



UNIVERSIDADE
LUSÓFONA

PEDAGOGICAL REGULATION

OF UNIVERSIDADE LUSÓFONA DE HUMANIDADES E TECNOLOGIAS - ULHT

Approved at the Meeting of the
Scientific and Pedagogical Councils of
1 July 2019.

PREAMBLE

The rules concerning the awarding of higher education degrees and diplomas are essentially contained in Decree-Law 74/2006 of 24 March, with the changes introduced by Decree-Laws 107/2008, of 25 June, 230/2009, of 14 September, and 115/2013, of 7 August, 63/2016, of 13 September and 65/2018, of 16 August.

In compliance with this legislation and considering the organization model and the objectives defined by Universidade Lusófona de Humanidades e Tecnologias (ULHT), this Regulation aims to lay down the way in which its courses operate and the procedures inherent to awarding degrees and academic diplomas.

PART I

GENERAL PROVISIONS

CHAPTER I

Scope and object

Article 1

Scope

ULHT's Pedagogical Regulation applies to students and lecturers of degree-awarding study cycles taught at the University and to the bodies and services that ensure the organization and functioning of these study cycles.

Article 2

Object

This regulation lays down the rules of organisation, functioning and the procedures adopted in the grade-awarding study cycles.





CHAPTER II

Provisions common to the study cycles

Article 3

Creation, amendment and discontinuation of study cycles

1. The proposals for creating, amending and discontinuing study cycles are submitted on the initiative of the organic units that promote them, individually or in association with other organic units or higher education institutions, after the Scientific and Pedagogical Councils of ULHT have been heard and observing the legally defined requirements.
2. The functioning of the study cycles is dependent on their accreditation, in accordance with the legislation in force.

Article 4

Evaluation and follow-up of study cycles

1. The Director of the study cycle under evaluation chairs a Self-Assessment and Monitoring Committee which should include representatives of the internal and external academic community, namely teaching staff, students, non-teaching staff and individualities who are considered to contribute to the improvement of the study cycle.
2. Under the Internal Quality Assurance System, the Self-Assessment and Monitoring Committee monitors the functioning of the study cycle, its evolution and harmonisation with the objectives set out for it, issuing reports with any recommendations for improvement that it considers justified.

Article 5

Organization and management of study cycles

1. The study cycles taught by ULHT are coordinated by a Director, appointed under the terms of the Statutes.
2. The study cycles in association shall be governed in their operation by the terms of applicable legislation and in accordance with the specific regulation approved with their creation, applying, in the event of omission, the rules of the entity which assumes responsibility for its coordination.
3. In the exercise of the powers provided for in the ULHT statutes, the Director of the study cycle is responsible for:
 - a) Promoting the quality of the study cycle, in close coordination with the internal quality assurance system;
 - b) The articulation among the syllabuses of the curricular units, considering the objectives of the study cycle of and ensuring the development of students' competencies;
 - c) The coordination of strategies for monitoring, advising and guiding students in their academic paths;
 - d) The presentation, to the competent bodies, of any proposals he/she deems necessary for the organisation and operation of the study cycle;
 - e) Other functions assigned to him/her by other specific regulations.





Article 6

Application

1. The application is the act in which the interested party indicates the study cycle of or cycles to which he/she wishes to be admitted.
2. Access and admission into the study cycles taught at ULHT are made upon application under the terms defined in the applicable legislation and regulations.

Article 7

Registration

1. With the registration, students enter ULHT for the first time, ensuring the right to enrol in a certain set of curricular units.
2. The registration shall take place within 5 working days from the date of communication to the interest party his/her admission to the study cycle or cycles he/she applied to.

Article 8

Enrolment

1. The enrolment allows the student to attend the curricular units of the study cycle he/she applied to.
2. The enrolment gives students the right to:
 - a) Attend classes and other academic activities developed within the scope of the curricular units;
 - b) See their knowledge about the subject matters covered in the curricular units evaluated and graded;
 - c) Use the library, IT resources, study rooms, other structures for social and educational support.
3. The renewal of the enrolment is carried out by the students, preferably through the dedicated electronic platform and validated by the services.
4. Students are not allowed to enrol in curricular units which they have already received a pass grade.

Article 9

Change in enrolments

Any change to the enrolment in curricular units must be made through the submission of an administrative request available on the online platform.

Article 10

Cancellation of enrolments

1. Students may request cancellation of the curricular units of the current year.
2. The cancellation shall take effect from the month following the date of submission of the request to the administrative services.
3. Enrolment may be cancelled due to failure to comply with payment of fees and charges due, in accordance with its own regulations.

Article 11

Individual Student File

1. The individual file of the student contains all relevant information about their identification and academic background, and may exist in physical and digital format.





2. The individual student file is filed in the Academic Services or in the custody of an archival management company, which has custody of the documents, which can be accessed whenever necessary.
3. The individual student file must include the following elements:
 - a) Application records;
 - b) Prerequisite, if applicable;
 - c) Registration Form;
 - d) Enrolment Form;
 - e) Re-admission Request, if applicable;
 - f) Accreditation Process, if applicable;
 - g) Other documents provided for by law or regulation.
4. The student himself/herself or their legal representative have access to the individual student file.
5. The information contained in the individual student file is confidential and is bound by duty of confidentiality from all employees who have access to it.

Article 12

Re-admission

1. Re-admission is the act by which the student, after interrupting studies in a programme taught by ULHT, registers and enrolls in the same programme or programme that has succeeded it.
2. The re-admission regime is provided for in specific regulation.

Article 13

Enrolment in curricular units of subsequent studies

1. In accordance with the provisions of paragraph 1 of Article 46 of Decree-Law 74/2006 of 24 March, in the wording given by Decree-Law 65/2018 of 16 August, students enrolled in a study cycle may enrol in curricular units of subsequent study cycles.
2. From the application of the preceding paragraph are excluded those curricular units whose syllabus requires the preparation of thesis, dissertation, project and respective reports, or the completion of an internship.
3. Enrolment under the terms of paragraph 1 shall be undertaken in evaluation regime.
4. Passing these curricular units confers the right to:
 - a) Certification;
 - b) Mention in the Diploma Supplement;
 - c) Accreditation should the student enrol in the study cycle they integrate.

Article 14

Individual enrolment in curricular units

1. Enrolment in curricular units may be made both by students enrolled in a higher education programme or by other interested parties, under the terms of Article 46-A, of Decree-Law 74/2006, of 24 March, in the wording given by Decree-Law 65/2018, of 16 August.
2. When, under Article 46-A of Decree-Law 74/2006 of 24 March, in the wording given by Decree-Law 65/2018 of 16 August, the enrolment is made in a regime that requires evaluation, each student may enrol in a maximum of 60 credits accumulated throughout his/her academic path.





3. Applicants to the attendance of curricular units, in the situations provided for in the preceding paragraph, must present the personal and taxpayer identification document.
4. The curricular units in which students enrolled in the evaluation regime and passed are granted certification and are included in the diploma supplement, should one be issued.
5. The curricular units are mandatorily accredited, with the limits legally fixed, should the holder have or acquire the status of student of a higher education programme.
6. Enrolment is subject to the running of the curricular unit and the established schedules, as well as the existence of places.

Article 15

Class Change

The change of class may be requested by the interested students through an online request form, addressed to the secretariat of the respective programme, within 15 working days after the beginning of each academic semester.

Article 16

Part-time students

1. Students on a part-time regime shall be those who are enrolled and require it, to a maximum of 40 annual ECTS, with the exception of ECTS for curricular units of 2nd and 3rd cycles of studies whose nature is thesis, dissertation, internship or project and respective reports, a circumstance in which this limit can be exceeded.
2. Students of 2nd and 3rd study cycles enrolled in curricular units whose nature is thesis, dissertation, internship or project and respective reports that require the part-time regime are entitled to the minimum time corresponding to two enrolments.
3. Part-time enrolment is required by students at the time of registration or enrolment at the beginning of each academic year and, if duly justified, may be amended with effect to the following academic semester.

Article 17

Students with special status

1. Students with special status are considered those for whom the Law or regulation provides for specific conditions regarding attendance of classes or tests, namely:
 - a) Student-workers;
 - b) Athletes:
 - i. high-performance athletes;
 - ii. federated athletes;
 - iii. athletes representing the University in university championships;
 - c) elements of the police force and military of the armed forces;
 - d) students on parental leave;
 - e) students with special educational needs, whereupon specific regulation applies;
 - f) association leaders, in accordance with the Law;
 - g) representatives of the students in the Pedagogical Councils, during their term of office;
 - h) others, for whom the Law or regulation provides.





2. Students who wish to have this status must submit to the academic services the necessary official documents attesting they possess the conditions set out for the required status.

Article 18

Students with special educational needs

The regime for students with special educational needs is provided for in its own statute.

