

TABLE No. 5

Table of Elective CUs **

Course Units	Scientific Area	Education Component (1)	Type (2)	Hours of work		ECTS	Comments
				Total	Contact (3)		
Communication in a School Context	CED	AEG	S	156	45 TP; 3 OT	6	Elective
Education in Citizenship	CED	AEG	S	156	45 TP; 3 OT	6	Elective
Education in Health	CED	AEG	S	156	45 TP; 3 OT	6	Elective
Information and Communication Technology	CED	AEG	S	156	45 TP; 3 OT	6	Elective
Multiple Literacy	CED	AEG	S	156	45 TP; 3 OT	6	Elective
The History of Education in Portugal	CED	AEG	S	156	45 TP; 3 OT	6	Elective
School Libraries	CED	AEG	S	156	45 TP; 3 OT	6	Elective

** Elective CUs that are common to other Masters taught at Universidade de Évora.

(1) (AEG) Área of General Education; (DE) Specific Didactics; (IPP) Initiation of Professional Practice/(PPI); (AD) Teaching Area.

(2) (A) Annual; (S) Semestral.

(3) (T) Theoretical Teaching; (TP) Theoretical-Practical Teaching; (E) Internship; (S) Seminar; (OT) Supervision Tutorial.

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UNIVERSIDADE DE LISBOA

The Rector's Office

Ruling No. 6441/2015

Considering that the General Board of Universidade de Lisboa approved at its meeting of April 2, 2015, the Disciplinary Rules and Regulations for Students of Universidade de Lisboa;

Considering that the General Board of Universidade de Lisboa adopted at its meeting on 19 May, 2015 the Charter of Rights and Guarantees and the Code of Conduct and Good Practice of Universidade de Lisboa; In accordance with the provision of Paragraph *q*) of No. 1 of Article 26 of the Statutes of Universidade de Lisboa, the following is determined:

- 1 — The publication in the *Diário da República* of the Disciplinary Rules and Regulations for Students, of the Charter of Rights and Guarantees and of the Code of Conduct and Good Practice of Universidade de Lisboa, in Appendices I, II and III of this ruling.
- 2 — The Disciplinary Rules and Regulations for Students, the Charter of Rights and Guarantees and of the Code of Conduct and Good Practice of Universidade enter into force after their publication in the *Diário da República*.

27 May, 2015. — The Rector, António Cruz Serra.

APPENDIX I

The Disciplinary Rules and Regulations for Students of Universidade de Lisboa

Introduction

The University is a community of people who cooperate in the pursuit of research, teaching and other services for the community.

It is assumed that all members of the academic community of Universidade de Lisboa (faculty and researchers, non-faculty and non-research staff, research students, students and visitors) maintain the highest standards of ethics and professionalism in carrying out their duties.

Consequently, all members of the academic community must know and comply with the rules and regulations that govern their activities as members of the University. Each member of the University is responsible for their actions and has the duty to ensure that they comply with the Code of Conduct and Good Practice.

Although the Disciplinary Rules and Regulations for Students are not based on a legal philosophy, it is apparent that many of the violations of conduct may be technical violations that have no illegal intent. However, because these may be detrimental to third-party interests, such violations may be of a disciplinary nature, in particular when they constitute a violation of the Code of Conduct and Good Practice.

For this reason, this document favours the use of an investigation, whose prescriptive measures are not subject to deadlines.

If the investigation results in the strong likelihood of a disciplinary violation, then the process will continue, but now as a disciplinary procedure, which can take advantage of the probative steps taken during the investigation process. If the instructor concludes that it is convenient to just issue a warning without disciplinary effects, in spite of this, the perpetrator must nonetheless be heard.

Where breaches constitute criminal offenses, these must be reported to the competent authorities, in spite of the fact that they are classified as substantiating disciplinary offences that should be punished with disciplinary sanctions. Thus, in accordance with the proposal of the Rector and the terms of Paragraph *n*) of No. 2 of Article 18 of the Statutes of Universidade de Lisboa and Paragraph *j*) of No. 2 of Article 20 and of Article 75 of the Legal Regime of Higher Education Institutions, the General Board approves this Code of Conduct and Good Practice of Universidade de Lisboa, under the terms of the following Articles:

CHAPTER I

General provisions

Article 1

Scope of application

1 — These disciplinary rules and regulations apply to all students who are studying for any course at Universidade de Lisboa, whether or not it leads to a degree or diploma.

2 — These disciplinary rules and regulations apply to all Universidade de Lisboa organisational units for education, research and community service, irrespective of their legal constitution.

Article 2

Disciplinary infraction

1 — A disciplinary infraction is considered to be the behaviour of the student, whether by act or omission, even if merely guilty, that violates any duties stipulated in the Law, statutes, or any rules and regulations.

- 2 — In particular, the following are the general duties of students:
 - a) The duty to treat correctly and with respect all members of the academic community, namely: members of the University's governing and management bodies; managers; faculty; researchers; non-faculty and non-research staff; research students and other members of the University;
 - b) The duty to look after the University's assets, in particular the facilities and teaching material, using them properly;
 - c) The duty to respect the legitimate orders and rulings made by members of governing and management bodies and managers, and also by faculty, researchers, non-faculty and non-research staff and research students, in carrying out their duties;
 - d) The duty not to use any unauthorised means to obtain better academic results;
 - e) The duty to be punctual and to attend lectures and other academic activities.

Article 3

The lapsing of a disciplinary proceeding

1 — The right to instigate a disciplinary proceeding expires one year after the date on which the offence was committed.

2 — It also lapses when, upon receipt of a participation, no investigation or disciplinary proceeding is instigated within 30 days.

3 — The instigation of an investigative procedure suspends, until its conclusion, the statutory time limits for lapsing.

4 — In relation to infractions carried out by students who have meanwhile left the University before any of the abovementioned statutory time limits has lapsed, the period for becoming lapsed is considered to be interrupted, and is re-initiated when the student returns, or when a new valid enrolment is carried out.

