



Instituto Politécnico de Tomar
Polytechnic Institute of Tomar

Statutes

of the Polytechnic Institute of Tomar

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Regulatory Order No 17/2009

Considering that, under the provisions of article 172 paragraph 1 of Law No62/2007 of 10 September, higher education institutions should promote the review of their statutes in order to make them compliant to the new Legal Framework for Higher Education Institutions;

Considering that the Polytechnic Institute has already approved its new Statutes under the terms of abovementioned article 172 and submitted them to ministerial approval;

Considering that they have been subject to appraisal in the light of the abovementioned law;

Under the provisions in article 69 of Law No 62/2007 of 10 September I determine the following:

- 1 - The Statutes of the Polytechnic Institute of Tomar are officially approved and published in appendix to the present regulatory order.
- 2 - This regulatory order shall enter into force on the day following that of its publication in the Official Journal of the Republic.

February 27, 2009 – The Minister for Science, Technology and Higher Education, José Mariano Rebelo Pires Gago.

(Published in the Official Journal of the Republic , 2nd Series – No 84 – April 30, 2009)

TITLE I

General provisions

Article 1

Object

The present normative document establishes the statutory framework for the Polytechnic Institute of Tomar, hereinafter designated as IPT, or simply Institute, which regulates its organization and operation, duties and actions, organization model as well as the functioning and competencies of its constituent bodies.

Article 2

Status in Law

- 1 - The IPT is a legal person governed by public law with statutory, scientific, pedagogical, cultural, administrative, financial, patrimonial and disciplinary autonomy vis-à-vis the State.
- 2 - In matters that are not contrary to applicable legal framework for public higher education institutions and other special laws, the IPT is subject to the legal framework applicable to legal persons governed by public law, notably and as subsidiary rules, the legal framework for public institutes.
- 3 - As well as legal and statutory rules and other regulations, the IPT may establish codes of good practices in pedagogical and governing matters by means of statutory regulations to be approved by the General Council on consultation with the Academic, Advisory and Strategic Councils.

Article 3

Mission

- 1 - The IPT is a polytechnic higher education institution within the European higher education area with an educational offer in science, arts and humanities related areas intended to provide the students with a comprehensive educational background and produce useful knowledge, abilities, competencies and skills as well as prepare them to the labour market and to be active citizens in a democratic society.
- 2 - The Polytechnic Institute of Tomar also aims at: promoting access to knowledge for the benefit of individuals and the society through teaching, research and cooperation actions and actively participating in the construction of a European Learning and Research Area and of a model for regional development based on the production, innovation and enhancement of scientific and technological knowledge.
- 3 - Within the scope of its mission the IPT:
 - a) Enhances activity of its researchers, academic

and technical staff, stimulates intellectual and professional training of its students and ensures that appropriate conditions are created to enable access of all eligible citizens to higher education and life-long learning;

- b) Promotes actual mobility of students and graduates, both at national and international level, particularly in the European higher education area and the Community of Portuguese-Speaking Countries;
- c) Takes parts in activities related with knowledge dissemination and transfer as well as economical enhancement of scientific knowledge;
- d) Contributes to public understanding of humanities, arts, science and technology promoting and organizing support actions aiming at disseminating humanistic, artistic, scientific and technological culture and providing appropriate resources thereto.

Article 4

Duties

- 1 - Within the scope of its mission as a polytechnic higher education institution IPT goals are:
 - a) Organize academic cycles leading to bachelor's and master's degrees;
 - b) Organize post-secondary programmes, post-graduate training actions and other undergraduate courses according to law;
 - c) Create an educational environment that allows fulfilment of its mission;
 - d) Perform research and support activities as well as collaborate with scientific institutions;
 - e) Transfer and economically enhance scientific and technological knowledge;
 - f) Carry out professional training and personal enhancement actions;
 - g) Provide external services and carry out development support actions;
 - h) Engage in cultural, scientific and technical co-operation with counterpart institutions both at national and international level;
 - i) Contribute, within its activity scope, to international cooperation and approximation among peoples specially Portuguese-speaking and European countries;
 - j) Produce and disseminate knowledge and culture;
- 2 - According to law, the IPT is also in charge of granting equivalence and recognition of its academic degrees and qualifications.

Article 5

Headquarters

IPT headquarters are located in Tomar but basic organizational units or training units can be installed in other municipalities as provided by law.

Article 6

Symbols

- 1 - The IPT, its schools and the social services shall adopt the symbols described and illustrated in the Appendix to the present Statutes.
- 2 - The remaining units can also adopt specific symbols as established by internal regulations, to be approved by the Institute's President, which shall follow the same graphic pattern of the second IPT symbol as according to paragraph 1.2, Appendix II.
- 3 - The Institute Day is celebrated on the 26th of October.
- 4 - The IPT adopts the academic outfit described in Appendix II to the present Statutes.
- 5 - As a supplement to the faculty academic outfit, a medal will be created by regulation to be approved by the Institute's President which will include shape, design and symbols as well as the terms and conditions for its awarding.

Article 7

Democracy and Representativity

The IPT and its Schools are managed according to the principles of democracy and representativity of all its academic bodies as a way to:

- a) Ensure free expression and plurality of ideas and opinions;
- b) Stimulate involvement of the whole academic community in IPT activities;
- c) Allow for cultural, scientific and technological freedom, thus ensuring the appropriate conditions for initiative and responsiveness towards scientific and technological innovation;
- d) Provide a close connection between its activities and the community in which it operates.

Article 8

Academic Community

The Institute's academic community is composed by the various players in its intervention areas including faculty and research members, technical staff, students and others.

Article 9

Student Associativism

- 1 - The IPT shall support student associativism provid-

ing the appropriate conditions for the recognition of autonomous associations under the special laws in force.

- 2 - The IPT shall foster cultural, scientific, artistic and sports activities and promote facilities to lend support to the development of extracurricular skills, notably collective and social participation.

Article 10

Employed Students

The IPT shall create the necessary conditions to support employed students through appropriate teaching/ learning schemes and enhance any skills acquired in the world of labour.

Article 11

Alumni

The IPT shall establish and support connections with former students and correspondent organizations facilitating and promoting its contribution to the strategic development of the institution.

TITLE II

Autonomies

Article 12

Academic Autonomy

- 1 - According to law, the Institute enjoys cultural, scientific, pedagogical and disciplinary autonomy.
- 2 - Schools and research units enjoy scientific and pedagogical autonomy as provided in the Institute's and in their own statutes.

Article 13

Cultural Autonomy

Cultural autonomy empowers the Institute with the capacity to define its own training and cultural program.

Article 14

Scientific Autonomy

Scientific autonomy empowers the Institute with the capacity to define, plan and perform education, training, research and other activities without prejudice to the criteria and procedures for public research funding.

Article 15

Pedagogical Autonomy

Pedagogical autonomy empowers the IPT and its Schools with the capacity to draw up their own programmes of study, define the goals for their course units and teaching methods, allocate resources and select assessment processes; the academic staff and

students having intellectual freedom in teaching and learning processes.

Article 16

Disciplinary Autonomy

- 1 - Disciplinary autonomy empowers the IPT with legal capacity to sanction disciplinary offences perpetrated by faculty members, researchers and other employees and agents as well as students.
- 2 - The exercise of disciplinary power is governed by the Disciplinary Regulations in Appendix III to the present statutes.

TITLE III

IPT Organizational Structure

CHAPTER I

National, regional and international interaction and cooperation

Article 17

Creation and Participation in Private Entities

- 1 - According to law, the IPT may, upon decision of the President and on consultation with the General Council, the Academic Council and the Advisory Council, create (by itself or in collaboration with other public or private entities) or participate in subsidiary private entities such as foundations, associations and corporations intended to help the Institute achieve its purposes, notably:
 - a) Study centres and higher education development societies or other entities that combine IPT's own resources with other resources;
 - b) Consortia between the IPT and research and development institutions;
- 2 - Under the provisions in paragraph 1, the Institute may delegate to the entities in previous paragraph execution of specific tasks, including organization of undergraduate programmes, upon agreement clearly stating the terms and conditions for the delegation without prejudice of its scientific and pedagogical responsibility and supervision.

Article 18

Consortia and regional links

- 1 - For the purpose of coordinating educational supply and human and material resources, the IPT may, as according to law, create consortia with other public higher education establishments and with public or private research and development institutions.
- 2 - The IPT may also agree with other public higher

institutions on ways of articulating their activities at regional level.

- 3 - The consortia and ways of articulation mentioned in previous paragraphs shall, without prejudice of applicable law, be governed by statutory regulations to be approved by the General Council.
- 4 - The consortia and agreements mentioned in the preceding paragraphs, as well as those decided by the competent ministry, shall not prejudice the Institute's own identity and autonomy.
- 5 - The consortia under the preceding paragraphs are subject to prior advice by the General Council on consultation with the Academic, the Advisory and the Strategic Councils.
- 6 - General Council's prior advice is compulsory with regard to consortia projects established with other public higher education institutions aiming at coordinating the educational offer.

Article 19

International Cooperation

- 1 - The Institute can establish with other higher education establishments, or any other entities whatsoever, cooperation or association agreements aiming the mobility of students and staff as well as implementation of common partnerships and projects such as joint degree programmes and resource and equipment sharing, according to applicable law.
- 2 - For the purposes stated in the preceding paragraph, the IPT shall invest on its involvement in cooperation networks and partnerships with foreign higher education institutions, international scientific organizations and other institutions in the context of the European Union, of bilateral and multilateral agreements set up by the Portuguese Government and in the framework of the community of Portuguese-speaking countries.
- 3 - International cooperation actions and programmes should be consistent with the nature and goals of the Institute and take into account key national policies for education, science, culture and international relations.

Article 20

Representative associations and bodies

The IPT may establish cooperation links with other higher education institutions for the purposes of institutional representation or joint coordination and regulation of activities and initiatives without prejudice of overall representation ensured by official representative bodies of public higher education institutions created and regulated by law.

CHAPTER II Internal Organization

SECTION I General Provisions

Article 21 *Organizational Model*

- 1 - The IPT adopts an organizational and management model that consists in a matrix-like structure characterised by the interaction between human and material resources projects and units that facilitate project development and institutional functioning in general.
- 2 - Projects are activities in fields such as education, training, research and specialized services aiming at accomplishing IPT's mission that are conducted by basic organizational units using a management by objectives approach as provided in the present Statutes.
- 3 - The human resources and materials units enabling accomplishment of projects and appropriate operation of the institution are run centrally and globally in order to improve effectiveness, efficacy and quality.
- 4 - The provisions in paragraph 2 do not prejudice the ability of IPT's functional units to pursue training, research and specialized services projects on their own initiative.

Article 22 *Structure*

- 1 - In the context of the organizational and management model defined in the preceding article, the IPT bases on a structure that integrates basic units with its own governing bodies and with scientific and pedagogical autonomy on the one hand, and a set of global functional units governed and run by the IPT on the other.
- 2 - Basic organizational units are Schools and Research, Development and Innovation Centres that might be created upon the President's proposal and upon approval by the General Council.
- 3 - The legal instrument for the creation of a Research, Development and Innovation Centre with the statute of organizational unit will define its organizational structure and way of functioning.
- 4 - The provisions in paragraph 1 do not prejudice the possibility of a decentralized management of functional units for effectiveness and quality reasons.

Article 23 *Schools*

- 1 - The Schools are the Institute's organizational units responsible for devising, implementing, supervising, monitoring and executing projects that are intrinsic to the Institute's mission, notably:
 - a) Education and training projects including:
 - i. Graduate programmes;
 - ii. Post-graduate programmes;
 - iii. Technology specialization programmes;
 - iv. Life-long education and training programmes;
 - v. Other undergraduate programmes.
 - b) Research projects;
 - c) Service provision projects.
- 2 - The Institute comprises the following schools regardless of those that might in the future be created and integrated thereinto:
 - a) Tomar Technology School;
 - b) Tomar Management School;
 - c) Abrantes Technology School;
- 3 - The Schools are centres incorporating the projects mentioned in paragraph 1 within specific areas of expertise without prejudice to the provisions in paragraph 6.
- 4 - The Schools share material and human resources allocated to them by the IPT as a function of the capacities of their functional units.
- 5 - The Schools can organize joint initiatives or projects including academic cycles and research projects.

Article 24 *Functional Units*

The Institute comprises the following functional units:

- a) Departmental Units: human resources units containing academic staff of the same area of expertise or related areas;
- b) Training Units: human and material resources units oriented towards specific goals and intervention areas which, along with the Schools and Departmental Units, accomplish training, research and service provision projects;
- c) Support Units: human and material resources units directed towards specific interventions that, within their own activity areas, provide support to the Schools and remaining units;
- d) Research and Technological or Artistic Development Units: human and material resources

units targeted towards specific goals and intervention areas in fields related with research, technology transfer and knowledge enhancement.

Article 25

Social services and other support services

The IPT also incorporates Social Services that develop social action as according to law and support cultural, sports and other activities favouring higher education access and successful completion of studies by students.

Article 26

Structures to support access to the labour world

- 1 - Under the scope of its social responsibility, the Institute shall create conditions for the implementation of structures aiming at:
 - a) Supporting the participation of students in active life so as to allow simultaneous performance of academic activities;
 - b) Reinforcing the conditions for the development by students of part-time professional activities so as to allow simultaneous performance of academic activities;
 - c) Support graduates access to the labour market.
- 2 - The IPT shall provide for the collection and dissemination of information on its former students employability and career tracks.

Article 27

Student Ombudsman

As provided by the statutes, the IPT has a Student Ombudsman who acts in association with student representative structures and IPT's schools, bodies and services, in particular with the pedagogical councils.

SECTION II

IPT Governing Bodies

Article 28

Self-Governing

The Institute has its own governing bodies as provided by law and the present statutes.

