

REGULATION

FOR THE DOCTORAL DEGREE

OF THE UNIVERSIDADE EUROPEIA

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Validation by the Rector:

CHAPTER I
GENERAL RULES

Article 1

Doctoral degree award

1. The Universidade Europeia confers the degree of doctor in one of its branches of knowledge, which can, where applicable, be deployed in one of its fields of study.
2. The Universidade Europeia confers the degree of doctor to those who meet the following requirements:
 - a) Have the ability to systematically understand a given scientific field of study;
 - b) Possess competencies, skills and research methods of a given scientific field;
 - c) Own the ability to design, plan and carry out meaningful research respecting the requirements imposed by academic quality and integrity standards;
 - d) Have carried out a significant set of original research or artistic production work that has contributed to the widening of the frontiers of knowledge, arts and culture and which deserve national or international dissemination in peer-reviewed publications or in high-level cultural and artistic events;
 - e) Are able to create, critically analyze, and synthesize new and complex ideas;
 - f) Can communicate with their peers, the rest of the academic community and society at large about the area in which they are specialized;
 - g) Are able to promote technological, social or cultural progress in an academic and or professional context in a knowledge-based society.

Article 2

Organization

1. The study cycle leading to the doctoral degree includes the drafting of an original thesis, expressly conceived for this purpose, which is appropriate for the nature of the field of knowledge or specialty in question.

2. For duly justifiable reasons, and taking into account the nature of the field of study or expertise, the Scientific Council may authorise that the drafting of an original thesis be replaced by:
 - a) The collection, duly framed by an introduction, bibliographic review, discussion and general conclusions, of a coherent and relevant set of at least 3 scientific publications, where the original contribution of the candidate to science is clear, and which have been published or accepted for publication in journals with peer review of international recognized merit, and bear a Digital Object Identifier (DOI) which was mainly given during the period of enrollment in the doctoral study cycle; or
 - b) A work or set of works or achievements in the field of the arts, of an innovative quality, in which the original contribution of the candidate is clear, accompanied by written reasons that explain the design and conception process, the research capacity, and its framework for the evolution of knowledge in the specific field.
3. The regime defined in the preceding paragraph shall take into account the nature of the field of knowledge or specialty of each study cycle leading to the doctoral degree. Hence its application depends on it being foreseen in the specific regulations of each doctoral degree.
4. Depending on the study cycle-specific regulation, the doctoral degree may include the compulsory attendance of curricular units for doctoral candidates to deepen their scientific knowledge, which constitute the so-called doctoral course. The respective regulations also contain the curricular structures, study plans and credits, as well as possible conditions under which the doctoral students may be excused from attending a particular curricular unit and those curricular units which are compulsory for the furtherance of the said studies.

Article 3

Terms of admission

1. The following candidates may apply for the study cycle leading to the doctoral degree:
 - a) Holders of a Master's Degree or legal equivalent;
 - b) Holders of a Bachelor's degree, or legal equivalent, with a particularly relevant school or scientific curriculum that is recognized as relevant for the particular study cycle by the Scientific Council;
 - c) Exceptionally, holders of a school, scientific or professional curriculum that is recognised as proof of the ability to carry out this study cycle by the Scientific Council.
2. In the cases subject to points (a) and (b) of the preceding paragraph, the regulations of each study cycle leading to the doctoral degree may require a minimum mean average.
3. The Scientific Council retains the power to decide on which candidates to admit, taking into account the rules and regulations of the respective degree.
4. The recognition referred to in paragraph 1 (b) and (c) is applicable exclusively for the purpose of providing access to the doctoral degree study cycle and does not confer on the holder any equivalence or recognition of the degree of bachelor or master.

Article 4

Supervision

1. The work leading to the preparation of the thesis should be conducted under the guidance of a professor or researcher with a PhD degree specializing in the nuclear scientific area of the study cycle.
2. The Scientific Council appoints the supervisor, based on a proposal from the doctoral student and the prior opinion of the study cycle Scientific Committee, upon the proposed advisor's declaration of acceptance.

