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## COMISSÕES DE ACOMPANHAMENTO E MELHORIA DOS CURSOS

### Objetivo

O objetivo das Comissões de Acompanhamento e Melhoria dos Cursos é

- promover a participação ativa dos estudantes em todos os assuntos relacionados com o funcionamento dos cursos, e
- contribuir para o funcionamento regular das atividades de ensino e para o estabelecimento de boas práticas nos cursos.

### Responsabilidades

Cada comissão tem as seguintes responsabilidades:


- propor e colaborar, conforme solicitado pelo Coordenador do curso ou pelos órgãos competentes, na implementação de ações específicas destinadas ao bom funcionamento do curso, bem como medidas destinadas a alcançar um maior nível de sucesso escolar;
- promover a colaboração com comissões de outros cursos com unidades curriculares comuns; preparar os relatórios necessários no âmbito dos instrumentos de gestão da qualidade (por exemplo, o Relatório do Ciclo de Estudos (RCE) no caso de cursos conferentes de grau);
- analisar o funcionamento do curso no final de cada trimestre, incluindo a monitorização dos Relatórios das Unidades Curriculares (RUCs); preparar relatórios de autoavaliação no contexto da acreditação pela A3ES ou outra entidade.

Os docentes da Comissão de Acompanhamento e Melhoria do Curso, ou um subconjunto de três docentes incluindo o Coordenador do curso, constituem a Comissão de Creditação do curso. Portanto, esses docentes são também responsáveis pela condução dos processos de creditação de competências e formação anterior, de acordo com o Regulamento de Creditação de Competências e Formação Anterior da NOVA IMS, e o Conselho Científico é responsável pela aprovação desses processos de creditação.

### Composição

A composição de cada comissão deverá obedecer aos seguintes critérios:

- incluir o Coordenador do curso, que deverá presidir;
- incluir pelo menos um representante dos estudantes e pelo menos dois representantes dos docentes, no caso dos cursos que não estão associados a ciclos de estudos;
- incluir pelo menos dois representantes dos estudantes, os quais devem estar inscritos em diferentes anos curriculares no caso dos 1.os ciclos de estudos, e inscritos em diferentes

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especializações / majors no caso dos 2.os ciclos de estudos organizados por especializações / majors; incluir representantes dos docentes em número igual aos estudantes identificados no ponto anterior;

- caso a comissão não integre discentes, os seus relatórios devem ser capazes de demonstrar que os estudantes foram efetivamente consultados. Este critério aplica-se apenas a ciclos de estudo que possuem mecanismos adicionais de garantia de qualidade, tais como os programas Erasmus Mundus.


O Conselho Científico da NOVA IMS nomeia os docentes de cada comissão. Os representantes dos estudantes são nomeados pelo Coordenador do curso no início de cada ano letivo, que então reporta a composição da comissão ao Responsável pelo SIMAQ na NOVA IMS.

A composição da comissão de cada um dos cursos em funcionamento na NOVA IMS para o ano letivo 2021-2022 encontra-se em Anexo a este documento, o qual é atualizado anualmente conforme parágrafo anterior

## Duração

O mandato dos membros da comissão corresponde:

- ao ano letivo para o qual são nomeados, no caso dos representantes dos estudantes;
- dois anos, no caso dos representantes dos docentes. O mandato é renovado automaticamente por igual período, exceto em caso de decisão do Conselho Científico.

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## COMMITTEES FOR THE MONITORING AND IMPROVEMENT OF THE STUDY PROGRAMS

### Purpose

The purpose of the Committees for the Monitoring and Improvement of the Study Programs is

- to foster the active participation of students in all matters related to the functioning of the study program, and
- to contribute to the regular functioning of teaching activities and the establishment of good practices in the study programs.

### Responsibilities

Each committee has the following responsibilities:


- to propose and collaborate, as requested by the Coordinator of the study program or by the competent bodies, in the implementation of specific actions aimed at the good functioning of the study program, as well as measures aimed at achieving a higher level of school success;
- to promote the cooperation with Committees of other study programs with common curricular units;
- to prepare the required reports within the scope of quality management instruments (*e.g.*, the annual Study Cycle Report in the case of degree programs);
- to analyse the functioning of the study program at the end of each quarter, including the monitoring of Curricular Unit Reports;
- to prepare self-evaluation reports in the context of accreditation by A3ES or another agency.

The teachers of the Committee for the Monitoring and Improvement of the Study Program, or a subset of three teachers including the Coordinator of the study program, constitute the **Creditation Commission** of the study program. Therefore, these teachers are also responsible for conducting the processes of accreditation of skills and previous training in accordance with NOVA IMS's Regulation on Skills and Previous Training Accreditation (*Regulamento de Creditação de Competências e Formação Anterior da NOVA IMS*), and the Scientific Council has the responsibility of approval of those accreditation processes.

### Composition

The composition of each committee should comply with the following criteria:

- to include the Coordinator of the study program, who should chair;
- to include at least one representative of the students and at least two representatives of the teachers, in the case of study programs that are not associated with study cycles;

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- to include at least two representatives of the students, who should be enrolled in different academic years in the case of 1<sup>st</sup> study cycles, and should be enrolled in different specializations / majors in the case of 2<sup>nd</sup> study cycles organized by specializations / majors;
- to include representatives of teachers in equal numbers to students identified in the previous paragraph;
- if the committee hasn't any student representative its reports should be able to demonstrate that the students have been fully consulted. This criterion only applies to study cycles that have additional quality assurance mechanisms, such as Erasmus Mundus programs.