Article 4

Applicable supplementary scheme

1 — The legal regime regarding the Disciplinary Statute of Public Sector Workers, approved by Law No. 58/2008, of 9 September, is applicable for exercising disciplinary powers over students, with the necessary adaptations.

2 — Whenever this Regulation refers to the Disciplinary Statute, it refers to the Disciplinary Statute of Public Sector Workers, as approved by Law No. 58/2008, of 9 September, and its subsequent alterations.

CHAPTER II

Disciplinary Sanctions

Article 5

Sanctions

The sanctions applicable to students are the following:

- a) A warning;
- b) A fine;
- c) Temporary suspension from School activities;
- d) Suspension from School knowledge assessment for one year;
- e) Prohibition from studying at the the University and its educational, research or service providing organisational units for up to 5 years.

Article 6

Characterisation of sanctions

1 — The disciplinary sanction of a fine is always applied in writing.

2 — The disciplinary sanction of a fine is fixed at a set amount, which cannot be less than one tenth, and not more than fifty per cent of the annual tuition fees owed by the student.

3 — The disciplinary sanction of temporary suspension of studies consists of a total prohibition to frequent the University, or, if the circumstances of the infraction so permit, prohibition to attend lectures for one or more course units for which the student is enrolled for a period of time that varies from a minimum of one month to a maximum of one Academic Year.

4 — The disciplinary sanction of suspension from the School's knowledge assessment during a year implies that the student can only sit for an exam of a course unit for which they are enrolled at the time of the infraction during a period of one year after this date. If the student has been subject to knowledge assessments for a course units in which they were enrolled at the time of the infraction before the one year of suspension has elapsed and a disciplinary procedure is still in progress, then these knowledge assessments will be annulled and should be repeated during the Academic Year following that in which the sanction was applied.

5 — The disciplinary sanction of being prohibited to frequent the University implies the student's total ban from Universidade de Lisboa for a period varying from one to five Academic Years. Once this disciplinary sanction has been fulfilled, re-admission will be granted, should the student so wish.

Article 7

Suspension of disciplinary sanctions

1 — With the exception of the sanction described in Paragraph a) of Article 5, all the other sanctions can be suspended.

2 — Suspension of a sanction can take place when, bearing in mind the student's personality and conduct before and after the offence and the circumstances of the offence, it is decided that mere censorship and threat of a sanction adequately and sufficiently fulfills the purposes of punishment.

3 — A suspension cannot be less than one Academic semester, neither more than two Academic Years.

Article 8

The lapsing of a disciplinary proceedings

Disciplinary sanctions lapse after a period of six months from the date on which they become unenforceable.

Article 9

Mitigating circumstances

Apart from those mentioned in the Disciplinary Statutes, the following are considered to be mitigating circumstances:

- a) The excusable ignorance of the infringed duty;
- b) The erroneous but excusable conviction that the behaviour carried out was lawful;
- c) The carrying out of an order, even if wrongly interpreted, provided that this error of interpretation is excusable.

Article 10

Attenuating circumstances

Attenuating circumstances are considered to be the following:

- a) The spontaneous confession of the infraction;
- b) Genuine repentance;
- c) Previous good conduct;
- d) Academic merit;
- e) Provocation;
- f) The circumstances of the moment in which the infraction was committed which decrease the student's guilt;
- g) The pardon of the injured party.

Article 11

Extraordinary attenuation

Extraordinary mitigation can lead to the application of any less-serious disciplinary sanction, which can be suspended, except if it is a written warning.

Article 12

Aggravating circumstances

Apart from those stipulated in the Disciplinary Statutes, aggravating circumstances are considered to be the practice of unlawful acts under the influence of alcohol or drugs.

CHAPTER III

Facts leading to disciplinary sanctions

Article 13

Warning

1 — The disciplinary sanction of a warning is applicable:

- a) In the case of minor and unimportant infringements, in particular of the duties referred to respectively in Nos. 3 to 9 of Article 1, and of Nos. 1 to 5 of Article 5 of the Code of Conduct and Good Practice;
- b) The student has already been administratively penalised, namely for the annulment of their exam results;
- c) There was no personal or property injury or, if there was, but it was not serious, then the injured party was pardoned.

2 — The disciplinary sanction of a warning cannot, however, be applied, if:

- a) There is a recurrence of a previous offence;
- b) There is fraud;
- c) There is at least one aggravating circumstance.

Article 14

Fines

Without prejudice to the provisions of Article 13, the sanction of a fine is applicable, especially if there is a violation of the duties referred to in Nos. 3 to 9 of Article 1 and of Nos. 1 to 5 of Article 5 of the Code of Conduct and Good Practice.

Article 15

Temporary suspension of academic activities

The sanction of temporary suspension of academic activities is applicable when:

- a) There is a recurrence of the violations referred to in Article 14;
- b) There is a violation of the duties referred to in Nos. 10 to 15 of Article 1 of the Code of Conduct and Good Practice.

Article 16

Suspension of knowledge assessment for one year

The sanction of suspension of knowledge assessment for one year is applicable, especially when there is a recurrence of the violations referred to in the previous article.

Article 17

Ban on studying for up to 5 years

The sanction of a ban on studying for up to 5 years is applicable, especially when, accumulatively:

- a) The disciplinary infraction constitutes a criminal offence, which is punishable by a prison sentence which cannot be substituted by a fine;
- b) The infraction is fraudulent;
- c) There is at least one aggravating circumstance;
- d) A personal or personal injury has occurred.

CHAPTER IV**Disciplinary jurisdiction**

Article 18

General principle

The power to punish belongs to the Rector, without prejudice to the ability to delegate to the Deans of the Schools under the terms of No. 6 of Article 75 of Law No. 62/2007 of the 10 of September.