3. If the designated supervisor is not a member of staff of the Universidade Europeia or any of its Faculties, the Scientific Council shall appoint a second supervisor, professor or researcher with a doctoral degree who is a Universidade Europeia faculty member.
4. The supervisors must effectively and actively guide the doctoral student in their research and with the drafting of the thesis or equivalent works, while preserving the academic freedom of the doctoral student and their right to defend their own scientific standing.
5. Supervisors may, at any time, request the Scientific Council to waive the said guidance upon duly justifiable reasons. Likewise, doctoral candidates may submit a request to change their supervisor for duly justifiable reasons and upon a declaration of acceptance from the proposed new a supervisor.
6. It is up to the Scientific Council to examine and decide on requests for resignation or change of advisor or advisors, which are duly substantiated.
7. The regulations of each doctoral degree study cycle determine the procedures for the ongoing supervision of the doctoral work, which may require a presentation of the work plan by the doctoral student and its discussion before a jury.

Article 5

Special regime for the doctoral degree thesis or work presentation

1. According to Article 33 of the Legal Regime of Degrees and Diplomas of Higher Education, Decree-Law No. 74/2006 of March 24, republished by Decree-Law No. 65/2018 of August 16, applicants who meet the requirements for admission to the study cycle leading to a doctoral degree may apply for the submission of a thesis, or the documents provided for in Article 31(a) and (b) of Article 31, for the Viva Voce without enrolling in the study cycle referred to in Article 31 and without the supervision referred to in Article 38a of the same diploma.
2. It is up to the Scientific Council to admit the applicants, upon the examination of the applicant's curriculum, the adequacy of the documents submitted for the field of

knowledge or the specialty of the doctoral degree and the approval of the Scientific Committee.

3. Viva Voce and public presentations of doctoral degrees subject to this special regime require the payment of the applicable fees.

Article 6

Thesis or equivalent work registration

1. Doctoral theses require registration:
 - a) Within 60 working days after the enrolment date in the study cycle, if class attendance for the doctoral course is not required;
 - b) Within 60 working days after the doctoral course is concluded as planned.
2. The thesis or equivalent works are registered for a strict period of five years, except in the case of the suspension provisions mentioned in this Regulation.

Article 7

Thesis theme registration

1. The thesis theme will be registered in accordance with the applicable legal regime.
2. For the purposes of the registration provided for in paragraph 1, for each applicant wishing to obtain a doctoral degree, the Universidade Europeia shall communicate to the Observatory for Science and Higher Education, within 10 days from the submission of the application, the following information:
 - a) Name of the doctoral degree student;
 - b) Thesis plan title;
 - c) Field of study and key-words;
 - d) The Institution awarding the degree;
 - e) Name of supervisor;
 - f) Doctoral thesis theme registration date.
3. The data registered with the Universidade Europeia are maintained until the thesis is concluded, according to the legislation applicable to the protection of personal data.

4. Should the data be inaccurate or incorrect, the doctoral student may directly request that the Observatory for Science and Higher Education correct it, subject to the legislation applicable to the protection of personal data.

Article 8

Duration of the theme registration

1. The registration of the subject of the doctoral degree is valid for three years and can be renewed only once:
 - a) for one more year in the case of students enrolled on a full-time basis;
 - b) For a further three years in the case of students enrolled on a part-time basis.
2. The renewal of the registration requires the re-enrolment in the second or third year of the curriculum and the payment of the respective tuition fees.

Article 9

International joint degree agreements

While the thesis is being drafted, international joint agreements may be established with other foreign higher education institutions which are legally qualified to award the doctoral degree, or the equivalent thereof, for the drafting and discussion of the thesis, and the constitution of the doctoral jury in accordance with the applicable regulations.

Article 10

Thesis and equivalent works

1. The presentation of the doctoral thesis, or equivalent works, must comply with the stipulations in this Regulation and the regulations of each cycle of studies leading to the doctoral degree.
2. The cover of the thesis shall include, inter alia, the name of the University and Faculty, the title, the mention that the document is a Provisional document, the field of study and, if any, the speciality of the doctoral degree, the name of the author, the name of the supervisors, the year of completion, the indication that it

is a document specially prepared for the obtention of the doctoral degree, and in the case of partnered or joint degrees, the identification of the institutions involved.

