

Referral 3 – Student-centered teaching, learning and evaluation

INSTITUTIONAL MISSION – TEACHING AND LEARNING

| Approach | Purpose | Bodies/Responsible Services/Structures | Documents/Most relevant evidences |
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| <p>Diversity of students and formative routes</p> | <p>To ensure the most appropriate procedures are in force in order to create learning environments capable of respecting and meeting the diversity of students and their needs, enabling flexible learning routes.</p> | <p>Rector Vice-Rector for Academic Management and Interaction with Society Pro-Rector for Pedagogical Innovation and elearning Pro-Rector for the Virtual Campus and Technological Modernization Pro-Rector for Lifelong Learning and Cultural Spreading Pedagogical Council Departments/ UALV CAM MPV Assistance Nucleus</p> | <p>General Regulation of “Universidade Aberta” Educational Offer Republication - Order no. 5384/2017 (DR, 2.ª serie, no. 117, 20th June) Curricular credits system (ECTS) application to all UAb pedagogical offer Regulation UAb Academic, Training and Professional Experience Competencies Credential Regulation General Regulation of UAb Educational Offer General Regulation for the Part-Time Student Order no. 171/VR/DC/2014 of 20th June - Isolated Curricular Units and Certified Modular Trainings of UAb Courses or Study Cycles MPV Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] PT 07-06 of SGQ PSQ 19 of SGQ and supporting documentation Institutional Website Elearning Platform Order no. 184/R/2016 of 12th December - Study Cycles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4 March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Protocol with the General Directorate for Reintegration and Prison Services</p> |
| <p>Diverse learning environments</p> | <p>To ensure the most appropriate procedures are in force in order to create online environments capable of considering and using different teaching and learning methods, in accordance with the students needs and with the learning goals, namely: the choice of teaching methodologies and learning activities regarding the objective of achieving the learning outcomes; if learning materials fit into MPV, facilitate student learning and are periodically reviewed and updated; and the authors of learning materials are</p> | <p>Rector Vice-Rector for Academic Management and Interaction with Society Pro-Rector for Pedagogical Innovation and Elearning Pro-Rector for the Virtual Campus and Technological Modernization Pro-Rector for Lifelong Learning and Cultural Spreading Scientific Council International Advisory Council Pedagogical Council</p> | <p>MPV PSQ 19 of SGQ PT 19-01 of SGQ Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] Open Class Online Adaptation Module [1] [2] [3] Elearning Platform Pedagogical Resources and Materials Open Repository</p> |

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| | <p>relevant to the subject; if the technical infrastructure is in accordance with teaching methodology, learning activities and methods of distance evaluation, and if facilitates the teaching and learning process.</p> | <p>Departments/ UALV CAM MPV Assistance Nucleus SSTE</p> | <p>Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4 March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Virtual campus in prisons “Universidade Aberta” Educational Offer General Regulation PSQ 04 - Infrastructures Management Infrastructures list to keep under control</p> |
| <p>Problem-Solving and Continuous Improvement</p> | <p>To ensure the most appropriate procedures are in force to regularly evaluate and adjust teaching and learning methods.</p> | <p>Rector Rectoral Office Scientific Council Pedagogical Council Departments/UALV Student Ombudsman Department Quality Groups CAM MPV Assistance Nucleus GPAQ GGAC</p> | <p>PSQ 06 of SGQ PSQ 19 of SGQ PT 19-03 of SGQ Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Student Ombudsman Regulation Student Ombudsman Activities Report Concerned Parties Matrix Students Satisfaction Surveys Annual Study Cycle Evaluation Report CAE Reports</p> |
| <p>Support and autonomy in the teaching-learning process</p> | <p>To ensure the most appropriate procedures are adopted in order to grant a sense of autonomy by the student, while assuring an adequate guidance and support by the teacher.</p> | <p>Vice-Rector for Academic Management and Interaction with Society Pro-Rector for Pedagogical Innovation and elearning Pro-Rector for the Virtual Campus and Technological Modernization Pedagogical Council Scientific Council Departments/UALV Course Coordinators CAM MPV Assistance Nucleus DSD Work Group for the originality promotion of the UAb academic assignments</p> | <p>MPV General Regulation of UAb Educational Offer General Regulation for the Part-Time Student Order no. 171/VR/DC/2014 of 20th June - Isolated Curricular Units and Certified Modular Trainings of UAb Courses or Study Cicles MPV Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation Course Coordinators Tutoring Regulation Elearning Platform PT 19-01 of SGQ PT 19-04 of SGQ</p> |

