
ESCOLA SUPERIOR DE ENFERMAGEM DE COIMBRA

STATUTES
OF THE
NURSING SCHOOL OF COIMBRA

Version approved in a meeting of the Statutory Assembly of 28th May 2008, after a formal audition of the Bodies of the School.

CHAPTER I
General Provisions

SECTION I
Principles

Article 1
Designation and Legal Nature

1 – The Nursing School of Coimbra, hereinafter referred to as ESEnfC, is a public polytechnic higher education institution.

2 – The ESEnfC is a collective person in public law provided with legal personality and with statutory, scientific, pedagogical, cultural, administrative, financial, patrimonial and disciplinary autonomy.

3 – The ESEnfC may create or participate in the creation of associations and foundations, as long as the activities of these institutions are compatible with the goals and interests of the ESEnfC.

4 – For the purpose of coordination of the formative offer and the human and material resources, the ESEnfC may establish consortiums with other public or private higher education and research and development institutions.

5 – The ESEnfC may associate itself or cooperate with other public higher education institutions for the purpose of institutional representation or for the conjunct coordination and regulation of activities and initiatives, according to the provisions of the law.

Article 2
Mission and Responsibilities

1 – The Nursing School of Coimbra, heir to the most ancient nursing training in Portugal, is a nationally and internationally recognised public institution due to its quality and innovation, with a recognised intervention in the health system and in society.

The school community is committed with the humanist, scientific, technical and cultural training of socially recognised professionals; with the promotion of accredited research, the dissemination of knowledge and the provision of services.

2 – The School has the following responsibilities:

- a) The implementation of study cycles aiming at the granting of academic degrees, as well as degrees of other post-secondary courses, courses of postgraduate training and others, in accordance with the provisions of the law;
- b) The creation of an educative environment appropriate to its objectives;
- c) The accomplishment of research and the support and participation in scientific institutions;
- d) The economic transfer and valorisation of the scientific and technological knowledge;
- e) The accomplishment of professional training sessions and updating of knowledge;
- f) The provision of services to the community and support to the development;
- g) The cultural, scientific and technical cooperation and interchange with congenerous national and international institutions;
- h) The contribution, within its scope of activity, to the international cooperation and to the convergence of the nations, especially the Portuguese-speaking countries and the European countries;
- i) The production and dissemination of knowledge and culture.

3 – The ESEnfC shall also be responsible for, in accordance with the provisions of the law, the granting of equivalences and the recognition of academic degrees and qualifications.

Article 3

Values

1 – In the accomplishment of its mission, the ESEnfC considers its fundamental values as being the following:

- Humanism: The School bases its action on the respect for the dignity of the human being and the freedom of thought, assigning responsibility to all the participants

in the educational process and promoting the valuation, the creativity and the solidarity in the construction of a learner institution.

- Citizenship: The School, besides the professional training, also aims at the overall training of citizens according to the principles of solidarity, democraticity and participation.

- Freedom: The School promotes the freedom of cultural, scientific, technical and artistic creation, guaranteeing the freedom of expression and the plurality of ideas and opinions.

- Excellence: The School develops training, research, innovation and services based on high quality criteria.

- Cooperation: The School bases its policies on the global social needs, promoting the solidarity action and the close connection with the community.

- Ethics: The School guarantees the respect for the deontological norms of the profession and the research and for the individual and social rights.

Article 4

Vision

1 – The School is a national and international reference in the development and affirmation of the Nursing discipline. It provides training in partnership with national and international health and education institutions. Moreover, the School is oriented towards the new socio-demographic needs and the requirements of the global labour market and lifelong training. It is also students' first choice for the three training cycles in Nursing.

2 – The School is a reference in terms of quality of production, dissemination and transfer of knowledge, and in the training of researchers. It contributes for the development of innovative practices based on the knowledge produced. The School is recognised at the national and international levels because it systematically articulates research, training and practices in the nursing domain.

3 - The School develops advice and innovation services in nursing in order to meet the needs resulting from social changes, implements scientific evidences and facilitates training, research and entrepreneurship processes in articulation and complementarity with other community institutions.

4 – The School is recognised and sought at the international level due to the qualification of the teaching body, its undergraduate and postgraduate training and research in nursing. It promotes scientific, technical and cultural mobility of the teaching staff, the non-teaching staff and students, as well as the development of training and research in collaboration with congenerous institutions.

5 – The professionals trained by the School are socially recognised by the excellence of their overall training. For this training contributes a culture which is characterised by the focus on the person, the respect for his/her creativity, innovation and commitment with the project of the School, satisfaction with the work/study and by the systematic articulation of all the domains of training, innovation and research.

6 – The School is a reference in the higher education system at the level of the processes of management, development, consolidation and partnerships. It stands out due to its high level of participation in the decision-making process centred on self-responsibility, the sustained organisation of its processes and the visibility in the community.

Article 5

Degrees and Diplomas

1 – The ESEnfC confers, in accordance with the legislation in force:

- a) Academic degrees of licentiate and Master, as well as diplomas, corresponding to the offered non-conferring academic degree courses;
- b) Academic degrees and diplomas, corresponding to the courses developed in association with other national or international higher education institutions, which it is entitled to confer;
- c) Honorific titles.

2 – The ESEnfC shall grant equivalence and recognition to the degrees and diplomas listed in the preceding paragraph.

Article 6

Head Office

The ESEnfC is located in Coimbra.

Article 7

Symbols

- 1 – The ESEnfC has adopted its own symbols.
- 2 – The symbolic colour of the ESEnfC is purple.
- 3 – The day of the ESEnfC has been chosen as the 17th of December.

SECTION II

Autonomy

Article 8

Scope

- 1 – The ESEnfC has the right to establish the regulating norms for its functioning through the creation and approval of its Statutes, its model of organisation and its internal rules of procedure.
- 2 – The ESEnfC is capable of defining, planning, and implementing the plans of activities, the projects, the rendering of services to the community and the other scientific, pedagogical and cultural activities.

Article 9

Scientific, Pedagogical and Cultural Autonomy

- 1 – The ESEnfC outlines, plans, carries out and implements all its activity in an autonomous way, without political, cultural, social or religious constraints.
- 2 – The scientific, pedagogical and cultural autonomy of the ESEnfC includes the capacity to:
 - a) Create, revise, suspend, and extinct courses, as well as the respective study programmes and revisions;
 - b) Determine the programmatic content of the various disciplines of the courses it offers;
 - c) Present proposals to establish the number of vacancies available for each course;
 - d) According to the law and regulations in force, establish the rules for admission, enrolment, application, reentry, transfer and change of course;

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- e) Establish the systems of attendance, evaluation, year transitions, precedences and prescriptions;
 - f) Define the teaching methods, the knowledge evaluation processes and the creation of new pedagogical experiences;
 - g) Establish the school calendar;
 - h) Determine the systems of curricular transition;
 - i) Determine the equivalence and recognition of degrees, diplomas, courses and course components;
 - j) Determine the training and community intervention projects to be developed;
 - k) Determine, programme and accomplish scientific research activities and others to be developed;
 - l) Define the provision of services to the community;
 - m) Define other scientific, pedagogical, and cultural activities to be implemented;
 - n) Support the scientific and pedagogical valorisation and updating of its teaching staff.
 - o) Define its programme of training and cultural initiatives.

Article 10

Administrative, Financial and Patrimonial Autonomy

1 – As for its financial and patrimonial autonomy, the ESEnfC makes free use of its patrimony and is independent to manage the approved funds from the State budget and from other entities, as well the funds deriving from its own incomes.

2 – In the use of its administrative, financial and patrimonial autonomy, the ESEnfC shall be namely capable of:

- a) Elaborating budget projects, annual and multiannual financial plans, and development plans;
- b) Generating its own income, namely the one resulting from tuition fees and other charges, attendance of study cycles and other training, research and development activities, incomes of the intellectual propriety, own propriety or from propriety which the School is entitled to use, provision of services and of other activities, subsidies, subventions, co-financing, grants, inheritances and legacies, sale or renting of immovable propriety, as well as of other propriety, interest of account and payment of other financial applications, product of loans, revenues resulting

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- from multiannual financing contracts signed with the Government and other revenues foreseen in the law and managing it through private budgets that the School itself has approved in accordance with the pre-established criteria;
- c) Transferring funds between the various headings within the same budgetary programme;
 - d) Authorising the expenses, the payment of goods and services and of any other necessary for the pursuit of the goals defined by its bodies;
 - e) Developing collaboration protocols and contracts with other institutions for the provision of services, involving the staff and resources of the ESEnfC;
 - f) Organising the revenue and expenditure account and submitting it to the Court of Auditors;
 - g) Changing all the budgetary alterations, except for those under the responsibility of the Assembly of the Republic and those which are not compatible with the allocation of consigned revenues;
 - h) Implementing, as long as they are covered by the institutions' own revenues, movable and immovable property insurances and also sickness and risk insurances for their officials, agents and other staff on mission abroad, or for foreign individuals who will temporarily perform any type of duties at the School;
 - i) Liquidating expenses directly in foreign currency, by resorting to the banking services considered by them to be the most appropriate and efficient;
 - j) Beginning the process of leasing real property necessary for the normal functioning of the School, in accordance with the legislation in force;
 - k) Beginning, following closely, coordinating and supervising the development of the projects and construction works of the new facilities, the remodelling and improvement of the existing ones, as well as the programmes to purchase or rent equipment;
 - l) Giving its opinion concerning the alienation of the immovable assets;
 - m) Inventorying and verifying the movable and immovable assets which are part of its patrimony;
 - n) Administering assets from the public or private domains of the State or of any other territorial collectivity which have been transferred by their holder to the institution, in accordance with the requirements established in the law and in the protocols signed with these entities;

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- o) Purchasing or renting land or facilities essential for the good functioning of the School, in accordance with the law;
 - p) Making free use of their patrimony, with the exception of the limitations established in the law and in its Statutes;
 - q) Celebrating all the remaining contracts necessary to carry out its activities.

