

# Regulations

## REGULATION FOR THE THIRD 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 38 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 Third 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 U. 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**

This Regulation aims to expand and complement the legal framework established by Decree-Law nº 74/2006, of 24 March, as amended by Decree-Law nº 65/2018, of 16 August, and other applicable legislation, regarding third cycles of studies.

### Article 2

#### **Scope of application**

This regulation applies to all third cycle degree programmes of the University of Porto (U.Porto). It

establishes the general guidelines that the specific regulations must follow to be proposed by each Faculty and approved by the Rector, as provided in Article 58(2) of the Statutes of U. Porto and defined in Article 8 of this regulation.

### Article 3

#### **Doutor (Doctor) Degree**

1 – The doutor (doctor) degree is conferred by U.Porto in a field of knowledge or speciality within which the main subject of the submitted thesis falls.

2 – The fields of knowledge and specialities in which U.Porto confers the doutor (doctor) degree are approved by the Rector at the time of creation of the third cycles of studies, following a proposal by the Director of the Faculty where the degree will be awarded, after discussion with the Senate.

3 – The doutor (doctor) degree may be conferred in association with other national or foreign higher education institutions on the basis of a prior agreement established by the respective Rectors, in accordance with the provisions laid down in Articles 41, 42 and 43 of Decree-Law n° 74/2006, of 24 March, as amended by Decree-Law n° 65/2018, of 16 August.

4 – The approval of a third cycle of studies in a certain field of knowledge or speciality by the Rector requires evidence of the existence of a complete teaching staff that is adequate, academically qualified and specialised in the same field of knowledge or speciality, constituted in accordance with the provisions laid down in Articles 3, 5 and 29 of Decree-Law n° 74/2006, of 24th March, as amended by Decree-Law n°65/2008, of 16 August.

5 – In order for the degree of doutor (doctor) to be conferred, it is necessary that the candidate demonstrates:

- a) Systematic comprehension ability of a scientific field of study;
- b) Research competences, skills and methods linked to a scientific domain;
- c) Ability to conceive, plan, adapt and carry out relevant research whilst respecting the requirements imposed through quality standards and academic integrity standards;
- d) Having carried out a relevant amount of original research that has contributed to the expansion of knowledge, part of which deserves national or international dissemination in publications with a selection committee;
- e) Ability to critically analyse, assess and summarise new and complex ideas;
- f) Ability to communicate with their peers, the rest of the academic community and society in general about their area of specialisation;
- g) Ability to promote technological, social or cultural progress in a knowledge-based society, both in academic and professional contexts.

### Article 4

## **Structure of the cycle of studies leading to the doutor (doctor) degree**

1 – The cycle of studies leading to the doutor (doctor) degree includes the elaboration of an original thesis, especially created for this purpose and befitting the nature of its field of knowledge or speciality.

2 – Alternatively, under conditions of equally strict criteria and equally taking into account the nature of the field of knowledge or speciality, after consent of the scientific committee of the cycle of studies and the approval of the Scientific Council of the Faculty in which the student has enrolled, the cycle of studies leading to the doutor (doctor) degree may include:

- a) The duly befitting compilation of a coherent as well as relevant set of research already published in journals with selection committees and of recognised international merit; or,
- b) In the field of arts, an artistic work or oeuvre or innovative creations accompanied by a written substantiation explaining the conception and production processes, as well as the ability to research and its position in the knowledge evolution framework of the field under which it falls.

3 – The cycle of studies leading to the doutor (doctor) degree must fundamentally pursue a guided learning of the practice of top level research and development (R&D), taking into account the specificity of third cycles of studies as well as their qualification level. When the respective legal provisions justifiably determine it, it may include the completion of course units oriented towards research training and/or the development of complementary competences, which, as a whole, shall be called curso de doutoramento, the conditions for exemption from attendance being established in the respective Regulation.

4 – The mentioned curso de doutoramento may include, when foreseen in its study plan, course units of other third cycles of studies of U.Porto or other universities.

