A3ES

Agência de Avaliação
e Acreditação
do Ensino Superior

GUIDELINE FOR THE ELABORATION OF THE REPORT OF ASSESSMENT/ACCREDITATION OF NON-ALIGNED STUDY PROGRAMMES

APERA 2018-2023

ASSESSMENT OF THE STUDY PROGRAMME

1. General characterization of the study programme

1.1. Higher Education Institution
Automatically filled

1.1.a. Other Higher Education institution(s) (in association):
Automatically filled

1.2. Unit
Automatically filled

1.2.a. Other Unit(s) (in association):
Automatically filled

1.3. Study programme
Automatically filled

1.4. Degree
Automatically filled

1.5. Publication of the study plan in the Official Journal (nº and date):
Automatically filled

1.6. Main scientific area of the study programme:
Automatically filled

1.7. Main areas of the study programme, according to Portaria no. 256/2005, March 16th (CNAEF) (3 digit CNAEF)
Automatically filled

1.7.1. CNAEF classification – first fundamental area:
Automatically filled

1.7.2. Second fundamental area, if applicable:
Automatically filled

1.7.3. Third fundamental area, if applicable:
Automatically filled

1.8. Number of ECTS credits necessary for obtaining the degree.
Automatically filled

1.9. Duration of the study programme (article 3, DL-74/2006, March 24th, as written in the DL-63/2016, of September 13th):
Automatically filled

1.10. Maximum number of admissions in the previous academic year:

Automatically filled

   1.10.1. Intended maximum number of admissions (if different from the previous number) and related reasons

Automatically filled

1.11. Specific entry requirements.

Automatically filled

1.12. Working regime.

Automatically filled

   1.12.1 Other:

Automatically filled

1.13. Premises where the study programme will be lectured:

Automatically filled

1.14. Remarks by the EAT:

Optional remarks by the EAT concerning the characterization elements of the study programme, namely over the proposed maximum number of admission (field 1.10.1.) when different from previously approved.

2. Teaching staff

2.1. Coordination of the study programme.

The profile of the academic staff member(s) responsible for coordinating the study programme is adequate:

- Yes / No   **O**

2.2. Fulfilment of legal requirements

The academic staff fulfils the legal requirements (full time link, academic qualification and specialisation):

- Yes / No / Partly   **O**

2.3. Adequacy of workload

The workload of the academic staff and its allocation to teaching, research and administrative activities is adequate:

- Yes / No / Partly   **O**

2.4. Stability of teaching staff.

Most of the academic staff has a link to the institution for a period over 3 years:

- Yes / No / Partly   **O**

2.5. Teaching staff development

The number of teaching staff members in doctoral programmes over more than one year is adequate to the needs of qualification and specialisation of the study programme academic staff, whenever necessary:

- Yes / No / Partly ○

2.6. Global appraisal of the teaching staff

2.6.1. Global appraisal

Justified general assessment concerning the adequacy of the teaching staff of the study programme (4 500 characters)

2.6.2. Strengths

Strong points of the teaching staff. (3000 characters)

2.6.3. Recommendations for improvement

Improvement recommendations for the teaching staff of the study programme. (3 000 characters)

3. Non-academic staff

3.1. Technical and professional capacity

The qualification of the non-academic staff, allocated to the study programme, is adequate:

- Yes / No / Partly ○

3.2. Adequacy in number.

The number and work regime of the non-academic staff, allocated to the study programme, is adequate:

- Yes / No / Partly ○

3.3. Non-academic staff development

The non-academic staff attends regularly advanced or continuing training to improve their qualification:

- Yes / No / Partly ○

3.4. Global appraisal of the non-academic staff

3.4.1. Global appraisal

Justified general assessment concerning the adequacy of the non-teaching staff that supports the study programme. (4 500 characters)

3.4.2. Strengths

Strong points of the non-teaching staff that supports the study programme. (3 000 characters)

3.4.3. Recommendations for improvement

Improvement recommendations for the non-teaching staff that supports the study programme. (3 000 characters)

4. Students

4.1. Demand of the study programme.

There is consistent demand of the study programme by prospective students over the last 3 years:

- Yes / No / Partly   **O**

4.2. Global appraisal of student body

4.2.1. Global appraisal

Justified general assessment concerning the student body, the demand for the study programme, and the adequacy of the teaching and learning processes to the different working regimes of the programme, when applicable.