3 – As for its financial autonomy, the ESEnfC may still:

- a) Resort to credit in the conditions established in the law, by means of an authorisation through a joint order of the Ministry of Finance and the Minister responsible;
- b) May deposit all the collected revenues at any bank, with the exception of the allocations transferred from the State budget and of the balances of revenue and expenditure accounts resulting from the allocations transferred from the State budget;
- c) Use the revenue and expenditure balances resulting from the allocations transferred from the State budget and carry out alterations in the private budget resulting in applications of the balances of revenue and expenditure, which does not require an authorisation of the Ministry of Finance and of the Minister responsible;

4 – As for its autonomy, the ESEnfC may still:

- a) Authorise the recruitment, selection and nomination, as well as the promotion, renewal, extension, mobility, withdrawal, cancellation of contract, resignation and retirement of the teaching and non-teaching staff;
- b) Establish the criteria of the recruitment, selection and nomination, as well as the promotion, renewal, extension, mobility, withdrawal, cancellation of contract, resignation and retirement of the teaching and non-teaching staff;
- c) Distribute human resources according to activities and services, assigning responsibilities and tasks to them, according to the general applicable norms;
- d) Sign, in accordance with the provisions of the law, contracts of employment and of provision of services, in conformity with budget appropriations at disposal;
- e) Guarantee the management and discipline of the entire staff;
- f) Accomplish administrative acts and sign administrative contracts.

5 – The patrimonial management of the ESEnfC shall be controlled by a statutory auditor, appointed, from amongst other official auditors or societies of official auditors, by a joint order of the Minister of Finance and the Minister responsible, after

consultation with the President of the School, and with the competencies established in the outline law of public institutes.

6 – Without prejudice to the audits conducted by the State, the ESEnfC shall promote external audits, carried out biennially by audit companies of recognised merit, hired by the institution: the first shall refer to the first half of the term of office of the President of the School, whereas the second one shall take place three months before the end of the term of office.

7 – The reports of the audits mentioned in the previous paragraphs, as well as the annual reports of the statutory auditor, are submitted to the Minister of Finance and to the Minister responsible.

8 – Within the scope of its autonomies, the ESEnfC shall observe the following rules:

- a) Provision of solicited information to the State as a guarantee of budget stability and reciprocal solidarity, as well as to the community, in an accessible and rigorous way, regarding its financial situation;
- b) Reliability of the estimates of revenues and expenses, certified by the statutory auditor;
- c) Consolidation of the budget and the accounts;
- d) Effectiveness of the use of the available financial resources;
- e) Obligation to give information regarding the instruments of previsional management and accountability to the Minister of Finance and to the Minister responsible, subjecting itself to the supervision and inspection of the Ministry of Finance.

Article 11

Disciplinary Autonomy

1 – The ESEnfC shall have power to apply disciplinary sanctions to teachers, students, researchers, further staff members and agents, according to the law.

2 – The exercise of the disciplinary power shall be guided by the disciplinary statute of the officials and agents of the central, regional and local administration, in what regards public officials; by the labour code and the law on the legal regime of the employment contract for public administration, in the case of staff under an individual employment contract and by the provisions of the Statutes and specific regulations, in what regards

students, with subsidiary application of the regime foreseen in the disciplinary statute of the officials and agents of the central, regional and local administration.

3 – According to the law, there is the right to appeal sanctions for disciplinary infractions.

Article 12

Patrimonial Autonomy

1 – The patrimony of the ESEnfC is composed of, namely:

- a) The immovable property purchased by this institution or constructed, even if on lands belonging to the State, after the entry into force of Law No. 54/90, 5th September;
- b) The immovable property in the private domain of the State which, in legal terms, has been transferred to the patrimony of the ESEnfC;
- c) The set of assets and services, which, by the State or other public, private or cooperative entities, are assigned to the ESEnfC for the accomplishment of its goals, in accordance with the provisions of the law.

SECTION III

Disciplinary Statute of the Student

Article 13

Scope of Application and Goals

1 – The current disciplinary statute is applicable to the students of the ESEnfC.

2 – The temporary loss of the quality of student does not interfere with the application of the current statute for infractions committed previously.

3 – The goal of the statute is to safeguard the values of the School, namely the freedom of expression and opinion, the freedom to learn and teach, and to guarantee the moral and physical integrity of the students, teachers, researchers, and remaining officials and collaborators and protect its patrimony assets.

Article 14
Disciplinary Infractions

1 – The student, who, acting guiltily, offends the values referred to in the previous paragraph, commits a disciplinary infraction, namely when the student:

- a) Prevents or constrains, by means of violence or threat of violence, the normal functioning of classes, academic exams or research activities, as well as the normal functioning of bodies or services of the School;
- b) Falsifies the results of academic exams, by means of fraudulent obtainance of the exam sheet, fraudulent replacement of answers, practice of plagiarism, use of illicit material or equipment, simulation of personal identity or falsification of grade sheets, grade accounts and exam sheets;
- c) Offends the honour, freedom, physical integrity or privacy of colleagues, teachers, researchers, and remaining officials and other collaborators or workers;
- d) Improperly accesses and uses any information technology means;
- e) Holds weapons or explosive devices;
- f) Illicitly possesses drugs, or facilitates and promotes their traffic;
- g) Damages, abstracts or illicitly appropriates himself of patrimonial assets belonging to the School;
- h) Does not comply with the suspension sanction and temporary sanction;
- i) Fails to fulfil any of the obligations established in the Statutes, in the law and in the regulations;
- j) Practices violent acts or physical and psychological coercion over other students, namely, during the periods of the *praxes académicas* (the freshmen reception).

Article 15
Disciplinary Sanctions

1 – The following are sanctions applicable to the disciplinary infractions of students referred to in the previous paragraph:

- a) Written or oral warning;
- b) Fine;
- c) Temporary suspension from school activities;
- d) Suspension from school assessment for the period of one year;

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- e) Exclusion from attending the ESEnfC for a period of 5 years.
 - f) Temporary or definite suspension from the right to use the School residence.

Article 16

Disciplinary Competence

- 1 – The disciplinary power resides with the President, who may also assign it to others.
- 2 – The implementation of the disciplinary statute is regulated by internal regulation, approved by the general board, on proposal of the President of the ESEnfC, within a maximum period of 60 days after the entry into force of the mentioned board.
- 3 – The application of the temporary suspension from school activities depends on the favourable opinion of the student ombudsman.
- 4 – The application of the suspension from school assessment for the period of one year, or of the exclusion from attending the ESEnfC for a period of 5 years, depends on the favourable opinion of the Pedagogical Board.

Article 17

Defence Assurance and Disciplinary Decision

- 1 – The President, or the person who has been assigned the competence for this end, analyses the report elaborated by the instructor, as well as the student's response, within a maximum period of one month, from the date of reception or after expiration of the deadline, and accomplishes the application of the disciplinary sanction, taking account of all legal formalities.
- 2 – The student is notified in person, or in case this way of notification is impossible, through registered letter with a form for acknowledgement for receipt:
 - a) Of the promotion of the disciplinary proceeding and the appointment of the instructor;
 - b) Of the official disciplinary charge sheet;
 - c) Of the reports elaborated by the instructor;
 - d) Of the applied sanctions;
 - e) Of the opinion of the Pedagogical Board.
- 3 – The student has the possibility to submit, along with the response to the disciplinary charge sheet, further documents and a list of testimonies, which must not exceed three

in number per each fact, and require the accomplishment of other proceedings necessary to the clarification of truth.

4 – The student may consult the process and require authenticated copies of any included documents, during the established period for the response to the disciplinary charge sheet.

5 – The student has the right to be heard by the instructor in any phase of the process.

