

## **Normative Order no. 50/2008**

In accordance with Article 172(1) of Law 62/2007 of September 10, higher education institutions must revise their statutes to bring them into line with the new Legal Framework for Higher Education Institutions;

The Nursing School of Coimbra approved its new Statutes in accordance with the aforementioned Article 172 and submitted them for ministerial approval;

After evaluating them under the provisions of the aforementioned Law;

Pursuant to the provisions of article 69 of Law no. 62/2007, of September 10th:

I determine that:

1 - The Statutes of the Nursing School of Coimbra are hereby approved and published in an annex to this order.

2 - This order shall enter into force on the day following its publication in the *Diário da República* (Portuguese Official Gazette).

September 9, 2008. - The Minister of Science, Technology and Higher Education, *José Mariano Rebelo Pires Gago*.

### **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 legal person governed by public law, endowed with legal personality and statutory, scientific and pedagogical, cultural, administrative, financial, property and disciplinary autonomy.

3 – The ESEnfC may create or participate in the creation of associations, societies and foundations, provided that their activities are compatible with its aims and interests.

4 – For the purposes of coordinating training provision and human and material resources, the ESEnfC may establish consortia with other public or private higher education and research and development institutions.

5 – The ESEnfC may associate or cooperate with other public higher education institutions for the purposes of institutional representation or for the joint coordination and regulation of activities and initiatives, under the terms established by law.

### **Article 2**

#### **Mission and Responsibilities**

1 – The ESEnfC, heir to the oldest nursing training in Portugal, is a public institution of national and international reference for its quality and innovation, with recognized intervention in the health system and in society.

It is made up of an educational community committed to the humanistic, scientific, technical, and cultural training of socially recognized professionals, the promotion of accredited research, the dissemination of knowledge and the provision of services.

2 – The ESEnfC is responsible for:

- a) Carrying out study cycles aimed at the awarding of academic degrees, as well as other post-secondary courses, post-graduate training courses and others, under the terms of the law;
- b) Ensuring the right educational environment for its purposes;
- c) Conducting research and providing support to and participating in scientific institutions;
- d) Promoting the transfer and economic valorisation of scientific and technological knowledge;
- e) Providing professional training and knowledge updating courses;
- f) Providing services to the community and supporting community development;
- g) Promoting cultural, scientific and technical cooperation and exchange with similar national and foreign institutions;
- h) Contributing, within its scope of activity, to international cooperation and rapprochement between peoples, with special emphasis on Portuguese-speaking countries and European countries;
- i) Producing and disseminating knowledge and culture.

3 – The ESEnfC is also responsible, under the terms of the law, for granting equivalences and recognizing academic degrees and qualifications.

### **Article 3**

#### **Values**

1 – In fulfilling its mission, the ESEnfC considers the following to be its core values:

**Humanism:** The school bases its action on respect for the dignity of the human being and freedom of thought, holding all those involved in the educational process responsible and fostering appreciation, creativity and solidarity in the construction of a learning institution;

**Citizenship:** In addition to providing education, the school aims to train citizens as a whole, according to the principles of solidarity, democracy, and participation;

**Freedom:** The school promotes freedom of cultural, scientific, technical and artistic creation, guaranteeing free 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 global social needs, promoting solidarity and inclusion in close connection with the community;

**Ethics:** In its actions, the school guarantees respect for the ontological standards of the profession and research, and for individual and social rights.

### **Article 4**

#### **Vision**

1 – The ESEnfC is a national and international benchmark in the development and affirmation of the nursing discipline. It provides training in partnership with leading national and international health and higher education institutions, geared towards new socio-demographic needs, the demands of the global job market and lifelong learning, and is the first to attract students to the three cycles of nursing training.

2 – The ESEnfC is a benchmark of excellence in the production, dissemination and transfer of knowledge and in the training of researchers. It contributes to the development of innovative practices based on the knowledge produced. It

is recognized nationally and internationally for systematically linking research, training and practice in the field of nursing.

3 – The ESEnfC develops consultancy and innovation services in nursing to respond to the needs resulting from social changes, applies scientific evidence and facilitates training, research and entrepreneurship processes, in conjunction and complementarity with other community institutions.

4 – The ESEnfC is recognized and sought after internationally for the qualifications of its teaching staff, its undergraduate and postgraduate training and nursing research. It promotes the scientific, technical and cultural mobility of teachers, non-teaching staff and students and the development of training and research in networks with similar institutions.

5 – The ESEnfC graduates are recognized for the excellence of their overall training, to which contributes an institutional culture centered on the person, and characterized by the respect for individual creativity, innovation, commitment to the school project, satisfaction with work/study and systematic collaboration in all areas of training, innovation and research.

6 – The ESEnfC is a benchmark in higher education in terms of management processes, development, consolidation and partnerships. It is characterized by a high level of participation in decision-making centred on self-responsibility, the sustained organization of its processes and its visibility in the community.

### **Article 5**

#### **Degrees and Diplomas**

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

- a) Bachelor's and master's degrees and diplomas relating to non-degree courses;
- b) Academic degrees and diplomas relating to courses developed in association with other national or foreign higher education institutions, for which it is competent to award them;
- c) Honorary titles.

2 – The ESEnfC grants the equivalence and recognition of degrees and diplomas corresponding to those referred to in the previous paragraph.

**Article 6**  
**Head Office**

The ESEnfC is located in the municipality of Coimbra.

**Article 7**  
**Symbols**

- 1- The ESEnfC has its own emblem.
- 2- The symbolic colour of the ESEnfC is purple.
- 3- The ESEnfC has selected March 17th as its school day.

**SECTION II**  
**Autonomy**

**Article 8**  
**Scope**

1 – The ESEnfC has the right to define the rules governing its operation by drawing up and approving its statutes, organizational model, and internal regulations.

2 – The ESEnfC has the capacity to define, program, and execute strategic plans, activity plans, projects, the provision of services to the community and other scientific, educational and cultural activities.

**Article 9**  
**Scientific, Pedagogical and Cultural Autonomy**

1 – The ESEnfC autonomously defines, programs, conducts and executes all its activities without political, cultural, social or religious constraints.

2 – The scientific, pedagogical and cultural autonomy of the ESEnfC involves the ability to:

- a) Create, alter, suspend, and extinguish courses, as well as the respective study plans and their alterations;
- b) Decide on the syllabus of the courses it teaches;
- c) Present proposals for setting enrolment places in each course;
- d) Establish, in accordance with the law and applicable regulations, the rules for access, enrolment,

registration, re-enrolment, transfer and change of course;

- e) Establish attendance, assessment, year transition, precedence and prescription systems;
- f) Define teaching methods and knowledge assessment processes and test new pedagogical experiences;
- g) Set the school calendar;
- h) Decide on curricular transition schemes;
- i) Decide on equivalences and recognition of degrees, diplomas, courses, and course components;
- j) Decide on the training and community intervention projects to be developed;
- k) Define, plan, and carry out research and other scientific activities;
- l) Define the services to be provided to the community;
- m) Define the other scientific, educational and cultural activities to be carried out;
- n) Support the scientific and pedagogical development and updating of its teaching staff;
- o) Define its training program and cultural initiatives.

**Article 10**

**Administrative, Financial and Patrimonial Autonomy**

1 – Within the scope of its financial and patrimonial autonomy, the ESEnfC disposes of its assets and freely manages the funds from its own revenues and those allocated to it by the state budget or other entities.

