professor	UALGNET, Portal and D.R.
28-05-2010	Rector	Regulation	Human and Material Resources	Regulation of Recruitment for the Employment of Staff for Teaching Careers	UALGNET, Portal and D.R.
28-05-2010	Rector	Regulation	Human and Material Resources	Regulation on the Recruitment and Binding of Specially Employed Teaching Staff	UALGNET, Portal and D.R.
24-05-2010	Rector	Regulation	Teaching and learning	Internal regulation for scholarships awarded for merit	UALGNET, Portal
07-05-2010	Rector	Regulation	Teaching and learning	Regulations for attribution of title of European Doctorate	UALGNET, Portal and D.R.
22-03-2010	Rector	Statutes	Governance	Statutes of the School of Education – amendment to item a) of article 5	UALGNET, Portal and D.R.
04-03-2010	Rector	DRT. 29/2010	Teaching and learning	Procedures for masters' and doctorates' vivas - videoconference	UALGNET, Portal and D.R.
22-01-2010	Rector	Regulation	Governance	Regulation of Managing Council	UALGNET, Portal and D.R.
12-01-2010	General Council	Regulation	Governance	Organic Regulation of Services	UALGNET, Portal

Date	Origin	Document	Topic	Designation	Publication
16-12-2009	General Council	Regulation	Governance	Regulation of the Student Obundsperson	UALGNET, Portal
16-12-2009	General Council	Regulation	Research and Development	Organic Regulation of the Research and Postgraduate Education Support Centre	UALGNET, Portal
23-09-2009	Rector	DRT. 56/2009	Governance	Operation of Department of Biomedical Sciences and Medicine	UALGNET, Portal and D.R.
22-07-2009	Rector	Statutes	Governance	Statutes of the Institute of Engeneering	UALGNET, Portal and D.R.
28-05-2009	Rector	Statutes	Governance	Statutes of the Faculty of Economics	UALGNET, Portal and D.R.
18-05-2009	Rector	Statutes	Governance	Statutes of the School of Education and Communication	UALGNET, Portal and D.R.
12-05-2009	Rector	Statutes	Governance	Statutes of the School of Management, Hospitality and Tourism	UALGNET, Portal and D.R.
12-05-2009	Rector	Statutes	Governance	Statutes of the Faculty of Sciences and Technology	UALGNET, Portal and D.R.
20-01-2009	Rector	Regulation	Teaching and learning	Regulations on the award of scholarships for the professional initiation of students	UALGNET, Portal and D.R.
11-12-2008	Rector	Statutes	Governance	Statutes of the University of Algarve	UALGNET, Portal and D.R.
09-12-2008	Coordinating Committee for Evaluation	Regulation	Governance	Regulation of the Joint Committee	UALGNET, Portal
24-07-2008	Rector	DRT. 32/2008	Research and Development	Creation of the International Centre for Coastal Ecohydrology - Appointment of Director Prof. Luís Chícharo	UALGNET, Portal and D.R.
10-10-2007	Rector	Regulation	Teaching and learning	Regulations for students with special status	UALGNET, Portal and D.R.

Table A.7.2 – Advanced Level Professional Course (TeSP) Dispatches and Records

Level of Education: Advanced level Professional Course (TeSP)

Designation	DGES Dispatch	Registration	Publication in *Diário da República*
Accounting	23/06/2017	R/Cr - 67/2015 [a)]	Notice no. 1334/2017 https://dre.pt/application/file/a/106385044

Level of Education: Advanced level Professional Course (TeSP)