Article 19

Participation of the Prosecutor

The application of the sanctions described in Paragraphs c) to e) of Article 5 must be preceded by an opinion of the Vice-Rector who is designated the Prosecutor.

Article 20

Communication

1 — In the case of delegation of powers, all decisions regarding the start of the disciplinary proceeding, dismissal of a proceeding, and the application of a sanction must be communicated to the Rector within 5 days of their announcement.

2 — The respective grounds for making decisions regarding the dismissal of a proceeding, and the application of a sanction must also be communicated.

CHAPTER V**The proceeding**

Article 21

Instigation of a disciplinary proceeding

1 — The Rector of the University has the powers to instigate or to order the instigation of a disciplinary proceeding.

2 — Similarly, the Dean or Director of a School has the powers to instigate or to order the instigation of a disciplinary proceeding, irrespective of the sanction to be applied.

3 — If it judges that a disciplinary offence has been sufficiently proven to be a minor infraction, the entity with disciplinary competence can opt to apply a written warning, after hearing the student in question.

Article 22

Instigation of the investigation process

An investigation procedure must be enforced when serious doubts exist about the facts or the perpetrator of the acts committed.

Article 23

Investigation

The Rector of the University and the Deans and Directors of the Schools have the powers to order investigations for the purpose of establishing facts or the identity of the perpetrators.

Article 24

Decision of the Investigation

Once the investigation has been concluded and the disciplinary infractions have been verified, the entity that instituted the proceeding instigates the disciplinary proceeding, without prejudice to the provisions of No. 3 of Article 21.

Article 25

Preventive suspension

Preventive suspension may only be applied when there is a strong probability that the disciplinary sanction provided for in Paragraph e) of Article 5 will be applied, which cannot go beyond the end of the Academic Semester.

Article 26

Instructor

1 — The Instructor should preferably be nominated from among the faculty that teach the course units for the degree for which the perpetrator is enrolled.

2 — Failure to comply with Paragraph 1 above in no way affects the validity of the disciplinary proceeding in question.

Article 27

Hearing of the Students Association

1 — Without prejudice to the possibility to hear other opinions provided for in the Disciplinary Statute, the application of the sanction described in Article 5 e) must be preceded by hearing the opinion of the respective Student.

2 — The competent authority is responsible for applying the disciplinary sanction, or in the case of Article 19, it is the Prosecutor who orders the hearing provided for in Paragraph 1 above, by sending a copy of the final report of the Instructor.

3 — The opinion referred to in Paragraph 1 above must be issued and delivered within 10 working days.

Article 28

Sending the process for decision

1 — After the completion of the disciplinary proceeding band the writing of the final report, the process is sent by the Instructor to the Prosecutor, who must seek the opinions provided in the Disciplinary Statute or in these Rules and Regulations.

2 — If opinions are requested from several entities, then the deadlines for issuing them are successive, and it is up to the Prosecutor to determine the order of their emission.

3 — Once the opinions have been issued, or the deadlines have elapsed, the Prosecutor must refer the disciplinary proceeding to the decision-making entity within 10 working days, accompanied by his opinion.

Article 29

Decision

1 — The final decision of the disciplinary proceeding must be made within 30 working days from the reception of the case.

2 — If the final decision-making entity decides to request an opinion, then the deadline for the decision counts from the reception of the case or of the deadline established for its emission.

Article 30

Appeal

An appeal may be made to the Rector regarding the final decision of the disciplinary proceeding, subject to the general terms.

CHAPTER VI**Final dispositions**

Article 31

Counting of deadlines

All deadlines for the disciplinary proceeding that are stipulated in these Rules and Regulations, or in the Disciplinary Statute, are based on working days - Saturdays, Sundays and Local and National Holidays do not count.

Article 32

Notifications

All notifications regarding the proceeding can be made in person or by registered letter with acknowledgment of receipt, sent to the address of the student that is recorded in their enrolment.

Article 33

Entry into force

These Rules and Regulations enter into force after their publication in the *Diário da República*, and are only applicable for proceedings that are instigated after that date when they come into force.

APPENDIX II

Charter of Rights and Guarantees

Introduction

Universidade de Lisboa, herewith referred to as the University, promotes equal opportunities among members of its academic community (faculty and researchers, non-faculty and non-research staff, research students, students and visitors) in the pursuit of carrying out all its activities in the fields of scientific research, education, and, in a broader sense, service to the national and international community in which it is inserted.

In accordance with its statutory mission (see Article 2 of its Statutes), Universidade de Lisboa is an educational and scientific institution based on the creation, transmission and social and economic valorisation of knowledge and culture, which is committed to the progress of society. The underlying principle of the University is the principle of freedom to teach, learn, and carry out research. This presupposes its autonomy, as well as its ability to recognise and respect the fundamental rights that uphold this freedom, in particular those enshrined in this Charter of Rights and Guarantees, thus ensuring respect for the freedom of others.

The University, with the added responsibility of being a Public entity, is bound to respect and safeguard the rights, freedoms and guarantees enshrined in the Constitution of the Law of the Republic. The Charter of Rights and Guarantees, hereinafter referred to as the Charter, aims to apply these rights, freedoms and guarantees to the university context, within the limits of the regulatory autonomy conferred to the University.

This application requires, as a necessary condition, knowledge and respect for the set of duties set out in the Code of Conduct and Good Practices.

The University recognises, without prejudice to other rights protected by Law, that each and every member of the academic community, including visiting members, is protected by the set of rights contained in this Charter.

The University recognises the usefulness of mediation for resolving conflicts, and it falls upon the University Prosecutor to ensure full, equitable and impartial participation during the respective processes of mediation, under the terms of No. 2 of Article 27 of the Statutes, in accordance with the legal principles.

