

A3ES

Agência de Avaliação
e Acreditação
do Ensino Superior

GUIDELINES FOR REQUESTING PRIOR ACCREDITATION OF A NEW STUDY PROGRAMME

(University and Polytechnic Education)

Guidelines PAPNCE 2018 EN

June 2018
(updated 29.08.2018)

Guidelines for requesting prior accreditation of a new study programme

1. General characterisation of the study programme

1.1. Higher education institution.

(Automatically filled from the preliminary request).

1.1.a. Other higher education institutions (proposal in association).

(Automatically filled).

1.2. Organic Unit (faculty, school, institute, etc.)

(Automatically filled).

1.2.a. Other Organic Units (faculty, school, institute, etc.) (proposal in association)

(Automatically filled).

1.3. Study programme.

(Automatically filled).

1.4. Degree

(Automatically filled).

1.5. Main scientific area of the study programme.

(Alphanumeric field).

1.6. Classification CNAEF of the fundamental areas of the study programme according to Ordinance no. 256/2005, March 16th (CNAEF) (3 digits)

1.6.1. CNAEF classification – first fundamental area.

(Alphanumeric field, 3 digits).

1.6.2. CNAEF classification – second fundamental area, if applicable.

(Alphanumeric field, 3 digits).

1.6.3. CNAEF classification – third fundamental area, if applicable.

(Alphanumeric field, 3 digits).

1.7. Number of ECTS credits necessary for obtaining the degree.

(Alphanumeric field).

1.8. Duration of the study programme (article 3 DL-74/2006, March 26th).

(Alphanumeric field).

1.9. Maximum number of admissions.

(Alphanumeric field, 100 characters).

1.10. Specific entry requirements.

(Alphanumeric field, 1,000 characters).

1.11. Working regime.

Day time / After working hours / Other.

1.11.1. If other specify.

Alphanumeric field (100 characters).

1.12. Premises where the study programme will be lectured.

(Automatically Filled).

1.13. Regulation for crediting academic education and professional experience.

Attach PDF file.

1.14. Observations.

(Alphanumeric field 3,000 characters).

2. Formalisation of the request

2.1. Deliberations of the bodies that must be consulted according to the legislation and statutes.

Add one map per body and attach copy of the minutes (or extract of the minutes) as PDF.

3. Scope and objectives of the study programme and its coherence with the institution's educational, scientific and cultural project

3.1. The study programme's generic objectives.

Alphanumeric field (1,000 characters).

3.2. Intended learning outcomes (knowledge, skills and competencies) to be developed by the students.

Alphanumeric field (1,000 characters).

3.3. Insertion of the study programme in the institutional educational offer strategy, in light of the mission of the institution and its educational, scientific and cultural project.

Alphanumeric field (3,000 characters).

4. Curricular development and teaching and learning methodologies

4.1. Branches, options, profiles, major/minor or other forms of organisation (if applicable).

Insert table with alternative options.

4.2. Curricular structure (to be repeated for each one of the alternative options).

4.2.1. Branch, option, profile, major/minor or other (if applicable).

Alphanumeric field (100 characters).

4.2.2. Scientific areas and credits for awarding the degree.

Insert table with columns: scientific area, acronym, mandatory ECTS, optional ECTS, observations.

4.3. Study plan (to be repeated for each curricular year/semester/trimester as applicable).

Table with columns: curricular unit, acronym of the scientific area, duration, working hours, contact hours, ECTS and observations.

4.4. Curricular units.

Insertion or uploading of curricular unit files, according to the specifications defined in Annex II.

4.5 Teaching and learning methodologies.

4.5.1. Evidence of the teaching and learning methodologies coherence with the intended learning outcomes of the study programme.

Alphanumeric field (1,000 characters).

4.5.2. Means to verify that the required students' average workload corresponds the estimated in ECTS.

Alphanumeric field (1,000 characters).

