



## Study Plan

**School:** School of Social Sciences

**Degree:** Master

**Course:** Education Sciences - Administration, Regulation and Educational Policies (cód. 590)

### 1st Year - 1st Semester

Component code	Name	Scientific Area Field	ECTS	Duration	Hours
PED11175	Research Methodology in Education	Education Sciences	6	Semester	156
PED11890	Educational Administration and Regulation	Education Sciences	6	Semester	156
PED11891	Analysis and Strategic Planning in Education	Education Sciences	6	Semester	156
PED11892	Educational Policies, Territories and Institutions	Education Sciences	6	Semester	156

### Group of Options

Component code	Name	Scientific Area Field	ECTS	Duration	Hours
PED11900	Leadership in Educational Contexts	Education Sciences	6	Semester	156
PED11901	History of Administration and School Management in Portugal	Education Sciences	6	Semester	156
PED11902	Education and Workplace Learning	Education Sciences	6	Semester	156
GES10947	Social Entrepreneurship	Management	6	Semester	156
GES10937	Ethical M. Corporate Social Responsibility	Management	6	Semester	156
PED11903	Evaluation of Educational Organizations	Education Sciences	6	Semester	156
PSI11904	Decision-making Process	Psychology	6	Semester	156
PSI11905	Organizational Change and Development	Psychology	6	Semester	156

### 1st Year - 2nd Semester

Component code	Name	Scientific Area Field	ECTS	Duration	Hours
PED11894	Design, Development and Project Evaluation in Education	Education Sciences	6	Semester	156
PED11893	Education and Development	Education Sciences	6	Semester	156
PED11895	Mediation and Interpersonal Relations in Educational Contexts	Education Sciences	6	Semester	156
PED11896	Educational Administration Methods and Techniques	Education Sciences	6	Semester	156

### Group of Options

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PED11900	Leadership in Educational Contexts	Education Sciences	6	Semester	156
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GES10947	Social Entrepreneurship	Management	6	Semester	156
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### 1st Year - 2nd Semester

Component code	Name	Scientific Area Field	ECTS	Duration	Hours

### 2nd Year - 3rd Semester

Component code	Name	Scientific Area Field	ECTS	Duration	Hours
PED11897	Information and Communication Technology in Educational Contexts	Education Sciences	6	Semester	156
PED11898	Follow-up Seminar and Support for Research I	Education Sciences	6	Semester	156
Dissertation					

### 2nd Year - 4th Semester

Component code	Name	Scientific Area Field	ECTS	Duration	Hours
PED11899	Follow-up Seminar and Support for Research II C	Education Sciences	6	Semester	156
Dissertation					

### Conditions for obtaining the Degree:

\*\*\* TRANSLATE ME: Para aprovação na componente curricular deste mestrado é necessário a aprovação (através de avaliação ou creditação) das seguintes unidades curriculares: {\ }newline {\ }newline 1º

Semestre:

{\ }newline - 4 UC Obrigatórias num total de 24 ECTS

{\ }newline - 1 UC Optativa num total de 6 ECTS do conjunto de optativas disponíveis no plano de estudos {\ }newline {\ }newline 2º Semestre:

{\ }newline -4 UC Obrigatórias num total de 24 ECTS

{\ }newline -1 UC Optativa num total de 6 ECTS do conjunto de optativas disponíveis no plano de estudos {\ }newline {\ }newline 3º Semestre

-2 UC Obrigatórias num total de 12 ECTS

4º Semestre

{\ }newline -1 UC Obrigatória de 6 ECTS {\ }newline {\ }newline Para obtenção do grau, é necessário também a aprovação em Dissertação ou Estágio, com o total de 42 ECTS, no 3.º e 4.º Semestre. \*\*\*

## Program Contents

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### Research Methodology in Education (PED11175)

1. Research as an essential dimension of professionalism
  - 1.1. Relationship between scientific knowledge and professional practice
  - 1.2. The research as a mean to support the educational action
2. Epistemology and research methodology
  - 2.1. Construction of scientific knowledge
  - 2.2. Fundamentals of scientific knowledge
  - 2.3. Research paradigms: scientific /positivist and naturalist/interpretive
3. Steps in research
  - 3.1. Identifying the problem
  - 3.2. Review of literature
  - 3.3. Population and sample
  - 3.4. Research designs: experimental, case study, action research
  - 3.5. Construction of instruments for data collection: observation, interviews, questionnaires
  - 3.6. Data Collection
  - 3.7. Data Analysis
4. The writing of scientific reports.



