

# Regulations

## GENERAL REGULATION FOR SECOND CYCLES OF STUDIES OF THE UNIVERSITY OF PORTO



**This document is of strictly informational nature. As such, it holds no legal value and shall not be understood as legally binding.**

In accordance with and under the provisions of Article 26 of Decree-Law nº 74/2006, of 24 March, as amended by Decree-Law nº 65/2018, of 16 August, and Article 58(1) of the Statutes of the University of Porto, I approve the amendment to the “GENERAL REGULATION FOR SECOND CYCLES OF STUDIES OF THE UNIVERSITY OF PORTO” published in compliance with Article 139 of the Code of Administrative Procedure (CPA). The formalities required to advertise the beginning of the amendment procedure with the aim of potentially forming interested parties were completed, in accordance with the provisions of Article 98(1) of CPA.

The present amendment aims to adjust the current regulation to the legislative change implemented with the publication of Decree-Law nº 65/2018, of 16 August, which represents the fifth legislative change applied to the Legal Framework for Higher Education Degrees and Diplomas, after discussion with the Board of Directors. The present Regulation is established under the provisions of Article 58(1) of the Statutes of the University of Porto, as amended by Legislative Dispatch nº 8/2015, of 18 May, and published in the Official Journal of the Portuguese Republic, series 2(100), of 25 May 2015, and repeals the previous regulation under the same name.

### Article 1

#### **Legal Framework**

The present Regulation aims to expand and complement the legal framework for awarding higher education degrees and diplomas approved by Decree-Law nº 74/2006, of 24 March, as amended by Decree-Law nº

## Article 2

### **Scope of application**

This regulation applies to all second cycle degree programmes of the University of Porto (U.Porto). It establishes the general guidelines that the specific regulations must follow to be approved by the Rector, as defined in Article 9.

## Article 3

### ***Mestre (Master) Degree***

1 – Through its faculties, U.Porto confers the *mestre* (master) degree to students who, through the approval in all course units that are part of the study plan of the *curso de mestrado* (non-degree awarding) and the approval in the act of public defence of a dissertation, project work or internship report, have obtained the number of credits fixed in the specific regulation for each cycle of studies.

2 – The *mestre* (master) degree is conferred in a field of speciality approved in parallel with the creation of the cycle of studies and which may be, when necessary, divided into areas of specialisation.

3 – The *mestre* (master) degree may be conferred in association with other national or foreign higher education institutions on the basis of a prior agreement between the respective institutions and accreditation, by the Agency for Assessment and Accreditation of Higher Education – A3ES, as cycles of studies in association.

4 – The conferment of the *mestre* (master) degree by U.Porto requires the demonstration of the following fundamental competences:

- a) The possession of knowledge and comprehension ability at a level that:
  - i) Relying on the knowledge obtained during the first cycle of studies, has been developed and deepened;
  - ii) Allows and is the basis for developments and/or novel applications, in many cases in the context of research;
- b) Knowing how to apply knowledge as well as comprehension and problem-solving abilities to new and unfamiliar situations in a wide range of multidisciplinary contexts, albeit related to the area of study;
- c) Revealing the ability to integrate knowledge, deal with complex issues, develop solutions or put forward opinions in situations of limited or incomplete information, including reflections on the ethical and social implications and responsibilities that arise from or influence such solutions and opinions;
- d) Being able to communicate conclusions as well as the information and reasoning underlying them, both to experts and non-experts, in a clear and unambiguous way;
- e) Possessing the ability to undertake lifelong learning in a fundamentally self-oriented or

autonomous way.

5 - The cycle of studies leading to the *mestre* (master) degree must ensure that the student acquires a specialisation of an academic nature through either research activity, innovation activity or activities that promote the development of professional competences.

6 – The approval of a second cycle of studies by the Rector requires evidence of the existence of a complete teaching staff that ensures the teaching of the cycle of studies and is adequate, academically qualified and specialised in the fundamental area(s) of training of the same cycle. It also requires the verification of compliance with other legal requirements set out in Article 16(3) of Decree-Law nº 65/2018, of 16 August.

#### Article 4

##### **Direction of the cycle of studies**

1 – The cycle of studies shall have a director, a scientific committee and a monitoring committee.

2 – The Faculties responsible for the teaching of a reduced number of cycles of studies may attribute the competences specified in the paragraphs below to management bodies with similar functions.

