

UNIVERSIDADE FERNANDO PESSOA**Aviso n.º 13945/2013**

Por despacho de 18 de outubro de 2013 do reitor da Universidade Fernando Pessoa:

Designados, nos termos do n.º 1 do Artigo 9.º do Regulamento n.º 306/2008, publicado no *Diário da República*, 2.ª série, n.º 110, 9 de junho de 2008, os membros do júri das provas de doutoramento em Ciências da Informação, especialidade de Comunicação Publicitária, requeridas pelo mestre Eduardo Zilles Borba:

Presidente: Doutor Salvato Vila Verde Pires Trigo, Reitor da Universidade Fernando Pessoa

Vogais:

Doutor Moisés de Lemos Martins, professor catedrático da Universidade do Minho.

Doutor Demétrio de Azeredo Soster, professor adjunto da Universidade de Santa Cruz do Sul.

Doutor Luis Manuel Moreira Pinto de Faria, professor associado da Universidade Fernando Pessoa.

Doutora Maria Helena Martins da Costa Pires, professora auxiliar da Universidade do Minho.

Doutor Francisco Manuel Morais Mesquita, professor auxiliar da Universidade Fernando Pessoa.

31 de outubro de 2013. — O Reitor, *Salvato Vila Verde Pires Trigo*.
207376852

UNIVERSIDADE DE LISBOA**The Rector's Office****Ruling No. 14857/2013**

Considering that Article 39 of the Statutes of Universidade de Lisboa (ULisboa), ratified by Norm No. 5-A/2013, of 18 April, published in the *Diário da República*, 2nd Series, No. 77, of 19 April, 2013, formally creates the figure of the Student Ombudsman of ULisboa;

Considering the important relevance of the matters herewith involved; considering also that the exercise of the functions inherent to the position lacks rules and regulation which guarantee the effectiveness of the right of complaint made available to students of ULisboa;

Considering that, under the terms of Article 19, No 2, Paragraph g) of the Statutes of Universidade de Lisboa, stipulated in Norm No. 5-A/2013, of 18 April, published in the *Diário da República*, 2nd Series, No. 77, of 19 April, 2013, on the proposal of the Rector, the General Council approves the Rules and Regulations governing the Student Ombudsman; considering that the Rules and Regulations governing the Student Ombudsman of Universidade de Lisboa were approved by the Ruling of the General Board of the 24 October, 2013.

In accordance with Paragraph q) of No. 1, of Article 26 of the Statutes of Universidade de Lisboa, the publishing of the Rules and Regulations governing the Student Ombudsman in the *Diário da República* is determined, which constitutes the Appendix of this Ruling.

30 October, 2013. — The Rector, *António Cruz Serra*.

TRules and Regulations governing the Student Ombudsman of Universidade de Lisboa**Introduction**

Decree-Law No. 266-E / 2012, of 31 December, brought into effect the merge between Universidade Técnica de Lisboa and Universidade de Lisboa, as well as the integration of the University Stadium of Lisbon, IP, thus creating a new higher education institution, designated Universidade de Lisboa (ULisboa).

The Statutes of Universidade de Lisboa (ULisboa), ratified by Norm No. 5-A/2013, of 18 April, published in the *Diário da República*, 2nd Series, No. 77, of 19 April, 2013, formally create the figure of a Student Ombudsman as a University body, in Article 39, in accordance with the Law.

Under the terms of the regime set out in Chapter VI, the Student Ombudsman is an independent body whose function is to defend and promote the legitimate rights and interests of students within the University.

The Student Ombudsman is appointed for four years by the General Board, on the proposal of the Rector, after obtaining the opinion of the Commission for Pedagogic and Student Affairs of the Senate.

It is the responsibility of the Ombudsman to consider complaints from students regarding pedagogical matters and related administrative matters, as well as other aspects of their academic life, and to provide the competent bodies of the University with such recommendations as deemed necessary and appropriate for the prevention and resolution of the substantiated injustices.

The Ombudsman's action should contribute to creating the structural, procedural, and social conditions for the students' human, cultural, and scientific development, in order to guarantee them equal opportunities and to enable them to take full advantage of their integration in the University.

The Ombudsman should be aware of the procedures, attitudes, or behaviours that put these values at risk, emitting recommendations that guarantee the non-recurrence and resolution of situations of non-compliance.

In this context, after hearing the opinion of the Commission for Pedagogic Affairs of the Senate, the representative Student Associations, and the University Social Welfare Services, the General Board approves the following Rules and Regulation governing the Student Ombudsman of Universidade de Lisboa:

Article 1**Function**

The Student Ombudsman, hereinafter referred to as the Ombudsman, is an independent body whose function, under the terms of the Statutes of Universidade de Lisboa, is to defend and promote the legitimate rights and interests of students of all study cycles within the University.