3. The cover page must be identical to the cover of the thesis and may mention any collaborations or funding entities.
4. The thesis should include abstracts in Portuguese and in another official language of the European Union, with a maximum of 300 words each, and up to 5 keywords also in Portuguese and in another official language of the European Union, as well as indexes.
5. In accordance with the specific regulations, when the thesis is written in a foreign language, it must be accompanied by a more detailed abstract in Portuguese, with an extension of between 1200 and 1500 words.
6. The regulation of every study cycle leading to a doctoral degree may include situations in which, by their nature or because they are developed in collaboration with business entities, it is necessary to guarantee a level of confidentiality concerning the documents produced and the following procedures must be ensured:
 - a) The title, abstract and keywords (both in Portuguese and in the official language of the European Union) cannot be confidential;
 - b) Jury members must accept and sign a confidentiality agreement;
 - c) The text of the thesis or equivalent works, which become public, must be reviewed and authorized by the entity that requires confidentiality, and the data and/or results considered confidential must be included in an annex, in a separate volume, which is distributed only to the members of the jury;
 - d) The defense of the thesis/viva or equivalent works is carried out in a public presentation.

Article 11

Application for Admission to public presentations/viva voce

1. The thesis or equivalent works are handed in exclusively in digital format.
2. Paragraph 1 applies to all stages of the submission of the thesis or equivalent works.

3. Under penalty of preliminary rejection, when applying for admission to defend the thesis or equivalent works, the doctoral student must submit, to the academic services the following material:
 - a) 1 copy of the thesis in a digital, non-editable format;
 - b) 1 digital copy of the written grounds, when the doctoral degree includes a work or achievements of an innovative nature;
 - c) 1 copy of the updated curriculum vitae, in digital format;
 - d) The provisions of paragraphs 1 and 2 do not dispense with the need to deliver a paper copy of the doctoral thesis and equivalent works, as well as the written grounds for works or achievements of an innovative nature, for the purposes of legal deposit in the National Library of Portugal;
 - e) A declaration on the availability for digital consultation through the Digital Repository of the Universidade Europeia;
 - f) Declaration of ethical commitment to the values of academic integrity.

Article 12

Viva voce examiner proposal

The Scientific Committee of the doctoral degree accepts the application for admission to the viva voce and submits the proposal for the constitution of the jury to the Scientific Council.

Article 13

Constitution of the jury

1. The jury of the doctoral degree consists of:
 - a) The Rector, who presides, or whomever he appoints, however, this role cannot be assigned to one of the supervisors;
 - b) A minimum of four PhD examiners, one of whom may be the supervisor.
2. Whenever there is more than one supervisor, only one can be on the jury.
3. Under no circumstances may the number of the members of the jury exceed six.

4. At least two of the members of the jury referred to in paragraph 1 (b) are required to be professors and PhD researchers from other national or foreign higher education or research institutions, and no external supervisors may be appointed to play this role.
5. A renowned researcher/personality in the field of study of the doctoral thesis/equivalent works may also be a member of the viva voce jury.
6. The jury must include at least three professors or researchers from the scientific areas of the thesis or equivalent works, one being external.
7. The deliberations of the jury are taken by a majority of its members, through justified roll-call voting, and abstentions are not allowed.

Article 14

Appointment of the jury

1. The Scientific Council proposes the constitution of the jury, as suggested by the Scientific Committee, within 30 working days after the thesis or equivalent works are delivered, in digital format.
2. The Rector appoints the jury within 10 working days.
3. The appointment order is communicated in writing to the doctoral student and published on the Universidade Europeia Website.
4. After the appointment of the jury, a copy of the thesis or equivalent works is made available to each member of the jury.

Article 15

Acceptance of the thesis or equivalent works

1. Within 60 working days following the announcement of the appointment of the jury, the president of the jury convenes a meeting to set a date for the viva voce, the appointment of the main examiners, the order and the duration of each intervention, or, alternatively, the justified recommendation to the candidate to reformulate and resubmit the thesis or equivalent works.

2. Instead of the jury meeting, the president may request the members to give their written statements on the justified recommendation referred to in the preceding paragraph.
3. If there is unanimity in the deliberations relating to the conditions of acceptance of the thesis or equivalent works and the order and duration of each intervention, the jury meets before the beginning of the public defense/viva to ratify the decisions of the jury.
4. Should unanimity fail to be reached, the chairman of the jury shall convene the meeting provided for in paragraph 1 of this article, which may be held in person or in a synchronous remote meeting, namely by a videoconferencing system.
5. If the jury justifiably recommends the reformulation and resubmission of the thesis or equivalent works, the doctoral candidate has a period of 120 working days, which cannot be extended, during which he/she can reformulate it or declare the intension to maintain the thesis/equivalent works as initially presented.
6. If, after the period referred to in the preceding paragraph, the doctoral candidate has not altered the thesis or equivalent work or has not declared the intension to maintain them as initially presented, the doctoral student will be deemed to have decided not to continue his doctoral work and his/her registration will be cancelled.
7. The doctoral viva voce is scheduled by edict, signed by the president of the jury, within 30 working days from the date on which the thesis or equivalent works were accepted by the jury or, in the case of alterations to a thesis, the date on which the doctoral candidate resubmitted the thesis or equivalent works, or that of the statement announcing that he/she does not intend to make the said alterations.