3 – The director of the cycle of studies shall be a Full Professor, an Associate Professor or, exceptionally, an Assistant Professor holder of a Doctoral degree in the fundamental area of training of the cycle of studies and integrated into U.Porto's teaching career or research career. The director is appointed under the provisions laid down in the statutes of the respective Faculty and is responsible for the role of coordinating the cycle of studies.

4 – In the case of cycles of studies in association with other higher education institutions, the director may be assisted by a single or more co-directors, in accordance with the operating model to be defined in the specific regulation of the cycle of studies.

5 – The following falls under the competence of the director of the cycle of studies:

- a) Ensure the regular functioning of the cycle of studies and oversee its quality;
- b) Perform the duties specified in the statutes of the respective Faculty.

6 – The scientific committee of the cycle of studies is composed by the director of the cycle of studies, who presides it, and two to four professors or researchers with a doctoral degree, appointed by the director of the cycle of studies after deliberation with the statutorily competent bodies involved in the cycle of studies.

7 – The following falls under the competence of the scientific committee of the cycle of studies:

- a) Promote curricular coordination;
- b) Issue its opinion on proposals regarding the organisation or alteration of study plans;
- c) Issue its opinion on teaching service needs;
- d) Issue its opinion on proposals for admission regimes and *numerus clausus*;
- e) Create a regulation for the cycle of studies and submit it to the competent authorities;
- f) Other competences that the committee has been assigned by the statutes of the respective Faculty.

8 – The monitoring committee of the cycle of studies is composed by the director of the cycle of studies, who presides it, and three other members, a professor and two students from the cycle of studies to be chosen under the provisions laid down in the respective regulation.

9 – The monitoring committee is responsible for verifying the normal functioning of the cycle of studies and suggesting to the director measures to overcome any functional difficulties found.

10 – The cycles of studies taught in association with internal or external institutions outside U.Porto shall be regulated by the current legal provisions and regulations of the partner institutions, with the necessary adaptations, which shall be included in the association protocols and respective addenda, in addition to being included in the regulations of the cycle of studies approved by the competent bodies of the partner institutions.

#### Article 5

##### **Access and admission to the cycle of studies leading to the *mestre* (master) degree**

1 - Those who meet the following criteria may apply to the cycle of studies leading to the *mestre* (master) degree:

- a) Holders of a *licenciado* (bachelor) degree or legal equivalent;
- b) Holders of a foreign higher education degree conferred following a first cycle of studies structured in accordance with the principles of the Bologna Process by a State adherent to that Process;
- c) Holders of a foreign higher education degree that is recognised as meeting the objectives of the *licenciado* (bachelor) degree by the statutorily competent scientific body of the higher education institution they wish to be admitted to;
- d) Holders of an academic, scientific or professional *curriculum vitae* that is recognised as attesting to the ability to carry out this cycle of studies by the statutorily competent scientific body of the higher education institution they wish to be admitted to.

2 - The regulatory standards stipulated by the statutorily competent bodies of the Faculties of U.Porto establish the specific rules regarding the admission to the respective cycle of studies.

3 - The recognition referred to in paragraph 1(b) and (d) has the exclusive effect of providing access to the cycle of studies leading to the *mestre* (master) degree and does not provide the equivalence to the *licenciado* (bachelor) degree or its recognition to the holder.

#### Article 6

##### **Rules regarding the admission to the cycle of studies**

1 – The process for setting and disseminating the number of places and application deadlines is established by Dispatch of the Rector following a proposal by the competent body of the Faculty that acts as the administrative headquarters of the cycle of studies and it must be made public for at least one month before the opening for applications for the attendance of the cycle of studies.

2 – The rules regarding the admission to the cycle of studies, namely the requirements of academic and curricular nature, the conditions for applying and the selection and ranking criteria, are approved by the Director of the Faculty that acts as the administrative headquarters of the cycle of studies and shall equally be known within the deadline established in the previous paragraph.

3 – The cycles of studies in association with other higher education institutions are subject to the principles laid down in the respective cooperation agreement, as well as in the specific regulation of the same cycles of studies.

