

Referral 12 – Public Information

SUPPORTING PROCESSES AND MEASUREMENT, ANALYSIS AND IMPROVEMENT

Approach	Purpose	Bodies/Responsible Services/Organization	Documents/Most relevant evidences
<p>Regular public information on data and results</p>	<p>To ensure procedures for the regular provision of public information about a predefined set of data and results are defined and implemented.</p>	<p>Rectoral Office Administrator GCRI GPAQ SPD</p>	<p>PSQ 01 of SGQ PSQ 03 of SGQ and further documentation Communication Policy Communication Plan UAb Institutional Website Activities Report UAb Newsletter UAbTV UAb TV programs produced in RTP2 Promotional Material Public Attendance Office</p>
<p>Public information about UAb</p>	<p>To ensure the information to be publicized includes the institution's mission and objectives, its statutes and regulations, as well as the organizational units that constitute it.</p>	<p>Rector Administrator Departments DSA GCRI CLA UAb Delegations</p>	<p>Communication Policy UAb Institutional Website Strategic Plan UAb Newsletter UAbTV UAb TV programs produced in RTP2 http://portal.uab.pt/auab/ http://portal.uab.pt/orgaos-de-governo-e-consulta/ http://portal.uab.pt/organizacao/ http://portal.uab.pt/regulamentos/ http://portal.uab.pt/regulamentos-administrativos/</p>
<p>Training offer publicity</p>	<p>To ensure the information to be publicized includes the training offer.</p>	<p>Vice-Rector for Academic Management and Interaction with Society Administrator Departments DSA CLA GCRI Delegações UAb</p>	<p>Communication Policy UAb Institutional Website Information Campaign Promotional Material Public Attendance Office UAb Newsletter UAbTV UAb TV programs produced in RTP2 http://portal.uab.pt/ser-estudante-uab/ http://www2.uab.pt/guiainformativo/cursos1.php http://portal.uab.pt/alv/programasalv/pos-graduacoes/ http://www2.uab.pt/guiainformativo/cursos2.php http://www2.uab.pt/guiainformativo/cursos3.php</p>

<p>Detailed public information about each course</p>	<p>To ensure the information to be publicized includes the learning goals and qualifications conferred, and employability prospects as well, in relation to each course.</p>	<p>Departments Course Coordinators GCRI DSA</p>	<p>Communication Policy UAb Institutional Website Promotional Material Public Attendance Office http://portal.uab.pt/ser-estudante-uab/ http://www2.uab.pt/guiainformativo/cursos1.php http://portal.uab.pt/alv/programasalv/pos-graduacoes/ http://www2.uab.pt/guiainformativo/cursos2.php http://www2.uab.pt/guiainformativo/cursos3.php http://portal.uab.pt/gestaoacademica/relatorios-e-estatisticas/ http://portal.uab.pt/gestaoacademica/empregabilidade/</p>
<p>Public information about the teaching staff</p>	<p>To ensure the information to be publicized includes the teaching staff qualifications and their employment relationship with the institution.</p>	<p>Administrator Departments DRH GCRI DSA</p>	<p>Communication Policy UAb Institutional Website Promotional Material Public Attendance Office http://portal.uab.pt/dcsg/Docentes/#content</p>
<p>Public information on student's access and guidance policies</p>	<p>To ensure the information to be publicized includes student's access and guidance policies.</p>	<p>Departments DSA Course Coordinators GCRI CLA UAb Delegations</p>	<p>Communication Policy UAb Institutional Platform Elearning Platform Promotional Material Public Attendance Office http://portal.uab.pt/edicoes-euab/ http://portal.uab.pt/informacoes-academicas/ http://portal.uab.pt/ser-estudante-uab/ http://www2.uab.pt/guiainformativo/cursos1.php http://portal.uab.pt/alv/programasalv/pos-graduacoes/ http://www2.uab.pt/guiainformativo/cursos2.php http://www2.uab.pt/guiainformativo/cursos3.php http://www.aauab.pt/ http://www.alumniuab.pt/ http://www2.uab.pt/TVUAb/index.php https://portal.uab.pt/dsd/destaque/</p>

