

**INTERPRETATION**

*This is a nonbinding translation of the Regulation. If any question regarding the meaning and interpretation of the present regulation arises, the Portuguese Version should prevail.*

**IST Minors Regulation****Article 1**

## Definition

A Minor consists of a set of 18 ECTS credits of multidisciplinary, coherent training and a complementary training area to the main area of the student's study cycle.

**Article 2**

## Minors' Responsible

Each Minor has a responsible person who is responsible for: validating the ranking in the Minor (in cases where there is a numerus clausus), guaranteeing the functioning and articulation of the curricular units (UC) that make up the study plan, and permanently exercising the functions assigned to it by the IST Scientific Council.

**Article 3**

## Academic offer

1. The attendance of a Minor is subject to the existence of vacancies.
2. In each academic year, the Minors for which applications are accepted are published on the institutional website of IST, indicating the limit number of vacancies (if defined), and the selection criteria for each Minor, in force in that year.

**Article 4**

## Content

1. Each Minor is composed of a set of CUs that autonomously provide complementary training in an area different from the student's main area of training.
2. The content and job skills associated with the Minor program must be of sufficient breadth and depth to allow the student to understand the complexities and issues that are central to Minor and to address real problems or contribute to the field.
3. Minors should encourage interdisciplinarity, namely through collaborative efforts between different scientific areas.
4. Minors will also be able to explore emerging areas, and may even anticipate the creation of new 2nd cycle training.

5. Minors may integrate an offer of 18 to 30 ECTS. If the offer includes more than 24 ECTS, 12 mandatory UC ECTS must be defined.

6. Minors may integrate up to 12 ECTS from a 1st cycle.

7. Minors must address issues of societal, technological or professional relevance that justify the explicit mention in the diploma.

### **Article 5** Applicants

Applicants for attending a Minor are students enrolled in a 2nd cycle of studies course, provided that the CU of the Minor:

1. do not contain 12 ECTS of UC offered or equivalent to the course of the 2nd cycle of studies that the students attend;

2. do not include CUs offered or equivalent to those of the 1st cycles they attended;

The Minors Monitoring Commission (CAM), defined in article 9, will prepare a list of Minors that, for each 2nd cycle of studies, cannot be chosen by the students of that cycle.

### **Article 6** Application submission

1. The application is submitted online by choosing the desired Minor in the Fénix system from the list published annually, submitting the requested documentation.

2. Students may apply for up to six Minors, indicating the order of preference.

3. A ranking of Applicants will be carried out, which precedes the registration period.

### **Article 7** Ranking

1. Applicants will be ranked in order to fill the vacancies assigned to each Minor.

2. The ranking of applicants will be based on the following criteria:

- Nature of the educational establishment in which approval in the 1st cycle was obtained (with regard to the specific course completed);
- Classification of the candidate in the 1st cycle course.

For the series, the following formula applies:

$C = (0.5 \times \text{“Nature”}/5 + 0.5 \times \text{MFC}/200) \times 200$  where:

“Nature” is a coefficient that weights the quality of the course/institution of higher education of origin, for example measured based on relevant international rankings, defined annually and which by default are those of Shanghai and/or Webometrics, and which may take the values of 1, 1.5, 2, 2.5, 3, 3.5, 4, 4.5, or 5;

“MFC” is the student’s Final Course Average on a scale from 0 to 200.

3. The placement of students in the Minors will be carried out as follows:

i) Applicants will be placed in a single Minor according to their ranking and their order of preference.

ii) The vacancies of each Minor will be filled until the numerus clausus is reached and submitted for subsequent validation by the person responsible for the Minor.

iii) Whenever the number of candidates is less than the minimum number of students established for a Minor to function, that Minor will not function. A new iteration of the ranking process will be performed, excluding Minors that will not work.

4. The results will be published on the Internet, on the institutional website of IST, before the registration period for the Minors, and the individual results will be sent to each candidate by email.

### **Article 8**

#### Calendar

The student can apply for a Minor at the same time as applying for the 2nd cycle. In the academic year 2021/2022, exceptionally, students who still have at least 18 ECTS of free options available in their curriculum can apply for a Minor, in accordance with the IST Academic Term Calendar.

### **Article 9**

#### Minors Monitoring Committee

The Minors Monitoring Committee (CAM) is composed of three members of the IST Scientific Council and two members of the IST Pedagogical Council, appointed by the Presidents of the respective bodies. The Presidency of CAM is assured by a member belonging to the Scientific Council.

### **Article 10**

#### Creation, Extinction and Periodic Review of Minors' Offers

1. Minors may be extinct at the request of the person responsible for the Minor, with the agreement of the Departments involved.

2. Minors may also be extinct at the proposal of the Minors Monitoring Commission (CAM) in the following cases:

i) significant deviation in its execution in relation to the Minor's proposal;

ii) the average number of first enrollments is less than 10 students in two consecutive years of implementation;

iii) the ranking of the number of first registrations in the total of the last two years is in the lower 10% percentile, after the elimination carried out by criterion ii);

iv) other relevant information.