#### Article 7

##### **Structure of the cycle of studies**

1- The cycle of studies leading to the *mestre* (master) degree is comprised of:

- a) A specialisation course composed of an organised set of curricular units called *curso de mestrado* (non-degree awarding) that corresponds to a minimum of 50% of the total number of credits of the cycle of studies;
- b) An original scientific dissertation or project work, specifically carried out for this purpose, or a professional internship with mandatory preparation of a final report, each in accordance with the specific objectives pursued and under the provisions laid down in the specific regulation of each cycle of studies, corresponding to a minimum of 30% of the total number of credits of the cycle of studies;

2 - The study plans and specific regulations shall determine the components of the *curso de mestrado* (non-degree awarding) and of the scientific dissertation, project work or professional internship report, as provided in Article 2 of Decree-Law nº 74/2006, of 24th March, and as amended by Decree-Law nº65/2008, of 16 August.

3 - In the case of cycles of studies in association with foreign higher education institutions, the limits referred to in paragraph 1 may be altered by decision of the Agency for Assessment and Accreditation of Higher Education – A3ES.

#### Article 8

##### **Duration of the cycle of studies**

1 – The cycle of studies leading to the *mestre* (master) degree ranges from 90 to 120 ECTS credits and has a normal duration of three to four curricular semesters on a full-time basis.

2 – It may also be comprised of 60 ECTS credits and have a normal duration of two semesters, in cases where:

- a) It is highly profession-oriented and as long as it is cumulatively demonstrated that:
  - i) It has been created with the input and involvement of employers, in addition to business and socio-professional associations of the region in which the higher education institution is located;

- ii) It guarantees the involvement and support of employers in order to carry out original projects specifically created for the purposes of the cycle of studies or professional internships with mandatory preparation of a final report, through agreements or other forms of partnership with companies or other employers, business and socio-professional associations or other organisations befitting the specificity of the training provided, as well as the requirements for the pursued professional profiles.
- iii) It is oriented towards the development or deepening of technical competences relevant to the labour market;
- iv) It is directed towards the promotion of lifelong learning, namely by setting appropriate admission requirements for the exclusive recruitment of students with at least five years of prior and duly proven professional experience;
- b) It is the result of a stable and internationally consolidated practice in its field of speciality.

3 - The cycle of studies leading to the *mestre* (master) degree must, regardless of duration, ensure that the student acquires a specialisation of an academic nature through research activity, innovation activity or activities that promote the development of professional competences.

4 - The attainment of the *mestre* (master) degree may also enable access to, and allow the exercise of, certain professions subject to special recognition requirements.

## Article 9

### Specific regulation of each cycle of studies

The specific regulation of each cycle of studies is approved by the Rector following a proposal by the competent body(ies) of the faculty(ies) of the University of Porto that act(s) as the administrative headquarters of the cycle of studies, after discussion with the respective scientific committee. It contains the rules regarding:

- a) The admission to the cycle of studies and its operating conditions; Curricular structure, study plan and credits; Recognition and creditation process;
- b) The completion of the components referred to in Article 20(1)(b) of Decree-Law n° 74/2006, of 24 March, as amended by Decree-Law n° 65/2018, of 16 August;
- c) The precedence and knowledge assessment framework of the *curso de mestrado* (non-degree awarding);
- d) The framework on the expiration of the right to enrol;
- e) The supervisor appointment process, the conditions under which co-supervision is accepted and the rules to be followed during the supervision process;
- f) The presentation and submission of the dissertation, project work or internship report, as well as its assessment;
- g) The composition, nomination and functioning of the jury;
- h) The public defence of a dissertation, project work or internship report;

- i) The procedures for awarding a final grade;
- j) The elements that must necessarily be included in the certificate and *Carta de Curso* (formal diploma), as well as deadlines for issuing the respective diploma supplement;
- k) The monitoring process carried out by pedagogical and scientific bodies.

#### Article 10

##### **Dissertation, project work or internship supervision**

- 1 – The creation of a dissertation or project work, or the completion of an internship, must either be supervised by a professor or researcher of U.Porto with a doctoral degree in the area(s) of training of the dissertation, project work or internship, or by a holder of the title of specialist with professional experience and merit in the scientific area(s) of the dissertation, project work or internship duly recognised by the competent body(ies) of the Faculty(ies) after discussion with the scientific committee of the cycle of studies.
- 2- The supervisor may be national or foreign, though it must be ensured that one professor or researcher with a doctoral degree in the scientific area(s) of the cycle of studies from the institutional perimeter of the U.Porto is included in the supervision team.
- 3 – If taking place, the appointment of a supervisor and a co-supervisor shall be carried out by the statutorily competent body of the Faculty that acts as the administrative headquarters of the cycle of studies, after discussion with the student and the supervisor who shall be appointed.
- 4 – Exceptionally, the scientific body of the Faculty may appoint more than one co-supervisor, an exception which must be justified.
- 5 – Should any of the supervisors belong to another Faculty of U.Porto or any other higher education institution, their appointment shall be reported to the highest person in charge of the respective institution.
- 6 – The rules to be followed during the supervision process must be laid down in the specific regulation of each cycle of studies.

