

# Student Representation and Quality Management

# STUDENT REPRESENTATION

# 1. Student Representation in Portugal

Student Unions:

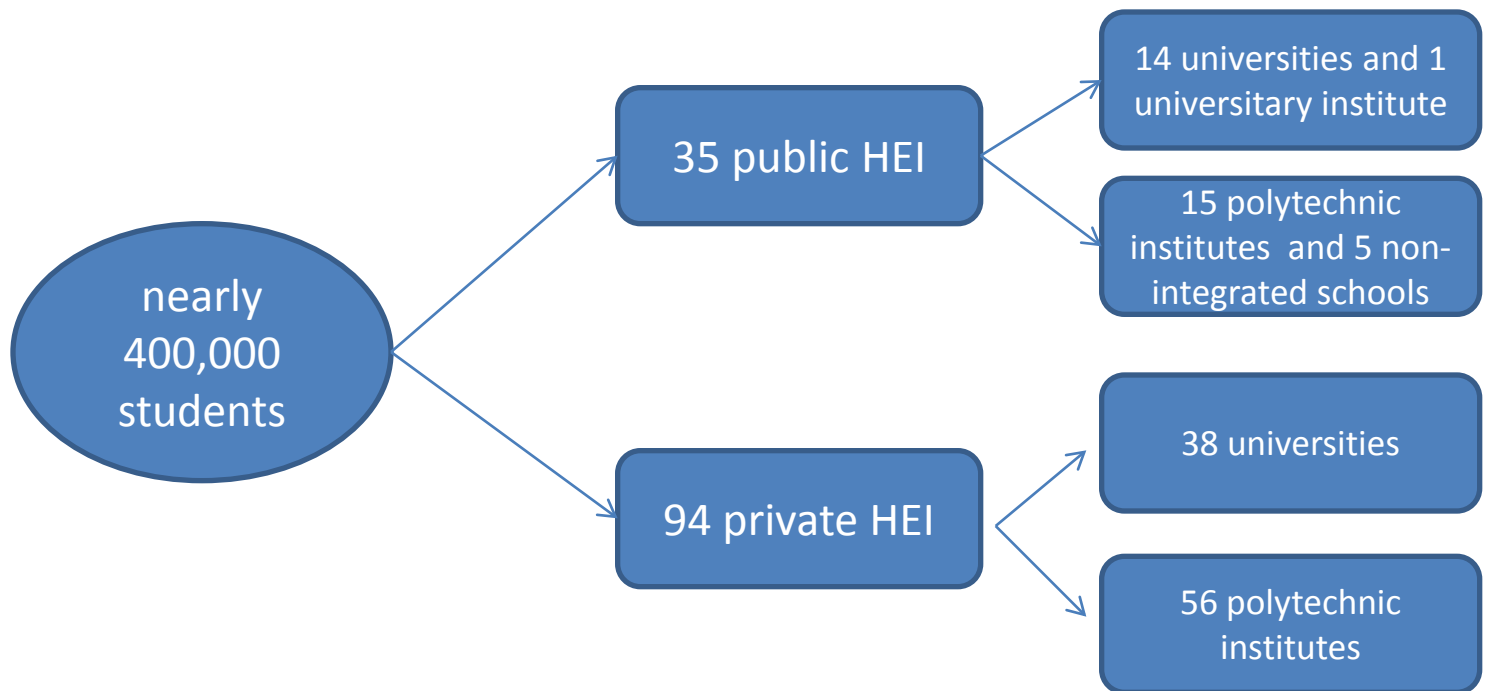
- Are independent from government, political parties, religious organizations or any others.
- Are free of develop their own statues and internal regulations, to elect their governing bodies, to manage and administer their own patrimony and elaborate their own activity plans.
- Have the right to financial support provided by the government to develop its activities in pedagogical, cultural, social and sporting areas.