Article 2**Scope of application**

The activity of the Ombudsman covers all the bodies, agents, services, and members of the University.

Article 3**Nature and designation**

1 — The Student Ombudsman is appointed by the General Board, on the proposal of the Rector, having obtained the opinion of the Committee for Pedagogical and Student Affairs of the Senate.

2 — The Student Ombudsman shall be appointed for a mandate of four years, renewable for a further mandate.

3 — The activities of the Student Ombudsman are governed by the Law and the principles enshrined in the Charter of Rights and Guarantees and the Code of Conduct and Good Practice of Universidade de Lisboa, intervening in matters that require mediation and conciliation of interests respecting judgments of an equal nature.

4 — The activities of the Student Ombudsman are developed in conjunction with the Pedagogical Boards of the Schools, with the Student Associations, the University Services, and with the collaboration of the Deans and Directors of the Schools.

5 — The exercise of the mandate of the Student Ombudsman is incompatible with holding a post in a governing or management body in any higher education institution or organisational unit.

Article 4**Responsibility**

It is the responsibility of the Ombudsman to:

a) Act as a mediator, seeking to resolve conflicts between students, or between students and other members, bodies, agents, or services of the University;

b) Seek, in collaboration with the competent bodies, agents, or services, the most adequate solutions to protect students' rights and to perfect administrative acts;

c) Communicate the necessary recommendations to the appropriate bodies, agents, or services of the Rector's Office, Schools, Autonomous Services, and Specialised Units of Universidade de Lisboa, with a view to putting right illegalities or injustices, with the aim of improving procedures;

d) Recommend to the Rector, or to the Deans and Directors of the Schools, the carrying out of inquiries and surveys that are considered necessary or convenient;

e) Give an opinion on all matters regarding the Ombudsman's activity.

Article 5

Organisation

1 — The Student Ombudsman is provided with secretarial support and a dedicated office.

2 — The legal services of the Rector's Office provide support to the Ombudsman whenever necessary.

3 — The Rector's Office is responsible for providing the Ombudsman with the human and material resources necessary for the respective proper performance.

Article 6

Duty of collaboration

1 — The bodies, agents, services, and members of the University have a duty to cooperate with the Ombudsman on request, and to respond to requests in a timely manner.

2 — The Rector's Office shall ensure the dissemination and support for the implementation of the recommendations emitted by the Ombudsman.

Article 7

Confidentiality

1 — The Ombudsman has a duty to respect confidentiality, whenever the nature of the information obtained in the line of duty so recommends or demands.

2 — The duty of confidentiality extends to all those who collaborate with the Ombudsman.

3 — Third parties involved in the inquiries are subject to a commitment to confidentiality regarding all the information to which they have had access during the inquiries.

Article 8

Initiative to make a complaint

1 — Students of Universidade de Lisboa may submit to the Ombudsman, individually or jointly, individually or through representatives, participations, complaints, exhibitions, or petitions, hereinafter referred to as complaints, relating to actions or omissions by the bodies, services, or agents of the Rector's Office, Schools, Autonomous Services, Specialised Units, or other members of the University, regarding pedagogical, social action, and other related administrative or similar matters arising from their activity at the University which are considered illegal, discriminatory, violent, offensive, or abusive.

2 — When the right of complaint is exercised collectively, the plaintiffs must provide one single address for the purpose of receiving the communications and notifications provided for in these Rules and Regulations. In the absence of such provision, the address of the first signatory will be used.

3 — It is assumed that all communications and notifications sent to the address provided in the previous number are received by all the plaintiffs.

4 — The Ombudsman may, unofficially, initiate proceedings within the context of the stipulated responsibilities.

Article 9

Requirements for a complaint

1 — A complaint to the Ombudsman is made in writing and must include the minimum following information:

- a) The identification of the plaintiff, or their representative, namely name, address, contact, and student registration number;
- b) Details of the facts of the violation of their legitimate rights or interests;
- c) The names of the perpetrators of the acts carried out, when known;
- d) The justification for the complaint;
- e) The signature of the plaintiff or their representative.

2 — If the complaint does not meet the requirements of the previous number, the plaintiff shall be given an opportunity to rectify the wording of the complaint.

Article 10

Inadmissibility of the complaint

1 — The complaint is automatically dismissed if:

- a) It does not comply with the provisions of the previous article;
- b) The acts referred to in the complaint occurred more than a year before, or the complaint is filed more than six months after the termination of the fact, which could have prevented or conditioned the filing within that period;

c) The plaintiff is not the person directly affected by the acts reported, except in cases where the complaint is filed by a representative;

d) The plaintiff has had the option to complain to the relevant bodies of the University, but has not done so.