Article 29

Bodies

- 1 - IPT's governing bodies include:
 - a) The General Council;
 - b) The President;
 - c) The Management Board;

2 - The following are also IPT's bodies:

- d) The Academic Council;
- e) The Advisory Council;

SECTION III

General Council

Article 30

Composition

- 1 - The General Council is composed by twenty-one members as follows:
 - a) Eleven representatives of faculty members and researchers;
 - b) Three student representatives;
 - c) One representative of the employees;
 - d) Six prominent community stakeholders.
- 2 - The members mentioned in paragraph 1 item a) are elected by all IPT's faculty members and researchers through proportional representation.
- 3 - The members mentioned in paragraph 1 b) are elected by all IPT's students through proportional representation.
- 4 - The members mentioned in paragraph 1 c) are elected by all IPT employees.
- 5 - The members mentioned in paragraph 1 d) are co-opted by the whole set of members mentioned in paragraph 1 a) and b) by absolute majority based on grounded proposals by at least one third of those members.
- 6 - When choosing the members mentioned in paragraph 1 d) the following factors shall be considered:
 - a) Integration in the region in which IPT operates;
 - b) Connection to professional and corporate activities relevant to the Institute's specific mission or to certain areas of expertise.
- 7 - The elections and co-optation referred to in paragraphs 2 to 5 as provided in these statutes and in its Appendix IV (Regulations concerning the Election and Appointment of IPT's General Council Members).
- 8 - The term of office for elected or appointed members is four years, except for students who have a two-year term of office, and may only be dismissed by the General Council by absolute majority of their votes and only in case of serious misconduct, as stated in the General Council regulations.
- 9 - In case of early termination of office as a Council member: the members referred to in paragraph 1 sections a) to c) shall be replaced by the next member in the electoral list and the members referred to in

paragraph 1 d) replacement shall be subject to a new appointment process according to paragraphs 5 to 7 of the present article.

10 - The General Council members shall not represent any groups or sector interests whatsoever performing their duties autonomously.

Article 31

Constitution and start-up

The General Council becomes operational as follows:

- a) At an early stage with assumption of duties by elected members referred to in sections a) to c) of paragraph 1 conferred by the retiring General Council President who will also chair until the new president is elected as provided in paragraph 1a) of next article;
- b) In a final stage where full duties are assumed, after approval by co-opted stakeholders mentioned in paragraph 1 d) of the preceding article and after the new President has been empowered by the retiring President.

Article 32

Competencies

1 - It is incumbent upon the General Council to:

- a) Elect its President by absolute majority among the members under article 30 paragraph 1 d);
- b) Approve its rules of procedure;
- c) Approve amendments to the statutes and its appendices as provided in article 106.
- d) Organize electoral proceedings and elect the IPT President according to law, the statutes and applicable regulations;
- e) Give an advisory opinion on the President's and the Management Board's actions;
- f) Propose the initiatives deemed necessary to the good functioning of the institution;
- g) Perform such functions defined by law and the statutes.

2 - It is incumbent upon the General Council on proposal by the IPT President:

- a) Approve the medium-term strategic plans and action plans for the four-year term of office served by the IPT President.
- b) Approve general institutional guidelines in scientific, pedagogical, financial and patrimonial matters;
- c) Create, reorganise or terminate basic units upon consultation with the Academic Council;

- d) Approve annual activity plans and give an advisory opinion on the annual report of the institution;
- e) Approve the budget proposal;
- f) Approve annual accounts supported by appropriate audit recommendations.
- g) Define student tuition fees on consultation with student associations;
- h) Propose and authorize, as according to law, acquisition or sell-out of property as well as relevant credit operations.
- i) Give recommendations on other subjects proposed by the IPT President.

3 - The decisions under items a) to d) and f) of paragraph 2 shall be necessarily preceded by a recommendation to be issued by the external stakeholders referred to in article 30, paragraph 1 d).

4 - The General Council decisions are approved by simple majority except for cases where the law and the statutes require absolute majority or further requirements.

5 - In all matters within its scope, the General Council may ask for advice from other IPT bodies or its basic organizational units, notably from consultative bodies.

Article 33

Powers and Duties of the General Council President

1 - It is incumbent upon the General Council President to:

- a) Call and preside over meetings;
- b) Declare or verify vacancies in the General Council and provide for appropriate replacements as according to the statutes.
- c) Perform other tasks arising from compliance with these statutes.

2 - The President of the General Council shall not interfere in the exercise of duties and powers of the remaining bodies of the institution and cannot represent it or act on its behalf.

Article 34

Meetings

1 - The General Council meets ordinarily four times a year in addition to extraordinary meetings called by its president on its own initiative, at the request of the IPT President or of one third of its members.

2 - Upon decision of the General Council, the following individuals can take part in meetings without right to vote:

- a) The directors of organizational units;

- b) Prominent external stakeholders invited to give their contribution on their fields of expertise.
- 3 - The IPT President takes part in General Council meetings without right to vote.

SECTION IV

President

Article 35

Powers and Duties of the President

- 1 - The President of the IPT is the supreme body of governance and external representation of the institution.
- 2 - The President is the body that conducts IPT policies and presides over the Management Board.

Article 36

Election

- 1 - The President is elected by the General Council as provided in these statutes and according to the procedures defined in the competent regulations to be approved by the General Council by absolute majority of its members.
- 2 - The electoral process shall necessarily include:
 - a) Public announcement of opening of the candidature period;
 - b) Candidature submission;
 - c) Submission by candidates of detailed CV and an action plan for the concerning term of office containing the goals, action lines and targets to be pursued as well as respective assessment parameters;
 - d) Public hearing of candidates including presentation and discussion of the action plan;
 - e) Final voting by the General Council by absolute majority and secret ballot.
- 3 - The process for electing the new President is called by the retiring President 60 days prior to the date of termination of his/her office except if the process falls within the July to September period, in which case the President may advance or postpone the electoral process so as it is completed until the end of June or starts in the beginning of October.
- 4 - The public announcement of opening of the candidature period should be advertised 45 days prior to submission date and published in two national and two regional newspapers.
- 5 - The following are eligible to the office of IPT President:
 - a) Faculty and research members of the Institute or other education or research institutions both at national and supranational level.
 - b) Prominent stakeholders.

- 6 - The following individuals are not eligible to the office of IPT President:

- a) Retired individuals;
- b) Individuals who have been convicted of disciplinary, financial or criminal offences in the exercise of public or professional duties for four years after they have served their sentence.
- c) Individuals with other legal impediments to eligibility.

Article 37

Duration of term

- 1 - The President's term of office is four years, renewable once, as provided in the preceding article.
- 2 - In case of early termination of the President's term, the new President shall initiate a new four-year term.

Article 38

Vice-Presidents

- 1 - The President may be assisted by a maximum of two vice-presidents.
- 2 - The vice-presidents are appointed freely by the President and may be from outside of the institution.
- 3 - The vice-presidents can be dismissed at any occasion by the President and their term of office expires when his/her term of office expires without prejudice of the provisions in article 42 paragraph 4.

Article 39

Pro-Presidents

- 1 - The President may also be assisted by pro-presidents to perform and implement temporary tasks, projects or specific activities.
- 2 - The pro-presidents are appointed freely by the President and may be from outside of the institution.
- 3 - The pro-presidents can be dismissed at any occasion by the President and their term of office expires when his/her term of office expires or upon completion of the tasks, projects or activities for which they have been appointed.

Article 40

Suspension or dismissal

- 1 - In case the institution's survival is put at risk, the General Council called by its President or by one third of its members may decide, by a two-thirds majority vote, on the President's suspension and, upon due administrative procedures, his/her dismissal.
- 2 - The institution's survival is put at risk when there is a repeated unjustified non-compliance by the President with the action plan underlying his/her candidature.

- 3 - The President's suspension or dismissal shall only be voted in meetings called for the purpose.
- 4 - The administrative procedures under paragraph 1 requires communication to the President of the grounds for dismissal and assurance of the right to defence.
- 5 - Final dismissal decision is subject to prior consultation with the Academic Council; otherwise it will be deemed null.

Article 41 **Full-time position**

- 1 - The President's position is full-time.
- 2 - If they are faculty or research members, the President and Vice-presidents shall be exempt from providing teaching or research service, notwithstanding the fact that they may provide it on their own initiative.
- 3 - The regime under the preceding paragraph may be applied, totally or in part, to the Pro-presidents, upon the IPT President's decision.

Article 42 **Replacement**

- 1 - In the event of temporary incapacity of the President, he shall appoint a vice-president to replace him; otherwise the oldest vice-president will take office.
- 2 - Should this incapacity last for more than 90 days, the General Council shall advise on the advantage of electing a new President.
- 3 - In the event of vacancy, resignation or permanent incapacity of the President, the General Council shall determine organization of new electoral proceedings within a maximum of 30 days.
- 4 - During vacancy in the office of President as well as in the event of suspension as provided in article 40, it will be assumed ad interim by the vice-president appointed by the General Council or, in the absence of a vice-president, by the oldest tenured professor.

Article 43 **Powers and Duties**

- 1 - The President governs and represents the IPT and it's his/her responsibility to:
 - a) Prepare and submit proposals for approval by the General council on:
 - i. The medium-term strategic plan and action plan for his/her four-year mandate;
 - ii. General institutional guidelines in scientific and pedagogical matters;
 - iii. Annual activity plan and report;

- iv. Annual accounts supported by appropriate audit recommendations;
- v. Acquisition or sell-out of property and credit operations;
- vi. Creation, reorganisation or extinction of basic organizational units;
- vii. Amount of student tuition fees;
- b) Approve the creation, suspension or termination of programmes of study on consultation with the Academic Council;
- c) Approve maximum number of new admissions and enrolments as provided in article 64, Law No62/2007 of 10 September;
- d) Supervise academic management deciding on such matters as competitions for tenure and promotion, appointment and recruitment of staff, appointment of selection boards for career promotion competitions of academic staff as well as drawing up of regulations concerning performance appraisal procedures;
- e) Supervise administrative and financial management of the institution ensuring effective allocation of tools and resources;
- f) Support the students in need under the framework of the social services as according to law;
- g) Approve awarding of honorific titles or any titles whatsoever upon agreement of the General Council;
- h) Create school awards on consultation with the Academic Council;
- i) Approve election and nomination of management bodies of self-governing basic organizational units and empower them. Approval may only be refused on grounds of illegality.
- j) Appoint and dismiss, according to law and the present statutes, the directors of non self-governed basic organizational units;
- k) Appoint and dismiss, according to law and the present statutes, the directors and administrators of the institution's services;
- l) Exercise disciplinary power as provided by law and the present statutes;
- m) Ensure enforcement of decisions made by collegiate bodies;
- n) Approve legal and statutory regulations without prejudice of the regulatory power of basic organizational units;
- o) Ensure enforcement of laws, statutes and regulations;
- p) Propose the initiatives deemed necessary to the good functioning of the institution;

- q) Perform other duties as provided by law and the statutes.
 - r) Supply all the appropriate information to the competent minister, notably activity plans and reports, budgets and accounts;
 - s) Take the necessary measures to ensure quality teaching and research within the institution and its basic organizational units;
 - t) Approve activity plans and reports of functional and basic units;
 - u) Represent the institution in court and elsewhere;
 - v) Approve the symbols of organizational units and the regulations under paragraph 5 of article 6 of the statutes;
 - w) Make proposals to the Management Board on internal regulations for service provision and correspondent amendments.
- 2 - All the competencies which, according to law and the statutes, are not committed to any other body of the institution are also the President's responsibility.
 - 3 - The President may, according to law and the statutes, delegate the competencies deemed necessary for a more effective management to vice-presidents or school directors as well as, in specific cases, representation powers.

Article 44

Council of the Presidency

- 1 - The President may decide to create a Council which will, not only comprise the President and Vice-presidents, but also other directors within the IPT or its basic units as well as prominent external stakeholders to be appointed by the President.
- 2 - This body will advise and support the President in his/her office.

SECTION V

Management Board

Article 45

Composition

- 1 - The Management Board is comprised of the IPT President, who presides, one Vice-President appointed by him/her, the IPT Administrator and one or two members freely selected, nominated (and dismissed) by the President among teaching and non-teaching staff with management experience within the institution.
- 2 - The term of office of Management Board members has the same duration as that of their nominating President and expires at the same time the President's term of office expires.

- 3 - The directors of the organizational units, the service directors and the student and employees representatives may be called upon to participate in Management Board meetings without right to vote.
- 4 - The Management Board meets ordinarily once a month, except otherwise agreed, and extraordinarily whenever called by the IPT President.

Article 46

Powers and Duties

- 1 - It is incumbent upon the Management Board to conduct administrative, patrimonial and financial management of the institution as well as human resources management and it is regulated by applicable laws for public bodies enjoying administrative autonomy.
- 2 - It is also the Management Board's responsibility to define legal charges and fees and, on consultation with the Academic Council, approve the regulations on external service provision or any amendments thereto.
- 3 - The Management Board may delegate, with the possibility of subdelegation, to the directors of organizational units or service directors the duties and powers deemed necessary to a more effective management.

SECTION VI

Academic Council

Article 47

Concept and composition of the Academic Council

- 1 - The Academic Council is a consultative body of the IPT holding competencies at the academic level in general and at the technical, scientific and pedagogical level in particular.
- 2 - The Academic Council is comprised of:
 - a) The IPT President, who presides;
 - b) The Directors of the training units;
 - c) The Directors of the basic organizational units;
 - d) The IPT Administrator, who acts as keeper of the minutes;
 - e) The administrator of the Social Services Department;
 - f) The Directors of the Departmental Units;
 - g) The Presidents of the Technical-Scientific Councils of IPT Schools;
 - h) The Presidents of the Pedagogical Councils of IPT Schools;
 - i) The President of IPT Student Association;

- j) One student representative for each IPT School elected among their peers;
 - k) A student ombudsman;
 - l) One employees representative elected among his/her peers;
- 3 - The electoral process for the members under j) and l) of the preceding paragraph shall, with appropriate adjustments, be governed by the regulations in Appendix IV to these statutes.
- 4 - In case more than one student association exists, the member under paragraph 2 i) shall be elected by all existing IPT student associations.
- 5 - The rules applied to the General Council concerning duration of term also apply to the Academic Council.

