

Order No. 71/President/2020

Guidelines for the Distance Learning Process

(...) after hearing the Schools Directors and the Academic Council of the IPS, who unanimously agreed.

In the exercise of the powers that, in general, are conferred to the President by the Law and the Statutes of the Polytechnic Institute of Setúbal, and, in particular, in the exercise of the power that is conferred by points d), e), n) and p), of article 25.º of these Statutes, I approve the following Exceptional and Transitional Regulatory Norms for application in the teaching and learning area, as long as the on-site activities at IPS are suspended due to the SARS-CoV-2 pandemic:

A. Teaching, Learning and Evaluation Methodologies in Distance Learning

1. According to the parameters defined in the present Order which establishes that teaching activities take place through digital interaction between professors and students from March 26th, study cycles are approved to operate on a distance learning basis during the 2nd semester and the 2nd and 3rd quarters of the 2019/2020 academic year. Professors in charge of Curricular Units (RCU) should insert a note in the Curricular Unit (CU) file of the Information System (SI) explaining the necessary changes in the pedagogical operating methods, namely, in the following fields: Teaching Methodologies; Demonstration of the coherence of teaching methodologies with the CU learning objectives; Methodology and Evaluation Tests and Attendance System (if applicable);
2. In accordance with the Law nº 133/2019 of March 3rd, distance learning is the education in which the participants, namely professors and students, are physically separated in the teaching and learning process. There is no time and space limits regarding the access to education contents, processes and contexts and it is ensured by the use of information and communication technologies;

3. For the purpose of implementing the distance learning model adopted, exceptionally and temporarily, and under the terms of the present regulatory guidelines, IPS will use infrastructures and technological systems that enable permanent pedagogical interaction between all participants in the educational process, especially professors and students, fulfilling information security requirements;
4. Regarding the technological infrastructures and systems referred to in the previous paragraph, and notwithstanding the need of pedagogical interaction, IPS, within its competences and attributions, safeguards the personality rights of the intervening parties, namely professors and students. The violation of such rights substantiates various types of crime which are provided and punished by the *Portuguese Penal Code*;
5. IPS, in accordance with the *General Data Protection Regulation*, will apply its data protection policy to data collected, stored and processed by virtue of distance learning;
6. Attendance counting cannot be used as a criterion to include or exclude a student from continuous evaluation system, nor be used in the calculation of student's classification in the CU;
7. Regarding the teaching activities, carried out remotely during the period previously defined, the continuous evaluation methodologies are maintained, as well as the exam periods established by the *Academic Activities Regulation and Guidelines for the Evaluation of School Performance of IPS Students* and in the specific guideline to evaluate the performance of students from each School;
8. Continuous evaluation methodologies in each CU can include diverse evaluation components;
9. During the period in which face-to-face activities are suspended, distance evaluation modalities should prevail, which includes the examination period if the situation so requires;
10. Practical/laboratory component of the CU can be replaced by distance activities that allow to develop, in an equivalent manner, the competences defined in the CU;
11. Practical component of the internships, projects, reports and another activity or evaluation product can replace dissertations. The proposal of such replacement should be presented and validated by the RCU and Course Coordinator/Diretor and approved by the Technical-scientific Council (TCC) and the Pedagogical Council (PC);

12. Situations where, due to the particular nature of the CU, it is not possible to adopt distance learning, the RCU and the respective Course Coordinator/Director must submit, in a substantiated manner for proper approval, the terms of teaching to the PC and TCC;
13. Professors must include in the teaching program synchronous and / or asynchronous activities / classes of interaction with students as well as hours of service for students in accordance with the number of weekly hours approved in their teaching service, namely for the transmission and discussion of content, guidance, study or evaluation;
14. Length of teaching activities, including student's autonomous work, must be in accordance with the total hours of work planned for the CU;
15. Length of the activity/class at synchronous distance is the one that the professor considers adequate for teaching the programmatic contents established. However, the time fixed in the CU respective academic schedule should not be weekly exceed;
16. In cases where teaching activities such as internships/clinical teaching/clinical education/education for practice/clinical practice are suspended, a different schedule may be created for the synchronous activities of the remaining CU, allowing the completion of the activities in a reduced number of weeks, without the students overload;
17. The distance learning activities/classes, when in synchronous mode, should occur during the teaching periods defined in the schedule of the presential classes established for the semester/trimester;
18. The professor maintains, under the applicable legal and regulatory terms, the obligation to prepare the summary according to the CU teaching schedule, indicating the subject taught according to the CU program, and must make it available through the usual ways in each School;
19. The distance learning activities/classes, properly summarized, are considered for the purposes of the total number of planned classes, in accordance with the academic calendar and study programme of each course;
20. The Course Coordinators/Directors, in collaboration with the competent bodies, should promote the necessary measures to guarantee the quality of teaching and learning and the compliance of the applicable rules and principles;
21. The School's Director or whom he delegates, in collaboration with the Course Coordinator/Director, should verify if the student has his own equipment and appropriate

- technological resources, reporting the identified needs to the competent bodies and services;
22. The CU evaluation moments may change due to the reprogramming of academic activities and/or possible changes to the academic calendar, following the normal approval procedures of each School;
 23. Due to the delay of the AAIPS integration activities in May, the two-day period planned on the academic calendar can be used for the development of academic activities;
 24. Without prejudice of possible changes on the academic calendar of each School, all the enrolled students, in this academic year, in annual CU, of the 2nd semester or the 2nd and 3rd trimesters have access to the special period of exams for evaluation in the CU in which they have not been approved, not considering the limits established in number 6 of article 10.º of the Regulation of Academic Activities and Guidelines for the Evaluation of School Performance of IPS Students;
 25. All adaptations made under this Order should consider the specificities of students with special educational needs to attend each CU;

B. Incompatibilities, exceptions and omitted cases

26. Whenever there is an incompatibility between the system foreseen in a School evaluation regulation and the rules and guidelines that establish the distance learning system, namely those provided in this Order, it is the competence of the School Director, after hearing the TCC and PC, the emanation of specific norms that adapt and allow all students of the course or the CU, under equal conditions, to attend the learning activities/classes in distance learning system, as well as to make the respective evaluation and be able to complete the CU;
27. Without prejudice of the particular analysis of an unforeseen situation, in which equity will be considered, the most favorable rules of the special statutes of students apply to the ones who are exercising functions of relevant public interest, namely functions of civil protection, health, security forces, among others;
28. Unforeseen situations in this Order, but which may adequate, by analogy, in the cases referred above, or situations considered to be shortcomings, will be object of an

interpretative Order of the President of IPS, after hearing the Schools' Directors, and always within the rules of the analogy and general principles of law;

29. Omitted cases or doubts will be resolved by Order of the President of IPS;

30. All decisions taken within the scope of this Order since March 26, 2020 are ratified.

I further determine that for the duration of the suspension of on-site activities at IPS, the distance learning is applied based on the rules set forth herein, and all regulatory standards should be considered as partially or totally suspended, namely all the rules of the *Regulation of Academic Activities and Guidelines for the Evaluation of School Performance of Students of the Polytechnic Institute of Setúbal*, which collide with what is consecrated in this Order.

This Order takes effect immediately and its widest disclosure should be ensured, namely by notification to the institutional electronic address of professors and students, dissemination on the IPS institutional website, all without prejudice to publication in the *Diário da República*, under the terms of article 139.º of the *Administrative Procedure Code*, before which no adverse effects can be taken for the legal sphere of the interested parties.

Polytechnic Institute of Setúbal, on April 9, 2020

The President,

(Prof. Doctor Pedro Dominginhos)