2 — In any of the situations provided for in the preceding number, the Ombudsman shall notify the student or their representative in writing of the justified decision not to open an inquiry.

Article 11

Summary rejection on procedural grounds

1 — The Ombudsman may summarily reject a proceeding when:

a) The plaintiff is not the person directly affected by the acts reported, except in cases where the complaint is filed by a representative;

b) The proceeding is clearly unjustified;

c) The Ombudsman has already pronounced on the subject of the complaint.

2 — The Ombudsman determines which subjects are procedurally acceptable.

3 — In any of the situations provided for in the preceding number, the Ombudsman shall notify the student or their representative in writing of the justified decision not to open an inquiry.

Article 12

Pending regarding another proceeding

1 — The Ombudsman may not institute proceedings if another is open resulting from an application, appeal, or complaint regarding the same matter, which is pending with the competent bodies or, except in the case of legal proceedings, which has not been used by the plaintiff.

2 — In the case provided for in the final part of the preceding number, the Ombudsman shall notify the plaintiff in writing that their complaint is subject to this situation, and to which body, service, or agent the right to appeal should be addressed.

3 — The Ombudsman may, at any time, initiate a proceeding if the duty to provide a timely response or a decision is in question.

Article 13

Acceptance of a complaint

Within ten days of receiving a complaint, the Ombudsman must send the plaintiff written information describing the steps already taken.

Article 14

Communication of a complaint

At the beginning of a proceeding resulting from a complaint, the Ombudsman must communicate the same to the Rector, Dean, or Director, Chairman of the Pedagogical Council, the person responsible for the Students Association of the respective School, and, when the matter is of a social nature, the person responsible for the University Social Welfare Services, in order that they can gather the information deemed appropriate, as well as background information, should there be any.

Article 15

Hearings

1 — The plaintiff, and the bodies, agents, and services to which the complaint relates to must be given the opportunity to provide a written explanation regarding the subject matter of the complaint.

2 — The Ombudsman must decide whether to hold a joint, or separate hearing of the parties involved.

3 — The Ombudsman may request the participation of third parties and their written or oral comments, when this is considered necessary to obtain conclusions.

Article 16

Experts and access to facilities

1 — The Ombudsman can call in experts in cases considered relevant for the investigations.

2 — After obtaining initial information from the competent bodies, the Ombudsman may have access to the services relevant to the conduction of the investigations.

Article 17

The response of the Ombudsman

1 — Within fifteen days of receiving a request for information and clarification, the bodies, services, and agents must inform the Ombudsman of the actions and diligences carried out, and the current stage of the proceedings.

2 — The same deadline applies to requests for clarification regarding corrections made to the illegalities and injustices identified in the recommendations made.

3 — If the notified body, service, or agent, or member of the University considers that it has reason not to comply with a recommendation, it must inform the Ombudsman in writing, providing reasons for its decision, which shall be included in their activities report.

4 — If recommendations are not complied with, and in cases where the Ombudsman does not obtain the necessary collaboration, the intervention of the competent higher-ranking organ shall be requested, or, in relevant cases, that of the Rector.

Article 18

Activity reports

1 — The Ombudsman publishes, annually, and at the end of the mandate, an activity report, which is sent to the General Board, the Rector, and the Committee for Pedagogical and Student Affairs of the Senate.

2 — The report guarantees complete confidentiality regarding the identity or other identifying elements of the complaints filed, and it includes cases of non-compliance of the duty of collaboration, and the response referred to in Articles 6 and 17.

Article 19

Acting Ombudsman

1 — In the case of temporary impossibility to exercise functions, on proposal of the Rector, the General Board, may nominate an Acting Ombudsman.

2 — The Acting Ombudsman takes office on a date established by the Board.

3 — The Acting Ombudsman remains in office until the Ombudsman reassumes duties, or until the appointment of a new Ombudsman.

Article 20

Entry into force

These Rules and Regulations enter into force on the date of their publication in the *Diário da República*.

207378472

Faculdade de Farmácia**Contrato (extrato) n.º 754/2013**

Por despacho de 14 de março de 2013, do Reitor da Universidade de Lisboa:

Celebrado contrato de trabalho em funções públicas a termo resolutivo certo com a Licenciada Sílvia Cristina Correia Cid, para exercer funções de Assistente Convocado a 20 % para a área de Sócio Farmácia, com início a 1 de abril de 2013, válido por um ano, eventualmente renovável, com remuneração correspondente a 20 % da categoria de Assistente no escalão 1 e índice 140 da carreira docente universitária, nos termos das disposições conjugadas dos artigos 20.º, da Lei n.º 12-A/2008, de 27 de fevereiro e do artigo 32.º e artigo 69.º do Estatuto da Carreira Docente Universitária, publicado em anexo ao Decreto-Lei n.º 205/2009 de 31 de agosto.