# 1. Student Representation in Portugal

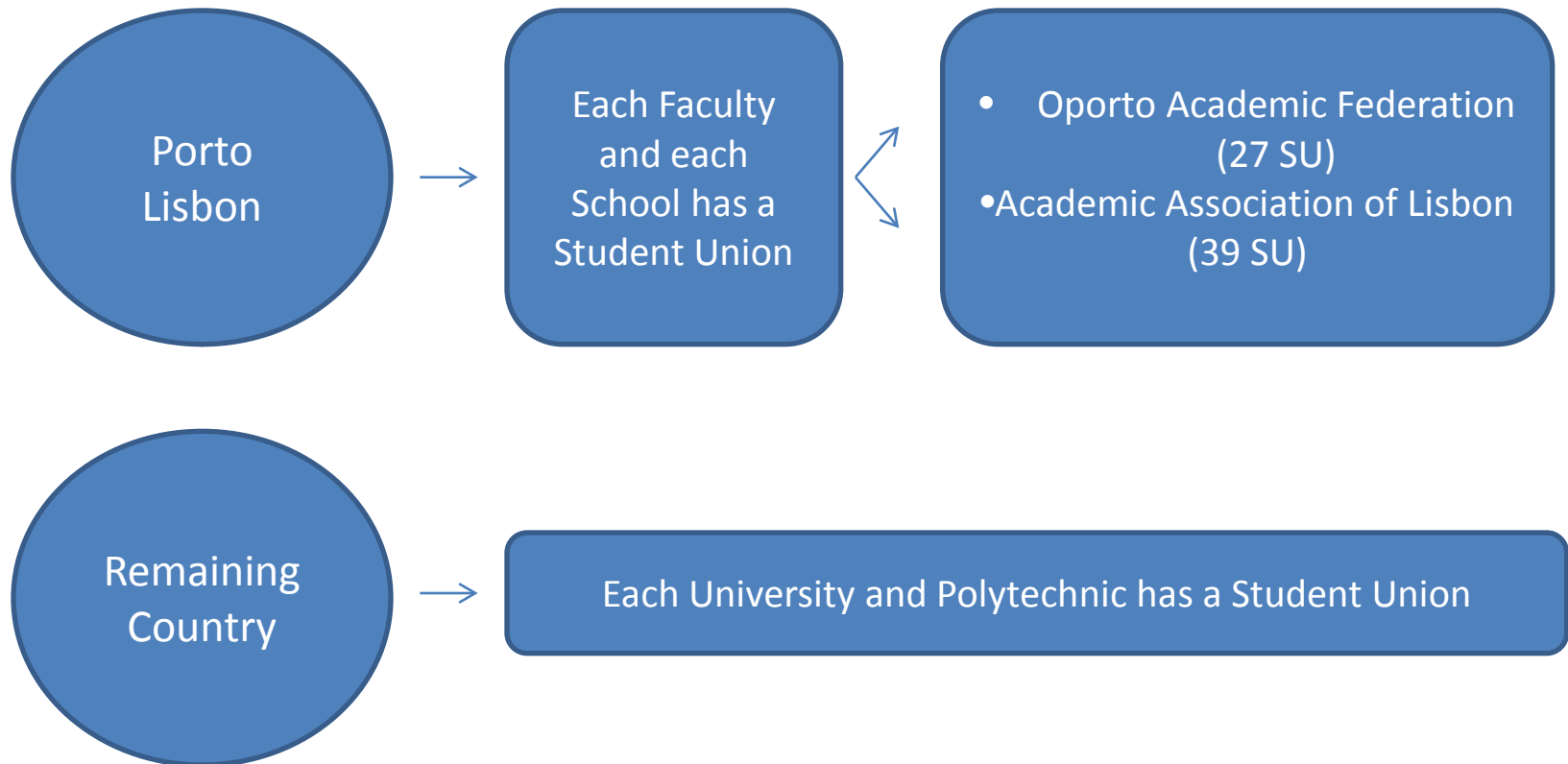
Each Student Union always includes the following bodies:

- General Assembly
- Directorate/Administrative Board
- Fiscal Council

# 1. Student Representation in Portugal



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Student Unions assume an important role not only because they **represent students in the management bodies** of the Universities/Faculties/School/College, but also because they **promote activities in various areas**, that goes from social support, to providing services and performing and promoting different cultural, recreational and sports activities.