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### **Educational Administration and Regulation (PED11890)**

- 1-Object of study of Educational Administration and Regulation
  - 2-Educational system, organization and structures
    - The constitutional ideology and guiding principles
    - The Educational System Act as structuring of the referential system of education and teaching.
- Educational aims and organizational and pedagogical implications
- 3- Educational administration and territorial distribution of competences
    - Administrative organization systems
    - Territorialization and municipalization of education
  - 4- Educational policies, autonomy and development of school
    - School Organizations, structures and configurations
    - Education, contextual factors and educational equity
  - 5- Knowledge and school regulation: managing information as a resource
    - The ranking and benchmarking as a means of guidance and school governance
    - Indicators systems configuration and school performance analysis
    - Models for calculating the expected value and school effectiveness in similar organizational context

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### **Analysis and Strategic Planning in Education (PED11891)**

1. Analysis and diagnosis of educational settings;
2. Knowledge and action in the field of strategic planning methods and techniques in educational settings;
3. Reflectivity and creativity in the exploration of innovative situations in the area of Educational Administration and Management.

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### **Educational Policies, Territories and Institutions (PED11892)**

- The concepts of education policy /training policy /qualification policy
- The international institutions with responsibilities in the design and promotion of educational policies (OECD / UNESCO / World Bank / European Commission / NGO...);
- National institutions with responsibilities in the design and promotion of educational policies (Ministry of Education and Science / IEFP / ANQEP / NGO / ...);
- Operating locally institutions with responsibility in the design and promotion of educational policies (Local authorities / NGOs / ...);
- The instruments policy management present in each territory (school programs / education programs and adult education /vocational training programs / educational charters/social charters/XXI agendas / XXI Agendas / ...)
- The concept of educating city and its movement at national and international level;
- The formal, non-formal and informal learning;
- The educational institutions and non-school institutions with educational potential.

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### **Leadership in Educational Contexts (PED11900)**

- 1 - Leadership Models
- 2 - The leadership and the creation of an institutional culture
- 3 - The management tools in the service of leadership
- 4 - Motivation in an educational context, the role of leader
- 5 - Leadership and school management
- 6 - Transformational leadership and the challenges of leading
- 7 - The legislative framework for management and leadership in the schools in Portugal
- 8 - Establishment of partnerships and cooperation with the community



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### **History of Administration and School Management in Portugal (PED11901)**

- 1- Evolution of the educational ideas in Portugal - the Triumph of Public School (XVIII century to XX.)
- 2- The New School Movement and the statement of the Public School (century. XIX and XX)
- 3- The History and its administration and management - bureaucratic organization and the mass public education:
  - 3.1. Schools of First Letters to Primary Schools (1760-1940)
  - 3.2. Liceus and Colleges (1836-1974)
  - 3.3. Universities (XIII century to the the "Veiga Simão Reform" (1973))
- 4- Creation, development of administrative tutelage (XVIII century to XX.):
  - 4.1. The Ministry of the Kingdom (1736)
  - 4.2. Ministry of Education (1870-1933)
  - 4.3. Ministry of Education (since 1933)
- 5- Document management: the Educational Archives and your organization

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### **Education and Workplace Learning (PED11902)**

- Educational challenges in the twenty-first century, change and learning throughout life.
- Paradigms and models of training and professional development.
- Life experiences, training in context and self knowledge paths.
- Professional issues and professionalism
- Teachers permanent learning and organizational change:
- Relations between scientific knowledge, knowledge building and professional practices;
- The role of subjects and contexts;
- Research, reflection and work contexts as structural dimensions of the action and of the professional development;
- The educational potential of formal and non-formal contexts.
- Communities of practice, professional learning communities, collaboration and teamwork: theory, concepts and practices.

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### **Social Entrepreneurship (GES10947)**

Module 1 - General considerations and the model of social entrepreneurship.

Module 2 - The development of businesses in non profit organizations.

Module 3 - Viability studies and businesses plan for NGO's.

Module 4 - The financing of entrepreneurial ideas for social projects.



