

Regulation No. 589/2018

To comply with Article 38 of Decree-Law No. 74/2006, of 24 March, with the last version given by the Decree-Law no. 63/2016, of 13 September, the Regulatory Standards of the third study cycles of Universidade Fernando Pessoa are published, approved at a meeting of the Rector's Council of 02 July 2018, after the opinion of the Scientific Council of the Faculty of Human and Social Sciences, of the Faculty of Science and Technology and of the Faculty of Health Sciences, and approved by the Rector on 02 July 2018.

These regulatory standards revoke Regulation no. 306/2008, published in Diário da República no. 110, 2nd Series, of 9 June.

8 August 2018. – The Rector, *Salvato Vila Verde Pires Trigo*

Article 1

Scope and object

1. These regulatory standards define the admission rules and establish the general conditions of academic and curricular nature, the application rules and the selection criteria for registration and enrollment in the 3rd cycle of studies of University Fernando Pessoa (UFP).
2. The academic and curricular subjects specific to each 3rd cycle of studies are in specific annexes to these standards.

Article 2

Application and access

1. The following may apply for access to the cycle of studies leading to the doctorate degree:
 1. The holders of a master degree or legal equivalent;
 2. Holders of a *licenciado's* degree [3 to 4 year undergraduate degree], holders of a particularly relevant academic or scientific curriculum that is recognized as attesting to the ability to carry out this cycle of studies by the legal scientific body recognized by UFP's statutes;
 3. Holders of a scholarly, scientific or professional curriculum that is recognized by the scientific council of the faculty to which the cycle of studies belongs, attesting to the ability to carry out the doctorate;
2. The recognition referred to in paragraphs b) and c) of the preceding number only has the effect of access to the cycle of studies leading to the doctorate degree and does not confer to its holder any equivalence to the master or *licenciado* degree.
3. Some 3rd cycles of studies may, by their nature and specificity, require that the academic access degrees, described in number 1, have been obtained in the same scientific area or in an area related to the doctorate in which the applicant intends to enroll.

Regulatory Standards for University Fernando Pessoa - third cycle's degrees

4. The academic and curricular conditions for accessing a specific 3rd cycle of studies are included in a specific annex to these standards.
5. The application for access to a UFP's 3rd cycle of studies is open permanently.
6. The application form, duly instructed, is presented, in person or online, at the university's Admissions Office.
7. The result of the acceptance of the applications is communicated to the applicant within a maximum period of 15 working days.
8. The refusal to accept an application for a doctorate is always justified in writing and can only be based on a failure to comply with the legal and regulatory requirements.
9. The application is subject to the payment of a fee that will be deducted from the registration fee if the candidate is admitted.

Article 3

Admission and frequency

1. The admission to UFP's 3rd 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) Master degree or legal equivalent in the scientific area of the doctorate degree;
 - b) Best final grade of the master degree or legal equivalent;
 - c) Degree of *licenciado* or legal equivalent in the scientific area more related to that doctorate degree;
 - d) Curriculum vitae and interview or motivation letter.
3. The minimum number of students admitted for registration and enrollment in the 3rd cycle of studies is established by the university's competent body within the framework of its pedagogical autonomy.
4. The admission to the study cycle requires the annual payment of the corresponding registration and enrollment fees until the degree is obtained.
 - 4.1. In case of withdrawal or registration cancellation or suspension of attendance by the student, there will be no refund of the fees paid.
5. The study cycles leading to the doctorate degree by UFP have a minimum duration of 3 academic years, corresponding to 180 ECTS curricular units, and are carried out through scientific research on a subject appropriate to the nature of the knowledge field or for the preparation of a thesis that is original and expressly written for the doctoral degree. The registration of the doctoral theme is carried out in accordance with the provisions of Article 5 of this Regulation.
6. Instead, under equivalent conditions and taking into account the nature of the knowledge field or specialty, the cycle of studies leading to the doctorate degree by UFP may, in

accordance with the provisions of Article 5, be carried out by the compilation, duly theoretically framed, of a coherent and relevant set of research papers, which have already been published by the doctorate student in journals with selection committees of recognized international merit.