4.2.2. Strengths

Strong points of the student body of the study programme. (3 000 characters)

4.2.3. Recommendations for improvement

Improvement recommendations for the student body of the study programme. (3 000 characters)

5. Academic results

5.1. Academic success

The academic success amongst students is effective and effectively monitored:

- Yes / No / Partly   **O**

5.2. Employability

There is no evidence of employment difficulties among the graduates:

- Yes / No / Partly   **O**

5.3. Global appraisal of the academic results

5.3.1. Global appraisal

Justified general assessment concerning the academic results of the study programme. (4 500 characters)

5.3.2. Strengths

Strong points of the academic results of the study programme. (3 000 characters)

5.3.3. Recommendations for improvement

Improvement recommendations for the academic results of the study programme. (3 000 characters)

6. Results of scientific, technological and artistic activities.

6.1. Research centres

The institution has organisational and human resources allowing for the integration of their academic staff and researchers in research activities, either by itself or through their participation in recognised scientific institutions:

- Yes / No / Partly   O

6.2. Scientific or artistic production

The study programme's academic staff members have scientific publications, in the main area of the study programme, in international journals with peer review, in the last five years:

- Yes / No / Partly   O

6.3. Other publications

The teaching staff of the study programme has other relevant scientific publications, namely pedagogic or from oriented research or high-level professional development activities:

- Yes / No / Partly   O

6.4. Activities of technological or artistic development

The activities of technological and artistic development, community service and advanced training in the fundamental area(s) of the study programme have a real contribution on the national, regional and local development, the scientific culture and the cultural, sports and artistic activity:

- Yes / No / Partly   O

6.5. Integration in national and international projects and partnerships

The scientific, technological and artistic activities are integrated in national and international projects and/or partnerships:

- Yes / No / Partly   O

6.6. Global appraisal of the results of scientific, technological and artistic activities

6.6.1. Global appraisal

Justified general assessment concerning the results of the scientific, technological and artistic activities. (4 500 characters)

6.6.2. Strengths

Strong points of the results of the scientific, technological and artistic activities. (3 000 characters)

6.6.3. Recommendations for improvement

Improvement recommendations for the results of the scientific, technological and artistic activities. (3 000 characters)

7. Internationalisation

7.1. Mobility of students and academic staff

There is a significant mobility level of students and academic staff of the study programme:

- Yes / No / Partly　　　　　　　　　　　　　　　　　　　　　　　O

7.2. Foreign students

There are foreign students enrolled in the study programme (beyond those on mobility programmes):

- Yes / No / Partly　　　　　　　　　　　　　　　　　　　　　　　O

7.3. Participation in international networks

The institution participates in international networks with relevance for the study programme:

- Yes / No / Partly　　　　　　　　　　　　　　　　　　　　　　　O

7.4. General assessment of the internationalisation

7.4.1. Global appraisal

Justified general assessment concerning the internationalisation level of the study programme. (4 500 characters)

7.4.2. Strengths

Strong points of the internationalisation level of the study programme. (3 000 characters)

7.4.3. Recommendations for improvement

Improvement recommendations for the internationalisation level of the study programme. (3 000 characters)

8. Internal organisation and quality assurance mechanisms

8.1. Internal quality assurance system

There is an internal quality assurance system at institutional or unit level, certified by A3ES:

- Yes (go to 8.7)　　　　　　　　　　　　　　　　　　　　　　　O
- No (go to 8.2)　　　　　　　　　　　　　　　　　　　　　　　O

8.2. Quality assurance mechanisms

There are quality assurance mechanisms of the study programme and of the activities promoted by the services or structures supporting the teaching and learning processes:

- Yes / No / Partly　　　　　　　　　　　　　　　　　　　　　　　O

8.3. Coordination and support structure(s)

There are a coordinator and structures responsible for the implementation of quality assurance mechanisms of the study programme.