Designation	DGES Dispatch	Registration	Publication in *Diário da República*
Renewable energies	28/07/2015	R/Cr - 319/2015	Notice no. 3377/2018 https://dre.pt/application/conteudo/114848751
Management of Tourist Entertainment	11/11/2015	R/Cr - 100/2015	Notice no. 10217/2017 https://dre.pt/application/conteudo/108100915
Electrical Installations, Home Automation and Automation	01/03/2016	R/Cr - 418/2015	Notice no. 10083/2017 https://dre.pt/application/conteudo/108079249
Maintenance and Rehabilitation of Buildings and Infrastructure	23/07/2015	R/Cr - 286/2015	Notice no. 10057/2016 https://dre.pt/application/file/75126869
Executive Secretary	03/08/2015	R/Cr - 336/2015	Notice no. 3550/2018 https://dre.pt/application/conteudo/114883777
Food Safety and Hygiene	30/06/2015	R/Cr - 129/2015	Notice no. 11606/2017 https://dre.pt/application/conteudo/108238751
Information Systems and Technologies	06/07/2015	R/Cr - 172/2015	Notice no. 11718/2017 https://dre.pt/application/conteudo/108234570
Automotive Technology and Maintenance	10/07/2015	R/Cr - 182/2015	Notice no. 1896/2018 https://dre.pt/application/conteudo/114663952
Telecommunications and Networks	28/07/2015	R/Cr - 317/2015	Notice no. 3378/2018 https://dre.pt/application/conteudo/114848752
Air Conditioning and Refrigeration	03/07/2015	R/Cr - 140/2015	Notice no. 11604/2017 https://dre.pt/application/conteudo/108238749
Geographic Information Systems	11/06/2016	R/Cr - 101/2015	Notice no. 11612/2017 https://dre.pt/application/conteudo/108238757
Urban and Architectural Information Technologies	26/06/2015	R/Cr - 118/2015	Notice no. 11715/2017 https://dre.pt/application/conteudo/108234567
Innovation and Food Quality	22/07/2015	R/Cr - 279/2015	Notice no. 10053/2017 https://dre.pt/application/conteudo/75137361

a) Registration altered to R/CR 67.1/2015 published in Notice no. 2101/2018 of February 15th.

Table A.7.3 – 1st Cycle Degrees, Integrated Master, 2nd Cycle and 3rd Cycle

Level of Education: Undergraduate Degree - 1st Cycle

Designation	Date	Registration	Publication in Diário da República	Changes to the Study Plan	Rectifications

Agronomy	30/03/2006	R/A-Ef 2300/2011	Deliberation no. 1286/2006 https://dre.pt/application/file/1380622	Notice no. 11063/2015 https://dre.pt/application/file/70409703	
Landscape Architecture	15/10/2008	R/A-Ef 2301/2011	Deliberation no. 1176/2009 https://dre.pt/application/file/3047877	Dispatch nr 8362/2012 https://dre.pt/application/file/1733151	
Visual Arts	13/11/2006	R/A-Ef 2336/2011	Deliberation no. 1452-J/2007 https://dre.pt/application/file/1964711	Notice no. 10536/2014 https://dre.pt/application/file/57118552	
Biology	16/03/2006	R/A-Ef 2302/2011	Deliberation no. 1199/2006 https://dre.pt/application/file/1518230	Notice no. 12045/2015 https://dre.pt/application/file/70750643	
Marine Biology	16/03/2016	R/A-Ef 2303/2011	Deliberation no. 1100/2006 https://dre.pt/application/file/1362796	Notice no. 10808/2015 https://dre.pt/application/file/70355774	
Biochemistry	13/11/2006	R/A-Ef 2304/2011	Deliberation no. 2272-A/2007 https://dre.pt/application/file/1146087	Notice no. 10807/2015 https://dre.pt/application/file/70355773	Rectification statement no. 680/2016 https://dre.pt/application/file/74797946
Biotechnology	07/11/2006	R/A-Ef 2305/2011	Deliberation no. 1436-F/2007 https://dre.pt/application/file/3068849	Notice no. 8704/2016 https://dre.pt/application/file/74925186	
Biomedical Sciences	09/02/2006	R/A-Ef 2272/2011	Deliberation no. 1205/2006 https://dre.pt/application/file/981715	Notice no. 10084/2016 https://dre.pt/application/file/75147828	
Laboratory Biomedical Sciences	10/04/2014	R/A-Cr 2/2015	Dispatch no. 8434/2015 https://dre.pt/application/file/69917955	Notice no. 6020/2016 https://dre.pt/application/file/74403873	
Communication Sciences	13/11/2006	R/A-Ef 2273/2011	Deliberation no. 1452-B/2007 https://dre.pt/application/file/1964703	Notice no. 6589/2015 https://dre.pt/application/file/67477619	
Educational Sciences and Training	07/11/2006	R/A-Ef 2337/2011	Deliberation no. 2130-A/2007 https://dre.pt/application/file/2410559	Notice no. 2257/2014 https://dre.pt/application/file/1407658	
Communication Design	13/11/2006	R/A-Ef 2274/2011	Deliberation no. 1452-L/2007 https://dre.pt/application/file/1964712	Dispatch no. 8489/2010 https://dre.pt/application/file/1470267	
Sports	05/12/2007	R/A-Ef 3490/2011	Deliberation no. 940/2009 https://dre.pt/application/file/1143385	Notice no. 5833/2014 https://dre.pt/application/file/25709016	
Dietetics and Nutrition	05/12/2007	R/A-Ef 2290/2011	Deliberation no. 1486/2009 https://dre.pt/application/file/2829289	Dispatch no. 12792/2013 https://dre.pt/application/file/1095671	
Economics	30/03/2006	R/A-Ef 2356/2011	Deliberation no. 18133/2006 https://dre.pt/application/file/1329278	Dispatch no. 13689/2011 https://dre.pt/application/file/2414668	
Basic Education	29/03/2007	R/A-Ef 3491/2011	Deliberation no. 1604-L/2007 https://dre.pt/application/file/2967134	Dispatch no. 12901/2013 https://dre.pt/application/file/1524960	Rectification statement no. 571/2016 https://dre.pt/application/file/74616749
Social Education	07/11/2006	R/A-Ef 2275/2011	Deliberation no. 1452-H/2007 https://dre.pt/application/file/1964709	Dispatch no. 8118/2013 https://dre.pt/application/file/3525605 Dispatch no. 12789/2013 https://dre.pt/application/file/1095668	Rectification statement no. 541/2015 https://dre.pt/application/file/67590815
Social Education	05/12/2007	R/A-Ef 16/2012	Deliberation no. 945/2009 https://dre.pt/application/file/1143390	Dispatch no. 10755/2013 https://dre.pt/application/file/2624189	