Article 48 ***Powers and Duties***

- 1 - The duties and powers of the Academic Council include:
- a) Advise, prior to the General Council's decision, on the dismissal of the IPT President;
 - b) Advise and make proposals on initiatives under the scope of IPT mission as defined in article 3, paragraph 3 d) of these statutes;
 - c) Make considerations concerning internal regulations proposals and suggest amendments to current ones;
 - d) Make considerations concerning the drawing up and amendments of internal regulations on external service provision;
 - e) Give judgement on IPT participation in private entities as provided by article 17 of the present statutes;
 - f) Pronounce judgement on IPT participation in consortia as provided by article 18 of the present statutes;
 - g) Make considerations concerning the proposals by the IPT President for the creation, reorganization or extinction of basic organizational units;
 - h) Propose or give judgement on academic calendars;
 - i) Give judgement on the creation of school awards;
 - j) Give advice on the functioning of IPT services;
- 2 - Other duties are assigned to the Academic Council but they are limited to a specific committee or to an executive committee comprising the members under a) to c) and f) to h) of paragraph 2 of the preceding article:
- a) Make proposals and give judgement on IPT's

training strategy for the various areas of expertise and programmes of study;

- b) Make proposals or give judgement on IPT's policies concerning the development and planning of scientific research, technology transfer and knowledge enhancement as well as training and external service provision.
 - c) Advise on the creation, merging or extinction of departmental units;
 - d) Propose general criteria for the teaching schedule in order to ensure maximization of available human resources;
 - e) Make proposals or advise on general criteria concerning recruitment and selection of teaching staff.
- 3 - It is incumbent upon the plenary assembly of the Academic Council to approve the respective operating regulations.
- 4 - It is also the Academic Council's responsibility to exercise other duties as provided in the statutes and give judgement on any matters whatsoever submitted for advice by the IPT President or the General Council.

Article 49 ***Operation***

- 1 - The Academic Council meets ordinarily every three months and extraordinarily whenever called by the IPT President or at the request of at least one-third of its members; in which case the President should call the meeting within eight days.
- 2 - The IPT President shall also call the Academic Council within eight days whenever it is requested by other IPT bodies or the Schools to give judgement under the scope of its competencies if the matters in question cannot be addressed by the Executive Committee or the Specialized Committees referred to in the next paragraph.
- 3 - The Academic Council may operate in plenary session, Executive Committee or Specialized Committees to be created according to its internal rules of procedures.

SECTION VII **Advisory Council**

Article 50 ***Concept and Composition***

- 1 - The Advisory Council is a consultative body of the IPT in the framework of its strategic policies of recognition and integration in the European

and international higher education and research areas and also reinforcement of links with the local region.

- 2 - The Advisory Council comprises:
 - a) The IPT President, who presides over it;
 - b) The IPT Vice-presidents;
 - c) The Directors of the basic organizational units;
 - d) National or international stakeholders prominent at academic, scientific or corporate level and local reputed individuals operating in economic areas related with current or potential IPT's educational areas.
- 3 - The stakeholders under d) of the preceding paragraph should be in a greater number than the remaining members and shall be appointed by the IPT President, by means of a by-law.
- 4 - Other reputed individuals may also take part in Advisory Council meetings without right to vote if their presence are deemed to provide a significant contribution to the Council's decisions.
- 5 - The rules applied to the General Council concerning duration of term also apply to the Advisory Council.

Article 51 **Powers and duties**

The powers and duties of the Advisory Council include:

- a) Give judgement on strategic development plans and respective implementation proposals;
- b) Make proposals or give judgement on IPT's participation in private entities as provided in article 17 of the present statutes;
- c) Make proposals or give judgement on IPT's participation in consortia and other forms of regional links as provided in article 18 of the present statutes;
- d) Make proposals or give judgement on agreements, actions or programmes referred to in article 19 of the statutes;
- e) Make proposals or give judgement on the creation, reformulation or extinction of teaching/training programmes;
- f) Propose initiatives within the scope of IPT's mission and duties;
- g) Make considerations on evaluation and quality reports on the projects developed by the institution and propose corrective measures thereon.
- h) Make proposals or advise on any matters whatsoever lodged by the IPT President or the General Council within the provisions of paragraph 1 of the preceding article.

Article 52 **Operation**

- 1 - The Advisory Council meets ordinarily twice a year and extraordinarily whenever called by the IPT President or at the request of at least one-third of its members; in which case the President shall call meeting within eight days.
- 2 - The IPT President shall also call the Advisory Council within eight days whenever the latter is requested by other IPT bodies or the Schools to give judgement within its capacities if the matters in question cannot be addressed by the specialized committees referred to in the next paragraph.
- 3 - The Advisory Council may operate in plenary session or through specialized committees as provided in its internal regulations.
- 4 - Approving the rules of procedure for the operation of the Advisory Council falls within the exclusive competence of the plenary assembly.

SECTION VIII **Student Ombudsman**

Article 53 **Concept and appointment**

- 1 - The Student Ombudsman is an individual body holding competences related with the prevention, promotion and mediation on matters affecting the rights and interests of IPT students.
- 2 - The Student Ombudsman is elected by direct, universal ballot by an electoral college composed of IPT students.
- 3 - Candidates eligible to the position of Student Ombudsman are external stakeholders with recognised experience in such activities as teaching, management or direction or individuals with recognised experience in leading student associations within higher education.
- 4 - Applications to the position of Student Ombudsman are on the initiative of the students themselves, must be subscribed by at least 100 students and include a declaration of acceptance of office.
- 5 - The electoral process for Student Ombudsman is called by the IPT President and is governed, with the necessary adjustments by the provisions in Appendix IV to the Statutes.
- 6 - The election to Student Ombudsman shall be approved by the IPT President within 10 days from completion of electoral process and may only be refused on grounds of infringement of the law or the statutes.

- 7 - The term of office of the Student Ombudsman is four years and starts with the assumption of duties conferred by the President. The Student Ombudsman may be re-elected once for identical period of time.
- 8 - The student Ombudsman is independent and unchangeable; his/her duties shall not cease before the end of term of office.

Article 54

Competences of the Student Ombudsman

- 1 - It is incumbent upon the Student Ombudsman, in the sequence of student complaints or on his/her own initiative, to:
 - a) Make recommendations on competent IPT bodies and services and mediate disputes between students and the latter in order to correct illegal, unjust or anti-statutory actions performed in the exercise of their duties or with a view to improving them;
 - b) Call the attention to flaws in internal regulations making recommendations for their interpretation, amendment or revocation and make suggestions concerning the drawing up of new regulations to be submitted to the IPT President and to other competent bodies or services.
 - c) At the request of the IPT President or the General Council, give judgement on matters within its scope of activity.
 - d) Raise awareness and foster dissemination of student rights and promote the Student Ombudsman's mission, action tools at his/her disposal and how these services can be accessed.
- 2 - The Student Ombudsman shall draw up by March 15 each year an activity report of the activities performed the year before in the exercise of the duties under the preceding paragraph and supply it to the President.

Article 55

Student Ombudsman Services

- 1 - The Student Ombudsman disposes of his/her own facilities and services and a secretary specially appointed for the purpose by the IPT President under the proposal of the Ombudsman himself/herself.
- 2 - Without prejudice to the ability to have its own technical staff, notably a legal consultant, if IPT resources will allow it, the Student Ombudsman may ask for competent technical support from any IPT service, which shall not be refused.

SECTION IX Functional Units

Subsection I Departmental Units

Article 56 *Concept and Composition*

- 1 - Departmental units are IPT's functional units which, in conjunction with IPT bodies and basic units through allocation of their human resources, ensure teaching and training activities, technical-scientific execution of research projects and internal and external service provision as well as other activities within the institution's mission.
- 2 - The composition of each departmental unit is a function of the area of expertise, a well-defined scientific area or a set of related courses and includes all faculty members graduated in that area of expertise, specialty area or set of courses.
- 3 - Each faculty member shall not belong to more than one departmental unit. Should they meet appropriate conditions to belong to more than one, they shall belong to that departmental unit for which they have been recruited or to that where their workload is greater.
- 4 - Creation and maintenance of a given Departmental Unit depends on simultaneous fulfilment of the following requirements:
 - a) Having, at least, nine full-time faculty members or researchers, among whom three must be tenured;
 - b) The incorporation of its activities in a medium-term action plan to be submitted to approval by the Board every 4 years, which will include reference to the pursued objectives and respective action lines and goals to be attained and respective assessment parameters in harmony with the institution's strategic plan.
- 5 - Whenever it is necessary, namely in cases where they include more than one specialty area, departmental units may be organized by sections according to the provisions of internal unit regulations.
- 6 - The Departmental Units shall be created, reorganized or extinct by the IPT President, by means of a by-law, on consultation with the Academic Council.
- 7 - Internal regulations concerning the Departmental Units and election of their directors shall be approved by the IPT President by means of a by-law.

Article 57

Internal organization and operation

The internal organization and operation of each Departmental Unit are ensured by the Departmental Council and the competent Director.

Article 58

Departmental Council

1 - The Departmental Council is comprised by:

- a) The Departmental Unit Director, who presides over it;
- b) All tenured faculty members of the Departmental Unit;
- c) All full-time non-tenure track faculty members of the Departmental Unit;
- d) Representatives of full-time assistant lecturers and non-tenure track assistant lecturers up to 20% of the remaining members with a minimum of one.

2 - To the extent that a Departmental Unit is concerned, the duties and powers of the Departmental Council are to:

- a) Appoint the representatives of the Departmental Unit in the competent bodies;
- b) Define the regulations concerning operation of the Departmental Unit and election of its Director as provided by law and the present statutes;
- c) Propose or inform on applications for non-tenure track faculty members;
- d) Give judgement on annual activity plan and report of the Departmental Unit to be submitted to the Board for approval;
- e) Make proposals or provide information on the constitution of tenure review committees.
- f) Make proposals or provide information on the committees responsible for reviewing the reports by faculty members holding temporary tenure status applying for permanent tenure track positions.
- g) Make proposals or provide information on contract renewal of faculty members;
- h) Provide information on permanent appointment to tenured positions of faculty members;
- i) Propose and approve the Director's proposals on position openings and staff recruiting;
- j) Provide information, at the request of the Schools' Technical-Scientific Councils, on equivalence processes, degree recognition, diplomas, courses and course modules;
- k) Approve proposals on general training plans

for faculty members and submit them to the Academic Council for consideration;

- l) Approve plans for allocation of faculty members across the Schools and its programmes, projects and outreach activities.

3 - The Council may delegate to the Departmental Unit Director the competences under items c), e) to g), j) and l) of the preceding paragraph.

Article 59

Departmental Unit Director

1 - The Departmental Unit Director is elected by absolute majority of the entire tenured faculty of the Departmental Council.

2 - The electoral process is called by the retiring Director within 30 days before termination of his/her mandate and includes:

- a) Submission of applications;
- b) Final voting by the Departmental Unit Council by absolute majority and secret ballot.

3 - The term of office of the Departmental Unit Director is 4 years.

4 - To the extent that a Departmental Unit is concerned, the duties and powers of its Director are to:

- a) Manage human and material resources of the Unit and promote accomplishment of the decisions and projects assigned or delegated to it.
- b) Represent the Departmental Unit;
- c) Call and preside over Departmental Council meetings;
- d) Draw up and propose plans for allocation of teaching staff to Schools and respective courses, projects and outreach activities and send them, after approval by the Departmental Council, to the respective School directors;
- e) Draw up and propose the annual activity plan and report of the Departmental Unit;
- f) Draw up and propose general plans for faculty training;
- g) Propose position openings for teaching staff recruitment and selection;
- h) Propose position openings for non-tenure track faculty members.

5 - In cases where misconduct by the Director of the Departmental Unit puts the normal functioning of the institution or the Departmental Unit at risk, the Departmental Council, specially called for this purpose on the initiative of one-third of its members, may decide on his/her dismissal by a majority of two-thirds of its members.

- 6 - The decision under the preceding paragraph is subject to prior consultation with the Academic Council; otherwise it shall be considered null.
- 7 - In the event of temporary incapacity of the Departmental Unit Director, he or she shall appoint a professor among the Departmental Council, or in the absence of appointment, the oldest tenured professor will take office.
- 8 - Should this incapacity persist for more than 90 days, the Departmental Unit Council shall advise on the advantage of electing a new Director.
- 9 - In the event of vacancy, resignation or permanent incapacity of the Departmental Unit Director, the IPT President shall determine organization of an electoral process for the election of a new Departmental Unit Director within a maximum of eight days.

Subsection II **Training Units**

Article 60 ***Concept and Composition***

- 1 - Training Units are IPT's functional units which, in conjunction with the Schools and Departmental Units through their own human and material resources ensure, in specific intervention areas, execution of training, research and outreach projects as well as other activities under the scope of IPT's mission.
- 2 - Training Units are created, changed or extinct by order of the IPT President on consultation with the Academic Council.
- 3 - Training Units may also be created, changed or extinct on consultation with the Academic Council, through agreement, consortium, contract or other bilateral action established between public or private entities, both national or international, as provided in articles 17 to 19.
- 4 - Approval for the creation of a Training Unit shall always be based on an action plan with the minimum duration of 4 years which shall include reference to the objectives, action lines and targets to be pursued as well as respective assessment parameters;
- 5 - Internal regulations for Training Units are approved by the competent Directors and by the IPT President through a by-law.

