



UNIVERSIDADE  
LUSÓFONA

## **GENERAL REGULATION OF ULHT'S DOCTORAL SUPPORT SCHOLARSHIPS PROGRAMME**

*Homologated by Joint Order nº  
02/2019, of January 10.*

### **Article 1**

*(Scope and application)*

- 1) This Regulation lays down the general rules applicable to the Doctoral Support Scholarships Programme of Universidade Lusófona de Humanidades e Tecnologias (ULHT), hereafter called Scholarships Programme.
- 2) The Scholarships Programme covers all ULHT's doctoral programmes and is granted for a period of three years, without prejudice to the possibility of an extension that may be defined.
- 3) The number of scholarships to be granted in each three-year period is defined by joint dispatch of the Administrator and the Rector, according to Template 1, annexed to this Regulation, which includes:
  - a) List of ULHT's PhD programmes covered by the Scholarships Programme for the three-year period, indicating:
    - i) The name of the PhD Programme;
    - ii) By PhD programme, the number of scholarships to be granted.
  - b) The provision of specific conditions to be applied in addition to this Regulation, should there be any.
- 4) This Scholarships Programme does not apply:
  - a) To the special thesis presentation regime, provided for in ULHT's Pedagogical Regulation;
  - b) Any individual already covered by another programme that considers granting educational benefits of a similar nature;
  - c) To any individual not duly enrolled in one of ULHT's PhD programmes included in the order referred to in paragraph 3).

### **Article 2**

*(Features of the scholarship)*

- 1) The support scholarship is characterized by the exemption of the amount due for monthly fees, charges and duties, with the exception of the payment relating to:
  - a) Application;
  - b) Registration/Enrolment for each year;
  - c) Annual student insurance;
  - d) Certificates/Statements, Doctoral Charters.
- 2) The Scholarship has a duration of six semesters, and the support may be extended, fulfilling the administrative requirements necessary for the extension of the deadline for submitting the Thesis, by joint decision of the rector and the administrator, registered in the Joint Order referred to in paragraph 3 of Article 1 and upon reasoned request, for a period of up to six semesters after the end of the defined period, given favourable opinion of the supervisor and the programme director;
- 3) The scholarship is granted to those who enrol in all the curricular units of the PhD Programme.





- 4) In the first year, those who benefit from the scholarship are obliged to provide support to the research centre and the course director, corresponding to 70 hours dedicated to this purpose, by signing an agreement, as defined in item c) of paragraph 1 of article 6. 0
- 5) The scholarships do not cover any other expenses, in particular those relating to travel, accommodation, living or other personal expenses.
- 6) The amounts allocated to the scholarships cannot be transferred for the settlement of any other obligations of the person who benefits from it within the scope of their connection with ULHT.
- 7) Keeping the scholarship presupposes compliance with the provisions of Article 6.

### **Article 3**

*(Application, conditions and formalization)*

- 1) Applications to the support scholarships to the doctoral programs defined in the Order referred to in paragraph 3 of Article 1 are open to all who have formalized their application to one of those PhD programmes0.
- 2) The application to the Scholarships Program is carried out simultaneously with the application to the PhD Program and should include, if not required by the application process to the PhD programme:
  - a) Letter of motivation;
  - b) Proposal of research project for the preparation of the thesis, including the objectives and results to be achieved as well as the contribution that the thesis will make to the scientific area of the PhD;
  - c) Other elements the applicant considers to be contributions to the decision on awarding the scholarship, including recommendation letters.
- 3) It is a condition for admission to the Scholarships Programme that the amounts relating to the respective application fees have been settled.

### **Article 4**

*(Selection process. Criteria and decision)*

- 1) The evaluation and selection process is carried out at the end of the application period for the PhD Programme and the results have been published.
- 2) The evaluation of applications is carried out by those responsible for the admissions to the PhD Programme.
- 3) After all application files to the Scholarships Programme, by PhD programme, have been submitted, the applications are analysed and classified on a scale of 0 to 200 points, considering:
  - a) The scientific consistency and innovative nature of the thesis project that the candidate aims to develop, with a maximum of 80 points;
  - b) The merit and suitability of the thesis project, namely to the objectives of the PhD programme, maximum 80 points;
  - c) The quality of *the Curriculum Vitae*, maximum 40 points;
- 4) In case of need for a tiebreaker, the following elements shall be considered in this order:
  - a) Being a lecturer of the Lusófona Group;
  - b) The date of formalization:
    - i) Of the PhD application;
    - ii) Of the enrolment in the PhD programme.
  - c) Having obtained a degree at Universidade Lusófona de Humanidades e Tecnologias;
  - d) Having obtained a degree in any institution of the Lusófona Grupo.
- 5) The exclusion of an application by the jury requires justification.





