

EVALUATION AND QUALITY DEPARTMENT

Website: <http://on.ipvc.pt>

e-mail: qualidade@ipvc.pt

INVOLVEMENT OF STUDENTS IN QUALITY MANAGEMENT OF IPVC

Courses and CU – Course Commission and class representatives (Report of Analyses and Course Revision and Surveys – <http://inqueritos.ipvc.pt>);

School – Pedagogic Council; Students' Association;

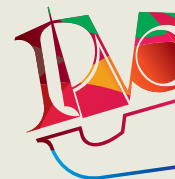
IPVC – General Council; Academic Council, Academic Federation;

- SAS – Students' Support Department – gabinetedoaluno@sas.ipvc.pt;
- Student' Ombudsman – provedordouestudante@ipvc.pt;
- Platform: <http://on.ipvc.pt> (requests, suggestions and complaints) and <http://inqueritos.ipvc.pt>;
- Job Portal – <http://emprego.ipvc.pt>;
- Evaluation and Quality Department: workshops and internal audits.



Instituto Politécnico
de Viana do Castelo

SGGQ-IPVC INTERNAL QUALITY ASSURANCE SYSTEM OF THE POLYTECHNIC INSTITUTE OF VIANA DO CASTELO



SGGQ

SISTEMA DE GESTÃO E DE
GARANTIA DA QUALIDADE

INSTITUTO POLITÉCNICO DE VIANA DO CASTELO



Certified Higher Education

Follow the Strategic Plan on
<http://planoestrategico.ipvc.pt>

The Polytechnic Institute of Viana do Castelo is a public institution of higher education, contributing to the development of the person and society, which creates and shares knowledge, science, technology and culture. It promotes integral training programmes for students throughout life, combining teaching with investigation on a proactive approach of permanent innovation, cooperation and commitment, focused on the development of the region and country, and in internationalisation.

It promotes Loyalty, Respect, Solidarity, Ethics, Civics, Honesty, Transparency, Team Work, Quality, Freedom, Fairness, and Justice.

The Internal Quality Assurance System of IPVC (SGGQ-IPVC) aims at promoting the Quality Assurance Policy of IPVC, in all aspects of its Mission.

With regard to teaching and involvement of students in “IPVC’ life”, the SGGQ-IPVC objectives are:

- ✦ Strengthen and value the educational offer that is integrated, innovative, creative, reflective and vocative;
- ✦ Monitor the educational offer and its processes on an institutional attitude of self-evaluation;
- ✦ Improve the sense of belonging, entrepreneurial culture and collaborative work in IPVC's community;
- ✦ Enhance IPVC's relations with society.
- ✦ Reinforce and increase the internationalisation level of IPVC.
- ✦ Place the student as a central element of institutional attention.

A dedicated and responsible participation of the entire academic community, particularly the students, is essential to achieve the objectives of SGGQ-IPVC. Only with reliable, conscientious and statistically-relevant information it will be possible to determine, systematically, the quality of education and work towards its improvement and innovation.

Students' involvement, either directly, or through their representatives, is essential:

- ✦ **To fill the Opinion Surveys** about the School, CU's, the Course, the Teachers and Support Services (Libraries, Food, Accommodation, Scholarships, Sports Centre, Job Department, Health Department and Academic BUS);
- ✦ In the **development and analyses of the Course' Annual Report** in Course' Commission
- ✦ **To analyse the evaluation reports** of education and course' quality, in Pedagogical Council;
- ✦ In **defining improvement proposals** for Courses and services;
- ✦ In **participating** on the General Council;
- ✦ In the periodic **meetings** of the Academic Federation and Students' Associations of Schools with the management bodies;
- ✦ In the **integration with internal Audit teams**;
- ✦ In the **internal and external evaluation of courses and accreditation processes** by A3ES.

Surveys (<http://inqueritos.ipvc.pt>) and their results are revealed in the IPVC Portal, communicated by email (institutional email address) and by other means, such as the video channel (IPVCPT) and social networks, and are analysed in Course Commission and Pedagogical Council.

The results of the evaluation of education' quality, are subject of wide dissemination, aimed at stimulating the commitment and participation of the entire academic community.

The related documents of SGGQ, available at <http://on.ipvc.pt> are:

- ✦ Quality Manual
- ✦ Quality Objectives
- ✦ Processes' documentation
- ✦ Quality Programme
- ✦ Quality Audits Programme
- ✦ Quality **Balance sheets**
- ✦ System Review
- ✦ Courses and Audits Reports
- ✦ News and information about the SGGQ and about the evaluation and accreditation of courses.

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Find out more and participate
Your opinion is very important to us!

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