Nursing	05/12/2007	R/A-Ef 2291/2011	Deliberation no. 1398/2008 https://dre.pt/application/file/813996	Dispatch no. 6439/2010 https://dre.pt/application/file/2061492	
Food Technology and Safety	27/09/2006	R/A-Ef 2369/2011	Deliberation no. 1452-C/2007 https://dre.pt/application/file/1964704	Notice no. 9085/2016 https://dre.pt/application/conteudo/75007440	
Civil Engineering	13/11/2006	R/A-Ef 3498/2011	Deliberation no. 1452-G/2007 https://dre.pt/application/file/1964708	Dispatch no. 6447/2010 https://dre.pt/application/file/2061500	
Civil Engineering – Post Laboral	13/11/2006	R/A-Ef 3567/2011	Deliberation no. 1452-A/2007 https://dre.pt/application/file/1964702	Dispatch no. 6447/2010 https://dre.pt/application/file/2061500	
Eletric and Electronic Egineering	23/03/2006	R/A-Ef 2370/2011	Deliberation no. 1190/2006 https://dre.pt/application/file/2022902	Notice no. 7374/2016 https://dre.pt/application/file/74658910	
Informatics	13/11/2006	R/A-Ef 2307/2011	Deliberation no. 1983-I/2007 https://dre.pt/application/file/3268957	Dispatch no. 8360/2012 https://dre.pt/application/file/1733149	
Mechanical Engineering	27/09/2006	R/A-Ef 2371/2011	Deliberation no. 1452-F/2007 https://dre.pt/application/file/1964707		
Pharmacy	05/12/2007	R/A-Ef 2292/2011	Deliberation no. 1495/2009 https://dre.pt/application/file/1708650	Dispatch no. 7137/2012 https://dre.pt/application/file/1173864	Rectification statement no. 883/2012 https://dre.pt/application/file/1571802
Management	30/03/2006	R/A-Ef 2279/2011	Dispatch no. 18 135/2006 https://dre.pt/application/file/1329280	Dispatch no. 5449/2010 https://dre.pt/application/file/3355210	
Management - Portimão	30/03/2006	R/A-Ef 2286/2011	Dispatch no. 18 135/2006 https://dre.pt/application/file/1329280	Dispatch no. 5449/2010 https://dre.pt/application/file/3355210	
Management - Post Laboral	30/03/2006	R/A-Ef 2509/2011	Dispatch no. 18 134/2006 https://dre.pt/application/file/1329279	Dispatch no. 5450/2010 https://dre.pt/application/file/3355211	
Management - Post Laboral - Portimão	30/03/2006	R/A-Ef 2510/2011	Dispatch no. 18 134/2006 https://dre.pt/application/file/1329279	Dispatch no. 5450/2010 https://dre.pt/application/file/3355211	
Business Management	30/03/2006	R/A-Ef 2357/2011	Dispatch no. 18 136/2006 https://dre.pt/application/file/1329281	Notice no. 12383/2019 https://dre.pt/application/conteudo/123675703	
Hotel Management	30/03/2006	R/A-Ef 2280/2011	Dispatch no. 18 132/2006 https://dre.pt/application/file/1329277	Notice no. 6590/2015 https://dre.pt/application/conteudo/67468160	
Marine and Coastal Management	30/09/2015	R/A-Cr 42/2016	Dispatch no. 5746/2016 https://dre.pt/application/file/74294839		
Moving Image	15/01/2009	R/A-Ef 108/2012	Deliberation no. 1489/2009 https://dre.pt/application/file/2829292	Notice no. 10698/2014 https://dre.pt/application/file/57377041	Rectification statement no. 543/2015 https://dre.pt/application/conteudo/67590904
Medical Imaging and Radiotherapy	10/04/2014	R/A-Cr 122/2014	Dispatch nr 13820/2014 https://dre.pt/application/file/58868898	Notice no. 5129/2016 https://dre.pt/application/file/74213167	
Languages and Communication	07/11/2006	R/A-Ef 2340/2011	Deliberation no. 1604-G/2007 https://dre.pt/application/file/2967130	Notice no. 2254/2014 https://dre.pt/application/file/1407655	