- Yes / No / Partly   O

8.4. Assessment of teaching staff

There are procedures to assess the performance of the study programme's academic staff and there are measures for their permanent updating and professional development:

- Yes / No / Partly   O

8.5. Assessment of non-academic staff

There are procedures to assess the study programme's non-academic staff and there are measures for their permanent updating and professional development:

- Yes / No / Partly   O

8.6. Other ways of assessment

There were other assessments, in the last five years, of either the study programme or the institution, not performed by A3ES:

- Yes / No   O

8.6.1. Conclusions of the other assessments (when applicable)

If affirmative, indication of the assessment(s) that occurred, and a brief statement about the conclusions. (3 000 characters)

8.7. General assessment of the quality assurance mechanisms

8.7.1. Global appraisal

Justified general assessment concerning the quality assurance mechanisms of the study programme.
If there is an internal quality assurance system, certified by A3ES: assessment of the efficacy of the quality assurance mechanisms of the study programme, based in the previous self-assessment report of the study programme, written in the scope of the system. (4 500 characters)

8.7.2. Strengths

Strong points of the quality assurance mechanisms of the study programme. (3 000 characters)

8.7.3. Recommendations for improvement

Improvement recommendations for the quality assurance mechanisms of the study programme. (3 000 characters)

9. Improvement of the study programme – Evolution since the previous assessment and future improvement actions

9.1. Evolution of the study programme since the previous assessment

Comments concerning the measures to improve the study programme, implemented since the previous assessment and about the changes to the curricular structure and/or the study plan, facilities, partnerships and support to teaching and learning infrastructures, if applicable.

9.2. Appraisal and validation of the proposals for future improvement

Comments concerning the reasons and relevance of the proposed measures to improve the study programme presented by the institution and related validation / non-validation (the improvement measures validated by the EAT are mandatory for the institution). (4 500 characters)

10. Restructure of the syllabus (if applicable)

10.1. Appraisal and validation of the proposal of syllabus restructure

Assessment of the opportunity, reasons, and adequacy of the proposal for curricular restructuring (if applicable). Recommendation for acceptance (total or with conditions) or non-acceptance of the proposal. (9 000 characters)

11. Final observations

11.1. Appraisal of the institution's response. (if applicable)

Assessment of the response of the institution concerning the preliminary report, if applicable. (4 500 characters)

11.2. Observations

Additional observations that the EAT considers relevant to present. (9 000 characters)

11.3. PDF (max. 100kB)

PDF attachment (optional). (100 KB)

12. Conclusions

12.1. Global appraisal of the study programme

Summary of the assessments written throughout the report, abridging the strong points and the weaknesses of the study programme. (9 000 characters)

12.2. Final recommendation.

Grounded on the global appraisal of the study programme the external assessment team recommends:

• to accredit / to accredit with conditions / not to accredit the study programme.	O

12.3. Period of conditional accreditation (if applicable):

In the case of an accreditation with conditions, indication of the conditions to meet and related implementation period. (4 500 characters)

12.4. Conditions to fulfil:

In the case of an accreditation with conditions, indication of the conditions to meet and related implementation period. (4 500 characters)

APPENDIX – Recommendations for filling the Guideline

Guideline for the Elaboration of the Report of Assessment/Accreditation of study programmes already in operation

1. General characterization of the study programme

All fields in this section of the script are automatically filled-in from the self-assessment report, except field 1.14, where the EAT may, if it wishes, enter comments on the elements of the study programme characterization, specifically if the institution requests an increase in the maximum number of places.

2. Teaching staff

2.1. Coordination of the study programme

Criterion: The indicated staff have an adequate academic and professional profile in the area of the study programme and have a full-time contractual relationship with the institution (see sections 1.1 (university) or 1.2 (polytechnic) of Qualifications Criteria for Teaching Staff).

Guidelines: Appraisal of the adequacy of the profile of the academic staff responsible for the coordination of the study programme according to the legal requirements applicable to the qualification level and nature of the programme.

2.2. Fulfilment of legal requirements

Criterion: Requirements stipulated in the document Qualifications Criteria for Teaching Staff

Guidelines: Appraisal of the fulfilment of the requirements stipulated in the document Criteria for the accreditation of study programmes – Qualification of the teaching staff, concerning the institutions' own teaching staff, academically qualified and specialised, considering the university or polytechnic nature of the degree offered.
In the count of PhD holders specialized in the key area or areas of the study programme should be included: PhD holders in the area; teaching staff with basic training in the area and PhD in related area; and PhD holders in related area and scientific production in the study programme's area.

