

## **Chapter I – General Provisions**

### **Article 1 – Nature, legal regime and domicile**

- 1- The University of Évora is a collective body of public law and holds statutory, pedagogic, scientific, administrative, financial, disciplinary, cultural and patrimonial autonomy, in accordance with the Law
- 2- The University of Évora is an institution of higher education and includes a Polytechnic School – São João de Deus Higher School of Nursing. The University of Évora has its legal domicile in Évora, at Colégio do Espírito Santo

### **Article 2 – Mission and Aims**

- 1- The University of Évora, hereinafter referred to as University or UÉ, is a centre of creation, transmission and diffusion of culture, of science and of technology which, through the articulation of study, teaching and research, integrates into society.
- 2- The aims of the University are:
  - a) To produce knowledge through scientific research and cultural creation, connected with the discovery, acquisition and advancement of knowledge, arts and practices
  - b) To practise free examination and critical attitude;
  - c) To socialize knowledge by means of scholarly transmission, of lifelong learning, of transference to the social and economic activity and of its public divulgation;
  - d) To contribute to the transference and enhancement of knowledge and artistic creation;
  - e) To render services to the community, in particular, to promote the development of the country and especially of the region;
  - f) To promote cultural, scientific and technical exchange with national and international institutions of higher education and the mobility of students and graduates.
  - g) To contribute to the international cooperation and to promote intercultural dialogue especially with European countries, and those with which we have historic ties such as Portuguese-speaking and Mediterranean Countries
- 3- The University holds the power to offer cycles of study which grant degrees, as well as other academic and honorific titles and other certificates and diplomas, and also to certify equivalences, to credit competences and to recognize academic degrees and qualifications.
- 4- To pursue its aims the University can:

- a) Make covenants, protocols, contracts and other agreements with national or international public or private institutions and establish consortia or associations with public or private research and development institutions;
  
- b) Create, be part of, or incorporate within its framework, per se or together with other public or private entities, subsidiary entities of private law, such as foundations, associations and societies with or without profitable aims, as long as their activities comply with the aims and interests of the University, which may delegate in them the execution of certain tasks;
  
- b) Establish associations with other institutions of higher education in order to represent or coordinate and regulate conjoint activities and initiatives.

### **Article 3 – Democracy and participation**

The University of Évora enhances the conditions for free scientific, artistic and technological creation and cultural expression ensuring plurality and free expression of orientations and of opinions and promotes participation, guaranteeing that all university bodies are represented in the common academic life, establishing and developing democratic management methods.

### **Article 4 - Patrimony**

The patrimony of the University of Évora is constituted by all the properties and rights awarded by the State and by other public or private entities, as well as by all the properties it acquires.

### **Article 5 – Luís de Molina Foundation**

The University of Évora is supported in its activities by the Luís de Molina Foundation, an Institution of public utility and private law, created in 1996, under the rule of the former Statutes, with legal domicile in Évora.

### **Article 6 – Social Services**

The University of Évora includes the Social Services, which have administrative and financial autonomy.

### **Article 7 – Students’ Ombudsman**

- 1- The University of Évora has a Students’ Ombudsman, an independent entity whose role is to defend and to promote the rights and legitimate interests of students.
- 2- The Students’ Ombudsman is appointed by the General Council, from amongst internal or external personalities, and serves a four-year term of office

### **Article 8 – Disciplinary autonomy**

- 1- The disciplinary autonomy is exerted according to the University's own regulation, in compliance with the law and the current statutes, within a framework which values the academic life principles, namely independence, rigor and intellectual honesty, as well as responsibility, work ethics and respect for human dignity.
- 2- The disciplinary action related to students is framed by a code of academic behaviour and obeys to a disciplinary regulation, approved by the Rector, after consulting the Academic Senate.
- 3-The Rector holds the disciplinary power.

### **Article 9 – Emblem, Seal and Academic Dress**

- 1- The symbol of the University, adopted as its emblem and seal, is a white stylized dove, on a circular background, with the sub-title «UNIVERSIDADE DE ÉVORA», as in the model annexed to the present Statutes.
- 2 - The dress of both Professors and Researchers of the University is the model annexed to present Statutes and is composed of the gown, the cap, the insignia and the *Roseta*.
- 3 - The Schools shall have distinctive colours, in accordance with the respective Statutes.
- 4 - The insignia, always put on the right shoulder of the scholar gown, can only be worn by:
  - a) Holders of Doctoral Degrees from the University of Évora;
  - b) Full-time Professors or Researchers at the University of Évora , or retired Professors or Emeritus Professors
- 5-The academic dress is mandatory in all solemn acts of the university.

### **Article 10 – Day of the University**

The day of the University is 1 November, according to tradition dating back to 1559.

## **Chapter II – Governance Bodies**

### **Article 11 – Governance Bodies**

- 1- The governance of the University is exercised by the following bodies:
  - a) – General Council;

- b) Rector;
- c) Management Council

## **Section I – General Council**

### **Article 12 –Composition of the General Council**

- 1 - The General Council consists of 25 members:
  - a) Thirteen representatives from amongst Professors and Researchers;
  - b) Three representatives from amongst the students;
  - c) Two representatives from amongst the staff
  - d) Seven independent external persons of recognised merit, with knowledge and experience relevant to the university
- 2- The members referred to in points a), b) and c) above are elected, respectively, by all Professors and Researchers, by all the students and by all the staff, following a proportional representation method, and under the terms established by the appropriate electoral regulation.
- 3- The members referred to in point d) are co-opted by all members referred to in points a), b) and c), based on substantiated proposals signed by, at least, a third of those members.
- 4- The members of the General Council can not belong to any governance body of the UÉ, or even to the Senate.
- 5- The General Council cannot sit:
  - a) Directors of the organic units and their respective legal substitutes, should they exist
  - b) The Presidents of the Scientific Councils of the organic units and their respective legal substitutes, should they exist;
  - c) The Administrator of the University of Évora;
  - d) The Administrator of the Services of Social Action;
  - e) The Secretariats of the organic units;
  - f) Vice-Rectors and Pro-Rectors.
- 6-The co-opted members of the General Council can not exercise any other function in governance bodies of other institutions of higher education.
- 7 - All the elected or appointed members serve a four-year term of office except for the students who hold office for two years.
- 8 - The members of the General Council can only be destituted by the Council itself, requiring an absolute majority, should there be serious grievances, pursuant to the body's own ordinance.
- 9- The members of the General Council can only be elected for two consecutive terms.