Thus, on the proposal of the Rector, the General Council approves this Charter of Rights and Guarantees of Universidade de Lisboa, under the terms of Paragraph j) of No. 2 of Article 20 and of Paragraph i) of No. 2 of Article 82 of the Legal Regime of Higher Education Institutions (Law No. 62/2007, of 10 September) and in the context of Paragraph n) of No. 2 of Article 19 of the Statutes of Universidade de Lisboa, with the following terms:

Article 1

Right to Equal Opportunities

The University is governed by the principle of equality of opportunities, and may not prejudice, deprive of any legally-recognised right, or exempt from any duty any member of its academic community by reason of family background or descent, gender, ethnicity, language, country of origin, religion, political or ideological beliefs, economic situation, social condition, physical condition or any other factors of a discriminatory nature.

Article 2

Right to Petition

The University recognises and protects the right of petition of all the members of its academic community, under the following terms:

1 — Petitions may relate to all University activities, including teaching, research, the provision of services to the community, the

the organisation of academic life and administrative matters.

2 — Petitions may take the following forms:

a) The presentation of an application or a proposal;

b) The expression of an opinion contrary to a decision already made, seeking to reverse it;

c) The presentation of a denunciation or a complaint.

3 — The right to petition can be carried out individually or collectively, on the understanding that petitions that do not properly identify their petitioner or how to contact them will be rejected.

4 — Petitioners are addressed to the Deans or Directors of the Schools, the Financial and Administrative Director of the University, the Director of Social Services, or the Rector, whereby in the latter case, the petition concerns a general subject regarding the University.

5 — A copy of all petitions signed by students must be sent by the addressee to the Student Ombudsman within 72 hours of receipt.

6 — A reply must be given by the addressee within 15 working days after receipt of the petition, which may take one of the following forms:

a) The archiving of the petition, on account of its object being illegal or impossible, or because it has no adequate basis, or because a previous analogous petition has already been subject to a decision;

b) Total or partial acceptance of the request;

c) The instigation of a disciplinary proceeding against the petitioner or petitioners, for being considered to be deliberately defamatory or injurious;

d) The identification of a proceeding that was successful, with an indication of the forecast completion date.

7 — All those who are called upon to make a decision about a petition must do so within ten working days, and for disciplinary purposes, an unjustified failure to comply with this deadline, or that of its extension, is considered to be a case of a lack of zealous behaviour.

8 — Copies of all petitions and respective decisions must be kept on file in the organisational unit of the petitioner, or in the archive of the Rector's Central Services if the addressee is the Rector, all of which may be consulted within the terms of the Law.

Article 3

Right to information

1 — Members of the academic community have the right to be informed, in a timely manner, by the administrative bodies of the University, whenever they so request, regarding the progress of the proceedings in which they are directly involved, and to know the definitive decisions that were made about them.

2 — The exercise of the right to information, without prejudice to the limits and legal impositions for protecting information, the following applies:

a) A candidate for a recruitment and selection contest may request to see the minutes and documents on which the decision was made, within a maximum period of ten working days;

b) An member of staff who contacts the competent authorities to question the result of their performance evaluation may request access to specific documentation that justifies their assessment;

c) A student, who knows their written exam grade may request to see the corrections, which must be shown to them within a period that does not compromise the usefulness of this request, but can never exceed ten working days.

3 — Members of the academic community have the right, under the terms of the Law, to ask to see the archives and administrative records of the University and of the organisational units, without prejudice to the legal deadlines and impositions for protecting information.

4 — The organisational units and the Rector's Office are responsible for making public, on their websites, the amounts charged for the emission of certificates and simple copies or authenticated copies of documents, as well as the opening hours of the respective Services.

Article 4

Right to participation

1 — The members of the academic community have the right to participate in the decision-making processes directly related to them, under the terms of the applicable legislation, especially the Law and in accordance with the Statutes of the University and its organisational units and to participate in its governing bodies, through its representatives.

2 — Without prejudice to the special regime provided for in the Law or in Rules and Regulations, the right to participation is put in to effect by the prior hearing of those interested, under the terms regulated by the Code of Administrative Procedure.

3 — The approval of regulatory standards for administrative reorganisation should be preceded by a process of public consultation with those members of the academic community concerned, characterised by the disclosure, with a reasonable lead time and by appropriate means, of the draft regulation and its respective preparatory work, if any, and of the contributions received from authors who wish to see them published.

4 — Members of the academic community have the right to participate in entities or initiatives of an associative, sporting, artistic and cultural nature within the realm of Universidade de Lisboa, as contemplated in the Law.

Article 5

Right to professional development

1 — The University recognises, as one of the key factors for improving its performance and for motivating its staff, which is achieved, among other measures, by the development of consistent and continuous policies aimed at ensuring, within the limits of the Law, the professional development of its faculty, researchers, and non-faculty and non-research staff.

2 — Professional development policies must be based, in particular and within the limits of the Law, on continuous training, on ensuring material conditions that facilitate good professional performance, and on stimulating the recognition of merit, performance and dedication.

3 — The University will focus on the organisation of personnel charts and planning and the allocation of financial resources, within the limits of the Law, creating conditions that allow the implementation of procedures that enable the professional progression of its staff.

Article 6

Right to effective conditions to exercise a profession

1 — The University recognises that the pursuit of its mission depends primarily on the professional performance of its staff, and thus it is its duty to guarantee to each and everyone effective conditions, namely material and moral, in order that they can exercise their profession with efficiency, quality, and responsibility.

2 — The University recognises as a right of its staff, and also as a condition for a correct evaluation of performance and recognition of merit, the definition of professional profiles, which respect the normative orders that appear in the statutes regarding careers, and regulatory instruments of collective labour.

3 — The University recognises the right of its staff to participate effectively in the identification of their professional profiles, under the terms regulated by each of their organisational units.

4 — The University recognises that, given the dynamism that it attaches to its activities, that in duly justified and transient situations, its hierarchies can delegate to their subordinates, with their consent, the execution of tasks and activities or the assumption of responsibilities which are not covered by their respective professional profile.

