

A3ES

Agência de Avaliação
e Acreditação
do Ensino Superior

GUIDE FOR THE SELF-ASSESSMENT

OF STUDY PROGRAMMES IN OPERATION
(UNIVERSITY AND POLYTECHNIC EDUCATION)

GUIDE ACEF 2023/2024-2028/2029 PT
GUIDE PERA 2023/2024-2028/2029 PT

30 June 2025

ACEF Guide for the regular assessment /accreditation cycle 2024-2029

1. General characterization of the study programme.

1.1. Higher Education Institution / Founding Body.

Automatically filled in by the A3ES Information System.

- 1.1.1.** Other Higher Education Institutions (application in association with national institutions) (article 41 and subsequent of Decree-Law no. 74/2006, 24 March, as amended by Decree-Law no. 65/2018, 16 August and added to by Decree-Law no. 27/2021, 16 April).

Automatically filled in by the A3ES Information System.

- 1.1.2.** Other Higher Education Institutions (application in association with foreign institutions) (article 41 and subsequent of Decree-Law no. 74/2006, 24 March, as amended by Decree-Law no. 65/2018, 16 August and added to by Decree-Law no. 27/2021, 16 April).

Automatically filled in by the A3ES Information System.

- 1.1.3.** Other Institutions (in cooperation) (article 41 and subsequent of Decree-Law no. 74/2006, 24 March, as amended by Decree-Law no. 65/2018, 16 August and added to by Decree-Law no. 27/2021, 16 April. See article 6 of Decree-Law no. 133/2019, 3 September, if applicable).

Automatically filled in by the A3ES Information System.

1.2. Unit (faculty, school, institute, etc.).

Automatically filled in by the A3ES Information System.

- 1.2.1.** Identification of the partner(s)'s unit(s) (faculty, school, institute, etc.) (application in association with national institutions).

Automatically filled in by the A3ES Information System.

- 1.2.2.** Identification of the partner(s)'s unit(s) (faculty, school, institute, etc.) (application in association with international institutions).

Automatically filled in by the A3ES Information System.

- 1.2.3.** Identification of the partner(s)'s unit(s) (faculty, school, institute, companies, etc.) (application in cooperation).

Automatically filled in by the A3ES Information System.

1.3. Name of the study programme.

Automatically filled in by the A3ES Information System.

- 1.3.1.** Name of the first cycle programme ("licenciado") degree conferred upon completion of 180 credits of an integrated master's degree (in accordance with numbers 3 and 4 of Article 19 of Decree-Law No. 74/2006, of 24 March, as amended by Decree-Law No. 65/2018, of 16 August)

1.4. Degree.

Automatically filled in by the A3ES Information System.

1.5. Publication of the study plan in the Official Journal ("Diário da República").

Attach PDF file up to 500 kB.

1.6. Main scientific area of the study programme.

Automatically filled in by the A3ES Information System.

1.6.1. Scientific and Technological Domain (FOS)

Mandatory only for Doctoral programmes.

1.7. CNAEF classification of the main training areas of the study programme (Order no. 256/2005, 16 March) (CNAEF with 3 digits):

1.7.1. CNAEF classification – first training area.

Automatically filled in by the A3ES Information System.

1.7.2. CNAEF classification – second training area, if applicable.

Automatically filled in by the A3ES Information System.

1.7.3. CNAEF classification – third training area, if applicable.

Automatically filled in by the A3ES Information System.

1.8. Number of ECTS credits necessary to obtain the degree.

Automatically filled in by the A3ES Information System.

1.9. Duration of the study programme (paragraph c) of article 3, Decree-Law no. 74/2006, 24 March, as amended by Decree-Law no. 65/2018, 16 August):

Automatically filled in by the A3ES Information System.

1.10. Maximum number of admissions (NMA).

1.10.1. Current maximum number of admissions.

Automatically filled in by the A3ES Information System.

1.10.2. Maximum number of admissions proposed (when different from the current number) and justification.

Alphanumeric field (1000 characters)

1.11. Specific enrolment requirements (paragraph f), article 3rd of Decree-Law no. 74/2006, March 24, as written in Decree-Law no. 65/2018, August 16).

Alphanumeric field (1000 characters)

1.12. Teaching modality.

Face-to-face (Decree-Law no. 65/2018, August 16)

Distance Learning (EaD) (Decree-Law no. 133/2019, September 3)

1.12.1. Working regime, if face-to-face.

Daytime

After business hours

Other

1.12.1.1. If other, please specify.

Alphanumeric field (100 characters).

1.13. Location where the study programme will be offered (if face-to-face).

Alphanumeric field (100 characters).