5 – If existing, the curso de doutoramento shall be comprised of a minimum of 30 ECTS credits and lead to the conferment of the curso de doutoramento diploma (non-degree awarding).

## Article 5

### **Qualifications for accessing the cycle of studies**

1 - Those who meet the following criteria may apply to the cycle of studies leading to the doutor (doctor) degree:

- a) a) Holders of a mestre (master) degree or legal equivalent;
- b) Holders of a licenciado (bachelor) degree who have a particularly relevant academic or scientific curriculum vitae that is recognised as attesting to the ability to carry out this cycle of studies;
- c) 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 scientific committee.

2 — The regulatory standards referred to in Article 8 establish the specific rules regarding the admission to the respective cycle of studies.

3— The recognition referred to in paragraph 1(b) and (c) only has the exclusive effect of providing access

to the cycle of studies leading to the doutor (doctor) degree and does not provide the equivalence of the licenciado (bachelor) or mestre (master) degree, nor their recognition, to the holder.

#### Article 6

##### **Admission to the cycle of studies and operating conditions**

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 of U.Porto that acts as the administrative headquarters of the cycle of studies. It must be made public at least one month prior to the opening of applications to the cycle of studies.

2 - The rules regarding the admission and enrolment in a cycle of studies, namely the requirements of academic and curricular nature, the conditions for applying and the selection criteria are approved by the Director of the Faculty that acts as the administrative headquarters of the cycle of studies and shall equally be made public at least a month before it begins.

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 cycle of studies and, additionally, the principles included in the Council of Rector's (CRUP) document on Doctoral programmes in association.

4 – If it exists, the specific regulations of each cycle of studies shall establish the operating model for the curso de doutoramento, taking into account the approved study plan and opportunities for academic mobility, within the scope of other third cycle programmes and, eventually, in cooperation with research centres.

#### Article 7

##### **Special regime for submission of the thesis**

1 – The occurrence of the act of public defence of the thesis or work established in Article 4(2), in a field of knowledge within which the third cycle of studies falls, may be requested by those who, without enrolment or the supervision mentioned in Article 10, by decision of the statutorily competent scientific body, fulfil the necessary requirements for accessing the cycle of studies leading to the doutor (doctor) degree, based on an assessment of the applicant's curriculum vitae by two experts in the field and on the adequacy of their thesis to the objectives of the doctoral degree.

2 – These candidates are not subject to other rules applicable to the cycle of studies, except for those concerning, with the necessary adaptations, the submission of the thesis, the functioning of the jury, final corrections of the thesis and the issuance of the Carta de Curso (formal diploma) and of the degree certificate, in compliance with the provisions laid down in Articles 19, 20, 21 and 22.

3 – Requests for admission to public examination are under the exclusive responsibility of the candidate

and are subject to the payment of the fees established in U.Porto's Table of fees.

## Article 8

### **Specific regulation of each cycle of studies**

1 – Each cycle of studies has its own specific regulation, approved by the Rector following a proposal by the respective scientific committee, after discussion with the competent bodies of the Faculty. They must necessarily include the following:

- a) Functioning conditions and criteria for admission to the cycle of studies, whether it includes a curso de doutoramento or not;
- b) Curricular structure and operating model of the curso de doutoramento, if it exists, and conditions under which students may be exempted from attendance;
- c) Supervisor appointment process, conditions under which co-supervision is accepted and rules to be followed during the supervision process, thus putting into practice the general norms established in Article 10;
- d) Conditions for the preparation of the thesis or the presentation of the works set out in Article 4(2);
- e) Rules regarding the presentation and submission of the thesis or works set out in Article 4(2), without prejudice to the provisions of Article 13;
- f) Rules regarding the final deadlines for the occurrence of the act of public defence of the thesis or works referred to in the previous paragraph;
- g) Rules regarding the composition, nomination and functioning of the jury;
- h) Process for assigning the final grade
- i) Monitoring process carried out by pedagogical and scientific bodies;
- j) Mechanisms for monitoring the process of production of the thesis, as referred to in Article 13(3) of this Regulation.