## 2. Student Representation in IPP

At IPP we may find students representatives at three levels:

A. In the governing bodies

- General Council
- Academic Council

B. In the Student Welfare Services

- Student Welfare Council

C. In the Schools

- Pedagogical Councils
- depending on the School structure and organization students can be represented in several others bodies, as for instance in the Advisory Boards, Evaluation and Quality Commissions/Councils, Study Program Commission, Study Program Self-Evaluation Team, ...
- Students' Unions



## 2. Student Representation in IPP

### A. In the governing bodies

#### - General Council

- the General Council is the main governing body of IPP
- with 35 members, where **6 are student** representatives
- the election of the 6 students' representatives takes place by and amongst all students of the 1st and 2nd cycles, in a single constituency and by closed list. Mandates are awarded to the corresponding lists according to the Hondt proportional representation method.
- The mandate of the student representatives in the General Council is for two years.

#### - Academic Council

- the Academic Council is the coordinating body of the scientific and pedagogic activities of the Institute and the advisory body in all other matters. Seeks the cooperation and articulation between the Schools and promotes development and mutual cooperation, synergy and a rational use of resources, within the strategy IPP.
- with the 7 Presidents of the Student Unions

## 2. Student Representation in IPP

### B. In the Student Welfare Services

- Student Welfare Council
  - the Student Welfare Council is a superior body of the Student Welfare Services to define and guide the Student Support.
  - with 4 members where 2 are student representatives.

## 2. Student Representation in IPP

### C. In the Schools

- Pedagogical Councils
  - o the Pedagogical Council is the responsible body for the pedagogical management and aims to ensure the development and implementation of quality criteria for teaching activities as well as coordinate the implementation of the training policy of the Schools.
  - o equal number of teacher and student representatives (in a minimum of 10 representatives and a maximum of 24 representatives)
  - o the members are elected by list and by body, and the conversion of votes into Mandates is made through the Hondt method of proportional representation.
  - o the duration of the mandates for the student representatives normally is one academic year.
  
- Depending the School structure and organization students can be represented in several others bodies, as for instance in the, Advisory Board, Evaluation and Quality Commission/Council, Study Program Commission, Study Program Self-Evaluation Team, ...
  
- Student Unions

## 2. Student Representation in IPP

### 2.1 Students' Unions

The students are elected among the students of the school by list

#### Organization

- A. General Assembly
- B. Executive board
- C. Fiscal Council

A. The **General Assembly** is directed by a Board which is composed of three elements, which can be:

- President,
- Vowel(s),
- a Secretary.

The General Assembly is the highest body of the Student Union, and his competences are, amongst others, the approval of the activity plan, the adoption and amendment of the statutes and approval of the annual report.

## 2. Student Representation in IPP

### 2.1 Students' Unions

B. The **Executive Board** is composed of at least three elements, which can be:

- a President,
- a Secretary.
- a Treasurer.

The main function of this body is the executive management of the association.

C. The **Fiscal Council** is composed of at least three elements, which can be:

- a President,
- a Secretary,
- a Rapporteur/Comptroller.

To this body lies primarily the control of the Student Union accounts.

The Executive Board and the Fiscal Council are composed of an odd number of elements, one of whom is the President.

## 2. Student Representation in IPP

### 2.1 Students' Unions

Together with those organs, normally Student Unions are organized in departments/areas concerning the support they offer to his members ensuring at different levels and moments answer to student's needs. For instance in ESTSP the Student Union is organized into 9 departments:

- Social Welfare and Solidarity;
- Academic Activities;
- Pedagogical Affairs;
- Culture;
- Sports;
- Science and Vocational Training;
- Recreation and Leisure;
- Communication and Image;
- Internal Management.

# QUALITY MANAGEMENT

# 1. In Instituto Politécnico do Porto (IPP)

## IPP Universe:

- ISEP.IPP** -- > School of Engineering
- ISCAP.IPP** -- > School of Accounting and Administration
- ESE.IPP** -- > School of Education
- ESMAE.IPP** -- > School of Music and Performing Arts
- ESEIG.IPP** -- > School of Management and Industrial Studies
- ESTGF.IPP** -- > School of Management and Technology
- ESTSP.IPP** -- > School of Allied Health Sciences



# 1. In Instituto Politécnico do Porto (IPP)

Provide first and second cycle courses according with the Bologna model

Scientific Areas:

- **Music, Theatre and Audiovisual Arts**
- **Education**
- **Management**
- **Engineering and Technology**
- **Health**

# 1. In Instituto Politécnico do Porto (IPP)

## IPP Mission

IPP is a socially responsible community that seeks:

- excellence in the education of highly competent citizens professionally, scientifically, technically and artistically, within an ample diversity of qualification profiles,
- the development of research and transfer of applied technology and knowledge,
- the creation and dissemination of culture,
- and the commitment to the sustainable development of the surrounding region, within an international framework of reference.