7. If the nature and scientific area of the study cycle justifies it and in the first year there is a doctorate's course, approved by the scientific council of the corresponding faculty, that has curricular units aimed at training and/or research and deepening of research methodologies, with the exception of laboratory practice sessions and/or clinical training, there is no compulsory minimum attendance in the 3rd cycle of studies.
8. The sessions referred to in the preceding number acknowledge lectures and attendance in in-house regular, intensive and/or concentrated regime, complemented with asynchronous support and synchronous classes in platforms of distance education.
9. The synchronous sessions in the platforms of distance education of UFP-UV (virtual university) are considered as in-house attendance or contact hours.
10. The hours of tutorial orientation and/or research supervision and follow-up of the elaboration of scientific works or the writing of the thesis can also be partially fulfilled through the virtual university.
11. Sessions and virtual synchronous supervisions require the class summary record and the bibliographic references privileged from UFP's B-on to which teachers and students have remote access by VPN made available by the university.
12. Applicants, who have already attended a doctorate course with subjects of the same nature, and those who hold a master's degree with a curriculum vitae representative of the practice of scientific research, may be excepted in whole or in part from the attendance of the curricular units of the doctorate course at the request of the student addressed to the Rector.

Article 4

Assessment of knowledge

1. The curricular units of the doctorate's course, if they exist, can have ongoing assessment or final assessment.
2. The assessment of laboratory practice and clinical classes must be continuous.
3. The remaining curricular units have, as a rule, examination assessment at the end of each semester.
4. When 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. The approval in the doctorate's course, if it exists, is a pre-requisite for the registration of the thesis' topic.

6. Upon completion of the doctorate's course, a certificate will be issued with the description of the subjects taken, the number of ECTS corresponding to each one and the approval classification expressed qualitatively or using the entire scale of values from 10 to 20.
 - 6.1. The certificate and other academic documents, such as certificates of registration and attendance, can only be issued to students with the administrative situation in order.
 - 6.2. The issuance of these documents is subject to the payment of fees.
7. The admission of the doctorate's thesis to the assessment is carried out in accordance with Article 7.

Article 5

Appointment of the supervisor and registration of the thesis topic

1. The coordination of the study cycle asks the teachers from the knowledge or specialty field to which the doctorate belongs, the thematic and research lines in which they can supervise students to elaborate their theses.
2. Disseminated the thematic lines and their supervisors to doctorate students, these prepare and present their thesis proposal to the coordination of the course, within a maximum of 90 (ninety) days.
3. The proposal should summarize, in a maximum of 3000 (three thousand) words, the subject or the case with which and how the student intends to deal with the chosen theme, the scientific methodology to be adopted and the 10 (ten) bibliographical references considered most important to support the research.
4. The coordination of the study cycle, according to the theme, will propose to the School of Postgraduate Studies and Research's (SPR) executive council, which includes the directors of the 3 (three) UFP faculties, the appointment of the supervisor or co-supervisors, to accompany the doctorate student in the course of the elaboration of the thesis.
5. The supervisor or supervisors must hold a doctorate degree or be a specialist with recognized merit by the scientific council of the faculty of the corresponding area of knowledge or of the national or foreign higher education institution to which he/they is/are connected.
6. The SPR's executive council will appoint the supervisor or supervisors, within a maximum period of 15 working days, and inform the doctoral candidate.
7. The supervisor assumes responsibility for the process of registration of the doctoral subject, along with the pedagogical-administrative coordination of the faculties which are responsible for the SPR's secretariat.
8. The registration of the doctoral thesis' topic is done by submitting the thesis proposal, duly approved by the supervisor(s), who will sign it with the doctorate student.
9. From the delivery and registration provided for in the previous number will be issued the corresponding certificate.

10. The registration of the topic and of the thesis proposal is valid for a maximum period of 5 (five) years. At the end of this period, if the thesis was not presented and admitted for discussion, it is considered that the student dropped-out, which implies the annulment of the registration and the enrollment.
11. In justified circumstances, the existence of a co-supervisor of the thesis is allowed.
12. The appointment of the co-supervisor is proposed by the doctoral student to the coordinator of the cycle of studies, accompanied by the co-supervisor's letter of acceptance and curriculum vitae.
13. The study cycle coordinator, after consulting the corresponding supervisor, will send his/her opinion to the SPR's executive council for deliberation on the matter. The deliberation will be communicated by the direction of the corresponding faculty to the doctorate student and the proposed co-supervisor.
14. The supervisor and, when applicable, the co-supervisor will define between themselves the carrying out of the hours established for the thesis supervising, in order to comply with the deadlines for its submission and presentation.
15. From the supervising and co-supervising sessions will be made records with corresponding summaries in SIUFP – university's academic information system.