Article 16

Thesis or equivalent works viva voce

1. The viva voce consists of the public assessment and discussion of an original thesis or equivalent works, the total duration of which shall not exceed one hundred and fifty minutes and may only take place in the presence of the President and more than half of the other members of the jury.

2. The public discussion begins with the presentation of the thesis or equivalent works by the doctoral student, which may not exceed twenty minutes.
3. All members of the jury may intervene in the public discussion of the thesis or equivalent works, according to the allocated time for each one, and the interventions of the members of the jury may not exceed half of the time available for the overall discussion.
4. To reply, the doctoral student has a period of time identical to that used by the members of the jury.
5. The regulations of the study cycles may provide for the possibility for members of the assistance, in particular the supervisors who are not part of the jury, to intervene in the discussion, provided that they are so authorized by the President.
6. The viva voce may take place in Portuguese or in another official language of the European Union, or both, provided that it is understood by the doctoral student and the members of the jury.
7. The president of the jury may authorize the participation of a number of members not exceeding 50%, by teleconference, provided that there are technical conditions for full participation in the viva voce of all members of the jury, ensuring their access to audio and video at all stages of the viva.

Article 17

Jury deliberations and doctoral degree award

1. After the viva voce, the jury meets to consider and deliberate on the final evaluation of the doctoral student, the result being “Refused” or “Approved”.
2. The academic degree of PhD can be awarded by the jury with a final classification of “Approved with Distinction”, taking into account the classifications obtained in the curricular units of the doctoral course, if any, and the quality of the thesis or equivalent works, assessed in the public examination (viva voce) by unanimous recognition of the jury.
3. Apart from the classification of “Approved with Distinction”, the jury may also award the classification of “Approved with Distinction and Praise” in cases where

both the doctoral student's work and thesis are unanimously considered to possess a level of exceptional relevance.

4. The deliberations of the jury shall be taken by a simple majority of its members, by means of a justified roll-call vote, abstentions not being allowed, except in the case of the final classifications expressed in 2 and 3.
5. In the event of a tie, the president of the jury shall have the casting vote.
6. The minutes of the meetings of the jury are drawn up, mentioning the votes of each of its members and their deliberations, which may be unanimous or apply only to some members of the jury.
7. Should the viva voce occur through videoconferencing, the jury meeting should also be held in this format, and the president of the jury shall certify that the declarations and votes of the members of the jury are verbum pro.
8. In the case of approval, the minutes of the viva voce should expressly state that the jury has obtained proof that the candidate has met the requirements laid down for the award of the doctoral degree.
9. Any corrections to the thesis or equivalent work requested by the jury following the public discussion are contained in a document annexed to the minutes of the viva voce.
10. The thesis or equivalent works are considered to be definitive after the viva voce or after confirmation of the introduction of the required corrections by the president of the jury.
11. The doctoral student delivers a digital, non-editable copy of the definitive thesis or equivalent works within 30 working days.
12. The cover of the thesis, or equivalent works should contain the name of the University, the title, the field of study and, if any, the speciality of the doctoral degree, the name of the author, the name of the supervisors, the year of completion, the indication that it is a document specially prepared for the obtention of the doctoral degree and, in the case of degrees awarded jointly or by a partnership, the identification of the institutions involved.

13. The cover page should be identical to the cover of the thesis, but with mention of the members of the jury, according to the announcement of the viva voce, and may also mention any collaborations and funding entities.

Article 18

Doctoral degree award

The doctoral degree is awarded to those who have obtained approval in the public act of defense (the viva voce) of the thesis or equivalent works.

Article 19

Certificate and doctoral letter

The award of a PhD is attested by a certificate, generally known as a diploma, and by the doctoral letter, which is optional, accompanied by the supplement to the diploma. These documents are requested and issued by Academic Services, within a maximum of 90 working days, after being requested.