# 1. In Instituto Politécnico do Porto (IPP)

- 7 schools are endowed with **statutory, pedagogical, scientific, cultural** and **administrative autonomy** in the specific areas and programs as provided by law.
- **historic background** of IPP - seven different schools that were integrated in IPP in different moments and with a different historic background.

# 1. In Instituto Politécnico do Porto (IPP)

**Policy for Quality is:**

**I**ntegrar, **P**articipar, **P**artilhar  
(Integrate, Participate and Share)

Such policy was set up under the following documents:

- Strategic Plan 2008-2012
- Action Plan 2010-2013 along five main areas of development:
  - Education (degree courses, LLL)
  - People (teachers, students, non-teaching staff)
  - Research (applied research)
  - Transfer of knowledge and technology (close relationship to economic stakeholders)
  - Cultural creation and dissemination (close relationship to the wider community)

# 1. In Instituto Politécnico do Porto (IPP)

Nowadays, due to the:

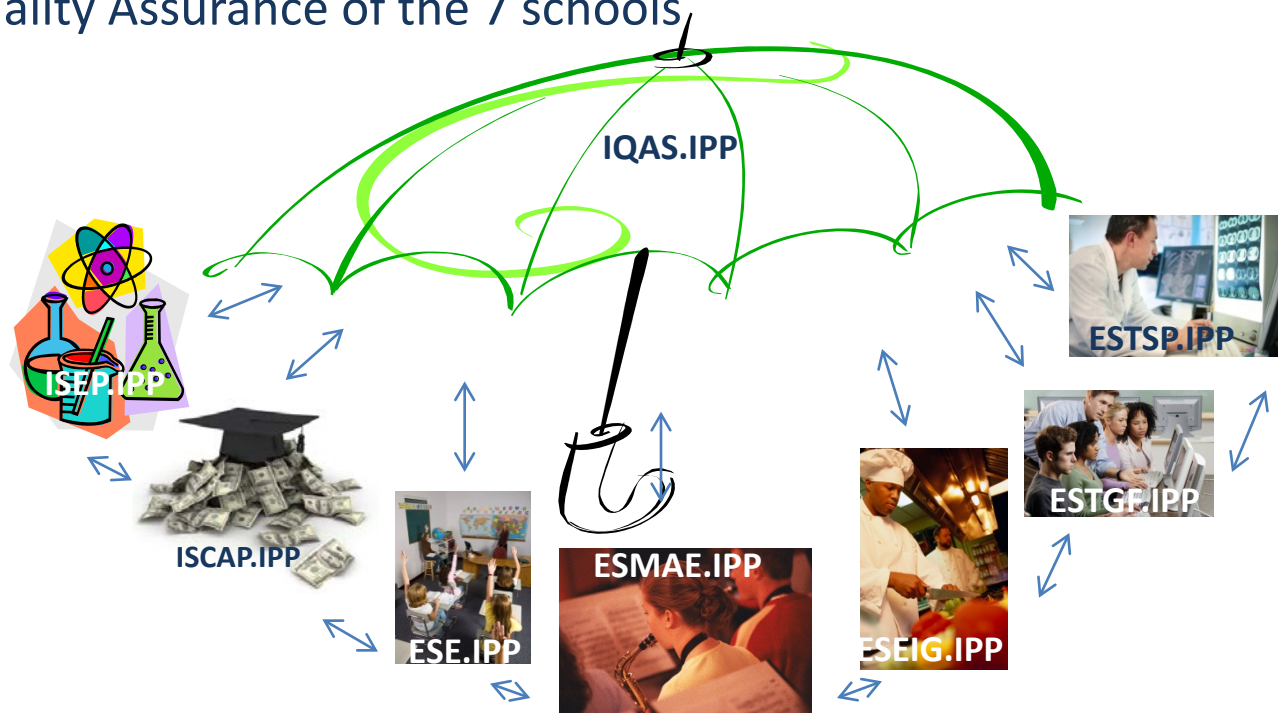
- 7 schools autonomy;
- historic background of IPP;
- new legislation, new accreditation and evaluation procedures – imposed by A3ES -, to all the constraints brought by the financial crisis and to the process that is running of construction of a new Strategic Plan (2013-2017)



IPP is under a process of rethinking the IPP strategy for Quality and rethinking, create and adjust all the main documents on which the system is based, as the Quality Manual, the Quality Plan and some of the main procedures.