2 – The cycles of studies taught in association with internal or external institutions outside U.Porto shall be regulated by specific regulations, with the necessary adaptations, approved either by the Rector (in the first case) or the Rectors of all partner universities (in the second case).

## Article 9

### **Management of the cycle of studies**

1 – The cycle of studies has a director, who coordinates it, assisted by a scientific committee, which presides it, and a monitoring commission, in accordance with the provisions laid down in the Statutes of the University of Porto.

2 – 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, specialised in the fundamental field of knowledge of the cycle of studies, or in its speciality, and integrated into U.Porto's teaching career or research career. The director is appointed by the legal and statutorily competent body of the Faculty that acts as the administrative headquarters of the cycle of studies.

3 - When it comes to the 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.

4 – The direction of the cycles of studies assured by internal or external partnerships outside U.Porto shall respect the conditions defined in the specific regulations referred to in Article 8(2).

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 directors of the departments directly involved in the cycle of studies.

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

- a) Promote the curricular coordination of the curso de doutoramento, when it exists, and guarantee the internal quality of the cycle of studies;
- b) Monitor student progress in terms of production of the thesis, using the mechanisms it considers appropriate to the structure and purposes of the cycle of studies and the scientific area it falls within, which may take a variety of forms;
- c) Issue its opinion on proposals regarding the organisation or alteration of study plans;
- d) Issue its opinion on teaching service needs;
- e) Issue its opinion on proposals for admission regimes and numerus clausus;
- f) Create a regulation for the cycle of studies and submit it to the competent authorities;
- g) 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 either the director of the cycle of studies or, when applicable, its co-director, 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 of the cycle of studies is responsible for verifying its normal functioning and suggesting measures to overcome the functional difficulties found to the director.

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 as well as in the regulations of the cycle of studies, approved by the competent bodies of the partner institutions.

## Article 10

### **Supervisor or co-supervisor appointment process**

1 - The preparation of the doctoral thesis must be carried out under the supervision of a doutor (doctor) degree holder or researcher with a doctoral degree in the scientific area(s) of the cycle of studies who is part of the institutional perimeter of the U.Porto or, if approved by the scientific committee, another higher education institution.

2 - In any of the cases, a professor or researcher from U.Porto must be included in the supervision team.

3 - Exceptionally, the scientific committee of the cycle of studies may propose to the competent scientific bodies of the Faculty a supervision team that does not comply with these provisions, although, that exception must be duly justified.

4 – The supervisor and, when they exist, co-supervisor(s) shall be proposed by the scientific committee of the cycle of studies after discussion with the student as well as explicit acceptance of the mentioned person(s), and shall be appointed by the Scientific Council of the Faculty that acts as the headquarters of the cycle of studies.

5 – Should any of the supervisors belong to another Faculty of U.Porto or another higher education or research institution, their appointment shall be reported to the highest person in charge of the respective institution.

6 – The specific regulation of each cycle of studies shall define the conditions under which co-supervision is accepted, in addition to the rules to be followed during the supervision process, in compliance with paragraph 1(c) of Article 8.

## Article 11

### **Application process**

1 – Applications are submitted in the form of a request addressed to the director of the cycle of studies with a layout to be defined in the specific regulation.

2 – The applications, its analysis, admission and ranking of applicants are carried out within the deadlines annually established for this purpose by the statutorily competent entities.

3 – Regarding the notification of the decision of acceptance or rejection of applications, the applicable legal provisions shall be followed, thus ensuring the transparency of the entire selection and ranking process.