10- The members of the General Council referred to in a), b) and c) of number 1 above cease functions when they lose their eligible condition, being replaced until the end of the term by the non-elected candidates who immediately follow in the list.

11 - Should there be a cessation before the end of the term, the members of the General Council referred to in d) of number 1 above are replaced according to what is established in number 3.

### **Article 13 –Competences of the General Council**

1 – The General Council holds the power to:

- a) Elect its President, by absolute majority, among the members referred to in d) of number 1 of the previous article;
- b) Approve its ordinance;
- c) Approve amendments to the Statutes, pursuant to the law;
- d) Organize the election procedure and elect the Rector, pursuant to the law, to the Statutes and to the regulation;
- e) Assess the acts of the Rector and of the Management Council;
- f) f) Propose initiatives considered necessary for the good functioning of the Institution;
- g) g) Develop all other functions predicted in the law or in the Statutes

2- The General Council holds the power, under the Rector's proposal, to:

- a) Approve the medium- and long-term strategic plans of action for the four-year term of the Rector's term of office
- b) Approve the general orientation lines for the Institution in the scientific, pedagogic, financial and patrimonial plan;
- c) Create, transform or extinguish organic units;
- d) Approve annual plans of activity and assess the annual report of the Institution's activities;
- e) Approve the budget proposal;
- f) Approve the annual consolidated accounts, followed by the statutory auditor's report
- g) Set the fees due by the students;
- h) Propose or authorize, in accordance with the law, the acquisition or alienation of estate patrimony of the Institution, as well as other credit transactions;
- i) Appoint the Students' Ombudsman;
- j) Have opinion on all the remaining issues forwarded by the Rector.

3-The deliberations to which points a) to d) of n° 2 refer are compulsorily preceded by the assessment of a report to be elaborated and approved by the external members.

4-The deliberations of the General Council are always approved by a simple majority, except when the law or the Statutes impose an absolute majority or other more demanding.

5- The General Council can ask for reports on all issues it holds power of to other bodies of the Institution or to organic units, namely the consulting bodies.

#### **Article 14 – Powers of the Chair of the General Council**

1- The Chair of the General Council holds the power to:

- a) Convene and chair the meetings;
- b) Declare or verify the vacancies in the General Council and have them replaced, in accordance with the Statutes;
- c) The Chair of the General Council does not interfere in the exercise of power of any of the other bodies of the University, and he cannot represent or speak on their behalf.

#### **Article 15 – Meetings of the General Council**

1- The General Council meets regularly four times a year, or whenever convened by the Chair himself or when requested by the Rector or by one third of its members;

2- The General Council may decide to open the meetings, without the right to vote, to:

- a) The Directors of the organic units;
- b) Invited personalities to express their views on issues of their area of expertise.

3 –The Rector sits in the meetings of the General Council, without the right to vote.

### **Section II – Rector**

#### **Article 16 – Functions of the Rector**

1- The Rector of the University is the most important governance body (Head of the University) and is responsible for the external representation of the Institution.

2- The Rector conducts the policy of the Institution and is the Chair of the Management Council.

#### **Article 17 – Election of the Rector**

1- The Rector is elected by the General Council, in compliance with the law, the current Statutes and with the respective election regulation.

- 2- The election process includes:
- a) Public announcement of the candidacy submission period;
  - b) Submission of candidacies;
  - c) Public audition of the candidates, including the introduction and discussion of their action programme;
  - c) Assessment, by the Senate, of the absolute merit of each candidacy;
  - d) Final vote of the General Council, by majority and secret ballot.
- 3- Professors and Researchers of the University of Évora or of other national or international institutions of higher education or research can be elected.
- 4 –The members of the General Council are not eligible.

#### **Article 18 – Duration of the term of office**

- 1 –The Rector holds office for a four-year term which can be renewed consecutively only once. Should there be an anticipated cessation of the term of office, the new Rector starts a new term.

#### **Article 19 – Disestablishment of the Rector**

- 1- Under grievous circumstances for the Institution, the General Council, convened by its Chair or by one third of its members, can decide by a two-third majority to suspend the Rector and, after the due administrative procedure, by identical majority, declare his disestablishment.
- 2 – The decisions to suspend or to disestablish the Rector can only be voted in meetings convened for that specific purpose.

#### **Article 20 - Full-time commitment**

- 1 The Rector holds a full-time position.
- 2 – When the Rector is a Professor or Researcher of the University of Évora he/she is excused from teaching or researching, but can always do it, should he/she want to.

#### **Article 21 – Substitution of the Rector**

- 1- Whenever there is a temporary incapacity of the Rector, the Vice-rector appointed by him shall hold office or, should there be no appointment, the oldest in the career shall hold office.
- 2 – Should incapacity last more than 90 days, the General Council should be heard about the convenience of electing a new Rector.

3- Should there be a vacancy, resignation or permanent incapacity, the General Council shall determine the opening of procedures to elect a new Rector within the maximum period of eight days.

4- During the vacancy of the Rector, as well as when there is a suspension in the terms of number 1 of article 17, the Vice-rector appointed by the General Council shall *ad interim* hold office or, should there be no one appointed, a Professor or Researcher chosen by the General Council shall hold office.

## **Article 22 – Competences of the Rector**

1 – The Rector governs and represents the University and has the responsibility to:

- a) Prepare and present to the General Council proposals of:
  - i) Mid-term strategic plan and action plan for the four-year term of their office;
  - ii) General guidelines of the Institution on scientific and pedagogic issues;
  - iii) Annual plan and report of activities;
  - iv) Consolidated annual budget and accounts, accompanied by the inspector's advisory report;
  - v) Acquisition or alienation of the Institution's estate and credit transactions;
  - vi) Creation, transformation or extinction of organic units;
  - vii) Tuition fees due by the students;
- b) Approve the creation, suspension and closure of courses;
- c) Approve the maximum number of new admissions and enrolments;
- d) Supervise the academic management, deciding, namely, the opening of competitions, the appointment and recruiting of staff, to any title, the appointment of jury panels of academic examinations and competitions;
- e) Promote the elaboration of a system of regulations for the assessment of teachers and students and the self-assessment of the University;
- f) Guide and supervise the administrative and financial management of the institution, ensuring the effectiveness in the usage of its means and resources;
- g) Grant financial support to the students within the School Social Service, in accordance with the law;