1.14. Regulation for crediting academic education and professional experience, published in the Official Journal (Diário da República) (PDF, max. 500kB) (article no. 45-A, of Decree-Law no. 74/2006, March 24, as amended by Decree-Law no. 65/2018, August 16).

Attach PDF file.

1.15. Type of degree or diploma conferred in associations (no. 1 of article 42 of Decree-Law no. 74/2006, March 24, in the current version)

- paragraph a)
- paragraph c)
- paragraph d)

1.16. Observations.

Alphanumeric field (3000 characters).

2. Accreditation decision in the previous assessment.

2.1. A3ES reference for the previous assessment procedure.

Automatically filled in by the A3ES Information System.

2.2. Date of the decision.

Automatically filled in by the A3ES Information System.

2.3. Decision of the Management Board.

Automatically filled in by the A3ES Information System.

2.4. Accreditation period.

Automatically filled in by the A3ES Information System.

2.5. Starting date:

Automatically filled in by the A3ES Information System.

3. Summary of improvement measures and changes to the study programme since the previous assessment. Particularly important in case of conditions set by the Management Board and/or recommendations of the EAT.

Alphanumeric field (3000 characters).

4. Curricular structure and study plan.

4.1. Do the current curricular structure and study plan match the ones published in the Official Journal (Diário da República) (item 1.5)?

- Yes
- No

4.2. Curricular restructuring proposal (optional).

- Yes
- No

4.2.1. Summary of the proposed changes duly justified.

Alphanumeric field (3000 characters).

4.2.2. Scientific areas.

Insertion of a table with the scientific areas of the study programme.

4.2.3. Curricular units of the study programme.

Insertion of a table with all the curricular units (CUs) of the study programme, including the optional ones, and the columns: Title, Duration, Total working hours, Total contact hours (CH), % CH at a distance, ECTS credits, Format of contact hours, Teachers associated to the CU, Scientific Areas. Insertion or import of curricular unit files, with the specifications defined in Annex II.

4.2.4. Sets of optional curricular units.

Insertion of a table with the groups of optional curricular units of the study programme, and the columns: Title, Duration, Total working hours, Total contact hours (CH), >50% CH at a distance, Teachers associated to the CU, Scientific Areas. Import of optional curricular units listed in section 4.2.3. Each row in the table will correspond to a grouping of optional curricular units, all of the same type within each grouping.

4.2.5. Paths of the study programme.

Insertion of a table with all the paths of the study programme and the following columns: Title, Acronym, Total ECTS credits, Scientific areas, Curricular Units.

4.2.6. Percentage of ECTS credits of curricular units taught mainly through distance learning.

Numeric field.

4.3. Observations.

Alphanumeric field (3000 characters).

5. Teaching staff.

5.1. Study programme's teaching staff.

Table automatically filled in with data from teaching staff files with the following columns: name, academic degree, specialist title, status, programme coordinator, and hyperlink to the teaching staff file. Automatically updated after the insertion of each teaching staff file.

5.2. Teaching staff team details

- Total number of teachers in the study programme (no. and FTE).
Automatic filling with data from table in 5.1.
- Career Teaching Staff – teaching staff members of the study programme integrated in the teaching or research careers (paragraph k), article 3rd of Decree-Law no. 74/2006, March 24, as amended by Decree-Law no. 65/2018, August 16).
Automatic filling, in table format, of the fields "Link with the HEI" and "% in relation to the total FTE".
- Teaching staff team details:
 - Academically qualified teaching staff
Automatic filling
 - Specialized teaching staff
Fill in, in table format, the field "FTE" (with automatic filling of the correspondent percentage).
 - Teaching staff integrated into institutional research units, their affiliates, or hubs (no. 5 of article 29th, of Decree-Law no. 74/2006, March 24, as amended by Decree-Law no. 65/2018, August 16).
Fill in, in table format, the field "FTE" (with automatic filling of the correspondent percentage).
 - Stability and training dynamics of the teaching staff
Fill in, in table format, the field "FTE" (with automatic filling of the correspondent percentage).

5.3. Observations.

Alphanumeric field (3000 characters).

6. Technical, administrative, and management staff

6.1. Number and employment type of the technical, administrative, and management staff allocated to the study programme. Presentation of the structure and organization of the team that will collaborate with the study programme's teaching staff.

Alphanumeric field (3000 characters)

6.2. Qualifications of the technical, administrative, and management staff that will support the study programme.

Alphanumeric field (1000 characters)

7. Facilities, partnerships, and structures supporting the teaching and learning processes (changes not already included in item 3). (if applicable)

7.1. Have there been significant changes in facilities and equipment since the previous assessment procedure?

- Yes
- No

7.1.1. If yes, provide a brief explanation and rationale for the changes made.

Alphanumeric field (1000 characters)

7.2. Have there been significant changes in national and international partnerships relevant to the study programme since the previous assessment procedure?