Article 61 ***Internal organization and operation***

Internal organization and operation of each Training Unit are ensured by its Director alone or in conjunction with a Council.

Article 62 ***Training Unit Council***

For Training Units established under the provisions of article 60 paragraph 3 a unit council may be created whose terms and conditions will be defined by those regulations.

Article 63 ***Training Unit Director***

- 1 - The Training Unit Director is freely appointed by the IPT President among full-time tenured and non-tenured professors.
- 2 - Training Unit Directors may be dismissed at any occasion by the President and their term of office ceases with the expiration of the President's term of office.
- 3 - To the extent that the Training Unit is concerned, the duties and powers of Training Unit Directors are to:
 - a) Run the Training Unit and promote accomplishment of decisions and projects assigned or delegated to him/her.
 - b) Represent the Training Unit;
 - c) Call and preside over the Unit Council meetings if applicable;
 - d) Draw up and propose the annual activity plan, report and budget of the Unit;
 - e) Perform other duties pursuant to the statutes.

Subsection III **Support Units**

Article 64 ***Concept and Composition***

- 1 - By support units is meant IPT's permanent functional units that ensure within their specific intervention areas technical, administrative and logistic support required for operation and execution of IPT's activities consistent with a resource maximization approach.
- 2 - Support units depend directly on the IPT President or the vice-presidents or the administrator acting powers under delegated and comprise the following services:
 - a) Central Services;
 - b) Planning and Management Support Services;
 - c) Specialized Services;
 - d) Academic Services;
- 3 - By means of a by-law of the President, on consulta-

tion with the Management Board, and whenever it turns out necessary for effectiveness, efficiency and quality purposes, units within the abovementioned support units may be created, extinct or merged and internal mobility of their employees, agents or workers determined.

- 4 - Within the organizational framework of the Institute a body or service shall be created whose composition will be defined by internal regulation proposed by the President and approved by the General Council whose main competencies will be to establish performance self-assessment mechanisms of the Institute and its schools as well as scientific and pedagogical activities subject to the national assessment and accreditation system, fulfil legal duties and collaborate with competent authorities. This service shall also be responsible for defining assessment and quality strategic policies at institutional level, particularly to:

- a) Coordinate all self-and external evaluation processes of the Institute, its basic units and all scientific and pedagogical activities whether or not subject to the national assessment and accreditation system.
- b) Draw up a pluriannual plan containing functional areas under evaluation;
- c) Propose evaluation rules and apply and define quality patterns;
- d) Define and schedule proficiency levels to be achieved in each quality pattern;
- e) Analyse evaluation processes and draw up relevant review reports;
- f) Suggest corrective measures for the weaknesses identified.

- 5 - The areas under evaluation set forth in b) of the preceding paragraph may include:

- a) Basic organizational units;
- b) Programmes;
- c) Departmental units or fields of expertise;
- d) Pedagogical procedures;
- e) Faculty members in areas subject to assessment that do not fall within the competence of the technical-scientific or pedagogical councils;
- f) Laboratories allocated to scientific or pedagogical activities;
- g) Services;
- h) IPT's impact in the region specially in terms of the employability of its graduates and contribution to technological innovation processes.

Article 65

Organization and operation

Organization, operation and competences of every service mentioned in the preceding article shall be subject to internal regulations to be proposed by the competent director or person in charge and submitted for approval by the IPT President who, among other things, shall regulate according to the complexity of concerning services and staff in order to ensure appropriate direction and coordination.

Subsection IV

Research and Technological or Artistic Development Units

Article 66

Concept and Composition

- 1 - Research and Technological or Artistic Development Units are IPT functional units that ensure, in specific intervention areas, support to activities and projects related with teaching and training, research, technology transfer, knowledge enhancement and external service provision.
- 2 - Research and Technological or Artistic Development Units shall be created, changed or extinct by means of a law of the IPT President on consultation with the Academic Council.
- 3 - Research and Technological or Artistic Development Units may also be created, changed or extinct on consultation with the Academic Council, through agreement, consortium, contract or other bilateral action established between public or private entities, both national or international, under the terms of articles 17 to 19.
- 4 - Approval for the creation of a Research and Technological or Artistic Development Unit shall always be based on an action plan with the minimum duration of 4 years which shall include reference to the objectives, action lines and targets to be pursued as well as respective assessment parameters;
- 5 - Internal regulations for Research and Technological or Artistic Development Units shall be drawn up and proposed by the competent Director and subject to approval by the IPT President by means of a by-law.
- 6 - Research and Technological or Artistic Development Units comprise:
 - a) OTIC.IPT – Knowledge Transfer and Enhancement Unit: aims to identify and promote development of ideas and projects for the enhancement of knowledge and mediate local transfer with a view to its application in the region;

- b) LAB.IPT – Central Laboratory Unit: aims to ensure technical, material and human resources required to support such activities as teaching and training, experimentation, research and external service provision, coordinating and articulating all the laboratory facilities of the institution;

Article 67

Organization and operation

- 1 - Internal organization and operation of Research and Technological or Artistic Development Units shall always be ensured by a Unit Director.
- 2 - Should it be deemed necessary or appropriate considering the specific nature and competences of a given Research and Technological or Artistic Development Unit, a Scientific Committee may also be created within its organizational framework whose terms and conditions will be set forth in the relevant functioning regulations.

Article 68

Director

- 1 - The Director of a Research and Technological or Artistic Development Unit under article 66, paragraph 6 a) shall be freely appointed by the IPT President among full-time tenured and non-tenured faculty or external individuals with prominent technical-professional curriculum.
- 2 - The Director of a Research and Technological or Artistic Development Unit under article 66, paragraph 6 b) shall be freely appointed by the IPT President among full-time tenured and non-tenured professors or graduated employees with prominent technical-professional curriculum.
- 3 - The Directors of Research and Technological or Artistic Development Units may be dismissed at any occasion by the President and their term of office expires when his/her term of office expires.
- 4 - To the extent that the training unit is concerned, the duties and powers of the Director of a Research and Technological or Artistic Development Unit include:
 - a) Running the Research and Technological or Artistic Development Unit and promoting accomplishment of decisions and projects assigned or delegated to him/her.
 - b) Representing the Research and Technological or Artistic Development Unit;
 - c) Calling and presiding over the Scientific Committee;
 - d) Drawing up and propose the annual activity plan, report and budget of the unit;
 - e) Performing other duties as provided in the statutes.

CHAPTER III

Governance and management of IPT Schools

SECTION I

Governing and Statutory Autonomy

Article 69

School Statutes

- 1 - IPT schools have their own bodies and enjoy management autonomy being governed by their own statutes pursuant to law and the present statutes.
- 2 - The Schools' statutes are subject to approval by the IPT President who will ensure legality and compliance with IPT statutes and regulations.

SECTION II

School Bodies

Article 70

Bodies

The Schools comprise the following bodies:

- a) School Director;
- b) Technical and Scientific Council;
- c) Pedagogical Council.

Article 71

Powers and Duties

Duties and powers of School bodies are established by their own statutes according to applicable law and the present statutes.

Article 72

School Director

- 1 - School Directors are appointed by the IPT President among the institution's tenured faculty members or researchers based on detailed CV and action plan for the concerning term of office consistent with the institution's global development plan and the action plan underlying the election of the President-in-office indicating the pursued goals, action lines and targets and respective evaluation parameters.
- 2 - Appointment of School Directors is for four years renewable once.
- 3 - Appointment and relevant grounds shall be advertised in the IPT webpage.
- 4 - It is the School Director's responsibility to:
 - a) Represent the School before the other institution's bodies and in the outside;
 - b) Approve the academic calendar and activity sche-

dule on consultation with the Technical-Scientific and Pedagogical Councils;

- c) Implement the decisions of the Technical-Scientific and Pedagogical Councils if they are binding;
 - d) Exercise the disciplinary powers conferred on him/her by the statutes or delegated by the IPT President;
 - e) Draw up the School's annual budget and activity plan and correspondent activity report;
 - f) In conjunction with the programme directors, draw up and send the departmental unit directors the global teaching plan containing correspondent workloads to ensure due delivery of course modules;
 - g) Organize and submit for approval by the Technical and Scientific Council the teaching schedule based on faculty allocation plan approved by the departmental units;
 - h) Perform other tasks pursuant to law and the statutes.
 - i) Perform such duties delegated to him/her by the IPT President.
- 5 - School Directors may be assisted by a deputy director of their own choice selected among tenured faculty members or researchers appointed by the IPT President. Deputy directors may be dismissed by the IPT President at the request of the competent School Director and their term of office expires when the Director's term of office expires.
- 6 - School Directors may be freely dismissed by the IPT President and their term of office expires when the President's term of office expires notwithstanding the fact that they may remain in office until they are replaced.

Article 73

Technical and Scientific Council

- 1 - The Technical and Scientific Council is composed by the following members:
 - a) The School Director;
 - b) Between 7 to 16 representatives elected, under the provisions of the School statutes, by the entire:
 - i. Tenured faculty members;
 - ii. Full time non-tenured faculty members occupying the same position in the institution for more than ten years.
 - iii. Full-time faculty members holding a doctoral degree contracted for at least one year irrespective of their contractual status;

iv. Full-time faculty members, not considered in the preceding sections, holding the title of "specialist" and contracted with the institution for more than two years;

- c) Four Representatives of accredited research units, if any;
 - i. Selected as provided by the statutes of the concerning organizational unit;
 - ii. In a number established by the statutes which shall be neither lower than 20% nor higher than 40% of the entire numbers of council members. This number can, though, be lower than 20% if the number of research units is inferior to that value.
- 2 - If the four positions under c) of the preceding paragraph cannot be, totally or in part, filled they will be occupied by members elected as provided in b).
- 3 - The voting-eligible cohort of faculty members and researchers under the provisions of the preceding paragraphs covers, not only all faculty members included in the faculty allocation plans approved by IPT's departmental units, but also those allocated to School courses and research projects.
- 4 - When a faculty member or researcher is allocated to more than one School in the abovementioned plans, he or she shall be considered within the voting-eligible cohort where he or she has the greater workload.
- 5 - The Technical and Scientific Council may also include members invited among teaching or research staff from other institutions or prominent stakeholders in domains of interest to the institution up to a maximum of four.
- 6 - If the number of eligible individuals is inferior to that defined in this article, the council shall be comprised of all concerning individuals.
- 7 - The members of the Technical and Scientific Council shall be elected for a two-year term and can be re-elected unlimitedly.

Article 74

Competencies of the Technical and Scientific Council

- 1 - Competencies of the technical and scientific council are to:
 - a) Draw up its own regulations and elect the President and the Registrar;
 - b) Make considerations on the School's scientific activity plan;
 - c) Give judgement on the creation, reorganization or extinction of departmental units;
 - d) Decide on faculty allocation plans and submit them to official approval by the IPT President;

- e) Give judgement on the establishment of study cycles and approve syllabuses for programmes offered;
 - f) Propose or give judgement on the awarding of titles of honour or other titles whatsoever;
 - g) Make proposals or give judgement on the establishment of school awards;
 - h) Make proposals or give judgement on the establishment of international agreements and partnerships;
 - i) Make proposals on the constitution of tenure and promotion committees and boards of referees;
 - j) Perform other actions as provided by law related with career and recruitment procedures of academic and research staff.
 - k) Give judgement on any issues whatsoever lodged with it by the School Director or IPT's bodies;
 - l) Perform other tasks pursuant to law, the statutes and internal regulations.
- 2 - The members of the technical and scientific council shall not pronounce judgement on such issues as:
- a) Actions related with tenure and promotion of faculty members in a higher position than their own;
 - b) Applications for tenure positions for which they are also eligible.

Article 75 ***Pedagogical Council***

- 1 - The Pedagogical Council is composed by:
- a) The School Director, who presides;
 - b) The same number of faculty and student representatives as provided by the School statutes.
- 2 - The voting-eligible cohort of faculty members and researchers under the provisions of the preceding paragraphs covers, not only all faculty members included in the faculty allocation plans approved by IPT's departmental units, but also those allocated to School programmes and research projects.
- 3 - The voting-eligible student cohort under paragraph 1 b) covers all the students from all programmes offered with the minimum duration of one academic year.
- 4 - When a faculty member or researcher is allocated to more than one School in the abovementioned plans, he or she shall be considered within the voting-eligible cohort where he or she has the greater workload.
- 5 - For the purposes of the establishment of the Pedagogical Council, the member under section 1 a) shall be included in the faculty representatives cohort.

- 6 - The members of the Pedagogical Council shall be elected for a two-year term and can be re-elected unlimitedly.

Article 76

Competencies of the Pedagogical Council

It is the Pedagogical Council's responsibility to:

- a) Draw up its own regulations and elect the registrar;
- b) Give judgement on pedagogical policies and delivery and assessment methods;
- c) Promote regular enquiries on School's pedagogical performance and its analysis and dissemination;
- d) Promote self-assessment of faculty members and the students as well as its further analysis and dissemination;
- e) Analyse complaints concerning pedagogical flaws and propose appropriate corrective measures;
- f) Approve student assessment regulations;
- g) Give advice on enrolment pre-requisites;
- h) Give judgement on current and future cycles of studies;
- i) Give advice on the creation of school awards;
- j) Give judgement on the academic calendar and examination schedules of the basic unit or the institution;
- k) Give judgement on any issues whatsoever lodged with it by the School Director or the IPT's bodies;
- l) Perform other duties as pursuant to law and the statutes.