Article 19

Curricular unit files

1. The curricular unit file is the guiding instrument of the operation of the running of the curricular unit, according to the provisions laid down in its own regulations, which includes the evaluation process, namely the teaching methodology, the way classes will be taught, the evaluation method and instruments with indication of the criteria and weightings to be considered in the evaluation process.
2. The curricular unit file is filled out on a specific computer platform at the beginning of the academic year which it relates to.
3. The curricular unit file contains, according to the approved and published study plan:
 - a) identification of the higher education institution;
 - b) name of the curricular unit and its internal code;
 - c) identification of the programme, including the degree, the curricular year and semester;
 - d) scientific area which the curricular unit integrates;
 - e) the names of the lecturers;
 - f) language or languages in which it is taught;
 - g) typology of the curricular unit;
 - h) number of ECTS, total hours, contact hours and working hours;
 - i) description of the curricular unit, including:
 - i) intended learning outcomes, including knowledge, skills and competencies to be acquired by the students;
 - ii) teaching methodology, including how classes will be taught, the assessment method and tools indicating the weightings to be considered in the evaluation process;
 - iii) the syllabus;
 - iv) how classes are to be conducted and the specificities applicable to each component or module, if applicable;
 - v) assessment criteria and methods;
 - vi) reference to the possible existence of special conditions for enrolment, such as prerequisites or precedences;
 - vii) mandatory and recommended reading.
 - j) other elements that are necessary for understanding the working and defined evaluation rules, namely coherence between learning outcomes and competencies;
4. The curriculum unit file:
 - a) is prepared by the lecturer responsible for the unit in the study cycle;
 - b) is validated and published by the Director of the Study Cycle.





Article 20

Curriculum unit and programme reports

1. At the end of each academic term, and according to the calendar defined for each year, lecturers prepare a brief report on the functioning of the curricular unit, following a specific template, which must include at least:
 - a) assessment of the functioning of classes and tests, including analysis of performance and results achieved;
 - b) assessment of achievement of defined objectives;
 - c) suggestions for improvements to be implemented.
2. Based on the curricular unit reports, the Director of the Study Cycle prepares a brief report on the Study Cycle which must include at least:
 - a) summary of performance analysis and overall results;
 - b) graduated students in the term;
 - c) admissions to and enrolments in the Study Cycle of in the term;
 - d) suggestions for improvements to be implemented.
3. The reports referred to in the preceding paragraphs, submitted on a specific computer platform, are presented to the Pedagogical Council, which, in the context of its powers, may propose improvements or corrections.

Article 21

(Registration of degrees and charters and certificates)

1. The grade shall be registered the competent bodies.
2. Entitlement to degrees is confirmed by registration certificate signed by the competent bodies.
3. Students may also request:
 - a) Programme diploma, for the bachelor's and master's degrees;
 - b) Doctoral charter, for the doctor's degree;
 - c) Final certificate of study cycle with list of curricular units and corresponding grades obtained;
 - d) Intermediate certificate of study cycle with list of curricular units and corresponding grades obtained.
4. The document referred to in paragraph 2 and items a) to c) of paragraph 3 may be multilingual, without prejudice to the reference to degrees and diplomas to be formulated in Portuguese.
5. Issuing the registration certificate or the documents referred to in items a) to c) of paragraph 3 shall be accompanied by the issue of a diploma supplement.
6. Issuing the registration certificate may not be conditional on the issuing or payment of the programme certificate or doctoral charter.

Article 22

Diplomas that do not award academic degree

ULHT may award diplomas that do not award a degree:





- a) for completion of part of a bachelor's degree programme, not under 120 credits;
- b) for completion of a master's programme not under 60 credits;
- c) for completion of a PhD programme not under 30 credits;
- d) for undertaking postdoctoral programmes;
- e) For completion of other course that do not award an academic degree.

Article 23

(Elements contained in registration certificates)

1. The registration certificate shall contain the following elements:
 - a) Registration number (official institution code/study cycle official code/calendar year code/student code);
 - b) Student's name;
 - c) Student's ID number;
 - d) Student's nationality;
 - e) Name and degree of the study cycle;
 - f) Identification of the normative act that authorized the operation of the study cycle;
 - g) Title of the thesis, in the case of doctorates;
 - h) Branch/specialty, in the case of doctorates, should there be one;
 - i) Grade and qualification, where applicable;
 - j) Date of completion of the study cycle;
 - k) Date of issue;
 - l) Signature of the person responsible for the Academic Services;
 - m) Other elements provided for in the applicable legislation or in the agreements signed in the context of the study cycles in association.

Article 24

Elements of the final and intermediate study cycle certificates

1. With all due adaptations, the elements contained in the final and intermediate certificates of the study cycle are those identified for issuing the corresponding registration certificate, to which is added the list of the curricular units which the student passed, with the caveat provided for in paragraph 2.
2. In the case of issuing the intermediate certificate, the mention of the date of completion of the study cycle shall be deleted and it shall be expressly stated that the student has not completed it.
3. Certificates may be multilingual, without prejudice to the reference to the degree and the diploma being formulated in Portuguese.

Article 25

Deadlines for issuing certificates

1. The deadlines for issuing certificates, counted from the working day following the date of the request with record of payment due, where required, are as follows:
 - a) up to 60 working days in the case of registration certificates and final study cycle certificates;
 - b) Up to 30 working days, in the case of the 2nd way of the registration certificate and duplicate of the study cycle final certificate;





- c) Up to 30 working days in the case of the study cycle intermediate certificate;
 - d) up to 10 working days in the case of application, registration and enrolment statements or other statements.
2. The deadlines referred to in items b) and c) of the preceding paragraph shall be reduced by half when, at the request of the students, issuing them is urgent, which implies payment of a specific charge.

Article 26

Elements contained in the Programme Diploma and Doctoral Charter

1. Programme diplomas and doctoral charters shall contain the elements identified for issuing the registration certificates provided for in Article 23, with the exception of signatures which are those of the Rector and the Administrator.
2. The registration number must appear on the back of the programme diplomas or the doctoral charters.
3. The programme diploma and the doctoral charter may be multilingual, without prejudice to the reference to the degree and diploma being formulated in Portuguese.

Article 27

Elements contained in the Diploma Supplement

The diploma supplement, signed by the Rector and the Administrator, shall contain the applicable legal elements, namely the following:

- a) description of the Portuguese higher education system and its framework in the national education system at the time of issue;
- b) Characterization of the institution that taught the programme and awarded the diploma;
- c) Characterization of the training carried out and its objective;
- d) Detailed information on the training carried out and the results obtained;
- e) Relevant complementary information that took place in initiatives promoted by ULHT;
- f) Merit awards;
- g) Seminars and conferences;
- h) Non-curricular internships;
- i) Participation in academic bodies;
- j) Sports events in representation of the university;
- k) Participation in mobility programs.

Article 28

Issuing and delivery of Programme Diplomas and Doctoral Charters

1. Programme diplomas and doctoral charters are, as a general principle, issued at the request of students in the calendar year following the academic year of completion of the study cycle they relate to.
2. Programme diplomas and doctoral charters are delivered in a commemorative session of university day.
3. If students do not wish to receive the programme diploma or doctoral charter on the day designated for the solemn session referred to in the preceding paragraph, these documents shall be issued within





a maximum of 90 working days from the date of the request, in line with the general principle provided for in paragraph 1.

4. In exceptional situations, and provided they are duly justified, the Rector may authorize the issuing of a duplicate of the programme diploma and the doctoral charter within a maximum of 90 working days, from the date of the request.

Article 29

Issuing the Diploma Supplement

Issuing the diploma supplement, provided for in Decree-Law 42/2005, of 22 February, amended by Decree-Law 107/2008, of 25 June, must accompany in the respective deadlines the issuing of the final programme certificate, the programme diploma or the doctoral charter.

Article 30

Crediting process

The process of crediting competences is governed by a specific regulation.

Article 31

Knowledge assessment

Knowledge assessment is carried out according to the assessment norms established in a specific regulation complemented by the methods defined in the curricular unit file.

Article 32

Tuition fees and charges

The instituting entity of the University establishes, through a Service Order, the amount of tuition fees and charges due for the provision of teaching to students enrolled in ULHT's study cycles.

Article 33

Precedence regime

1. ULHT's degree-awarding programmes are only subject to the precedences entered in their respective study plan published in *Diário da República* or, in the case of curricular internships in the context of the 1st study cycles, integrated master's degree or 2nd cycles, when such is defined in specific regulation.
2. Without prejudice to the provisions of the preceding paragraph, the integrated master's, master's or PhD programmes, which also integrate the presentation and public defence of a final task, with the nature of thesis, dissertation, project work or internship report, can only be carried out upon completion of the respective curricular component, under the terms of regulations.
3. Regarding PhD, the provisions of the preceding paragraph do not apply in the case of the special thesis submission regime.

Article 34

Regime of enrolment expiration

The right to enrol does not expire as long as the operation of the study cycle the students are enrolled in does not cease.





PART II

SPECIFIC RULES OF STUDY CYCLES

CHAPTER III

1st Study Cycles

Article 35

Bachelor's degree

The degree of bachelor is awarded to those who have passed all the curricular units defined in the study plan of the programme in which they are duly enrolled.

Article 36

Prerequisites

Applicants to programmes requiring admission prerequisites are subject to their verification, as defined by the National Commission for Access to Higher Education.

Article 37

Application

- 1- Students who, having passed secondary education or being in possession of legally equivalent qualification, have taken the entrance exams required by the desired programme and obtained, cumulatively, in these exams the minimum score of 95 points and the minimum application score equal to or higher than 95 points, in both cases on a scale of 0 to 200 points, may apply to ULHT's 1st study cycles.
- 2- The calculation of the application score is carried out in accordance with provision of the preceding paragraph, taking into account the following weights:
 - a) Secondary education grade - 65%;
 - b) Score of entrance exams - 35%;
 - c) Students may also apply through special competitions for access to 1st study cycles in accordance with the applicable specific legislation and regulations;
 - d) The change of institution/course duo is undertaken in accordance to specific legislation and regulations;
 - e) Other interested parties may apply as long as their academic status is provided for in the legislation in force;
 - f) Admission to 1st study cycles is subject to serialization and the number of posts defined;
 - g) Applicants may appeal against the final results via claim addressed to the Rector, within a maximum of 48 hours from the date of posting the admissions;
 - h) The administrative services shall notify the claimant of the Rector's decision by registered letter with acknowledgment of receipt or by e-mail, provided they give their consent to this effect;
 - i) The deadlines for undertaking the acts relating to the competitions provided for in this Article are provided for in their specific regulations.