4.5.3. Means of ensuring that the students assessment methodologies are adequate to the intended learning outcomes.

Alphanumeric field (1,000 characters).

4.5.4. Teaching methodologies that promote the participation of students in scientific activities (as applicable).

Alphanumeric field (1,000 characters).

4.6. Justification of the number of ECTS credits of the study programme.

4.6.1. Justification of the total number of ECTS credits and of the duration of the study programme, based on articles 8 or 9 (1st cycle), 18 (2nd cycle), 19 (integrated master) and 31 (3rd cycle) of Decree-Law no. 74/2006, republished by Decree-Law no. 63/2016, of September 13th.

Alphanumeric field (1,000 characters).

4.6.2. Process used to consult the teaching staff about the methodology for calculating the number of ECTS credits of the curricular units.

Alphanumeric field (1,000 characters).

4.7. Observations.

Alphanumeric field (3,000 characters).

5. Teaching staff

5.1. Teaching staff member(s) responsible for coordinating the study programme.

Alphanumeric field (1,000 characters).

5.2. Curricular files of the teaching staff members of the study programme.

Insert or upload the curricular files of the teaching staff.

5.3. Study programme's teaching staff.

Map automatically filled from the curricular files with columns: name, category, academic degree, "specialist", scientific area, employment regime, and hyperlink to the curricular file. Automatically updated after the addition of each curricular file.

5.4. Quantitative data on the teaching staff of the study programme.

5.4.1. Total number of teachers (number and FTE).

5.4.1.1. Total staff number.

Automatically filled from map 5.3.

5.4.1.2. Total FTE number.

Automatically filled from map 5.3.

5.4.2. "Own teaching staff" – number of teaching staff with a full time link to the institution.

To be filled as a Table with columns "staff number", "% relative to the total FTE).*

5.4.3. "Academically qualified teaching staff" – staff holding a PhD.

To be filled as a Table with columns "staff number in FTE", "% relative to the total FTE).*

5.4.4 "Specialised teaching staff" of the study programme.

To be filled as a Table with columns "staff number in FTE", "% relative to the total FTE) for:*

- *Teaching staff holding a PhD and specialised in the fundamental areas of the study programme;*
- *Specialists not holding a PhD, with well recognised experience and professional capacity in the fundamental areas of the study programme.*

5.4.5. Stability and development dynamics of the teaching staff.

To be filled as a Table with columns "staff number in FTE", "% relative to the total FTE) for:*

- *Teaching staff of the study programme with a full time link to the institution for over 3 years;*
- *FTE number of teaching staff registered in PhD programmes for over one year.*

5.5. Procedures for the assessment of the teaching staff performance and measures for their permanent updating and professional development.

Alphanumeric field (1,000 characters).

5.6. Observations.

Alphanumeric field (1,000 characters).

* - These fields are automatically filled.

6. Non-academic staff

6.1. Number and work regime of the non-academic staff allocated to the study programme.

Alphanumeric field (1,000 characters).

6.2. Qualification of the non-academic staff supporting the study programme.

Alphanumeric field (1,000 characters).

6.3. Assessment procedures of the non-academic staff and measures for its permanent updating and personal development.

Alphanumeric field (1,000 characters).

7. Material resources and equipment

7.1. Facilities used by the study programme (lecturing spaces, libraries, laboratories, computer rooms, ...).

Alphanumeric field (1,000 characters).

7.2. Main equipment or materials used by the study programme (didactic and scientific equipment, materials, and ICTs).

Alphanumeric field (1,000 characters).

8. Research and development and/or advanced training and high-level professional development activities

8.1. Research centre(s) in the area of the study programme where teaching staff develops its scientific activity.

Table with data on "Research Centre", "Classification FCT", "HEI", "Number of study programme teaching staff integrated" and "Observations".

8.2. Summary-table with publications of the teaching staff of the study programme in international journals with peer review, books or book chapters, or artistic works with relevance for the area of the study programme.