- Yes
- No

7.2.1. If yes, provide a brief summary of those changes.

Alphanumeric field (1000 characters)

7.3. Have there been significant changes in structures supporting the teaching and learning processes since the previous assessment procedure?

- Yes
- No

7.3.1. If yes, provide a brief summary of those changes.

Alphanumeric field (1000 characters).

7.4. Have there been significant changes in internships and / or in-service training, protocols with the respective entities and guarantee of effective monitoring of students during internship since the previous assessment procedure? (if applicable)

- Yes
- No

7.4.1. If yes, provide a brief summary of those changes.

Alphanumeric field (1000 characters).

8. Assessment standards in the study programme.

8.1. Students enrolled in the study programme in the current academic year.

8.1.1. Total number of students enrolled.

Total number of students enrolled in the study programme in the current academic year.

8.1.2. Characterization by gender.

Table with the columns "Gender" and "%".

8.1.3. Number of students enrolled by curricular year.

Table with the columns "Curricular year" and "No. of students".

8.1.4. Possible additional information on student characterization.

Alphanumeric field (3000 characters).

8.2. Demand for the study programme.

8.2.1. Demand for the study programme - students

Table with the columns "Second-to-last year", "Last year", and "Current year", for the demand indicators:

- *No. of openings;*
- *No. of candidates;*
- *No. of admissions;*
- *No. of enrolments in 1st year 1st time;*

8.2.2. Demand for the study programme - grades

Table with the columns "Second-to-last year", "Last year", and "Current year", for the demand indicators:

- *Grade of the last candidate to be admitted;*
- *Average entry grade.*

8.3. Academic Results.

8.3.1. Training efficiency.

Table with the columns "Third-to-last year", "Second-to-last year", and "Last year", for the training efficiency indicators:

- *No. of graduates;*
- *No. of graduates in N years;*
- *No. of graduates in N+1 years;*
- *No. of graduates in N+2 years;*
- *No. of graduates in more than N+2 years*

8.3.2. Present a list of theses completed in the last three years, stating, for each, the title, year of completion and the final result (exclusively for doctoral study programmes).

Alphanumeric field (3000 characters).

8.3.3. Data on unemployment of study programme's graduates (DGEEC statistics or other statistics and studies, with indication of the year and source of information).

Alphanumeric field (1000 characters).

8.4. Internationalization results.

8.4.1. Mobility of students, teachers and technical, administrative and management staff.

Table with the following data, in percentage, for the previous three academic years, with the columns "Third-to-last year", "Second-to-last year", and "Last year" for the following indicators:

- Foreign students enrolled in the study programme;
- Students in international mobility programs (in);
- Students in international mobility programs (out);
- Foreign teaching staff (in);
- Teaching staff (out).
- Foreign technical, administrative and management staff (in);
- Technical, administrative and management staff (out);

8.4.2. Participation in international networks relevant to the study programme (networks of excellence, Erasmus networks, European Universities)
Alphanumeric field (1000 characters).

8.5. Results of research and development activities and/or advanced training and high-level professional development

8.5.1. Research unit(s), of the same knowledge field or specialization area as the study programme, in which teachers develop their scientific activity.

The table is automatically created from the teaching staff files.

8.5.2. List of the main projects and/or national and international partnerships in which the scientific, technological, cultural, and artistic activities developed in the area of the study programme are integrated, including (when applicable) information on the main funded projects and their respective funding.

Alphanumeric field (3000 characters).

8.5.3. Activities of technological and artistic development, service providing to the community, and advanced training in the fundamental scientific area(s) of the study programme, and their effective contribution to the national, regional and local development, scientific culture, and cultural, sports and artistic fields.

Alphanumeric field (3000 characters).

8.6. Self-assessment report of the study programme prepared within the framework of the internal quality assurance system.

Attach PDF file (max. 10 MB).

9. SWOT analysis of the study programme and proposed improvement measures.

9.1. Global SWOT analysis of the study programme.

9.1.1. Strengths.

Alphanumeric field (3000 characters).

9.1.2. Weaknesses.

Alphanumeric field (3000 characters).

9.1.3. Opportunities.

Alphanumeric field (3000 characters).

9.1.4. Threats.

Alphanumeric field (3000 characters).

9.2. Proposed improvement measures.

The institution should propose improvement measures for each of the weaknesses identified in the SWOT analysis.

9.2.1. Improvement measures.

Alphanumeric field (3000 characters).

9.2.2. Priority (high, medium, low) and time to implement each measure.

Alphanumeric field (1000 characters).