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Article 38

Calculation of final programme averages

The final programme average is the arithmetic mean weighted by ECTS, rounded to the hundredth, of the grades received in the curricular units with the respective ECTS.

CHAPTER IV

1st and 2nd Integrated study cycles

Article 39

Integrated study cycle

1. The master's degree can be awarded after an integrated study cycle, with 300 to 360 credits and a normal duration between 10 and 12 curricular semesters of work, in the following areas of training:
 - a. Architecture and Urbanism;
 - b. Pharmaceutical Sciences;
 - c. Medicine;
 - d. Dental Medicine;
 - e. Veterinary Medicine.
2. The degree of bachelor is awarded to those who have completed the 180 ECTS corresponding to the first six curricular semesters of training, with a name different from the training that awards the master's degree.
3. The integrated study cycle leading to the master's degree, provided for in the preceding paragraph, is ruled, as far as access and admission are concerned, by the norms applicable to the study cycle leading to bachelor's degree.
4. With regard to the dissertation, project work or internship report, the rules pertaining to the 2nd study cycle apply.
5. Access to the 2nd cycle of the integrated study cycle is granted to those who have completed the 1st cycle of the integrated programme in an appropriate area and the corresponding competencies crediting is contained in the applicable crediting regulation.

CHAPTER V

2nd Study cycles

Article 40

Master's degree

1. Awarding the master's degree depends on passing curricular units corresponding to the number of ECTS provided for in the respective study plan, including the public defence of the dissertation, project work or internship report.





2. ULHT awards the master's degree to students who demonstrate:
 - a) Possession of knowledge and ability to understanding at a level which, based on the knowledge obtained in a 1st study cycle, develops and deepens them and also allows and constitutes the basis for development and/or original applications, in many cases in the context of research;
 - b) Capacity to apply their knowledge and their ability to understand and solve problems in new and unfamiliar situations, in broad and multidisciplinary contexts, albeit related to their field of study;
 - c) Ability to integrate knowledge, deal with complex issues, develop solutions or issue judgments in situations of limited or incomplete information, including reflections on the ethical and social implications and responsibilities that result from these solutions and judgments or that condition them;
 - d) Ability to communicate their findings, and the knowledge and reasoning underlying them, both to experts and non-experts, in a clear and unambiguous manner;
 - e) Skills that enable them to pursue lifelong learning in a fundamentally self-guided or autonomous way.
3. The master's degree is awarded in a specialty, and, when necessary, the specialty can be divided into areas of specialization.

Article 41

Curricular structure and study plan

1. The study cycle leading to the master's degree has between 90 and 120 credits and a duration between three and four curricular semesters of students' work.
2. The study cycle leading to the master's degree can have 60 credits and a normal duration of two curricular semesters of work provided it has a strong professional orientation as a result of a stable practice and consolidated internationally in a specialty and meets, cumulatively, the following conditions:
 - a) It was created with the consultation and involvement of employers, business associations and socio-professional associations of the region where the higher education institution is established;
 - b) It ensures the involvement of employers and their support to the preparation of project work, that are original and especially carried out for the goals pursued by the study cycle, or professional internships to be the object of a final report, through agreements or other forms of partnership with companies or other employers, business and socio-professional associations or other organizations suited to the specificity of the training provided , as well as the requirements of the professional profiles aimed at;
 - c) It is oriented towards the development or deepening of technical skills relevant to the labour market; and
 - d) It is dedicated to the promotion of lifelong learning, in particular by setting appropriate admission conditions for the exclusive recruitment of students with a minimum duly attested professional experience of five years.





3. The study cycle of leading to the master's degree consists of:
 - a) A specialization course, called master's programme, corresponding to a minimum of 50% of the total credits of the study cycle;
 - b) One of the following components, which should correspond to a minimum of 30 ECTS of the study cycle:
 - i) A dissertation of a scientific nature specially elaborated for the goal pursued;
 - ii) An original project specially prepared for the goal pursued;
 - iii) A professional internship which will be the object of a final report.
4. The curricular structure and the study plan comply with the applicable technical standards and are published in *Diário da República*.

Article 42

Conditions for access and admission

1. The following can apply for the study cycle leading to a master's degree:
 - a) Holders of a bachelor's degree or a legal equivalent;
 - b) Holders of a foreign higher academic degree awarded following a 1st study cycle, organised in accordance with the principles of the Bologna Process by a state adhering to this Process;
 - c) Holders of a foreign higher academic degree that is recognized as meeting the objectives of the bachelor's degree by the Scientific Council of the Organic Unit or by a body in which it delegates;
 - d) In duly justified cases, access to master's degrees may be granted to those applicants who have an academic, scientific or professional curriculum that the Scientific Council of the Organic Unit, or the body in which it delegates, recognises as attesting the ability to undertake these studies.
- 2 - In the case of items c) and d), the Director of the study cycle shall be heard.
- 3 - The recognition referred to in items b), c), d) of the preceding paragraph does not confer upon the holder equivalence to the bachelor's degree or recognition of that degree, but merely access to the study cycle leading to the master's degree.
- 4 - The specific regulation of each master's degree, should it exist, complements this Regulation and establishes the rules of admission, observing the provisions of the legislation in force.

Article 43

Formalization of applications

1. Applications to the study cycle leading to the master's degree are submitted to the competent administrative services, either in person or digitally, by filling out a specific form, accompanied by:
 - a) Document proving that the applicant meets the conditions imposed for access to the master's degree, namely:
 - i) Certificates attesting to possession of a degree;
 - ii) Certificates attesting to the approval in courses that do not award a degree, but were taught in higher education institutions, national or foreign, in the area of master's degree;
 - b) Identification document;
 - c) *Curriculum Vitae* of the candidate, preferably in DeGóis, FCT-SIG or similar template;
 - d) Statement by the candidate where he/she expresses, briefly, the reasons for undertaking the study cycle;





- e) Other documents that are required by the specific regulation of each master's degree.
2. All documents submitted must be originals or certified copies, whereupon the services may perform such authentication, and, in cases of foreign documentation, certified or apostilled, respectively, by the Portuguese Embassy or Consulate from the country where they were issued.
3. Upon submission of an application for the study cycle leading to the master's degree, charges are due, defined by the instituting entity.
4. The application shall be considered formalised when the required documents have been submitted and the charges due have been paid.
5. The competent administrative services are responsible for the procedural validation of the applications submitted.

Article 44

Application process protocol

1. After validation of the application, the competent administrative services refer it to the Scientific Council of the Organic Unit or to the body in which it delegates.
2. The admission of an applicant under item d) of paragraph 1 of Article 42 may make the awarding of the degree conditional on passing curricular units of other study cycles awarding a bachelor's or a master's degree in the same scientific area of the study cycle to which he/she is applying, and this requirement must be duly justified by the Scientific Council of the Organic Unit, or by a body in which it delegates.
3. In the event of the preceding paragraph, the Director of the study cycle must be heard.
4. The imposition of conditions under the terms of the preceding paragraph obliges the candidate to comply in advance of the public defence of the dissertation.
5. It is up to the Scientific Council of the Organic Unit to define the body (Scientific Committee of the Unit or Organic Subunit or jury) which will be responsible for appraising the applications to the 2nd study cycles, and in any case, the Director of the study cycle must be heard.
6. It is up to the Scientific Council of the Organic Unit, or the body in which it delegates, to approve the results of the appraisal of the applications.
7. Rejecting an application to the study cycle does not grant the right to the return of the amounts paid, in any capacity, by the applicant.
8. In the case of study cycles in association, the specific regulations determine the norms to be complied with regarding the admission of applicants.

Article 45

Selection, serialisation of applicants and registration and enrolment

1. Applicants who fulfil the conditions of access and admission provided for in Article 42 of this Regulation are selected, serialised and placed in descending order on a scale of 0 to 200 points.
2. It is up to the Scientific Council of each Organic Unit to define the serialisation criteria, observing the minimum access score of 95 points on a scale of 0 to 200 points.
3. The list of candidates admitted and not admitted is approved by the Scientific Council of the organic unit, or by a body in which it delegates, and published on the ULHT website.
4. From the decision of non-admission, the applicant can appeal to the Rector within 5 working days of its posting.





5. The appeals submitted are appraised by the Rector within 15 working days, and the decision is rendered unappealable.
6. After publishing the list of admissions, the applicant has 5 working days to formalise the registration and enrolment.
7. Registration and enrolment are carried out with the competent administrative services, either in person or digitally, and charges are due, defined by the instituting entity.
8. Registration and enrolment in study cycles in association are carried out in accordance with specific regulations.