Article 20

European Doctorate

Under the Universidade Europeia's own regulations, the label referring to the European Doctorate may be included in the registration certificate, as well as in the certificate or doctoral letter, if requested.

Article 21

Parenthood, prolonged illness or other situations

1. Periods resulting from parenthood, prolonged illness or other situations - recognized as such by the scientific committee of the degree within the legal framework in force on the date of their occurrence - suspend the counting of time for submission of doctorate theses or equivalent works.

2. The situation mentioned in the previous number does not suspend the payment of due tuition fees which the doctoral student must pay in accordance with the terms and deadlines provided.
3. By the deadline for submission of these works, the time corresponding to the suspension is added without any additional fee.
4. Only PhD students without outstanding fees may take advantage from the conditions mentioned in the previous number.

Article 22

Part-time study

1. Specific regulations may provide that the degree leading to the PhD is partially carried out on a part-time basis, namely in the case of working students.
2. A part-time tuition fee is applied to the part-time regime.
3. A doctoral student may not be enrolled on a part-time basis for more than six years. Each year on a part-time basis corresponds to half a year on a full-time basis, taking into consideration maximum and minimum duration of the degree.

Article 23

Copyright

1. Copyright resulting from the R&D activities carried out within the studies leading to the PhD is covered by the Copyright Regulations of the Universidade Europeia and by the general terms of the Código da Propriedade Industrial and Código dos Direitos de Autor e Direitos Conexos.
2. When the degree leading to the PhD is carried out in association with other higher education institutions, national or foreign, or when the activities take place in various entities with their own regulations, copyright resulting from R&D activities is regulated by agreement between the entities in question and the student.

Article 24

PhD Regulations

1. In accordance with this regulation and due legislation, the rules for the specific subjects of the PhD degree shall be approved, which will include:

- a) The rules regarding admission to the PhD and the selection criteria, as well as the application rules and the presentation;
- b) The possible existence of a PhD and, when it exists, the curricular structure and study plan and the situations in which attendance can be waived or in which attendance may be fundamental for the continuation of studies;
- c) The supervisor appointment process and the rules to follow;
- d) The rights and obligations of doctoral students, as well as the procedures for monitoring doctoral work;
- e) The maximum and minimum number of years of enrollment as a doctoral student for full-time and part-time students;
- f) The conditions for preparing the thesis or the presentation of equivalent works;
- g) The rules on the maximum deadlines for the submission of the provisional thesis or equivalent works and possible extension;
- h) The rules for the presentation of the thesis or the presentation of equivalent works;
- i) The possible existence of reports prior to the Viva Voce;
- j) The rules on the Viva Voce of the thesis or equivalent works, including the definition of the maximum time for presentation;
- k) The procedures to be adopted in the Special Regime for the presentation of the thesis or PhD work;
- l) The procedures and criteria to be adopted for the award of the qualification of "Approved with Distinction and Praise".

2. The regulations provided for in this Article may apply to each of the degrees or, alternatively, be common to a number of degrees.

3. The document and information models to be adopted in any process related to the PhD are approved by rector's order.

CHAPTER II

Degree organization

Article 25

Creating, altering, accrediting and registering degrees

1. Proposals for the creation and alteration of doctoral degrees to be submitted by the Universidade Europeia's Institutional Entity for accreditation and registration are to be developed by the academic bodies and must be approved by the Scientific Council and the Pedagogical Council, upon proposal of the Rector.
2. The Rector designates the team responsible for preparing the process to be submitted to the Agência de Avaliação e Acreditação do Ensino Superior.

Article 26

Running PhDs

The Institutional Entity, upon the Rector's appraisal and considering the limits set in the accreditation act, defines the accredited and registered degrees to open in each academic year, establishing the maximum annual number of new admissions, as well as the maximum number of students who can be enrolled in each degree and in each school year.

Article 27

Announcement of the PhD

The doctoral degrees are advertised on the Universidade Europeia website and by other means deemed appropriate, mentioning the following:

- a) The date of accreditation and its deadline;
- b) The number and date of registration;
- c) The maximum number of students admitted for each degree, deadlines and regulations for applications;
- (d) The organisation of the degree;
- e) Publication in Diário da República.

Article 28

Scientific Committee

1. For each doctoral degree a Scientific Committee shall be created.
2. The Scientific Committee shall exercise, by delegation from the Scientific Council, the functions of assessing and advising candidates, monitoring and defining the scientific and educational orientation of the degree.
3. The Scientific Committee shall consist of up to five members appointed by the Rector.
4. The Scientific Committee shall be chaired by the Coordinator of the corresponding degree.