5 de novembro de 2013. — O Secretário-Coordenador, *Alfredo Ferreira Moita*.

207378456

Faculdade de Medicina**Contrato (extrato) n.º 755/2013**

Nos termos e para os efeitos previstos no art.º37 da Lei n.º 12-A/2008 de 27/02 e no artigo 62.º-A do Decreto-Lei n.º 205/2009 de 31/08, torna-se público que após autorização do Sr. Reitor da UL de 25/10/2013, entre:

Elídio Rodriguez Barjas e a Faculdade de Medicina da UL, foi celebrado um contrato de trabalho em funções públicas a termo resolutivo

certo, com efeitos a 01/11/2013 válido por um ano eventualmente renovável, ficando este trabalhador integrado na categoria de Assistente Convocado da carreira docente universitária, com a remuneração correspondente a 40 % do índice 140 da tabela remuneratória dos docentes universitários. (Isento de visto do Tribunal de Contas).

5 de novembro de 2013. — O Secretário, *Dr. Luís Pereira*.

207378594

Contrato (extrato) n.º 756/2013

Nos termos e para os efeitos previstos no art.º37 da Lei n.º 12-A/2008 de 27/02 e no artigo 62.º-A do Decreto-Lei n.º 205/2009 de 31/08, torna-se público que após autorização do Sr. Reitor da UL de 25/10/2013, entre:

André Miguel Ramos Travessa e a Faculdade de Medicina da UL, foi celebrado um contrato de trabalho em funções públicas a termo resolutivo certo, com efeitos a 01/11/2013 válido por um ano eventualmente renovável, ficando este trabalhador integrado na categoria de Monitor da carreira docente universitária, com a remuneração correspondente a 40 % do índice 100 da tabela remuneratória dos docentes universitários. (Isento de visto do Tribunal de Contas.)

5 de novembro de 2013. — O Secretário, *Dr. Luís Pereira*.

207378529

Faculdade de Motricidade Humana**Despacho n.º 14858/2013**

Nos termos da Lei n.º 26/94, de 19 de agosto, publica-se a lista de subsídios concedidos pela Faculdade de Motricidade Humana no 1.º Semestre de 2013, na rubrica 04.07.01 — Transferências — Instituições particulares:

Associação de Estudantes da Faculdade de Motricidade Humana — 15.558,00€

Grupo de Serenatas da Faculdade de Motricidade Humana — 500,00€

28 de outubro de 2013. — O Presidente da FMH, *Prof. Doutor Carlos Alberto Ferreira Neto*.

207376317

Instituto de Ciências Sociais**Aviso n.º 13946/2013**

**Homologação da lista unitária de ordenação final
Procedimento concursal comum publicitado
no Diário da República pelo aviso n.º Aviso n.º 17346/2012**

1 — Notificam-se, nos termos do disposto nos números 4 e 5 do artigo 36.º da Portaria n.º 83-A/2009, de 22 de janeiro, alterada e republicada pela Portaria n.º 145-A/2011, de 6 de abril, todos os candidatos, incluindo os que tenham sido excluídos no decurso da aplicação dos métodos de seleção, ao procedimento concursal comum para preenchimento de um posto de trabalho na carreira e categoria de técnico superior, previsto no mapa de pessoal não investigador do Instituto de Ciências Sociais da Universidade de Lisboa, mediante a celebração de contrato de trabalho em funções públicas por tempo indeterminado, publicado no *Diário da República*, 2.ª série, n.º 252, de 31 de dezembro de 2012, pelo Aviso n.º 17346/2012, do ato de homologação da lista unitária de ordenação final, por despacho de 5 de novembro de 2013, do Diretor do Instituto de Ciências Sociais da Universidade de Lisboa, Prof. Doutor Jorge Vala.

2 — Mais se informa, nos termos do n.º 6 do mesmo artigo, que a lista unitária de ordenação final, devidamente homologada, se encontra afixada no átrio da sede do Instituto de Ciências Sociais da Universidade de Lisboa, sita na Avenida Professor Aníbal de Bettencourt, n.º 9, 1600-189 Lisboa, e disponível na página eletrónica em http://www.ics.ul.pt/procedimentos_concursais

5 de novembro de 2013. — O Diretor, *Prof. Doutor Jorge Vala*.

207379444

Despacho (extrato) n.º 14859/2013

Por despacho do Diretor de 15 de outubro de 2013:

Doutora Anne Cova requereu, ao abrigo do disposto na alínea b) artigo 29.º do Decreto-Lei n.º 134/99, de 20 de abril, e foi Aprovada