

## **PEDAGOGICAL MONITORING UNIT REGULATION**

### **Article 1**

#### **Nature and mission**

1. The Pedagogical Monitoring Unit, hereinafter PMU, which is governed by this regulation, is a consultive space aimed at reflecting upon and sharing ideas and experiences.
2. The PMU monitors the activities developed by the Doctoral Programmes in which CES is partner, promoting student participation in the discussion of issues related to them, identifying possible problems and suggesting opportunities for improvement, with the ultimate goal of promoting excellency for each individual and for all the Programmes.
3. The PMU's activity also involves supervising situations which, although not part of the Programmes in which CES is partner, involve students whose host institution is CES.

### **Article 2**

#### **Composition and Term of Office**

1. The PMU is composed of the member of the Scientific Council Presidency responsible for the Doctoral Programmes' coordination, who presides the Unit; a coordinator per Doctoral Programme in which CES is partner, chosen from amongst the members of the coordinating team; a full student, or his/her substitute, per Doctoral Programme in which CES is partner, elected amongst his/her peers; a full student, or his/her substitute, elected amongst CES scientific hosting students who do not belong to Doctoral Programmes in which CES is partner.
2. The terms of office for the students' representatives in the PMU have a duration of 2 years, non-renewable.
3. The terms of office for the coordination's representatives have no time limit.

### **Article 3**

#### **Organization**

1. The PMU may create transitional or permanent working groups that will carry out the tasks assigned to them collectively, with a view to preparing future opinions and recommendations of the PMU;
2. These working groups are be approved by the PMU upon the Presidency's proposal;
3. External elements may be invited by the PMU to attend the meetings with no voting rights.

### **Article 4**

#### **Competencies**

In accordance with the Statutes of CES no. 5, article 19, the PMU is responsible for dealing, as a consulting body, with all matters relating to the participation of CES in Doctoral Programmes. It is responsible for:

- a) Promoting a reflection on the functioning of the Doctoral Programmes, identifying issues and suggesting solutions;
- b) Issuing opinions and recommendations on matters relevant to the good operation of the Doctoral Programmes;
- c) Intervening with the coordination of the Doctoral Programmes, CES governing bodies and the organic units' Board of Directors in order to resolve the issues identified.

### **Article 5**

#### **Pedagogical Monitoring Unit's President Competencies**

The PMU's President is responsible for:

- a) Convening and chairing meetings;
- b) Proposing the agenda for each meeting;

- c) Guiding the work of the meetings;
- d) Justifying PMU members' absences from meetings, upon request;
- e) Approving the replacement of the student representative indicated in article 10, no. 2.

## **Article 6**

### **Election**

1. The Doctoral Programme student representative election, where CES is a host institution, is carried out through a direct vote in myCES platform by Programme. Each student can choose two names amongst their peers. The most voted student will be the permanent representative, the second most voted will be the deputy representative.
2. The representatives of students with scientific hosting at CES which are not attending a Doctoral Programme in which CES is partner will be elected by voting in myCES platform from amongst all the students in such situation. The most voted student will be the permanent representative, the second most voted will be the deputy representative.
3. If, in a given Programme, the election indicated in 1 and 2 has a number of votes lower than 10 or 20% of the individuals registered in the electoral rolls (whichever is lowest), the scientific coordination of that Programme will define the applicable criteria and indicate the names of two students who will represent the Programme at the PMU.
4. In case of a tie for the first or second places, a new voting exercise for the names tied will take place within five working days.

## **Article 7**

### **Functioning**

1. The PMU usually meets twice a year, in March and in October, convened by its President;
2. The PMU may meet extraordinarily, convened by its President.

3. The President also convenes PMU's extraordinary meetings whenever at least one third of its members so request, in writing, indicating the subject matter they wish to see discussed;
4. The matters to be discussed in each meeting are those featured in the agenda proposed by the President and correspond to the PMU's competencies, as defined by the Statutes of CES and this Regulation.
5. The agenda proposed may be altered in a meeting, by suggestion of any of its members, subject to the consent of at least two thirds of the members present;
6. The PMU is assisted by a Secretariat responsible for writing the minutes, which must be approved in the following meeting;
7. The Secretariat will keep on file all documents relating to the PMU's activities and will, whenever necessary, ensure the communication with the governing bodies at CES, the Doctoral Programme's coordination and the Board of Directors of the organic units.
8. The PMU's opinions and recommendations are published in the form of an excerpt of the minutes, sent during the eight days immediately following the meetings, by e-mail, to the Scientific Coordination of the Programmes, the doctoral students and the governing bodies at CES (Scientific Council President and Board of Directors).

## **Article 8**

### **Summons**

1. The summons for the PMU's regular meetings are carried out by e-mail up to 15 days before the date of the meeting, indicating the agenda.
2. The decision-making support documents must be sent up to 8 days before the meeting;
3. In the case of extraordinary meetings, the summons will be carried out by e-mail up to 8 days beforehand.

## **Article 9**

### **Deliberations**

1. The PMU meets at the scheduled time, with the presence of 50% plus one of its members, or 30 minutes later with any number, but it can only deliberate with a minimum presence of one third of the elected members;
2. The PMU's opinions and recommendations are approved by a simple majority of the members present, not counting the abstentions;
3. The opinions or recommendations in which qualities or behaviours of people are in question will be made by secret vote.

### **Article 10**

#### **Meeting replacement**

1. The students' permanent representatives in the PMU may, without the need for any formality, be replaced by the elected deputy representatives.
2. The students' representatives in the PMU may also arrange to be represented by another student of their Programme, upon request up to eight days prior to the date of the meeting and due justification to the PMU.
3. Each Doctoral Programme coordination representative may be replaced at each meeting by another member of the coordination without the need for any formality.

### **Article 11**

#### **Loss of Term of Office and Replacement of Student Representatives**

1. The PMU's elected members lose their term of office in the following cases:
  - a) By express renunciation of the performance of their tasks
  - b) By (unjustifiably) not attending the meetings twice consecutively in each term of office;
  - c) By declared permanent impediment;
  - d) Due to having completed their Doctoral Programmes.
2. The members losing their term of office will be replaced by the person with the greatest number of votes from amongst the non-elected individuals of the relevant list.



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## Article 12

### Revision

This Regulation may be reviewed by the PMU at any time, subject to the approval of two thirds of its members.

*Approved at the first PMU meeting on October 15th, 2019*

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