5 — The University recognises the duty to inform its staff of the procedures and information flows which, according to the Law and the Rules and Regulations, they must observe during the development of their activities.

6 — The University recognises the existence of tasks and activities which should be developed with a high degree of autonomy, in particular for teaching, research and the provision of services to the community, and it should guarantee University faculty and researchers of the University the right to freedom of supervision and scientific opinion, without prejudice to the observance of general rules legitimately established by those who have responsibility for coordinating these activities.

7 — The University recognises that it must help each member of staff get to know the hierarchical chain in which they are inserted for carrying out their activities, and thus both it and its organisational units must also disclose, by means deemed appropriate, its organisation charts, organised by activities or by activity groups.

8 — The University recognises the usefulness for its organisational units of procedures manuals, to make more available the knowledge of procedures, flowcharts, degrees of autonomy, and organisational charts.

9 — The University and its organisational units must ensure suitable solutions for the enjoyment and use of workspaces and academic and research and development resources, in accordance with the legal requirements and the specific general regulations in force.

10 — As employers, the University and its organisational units own the intellectual property rights arising from the intellectual inventions carried out by its staff, safeguarding copyright and participating in the economic results obtained.

Article 7

Right to high quality teaching

1 — Students of the University have the right to a high quality education, with conditions of effective equal opportunity for their human, scientific, technical, cultural, moral and social education.

2 — Students of the University have the right of access to the facilities, material and human resources, and the services related to their education, and the right to evaluate them.

3 — Whenever intellectual creativity results from the exercise of the right of access referred to in the previous number and of the students' study activities, this is protected by intellectual property rights, and the University assumes ownership of these rights, without prejudice to conceding a fair share of the economic results obtained to the creators of this intellectual property, under the terms of the Rules and Regulations, guaranteeing the copyright of literary, artistic, or scientific works of which the students are authors, or co-authors.

4 — Without prejudice to other rights enshrined in the Law or Rules and Regulations, students of the University also have the right to:

a) See that the merit, dedication, and effort of their work and academic performance be recognised and given valued, and to be stimulated in this sense;

b) See that their academic performance be assessed in objective, fair, and transparent terms, and to have access to their duly-corrected exams and the respective grades table;

c) Impede the use of their academic work for any purpose other than their assessment;

d) Be promptly and adequately attended to in the event of an accident or the occurrence or manifestation of a sudden illness during the course of School activities;

e) Be guaranteed confidentiality regarding the elements and information of a personal or family nature contained in their individual files;

f) Organise and participate in initiatives that promote training and activities during their leisure time, and participate in the academic activities, under the terms of the Law and of the University's Statutes and Rules and Regulations;

g) Be supported in the field of employability and entrepreneurship.

5 — During the process of professional insertion, within the possibilities of the University and of the organisational units, new graduates must:

a) Be supported during their insertion into active life and for the development of their professional career;

b) Be technically supported in entrepreneurial initiatives that they intend to initiate;

c) Access the information and resources of the University, in accordance with its own Rules and Regulations.

6 — For the fulfilment of its mission, the University recognises the importance, of the existence and regular functioning of Student Associations, Alumni Associations, and student bodies, and will support them, within the limits of the Law and in accordance with the availability of existing material and budgetary resources.

7 — Students have the right to be integrated into the academic community through welcoming and familiarisation initiatives, and to know, in a timely manner, and at any moment, the rules and procedures that they must abide by while they study at the University.

APPENDIX III

Code of Conduct and Good Practice

Introduction

Members of the academic community of Universidade de Lisboa (faculty and researchers, non-faculty and non-research staff, research students, students, and visitors) are required to individually observe standards of ethics, justice and equal opportunities, integrating these values in academic life and in the professional work carried out at the University and in its organisational units, as well as in the University's relations with society.

The maintenance of these standards requires as a necessary condition the knowledge and observation of the set of rights and duties set down in the Charter of Rights and Guarantees and in this Code of Conduct and Good Practice.

In no case does the Code of Conduct and Best Practice of the University curb freedoms protected by the Law, namely freedom of expression and scientific freedom, but rather it constitutes guidelines for their defence, while additionally ensuring equality and non-discrimination.

Accordingly, the Code of Conduct and Good Practice of the University constitutes the set of rules and regulations whose violations give rise to the Disciplinary Rules and Regulations, in accordance with Article 27 of the Statutes of the University, whereby disciplinary power lies with the Rector and the Deans or Departmental Directors of the University, in accordance with Article 28 of these Statutes.

The members of the academic community of Universidade de Lisboa are responsible for carrying out their functions in the public interest, in accordance with the Law, the Statutes, and the Rules and Regulations, as well as adopting best practices in teaching, scientific research and the provision of services to the community in an environment of academic freedom and of institutional co-operation, based on the following principles:

a) The valorisation of knowledge, through practices founded on intellectual curiosity, in the pursuit of truth and innovation, sustained by credible argumentation and information and on their transferability to society;

b) The valorisation of merit, through the observation of the legislation in force and the specific statutes and rules and regulations of the University, as well as the respect of academic freedom in the acts of teaching, research and learning, emphasizing civility, individuality, individual integrity and difference of opinions;

c) Respect for the Law and people, by observing the legislation in force and the specific statutes and regulations of the University, as well as the respect for academic freedom in the acts of teaching, research and learning, in the context of academic freedom, emphasizing civility, individual integrity and difference of opinions;

d) Ethical responsibility, through the application of criteria of impartiality and just decisions, and the conscientious carrying out of tasks, together with responsible supervision and intellectual encouragement that all sustain the development of individuals through their careers;

e) Cooperation and inter-disciplinarity through strengthening collaborative scientific research, particularly regarding frontier and convergence areas of knowledge, and through sharing experiences and good practice based on shared practice;

f) Diligence, through the carrying out of tasks within standards and requirements of demanding professionalism.

