

	COMISSÕES DE ACOMPANHAMENTO E MELHORIA DOS CURSOS Committees for the Monitoring and Improvement of the Study Programs Documento orientador / Framework document	Revisão/ Revision:	2
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COMISSÕES DE ACOMPANHAMENTO E MELHORIA DOS CURSOS

Objetivo

O objetivo das Comissões de Acompanhamento e Melhoria dos Cursos é:

- promover a participação ativa dos estudantes em todos os assuntos relacionados com o funcionamento dos cursos, e
- contribuir para o funcionamento regular das atividades de ensino e para o estabelecimento de boas práticas nos cursos.

Responsabilidades

Cada comissão tem as seguintes responsabilidades:

- propor e colaborar, conforme solicitado pelo Coordenador do curso ou pelos órgãos competentes, na implementação de ações específicas destinadas ao bom funcionamento do curso, bem como medidas destinadas a alcançar um maior nível de sucesso escolar;
- promover a colaboração com comissões de outros cursos com unidades curriculares comuns; preparar os relatórios necessários no âmbito dos instrumentos de gestão da qualidade (por exemplo, o Relatório do Ciclo de Estudos (RCE) no caso de cursos conferentes de grau);
- analisar o funcionamento do curso no final de cada trimestre, incluindo a monitorização dos Relatórios das Unidades Curriculares (RUCs); preparar relatórios de autoavaliação no contexto da acreditação pela A3ES ou outra entidade.

Os docentes da Comissão de Acompanhamento e Melhoria do Curso, ou um subconjunto de três docentes incluindo o Coordenador do curso, constituem a Comissão de Creditação do curso. Portanto, esses docentes são também responsáveis pela condução dos processos de creditação de competências e formação anterior, de acordo com o Regulamento de Creditação de Competências e Formação Anterior da NOVA IMS, e o Conselho Científico é responsável pela aprovação desses processos de creditação.

Composição

A composição de cada comissão deverá obedecer aos seguintes critérios:

- incluir o Coordenador do curso, que deverá presidir;
- incluir pelo menos um representante dos estudantes e pelo menos dois representantes dos docentes, no caso dos cursos que não estão associados a ciclos de estudos;
- incluir pelo menos dois representantes dos estudantes, os quais devem estar inscritos em diferentes anos curriculares no caso dos 1.ºs ciclos de estudos, e inscritos em diferentes

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especializações / majors no caso dos 2.os ciclos de estudos organizados por especializações / majors; incluir representantes dos docentes em número igual aos estudantes identificados no ponto anterior;

- caso a comissão não integre discentes, os seus relatórios devem ser capazes de demonstrar que os estudantes foram efetivamente consultados. Este critério aplica-se apenas a ciclos de estudo que possuem mecanismos adicionais de garantia de qualidade, tais como os programas Erasmus Mundus.

O Conselho Científico da NOVA IMS nomeia os docentes de cada comissão. Os representantes dos estudantes são nomeados pelo Coordenador do curso no início de cada ano letivo, que então reporta a composição da comissão ao Responsável pelo SIMAQ na NOVA IMS.

A composição da comissão de cada um dos cursos em funcionamento na NOVA IMS para o ano letivo 2021-2022 encontra-se em Anexo a este documento, o qual é atualizado anualmente conforme parágrafo anterior

Duração

O mandato dos membros da comissão corresponde:

- ao ano letivo para o qual são nomeados, no caso dos representantes dos estudantes;
- dois anos, no caso dos representantes dos docentes. O mandato é renovado automaticamente por igual período, exceto em caso de decisão do Conselho Científico.

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COMMITTEES FOR THE MONITORING AND IMPROVEMENT OF THE STUDY PROGRAMS

Purpose

The purpose of the Committees for the Monitoring and Improvement of the Study Programs is

- to foster the active participation of students in all matters related to the functioning of the study program, and
- to contribute to the regular functioning of teaching activities and the establishment of good practices in the study programs.

Responsibilities

Each committee has the following responsibilities:

- to propose and collaborate, as requested by the Coordinator of the study program or by the competent bodies, in the implementation of specific actions aimed at the good functioning of the study program, as well as measures aimed at achieving a higher level of school success;
- to promote the cooperation with Committees of other study programs with common curricular units;
- to prepare the required reports within the scope of quality management instruments (*e.g.*, the annual Study Cycle Report in the case of degree programs);
- to analyze the functioning of the study program at the end of each quarter, including the monitoring of Curricular Unit Reports;
- to prepare self-evaluation reports in the context of accreditation by A3ES or another agency.

The teachers of the Committee for the Monitoring and Improvement of the Study Program, or a subset of three teachers including the Coordinator of the study program, constitute the **Creditation Commission** of the study program. Therefore, these teachers are also responsible for conducting the processes of accreditation of skills and previous training in accordance with NOVA IMS's Regulation on Skills and Previous Training Accreditation (*Regulamento de Creditação de Competências e Formação Anterior da NOVA IMS*), and the Scientific Council has the responsibility of approval of those accreditation processes.