Article 77

Rules for the election of the members of the Technical-Scientific and Pedagogical Councils

- 1 - The process for electing the members of the Technical-Scientific and Pedagogical Councils is regulated by the School statutes according to the following principles:
- a) The election of members is by secret ballot;
 - b) The electoral process is called and conducted by the School Director;
 - c) Calling and development of the electoral process shall be communicated within the School;
- 2 - Until it is not regulated by the School statutes, the electoral process shall be governed, with the necessary adjustments, by Appendix IV to the present statutes.

SECTION III

Management of graduate programmes

Article 78

Organizational Structure

Each graduate programme offered by the IPT Schools has a management, scientific and pedagogical structure that comprises the following bodies:

- a) A programme Director;
- b) A programme coordination committee;

Article 79

Programme Director

- 1 - The Programme Director is responsible for the scientific and pedagogical coordination of the programme and is freely appointed by the School Director preferably among tenured faculty members of a given area of expertise. He or she shall be dismissed by the School Director and his/her term of office expires when the Director's term of office expires.
- 2 - It is the Programme Director's responsibility to:
 - a) Ensure normal functioning of the programme and propose solutions to overcome functional difficulties encountered;
 - b) Define and stimulate pedagogical and extra-curricular actions that may enhance the programme;
 - c) Represent the programme before the head of the concerning organizational unit;
 - d) Contribute to national and international promotion of the programme in harmony with IPT competent legal bodies;
 - e) Propose numerus clausus and regulations for admission to the programme;
 - f) Provide relevant information to draw up timetables and academic calendars;
 - g) In conjunction with School Directors, draw up the global teaching schedule containing correspondent workloads and supply it to the departmental unit directors;
 - h) Prepare proposals on the restructuring of programme syllabus and submit it to the Technical-Scientific Council;
 - i) Organize general or individual accreditation proposals;
 - j) Organize processes of recognition of qualifications and individual course plans;
 - k) Ensure that learning goals of the various course modules are consistent with overall programme goals;

- l) Coordinate tutorial and training activities in the context of the programme in question;
 - m) Draw up an annual report on the functioning of the programme, to which will be appended course module reports to be prepared by the lecturers-in-charge;
 - n) Inform the competent School Director and the Departmental Unit Director on cases of dubious performance by faculty members.
- 3 - To assist him/her in office, the Programme Director shall have the collaboration of a Programme Coordination Committee over which he or she shall preside. Whenever required, the same Director and Coordination Committee may coordinate several programmes simultaneously.

Article 80

Programme Coordination Committee

- 1 - The Programme Coordination Committee is composed by the Programme Director, who presides over it, three to five faculty members appointed by the concerning Director representative of the programme's key areas of expertise and by one student representative of the concerning programme.
- 2 - The Programme Coordination Committee is responsible for assisting the Programme Director in the coordination of scientific and pedagogical activities within the programme, notably:
 - a) Give judgement on all matters for which consultation has been requested;
 - b) Collaborate in the preparation of proposals on programme numerus clausus and admission regulations;
 - c) Collaborate in the preparation of proposals on the restructuring of the programme syllabus;
 - d) Participate in the coordination of course plans ensuring that they work properly;
 - e) Collaborate in the coordination of learning goals of the various course modules to ensure that they are consistent with overall programme goals;
 - f) Collaborate in the preparation of annual programme review reports;
 - g) Coordinate methodologies for the review of course modules ensuring that teaching/learning goals are fulfilled;
 - h) Act as a first instance in the resolution of pedagogical disputes that may occur in the context of the programme;
 - i) Collaborate in tutorial activities of the programme.
- 3 - The matters under sections a) to e) shall be dealt with

in a session specially targeted towards the Director and the faculty members.

Article 81 ***Annual programme review***

- 1 - Every year, programme directors shall draw up a programme review report whose contents are to be defined by internal regulation.
- 2 - The reports under the preceding paragraph shall be analysed by the School's Technical-Scientific and Pedagogical Councils and sent to the School Director and the IPT President until the 15th of January of the year following the one to which they relate for the purpose of internal or external review and shall be accompanied by recommendations on the conclusions and possible corrective measures.
- 3 - Independent internal and external review shall be carried out and reported until 31 May of the year following the one to which they relate.

SECTION IV **Project Management**

Article 82 ***Organizational Structure***

Undergraduate programmes and research and external service provision projects shall be led and coordinated by a Project Director.

Article 83 ***Project Director***

- 1 - The Project Director is responsible for the scientific and pedagogical coordination and is appointed by the School Director among faculty members in the area of expertise of the project in question. He or she shall be freely dismissed by the School Director and his/her term of office expires with termination of the project.
- 2 - It is incumbent upon the Project Director to:
 - a) Represent the project before the different bodies of the institution and the community;
 - b) Perform regular day-to-day administration duties.
 - c) Lead project operations and submit appropriate regulations to approval by the Board;
 - d) Prepare and submit to the Board the project activity plan and associated budget as well as the relevant activity report.

Article 84

Annual project review

- 1 - Every year, each Project Director shall draw up an activity report whose contents must be defined by internal regulation, submit it to approval by the School's Technical-Scientific and Pedagogical Councils and send it to the School Director and the IPT President until 15 January of the year following the one to which they relate for the purpose of independent internal or external review.
- 2 - Internal and external reviews shall be carried out and reported until 31 May of the year following the one to which they relate.

CHAPTER IV **Social Services**

Article 85 ***Mission***

The Social Services (SAS) are an IPT's service with legal status targeted to ensuring school social functions.

Article 86 ***Status***

The Social Services:

- a) Enjoy administrative and financial autonomy as provided by law and the present statutes;
- b) Are subject to the supervision of IPT's statutory auditor and their accounts consolidated with those of the Institute.

Article 87 ***Administrative and Financial Autonomy***

- 1 - In the context of their administrative and financial autonomy, the Social Services enjoy legal personality and capacity to perform juridical and administrative acts that are only subject to judicial objection, except as otherwise provided by law, and have own resources and the capacity to allocate expenses approved according to appropriate budget.
- 2 - Financial autonomy is achieved through budgetary autonomy materialised in the management of their own budget, through cash autonomy materialised in the management of their own monetary resources, through patrimonial autonomy materialised in the ability to hold rights over mobile or immobile property and through credit autonomy materialised in the ability to contract debts resorting to financial transactions without prejudice to other autonomies conferred by law to bodies enjoying administrative and financial autonomy.

- 3 - Financial management of the social services is exercised by IPT's Management Board within the same competence framework as that applicable to the Institute.
- 4 - Whenever the Management Board decides on matters within the responsibility of SAS, the SAS Administrator shall take part of it.

Article 88 **Services**

- 1 - The SAS have their own services whose organization, functioning and competences are defined by organizational regulations to be proposed by the SAS Administrator and approved by the President of the Institute.
- 2 - The provisions under the last paragraph should be construed, without prejudice to sharing services with the Institute, as being exercised in collaboration with relevant support units so as to maximise human, material and financial resources.

Article 89 **SAS Administrator**

- 1 - The Social Services shall be managed by an Administrator.
- 2 - The SAS Administrator shall be freely appointed and dismissed by the President of the Institute among individuals with know-how and experience in management.
- 3 - The SAS Administrator shall be appointed for a four-year term renewable to a maximum of 10 years.
- 4 - Except as otherwise stated by law, the SAS Administrator has, for all legal purposes whatsoever, a statute equivalent to that of Administrators of polytechnic institutes.
- 5 - The SAS Administrator is in charge of:
 - a) The day-to-day management of services;
 - b) The drawing up of budget and activity plan proposals as well as activity reports and accounts;
 - c) The preparation of Organizational Regulations of SAS;
 - d) The performance of any duties whatsoever conferred to him/her by the SAS Organizational Regulations and by delegation of the President of the Institute and the Management Board.

Article 90 **Audit and consolidation of accounts**

The SAS shall be subject to the supervision of IPT's statutory auditor and its accounts consolidated with those of the Institute.

Article 91 **Service Concession**

Management of student services such as canteens, bars and residences may be a concession by SAS upon favourable decision by the Management Board of the Institute on consultation with the student associations.

CHAPTER V **Patrimonial, administrative and financial management**

SECTION I **General Regulations**

Article 92 **Management Autonomy**

According to law, the IPT enjoys patrimonial, administrative and financial autonomy.

Article 93 **Patrimonial Autonomy**

- 1 - The IPT enjoys patrimonial autonomy.
- 2 - The Institute's property includes goods and rights allocated to it by the State or other public or private entities required to achieve its goals and property acquired by the Institute itself.
- 3 - The Institute's property includes:
 - a) Immovable property acquired or built by the institution itself even if in land belonging to the State after, as applicable, entry into force of Law No 54/90 of 5 September.
 - b) Immovable property within the State's private domain which, under the terms of law, has been allocated to it.
- 4 - The Institute can manage public or private property belonging to the State or to other entities that has been assigned to it under the terms of law and any agreements signed with those entities.
- 5 - The Institute may acquire and lend land or buildings indispensable to its operation under the terms of law.
- 6 - The Institute may freely dispose of its property with the limitations stated by law and the Statutes.
- 7 - Disposal, exchange and charging of property or transfer of right to land ownership are subject to authorization by a joint order of the finance minister and the relevant ministry.
- 8 - The Institute shall keep an up-to-date inventory of its property as well as a cadastral register

of public and private State's property under its care.

Article 94 **Administrative Autonomy**

- 1 - The Institute enjoys administrative autonomy and its actions are only subject to judicial objection, except as otherwise provided by law.
- 2 - Within the context of its administrative autonomy, the Institute can:
 - a) Approve regulations as set forth by law and the statutes;
 - b) Perform administrative actions;
 - c) Sign administrative contracts.
- 3 - Except for well-grounded urgent cases, approval of regulations shall be preceded by dissemination of drafts and its discussion by the interested parties for a month.

Article 95 **Financial Autonomy**

- 1 - The Institute enjoys financial autonomy, as provided by law and the statutes, and is free to manage its financial resources according to criteria established by itself including its annual share of the State Budget.
- 2 - Within the context of its financial autonomy, the IPT shall:
 - a) Draw up its own pluriannual plans;
 - b) Draw up and execute its own budgets;
 - c) Settle and collect own revenue;
 - d) Authorize expenses and make payments;
 - e) Provide for all budget amendments except for those incumbent upon the Assembly of the Republic and those incompatible with allocation of earmarked revenue.
- 3 - The Institute can make insurance contracts for movable and immovable property as well as for health and risk covering its employees, agents and other workers travelling abroad on duty as well as foreign authorities with temporary assignments at the Institute.
- 4 - Foreign currency expenses by the Institute can be paid directly by way of the bank services deemed most appropriate and efficient.

Article 96 **Guarantees**

- 1 - The Institute's budget system shall comply with the following principles:

- a) Credibility of predicted revenue and expenses certified by a statutory auditor;
- b) Consolidation of IPT's and SAS's budget and accounts;
- c) Effectiveness in the use of available financial resources;
- d) Obligation to provide the relevant ministry and the minister of finance with information on forecast management and account settlement tools.
- e) Subjection to audit and inspection by the ministry of finance.
- 2 - The Institute is subject to the Official Public Accounting Plan for higher education (POC-Educação).

Article 97 **Revenue**

- 1 - The Institute's revenue includes:
 - a) Budget appropriations allocated to it by the Government;
 - b) Revenue from sources such as academic or other fees stemming from enrolment in academic programmes and other training activities;
 - c) Revenue stemming from research and development activities.
 - d) Income resulting from intellectual property;
 - e) Income resulting from owned or used property;
 - f) Earnings from service provision, consultancy and sale of publications and other items under the scope of its activity;
 - g) Grants, subsidies, loans, donations, inheritances and legacies;
 - h) Income resulting from sale or rent of immovable property, when authorized by law, as well as other property;
 - i) Income resulting from deposit interests and other financial applications;
 - j) The balance from previous years;
 - k) Income stemming from taxes, fees, fines, and other legally earned revenue;
 - l) Earnings from loans;
 - m) Earnings from pluriannual funding contracts celebrated with the State;
 - n) Other revenue as provided by law.
- 2 - The Institute may resort to credit under the terms of law upon authorization of the relevant ministry and the finance minister by means of a joint by-law.
- 3 - With the exception of the appropriations transferred

from the State Budget and the balance income, the Institute may deposit any other earnings in a bank of its own choice.

- 4 - The earnings under the final section of the preceding paragraph are managed by the Institute through the respective private budgets according to criteria established by itself.
- 5 - The Institute's financial applications are government bonds; this rule is not binding for sums not exceeding 25% of total amount.
- 6 - The principle of non-earmarking of revenues shall not apply to:
 - a) Revenue from the State Budget intended to cover expenses or specific projects;
 - b) Revenue intended to cover specific expenses as provided by law or appropriate contract.

Article 98 ***Tax Immunity***

The IPT and the Social Services are exempt, under the same terms as the State, from any taxes, charges, fees and stamps.

Article 99 ***Statutory Auditor***

IPT's patrimonial and financial management shall be controlled by a statutory auditor appointed among chartered certified accountants or accountant societies by joint order of the competent minister and the minister of finance on consultation with the President of the Institute and with the capacities assigned to him/her by applicable legal framework for public institutes.

Article 100 ***Financial control***

- 1 - The IPT shall promote external audits by renowned audit enterprises contracted for this purpose.
- 2 - External audits take place every two years; one covering the first part of the President's mandate and the other being carried out three months in advance to the end of mandate.
- 3 - The audit reports under the preceding paragraphs as well as annual reports by the statutory auditor shall be sent to the relevant ministry and the minister of finance.

SECTION II **Staff**

Article 101 ***General principles***

- 1 - The IPT disposes with enough human resources to fulfil its mission without prejudice to recruiting external services.
- 2 - It is the IPT's responsibility to recruit and promote its faculty and researchers as well as technical staff under the terms of law.
- 3 - Teaching and research staff system is defined by special law.

