

## **Regulatory Standards for University Fernando Pessoa's second cycle degrees**

### **Article 1**

#### **(Scope and object)**

1. These regulatory standards define the admission and frequency rules and establish the conditions of operation of the 2nd cycle of studies taught at University Fernando Pessoa (UFP).
2. The academic and curricular subjects specific to each cycle of studies are in specific annexes to these standards.

### **Article 2**

#### **(Application and access)**

1. May apply for access to the cycles of studies leading to the master degree:
  - a) The holders of a degree or legal equivalent;
  - b) Holders of an academic degree awarded after a 1st cycle of studies organized in accordance with the principles of the Bologna Process, obtained in a foreign country that adhered to said process;
  - c) Holders of a foreign academic degree recognized as fulfilling the objectives of the degree of *licenciado* by UFP's scientific body recognized by its statutes;
  - d) Holders of a school, scientific or professional curriculum considered by UFP's scientific body as attesting capacity for the completion of the 2<sup>nd</sup> cycle of studies.
2. The recognition referred to in paragraphs b), c) and d) of the preceding number allows only the access to the study cycle leading to the master degree and does not confer to its holder any equivalence to the degree of *licenciado* or the recognition of that degree.
3. Some 2nd cycle of studies may, by their nature and specificity, require that the access academic degrees, described in the previous number, have been obtained in the same scientific area, or in an area related to that, of the master to be attended.
4. The academic and curricular conditions for accessing a specific 2nd cycle of studies are included in a specific annex to these standards.
5. The application for access to a 2<sup>nd</sup> cycle of studies taught at UFP is done during the dates established annually by the university's competent body and is disseminated by the Admissions Office.
6. The application form, duly instructed, is presented, in person or online, at the Admissions Office.

7. The application is subject to the payment of a fee that will be deducted in the registration fee, or reimbursed if the cycle of studies does not open.

### Article 3

#### (Admission and frequency)

1. The admission to UFP's 2nd cycle of studies is subject to the access criteria provided in the previous number and to the limit of the authorized places.
2. If the number of applicants exceeds the number of vacancies established, the selection and qualification criteria for those admitted are as follows:
  - a) Degree of *licenciado* or legal equivalent in the scientific area of the master degree;
  - b) Best final grade of the degree of *licenciado* or legal equivalent;
  - c) Degree of *licenciado* or legal equivalent in the scientific area more related to that master degree;
  - d) Curriculum vitae and motivation letter.
3. The minimum number of students admitted to the study cycle is established by the competent university body.
4. The admission to the study cycle is subject to the payment of the registration and enrollment fees.
5. The enrollment in the study cycle can be made full time (60 ECTS/year) or part time. Part-time enrollment cannot be less than 20 ECTS/year.
6. Except for laboratory practice classes and/or clinical training, which minimum frequency is 80%, attendance at a master course is not a factor in the assessment of its curricular units.
7. UFP's master courses, which are not subject to European directives, allow lectures and attendance in in-house, regular, intensive and/or concentrated regime, complemented with asynchronous support and synchronous classes in platforms of distance education.
8. The synchronous classes in the platforms of distance education of UFP-UV (virtual university) are considered as in-house attendance hours.
9. The hours of tutorial orientation and/or research supervision and follow-up of the elaboration of scientific works or the writing of the dissertation or its legal equivalents can also be fulfilled through the virtual university.
10. Classes and virtual synchronous supervisions require the same class summary record as the in-house classes and the bibliographic references privileged from UFP's B-on.

11. The frequency of the master course may be subject to the precedence regime. When this happens, the precedents in the course plan are established in the proper annex related to the referred study cycle.
12. The frequency of the curricular units of the master course can be conditioned by the regime of expiration.
13. The expiration of a curricular unit occurs after the third consecutive enrollment. The expiration implies the impossibility of enrollment in the expired curricular unit in the academic year following that of the occurrence.
14. If the students enrolled in the master course request the creditation of their previous studies or of their professional experience, their applications will be analyzed in compliance with the provisions of the corresponding UFP regulations, available on the university's website.

#### **Article 4**

##### **(Assessment of knowledge)**

1. The curricular units of the master course can have ongoing assessment or final assessment.
2. The assessment of laboratory practice and clinical classes must be continuous. Students who have a minimum attendance of 50% may also take continuous assessment of the curricular units.
3. The remaining curricular units have, as a rule, examination assessment at the end of each semester.
4. Where appropriate, the assessment of a curricular unit may be carried out through the discussion of a group work or the presentation of a case study.
5. In addition to the examination at the end of each semester, students, not approved or wishing to request grade improvement, may also attend the examination period at the end of the school year upon mandatory enrollment and payment of the corresponding fees.
6. The approval of a curricular unit in a master course requires the minimum grade of 9.5 values on a scale of 0 to 20.
7. The final grade of the master degree takes into account the achievement of the number of credits established, the grades obtained in the curricular units of the study plan of the master course and the grade attributed to the dissertation or legal equivalent works.
8. The final grade is given in the range of 10 to 20 values of the integer numerical grade from 0 to 20 and in the corresponding European scale of comparability of classifications.

