



**Lisbon School
of Economics
& Management**
Universidade de Lisboa

**Rules and Regulations of the Student Delegates Body of
ISEG - Lisbon School of Economics and Management**

Rules and Regulations approved by the Dean of ISEG – Lisbon School of Economics and
Management





30th January, 2024

Chapter I Introductory provisions

Article 1 (Definition)

The Delegates Body is the structure responsible for representing the students of ISEG-Lisbon School of Economy and Management (ISEG), whose objective is to resolve any pedagogical and/or social problems with the School's Management Bodies via its elected members, the Degree Coordination Committees (DCC), the Students' Association, and the Pedagogical Committees.

Article 2 (Composition)

The Body of Delegates is constituted by:

- a) Class Delegates,
- b) Year Delegates,
- c) Degree Delegates.

Chapter II Class Delegate

Article 3 (Definition of Class)

"Class" means all the students enrolled in a particular practical or theoretical-practical class of a year of any one of ISEG's study cycles.

Article 4 (Competences)

The Class Delegate is responsible for representing the students enrolled in at least one curricular unit (CU) of that particular practical or theoretical-practical class, with the objective resolve any pedagogical and/or social problem brought to their notice by a significant number of students.

Article 5 (Term duration)

The Class Delegate's term of office begins when they are selected and ends at the start of the following Academic Year.

**Article 6
(Selection)**

1. The Class Delegate is chosen from among the students from the respective class who present themselves as candidates for the position.
2. The Class Delegate is selected by the end of the second week of the 1st Semester of the academic year in question.
3. Should no candidate be forthcoming for the position, it will be held by the student from the class who has the highest ranking in the process who agrees to accept the position.
4. The following candidate selection processes are permitted, with the agreed process being voted on by all the students in the class:
 - a) By simple majority through a direct and secret universal vote.
 - b) By drawing lots.

**Article 7
(Demission and substitution)**

1. In the event of demission, this must be communicated as soon as possible to the Pedagogical Board (PB) and the Degree Coordinator, as well as to the Year Delegate.
2. In the event of temporary impediment, the Class Delegate is replaced by the student from the respective class with the highest ranking in the process who agrees to accept the position.
3. In the case of the Class Delegate not adequately carrying out the duties for which they were elected, a document to this effect must be drawn up and signed by a quarter of the students enrolled in that class, on the understanding that the class will then put into effect a new selection process, under the terms of Article 6.

**Chapter III
Year Delegate**

**Article 8
(Definition of Year)**

"Year" means all the students enrolled in any of the practical or theoretical-practical classes of a particular degree of any one of ISEG's study cycles.

Article 9
(Competencies)

The Year Delegate is responsible for representing the students enrolled in at least one CU of that particular year and degree, with the objective to resolve any pedagogical and/or social problem brought to their notice by a significant number of students.

Article 10
(Term duration)

The Year Delegate's term of office begins when they are selected and ends at the start of the following academic year.

Article 11
(Selection)

1. The Year Delegate is chosen from among the Class Delegates of the respective year and degree who present themselves as candidates for the position.
2. The Year Delegate is selected by the end of the second week of the 1st Semester of the academic year in question.
3. Should no candidate be forthcoming for the position, it will be held by the Class Delegate from the respective year and degree who has the highest ranking in the process who agrees to accept the position.
4. The following candidate selection processes are permitted, with the agreed process being voted on by all the Class Delegates of the respective year and degree:
 - a) By simple majority through a direct and secret universal vote.
 - b) By drawing lots.

Article 12
(Demission and substitution)

1. In the event of demission, this must be communicated as soon as possible to the PB and the Degree Coordinator, as well as to the Class Delegate.
2. In the event of temporary impediment, the Year Delegate is replaced by the Class Delegate of the respective year and class with the highest ranking in the process who agrees to accept the position.
3. In the case of the Year Delegate not adequately carrying out the duties for which they were elected, a document to this effect must be drawn up and signed by a quarter of the Class

Delegates of the respective year and class, on the understanding that the Class Delegates will then put into effect a new selection process under the terms of Article 11.