Article 102 ***Staff***

- 1 - The number of faculty and research members per staff allocation plan is established based on the criteria and limitations defined by law or by order of the competent minister.
- 2 - It is the Institute's responsibility to allocate teaching and research staff to the different categories and technical staff to the different careers and categories without prejudice to the ability of the competent minister to establish general rules on this matter by means of a by-law.
- 3 - Except as otherwise stated, the plans for teaching, research and technical staff of the Institute shall apply to the whole institution without prejudice to its allocation to basic and functional units under the terms of the present statutes.
- 4 - For the purposes of the provisions in these statutes, by allocation plans is meant plans approved annually determining the real activities of basic and functional units and the staff allocated to them.

Article 103 ***Limits to appointment and recruitment***

- 1 - The maximum number of faculty members, researchers and other staff the Institute may appoint or recruit, regardless of the legal system applicable, is determined by the competent minister according to criteria established by law.
- 2 - Recruitment of staff by way of individual employment contracts which can be supported exclusively through own financial resources, including any research and development projects whatsoever, are not subject to any limitations as described in the preceding paragraph.

Article 104 **Administrator**

- 1 - The Institute has an administrator appointed among individuals with know-how and experience in management and abilities to manage day-to-day activities of the institution and coordinate the services under the President's direction.
- 2 - The administrator is freely appointed and dismissed by the President.
- 3 - The administrator is a member of the Management Board and holds the competences assigned to him/her by the present statutes and delegated by the President.
- 4 - The Administrator is appointed for a four-year term renewable to a maximum of 10 years.
- 5 - It is the Administrator's responsibility to:
 - a) Ensure, supervise and coordinate the operation of the different administrative services and other services that may be put under his/her supervision by the President;
 - b) Fulfil the decisions of the Institute's governing bodies;
 - a) Communicate with public and private services and entities within his/her competences;
 - b) Manage the staff under his/her responsibility;
 - c) Sign course diplomas.

SECTION III **Schools**

Article 105 **School Registrar**

- 1 - IPT Schools may dispose of a Registrar freely appointed and dismissed by the School Director.
- 2 - The School Registrar has the following competences without prejudice to those established by the School statutes or delegated by the School Director:
 - a) Coordinate the activities of School services and supervise its operation;
 - b) Provide technical support to school bodies meetings ensuring secretarial work and drawing up the minutes of the proceedings;
 - c) Inform processes to be submitted for approval by the School Director and prepare information on those to be submitted to the Board or higher authorities;
 - d) Manage and conduct execution of services under his/her direct control complying with and enforcing the School Director's orders and communicating with him/her in all matters

related to school life, thus ensuring regular operation of services;

- e) Provide secretarial support to all academic actions presided by the School Director;
- f) Collect and forward all correspondence received by the School services submitting the necessary items to the School Director's consideration;
- g) Sign course transcripts issued by the School;
- h) Ensure organization and maintenance of school archives.

TITLE IV **Review of Statutes**

Article 106 **Review of Statutes**

- 1 - The present statutes can be reviewed:
 - a) Four years after the date of publication of the last review;
 - b) On any occasion, by decision of two thirds of the General Council members under effective performance of their duties.
- 2 - All amendments to these statutes are subject to approval by a majority of two-thirds of the General Council members.
- 3 - Proposals for amendment of the statutes can be submitted by:
 - a) The IPT President;
 - b) Any General Council member.

Article 107 **Official approval and publication of statutes**

- 1 - Amendments of statutes are subject to official approval by the government by means of a by-law of the competent minister.
- 2 - Official approval depends on the legality of amendments and shall only be refused for reasons of non-compliance with the law, the Constitution or the present statutes.
- 3 - Should the statutes review include measures that, according to law, are subject to approval by the competent minister, official approval may be denied on the grounds of absence of approval by the competent minister.

TITLE V Transitory and Final Provisions

CHAPTER I Transitory provisions

Article 108 *New Bodies*

- 1 - The members of new IPT bodies shall be elected or appointed, as applicable, within four months after publication of the present statutes; the mandate of in-service bodies expires when the new members take office.
- 2 - Holders of bodies whose terms expire after the publication of the new statutes shall remain on duty until the new bodies take office, as according to the preceding paragraph; their mandate being extended as needed.
- 3 - The first elections for the position of student ombudsman are called by the IPT President on the date in which the electoral process for IPT Presidency is initiated by the General Council as provided in the present statutes.
- 4 - The process for appointment of School Directors shall begin within thirty days after assumption of duties by the new President.
- 5 - School Directors shall promote election of new bodies for their respective organizational units and appoint Programme Directors within 30 days from the date in which they took office.
- 6 - It is the President's responsibility to promote execution of all electoral and appointment processes of new bodies within legal deadlines.

Article 109 *Departmental Units*

During the first year of effectiveness of the present statutes the requirement under article 56, paragraph 4 a) shall not be binding on departmental units whose scientific specificities may well justify it.

Article 110 *New School Statutes*

- 1 - The process for drawing up and reviewing School statutes shall commence within fifteen days after the first School Director has taken office pursuant to Law No 62/2007 of 10 September and the present statutes.
- 2 - The Statutes shall be drawn up by an assembly created for the purpose composed by:
 - a) The School Director, who presides over it;
 - b) Six representatives of full-time professors and other

members holding a doctoral degree allocated to school projects elected among their peers;

- c) Two student representatives elected among their peers;

- d) Three representatives of external stakeholders co-opted by the other members.

- 3 - In order to fulfil the provisions under the preceding paragraphs, the School Director shall promote organization of the electoral processes required to establish the statutory assembly.

- 4 - School Directors shall submit the new School statutes for official approval by the President within 120 days from the date in which they took office.

Article 111 *Entry into force*

- 1 - The present statutes shall become effective from the day following the date of its publication, except insofar as it depends on the start-up of new bodies.
- 2 - The new management bodies become operational when the President takes office or within 5 working days from the date of completion of the process of constitution of the General Council and its assumption of duties, in the absence of a statement of resignation by the President, should article 174, paragraph 3 of Law No 62/2007 of 10 September apply.

CHAPTER II Final Provisions

SECTION I *Academic "Praxes"*

Article 112 *Academic "Praxes"*

- 1 - The IPT admits the practice of academic "praxes" as student voluntary initiatives intended to integrate freshmen.
- 2 - "Praxe" rituals shall be intended as actions aiming at integrating freshmen in academic life and shall in no case whatsoever involve students against their will, be humiliating or threaten the students' physical and moral integrity or disturb regular attendance of students to classes.
- 3 - "Praxe" activities are absolutely prohibited inside class facilities, libraries, canteens, bars and student residences.
- 4 - Violation of the provisions in the preceding paragraphs shall be considered, for disciplinary purposes, serious disciplinary offence and due sanction shall not be suspended for any reason whatsoever.

SECTION II Community Outreach

Article 113 General principles

Within the scope of its community outreach mission, either through its involvement in initiatives and projects of a social, economical and cultural nature or through the different activities performed by its teaching and technical staff members, the following guidelines for external service provision of the Institute are established:

- a) External service provision should represent to the IPT added development, enhancement and acquisition of knowledge and skills with an impact on its internal structure and adaptability to the challenges of society and competition requirements;
- b) Awareness that service providers act as IPT employees bearing in mind that additional remunerations are desirable and legitimate and comply with section j), paragraph 3, article 70 of Decree-Law No 448/79 of 13 November as amended by article 2 of Decree-Law No 145/87 of 24 March and articles 6 and 7 of the same decree as well as the law on accumulation of public and private functions);
- c) Service provision activities should not constitute a burden to the Institution, rather they should be net contributions to its budget;
- d) Compliance with rules preventing unfair competition with private activity should be ensured both at the level of involved costs and factors, at the level of services to be provided and at the level of intellectual property matters.

Article 114 Concept and scope

- 1 - By community outreach is meant the whole set of activities and projects involving human and/or material resources of the Institution at the request of external entities or provided to them, notably:
 - a) Consultancy and audit projects or alike requested by private or public entities;
 - b) Laboratory services such as analyses and essays;
 - c) Research and development projects at the request of external entities;
 - d) Teaching and training services provided to other institutions;
- 2 - Without prejudice to the preceding sections and considering the specificity of research and development projects and activities, particularly

in what concerns respective overhead values, the Institute shall define specific regulations thereon.

- 3 - Extracurricular teaching and training and project development activities within the IPT shall be considered as community outreach as long as they do not fall within the scope of 1st and 2nd cycle programmes.
- 4 - External service provision shall take place within the framework of the Institute through its functional units and within the framework of the Schools through its projects, even if through organizations in which the Institute participates or to which it is affiliated.
- 5 - External service provision shall not jeopardise regular teaching, non-teaching and research activities of the Institute.

Article 115 Requirements

- 1 - External service provision activities involving costs and/or generating revenue for the institution are subject to advisory opinion by the person in charge of the functional unit or the School Director as well as to approval by the IPT President or the person to whom he or she has delegated and shall be formalised by agreement, contract, task and acceptance terms accompanied by an activity/project sheet.
- 2 - External service provision shall only be authorised by the IPT President or the person to whom he or she has delegated if activities performed prove to have the scientific and technical level appropriate to the nature, dignity and competences of higher education institutions and if service provision duties do not imply regular relationship and are compatible with the scientific/technical mission and purposes of the provider.

Article 116 Formalization

- 1 - The establishment of external service provision shall, as a rule, take the form of a "contract" between the IPT and the external body involved.
- 2 - It is the President's responsibility to decide on the most appropriate type of contract and, in case of written agreement, help with drawing up of contract specifications and signing procedures.
- 3 - When signing contracts the need to safeguard intellectual property rights that may arise from the work to be carried out, both for the benefit of authors and the Institute, should be considered.
- 4 - For each contract, civil liability insurance may be established as provided by law in order to cover

risks for service providers and consequences for the contracting entity.

- 5 - The people in charge for drawing up the contracts shall choose the type of insurance and calculate associated costs to be incorporated in the service provision budget.

Article 117

Internal Regulations

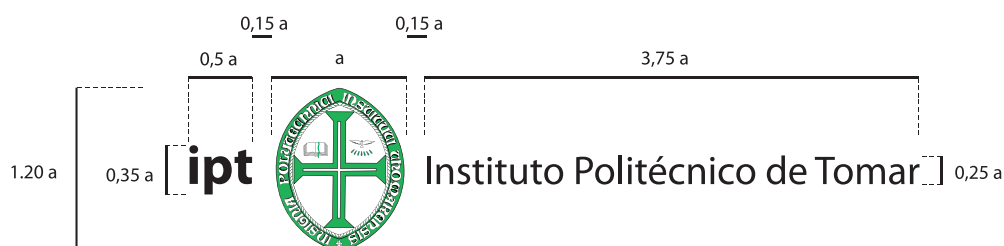
External service provisions shall be governed by internal regulations proposed by the IPT President and approved by the Management Board on previous consultation with the Academic Council.



APPENDIX I

IPT SYMBOLS

1.1 Polytechnic Institute of Tomar



1.2 Polytechnic Institute of Tomar



2. Schools

Tomar School of Technology



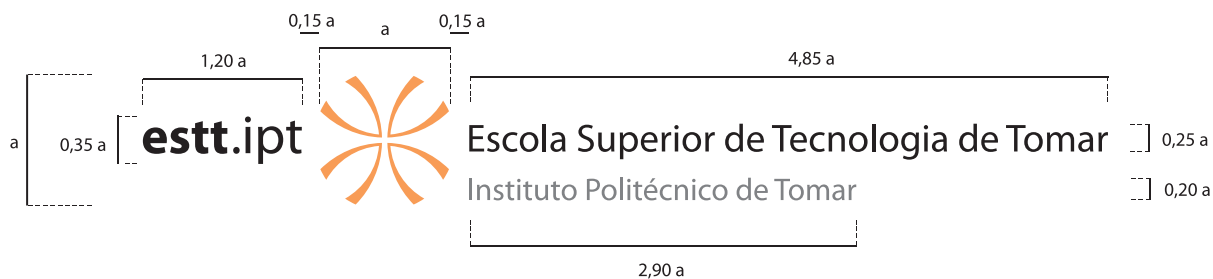
Tomar School of Management



Abrantes School of Technology



Tomar School of Technology



Tomar School of Management



Abrantes School of Technology



3. Social Services





APPENDIX II

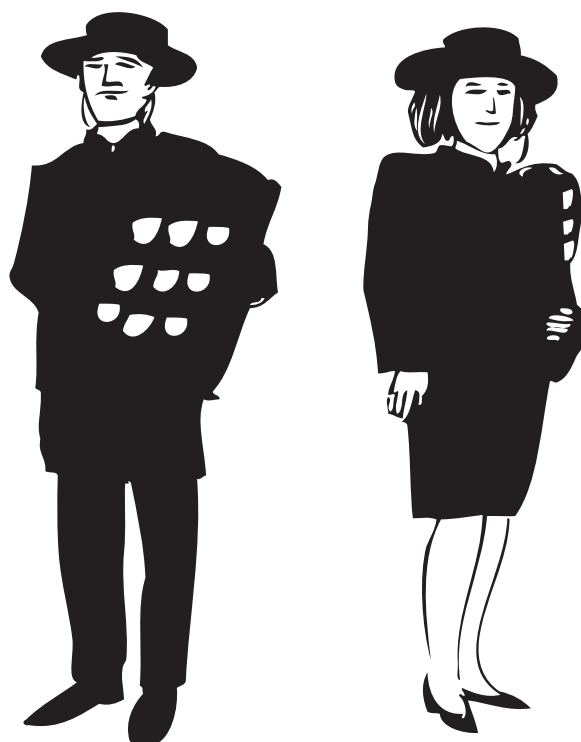
ACADEMIC OUTFITS

Faculty outfit

Traditional closed vest and cloak



Student outfit





APPENDIX III

DISCIPLINARY REGULATIONS

CHAPTER I

Disciplinary Power Concerning Offences Committed by Faculty Members and Researchers and Other Employees and Agents

Article 1

Exercise of disciplinary power

- 1 - The exercise of disciplinary power over faculty members and researchers and other IPT employees and agents is governed by:
 - a) The Disciplinary Statute of Workers Fulfilling Public Functions in central, regional and local administration bodies.
 - b) The Labour Code and the law on the employment contract system in the public sector (RCTFP) in the case of personnel under individual employment contract.
- 2 - In the case of employees with civil servant statute, sanctions have the effects set forth in the Disciplinary Statute of Employees and Agents of Central, Regional and Local Administration.
- 3 - The disciplinary power belongs to the President and may be delegated to Vice-Presidents and new School Directors without prejudice to the right of appeal to the President.