9. The calculation of the final grade is obtained by the rounded arithmetic mean of the sum of the weighted average of the grades of the curricular units of the master course with the grade attributed to the dissertation or legal equivalent work.

10. The weighting factor for the average of the grades of the master course is the number of ECTS of each of its curricular units.

## **Article 5**

### **(Writing and supervision of the dissertation)**

1. The coordination of the master course asks the teachers of the curricular units of the study plan the thematic and research lines in which they can supervise the students in the dissertations or legal equivalent works.

2. After disseminating the thematic lines and their supervisors to the students, they prepare and present, within a maximum of 30 days, a summary of the dissertation's proposal or legal equivalent work to the course coordinator.

3. The proposal should summarize, in a maximum of 500 words, the subject or the case, with which and how the student intends to deal with the chosen topic, and indicate the three bibliographical references that the student considers most important to support the research.

4. The coordination of the master course, after analyzing the dissertation proposals or equivalent work with the teachers, will propose to the direction of the corresponding faculty or school the appointment of the supervisor or supervisors, to accompany the student in the elaboration of the dissertation or legal equivalent work.

5. The supervisor or supervisors must hold a doctorate degree or be a specialist with recognized merit by UFP's competent scientific body recognized by its statutes or the national or foreign higher education institution to which he/ they is/are connected.

6. The direction of the faculty will appoint the supervisor or supervisors, within a maximum period of 15 working days, and will inform the student.

7. In justified circumstances, in particular if the master student intends to prepare the dissertation in another country, co-supervision is allowed.

8. The appointment of the co-supervisor is proposed by the master student to the coordinator of the master course, by sending a letter of acceptance and the curriculum vitae of the proposed co-supervisor.

9. The coordination of the master course will send his/her report to the direction of the faculty to deliberate on the subject. The deliberation will be communicated by the direction of the faculty to the master student and to the proposed co-supervisor.

10. The supervisor and, where applicable, the co-supervisor will define between themselves the carrying out of the hours established for the supervision of the dissertation or the project work or the internship report, in order to comply with the deadlines for its submission and presentation.

## **Article 6**

### **(Submission and presentation of the dissertation)**

1. The dissertation, or legal equivalent work, must be submitted to the secretariat of the corresponding faculty until the end of the 2nd year of enrollment in the master degree.
2. Each of the four printed copies of the dissertation, or legal equivalent work, must be accompanied by a statement signed by the master student and by the supervisor and, if applicable, by the co-supervisor, stating that the work complies with the ethical rules of scientific research and obeys the norms of UFP's Scientific works production manual.
3. The dissertation, or legal equivalent work, is written and presented in Portuguese. However, at the request of the master student, it may be written and presented in English or Spanish.
4. When the dissertation, or legal equivalent work, is written and presented in Portuguese, it must contain a summary in English. If it is written in English, this summary is written in Portuguese; if it is written in Spanish, it will have a summary in Portuguese and another in English.
5. The dissertation, or legal equivalent work, is submitted to the secretariat of the corresponding faculty. When submitting the work, the secretariat will issue and give to the master student a declaration stating the work has been submitted. The deadline of the maximum period of 90 days for the public dissertation defense before a jury whose composition, appointment and work are listed in the following article starts counting from the date of this declaration.
6. If for imponderable reasons and related to the research indispensable for the preparation of the dissertation, duly justified and ratified by the advisor, the master student cannot deliver the dissertation until the end of the 2nd year of enrollment in the master course, an exception to the due delivery date could be extended for a maximum of 90 days. Once the extension has been completed, without the dissertation being delivered, there will be a renewal of the registration in the 2nd year of the master degree.

**Article 7****(Composition, appointment and work of the jury)**

1. The jury for the public discussion of the dissertation, or legal equivalent work, consists of 3 (three) to 5 (five) members, one of whom may be the supervisor.
2. Where there is more than one supervisor or one co-supervisor, only one can be a member of the jury, with preference given to the external supervisor or co-supervisor.
3. The members of the jury must be experts in the field of the dissertation or legal equivalent work and are appointed from among national or foreign citizens holding a doctorate degree.
4. National or foreign personalities may also join the jury without holding a doctorate degree, provided that the scientific council of the corresponding faculty considers them, by their curriculum vitae, specialists with recognized merit.
5. The members of the jury are proposed by the coordination of the 2nd cycle of studies to the direction of the corresponding faculty, which sends its appointment order to be approved by the Rector.
6. The deliberations of the jury are taken by the majority of its members, by means of a justified roll-call vote, and no abstention is allowed.
7. Minutes of the meetings and deliberations of the jury are drawn up, which include the vote of each of its members and the corresponding reason, which may be common to all or to some of them.

