

## Unidos@IPS Program

According to Law No. 37/2003 of 22<sup>nd</sup> August, amended by Law No. 49/2005, of August 30<sup>th</sup>, the Portuguese Republic is committed to ensure, **through the existence of a social action system, that no student is excluded due to financial incapacity from higher education.**

The implementation of this social action policy from Portuguese Republic in higher education is responsibility of the Social Action Services of each university or polytechnic institution, and provides for the attribution of **direct benefits such as scholarships and emergency** aid to students who, demonstrably, present a situation of socioeconomic deprivation, in addition to **other indirect supports**, extendable to the entire student community, such as access to food, accommodation, health services and cultural and sports activities at subsidized prices.

Thus, and considering that:

- The SAS / IPS have an instrument of social support called the Attribution Program of Social Support to IPS Students (PAAS / IPS), approved by the Social Action Council in 2010 and successively amended by that Council – with the last revision in 2015 ;
- This Program is financed by IPS and SAS / IPS own revenues and its application translates into a reduction in the value of tuition fees and the exceptional allocation of emergency aid;
- Despite the existence of this internal support program, it is considered that the measures to prevent, contain and mitigate the outbreak of COVID-19 adopted by the Portuguese Republic are essential, but will profoundly weaken the socioeconomic condition of many IPS students for whom it is urgent to create an agile and prompt support mechanism, which justifies the creation of a specific program with the character of social emergency aid;
- In order to respond positively to an important number of IPS partners who propose to financially support a targeted, specific and time-bound action to help the emergency situation created by the pandemic;

The Social Action Services Council of the Polytechnic Institute of Setúbal approves the Regulation of the Unidos @ IPS Program, which is governed by the following clauses:

## **CHAPTER I**

### **General Provisions**

#### **Article 1**

##### **Object**

The Program Unidos @ IPS aims to implement measures of an exceptional nature that aim to respond to the situation of social emergency created by the pandemic of COVID-19, in a perspective of urgent and immediate assistance to IPS students who submit an application under the terms set out in the present Regulation and that are considered eligible for it.

#### **Article 2**

##### **Framework**

1. The Unidos @ IPS Program is part of the Social Action Services activity of the Polytechnic Institute of Setúbal (SAS / IPS), with the support of the Schools and the IPS Academic Association (AAIPS), as well as the Alumni network, private entities and members of the internal and external community who intend to financially support this program.
2. Given its specific purpose, the Unidos @ IPS Program runs in 2019/2020, and should be revised whenever justified and as long as the effects of the mitigation measures in the Portuguese economy persist.

#### **Article 3**

##### **Scope of Application**

1. All students enrolled and in any IPS Courses can benefit from the Unidos @ IPS Program, since they confer a degree or diploma of a professional superior technician, who are proven to be in a situation of serious economic shortage, caused directly by the pandemic of COVID-19, namely unemployment, illness or other situations of social and economic vulnerability with significant changes in disposable income and difficulties and limitations in their ability to bear the costs inherent in attending the respective course.
2. Cannot benefit from any of the measures of the Unidos @ IPS Program:
  - a) Students on mobility of a national, community or extra-community type;
  - b) Scholarship holders of Social Action Services.

#### **Article 4**

##### **Financing**

The Unidos @ IPS Program is funded by:

- a) SAS / IPS and IPS budgetary funds from their own revenues
- b) Private entities that are partners of IPS without commercial relations established between themselves (namely those resulting from the Public Hiring referred in the Public Contracts Code), in the form of financial or material donations;
- c) The specific contributions of the IPS Alumni, individually, or from solidary members of the internal and external community.

## **Article 5**

### **Support Measures**

The support measures covered by Unidos @ IPS:

- a) the indirect attribution of support for the payment of tuition fees and accommodation fees at the at Santiago's Student Residence and Santa Barbara's Houses, applying the support, respectively, as from the 8th installment and following and related to the month of April 2020 and following with limit in the month of July;
- b) the assignment of goods, intended to fill situations that, due to their exceptional nature, have a negative impact on the normal school performance of students or can justify their abandonment in 2019/2020 or while the Unidos @ IPS Program is in force;
- c) Any other that the entities external to the IPS intend to determine, up to the maximum limit of the respective donation, namely by the prior establishment of specific award criteria according to the type of support, including those typified in the previous paragraphs.

## **Article 6**

### **Maximum support amount**

The maximum amount that each student can benefit under the support measures listed in the previous article is set at € 500.

## **Article 7**

### **Supervisory Committee**

1. Considering the nature of this program, a Supervisory Committee is created with the aim of assessing the overall execution.
2. The Supervisory Committee is designated by Order of the President of the IPS and consists of:
  - a) A representative of the IPS, who chairs the Commission;
  - b) The Pro-President for Social Responsibility;
  - c) A representative of the SAS / IPS;
  - d) A representative of the IPS Academic Association;
  - e) A representative of the private entities that are partners of IPS;

- f) A representative of the Alumni network.
3. Once the granting of support has ended, and for the purposes of transparency and accountability, a consolidated report and supported by evidence should be formally submitted for approval by the Supervisory Committee, allowing, in a logic of social and financial analysis, to assess the rigor of the nominal assignment. support granted.
4. After approval, the consolidated report should be widely disseminated to all funders, private or individual entities, as well as to the internal and external community, safeguarding, in this case, the privacy of the beneficiaries and the private nature of the elements in it. constant.