9.2.3. Implementation indicator(s).

Alphanumeric field (1000 characters).

Annex I – Template for teaching staff curricular file

Personal data

Name	
Affiliation with the applicant higher education institution (or institutions, if in association)	<input type="radio"/> Career teacher (paragraph k) of article no. 3 from Decree-Law no. 74/2006, of March 24, as written in Decree-Law no. 65/2018, of August 16) <input type="radio"/> Career researcher (paragraph l) of article no. 3 from Decree-Law no. 74/2006, of March 24, as written in Decree-Law no. 65/2018, of August 16) <input type="radio"/> Other
Category	Pre-defined list
Academic degree	Pre-defined list
Scientific area of academic degree (PT and EN)	Alphanumeric field
Year the degree was awarded	Numeric field
Institution that awarded the academic degree (PT and EN)	Alphanumeric field
If specialist:	
Specialist title (paragraph g) of article no. 3 from Decree-Law no. 74/2006, of March 24, as written in Decree-Law no. 65/2018, of August 16)	<input type="checkbox"/>
Scientific area of the specialist title (PT and EN)	Alphanumeric field
Year the specialist title was awarded	Numeric field
Employment type with the applicant (%)	Numeric field
Complete at least 1 option:	
CienciaVitae	Alfanumeric ID
Orcid	Alfanumeric ID
By filling out this form you consent to your personal information being stored and used for functional and analytical purposes.	<input type="checkbox"/>

Membership in research unit(s)

Membership in research unit(s) in the field of knowledge or specialty of the study programme, funded by the Foundation for Science and Technology (FCT).

<Allows for the selection of Research Units (RU) published by FCT with the following classifications: Excellent, Very Good and Good. The other fields are completed automatically.>

Research unit	Classification	Higher Education Institution	Integrated researcher	Type of RU (no. 5 of article no. 29 from Decree-Law no. 74/2006, of March 24, as written in Decree-Law no. 65/2018, of August 16)
				Institutions/Pole/Subsidiary
				Other

Other Academic degrees or titles

Year	Degree or Title	Area	Institution	Classification

Relevant Pedagogical Training for Teaching*

- When the study programme is in distance learning format, include pedagogical training in distance learning, according to article no. 8 of Decree-Law no. 133/2019, from September 3.

Teaching service allocation⁽¹⁾

Curricular Unit	Study programme	Total annual contact hours ⁽¹⁾	T/TP/PL/TC/S/E/OT/O ⁽²⁾

(1) Total distribution of teaching load at the proposing Higher Education Institution approved for the current academic year (N/N+1 for ACEF or PERA/N;N+1).

(2) Teaching approach: T-Theoretical, TP-Theoretical and practical, PL-Practical and laboratorial, TC-Field work, S- Seminar, E-Internship, OT-Tutorial, O-Other

Annex II – Template of Curricular Unit File

Characterization of the Curricular Unit.

1. Duration

Pre-defined list

2. Work hours

Numeric field

3. ECTS credits

Automatic filled in (from the data in column “Areas associated to the CU” of table 4.2.3.)

4. Name of the curricular unit

Alphanumeric field (1000 characters)

5. Learning outcomes (knowledge, skills, and competences to be developed by the students), and their compatibility with the teaching modality

Alphanumeric field (1000 characters)

6. Programmatic contents

Alphanumeric field (1000 characters)

7. Evidence that the curricular unit's content dovetails with the specified learning outcomes

Alphanumeric field (1000 characters)

8. Teaching methodologies

Alphanumeric field (3000 characters)

9. Assessment

Alphanumeric field (3000 characters)

10. Evidence that the teaching and assessment methodologies are appropriate for the learning outcomes

Alphanumeric field (3000 characters)

11. Mandatory bibliography

Alphanumeric field (1000 characters)

12. Observations.

Alphanumeric field (1000 characters)

Guidelines for filling in the self-assessment

report for

study programmes in operation

(University and Polytechnic Education)

ACEF 2023/2024-2028/2029 ENG
PERA 2023/2024-2028/2029 ENG

(Last updated: 30.6.2025)

APPENDIX – Guidelines for filling in the ACEF and PERA reports

Preliminary note: Information transmitted via private internet links or compressed file uploads will not be accepted, except in duly identified and justified cases.

1. General characterization of the study programme.

1.1. Higher Education Institution / Founding Body.

Automatically filled in by the A3ES Information System.

1.1.1. Other Higher Education Institutions (application in association with national institutions) (article 41 and subsequent of Decree-Law no. 74/2006, 24 March, as amended by Decree-Law no. 65/2018, 16 August and added to by Decree-Law no. 27/2021, 16 April).