2.3. Adequacy of workload

Criterion: The teaching loads attributed to the staff are balanced and compatible with the other functions proper to higher education academic staff.

Guidelines: Verification that the workload is adequate, in particular as regards the balance of teaching loads assigned to academic staff.

2.4. Stability of academic staff

Criterion: Most academic staff have a stable link with the institution.

Guidelines: Appraisal of the degree of stability of the study programme's academic staff, in particular if the majority have been linked to the institution for more than three years.

2.5. Teaching staff development

Criterion: The institution promotes the professional development of its staff.

Guidelines: Assessment of the academic staff training dynamics, namely whether the number of staff in doctoral programs for over a year is adequate to the current needs for the academic qualification and specialization of the teaching staff of the study programme.

2.6. Global appraisal of the academic staff

2.6.1. Global appraisal
General comment on the quality and adequacy of the academic staff of the study programme, summarising the conclusions of the assessments made in the previous items.
Evidence should be presented to substantiate the assessments of non-compliance or partial compliance in the preceding items.

2.6.2. Strengths
Strengths regarding the quality and adequacy of academic staff.

2.6.3. Recommendations for improvement
Recommendations of measures to improve the quality of the academic staff.

3. Non-academic staff

3.1. Professional and technical competence

Criterion: The institution has non-academic staff sufficiently qualified to ensure the proper functioning of the study programme.

Guidelines: Assessment of the adequacy of the professional and technical competence of the non-teaching staff to support teaching in the study programme.

3.2. Number adequacy

Criterion: The institution has sufficient non-academic staff to ensure the proper functioning of the study programme.

Guidelines: Assessment of the adequacy of the number and working regime of the non-teaching staff, considering the support requirements of lecturing in the study programme.

3.3. Training dynamics

Criterion: The institution promotes the continuous and/or specialized training of non-academic staff.

Guidelines: Assessment of the availability of advanced or continuing training courses activities, the motivation for attendance, and the related participation degree.

3.4. Global appraisal of the non-academic staff

3.4.1. Global appraisal

General assessment concerning the quality and adequacy of the non-teaching staff that supports the study programme, abridging the conclusions of the appraisals written in the previous fields. Evidences that justify the non-compliance or partial compliance judgments, in the previous fields, should be presented.

3.4.2. Strengths

Strengths regarding the quality and adequacy of non-academic staff.

3.4.3. Recommendations for improvement

Recommendations of measures to improve the quality of the non-academic staff.

4. Students

4.1. Demand of the study programme

Criterion: The number of students enrolled in the study programme in the last three years is adequate for its sustainable operation, and there is no significant downward trend.

Guidelines: Appraisal of the indicators for the demand of the study programme in the last three years, in terms of their consistency and sustainability.

4.2. Global appraisal of student body

4.2.1. Global appraisal

General comment on the quality of the student body and the sustainability of the demand for the study programme.
Should the study programme have different modes of operation, include an analysis of the balance of the number of students in each mode and the suitability of the teaching and learning processes to these different modes of operation.
Evidence should be presented to substantiate the assessments of non-compliance or partial compliance in the preceding items.

4.2.2. Strengths

Strengths regarding the quality of the student body and the sustainability of the demand for the study programme.

4.2.3. Recommendations for improvement

Recommendations of measures to improve the quality of the student body and the sustainability of the demand for the study programme.

5. Academic results

5.1. Academic success

Criterion: The percentages of students who obtain the degree in the regular duration of the study programme and of those who take 1, 2 or more than 2 years beyond this time are reasonable.

Guidelines: Appraisal of the degree of academic success in the study programme (time-to-completion, retention and dropout rates, comparison of academic success in the different disciplinary areas of the study programme) and the way in which it is monitored.

5.2. Employability

Criterion: Employment data do not reveal the existence of significant unemployment in the sector, nor in particular among graduates of this study programme.

Guidelines: Appraisal of the employability levels of study programme graduates and their transition to the labour market.

5.3. Global appraisal of the academic results

5.3.1. Global appraisal
General comment on the academic results in the study programme, summarising the conclusions of the assessments made in the previous items.
Evidence should be presented to substantiate the assessments of non-compliance or partial compliance in the preceding items.