- h) Approve the award of titles or honorific distinctions;
- i) Award academic prizes;
- j) Ratify the elections and the appointment of the members of the management bodies of the organic units and take them into office; refusal can be invoked only in case of illegal procedures;
- k) Appoint and exonerate, in accordance with the Law and the Statutes, the Administrator, the Administrator of the Social Action Services and the directors of the services of the Institution;
- l) Exert the disciplinary power, in accordance with the law;
- m) Comply with the deliberations taken by the collegial bodies of the Institution;
- n) Approve the regulations provided for in the Law and the Statutes, without prejudice to the regulating power of the organic units under the scope of their own competences;
- o) Ensure compliance to the laws, the Statutes and the regulations;
- p) Propose the initiatives deemed necessary to the good functioning of the Institution;
- q) Perform all other tasks in accordance with the law and the Statutes;
- r) Communicate to the Minister in charge all the necessary elements to its exercise, namely the plans, budgets and activities reports and accounts;
- s) Take the appropriate measures to safeguard the quality of teaching and research in the Institution and its organic units;
- t) Represent the Institution in legal or other terms

2 – The competences stated in *i)* to *vi)* of point *a)* and point *e)* of number 1 will be carried out after consulting the Academic Senate.

3 – The competences stated in points *b)*, *h)* and *i)* of number 1 will be carried out, after consulting the Scientific Council.

4 – The Rector holds all other competences which by Law or the Statutes are not held by any other body of the Institution

5 – The Rector can, in accordance with the law and the Statutes, delegate in the vice-rectors, in the Administrator and in the management bodies of the organic units the competences that prove to be necessary to an efficient management.

### **Article 23 - Assistants to the Rector**

The rector is assisted by:

- a) Vice-Rectors;
- b) Pro-Rectors.

### **Article 24 - Vice-Rectors**

1 – The Rector is assisted by Vice-Rectors, appointed by him/her, among professors or researchers, in accordance with the law, who shall exert the competences that the Rector chooses to delegate.

2 – In case of absence or impediment, the Rector is replaced by a Vice-Rector appointed by him/her.

3 – The Vice-Rectors can be exonerated at any time by the Rector and automatically cease functions with the cessation of their term of office.

### **Article 25 - Pro-Rectors**

1 – The Rector can appoint Pro-Rectors, in accordance with the law, who, in specific tasks, shall act under delegation of competences.

2 - The Pro-Rectors can be exonerated at any time by the Rector and automatically cease functions with the cessation of their term of office.

### **Article 26 - Administrator of the University of Évora**

1 – The Administrator is chosen by the Rector, from amongst qualified persons, to do the current management of the Institution and the coordination of its services.

2 – The Administrator is appointed and exonerated by the Rector.

3 – The Administrator is member of the Management Council, being responsible for assisting the Rector in the coordination of services and for performing the competences delegated by the Rector.

4 – The Administrator ensures the necessary coordination of the secretaries of the organic units.

5 – The maximum duration for the exercise of the term of office as Administrator cannot exceed 10 years.

### **Article 27 - Administrator of the Social Action Services**

1 – The Administrator of the Social Action Services is appointed by the Rector.

2 – The Administrator of the Social Action Services shall:

- a) Guarantee the social action policy defined by superior instances;
- b) Ensure the exercise of functions and the current management of the Social Action Services;
- c) Propose the management instruments and elaborate accounts documents in accordance with the legal requirements
- d) Guarantee direct and indirect assistance to the students of the University of Évora.

3 – The Administrator of the Social Action Services is member of the Management Council.

### **Section III - Management Council**

#### **Article 28 – Composition of the Management Council**

1 – The Management Council is appointed and chaired by the Rector, being composed of five members:

- a) The Rector who chairs;
- b) One Vice-Rector;
- c) The Administrator of the University of Évora;
- d) The Administrator of the Social Action Services;
- e) One member co-opted by the members mentioned in the previous points.

2 – The directors of the organic units, the directors of services and the president of the Academic Association may be summoned to participate, without the right to vote.

#### **Article 29 – Competence of the Management Council**

1- The Management Council is responsible for:

- a) Conducting the administrative, patrimonial and financial management of the Institution, as well as the management of human resources, in compliance with the legislation for the public organisms with administrative autonomy;
- b) Assisting the Rector in the elaboration of the budget proposals;
- c) Fixing charges and emoluments.

2- The Management Council can, according to the terms defined in these Statutes, delegate in the specific bodies of the organic units and in the directors of services the competences deemed necessary to an efficient management.

#### **Section IV – Other Bodies**

##### **Article 30**

Other bodies of the University are:

- a) The Academic Senate;
- b) The Scientific Council;
- c) The Assessment Council.

##### **Article 31 – Academic Senate - General provisions**

The Academic Senate is a consultant body representative of all the academic bodies and organic units of the University which pursues the following objectives:

- a) to reinforce the cohesion of the University;
- b) to counsel the Rector;
- c) To debate the strategic initiative and the reinforcement of interdisciplinary and transdisciplinary links in all its fields of activity;
- d) To follow-up and promote all areas of the academic life.

##### **Article 32 - Composition of the Academic Senate**

The Academic Senate consist of:

- a) the Rector who chairs;
- b) Directors of the Organic Units;
- c) Six representatives from amongst the students;
- d) Four representatives from amongst the non-teaching and the non-research staff;
- e) Eight representatives from amongst the teaching and researching staff;
- f) The President of the Academic Association
- g) Three external members, co-opted from amongst other universities.

##### **Article 34 – Functioning of the Academic Senate**

1 – The Academic Senate meets four times a year and whenever it is summoned by the Rector or by one third of its members.

2 – The Academic Senate functions as a Plenary and can be organized in Sections.

### **Article 34 – Competences of the Academic Senate**

The Academic Senate shall:

1 - Elaborate its ordinance.

2 – Pronounce judgement on the following matters the authority of which is held by the Rector:

- a) Proposals of Mid-term strategic plans and the action plan for a four-year period;
- b) Proposals of general scientific and pedagogic guidelines of the Institution;
- c) Proposals of annual plans and activity reports;
- d) Proposal for the annual budget;
- e) The creation, transformation and extinction of Organic Units;
- f) The Statutes of the Organic Units.

3 – Appreciate in full merit the candidacy to the position of Rector.