Automatically filled in by the A3ES Information System.

In the case of associations, all higher education institutions may confer the degree.

1.1.2. Other Higher Education Institutions (application in association with foreign institutions) (article 41 and subsequent of Decree-Law no. 74/2006, 24 March, as amended by Decree-Law no. 65/2018, 16 August and added to by Decree-Law no. 27/2021, 16 April).

Automatically filled in by the A3ES Information System.

1.1.3. Other Institutions (in cooperation) (article 41 and subsequent of Decree-Law no. 74/2006, 24 March, as amended by Decree-Law no. 65/2018, 16 August and added to by Decree-Law no. 27/2021, 16 April. See article 6 of Decree-Law no. 133/2019, 3 September, if applicable).

Automatically filled in by the A3ES Information System.

In the case of cooperation, only the proposing institution may confer the degree.

1.2. Unit (faculty, school, institute, etc.).

Automatically filled in by the A3ES Information System.

1.2.1. Identification of the partner(s)'s unit(s) (faculty, school, institute, etc.) (application in association with national institutions).

Automatically filled in by the A3ES Information System.

1.2.2. Identification of the partner(s)'s unit(s) (faculty, school, institute, etc.) (application in association with international institutions)

Automatically filled in by the A3ES Information System.

1.2.3. Identification of the partner(s)'s unit(s) (faculty, school, institute, companies, etc.) (application in cooperation).

Automatically filled in by the A3ES Information System.

1.3. Name of the study programme.

Automatically filled in by the A3ES Information System.

1.4. Degree.

Automatically filled in by the A3ES Information System.

1.5. Publication of the study plan in the Official Journal ('Diário da República').

Attach PDF file up to 10MB.

1.6. Main scientific area of the study programme.

Automatically filled in by the A3ES Information System.

1.6.1. Scientific and Technological Domain (FOS)
Mandatory for doctoral programmes only.

1.7. CNAEF classification of the main training areas of the study programme (Order no. 256/2005, 16 March) (CNAEF with 3 digits):

1.7.1. CNAEF classification – first training area.
Automatically filled in by the A3ES Information System.

1.7.2. CNAEF classification – second training area, if applicable.
Automatically filled in by the A3ES Information System.

1.7.3. CNAEF classification – third training area, if applicable.
Automatically filled in by the A3ES Information System.

1.8. Number of ECTS credits necessary to obtain the degree.
Automatically filled in by the A3ES Information System.

1.9. Duration of the study programme (paragraph c) of article 3, Decree-Law no. 74/2006, 24 March, as amended by Decree-Law no. 65/2018, 16 August):
Automatically filled in by the A3ES Information System.

1.10. Maximum number of admissions (NMA).

1.10.1. Current maximum number of admissions.
Automatically filled in by the A3ES Information System.

1.10.2. Maximum number of admissions proposed (when different from the current number) and justification.
Fill in only when a number of admissions different than that currently authorised is being requested. Justification for this change must be provided. *(1000 characters)*

1.11. Specific enrolment requirements (paragraph f), article 3rd of Decree-Law no. 74/2006, March 24, as written in Decree-Law no. 65/2018, August 16).
Indicate the specific conditions that must be met to apply for admission to this specific study programme. Not to be confused with ‘conditions of access’, i.e., with the general conditions that must be met to apply for admission to any study programme. (See article 3, subparagraph f) of Decree-Law No. 74/2006 republished in annex to Decree-Law No. 63/2016 of 13 September) *(1000 characters).*

1.12. Teaching modality.

- Face-to-face (Decree-Law no. 65/2018, August 16)
- Distance Learning (EaD) (Decree-Law no. 133/2019, September 3)

Indicate whether the teaching will be face-to-face or distance (75% or more of the credits are offered in the distance learning modality, according to article 3 of Decree-Law no. 133/2019, of 3 September).

1.12.1. Working regime, if face-to-face.

- Daytime
- After business hours
- Other.

Automatically filled in by the A3ES Information System.

1.12.1.1. If other, please specify.
Name the working regime, if neither ‘daytime’ nor ‘after business hours’.
(100 characters).

1.13. Location where the study programme will be offered (if face-to-face).
Alphanumeric field (100 characters).

1.14. Regulation for crediting academic education and professional experience, published in the Official Journal ('Diário da República') (PDF, max. 10 MB) (article no. 45-A, of Decree-Law no. 74/2006, March 24, as amended by Decree-Law no. 65/2018, August 16).
Attach PDF file.