Composition

The composition of each committee should comply with the following criteria:

- to include the Coordinator of the study program, who should chair;
- to include at least one representative of the students and at least two representatives of the teachers, in the case of study programs that are not associated with study cycles;

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- to include at least two representatives of the students, who should be enrolled in different academic years in the case of 1st study cycles, and should be enrolled in different specializations / majors in the case of 2nd study cycles organized by specializations / majors;
- to include representatives of teachers in equal numbers to students identified in the previous paragraph;
- if the committee hasn't any student representative its reports should be able to demonstrate that the students have been fully consulted. This criterion only applies to study cycles that have additional quality assurance mechanisms, such as Erasmus Mundus programs.

The Scientific Council of NOVA IMS nominates the teachers of each committee. The students' representatives are appointed by the Coordinator of the study program at the beginning of each academic year, who then reports the composition of the committee to the Head of SIMAQ at NOVA IMS.

The composition of the committee of each of the study programs in operation at NOVA IMS for the academic year 2019-2020 is attached to this document, which is updated annually according to the previous paragraph.

Duration

The term of office of the committees' members corresponds to

- the academic year for which they are appointed for in the case of students' representatives;
- two years in the case of teachers' representatives. This period is automatically renewed for an equal period, except in case of a decision by the Scientific Council.

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ANNEX: Composition of each committee for the academic year 2022-2023

1st study cycles

Bachelor in Information Management – 2022-2023

Frederico Jesus	Coordinator of the study cycle
Roberto Henriques	Teacher (area of Information Systems and Technologies)
Diego Pinto	Teacher (area of Analytics)
	Student
	Student

Bachelor in Information Systems

Manuela Aparício	Coordinator of the study cycle
Vítor Santos	Teacher (area of Information Systems and Technologies)
Mijail Naranjo	Teacher (area of Analytics)
	Student
	Student

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2nd study cycles and associated postgraduate programs

Master in Statistics and Information Management

Jorge Bravo	Coordinator of the study cycle
Pedro Coelho	Teacher (area of Information Analysis and Management)
Jorge Mendes	Teacher (area of Risk Analysis and Management)
	Student (specialization / PG in Information Analysis and Management)
	Student (specialization / PG in Risk Analysis and Management)

Master in Information Management

Fernando Bação	Coordinator of the study cycle
Flávio Pinheiro	Teacher (area of Knowledge Management and Business Intelligence)
Manuela Aparício	Teacher (area of Information Systems and Technologies Management)
	Student (specialization / PG in Knowledge Management and Business Intelligence)
	Student (specialization / PG in Information Systems and Technologies Management)

Master in Data Science and Advanced Analytics

Roberto Henriques	Coordinator of the study cycle
Mauro Castelli	Teacher (area of Data Science)
Fernando Bação	Teacher (area of Business Analytics)
	Student (major in Data Science)
	Student (major in Business Analytics)

Master in Geographic Information Systems and Science

Marco Painho	Coordinator of the study cycle
Pedro Cabral	Teacher
Ana Cristina Costa	Teacher
	Student
	Student

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Master in Geospatial Technologies (Erasmus Mundus program)¹

Marco Painho	Coordinator of the study cycle
Pedro Cabral	Teacher
Ana Cristina Costa	Teacher

¹ Does not include any student representative.

Master in Data-Driven Marketing

Paulo Rita	Coordinator of the study cycle
Diego Pinto	Teacher (area of Digital Marketing and Analytics)
Pedro Simões Coelho	Teacher (area of Marketing Research and CRM)
Nuno António	Teacher (area of Data Science for Marketing)
Frederico Cruz Jesus	Teacher (area of Marketing Intelligence)
	Student (Marketing Intelligence)
	Student (Digital Marketing and Analytics)
	Student (Marketing Research and CRM)
	Student (Data Science for Marketing)

3rd study cycle

Doctoral Program in Information Management

Tiago Oliveira	Coordinator of the study cycle
Members of the Scientific Committee of the PhD Program: Tiago Oliveira, Marco Painho, Paulo Rita, Leonardo Vanneschi	Professors
	Student
	Student
	Student
	Student

Postgraduate programs

PG in Intelligence Management and Security

Guilherme Victorino	Coordinator of the study program
Teresa Rodrigues	Coordinator of the study program
	Student

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PG in Business Intelligence and Analytics for Hospitality & Tourism

Paulo Rita	Coordinator of the study program
Nuno António	Coordinator of the study program
	Student

PG in Enterprise Data Science & Analytics

Roberto Henriques	Coordinator of the study program
Henrique Carreiro	Teacher
	Student

PG in Statistical Systems

Pedro Simões Coelho	Coordinator of the study program
Filipa Lima	Teacher (specialization in Central Banks' Statistics)
	Student

PG in Digital Enterprise Management

Tiago Oliveira	Coordinator of the study program
Jorge Carrola Rodrigues	Coordinator of the study program
	Student

PG in Data Science for Finance

Jorge Bravo	Coordinator of the study program
Jorge Mendes	Teacher
	Student

PG in Financial Markets and Risks

Jorge Bravo	Coordinator of the study program
	Teacher
	Student

PG in Information Management and Business Intelligence in Healthcare

Guilherme Victorino	Coordinator of the study program
José Carlos Caiado	Coordinator of the study program
	Student