Article 46

Appointing the supervisor

1. The preparation of the dissertation, the project work or the completion of the internship and its report is supervised by a PhD-holder linked to ULHT.
2. The supervision referred to in the preceding paragraph may be ensured, in a co-supervision regime, by a PhD-holding lecturer or researcher, and they may not be linked to ULHT or by a specialist of recognized experience and professional competence, holder of the title of specialist conferred in accordance with the provisions of Decree-Law 206/2009, of 31 August.
3. At the request of the master's student, the Director of the study cycle appoints the proposed supervisor against his/her declaration of acceptance.
4. The Director of the study cycle can reject the proposal of supervisor, with due justification, and, in this case, should propose another supervisor.
5. Upon reasoned request submitted by the student, the request of the appointed supervisor or in other situations that he/she considers exceptional, the Director of the study cycle may replace the supervisor and should, consequently, appoint a new supervisor.
6. The specific regulation of the study cycle may impose particular rules for the appointment of supervisors.

Article 47

Scientific supervision and preparation of the dissertation, project work or internship report

1. The advisor must effectively and actively supervise the master's student in their scientific preparation, in the preparation of the dissertation, project work or internship report, without prejudice to the academic freedom of the master's student and their right to defend their scientific opinions.
2. The master's student shall regularly keep the supervisor informed of the evolution of their work, in accordance with the terms agreed between the two.
3. The specific supervision procedures will be laid down in the specific regulations of each master's degree, should they exist.

Article 48

Presentation of the dissertation, project work or internship report

1. The dissertation, project work or internship report are written according to the standards in use at ULHT.





2. The dissertation, project work or internship report shall be written in Portuguese, accompanied by a abstract which, drawn up in Portuguese and another language, must not exceed 200 words.
3. In duly substantiated cases, at the request of the master's student and upon the positive opinion of the supervisor, the Director of the study cycle may authorize the dissertation, project work or internship report to be written in a foreign language, which, in these cases, must be accompanied by an extended abstract in Portuguese.
4. The dissertation, project work or internship report are subject to public appraisal and discussion by a jury approved by the Scientific Council of the Organic Unit, or by an organ in which it delegates, and approved by the Rector of ULHT, observing the requirements laid down in this Regulation.

Article 49

Submission of the dissertation, project work or internship report and request for defence

1. Submission the dissertation, project work or internship report depends on compliance with the following mandatory requirements:
 - a) Passing the remaining curricular units of the study cycle;
 - b) Enrolment in the curricular unit of dissertation or project work or internship report of the study cycle;
 - c) Existence of prior record of the information on the dissertation, project work or internship report in ULHT's computer system;
 - d) Acceptance of the dissertation by the supervisor and submission by the master's student of statement that its authorship belongs to him/her, in compliance with the principle concerning academic integrity and truth and refusal of plagiarism and self-plagiarism;
 - e) Absence of outstanding payments to the instituting entity of ULHT;
 - f) Compliance with other conditions imposed by specific regulation, should there be one, of the study cycle.
2. Except for contrary indication, laid down in the specific regulation of each study cycle, upon request of the master's student the submission of the dissertation, project work or internship report may be postponed for a period of six months, extendable for another six months, in the situations provided for by law or if the extension, through a reasoned request, is accepted by the Director of the respective study cycle.
3. Should the extension periods laid down in the preceding paragraph be exceeded, the applicant must re-enrol in the curricular unit of dissertation.
4. The submission of the dissertation, project work or internship report is formalised by requesting public examinations to present the respective defence, accompanied by:
 - a) The supervisor's agreement;
 - b) One copy, following the norms in use at ULHT, in digital format;
 - c) *Curriculum vitae* of the candidate.
5. The number of copies referred to in item b) may be amended by the specific regulation of the study cycle.
6. The request for public examination is formally accepted if the requirements referred to in the preceding items have been met.





Article 50

Appointing the master's jury and its constitution

1. The Scientific Council of the Organic Unit, or the body in which it delegates, upon proposal from the Director of the study cycle, has 10 working days, from the date of acceptance of the request for public examination, to propose to the Rector the constitution of the jury, indicating the title of the dissertation, project work or internship report, as well as the scientific area which they integrate.
2. The rector homologation of the proposed jury takes place within 20 working days from the date of receipt of the proposal by the Rectory.
3. The Order for the appointment of the jury will be communicated, by the Director of the study cycle, in writing, to each member of the jury, to the candidate and posted in public notice at ULHT.
4. The master's jury consists of three to five members including:
 - a) The Director of the master's programme, who presides or whoever he/she delegates to for this purpose;
 - b) A PhD-holding examiner specialized in the field of the dissertation, project work or internship report;
 - c) The supervisor, with the provision that whenever co-supervisors have been appointed under the terms of Article 40, only one may integrate the jury, with the exception of the provision laid down in paragraph 5;
 - d) By decision of the Scientific Council of the organic unit, one or two other members, holders of a PhD or specialists of recognized experience and professional competence, holders of the title of specialist, conferred in accordance with the provisions of Decree-Law 206/2009, of 31 August.
- 5 – In the study cycles in association with foreign higher education institutions, whenever there is more than one supervisor, two supervisors may participate in the jury, and in this situation, the jury will consist of five to seven members.

Article 51

Acceptance of the dissertation, project work or internship report and working of the master's jury

1. Having completed the documental procedures referred to in the preceding article, and after homologation of the jury by rectory order, the Director of the study cycle sends to each member, within 15 working days, a copy of the candidate's *curriculum vitae* and a copy in digital format of the dissertation, project work or internship report.
2. Within 60 working days, the jury decides, preliminarily, on the acceptance of the dissertation, project work or internship report or on its reformulation, granting the candidate, in the latter case, a non-extendable period of 30 working days.
3. It is up to the president of the jury to communicate to the candidate the recommendation to reformulate the dissertation, project work or internship report.
4. If the candidate does not submit the reformulation within the defined period, it is considered that he has given up with consequent fail result, and the interested party, if they wish to continue their studies, shall re-enrol for the curricular unit.





5. The reformulated work is appraised by the jury, within 30 working days after its submission, and the jury shall issue a preliminary order which, in the event of non-acceptance, results in a fail result under the terms set out in the preceding paragraph.
6. Once a preliminary order of acceptance is issued, a date for the public examination is set by the jury 30 working days after receipt by the candidate of this order.
7. The preliminary decisions as well as the date for the public examination are conveyed to the candidate and supervisor.
8. The jury meetings prior to the final examination may be held by teleconference.
9. In the event of a tie, the president of the jury always has a casting vote.

Article 52

Public defence of the dissertation, project work or internship report

1. The public defence of the dissertation or project work or internship report consists in the public discussion of original work, precedingly submitted, following the provisions laid down in this Regulation and specific regulations of the study cycle.
2. The public defence corresponds to the last examination for obtaining the master's degree and takes place in the presence of all the appointed members of the jury and the candidate.
3. The president of the jury may authorize the participation of jury members by teleconference in any number, provided technical conditions allow their full participation in the proceedings, and this circumstance must be duly recorded in the minutes.
4. Before the beginning of the discussion, the candidate will be provided with a period of up to 20 minutes for the presentation of their dissertation, project work or internship report.
5. The interventions of the examiner must not globally exceed 20 minutes.
6. To answer the questions asked the candidate shall have a period of time not inferior to that used by the examiner, but, in any case, never more than 20 minutes.
7. For a period of not more than 20 minutes, the President may grant the other members of the jury the possibility of submitting requests for clarification to the candidate regarding the purpose and content of the dissertation, project work or internship report, whereupon the candidate has the right to reply for a time equal to that taken by this questioning.
8. Overall, the discussion of the dissertation, project work, or internship report may not exceed one hour and forty minutes.

Article 53

Deliberation of the master's jury

1. It is up to the master's jury to assess the candidate's performance against the objectives set out in paragraph 2 of Article 40 of this Regulation.
2. At the end of the public defence of the dissertation, project work or internship report, the jury will meet in private to assess the defence performance and deliberate to approve or fail the candidate.
3. The approval result of the master's student may be conditional on the presentation, within a period defined by the jury and never exceeding 30 working days, of minor corrections to the dissertation or project work or the internship report presented.





4. The jury's deliberation is taken by a majority of the members present who constitute it, by means of a reasoned roll-call vote, and abstentions are not allowed.
5. In the event of a tie, the norm laid down in paragraph 9 of Article 51 of this Regulation shall apply.
6. After deliberation, the jury will publicly communicate to the candidate the decision made.
7. The jury's decision is not subject to appeal.
8. Minutes shall be drawn up of the jury's meetings, which will record the votes of each of its members, accompanied by their respective reasons.
9. The reasoning may be common to all or some members of the jury.

Article 54

Procedures for deposit of the dissertation, project work or internship report

1. Up to 15 working days after the act of public defence, or after the deadline stipulated in paragraph 3 of Article 53 has been complied with, a copy in digital format, and a paper copy of the dissertation, project work or internship report, in its final version, must be delivered to the organic unit the study cycle belongs to for deposit.
2. The president of the jury shall validate the final submission in accordance with any proposed amendments and, within 60 days of the date of awarding of the master's degree, in accordance with the legal terms the competent services shall:
 - a) deposit the full content in ReCiL - Lusophone Scientific Repository, which integrates the Scientific Open Access Repositories of Portugal (RCAAP);
 - b) register the awarding of the degree in the National Register of Theses and Dissertations (RENATES).
- 3 – Dissertations, project work and internship reports shall be subject to mandatory registration on the electronic platform which Article 49-A of Decree-Law 74/2006, of 24March, in its current wording, refers to.

Article 55

Final grade of the master's degree

1. The academic master's degree is assigned a final grade, expressed in a range between 10 and 20 of the integral numerical scale from 0 to 20.
2. The final average of the study cycle corresponds to the ECTS-weighted arithmetic mean, rounded to the hundredth, of the grades received in the curricular units with their ECTS.