1.15. Type of degree or diploma conferred
To be completed only in the case of associations.

1.16. Observations.
For additional information deemed relevant by the HEI regarding the characterization of the study programme, namely the FOS classification in the case of doctoral study programmes. (3000 characters)

2. Accreditation decision in the previous assessment.

2.1. A3ES reference for the previous assessment procedure.
Automatically filled in by the A3ES Information System.

2.2. Date of the decision.
Automatically filled in by the A3ES Information System.

2.3. Decision of the Management Board.
Automatically filled in by the A3ES Information System with the decision of the Management Board.

2.4. Accreditation period.
Automatically filled in by the A3ES Information System.

2.5. Starting date:
Automatically filled in by the A3ES Information System.

3. Summary of improvement measures and changes to the study programme since the previous assessment. Particularly important in case of conditions set by the Management Board and/or recommendations of the EAT.

To be filled in, indicating, concisely:

- Improvement measures adopted in the study programme as a result of conditions set by the Management Board, when applicable.
- The reflection made on other recommendations of the EAT and the measures taken in light of that reflection.

Alphanumeric field (3000 characters).

4. Curricular structure and study plan.

4.1. Do the current curricular structure and study plan match the ones published in the Official Journal ('Diário da República') (item 1.5)?

- Yes
- No

If yes, all fields in point 4 must be filled in, including the content that has already been entered in previous processes, namely the information in the CUF (Annex II).

4.2. Curricular restructuring proposal (optional).

4.2.1. Summary of the proposed changes duly justified.

Objective presentation of the changes to be introduced in the curricular structure of the study programme and the reasons that determine them (in articulation with the information included in the previous section, to avoid duplication).

If the Institution intends to introduce partial changes to the curricular paths in which the study programme is organized, it must indicate here the paths it intends to maintain without alteration.

(3.000 characters).

4.2.2. Scientific areas.

Insertion of a table with the scientific areas of the study programme.

4.2.3. Curricular units of the study programme.

Insertion of a table with all the curricular units of the study programme, including the optional ones, and the columns: Title, Duration, Total working hours, Total contact hours (CH), % CH at a distance, ECTS credits, Format of contact hours, Teachers associated to the CU, Scientific Areas. Insertion or import of curricular unit files, with the specifications defined in Annex II.

4.2.4. Sets of optional curricular units.

Insertion of a table with the groups of optional curricular units of the study programme, and the columns: Title, Duration, Total working hours, Total contact hours (CH), >50% CH at a distance, Teachers associated to the CU, Scientific areas. Import of optional curricular units listed in section 4.2.3. Each row in the table will correspond to a grouping of optional curricular units, all of the same type within each grouping.

4.2.5. Paths of the study programme.

Insertion of a table with all the paths of the study programme and the following columns: Title, Acronym, Total ECTS credits, Scientific areas, Curricular units.

4.2.6. Percentage of ECTS credits of curricular units taught mainly through distance learning.

The credits of a Curricular Unit (CU) are counted fully as Distance Learning (EaD) when more than 50% of the contact hours of that CU are taught in this modality. Otherwise, none of the credits of the UC count as EaD.

The percentage of ECTS credits of CUs taught predominantly at a distance is calculated in relation to the total credits of the study programme.

In the case of alternative paths (branches, specializations, minors, etc.) the percentages must be calculated for all routes individually, and only the highest percentage obtained from among the various paths is introduced. Numeric field.

4.3. Observations.

Any observations regarding the specificities of the curricular structure of the study programme, such as curricular design and pedagogical methodologies. *Alphanumeric field (3000 characters)*.

5. Teaching staff.

5.1. Study programme's teaching staff.

Table automatically completed from the teaching staff files with the following columns: name, academic degree, specialist title, status, programme coordinator, and hyperlink to the teaching staff file. Automatically updated after the insertion of each teaching staff file.

5.2. Teaching staff team details

- Total number of teachers in the study programme (no. and FTE).
Autocompleted field from the table in 5.1.
- Career Teaching Staff – teaching staff members of the study programme integrated in the teaching or research careers (paragraph k), article 3rd of Decree-Law no. 74/2006, March 24, as amended by Decree-Law no. 65/2018, August 16).

Automatic filling, in table format, of the fields "Link with the HEI" and "% in relation to the total FTE".

- Teaching staff team details:

- Academically qualified teaching staff

Autocompleted field from the table in 5.1.

- Specialized teaching staff

Fill in, in table format, the field "FTE" (with automatic filling of the correspondent percentage) for:

- PhDs specialized in the main training area(s) of the SP (% total FTE);
- Non-PhDs specialized in the main training area(s) of the SP (% total FTE);
- Non-PhDs specialized in the main training area(s) of the SP, with the Specialist title (Decree-Law no. 206/2009, 31 August) in this(these) area(s) (% total FTE).

