

Regulations of the Pedagogical Council of Nova School of Economics and Business

Article Nº 1

These Regulations establish the general rules for the Pedagogical Council of Nova School of Business and Economics, whose composition and competencies are according to the statutes of Universidade Nova de Lisboa, published in the *Diário da República*, 2ª series, nº 6, 9th of January 2018 (Directive (Despacho) 430/2018).

Article Nº 2

Composition and term of office

1 – The Pedagogical Council is constituted by:

- a) One professor and one student from the third cycle of studies;
- b) Three professors and three student representatives from the second cycle of studies;
- c) Three professors and three student representatives from the first cycle of studies;

2 – The teachers referred to in number 1 are elected in the Scientific Council, while the students are elected by the student body of the respective cycles.

3 – The mandate in the case of the teachers of the Pedagogical Council coincides with the mandate of the Dean, and in the case of the students is one year.

Article Nº 3

Competencies of the Pedagogical Council

1.

- a) Prepare, approve, and modify its Regulations;
- b) Decide upon pedagogical guidelines as well as teaching and evaluation methods, for approval by the competent governing bodies;
- c) Promote regular surveys of the school's pedagogical performance, as well as the analysis and disclosure of survey results, for approval by the competent governing bodies;
- d) Promote the evaluation of the pedagogical performance of teachers, addressed to staff and to students, as well as the analysis and disclosure of survey results, for approval by the competent governing bodies;
- e) Assess complaints related to pedagogical failures and propose the necessary responsive measures;
- f) Approve regulations for assessing student progress, proposed by the Scientific Council;

- g) Render opinions on the rules on disenrollment for non-compliance for students who do not meet progress requirements;
- h) Render opinions on the creation of courses and on the study plans of courses offered;
- i) Render opinions on the establishment of school awards;
- j) Render opinions on the academic calendar and the examination calendar.
- k) Perform other duties prescribed by the law or by the Statutes of Nova SBE.

2 – The Pedagogical Council can function in different sections, corresponding to each study cycle of the University (Bachelors, Masters, PhD).

Article Nº 4

President of the Pedagogical Council

1 - The Pedagogical Council shall be chaired by the Dean, who may delegate this competence to one of the Associate Deans.

2 - The term of office of the President shall be the same as the term of office of the Dean, and may not be appointed for more than two consecutive terms.

3 - The Chairperson, who may cast a tie-breaking vote, is responsible for directing the work and representing the Council, as well as ensuring the execution of its deliberations.

4 - The president can nominate vice-presidents that will chair each permanent section, corresponding to each study cycle, according to Article Nº 3, item 2.

5 – The vice-presidents, if nominated, will be responsible for chairing each permanent section, as well as conducting and following up on the execution of the decisions made.

Article Nº 5

General rules

1 – The meetings of the Pedagogical Council are held separately by sections.

2 – Each section should meet at least once per semester, convened by the President.

a) Extra meetings can be convened by request of the President

b) Extra meetings can be convened by request of a third of the members.

3 – A meeting with all sections of the Pedagogical Council should be convened at request of a third the members.

4 – The president can invite other people to participate, who shall not have the right to vote, in the meetings.

5 - In each meeting, an appointed secretary should record the minutes, which shall reflect all of the decisions taken.

Article Nº 6

Resolutions

- 1 – The pedagogical council sections may deliberate only if a majority of the members are present.
- 2 - All deliberations are approved by simple majority, except in the cases mentioned in the law where other majorities are necessary.
- 3 – The same rules apply to the meetings of the General Pedagogical Council (with all sections present).