3. Proposals for new Minors may be submitted annually to CAM, instructed in accordance with the procedure described in the Annex. Its approval must take into account the total number of Minors in operation at IST.

4. After an initial period of two years for the selected Minors to be offered, an evaluation of their functioning will be carried out, which will be repeated annually, taking into account the two previous years.

5. The number of Minors to be offered in each academic year is established by the Scientific Council and the Pedagogical Council.

#### **Article 11** Timetables

The elaboration of the UC timetables offered in the Minors must take into account the maximum compatibility between the Minors and the generality of the 2nd cycle of studies courses, considering strategies such as the setting of preferential timetables and the permanent setting of the Minors timetable to allow responsible choice on the part of students.

#### **Article 12** Final and Transitory Provisions

1. This Regulation enters into force on the business day following its publication.

2. Omissions will be evaluated by the Minors Monitoring Committee.

## **ANNEX | Procedure for submitting new Minors proposals**

Proposals for the creation of new or reformulated Minors are submitted annually to CAM in a period to be determined, and the following documents must be included in the application:

1. "Minor Submission Form" contained in Annex 1.
2. Detailed study plan, including for each UC the "Curricular Unit Sheet" available in Annex 2.
3. Grounded opinions on the relevance of the creation of the Minor, including the quality, relevance, impact and interest for IST and for the training provided there, as well as the comparison, when justified, with international training in similar areas with the same type of objectives; whenever possible, external opinions prepared by recognised competent and reputable personalities and internal opinions prepared by coordinators of related scientific areas, department presidents involved and course coordinators for students with high potential for interest in Minor should be included.

The submission of proposals in these formats and with the aforementioned decision support documents allows for the systematisation and standardisation of the analysis to be carried out by CAM.

### **Annex 1 | Minor's Submission Form**

1. Designation of the Minor in Portuguese and English.
2. General Goals of the Minor.
3. Scientific areas involved in Minor.
4. Place where the Minor will be given:
  - a. IST Campus;
  - b. Include mention of distance/remote/online learning if applicable.
5. IST courses whose students can opt for Minor.
6. Coordinator.
7. Access and selection conditions (if applicable, for example, by limiting the number of students who can attend the Minor due to material or human restrictions)
8. Insertion of Minor in Técnico's training offer strategy:
  - a. Integrate, for example, Minor into the school's training strategy, namely as a form of complementary training in a variety of IST courses, exploration of emerging areas and/or potential new 2nd cycles of studies.
  - b. Rationale of the proposal and state of the art, integrated for example international agendas and roadmaps (United Nations 2030 agenda objectives, etc) and/or other strategic documents;
9. Potential to attract students and demonstrate international success stories.
  - a. Demonstration of high potential for attractiveness among students at the school, including the number of non-aligned students in recent years who opt for Curricular Unit in the subject area(s) of Minor
  - b. Include, for example, cases of Curricular Unit offers of free options at IST and respective QUC in recent years and that are part of Minor or belong to similar areas.
  - c. Include, for example, international reference schools with implementations of Minors in related areas.
  - d. Expressions of interest from students, courses, employers, etc.
- and. Other relevant indicators.
10. Curricular structure and study plan.
  - a. UC that make up the Minor, including information on the study cycles that they are currently part of, if applicable.

- b. Alternative route in the case of integration of a 1st cycle UC for students from similar 1st cycles and who have attended equivalent Curricular Unit(s).
  - c. List for each Curricular Unit: Scientific Area, ECTS, structure and contact hours, Semester/Period.
11. Partnerships and Collaborations.
- a. Involvement and scope of the different parties involved in the proposal: departments, disciplinary areas, research units, companies, etc.
  - b. Description the type of partnership/collaboration, including the integration of research unit(s), companies or the public sector in education, if relevant.
  - c. Potential intra- and inter-university partnerships if applicable.
  - d. Potential international partnerships to be established if applicable.
12. Minor Feasibility:
- a. Minor's feasibility study, including forecasting the number of students, sharing of Curricular Units, need to create new Curricular Units or Curricular Unit modules, need for teachers, researchers or other dedicated collaborators, infrastructure, etc. and means foreseen for its execution.
13. Admission requirements (vacancies, if applicable, etc).

## **Annex 2 | Curricular Unit Form**

1. Course unit (Name and Acronym).
2. Minor(s) that integrate(s).
3. 1st or 2nd cycle course(s) included.
4. Scientific area.
5. Faculty team.
  - a. Responsible professor and respective teaching load in the curricular unit. B. Other professor and their respective teaching load in the curricular unit.
6. Hours (Structure/Contact Hours, ECTS Credits).
7. Semester and Period.
8. Previous curricular units of recommended attendance.
9. Goals.
10. Program.
11. Teaching and assessment methodologies
12. Main and secondary bibliography.