# 1. In Instituto Politécnico do Porto (IPP)

The Internal Quality Assurance System of IPP (IQAS.IPP) covers the entire IPP universe and is articulated with the Internal Systems of Quality Assurance of the 7 schools



# 1. In Instituto Politécnico do Porto (IPP)

## Main characteristics of the IQAS.IPP:

- The IPP **Quality Manual** and **Quality Plan** are the two **basilar** and **generic documents** in whom all the **Quality System is based**;
- The role of the **Evaluation and Accreditation Office** in Central Services is to **help and support the 7 schools to integrate, participate and share their quality assurance systems** under the aegis of IPP mission, vision and strategy;
- The construction of the QA system and is basilar documents it's a **bottom-up process**;
- **QA system** geared towards **evaluating and enhancing teaching/learning process** (our core business);

# 1. In Instituto Politécnico do Porto (IPP)

## Main characteristics of the IQAS.IPP:

- QA system is **developed** on the **best practice** examples from schools;
- QA system give a strong **emphasis** on **student participation**;
- QA system give a strong **emphasis** on **external stakeholder's participation**;
- QA system give a strong **emphasis** on the **involvement** of IPP in the **wider community**;
- Developed grounded on the **data integration** (financial, human resources and student management databases);

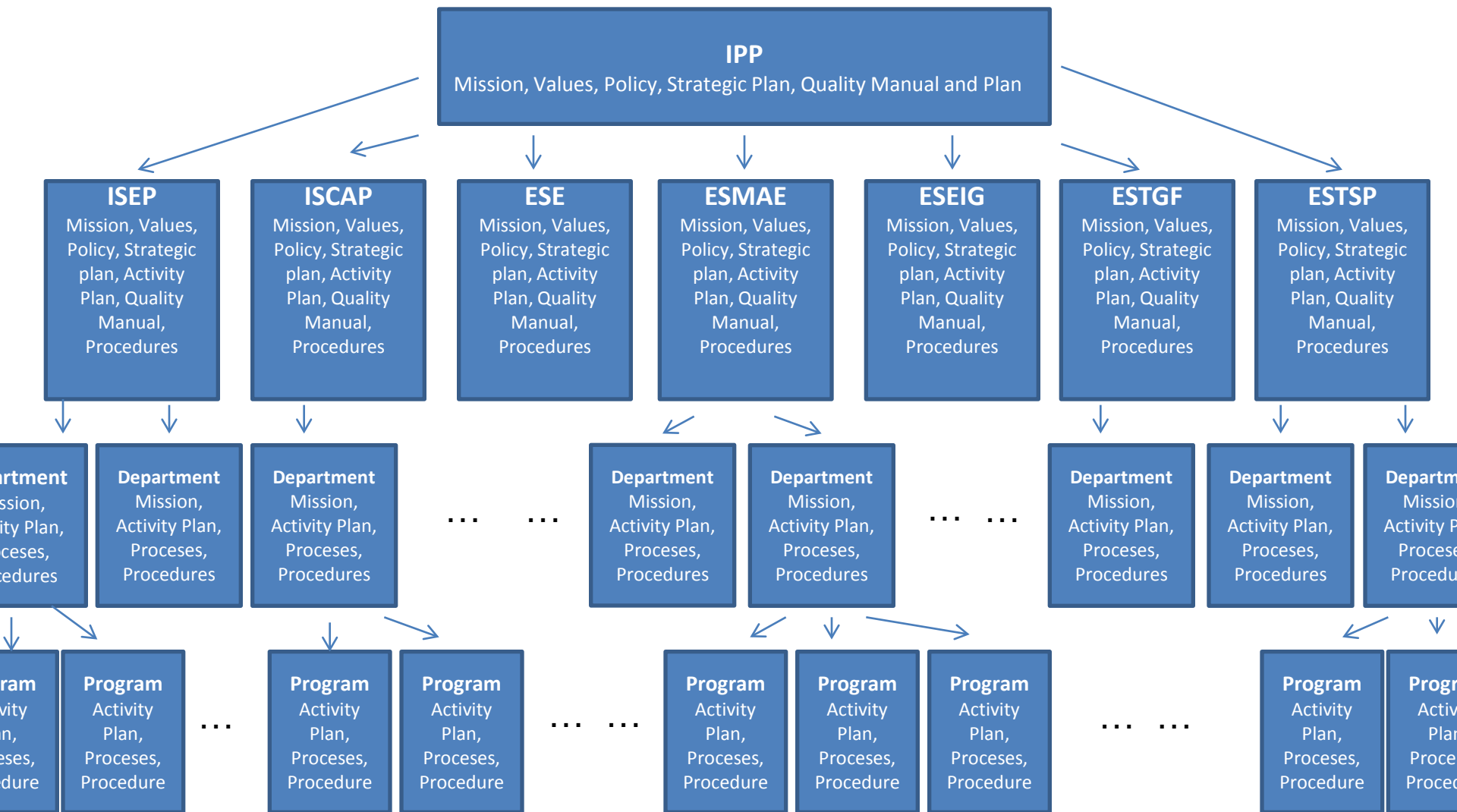


# 1. In Instituto Politécnico do Porto (IPP)

## Main characteristics of the IQAS.IPP:

- Developed within the **integration and harmonization of a set of administrative procedures** (financial, student, humans resources, material resources management systems);