4 – Pronounce judgement, by its initiative or by request of the Rector, on all matters pertinent, of general or specific nature, for the definition of policy guidelines of the Institution.

### **Article 35 - Scientific Council**

General Provisions

The Scientific Council is a consulting body of coordination of the Scientific Councils of the Schools, aiming to promote the interaction of the scientific bodies of the organic units. It shall serve as a body of higher scientific appeal and exercise the functions that, by force of the *Estatuto da Carreira Docente Universitária* (Statutes of the University Teaching Career), are exclusively attributed to the teachers in the highest academic rank.

### **Article 36 – Composition and functioning of the Scientific Council**

1 - The Scientific Council is a consulting body, with the following composition and functioning:

- a) The Rector, who chairs;

- b) Four full professors or associate professors with aggregation from amongst the School of Sciences and Technology;
  - c) Four full professors or associate professors with aggregation from amongst the School of Social Sciences;
  - d) Two full professors or associate professors with aggregation from amongst the School of Arts;
  - e) The Chairs of the Scientific Councils of the three schools mentioned above;
  - f) The Chair of the Scientific Council of the S. João de Deus School of Nursing;
  - g) The Director of the Institute of Research and Advanced Studies.
- 2 – The Scientific Council meets ordinarily four times a year and whenever summoned by the Rector or by one third of its members.

### **Article 37 - Competences of the Scientific Council**

The Scientific Council shall:

- 1 – Carry out the process of tenure of associate professors and full professors;
- 2 – Approve juries for aggregation exams and competitions in the scientific areas that are part of the schools with less than 10 full professors;
- 3 – Pronounce judgment on open positions for associate and full professors;
- 4 – Coordinate the admission process to University in accordance with the terms established in the law of access to mature students (*M23*);
- 5 – Appoint, annually, the professor in charge of the inaugural lecture of the academic year;
- 6 - Pronounce judgement on the creation, suspension and extinction of courses;
- 7 - Pronounce judgement on the award of titles and honorific distinctions;
- 8 - Pronounce judgement on the creation of academic awards;
- 9 - Pronounce judgement on all matters of scientific competence that are submitted by other bodies;
- 10 – Make proposals of general scientific nature to the other bodies of the University.

### **Article 38 - Assessment Council**

- 1 – The Assessment Council shall implement self-assessment mechanisms to evaluate the performance of the University of Évora and promote and support the external and

internal assessment, in the areas of teaching and research, and monitor the implementation of the internal and external recommendations that result from the assessment process.

2 – The composition and functioning of the Assessment Council shall be defined by the Rector, in accordance with the law, after consulting the Senate.

### **Article 39 – Organic Units**

The following are organic units of the University:

- a) The Schools;
- b) The Institute of Research and Advanced Studies;
- c) S. João de Deus School of Nursing.

### **Section I - Schools**

#### **Article 40 – General Provisions**

1 – The Schools are organic units of the University and are responsible for:

- a) Organizing and teaching 1<sup>st</sup> and 2<sup>nd</sup> cycles;
- b) Providing lifelong training;
- c) Providing services to the community;
- d) Developing and promoting scientific research.

2- The schools are composed by Departments and can also integrate scientific and pedagogic units as well as research units.

3- The schools have cultural, scientific, and pedagogic autonomy, as well as administrative autonomy, in accordance with the law.

4- The Schools shall have their own Statutes which shall be ratified by the Rector, after consulting the Academic Senate.

#### **Article 41 - Schools**

1- The University of Évora comprises the following Schools:

- a) School of Sciences and Technology;
- b) School of Social Sciences;
- c) School of Arts.

2- The University of Évora may create other schools, under the legal terms.

## **Article 42 – School Bodies**

1- The Schools have the following bodies:

- a) Director;
- b) Representative Assembly;
- c) Scientific Council;
- d) Pedagogic Council.

2 – The Schools may have a Division of technical and administrative support, headed by a head of division.

## **Article 43 - Director - Nature and election**

1- The Director is a uninominal body of executive nature.

2- The Director is elected by the Representative Assembly from amongst the full and associate professors.

3- The term of office of the Director cannot exceed the period of eight consecutive years.

## **Article 44 – Competences of the Director**

The Director of the School shall:

- a) Represent the School inside and outside the institution;
- b) Approve the schedule of academic tasks, after consulting the Scientific and Pedagogic Councils of the School;
- c) Carry out the deliberations of the Scientific and the Pedagogic Councils, when binding;
- d) Exercise the disciplinary power delegated by the Rector;
- e) Draw the budget and the plan of activities, as well as the activities and accounts report;
- f) Draw a plan of scientific activities and the strategic guidelines of the School, in compliance with the strategic guidelines of the University;
- g) Exercise all other functions provided for in the law or the Statutes;
- h) Exercise the functions delegated by the Rector.

## **Article 45 – Representative Assembly – Composition and Competences**

1- The Representative Assembly consists of 15 elected members:

- a) Nine representatives from amongst the teachers and researchers;
- b) Four representatives from amongst the students;
- c) Two representatives from amongst the non teaching and non research staff;

2- The election of members for the Representative Assembly and its Chair occurs in compliance with the Electoral Regulation of the UÉ

3- The term of office of the members of the Assembly is two years.

4- The Representative Assembly shall:

- a) Elect the Director of the School;
- b) Draw a proposal for the Statutes of the School;
- c) Approve the regulation of the organic sub-units that form it;
- d) Monitor the functioning of the School and draw recommendations;
- e) Propose the destitution of the Director.

## **Article 46 - Scientific Council - Composition**

1- The Scientific Council of the School consists of elected members from amongst the full and associate professors and of up to 5 co-opted members, up to a total number of 25 members.

a) The electorate consists of the professors and researchers, as well as of the remaining full time teachers and researchers, holders of a Doctor's degree, who have been under a contract at least within a year.

b) Up to five invited members from amongst professors and researchers from other institutions and persons of recognized competence in the areas of the Institution may also be part of the Scientific Council.

c) When the number of eligible persons is below the maximum stated above, the Scientific Council is constituted by the whole set of persons, subject to the provisions of point *b*).

2 – The election of the members of the Scientific Council is conducted in accordance with the Electoral Regulation of the UÉ.

3- The Scientific Council elects its President from amongst the full professors of the School.

4 - The term of office of the members of the Scientific Council shall be two years.