- 6) Based on the results achieved in the analysis process, as defined in paragraphs 3 and 4, an ordered list of proposals is drawn up, from the highest to the lowest score, and there is, for admission purposes, no minimum score.
- 7) Based on the number of scholarships defined for the PhD Programme, under the terms of the order mentioned in paragraph 3 of Article 10, admission to the scholarship is indicated and the results are posted.
- 8) The decisions of the jury cannot be appealed.

### **Article 5**

*(Posting of results and process of confirmation/acceptance of the Scholarship)*

- 1) The list resulting from the review process, signed by the decision makers, pursuant to paragraph 2 of Article 4, is posted in accordance with paragraph 4, and the candidates are informed via email regarding the decision of admissibility and whether, under the terms of paragraph 7 of Article 4, the Scholarship has been granted.
- 2) The list is sent by the director of the PhD programme to the rectory for joint homologation by the administrator and the rector.
- 3) After homologation, the results are published and lists sent to the Student Welfare Services and the Academic Services.
- 4) The publication and information of the results is carried out in a list ordered by score obtained, with the indication of the names of the applicants, the score and indication that the scholarship was granted, or was not granted, by means of direct information to the applicants, via e-mail, by the Student Welfare Service;
- 5) It is a condition for granting the scholarship that the selected applicants:
  - a) should they not yet have enrolled in the PhD programme, that they do so within 5 working days after the results have been posted;
  - b) Sign the formal statement of acceptance and commitment, see Template 2, within 5 working days after formalization of the registration or the granting of the scholarship should the latter occurs after registration;
  - c) Have settled the amounts pertaining to their application, enrolment and student insurance fees, within 5 working days after the results have been posted.
- 6) Those who do not comply with the provisions laid down in the previous paragraph lose the right to the scholarship, which is then granted to the alternate, repeating the procedure until the alternates have been exhausted.

### **Article 6**

*(General conditions for continuation of the scholarship)*

- 1) Continuation of the scholarship presupposes:
  - a) Compliance with the academic obligations defined for the PhD programme, and:
    - i) completion, with an average grade equal to or higher than fourteen points, of the curricular units of the PhD programme;
    - ii) compliance, with good performance, with the requirements for passing the curricular year in the 2<sup>nd</sup> year of the PhD Programme, and submission, at the end of the 2<sup>nd</sup> year, of a follow-up report, validated by the supervisor, which shall include an analysis of the work carried out comparing the objectives achieved with those proposed and how this may affect the final work;





- b) Compliance with administrative obligations, including payment of charges not covered by the scholarship;
  - c) Compliance with the cooperation agreement referred to in paragraph 4 of Article 2 and following Template 3, annexed to this Regulation, which shall be signed within 15 working days after the signature of the declaration of acceptance and commitment, pursuant to item b) of paragraph 5 of Article 5, which shall:
    - i) describe the scope of the collaboration by identifying the name of the research centre, if applicable, and an overview of the tasks to be carried out;
    - ii) Who is responsible for determining the tasks to be done and how the hours and results of the collaboration are to be controlled;
  - d) That the public defence of the thesis be conducted on a date prior to the end of the scholarship period.
- 2) The verification of compliance with the requirements defined in the preceding paragraph is done annually by the programme director, who sends to the rector a nominative list of the scholarship holders with indication of compliance.
  - 3) After homologation by the rector and the administrator, the list is sent to the Student Welfare Services and to the Academic Services for all due administrative purposes.
  - 4) The scholarship holders, regardless of the results, are obliged to enrol every year and pay the charges due which are not included in the benefit of the scholarship.
  - 5) Where an extension of the scholarship period has been granted, under the terms of paragraph 2 of Article 2 of this Regulation, a report shall be submitted as defined in ii) of item a) of paragraph 1 at the end of each semester.
  - 6) The loss of the scholarship does not affect the possibility of continuation in the PhD Programme provided that the remaining fees and charges for its completion are duly paid.