Article 56

Title of European Master's degree

The European Master's degree is governed by specific legislation and regulation and is subject to the rules laid down for master's degrees in association.





CHAPTER VI

3rd Study Cycles

Article 57

Doctoral degree

1. The doctoral degree is awarded to those who have received an approved result in the public defence of the thesis or papers defined in paragraph 3 of Article 58.
2. ULHT awards a doctoral degree in a field of knowledge or a specialty under the terms laid down by the statutes and applicable legislation.
3. The title of European PhD may be awarded under the terms laid down in Articles 81 and 82 of this Regulation.

Article 58

Structure of the study cycle

1. The study cycles leading to the degree of PhD aim essentially at the supervised learning of the practice of high-level research, and can integrate the attendance of a PhD programme, consisting of a set of curricular units of scientific basis, according to the study plan approved and published in *Diário da República*.
2. These study cycles also integrate the preparation of an original thesis specially written for this purpose, appropriate to the nature of the field of knowledge or specialty.
3. As alternative to the thesis, and under the terms of the law, the following can be accepted:
 - a) the presentation of the compilation of a coherent and relevant set of research studies, in number to be defined by the Scientific Council of each Organic Unit, already published in international journals with selection committees of recognized international merit, framed and substantiated by an original text written by the candidate which relates and justifies the papers submitted in the context of the PhD degree which they are applying to;
 - b) In the field of the arts, the presentation of a work or set of works or achievements of an innovative nature, accompanied by written reasoning that specifies the process of designing and preparing the work, the ability to do research, and how it integrates the evolution of knowledge in the field which it integrates.

Article 59

Conditions of access to the study cycle leading to the doctoral degree

1. The following can apply for access to the study cycle leading to a doctoral degree at ULHT:
 - a) Holders of the master's degree or legal equivalent;
 - b) Holders of the bachelor's degree that possess a particularly relevant academic or scientific curriculum recognized as attesting the ability to undertake this study cycle which they are applying to;
 - c) Holders of an academic, scientific or professional curriculum that is recognized as attesting the ability to undertake this study cycle.





2. The application procedures submitted under items b) and c) of the preceding paragraph require a positive expert opinion and approval by the Scientific Council of the Organic Unit, or the body in which it delegates, after the Director of the study cycle has been heard.
3. The recognition referred to in items b) and c) of paragraph 1 shall only produce effect for access to the study cycle leading to the doctoral degree and does not confer its holder equivalence or recognition of any academic degree.

Article 60

Formalisation of applications

1. Applications to the cycle of studies leading to the doctoral degree are submitted to the competent administrative services, either in person or digitally, by filling out a specific form, accompanied by:
 - a) Document proving that the candidate meets the conditions imposed for access to the PhD programme, namely:
 - i) Certificates attesting to the title of degree;
 - ii) Certificates attesting to the approval of courses that do not award a degree, but were taught in higher education institutions, national or foreign, in the area of the PhD;
 - b) Identification document;
 - c) *Curriculum Vitae* of the applicant, preferably in the DeGóis, FCT-SIG or similar template;
 - d) Letter of motivation in which the candidate expresses, briefly, the reasons for undertaking the study cycle;
 - e) Copy of the candidate's scientific production;
 - f) Other documents that are required by the specific regulation of each PhD programme.
2. All documents submitted must be originals or certified copies, whereupon the services may perform such authentication, and, in cases of foreign documentation, certified or apostilled, respectively, by the Portuguese Embassy or Consulate from the country where they were issued.
3. Upon submission of an application for the study cycle leading to the doctoral degree, charges are due, defined by the instituting entity.
4. The application shall be considered to be formalised when the required documents have been submitted and the charges due have been paid.
5. It is up to the administrative services responsible to carry out the procedural validation of the applications submitted.

Article 61

Application process protocol

1. After validation of the application, the competent administrative services refer it to the Scientific Council of the Organic Unit, or to the body in which it delegates, and the file must be appraised by it in a reasoned manner and decided, with a view to admission, in one of the following situations:
 - a) When the candidate holds a master's degree or pre-Bologna bachelor's degree in a related area to the scientific area of the doctorate;
 - b) In the cases provided for in item c) of paragraph 1 of Article 59.





2. In the context of the admission process, the candidate is summoned for interview, if the Scientific Council of the Organic Unit or body in which he delegates so determines, from which minutes are drawn up which are attached to the file.
3. The admission of an applicant under item c) of paragraph 1 of Article 59 may make the awarding of the degree conditional on passing curricular units of other study cycles awarding a bachelor's or master's degree in the same scientific area of the study cycle of to which he/she is applying, and this requirement shall be duly justified by the Scientific Council of the Organic Unit or by a body in which it delegates.
4. In the case of paragraphs 1, 2 and 3, the participation of the Director of the study cycle of or whom he/she delegates to, who is a PhD-holding member of the faculty of the study cycle, is mandatory.
5. The imposition of conditions under the terms of the preceding paragraph obliges the candidate to comply in advance of the public defence of the thesis.
6. It is up to the Scientific Council of the Organic Unit, or the body in which it delegates, based on the selection and serialisation process, laid down in Article 62, and according to the annually approved academic calendar, the approval of the list of candidates admitted and not admitted.
7. Rejecting an application to the study cycle does not grant the right to the return of the amounts paid, in any capacity, by the applicant.
8. Within the framework of specific regulation for each PhD programme, specific criteria for admissibility may be defined in the development of this Regulation.
9. In the case of cycles of studies in association, the specific regulations determine the norms to be complied with regarding the admission of candidates.

Article 62

Selection, serialization of applicants and registration and enrolment

1. Applicants who fulfil the conditions of access provided for in Article 59 of this Regulation, observing the minimum access score of 95 points on a scale of 0 to 200 points, are selected, serialised and listed in descending order, on a scale of 0 to 200 points, taking into account the following criteria:
 - a) The grade of the master's degree or legal equivalent, preferably in the area of the doctorate, or related areas, with a weight of 50%;
 - b) The candidate's curriculum, their scientific work and their research experience in a scientific area relevant to the doctorate, to be appraised by letter of motivation, in an interview held in-person or by videoconference, weighing 50%.
2. In the case of items b) and c) of paragraph 1 of article 59 of this Regulation, the grade provided for in item a) shall be replaced by the evaluation of the academic, scientific and professional curriculum and also by motivation, future professional expectations and portfolio.
3. In case of a tie, the younger student is preferred.
4. The specific regulation of the study cycle may establish complementary selection and serialisation criteria.
5. The list of candidates admitted and not admitted is approved by the Scientific Council of the Organic Unit, or by a body in which it delegates, and is published on the ULHT website.
6. From the decision of non-admission, the applicant can appeal to the Rector, within 5 working days from the posting of the notice provided for in the preceding paragraph.





7. The appeals submitted are appraised by the Rector, within 15 working days, and the decision rendered is unappealable.
8. After publication of the list of admissions, the applicant has 5 working days to formalise the registration and enrolment.
9. Registration and enrolment are carried out with the competent administrative services, either in person or digitally and charges are due, defined by the instituting entity.
10. Registration and enrolment in study cycles in association takes place according to specific regulations.

Article 63

Exemption of curricular units

1. Under the provisions laid down in paragraph 3 of Article 31 of Decree-Law 74/2006 of 24 March, in the wording given by Decree-Law 65/2018 of 16 August, attendance and completion of curricular units that are part of the doctoral course may be waived, in full or in part.
2. Exemption of curricular units is reserved for those who have a curriculum that shows that they have the competencies that the curricular units to be exempted aimed to impart, also considering the applicant's capacity for research in the area of the PhD.
3. Exemption of curricular units of the PhD programme is requested by the applicant to the Director of the study cycle at the time of formalisation of the application or at a time prior to enrolment in the programme, and the request must include:
 - a) the reasons for the exemption request, highlighting the aspects the applicant deems relevant to the analysis of the case;
 - b) The thesis plan, which refers:
 - i) the subject to be developed, including its relevance in the context of the PhD to which he/she is applying;
 - ii) the indication of the structure for the development of research work, including a schedule which allows an understanding of the defined stages;
 - iii) The line or area of research of the PhD in which the thesis will be prepared;
 - iv) the proposal of the work to be undertaken, arising from the supervision adopted in the research and beyond the preparation of the thesis;
 - c) Documents certifying training carried out and others that attest to the information indicated in the *curriculum vitae*;
 - d) *The curriculum vitae*, highlighting the major body of work for the analysis of the exemption;
 - e) The copy of work, publications of his/her authorship or co-authorship;
 - f) Other documentation required by specific regulation.
4. Deliberation on the request submitted by the applicant is made by a jury, which is integrated by the Director of the study cycle, who presides, and two PhD-holding lecturers of the study cycle, and may also integrate leading figures external to ULHT, with a total number of no more than five members.
5. The appointed jury meets to appraise the request submitted and issues a deliberation accompanied by a report containing:
 - a) Individual expert opinions of the members of the jury;
 - b) Final decision of the jury stating, in a justified manner:
 - i) the curricular units the applicant is exempted of;
 - ii) the curricular units the applicant is not exempted of;





- iii) The conditions imposed on the applicant, in particular the indication of the subject, area or specialty to follow in the development of his/her thesis, on the basis of the thesis plan presented under the terms laid down in paragraph 3.
- 6 - In advance of the decision, the jury may request an interview with the candidate for clarification, and minutes must be prepared, signed by those present, which are attached to the report.
- 7 - The jury may meet in person or by teleconference and against its deliberations, taken by majority, there is no appeal.
- 8 - The exempted curricular units are not assigned a grade.
- 9 - Between the time of submission of the request, which implies the submission of all the required documentation and the payment of the charges due, and the final decision of the jury no more than 20 working days may elapse, with suspension of the deadline between setting of the interview, should there be one, and it taking place.
- 10 - The specific regulations of each PhD programme may include complementary rules for the exemption of curricular units.