2 – Using its administrative, financial and patrimonial autonomy, the ESEnfC has the ability to:

- a) Draw up draft budgets, annual and multi-annual financial plans and development plans;
- b) Obtain its own income, namely tuition and other fees, from the attendance of study cycles and other training activities, research and development, intellectual property, its own assets or those it owns, the provision of services and other activities, subsidies, grants, contributions, donations, inheritances and legacies, the sale or rental of real estate and other assets, interest on deposit accounts and the return on other financial investments, the proceeds of loans taken out, income from multi-annual financing contracts signed with the state

and other income provided for by law, and manage it through private budgets approved by it and in accordance with the criteria it establishes;

- c) Transfer funds between the different headings within the same budget program;
- d) Authorize expenditure, and make payments, for goods and services or other items necessary for the pursuit of the objectives defined by its own bodies;
- e) Sign collaboration protocols and service contracts with other entities, involving the ESEnfC staff and/or resources;
- f) Organize the management accounts and submit them to auditing;
- g) Make all budget amendments, with the exception of those that fall within the competence of the Assembly of the Republic and those that are not compatible with the allocation of earmarked revenue;
- h) Take out insurance, provided that it is covered by its own revenue, for movable and immovable property, as well as sickness and risk insurance for its officials, agents and other workers who go abroad on business, or for foreign individuals who, on a temporary basis, perform any type of function at the school;
- i) Pay expenses in foreign currency directly, using the banking services it deems most appropriate and efficient;
- j) Lease the real estate necessary for its regular operation, in compliance with the legal rules in force;
- k) Launch, monitor, coordinate and supervise the development of projects and works for new facilities, refurbish or improve existing ones, as well as equipment purchase or rental programs;
- l) Issue an opinion on the disposal of real estate;
- m) Compile the inventory and check the movable and immovable property assigned to its assets;
- n) Administer assets in the public or private domain of the state or other territorial collectivity that have been ceded to them by their owner, in accordance with the law and in the protocols signed with the same entities;

- o) Acquire and lease land or buildings indispensable for its operation, under the terms of the law;
- p) Freely dispose of its assets, subject to the limitations established by law and its statutes;
- q) Enter into any other contracts that may become indispensable for carrying out its activities

3 – Within the scope of its financial autonomy, the ESEnfC may also:

- a) Make use of credit under the terms established by law, subject to authorization by joint order of the minister responsible for finance and the minister responsible;
- b) Deposit in any banking institution all revenue it collects, with the exception of appropriations transferred from the state budget and management balances from appropriations granted by the state budget;
- c) Use management balances from appropriations transferred from the state budget and make changes to the private budget that result in applications of the management balance. These powers do not require the authorization of the minister responsible for finance and the minister in charge.

4 – Within the scope of its autonomy, the ESEnfC may also:

- a) Authorize the recruitment, selection and nomination, as well as the promotion, reappointment, extension, mobility, dismissal, termination of contract, resignation and retirement of teaching and non-teaching staff;
- b) Define the recruitment, selection and nomination criteria, as well as the promotion, reappointment, extension, mobility, dismissal, termination of contract, resignation and retirement of teaching and non-teaching staff;
- c) Distribute human resources by activities and services, assigning them responsibilities and tasks, in accordance with the applicable general rules;
- d) Terminate, under the terms of the general law, employment and service contracts, in accordance with the budget appropriations at its disposal;
- e) Ensure the management and discipline of all staff;
- f) Carry out administrative acts and terminate administrative contracts.

5 – The ESEnfC's asset and financial management is overseen by a statutory auditor, appointed from among chartered accountants or firms of chartered accountants, by joint order of the minister responsible for finance and the minister in charge, after hearing the president of the school and with the powers laid down in the framework law for public institutes.

6 – Without prejudice to audits mandated by the State, ESEnfC also promotes external audits, to be carried out by auditing companies of recognized merit, contracted by the ESEnfC, every two years, with one relating to the first part of the term of office of the school's president and the next preceding the end of the corresponding term by three months.

7 – The auditing reports referred to in the preceding paragraphs, as well as the annual reports of the statutory auditor, will be sent to the minister responsible for finance and to the minister responsible.

8 – Within the framework of its autonomy, ESEnfC is responsible for:

- a) Providing information to the State as a guarantee of budgetary stability and reciprocal solidarity, as well as the duty to provide the community, in an accessible and rigorous manner, with information on its financial situation;
- b) Providing reliable income and expenditure forecasts, certified by the statutory auditor;
- c) Consolidating the budget and accounts;
- d) Using efficiently the available financial resources;
- e) Communicating to the minister responsible for finance and to the minister responsible for the area, the instruments of forecast management and the rendering of accounts, subject to the supervision and inspection of the minister responsible for finance

#### **Article 11**

##### **Disciplinary Autonomy**

1 – The ESEnfC has the power to sanction, in accordance with the law, disciplinary infractions committed by teachers, students, researchers and other employees and agents.

2 – The exercise of disciplinary powers is governed, in the case of public servants, by the Disciplinary Statute for Officials and Employees of the Central, Regional and Local Administrations; in the case of employees subject to an

individual employment contract, by the Labor Code and the Law on Employment Contracts in the Public Sector, and in the case of students, by the provisions of these statutes and its own regulations, as well as by the regime provided for in the Disciplinary Statute for Officials and Employees of the Central, Regional and Local Administrations.

3 – Sanctions imposed under disciplinary powers may be appealed in accordance with the law.

#### **Article 12**

##### **Patrimonial Autonomy**

1 – The following are included in the list of assets of the ESEnfC:

- a) Properties acquired or built by the school, even if on land belonging to the State, after the entry into force of Law No. 54/90 of September 5;
- b) Properties in the private domain of the State that have been transferred to the school under the terms of the law;

2 - The ESEnfC also manages all the assets and rights assigned to it by the State or other public, private or cooperative entities, which are used to achieve its purposes, in accordance with the law.

#### **SECTION III**

##### **Student Disciplinary Statute**

#### **Article 13**

##### **Scope and Objectives**

1 – These disciplinary regulations apply to ESEnfC students.

2 – The temporary loss of student status does not prevent the application of this statute for previous offenses.

3 – The purpose of the statute is to safeguard the values of the school, namely freedom of expression and opinion, as well as freedom to learn and teach, and to guarantee the moral and physical integrity of students, teachers, researchers, other staff, and collaborators and to protect their property.

#### **Article 14**

##### **Disciplinary Offenses**

1 – A disciplinary offense is committed by a student who, acting culpably, violates the values referred to in the previous article, in particular by:

- a) Preventing or embarrassing the normal course of classes, academic exams or research activities, and the normal functioning of school bodies or services, by means of violence or threats of violence;
- b) Falsifying the results of academic exams, especially by obtaining answers fraudulently, substituting answers fraudulently, practicing plagiarism, using unauthorized materials or equipment, simulating personal identity, or falsifying scores, terms, and statements;
- c) Offending the honour, freedom, physical integrity, or privacy of colleagues, teachers, researchers, and other officials, as well as any other employees or workers;
- d) Accessing and misusing any computer resources;
- e) Carrying weapons or explosive devices
- f) Carrying drugs illegally, or facilitating or promoting drug trafficking;
- g) Damaging, taking, or unlawfully appropriating school property;
- h) Failure to comply with the sanctions of suspension or temporary suspension;
- i) Violating any of the obligations laid down in these Statutes, the Law, and the Regulations;
- j) Engaging in acts of violence or physical or psychological coercion against other students, especially in the context of *praxes académicas* (student welcoming activities).

#### **Article 15**

##### **Disciplinary Sanctions**

1 – The disciplinary sanctions applicable to the offenses described in the previous article are, according to the provisions of these Statutes, as follows:

- a) Written or oral warning;
- b) Fines;
- c) Temporary suspension from school activities;
- d) Suspension from school assessment for one year;
- e) Ban on attending the ESEnfC for up to five years.

#### **Article 16**

##### **Disciplinary Competence**

- 1 – The disciplinary power belongs to the President.
- 2 – The application of the disciplinary statute is regulated by internal regulations approved by the General Council, on the proposal of the President of ESEnfC, no later than 60 days after the start of the function of the General Council.
- 3 – The application of a temporary suspension from school activities requires the positive opinion of the Student Ombudsperson.
- 4 – The sanction of suspension from school assessment for one year, or the sanction of being banned from attending school for up to five years, requires a favourable opinion from the Pedagogical Council.

#### **Article 17**

##### **Defence guarantees and disciplinary decision**

- 1 – The president assesses the report drawn up by the instructor and the student's reply, within a maximum of one month from the date of receipt of the reply or the date on which it can no longer be received. After complying with all legal formalities, the president will proceed to apply the disciplinary sanction.
- 2 – The student is notified in person or, if it is not possible, by registered letter with acknowledgment of receipt:
  - a) The disciplinary proceeding and the appointment of the instructor;
  - b) The statement of fault;
  - c) The reports drawn up by the instructor;
  - d) The applied sanctions;
  - e) The opinion of the Pedagogical Council.
- 3 – Together with the reply to the statement of fault, the student can provide documentary evidence and a list of witnesses, no more than three for each fact, and request any diligence necessary to clarify the truth.
- 4 – The student may consult the file and request a certificate of any element contained therein during the time limit set for the reply to the statement of fault.
- 5 – The student has the right to be heard by the instructor at any stage of the process.