Languages, Literatures and Cultures	14/01/2009	R/A-Ef 2341/2011	Deliberation no. 1180/2009 https://dre.pt/application/file/3047881	Notice no. 1785/2014 https://dre.pt/application/file/2649044	Rectification statement no. 667/2015 https://dre.pt/application/file/69968479
Marketing	13/11/2006	R/A-Ef 2281/2011	Deliberation no. 1604-J/2007 https://dre.pt/application/file/2967133	Dispatch no. 5214/2010 https://dre.pt/application/file/3153244	
Mathematics Applied to Economics and Management	24/05/2017	R/A-Cr42/2017	Deliberation n.º 5821/2017 https://dre.pt/application/conteudo/107617427	Notice no. 13183/2019 https://dre.pt/application/conteudo/124097482	
Orthotics and Prosthetics	05/12/2007	R/A-Ef 2293/2011	Deliberation no. 783/2009 https://dre.pt/application/file/3649049	Notice no. 9993/2016 https://dre.pt/application/file/75134271	Rectification statement no. 1012/2016 https://dre.pt/application/file/75534157
Cultural Heritage and Archaeology	28/09/2011	R/A-Cr 2/2012	Dispatch no. 6952/2012 https://dre.pt/application/file/2056263	Notice no. 10537/2014 https://dre.pt/application/file/57118553	
Psychology	13/11/2006	R/A-Ef 3494/2011	Deliberation no. 1604-I/2007 https://dre.pt/application/file/2967132	Notice no. 2319/2014 https://dre.pt/application/file/2366823	Rectification statement no. 839/2014 https://dre.pt/application/file/56151635
Sociology	27/09/2006	R/A-Ef 2358/2011	Deliberation no. 1983-M/2007 https://dre.pt/application/file/3268960	Notice no. 8703/2016 https://dre.pt/application/file/74925185	
Food Technology and Safety	10/10/2012	R/A-Cr 73/2013	Deliberation no. 8403/2013 https://dre.pt/application/conteudo/3392710		
Speech and Language Therapy	05/12/2007	R/A-Ef 122/2012	Deliberation no. 1487/2009 https://dre.pt/application/file/2829290	Dispatch no. 6322/2010 https://dre.pt/application/file/1224946	
Tourism	23/03/2006	R/A-Ef 2282/2011	Deliberation no. 1290/2006 https://dre.pt/application/file/1380626	Notice no. 6591/2015 https://dre.pt/application/file/67477621	
Tourism - Portimão	23/03/2006	R/A-Ef 2288/2011	Deliberation no. 1290/2006 https://dre.pt/application/file/1380626	Notice no. 6591/2015 https://dre.pt/application/file/67477621	

Level of Education: Integrated Master Degree

Designation	Date	Registration	Publication in Diário da República	Changes to the Study Plan	Rectifications
Pharmaceutical Sciences	13/11/2006	R/A-Ef 2329/2011	Deliberation no. 2272-B/2007 https://dre.pt/application/file/1146088	Dispatch no. 10930/2013 https://dre.pt/application/file/1759198	Rectification statement no. 1070/2013 https://dre.pt/application/file/1095665