Article 29

Coordinator

1. The Coordinator is appointed by the Institutional Entity, after hearing the Rector and the Dean of the faculty in which the degree is included.
2. The Coordinator's appointment is for one year.
3. The Course Coordinator is in charge of:
 - a) Representing the degree in the bodies of the Universidade Europeia;
 - b) Expressing himself/herself on all the matters that, within his/her competence, are submitted to him/her for appreciation;
 - c) Proposing to the faculty dean the alteration of the study plan, curricular structure and credits of the course he/she directs;
 - d) Recommending the hiring of teaching staff;
 - e) Managing the faculty team, the curricular articulation between the different curricular units in the case of doctoral degrees, as well as the corresponding pedagogical and evaluation methodologies;
 - f) Directing the degree and ensuring its good functioning, in compliance with the legal stipulations in force as well as with the regulations of the Universidade Europeia;
 - g) Assisting students, lecturers, student candidates and teaching staff;

- h) Providing information about any student or faculty staff requirement that must be submitted to the Rector, the Institution, the Scientific Council or the Pedagogical Council;
- i) Performing other duties delegated by the Dean of the faculty in which the degree is included.

Article 30

Academic calendar

1. The academic calendar of doctoral degrees is approved annually by the Rector.
2. The academic calendar must contain the start and end dates of classes, the dates for submission of works and school breaks.
3. The academic calendar must be published annually until July 15th.

Article 31

Tuition fees

Enrollment in doctoral degrees requires paying the corresponding tuition fee set up annually by the Universidade Europeia's institutional entity.

Article 32

Application

1. PhD candidates must validate their applications by submitting a request to the Scientific Committee for which they are applying.
2. The application requires the submission of the following documents:
 - a) Completed application form;
 - b) Curriculum Vitae;
 - c) Motivation letter
 - d) Copy of certificates and transcripts;
 - e) Copy of ID card or equivalent document and passport if foreign;
 - f) Copy of any scientific publications;
 - g) Digital photography;

- h) Recommendation letters;
- i) Possible pre-project research for the doctorate degree.

Article 33

Application acceptance

1. The acceptance and ranking of applications shall be approved by the Scientific Council, after a proposal from the Scientific Committee, which shall publish the serial list of candidates according to the criteria defined in the regulations.
2. Regarding the list mentioned in the previous paragraph, candidates may submit a complaint to the Chairperson of the Scientific Council within 10 days from the date of publication.
3. Once the complaints have been decided, the Scientific Council shall publish the final list of the selected candidates, who must proceed with their registration and enrolment in the degree within the deadline established in the following article.

Article 34

Registration

1. Any candidate admitted in a PhD degree must register with the Academic Services within 10 days after being informed of his/her acceptance by the Scientific Council.
2. PhD students must register annually for the doctoral degree.
3. The lack of enrolment prevents the student from pursuing the doctoral studies.
4. Registration must be made on the digital platform, according to the calendar previously defined in each school year.
5. The right to enroll expires after the extension period has elapsed and a new enrolment is mandatory.
6. PhD students who wish to re-enter, must submit a request to the Coordinator of the degree (through the Online Academic Services) who will decide on its acceptance, upon hearing the Scientific Committee, as well as any equivalence to curricular units that they have previously completed.

Article 35

Enforcement

1. This Regulation shall be in force on the date of its publication and shall apply to doctoral degrees starting in the academic year 2019/2020.
2. Doctoral theses submitted on the date this Regulation enters into force shall follow the requirements of the previous Regulations.
3. This Regulation shall apply to students currently preparing their doctoral thesis.

ANEX I

Full-time and part-time study regime

Article 1

Purpose

The purpose of this regulation is to establish the regime of part-time attendance in doctoral degrees at the Universidade Europeia.

Article 2

Scope

Students enrolled in any of the degrees leading to the PhD of the Universidade Europeia may have access to the part-time study regime.

Article 3

Definition

Part-time attendance is defined as that in which the student is enrolled in part of the total ECTS for the curricular year or during the extension period to which the student is entitled to develop his thesis.

Article 4

Deadlines

1. Enrollment in the part-time study regime is carried out under the following terms:
 - a) At the time of registration or enrolment - the deadline is the beginning of the academic year and;
 - b) Through a duly supported request addressed to the Scientific Committee.
2. Applications submitted outside the above mentioned deadlines are outright rejected.