6 – The decision of applying a disciplinary sanction may not be subject to appeal to a higher court.

CHAPTER II

Internal Structure

SECTION I

Principles

Article 18

Organisational Model

1 – The ESEnfC possesses, at a technical-scientific level, a matrix model of management between projects and scientific-pedagogical units.

2 – The ESEnfC has the following internal structure:

- a) Management bodies;
- b) Scientific-pedagogical units;
- c) Support structures and services;
- d) Differentiated units.

3 – The projects are activities of education, research and specialised services, whereas the scientific-pedagogical units are centres of human resources, favourable for the development of the projects, and organised according to clinical area of knowledge in nursing.

Article 19
Internal Rules of Procedure

1 –The management bodies and the scientific-pedagogical units shall elaborate and approve their own internal rules of procedure, ensuring that the Statutes and further legislation are observed.

2 – The previously mentioned regulations must be approved by an absolute majority.

3 - With the exception of the regulation of the General Board, all further regulations are approved by the President of the School.

SECTION II
Management Bodies

Article 20
Bodies

The management bodies of the ESEnfC are:

- a) The General Board;
- b) The President;
- c) The Management Board;
- d) The Technical-Scientific Board;
- e) The Pedagogical Board;
- f) The Quality and Assessment Board;
- g) The Student Ombudsman.

Article 21
Incompatibilities and Impediments, Loss of Mandate and Substitution

1 – The office holders and members of the government and management bodies of the ESEnfC shall be exclusively at the service of the public interest of their institutions and independent in the exercise of their functions.

2 – The Presidents and Vice-Presidents cannot be part of any government or management bodies of other higher education institutions, public or private.

3 – The existence of any incompatibility implies the loss of the term of office and the ineligibility for any of the positions provided for in paragraph 2 for a period of four years.

4 – Besides the specific conditions mentioned in these Statutes, the elected members of the government bodies shall lose their term if:

- a) They are permanently incapable of performing their duties;
- b) They exceed the number of absences permitted in the regulations of that body;
- c) They expressly resign from their current term of office;
- d) Alter the quality in which they were elected.

5 – The temporary substitution of the members elected to the different bodies shall be carried out in accordance with the respective regulation.

6 – Whenever new elections are held in order to fill vacancies, the new members will only complete their ending terms of office.

Article 22

Remuneration of Office Holders of the Government Bodies

1 – The salary system of office holders of the government and management bodies of the School shall be established by Decree-Law.

Subsection I

GENERAL BOARD

Article 23

Composition of the General Board

1 – The General Board is composed of 25 members.

2 – The members of the General Board are:

- a) 14 representatives of the career teachers and/or researchers;
- b) 3 representatives of the students;
- c) 1 representative of the non-teaching staff;
- d) 7 external personalities of recognised merit, not part of the School but with relevant knowledge and experience for the institution.

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- 3 – The members mentioned in paragraph 2(a) of the previous paragraph are elected by the career teachers and researchers of the School, through the system of proportional representation, in accordance with the Statutes;
 - 4 – The members mentioned in paragraph 2(b) are elected by the students, through the system of proportional representation, in accordance with the Statutes;
 - 5 – The member mentioned in paragraph 2(c) is elected by the non-teaching staff, through the system of proportional representation, in accordance with the Statutes;
 - 6 – The members referred to in paragraph 2(d) are coopted by all the members mentioned in paragraph 2(a)(b)(c), by an absolute majority, in accordance with the Statutes, based on proposals signed by at least a third of those members;
 - 7 – The members of the General Board may suspend the exercise of their term one-time or repeatedly up to a limit of two years; they shall be substituted as long as they are in that situation by the subsequent member in the election list, in case this member is not a member of the board.
 - 8 – The term of office of the elected or coopted members shall be four years, with the exception of the students which shall be two years, during which they cannot be removed from office, except by the General Board, by an absolute majority, in case of a serious infraction, in accordance with the regulations of the body itself.
 - 9 – The members of the General Board do not represent sectorial groups or interests and shall be independent in the performance of their functions.

Article 24

Competencies of the General Board

- 1 – The General Board shall:
 - a) Elect its president, by an absolute majority, from amongst the current members mentioned in Article 23(2)(d);
 - b) Approve its rules of procedure;
 - c) Approve the amendments to the Statutes, in accordance with Article 68(2)(4) of Law 62/2007, 10th September;
 - d) Organise the election procedures and elect the President of the School, in accordance with the law, the Statutes and the applicable regulation;
 - e) Evaluate the actions of the President of the School and of the Management Board;

f) Propose the initiatives considered necessary for the good functioning of the institution;

g) Perform the further duties established in the law and in the Statutes.

2 – The General Board shall, on a proposal of the President of the School:

a) Approve the medium-term strategic plans and the action plan for the four-year period of the term of office of the President of the School;

b) Approve the general guidelines of the institution for the scientific, pedagogical, financial and patrimonial areas;

c) Create, transform or suppress organic units;

d) Approve the regulation applicable to the election process of the President of the School;

e) Approve, by absolute majority of the current members, the participation of the Schools in consortiums created on the initiative of its members, according to Article 17(1) of Law No. 62/2007, 10th September.

f) Approve the annual plans of activities and evaluate the annual report on the activities of the institution;

g) Approve the budget proposal;

h) Approve the annual consolidated accounts, accompanied by the opinion of the statutory auditor;

i) Establish the tuition fees for students;

j) Propose or authorise, in accordance with the law, the acquisition or alienation of real estate belonging to the institution, as well as the credit operations;

k) Deliver opinion and approve, by a two-thirds majority of the current members, the proposal of the requirement on the transformation of the ESEnfC into a public higher education institution, of foundational nature.

l) Approve the internal regulation of the application of the students' disciplinary statute;

m) Deliver its opinion, in an advisory capacity, concerning the remaining matters submitted by the President of the School.

3 – The decisions mentioned in paragraph 2(a)(b)(c)(f)(h) are compulsorily preceded by the evaluation of an opinion, which shall be elaborated and approved by the external members mentioned in paragraph 2(c) of Article 23.

4 – The General Board may ask for the opinions of other bodies of the institution or of its scientific-pedagogical units, namely the advisory bodies, regarding all the matters under its responsibility.

5 – The decisions of the General Board shall be approved by simple majority, with the exception of the cases when the law or the Statutes require an absolute majority or even more demanding majority requirements.

Article 25

Competency of the President of the General Board

1 – The President of the General Board shall:

- a) Summon and preside at the meetings;
- b) Declare and verify the vacancies in the General Board and conduct the necessary replacements, in accordance with the Statutes;
- c) Perform the further tasks assigned to him or her by the Statutes.

2 – The President of the General Board does not interfere with the performance of the functions of other bodies of the institution, and it is not his or her duty to represent the institution or speak on its behalf.

3 – The non-fulfilment of the provisions of the previous paragraph represents a cause for dismissal of office, and requires the election of a new President by the General Board.

Article 26

Composition of the General Board and Entry into Force

1 – The General Board shall be established with the act of office, assigned by the President of the School, of the elected members referred to in Article 23(2)(a)(b)(c) of the Statutes, being transitorily presided by the President of the School until the election of its President, according to the provisions of Article 24(1)(a).

2 – The General Board shall be summoned for the tenth workday after the assumption of office of the members mentioned in the previous paragraph, for a meeting with a single agenda item: cooptation of the members of the General Board according to Article 23(2)(d) of the Statutes.

3 – After the deliberation on the personages to be coopted, the President of the School shall notify in writing those personages, soliciting them to confirm the acceptance of the position and considering it a non-acceptance if the confirmation is not issued within the ten subsequent workdays.

4 – In case any of the personages does not accept the position, the President of the School shall submit, anew, the General Board for the five workdays subsequent to the deadline established for the acceptance, with the agenda provided in paragraph 2, according to the provisions of paragraph 3 of this Article.

5 – The process referred to in the previous paragraph shall be successively repeated until all the personages invited to become members of the General Board accept their position.

6 – After the acceptance on the part of all the coopted personages, a meeting of the General Board shall be summoned for their assumption of office, followed by the entry into force of the General Board.

7 – The President of the General Board shall be elected in a meeting to take place on the tenth workday after the entry into force of this Board, which shall be summoned on the date of assumption of office referred to in the previous paragraph. The General Board shall as well elect the secretary of the Board, who shall be elected from amongst the members referred to in Article 23(2)(a).

Article 27

Meetings of the General Board

1 – The General Board shall take decisions in the plenary sessions within the scope of its competencies.

2 – The General Board has ordinary meetings four times a year, besides the extraordinary meetings summoned by the President, on his or her own initiative, on request of the President of the School or by one third of its members.

3 – On decision of the General Board, the following persons may attend the meetings, without the right to vote:

a) Personages invited to give their opinion concerning matters of their expertise.