## Article 12

### **Registration of the subject and plan of the thesis**

- 1 – The subject of the thesis is proposed as soon as possible by the supervisor, in close articulation with the student, and, if the curso de doutoramento exists, necessarily before its completion. In the cases where a curso de doutoramento does not exist, the subject of the thesis shall be proposed until the end of the first registration, if the student is enrolled full-time, or that of the second one, if the student is enrolled part-time.
- 2 – When the cycle of studies includes a curso de doutoramento, the enrolment in the thesis component must only occur, as a rule, after the approval in said curso de doutoramento and after favourable opinion from the supervisor as well as of the scientific committee of the cycle of studies, who shall take into account the student's performance during the curso de doutoramento, in addition to considering the thesis plan.
- 3 – After enrolment in the thesis component, the student must register the subject of the thesis, the supervisor and, if applicable, the co-supervisor(s) at the Academic Affairs Office, which in turn will communicate the necessary data for the purposes set out in Decree-Law nº 52/2002, of 2 March, to the Directorate-General for Statistics in Education and Science, under the provisions and deadlines defined in Ministerial Decree nº 285/2015, of 15 September.
- 4 – The registration expires if the thesis is not submitted within the subsequent four years, when the cycle of studies is comprised of 180 ECTS, or the subsequent five years, when the cycle of studies is comprised of 240 ECTS, which is proportionally adjusted in cases where the student is enrolled part-time.
- 5 - The expiration implies the cancellation of the work carried out in the National Register of Thesis and Dissertations, by the Academic Affairs Office, within 60 days after the occurrence of the fact that causes it.
- 6 – In the event of the expiration of the registration, set out in the previous paragraph expiring, it can be reviewed and renewed upon proposal of the scientific committee, when considering, in particular, the relevance and validity of the theme of the thesis, taking into account its present-day usefulness and originality, and upon approval of the competent scientific body of the Faculty for solid and substantiated reasons.

### Article 13

#### **Conditions for the preparation of the thesis**

- 1 – The enrolment in a third cycle of studies shall be made on a full-time or part-time basis, in accordance with the current regulations of U.Porto.
- 2 — The research activities included in the cycle of studies leading to the doutor (doctor) degree may be carried out in any national or international environment for intensive production of knowledge, including higher education institutions, Associated Labs, State Labs and other public research institutions, hospitals and medical care units, other Public Administration entities where R&D activities are developed, private non-profit institutions that have R&D activities as their main purpose, companies whose activity has been recognised as of scientific or technological interest or to which the title of Collaborative Lab has been assigned, or consortiums between any of these entities.
- 3 – The supervisor and, when applicable, the co-supervisor(s) annually inform the scientific committee of



the progress of the candidate's work through a written report submitted to the same committee up to 30 business days before the expiration of the valid registration of the candidate.

4 – The scientific committee shall establish, in a specific regulation, the mechanisms for monitoring the progress of thesis production it considers adequate to the structure and purposes of the cycle of studies and to the scientific area it falls within, which may take a variety of forms;

5 – Within a maximum of 30 business days, the scientific committee shall decide on the feasibility of the preparation and completion of the thesis, so that the student may, within the applicable deadlines, enrol in the following academic year.

#### Article 13-A

### **Intellectual property**

1 – The protection of intellectual property arising from R&D activities developed within the scope of a cycle of studies leading to the doutor (doctor) degree is carried out under the provisions of U.Porto's own regulation and the Code of Copyright and Related Rights.

2 – When the cycle of studies leading to the doutor (doctor) degree is developed in partnership with other national or foreign higher education institutions, or when the activities take place among other entities with their own intellectual property protection regulations, the ownership of intellectual property rights arising from R&D activities is regulated by an agreement established between the entities in question and the student.

#### Article 14

### **Enrolment and tuition fees**

1 – Enrolment fees are charged in accordance with U.Porto's table of fees and tuition fees are charged in amounts to be set by the Management Council and the General Council, respectively, following a proposal by the Rector.

2 – The cases of possible exemption or reduction of the tuition fees are set out in U.Porto's Tuition Fees Regulation.