Article 5

Requirements

1. In the part-time regime, the doctorate has a maximum duration of six years.

2. A part-time student, may apply for a number of credits equal to or less than 50% of the number to which a full-time student may apply, but in any case not more than 30 credits in a semester.

3. In practice, part-time enrolment means that 50% of the time is dedicated to the degree. Below is a table explaining the various hypotheses:

	Curricular Year	Thesis	
Regime	1st Year	2nd year	3rd Year
Full-time	60 ECTS	1 registration	1 registration
Part-time	<= 36 ECTS	2 registrations	2 registrations

3. If a student chooses to register in Part-Time Regime, in the 2nd year, i.e. in the 1st year of registration in the Thesis, he is assuming the commitment to renew his registration in the same curricular year (in this case in the 2nd year) in Part-Time Regime in the following academic year.

4. A PhD student cannot submit his thesis without first registering in the 3rd year.

Article 6

Change of regime

1. The change of study regime (from full-time to part-time, or vice versa) can only occur at the time of re-registration.

2. For full-time students, the change to the part-time regime is not allowed when the number of ECTS missing for the completion of the course is 30 or less.

Article 7

Fees

1. Students in the part-time regime pay tuition fees in proportion to the credits they enroll in, according to the regulations on the matter.

2. The calculation of the tuition fee per ECTS must be done as follows: (nº of ECTS for the semester * amount per ECTS) / nº of instalmenst in the semester.

3. Fees and charges applied are those legally established for full-time students.

4. The request for the Viva Voce will only be accepted if the payment of all tuition fees corresponding to the number of ECTS in the degree has been fully satisfied, regardless of the regime (part-time or full-time) and the time period used to complete the degree.

Article 8

Eligibility

1. For the purposes of applying the Eligibility Regime, each academic year in which the student enrolls in part-time study will be counted as 0.5.
2. The maximum allowed number of annual registrations in part-time study is two; a higher number is subject to the Course Coordination's appraisal.

Article 9

Joint PhD degrees

In degrees offered jointly with other institutions, the part-time student regime is governed by what is defined in the specific regulations or agreements, resulting from the consensus between the participating institutions.

Article 10

Unforeseen cases

Doubts and unforeseen cases resulting from the application of this Regulation will be subject to a Rector's order.

Anex II
Regulation for the PhD in Management
Regulation for the PhD in Desing

REGULATIONS GOVERNING EVALUATION

Article 1

Evaluation in the subjects

1. The teaching in the curricular units is of a theoretical and practical nature, and may, by decision of the regent, operate in a seminar regime.
2. The student's evaluation in each curricular unit includes, cumulatively, oral and written elements, at the choice of the regent.
3. The written elements of assessment necessarily integrate the preparation of a report.
4. The regent freely ponders the elements of evaluation that he/she has on the student and assigns a final mark from 0 to 20.

Article 2

Evaluation

1. Students who have passed all the course units that make up the PhD degree are considered to have passed the doctoral degree.
2. Transition for the 2nd year of the PhD degree requires the approval in all the curricular units of the 1st year of the doctoral degree.
3. In case of failure in a subject, the rules provided for in the specific regulation shall apply.
4. The approval in the PhD degree is titled by a certificate issued at the student's request.
5. The result of the evaluation is expressed in a final numerical rating from 0 to 20.
6. Successful students may be awarded the qualitative marks Suficiente (from 10 to 13), Bom (14 and 15), Muito Bom (16 and 17) and Excelente (18 to 20).

Article 3

PhD GPA

1. The classification of the PhD degree is expressed in points and corresponds to the average of the classifications obtained in the subjects, weighted according to the number of credits for each one.
2. When the average calculated under the previous number exceeds the exact number of units, it will be rounded rounded up or down to the unit.
3. Enrollment in curricular units that exceed 60 credits is considered extracurricular, and does not count towards the average of the PhD or to obtain credits in such degree.

Article 4

Seminars

1. The PhD degree also includes the attendance of a number of seminars and conferences held during the second and third year of the degree.
2. These seminars and conferences which support the research work are mandatory, but are not subject to autonomous evaluation.
3. Attendance, in person or at a distance, of the number of seminars established by the Scientific Commission shall be compulsory.
4. Evaluation may include the obligatory publication of papers, to be defined by the Scientific Committee.