## **CHAPTER II**

### **Internal Structure**

#### **SECTION I**

##### **Principles**

###### **Article 18**

###### **Organisational Model**

1 – At the technical, scientific and pedagogical levels, the ESEnfC adopts a matrix management model between projects and scientific-pedagogical units.

2 – The ESEnfC has the following internal structure:

- a) Governing bodies;
- b) Other bodies;
- c) Scientific-Pedagogical units;
- d) Differentiated units;
- e) Support structures and services.

3 – Projects are teaching, research and specialized service activities, while scientific-pedagogical units are nuclei of human resources, organized by clinical areas of nursing knowledge and conducive to the development of projects.

###### **Article 19**

###### **Internal regulations**

1 – The governing bodies and scientific-pedagogical units shall draw up and approve their own internal regulations, in compliance with these statutes and other applicable legislation.

2 – The regulations provided for in the previous paragraph must be approved by an absolute majority of its members.

3 - With the exception of the General Council regulations, all other regulations are approved by the school president.

#### **SECTION II**

##### **ESEnfC Governing Bodies**

###### **Article 20**

###### **Bodies**

1- The governing bodies of the ESEnfC are:

- a) General Council;
- b) President;

c) Management Council.

2- The following are also School bodies:

- a) Technical-Scientific Council;
- b) Pedagogical Council;
- c) Quality and Assessment Council;
- d) Student Ombudsperson.

###### **Article 21**

###### **Incompatibilities and Impediments, Loss of Mandate and Substitution**

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

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

3 – Any incompatibility shall result in the loss of mandate and ineligibility for any of the positions provided for in paragraph 2 for a period of four years.

4 – In addition to the specific conditions mentioned in these Statutes, elected members of governing bodies shall lose their mandate if:

- a) They are permanently unable to perform their duties;
- b) They exceed the number of absences provide for in the regulations of the respective body;
- c) They expressly resign from office;
- d) Change the capacity in which they were elected.

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

6 – When there is a need to hold new elections to fill vacancies, the new members will only complete the unexpired terms.

###### **Article 22**

###### **Remuneration of the Heads of the Governing Bodies**

1 – The remuneration system for members of the school's governing and management bodies is laid down by law.

###### **Subsection I**

###### **GENERAL COUNCIL**

## **Article 23**

### **Composition**

- 1 – The General Council is composed of 25 members.
- 2 – The members of the General Council are:
  - a) Fourteen representatives of teachers and/or researchers;
  - b) Three student representatives;
  - c) One representative of the non-teaching staff;
  - d) Seven external personalities of recognised merit, not belonging to the institution, with knowledge and experience relevant to the school.
- 3 – The members mentioned in paragraph 2(a) shall be elected by the teachers and researchers of the ESEnfC, through the proportional representation system, in accordance with these statutes.
- 4 – The members referred to in paragraph 2(b) shall be elected by the students, through the proportional representation system, in accordance with these statutes.
- 5 – The member referred to in paragraph 2(c) shall be elected by the non-teaching staff, through the proportional representation system, in accordance with these statutes.
- 6 – The members referred to in paragraph 2(d) shall be co-opted by all the members referred to in paragraph 2(a), (b) and (c), by an absolute majority, in accordance with the statutes, on the basis of reasoned proposals signed by at least one third of those members.
- 7 – The members of the General Council may suspend their mandate one or more times, up to a maximum of two years, and while they are in this situation they will be replaced by the next member on the list by which they were elected, who is not a member of the Council.
- 8 – The term of office of the elected or co-opted 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 Council, by an absolute majority, in the event of serious misconduct, in accordance with the body's own regulations.
- 9 – The members of the General Council do not represent sectorial groups or interests and shall be independent in the performance of their duties.

## **Article 24**

### **Competencies of the General Council**

- 1 – The General Council is responsible for:
  - a) Electing its president, by an absolute majority, from among the members in full exercise of their office, as referred to in paragraph 2(d) of the previous article;
  - b) Approving its regulations;
  - c) Approving the amendments to the articles of association, pursuant to article 68(2) and (4) of Law 62/2007 of September 10th;
  - d) Organizing the election procedure and electing the president of the school, under the terms of the law, the statutes and the regulations;
  - e) Assessing the actions of the school president and the Management Council;
  - f) Proposing the initiatives it deems necessary for the smooth running of the institution;
  - g) Carrying out any other duties provided for by law or the statutes.
- 2 – The General Council shall, on a proposal from the President of the School:
  - a) Approve the medium-term strategic plans and the action plan for the four-year term of office of the school president;
  - b) Approve the general guidelines of the institution in scientific, pedagogical, financial and patrimonial terms;
  - c) Create, transform or extinguish organic units;
  - d) Approve the regulations applicable to the process of electing the school president;
  - e) Approve, by an absolute majority of the members in office, the school's participation in consortia created on the initiative of its members, under the terms of article 17(1) of Law 62/2007, of September 10th;
  - f) Approve the annual activity plans and assess the annual report on the institution's activities;
  - g) Approve the budget proposal;
  - h) Approve the consolidated annual accounts, accompanied by the opinion of the statutory auditor;
  - i) Set student tuition fees;



- j) Propose or authorize, in accordance with the law, the acquisition or disposal of the institution's real estate assets, as well as credit operations;
- k) Appraise and approve, by a two-thirds majority of the members in office, the proposal to transform ESEnfC into a public higher education institution of a functional nature;
- l) Approve the internal regulations for the application of the student disciplinary statute;
- m) Give its opinion, in an advisory capacity, on other matters submitted to it by the school president

3 – The decisions referred to in paragraphs 2(a), 2(b), 2(c), 2(f) and 2(h) must be preceded by an opinion to be drawn up and approved by the external members referred to in paragraph 2(d) of the previous article.

4 – In all matters within its competence, the General Council may request opinions from other bodies of the institution or its scientific-pedagogical units, namely from advisory bodies.

5 – The decisions of the General Council are passed by a simple majority, except in cases where the law or the articles of association require an absolute majority or a more stringent majority.

## **Article 25**

### **Powers of the President of the General Council**

1 – The President of the General Council is responsible for:

- a) Calling and chairing meetings;
- b) Declaring or verifying vacancies on the General Council and making the necessary replacements, in accordance with the statutes;
- c) Carrying out the other tasks assigned by these statutes

2 – The President of the General Council does not interfere in the exercise of the powers of the other bodies of the institution. The President of the General Council does not represent it or speak on its behalf.

3 – Violation of the provisions of the previous paragraph shall constitute grounds for removal from office, and the General Council shall elect a new president.

## **Article 26**

### **Composition of the General Council and Entry into Force**

1 - The General Council shall be deemed to be constituted when the elected members referred to in Article 23 (2)(a), (b) and (c) of these Statutes are sworn in by the President of the School, and it temporarily chaired by the president of the School until its president is elected, in accordance with Article 24(1)(a).

2 - The General Council shall be convened for a meeting on the tenth working day after the members referred to in the previous paragraph take office, with the following single item on the agenda: co-opting the members of the general council provided for in article 23(2)(d) of these articles of association.

3 - After deciding on the persons to be co-opted, the president of the school shall notify them in writing and ask them to confirm their acceptance of the position and it will be considered a non-acceptance if confirmation is not made within the following 10 working days.

4 - If any of the personalities does not accept the position, the president of the school will convene the General Council again within five working days of the deadline for acceptance, with the agenda set out in paragraph 2, under the terms and for the purposes of paragraph 3, both of this article.

5 - The process referred to in the previous paragraph shall be repeated successively until all the persons invited to join the General Council have been accepted.

6 - Once all the co-opted personalities have accepted, a general board meeting will be called for them to take office, after which the council will take up its full duties.