#### Article 15

### **Suspension of the counting of deadlines**

1 – The counting of the deadline for the submission and defence of the thesis may be suspended by decision of the Rector, after discussion with the Scientific Council of the Faculty responsible for the cycle of studies,

in the following cases:

- a) Parental leave during the applicable legal deadlines;
- b) Serious or protracted illness or serious accident confirmed by a medical certificate, when the event occurs during the period for submission and defence of the thesis;
- c) Effective exercise of one of the functions referred to in Article 73 of Decree-Law n° 448/79, of 13 November, as amended by Decree-Law n° 205/2009, of 31 August, and as modified by Law n° 8/2010, of 13 May.

2 – The suspension of the counting of deadlines cannot occur during the period of attendance of the curricular component.

3 – If the circumstances set out in paragraph 1(a) occur during the period of attendance of the curricular component, the student may, alternatively:

- a) Opt to request an extension of the deadline for the submission of the thesis for a period of time equivalent to the assigned parental leave, thus suspending the counting of deadlines for this period of time;
- b) Request the annulment of the enrolment, with the consequences set out in U.Porto's Tuition Fee Regulation.

4 – The request referred to in point a) of the previous paragraph is authorised by Dispatch of the Rector, after discussion with the Scientific Council of the Faculty responsible for the organisation of the cycle of studies.

5 – The request for the suspension of the counting of deadlines and the request referred to in paragraph 3 must necessarily be submitted to the Academic Affairs Office of the respective Faculty within thirty days beginning on the date in which the impediment started.

6 - The submitted request shall contain the intended duration of the suspension, even if it is grounded on circumstances of indeterminable duration.

7 – The suspension or extension referred to in paragraph 3 may not be authorised for a period of time exceeding the end of the academic year, without prejudice to the provisions laid down in the paragraph below.

8 – In case the student is still under the circumstances on which the suspension was grounded in the beginning of academic year following the one referred to in paragraph 5, they may submit a new request for the renewal of the suspension of the counting of the deadline or, if the student does not intend the suspension to be renewed, they must enrol in that academic year, under penalty of the enrolment being considered "interrupted".

9 – During the period granted for suspension, the student may, at any time, request its termination.

10 – The suspension of the deadline shall not prevent the thesis subject registration from expiring, once the end of the maximum period of validity is reached.

## Article 16

### **Rules on the presentation, submission and assessment of the thesis**

1 – The thesis must be submitted in a standard format approved by the Rector, written in Portuguese or in another language that is recognised as a vehicle for the dissemination of information within the national and international scientific communities. It must include the name of the supervisor and, if they exist, of the co-supervisor(s), in addition to always being accompanied by a statement written by each supervisor as well as an abstract in Portuguese and in English.

2 – The theses written by candidates referred to in Article 7 of the present regulation are equally submitted in a standard format and accompanied by an abstract in Portuguese and in English, as established in the previous paragraph, but with no mention of the supervisor(s) and, consequently, without the respective statement(s), though with explicit mention of the applicable regime.

3 — The submission of the thesis, including those submitted by the candidates referred to in Article 7, or of the works set out in Article 4(2) is exclusively carried out in digital format.

4 — For the situations defined in paragraph 2(b) of Article 4, only the written substantiation is to be submitted in digital format.

5 — The provisions laid down in the preceding paragraphs do not discard the need to submit a printed copy of the thesis for the purpose of its legal deposit to the National Library of Portugal, in compliance with Article 50(4) of Decree-Law n<sup>o</sup> 74/2006, of 24 March, as amended by Decree-Law n<sup>o</sup> 65/2018, of 16 August.

## Article 17

### **Conditions for the submission of the thesis**

1 – In order to carry out the public defence of the thesis, the candidate shall submit a request to the Academic Affairs Office of the Faculty in which they are enrolled as a doctoral student.