Article 64

Special thesis presentation regime

1. Applicants who meet the conditions for access to the study cycle leading to the doctoral degree defined in Article 59 may submit an original thesis, specially prepared for this purpose, or the work defined in paragraph 3 of Article 58, for the public defence of the doctorate, without enrolling in the study cycle and the possibility of dispensing supervision.
2. The submission referred to in the preceding paragraph shall be made to the competent administrative services, accompanied by the following documents:
 - a) Request to the Director of the study cycle in which the candidate justifies the submission of the thesis for public defence, relating the work developed with the scientific area of the doctorate;
 - b) *Curriculum Vitae* of the candidate;
 - c) Official documents providing that he/she meets the conditions for access to the study cycle leading to the doctoral degree in accordance with paragraph 1 of Article 59;
 - d) a copy of the thesis or work referred to in paragraph 3 of Article 58, following the rules in use at ULHT, in digital format;
 - e) Other documents that the candidate considers relevant such as a copy of published work and letters of recommendation.
3. The appraisal and decision on the acceptance of the request shall be carried out by a jury, appointed within the following 15 working days by the Director of the study cycle, who presides, with the following composition:
 - a) Two PhD-holding lecturers of the study cycle;
 - b) A PhD-holding lecturer, with work developed within the scope of the PhD, external to ULHT;
 - c) The supervisor, in those cases where the thesis was supervised.
4. Within 15 working days from being appointed, the jury deliberates on the acceptance or rejection of the thesis to be submitted the defence.





5. The jury's deliberation is taken by a majority of the members who constitute it, through a reasoned roll-call vote, and abstentions are not allowed.
6. In the event of a tie, the president of the jury has casting vote.
7. Should rejection be deliberated, the jury may propose enrolment in the PhD programme.
8. In those cases where the work has been accepted for final defence, the process follows the procedures laid down in paragraphs 6 and 7 of Article 66 and Articles 72, 73, 75, 77, 78 and 79 of this Regulation.

Article 65

Enrolment in the thesis

1. Students who are registered in the PhD programme may enrol in the thesis.
2. Without prejudice to the preceding paragraph, specific doctoral regulations may include specific rules.

Article 66

Appointing the supervisor and thesis registration

1. The preparation of the doctoral thesis must be carried out under the supervision of a professor or PhD-holding researcher of ULHT.
2. In exceptional cases, supervision by PhD-holding lecturers or researchers external to ULHT may be accepted, on the proposal of the Director of the study cycle, upon approval by the Scientific Council of the Organic Unit, or by the organ in which it delegates.
3. In duly justified cases, for preparation of the thesis, co-supervision by a lecturer with a PhD degree may be allowed.
4. The supervisor is appointed by the Director of the study cycle, on the proposal submitted by the PhD student, and given the express acceptance of the proposed lecturer or researcher.
5. With the submission of the proposal of supervision, the PhD student must also submit the subject and plan of the thesis, accepted by the proposed supervisor, and the competent services of ULHT will undertake its registration.
6. For the initial registration of the thesis, under the terms laid down in Ministerial Order 285/2015, of 15 September, the following elements are entered:
 - a) The identification of the institution, through the code assigned by the Directorate-General of Education and Science Statistics;
 - b) The degree (doctor);
 - c) The identification, through the code assigned by the Directorate-General of Education and Science Statistics, of the field of knowledge and specialty of the doctoral degree;
 - d) The identification and contact of the author;
 - e) The title of the work;
 - f) The disciplinary area of the thesis and the keywords that characterize it;
 - g) The identification of the thesis supervisor or supervisors;
 - h) The date of registration of the subject in the institution.





7. The initial registration of the doctoral thesis, provided for in the preceding paragraph, as well as the cancellation of its registration, carried out in accordance with Ministerial Order 285/2015 of 15 September, is the responsibility of the organic unit where the study cycle is integrated.
8. Changes to the initial thesis record are allowed:
 - a) To correct errors;
 - b) Derived from the amendment, in accordance with the law or regulation, of the elements set out in paragraph 6.

Article 67

Substitution of supervisor

1. The substitution of a supervisor is decided by the Director of the study cycle, in duly substantiated situations, in particular:
 - a) Upon request to the Director of the PhD programme submitted by the PhD student, indicating the name proposed for new supervisor;
 - b) At the supervisor's request for excuse.
2. In addition to the request referred to in item a) of the preceding paragraph, whenever possible, the Director of the PhD programme shall request a statement of agreement with the termination of supervision signed by the originally appointed supervisor.
3. The termination of supervision is confirmed by Order of the Director of the study cycle, who, in the same document, shall indicate the substitute supervisor.
4. The requests, decisions and orders issued are forwarded to the competent administrative services so that updates in the student's file can be carried out accordingly.

Article 68

Duties of the supervisor and of the supervised PhD student

1. The duties of the supervisors are:
 - a) To accompany the PhD student in the scientific preparation, the implementation of their research project and the preparation of the thesis, without prejudice to academic freedom and the right of the PhD student to uphold their scientific opinions;
 - b) To produce annual or bi-annual reports with indication on the evolution of the PhD student's work;
 - c) To recommend to the Director of the PhD programme and to the PhD student or give an expert opinion on the extension of the deadlines for the submission of the thesis to the jury;
 - d) To follow the presentation and defence of the thesis, observing the standards in use at ULHT;
 - e) To support the PhD student in the preparation of scientific papers or presentations derived from the research work;
 - f) To strive to comply with the deadlines set out in the thesis plan;
 - g) To validate the reports submitted by the PhD student within the scope of the PhD programme;
 - h) To accept the submission of the thesis for presentation to the jury, ensuring that it meets the required standards, arising from the research work developed and that it is free from plagiarism.
2. The duties of the PhD student being supervised are:





- a) To comply with the prepared thesis plan, carrying out the research project within the established deadlines, keeping the supervisor informed and allowing the monitoring of the work developed;
- b) To accept the supervisor's recommendations, safeguarding the right to uphold scientific opinions of their own;
- c) To develop a research activity that is intended to be autonomous, resorting to the supervisor whenever necessary and keeping them informed of the course of that research;
- d) To produce scientific papers, arising from the results of research, promoting their dissemination through publication in scientific journals with peer-review, conferences, symposiums and other means of dissemination, both national and international, keeping the supervisor and the Director of the PhD programme informed, delivering copies of these works for registration and always mentioning the affiliation to the PhD programme, research unit, should this be the case, and ULHT;
- e) To maintain an ethically appropriate research activity, not resorting to or taking actions contrary to the intellectual integrity required in the scientific community;
- f) To present and defend their work before the juries, welcoming the recommendations made;
- g) To authorize the dissemination of the results of the research, through electronic publication as laid down in the law;
- h) To fulfil their obligations to the University.

Article 69

Standards for the preparation of the thesis

1. The thesis must be delivered in digital format mode.
2. The thesis should be prepared in accordance with the standards in use at ULHT.
3. The language used to write the thesis is Portuguese including at least one abstract in English.
4. The specific regulations of the PhD programmes may allow the writing of theses in other languages, and should provide that the summary of the thesis, the introduction and the conclusion, be written in Portuguese.
5. The specific regulations of the PhD programmes in association, whether or not they are part of foreign institutions, may define rules for the preparation of theses, including the language in which they are presented, maintaining, as far as possible and with appropriate adaptations, the rules in use at ULHT.
6. It is up to the supervisors to ensure compliance with the standards for the preparation of theses.

Article 70

Preliminary jury

1. The work developed by the PhD student, when it is considered to be in an advanced stage of development, is subject to an examination before a preliminary jury.
2. It is up to the supervisor to indicate the moment when the PhD student must submit their work to the examination by a preliminary jury, submitting the proposal to the Director of the PhD programme, considering that the work to be presented is in an advanced state of preparation, albeit not yet completed.
3. The PhD student who is to submit to a preliminary jury must present:
 - a) The statement of the supervisor confirming that the work is in a position to be submitted to the appraisal of a preliminary jury, that it was supervised by him/her, and a statement by the PhD





- student, that the authorship of the thesis is his/hers, in compliance with the principle of academic integrity and truth and refusal of plagiarism and self-plagiarism;
- b) The *curriculum vitae* of the PhD student;
 - c) A copy of the work in accordance with the standards in use at ULHT, in digital format.
4. The preliminary jury is not a public defence and consists in the appraisal of the work developed to date by the PhD student.
 5. The preliminary jury is appointed by the Director of the study cycle, and includes:
 - a) The Director of the PhD programme, who presides:
 - i) With the possibility of delegating this function to a PhD lecturer, if he/she is the supervisor;
 - ii) With the possibility of delegating this function in a PhD-holding lecturer of the PhD programme;
 - b) A PhD-holding lecturer or researcher, external to ULHT, appointed main examiner;
 - c) At least two other members, to be appointed from the faculty of the PhD programme, who are specialists in the area in which the work is presented, one of whom being appointed examiner;
 - d) The scientific supervisor of the thesis.
 6. The appointed jury meets in person with the PhD student in a non-public examination, which consists of:
 - a) in the oral presentation of the work carried out, including an analysis of the thesis proposal presented and the result achieved so far, which should not exceed 30 minutes;
 - b) In the intervention of the examiners, which should not exceed 60 minutes, on the work presented and the proposals for further development;
 - c) In the intervention of the other members, excluding the supervisor, not exceeding 15 minutes, on the work presented and proposals for its further development;
 - d) After the interventions of the examiners and other members of the jury, excluding the supervisor, the candidate and the supervisor have 30 minutes to make comments and request clarification on the interventions made.
 7. After the presentation period and interventions is completed, the jury meets in private to prepare an expert opinion on the work presented.
 8. The examiners must submit their expert opinion on the work presented, explicitly indicating their analysis of the research conducted and the results achieved, and they may recommend improvements.
 9. On the basis of the opinions of the jury, a succinct report is issued indicating the appraisal of the examination and the work submitted, including necessary recommendations for further development of the work.
 10. After meeting of the jury, the PhD student is informed of the appraisal produced and he/she is given a copy of the report and the experts opinions produced.
 11. The examination by a preliminary jury does not result in a grade, but the final submission may be conditional on compliance with specific requirements.
 12. Of the examination by a preliminary jury minutes must be drawn up, which will be signed by the members of the jury present.
 13. The report and the expert opinions produced, as well as the minutes of the examination by preliminary jury will be included in the student's file.