5 – The term of office of the President shall be two years, renewable for two years

### **Article 47 - Scientific Council - Competences**

1- The Scientific Council shall:

a) Draw up its ordinance;

b) Analyse the plan of scientific activities of the School;

c) Pronounce judgement on the creation, transformation or extinction of organic units of the Institution;

d) Pronounce judgement on the creation, transformation or extinction of departments and scientific and pedagogic units of the School;

e) Decide on the assignment of teaching loads, to be submitted to approval by the Rector;

f) Propose or pronounce judgement on the creation of study cycles and approve the study plans of the taught cycles;

g) Propose or pronounce judgement on the granting of titles or honorific distinctions;

h) Propose or pronounce judgement on the award of academic prizes;

i) Propose or pronounce judgement on the establishment of international agreements and partnerships;

j) Propose the composition of jury panels of academic examinations and competitions;

k) Carry out the other actions provided for in the in the rules and regulations of the teaching and research career and of the recruitment of teaching and research staff;

l) Carry out all other functions that are attributed by law or by the Statutes.

2 - The members of the scientific council must not pronounce judgement on the following matters:

a) Actions related to the career of teachers of categories above their own;

b) Competitions or examinations for which they can be an opponent party.

### **Article 48 - Pedagogic Council - Composition**

1 - The Pedagogic Council consists of the same number of representatives from the teaching staff and the student body from 1<sup>st</sup> and 2<sup>nd</sup> cycle courses which are in their

majority offered by the Departments of the School, elected under the terms established by the Electoral Regulation of the UÉ.

2- The Pedagogic Council elects its President from amongst the professors.

3 – The term of office of the members of the Pedagogic Council shall be two years, although by-elections may take place in case of vacancy.

#### **Article 49 - Pedagogic Council - Competences**

The Pedagogic Council shall:

- a) Pronounce judgement on the pedagogic orientations and teaching and assessment methods;
- b) Promote the implementation, analysis and publication of questionnaires concerning the pedagogic practices of the School;
- c) Promote the implementation of the assessment of pedagogic performance of teachers, by themselves and the students, and its analysis and publication, under the terms established by the Assessment Council;
- d) Analyse the complaints concerning the pedagogic performance and propose the necessary measures;
- e) Approve the regulation for the students' assessment;
- f) Pronounce judgement on the precedences and time limitation;
- g) Pronounce judgement on the creation of cycles of studies and about the plans of study of the courses offered;
- h) Pronounce judgement on the award of academic prizes;
- i) Pronounce judgement on the academic calendar and the exam grid of the organic unit,
- j) Exercise all other competences bestowed upon it by law or by the School Statutes.

#### **Article 50 - Departments - General provisions**

1 - The Departments are the organic sub-units which make up the Schools and which shall:

- a) Manage the teaching and technical staff appointed to teaching as well as other resources which have this same objective;
- b) Coordinate the 1<sup>st</sup> and 2<sup>nd</sup> cycles in accordance with the approved plans of study;
- c) Organize the general tutorial system;

d) Support and foster scientific research.

2 - The Departments have a Department Council made up of representatives of the teaching staff, with up to 15 elected members, according to the Electoral Regulation of the UÉ.

3- The Departments may create coordinating committees, in accordance with the composition and competences guidelines established by the School Statutes.

4- The Council elects its Director from amongst the professors who have tenure and a permanent position

5- The Departments to be created or modified must have at least 10 professors, and it is expected that at least three of them are associate and/or full professors.

### **Article 51 - Competences**

1- The Department Council shall:

a) Make its own regulation;

b) Elect the Head of the Department and propose his/her resignation;

c) Make proposals for staff appointment and hiring and for the purchase of goods and services;

d) Propose the signing of cooperation protocols and provision of services contracts with other public and private institutions;

e) Coordinate the material and human resources at disposal in the Department in order to guarantee the achievement of its objectives;

f) Propose the assignment of teaching loads of the department;

g) Develop training and research programmes for its staff and follow the respective activities;

h) Pronounce judgement on matters related to the subjects it is responsible for;

i) Pronounce judgement on the accreditation of training obtained in national or international study cycles and competences acquired in the working context;

j) Pronounce judgement on all matters which are submitted by other bodies of the University.

2 – The Head of the Department shall:

a) Preside over the Council and promote the execution of its deliberations;

b) Decide by him/herself in case of emergency, submitting the decisions later on to the Department Council to be ratified;

c) Appoint up to two deputies;

d) Recommend the course Directors.

3- The deputies shall assist the Head of the Department.

4 - In case of absence or impediment, the Head of the Department is substituted by the deputy he/she shall appoint

## **Section II - Institute of Research and Advanced Studies**

### **Article 52 - General provisions**

1 - The Institute of Research and Advanced Studies is an organic unit of the University which aims at supporting research activities as to guarantee the quality of work of the research units, the assessment of their scientific production and to articulate their scientific activity with the educational system of advanced training such as the 3<sup>rd</sup> cycles and international Master's.

2 - The Institute shall also:

a) Create a set of technical and scientific structures aiming at supporting multidisciplinary research at the UÉ

b) Develop the necessary services to support inter-institutional scientific cooperation and the mobilization of human resources necessary to the promotion of scientific activity.

3 - The Institute integrates the research units of the UÉ which have received a positive evaluation.

### **Article 53 - Bodies of the Institute**

1 - The bodies of the Institute are:

a) The Director;

b) The Scientific and Pedagogic Council;

2 - The Institute may have a Division of technical and administrative support, headed by a head of division.

### **Article 54 - Director - Nature and appointment**

1 - The Director is a uninominal body of executive nature.

2 - The Director is appointed by the Rector, under proposal of the Scientific and Pedagogic Council of the Institute, from amongst the scientific community.

3 - The term of office of the Director lasts four years, renewable only once.

### **Article 55 – Competences of the Director**

1 – The Director of the Institute of Research and Advanced Studies shall:

a) Represent the Institute before the other bodies of the Institutions and the exterior;

b) Execute the deliberations of the Scientific and Pedagogic Council;

c) Exercise the disciplinary power which is bestowed upon him by the Rector;

d) Draw up the budget and the plan of activities as well as the activity report and accounts;

e) Perform the duties provided for in the law or in the Statutes;

f) Perform the duties which may be bestowed upon him by the Rector.

