

REGULATIONS OF THE PEDAGOGICAL SUPPORT CENTER OF THE FUNDAÇÃO GETÚLIO VARGAS SCHOOLS IN RIO DE JANEIRO

CHAPTER I

Purpose

Art. 1. The Pedagogical Support Center of the Fundação Getulio Vargas Schools in Rio de Janeiro (NAP) was created by the President of the Fundação Getulio Vargas within the scope of the Board of Operations. It considers the need to equalize the support provided to the directors and coordinators of the FGV Schools in Rio de Janeiro when monitoring and supervising the implementation of the programs' pedagogical project; and the need to improve the didactic-pedagogical and psycho-pedagogical assistance provided to the faculty and students.

Art. 2. NAP's work shall be performed by a pedagogical team, responsible for implementing and monitoring the activities together with the faculty and students.

Art. 3. The position of Pedagogical Coordination will be filled by a professional with specific training in Pedagogy, Education, or related areas hired by the Fundação Getulio Vargas.

Art. 4. The Pedagogical Support Center is subordinated to the Director of Operations of Fundação Getulio Vargas.

CHAPTER II

Attributions

Art. 5. The NAP's attributions are:

I. Participate in the activities of the students Integration Week, promoted by the FGV Schools;

II. Conduct individual interviews with incoming students, identifying their profile, aspirations, and detect possible cognitive and emotional difficulties, contributing to the students' insertion and better use of the program;

III. Analyze the classes profile based on the interviews and advise coordinators on specific demands related to possible different didactic-pedagogical situations;

IV. Support, welcome, and guide students who seek help for their conflicts and difficulties and, through qualified listening, identify emotional commitment and, if appropriate, guide them to find professional advice;

V. Minimize, through individual or group counseling, difficulties students face during the program. Offer psycho-pedagogical support for the recovery of self-esteem and create better pedagogical conditions for personal improvement;

VI. Help the student overcome challenges, establish new interpersonal relationships, live with differences, and adapt to the new social environment;

VII. Offer pedagogical support to students' academic practices, study activities, and

monitoring and cognitive development;

VII. Perform pedagogical follow up, individually or in a group, to students, developing study methods that facilitate the teaching-learning process;

VIII. Develop individualized study counseling for students with learning disabilities;

IX. Develop workshops and promote lectures on topics relevant to the students' intellectual and emotional development;

X. Monitor the students' pedagogical and psycho-pedagogical development, from the beginning to the end of their participation in the programs;

XI. Hold meetings with class representatives and other student bodies and organizations;

XII. Act as a mediator in the resolution of any conflicts student/student, student/professor, student/coordination;

XIII. Assist professors, when required, on the pedagogical methodology adopted in their classes;

XIV. Offer pedagogical support to monitoring, tutoring, and placement projects in FGV Schools when requested by program coordinators. NAP may also suggest new models for improving these processes;

XV. Supervise curricular and extracurricular complementary activities according to demands from program coordinators.

CHAPTER III

Evaluation

Art. 6. The evaluation process of the NAP consists of:

I. Periodic self-assessment to plan actions aimed at improving the work developed by the center in the various programs;

II. Analyze, interpret, and, if necessary, correct, demands pointed out by the coordinators, professors, and students, ombudsman, and Permanent Self-Assessment Commission (CPA).

CHAPTER IV

General Provisions

Art. 7. The cases not covered by these Regulations shall be resolved by the coordination of the Pedagogical Support Center of the Fundação Getulio Vargas Schools, together with the Board of Operations.