5.3.2. Strengths
Strengths regarding the academic results in the study programme.

5.3.3. Recommendations for improvement
Recommendations of measures to improve the academic results in the study programme.

6. Results of scientific, technological and artistic activities

6.1. Research centres

Criterion: The institution, by itself or through its participation or collaboration, or through that of its academic staff and researchers, in recognized scientific institutions, meets the criteria established in section 2.1 of the document Qualifications Criteria for Teaching Staff related to the development of recognized research activity or high-level professional development in the scientific area of the study programme.

Guidelines: Appraisal of the organizational and human resources available to the institution for the integration of its academic staff in research activities and the respective degree of integration. These activities can take place in the institution itself or through the participation or collaboration of its academic staff and researchers in recognized scientific institutions, taking into account the criteria established in section 2 of the document Qualifications Criteria for Teaching Staff regarding the development of recognized activities of scientific research, or of applied research and high level professional development, in the fundamental area or areas of the study programme, according to the university or polytechnic nature of the institution and the type of degree awarded (licenciatura, master or doctorate).

6.2. Scientific or artistic production

Criterion: The institution's academic staff play an active, relevant and internationally recognized role in scientific research, artistic production or applied research and high-level professional development in the scientific area of the study programme.

Guidelines: Appraisal of the scientific and artistic production or of the output of applied research activities or of high-level professional development of the academic staff of the study programme in the last five years, as well as their degree of internationalization, taking into consideration the university or polytechnic nature of the institution.

6.3. Other publications

Criterion: The existence of pedagogical publications, or other publications relevant to the study programme, is considered as a positive factor.

Guidelines: Appraisal of the production of other publications by the academic staff relevant to the area of the study programme, namely publications of a pedagogical nature.

6.4. Activities of technological and artistic development

Criterion: There are activities of technological and artistic development, provision of services to the community or advanced training of recognized value.
There is a significant contribution to national, regional and local development and promotion of actions for interaction with the community.

Guidelines: Appraisal of the existence and of the degree of economic valuation of technological and artistic development activities, provision of services to the community and advanced training in the fundamental area or areas of the study programme as well as their impact on national, regional and local development, scientific culture and cultural, sports and artistic actions.

6.5. Integration in national and international projects and partnerships

Criterion: The existence of partnerships with other institutions, national and/or foreign and of collaborative actions inside and outside the institution is evaluated positively.
Mechanisms exist to promote inter-institutional collaboration.
Relations with the surrounding environment are promoted, particularly with the business community and the public sector.

Guidelines: Appraisal of the degree of integration of scientific, technological and artistic activities into national and international projects and/or partnerships.

6.6. Global appraisal of the results of scientific, technological and artistic activities

6.6.1. Global appraisal
General comment on the results of scientific, technological and artistic activities in the study programme, summarising the conclusions of the assessments made in the previous items.
In case the institution has no research centre in the area of the study programme, the degree of integration of academic staff in the research centres of other institutions as well as their level of scientific, technological and artistic production should be mentioned.
Evidence should be presented to substantiate the assessments of non-compliance or partial compliance in the preceding items.

6.6.2. Strengths

Strengths regarding the results of scientific, technological and artistic activities in the study programme.

6.6.3. Recommendations for improvement

Recommendations of measures to improve the results of scientific, technological and artistic activities in the study programme.

7. Internationalisation level

7.1. Mobility of students and academic staff

Criterion: Mobility of students and of academic staff is encouraged.

Guidelines: Appraisal of the level of participation of students and of academic staff in mobility programmes.

7.2. Foreign students

Criterion: The existence of foreign students enrolled in the study programme is considered positive.

Guidelines: Appraisal of the level of internationalisation of the student body of the study programme.

7.3. Participation in international networks

Criterion: The institution promotes the participation in international networks in the disciplinary area of the study programme.

Guidelines: Appraisal of the institution's level of participation in international networks relevant for the study programme.

7.4. Global appraisal of the level of internationalisation

7.4.1. Global appraisal

General comment on the level of internationalisation of the study programme, summarising the conclusions of the assessments made in the previous items.
Evidence should be presented to substantiate the assessments of non-compliance or partial compliance in the preceding items.

7.4.2. Strengths

Strengths regarding the level of internationalisation of the study programme.