The table is automatically created from the curricular files.

8.3. Summary-table with advanced training, professional and artistic development and community service activities, and their adequacy to the institution's mission and objectives and to the community's needs.

The table is automatically created from the curricular files.

8.4. List of main projects and/or national and international partnerships underpinning the scientific, technologic, cultural and artistic activities developed in the area of the study programme.

Alphanumeric field (3,000 characters).

9. Compatibility with the national educational network in the area (public higher education)

9.1. Evaluation of the employability of graduates by similar study programmes, based on official data.

Alphanumeric field (1,000 characters).

9.2. Evaluation of the capability to attract students, based on access data (DGES).

Alphanumeric field (1,000 characters).

9.3. List of eventual partnerships with other institutions in the region teaching similar study programmes.

Alphanumeric field (1,000 characters).

10. Comparison with European study programmes of reference

10.1. Examples of study programmes with similar duration and structure offered by reference institutions in the European Higher Education Area.

Alphanumeric field (1,000 characters).

10.2. Comparison with the intended learning outcomes of similar study programmes offered by reference institutions in the European Higher Education Area.

Alphanumeric field (1,000 characters).

11. Internships and/or in-service training (when applicable)

Specific protocols with entities where students complete their training. In the study programmes that confer professional qualification for teaching, the protocols must contain proof of compliance with the requirements set forth in articles 22 and 23 of DL 79/2014, of May 14. (1 PDF of the protocol for each entity)

11.1. Indication of internship and/or in-service places (to be repeated for each entity under protocol).

11.1.1. Entity where students complete their training.

Table with the identification of entities under protocol

11.1.2. Protocol.

Attach PDF file (maximum 150 kB)

11.2. Document with the planning of the distribution of students by in-service training places demonstrating that the available resources are sufficient.

Attach PDF file (maximum 100 kB)

11.3. Indication of the institution's own resources to effectively follow its students during the in-service training periods.

Alphanumeric field (1,000 characters).

11.4. External supervisors.

11.4.1. Norms for selecting and evaluating the members of training institutions responsible for following the students' activities.

Attach PDF file (maximum 100 kB)

11.4.2. External supervisors responsible for following the students' activities (mandatory for study programmes with compulsory internship).

Table with columns "name", "institution", "professional title", "professional qualifications" and "number of working years".

12. SWOT analysis of the study programme

12.1. Strengths.

Alphanumeric field (1,000 characters).

12.2. Weaknesses.

Alphanumeric field (1,000 characters).

12.3. Opportunities.

Alphanumeric field (1,000 characters).

12.4. Threats.

Alphanumeric field (1,000 characters).

12.5. Conclusions.

Alphanumeric field (3,000 characters).

Annex I – Model for teaching staff curricular file

Personal data

Name		
Higher Education Institution		
Unit		
Affiliation with Research Centre (if applicable)		
Category		
Attribute of specialist	<input type="radio"/> Recognition by the CTC of the proponent institution	<input type="radio"/> Title awarded in public examinations (D.L. 206/2009)
Area where recognised as specialist		
Academic degree		
Scientific area of the degree		
Year the degree was awarded		
Institution where the degree was awarded		
Employment regime with proponent (% time)		

Other academic degrees or titles

Year	Degree or Title	Area	Institution	Classification

Scientific Activities – refer up to 5 articles in international journals with peer review, books or book chapters, in the last five years, relevant for the study programme– (format APA Style (American Psychological Association) – <http://www.apastyle.org>).

High-level professional development activities (technological development activities, services of advanced training) relevant for the study programme – up to 5 references. For artistic studies, refer up to 5 activities relevant for the study programme.

Other relevant publications, namely of pedagogical nature (up to 5 references)

Annex II – Model of Curricular Unit File

1. Characterisation of the Curricular Unit

1.1. Title of curricular unit

Alphanumeric field (1,000 characters).