4 – The President of the School shall attend the meetings of the General Board, without the right to vote.

Article 28

Election of the Career Teachers and Researchers

1 – The election of the career teachers and researchers shall be based on lists, in accordance with the subsequent paragraphs.

2 – The career teachers and professors are not allowed to participate in more than one election body. Thus, in case these teachers and researchers are simultaneously assigned to a scientific-pedagogical unit and to the research unit, they shall compulsorily make part of the election body of the teachers.

Article 29

Electoral Capacity

Career teachers and researchers permanently assigned to a scientific-pedagogical unit and to the research unit, shall have active and passive electoral capacity within these.

Article 30

Election of the Student Representative Members

The representatives of the students shall be elected based on lists, in a single electoral assembly composed of all the matriculated or enrolled ESEnfC students with active and passive electoral capacity.

Article 31

Electoral Capacity of the Students

The ESEnfC students, who matriculated or enrolled in the different training cycles and lifelong training or any other training with a duration superior to three academic semesters, shall be assigned active and passive electoral capacity.

Article 32
Electoral Calendar

1 – The Elections for the General Board shall be summoned by the President of the School and shall take place according to the calendar which shall establish by order, after consultation of the Management Board of the School.

2 – The electoral procedures shall begin 60 days prior to the cessation of the term of office of the members elected for a term of office of four years, except for the situation when the election date totally or partially coincides with the summer semester break. In that case the President shall postpone the election process so as to guarantee that the election shall take place during the semester which starts until 15th October.

Article 33
Organisation of the Elections

1 – The elections shall be organised by the President of the ESEnfC, who shall also guarantee the constitution of the polling stations and the issuance of two copies of the roll of electors, digitalised and in paper format, to each of them.

2 – These two rolls of electors to be issued to the polling stations must be an exact and complete copy of the definite published roll of electors.

3 – The President of the School shall be immediately informed on the applications, complaints, incidents and results.

4 – The decisions on the complaints shall be decreed by the President of the School.

5 – The ballots and the instructions for the functioning of the polling stations shall be issued in due time by the President of the School to the presidents of the polling stations.

Article 34
Rolls of Electors

1 – The rolls of electors shall be digitalised and in paper format.

2 – The rolls of electors shall refer to the day of publication of the order of the President which established the date of elections.

3 – The rolls of electors shall be made available by the President in the halls of the school buildings, marked with the day, time and legible signature.

4 – The complaints regarding errors and omissions shall be handed in, within the established period of time, at the Secretariat of the President, in order to be handed in to the President, together with the information considered convenient.

Article 35

Candidatures

1 – The lists must either be subscribed by the candidates or be accompanied by declarations of acceptance of candidature, as well as by substitutes equal in number to the current members.

2 – The names of the candidates must exactly comply with the names included in the rolls of electors.

3 – The lists shall be handed in at the Secretariat of the President of the ESEnfC, within the established periods of time and during the working hours. A confirmation receipt, marked with day and reception time, shall be made out.

4 – The candidatures may assign delegates to accompany the elections at the polling stations.

5 – After the reception of the candidatures they shall be handed in to the President of the School.

6 – After the homologation the lists shall remain posted until the closing of the polls.

Article 36

Composition of the Polling Stations

1 – The organisation of the respective polling stations shall be under the responsibility of the President of the ESEnfC.

2 – The polling stations shall be composed of three current members and, at least, three substitutes, so as to guarantee the good and uninterrupted functioning during the whole election period.

3 – The polling tables may not include members who are part of the lists.

Article 37

Functioning of the Polling Stations

The organisation and functioning of the polling stations, the counting of votes and further proceedings regarding the counting and communication of results, as well as the compulsory content of the minutes on the voting and counting proceedings shall be regulated by an order of the President of the School.

Article 38

Places of the Election

The electors shall indifferently vote at any of the polling stations foreseen for the respective bodies, since there shall be a polling station, duly constituted according to these Statutes, at each of the school buildings of the ESEnfC.

Article 39

Allocation of the Seats for the General Board

The allocation of seats of the elected representatives for each list shall follow the D'Hondt Method.

Article 40

Complaints on the Electoral Results

The complaints on the electoral results shall be submitted to the President of the School and they shall be submitted within a period of fifteen days after the publication of the election results to the Secretariat of the President who shall immediately inform the President on these matters.

Subsection II
PRESIDENT OF THE SCHOOL

Article 41
Functions of the President

- 1 – The President of the School is the highest body of management and external representation of the institution.
- 2 – The President of the ESEnfC is the body for the conduct of the policies of the School and presides over the Management Board.

Article 42
Election

- 1 – The President of the School is elected by the General Board, in accordance with these Statutes and according to the proceedings foreseen in the respective regulation to be approved by the General Board.
- 2 – The election process includes, namely:
 - a) The public announcement of the opening of candidacies;
 - b) The presentation of candidacies;
 - c) The public audition of the candidates, with the presentation and discussion of their action programme;
 - d) The final voting by the General Board requires an absolute majority, and it is conducted by secret vote.
- 3 – The public announcement of the opening of candidacies shall be made public sixty days before the date of the presentation of candidacies.
- 4 – Career teachers and researchers of the institution may be elected President of the School.
- 5 – The following cannot be elected President of the School:
 - a) Pensioners;
 - b) Those who been found guilty of a disciplinary, financial or penal infraction, in the exercise of their public or professional duties, during the four years after completing the sentence;

c) Those who are excluded because of other ineligibilities provided for in the law and in the present Statutes.

6 – The electoral process shall begin sixty days after the end of the term of office of the President, except if the complete or partial process coincides with the summer holidays. In this case, the President shall postpone the electoral process in order for it to take place in the following academic year (starting on October 15th).

Article 43

Duration of the term of office

1 – The term of office of the President shall be four years.

2 – The President may only complete a maximum of two consecutive terms.

2 – In the case of an early cessation of the term of office, the new President begins a new mandate.

Article 44

Structure of the presidency

1 – The President may, in the case of considering it adequate to the good functioning of the ESEnfC, organise the presidency according to areas of activity, appointing vice-Presidents and/or adjuncts.

2 – In the case mentioned in the previous paragraph, the President shall approve the internal regulation of the presidency, which shall establish the competences of each vice-President and/or adjunct, by means of an implementing order.

Article 45

Vice-Presidents

1 – The President is assisted by two vice-Presidents.

2 – The vice-Presidents are freely appointed by the President, from amongst the career teachers and/or researchers, which are not in a situation of incompatibility or impediment.

3 – The vice-Presidents may be removed from office at any time by the President and their term of office ends with the cessation of the term of office of the President.

Article 46
Adjuncts of the President

- 1 – The President may also be co-assisted by adjuncts for the development and implementation of specific tasks, projects and activities.
- 2 – The adjuncts are appointed by the President of the ESEnfC.
- 3 – The adjuncts may be removed from office at any time by the President, ending their term of office with the accomplishment of tasks, projects or activities which they were appointed to develop and implement, or with the ending of the term of office of the President which has appointed them, in the case of this situation taking place before.
- 4 – The adjuncts, when part of the teaching staff, may, if requested by the nature of their functions, be partially or completely exempt from the teaching activities by the President.

Article 47
Removal from office of the President

- 1 – In a situation of threat to the institution, the General Board, summoned by its President or by a third of its members, may deliberate, by a majority of two thirds, the suspension of the President of the School and, after the administrative procedures and an identical majority, his or her removal from office.
- 2 – The decision to summon the General Board for the purposes foreseen in the previous paragraph shall be preceded by a communication to the Technical-Scientific and Pedagogical Board, under penalty of nullity.
- 3 – The decisions to suspend or remove from office the President can only be taken at meetings specially summoned for that purpose and they shall be preceded by an opinion of the Technical-Scientific and Pedagogical Board, under penalty of nullity.

Article 48
Exclusive dedication

- 1 – The President shall perform their duties in exclusive dedication.
- 2 – The Presidents and vice-Presidents are exempt from teaching and research activities, although, by their own initiative, they may continue to perform them.

Article 49
Replacement of the President of the School

1 – Whenever the President is temporarily unable to perform his or her assigned duties, he or she will be replaced by the appointed vice-President or, in the case of lack of appointment, he or she will be replaced by the oldest one.

2 – If the President is unable to perform his or her duties for more than 90 days, the General Board shall deliver its opinion regarding the election or not of a new President.

3 – In the case of vacancy, resignation or permanent incapacity by the President, the General Board shall begin the elections procedure within a maximum period of 8 days.

4 – During the vacancy of the office of President, as well as in the case of suspension in the terms of Article 47, the position will be internally carried out by the vice-President chosen by the General Board or, when these are not present, by the oldest teacher of the ESEnfC with the highest rank.