14. As a complement, the regulations of each PhD programme may develop specific norms to be followed in their respective preliminary juries.
15. In those cases where there is express agreement of the president, the main examiner, the supervisor and the PhD student, the examination can be carried out by teleconference.
16. The meetings of the members of the jury, prior to the examination, may also take place by teleconference, and minutes are drawn up and signed, which are attached to the file.

Article 71

Thesis submission and validation

1. The thesis is submitted by the PhD student and can only take place if the following requirements are cumulatively met:
 - a) the doctoral student has completed the PhD programme, or has been exempt from it, or has submitted the thesis on a special regime under Article 64;
 - b) The PhD student has fulfilled all the requirements that may be imposed on his application and, likewise, the standards included in the specific regulation of the PhD programme;
 - c) A supervisor has been appointed;
 - d) The PhD student has precedingly registered the subject of the thesis, except in the cases provided for in Article 64 where provision laid down in paragraph 8 of that Article are followed;
 - e) The PhD student has undergone examination by preliminary jury;
 - f) The supervisor has signed a declaration of agreement with the submission of the thesis, and the PhD student submits a statement that he/she has authorship of the thesis, in compliance with the principle of academic integrity and truth and refusal of plagiarism and self-plagiarism;
 - g) The PhD student's financial situation with the institution is duly settled, including the charges due by the submission of the thesis.
2. Upon submission, the following shall be filed with the competent services:
 - a) A copy of the candidate's thesis and curriculum vitae in digital format;
 - b) The supervisor's statement of acceptance;
 - c) The statement that the PhD student acknowledges and agrees, in accordance with the legislation in force, that the thesis delivered is subject to mandatory deposit and registration respectively in an repository of the network of the Scientific Open Access Repositories of Portugal (RCAAP) and in the National Theses and Dissertations Register (RENATES) and that a hardcopy will be sent to the National Library of Portugal.
3. Data subject to restrictions or embargoes are subject to specific regulations.
4. The thesis shall be considered submitted after validation of compliance with the terms laid down in paragraph 1 and the documents requested in paragraph 2 have been filed, and a declaration of conformity has been issued.
5. After the validation of submission, the documents referred to in paragraph 2, accompanied by the declaration of conformity referred to in the preceding paragraph, shall be sent to the Scientific Council of the Organic Unit, or to the body in which it delegates within 10 working days, for appointment of the final jury.





Article 72

Appointing the final jury

1. The Scientific Council of the Organic Unit, or the body in which it delegates, in possession of the elements referred to in the preceding article, upon hearing the Director of the study cycle, has 15 working days to make a proposal for the composition of the doctoral jury, under the terms of Article 73.
2. The members to be proposed for the jury should be contacted in advance confirming their willingness to integrate it.
3. The proposal for the appointment of a jury, accompanied by a copy of the thesis, shall be sent to the President of the Scientific Council of the organic unit within the period set out in paragraph 1.
4. Within 5 working days from the date of approval of the composition of the jury, the President of the Scientific Council of the organic unit makes the request for homologation of the jury by the Rector, who has 15 working days to issue the order of appointment.
5. The Rector may reject the nomination proposal submitted, whereupon he/she shall request the President of the Scientific Council of the organic unit to replace the proposed members.
6. The jury nomination process must be completed within 40 working days.

Article 73

Composition of the Doctoral Jury

The doctoral jury is constituted by:

- a) The Rector, who presides, or by whoever receives delegation from him for this purpose;
 - b) A minimum of six PhD-holding members including:
 - i) The supervisor;
 - ii) The director of the PhD programme, who can delegate representation to a PhD-holding lecturer of the PhD programme;
 - iii) Two PhD-holding lecturers of ULHT;
 - iv) Two PhD-holding lecturers from other higher education or research institutions, national or foreign.
 - c) Whenever there is more than one supervisor, only one may integrate the jury, with the exception of the provision of paragraph
2. In the study cycles in association with foreign higher education institutions, whenever there is more than one supervisor, two supervisors may participate in the jury, and in this situation the jury consists of a minimum of six PhD-holding members as provided for in item a) of paragraph 1.
 3. In cases where the Rector takes on the role of supervisor, the president of the jury is mandatorily delegated.
 4. In cases where the Director of the PhD programme takes on the role of supervisor, he/she must delegate the post set out in subitem ii) of item b) of paragraph 1.
 5. In the composition of the jury at least three of the members must be lecturers or researchers in the scientific field of the thesis.
 6. In exceptional cases, duly substantiated, the jury may include a leading figure of recognized competence in the scientific area in which the thesis is integrated.





7. In cases where, as an alternative to the thesis, work is submitted under paragraph 3 of Article 58, the constitution of the jury follows the provisions laid down in this Article.

Article 74

Functioning of the jury and acceptance of the thesis

1. After the order of appointment, the president of the jury promotes the scheduling of the first meeting, of the jury sending the following elements to the appointed members:
 - a) A copy of the thesis;
 - b) A copy of the candidate's *Curriculum Vitae*;
 - c) A summary of the candidate's academic background in the PhD programme, including:
 - i) The regime in which he/she undertook the curricular part;
 - ii) Information of any grades received;
 - iii) Other information considered relevant for the appraisal of the PhD student's path.
 - d) Copy of the declaration of conformity signed by the supervisor.
2. The provision of the elements referred to in paragraph 1 is the responsibility of the Director of the PhD programme is carried out in digital format.
3. The members of the jury shall issue an opinion relating to the work submitted and indicate the acceptance or rejection of the thesis for public defence within a maximum of 30 working days from the date of submission of the work.
4. In a private meeting, which can take place by teleconference, the jury is responsible for:
 - a) On the basis of the opinions issued, assessing the thesis and deciding:
 - i) To accept it for public defence, confirming compliance with the necessary requirements, including any recommendations made in prior jury evidence;
 - ii) To refuse it, with due reason, for public defence, issuing a report that informs the candidate of the changes necessary to meet the requirements for acceptance.
 - b) Naming, among its members, two examiners, at least one of which external to ULHT;
 - c) Establishing the deadline to be given the candidate to submit the suggested corrections with the rejection of the thesis, within a period of no more than 90 working days, considering that absence of presentation or presentation after the deadline shall be considered withdrawal, with the consequent fail grade;
 - d) Set the date and time of the public defence.
5. The jury may meet prior to the public defence as many times as it deems necessary.
6. In cases where the situation provided for in subitem ii) of item a) of paragraph 4 occurs, after submission of the corrected thesis, the jury shall hold a new meeting for acceptance or rejection of the work.
7. If the corrected work is refused, under the terms of the preceding paragraph, the candidate is considered to have failed.
8. After issuing the appointment order, the public defence of the thesis shall take place within a maximum period of 60 working days.





9. From the period referred to in the preceding paragraph shall be excluded the situations in which the initial formulation has been refused, whereupon the period of 60 working days shall be set from the submission of the reformulated thesis.
10. The deliberations of the jury are taken by majority, and abstentions are not allowed.
11. The president of the jury has casting vote.
12. The deliberations taken are conveyed to the PhD student and there is no appeal against them.
13. Of the jury meetings minutes are drawn up, which are signed by all the members present, and the documents produced by the members of the jury, which are an integral part of the student file, shall be attached.

Article 75

Scheduling the public presentation and defence of the thesis

After the thesis has been accepted, under the terms laid down in the preceding article, and observing the date defined for the public examination, the Rector issues an order to schedule the public defence of the thesis, which is posted in notice and must include:

- a) The name of the PhD student;
- b) The PhD programme in which the thesis is presented;
- c) The title of the thesis;
- d) the name of the supervisor or supervisors;
- e) the composition of the jury, with the information of the institution of provenance and the position to be held in the jury;
- f) The date and place of the public examination.