1.2. Acronym of scientific area

Alphanumeric field (100 characters).

1.3. Duration¹

Alphanumeric field (100 characters).

1.4. Working hours²

Alphanumeric field (100 characters).

1.5. Contact hours³

Alphanumeric field (100 characters).

1.6. ECTS

Alphanumeric field (100 characters).

1.7. Observations⁴

Alphanumeric field (1,000 characters).

2. Responsible teaching staff member and lecturing workload in the curricular unit (fill in the full name)

Alphanumeric field (1,000 characters).

3. Other teaching staff and lecturing workload in the curricular unit

Alphanumeric field (1,000 characters).

4. Intended learning outcomes (knowledge, skills and competencies to be developed by students)

Alphanumeric field (1,000 characters).

5. Syllabus

Alphanumeric field (1,000 characters).

6. Evidence of the syllabus coherence with the curricular unit's intended learning outcomes

Alphanumeric field (1,000 characters).

7. Teaching methodologies (including students' assessment)

Alphanumeric field (1,000 characters).

8. Evidence of the coherence between the teaching methodologies and the intended learning outcomes

Alphanumeric field (3,000 characters).

9. Main Bibliography

Alphanumeric field (1,000 characters).

¹ Annual, semi-annual, trimestral, ...

² Total number of working hours.

³ Discriminated by type of methodology adopted (T – Theoretical teaching; TP - Theoretical - practical teaching; PL - Practical and laboratory teaching; TC - Field work; S – Seminar; E – Internship; OT - Tutorial orientation; O – Other).

⁴ E.g., optional curricular unit.

APPENDIX – Instructions for filling in the Guidelines PAPNCE

1. General characterisation of the study programme

1.1. Higher education institution.

Automatically filled using the information from the preliminary request.

1.1.a. Other higher education institutions (proposal in association).

Automatically filled.

1.2. Organic Unit (faculty, school, institute, etc.).

Automatically filled.

1.2.a. Other Organic Units (faculty, school, institute, etc.) (proposal in association).

Automatically filled.

1.3. Study programme.

Automatically filled.

1.4. Degree.

Automatically filled.

1.5. Main scientific area of the study programme.

Indicate the main scientific area of the study programme.

1.6. Classification CNAEF of the study programme fundamental areas (ordinance no. 256/2005 of 16 March; 3 digits CNAEF):

1.6.1. Classification CNAEF – first fundamental area.

Indicate the 3-digits CNAEF classification for the 1st fundamental area of the study programme.

1.6.2. Classification CNAEF – second fundamental area, if applicable.

Indicate the 3-digits CNAEF classification for the 2nd fundamental area of the study programme.

1.6.3. Classification CNAEF – third fundamental area, if applicable.

Indicate the 3-digits CNAEF classification for the 3rd fundamental area of the study programme.

1.7. Number of ECTS credits necessary to complete the degree.

Indicate the total number of credits necessary for awarding the degree.

1.8. Duration of the study programme (article 3 of Decree-law 74/2006).

Indicate the normal duration of the study programme.

1.9. Maximum number of admissions.

Indicate the maximum enrolment that is approved for the study programme.
(100 characters).

1.10. Specific entry requirements.

Indicate the specific conditions that must be met to apply for admission to this particular study programme.
Not to be confused with "access conditions", i.e. with the general conditions that must be satisfied to apply for admission to a study programme in general. (See article 3, point f), and paragraph a) of articles 14, 26 and 38 of Decree-law 74/2006, republished in annex to Decree-law 63/2016, of 13 September).
(1,000 characters).

1.11. Working regime (Daytime / After working hours / Other).

Indicate if the working regime of the study programme is daytime, after working hours or other.

1.11.1. If other, specify.

Indicate the working regime of the study programme, if different from daytime or after working hours. (100 characters).

1.12. Premises where the study programme will be lectured.

Indicate the location foreseen for teaching the study programme. (1,000 characters).