Article 50
Competence of the President of the School

1 – The President runs and represents the ESEnfC, and he or she shall, namely:

- a) Elaborate and submit to the General Board the proposals regarding:
 - i.* The medium-term strategic plans and the action plan for the four-year period of his or her term of office;
 - ii.* The general guidelines of the institution in the scientific and pedagogical areas;
 - iii.* The annual plan and report of activities;
 - iv.* The annual consolidated budget and accounts, accompanied by the opinion of the statutory auditor;
 - v.* The acquisition or alienation of real estate belonging to the institution, as well as the credit operations;
 - vi.* The creation, transformation and suppression of organic units;
 - vii.* The tuition fees for the students;
- b) Approve the creation, suspension or suppression of courses;
- c) Approve the maximum number of new admissions and enrolments in each study cycle;

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- d) Superintend the academic management, namely deciding on the opening of competitions, the appointment and recruitment of staff, at any capacity, the appointment of juries for the competitions and for academic exams, and the system and regulations for the assessment of teachers and students;
 - e) Direct and superintend the administrative and financial management of the institution, ensuring the effectiveness in the application of its means and resources;
 - f) Within the framework of the School social services, give support to students, in accordance with the law;
 - g) Approve the awarding of titles and honorific distinctions;
 - h) Create School awards;
 - i) Nominate and remove from office, in the accordance with the law and the Statutes, the directors of organic units without self-government;
 - j) Nominate and remove from office, in accordance with the law and the Statutes, the administrator of the ESEnfC and the directors of the services of the institution;
 - k) Exercise the disciplinary power, in accordance with the law and these Statutes;
 - l) Guarantee the implementation of the decisions taken by the collegial bodies of the institution;
 - m) Approve the regulations provided for in the law and in the Statutes;
 - n) Supervise the observance of the laws, the Statutes and the regulations;
 - o) Propose the initiatives considered necessary for the good functioning of the institution;
 - p) Perform the further duties established in the law and in the Statutes;
 - q) Communicate to the Minister responsible all the necessary data, namely the plans and budgets and the reports of activities and accounts;
 - r) Take the necessary measures to guarantee the quality of education and research in the institution;
 - s) Present a proposal of internal regulation of the application of the disciplinary statute of the students to the General Board;
 - t) Represent the institution.

2 – All of the other competencies which, by the law or the Statutes, are not assigned to other bodies of the institution shall be a responsibility of the President.

3 – Whenever necessary, for a greater efficiency of the management of human resources, the President may reassign teachers, researchers, non-teaching and non-researcher staff members to different projects, functional units and services.

4 – The decision on the issues mentioned in points g) and h) of paragraph 1 of this Article, as well as regarding point k) of the same paragraph requires an opinion of the Technical-Scientific Board in what concerns the application of severe penalties to the officials who have already been Presidents, who are currently or have been vice-Presidents, who are currently or have been student ombudsman, who integrate or have integrated the General Board and the Management Board.

5 – The decision regarding the points a) and c) of paragraph 1, with the exception of paragraphs 4 and 7 of this Article, also require a previous opinion of the Technical-Scientific Board.

6 – The President may delegate the competencies that they consider necessary for a more efficient management of the institution to the Vice-Presidents, adjuncts of the President and management bodies of the School, with the exception of the cases foreseen in paragraphs 3 and 4 of this Article as to the issue mentioned in point k) of paragraph 1.

7 – The President has a head of office freely appointed and removed from office by him or her, similar for all legal purposes to the administrator, except in the cases foreseen by the law.

8 – The President also has a secretariat composed of a maximum of three members freely appointed by him or her, who shall have the right to salary supplements legally foreseen.

Subsection III

MANAGEMENT BOARD

Article 51

Composition and Functioning of the Management Board

1 – The Management Board is appointed and presided over by the President of the School, by a vice-President appointed by him or her, by the administrator and by two members chosen from amongst the teaching, non-teaching and non-researcher staff of the School or a student.

2 – The coordinators of the scientific-pedagogical units and/or of the services of the institution and representatives of the students and of the non-teaching and non-researcher staff may be summoned to participate at the meetings of the Management Board, without the right to vote.

3 – In case of an equal number of votes, the quality vote of the President shall decide.

4 – The Management Board has ordinary meetings once a month and extraordinary meetings summoned by the President, through his or her own initiative, or as a response to a request by a third of its members.

Article 52

Competences

1 – The Management Board shall perform the administrative, patrimonial and financial management of the institution, as well as the management of the human resources; the legislation in force for the public bodies with administrative autonomy is also applicable to this body.

2 – The Management Board shall also establish the charges and fees.

3 – The Management Board may, in general, delegate the competencies considered necessary for a more efficient management to the Presidents of the Technical-Scientific and Pedagogical Boards and to the coordinators of the services.

Subsection IV

COMPOSITION OF THE TECHNICAL-SCIENTIFIC BOARD

Article 53

Composition

1 – The Technical-Scientific Board is composed of a maximum of 25 members and has the following composition:

- a) Twenty three elected members, from amongst the group of:
 - i. Career teachers;
 - ii. Equivalent to teacher in a full-time position, with an employment contract with the School for more than 10 years in that category;

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- iii.* Teachers with a PhD degree, in a full-time position, with an employment contract not less than one year, independently of their legal relationship with the institution;
 - iv.* Teachers holders of specialist title, not included in the abovementioned points, in a full-time position with an employment contract with the institution for more than two years,
 - b) Two representatives of the research unit, elected, in accordance with the regulations of the research unit, from amongst the researchers with PhD degree members of the Scientific Board of the research unit that are simultaneously career teachers of the ESEnfC.

2 – Under proposal of the President of the Technical-Scientific Board, other teachers whose functions are directly related to the issues under discussion can be invited to participate in the meetings, without right to vote, and even, if necessary, teachers or researchers of other institutions, or personalities of recognised merit in areas of importance to the mission of the institution.

Article 54

Election and term of office

1 – The members of the Technical-Scientific Board are elected for a five-year term of office, based on a list composed of twenty-three career teachers, being at least one from each scientific-pedagogical units existing in the School. They must include eleven non-permanent members.

2 – The teachers who provide services at School, in a full-time position for more than a year, and hold the conditions established in paragraph 1 of the previous Article, have the capacity to elect the members of the Scientific-Technical Board established in subparagraph a) of paragraph 1 of the previous Article.

Article 55

Competence

1 – The Scientific-Technical Board shall:

- a) Elaborate its regulation;
- b) Analyse the plan of scientific activities of the School;

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- c) Deliver its opinion on the creation, transformation or extinction of the scientific-pedagogical units of the School,
 - d) Decide on the distribution of the teaching service, submitting it to the approval of the President of the School;
 - e) Deliver its opinion on the creation of study cycles and approve the study plans and lectured programmes;
 - f) Deliver its opinion on the regulation of attendance and evaluation,
 - g) Approve the regime of transition, precedence and prescriptions in the framework of the legislation in force;
 - h) Deliver its opinion on the acquisition of scientific, technical and bibliographical equipment;
 - i) Propose or deliver its opinion on the awarding of honorific titles and distinctions;
 - j) Propose or deliver its opinion on the institution of School prizes;
 - k) Propose or deliver its opinion on the accomplishment of international agreements and partnerships and other agreements, conventions and protocols of cooperation with other institutions within the scientific scope;
 - l) Propose the composition of exams and academic contests juries;
 - m) Practice other acts foreseen in law related to the teaching and research career and to the recruiting of teaching and research staff;
 - n) Deliver its opinion on the training plans of the teaching staff;
 - o) Deliver its opinion on the regulations and action plans of the scientific-pedagogical units;
 - p) Decide on the equivalence and recognition of degrees, diplomas, certificates, courses and components of courses;
 - q) Deliver its opinion on the academic calendar;
 - r) Elaborate the respective plans and report of activities;
 - s) Perform the remaining functions assigned by law or by these Statutes.

2 – The members of the Technical-Scientific Board can not pronounce themselves on matters referring to:

- a) Acts related to the career of teachers with a higher category than theirs;
- b) Contests or exams which they gather conditions to be opponents in.

Article 56
Functioning

- 1 – The Scientific Board functions in plenary sessions and permanent commission.
- 2 – The permanent commission is composed of the President of the Technical-Scientific Board, the Vice-President of the Technical-Scientific Board and three teachers autonomously appointed by the President.
- 3 – The plenary session of the Technical-Scientific Board meets at least three times a year.
- 4 – The Technical-Scientific Board can only meet if the absolute majority of the members are present, and the deliberations are taken by a simple majority of the members present, unless the law or the rules of procedure demand a qualified majority.
- 5 – The Technical-Scientific Board may delegate the competences and functions it considers necessary to its better functioning to the President and to the permanent commission.
- 6 – The President of the Technical-Scientific Board is elected, from amongst the members of the Board who are career teachers.
- 7 – The President can only fulfil a maximum of two consecutive terms of office.
- 8 – The Technical-Scientific Board appoints, by a proposal of its President, one Vice-President from amongst the members of the Technical-Scientific Board, whose term of office coincides with the one of the President and who shall replace the President in his or her absence.
- 9 – The Technical-Scientific Board nominates, by a proposal of its President, one secretary whose term of office coincides with the one of the President.