Thus, in accordance with the proposal of the Rector and the terms of Paragraph j) of No. 2 of Article 20 and Paragraph i) of No. 2 of Article 82 of the Legal Regime of Higher Education Institutions (Law No. 62/2007, of 10 September), and Paragraph n) of No. 2 of Art. 19 of the Statutes of Universidade de Lisboa, the General Board approves this Code of Conduct and Good Practice of Universidade de Lisboa, under the terms of the following:

CHAPTER I

Duties

Article 1

General duties

In addition to the duties imposed by Law and by the Statutes and Rules and Regulations of the University and its organizational units, in accordance with the rulings of No.2 of Article 75 of the Legal Regime of Higher Education Institutions approved by Law No. 62/2007, of 10 September, faculty, researchers, non-faculty and non-research staff, students and other members of the academic community must:

- 1 — Not commit breaches of a civic and academic nature;
- 2 — Provide, when possible, shelter and assistance to members of the academic community, according to the degree of danger to their physical and moral integrity;
- 3 — Respect moral integrity and treat members of the academic community with civility and loyalty;
- 4 — Not make slanderous declarations;
- 5 — Wear appropriate clothing when technical and working conditions so require;
- 6 — Know and comply with the norms that regulate their activities as members of the academic community;
- 7 — Respect the property of the University and its organisational units and guarantee their good conservation and use;
- 8 — Respect the property of all members of the academic community;
- 9 — Grant access to essential information for the development of University activities, within the limits defined by the competent bodies and in accordance with the Rules and Regulations in force;
- 10 — Respect the confidentiality of data and information to which they

have access, when required to do so;

11 — Not commit acts of violence or exert physical and psychological pressure on members of the academic community;

12 — Not make false declarations, falsify or adulterate any document of an administrative and academic nature;

13 — Not consume alcohol or psychotropic substances in such a way that disturbs or otherwise harms others;

14 — Not possess and use illicit substances, or carry out any form of trafficking, facilitation and consumption of the same;

15 — Not carry or use any weapon and other instruments of personal defence, or any materials, instruments or devices designed for the same purpose.

Article 2

General Duties of Faculty, Researchers, Non-Faculty and Non-Research Staff and Research Students

Faculty and Non-Faculty and Non-Research Staff and Research Students are required to:

1 — Carry out their functions in the service of the public interest, in accordance with the Law, Statutes, Rules and Regulations and other legitimate orders and instructions from their hierarchical superiors delivered as part of their service, and contribute to the common objectives of their respective organizational unit and those of the University;

2 — Recognise and value merit;

3 — Act within the scope of their roles, with responsibility, competence, integrity and exemption;

4 — Act with dedication, reserve and discretion, as well as value knowledge and cooperation;

5 — Be assiduous and punctual in carrying out their professional activities and in their participation in meetings and other moments of teamwork, and respect the dates and deadlines in the fulfilment of their administrative duties;

6 — Adjust the methods of communication to the context of globalisation in which the University finds itself, using other languages whenever justified.

Article 3

Duties of Faculty, Researchers and Research Students

The following are also duties of Faculty, Researchers and Research Students:

1 — Participate in the design and execution of research programs and in the development of projects and related scientific and technical activities;

2 — Teach and supervise their assigned course units in a scientific and pedagogic manner, and permanently strive to improve pedagogical methods and monitor and assess the academic performance of their students, according to previously established objectives.

Article 4

Duties of Non-Faculty and Non-Research Staff

The following are also duties of Non-Faculty and Non-Research Staff:

1 — Encourage the carrying out of tasks shared with all members of the academic community, focusing on the orientation of their activities to integrate the objectives of the University in the planning of their services and in the quality of the services provided and the results obtained;

2 — Promote the establishment of networks and best practice communities with colleagues and with related activities;

3 — Respect the duty of confidentiality of documents and decision-making within the scope of their activities.

Article 5

Duties of Students

Apart from the duties obliged by Law, and by the Statutes and Rules and Regulations of the University and its organisational units, in accordance with Paragraph a) of No. 4 of Art. 75 of the Legal Regime for Higher Education Institutions approved by Law No. 62/2007, of 10 September, students must:

1 — Contribute to the harmony of the school communal life and to the full integration into the academic community of all students;

2 — Be committed and disciplined in carrying out academic activities, contributing to their efficient performance, while respecting the supervision of those responsible;

3 — Respect the norms of knowledge assessment, avoiding any conduct that could unjustly harm or benefit themselves, or another student;

4 — Respect instructions or supervision given by faculty, researchers, and non-faculty and non-research staff;

5 — Not use the teaching resources of the University or its organisational units inappropriately for diverse purposes.

Article 6

Duty to notify

Without prejudice to the special regime provided for in the Law or in one of the Rules and Regulations, personal communications may also be made by electronic means, while respecting the content and deadlines provided for in the Law. For this purpose, members of the academic community of the University should maintain the respective Services up-to-date with the e-mail address to which notifications can be sent to them.

Article 7

Duty to substantiate

1 — Whenever the Law requires the substantiation of acts, this must be expressed in a clear and accessible manner.

2 — In exams, whenever the Law or the Rules and Regulations do not rule to the contrary, the correction of written exams is considered to be an express and accessible substantiation.