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| | | | <p>PT 19-05 of SGQ PT 19-09 do SGQ Order no. 184/R/2016 of 12th December - Study Cycles Improvement and Evaluation Comission Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Online adaptation module [1] [2] [3] Student's inquiries http://www.inqueritos.uab.pt/investigacao/index.php/489459?lang=pt Programa de formação dos Serviços de Documentação da UAb http://portal.uab.pt/dsd/rograma_formacao_2semestre_2018-2019/</p> |
| Respect in the student-teacher relationship | <p>To ensure the most appropriate procedures are in force in order to promote mutual respect in the student-teacher relationship, and the UAb gives advice on appropriate online behavior (etiquette rules) and ensures that students are aware of the rules of plagiarism as well.</p> | <p>Vice-Rector for Academic Management and Interaction with Society Pro-Rector for the Virtual Campus and Technological Modernization Student Ombudsman Pedagogical Council Departments/UALV Course Coordinators MPV Assistance Nucleus Work Group for the originality promotion of the UAb academic assignments</p> | <p>MPV Online Adaptation Module [1] [2] [3] PT 19-01 of SGQ Student Ombudsman Regulation UAb Student Disciplinary Regulation Tutoring regulation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Order no. 1PR/VR/2017 of 9th March – Work Group for the originality promotion of the UAb academic assignments nomination Recomendation Deliberation 22/CP/2013 UAb Student Code of Ethics Curricular Unit Plan in the virtual classroom area- 1st cycle Student Ombudsman Regulation</p> |
| Student Ombudsman | <p>To ensure the most appropriate procedures are in force to provide mechanisms to deal with student complaints.</p> | <p>Rector Vice-Rector for Academic Management and Interaction with Society Student Ombudsman Quality Manager</p> | <p>Student Ombudsman Activities Evaluation Report Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] PSQ 06 of SGQ and supporting documentation SGQ Management Review Complaints Book Information about Student Ombudsman: http://portal.uab.pt/provedor-do-estudante/</p> |

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| <p>Acquaintance of evaluators with evaluation methods and processes</p> | <p>To ensure mechanisms are available in order to guarantee that evaluators are familiar with existing assessment, examination methods, processes and are supported when developing their competencies in this area.</p> | <p>Vice-Rector for Academic Management and Interaction with Society Pro-Rector for Innovation and elearning MPV Assistance Nucleus Departments/UALV</p> | <p>Uab Statutes Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Uab Organic Structure Regulation UAb Evaluation, Classification, Qualification and Certification Regulation MPV Triennial evaluation reports on teacher performance Tutoring regulation Tutors curricula Trainers curricula Annual Training Plan</p> |
| <p>Student-centered evaluation</p> | <p>To ensure the distance assessment methods are suitable by allowing students to demonstrate to what extent the intended outcomes have been achieved and that students receive feedback on their performance by associating, as necessary, advice on the learning process.</p> | <p>Scientific Council Pedagogical Council Departments/UALV Course Coordinators CAM MPV Assistance Nucleus</p> | <p>UAb Evaluation, Classification, Qualification and Certification Regulation MPV Tutoring Regulation Knowledge evaluation tools Learning card Learning Contract Curricular Unit Plan Elearning Platform Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Models for E-folio accomplishments instructions, in “Imagem Gráfica dos Cursos da UAb e Modelos de Documentos Acessíveis”</p> |

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| <p>Transparency in student evaluation</p> | <p>To ensure mechanisms are in force in order to grant that students are clearly informed about distance assessment and, where possible, evaluation is carried out by more than one examiner.</p> | <p>Pedagogical Council Scientific Council Departments/UALV CAM MPV Assistance Nucleus</p> | <p>General Regulation of UAb Educational Offer UAb Evaluation, Classification, Qualification and Certification Regulation Regulation for Obtaining the Academic Title of Aggregate in the UAb Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation Order no. 252/VR/DC/2017 of 28th November - Constitution of the Master studies Jury MPV Curricular Unit Plan Elearning Platform UAb Website Order no. 184/R/2016 of 12th December - Study Cicles Improvement and Evaluation Comission Creation Order no. 20/R/2015 of 4 March – Work Group for MPV Development Creation</p> |
| <p>Evaluation mitigating circumstances</p> | <p>To ensure mechanisms are in force in order to grant that evaluation regulations take into account mitigating circumstances.</p> | <p>Vice-Rector for Academic Management and Interaction with Society Departments/UALV Course Coordinators Project “Accessibilities”</p> | <p>UAb Evaluation, Classification, Qualification and Certification Regulation Order no. 119/R/2015 of 16th December – Rectoral Office Nomination [1] [2] [3] Tutoring regulation Project “Accessibilities” [1] [2]</p> |
| <p>Classification resources management</p> | <p>To ensure mechanisms are in force in order to grant that there is a formal appeal procedure by students.</p> | <p>Departments/UALV Course Coordinators DSA</p> | <p>UAb Evaluation, Classification, Qualification and Certification Regulation PSQ 07 of SGQ PT 07-10 of SGQ</p> |