- Teaching staff integrated into institutional research units, their affiliates, or hubs (no. 5 of article 29th, of Decree-Law no. 74/2006, March 24, as amended by Decree-Law no. 65/2018, August 16).

Fill in, in table format, the field "FTE" (with automatic filling of the correspondent percentage) for:

- Stability and training dynamics of the teaching staff

Fill in, in table format, the field "FTE" (with automatic filling of the correspondent percentage) for:

- Career teaching staff of the study programme with a connection to the institution for more than three years;

- Teaching staff of the study programme enrolled in PhD programmes for more than one year.

5.3. Observations.

Present the current teaching staff (school year N/N+1 in the case of ACEF or PERA/N;N+1), in case the restructuring proposal is not approved, including the necessary data to demonstrate compliance with the legal requirements (Decree-Law 74/2006, in the current version).

Possibility of attaching a PDF (10MB).

6. Technical, administrative, and management staff.

6.1. Number and employment type of the technical, administrative, and management staff allocated to the study programme. Presentation of the structure and organization of the team that will collaborate with the study programme's teaching staff.

Indicate the number of technical, administrative, and management staff, broken down according to the respective status in the Institution (no list by name is required). Description of the structure and organization of the support team, to show that they bring together the technical-pedagogical skills necessary to collaborate with teachers in the design of study plans and study programme materials. In the case of distance learning, take into account the requirements specified in article 8 of Decree-Law no. 133/2019, 3 September. *Alphanumeric field (3000 characters).*

6.2. Qualifications of the technical, administrative, and management staff that will support the study programme.

Breakdown of the number of permanent technical, administrative, and management staff by academic level and professional qualification. *Alphanumeric field (1000 characters)*

7. Facilities, partnerships, and structures supporting the teaching and learning processes (changes not already included in item 3).

7.1. Have there been significant changes in facilities and equipment since the previous assessment procedure (Yes/No)?

7.1.1. If yes, provide a brief explanation and rationale for the changes made.

State and briefly describe the reasons for these changes.

If the changes have resulted from conditions or recommendations dealt with in point 3, the Institution may answer "See point 3", without prejudice to being able to use this field for a better explanation of the changes made. *Alphanumeric field (1000 characters).*

7.2. Have there been significant changes in national and international partnerships relevant to the study programme since the previous assessment procedure (Yes/No)?

7.2.1. If yes, provide a brief explanation and rationale for the changes made.

State and briefly describe the reasons for these changes.

If the changes have resulted from conditions or recommendations dealt with in point 3, the HEI may answer "See point 3", without prejudice to being able to use this field for a better explanation of the changes made. *Alphanumeric field (1000 characters).*

7.3. Have there been significant changes in structures supporting the teaching and learning processes since the previous assessment procedure (Yes/No)?

7.3.1. If yes, provide a brief summary of those changes.

Alphanumeric field (1000 characters).

7.4. (If applicable) Have there been significant changes in internships and/or in-service training, protocols with the respective entities and guarantee of effective monitoring of students during internship since the previous assessment procedure (Yes/No)?

7.4.1. If yes, provide a brief summary of those changes.

Alphanumeric field (1000 characters).

8. Assessment standards in the study programme.

8.1. Students enrolled in the study programme in the current academic year.

8.1.1. Total number of students enrolled.

Indicate the total number of students enrolled in the study programme in the current academic year. Include students in mobility *out*, since they remain enrolled in the programme, but not students in mobility *in*.

8.1.2. Characterization by gender.

Indicate the percentages of enrolled male and female students.

8.1.3. Number of students enrolled by curricular year.

Indicate the number of students enrolled in each curricular year of the study programme.

8.1.4. Possible additional information on student characterization.

Any additional information on students.

If there is more than one training path (such as branches, variants, master's specialization areas or doctoral specializations), this field should be used to break down the number of students per path. *Alphanumeric field (3000 characters).*

8.2. Demand for the study programme.

8.2.1. Demand for the study programme - Students

Fill in the table with the columns "Second-to-last year", "Last year", and "Current year", for the following admission parameters and demand indicators:

- No. of openings*
- No. of candidates*
- No. of admissions*
- No. of enrolments in 1st year 1st time*

8.2.2. Demand for the study programme - Grades

- Grade of the last candidate to be admitted**
- Average entry grade**

* - Bachelor's degrees and integrated master's degrees: only 1st phase of the Higher Education National Access Call.

** These fields concern only students admitted in the 1st year of bachelor's and integrated master's degrees from the 1st phase of the Higher Education National Access Call.

