

**REGULATORY ORDER No. 14/2016 by the RECTOR OF ISCTE-IUL**

**(with the corrections introduced in 28<sup>th</sup> April 2016)**

Considering the need for adjustments from time to time to the current General Regulatory Standards for Doctorate Degrees at ISCTE-IUL, I hereby ratify, under the terms of article 30 of the Statutes of ISCTE – University Institute of Lisbon, pursuant to their approval by the Scientific Council's Standing Committee and compliance with No. 3, article 110 of the Legal Regime of Higher Education Institutions, the amendments made to the duly identified Standards, which shall be published in their entirety as annex to the current Regulatory Order, of which it is an integral part.

March 29<sup>th</sup>, 2016, The Rector of ISCTE-IUL, *Luís Antero Reto*.

**General Regulatory Standards for ISCTE-IUL Doctorate Degrees**

CHAPTER I  
**General Principles**

Article 1  
**Doctorate Degree**

1 — At ISCTE-IUL, the degree of doctor is attributed to those who demonstrate:

- a) Capability for systematic comprehension in a scientific area of study;
- b) Skills, aptitudes and research methods associated to a scientific domain;
- c) Ability to conceive, project, adapt and carry out a significant research in full observance of the requirements imposed by the patterns of academic quality and integrity;
- d) Having carried out a significant set of original research works which has contributed towards widening the frontiers of knowledge, part of which may be eligible to national or international divulgation in publications with selection committee;
- e) Ability to analyse critically, evaluate and synthesise new and complex ideas;

f) Ability to communicate with their peers, the remaining academic community and society at large, about their area of expertise;

g) Being able to, in a society based on knowledge, promote, in academic and/or professional context, the progress of technology, society and culture.

2 — The degree of doctor is conferred within a branch of knowledge or within an area of expertise, if it exists as such.

#### Article 2

### **Organisation of the Study Cycle**

1 — The study cycle leading to the degree of doctor, hereinafter referred to as doctorate, includes:

a) Production of an original thesis, and especially carried out for this purpose, adequate to the nature of the knowledge branch or area of expertise, and which contributes towards broadening the frontiers of knowledge;

b) Attending a doctoral programme composed of curricular units aimed at research training.

2 — Alternatively to subsection a) of the previous number, under equal conditions regarding the degree of difficulty, and also considering the nature of the branch of knowledge or area of expertise involved, the study cycle leading to the doctorate degree may be composed of a compilation of publications consisting of the organisation of a work which collects and contextualises, by means of an ample and original introduction, a coherent and relevant set of research works authored by the candidate, produced throughout the period in which the candidate is enrolled in the doctorate programme, already published or accepted for publication, accordingly with the specific regulatory standards of each doctorate.

#### Article 3

### **Doctoral Programme**

1 — The doctoral programme is an advanced training programme within the scientific area of the doctorate's study cycle, composed by curricular units suitable to training for research, worth a minimum of 30 credits (ECTS).

2 — The doctoral programme has the goals of:

a) Providing advanced scientific training within the doctorate's scientific area to candidates who have previously pursued academic paths in other scientific areas;

b) Providing an update of knowledge and practices of research within the doctorate's scientific area.

3 — The curricular structure and the study plan, as well as the conditions under which the respective attendance may be excused, are defined by each doctorate's specific regulatory standards.

4 — The doctoral studies programme final classification is obtained, on the scale of 10 to 20, by calculating the arithmetic average of the classifications obtained in each curricular unit, weighted according to the respective number of credit units (ECTS), and rounded to the nearest unit.

5 — There is no supplementary season for knowledge evaluation in doctoral programmes' curricular units.

6 — The publication of classifications is carried out according to the terms of the standards in force at ISCTE-IUL.

7 — The conclusion of a programme integrated in a study cycle leading to the degree of doctor provides for the attribution of a Diploma of Advanced Studies in an area of knowledge and respective area of expertise, if it exists as such.

## CHAPTER II

### **Doctorate's coordination**

#### Article 4

##### **Doctorate Director**

1 — The doctorate is led by a Director, under the terms of the standards in force regarding ISCTE-IUL courses' direction.

2 — Any ISCTE-IUL career professor, who holds a doctorate degree and is considered as academically qualified and specialised in the doctorate's area of knowledge or expertise, can be appointed as Doctorate Director.

3 — The Doctorate Director is appointed and dismissed by the School Director, upon consultation of the School's Scientific Commission, according to the terms of the regulations in force.

4 — The Doctorate Director may appoint coordinators of areas of expertise (branch coordinators), whenever there are such areas, to assist him/her.

5 — Branch coordinators are appointed and removed by the Doctorate Director, upon consulting the Doctorate's Scientific Commission, and shall have the duties he/she delegates to them.

6 — The Doctorate Director is also aided by the Doctorate's Scientific Commission.

#### Article 5

##### **Responsibilities of the Doctorate Director**

1 — The Doctorate Director is responsible for the general coordination of the doctorate's functioning.

2 — In particular, it is incumbent on the Doctorate Director to:

- a) Ensure the divulgation of the doctorate;
- b) Ensure the availability and update of information on the doctorate;

c) Guarantee the doctoral programme's organisation, considering the central planning and the deliberations of the School bodies, being particularly responsible for proposing, yearly:

- i) the doctorate's academic calendar;
- ii) the doctorate's class timetables;
- iii) The evaluation calendar of the doctoral programme.

d) Prepare and submit, to the statutorily competent body, the annual proposal of faculty service distribution;

e) Prepare and submit to the School Director the annual proposal of *numerus clausus* for the doctorate;

f) Prepare and submit the proposal regarding the Doctorate's tuition fees to the School Director;

g) Elaborate and put forward the Doctorate's Yearly Programme Report to the School Director;

h) Coordinate the elaboration of proposals for the revision of the Doctorate's curriculum, after consulting the Doctorate's Scientific Commission;

i) Prepare and present to the Scientific Council proposals for the revision of the doctorate's specific regulatory standards, after consulting ISCTE-IUL's statutorily competent bodies for the effect.