CHAPTER II

Disciplinary Power Concerning Disciplinary Offences Committed by Students

SECTION I

Scope and Objective

Article 2

Scope of Application

- 1 - The present chapter of the Disciplinary Regulations applies to IPT students.
- 2 - Temporary loss of student status does not prejudice application of the present statute for offences previously committed.

Article 3

Objectives

This Statute is intended to safeguard the values of the institution, notably freedom of expression and opinion as well as freedom of learning and teaching and to ensure moral and physical integrity of students, faculty, researchers, employees and collaborators and protect their property.

SECTION II

Disciplinary Offences and Sanctions

Article 4

Disciplinary Offences

- 1 - Any malicious behaviour or passive or active action by any student whosoever that may offend the values set forth in article 3 shall be considered as a disciplinary offence.
- 2 - The following behaviours shall be interpreted as disciplinary offences:
 - a) To impede or disturb, through violence or threats of violence, regular functioning of classes, exams or research activities as well as the normal functioning of IPT bodies or services or the higher education institutions in general;
 - b) To forge exam results through illicit possession of exam papers, illicit substitution of exam answers, usage of unauthorized materials or equipment, simulation of personal identification or forgery of assessment tables or exam paperwork;
 - c) To commit any type of plagiarism without prejudice to the use of citations or excerpts as long as they are duly identified;
 - d) To offend the honour, freedom, physical integrity or infringe privacy rights of colleagues, faculty members, researchers and other staff as well as their property rights.
 - e) To unduly access and use any computer or technological resources of the institution;
 - f) To hold illegal weapons or explosive devices;
 - g) To hold, facilitate or promote traffic of illegal substances;
 - h) To damage or take possession of assets and property belonging to the institution.

Article 5

Disciplinary sanctions

- 1 - Under the terms of the present Statute, the following disciplinary sanctions apply to the offences described in the preceding article:
 - a) Warnings;
 - b) Penalties;
 - c) Temporary suspension from school activities;
 - d) Suspension from academic assessment for a period of one year;
 - e) Prohibition of attendance at the Institute up to a period of five years.
- 2 - Warnings consist of a verbal or written reprimand for the offence committed;

- 3 - Penalties consist of application of a pecuniary sanction.
- 4 - Temporary suspension from school activities implies a prohibition to attend classes and take exams with the minimum duration of three working days and maximum of one year.
- 5 - Suspension from school assessment during one year involves the prohibition of taking exams in any course module whatsoever or any other type of school activities subject to assessment.
- 6 - Prohibition to attend the Institute up to five years implies withdrawal from and prohibition of the student's access to the institute's premises for a period of up to five years.

Article 6

Effects of disciplinary sanctions

Disciplinary sanctions are effective only to the extent described in the present Statutes.

Article 7

Determination of disciplinary sanction

- 1 - Disciplinary sanctions are determined as a function of the measure of student's fault and prevention requirements considering namely:
 - a) The number of offences committed;
 - b) The way offences were committed and the consequences of each of them;
 - c) The degree of involvement of the student in question in each offence;
 - d) The severity of the offence;
 - e) Student intent and motivations;
 - f) Student behaviour prior to offence;
 - g) Special extenuating or aggravating circumstances of the offence committed.
- 2 - Clear grounds shall be given for every decision of application of disciplinary sanction.
- 3 - The sanction implying prohibition to attend the Institute up to five years shall only be applied if the other sanctions reveal insufficient or inappropriate for the case and the decision of application of sanction shall clearly state the motives for non-application of other disciplinary sanctions.

Article 8

Suspension of disciplinary sanction

- 1 - Disciplinary sanction greater than warning may be suspended on the grounds of good conduct prior and after to commitment of offence.
2. Suspension will lapse if the student is convicted, in

the meantime, in the sequence of a new disciplinary process.

SECTION III

Disciplinary Procedures

Article 9

Disciplinary Liability

- 1 - Disciplinary procedures are the President's, the Vice-Presidents' and the School Directors' responsibility with the restrictions set forth in article 10.
- 2 - Application of the sanction implying suspension of school assessment for one year or the sanction involving prohibition of attending the Institute up to five years is subject to approval by the Academic Council.
- 3 - Application of the sanction consisting of penalty, temporary suspension of school activities, suspension of school assessment for a year or the sanction of prohibition of attendance up to five years by former members and members of Student Associations is subject to approval in meeting of the Academic Council specially called for the purpose.

Article 10

Reporting

- 1 - If the disciplinary offence in question involves insulting, defamation, threaten, coercion or simple physical offence, initiation of sanction procedure does not depend upon lodgement of a written complaint by the offended if the occurrence is reported to the President by a witness.
- 2 - Should the infraction involve criminal offence, reporting to the Prosecutor's Office is compulsory under the terms of law.
- 3 - Complaint may be withdrawn at any stage of the disciplinary procedure before application of due sanction by submitting declaration of discharge from prosecution addressed in writing by the offended to the President.

Article 11

Disciplinary Inquiry

- 1 - Before initiating a disciplinary procedure the President or the person to whom he or she has delegated powers in disciplinary matters, can determine inquiry procedures for summary investigation of the facts, appointing an instructor for the purpose.
- 2 - Inquiry procedures shall be terminated with a report by the instructor proposing case dismissal or establishment of disciplinary proceedings.

Article 12

Disciplinary Procedure

- 1 - Disciplinary procedures are intended to determine the existence of a disciplinary offence and its agents being the instructor's responsibility to order, informally or upon request, collection of all evidence deemed necessary to reach the truth.
- 2 - The instructor shall be appointed by the President or the person among faculty and research members or technical staff members with legal education to whom he or she has delegated powers in disciplinary matters.
- 3 - Disciplinary procedures shall start within three working days of the instructor's appointment and finish within a maximum of two months from the date of commencement.
- 4 - Without prejudice to the provisions in the preceding paragraph, the instructor shall notify the defendant so that he or she can challenge, in writing within ten working days, imputation of disciplinary offence.
- 5 - The instructor shall, within a maximum of ten working days, draw up a report proposing dismissal or application of due disciplinary sanction to the student.
- 6 - The report under the preceding paragraph is sent to the IPT President, or to someone to whom he or she has delegated, and to the student defendant so that he or she can challenge it within ten working days.

Article 13

Prevention, suspicion and excuse of the instructor

- 1 - The offended by the infraction in question and direct or indirect blood line up to third degree relatives of the offended or the defendant shall not be appointed as instructors of inquiry or disciplinary procedures.
- 2 - In addition to the cases set forth in the preceding paragraph, the student may, within a maximum of five working days, request to the President (or to whom he or she has delegated competences for the purpose) that the instructor be deemed suspicious if there are critical motives and high likelihood of impartiality.
- 4 - Should the conditions under the preceding paragraph occur, the instructor can, within a maximum of five working days from his/her appointment, request to the President or to someone to whom he or she has delegated that he or she be excused from intervening.
- 5 - The President (or someone to whom he or she has delegated competences for the purpose) shall decide on refusal or acceptance of excuse request within a maximum of ten working days.

Article 14

Preventive suspension

At the instructor's request, the President or someone to whom he or she has delegated competences may preventively suspend the student if the institution's regular functioning is threatened as a consequence of the disciplinary offence.

Article 15

Disciplinary Decision

The President (or someone to whom he or she has delegated competences for the purpose) shall analyse the instructor's report and the student's challenge within a maximum of one month from date of receipt of challenge or from closing date and, all legal formalities fulfilled, he or she shall apply the disciplinary sanction.

Article 16

Students' guarantees of defence

- 1 - The student shall be assumed as innocent until the disciplinary sanction is applied or until the relevant appeal decision is released, if applicable.
- 2 - The student shall not be held accountable more than once for the same offence.
- 3 - The student shall be notified personally or, if this is not possible, by registered and recorded mail of:
 - a) The initiation of disciplinary procedure and appointment of an instructor;
 - b) The misconduct notice;
 - c) The report set forth in article 12, paragraph 5;
 - d) The application of disciplinary sanction or order of dismissal;
 - e) The application of sanctions of suspension and expulsion accompanied by the statutorily competent body's proposal.
 - f) The appeal decision, if applicable.
- 4 - The student may append to his/her challenge to misconduct notice documentary evidence and roll of witnesses in a maximum number of three for each fact and request that any necessary measures be taken to clarify the truth.
- 5 - The student may consult the process and ask for extracts of any elements therein within the deadline established for challenging the misconduct notice.
- 6 - The student has the right to be heard by the instructor at any stage of the process.
- 7 - The student may appoint a lawyer as his/her legal representative.
- 8 - The legal representative of the student may, within the established deadline for challenging, consult the

process, request extracts of any elements therein and take measures at the student's request, notably to participate in the inquiring of witnesses within the deadline established for challenging.

Article 17 **Resources**

The disciplinary sanction decision cannot be appealed hierarchically, except if it has been delivered by school directors under the exercise of delegated powers, in which case it shall be appealed to the President.

Article 18 ***Lapse of disciplinary procedure and sanction***

- 1 - Disciplinary procedure will expire as a consequence of limitation period:
 - a) Two years from the date of offence;
 - b) Three months from the date of acknowledgement of offence by the statutorily competent body of the higher education institution if disciplinary process has not yet been initiated.
- 2 - Lapse of the disciplinary process will be suspended during the period in which a different disciplinary process against the student is in course that may also give rise to sanction.
- 3 - If the fact that gave rise to disciplinary sanction is also considered as criminally illicit and the time limit for criminal procedure is greater than two years, this time limit will be the only to be applied to the disciplinary proceedings in question.
- 4 - The disciplinary sanction will lapse within a year from the date of its application if, during this period, the process is not initiated or completed.
- 5 - Temporary loss of student status determines suspension of the deadline set forth in the preceding paragraph.

Article 19 ***Review of disciplinary procedure***

- 1 - Review of disciplinary procedure is possible at any occasion and is based on appearance of new evidence that may raise serious doubts as to the justice of the decision concerning the disciplinary sanction in question.
- 2 - Review of the disciplinary procedure is determined by the IPT President or the school directors under the exercise of delegated powers in disciplinary matters, on their own initiative or at the student's request.
- 3 - Review of disciplinary procedure shall not suspend application of sanction.
- 4 - The provisions set forth in articles 12, 13, 16 and 17 also apply to the review process.

- 5 - Review of disciplinary procedure shall not result in aggravating responsibility for the student.
- 6 - Should the review of disciplinary procedure determine revocation or mitigation of sanction, the President or the school directors, when acting under delegated powers, shall announce outcome of review.

CHAPTER II **Final Provisions**

Article 20 ***Student rehabilitation***

- 1 - Any student who has been punished with the prohibition to attend the Institute for more than two years may request to the President that he or she be rehabilitated not earlier than two years after the date in which the sanction is due.
- 2 - Along with the request, the student may supply documentary evidence and roll of witnesses in a number not greater than five who will confirm his/her good conduct after the disciplinary sanction has been imposed.

Article 21 ***Destruction of records***

Any records of student disciplinary offences and respective disciplinary sanctions shall be destroyed and eliminated 10 years after the date of occurrence.

Article 22 ***Subsidiary Regime***

Any circumstances not covered by the present Statutes shall be regulated by the relevant provisions of the Disciplinary Statute of Employees and Agents of Central, Regional and Local Administration used as subsidiary rules.



APPENDIX IV

REGULATIONS FOR THE ELECTION AND APPOINTMENT OF THE GENERAL COUNCIL MEMBERS

CHAPTER I Election and Electoral Capacity

SECTION I Representative faculty members and researchers

Article 1 *Election of representative faculty members and researchers*

Election of representative faculty members and researchers is by direct universal ballot through a unique electoral college and candidate list process.

Article 2 *Electoral capacity*

IPT faculty members and researchers have active and passive electoral capacity.

SECTION II Student representatives

Article 3 *Election of student representatives*

Election of student representatives is by direct universal ballot through a unique electoral college and candidate list process.

Article 4 *Electoral capacity*

Students enrolled in IPT graduate, post-graduate, technological specialization and long-life training programs with a minimum duration of one year have active and passive electoral capacity.

SECTION III Technical staff representatives

Article 5 *Election of technical staff representatives*

Election of technical staff representatives is by direct universal ballot through a unique electoral college and candidate list process.

Article 6 *Electoral capacity*

All members of IPT technical staff have active and passive electoral capacity regardless of their contract type with the exclusion of staff employed under temporary or service provision contract.

CHAPTER II Electoral Procedure

Article 7 *Call for elections*

Elections shall be called by the IPT President in a manner that the proceedings may start sixty days before termination of mandate of in-service General Council members.

Article 8 *Electoral calendar*

Elections shall be held according to calendar approved by the IPT President.

Article 9 *Organization of elections*

The electoral process shall be conducted by the IPT President who will organize the electoral rolls, establish the composition of polling stations and supply two copies of each electoral roll to each polling station.