7 - The president of the General Council shall be elected at a meeting to be held on the tenth working day after the council takes up its duties, which will be convened on the date of the investiture referred to in the previous paragraph. The General Council shall also elect the secretary of the council, who shall be elected from among the members referred to in article 23(2)(a).

## **Article 27**

### **Meetings of the General Council**

1 – The General Council shall meet in plenary session to take decisions within the scope of its powers.

2 – The General Council meets ordinarily four times a year, in addition to extraordinary meetings called by its president,

on his or her own initiative, at the request of the President of the School, or by one third of its members.

3 – By decision of the General Council, personalities invited to speak on matters of their specialty may participate in meetings without the right to vote.

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

### **Article 28**

#### **Election of Teachers and Researchers**

1 – The election of the teachers and researchers shall be carried out by lists, in accordance with the provisions of the following paragraphs.

2 – Teachers and researchers cannot be part of more than one electoral body, so if they are simultaneously assigned to a scientific-pedagogical unit and a research unit, they must be part of the teachers' electoral body.

### **Article 29**

#### **Electoral Capacity**

The 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 Student Representatives**

Student representatives shall be elected by lists, in a single electoral college composed of all students enrolled or registered at the ESEnFC with active and passive electoral capacity.

### **Article 31**

#### **Electoral Capacity of the Students**

The ESEnFC students enrolled or registered in the different cycles of training and lifelong learning or any other training that lasts no less than three academic semesters shall have active and passive electoral capacity.

### **Article 32**

#### **Electoral Calendar**

1 – Elections to the General council will be called by the school president and will be held on a day and according to a timetable that he or she shall set by order, after consulting the Management Council.

2 – The electoral process shall begin sixty days before the end of the term of office of the members elected for a four-year term, unless, observing that date, the process takes place wholly or partly during the summer school vacation period, in which case the president shall postpone the electoral process so that it takes place in the school term beginning no later than the following October 15th.

### **Article 33**

#### **Organisation of the Elections**

1 – The elections shall be organised by the President of the ESEnFC, who must also arrange for the polling stations to be set up and for two copies of the electoral roll, in paper and digital format, to be delivered to each of them.

2 – The two copies of the electoral roll to be delivered to polling stations must be an exact and complete copy of the final electoral roll posted.

3 – The President of the School must be notified immediately of applications, complaints, incidents and results.

4 – Decisions on complaints shall be made by the President of the School.

5 – The ballot papers and instructions on how to operate the polling stations shall be sent to the presidents of the polling stations in due course by the President of the School.

### **Article 34**

#### **Electoral rolls**

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

2 – The electoral roll must relate to the day on which the president's order setting the date for the elections is published.

3 – The electoral roll will be posted by the president in the school building foyers, noting the day, time and signature.

4 – Complaints regarding errors and omissions shall be handed in, within the established deadline, at the Secretariat of the President, in order to be handed in to the President, together with the information deemed appropriate.

**Article 35**  
**Applications**

- 1 – The lists must be signed by the candidates or accompanied by declarations of acceptance of candidacy and include alternates equal in number to the full members.
- 2 – The names of the candidates must coincide exactly with those on the electoral roll.
- 3 – The lists are delivered to the secretariat of the President of the ESEnfC, within the established deadline and during opening hours. Receipts must be given, noting the date and time of receipt.
- 4 – Candidates can accredit delegates to monitor the elections at the polling stations
- 5 – Once the applications have been received, they are handed over to the President of the School.
- 6 – Once approved, the lists shall remain posted until the polls close.

**Article 36**  
**Composition of the Polling Stations**

- 1 – The President of the ESEnfC is responsible for organising the respective polling stations.
- 2 – The polling stations shall be composed of three full members and at least three substitutes, so as to ensure smooth and uninterrupted operation throughout the voting period.
- 3 – The polling tables may not include members of lists.

**Article 37**  
**Functioning of the Polling Stations**

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

**Article 38**  
**Polling stations**

Voters may vote at any of the polling stations assigned to the respective bodies, since each ESEnfC school building will have a duly constituted polling station, in accordance with these statutes.

**Article 39**  
**Allocation of the Seats for the General Council**

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

**Article 40**  
**Complaints on the Election Results**

Complaints about the election results shall be addressed to the president of the school and must be received by the president's secretariat, who shall immediately inform the President on these matters, within 15 days of the election results being posted.

**Subsection II**  
**PRESIDENT OF THE SCHOOL**

**Article 41**  
**Duties of the President**

- 1 – The president of the school is the institution's highest governing body and external representative.
- 2 – The president of the ESEnfC is the school's policy-making body and chairs the Management Council.

**Article 42**  
**Election**

- 1 – The President of the School is elected by the General Council, under the terms established in these statutes and in accordance with the procedure laid down in the respective regulations to be approved by the General Council.
- 2 – The election process includes, namely:
  - a) The public notice of the opening of applications;
  - b) The presentation of applications;
  - c) The public hearing of the candidates, with presentation and discussion of their action programme;

- d) The final vote of the General Council, by absolute majority, by secret ballot.

3 – The public notice of the opening of applications shall be published sixty days before the date of submission of applications.

4 – Teachers and researchers from the institution can be elected President of the School.

5 – The following cannot be elected President of the School:

- a) Anyone who is retired;
- b) Anyone who has been convicted of a disciplinary, financial or criminal offense in the exercise of public or professional functions, within four years of serving the sentence;
- c) Anyone who incurs other ineligibilities provided for in the law and the present statutes.

6 – The electoral process shall begin sixty days before the term of office of the outgoing president is concluded, unless the process takes place in whole or in part during the summer school vacation period, in which case the president should postpone the electoral process so that it takes place during the school term beginning no later than the following October 15th.

#### **Article 43**

##### **Term of office**

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

2 – The President can only serve a maximum of two consecutive terms.

2 – In the event of early termination of office, the new President begins a new term.

#### **Article 44**

##### **Structure of the presidency**

1 – The president may, if he deems it appropriate for the proper functioning of the ESEnfC, organize the presidency by areas of activity by appointing vice-presidents and/or deputies.

2 – If the provisions of the previous paragraph are met, the president shall approve the presidency's rules of procedure by order, defining the competencies of each vice-president and/or deputy.

#### **Article 45**

##### **Vice-presidents**

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

2 – The President appoints the vice-presidents from among teachers and/or researchers who are not in a situation of incompatibility or impediment.

3 – The vice-presidents may be dismissed at any time by the President and their term of office ends with the expiry of the President's term of office.

#### **Article 46**

##### **Removal from office of the President**

1 – In a situation that is serious for the life of the institution, the General Council convened by its president or by a third of its members may decide, by a two-thirds majority of its members, to suspend the President of the School and, after due administrative procedure, by the same majority, to dismiss him or her.

2 – The decision to convene the General Council for the purposes foreseen in the previous paragraph shall be preceded by communication to the Technical-Scientific and Pedagogical Council, under penalty of nullity.

3 – The decisions to suspend or remove the President from office can only be voted on at meetings specially call for that purpose and shall be preceded by an opinion from the Technical-Scientific and Pedagogical Council, under penalty of nullity.

#### **Article 47**

##### **Exclusive dedication**

1 – The President shall perform their duties in exclusive dedication.

2 –The Presidents and vice-presidents shall be excused from performing teaching or research activities, although they may continue to perform them on their own initiative.

#### **Article 48**

##### **Replacement of the President of the School**

1 – In the event of the temporary incapacity of the President, the vice-president designated by him or her or, in the absence of a nomination, the most senior shall take up his duties.

2 – If the situation of incapacity continues for more than 90 days, the General Council must decide whether a new president should be elected.

3 – In the event of a vacancy, resignation or permanent incapacity of the President, the General Council must determine the opening of the procedure for electing a new president within a maximum of eight days.

4 – During a vacancy in the office of president, as well as in the event of suspension under the terms of article 47, the office of president shall be held on an interim basis by the vice-president chosen by the General Council or, failing that, by the longest-serving ESEnfC teacher in the highest category.