Level of Education: Integrated Master Degree

			Publication in Diário da República	Changes to the Study Plan	Rectifications
Biological Engineering	07/11/2006	R/A-Ef 2330/2011	Deliberation no. 1452-H/2007 https://dre.pt/application/file/1964709	Dispatch no. 6824/2012 https://dre.pt/application/file/1471690	Rectification statement no. 544/2015 https://dre.pt/application/file/67590818
Environmental Engineering	05/12/2007	R/A-Ef 2331/2011	Deliberation no. 2637/2008 https://dre.pt/application/file/2809579	Notice no. 3000/2014 https://dre.pt/application/file/1048385	
Eletronic Engineering and Telecommunications	13/11/2006	R/A-Ef 3493/2011	Deliberation no. 1983-L/2007 https://dre.pt/application/file/3268959	Dispatch nr 8359/2012 https://dre.pt/application/file/1733148	Rectification statement no. 1480/2012 https://dre.pt/application/file/3024007
Medicine (*)	14/01/2009	R/A-Ef 275/2012	Deliberation no. 1121/2009 https://dre.pt/application/file/1684130	Notice no. 13242/2019 https://dre.pt/application/conteudo/124133976	

Level of Education: Master Degree – 2nd Cycle

Designation	Date	Registration	Publication in Diário da República	Changes to the Study Plan	Rectifications
Aquaculture and Fisheries	23/03/2006	R/A-Ef 2312/2011	Deliberation no. 1288/2006 https://dre.pt/application/file/1380624	Notice no. 13182/2019 https://dre.pt/application/conteudo/124097481	
Archaeology	07/11/2006	R/A-Ef 2343/2011	Deliberation no. 1604-D/2007 https://dre.pt/application/file/2967127	Notice no. 2317/2014 https://dre.pt/application/file/2366821	
Landscape Architecture	15/10/2008	R/A-Ef 2313/2011	Deliberation no. 944/2009 https://dre.pt/application/file/1143389	Notice no. 3714/2018 https://dre.pt/application/conteudo/114898151	
Marine Biology	23/03/2006	R/A-Ef 2315/2011	Deliberation no. 1204/2006 https://dre.pt/application/file/981714	Notice no. 10845/2015 https://dre.pt/application/file/70373033	
Molecular and Microbial Biology	07/11/2006	R/A-Ef 2316/2011	Deliberation no. 1436-F/2007 https://dre.pt/application/file/3068849	Notice no. 8378/2019 https://dre.pt/application/conteudo/122305465	
Biotechnology	14/01/2009	R/A-Ef 2317/2011	Deliberation no. 1175/2009 https://dre.pt/application/file/3047876	Dispatch no. 3728/2013 https://dre.pt/application/file/3055704	
Urban Water Cycle	23/10/2013	R/A-Cr 79/2014	Dispatch no. 8339/2014 https://dre.pt/application/file/25706620		
Biomedical Sciences	09/02/2006	R/A-Ef 2271/2011	Deliberation no. 1206/2006 https://dre.pt/application/file/981716	Notice no. 10526/2018 https://dre.pt/application/conteudo/115895044	
Educational Sciences	20/03/2017	R/A-Cr 1/2017	Dispatch no. 3853/2017 https://dre.pt/application/conteudo/106980611		
Language Sciences	05/12/2007	R/A-Ef 2345/2011	Deliberation no. 1389/2008 https://dre.pt/application/file/2882887	Notice no. 8705/2016 https://dre.pt/application/file/74925187	

