



Universidade do Minho
Rectorate

Order
RT-50/2015

The University of Minho's degree programmes aim to provide students with a comprehensive training, allowing them to not only acquire specific knowledge of a given scientific and professional field, but also develop cross-cutting competences, which are essential to their full development as people, citizens and professionals.

The creation of the UMinho Option, which will progressively extend to all first-cycle degrees of the University, aims to promote creativity, and reflective and critical thinking, necessary to the analysis of contemporary issues, to the creation of innovative and sustainable solutions, as well as to the full and active participation of students in society.

After consultation with the Teaching Committee of the Academic Senate, the Regulation of the UMinho Option has been approved and annexed to this order. This Regulation establishes the criteria underlying the definition of the range of course units within the UMinho Option, its dissemination methodology, its selection process on behalf of students, the rules of operation and the assessment regime that will be applied.

University of Minho, 22 September 2015

The Rector,

António M. Cunha

Regulation of the UMinho Option

1. Scope

- 1.1. The University of Minho's degree programmes aim to provide students with a comprehensive training, allowing them to not only acquire specific knowledge of a given scientific and professional field, but also develop cross-cutting competences, which are essential to their full development as people, citizens and professionals. This includes instrumental competences, such as communication and time management skills, interpersonal skills, with emphasis on interdisciplinary team work and multicultural contexts, as well as systemic competences, namely creativity, spirit of initiative and entrepreneurship, amongst others.
- 1.2. The aim is therefore to promote creativity, and reflective and critical thinking, necessary to the analysis of contemporary issues, to the creation of innovative and sustainable solutions, as well as to the full and active participation of students in society.

2. Characterisation of the UMinho Option

The UMinho Option operates in a biannual regime, in the 1st or 2nd semester, according to the study plan of the degrees. It corresponds to a total of 5 or 6 ECTS and an annually variable number of course units offered by the different Teaching and Research Units (UOEI).

3. Definition of the range of course units within the UMinho Option

- 3.1. The range of course units within the UMinho Option is approved by the Teaching Committee of the Academic Senate, on proposal from the UOEI, until the end of December.
- 3.2. It is the Teaching Committee of the Academic Senate's responsibility to verify if the offered course units comply with the objectives set for the UMinho Option.
- 3.3. It is also the Teaching Committee of the Academic Senate's responsibility to decide, in case of doubt, and on proposal from the Pedagogical Councils of the UOEI, on the adaptation of the course units to the degrees' training profile.
- 3.4. The range of course units established for every degree, within the UMinho Option, is determined every year, and can vary according to:
 - a) The offer from the UOEI;
 - b) The identification of specific needs from the Pedagogical Councils of the different UOEI;
 - c) The guidelines defined by the Teaching Committee of the Academic Senate.
- 3.5. With a view to converging the available course units with students' interests, the Teaching Support Office (GAE) will listen to students' opinions during January in order to make the necessary adjustments in the educational offer.

4. Dissemination of the range of course units within the UMinho Option

- 4.1. The Pedagogical Councils of each UOEI will ensure the inclusion of relevant information on the course units within the UMinho Option in the Course Catalogue until mid-February, in the academic year prior to their entry into operation.
- 4.2. The range of course units within the UMinho Option and the corresponding vacancies are published in the Academic Portal until the end of April, in the academic year prior to their entry into operation.

5. Selection Process of the UMinho Option on behalf of students

- 5.1. Student enrolment in the UMinho Option can be done in the Academic Portal simultaneously with the enrolment process in the academic year.
- 5.2. Enrolment in a course unit of the UMinho Option is simultaneously dependent on:
 - a) The study plan of the degree in which the student is enrolled, and the selected course unit cannot be included in the former;

- b) The location of the UMinho Option in the curriculum (1st or 2nd semester);
- c) The number of available vacancies.

5.3. Vacancies are filled by order of enrolment.

5.4. A valid enrolment is binding, and therefore no changes are allowed except those referred to in paragraph 5.7. in this Regulation.

5.5. The students that enrol after the deadline can only choose one course unit from the range within the UMinho Option, provided that there is still a vacancy available at the time of enrolment.

5.6. The management of vacancies is performed by the Academic Services of the University of Minho (SAUM).

5.7. Once enrolment in a course unit within the UMinho Option is made, only exceptional changes will be allowed, provided that they are duly substantiated and submitted on-line to the Academic Services, and cumulatively fulfil the following conditions:

- a) The request must be made within 15 days after enrolment;
- b) The course unit selected by the student must be part of the range of available course units of his/her degree;
- c) There must be an available vacancy in that course unit.

5.8. If the requirements mentioned in subparagraphs from a) to c) of the previous paragraph are not met, all requests to change course unit in the UMinho Option will be rejected outright.

5.9. The amendment requests that meet the requirements in paragraph 5.7 are subject to the payment of fees.

5.10. Enrolment in the UMinho Option is exclusively for students, whose study plans include that course unit. Therefore, the UMinho Option cannot be selected either as an extracurricular course unit or as a free option.

6. Operation of the UMinho Option

6.1. The UMinho Option always operates on the same day of the week and hour, in both full-time and evening schedule, for all the degrees, as well as in both semesters and campuses of the University of Minho.

6.2. The course units within the UMinho Option that do not have a minimum of 20 enrolled students at the deadline for enrolment do not meet the operation requirements, except if these course units are part of a degree's study plan.

6.3. With regard to the conditions mentioned in paragraph 6.2, it is SAUM's responsibility to:

- a) Notify the respective Pedagogical Councils and coordinating teachers that the course units in question will not operate;
- b) Notify, via the institutional email, all students enrolled in these course units to select another available course unit within 5 working days, in case their placement in other indicated options by order of preference was not possible;
- c) Inform GAE that the identified course units will not operate.

6.4. In case there are no course units with available vacancies, it is the Teaching Committee of the Academic Senate's responsibility to approve the exceptional operation of a course unit with a number of students inferior to the established minimum, the creation of an additional class from an already operating course unit or the opening of applications to a new course unit.

7. Assessment regime of the UMinho Option

7.1. The course units within the UMinho Option are subject to the assessment rules of the remaining course units, pursuant to the rules in force at the University of Minho.

7.2. The supplementary and special examination periods of the UMinho Option are scheduled by GAE, after consulting the Pedagogical Councils, in the academic calendar defined for each academic year, on the same day and hour for all degrees, and published in the Academic Portal.

8. Assessment of the UMinho Option under SIGAQ

With regard to the assessment of the UMinho Option under SIGAQ, each teacher will develop a single assessment report per course unit.