#### **Article 49**

##### **Competence of the President of the School**

1 – The President shall direct and represent the ESEnfC, as well as:

- a) Draw up and submit to the General Council the following proposals:
  - i. The medium-term strategic plan and the action plan for the four-year period of his or her mandate;
  - ii. The general scientific and pedagogical guidelines of the institution;
  - iii. The annual activity plan and report;
  - iv. The annual budget and consolidated accounts, accompanied by the opinion of the statutory auditor;
  - v. The acquisition or disposal of the institution's real estate assets, as well as the credit operations;
  - vi. The creation, transformation or extinction of organic units;
  - vii. The student tuition fees;
- b) Approve the creation, suspension and termination of courses;
- c) Approve the maximum number of new admissions and enrolments in each study cycle;
- d) Oversee academic management, namely deciding on the opening of competitions, the appointment and recruitment of staff in any capacity, the appointment of juries for the competitions and academic exams,

and the system and regulations for evaluating teachers and students;

- e) Guide and supervise the administrative and financial management of the institution, ensuring the efficient use of its means and resources;
- f) To grant support to students within the framework of school social action, under the terms of the law;
- g) Approve the awarding of titles or honorific distinctions;
- h) Create school awards;
- i) Appoint and dismiss, in accordance with the statutes, the coordinator and deputy coordinator of units and projects;
- j) Appoint and dismiss, in accordance with the law and the Statutes, the administrator of the ESEnfC and the heads of the institution's services;
- k) Exercise disciplinary power, in accordance with the law and these Statutes;
- l) Ensure compliance with the decisions taken by the institution's collegiate bodies;
- m) Approve the regulations provided for by law and the Statutes;
- n) Ensure compliance with the laws, the Statutes and the regulations;
- o) Propose initiatives necessary for the proper functioning of the institution;
- p) Perform any other duties provided for by law and the Statutes;
- q) Communicate to the Minister responsible all the necessary data, namely the plans and budgets and the activity and accounts reports;
- r) Take the necessary measures to guarantee the quality of education and research at the institution;
- s) Present the proposal for internal regulations of the application of the student disciplinary statute to the General Council;
- t) Represent the institution in and out of court.

2 – The President shall also be responsible for all powers not assigned to other bodies of the institution by law or the statutes.

3 – Whenever justified, for greater efficiency in the management of human resources, the resident may reassign

teaching staff, research staff, non-teaching staff and non-research staff between projects, functional units and services.

4 – A decision on the matters referred to in paragraphs 1(*g*) and (*h*) of this article, as well as paragraph 1(*k*) of this article regarding the imposition of serious penalties on officials who have held the office of president, hold or have held the office of vice-president, hold or have held the office of student ombudsman, are or have been members of the General Council and the Management Council, shall require the opinion of the Technical-Scientific Council.

5 – Decisions on the matters referred to in points *a*) and *c*) of paragraph 1, with the exception of points 4 and 7 of this article, shall require the prior opinion of the Technical-Scientific Council.

6 – The president may delegate to the vice-presidents, deputies and governing bodies of the school the powers that are necessary for more efficient management, except in the cases referred to in paragraphs 3 and 4 of this Article with regard to the matter referred to in paragraph 1(*k*).

7 – The President shall have a head of office, whom he freely appoints and dismisses.

8 – The President shall also have a secretariat composed of a maximum of three members, freely appointed by him or her, who shall be entitled to the remuneration supplements provided for by law.

#### **Article 50**

##### **Specific projects and activities**

1 - The president may appoint deputies from among the school's teaching and non-teaching staff to develop and implement specific tasks, projects and activities.

2 - The deputies shall cease to hold office on completion of the tasks, projects or activities for which they were appointed, or on the expiry of the term of office of the president who appointed them, whichever comes first.

3 - Adjuncts, when they are teachers, may, if the nature of the duties entrusted to them so requires, be exempted by the president, in whole or in part, from teaching activities.

#### **Subsection III**

#### **MANAGEMENT COUNCIL**

#### **Article 51**

#### **Composition and Functioning of the Management Council**

1 – The Management Council is composed of the president of the school, who chairs it, a vice-president appointed by him or her, the administrator and two members from among the school's teaching, non-teaching and non-research staff or a student.

2 – The coordinators of scientific-pedagogical units or of the institution's services and representatives of students and non-teaching and non-research staff may be summoned to participate in meetings of the Management Council without the right to vote.

3 – In the event of a tied vote, the President shall have the casting vote.

4 – The Management Council meets ordinarily once a month and extraordinarily whenever convened by the President on his or her own initiative or at the request of one third of its members.

#### **Article 52**

#### **Competences**

1 – The Management Council shall be responsible for the administrative, patrimonial and financial management of the institution, as well as the management of human resources, and the legislation in force for public bodies with administrative autonomy shall apply to it.

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

3 – The Management Council may, in general, delegate to the presidents of the Technical-Scientific and Pedagogical Councils and to the coordinators of the departments the powers it deems appropriate and necessary for more efficient management.

#### **Subsection IV**

#### **TECHNICAL-SCIENTIFIC COUNCIL**

#### **Article 53**

#### **Composition**

1 – The Technical-Scientific Council shall have a maximum of 25 members:

- a) Twenty-three elected members, from among:
  - i. Career teachers;
  - ii. Equivalentents to full-time teachers with an employment contract with the School for more than 10 years in this category;
  - iii. Full-time teachers with a doctoral degree, with an employment contract of no less than one year, regardless of the nature of their relationship with the institution;
  - iv. Teachers with the title of specialist not covered by the previous paragraphs, 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 research unit's regulations, from among the doctoral researchers who are members of the research unit's Scientific Council and who are also career teachers at the ESEnfC.

2 – At the proposal of the President of the Technical-Scientific Council, other teachers whose duties at the ESEnfC justify it may be invited to participate in meetings, without the right to vote, considering the issues to be debated, as well as, if justified, teachers or researchers from other institutions or personalities of recognized competence within the scope of the school's mission.

#### **Article 54**

##### **Election and mandate**

1 – The members of the Technical-Scientific Council are elected for a five-year term on a list made up of twenty-three career teachers, at least one from each of the school's existing scientific-pedagogical units. They must include eleven alternates.

2 – The teachers who have been working at the school full-time for more than one year and who meet the conditions set out in paragraph 1 of the previous article have the capacity to elect the members of the Scientific-Technical Council established in paragraph 1(a) of the previous Article.

#### **Article 55**

##### **Competence**

1 – The Scientific-Technical Council shall:

- a) Draw up its regulations;
- b) Analyse the School's scientific activity plan;
- c) Give its opinion on the creation, transformation or extinction of the School's scientific-pedagogical units;
- d) Decide on the distribution of teaching work and submit it to the approval of the President of the School;
- e) Give its opinion on the creation of study cycles and approve the study plans and programmes taught;
- f) Give its opinion on attendance and evaluation regulations;
- g) Approve the regime of transition, precedence and prescriptions within the framework of current legislation;
- h) Give its opinion on the acquisition of scientific, technical and bibliographical equipment;
- i) Propose or give its opinion on the granting of titles or honorific distinctions;
- j) Propose or give its opinion on the establishment of school awards;
- k) Propose or give its opinion on international agreements and partnerships and other cooperation agreements, arrangements and protocols with other institutions in the scientific field;
- l) Propose the composition of juries for academic exams and competitions;
- m) Carry out the other acts provided for by law relating to the teaching and research career recruitment of teaching and research staff;
- n) Give its opinion on training plans for teaching staff;
- o) Give 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 course components;
- q) Give its opinion on the academic calendar;
- r) Draw up the respective activity plans and report;
- s) Perform any other duties assigned to it by law or by these statutes.

2 – The members of the Technical-Scientific Council cannot give their opinion on matters relating to:

- a) Acts related to the career of teachers with a higher category than their own;
- b) Competitions or exams for which they qualify.