The Scientific Council of NOVA IMS nominates the teachers of each committee. The students' representatives are appointed by the Coordinator of the study program at the beginning of each academic year, who then reports the composition of the committee to the Head of SIMAQ at NOVA IMS.

The composition of the committee of each of the study programs in operation at NOVA IMS for the academic year 2019-2020 is attached to this document, which is updated annually according to the previous paragraph.

## Duration

The term of office of the committees' members corresponds to

- the academic year for which they are appointed for in the case of students' representatives;
- two years in the case of teachers' representatives. This period is automatically renewed for an equal period, except in case of a decision by the Scientific Council.

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## ANNEX: Composition of each committee for the academic year 2023-2024

### 1<sup>st</sup> study cycles

#### *Bachelor in Data Science*

<b>Mauro Castelli</b>	<b>Coordinator of the study cycle</b>
Leonardo Vanneschi	Teacher (area of Computing)
Jorge Carrola Rodrigues	Teacher (area of Business Sciences)
	Student
	Student

#### *Bachelor in Information Management*

<b>Frederico Jesus</b>	<b>Coordinator of the study cycle</b>
Roberto Henriques	Teacher (area of Information Systems and Technologies)
Diego Pinto	Teacher (area of Analytics)
	Student
	Student

#### *Bachelor in Information Systems*

<b>Manuela Aparício</b>	<b>Coordinator of the study cycle</b>
Vítor Santos	Teacher (area of Information Systems and Technologies)
Mijail Naranjo	Teacher (area of Analytics)
	Student
	Student

**2<sup>nd</sup> study cycles and associated postgraduate programs**

***Master in Statistics and Information Management***

<b>Jorge Bravo</b>	<b>Coordinator of the study cycle</b>
Pedro Coelho	Teacher (area of Information Analysis and Management)
Jorge Mendes	Teacher (area of Risk Analysis and Management)
	Student (specialization / PG in Information Analysis and Management)
	Student (specialization / PG in Risk Analysis and Management)

***Master in Information Management***


<b>Fernando Bação</b>	<b>Coordinator of the study cycle</b>
Flávio Pinheiro	Teacher (area of Knowledge Management and Business Intelligence)
Manuela Aparício	Teacher (area of Information Systems and Technologies Management)
	Student (specialization / PG in Knowledge Management and Business Intelligence)
	Student (specialization / PG in Information Systems and Technologies Management)

***Master in Data Science and Advanced Analytics***

<b>Roberto Henriques</b>	<b>Coordinator of the study cycle</b>
Mauro Castelli	Teacher (area of Data Science)
Fernando Bação	Teacher (area of Business Analytics)
	Student (major in Data Science)
	Student (major in Business Analytics)

***Master in Geographic Information Systems and Science***

<b>Marco Painho</b>	<b>Coordinator of the study cycle</b>
Pedro Cabral	Teacher
Ana Cristina Costa	Teacher
	Student
	Student

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***Master in Geospatial Technologies (Erasmus Mundus program)***<sup>1</sup>

<b>Marco Painho</b>	<b>Coordinator of the study cycle</b>
Pedro Cabral	Teacher
Ana Cristina Costa	Teacher

<sup>1</sup> Does not include any student representative.

***Master in Data-Driven Marketing***

<b>Paulo Rita</b>	<b>Coordinator of the study cycle</b>
Diego Pinto	Teacher (area of Digital Marketing and Analytics)
Frederico Cruz Jesus	Teacher (area of Marketing Research and CRM)
Nuno António	Teacher (area of Data Science for Marketing)
Teodora Szabo-Douat	Teacher (area of Marketing Intelligence)
	Student (Marketing Intelligence)
	Student (Digital Marketing and Analytics)
	Student (Marketing Research and CRM)
	Student (Data Science for Marketing)

***3<sup>rd</sup> study cycle***


***Doctoral Program in Information Management***

<b>Tiago Oliveira</b>	<b>Coordinator of the study cycle</b>
Members of the Scientific Committee of the PhD Program: Tiago Oliveira, Marco Painho, Paulo Rita, Leonardo Vanneschi	Professors
	Student
	Student
	Student
	Student

**Postgraduate programs**

***PG in Intelligence Management and Security***

<b>Guilherme Victorino</b>	<b>Coordinator of the study program</b>
<b>Teresa Rodrigues</b>	<b>Coordinator of the study program</b>
	Student

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***PG in Business Intelligence and Analytics for Hospitality & Tourism***

<b>Paulo Rita</b>	<b>Coordinator of the study program</b>
<b>Nuno António</b>	<b>Coordinator of the study program</b>
	Student

***PG in Enterprise Data Science & Analytics***

<b>Roberto Henriques</b>	<b>Coordinator of the study program</b>
Henrique Carreiro	Teacher
	Student

***PG in Statistical Systems***

<b>Pedro Simões Coelho</b>	<b>Coordinator of the study program</b>
Filipa Lima	Teacher (specialization in Central Banks' Statistics)
	Student

***PG in Digital Enterprise Management***

<b>Tiago Oliveira</b>	<b>Coordinator of the study program</b>
<b>Jorge Carrola Rodrigues</b>	<b>Coordinator of the study program</b>
	Student

***PG in Data Science for Finance***

<b>Jorge Bravo</b>	<b>Coordinator of the study program</b>
Jorge Mendes	Teacher
	Student

***PG in Financial Markets and Risks***

<b>Jorge Bravo</b>	<b>Coordinator of the study program</b>
	Teacher
	Student

***PG in Information Management and Business Intelligence in Healthcare***

<b>Guilherme Victorino</b>	<b>Coordinator of the study program</b>
<b>José Carlos Caiado</b>	<b>Coordinator of the study program</b>
	Student