### **Article 7**

*(Final provisions, doubts and omitted cases)*

- 1) The doubts raised in the application of this Regulation shall be clarified by the rector and by the administrator via a joint order.
- 2) Specific additional rules may be defined to be applied to PhD programmes, upon a proposal from the programmes' directors, provided that they are homologated by joint order of the rector and the administrator.
- 3) The order referred to in paragraph 3 of Article 01 may define additional rules to be applied, which are valid for the period of the scholarship.
- 4) The attached templates, provided that the rules laid down in the Regulation are complied with, may have another format and include additional information;
- 5) The documentation in the context of the application and in the scholarship processes can be submitted in digital format, and application to the programme by filling out an online form, if available, shall also be considered valid, whereupon the application procedure to the scholarship shall occur at the same time as the application process to the PhD Programme.

ULHT, 10 January 2019.

**ANNEXES:** Templates 1, 2 and 3





**TEMPLATE 1**

**ULHT DOCTORAL SCHOLARSHIPS PROGRAMME  
20../20.. (three-year period)**

In compliance with the provisions laid down in paragraph 3 of Article 1 of the General Regulation of the Doctoral Scholarships Programme of Universidade Lusófona de Humanidades e Tecnologias, and for the.../... three-year period, it is hereby determined:

**1. The following PhD programmes are covered:**

PhD Programme	Number of Scholarships
-	
-	
-	
-	
-	
-	

**2. For the verification of the requirements for the continuation of the scholarship, annually, and until \_\_\_\_\_, the programme directors shall send to the rectory the nominal list of the scholarship holders, indicating compliance with the requirements imposed, for joint homologation by the Rector and the Administrator, to be then sent to the services for all due purposes.**

**3. The scholarship holders shall register in the following academic year after being informed of the grades.**

**4. Specific conditions of the financial obligations in the three-year period:**

4.1... (only if not already listed in the Regulation)

**5. Scholarship holders may apply for an extension of the benefit period for:**

5.1. a supplementary period, provided it does not exceed twice the regulatory duration of the 3<sup>rd</sup> cycles (12 semesters) and in accordance with the provisions laid down in paragraph 2 of Article 2 of the Regulation.

**6. Any specificities applicable to the programme**

ULHT's Doctoral Support Scholarships Programme is governed by the General Regulation approved by Joint Order nº 2/2019, of 10/01.

Lisbon, .....

The Rector / The Administrator





UNIVERSIDADE  
LUSÓFONA

*Homologated by Joint  
Order nº 02/2019, of  
January 10.*

**TEMPLATE 2**

***Statement of acceptance of the Scholarship***

Under the terms of the general regulation of scholarships I, ... (name), nº....., of the PhD Programme in ..... of Universidade Lusófona de HUmanidades e Tecnologias, accept the Scholarship awarded for the 20\_\_/20\_\_ period, and hereby undertake to comply with the requirements defined for the purpose of the continuation of the Scholarship.

Lisbon, \_\_\_\_\_

The Scholarship holder

\_\_\_\_\_  
(signature)





**TEMPLATE 3**

***Collaboration Agreement between the scholarship holder and ULHT***

Pursuant to the general regulation of ULHT's doctoral scholarships programme, namely the terms laid down in paragraph 4 of Article 2 and in item c) of paragraph 1 of Article 6, ..... (name of the scholarship holder), student nº..... of the PhD Programme in ....., undertakes to collaborate within the scope of the activities of the PhD programme and the research centre ... (name of the R&DU) under the following general conditions:

1. Carry out tasks of ... (brief description or list);
2. This provision of support shall last one academic year and a total of 70 hours;
3. Carrying out these activities and tasks must not impose expenses upon the scholarship holder, and it is considered that the amount relating to the journey to the ULHT facilities, or its equivalent, arises from the obligation of the scholarship holder.
4. Any statements necessary for labour purposes will be issued for the provision of the tasks to be carried out;
5. The claim to the tasks performed is ensured, and at the end a certificate, or certificates, will be issued, attesting to the tasks carried out;
6. (other specific elements) ...

The scholarship holder is obliged to prepare a report of the tasks performed, which is submitted and validated by the director of the PhD programme. The report integrates the process and is a criterion for the continuation of support.

Lisbon, \_\_\_\_\_

The Scholarship holder \_\_\_\_\_ (name and signature)

The programme Director \_\_\_\_\_ (name and signature)

This agreement has ... pages and is executed in two copies, with one copy to be attached to the Scholarship file, with the director of the PhD programme, and the other to be handed to the scholarship holder.