#### Article 10-A

##### **Rules regarding the presentation, submission and legal deposit of the dissertation, project work or internship report**

- 1 – Dissertations, projects and internship reports are exclusively submitted in digital format.
- 2 – The documents referred to in the previous paragraph are subject to the mandatory deposit of a digital copy to U.Porto's repository, which is part of the network for Scientific Open Access Repositories of Portugal operated by the Foundation for Science and Technology, I.P.. The deposit will be made by the Academic Affairs Office of the Faculty in which the student has completed the degree, within a maximum of 60 days beginning on the date the degree is awarded and after registration of the conferral in the RENATES platform (National Register of Theses and Dissertations) of the Directorate-General for Statistics in Education and Science, under the provisions laid down in Ministerial Decree nº 285/2015, of 15 September.

3 — The production, publication, transmission and storage of the documents referred to in the present Article is made in digital format and in open access mode, in accordance with the provisions laid down in Law nº 36/2011, of 21 June.

#### Article 11

##### **Rules regarding the composition, nomination and functioning of the jury**

1 — The scientific committee of the cycle of studies is responsible for proposing the members of the jury to be approved by the Rector, or the Vice-Rector or the Director of the Faculty to whom the Rector has delegated his powers.

2 — The jury is composed by three to five members and must have the following composition:

- a) Director of the cycle of studies, who presides it, and who may delegate his powers in accordance with the provisions laid down in paragraph 6 of this Article;
- b) A minimum of two other national or foreign members, holders of a doctoral degree or the title of specialist with recognised professional experience and competency, one of which may be the supervisor.

3 — In the cases where there is more than one supervisor, only one of them can be part of the jury.

4 — For the cycles of studies in association with foreign higher education institutions, in the cases where there is more than one supervisor, two supervisors may take part in the jury, which, in such circumstances, must be composed by five to seven members.

5 — Whenever possible, at least one of the members of the jury shall belong to another higher education institution.

6 — The director of the cycle of studies may delegate the presidency of the jury to a professor or researcher with a doctoral degree in the scientific area of the dissertation, project work or internship report, preferably one belonging to the scientific committee of the cycle of studies.

7 — The jury's approval or non-approval is decided by the majority of its members through a justified roll-call vote with no abstentions permitted, the final grade being assigned in accordance with the provisions laid down in Article 13(5).

8 — Minutes of the jury's meetings are written containing the votes of each member, as well as the respective substantiation, which may be shared amongst some or all members.

9 — The meetings of the jury may be held by video conference and, during the public examination, the president of the jury may authorise the participation of any number of members through video conference, provided that the necessary technical conditions for their full participation are guaranteed.

#### Article 12

##### **Deadlines for public examination**

1 — The final deadline for the submission of dissertations and project work or internship reports is the end of



the last semester or last trimester of the cycle of studies.

2 – The act of public defence of a dissertation, project work or internship report must take place within 90 business days after its submission, although never after the 18th of December of that year.

3 – For maternity reasons, the competent body of the Faculty may authorise the suspension of the submission deadline for either the dissertation, project work or internship components up to six weeks after childbirth, corresponding exclusively to the mother's legally mandated parental leave.

#### Article 13

##### **Rules regarding public examination**

1 – The public discussion of the dissertation, project work or internship report cannot be carried out without the presence of the president and the majority of its members.

2 – The student shall begin the examination with an initial presentation of the dissertation, project work or internship report lasting no longer than 30 minutes.

3 – During the subsequent discussion, which may never exceed sixty minutes, the student must be allowed the same time as that used by the members of the jury.

4 – Without prejudice to the provisions of the previous paragraphs, the president of the jury is responsible for establishing the sequence and duration of each intervention at the beginning of the examination, as well as answering any questions, arbitrating any disputes, ensuring that all rights are respected and guaranteeing the dignity of the act.

5 – The final grade assigned to the dissertation, project work or internship report, which shall include the assessment of the public examination, is expressed in a numerical scale of 0 to 20 and derives from the arithmetic average of the grade individually assigned by each member of the jury, rounded to the nearest number.