7.4.3. Recommendations for improvement

Recommendations of measures to improve the level of internationalisation of the study programme.

8. Internal organization and quality assurance mechanisms

8.1. Internal quality assurance system

Indicate whether or not there exists an internal quality assurance system, at the level of the institution or unit, certified by the A3ES.
If the answer is yes, move directly to field 8.7. It is not necessary to complete fields 8.2 to 8.6.
If the answer is no, complete all of the following fields.

8.2. Quality assurance mechanisms

Criterion: There are mechanisms to guarantee the quality of the study programme and of the activities developed by the services or structures supporting the teaching and learning processes, in line with the Reference framework for Internal Quality Assurance Systems.

Guidelines: Appraisal of the adequacy of the quality assurance mechanisms of the study programme and of the activities carried out by the services or structures supporting the teaching and learning processes, in particular as regards the procedures for collecting information (including the results of student surveys and the results of academic success monitoring), the periodic monitoring and review of study programmes, the discussion and use of the results of these reviews in the definition of improvement measures and the monitoring of the implementation of these measures.

In addition to the description of the quality system presented by the institution, the Quality Manual or equivalent document should be analysed, in which the institution defines its strategy for internal quality assurance and the processes and procedures implemented to make the system function.

8.3. Coordination and support structure(s)

Criterion: The institution has adequate structures for the strategic and operational coordination of procedures and mechanisms to guarantee the quality of the study programme.

Guidelines: Appraisal of the adequacy of the coordination and structure or structures responsible for implementing the quality assurance mechanisms of the study programme(s).

8.4. Assessment of the teaching staff

Criterion: There is a procedure for assessing the performance of teaching staff that promotes their scientific and pedagogical competence and their continuous development.

Guidelines: Verification of the existence of procedures for assessing the performance of teaching staff and of measures leading to their ongoing updating and professional development.

8.5. Assessment of the non-teaching staff

Criterion: There is a system for assessing the performance of non-teaching staff and periodic professional development initiatives are planned.

Guidelines: Verification of the existence of procedures for appraising non-teaching staff, of their effective implementation and of measures leading to their continuous updating and professional development.

8.6. Other means of assessment

8.6.1. Conclusions of other assessments

Criterion: If the study programme has undergone an assessment/accreditation process with a favourable result less than five years ago, the evaluating/accrediting entity must be recognized as suitable by the Agency for the result to be taken into account.

Guidelines: Assessment of the conclusions of other assessments of the study programme or of the institution in the last five years, if any.

8.7. Global appraisal of the quality assurance mechanisms

8.7.1. Global appraisal

Justified global appraisal of the results of the study programme quality assurance mechanisms.
If there is an internal quality assurance system certified by A3ES, the appraisal should focus on the efficacy of the study programme quality assurance mechanisms using the last self-evaluation report elaborated for the internal system.

8.7.2. Strengths

Strengths of the quality assurance mechanisms.

8.7.3. Recommendations for improvement

Recommendations for improving the quality assurance mechanisms.

9. Improvement of the study programme – Evolution since the previous assessment and future improvement actions

Note: With the completion of the 1st cycle of assessment/accreditation of study programmes in operation, all the higher education provision leading to a degree was already subject to at least one assessment and accreditation decision by the A3ES. In turn, the fulfilment of conditions established in the previous accreditation, in the case this was a conditional accreditation, was already verified based on a detailed follow-up report.

For this reason, it was possible to simplify the self-assessment report (ACEF guidelines) in the items related to the organization and operation of the study programme, for which it is now particularly important to monitor its evolution since the previous assessment and the recorded improvements.

In this same perspective of continuous improvement, the new guidelines establish that the institution should propose an improvement action for each weakness identified in the SWOT analysis, which, if validated by the EAT, become binding for the institution.

This section presents an assessment and validation of the proposed improvement actions, without prejudice to the comments deemed pertinent related to the changes registered since the previous assessment.

9.1. Evolution of the study programme since the previous assessment

Criterion: The measures to improve the study programme and other changes signalled in part I of the self-assessment report, implemented since the previous assessment, were timely and relevant in the context of the continuous improvement of the study programme. An adequate response was given to the recommendations that had been made.