2 - The Director may choose up to two members of the Scientific and Pedagogic Council to assist him/her in the management of the Institute and to substitute him/her in case of absence or impediment

### **Article 56 – Scientific and Pedagogic Council - Composition**

1- The Scientific-Pedagogic Council of the Institute is constituted by:

a) The Directors of the Research units which comprise the Institute;

b) The Directors of the 3<sup>rd</sup> cycle courses and other courses which are coordinated by the Institute.

2 - The Scientific and Pedagogic Council may include the holders of Chairs who are not involved in research units, under the terms of the Regulations of the Institute.

3 - The Scientific-Pedagogic Council elects its president from amongst the researchers members of the Council.

### **Article 57 – Scientific and Pedagogic Council - Competences**

1 - The Scientific-Pedagogic Council shall:

a) Make its ordinance;

b) Recommend the appointment of the Director of the Institute to the Rector, from amongst the scientific community.

- b) Analyse the plan of scientific activities of the Institute;
- c) Pronounce judgement on the creation of cycles of studies (international 2<sup>nd</sup> cycles and 3<sup>rd</sup> cycles) and approve the respective plan of study in compliance with the research lines and the allocated resources;
- d) Propose or pronounce judgement on the negotiation of international agreements and partnerships;
- e) Promote scientific self-evaluation and pronounce judgement on the external assessment of its units, under the terms defined by the Assessment Council.
- f) Perform all other duties attributed by law or by the Statutes.

#### **Article 58 - Research Units**

- 1 - Research Units conduct fundamental and applied research, gathering the participation teachers, researchers and qualified professionals in domains of knowledge which, due to their complexity or level of expertise, may require the creation of a specific structure for that purpose.
- 2 - The orientation of each Research Unit is the responsibility of its own bodies.

#### **Article 59 – Research Chairs**

- 1 - The Institute may create Research Chairs, whether included in research centres or not, through arrangements with external entities which will finance them, being subject to their own regulations.
- 2 - The Chairs develop scientific activity under the supervision a full professor, who is a research coordinator or main researcher.
- 3 - The activity and characteristics of these chairs shall be the object of specific regulation.

### **Section III - São João de Deus Higher School of Nursing**

#### **Article 60 - General provisions**

- 1- The São João de Deus Higher School of Nursing (SJDHSN) is an organic unit of the University which shall:
  - a) Organize and offer polytechnic 1<sup>st</sup> and 2<sup>nd</sup> cycle courses in the area of Health;
  - b) Organize and offer specialized clinical training;
  - c) Offer lifelong courses;
  - d) Provide services to the community;

e) Develop and foster scientific research.

2 - The SJDHSN is composed of departments and may incorporate scientific and pedagogic units to support teaching and research.

3 - The SJDHSN has cultural, scientific and pedagogic autonomy, under the legal terms, as well as administrative autonomy.

4 - The SJDHSN shall have its own Statutes, which need to be ratified by the Rector.

### **Article 61 - Bodies of the São João de Deus Higher School of Nursing**

1 - The SJDHSN has the following bodies:

a) Director;

b) Representative Assembly;

c) Technical and Scientific Council;

d) Pedagogic Council.

2 - The School may have a Division of technical and administrative support, headed by a head of division.

### **Article 62 - Director - Nature and election**

1 - The Director is a uninominal body of executive nature.

2 - The Director is elected by the Representative Assembly from amongst the Coordinating Professors, in accordance with the Electoral Regulation of the UÉ, for a period of four years.

3 - The term of office of the Director may not exceed the period of eight consecutive years.

### **Article 63 - Competences of the Director**

The Director of the SJDHSN shall:

a) Represent the School before the other bodies of the Institution and the exterior;

b) Approve the calendar and schedule of academic tasks, after consulting the Technical and Scientific Council and the Pedagogic Council;

c) Execute the deliberations of the Technical and Scientific Council and the Pedagogic Council when binding;

d) Exercise the disciplinary power which may be bestowed upon him by the Rector;

- e) Draw up the budget and the plan of activities as well as the activity report and accounts;
- f) Perform all other duties provided for in the law or in the Statutes;
- g) Perform the duties which may be bestowed upon him by the Rector.

#### **Article 64 - Representative Assembly**

1- The Representative Assembly consists of fifteen members:

- a) Nine representatives from amongst the teachers and researchers;
- b) Four representatives from amongst the students;
- c) Two representatives from amongst the non-teaching staff;

2 – The elections of the members of the Representative Assembly and of its President are held in accordance with the Electoral Regulation of the UÉ.

3 - The term of office of the members of the Representative Assembly lasts two years.

4 – The Representative Assembly shall:

- a) Elect the Director of the SJDHSN;
- b) Draw up the proposal for the Statutes of the SJDHSN;
- c) Follow the activities of the School and make recommendations;
- d) Propose the dismissal of the Director;
- e) Approve the regulations of the organic sub-units which compose the School.

#### **Article 65 - Technical-Scientific Council - Composition**

1 – The Technical and Scientific Council of the School consists of members elected from amongst the Coordinating and Adjunct Professors and of up to five co-opted members, up to a maximum of 25 members.

a) The electorate is comprised of the whole of:

- i) Professors;
- ii) Professors acting as full-time professors under contract with the School for more than ten years in this category;
- iii) Full-time teachers with a Doctor's degree, under contract with the School for no less than a year, whatever the type of binding with the institution;

iv) Full-time teachers with the title of specialist not mentioned in the points above, under contract with the School for more than two years.

b) The Technical and Scientific Council may still include up to five invited members from amongst professors or researchers from other institutions or persons of recognised competence within the scope of the Institution's mission.

c) When the number of eligible persons is below the maximum stated above, the Technical and Scientific Council shall be constituted by the whole set of persons, without prejudice to the provisions set in point b) of the present article.

2- The election of the members of the Technical and Scientific Council is conducted in accordance with the Electoral Regulation of the UÉ.

3 - The Technical and Scientific Council elects its President from amongst the coordinating professors of the School.

4 - The term of office of the members of the Scientific Council shall be two years.

5 - The term of office of the President shall be two years, renewable for two years.

#### **Article 66 – Technical and Scientific Council – Competences**

1 - The Technical and Scientific Council shall:

a) Elaborate its ordinance;

b) Analyse the plan of scientific activities of the School;

c) Pronounce judgement on the creation, transformation or extinction of departments and of scientific and pedagogic units;

d) Decide on the assignment of teaching loads, to be submitted to approval by the Rector;

e) Propose or pronounce judgement on the creation of study cycles and approve the study plans of the taught cycles;

f) Propose or pronounce judgement on the granting of titles or honorific distinctions;

g) Propose or pronounce judgement on the award of academic prizes;

h); Propose or pronounce judgement on the establishment of international agreements and partnerships;

i) Propose the composition of jury panels of academic examinations and competitions;

j) Carry out other actions provided for in the rules and regulations of the teaching and research careers and of the recruitment of teaching and research staff;

k) Carry out all other functions attributed by Law or by the Statutes.