Article 6

Preparation of the thesis or presentation of the compilation of works

1. The preparation of the thesis or the presentation of the compilation of published scientific papers, as foreseen in number 6 of Article 3 of this Regulation, are the doctorate student's full responsibility who must, from the beginning of the process, subscribe to an ethical commitment of scientific integrity and respect the guidelines, if any, of the university ethics' council.
2. This declaration of commitment necessarily includes the temporary version, submitted for public discussion, as well as the final version of the thesis or the compilation of works.
3. When preparing the thesis or the presentation of the compilation of works to be supervised and/or co-supervised, the doctorate student establishes with the supervisor(s) and the co-supervisor, if any, a loyalty commitment, demanding to be supervised, in the time foreseen for that purpose in the 3rd cycle of studies study plan, and fulfilling and debating the guidelines that are transmitted to him/her, being this the essential condition for the supervisor(s) to give favorable opinion of the thesis or the compilation.
4. The doctorate student must send a thesis progress report to his/her supervisor(s) every 6 (six) months. The supervisor(s) should prepare an annual report on the progress of the thesis and send it to the SPR's secretariat. This report is the essential condition for the possible extension of the deadline for submission of the thesis or equivalent work.

5. The thesis must be a specially designed research work, suited to the nature of the knowledge field or specialty, in which the doctorate degree is sought.
6. The subject and the thesis plan can only be changed by deliberation of SPR's executive committee, under a reasoned proposal of the doctorate student and a favorable opinion of the supervisor(s) and/or co-supervisor, if any. The deliberation will be communicated to the doctorate student within a maximum of 15 days.
7. The change of supervisor(s) and/or co-supervisor can only take place in exceptional circumstances duly justified by the doctorate student or by the supervisor(s) and/or co-supervisor, using a form addressed to the SPR's executive committee.
8. The elaboration of the thesis must comply with the editorial and methodological norms contained in UFP's scientific works production manual published in its webpage.
9. The theoretical framework of the compilation of papers already published by the doctorate student must also comply with the norms of this manual. 3 (three) is the minimum number of works of the compilation and the maximum number is 5 (five), published no more than five years ago, from the year of his/her admission to the public examination's date.
10. The thesis, or the compilation of works legal equivalent must be submitted by the doctorate student to the SPR's secretariat, not before completing 3 (three) years and not after completing 5 (five) years of enrollment in the corresponding 3rd cycle of studies.
11. Each of the 7 (seven) printed copies of the thesis, or work legal equivalent, must be accompanied by the statement referred to in number 1, signed by the doctorate student and by the supervisor(s) and co-supervisor, if any, attesting to the originality of the work and that it complies with the principles of scientific integrity and the ethical rules of research.
12. The thesis, or compilation of works legal equivalent, is written and presented in Portuguese. However, at the request of the doctorate student, it can be written and presented in English.
13. If the doctorate student wishes the "European" mention in the doctoral diploma, the thesis must be written in English and be defended in two European languages, one of which being different from the language used to write, normally used by the examiner(s) of the foreign country(ies).
14. When the thesis, or compilation of works legal equivalent, is written and presented in Portuguese, it must contain an abstract in English. If it is written in English, that abstract must be in Portuguese.
15. The thesis, or compilation of the work's legal equivalent, is submitted to the SPR's secretariat. When submitting the work, the secretariat will issue and give to the doctorate student a declaration stating the thesis has been submitted. The deadline of the maximum period of 180 days for the public thesis defense before a jury, whose composition, appointment and work are listed in the following article, starts counting from the date of this declaration.

Article 7

Appointment, composition, and work of the jury

1. The request is submitted at SPR's secretariat when submitting the thesis or the compilation of the works.
2. The jury for the public discussion of the thesis, or compilation of works legally equivalent, is proposed by SPR's executive committee and is approved by the rector, after acceptance expressed by its members, within a maximum of 60 (sixty) days counting from the date of the request submission to the public examination.
 - 2.1. The appointment order of the jury must be notified to the candidate, within 5 (five) working days of its approval, and posted in a public place.
 - 2.2. The candidate may, in the 15 (fifteen) working days following the notification referred to above or the date of the public display of the jury, raise suspicion of any member of the jury, in accordance with the Portuguese applicable law.
3. The doctoral jury is chaired by the rector, or by whom he appoints for this purpose and is constituted by, at least, 4 (four) vowels holding a doctorate degree, one of them could be the supervisor. 2 (two) of the 4 (four) vowels, preferably those belonging to other institutions of higher education or research, will be designated as main examiners of the thesis or the compilation of works legally equivalent.
4. Where there is more than one supervisor or co-supervisor, only one may be a member of the jury, with preference given to the external supervisor or co-supervisor.
5. At least 2 (two) of the 4 (four) vowels of the jury are appointed from among professors and/or researchers holding a doctorate degree from other national or foreign higher education or research institutions.
6. An expert with recognized competence in the scientific field of the thesis or of the compilation of works legally equivalent can also be in the jury.
7. The jury must be composed of, at least, 3 (three) professors or researchers from the scientific field of the thesis or the compilation of works legally equivalent.
8. 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.
9. The president of the jury has the casting vote and only uses his/her right to vote when he/she is a professor or researcher in the scientific field(s) of the study cycle; or in case of a tie.
10. After his/her appointment, each vowel of the jury issues, electronically, within a maximum period of 15 days, an opinion on the acceptance of the thesis, or the compilation of works legally equivalent, to the public examination. If all the vowels issue a favorable opinion to the admission, the jury meeting, in person or by videoconference, is waived. If any of the vowels sends his/her unfavorable opinion to the acceptance, there will be a jury meeting.