Article 76

Public defence of the thesis

1. The public defence of the thesis consists in the presentation and discussion of an original thesis, or of work submitted under paragraph 3 of Article 58 of this Regulation.
2. In the public defence of the thesis, the presence of the following elements is mandatory:
 - a) the PhD student;
 - b) the president of the jury;
 - c) the examiners;
 - d) the supervisors;
 - e) the majority of the remaining appointed members.
- 3 - The president of the jury may authorize the participation of members of the jury by teleconference in any number, provided that technical conditions enable their full participation, and this situation is duly reported in the minutes.
- 4 - At the time and place scheduled for the public defence, the president of the jury begins the examination.
- 5 - The public defence of the thesis consists of the public discussion of the thesis which, after presentation by the President, takes the following order:
 - a) The PhD student is granted a period of 30 minutes for the presentation of the thesis;





- b) The examiners are granted a period of 60 minutes, equally divided among them, for comments and addressing questions to the doctoral candidate;
 - c) The PhD student is granted a period of time equal to that used by the examiners to answer, and cannot exceed 60 minutes;
 - d) The remaining members of the jury are granted a period of 10 minutes to intervene;
 - e) The PhD student is granted a period of time equal to that used by the other members of the jury to answer, and cannot exceed 10 minutes;
 - f) The supervisor is granted a period of 10 minutes to intervene.
- 6 - The public discussion of the thesis cannot exceed 180 minutes.
- 7 - The jury may propose corrections and reformulations to the written part of the thesis, to be inserted in the final version to be submitted.
- 8- Of the examination minutes shall be drawn up in accordance with paragraph 4 of article 77.

Article 77

Final decision of the doctoral jury

1. After the end of the public discussion of the thesis the jury meets in private to appraise the performance of the PhD student and deliberate on the final grade to be attributed, being able to:
 - a) Approve the PhD student;
 - b) Fail the PhD student.
2. Approving the PhD student may be conditional on the submission, within a period defined by the jury and never in excess of 30 working days, of minor corrections to the thesis presented.
3. The vote is nominal, accompanied by an individual opinion considering the performance of the PhD student and the written work submitted, and the final decision is taken by majority, abstentions not being allowed.
4. Of the jury meeting and the public defence single minutes shall be drawn up, to which individual opinions and votes are attached, expressly referring the result of the vote and any mentions that the jury will determine under the terms of Article 72.

Article 78

Process of assigning the final grade

- 1 - The process of awarding the final grade considers any grades that the PhD student may have received the doctoral programme and the merits of the thesis and public presentation.
- 2 - The final grade, deliberated by the jury under the terms laid down in the preceding article is expressed with one of the following formulas:
 - a) Approved;
 - b) Failed.
- 3 - To doctoral candidates that have been approved, the jury may decide to award one of the following mentions, which will be recorded in the minutes and in the documents to be issued:
 - a) Approved with distinction and praise;
 - b) Approved with distinction.
- 4 - The mentions referred to in the preceding paragraph shall be recorded in the information of the decision-making which may be by majority or by unanimity.





Article 79

Depositing the thesis

1. After completing the examinations or completion of the deadline set out in paragraph 2 of Article 77, the PhD students have 15 working days to deliver to the organic unit the final version of the thesis, in a copy in digital format, and two hardcopies, with any corrections the jury may have proposed.
2. It is for the president of the jury, or someone appointed by him/her, to verify the conformity of the final version of the thesis and, after validation, accompanied by the minutes of public defence, to deliver it to the competent services which, within 60 days from the date of awarding of the grade, in accordance with the legal terms, shall:
 - a) deposit the entire contents in a repository that integrates the Network of Scientific Open Access Repositories of Portugal (RCAAP);
 - b) register the awarding of the degree with the National Theses and Dissertations Register (RENATES);
 - c) send a hardcopy to the National Library of Portugal.
- 3 – Doctoral theses, the papers provided for in item a) of paragraph 3 of Article 58 and the written reasons referred to in item b) of paragraph 3 of the same article shall be subject to mandatory registration, referred to in Article 49-A of Decree-Law 74/2006 of 24 March in its current wording.

Article 80

PhD in Joint-Tutelage Regime

- 1- Students of a PhD programme of ULHT may request the Joint-Tutelage Regime by signing a Joint-Tutelage Agreement under the terms laid down in a specific regulation.
- 2- Students enrolled in another Institution in a PhD programme similar to an existing ULHT programme may, complying with the requirements imposed by Article 59 of this Regulation, and in accordance with the rules defined in the Joint Tutelage Regime, request enrolment in the similar course at ULHT, under the Joint Tutelage Agreement.
3. To the students referred to in the preceding paragraph, the process of admission and enrolment in the PhD program complies with the provisions of the specific regulation of the Joint Tutelage Regime and the Joint Tutelage Agreement is the supporting document for the purposes of application and enrolment, replacing:
 - a) the procedures defined in Articles 60 and 61 and 62, this Agreement ensuring that the administrative requirements necessary for enrolment in the PhD programme are met;
 - b) the procedure for the exemption of curricular units as defined in Article 63 of this Regulation;
 - c) the appointment of supervisor defined in Article 66 of this Regulation.
4. The initial registration of the thesis referred to in paragraph 6 of Article 66 of this Regulation shall be made on the basis of the provisions of the Joint Tutelage Agreement.
5. The Joint Tutelage Agreement shall determine the specific procedures to be observed in compliance with the requirements for the preparation and presentation of the thesis, and amendments may be defined:
 - a) To the rules for the preparation and presentation of the thesis, set out in Article 69;
 - b) To the rules applicable to a preliminary jury under the terms of Article 64, which may be waived or replaced by other elements;
 - c) To the terms laid down in Articles 71 to 78.





6. The language in which the thesis will be written and presented is stated in the Joint Tutelage Agreement, and it is mandatory to submit an extended summary in Portuguese, whenever this is not the language of the thesis.
7. The student in Joint Tutelage Regime shall undergo a public PhD examination only once, in the Institution defined in the Joint Tutelage Agreement, and the result shall be validated by the Partner Institutions.
8. After completion of the examinations, the Partner Institutions carry out the necessary exchange of documentation for the procedural instruction following the provisions of this Regulation for the purposes of registration of the thesis and issuance of final certification which should mention the Joint Tutelage Regime.
9. The rules to be defined in the Joint Tutelage Agreement shall comply with the legislation and regulations in force in each of the institutions and shall prevail over the rules laid down in this Regulation.

CHAPTER VII

Title of European PhD

Article 81

Conditions for awarding the title of European PhD

1. The title of European PhD does not constitute an academic degree, constituting only a title associated with the degree of doctor awarded by ULHT.
2. Awarding the title of European PhD presupposes, in addition to the requirements applicable to programmes taught at ULHT, compliance with the following conditions cumulatively:
 - a) A period of study or research at a university in another European country, in the context of the preparation of the thesis, with a minimum duration of one quarter;
 - b) The existence of two expert opinions in favour of the acceptance of the doctoral thesis, issued by lecturers belonging to two higher education institutions in two European countries other than the one where the thesis will be defended, which should be expressly referred to in the minutes of the first meeting of the jury, being attached to them;
 - c) The inclusion in the PhD jury of a member from a higher education institution from another European country other than that where the thesis will be defended;
 - d) That part of the defence of the doctoral thesis be made in an official language of the European Community, different from that of the country where the thesis will be defended, which must be expressly referred to in the minutes of the defence.
3. The terms under which the period of study or research in a different European country, referred to in item a) of the preceding paragraph, shall be defined by means of a protocol signed between ULHT and the host higher education institution or by means of a letter of acceptance signed by the host institution.
4. The appointment of the member to which item c) of paragraph 2 refers to shall be made in accordance with articles 73 and 74 of this Regulation.



Article 82

Instruction of the process for awarding a European PhD

1. The request, with a view to the preparation process for the title of European PhD, shall be addressed to the Rector of ULHT at a time prior to the period to which item a) of paragraph 2 of the preceding article refers to, accompanied by:
 - a) Proof of acceptance by the director of the PhD programme;
 - b) Proof of the existence of a protocol, or letter of acceptance, for the period referred to in item a) of paragraph 2 of the preceding article.
2. In possession of the required documentation, the Rector has 15 working days to decide on acceptance.
3. The formalisation of awarding the European PhD is carried out when the requirements set out in the preceding article are fulfilled, always after approval in the defence of the PhD thesis, and the process is handled with the following elements:
 - a) certificate proving that a period of study or research was carried out in accordance with item a) of paragraph 2 of the preceding article;
 - b) Minutes of the first jury meeting;
 - c) Minutes of proof of presentation and public defence of the thesis;
 - d) Expert opinions referred to in item b) of paragraph 2 of the preceding article;
 - e) Mention of the language in which a part of the defence of the thesis was carried out.
4. Having complied with the formalisation referred to in paragraph 1, and having met the requirements of the preceding article, the case is tacitly granted, and a certificate proving the title of "European PhD" shall be issued and the reference "European PhD" shall be inscribed in the doctoral charter.
5. Of the procedure referred to in paragraph 1, as well as of that referred to in paragraph 3, charges are due, which are defined by the instituting entity.

CHAPTER VIII

Final Provisions

Article 83

Suspension of deadlines

The deadlines laid down in this Regulation refer to working days and are suspended during the period of academic holidays.





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Article 84

Repeal provision

Amendment 1 and Joint Order 11/2019 of 25February, which approves ULHT's Pedagogical Regulation, are repealed.

Article 85

Doubts and omitted cases

The doubts or gaps raised by the application of this Regulation shall be decided by joint order of the Rector and the Administrator, as well as by the application of the legislation in force.

Article 86

Entry into force

This Regulation shall enter into force on the day of its homologation.

*(Homologated by Joint
Order 30/2019, of 10/07).*