Subsection V
PEDAGOGICAL BOARD

Article 57
Composition

- 1 – The Pedagogical Board is the pedagogical management body of the ESEnfC.
- 2 – The Pedagogical Board is composed of:
 - a) Four representatives of the teaching staff;

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- b) Four representatives of the students.

Article 58

Election and term of office

- 1 – The members of the Pedagogical Board are elected by universal suffrage, direct and secret, through bodies and lists.
- 2 – The number of non-permanent members should be equal to the number of permanent members in the lists.
- 3 – The members of the Pedagogical Board are elected for a mandate of four years, in the case of the teaching staff, and for a mandate of two year, in the case of the student staff.
- 4 – The term of the President of the Pedagogical Board may be renewed for a maximum of two consecutive terms.
- 5 – The electoral process is regulated by these Statutes, in accordance with the provisions from Article 22 to Article 41, with the necessary adaptations.

Article 59

Competencies

- 1 – The Pedagogical Board shall:
- a) Deliver its opinion on the pedagogical orientation of the ESEnfC and the teaching and evaluation methods;
 - b) Propose to the Quality and Assessment Board the fulfilment of regular inquires to the pedagogical performance of the School and participate in its analysis and dissemination, in articulation with that same Board;
 - c) Promote the assessment of the pedagogical performance of the teachers, by them and by the students, and its analysis and dissemination, in articulation with the Quality and Assessment Board;
 - d) Analyse the complaints related to pedagogical failures, and propose the necessary provisions;
 - e) Elaborate and approve the regulation of attendance and evaluation;
 - f) Deliver its opinion on the regime of precedence and prescriptions in the framework of the legislation in force;

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- g) Deliver its opinion on the creation of study cycles and on the plans of the lectured study cycles;
 - h) Deliver its opinion on the on the creation of School prizes;
 - i) Deliver its opinion on the academic calendar and on the exam calendar;
 - j) Propose the purchase of didactic and bibliographic material;
 - k) Coordinate the School educational resources (auditoriums, laboratories, reprography, audiovisuals, among others);
 - l) Organize, in collaboration with the remaining bodies of the ESEnfC, conferences, seminars, and other activities of special scientific-pedagogical interest;
 - m) Promote the development of new pedagogical experiences and suggest activities aimed at improving teaching;
 - n) Evaluate the educational achievement and failure at School and propose corrective measures;
 - o) Promote the organization of pedagogical training courses;
 - p) Ensure, in consonance with the other bodies of the ESEnfC, the connection of the courses with the social and professional settings;
 - q) Make suggestions concerning the functioning of the Centre of Documentation and Information;
 - r) Deliver its opinion concerning any other pedagogical or with pedagogical implications subjects.

Article 60

Functioning

1 – The Pedagogical Board is governed by its own regulations, without prejudice to the following principles:

- a) The Pedagogical Board is presided over by a career teacher of the School elected at the first meeting; the President shall summon and direct the ordinary and extraordinary meetings and establish the respective agenda;
- b) The Pedagogical Board can only meet if the absolute majority of the members are present and the decisions must be approved by the majority;
- c) In case of an equal number of votes, the President of the Pedagogical Board the quality vote of will decide, except in the case of secret scrutiny.

2 – The Pedagogical Board elects a secretary from amongst its members and it is his or her role to act as a secretary at the meetings, elaborate the minutes and submit them for approval at the following meeting.

3 – The Pedagogical Board shall take decisions in the plenary sessions and shall conduct an ordinary meeting every month, with the exception of the month of August, and extraordinary meetings whenever necessary for the accomplishment of their responsibilities and competencies and in response to a request of at least a third of the members.

4 – The Pedagogical Board may create specialised commissions, whose proposals are evaluated at the plenary sessions, in order to analyse and study specific matters within the scope of their competencies;

Subsection VI

QUALITY AND ASSESSMENT BOARD

Article 61

Composition

1 – The Board is composed of four members of the teaching staff, one member of the non-teaching staff and two representatives of the student staff and an expert in assessment, all nominated by the General Board under proposal of the President of the School, after consultation of the Technical-Scientific Board, the Pedagogical Board and the student association.

2 – The coordinator of the Board is appointed from amongst the teachers, under proposal of the President of the School, and cannot preside to other management bodies, co-ordinate projects and scientific-pedagogical units, or belong to other management bodies of the ESEnfC.

3 – The term of office of the Board shall be four years, with the exception of the one of the student body, which shall be two years.

4 – The Board shall be assisted by evaluation and/or quality experts and shall possess the technical and secretarial support necessary to perform its duties.

Article 62
Competencies

1 – The Quality and Assessment Board shall promote and control the quality and evaluation of the ESEnfC and its courses.

2 – As for quality, the Board shall:

- a) Promote all the initiatives and measures aiming at the systematic adoption of a policy of quality and respective monitoring of all the sectors and areas of action of the ESEnfC; this will create an institutional culture and practices based on these principles and will also ensure its effective and continuous implementation;
- b) Propose the standardization of quality procedures, whenever necessary, and elaborate, after the gathering of the pertinent data from the responsible institutions, procedures manuals to be used at all levels, after their validation by the responsible bodies.

3 – As for assessment, all of the internally promoted missions within this sphere of action are assigned to the Board, which shall develop internal audit actions to the functional structures of the ESEnfC.

4 – The Board shall annually elaborate reports of its activities, including the self-evaluation reports of the ESEnfC and of the courses.

5 – The Board will, compulsorily, publish on the School's website the self-evaluation and external evaluation reports of the institution, as well as of its study cycles.

6 - The Board is governed by its own internal regulations.

Subsection VII
STUDENT OMBUDSMAN

Article 63
Ombudsman

1 – The student ombudsman is a teacher elected for this position by the students, by universal suffrage, direct and secret, from amongst the career teachers of the School.

2 – The initiative to propose the candidature of a teacher to the position of student ombudsman is under the responsibility of the students, at least fifty, and the candidature shall only be accepted with the teacher's acceptance statement.

3 – The term of office of the ombudsman shall be two years and it is irremovable except if he or she loses the position of teacher of the School; in this case the term is null and void.

4 – Thirty days after the end of the term of office of the ombudsman, accordingly to the previous paragraph, by renunciation or vacancy, the President of the School shall promote the election process of the new ombudsman who will start a new term of office.

5 – The President of the ESEnfC shall homologate the electoral results, which can only be rejected based on a violation of the law.

Article 64

Competencies

1 – The ombudsman develops his or her action in articulation with the student association and with the School's bodies and services, namely with the Pedagogical Board.

2 – The ombudsman shall, specially:

- a) Analyse complaints and protests of the students, and in the case of deciding in favour of the complainant, he or she shall utter the pertinent recommendations to the competent bodies;
- b) Make general recommendations aiming at protecting the interests of students, namely within the scope of the pedagogical activity and of the school social services;
- c) Promote the accomplishment of activities controlling the efficiency of the services destined to students.

3 – In general, the ombudsman develops activities and initiatives adequate to the good development of his or her term of office.

4 – The School's bodies and services which receive the recommendations shall also be responsible for their implementation, and any refusal shall be duly explained and communicated to the President of the School and to the ombudsman.

SECTION III
SCIENTIFIC-PEDAGOGICAL UNITS

Article 65

Nature

1 - The scientific-pedagogical units include all the members of the teaching staff and are organised according to nursing knowledge domains, accordingly to the present knowledge of the discipline.

2 - The scientific-pedagogical units aim at the accomplishment of the mission and goals of the ESEnfC. They shall be, in articulation with the President of the School and the Technical-Scientific Board, in charge of the operational, scientific, pedagogical and research cooperation, as well as of ensuring the continuity and quality of the intervention of the teaching staff in the areas of education, research, technical and curricular development, creation and dissemination of knowledge and in the provision of services to the community, according to their specific spheres of action.

3 – The creation, regulation, reformulation, suppression and merger of the scientific-pedagogical units are a responsibility of the President of the School, after consultation with the Technological-Scientific Board.

4 – Without prejudice to others that might be created, the School's scientific-pedagogical units are: the unit of fundamental nursing; the unit of child and adolescent health nursing; the unit of maternal, obstetric and gynaecological health nursing; the unit of medical-surgical nursing; the unit of elderly nursing; the unit of rehabilitation nursing; the unit of mental and psychiatric health nursing and the unit of public, family and community health nursing.

5 – The units have their own internal regulation and can adopt an internal organisation more adequate to the development of their activities.