Article 5

Thesis supervision, research projects and arts-based works.

1. The preparation of the thesis, research project, as well as arts-based works, must be supervised by a specialist in the core area of the PhD.
2. The themes of the theses should preferably be within the scope of the investigation conducted by the research units to which the doctoral degree is associated.
3. Once the research work has started, the candidate must prepare annual progress reports, which will be analysed by the Scientific Committee, after the supervisor's appraisal.

4. The Scientific Council will establish the appropriate methodologies for assessing the reports mentioned in the previous paragraph.
5. The Scientific Council may allow the change of advisor and / or the thesis theme, upon reasoned request from the candidate and the appraisal of the advisor(s) and the PhD Coordinator.
6. Taking into consideration the Scientific Committee and the advisor's appraisal and after hearing the student, the Scientific Council may refuse to continue the research work, provided it is justified, with the resulting cancellation of enrollment in the degree, which must be communicated to the student and to the Academic Services of the Universidade Europeia.
7. With due justification, the supervisor may at any time request the Scientific Council to waive the supervision of the candidate. In such case, the Scientific Council should strive to replace him/her if the candidate does not choose to undergo the examination.
8. After the thesis project is approved, students must integrate, as collaborators, the research unit (s) of the European University.

Article 6

Guidelines on Submission and Format of Thesis

The Universidade Europeia's regulations and procedures for scientific papers are set out in the *Guia de Procedimentos Internos Referentes à Elaboração da Tese de Doutoramento da Universidade Europeia*.

Article 7

Preliminary appraisal

1. At the end of the second or third semester of the PhD degree, the candidates present a thesis project (which can be part of a curricular unit) that will be assessed by a jury chaired by the president of the Scientific Committee and integrated by two other elements (being one external) appointed by the Scientific Committee.
2. The project includes the following items:

- a) Theme and scope;
 - b) Index or provisional summary of the thesis;
 - c) Objectives and timing of the research;
 - d) Methodology chosen;
 - e) Main sources and bibliography.
3. During the supervision process, the supervisor is obliged to
- a) Record the history of contacts with the candidate, in person and at a distance;
 - b) Prepare a biannual progress report on the attendance of the candidate to the orientation sessions or other forms of mentoring defined and the qualitative assessment (insufficient, sufficient, good, very good) of the work done by the candidate regarding the following aspects:
 - i. Gathering of information;
 - ii. Processing of the information;
 - iii. Theoretical preparation;
 - iv. Writing of texts;
 - v. Thesis completion;
 - vi. Other comments.
4. The report mentioned in the previous paragraph shall be sent to the Scientific Committee. If the reports show that the supervisor's contacts with the candidate did not take place or were insufficient, or that the candidate did not produce sufficient work or could not evolve in it, the Scientific Committee will schedule a meeting between the supervisor and the candidate to decide on the actions to follow.

Article 8

Plagiarism detection

1. Plagiarism detection is done through a plagiarism software within a maximum of 10 (ten) working days from the submission of the thesis.
2. When there is no advisor, once the verification mentioned in the previous number is completed the academic services will inform the Scientific Committee of the result and notify the candidate.

3. In case of partial or total plagiarism of other works, it is up to the supervisor to suggest any appropriate measures to the Scientific Council.
4. In case of fraud and when the seriousness justifies the cancellation of the work, the supervisor must inform the Scientific Council of the reasons in writing.
5. After assessing the grounds for the cancellation, the Scientific Council shall decide on:
 - a) The rejection of the work;
 - (b) The opening of an investigation to establish responsibility;
 - (c) The imposition of any sanctions on the candidate, in accordance with the Disciplinary Rules;
 - (d) Decisions of the Scientific Council cannot be the subject of appeal.
6. In cases where there is no advisor, the assessment of possible partial or total fraud shall be the responsibility of the Scientific Council.

ANEX III
Plagiarism declaration

I am fully aware that plagiarism, other than resulting in civil, criminal and disciplinary liability and disapproval or withdrawal from the degree, constitutes a serious breach of academic ethics.

Therefore, I hereby declare on my honour that this report/thesis is original, that I have prepared it specifically for this purpose and that I duly identify all contributions from other authors as well as significant contributions from other published works of mine.

Place and date

Signature

Lisbon, 15th July de 2019

Dr Pedro Barbas Homem
Rector of the Universidade Europeia