- **Based on the online secretary - online platform** that is used throughout IPP, thus simplifying processes and reducing bureaucracy for students, teachers and administrative staff alike. This platform is a powerful tool for gathering updated information, which can be used in a number of ways, not the least in QA exercises and as support material for the decision-making process.

# 1. In Instituto Politécnico do Porto (IPP)



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## Responsabilities

- In the QA system the commitment with quality only could be a global commitment, if assumed in first instance by the presidency of the IPP and by the presidents of the seven schools.
- The Statutes of IPP and from the Schools, determine the responsibilities and the functions of the different bodies concerning quality and such general description is summarized in the IPP Quality Manual.
- A Vice-president is responsible for the coordination and supervision of the IQAS.IPP and she is supported by the Evaluation and Accreditation Office.

# 1. In Instituto Politécnico do Porto (IPP)

## Monitoring and Evaluation Methodologies for Continual Improvement

- IPP Quality Manual try to described generally the monitoring and evaluation methodologies to ensure the continual improvement of the teaching process and the quality of the offered learning:
  - Monitoring the Quality Plan
  - Ensuring and improving of the quality of the teaching process
  - Ensuring and improving the quality of research
  - Quality assurance and improvement in relations with the work field, the partners and the wide community
  - Ensuring and improving the quality of services
  - Ensuring and improving the quality of human and material resources
  - Ensuring and improving the quality of internationalization

## 2. In Portugal

### 2.1 External Evaluation

In Portugal all Bachelor, Master's and PhD programs need accreditation in order to be recognised as higher education programmes and to be able to award recognised degrees.

