

Guidelines for requesting prior accreditation of a New Study Programme - Distance Education

(University and Polytechnic Education)

Guidelines PAPNCE(EaD) 2021 EN

September 2021

(updated ##.10.2021)

Guidelines for requesting prior accreditation of a new study programme

1. General characterization of the study programme

1.1. Higher Education Institution:

Automatically filled.

1.1.a. Other Higher Education Institutions (in association) (article 5th of Decree-Law no. 133/2019, of September 3):

Automatically filled.

1.1.b. Other Higher Education Institutions (foreign, in association) (Decree-Law no. 74/2006, of March 24, as written in Decree-Law no. 65/2018, of August 16, changed by Decree-Law no. 27/2021, of April 16):

Automatically filled

1.1.c. Other Institutions (in cooperation) (article 6th of Decree-Law no. 133/2019, of September 3):

Automatically filled

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

Automatically filled

1.2.a. Other Unit(s) (faculty, school, institute, etc.) of the partner institution(s) (proposal in association). (article 5th of Decree-Law no. 133/2019, of September 3):

Automatically filled

1.2.b. Other Unit(s) (faculty, school, institute, etc.) of the partner institution(s) (proposal in association with foreign HEI). (Decree-Law no. 74/20006, of March 24, as written in Decree-Law no. 65/20018, of August 16, changed by Decree-Law no. 27/2021, of April 16):

Automatically filled

1.2.c. Other Unit(s) (faculty, school, institute, company, etc.) of the partner institution(s) (proposal in collaboration) (article 6th of Decree-Law no. 133/2019, of September 3):

Automatically filled

1.3. Study programme.

Automatically filled

1.4. Degree.

Automatically filled

1.5. Main scientific area of the study programme:

Alphanumeric field

1.6. CNAEF Classification of the fundamental areas of the study programme according to Portaria no. 256/2005, March 16th (CNAEF) (3 digits)

1.6.1. CNAEF classification – first fundamental area.

Alphanumeric field (3 digits)

1.6.2. CNAEF classification – second fundamental area, if applicable:

Alphanumeric field (3 digits)

1.6.3. CNAEF classification – third fundamental area, if applicable:

Alphanumeric field (3 digits)

1.7. Number of ECTS credits necessary for obtaining the degree:

Alphanumeric field

1.8. Duration of the study programme (article 3, DL no. 74/2006, as written in the DL no. 65/2018):

Alphanumeric field

1.9. Proposed maximum number of admissions:

Alphanumeric field (100 characters).

1.10. Specific entry requirements (article 3, DL no. 74/2006, as written in the DL no. 65/2018).

Alphanumeric field (1.000 characters).

1.11. Working regime.

1.11.1. Total number of ECTS credits of the curricular units mainly taught at a distance:

Numeric field.

1.11.2. Percentage of the ECTS credits in of the curricular units mainly taught at a distance:

Automatically filled (percentage of 1.11.1. in relation to the total in 1.7.)

1.12. Premises where the presential component will be taught (if applicable):

Alphanumeric field (1.000 characters).

1.13. Regulation for crediting academic education and professional experience, published in the official journal (PDF, max. 500kB): (PDF, máx. 500kB):

Attach PDF file.

1.14. Observations:

Alphanumeric field (3.000 characters).

2. Formalization of the request

2.1. Deliberations of the bodies that must be consulted according to the legislation and statutes (Add one map per body)

2.1.1. Body consulted:

Alphanumeric field (100 characters)

2.1.2. Copy of the minutes (or extract of the minutes) or decision of this body signed and dated (PDF, max. 100kB):

Generate a map per organ and attach the minutes or the extract of the minutes in PDF.

3. Scope and objectives of the study programme and its coherence with the institution's educational, scientific and cultural project

3.1. The study programme's generic objectives:

Alphanumeric field (1.000 characters).

3.2. Intended learning outcomes (knowledge, skills and competences) to be developed by the students:

Alphanumeric field (1.000 characters).

3.3. Justification that the object and the outcomes of the study programme are adequate for distance education. Justification of the percentage of the presential and non-presential components and their articulation.

Alphanumeric field (1.000 characters).

3.4. Justification of the choice of offering the study programme by distance education and the insertion in the institutional educational offer strategy, in light of the mission of the institution, namely its educational, scientific and cultural project:

Alphanumeric field (3.000 characters).

4. Curricular development

- 4.1. Branches, variants, specialization areas, specialties or other forms of organization (if applicable) *Insert table with alternative options.*
- 4.2. Curricular structure (to be repeated for each one of the alternative options).

4.2.1. Branches, variants, specialization areas, specialties or other forms of organization (if applicable)*: Alphanumeric field (100 characters).

4.2.2. Scientific areas and credits necessary for awarding the degree.

Table with columns: scientific area, acronym, mandatory ECTS, minimum optional ECTS, observations.

4.3. Study plan

4.3.1. Justify the curricular design.

Alphanumeric field (3,000 characters).

- 4.3.2. Study plan (to be repeated for each curricular year/semester /trimester as applicable)
- 4.3.2.1. Branches, variants, specialization areas, specialties or other forms of organization (if applicable)*

Alphanumeric field (100 characters).

4.3.2.2. Curricular year/semester/trimester:

Alphanumeric field (100 characters).

4.3.2.3. Study plan:

Table with columns: curricular unit, acronym of the scientific area, duration, working hours, contact hours, ECTS, optional, and observations.

4.4. Curricular units

Insertion or uploading of curricular unit files, according to the specifications defined in Annex I.

4.5 Teaching and learning methodologies

4.5.1. Reference pedagogic model for distance education and learning curricular units:

Alphanumeric field (9.000 characters).

4.5.1.1. Pedagogic model annex (PDF, max 500kB)

Attach PDF file (optional).

4.5.2. Evidence of the teaching and learning methodologies coherence with the intended learning outcomes of the study programme.

Alphanumeric field (1.000 characters).

4.5.3. Means for ensuring the fairness, reliability and accessibility of assessment methodologies and processes:

Alphanumeric field (1.000 characters).

4.5.4. Means of ensuring that the students assessment methodologies are adequate to the intended learning outcomes of the curricular unit:

Alphanumeric field (1.000 characters).

4.5.5. Mechanisms for monitoring the students' academic success:

Alphanumeric field (1.000 characters).

4.5.6. Teaching methodologies that promote the participation of students in scientific activities (as applicable):

Alphanumeric field (1.000 characters).

4.6. Justification of the number of ECTS credits of the study programme