1.13. Regulations for the credit of academic education and professional experience.

Attach PDF file with regulations.

1.14. Observations.

Field for additional information that the Institution considers relevant to present on the characterisation of the study programme. (3,000 characters).

2. Formulation of the request

2.1. Deliberations of the bodies that must be consulted on the creation of the study programme, according to the legislation and statutes.

Attach PDF files of the minutes or extracts of minutes of the decisions taken by the competent bodies of the institution in the process of approving the new study programme.

3. Scope and objectives of the study programme and its coherence with the institution's educational, scientific and cultural project

3.1. The study programme's generic objectives.

Indicate the generic objectives set for the study programme, identifying the distinctive character of the project presented.

3.2. Intended learning outcomes (knowledge, skills and competencies) to be developed by the students.

Identify the intended learning outcomes of the study programme, in terms of the knowledge, skills and competencies that students are expected to develop during the course.

3.3. Insertion of the study programme in the institutional educational offer strategy, in light of the mission of the institution and its educational, scientific and cultural project.

Characterize the strategic interest of the new study programme in the scope of the educational offer, in view of the educational, scientific and cultural project of the institution.

4. Curricular development and teaching and learning methodologies

4.1. Branches, options, profiles, major/minor or other forms of organisation (if applicable).

Indicate the alternative curricular pathways in which the study programme is structured (Table format).

4.2. Curricular structure (to be repeated for each one of the alternative options).

4.2.1. Branch, option, profile, major/minor or other (if applicable)

Specify the curricular pathway (if applicable). (100 characters).

4.2.2. Scientific areas and credits for awarding the degree.

Insert table with columns: "Scientific area", "Acronym", "Mandatory ECTS", "Optional ECTS" and "Observations".

4.3. Study plan (to be repeated for each curricular year/semester/trimester as applicable).

Depending on the regime of operation, annual, semester or trimestral, the institution will insert or import sequentially, for each year, year/semester or year/trimester, a table with columns: "Curricular Unit", "Acronym of the scientific area", "Duration", "Working hours", "Contact hours", "ECTS" and "Observations".

The data concerning each curricular unit must be in accordance with the specifications defined in Annex II.

4.4. Curricular units.

Insertion or uploading of curricular unit files, according to the specifications defined in Annex II.

4.5 Teaching and learning methodologies.

4.5.1. Evidence of the teaching and learning methodologies coherence with the intended learning outcomes of the study programme.

Indication of the strategies defined to ensure the alignment of teaching and learning methodologies with the intended learning outcomes (knowledge, skills and competencies) defined in 3.2.
(1,000 characters).

4.5.2. Means of verifying that the required students' average workload corresponds the estimated in ECTS.

Indicate the mechanisms used by the institution to verify that the average workload that is required of students corresponds effectively to the ECTS credits assigned to the curricular units.
(1,000 characters).

4.5.3. Means of ensuring that the students assessment methodologies are adequate to the intended learning outcomes.

Indicate the strategies defined to ensure the alignment of student learning assessment methods with the intended learning outcomes.
(1,000 characters).

4.5.4. Teaching methodologies that promote the participation of students in scientific activities (as applicable).

Indication of the strategies defined to ensure the link between teaching and research, namely the participation of students in projects or other research activities
(1,000 characters).

4.6. Justification of the number of ECTS credits of the study programme.

4.6.1. Justification of the total number of ECTS credits and of the duration of the study programme, based on articles 8 or 9 (1st cycle), 18 (2nd cycle), 19 (integrated master) and 31 (3rd cycle) of Decree-Law no. 74/2006, republished by Decree-Law no. 63/2016, of September 13th.

Indication of the reasons for the duration and total number of credits adopted for the study programme, given the legal requirements and current practice in the European Higher Education Area in the area of training and qualification level in question.
(1,000 characters).