2 – This request cannot be submitted before the third or fourth registration in the cycle of studies (depending on whether the cycle of studies is comprised of 180 or 240 ECTS credits, respectively), except if a process for the recognition and creditation of previous training or professional experience has taken place, or if the student presents himself for examination under his exclusive responsibility.

3 – A student enrolled on a part-time basis can only submit the request for examination after the period of time resulting from the proportional adaptation of the applicable rules to the cycle of studies in question.

4 – Without prejudice to the provisions laid down in the previous paragraphs, the request may only be submitted if the registration of the thesis subject and the candidate's registration remain valid.

5 – The request shall be accompanied by:

- a) Doctoral thesis and curriculum vitae in digital format, under the provisions and with the number of copies to be determined by the competent body(ies) of the Faculty;
- b) Statement of the supervisor and co-supervisor(s), when these exist.

6 - When the candidate presents himself for examination under his exclusive responsibility, the request shall be accompanied by:

- a) Doctoral thesis and curriculum vitae in digital format, under the provisions and with the number of copies to be determined by the competent body(ies) of the Faculty;
- b) Documentation supporting that the candidate meets the conditions referred to in Article 7(1) of this regulation.

7 – The specific regulations for each cycle of studies may establish quality requirements for access to the public defence of the thesis.

8 – Once the process is organised, the Academic Affairs Office shall present it to the Scientific Council within ten business days beginning on the day in which the thesis was submitted.

## Article 18

### **Composition and nomination of the jury**

1 – Once the formalities of the previous Article have been completed and within 10 business days, the scientific committee shall propose a jury to the Faculty's statutorily competent body, which shall be appointed by the Rector within 30 business days after the date of approval of the proposal.

2 – The Dispatch containing the nomination of the jury must be notified to the candidate within five business days and displayed in the usual public location.

3 – The candidate may, within fifteen business days after the notification referred to in the preceding paragraph or the date of public display of the Dispatch containing the nomination of the jury, oppose the appointment of any of its members due to any suspicion, in accordance with the applicable legislation.

4 – The doctoral jury is composed by:

- a) The Rector, who presides the session, or someone he has appointed for that purpose;
- b) A minimum of four other members with a doctoral degree, one of which may be the supervisor (except for the candidates referred to in Article 7 of this regulation);

5 – In cases where there is more than one member in the supervision team, only one of them can be part of the jury.

6 – For the cycles of studies in association with foreign higher education institutions, whenever there is more than one supervisor, two supervisors may take part in the jury, which must in this case be composed by a minimum of six members with a doctoral degree.

7 – For the situations in which the Rector, pursuant to paragraph 4(a), wishes to appoint the president of the jury, the Scientific Council may propose: the Director of the Faculty, the President of the Scientific Council or a Full Professor with academic tenure of the respective Faculty.

8 – At least two members of the jury referred to in Article 4(b) are appointed amongst professors and researchers with a doctoral degree from other national or foreign higher education institutions.

9 – The jury may also be composed by someone of recognised expertise in the scientific area within which

the thesis or works set out in paragraph 2(a) and (b) of Article 4 fall.

10 – The jury must include at least three professors or researchers of the scientific field within which the thesis or works set out in paragraph 2(a) and (b) of Article 4 fall.

11 – In the case of cycles of studies in association with other national or foreign higher education institutions, at least one element from one of the partner higher education institutions must be part of the jury.

12- When the absence, impediment or non-attendance of the appointed president of the jury referred to in paragraph 4(a) unforeseeably occurs, the Director of the Faculty, the President of the Scientific Council or the Vice-President of the Scientific Council, when this role is fulfilled by the Director of the Faculty, shall act as alternates, in this order.

## Article 19

### **Functioning of the jury and deadlines for the public defence of the thesis**

1 – Within sixty business days following the public display of its final constitution, the members of the jury shall meet and write a dispatch in which they declare whether or not they accept the thesis; in the case of non-acceptance, they recommend the candidate to reformulate it, with reasons.

