

**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
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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 or social problems with the School's Management Bodies via its elected members, the Degree Coordination Committees (CCC), the Students' Association and the Pedagogical Committees. The Delegates' Body regulations apply to all three study cycles at ISEG.

Article 2 **(Composition)**

The Delegates' Body for the first cycle of studies is constituted by:

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

The Delegates' Body for the second cycle of studies is constituted by:

- a) Year Delegates.
- b) Degree Delegates.

The Delegates' Body for the third cycle of studies is constituted by:

- a) 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 the first cycle of ISEG.

Article 4 (Competences)

The Class Delegate is responsible for representing the students enrolled in at least one curricular unit (UC) of that particular practical or theoretical-practical class, with the objective of resolving any pedagogical or social problems 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 finishes at the end of that academic year.

Article 6 (Selection)

1. The Class Delegate is chosen from among the students from the respective class who do not expressly disqualify themselves from carrying out the role.
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 the deadline referred to above in Point 2 not be met, the position 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 (CP) 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 basis of which 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 UC of that particular year and degree, with the objective of resolving any pedagogical or social problems 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. For the first cycle, the Year Delegate is chosen from among the candidates, the group of Class Delegates of the respective year and degree who present themselves as candidates for the position.
2. For the second cycle, the Year Delegate is chosen from among the candidates, students of the respective year who present themselves as candidates for the position.
3. The Year Delegate is selected by the end of the third week of the 1st semester of the academic year in question.
4. Should no candidate be forthcoming for the position, in the first cycle of studies, 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. In the second cycle of studies, it will be held by the student of the respective year with the lowest ranking in the process who agrees to accept the position.
5. 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, in the first cycle of studies, and by the students of the year, in the second cycle of studies:

- 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 CP and the Degree Coordinator, as well as to the Class Delegate.
2. 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 in the first cycle, and a quarter of students in this year of this degree in the second cycle, on the basis of which a new selection process will take place 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 UC of that particular degree, with the objective of resolving any pedagogical or social problems 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 candidates, together with the Year Delegates from the respective degree in the first and second cycles of studies, and by the students enrolled

who do not expressly disqualify themselves from carrying out the position in the third cycle of studies.

2. The Degree Delegate is selected by the end of the third 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, in the first and second cycles, and by the student with the highest ranking who agrees to accept the position in the third cycle of studies.

4. The following candidate selection processes are permitted, with the agreed process being voted on by all the Year Delegates of the respective degree, in the first and second cycles of studies, and by the students enrolled in the third cycle:

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 CP and the Degree Coordinator, as well as to the other Degree Delegates.
2. 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, in the first and second cycles of studies, and by a quarter of the students enrolled in the third cycle of studies, on the basis of which 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 CP.

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 CCCs, UC Coordinators, and ISEG's Student Delegates' Body, with the objective of exchanging ideas on pedagogical matters and cooperate in the planning of teaching activities, namely Continual Assessment over the Semester.

Article 2 **(Scope)**

The Pedagogical Committees are preferably organised by year for each degree, with the possibility of grouping 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 CCC involved.
- b) The UC Coordinators of the respective year.
- c) The Class Delegates of the respective year, in the first cycle of studies.
- d) The Year Delegates of the respective degree, in the second cycle of studies.
- e) The Degree Delegate of this degree, in the third cycle of studies.
- f) There is 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. The Chair of the Pedagogical Committee is inherently the responsibility of the CCC representative.
2. Where several degrees are grouped together in the same Pedagogical Committee, the Chair is then chosen by consensus among the members of each CCC involved.
3. The meeting of the Pedagogical Committee each semester 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.