4.6.2. Process used to consult the teaching staff about the methodology for calculating the number of ECTS credits of the curricular units.

Indication of the forms of involvement of teachers in the definition of ECTS credits to be allocated to the curricular units of the study programme.
(1,000 characters).

4.7. Observations.

Possible observations regarding the specificities of the curricular structure of the study programme.
(3,000 characters).

5. Teaching staff

5.1. Teaching staff member(s) responsible for coordinating the study programme.

Indicate the teacher or teachers responsible for the coordination of the study programme, its academic qualification and the service provision regime.
(1,000 characters).

5.2. Curricular files of the teaching staff members of the study programme.

Indicate, through the data entry screen, the full names of the teachers of the study programme, filling in or uploading their curriculum vitae files, according to the model in Annex I.

5.3. Study programme's teaching staff.

Map automatically filled in from the curricular files with columns: name, category, academic degree, "specialist", scientific area, employment regime, and hyperlink to the curricular file. Automatically updated after the addition of each curricular file.

5.4. Quantitative data on the teaching staff of the study programme.

5.4.1. Total number of teachers (number and FTE).

5.4.1.1. Total staff number.

Field automatically filled in from map 5.3.

5.4.1.2. Total FTE number.

Field automatically filled in from map 5.3.

5.4.2. "Own teaching staff" – number of teaching staff with a full time link to the institution.

Fill in the numeric fields "number of teachers" and "% in relation to total FTE *".

5.4.3. "Academically qualified teaching staff" – staff holding a PhD.

Fill in the numeric fields "number of teachers (FTE)" and "% in relation to total FTE *".

5.4.4. "Specialised teaching staff" of the study programme.

Fill in the numeric fields "number of teachers (FTE)" and "% in relation to total FTE *", for:

- Teaching staff members with a PhD degree, specialised in the fundamental areas of the study programme;
- Specialists, not holding a PhD degree, with recognized experience and professional competence in the fundamental areas of the study programme.

5.4.5. Stability and development dynamics of the teaching staff.

Fill in the numeric fields "number of teachers (FTE)" and "% in relation to total FTE *", for:

- Teaching staff of the study programme with a full time link to the institution for over three years;
- FTE number of teaching staff registered in PhD programmes for over one year.

5.5. Procedures for the assessment of the teaching staff performance and measures for their permanent updating and professional development.

Brief indication of the procedures adopted for assessment of the performance of teaching staff and measures leading to their continuous updating and professional development, including the timing of the application of these procedures.
(1,000 characters).

5.6. Observations.

Possible observations regarding the specificities of teaching staff, namely their specialisation.
(3,000 characters).

* - Percentage fields are automatically filled in after the form has been submitted. The percentages are calculated on the total number of FTE.

6. Non-academic staff

6.1. Number and work regime of the non-academic staff allocated to the study programme.

Indicate the number of non-academic staff, discriminated according to the respective contractual regime in the Institution (no nominative list required).
(1,000 characters).

6.2. Qualification of the non-academic staff supporting the study programme.

Indicate the number of non-academic staff by level of academic qualification.
(1,000 characters).

6.3. Assessment procedures of the non-academic staff and measures for its permanent updating and personal development.

Brief indication of the procedures adopted for the assessment of non-academic staff and their updating and professional development.
(1,000 characters).

7. Material resources and equipment

7. 1. Facilities used by the study programme (lecturing spaces, libraries, laboratories, computer rooms, ...).

Demonstration that the institution has adequate facilities for the functioning of the study programme.
(1,000 characters).

7. 2. Main equipment or materials used by the study programme (didactic and scientific equipment, materials, and ICTs).

Demonstration that the institution has adequate equipment for the operation of the study programme. Identify only the most relevant equipment in light of the nature of the study programme.
(1,000 characters).