Accounting	14/01/2009	R/A-Ef 2360/2011	Deliberation no. 1485/2009 https://dre.pt/application/file/2829288	Notice no. 2646/2018 https://dre.pt/application/conteudo/114765738	
Communication Design for Tourism and Culture	23/10/2013	R/A-Cr 113/2014	Dispatch no. 10342/2014 https://dre.pt/application/file/55606992		
Recreational Sport	05/11/2019	R/A-Cr 81/2019	Dispatch no. 11434/2019 https://dre.pt/application/conteudo/126870408		
Hospitality Management	28/09/2011	R/A-Cr 124/2012	Dispatch no. 12602/2012 https://dre.pt/application/file/1584266		Rectification Statement n.º 384/2018 https://dre.pt/application/conteudo/115365372
Ecohydrology - Erasmus Mundus	22/04/2009	R/A-Ef 2319/2011	Deliberation no. 434/2010 https://dre.pt/application/file/1766959	Dispatch no. 9311/2012 https://dre.pt/application/file/2506749	
Economics of Innovation and Entrepreneurship	13/11/2006	R/A-Ef 2362/2011	Deliberation no. 1363-D/2007 https://dre.pt/application/file/1427972	Notice no. 24/2018 https://dre.pt/application/conteudo/114434887	
Tourism Economics and Regional Development	02/12/2010	R/A-Cr 138/2011	Dispatch no. 16388/2011 https://dre.pt/application/file/2402556	Notice no. 2722/2018 https://dre.pt/application/conteudo/114771426	
Financial Economics	01/10/2014	R/A-Cr 142/2015	Dispatch no. 9296/2015 https://dre.pt/application/file/70027033		
Special Education – Mental and Motor Disabilities	28/09/2011	R/A-Cr 153/2012	Dispatch no. 12806/2012 https://dre.pt/application/file/1813741	Notice no. 17927/2019 https://dre.pt/application/conteudo/126061063	
Pre-school Education	25/02/2015	R/A-Cr 123/2015	Dispatch no. 9297/2015 https://dre.pt/application/file/70027034		
Social Education	17/04/2012	R/A-Ef 16/2012	Deliberation no. 945/2009 https://dre.pt/application/conteudo/1143488	Dispatch no. 10757/2013 https://dre.pt/application/conteudo/2624011	
Building Services Engineering	27/09/2006	R/B-Cr 278/2008	Deliberation no. 668/2009 https://dre.pt/application/file/3099253	Dispatch no. 15948/2013 https://dre.pt/application/file/1889289	
Emergency and Critical Care Nursing - (Erasmus mundus)	28/09/2011	R/A-Cr 4/2012	Dispatch no. 5562/2012 https://dre.pt/application/file/3678541		
Civil Engineering (w/ IPSetúbal)	10/10/2012	R/A-Cr 113/2013	Dispatch no. 11444/2013 https://dre.pt/application/file/1966145	Notice no. 10487/2019 https://dre.pt/application/conteudo/122679855	
Electrical and Electronics Engineering	23/03/2006	R/A-Ef 2374/2011	Deliberation no. 1950-D/2007 https://dre.pt/application/file/851095	Notice no. 6021/2016 https://dre.pt/application/file/74403874	

Informatics Engineering	13/11/2006	R/A-Ef 2322/2011	Deliberation no. 2041/2007 https://dre.pt/application/file/2174282	Dispatch no. 9304/2012 https://dre.pt/application/file/2506742	
Mechanical Engineering – Energy, Air-Conditioning and Refrigeration	01/10/2014	R/A-Cr 24/2015	Dispatch no. 6686/2015 https://dre.pt/application/file/67477623		
Teaching of Visual Arts and Technological Education in Basic Education	25/02/2015	R/A-Cr 254/2015	Dispatch no. 11351/2015 https://dre.pt/application/file/70497009		
Teaching of English in the First Cycle of Basic Education	25/02/2015	R/A-Cr 296/2015	Dispatch no. 12674/2015 https://dre.pt/application/file/70955238		
Portuguese and Spanish Teaching for Basic and Secondary School Teachers	13/11/2006	R/A-Ef 2348/2011	Deliberation no. 662/2008 https://dre.pt/application/file/3099865	Notice no. 14704/2015 https://dre.pt/application/file/72927288	
Teaching of Portuguese and English in the Second Cycle of Basic Education	25/02/2015	R/A-Cr 247/2015	Dispatch no. 10643/2015 https://dre.pt/application/file/70373035		
Teaching in the First Cycle of Basic Education and of Mathematics and Natural Sciences in the Second Cycle of Basic Education	25/02/2015	R/A-Cr 172/2015	Dispatch no. 9700/2015 https://dre.pt/application/file/70094038		
Teaching in the First Cycle of Basic Education and of Portuguese and History and Geography in the Second Cycle of Basic Education	25/02/2015	R/A-Cr 165/2015	Dispatch no. 9549/2015 https://dre.pt/application/file/70072199		