2 – In the initial dispatch, referred to in the previous paragraph, the conditions under which the examination will take place are written, namely:

- a) Time assigned to the candidate for the oral presentation of the thesis;
- b) Identification of the main examiners.

3 – If the jury recommends a reformulation of the thesis in accordance with paragraph 1, the candidate has a non-extendable deadline of one hundred and twenty business days to carry out the reformulation or declare that they intend to maintain the thesis as submitted.

4 – The candidate shall be deemed as having withdrawn from the examination if, after the expiration of the period referred to in the previous paragraph, they do not submit the reformulated thesis or the declaration included in the same paragraph.

5 – Once the reformulated thesis is received or the declaration referred to in the previous number is made, the president of the jury may convene a new meeting for the appointment of the thesis' examiners, in case this has not been done during the first meeting, and to set the date and place for the public examination with discussion and defence of the thesis.

6 – Depending on each case, the examination must take place within sixty business days, beginning:

- a) On the date of the thesis acceptance dispatch by the jury;
- b) On the date of submission of the reformulated thesis or of the declaration of the candidate stating they refrain from reformulating it.

7 – The decisions of the jury are determined by the majority of its members through a justified roll-call vote with no abstentions permitted.

8 – The president of the jury has a qualitative vote and only exercises the right to vote:

- a) When they are a professor or researcher in the scientific area(s) of the cycle of studies; or
- b) In the event of a tie.

9 – 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.

10 – The jury's meetings taking place before the public defence of a thesis may be held by video conference.

11 – During the act of public defence of the thesis, 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 20

### **Rules regarding the public defence of the thesis**

1 – The public discussion of the thesis cannot be carried out without the presence of the president and the majority of jury members, in compliance with the minimal proportions established in Article 34(5) and (7) of Decree-Law nº 74/2006, of 24 March, as amended by Decree-Law nº 65/2018, of 16 August, also under Article 18 of this regulation and without which the functioning of the jury becomes impaired.

2 – The candidate begins the examination with an oral presentation of the thesis lasting no longer than thirty minutes.

3 – During the discussion of the thesis, the duration of which may never exceed two hours, the student must be allowed the same time as that used by the members of the jury.

4 – Without prejudice to the provisions laid down in 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.

## Article 21

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

1 – Once the examination is finished, the jury meets to assess and decide the candidate's final grade, which shall be assigned by means of a justified roll-call vote with no abstentions permitted.

2 – The final grade is expressed by either "Recusado" (Failed) or "Aprovado" (Approved).

3 – Each Faculty may determine a set of criteria allowing the jury to propose the thesis to be considered for the grant of a distinction, which shall be annually attributed to a certain number of theses based on the assessment of the group of theses approved that year.

4 – The distinction mentioned in the previous paragraph shall have a symbolic curricular value but shall not be included in the final certificate, its regulation being established by each Faculty through the respective

scientific bodies.

5 – If the jury approves the thesis with recommendations for the correction of faults, inaccuracies or formal errors identified and explicitly mentioned during the examination, the candidate must make the corrections within a maximum of one month after the public defence and these must be validated by the supervisor within a maximum of one month after their submission by the candidate, except for the theses of the candidates referred to in Article 7 of this regulation, for whom this verification is the responsibility of the president of the jury or whoever receives delegation for this purpose.

6 - The student in question will only have the right to request the issuance of the certificate after these corrections have been made and validated by the supervisor or the president of the jury, respectively, and after the duly corrected copies have been delivered.

7 – The deposit of the thesis and the registration of the awarding of the doutor (doctor) degree must be made to the National Register of Thesis and Dissertations and to the repository of U.Porto, which is part of the network for Scientific Open Access Repositories of Portugal operated by the Foundation for Science and Technology, I.P., within a maximum of 60 days after the awarding of the degree, in accordance with the provisions laid down in Ministerial Decree nº 285/2015, of 15 September.

8— 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, under the provisions laid down in Law nº 36/2011, of 21 June.

