



Universidade do Minho
Rectorate

Order RT-46/2019

Diploma Supplement
Map of activities

In 2004, the University of Minho (UMinho) began issuing the Diploma Supplement for 1st cycle degree courses and established the procedures required for the diploma to be issued (Order RT-10/2004, of 3 March).

In 2007, the map of complementary activities considered for inclusion in the respective Supplement underwent updating (Order RT-32/2007, of 17 April).

In view of the need to extend the Diploma Supplement to 2nd and 3rd cycle degree courses, and taking into account past experience, it was deemed appropriate to revise the map of eligible activities currently in force.

Thus, upon consultation with the Academic Senate Pedagogical Committee, I hereby determine the following:

1. From 2019/20 (included), UMinho will not only continue to issue the Diploma Supplement for the 1st cycle, but it will also do so for the 2nd and 3rd cycles;
2. The eligible activities to be included in the Diploma Supplement require effective participation of the student in a project or institutional activity. Only academically validated initiatives, not subject to remuneration will be considered. They must be certified by the promoter through a bilingual document specifying the training context and the learning outcomes. Activities such as the participation in training sessions, conferences, lectures, seminars and workshops shall not be considered;
3. The inclusion of activities in the Diploma Supplement requires further certification under the terms of the annex to this order;
4. The activities listed in the map attached to this Order are approved as academically eligible and liable to validation to be part of the selection of ten (10) activities that may be included in the Diploma Supplement.

This Order shall enter into force after its publication in the Official Gazette. However, the attached map of activities applies to students starting their studies at UMinho in the 2019/20 school year and onwards. The map of activities map attached to this Order or the one attached to Order RT-32/2007 applies to previous years, depending on whichever is more favourable to students.

The Rector of the University Minho

[Qualified Signature] Rui Manuel Costa Vieira de Castro	Signed digitally by [Qualified Signature] Rui Manuel Costa Vieira de Castro Data: 2019.07.11 19:26:18 +01'00'
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MAP OF ELIGIBLE ACTIVITIES FOR DIPLOMA SUPPLEMENT (1st, 2nd and 3rd cycles)

Name of activity	Certifying entity	Base text in Portuguese	Base text in English
President of Student Union Board	University of Minho Student Union Board (AAUM)	Membro da Associação Académica da Universidade do Minho, em <0000>.	Member of Universidade do Minho Students' Union Board, in <0000>.
Student Representative (per year of degree course)	Pedagogic Council	Delegado de ano do curso de <nome do curso>, no (s) ano (s) letivo (s) <0000/0000>.	Students' delegate of the <name of the course>, in the academic year(s) <0000/0000>.
Student Deputy Representative (per year of degree course)	Pedagogic Council	Subdelegado de ano do curso de <nome do curso>, no (s) ano (s) letivo (s) <0000/0000>.	Students' deputy delegate of the <name of the course>, in the academic year(s) <0000/0000>.
President of Student Association Board of a Degree Course	Pedagogic Council	Membro do Núcleo/Associação de Estudantes de <nome do curso>, no (s) ano (s) letivo (s) <0000/0000>.	Member of the Students' Association Board of the <name of the course>, in the academic year(s) <0000/0000>.
Member of the General Council	General Council	Membro do Conselho Geral da Universidade do Minho, na qualidade de Representante dos Estudantes, de <00/00/0000> a <00/00/0000>	Member of the General Council of Universidade do Minho as a students' representative, from <00/00/0000> to <00/00/0000>.
Member of the Academic Senate	Academic Senate	Membro do Senado Académico da Universidade do Minho, de <00/00/0000> a <00/00/0000>.	Member of the Academic Senate of Universidade do Minho, from <00/00/0000> to <00/00/0000>.
Member of the Council of Teaching and Research/Research Organic Unit (UOEI/UOI)	Organic Unit Council	Membro do Conselho do(a) <nome da Escola/Instituto> da Universidade do Minho, de <00/00/0000> a <00/00/0000>.	Member of the Council of the <name of the School/Institute> of Universidade do Minho, from <00/00/0000> to <00/00/0000>.
Member of the Pedagogic Council of Teaching and Research Organic Unit (UOEI)	Pedagogic Council	Membro do Conselho Pedagógico da UOEI <nome da Escola/Instituto> da Universidade do Minho, de <00/00/0000> a <00/00/0000>.	Member of the Pedagogic Council of the <name of the School/Institute> of Universidade do Minho, from <00/00/0000> to <00/00/0000>.
Member of Follow-up Committee of UMinho Internal Quality Assurance system (SGAQ-UM)	Assessment and Quality of Teaching Office (SGAQ)	Membro da Comissão de Acompanhamento do SIGAQ-UM da Universidade do Minho, de <00/00/0000> a <00/00/0000>.	Member of the Follow-up Committee for Universidade do Minho SIGAQ-UM, from <00/00/0000> to <00/00/0000>.
Member of UMinho Ethics Council	Ethics Council	Membro do Conselho de Ética da Universidade do Minho, de <00/00/0000> a <00/00/0000>.	Member of the Ethics Council of Universidade do Minho, from <00/00/0000> to <00/00/0000>.
Member of UMinho Disciplinary Council	Disciplinary Council	Membro do Conselho Disciplinar da Universidade do Minho, de <00/00/0000> a <00/00/0000>.	Member of the Disciplinary Council of Universidade do Minho, from <00/00/0000> to <00/00/0000>.
Member of UMinho Library Users Council	University of Minho Documentation Services (SDUM)	Membro do Conselho de Utilizadores da Biblioteca da Universidade do Minho, de <00/00/0000> a <00/00/0000>.	Member of the User's Council of Universidade do Minho Library, from <00/00/0000> to <00/00/0000>.
Mobility under national and European programmes and/or cooperation protocols	International Relations Office (SRI)	No ano letivo <0000/0000> o (a) estudante frequentou o <Período/Ano> na/no <Universidade>, <País>, ao abrigo do Programa <Programa/Acordo de Cooperação>.	In the academic year <0000/0000>, the student performed the <Period/Year> at <University>, <Country>, under the <Programme/Bilateral Agreement> Programme.
Placements abroad under national and European programmes and/or cooperation protocols	International Relations Office (SRI)	No ano letivo <0000/0000>, o (a) estudante efetuou um estágio intitulado <"Título Projeto"> na <empresa/instituição>, <País>, de <00/00/0000> a	In the academic year <0000/0000>, the student carried out a placement entitled <"Name Project"> at the enterprise/institution <institution>, <Country>, from