11. The jury meeting, if any, must take place within a maximum period of 45 days after its appointment, and it will come out of it the decision to admit the thesis, or compilation of works legally equivalent, or the reasoned recommendation to reformulate the thesis or the compilation.
12. If the jury decides to reformulate the thesis or the compilation, the doctorate student will be granted a period of up to 90 days to carry out the recommended reformulation.
13. With the communication of the jury's deliberation, the doctorate student will be informed that he/she has the right to state in writing that he/she does not want to proceed with the proposed recast by the jury, maintaining the thesis or compilation without changes.
14. Once the thesis, or the compilation, is reformulated or the statement referred to in the previous number has been received, the date of the public examination is scheduled so that the maximum period estimated in number 15 of Article 6 is fulfilled.
15. Minutes of the meetings of the jury are drawn up, which include the votes 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 thesis or the compilation of works

1. The public defense of the doctoral thesis, or legally equivalent work, can only begin with the presence of a majority of the jury members and lasts for a maximum of 180 (one hundred and eighty) minutes.
2. The exam begins with the presentation of the thesis, or the compilation of works legally equivalent, by the doctorate, followed by the assessment of the jury members appointed as main examiners.
3. The doctorate student has a maximum of 40 (forty) minutes for the presentation of his/her work, each of the main examiners have 20 (twenty) minutes to assess the thesis, or the compilation, and to ask questions. The doctorate student will have the same time spent by each of the main examiners to answer.
4. The remaining members of the jury may also take part in the examination, for which they will have a maximum time of 5 (five) minutes each. The doctorate student will answer to each one in identical time.
5. Once the public discussion is over, the jury meets in order to deliberate on the grade to be granted to the doctorate student, through the nominal votes of its members, duly supported in the minutes of the assessment or in a proper form to justify the reasons of each one's vote.
6. The minutes, containing the attributed grade, are read aloud and signed by the members of the jury and also subscribed by the secretary who prepared it.

7. The final result to be attributed to the candidate to the doctorate degree is expressed by the formulas: not approved; approved by majority vote; approved unanimously, with the corresponding grade of the European scale related to the numerical scale of 10 to 20 values.
 - 7.1. If the thesis is approved with recommendations for changes or corrections, the supervisor will be responsible, before the jury, for ensuring that the doctorate student makes the required changes.
 - 7.2. The candidate has 30 (thirty) working days after the assessment to deliver the final version of the thesis with the corrections, which must be validated by the supervisor and communicated to the remaining members of the jury, within a maximum of 1 (one) month after its delivery by the candidate.
 - 7.3. Only after the delivery of the final version and its validation, will the candidate be entitled to the issuing of the diploma and the official thesis' certificate.

Article 9

Certification of the degree

1. The doctorate degree is certified, at the request of the student, by a diploma accompanied by the corresponding diploma supplement.
2. The diploma and the corresponding diploma supplement are issued within a maximum of 30 days, after Students' Office receives the request.
3. The letter of completion, if requested by the student, will be delivered to him/her at the solemn session, organized annually in June for this purpose.
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, doctorate thesis' topic, 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, doctorate thesis' topic, 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

Monitoring by the pedagogical and scientific bodies

1. The pedagogical councils of the faculties accompany the academic implementation of the schedules established for each 3rd cycle of studies, pronouncing in particular about the pertinence of the teaching of the doctorate's course, if it exists, 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 doctorate's course; about the nature and typology of the doctorate degree's completion work (thesis or compilation of published works).

2. The scientific councils of the faculties give their opinion about the level and adequacy of the academic degrees regarding the applicants' admission and frequency of the 3rd cycle of studies; about crediting the applicants' professional experience and trainings prior to being admitted to the 3rd cycle of studies, which may constitute a waiver of the curricular part of the doctorate's course, if it exists; about the curricular profile of non-doctorate individuals proposed to integrate the doctorate juries, aiming to declare that they are specialists of recognized merit.
3. The scientific and pedagogical councils of the faculties also give their opinion on the curricular structure of doctorate's courses and their possible changes.
4. The intervention of the scientific and pedagogical councils is done at the request of the SPR's executive committee or at the initiative of its corresponding presidents.

Article 11

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 the Decree-Law no. 63/2016, of the 13th of September, and other applicable laws, being the cases omitted decided by the Rector in writing.

Article 12

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.

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