**Article 8****(Rules about the public defense of the dissertation)**

1. The public defense of the master dissertation, or legal equivalent work, lasts for a maximum of 60 minutes.
2. The exam begins with the presentation of the dissertation, project work or internship report by the master student, followed by the assessment of the jury member appointed as the examiner.
3. The master student has a maximum of 20 minutes to present his/her work, and the examiner has 15 minutes for general assessment and questions. The master student will have the same time spent by the examiner to answer the questions.
4. The remaining members of the jury may also intervene in the exam, for which they will have a maximum time of 5 minutes, the same time that the master student will have to answer them, if applicable.
5. Once the exam is over, the jury shall meet, without the presence of the master student and the public, to deliberate on the grade, both quantitative and qualitative,

to be granted, by means of the nominal votes of its members, duly supported in the minutes of the exam which should be signed by all, being the quantitative grade of the dissertation the result of the arithmetic mean of the grades awarded by the members of the jury.

6. The assessment of the dissertation, or legal equivalent work, is expressed in the numerical scale from 0 (zero) to 20 (twenty), through an integer classification.
7. In addition to the numerical classification, there is also a qualitative mention, as follows: Approved with Satisfactory (10 to 13 values), Approved with Good (14 to 15 values), Approved with Very Good (16 to 17 values ) and Approved with Excellent (18 to 20 values);
8. The final numerical grade to be officially published is the responsibility of the supervisor and should be done on the day the student defended his/her dissertation, or legal equivalent work.
9. The minutes, already signed by the members of the jury, will be read aloud, so that the master student knows about it and also signs it.

## **Article 9**

### **(Certification of the degree)**

1. The master degree is certified, at the request of the student, by a diploma accompanied by the corresponding diploma supplement.
2. The issuance of the diploma and the corresponding diploma supplement will be done within a maximum of 30 days, after the request has been received by the Students Office.
3. The letter of completion, if requested by the student, will be delivered to him/her at the solemn session, organized annually for this purpose in June.
4. The elements included in the diploma are the following: student's name; parents, date of birth, date of completion, final average, degree and course identification, course registration or decree number, project work and/or dissertation theme, issuing date, signatures, white stamp.
5. The elements included in the letter of completion are the following: student's name; parents, date of birth, date of completion, final average, degree and course identification, registration or decree number, project work and/or dissertation theme, issuing date, signatures.
6. The issuance of the diploma and the letter of completion have administrative fees that are included in the school fees that are published annually on UFP's website.
7. The fees for the diploma and the letter of completion must be paid at the moment of the corresponding request's submission.

**Article 10****(Master degree diploma)**

1. The completion of the master course (specialization corresponding to the organized set of curricular units and with a minimum of 60 credits), with a denomination different from that of the master degree, may be qualified by a diploma or certificate of registration.
2. The diploma or the certificate of registration is issued within a maximum period of 30 days, after the Students' Office receives the request.

**Article 11****(Monitoring by the pedagogical and scientific bodies)**

1. The pedagogical councils of the faculties accompany the academic implementation of the schedules established for each 2nd cycle of studies, pronouncing in particular about the pertinence of the teaching in intensive and concentrated regime; about the support for study and learning using platforms of distance education, especially the synchronous platform that allows the teaching of interactive classes in a virtual room; about the methods of knowledge assessment; about the in-house hours of the master course; about the nature and typology of the master degree completion work (dissertation or project work or internship report).
2. The scientific councils of the faculties pronounce on the level and adequacy of the academic degrees of the candidates for the admission and frequency of the 2nd cycle of studies; on the attribution of credit to the professional experience of the candidates and the training prior to entering the 2nd cycle of studies; on the curricular profile of the non-doctoral people proposed to integrate the master juries, aiming to the declaration that they are experts of recognized merit.
3. The scientific and pedagogical councils of the faculties also pronounce on the curricular structure of master courses and their possible changes.
4. The intervention of the scientific and pedagogical councils is done at the request of the directors of the faculties or at the initiative of the corresponding presidents.

**Article 12****(Omitted cases)**

The situations not contemplated in this Regulation are regulated by the Decree-Law no. 74/2006, of the 24th of March, in the wording given by Decree-Law no. 63/2016, of the 13th of September, and other applicable legislation, being the cases omitted by decision of the Rector.



**Article 13****(Entry into effect)**

1. These regulatory standards will come into effect on the date of their approval by the Rector.
2. Students enrolled at UFP under other regulatory standards can take advantage of these regulations if they are more favorable to them.
3. In accordance with the law, these standards are published in the Diário da República, 2nd series, and published on UFP's website.