Finance	14/01/2009	R/A-Ef 2363/2011	Deliberation no. 1171/2009 https://dre.pt/application/file/3047672	Notice no. 15676/2017 https://dre.pt/application/conteudo/114425222	
Tax Management	28/09/2011	R/A-Cr 125/2012	Dispatch no. 13447/2012 https://dre.pt/application/file/3039138		
Geomatics	05/12/2007	R/A-Ef 2324/2011	Deliberation no. 1114/2008 https://dre.pt/application/file/2218904	Notice no. 3348/2019 https://dre.pt/application/conteudo/120453829	
Social Gerontology	13/11/2006	R/A-Ef 2278/2011	Deliberation no. 1116/2008 https://dre.pt/application/file/2218906	Notice no. 15358/2018 https://dre.pt/application/conteudo/116770849	
Management	01/10/2014	R/A-Cr 19/2015	Dispatch no. 6761/2015 https://dre.pt/application/conteudo/67495196		
Water and Coastal Management - Erasmus Mundus	06/10/2011	R/A-Cr 5/2012	Dispatch no. 5866/2012 https://dre.pt/application/file/2338061	Notice no. 10554/2019 https://dre.pt/application/conteudo/122684852	
Quality Management and Agro-Food Marketing (w/ UÉvora)	27/09/2006	R/A-Ef 3458/2011	Deliberation no. 621/2008 https://dre.pt/application/file/1744398	Dispatch no. 4056/2010 https://dre.pt/application/file/2706454	
Marketing Management	01/10/2014	R/A-Cr 224/2015	Dispatch no. 10642/2015 https://dre.pt/application/file/70373034		
Tourism Organizations Management	13/11/2006	R/A-Ef 3497/2011	Deliberation no. 1436-C/2007 https://dre.pt/application/file/3068846	Notice no. 2645/2018 https://dre.pt/application/conteudo/114765737	
Human Resources Management	28/09/2011	R/A-Cr 130/2012	Dispatch no. 12603/2012 https://dre.pt/application/file/1584267		
Health Care Services Management	13/11/2006	R/A-Ef 2364/2011	Deliberation no. 1436-B/2007 https://dre.pt/application/file/3068845	Notice no. 5747/2018 https://dre.pt/application/conteudo/115201694	
School Management and Administration	23/10/2013	R/A-Cr 23/2014	Dispatch no. 5269/2014 https://dre.pt/application/file/25694969		
Management and Evaluation in Healthcare Technologies (w/ IP Lisboa)	27/05/2009	R/A-Ef 230/2012	Dispatch no. 13278/2010 https://dre.pt/application/file/2626438		
Business Management	14/01/2009	R/A-Ef 2366/2011	Deliberation no. 1169/2009 https://dre.pt/application/file/3047670	Notice no. 23/2018 https://dre.pt/application/conteudo/114434886	
Sustainable Management of Rural Areas		R/A-Ef 2325/2011	Deliberation no. 1604-A/2007 https://dre.pt/application/conteudo/2967198	Notice no. 11266/2017 https://dre.pt/application/conteudo/108219464	

Islamic and Medieval Mediterranean History (w/ ULisboa and UÉvora)	28/09/2011	R/A-Cr 25/2013	Dispatch no. 14189/2014 https://dre.pt/application/file/59002118		
History and Cultural Heritages	23/10/2013	R/A-Cr 52/2014	Dispatch no. 6981/2014 https://dre.pt/application/file/25706890	Notice no. 9994/2016 https://dre.pt/application/file/75134272	
Horticulture	05/12/2007	R/A-Ef 2326/2011	Deliberation no. 1117/2008 https://dre.pt/application/file/2218907	Notice no. 3301/2018 https://dre.pt/application/conteudo/114859149	
Chemical Innovation and Regulation - Erasmus Mundus	10/10/2012	R/A-Cr 23/2013	Dispatch no. 4657/2013 https://dre.pt/application/file/1148150		
Matemathics for Teachers	01/10/2014	R/A-Cr 228/2015	Dispatch no. 10688/2015 https://dre.pt/application/file/70383950		
Cognitive Neuroscience and Neuropsichology	05/12/2007	R/A-Ef 2352/2011	Deliberation no. 2237/2008 https://dre.pt/application/file/3188066	Notice no. 2255/2014 https://dre.pt/application/file/1407656	
Oncobiology – Molecular Mechanisms in Cancer	10/10/2012	R/A-Cr 34/2013	Dispatch no. 5838/2013 https://dre.pt/application/file/2340970		
Clinical and Health Psychology	05/12/2007	R/A-Ef 3495/2011	Deliberation no. 2236/2008 https://dre.pt/application/file/3188065	Notice no. 10701/2014 https://dre.pt/application/file/57377044	
Educacional Psychology	05/12/2007	R/A-Ef 3496/2011	Deliberation no. 2234/2008 https://dre.pt/application/file/3188063	Notice no. 11982/2014 https://dre.pt/application/file/58605544	
Social Work and Organizational Psychology	30/09/2015	R/A-Cr 53/2016	Awaits publication		
Quality in Analytical Laboratories – Erasmus Mundus	27/09/2006	R/A-Ef 2328/2011	Deliberation no. 1983-N/2007 https://dre.pt/application/file/3268961	Notice no. 4279/2017 https://dre.pt/application/conteudo/106908510	
Biological and Marine Resources - Erasmus Mundus	18/03/2011	R/A-Ef 2314/2011	Deliberation no. 1390/2008 https://dre.pt/application/conteudo/2882809	Notice no. 4716/2017 https://dre.pt/application/conteudo/106954762	
Occupational Health and Safety	01/10/2014	R/A-Cr 207/2015	Dispatch no. 10304/2015 https://dre.pt/application/file/70309801		
Marine and Coastal Systems	23/10/2013	R/A-Cr 22/2014	Dispatch no. 5214/2014 https://dre.pt/application/file/25692450	Notice no. 10486/2019 https://dre.pt/application/conteudo/122679854	