Article 10 *Electoral rolls*

- 1 - Within the deadline set up in the electoral calendar, the IPT competent services shall supply to the IPT President the following lists, both in paper and digital format, reflecting the situation on the date of initiation of electoral process as settled in the electoral calendar:
 - a) Alphabetical list of all faculty members and researchers containing their professional positions and organizational units in which they predominantly perform duties;
 - b) Alphabetical list of all students legally enrolled in IPT schools and attending programmes with a duration of at least three semesters indicating the organizational/training unit in which they are attending;
 - c) Alphabetical list of technical staff members, with the exclusion of staff under temporary or service provision contract, indicating their professional position and unit in which they are serving.
- 2 - Based on the lists in the preceding paragraphs, electoral rolls for electors and eligibles shall be drawn up to serve as a basis of the electoral process.
- 3 - On the date set up in the electoral calendar, the IPT President shall order that commencement of electoral process be advertised in the IPT webpage and through public Notice posted in the usual places. This Notice shall state the aim of the electoral process and the

number and quality of eligible members and enclose in the form of appendix the electoral rolls as provided in the preceding paragraph signed by the President, i.e. draft rolls for electors and eligibles of any of the following academic cohorts:

- a) IPT teaching staff members and researchers;
 - b) IPT students;
 - c) IPT technical staff;
- 4 - Any person concerned may lodge a complaint in writing to the President, within the period set forth in the electoral calendar, on the grounds of any mistake, omission or inaccuracy contained in the draft rolls advertised and displayed.
- 5 - For the due purposes of the preceding paragraph, by person concerned is meant any elector or eligible as provided in the draft rolls displayed or anyone claiming that status as to the relevant cohort.
- 6 - The deadline for lodging complaints once terminated, the IPT President shall deliberate thereon and order, if applicable, correction of mistakes, omissions or inaccuracies contained in draft rolls.
- 7 - Complaints resolved and mistakes, omissions and inaccuracies in draft rolls banned, if applicable, or in the absence of complaints, the President shall order dissemination and display of permanent rolls within due deadline in the same places and using the same method as in paragraph 3.
- 8 - The two copies of each electoral roll to be supplied to the polling stations must be exact, integral copies of the permanent electoral rolls displayed.

Article 11 **Candidatures**

- 1 - The lists of candidates for each academic cohort set forth in article 10 paragraph 3 shall be submitted within the deadline established in the electoral calendar thereto.
- 2 - The lists of candidates shall be submitted in appropriate form approved by the President and supplied by the competent services and shall be accompanied by copy of Identity Card of both candidates and subscribers.
- 3 - Lists of candidates to representative faculty members and researchers shall:
- a) Indicate eleven effective candidates and five to eleven substitute candidates;
 - b) Be subscribed by at least 20%, rounded downwards, of the people included in the respective electoral rolls.
- 4 - Lists of candidates to student representatives shall:
- a) Indicate three effective candidates and three to

five substitute candidates from different Schools and Training Units;

- b) Be subscribed by at least 2%, rounded downwards, of the total number of people included in the relevant electoral rolls.
- 5 - Lists of candidates to representative technical staff members shall indicate an effective and two to four substitute candidates and be subscribed by at least 20%, rounded downwards, of the whole number of people included in relevant electoral rolls.
- 6 - The candidature forms themselves may indicate delegates to supervise elections at the polling stations.
- 7 - No candidate shall appear in more than one list. Should the same person appear as a candidate in more than one list, he or she will be excluded from all lists in question; the competent delegates having 24 hours to replace the excluded candidate;
- 8 - Any subscription to the candidate list per person not including the electoral rolls of the respective academic cohort shall be considered as inexistent with all the consequences thereof.
- 9 - The subscribers of the lists of candidates in the form referred to in paragraph 2 shall be identified by name, position and ID card number and sign in the respective section. All subscriptions that do not comply with these requirements shall be considered inexistent.
- 10 - Effective and substitute candidates indicated in the lists shall necessarily and explicitly accept those provisions; otherwise they will be excluded from the respective lists. Subscription of their own lists shall suffice to demonstrate explicit acceptance of their status as candidates.
- 11 - In each original candidate lists form, the competent IPT services shall, at the occasion of submission, annotate date and hour of submission, identification by alphabetical letter starting with "A" according to the order of submission of lists and identification of submitter who shall be deemed, for all due purposes, electoral agent for the concerning list.
- 12 - Once annotations in the preceding paragraph are completed, a copy of the form signed by the recipient shall be supplied to the submitter as a receipt.
- 13 - Candidate substitution is not allowed, except in the event of the candidate's death or loss of electoral capacity, in which case substitution shall occur within 24 hours from the beginning of voting. Substitution is subject to public notice under the same terms as candidate lists.

Article 12

Verification of candidate lists submitted and decision on its acceptance or rejection

- 1 - Once the deadline for submission of candidate lists is closed, the President, assisted by the Administrator and the legal consultant shall verify compliance of candidate lists submitted with the provisions of the preceding article and shall decide whether they are accepted or rejected.
- 2 - The following candidate lists will be absolutely rejected:
 - a) Those submitted beyond the legal deadline;
 - b) Those not complying with the requirements in paragraphs 2, 3, 4, 5 and 10 of the preceding article.
- 3 - Once the candidate lists are verified, the IPT President and his or her assistants shall draw up a Report containing preliminary admitted and rejected lists; the latter being explicitly grounded.
- 4 - Within the period set forth in the electoral calendar, certified copies of the Report mentioned in the preceding paragraph and all candidate lists submitted shall be publicly advertised.
- 5 - Within the period set forth in the electoral calendar, list delegates may lodge a complaint and grounds thereof in writing to the IPT President on the decisions of acceptance or rejection stated in the Report under the preceding paragraphs.
- 6 - Once the deadline for submitting complaints is terminated, the IPT President shall, based on complaint argumentations and by means of a by-law, reach a final decision on the lists to be accepted and rejected; this latter case including the relevant argumentation which may consist of a mere reference to the contents of Report under paragraph 3.
- 7 - Within the period set forth in the electoral calendar, certified copies of the by-law mentioned in the preceding paragraph and of the lists accepted shall be publicly displayed and remain so until the electoral process is finished.

Article 13

Organization and composition of polling stations

- 1 - It is the President's responsibility to define the number of polling stations to be created as well as their organization and appointment of relevant members.
- 2 - As many polling stations as there are basic, training and functional units may be created whenever their location so requires.
- 3 - Every polling station shall supply different colour

ballot papers for each eligible cohort indicating the name of cohort and identification of candidate lists by the respective letter as well as two copies of Electoral Rolls.

- 4 - Each polling station shall have different ballot boxes, one for each academic cohort.
- 5 - Each polling station shall be composed of a Presiding Officer, a secretary and a polling assistant, from whom at least one will be a faculty member and another a student appointed by the IPT President. Effective or substitute candidates appearing in any of the lists under ballot cannot be appointed for this purpose.
- 6 - Polling stations shall always work with at least two of their constitutive members.
- 7 - Polling stations may also include a representative of each of the lists under ballot appointed at the occasion of submission.

Article 14

Functioning of polling stations

- 1 - Voting shall begin at 10 a.m. of the day set up in the electoral calendar for this purpose.
- 2 - Before commencement of voting, the presiding officer shall exhibit all empty ballot boxes to present electors so that they may see that they are in fact empty.
- 3 - Polling station members and list representatives who are present shall be the first ones to vote followed by the other electors by order of arrival.
- 4 - Each elector included in the electoral rolls of the respective cohort is entitled with one vote.
- 5 - At voting occasion, the electors shall identify themselves if they are not known by at least two polling members.
- 6 - The voter's intent shall be expressed by filling the appropriate square in the ballot paper. Ballot papers in which no choice has been marked shall be considered blank and those with more than one choice marked or containing other symbols or sayings as well as those where the voter's intent is not explicit shall be considered null and void.
- 7 - Once registration in electoral rolls is verified, electors shall hand the ballot paper folded in four to the Presiding Officer who shall insert it in the respective ballot box.
- 8 - As electors exercise their right to vote, the secretary and the assistant shall strike their names off electoral rolls and initial in the corresponding line.
- 9 - Electors may lodge complaints or protests in writing to the presiding officer on the grounds of non-compliance

with electoral rules and the present regulations, which shall be considered and decided without delay by majority of the polling members; with the presiding officer having a casting vote.

10-Interested parties may appeal to the IPT President in writing of decisions on complaints or protests to be reviewed at the occasion of final counting. Should the appeal concern a ballot paper, it shall be initialled by the presiding officer and appended to the appeal.

11-Complaints and protests lodged and correspondent outcomes and appeals shall be appended to electoral minutes of proceedings.

12-Voting shall terminate at 9 p.m. of the election day.

13-Once voting is completed, votes shall be counted for each academic cohort according to the following order:

- a) Number of votes as per electoral rolls;
- b) Number of votes deposited in the ballot box;
- c) Number of votes for each list;
- d) Number of blank votes;
- e) Number of null votes;

14-For each polling station a minutes of the proceedings shall be issued according to model approved by the IPT President. It shall be entirely filled with no blank spaces and undersigned by all polling members and a copy displayed without delay in the venue where electoral procedures took place.

15-Once the minutes is drawn up and undersigned, the presiding officers shall without delay ensure that they are delivered to the IPT President accompanied by ballot papers and, if applicable, appended documents via the fastest means available so that final counting of votes from the different polling stations may be accomplished.

16-The final counting in the preceding paragraph shall be performed by a vote counting commission composed by the President, who will preside over it, the Administrator and the legal consultant of the Institute.

17-Once the minutes in paragraph 14 has been received, the abovementioned commission shall deliver a final decision on appeals lodged in the course of election and then, based on outcomes of the minutes, shall determine elected individuals for each cohort according to the criteria established in article 16.

18-If any inconsistency arises in the minutes referred to in paragraph 14 between the number of votes as per electoral rolls and the number of votes deposited in the ballot box, the latter shall prevail for all due purposes.

19-Final electoral minutes shall be drawn up according to model approved by the IPT President and signed by the latter and the members of the vote counting commission.

Article 15 ***Voting venues***

- 1 - If there is more than one polling station, electors shall vote at the polling station located in the area where they are serving or attending teaching/training activities.
- 2 - For the due purposes of the preceding paragraph, the electoral rolls shall be divided into sections in order to ensure that an elector will not vote in more than one polling station.

Article 16 ***Counting of members elected to the General Council***

- 1 - Conversion of votes into members elected to the Assembly shall be performed using the d'Hondt method as follows:
 - a) The number of votes cast for each list is determined within every cohort;
 - b) The number of votes determined for each list is divided successively by 1, 2, 3, 4, 5, etc.; the quotients are aligned by descending order in a series of as much terms as the number of members to be elected within the respective cohort;
 - c) The members elected shall be the ones pertaining to the lists to which correspond the terms of the series established by the preceding rule; each list electing as many members as the series terms by order of insertion in the lists;
 - d) If there is only one member left to elect and the next terms in the series are equal and from different lists, the member elected will be the one in the list which has cast more votes. If the lists have cast the same number of votes, the member elected will be the one with more years of service at the IPT.
- 2 - To ensure the representativity set forth in article 11, paragraph 4 (a), in cases in which by applying the rule stated in c) of the preceding paragraph the member elected is already a mandated student of a school or training unit, the next member in the list from another school or training unit will be considered as elected.

Article 17 ***Display of the minutes of electoral proceedings***

A copy of the minutes of proceedings of final count meeting referred to in article 14, paragraph 19 shall

be publicly displayed on the date established in the electoral calendar for this purpose.

Article 18

Complaint on the minutes of electoral proceedings

Within the period set forth in the electoral calendar, any person concerned may lodge a complaint in writing to the IPT President concerning the contents of the minutes of electoral proceedings.

Article 19

Decision on complaints and display of official lists of members elected to the General Council

- 1 - Within the period set forth in the electoral calendar and based on the argumentation submitted, the IPT President shall decide, by means of a by-law, on the complaints lodged.
- 2 - If no complaints are lodged or the ones lodged are rejected, public display of official lists of elected members will be ordered until 5 p.m. of the day established for this purpose in the electoral calendar.
- 3 - Should any complaint be accepted, even if partially, the IPT President shall order that appropriate measures be taken with a view to ensuring free and democratic electoral procedures, which goes from the mere formal irregularity to repetition of the whole electoral process.

CHAPTER III

Appointment of co-opted members

Article 20

Procedures for the appointment of co-opted members

- 1 - Members elected as provided in the preceding chapters to integrate the General Council of the Institute and referred to in article 30, paragraph 1 a) and b) of the Statutes shall be automatically called to a General Council meeting to be held on the tenth working day after they have taken office with the following agenda: Co-optation of the General Council members set forth in article 30, paragraph 1 d) of IPT Statutes.
- 2 - Should the General Council decide validly on the persons to be co-opted, the retiring General Council President shall notify them in writing requesting them to confirm their acceptance of office. Failure to confirm acceptance of office within the following ten working days shall be considered as refusal thereof.
- 3 - Should any of those persons refuse office, the President shall call the Council again within five working days after the end of the deadline

established for acceptance, with the agenda set forth in paragraph 1 as provided in paragraph 2 of this article.

- 4 - The process referred to in the preceding paragraph shall be successively repeated until acceptance by all persons who are to integrate the Council is achieved.
- 5 - Once acceptance by all co-opted individuals is achieved, a Council meeting shall be called in which assumption of duties will be conferred to them by the retiring President, after which the Council shall fully assume duties.

CHAPTER IV

Final Provisions

Article 21

Election of representatives of only one academic cohort

In the case where an election for the representatives of just one or two academic cohorts is to be held, the provisions in present regulations shall apply with the exclusion of those concerning only academic cohort(s) for which representatives are not to be elected.

Article 22

Circumstances not covered and interpretation doubts

Situations not mentioned and interpretation doubts shall be solved by the IPT President by means of a by-law.



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