## Article 22

### **Carta doutoral (formal diploma), certificates and diploma supplement**

1 – The doutor (doctor) degree is awarded through a degree certificate and, if requested by the candidate, a Carta Doutoral (formal diploma) issued by the legal and statutorily competent body of U.Porto.

2 – The issuance of the Carta Doutoral (formal diploma) or degree certificate is 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 amended by Decree-Law nº 107/2008, of 25 June, except if the candidate obtained the doutor (doctor) degree under the procedure referred to in Article 7 of this regulation.

3 – When the doutor (doctor) degree is awarded in association with other national or foreign higher education institutions, under the provisions of Article 42 of Decree-Law nº 74/2006, as amended by Decree-Law nº 65/2018, of 16 August, it shall be conferred, depending on the type of association established, in one of the following ways:

- a) In cases where the degree is awarded jointly, in accordance with paragraph 1(a) of the aforementioned Article and in compliance with the agreement established between the institutions:
  - i. Through a diploma signed by the legal and statutorily competent bodies of all the institutions; or
  - ii. Through a diploma signed by the legal and statutorily competent body of one of the

institutions with mention of the other institutions;

- b) In cases where the degree is awarded by only one institution, in accordance with paragraph 1(c) of the aforementioned Article, through a diploma signed by the legal and statutorily competent body of the higher education institution that awards it.
- c) The diploma may also be issued by each of the higher education institutions that confer it, with mention of the others, in the case of cycles of studies in association with foreign higher education institutions, in compliance with paragraph 1(d) of Article 42 of Decree-Law n<sup>o</sup> 74/2006, as amended by Decree-Law n<sup>o</sup> 65/2018, of 16 August.

4 – The issuance of the Carta Doutoral (formal diploma), degree certificate and diploma supplement shall be subject to the submission of the final version of the thesis, with the necessary corrections, if any, indicated in the minute of the public examination, which shall be verified by the supervisor or, for the candidates referred to in Article 7 of this regulation, by the president of the jury, as set out in article 21(4).

5 – The elements that must necessarily be included in the diplomas and Cartas Doutorais (formal diplomas) are:

- a) Name of the holder of the degree;
- b) Personal identification document: ID card or citizenship card number for Portuguese citizens; civil ID card or passport number for foreign nationals;
- c) Nationality;
- d) Identification of the cycle of studies and respective degree or, for the candidates referred to in Article 7 of this regulation, only the field of knowledge and the degree;
- e) Date of completion and, when necessary, the identification of the Faculty(ies) of the University(ies) and/or partner higher education institutions;
- f) Final grade, expressed by means of “Recusado” (Failed) or “Aprovado” (Approved);
- g) If the scientific body has determined the possibility of granting a "Distinction", that act must be decided unanimously and in compliance with conditions laid down in Article 21(3);
- h) Date of issuance of the diploma;
- i) Signature(s) of person(s) responsible.

6 – Without prejudice to Article 21(6), the Carta Doutoral (formal diploma), accompanied by the diploma supplement (unless the candidate has completed the doutor (doctor) degree under the procedure referred to in Article 7 of this regulation), shall be issued within 180 business days after being requested by the student.

7 – Without prejudice to Article 21(6), the certificates, accompanied by the diploma supplement (unless the candidate has completed the doutor (doctor) degree under the procedure referred to in Article 7 of this regulation), shall be issued within thirty business days after being requested by the student or, for urgent requests, within the deadline set out in U.Porto’s Table of fees.



Article 23

**Monitoring process carried out by pedagogical and scientific bodies**

The monitoring process carried out by pedagogical and scientific bodies is established in the specific regulation of each cycle of studies.

Article 24

**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 25

**Norm repeal and entry into force**

The present Regulation repeals the previous general regulation for third 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 curricular year 2018/2019 after publication in the University's information system.

University of Porto, 2 October 2018

The Rector,

António de Sousa Pereira