		<00/00/0000>, ao abrigo do Programa <Programa/Acordo de Cooperação>.	<00/00/0000> to <00/00/0000>, under the <Programme/Bilateral Agreement> Programme.
Extracurricular placements abroad under national and European programmes and /or cooperation protocols	International Relations Office (SRI)	No ano letivo <0000/0000>, o (a) estudante efetuou um estágio extracurricular intitulado <"Título Projeto"> na <empresa/instituição>, <País>, de <00/00/0000> a <00/00/0000>, ao abrigo do Programa <Programa/Acordo de Cooperação>.	In the academic year <0000/0000>, the student carried out an extracurricular placement entitled <"Name Project"> at the enterprise/institution <institution>, <Country>, from <00/00/0000> to <00/00/0000>, under the <Programme/Bilateral Agreement> Programme.
Member of UMinho Cultural Group	University of Minho Students' Union Board (AAUM)	Membro do Grupo Cultural da Universidade do Minho <Nome do grupo cultural> de <00/00/0000> a <00/00/0000>.	Member of the Cultural Group of Universidade do Minho <Name of the cultural group> from <00/00/0000> to <00/00/0000>.
UMinho Student Athlete	Social Action Services	Estudante atleta da Universidade do Minho, na modalidade de <Nome da modalidade desportiva>, no (s) ano (s) letivo (s) <0000/0000>.	Student athlete of Universidade do Minho, in the sports modality of <sports modality name>, in the academic year(s) <0000/0000>.
Organisation of institutional events	Organic Unit (UO)	Apoiou na organização do evento <"Nome do Evento ">, organizado pela <UOEI/UOI> na Universidade do Minho, de <00/00/0000> a <00/00/0000>.	Supported the organisation of the event <"Name of the Event">, organised by the <UOEI/UOI> which took place at Universidade do Minho , from <00/00/0000> to <00/00/0000>.
Peer integration	Pedagogic Council	No ano letivo <0000/0000>, o (a) estudante participou <no/na> <"Nome do projeto">, auxiliando a integração académica, social e cultural de estudantes da(o) <nome da Escola/Instituto>.	In the academic year <0000/0000>, the student participated in the <"Project Name">, helping the academic, social and cultural integration of students from the <name of the School/Institute>.
Peer tutorship	Institutional Coordinator	Tutor de pares na Universidade do Minho de <00/00/0000> a <00/00/0000>.	Engaged in peer tutoring in Universidade do Minho from <00/00/0000> to <00/00/0000>.
Peer tutorship for students with special needs	Office for Inclusion (GPI)	Tutor de pares com necessidades especiais, apoiando a integração académica de <um/uma> estudante no (s) ano (s) letivo (s) <0000/0000>.	Peer tutor, helping a student with special needs with regard to <his/her/their> academic integration in the academic year(s) <0000/0000>.
Institutional volunteer work	Pedagogic Council	Efetuiu voluntariado de <00/00/0000> a <00/00/0000>, na instituição/empresa <"Nome">, <Localidade>, <País>.	The student carried out voluntary work from <00/00/0000> to <00/00/0000>, at the institution/enterprise <"Name">, located in <Place>, <Country>.