<p>Public information about course planning</p>	<p>To ensure UAb publishes reliable, complete and up-to-date information on study programs and includes course planning.</p>	<p>Departments Course Coordinators DSA GCRI GGAC</p>	<p>Communication Policy UAb Institutional Website Promotional Material Public Attendance Office http://portal.uab.pt/gestaoacademica/empregabilidade/ http://portal.uab.pt/gestaoacademica/relatorios-e-estatisticas/ http://portal.uab.pt/ser-estudante-uab/ http://www2.uab.pt/guiainformativo/cursos1.php http://portal.uab.pt/alv/programasalv/pos-graduacoes/ http://www2.uab.pt/guiainformativo/cursos2.php http://www2.uab.pt/guiainformativo/cursos3.php</p>
<p>Public information on student's teaching, learning and evaluation methodologies</p>	<p>To ensure the information to be publicized includes the student's teaching, learning and evaluation methodologies.</p>	<p>Departments Course Coordinators DSA GCRI</p>	<p>Communication Policy UAb Institutional Website Promotional Material Public Attendance Office http://portal.uab.pt/ser-estudante-uab/ http://www2.uab.pt/guiainformativo/cursos1.php http://portal.uab.pt/alv/programasalv/pos-graduacoes/ http://www2.uab.pt/guiainformativo/cursos2.php http://www2.uab.pt/guiainformativo/cursos3.php</p>
<p>Public information on mobility opportunities</p>	<p>To ensure the information to be publicized includes mobility opportunities.</p>	<p>Vice-Rector for Quality and International Cooperation Departments GCRI DSA</p>	<p>PSQ 11 for SGQ and further documentation Communication Policy UAb Institutional Website Public Attendance Office http://portal.uab.pt/erasmus/ http://portal.uab.pt/mobilidade-almeida-garrett/ http://portal.uab.pt/wp-content/uploads/2017/11/Mobilidade_Virtual.pdf</p>
<p>Public information about the student's rights and duties</p>	<p>To ensure the information to be publicized includes the student's rights and duties.</p>	<p>Student Ombudsman Pedagogical Council DSA GGAC GCRI</p>	<p>Uab Statutes Communication Policy UAb Institutional Website Student Ombudsman Report Promotional Material Public Attendance Office http://portal.uab.pt/wp-content/uploads/2018/02/CP_Recomendacao_Codigo_de_Etica.pdf http://portal.uab.pt/wp-content/uploads/2018/02/DR-Regulamento-Disciplinar-dos-Estudantes-da-UAb_6nov2013.pdf http://portal.uab.pt/wp-content/uploads/2018/02/Regulamento-CP-Di%C3%A1rio-da-republica-2016.pdf</p>

Public information on school social services	To ensure the information to be publicized includes school social services.	DSA DGF GCRI	Communication Policy UAb Institutional Website Public Attendance Office http://portal.uab.pt/pagamentos/
Public information on management mechanisms related with complaints and suggestions	To ensure the information to be publicized includes mechanisms for dealing with complaints and suggestions.	Student Ombudsman Quality Manager GCRI GPAQ GGAC DSA CLA UAb Delegations	Communication Policy UAb Institutional Website Public Attendance Office Complaints book http://portal.uab.pt/provedor-do-estudante/ PSQ06 do SGQ
Public information on access to material resources and teaching support services	To ensure the information to be publicized includes access to material resources and teaching support services.	GCRI DSA CLA UAb Delegations	Communication Policy UAb Institutional Website Public Attendance Office http://portal.uab.pt/edicoes-euab/ http://portal.uab.pt/informacoes-academicas/ http://www.aauab.pt/ http://www.alumniuab.pt/ http://www2.uab.pt/TVUAb/index.php https://portal.uab.pt/dsd/destaque/
Public information on the teaching results, expressed in the academic results, labor insertion and satisfaction degree of the concerned parties	To ensure the information to be publicized includes the teaching results, expressed in the academic results, labor insertion and satisfaction degree of the concerned parties.	Departments GCRI GGAC DSA Professional and life routes of UAb graduates observatory	Communication Policy UAb Institutional Website Pedagogical inquiries analysis reports Study about employment Order no. 81/VR/2017 of 21st April - Professional and life routes of UAb graduates observatory creation http://portal.uab.pt/gestaoacademica/empregabilidade/ http://portal.uab.pt/gestaoacademica/relatorios-e-estatisticas/ http://portal.uab.pt/instrumentos-de-gestao/ http://portal.uab.pt/sgq/inqueritos/ https://elearning.uab.pt/ PSQ 01 of SGQ
Public information on internal quality assurance policies, accreditation certificates and evaluation results of the institution and its study cycles	To ensure the information to be disclosed includes the internal quality assurance policies, accreditation certificates and evaluation results of the institution and its study cycles.	Vice-Rector for Quality and International Cooperation Internacional Vice-Rector for Academic Management and Interaction with Society Departments Course Coordinators GPAQ	Communication Policy UAb Institutional Website http://portal.uab.pt/sgq/avaliacao-dos-ciclos/ http://portal.uab.pt/ser-estudante-uab/ http://www2.uab.pt/guiainformativo/cursos1.php http://portal.uab.pt/alv/programasalv/pos-graduacoes/ http://www2.uab.pt/guiainformativo/cursos2.php http://www2.uab.pt/guiainformativo/cursos3.php