6 – Each scientific-pedagogical unit is directed by a coordinator, coordinating professor and/or holder of a PhD degree, and a vice-coordinator of the unit, appointed by the President of the School, after consultation of the unit teachers and of the Technical-Scientific Board.

7 – The term of office of the coordinator and vice-coordinator end with the end of term of the President of the School.

8 – By means of a decision of the Management Board, the scientific-pedagogical units may be provided with funds and technical-material and administrative resources adequate to the development of their activities, according to the specificity of their areas of intervention.

SECTION V DIFFERENTIATED UNITS

Article 66

Nature

1 – The differentiated units pursue specific goals and contribute to the mission and objectives of the ESEnfC.

2 – The ESEnfC has four differentiated units:

- a) The School Social Services;
- b) The Support Office to Newly Graduates;
- c) The Health Sciences Research Unit: Nursing domain;
- d) The Unit of provision of services to the community and coordination of the activities of extension to the community.

3 – The ESEnfC may create other differentiated units, through its own initiative or in partnership with other institutions, depending on the nature and goals of the new unit, by means of a proposal from the President of the School and after consultation with the responsible bodies.

Article 67

School Social Services

1 – The social services integrate units aimed at providing various services to the students, teaching staff and non-teaching staff of the School, so as to provide them with the best conditions to carry out the respective missions. Among other services, there are the following: residence, health services, student support services, canteens, cafeterias, copying services, scholarships and the granting of loans.

2 – Without prejudice to the possibility of encompassing other domains, the School social services develop their activity in the areas of promotion of health and well-being of the educational community, social, cultural and sport services.

3 – Without prejudice to choose, in the future, another modality, the concession of spaces for exploration assigned to the provision of services of the canteen, cafeteria and copying services shall be preceded by a public competition in accordance with the law.

4 – The spaces of the canteen, cafeteria and residence are under the management of the President and Management Board of the School and the access and use of these spaces shall have a regulation of their own.

5 – The School social services also aims at reinforcing the conditions for the development of the offer of part-time professional activities by the institutions to the students, in conditions adequate to the simultaneous development of the academic activity.

Article 68

Support Office for Newly Graduates

1 – The support office for newly graduates is intended to:

- a) Support the participation of students in the active life in conditions adequate to the simultaneous development of the academic activity;
- b) Support the integration of graduates into the labour market;
- c) Gather and disseminate information regarding the employment of the students graduated by the School, as well as regarding their professional paths;
- d) Support entrepreneur initiatives of the graduates by the School in the health domain;
- e) Promote the connection of the ESEnfC to the old students and respective associations, facilitating and promoting their contribution for the strategic development of this School.

2 – The unit shall have a coordinator, appointed by the President of the School.

Article 69

Health Sciences Research Unit: Nursing Domain.

- 1 – The goal of the research unit is to develop research activities in health, especially in nursing and education, as well as coordinate the research developed in the School.
- 2 – The coordinator of the health sciences research unit: nursing domain of the ESEnfC is appointed by the President of the School from amongst the PhD researchers of the unit, after consultation with the Scientific Board of the unit.
- 3 – The coordinator of the research unit shall:
 - a) Represent the research unit;
 - b) Appoint a vice-coordinator to assist him/her;
 - c) Perform duties in the area of current management permanently;
 - d) Approve the necessary regulations for the functioning of the unit;
 - e) Implement the decisions of the Scientific and Administrative Board of the unit;
 - f) Elaborate and submit to the approval of the President of the School the plan of activities of the research unit which shall include the budget estimate necessary to implement it, as well as elaborate the respective report of activities.
 - g) Perform the duties delegated by the President or the other bodies of the School;
 - h) Perform the further duties foreseen in the law and in the Statutes.
- 4 – The term of office of the coordinator has the duration of four years and it may be renewed for a maximum of two consecutive terms.
- 5 – The coordinator can only be removed from office based on a negligent and serious failure to fulfil his/her obligations.
- 6 – The research unit has its own regulation, which shall be in accordance with the conditions demanded by the Foundation for Science and Technology for accreditation of the Unit.

Article 70

Unit of provision of services to the community and coordination of the activities of extension to the community

- 1 – The goal of the unit of provision of services to the community is to coordinate the projects of provision of services, in articulation with the President of the School and the coordinators of the scientific-pedagogical units.
- 2 – The coordinator of the unit is appointed by the President from amongst the teachers who coordinate projects of the unit.
- 3 – The following are competences of the coordinator of the projects unit:
 - a) To represent the projects unit;
 - b) To appoint adjuncts who shall assist him/her in the accomplishment of the goals in specific areas;
 - c) To permanently perform duties of current administration;
 - d) To approve the necessary regulations for the functioning of the unit;
 - e) To perform the duties delegated by the President or the Management Board;
 - f) To elaborate and submit to the approval of the President of the School the plan of activities of the unit which shall include the budget estimate necessary to implement it, as well as elaborate the respective report of activities.

SECTION V

SUPPORT STRUCTURES AND SERVICES

Article 71

Composition

The following are support structures and services of the ESEnfC, without prejudice to other structures which may be created:

- a) Centre of Documentation and Information;
- b) National and International Relations Office;
- c) Administrative Services;
- d) Technical Services of Installation, Equipment and Computing;
- e) General Services.

Subsection I
CENTRE OF DOCUMENTATION AND INFORMATION

Article 72
Nature

- 1 – The Centre of Documentation is a functional support unit whose role is to gather, process and disseminate scientific, technical and pedagogical documentation about the activities of the ESEnfC and to cooperate with the related services and institutions.
- 2 – The Centre of Documentation includes libraries and other services, which may be created in the future and integrated in this centre by decision of the President of the School, after consultation with the Technical-Scientific and Pedagogical Boards.
- 3 – The Centre of Documentation is coordinated by a teacher appointed by the President, after consultation with the Technical-Scientific Board.
- 4 – The Centre of Documentation is directly subordinated to the Management Board.

Subsection II
NATIONAL AND INTERNATIONAL RELATIONS OFFICE

Article 73
Nature and Functioning

- 1 – The coordinator of the National and International Relations Office acts on matters related to the relations of the ESEnfC with the national and international communities, within the scope of the cooperation programmes with higher education or health institutions, aiming at the development of education, research and cultural activities.
- 2 – The Office is composed of a teacher of each scientific-pedagogical unit and of two teachers, appointed by the Management Board, after having heard the teachers of the units.
- 3 – The coordinator of the National and International Relations Office shall be appointed by the President of the School from amongst the teachers who are part of it.
- 4 – The Office shall be directly subordinated to the Management Board.

Subsection III
ADMINISTRATIVE SERVICES

Article 74
Administrator

- 1 – The ESEnfC has an administrator, chosen from amongst other people with knowledge and experience in the management area, with capable to deal with the current management of the institution and the coordination of the services, under the direction of the President of the School.
- 2 – The administrator is independently appointed and removed from office by the President of the School.
- 3 – The administrator shall be member of the Management Board and has the responsibilities established in the following Article, and the ones delegated by the President of the School.
- 4 – The administrator ends its functions with the end of the mandate of the President of the School.

Article 75
Competences of the Administrator

- 1 – The administrator, appointed according to the provisions foreseen, is directly subordinated to the President of the School.
- 2 – The administrator performs his/her duties, in accordance with the legislation in force, without prejudice to the other duties which may be delegated or sub-delegated to him/her.

Article 76
Composition of the Administrative Services

- 1 – The Administrative Services develop activities in the areas of academic services, human resources, accounting and treasury, patrimony and procurement, secretariat, business and archive.
- 2 – The Administrative Services include the following areas:

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- a) Academic;
 - b) Human Resources;
 - c) Accounting and Treasury;
 - d) Patrimony and Procurement;
 - e) Secretariat, Business and Archive.

3 – The Administrative Services are subordinated to the Management Board.

Article 77

Academic Area

The Academic Area shall, among other duties:

- 1) Students:
 - a) Give information concerning the enrolment and attendance regulations of the ESEnfC;
 - b) Post notices concerning matriculation, enrolment, exams and tests, transferences, reentry, changes of course, special qualifications and payment of enrolment fees;
 - c) To make available online all of the important elements for the complete knowledge of the offered study cycles and the awarded degrees, of the research being carried out and the services provided by the institution;
 - d) Carry out services related to student's matriculations, enrolment and exams;
 - e) Verify the payment of the enrolment fees and start the proceedings in order to receive that payment;
 - f) Record all proceedings concerning student affairs;
 - g) Issue and renew student cards;
 - h) Organize student's data in order to respond to the requests from the responsible bodies and also to be published;
 - i) Carry out all of the necessary services related to students which were not contemplated in the previous points;
 - j) Keep the academic archive, business and documentation rigorously updated;
- 2) Register and academic exams:
 - a) Issue course letters and diplomas;
 - b) Issue matriculation, enrolment, attendance and exam certificates as well as other certificates concerning activities which are part of the students' individual files and all the academic activities carried out by the ESEnfC;

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- c) Keep the archive of the academic business updated;
 - d) Organize and keep the archive of the students' individual files updated;
 - e) Organize and keep the archive of the programs and summaries of each discipline updated;
 - f) Receive, register and start the processes in order to carry out the academic exams;
 - g) Organize the processes leading to the grant of equivalence and recognition of degrees and academic titles under the competency of the ESEnfC.