## **Chapter II**

### **Particular Provisions**

#### **Article 8**

#### **Eligibility Criteria**

1. Students are eligible for the purpose of any form of support measure referred to in Article 5 if, cumulatively, they meet the following conditions:
  - a) are enrolled in IPS higher professional technical courses, undergraduate or master's degrees, including those with international student status or those who benefit from PAAS/IPS;
  - b) are in a situation of serious socio-economic deprivation resulting directly from the COVID-19 pandemic;
  - c) at the time they submit the application for support, the household in which they are integrated has a *per capita* income equal to or less than 18 times the indexing of social support (IAS) at the beginning of the school year, plus the amount of the fee fixed for the 1st cycle of IPS studies, calculated in the terms fixed for the award of scholarships referred to in the Order No. 5404/2017 of June 21st.
  
2. By means of case-by-case analysis, support may be exceptionally authorized when assumptions referred to in the preceding paragraphs are not all met.

#### **Article 9**

#### **Serialization Criteria**

1. Applicants are ranked according to the degree of financial need, based on substantiated data.
2. In case of equality, it is preferred criterion the advanced stage in the academic path to conclude the course or cycle of studies
3. Support is allocated by order of admission of the respective applications up to the limit of the available allocation

### **Article 10**

#### **Application procedures**

1. The application form to the allocation of support under the Unidos @ IPS Program is attached to this regulation.
2. The instruction of the process is carried out by the student, by completing and sending the respective application to [sas@sas.ips.pt](mailto:sas@sas.ips.pt), accompanied by the requested documentation.
3. Where the applicant is omitting any requested document or unjustifiably miss any remote interview (videoconference or telephone) scheduled, at least 1 working day in advance, to the email address in the application, the process will be preliminarily rejected.

### **Article 11**

#### **Application Deadline**

1. Applications must be formalized between April 27th and September 11th 2020.
2. The application deadlines for a possible renewal of the implementation of the support measures envisaged under the Unidos@IPS Program shall be fixed by Order of the IPS President, which should also include the necessary adaptations for the allocation of the support referred to in Article 5 a) and the maximum amount referred to in Article 6.

### **Article 12**

#### **Responsibilities in the implementation of the Unidos@IPS Program**

1. SAS/IPS is responsible for:
  - a) The overall management of the Unidos@IPS Program, including the preparation of the report referred to in Article 7(3);
  - b) The analysis of the requirements submitted, reserving the right to request all means of proof that they understand as necessary and convenient;

- c) The communication to the beneficiaries of the allocation of the support granted.
2. IPS, SAS/IPS, Schools and AAIPS are responsible for disseminating to the student community, and through the mechanisms that they consider more effective, this program and all the acts inherent to it.
3. The IPS Pro-Presidency for Social Responsibility is responsible to promote the United@ IPS Program among external, collective and individual entities as well as among the IPS community, including Professors, staff, students and the Alumni network, in order to guarantee its external financing, offering in return the affixing of the respective logo or equivalent support in any internal or external promotional material to be made.

### **Chapter III**

#### **Final Provisions**

##### **Article 13**

##### **Mandatory reporting of changes in the socio-economic situation**

1. Changes in the income of the beneficiary student's household after the allocation of support under this program, which may influence their annual capitation or, overall, their socio-economic situation should be communicated to the SAS/IPS by means of supporting documents within 5 consecutive days successively extended for reasonable reasons up to a maximum of 10 days.
2. Failure to comply with the preceding point may result in the cancellation of the benefit granted and, consequently, the return, in whole or in part, of any support that has been allocated.
3. The enjoyment of the benefits awarded does not affect the student's right to see his/her status changed as a non-SAS/IPS fellow during the academic year, motivated by the communication of the changes referred to in point 1 of this article. In this case, student is required to pay the missing tuition benefits up to the amount fixed for attending the course during the corresponding academic year, as well as tuition fees for staying at Santiago's Student Residence or in Santa Barbara's Houses, being the eventual return of other material support granted subject to a case-by-case analysis.

##### **Article 14**

##### **Social action systems outside the scope of higher education**

The SAS/IPS, under the procedure of the social analysis process of students covered by any of the measures registered in the Unidos@IPS Program, reserve the right to refer them to other social support structures/systems outside the scope of higher education, in order to allow a better framing and monitoring of both the student and his family.

### **Article 15**

#### **Omissions**

Each and every case omitted by this regulation as well as the resolution of situations not covered in the present regulation shall be solved by order of the President of IPS.

### **Article 16**

#### **Implementation**

O presente regulamento entra em vigor no dia 27 de abril de 2020, dispensando-se a respetiva consulta pública nos termos e com os fundamentos a que aludem as alíneas a) e b) do n.º 3 do artigo 100.º do Código do Procedimento Administrativo, considerando a urgência que fundamenta a sua rápida implementação face ao particular e atual contexto de estado de emergência

This Regulation shall enter into force on April 27th 2020, exempting from the respective public consultation under the terms and grounds referred to in a) and b) of paragraph 3 of article 100 of the Administrative Procedure Code, due to the urgency that underlies its rapid implementation given the particular and current context of state of emergency.

## **APPENDIX**

### **Application Form**

1. Identification:

Full Name:  
Nationality:  
Address:  
E-mail:  
Mobile Phone Number:  
School:  
Course:  
Academic Year:  
IPS Course Entrance Year:

2. Household composition / elements with whom you share housing, table and income, at the date of application:

(explain, in detail, each one and its economic and social interdependence )

3. Explanation of the support requested and brief justification

(Indicate whether you want support for tuition fees, accommodation fees or allocation of assets)

4. Documents proving that the household's economic situation arises directly from the effects of the COVID-19 pandemic

(must include as much supporting documentation as possible in order to SAS/IPS be able to review the application under the terms of Article 8 of the United@IPS Program Regulation)

5. Declaration, under honor, of the veracity of the information provided.