8. Research and development and/or advanced training and high-level professional activities

8.1. Research centre(s) in the area of the study programme where teaching staff develops its scientific activity.

Fill in table for Research Centres to which the teaching staff allocated to the study programme are affiliated, with data on "Research Centre", "Classification FCT", "HEI", "Number of integrated teaching staff from the study programme" and "Observations".

8.2. Summary-table with publications of the teaching staff of the study programme in international journals with peer review, books or chapters in books, or artistic works with relevance for the area of the study programme.

The table is automatically created from data in the curricular files.

8.3. Summary-table with advanced training, professional and artistic development and community service activities, and their adequacy to the institution's mission and objectives and to the community's needs.

The table is automatically created from data in the curricular files.

8.4. List of main projects and/or national and international partnerships underpinning the scientific, technologic, cultural and artistic activities developed in the area of the study programme.

Indicate the participation in projects or partnerships, national and international, relevant to the study programme, including the external financing involved.
(3,000 characters).

9. Compatibility with the national educational network in the area (public higher education)

9.1. Evaluation of the employability of graduates by similar study programmes, based on official data.

Indicate the results of the analysis promoted by the institution on the employability of graduates of similar study programmes. Identify the source of the data used.
(1,000 characters).

9.2. Evaluation of the capability to attract students based on access data (DGES).

Indicate the results of the analysis conducted on the evolution of candidates for higher education in the area of the study programme and the possible competitive advantages perceived by the institution.
(1,000 characters).

9.3. List of eventual partnerships with other institutions in the region teaching similar study programmes.

Indication of existing or planned partnerships with other institutions that teach courses in the area of the study programme.
(1,000 characters).

10. Comparison with European study programmes of reference

10.1. Examples of study programmes with similar duration and structure offered by reference institutions in the European Higher Education Area.

Indicate the study programmes of other European institutions that were taken as a reference in the preparation of the proposal.
(1,000 characters).

10.2. Comparison with the intended learning outcomes of similar study programmes offered by reference institutions in the European Higher Education Area.

Indicate the analyses conducted by the institution, comparing the learning outcomes defined in 3.2 and those established in similar educational provision in European reference institutions.
(1,000 characters).

11. Internships and/or in-service training (when applicable)

Specific protocols with entities where students complete their training. In the study programmes that confer professional qualification for teaching, the protocols must contain proof of compliance with the requirements set forth in articles 22 and 23 of DL 79/2014, of May 14. (1 PDF of the protocol for each entity)

11.1. Indication of internship and/or in-service places (to be repeated for each entity under protocol).

Fill in the following two fields, in table format, for each of the entities with which protocols have been established.

11.1.1. Entity where students complete their training.

Identify the entity with which protocol was established.

11.1.2. Protocol.

Attach the text of the protocol in PDF format, with a maximum 150kB.

11.2. Document with the planning of the distribution of students by in-service training places demonstrating that the available resources are sufficient.

Attach text in PDF format, with maximum size of 100kB.

11.3. Indication of the institution's own resources to effectively follow its students during the in-service training periods.

Indicate how the institution promotes the effective monitoring of the students in the places where the internships or periods of in-service training are carried out, including the explanation of the own resources involved.

(1,000 characters).

11.4. External supervisors.

11.4.1. Norms for selecting and evaluating the members of training institutions responsible for following the students' activities.

Attach text in PDF format, with maximum size of 100kB.

11.4.2. External supervisors responsible for monitoring the students' activities (mandatory for teacher training study programmes).

Insert table with the columns "name", "institution", "professional category", "professional qualification" and "number of years of service".

12. SWOT analysis of the study programme

12.1. Strengths.

Indication of strengths.
(1,000 characters).

12.2. Weaknesses.

Indication of weaknesses.
(1,000 characters).

12.3. Opportunities.

Indication of opportunities.
(1,000 characters).

12.4. Threats.

Indication of threats / constraints.
(1,000 characters).

12.5. Conclusions.

Conclusions or additional comments that the institution intends to make on the proposal submitted.
(3,000 characters).