Chapter IV Degree Delegate

Article 13 (Definition of Degree)

"Degree" means all the students enrolled in any of the years of a particular degree of any one of ISEG's study cycles.

Article 14 (Competencies)

The Degree Delegate is responsible for representing the students enrolled in at least one CU of that particular degree, with the objective to resolve any pedagogical and/or social problem brought to their notice by a significant number of students.

Article 15 (Term duration)

The Degree Delegate's term of office begins when they are selected and ends at the start of the following academic year.

Article 16 (Selection)

1. The Degree Delegate is chosen from among the Year Delegates from the respective degree who present themselves as candidates for the position.
2. The Degree Delegate is selected by the end of the second week of the 1st Semester of the academic year in question.
3. Should no candidate be forthcoming for the position, it will be held by the Year Delegate from the respective degree who has the highest ranking in the process who agrees to accept the position.
4. The following candidate selection processes are permitted, with the agreed process being voted on by all the Year Delegates of the respective degree:
 - a) By simple majority through a direct and secret universal vote.
 - b) By drawing lots.



Article 17
(Demission and substitution)

1. In the event of demission, this must be communicated as soon as possible to the PB and the Degree Coordinator, as well as to the other Degree Delegates.
2. In the event of temporary impediment, the Degree Delegate is replaced by the Year Delegate of the respective degree with the highest ranking in the process who agrees to accept the position.
3. In the case of the Degree Delegate not adequately carrying out the duties for which they were elected, a document to this effect must be drawn up and signed by a quarter of the Year Delegates of the respective degree, on the understanding that the Year Delegates will then put into effect a new selection process under the terms of Article 16.

Chapter V
Limits and conflicts

Article 18
(Limits of competencies)

Under no circumstances does the Student Delegates Body replace the students' legitimate representatives who are elected members of the Management Bodies and the Students' Association, but rather its role is a subsidiary one in close contact, without any conflict of competences.

Chapter VI
Final and transitory provisions

Article 19
(Omissions)

Any omissions will be resolved by the PB.

Article 20
(Entry into force)

The Rules and Regulations of the Student Delegates Body come into force on the day following their approval by the legally and statutorily competent body.

Appendix Rules and Regulations of ISEG's Pedagogical Committees

Chapter I Introductory Provisions

Article 1 (Definition)

The Pedagogical Committees are the forum for interaction between the DCCs, CU Coordinators, and ISEG's Student Delegates Body, with the objective to exchange ideas on pedagogical matters and cooperate in the planning of teaching activities, namely Continual Assessment over the Semester.

Article 2 (Context)

The Pedagogical Committees are preferably organised by year for each degree, with the possibility to group together various degrees that share more than half of the credits for the respective year.

Article 3 (Composition)

The one-year-term Pedagogical Committee is composed of:

- a) A member of each DCC involved
- b) The CU Coordinators of the respective year
- c) The Class Delegates of the respective year
- d) The option to co-opt a member of the Pedagogical Board, with due powers for this purpose, with observer status.

Chapter II Functioning

Article 4 (Frequency)

The Pedagogical Committees meet once every Semester, preferably before the start of lectures.



Article 5
(Coordination)

1. Chairing the Pedagogical Committee is inherently the responsibility of the DCC representative.
2. If several degrees are grouped together in the same Pedagogical Committee, the Chair is then chosen by consensus among the members of each DCC involved.
3. The semestral meeting of the Pedagogical Committee is convened by the respective Chair at least one week in advance and must be held by the end of the second week of lectures of the Semester.

Chapter III
Final and transitory provisions

Article 6
(Omissions)

Any omissions will be resolved by the Pedagogical Board.

Article 7
(Entry into force)

The Rules and Regulations of the Pedagogical Committees come into force on the day following their approval by the legally and statutorily competent body.