Article 78

Human Resources Area

The Human Resources Area shall, among other duties:

- a) Conduct the necessary studies for the analyses of the management, the staff budget, foresee courses and staff training courses, general or sector-based, and staff statistics;
- b) Prepare the processes concerning recruitment, selection and appointment, as well as promotion, renewal, extension, mobility, exoneration, termination of the contracts, admission and retirement of staff;
- c) Open and update the individual files as well as the staff files;
- d) Process payments, additional remunerations, supplements, travel allowances and expenses, and other allowances given to the staff, as well as attendance fees for lecturers;
- e) Instruct the processes of absences, licenses, grant owner equivalences, service exemption and accumulations, as well as other staff evaluation processes;
- f) Elaborate the vacation, absences and licenses schedule of the whole staff and elaborate and post the seniority lists;
- g) Instruct and begin the processes for the concession of social benefits to the School staff and their relatives, namely children's allowance, supplementary benefits, social protection to staff members and agents of the Public Administration, pensions and subsidies;
- h) Issue certificates, declarations, and notes concerning the professional journey and service time of the members of the staff;

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- i) Carry out all of the necessary services related to staff which were not contemplated in the previous points;
 - j) Keep the human resources archive, business and documentation rigorously updated.

Article 79

Accounting and Treasury Area

The Accounting and Treasury Area shall, among other duties:

1- General Accounting:

- a) Submit a request to the General Directorate of Budget concerning the already approved state budget provisions for the ESEnfC;
- b) Issue all the income documents;
- c) Classify all the income documents in accordance with the National Plan of Accounts for the Education Sector;
- d) Check the current accounts of clients, debtors and creditors, control the balances and ask for its liquidation, and elaborate the respective extracts of current accounts;
- e) Verify the budget headings of the purchase orders and their value in relation to the invoice value, issued by the procurement department and destined to be included in the expense documents;
- f) Issue all the expense documents of the ESEnfC, either concerning its own fund or others' funds;
- g) Classify all expense documents in accordance with the National Plan of Public Accounts for the Education Sector;
- h) Check the current accounts of different suppliers and creditors;
- i) Verify and control the current accounts of others' funds;
- j) Control the existing monetary means of income and expense;
- k) Propose the payment of staff and the suppliers and creditors' invoice payment within the period of liquidation, according to the availability of the School;
- l) Propose the delivery, when required, or return of the values belonging to others' funds;

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- m) Verify and comment on the different charts and maps: economic-financial situation, availabilities, balance, development of the expenses with the staff, provisions, reintegration and amortizations, and demonstration of net results;
 - n) Verify the analytical and synthetic trial balances;
 - o) Organize and keep the archive updated;
- 2- Analytical and previsional accounting:
- a) The control and analysis of the costs;
 - b) The elaboration of ordinary budgets and budget alteration requests;
 - c) Exercise budget control and give the necessary information for the respective entities, as well as information concerning money relevancy;
 - d) Analyse and comment on the budgetary slippage;
 - e) Elaborate the revenue and expenditure accounts;
 - f) Keep the accounting archive, business and documentation rigorously updated;
- 3- Treasury:
- a) Carry out the collection of incomes, in accordance with the issued documents;
 - b) Process the payments of the expenses, in accordance with the documents issue by the accounting, duly authorized;
 - c) Keep the movements of the Treasury so rigorously updated that, at any moment, it is possible to verify the trust and deposit funds exactly;
 - d) Verify the receipts of suppliers and others, not only in regards to its value in relation to the expense document but also in regards to the situations of the taxes in force;
 - e) Verify the trust and deposit values on a daily basis;
 - f) Keep the treasury archive, business and documentation rigorously updated.

Article 80

Patrimony and Procurement Areas

- 1 - The Patrimony and Procurement Areas shall, among other duties:
- a) Establish the contacts with the supplier's market for the purchase of goods and services;
 - b) Verify the stocks and needs;
 - c) Organize the purchase files – public competitions, limited and direct adjustments – and start the legal procedures for that purchase;

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- d) Promote the opening and updating of the item and suppliers' files, in order to ensure a more effective stock management;
 - e) Distribute the items to their users in accordance with the previously approved internal requests;
 - f) Keep the inventory and the register of the movable and immovable assets updated, in accordance with the legislation in force;
 - g) Keep the procurement archive, business and documentation rigorously updated.

Article 81

Secretariat, Business and Archive Areas

1 – The Secretariat Area shall, among other duties:

- a) Provide secretariat support services to the management bodies, the bodies and the teaching staff;
- b) Receive, analyse and forward all the official correspondence;
- c) Dispatch all the official correspondence of the management bodies;
- d) Receive, organize and disseminate, whenever necessary, all the official documents;
- e) Support the development of scientific and pedagogical activities;
- f) Keep the secretariat archive, business and documentation rigorously updated.

Subsection IV

TECHNICAL SERVICES OF INSTALLATION, EQUIPMENT AND COMPUTING

Article 82

Nature

1 – The ESEnfC possesses technical services of installation, equipment and computing, which operate in the areas of repair, maintenance, conservation and operability of the facilities and equipments, as well as provide the School with their own resources.

2 – The technical services of installation, equipment and computing are directly subordinated to the Management Board.

Subsection V
GENERAL SERVICES

Article 83
Nature

- 1 – The General Services of the ESEnfC provide support to the management bodies and to the scientific-pedagogical units and to the surveillance services of the facilities and equipment; and they act in the areas of reception, communication, transportation, and laundry.
- 2 – The General Services are directly subordinated to the Management Board.

CHAPTER III

SECTION I
Student Association

Article 84
Association

- 1 - In order to promote the protection of their interests and ensure and organize their representativeness in the respective management bodies, as well as to promote the principles established in Article 4, there is a Student Association in the ESEnfC, which shall be guided by the law and by the respective Statutes.
- 2 - The Student Association, as a complementary body of training for the students of the ESEnfC, namely in the cultural and humanistic areas, shall benefit from the support of the ESEnfC, mainly in regards to the facilities, without prejudice to other financial support.
- 3 - Aiming at promoting and ensuring the assertion of the principles of democraticity and participation, in accordance with the provisions of Article 4, other associations or associative entities, existing or to be created, may be called to intervene, punctually or regularly.

CHAPTER IV
Final and transitory dispositions

Article 85
Homologation and publication of the electoral results

- 1 – With the exception of the election of the President of the School, this latter shall approve the election results, after deciding on all of the issues which may interfere with the final verification of the results.
- 2 – The final election results, as well as the decisions taken concerning any interfering issues, are published as an order within twenty-four hours after the reception of the minutes containing the temporary results delivered to the President of the polling station.
- 3 – The election of the President of the School requires ministerial approval.

Article 86
Revision of the Statutes

- 1 – The Statutes of the ESEnfC may be revised, in an ordinary way, four years after their publication or after the publication of their revision and, in an extraordinary way, by a decision of at least two thirds of the members of the General Board.
- 2 – The alteration of the Statutes requires an approval of a majority of two thirds of the members of the General Board.
- 3 – The following may suggest alterations to the Statutes:
 - a) The President.
 - b) Any member of the General Board.
- 4 – The Statutes and its alterations require governmental homologation, which is approved or refused within the maximum period of 60 days, through an implementing order of the Minister responsible.
- 5 – The homologation focuses on the legality of the Statutes and its alterations, and any refusal can only be based on the nonobservance of the Constitution or law or on the

unconformity with the provisions of this law or the Statutes during the process of elaboration.

6 – In the case of the revision of the Statutes including measures, which, according to the law, require an approval by the Ministry responsible, the refusal of homologation may be based on the rejection of the mentioned approval.

Article 87

Entry into force of the system of bodies

The new system of bodies entries into force with assumption of office of the new President or within the maximum period of five days after the conclusion of the process of composition and assumption of office of the General Board, in the absence of declaration of renouncement by the current President, under the provisions of Article 174 (3) of Law No. 62/2007, 10th September.

Article 88

Installation of the new system of bodies

1 – The President of the School shall organise the elections for the new bodies of the ESEnfC within the maximum period of 10 days after the new system of bodies starts functioning.

2 – The first elections for the position of student ombudsman shall be promoted by the President of the School, in accordance with these Statutes.

Article 89

Entry into force

These Statutes shall come into force the day after their publication in *Diário da República* (Official Portuguese Journal).