2- The members of the Technical and Scientific Council must not pronounce judgement on the following matters:

a) Actions related to the career of teachers of categories above their own;

b) Competitions or examinations to which they may be an opponent party.

### **Article 67- Pedagogic Council – Composition**

1 - The Pedagogic Council is composed of the same number of representatives from the teaching staff and the student body of the courses offered by ESESJD, who shall be elected under the terms established by the Electoral Regulation of the UÉ.

2 - The Pedagogic Council elects its President from amongst the Professors of the School.

3 - The term of office of the members of the Pedagogic Council shall be two years, although by-elections may take place in the event of vacancy.

4 - The term of office of the president shall be two years, renewable by a second two-year term.

### **Article 68 - Pedagogic Council – Competences**

The Pedagogic Council shall:

a) Pronounce judgement on the pedagogic orientations and on teaching and assessment methods;

b) Promote the regular implementation of questionnaires concerning the pedagogic performance of the School, as well as their analysis and publication;

c) Promote the assessment of the pedagogic performance of the teaching staff, by themselves and the students, and its analysis and publication, under the terms established by the Assessment Council;

d) Analyse the complaints regarding the pedagogic performance and propose the measures deemed necessary;

e) Approve the regulations for the assessment of students

f) Pronounce judgement on the system of precedence and time limitation;

g) Pronounce judgement on the creation of cycles of study and on the plans of study of the courses offered;

h) Pronounce judgement on the award of academic prizes;

- i) Pronounce judgement on the academic calendar and the exam grid of the organic unit or of the Institution;
- j) Carry out all other functions attributed by Law or by the Statutes.

### **Article 69 – Departments of São João de Deus Higher School of Nursing**

1- The SJDHSN is structured into Departments which shall:

- a) Manage their teaching and technical staff as well as other resources allocated to their teachings;
- b) Coordinate their cycles of study in accordance with the approved study plans;
- c) Organise the general tutorial system;
- d) Support and encourage scientific research;

2- The Departments have a Department Council made up of a maximum of 15 elected representatives of their teaching staff, in accordance with the Regulation of the School.

3 - The Departments may create coordinating committees whose composition and competences will be defined by the School Statutes.

4- The Department Council shall:

- a) Make its own regulation;
- b) Elect the Head of Department and propose his/her resignation;
- c) Draw up proposals for staff appointment and hiring as well as for the purchase of goods and services;
- d) Propose the signing of cooperation protocols and of provision of services contracts with other public and private entities;
- e) Coordinate both the material and human resources in the Department so as to guarantee the achievement of its objectives;
- f) Propose the assignment of teaching loads of the Department;
- g) Develop training and research programmes for its staff and follow-up their respective activities;
- h) Pronounce judgement on matters related to the curricular units it is responsible for;
- i) Pronounce judgement on the accreditation of training obtained in national or international study cycles and of competences acquired in the working context;
- j) Pronounce judgement on all matters submitted by other bodies of the University.

5 - The Department Council elects its Director form amongst the professors.

## **Chapter IV – Other structures**

### **Article 70 – Typology**

1 - Other than the Organic Units, the University comprises the following structures:

a) Services;

b) Scientific and Pedagogic Units.

2 - The University may integrate, through the appropriate legal instruments, public entities or other parties which meet its institutional objectives.

### **Section I - Services**

#### **Article 71 – Rector’s Office**

1 - The Rector’s Office is directed by the Rector’s Secretary, who is appointed by the Rector, and supports the Rector, the Vice-Rectors and the Pro-Rectors.

2 - The Rector’s Office is organised into several offices, each headed by a coordinator, also including the Rector’s office, which is coordinated by a Head of Office appointed by the Rector.

3 - The structure, organization and functioning of each unit are established by a regulation to be approved by the Rector.

4 - The executive activities referred to in paragraphs 1 and 2 of this article are exercised under a service commission scheme, in accordance with the Code of Labour Procedure.

#### **Article 72 – Academic Services**

1 - The Academic Services are headed by a director and are responsible for providing the students with pedagogic and administrative support, for conferring degrees and academic titles and for the storage of the documents related to them.

2 - The Academic Services are a direction of services and comprise several divisions each headed by a head of division.

3 - The structure, functions and competences of the divisions are established by regulation, proposed by the head of services, to be approved by the Rector.

#### **Article 73 – Science and Cooperation Services**

1 - The Science and Cooperation Services are headed by a director, recruited from amongst persons with experience in the management of science and technology

projects, and provide support in the domains of scientific research and international cooperation.

2 - The Science and Cooperation Services are a direction of services and comprise several divisions each headed by a head of division.

3 - The structure, functioning and competences of the divisions are established by regulation, proposed by the director of services, to be approved by the Rector.

#### **Article 74 – Administrative Services**

1 - The Administrative Services are headed by a director and shall exercise their functions in the areas of financial, patrimonial, staff and record administration.

2 - The Administrative Services are a direction of services and comprise several divisions, each headed by a head of division.

3 - The structuring, functioning and competences of the divisions are established by regulation, proposed by the director of services, to be approved by the Rector.

#### **Article 75 – Computing Services**

1 - The Computing Services are headed by a director of services and provide services in computing, automatic calculus, communication and audiovisual and multimedia technologies across the university, supporting teaching, research and extension activities, as well as the promotion of new information technologies.

2 - The Computing Services are a direction of services and comprise several divisions, each headed by a head of division.

3 - The structuring, functioning and competences of the divisions are established by regulation, proposed by the director of services, to be approved by the Rector.

#### **Article 76 - Technical Services**

1 - The Technical Services are headed by a director of services and their functions include the planning, building and supervision of building works, the maintenance and repairing of facilities and equipment, the maintenance and supervision of the general workshops, the elaboration of small building projects as well as the reprography.

2 - The Technical Services are a direction of services and comprise several divisions, each headed by a head of division

3- The structuring, functioning and competences of the divisions are established by regulation, proposed by the director of services, to be approved by the Rector.