Designation	Date	Registration	Publication in Diário da República	Changes to the Study Plan	Rectifications
Sociology	05/12/2007	R/A-Ef 2368/2011	Deliberation no. 1407/2008 https://dre.pt/application/file/2244749	Notice no. 10806/2015 https://dre.pt/application/file/70355772	Rectification Statement n.º 346/2018 https://dre.pt/application/conteudo/11525 1150
Food Technology	13/11/2006	R/A-Ef 2375/2011	Deliberation no. 1403/2008 https://dre.pt/application/file/814001	Notice no. 9087/2016 https://dre.pt/application/file/75007807	
Tourism	01/10/2014	R/A-Cr 88/2015	Dispatch no. 8087/2015 https://dre.pt/application/file/69863985		

Level of Education: PhD – 3rd Cicle

Designation	Date	Registration	Publication in Diário da República	Changes to the Study Plan	Rectifications
Archaeology	22/04/2009	R/A-Ef 2332/2011	Deliberation no. 658/2010 https://dre.pt/application/file/1224940	Notice no. 2732/2015 https://dre.pt/application/file/66723249	
Agricultural and Environmental Sciences (w/ U. Évora)	08/10/2014	R/A-Cr 235/2015	Notice no. 1771/2016 https://dre.pt/application/file/73576947		
Biological Sciences	22/04/2009	R/A-Ef 2295/2011	Deliberation no. 1441/2010 https://dre.pt/application/file/2626424	Notice no. 2837/2017 https://dre.pt/application/conteudo/106619428	Rectification Statement n.º 294/2017 https://dre.pt/application/conteudo/10701 1101
Biomedical Sciences	22/04/2009	R/A-Ef 2270/2011	Deliberation no. 670/2010 https://dre.pt/application/file/2061487	Notice no. 4153/2020 https://dre.pt/application/conteudo/130070455	
Biotechnological Sciences	22/04/2009	R/A-Ef 2296/2011	Deliberation no. 691/2010 https://dre.pt/application/file/2221993		
Language Sciences	14/01/2009	R/A-Ef 13/2012	Deliberation no. 1647/2009 https://dre.pt/application/file/1191602	Notice no. 8955/2019 https://dre.pt/application/conteudo/122389305	
Marine Ecosystem Health and Conservation	02/12/2010	R/A-Cr 190/2011	Dispatch no. 1773/2012 https://dre.pt/application/conteudo/2459919	Notice no. 4725/2018 https://dre.pt/application/conteudo/115017215	
Marine, Earth and Environmental Sciences	15/10/2008	R/A-Ef 2297/2011	Deliberation no. 1179/2009 https://dre.pt/application/file/3047880	Notice no. 11743/2017 https://dre.pt/application/conteudo/108250224	
Economic and Management Sciences	22/04/2009	R/A-Ef 116/2012	Deliberation no. 1422/2010 https://dre.pt/application/file/2929996	Dispatch no. 1863/2013 https://dre.pt/application/file/2016834	
Electronics and Telecommunications	15/10/2008	R/A-Ef 3492/2011	Deliberation no. 942/2009 https://dre.pt/application/file/1143387	Notice no. 8499/2014 https://dre.pt/application/file/55021540	

Engineering					
Informatics Engineering	15/10/2008	R/A-Ef 2298/2011	Deliberation no. 912/2010 https://dre.pt/application/file/1470266		
Patrimony Studies		R/A-Cr 56/2019	Dispatch no. 10342/2019 https://dre.pt/application/conteudo/126103900		
Innovation and Land Use Management	14/01/2009	R/A-Ef 274/2012	Deliberation no. 1646/2009 https://dre.pt/application/file/1191601	Dispatch no. 10277/2010 https://dre.pt/application/conteudo/3620563	
Water and Coastal Management (w/ U. Aveiro)	25/11/2010	R/A-Cr 170/2011	Dispatch no. 6190/2012 https://dre.pt/application/file/3496112		
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