8.3. Academic results.

8.3.1. Training efficiency.

Fill in the table for results in training efficiency, with the columns "Third-to-last year", "Second-to-last year", and "Last year", for the training efficiency indicators (where **N** is the duration of the study programme):

- No. of graduates;
- No. of graduates in N years;
- No. of graduates in N+1 years;
- No. of graduates in N+2 years;
- No. of graduates in more than N+2 years

8.3.2. Present a list of theses completed in the last three years stating, for each, the title, year of completion and the final result (exclusively for doctoral study programmes).

Present information about the theses completed and defended in recent years. In case the available space is insufficient to refer to all theses, include the most recent ones.

Alphanumeric field (3000 characters).

8.3.3. Data on unemployment of study programme's graduates (DGEEC statistics or other statistics and studies, with indication of the year and source of information). Present the available results on the employability of the study programme's graduates, identifying the respective source and the cohort or cohorts covered. Alphanumeric field (1000 characters).

8.4. Internationalization results.

8.4.1. Mobility of students, teachers and technical, administrative, and management staff. *Table in percentage, for the previous three academic years, with the columns "Third-to-last year", "Second-to-last year", and "Last year" for the following indicators:*

- Foreign students enrolled in the study programme;
- Students in international mobility programmes (in);
- Students in international mobility programmes (out);
- Foreign teaching staff (in);
- Teaching staff (out);
- Foreign technical, administrative, and management staff (in);
- Technical, administrative, and management staff (out);

Fill in the table on indicators of internationalization of the study programme, with the following values, in percentage (no. of elements/total), for the last three academic years:

- Foreign students enrolled in the study programme – does not include the situations below;
- Students who attended curricular units for international mobility programmes (in);
- Students of the SP who integrated international mobility programmes (out);
- Foreign teachers teaching in the SP, including teachers in mobility programmes (in);
- Teacher mobility of the SP (out).
- Mobility of technical, administrative, and management staff (in);
- Mobility of technical, administrative, and management staff (out);

8.4.2. Participation in international networks relevant to the study programme (networks of excellence, Erasmus networks, European Universities)

Present a critical analysis of participation in international education networks in the area of the study programme, namely Erasmus networks and networks of teaching excellence. *Alphanumeric field (1000 characters).*

8.5. Results of research and development activities and/or advanced training and high-level professional development

8.5.1. Research unit(s), of the same knowledge field or specialization area as the study programme, in which teachers develop their scientific activity.
The table is automatically created from the teaching staff files.

8.5.2. List of the main projects and/or national and international partnerships in which the scientific, technological, cultural, and artistic activities developed in the area of the study programme are integrated, including (when applicable) information on the main funded projects and their respective funding.

Indicate the participation in projects or partnerships, national and international, with relevance to the study programme, including the external funding involved. Alphanumeric field (3000 characters).

8.5.3 Activities of technological and artistic development, service providing to the community, and advanced training in the main scientific area(s) of the study programme, and their effective contribution to the national, regional, and local development, scientific culture, and cultural, sports and artistic fields.

To present a critical analysis of the activities developed in this context, highlighting their effective contribution to national, regional, and local development, scientific culture and cultural, cultural, sports and artistic fields. More than a simple enumeration, the purpose is to know their degree of institutional integration and actual impact. *Alphanumeric field (3000 characters).*

8.6. Self-assessment report of the study programme prepared within the framework of the internal quality assurance system.

Attach a PDF file of the latest self-assessment report of the study programme prepared within the framework of the internal quality assurance system (*max. 10MB*).

9. SWOT analysis of the study programme and proposed improvement measures.

9.1. Global SWOT analysis of the study programme.

The HEI should present a detailed SWOT analysis of the study programme, identifying the strengths, weaknesses, opportunities, and perceived threats.

9.1.1. Strengths.

State strengths.

(3000 characters).

9.1.2. Weaknesses.

State weaknesses.

(3000 characters).

9.1.3. Opportunities.

State opportunities.

(3000 characters).

9.1.4. Threats.

State threats.

(3000 characters).

9.2. Proposed improvement measures.

The institution should propose improvement measures for each of the weaknesses identified in the SWOT analysis, filling in all the fields below for each weakness. Improvement measures validated by the EAT should be considered as binding by the HEI.

9.2.1. Improvement measures.

Description of the proposed improvement measure (3000 characters).

9.2.2. Priority (high, medium, low) and time to implement each measure.

Indication of the priority given to the proposed improvement measure and schedule for its implementation (1000 characters).

9.2.3. Implementation indicator(s).

Implementation indicators planned to monitor the implementation of the improvement measures (1000 characters).

Praça de Alvalade. Nº6 - 5º Frente
1700 - 036 LISBOA - PORTUGAL
TEL 21 3511690 | FAX 21 3511691
www.a3es.pt | email: a3es@a3es.pt