CHAPTER II

The Principles of Conduct and Good Practice

Article 8

The Principles of Conduct

1 — The following conduct is considered to be a violation of this Code:

a) The act of plagiarism, which is understood to be the presentation of other people's work as being one's own work, especially in situations where paraphrases are made of other texts, by merely substituting or changing words, without referencing the original authors, or when significant parts of other authors' work are added to one's own work, without identifying them, even in cases where these works are in the public domain, but prior authorisation was not requested when necessary;

b) Carrying out acts of self-plagiarism, consisting of the repeated presentation of the same work, or of important portions of previous works, without adding significantly-new subject matter, with the purpose of pretending it is new and original work;

c) The incorrect use of intellectual property, which is understood to be:

i) The use of third-party intellectual property, without prior authorisation of the respective author when required by Law or by convention;

ii) The unlawful appropriation of data, software or any other work protected by intellectual property, even if those appropriating this information do not extract, or intend to extract any economic advantage from this appropriation, either for themselves, or for a third party;

iii) Any attempt, even if not pre-meditated, to intentionally circumvent legitimate measures of intellectual property protection;

d) The selective presentation of results, for publication or not, which voluntarily omits undesirable results;

e) Obtaining positions or financing through the use of misleading information regarding skills and competencies, or the incorrect or purposeful misrepresented use of interpretations of previously-obtained results, or the conscious creation of false expectations for third parties;

f) The negligent or deliberately false interpretation of research results;

g) The intentional distortion of methods, in particular statistics, to support conclusions that differ from those supported by the data;

h) The presentation as a co-author of papers or of any other intellectual work for which no significant contribution has been made;

i) The omission to publish co-authors' names, or the insertion as co-authors the names of those who did not contribute to the publication in question;

j) The acceptance to be a supervisor for dissertation theses, or failing to request to be excused from participating in examination boards in cases of a subject that is well-removed from one's area of specialization, or about which one has no relevant knowledge, or when direct family members or up to third degree relatives are being examined.

2 — The following conduct is also considered to be a violation of this Code:

a) That which, within and outside the University, constitutes a threat or infringes on the physical, moral and patrimonial integrity of members of the academic community, or on the integrity of the University, in particular:

i) Any form of harassment;

ii) Discrimination on the basis of family background or descent, gender, ethnicity, language, country of origin, religion, political or ideological beliefs, economic situation, social condition, physical condition or any other or any other factors of a discriminatory nature;

iii) Initiation, admission or affiliation rites, involving any activity, group or organisation that may endanger the physical and mental integrity of a person which constitutes humiliation, intimidation and degrading treatment, or which involves the consumption of drugs or other toxic substances, especially the excessive consumption of alcohol;

iv) The intentional violation, by any means, of personal rights, especially of privacy and of image;

v) Infringement of the rules for the use of computer networks, in particular damage or unlawful access and interference to computers, computer networks, data and files;

vi) The illegitimate appropriation of assets and funds of the University or its organisational units, including, in particular, those that are, or could come to be protected by intellectual property;

b) The deceitful possession of any official University documents, including identification documents, passes or similar cards, as well as access passwords;

c) The intentional violation of the security procedures of the University or its organisational units, provided that these have been made public and the perpetrator acted with a view to committing unlawful acts, even if only attempted;

d) The unauthorised invasion or un-authorised use of areas, services or facilities of the University or its organisational units, which are not public or open to the public, or commonly accepted use, with intention to carry out unlawful acts, even if only attempted;

e) The instigation of third parties to violate this Code.

Article 9

The Principles of Good Practice

1 — The University recognises that the exercise of its role in society presupposes the adoption by its members of best practices in scientific research, in the provision of services to the community and in education, in a free academic environment, in accordance with the principles enshrined in the Charter of Rights and Guarantees.

2 — The general guiding principles of good practice are:

a) The principle of diligence;

b) The principle of credibility;

c) The principle of verifiability;

d) The principle of impartiality;

e) The principle of transparency;

f) The principle of the usability of information and content.

3 — Good practice for safeguarding diligence in scientific work and teaching is based on the following principles:

a) Respect for the rights of others and for the rights of animals, in the case of their use in scientific research;

b) The strict and exhaustive citation of the sources used in carrying out scientific work;

c) The mention of copyright regarding sources used and discussions, debates, etc. which contributed to the final work;

d) The separation between personal sphere and work sphere, in order to avoid doubts about the objectivity of judgment, especially in cases involving subordinates or hierarchical dependents, as well as close relatives;

e) The explanation and publication of the grading criteria before the act of grading;

f) The permanent updating of faculty and researchers, with the aim of maintaining a high level of knowledge.

4 — Good practice for safeguarding that the credibility of scientific work and teaching is based on the following:

a) Consistency between the results presented and the data obtained, the statistical methods used and the calculations made, as well as the explanation and justification of the selective omission of results, if applicable;

b) The autonomous exposition of speculations or hypotheses for the continuation of the work carried out that can legitimately be interpreted from the results, so as not to be confused with the presentation of conclusions;

c) The completeness and rigor of curricula;

d) Distinction, in the context of lectures, between personal opinion, speculation and facts.

5 — Good practice for safeguarding the verifiability of scientific work and teaching is based on the following:

a) The replicability of research, whereby scientific texts must be written in such a way that the research carried out can be replicated by other authors and at other sites;

b) The archiving, for at least five years, of data, as well as manuscripts, programs, calculations, publications, reports, etc., in order that they can be supplied to those requesting them, with the exception of those works covered by specific rules and regulations themselves and those that are subject to confidentiality clauses;

c) The accurate writing up of lecture summaries, in such a way that they can be used to extract the necessary information about the subject matter;

d) The archiving, for five years, of the results of the examination grades of the various course units.

6 — Good practice for safeguarding the impartiality of scientific work and teaching is based on the following principles:

a) The guarantee of freedom and space for the intellectual achievement of students and those supervised within the scope of the hierarchical relations between faculty and student, and between supervisor and those supervised;

b) The impartiality of all acts of judgment and assessment, including corrections or peer-review, even during situations of competition with those people or groups who are subject to judgment or assessment;

c) The inexistence of close family or professional relations between examiners and those being assessed.

Article 10

Violation of the Code of Conduct and Good Practice

The disciplinary implications of violating this Code of Conduct are those stipulated in the General Law for Working in the Public Sector, Law No. 35/2014, of 20 June and the Disciplinary Rules and Regulations governing students of Universidade de Lisboa.