**Article 56**  
**Functioning**

- 1 – The Scientific Council works in plenary and as a standing committee.
- 2 – The standing committee is composed of the President of the Technical-Scientific Council, the Vice-President of the Technical-Scientific Council and three teachers appointed by the President.
- 3 – The plenary session of the Technical-Scientific Council meets at least three times a year.
- 4 – The Technical-Scientific Council can only meet with an absolute majority of its members and decisions are taken by a majority of those present when the law or the rules of procedure do not require a qualified majority.
- 5 – The Technical-Scientific Council may delegate to its president and to the standing committee the powers and functions it deems necessary for its better functioning.
- 6 – The President of the Technical-Scientific Council is elected from among its members who are career teachers.
- 7 – The President can only serve a maximum of two consecutive terms.
- 8 – The Technical-Scientific Council shall appoint, on a proposal of its President, a Vice-President from among the members of the Technical-Scientific Council, whose mandate coincides with that of the President and who shall replace the President in his or her absence or impediment.
- 9 – The Technical-Scientific Council shall appoint, on a proposal of its President, a secretary whose term of office shall coincide with that of the President.

**Subsection V**  
**PEDAGOGICAL COUNCIL**

**Article 57**  
**Composition**

- 1 – The Pedagogical Council is the pedagogical management body of the ESEnfC.
- 2 – The Pedagogical Council is composed of:

- a) Four representatives of the teaching staff;
- b) Four representatives of the students.

**Article 58**  
**Election and mandate**

- 1 – The members of the Pedagogical Council are elected by universal, direct and secret ballot, through bodies and lists.
- 2 – Lists must be made up of a number of alternates equal to the number of members.
- 3 – The members of the Pedagogical Council are elected for a term of four years in the case of teachers and two years in the case of students.
- 4 – The term of office of the President of the Pedagogical Council may be renewed for a maximum of two consecutive terms.
- 5 – The electoral process is governed by these Statutes, in accordance with Articles 22 to 41, with the necessary adaptations.

**Article 59**  
**Competencies**

- 1 – The Pedagogical Council shall:
  - a) Give its opinion on the pedagogical orientation of the ESEnfC and the teaching and evaluation methods;
  - b) Propose to the Quality and Assessment Council that regular surveys be carried out on the School's pedagogical performance and the participation in its analysis and dissemination, in collaboration with that same Council;
  - c) Promote the evaluation of the teachers' pedagogical performance, by them and by the students, and its analysis and dissemination, in collaboration with the Quality and Assessment Council;
  - d) Analyse the complaints related to pedagogical failures and propose the necessary measures;
  - e) Draw up and approve attendance and evaluation regulations;
  - f) Give its opinion on the regime of precedence and prescriptions, within the framework of the legislation in force;
  - g) Give its opinion on the creation of study cycles and on the plans for the study cycles offered;



- h) Give its opinion on the creation of School awards;
- i) Give its opinion on the academic calendar and examination schedules;
- j) Propose the acquisition of teaching and bibliographical material;
- k) Coordinate the School's educational resources (auditoriums, laboratories, reprographics, audiovisuals, among others);
- l) Organize, in collaboration with the other ESEnfC bodies, conferences, seminars, and other activities of scientific and pedagogical interest;
- m) Promote new pedagogical experiences and suggest activities aimed at improving teaching;
- n) Evaluate School success and failure and propose the corrective measures it deems necessary;
- o) Promote the organization of pedagogical training courses;
- p) Ensure, in agreement with the other ESEnfC bodies, that the courses are linked to the social and professional environment;
- q) Make proposals regarding the operation of the documentation centre;
- r) Give its opinion on any other matter of a pedagogical nature or with pedagogical implications.

#### **Article 60**

##### **Operation**

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

- a) The Pedagogical Council is presided over by a School career teacher elected at the first meeting. The President shall convene and direct ordinary and extraordinary meetings and establish the respective agendas;
- b) The Pedagogical Council can only meet with an absolute majority of its members and decisions are taken by majority vote;
- c) The president of the Pedagogical Council has a casting vote in the event of a tied vote, except when the vote is taken by secret ballot.

2 – The Pedagogical Council elects a secretary from among its members, who is responsible for secretarial duties at

meetings, drawing up the minutes and submitting them for approval at the next meeting.

3 – The Pedagogical Council works in plenary and holds an ordinary meeting once a month, with the exception of August, and the extraordinary meetings necessary to carry out its duties and exercise its competences and whenever requested by at least one third of its members.

4 – In order to analyze and study specific issues within the scope of its competencies, the Pedagogical Council may set up specialized committees, whose proposals are considered in plenary.

#### **Subsection VI**

#### **QUALITY AND ASSESSMENT COUNCIL**

##### **Article 61**

##### **Composition**

1 – The Council is composed of four teachers, one non-teaching staff member, two students and an assessment expert, all appointed by the general council on a proposal from the School President, after consulting the Technical-Scientific Council, the Pedagogical Council and the student association.

2 – The coordinator of the Council is appointed from among the teachers, on a proposal from the School President, and may not chair governing bodies, coordinate teaching projects and scientific-pedagogical units, or belong to other governing bodies of the ESEnfC.

3 – The term of office of the Council shall be four years, with the exception of the students' term of office, which shall be two years.

4 – The Council shall be assisted by evaluation and/or quality experts and shall have the technical and secretarial support it needs to carry out its tasks.

##### **Article 62**

##### **Competencies**

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

2 – In terms of quality, the Council shall:

- a) Promote all the initiatives and measures aimed at the systematic adoption of a quality policy and its monitoring in all sectors and areas of activity at the ESEnfC, creating an institutional culture and practices based on these principles and ensuring its effective and continuous implementation;
- b) Propose the standardization of procedures, whenever justified, with a view to quality and draw up, after collecting the relevant data from the competent bodies, manuals of procedures to be used at all levels, after validation by the bodies with legal competence in the matter.

3 – In terms of evaluation, the Council is entrusted with all the tasks that are promoted internally in this area and is responsible for carrying out internal audits of the functional structures of the ESEnfC.

4 – The Council shall produce annual reports on its activities, including self-evaluation reports on the ESEnfC and its courses.

5 – The Council shall make the institution’s self-evaluation and external evaluation reports, as well as those of its study cycles, available on the school's website.

6 - The Council shall be governed by its own internal regulations.

### **Subsection VII**

#### **STUDENT OMBUDSPERSON**

##### **Article 63**

##### **Ombudsperson**

1 – The student ombudsperson is a teacher elected to the position by the students by direct, secret, and universal ballot from among the school's career teachers.

2 – The initiative to propose the candidacy of a teacher for the position of student ombudsperson lies with the students, no fewer than fifty in number, and the candidacy can only be accepted if accompanied by a declaration of acceptance from the teacher.

3 – The ombudsperson’s term of office shall be two years and is non-expirable unless he or she loses his or her status as a teacher at the school, in which case the term of office expires.

4 – Within 30 days of the end of the ombudsperson’s mandate under the terms of the previous paragraph, due to resignation

or vacancy, the president of the school must promote the process of electing a new ombudsperson who will begin a new mandate.

5 – The president of the ESEnfC is responsible for approving the election results and can only reject them on the grounds of violation of the law.

### **Article 64**

#### **Competencies**

1 – The ombudsperson works in collaboration with the student association and with the school’s bodies and services, particularly the Pedagogical Council.

2 – In particular, the ombudsperson is responsible for:

- a) Analysing complaints and claims from students, and if it considers that they are justified, to make the relevant recommendations to the bodies responsible for dealing with them;
- b) Making general recommendations with a view to safeguarding the interests of students, particularly in the field of pedagogical activity and school social action;
- c) Promoting activities to check the efficiency of student services.

3 – In general, the ombudsperson develops activities and initiatives that he or she deems appropriate for the proper performance of his or her mandate.

4 – Recommendations must be implemented by the bodies and services of the school to which they are addressed, and any refusal to implement them must be duly substantiated and made known to the president of the school and the ombudsperson.

### **SECTION III**

#### **SCIENTIFIC-PEDAGOGICAL UNITS**

##### **Article 65**

##### **Nature**

1 - The scientific-pedagogical units include all the teachers and cover a specific clinical area of nursing, according to current knowledge of the subject.

2 - The scientific-pedagogical units aim to achieve the mission and goals of the ESEnfC. They are responsible, in

collaboration with the president of the school and the Technical-Scientific Council, for the operational, scientific, pedagogical and research coordination, as well as ensuring the continuity and quality of the intervention of the teaching staff in terms of teaching, research, technical and curricular development, the creation and dissemination of knowledge and the provision of services to the community, in each of the areas of knowledge that are specific to them.