Guidelines: Comments that the EAT considers relevant about the measures to improve the study programme implemented since the previous assessment, as well as about the changes that were

made regarding the curricular structure and/or study plan, facilities, partnerships and structures supporting the teaching and learning processes, if they have been indicated by the institution in points 3 or 4 of part I of the self-assessment report.

9.2. Appraisal and validation of the proposals for future improvement

Criterion: The proposals for future improvement presented by the institution are timely and relevant in the context of the continuous improvement of the study programme.

Guidelines: Appraisal of the rationale and relevance of the proposals for improvement of the study programme presented by the institution following the SWOT analysis exercise, with explicit indication of validation, partial validation or non-validation by the EAT.

10. Restructure of the syllabus (if applicable)

10.1. Appraisal and validation of the proposal of syllabus restructure.

Criterion: The proposed changes to the syllabus and the study plan are timely, comply with applicable legal requirements (Decree-Law 74/2006, of March 24, amended by Decree-Law no. 63/2016, of September 13) and represent an improvement in the curricular organization of the study programme.

Guidelines: Appraisal of the timeliness, rationale and adequacy of the proposal for curricular restructuring presented (when it exists).
The EAT should issue an explicit recommendation for acceptance, acceptance with conditions or non-acceptance of the proposal.

Note: The in-depth reflection carried out by the institution in the context of the preparation of the self-assessment report of the study programme is an appropriate moment to consider the possible need for scientific updating of the curricular structure, as foreseen in standard 1.9 of the European Standards and Guidelines. With this concern in mind, the following guidelines were transmitted to higher education institutions in the self-assessment guidelines:
This section of the guideline, which is optional in nature, is intended to enable the institution to propose adjustments to the curricular structure of the study programme, as long as there is no change in the designation, duration and objectives of the study programme.
Exceptionally, a proposal for a change of designation may be accepted without changing the objectives, as long as the previous section appropriately justifies that the proposed designation is better aligned with the objectives of the study programme.
These adjustments should always follow from the SWOT analysis and the improvement actions presented in the previous section, where their convenience is highlighted and justified.
It should be noted that the changes proposed in this section are not subject to the limits defined by A3ES Resolution 2392/2013 on the elements that characterize a study programme, which has a different framework. The institution will propose here the changes that, in its view, correspond to a better way of organizing the study programme in order to meet the objectives defined for it. It will be for the EAT to assess the timeliness and relevance of these changes, in the light of this report and the information gathered and the discussions during the visit, and it will be for the Management Board to decide whether or not to accept them.
The proposal should clearly state the changes intended to the curricular structure and the corresponding study plan, adding the descriptions corresponding to the new curricular units (and only to these) and the CVs of those academics that do not already appear in the section 3 of this self-assessment report.

If there are different curricular pathways (branches, areas of specialization), only those in which changes are proposed should be filled out, and the pathways that remain unchanged must be explicitly indicated in field 9.1.

11. Final observations

11.1. Appraisal of the institution's response (if applicable)

Appraisal of the institution's response on the preliminary report, if any.
The appraisal of the response does not invalidate the necessity (and compulsory nature) of the proper rectification of the preliminary report in the points where the EAT acknowledges that there are factual errors to be corrected.

11.2. Observations

Additional comments that the EAT considers relevant. A PDF file up to 100 KB can also be attached.

12. Conclusions

12.1. Global appraisal of the study programme

General appraisal of the study programme, synthesising the assessments made throughout the report, summarising the strengths and weaknesses of the study programme, and the main recommendations made.
This synthesis, in addition to supporting the decision proposed in the next section, targets in particular the external stakeholders (potential applicants, families, employers, society in general), so that a very technical language should be avoided.

12.2. Final recommendation

Based on the global appraisal presented in the previous point, the EAT should recommend the decision to be taken on the accreditation of the study programme in terms of "accreditation", "accreditation with conditions" or "non-accreditation".

12.3. Conditions to fulfil

Should "accreditation with conditions" be recommended, the conditions to be met must be indicated, as well as the period for their implementation.

Annexes:

- Critérios de Qualificação de Pessoal Docente para a Acreditação de Ciclos de Estudos

- Manual de Avaliação – Avaliação de Ciclos de Estudos em Funcionamento (Versão simplificada)