6 – If the student does not attend the public examination, they shall be considered "Failed - Absence" from the public defence of the dissertation, project work or internship report. The student, however, has the right to enrol again in the respective component, in the following academic year, provided that their right to enrol has not expired, in accordance with the provisions laid down in the *Regulation on the Expiration Framework of the Cycles of Studies of U.Porto* and as long as all the procedures for a new enrolment have been fulfilled.

§ When the absence occurs during examinations scheduled between the months of September and December, within the framework provided by Article 12(2), it shall be considered, for the purposes of this Regulation, that the student may enrol again in the current academic year, provided such enrolment is authorised by the legal and statutorily competent body and carried out in compliance with the inherent enrolment procedures.

#### Article 14

##### **Process for assigning a final grade**

1 – A final grade is assigned to the *mestre* (master) degree, ranging between 10 and 20 on a numerical scale of 0 to 20, in addition to its equivalent in the European scale of comparability of classifications, which includes the percentile in every course unit for the last three years.

2 – The final grade is calculated using the weighted arithmetic average of ECTS of grades obtained in the course units that make up the study plan, as well as in the act of public defence of a dissertation, project work or internship report.

#### Article 15

##### **Issuance of the *curso de mestrado* (non-degree awarding) diploma**

1 – The completion of the *curso de mestrado* (non-degree awarding) referred to in Article 7(a) of this regulation (specialisation corresponding to the organised set of curricular units and with a minimum of 60 credits), which has a distinct designation from that of the *mestre* (master) degree, may be awarded through a diploma or a certificate issued by the Faculty where the cycle of studies is taught.

2 – The issuance of the diploma or certificate referred to in the previous paragraph is accompanied by the issuance of the respective diploma supplement, in accordance with Decree-Law nº 42/2005, of 22 February, as amended by Decree-Law nº 107/2008, of 25 June.

3 – The issuance of the diploma referred to in the present Article must be completed within 30 business days after being requested by the student and once the completion of the *curso de mestrado* (non-degree awarding) has been ascertained.

#### Article 16

##### **Issuance of the *mestre* degree**

1 – The degree of *mestre* (master) is awarded through a certificate and/or, if requested by the student, through a *Carta de Curso* (formal diploma) issued by the legal and statutorily competent body of U.Porto.

2 – The issuance of the degree certificate and of the *Carta de Curso* (formal diploma) is always accompanied by the issuance of a diploma supplement, provided under the provisions and for the purposes of Decree-Law nº 42/2005, of 22 February, as modified by Decree-Law nº 107/2008, of 25 June.

3 – The elements that must necessarily be included in the diplomas and *Carta de Curso* (formal diploma) are:

- a) Name of the holder of the degree;
- b) Personal identification document: ID card, citizenship card or passport (in the case of foreign nationals);
- c) Nationality;
- d) Identification of the cycle of studies/degree;
- e) Date of completion and Faculty(ies) of the University;
- f) Final grade according to the national scale, with its respective correspondence on the European scale of comparability of classifications;

- g) Date of issuance of the diploma;
- h) Signature(s) of person(s) responsible.

4 – The *Carta de Curso* (formal diploma), together with the diploma supplement, shall be issued within 180 business days after being requested by the student and once the completion of the cycle of studies has been ascertained.

5 – The certificates and diploma supplements shall be issued within 30 business days after being requested and once the completion of the cycle of studies has been ascertained.

#### Article 17

##### **Tuition fees**

The establishment of tuition fees is subject to the provisions laid down in Decree-Law nº 74/2006, of 24 March, as amended by Decree-Law nº 65/2018, of 16 August, and falls under the competence of the General Council of U.Porto, upon proposal by the Rector.

#### Article 18

##### **Omitted cases**

The situations not mentioned in this Regulation follow the provisions of Decree-Law nº 74/2006, of 24 March, as amended by Decree-Law nº 65/2018, of 16 August, and other applicable legislation, the cases omitted being decided by Dispatch of the Rector.

#### Article 19

##### **Norm repeal and entry into force**

The present regulation repeals the previous general regulation for the second cycles of studies of U.Porto and enters into force the day following its publication in the Official Journal of the Portuguese Republic, becoming applicable to the academic activities pertaining to curricular year 2018/2019.

University of Porto, 2 October 2018

The Rector,

Professor Doctor António de Sousa Pereira