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Order No. 6442/2015

Under the terms of No. 1 of Article 28 of the Statutes of Universidade de Lisboa (ULisboa), approved by Regulatory Order No. 5-A / 2013, published in the *Diário da República*, supplement, 2nd Series, No. 77, of 19 April, and No. 2 of Article 6 of the General Regulation of Contests for The Recruitment of Full, Associate, and Assistant Professors of Universidade de Lisboa, published by Order No. 2307/2015, of 5 March, I delegate the competencies to Professor José Artur de Sousa Martinho Simões, PhD, Director of the Faculty of Sciences of Universidade de Lisboa, with the right to sub-contract, to preside over the selection boards for the recruitment with Public Sector employment contracts the following:

A Full Professor, in the discipline of Energy Engineering for the Faculty of Sciences, opened by Public Notice No. 419/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

A Full Professor, in the discipline of Philosophy of Science and Technology, or History of Science and Technology for the Faculty of Sciences, opened by Public Notice No. 429/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

An Associate Professor, in the discipline of Probability and Statistics for the Faculty of Sciences, opened by Public Notice No. 418/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

An Assistant Professor, in the discipline of Astronomy and Astrophysics or of Atomic and Molecular Physics, or of Nuclear Physics, or of Condensed Matter Physics, or of Optics for the Faculty of Sciences, opened by Public Notice No. 422/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

An Assistant Professor, in the discipline of Cellular and Molecular Biology for the Faculty of Sciences, opened by Public Notice No. 430/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

An Assistant Professor, in the discipline of Ecology for the Faculty of Sciences, opened by Public Notice No. 423/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

Two Assistant Professors, in the discipline of Biomedical Engineering for the Faculty of Sciences, opened by Public Notice No. 428/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

An Assistant Professor, in the discipline of Energy Engineering for the Faculty of Sciences, opened by Public Notice No. 424/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

An Assistant Professor, in the discipline of Genetics or of Microbiology for the Faculty of Sciences, opened by Public Notice No. 420/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

An Assistant Professor, in the discipline of Geology or Geochemistry for the Faculty of Sciences, opened by Public Notice No. 425/2015, published in the *DR*, 2nd Series, No. 94, of 15 May;

An Assistant Professor, in the discipline of Probabilities and Statistics, or Operational, Banking, Finance and Investment Research, for the Faculty of Sciences, opened by Public Notice No. 427/2015, published in the *DR*, 2nd Series, No. 94, of 15 May.

28 of May, 2015. — The Rector, *António Cruz Serra*.

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Faculdade de Direito

Aviso n.º 6383/2015

Procedimento concursal comum para preenchimento de 2 (dois) postos de trabalho, na carreira e categoria de assistente técnico, do mapa de pessoal não docente da Faculdade de Direito da Universidade de Lisboa, área de apoio à gestão e de apoio às relações internacionais.

Nos termos do disposto nos artigos 30.º e 33.º da Lei n.º 35/2014, de 20 de junho, que aprovou a Lei Geral do Trabalho em Funções Públicas, abreviadamente designada por LTFP, conjugado com o artigo 19.º da Portaria n.º 83-A/2009, de 22 de janeiro, com as alterações que lhe foram introduzidas pela Portaria n.º 145-A/2011, de 6 de abril, torna-se público que por despacho de 16 de abril do Diretor da Faculdade de Direito da Universidade de Lisboa, Professor Doutor Jorge Alberto Caras Altas Duarte Pinheiro, se encontra aberto, pelo prazo de 10 (dez) dias úteis contados a partir da data de publicação do presente aviso no *Diário da República*, procedimento concursal comum, na modalidade de relação jurídica de emprego público por tempo indeterminado, tendo em vista o preenchimento de 2 (dois) postos de trabalho, da carreira e categoria de assistente técnico, previsto e não ocupado no mapa de pessoal não docente da Faculdade de Direito da Universidade de Lisboa, para o exercício de funções nos Gabinetes de Apoio à Gestão e de Relações Internacionais.

1 — Tipo de concurso — O presente aviso reveste a forma de procedimento concursal comum, por inexistir reserva de recrutamento constituída, quer no próprio serviço, quer na ECCRC — Entidade Centralizada de Constituição de Reservas de Recrutamento, porquanto não foram ainda publicitados quaisquer procedimentos nos termos dos artigos 41.º e seguintes da Portaria n.º 83-A/2009, de 22 de janeiro, alterada pela Portaria n.º 145-A/2011, de 6 de abril, tendo sido ainda emitida declaração de inexistência de trabalhadores em situação de requalificação, após procedimento prévio promovido junto da Direção-Geral da Qualificação dos Trabalhadores em Funções Públicas, como determina a Portaria n.º 48/2014, de 26 de fevereiro, e o artigo 265.º da LTFP;

2 — Modalidade de contrato: o procedimento concursal destina-se à ocupação de 2 (dois) postos de trabalho, na modalidade de contrato de trabalho em funções públicas por tempo indeterminado, previsto no mapa de pessoal não docente da Faculdade de Direito da Universidade de Lisboa, de acordo com o disposto no n.º 1 do artigo 30.º da LTFP.

3 — Enquadramento legal: Lei n.º 35/2014, de 20 de junho, LTFP; Decreto Regulamentar n.º 14/2008, de 31 de julho; Portaria n.º 83-A/2009, de 22 de janeiro, alterada pela Portaria n.º 145-A/2011, de 6 de abril; Lei n.º 62/2007, de 10 de setembro; Lei n.º 82-B/2014, de 31 de dezembro.

4 — Local de trabalho: os postos de trabalho situam-se nas instalações da Faculdade de Direito da Universidade de Lisboa.

5 — Caracterização geral do posto de trabalho: Exercício de funções inerentes à carreira e categoria de assistente técnico, com grau de complexidade 2, de acordo, com o anexo da LTFP, nomeadamente:

Realização de tarefas administrativas, no âmbito da sua área de atuação.

6 — Posição remuneratória: Nos termos do preceituado no artigo 38.º da LTFP, a determinação do posicionamento remuneratório do tra-