3 – The constitution, regulation, reformulation, extinction and merger of scientific-pedagogical units is the responsibility of the president of the school, after consulting the Technical-Scientific Council.

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

5 – The units have their own internal regulations and can adopt the internal organization that best suits the development of their activities.

6 – Each scientific-pedagogical unit is headed by a coordinator, coordinating professor and/or doctorate, and a vice-coordinator of the unit, appointed by the president of the school, after hearing the teachers of the unit and the Technical-Scientific Council.

7 – The mandate of the coordinator and vice-coordinator ends when the president of the school leaves office.

8 – By decision of the management board, the scientific-pedagogical units may be allocated funds and technical-material and administrative resources appropriate to the activities they carry out, depending on the specific nature of their areas of intervention.

## **SECTION V DIFFERENTIATED UNITS**

### **Article 66 Nature**

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

2 – The ESEnfC has four differentiated units:

- a) The School Social Services;
- b) The Support Service for New Graduates;
- c) The Health Sciences Research Unit: Nursing domain;
- d) The unit providing services to the community and coordinating extension activities in the community.

3 – At the proposal of the school president, the ESEnfC may create other differentiated units on its own or in partnership with other entities, after hearing the competent bodies, in accordance with the nature and objectives of the unit to be created.

### **Article 67 School Social Services**

1 – The social action service includes units aimed at providing diversified services to students, teachers and school staff, in order to provide them with the best conditions for carrying out their respective missions, including residence, health and student support services, canteens, cafeterias, reprographics, scholarships and loans.

2 – Without prejudice to the possibility that they may cover other areas, the social action services are active in the areas of health promotion and the well-being of the educational community, social, cultural and sports services.

3 – Without prejudice to the possibility of opting for another method in the future, the concession to operate the spaces used to provide canteen, cafeteria and reprographic services will be preceded by a public tender under the terms of the law.

4 – The spaces allocated to the canteen, cafeteria and residence fall within the scope of the management powers of the school's president and management council, insofar as applicable, and their access and use must be the subject of specific regulations.

5 – The social action service also aims to strengthen the conditions for the development of part-time professional activities offered by the institution to students, in conditions appropriate to the simultaneous development of academic activity.

6 – The school's social action functions may be provided, by decision of the school's president, by the social action services of other higher education institutions, under the terms set out in a protocol drawn up for this purpose.

## **Article 68**

### **Support Service for New Graduates**

1 – The purpose of the Support Service for New Graduates is to:

- a) Support student participation in working life in conditions appropriate to the simultaneous development of academic activity;
- b) Support the integration of its graduates into the labour market;
- c) Collect and disseminate information on the employment of the school's graduates and their career paths;
- d) Support the entrepreneurial initiatives of the school's graduates in the field of health;
- e) Promote ESEnfC's links with former students and their associations, facilitating and promoting their contribution to the strategic development of the 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 purpose of the research unit is to develop research activities in health, particularly in nursing and education, and to coordinate the research produced at the school.

2 – The coordinator of the research unit in health sciences: nursing domain of the ESEnfC is appointed by the president of the school, from among the researchers of the unit with a doctorate, after hearing the Scientific Council of the unit.

3 – The coordinator of the research unit shall:

- a) Represent the research unit before the other bodies of the school and the outside world;
- b) Appoint a deputy coordinator to assist him or her in the performance of his or her duties;
- c) Carry out day-to-day administration duties on a permanent basis;
- d) Approve the regulations necessary for the operation of the unit;
- e) Carrying out the decisions of the unit's scientific and administrative council when they are binding;

f) Draw up and submit to the school president for approval the research unit's activity plan, which should include an estimate of the budget needed to implement it, as well as drawing up the respective activity report.

g) Carry out any duties delegated to them by the president or other school bodies;

h) Carry out any other duties provided for by law or the articles of association.

4 – The term of office of the coordinator shall be four years and it may be renewed for a maximum of two consecutive terms.

5 – The coordinator can only be dismissed in the event of a culpable and serious breach of duty.

6 – The research unit has its own regulations, which must comply with the conditions required by the Foundation for Science and Technology for the unit's accreditation.

## **Article 70**

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

1 – The purpose of the unit of provision of services to the community is to coordinate service provision projects, in collaboration with the President of the School and the coordinators of the scientific-pedagogical units.

2 – The unit coordinator is appointed by the president from among the teachers who coordinate projects assigned to the unit.

3 – The competencies of the project unit coordinator are:

- a) To represent the project unit before other school bodies;
- b) To appoint deputies to assist him or her in the performance of his or her duties in specific areas;
- c) To carry out day-to-day administration duties on a permanent basis;
- d) To approve the regulations necessary for the operation of the unit;
- e) To carry out any duties delegated to them by the president or the management council;
- f) To draw up and submit to the school president for approval the unit's activity plan, which must include

the estimated budget needed to implement it, as well as draw up the respective activity report.

## **SECTION V SUPPORT STRUCTURES AND SERVICES**

### **Article 71 Composition**

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

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

### **Subsection I DOCUMENTATION AND INFORMATION CENTER**

#### **Article 72 Nature**

- 1 – The documentation centre is a functional support unit responsible for collecting, processing and disseminating scientific, technical and pedagogical documentation related to the activities of the ESEnfC and for cooperating with related services and institutions.
- 2 – The documentation centre includes the libraries and other services that may be set up within the scope of its functions and integrated into it by decision of the president of the school, after consulting the Technical-Scientific and Pedagogical Councils.
- 3 – The documentation centre is coordinated by a teacher appointed for this purpose by the president, after consulting the Technical-Scientific Council.
- 4 – The documentation centre reports directly to the Management Council.

### **Subsection II NATIONAL AND INTERNATIONAL RELATIONS OFFICE**

### **Article 73 Nature and Operation**

- 1 – The coordinator of the National and International Relations Office is responsible for matters concerning the ESEnfC's relations with the national and international community, within the scope of cooperation programs with educational and/or health institutions and with the aim of developing teaching, research or cultural activities.
- 2 - The office is made up of a teacher from each scientific-pedagogical unit, appointed by the Management Council, after hearing the teachers of the units.
- 3 – The coordinator of the National and International Relations Office will be appointed by the school president from among the teachers who make up the office.
- 4 – The National and International Relations Office shall report directly to the Management Council.

### **Subsection III ADMINISTRATIVE SERVICES**

#### **Article 74 Administrator**

- 1 – The ESEnfC has an administrator, chosen from among people with knowledge and experience in the field of management, who is competent for the day-to-day management of the institution and the coordination of its services, under the direction of the school's president.
- 2 – The administrator is freely appointed and dismissed by the school president.
- 3 – The administrator is a member of the Management Council and has the powers set out in the following article and those delegated to him or her by the president of the school.
- 4 – The administrator shall cease to hold office when the president of the school's mandate expires.

### **Article 75 Competencies of the Administrator**

- 1 – The administrator, appointed under the terms and conditions laid down, reports directly to the president of the school.

2 – The administrator shall exercise his or her powers under the terms of the legislation in force, without prejudice to any other powers that may be delegated or sub-delegated to him or her.

### **Article 76**

#### **Composition of the Administrative Services**

1 – The Administrative Services carry out activities in the areas of academic services, human resources, accounting and treasury, supplies and assets, secretarial services, office administration and archiving.

2 – The Administrative Services comprise the following areas:

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

3 – The Administrative Services shall report to the Management Council.

### **Article 77**

#### **Academic Area**

The Academic Area shall be responsible for the following functions, among others:

- 1) Students:
  - a) To provide information on the conditions for entering and attending the ESEnfC;
  - b) To draw up notices and announcements regarding enrolments, registrations, exams and tests, transfers, re-enrolments, course changes, special accommodations and payment of tuition fees;
  - c) To make available on its website all the relevant information for a full understanding of the courses offered and degrees awarded, the research carried out and the services provided by the institution;
  - d) To carry out services relating to student enrolment, registration and examinations;
  - e) To check the files for the payment of tuition fees and carry out the necessary procedures to receive them;
  - f) To keep records of all acts relating to students' school life;

- g) To issue and revalidate student cards;
  - h) To prepare information on students to respond to requests from the relevant bodies and for publications or other purposes;
  - i) To carry out all services relating to students that do not fall under the above points;
  - j) To keep the academic area's archives, files and documentation up to date;
- 2) Records and academic exams:
    - a) Issue degrees and diplomas;
    - b) Issue certificates of enrolment, registration, attendance, exams and others relating to facts contained in students' individual files, as well as all academic acts carried out at the ESEnfC;
    - c) Keep the archive of academic files up to date;
    - d) Organize and keep the archive of individual student files up to date;
    - e) Organize and keep the archive of syllabuses and course summaries up to date;
    - f) Receive, register and process files relating to academic exams;
    - g) Organize the processes leading to the granting of equivalences and recognition of academic degrees and titles within the competence of the ESEnfC.