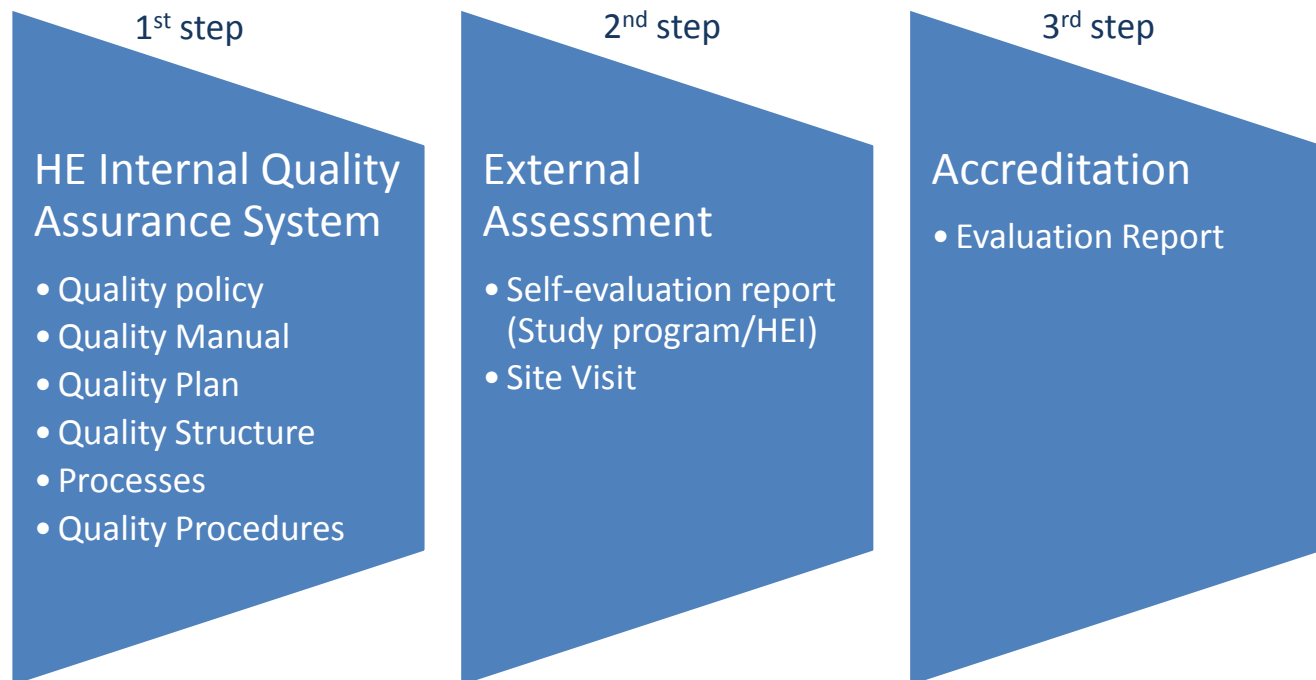


This accreditation is given by the Higher Education Evaluation and Accreditation Agency (A3ES).

The **mission** of A3ES is to contribute for the improvement of the quality of Portuguese higher education, through the assessment and accreditation of higher education institutions and their study cycles.

## 2. In Portugal

### 2.2 Accreditation Model



## 2. In Portugal

### 2.2 Accreditation Model

Main steps of the evaluation and accreditation model:

#### 1<sup>st</sup> Step

- Establishment of an Internal Quality Assurance System of HEI for study program/HEI
  - consists in the development by HEI of a quality assurance policy of their study program/HEI, as well as the adequate procedures for their pursuit;

#### 2<sup>nd</sup> Step

- Self-evaluation of each study program/HEI
  - according with the guidelines published by the A3ES the study program/HEI do the self-evaluation and produce a Self-evaluation Report;
  - involving teaching staff, students, alumni, experts from the professional field, non-teaching;

## 2. In Portugal

### 2.2 Accreditation Model

- External Review by an external Team selected by A3ES
  - the main objective of these teams is to carry out an analysis – supported by the study of the self-evaluation report and the site visit – allowing the assessment of the conditions of the study program/HEI organization and operation, and the presentation of a proposal about its accreditation;
  - The external quality assurance procedures must also take into account the efficacy of the internal quality assurance procedures developed by the HEI;
  - The external assessment is, on its turn, the basis for the accreditation processes;
- Site visit by External Review Team
- Publication of the Evaluation Report in Internet site of A3ES and HEI



## 2. In Portugal

### 2.2 Accreditation Model

The External Review Team:

- is composed for 3 to 5 specialists selected and appointed by the Agency;
- at least one of the reviewers is recruited internationally;
- one of the elements is a student;
- one technical staff of the Agency, support the team acting as a procedure manager.

## 2. In Portugal

### 2.2 Accreditation Model

#### 3<sup>rd</sup> Step

- Accreditation of the study program by the Administration Council of A3ES
  - aims at guaranteeing the fulfillment of the requirements leading to the official recognition of HEI and their study programs;
  - for the study program the final result could be:
    - accreditation for 5 years;
    - accreditation with conditions for 3, 2 or 1 year
    - no accreditation
  - for the HEI the result could be:
    - certification for 6 years;
    - certification with conditions;
    - no certification.

## 2. In Portugal

### 2.2 Accreditation Model

For the submission of self-evaluation reports A3ES provides in her website the following guidelines:

- New Study Program
- Study Program Already in Operation
- Audit of Internal Systems of Quality Assurance

<http://www.a3es.pt/en/accreditation-and-audit/guidelines>

Thank you