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### **Ethical M. Corporate Social Responsibility (GES10937)**

Module I: Organizational Performance and Integration of Interests

Introduction to the problem of organizational performance

Economic, Social and Environmental Performance

Identification, selection and diagnosis of relevant stakeholders

Strategic management of organizational interdependencies

Module II: Business Ethics

Delineation of key concepts: Ethics, Morals, Professional Ethics, Sustainable Development, Social Responsibility and Business Ethics

Presentation of a set of ethical theories and corporate social responsibility

The role of ethical and conduct codes and the creation of a management model for ethical culture

Models of ethical decision - Application of a framework to support the resolution of ethical dilemmas

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### **Evaluation of Educational Organizations (PED11903)**

Theoretical- conceptual framework of schools evaluation

The assumptions and the evaluation planning

From the effective schools movement to the effective improvement of schools movement

The Schools Evaluation in Portugal

Educational policies in the context of the schools evaluation

Characterization and operationalization of the external schools evaluation model

The External Schools Evaluation reference framework

Improvement cycle Planning and operationalization of self-evaluation/internal evaluation

Improvement actions

Self-evaluation and External Evaluation of schools: synergies, liaisons and consequences

The research of school evaluation

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### **Decision-making Process (PSI11904)**

1. Judgment: nature and distortions

2. Decision-making Models

3. Cognitive biases

4. Decision making in individuals and group

5. Decision-making under risk and uncertainty

6. Organizational decision-making

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### **Organizational Change and Development (PSI11905)**

1- The organization as a system.

2- Different types of organizational structure and effectiveness.

3- Theoretical models of organizational change.

4- The role of organizational change in increased effectiveness.

5- Obstacles to organizational change.

6- Organizational development structures, strategies and processes.



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### **Design, Development and Project Evaluation in Education (PED11894)**

1. The diagnosis. The analysis of the circumstances / territorial, demographic, economic, social and cultural factors that contribute to the design, implementation and evaluation of educational projects.
2. The planning. The design of educational projects in response to expectations and individual needs and communities and as identification tool and promote the respective strengths and specificities. The implementation of educational projects in close collaboration with the surrounding community.
3. The application-execution. The formal, non-formal and informal learning contexts and their simultaneous presence in educational projects. The required technical capability and cohesion in the group.
4. The evaluation. The evaluation of educational projects as a development tool, adjustment and overhaul of educational projects. Principles, characteristics and valuation models.

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### **Education and Development (PED11893)**

1. Conceptual Elucidation: Growth, Progress and Development
2. Education and Contemporary Society
3. Education, Human Capital and Social Capital
4. Education policies and Development
  - 4.1. Rights and duties of the state in education.
  - 4.2. Educational mission of the state.
  - 4.3. Educational policy instruments
5. Education and development strategies

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### **Mediation and Interpersonal Relations in Educational Contexts (PED11895)**

1. Mediation in theory,
  - 1.1. Conflict: elements, styles and attitudes basic approach to their resolution.
  - 1.2. Alternative means of conflict resolution.
  - 1.3. Communication / Negotiation.
  - 1.4. Mediation: the concept and goals.
  - 1.5. The process of mediation.
2. Mediation in-context
  - 2.1. Knowing the context and the group.
  - 2.2. From diagnosis to design mediation projects.
  - 2.3. From implementation to evaluation of mediation projects.
  - 2.4. Mediation in educational contexts.

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### **Educational Administration Methods and Techniques (PED11896)**

School organizations and equity issues, educational efficiency and quality. Conceptions and intervention areas.

- Productivity in education, orientation to results and indicators systems.
- Exploration methods and techniques of planning and educational management.
- . School demographic projections and analysis of student flows.
- . Cartograms and territorial portraits;
- . Successive weightings and monitoring of programs and projects;
- . SWOT analysis; . Definition and contracting of educational goals based on respect of similar context
- . Performance profiling analysis based on similar contextual factors.



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**Information and Communication Technology in Educational Contexts (PED11897)**

1. ICT and Education in 21-st century: current trends and emergent technologies.
2. A networked society: social networking and new forms of sociability.
3. Digital platforms and environments for formal and non-formal educational contexts.
4. Educational programmes and project management through the use of ICT
5. Safety, protection and ethical issues in using ICT in educational contexts.

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**Follow-up Seminar and Support for Research I (PED11898)**

1. Planning of the scientific research process;
2. Management of resources and time in the scientific research process;
3. Presentation of progress reports of the scientific research processes.

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**Follow-up Seminar and Support for Research II C (PED11899)**

1. Planning of the scientific research process;
2. Management of resources and time in the scientific research process;
3. Presentation of progress reports of the scientific research processes.