### **Section II – Scientific and pedagogic Units**

#### **Article 77 - Scientific and pedagogic Units**

1 - The Scientific and pedagogic units of the University, other than the units that are integrated in the Organic Units, are the following

- a) The Library;
- b) The Experimental Farms;
- c) The Veterinary Hospital;
- d) The University Orchestra;
- e) The Túlio Espanca Senior University;
- f) The Centre of Educational Technologies;
- g) The Research Units.

2 - Other Scientific and pedagogic units may be created by the General Council.

#### **Article 78- The General Library**

1 - The General Library is the unit responsible for the acquisition, treatment and cataloguing of collections and documentation, in any type of support, which are of interest for the University activities, contributing to the development of learning and research.

2 - The General Library comprises the Historic Archive of the University of Évora and a documentation service

3 - The general management of the Library is the responsibility of a council, chaired by the Director of the Library, whose organization, functioning and competences will be the object of a regulation to be approved by the Rector, after consulting the Senate.

4 - The Director of the Library is a professor or a researcher appointed by the Rector, after consulting the Library Council, or a qualified professional.

5 - The General Library is a direction of services and comprises several divisions, each headed by a head of division.

#### **Article 79 – Experimental Farms**

1 - The Experimental Farms are scientific and pedagogic units which aim at the development of the main research and teaching objectives of the University and at providing the community at large with a range of services.

2 - The Experimental Farms shall have a Technical and Scientific Council, whose composition, functions and competences shall be determined by a regulation to be approved by the Rector.

3 - The farms shall be run by a Director, appointed by the Rector, after consulting the Senate, who will also chair the Technical and Scientific Council.

### **Article 80- Veterinary Hospital**

1 - The Veterinary Hospital is a scientific and pedagogic unit which aims to:

- a) Enhance quality in the teaching of veterinary medicine and provide the students with an adequate clinical practice;
- b) Promote research, the development of knowledge and the publication of new findings in this domain;
- c) Provide clinical veterinary care and other services to the community.

2 - The general management of the Hospital is the responsibility of the Executive Council of the hospital, whose constitution, functions and competences are determined by a regulation to be approved by the Rector.

3- The Veterinary Hospital has an Ethics Council, whose regulation will comply with the European good medical practice.

4- The Executive Council of the Hospital is presided over by a director, appointed by the Rector and whose competences are defined by the regulation of the veterinary hospital.

### **Article 81- Orchestra**

1 - The Orchestra is a scientific and pedagogic unit which aims to:

- a) Support, divulge and optimise the activities of the degree in music;
- b) Provide services to the community;
- c) Participate in the external cultural and artistic representation of the University.

2 - The general management of the Orchestra is the responsibility of its artistic Director, to be appointed by the rector.

### **Article 82 – Túlio Espanca Senior University**

1 - The Túlio Espanca Senior University is a scientific and pedagogic unit aiming at providing the citizens with diverse lifelong learning opportunities, in compliance with the University mission

2 - The general management of the Túlio Espanca Senior University is the responsibility of a Director, appointed by the Rector, after consulting the Senate.

### **Article 83 – Centre of Educational Technologies**

- 1 - The Centre of Educational Technologies is a scientific and pedagogic unit aiming at:
  - a) The coordination of initiatives complying with the e-learning strategy of the University of Évora;
  - b) The design and creation of contents, resources and multimedia materials to support e-learning and distance learning, in collaboration with both the teaching and other units;
  - c) The coordination of and the support to teaching projects involving the use of educational technologies, in collaboration with other organic units;
  - d) The support to training courses to the teaching staff on the use of Information and Communications Technologies.
- 2- The general management of the Centre is the responsibility of a Director, appointed by the Rector, after consulting the Senate.

### **Article 84 – Research Units**

- 1 - The Research Units conduct fundamental and applied research, studies and investigations, bringing together teachers, researchers and qualified professionals into domains of knowledge which, due to their complexity or level of expertise, may require a specific structure for the purpose.
- 2 –.The management of each unit is the responsibility of a Council, whose organization, functioning and competences shall be established by regulation.
- 3 –The creation and extinction of research or study units shall be proposed to the Rector.

## **Chapter V –Final and Transitional Provisions**

### **Article 85 – Constitution of the bodies**

- 1 - The terms of office of the bodies in exercise are extended until the members of the new bodies of the University are taken into office, which shall occur within the 120 days following the publication of the present Statutes.
- 2 - The first elections predicted in these Statutes shall comply with the principles of the electoral regulation to be approved by the Rector, after consulting the current Senate.

### **Article 86 – Statutes of the Organic Units**

- 1 - The Organic Units shall elaborate their Statutes and submit them to the Rector's approval, so as to be published within the 60 days following the taking into office of the new bodies.

### **Article 87 – Amendment to the Statutes**

1 - These Statutes may be amended:

- a) Four years after the publication of the first amendment;
- b) At any time, by deliberation of two thirds of the members of the General Council holding office

2 - Amendments may be proposed by:

- a) The Rector;
- b) Any member of the General Council.

#### **Article 88 – Entry into force**

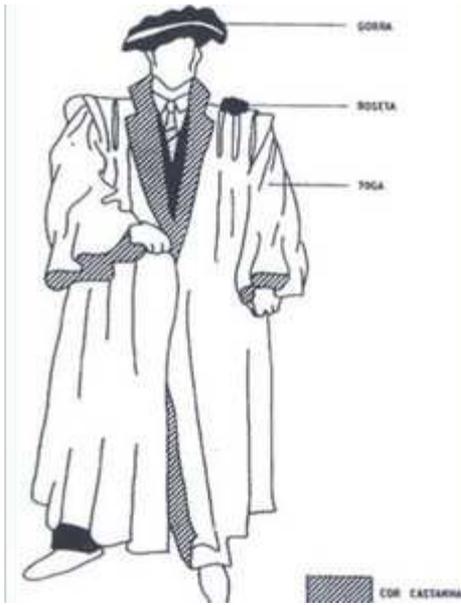
These Statutes shall enter into force on the fifth day following their publication in *Diário da República*.

#### **Annex I – Model of the Emblem and Seal of the University**



Model of the Emblem and Seal of the University referred to in Article 4.

#### **Annex II – Model of the University academic dress**



Model of the University academic dress.  
Cap, *roseta*, gown, colour brown



Insignia of the University – single-strand cordon



Insignia of the University – double-strand cordon