### **Article 78**

#### **Human Resources Area**

The Human Resources Area shall, among other duties:

- a) Carry out the necessary studies for management analysis, personnel budgets, forecasting general and/or sectoral personnel training courses or actions and personnel statistics;
- b) Prepare recruitment, selection and promotion procedures, as well as the extension and renewal of contracts, mobility, dismissal, termination of contracts, hiring and retirement of staff;
- c) Create the individual files and files of all school staff and keep them up to date;
- d) Process salaries, additional remuneration, supplements, allowances, travel and other staff benefits;

- e) Instruct the procedures for absences, leaves of absence, grant equivalent, time off work and accumulations, as well as those relating to staff performance evaluation;
- f) Elaborate the vacation, absences and leave charts for all staff and elaborate and post seniority lists;
- g) Instruct and begin the processes for granting social benefits to staff working at the school and their families, in particular those relating to family allowances, supplementary benefits, social protection for civil servants, pensions and allowances to which they are entitled;
- h) Issue any certificates, declarations, biographical notes and length of service notes requested;
- i) Carry out all staff-related work that does not fall under the above headings;
- j) Keep the files, files and documentation of the human resources area up to date.
- h) Check the current accounts of suppliers and other creditors;
- i) Check and control the current accounts of external funds;
- j) Control the existing monetary means of income and expenditure;
- k) Propose the payment of staff salaries and invoices to suppliers and sundry creditors who are due for payment, in accordance with available funds;
- l) Propose the delivery, when due, or return of amounts belonging to external funds;
- m) Check and comment on the statement of financial position, statement of cash and cash equivalents, balance sheet, statement of personnel expenses, statement of provisions, statement of depreciation and amortization and statement of net income;
- n) Check analytical and summary balance sheets;
- o) Organize and keep the archive up to date.

## **Article 79**

### **Accounting and Treasury Area**

The Accounting and Treasury Area shall, among other duties:

#### 1- General Accounting:

- a) Proceed with the requisition of sums from the appropriations entered in the state budget in favor of the ESEnfC;
- b) Issue all revenue documents;
- c) Classify all revenue documents in accordance with the official accounting plan for the education sector;
- d) Check the current accounts of clients, debtors and creditors, control balances and request their settlement and draw up the respective current account statements;
- e) Check the budget headings on purchase orders and their value in relation to the invoice, issued by procurement and intended to be included in expenditure documents;
- f) Issue all ESEnfC expenditure documents, whether from its own funds or from external funds;
- g) Classify all expenditure documents in accordance with the official accounting plan for the education sector;

#### 2- Analytical and forecast accounting:

- a) Control and analyse costs;
- b) Draw up ordinary budgets and budget amendment proposals;
- c) Carry out budgetary control and provide the necessary information to the respective entities, as well as information on the appropriation of funds;
- d) Analyse and comment on budget deviations;
- e) Draw up the revenue and expenditure account;
- f) Keep the accounting area's archives, files and documentation up to date;

#### 3 - Treasury:

- a) Collect revenue in accordance with the documents issued;
- b) Make payments for expenses in accordance with the documents issued by the accounting department and duly authorized;
- c) Keep the treasury movements strictly up to date so that it is possible to check the accuracy of the funds in the safe and on deposit at any time;
- d) Check receipts from suppliers and others, not only in terms of their value in relation to the expense document, but also in terms of tax situations that require it;
- e) Check the valuables in the safe and in storage on a daily basis;

- f) Keep the treasury's archives, files and documentation up to date.

#### **Article 80**

##### **Patrimony and Procurement Areas**

1 - The Patrimony and Procurement Areas shall, among other duties:

- a) Establish contacts with the supplier market for the purchase of goods and services;
- b) Check stocks and requirements;
- c) Organize purchasing processes - public tenders, restricted tenders and direct agreements - and process them through to acquisition;
- d) Open and update article and supplier files to ensure effective stock management;
- e) Distribute items to users in accordance with duly authorized internal requirements;
- f) Keep the inventory and register of movable and immovable property up to date, in accordance with current regulations;
- g) Keep the procurement area's archives, files and documentation up to date.

#### **Article 81**

##### **Secretariat, Official Correspondence and Archive Areas**

1 – The Secretariat Area shall, among other duties:

- a) Provide secretariat support services to the governing bodies, the other bodies and the teaching staff;
- b) Receive, analyse and forward all official correspondence;
- c) Dispatch all official correspondence from governing bodies;
- d) Receive, organize and disseminate, when necessary, all official documentation;
- e) Support the development of scientific and pedagogical activities;
- f) Keep the secretariat's archive, files and documentation up to date.

#### **Subsection IV**

##### **TECHNICAL INSTALLATION, EQUIPMENT AND IT SERVICES**

#### **Article 82**

##### **Nature**

1 – The ESEnfC has technical installation, equipment and IT services, which work in the fields of repair, maintenance, upkeep and operation of facilities and equipment, and support the school with their own means.

2 - The technical installation, equipment and IT services will work under the direct supervision of the Management Council.

#### **Subsection V**

##### **GENERAL SERVICES**

#### **Article 83**

##### **Nature**

1 – The ESEnfC has general services, which provide support to the governing bodies and scientific-pedagogical units, as well as facility surveillance, equipment, reception, communication, transportation and laundry services.

2 – The General Services shall report directly to the Management Council.

### **CHAPTER III**

#### **SECTION I**

##### **Student Association**

#### **Article 84**

##### **Association**

1 - In order to defend of their interests and to ensure and organize their participation in the School's life, as well as to promote the values established in Article 4, the ESEnfC has a Student Association, which shall be governed by the provisions of the law and the respective Statutes.

2 - The Student Association, as a complementary body to the training of ESEnfC students, namely in the cultural, humanistic, and other areas, shall benefit from the support of the ESEnfC, especially with regard to the facilities, without prejudice to other financial support.



3 - With a view to fostering and guaranteeing the affirmation of the principles of democracy and participation, under the terms and to the extent provided for in Article 4, other associations or entities of an associative nature, whether existing or to be set up, may be asked to intervene on an occasional and regular basis.

## **CHAPTER IV**

### **Final and transitory dispositions**

#### **Article 85**

##### **Homologation and publication of election results**

1 – With the exception of the election of the President of the School, the President of the School shall approve the election results, after deciding on all issues that affect the final verification of the results.

2 – The final results of the elections, as well as the decisions that have been taken on any prejudicial issues, shall be published in the form of an order within twenty-four hours of receipt of the minutes containing the provisional results delivered by 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 on an ordinary basis four years after the date of their publication or the publication of their revision and on an extraordinary basis by decision of at least two thirds of the members of the General Council.

2 – Amendments to the Statutes must be approved by a two-thirds majority of the members of the General Council.

3 – The following can propose changes to the Statutes:

- a) The President.
- b) Any member of the General Council.

4 – The Statutes and their amendments require government approval, which is granted or refused within 60 days, by order of the minister responsible.

5 – Approval concerns the legality of the statutes or their amendments, and its refusal can only be based on non-

compliance with the Constitution or the law or on the non-conformity of the procedure for drawing them up with the provisions of this law or the Statutes.

6 – In the event that the revision of the statutes includes measures that, according to the law, require supervisory approval, the refusal of approval may be based on the rejection of this approval.

#### **Article 87**

##### **Installation of the new system of bodies**

1 – The President of the School shall initiate the process for the election of the new bodies of the ESEnfC within 10 days of the date of publication of the Statutes.

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

#### **Article 89**

##### **Entry into force**

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