

Seminário Teológico Batista  
President Dr. Fernando Ascenso  
Av. Dom António Correia de Sá 36  
Monte Abraão  
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Sent via e-mail

January 7, 2025

Re: Decision by ECTE Accreditation Commission

Dear Fernando!

The ECTE Accreditation Commission (AC) in its session on December 17, 2024, deliberated on the Final Review Report following the on-site visit September 30 – October 2, 2024.

The AC adjusts the wording of the requirement relating to A.2.1 - Governance as indicated in the underlined section:

**The AC requires STB Queluz** that clear separation of governance and management be established and that the lines of accountability within the given structure are clarified:

- in the General Council, by ensuring that the representatives of the Executive Leadership Team may have voice, but no vote.
- in the General Assembly, by explicitly stating in the bylaws (of STB or PBC) that anyone with a role in STB (irrespective of remuneration agreement) must abstain in votes related to STB.

The AC - based on analysis and assessment in Final Review Report – changes the recommendation suggested for A.3.3 - Educational Staff into a requirement:

**The AC requires STB Queluz** to submit a faculty development plan, which reflects current elements in their intentionality and is proactive with responsibility for the implementation clearly assigned to one member of the Executive Leadership Team. This plan is to include a special focus with a timeline on helping EQF Level 6 faculty without EQF Level 7 qualifications to complete their programmes as soon as possible.

Additional representation related to these two requirements may be submitted at any time but no later than June 30, 2025.

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**AC decisions related to recommendations (listed in S & G sequence):**

A.1.4 - Public Information

The AC confirms the recommendation that STB collate the following documents and make this information easily accessible to applicants and students (ideally in a Student Handbook):

- graduate profiles
- assessment procedures
- mobility opportunities and graduate employment information
- the conditions to be fulfilled for the completion of a given programme of studies
- compatibility tables (B.5.2)

A.2.2 - Leadership and management – adjusted by the AC as underlined:

The AC confirms the recommendation that the governance bodies of STB consider ways to provide multi directional reporting among the governance bodies and provide feedback to the executive team on a regular basis and identify clearly which governance person (occupying which role) is tasked with leading the response to potential institutional crises and leading the process of leadership transition.

A.2.4 - Strategic Planning

The AC confirms the recommendation regarding further development of the Strategic Plan, which includes compiling all existing elements into one document and adding details about implementation such as:

- how and when the goals may be attained,
- what resources are required (including staffing plans for strategic initiatives (cf Human Resource Standard),
- who will be responsible for each element and to whom they are accountable,
- what group will monitor the process,
- the governance role in the development and approval of the plan.

A.2.5 - Internal QA policies and procedures – confirmed.

The AC confirms the recommendation that the revision of the current IQA Policy document be completed and submitted with the Annual Progress Report for 2025, after fully integrating all aspects mentioned in this Standard.

A.3.2 - Non educational staff

The AC confirms the recommendation that

- the current template for job descriptions for everyone with a role in STB be expanded to include:
  - reporting structure/line management
  - decision making range of person and delimitation thereof
  - regular, documented performance evaluations
  - personal development opportunities provisions related to role at STB.
- the Executive Leadership Team ensure that:
  - job descriptions be written for all staff (educational and non-educational), faculty and Executive Leadership Team members, to include professionals donating their time to STB
  - written agreements be drawn up for anyone who does not yet have such a written document to include documenting financial remuneration agreements (to include donated time).

A.4.1 & A.4.4 - Learning Community and Communication: changed to full compliance. Recommendation not confirmed as rationale does not provide basis for a formal recommendation.

A.5.3 - Library / Resource Learning Centre: – changed to full compliance. Recommendation not confirmed as rationale does not provide basis for a formal recommendation.

B.2.4 - Graduate Profiles

The AC confirms the recommendation that the existing elements of the Graduate Profile be formalised in writing for both programmes that synthesise the core learning outcomes STB has already developed.

### B.3.1 - Educational Philosophy

The AC confirms the recommendation that STB formulate in a written document its educational philosophy that guides the curriculum and learning and teaching strategy and that also articulates its understanding and implementation of andragogical principles (see also recommendation A.4.1).

### B.4 Student Admission, Progression, Recognition and Certification changed to partial compliance

The AC recommends that the school includes in its graduation policy the following aspects

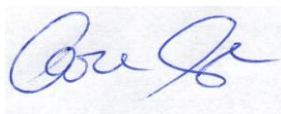
- a defined average minimum grade (GPA)(B.4.2),
- maximum time to completion (B.4.4),
- process for re-application of inactive students (B.4.4), and
- regulation on failed courses (B.4.4).

The Accreditation Commission requests that responses to all recommendations be included in the Annual Progress Reports (APR) starting in 2025.

The institution and its programmes will be listed as “under review” on the ECTE website directory until the AC has judged SBT to be in compliance to the above-mentioned requirements.

Please do not hesitate to contact me as questions arise.

Serving Him with you,



Carmen Crouse  
Accreditation Director