3 — It is also the Doctorate Director's responsibility to:

a) Provide the School Director with opinion regarding the deadlines for doctoral programme application;

b) Appoint the Application Analysis Commission, from among the members of the Doctorate's Scientific Commission, to support the process of the candidates' selection and ordering;

c) Coordinate the candidates' selection and ordering;

d) Ensure the public disclosure of the lists of available supervisors and respective topics;

e) Appoint the supervisors and co-supervisors of the Doctoral thesis, after consulting the Doctorate's Scientific Commission;

f) Select the constitution of the Panels for the Evaluation of the Doctoral Projects, and supervision of the research works, upon hearing the supervisor and the Doctorate's Scientific Commission;

g) Propose the constitution of the boards of examiners to the Scientific Council, after consulting the supervisors and the Doctorate's Scientific Commission, as well as, eventually, the departments' Scientific Commissions;

h) Appoint and dismiss the members of the doctorate's scientific commission.

Article 6

**Doctorate's Scientific Commission**

1 — The Doctorate's Scientific Commission is composed by the Doctorate Director, who presides with casting vote and from two to eight members.

2 — The members of the Scientific Commission are the branch coordinators, when they exist, Directors of the Research Units associated with the doctorate, or respective representatives, and other professors or supervisors connected with the doctoral programme, appointed or dismissed by the Doctorate Director

3 — Other ISCTE-IUL professors and researchers may also be invited to participate in the Doctorate's Scientific Commission's meetings, as well as other entities with whom the doctorate cooperates.

4 — The Doctorate's Scientific Commission is compulsorily heard by the Doctorate Director regarding the domains specified in the current regulatory standards.

Article 7

**Responsibilities of the Doctorate's Scientific Commission**

1 — The scientific supervision of the doctorate is carried out by the Doctorate's Scientific Commission, following the guidelines issued by ISCTE-IUL's Scientific Council.

2 — The Doctorate's Scientific Commission has the particular mission of:

a) Providing opinion on tenders for the alteration of the doctorate's specific regulatory standards;

b) Providing opinion on tenders for the alteration of the doctorate's curriculum;

c) Providing opinion on the selection and ordering of candidates;

d) Approving the proposals of the Doctorate's supervisors and co-supervisors, considering their topics and the manifestations of will, expressed in written declarations duly signed by the doctorate student and by the potential supervisor, up to the term of the first curricular year of the doctoral programme;

e) Analyse and make decisions regarding requirements for alteration of supervisors and co-supervisors, whenever duly reasoned.

CHAPTER III

**Doctorate admission**

Article 8

**Admission and access conditions**

1 — Are eligible for entry in the study cycle leading to the degree of doctor:

- a) Holders of the master's degree or legal equivalent;
  - b) Holders of first cycle degree, who hold an especially relevant academic or scientific curriculum which is recognised as demonstrating aptitude to carry out this study cycle;
  - c) Holders of an academic, scientific or professional curriculum which is recognised as attesting aptitude for the realisation of this study cycle.
- 2 — The specific regulatory standards of each doctorate degree fix the specific conditions of admission, considering the aforementioned in the previous number.

#### Article 9

#### **Vacancies and deadlines**

The vacancies and deadlines for application, enrolment and registration are defined annually by the Rector.

#### Article 10

#### **Application standards**

- 1 — The application is carried out online and requires the submission of the following document:
- a) Curriculum vitae;
  - b) Copy of the certificates of all the candidate's qualifications, along with the respective classifications;
  - c) Digital photograph;
  - d) Copy of the citizen card or equivalent document;
  - e) Copy of the taxpayer card or equivalent document.
- 2 — The specific regulatory standards of each doctorate may require the mandatory presentation of other documents, provided that such is justified by their specific admission conditions.
- 3 — Acceptance of the application is only considered complete after the payment of the respective fee.

#### Article 11

#### **Selection and ordering criteria**

- 1 — The Candidates are selected and ordered by the Applications Analysis Commission, according to the specific regulatory norms of each doctorate, which shall consider the following criteria:
- a) Academic curriculum, especially the areas of study and the classifications obtained in the master's and bachelor degrees;
  - b) Scientific curriculum, especially research experience and publications;
  - c) Professional experience.

2 — Each candidate's final classification is represented in a numerical integer scale from 0 to 20.

3 — Approved candidates who are not selected for lack of vacancy shall acquire the statute of substitute and may enter the study cycle without further evaluation in case of departure of candidates admitted during the year in which the application took place.

4 — Selection and ordering results shall be communicated to the candidates, in accordance with the defined calendar, after approval by the doctorate director.

#### Article 12

##### **Registration, enrolment, and tuition fees**

1 — The candidate admitted shall proceed to the respective online registration and enrolment, within the deadlines defined in ISCTE-IUL's calendar.

2 — Enrolment takes place annually, online, through the academic management system, within the designated deadlines.

3 — Registration, enrolment and tuition fees are owed under the terms of the regulations in force.

4 — After registration and the first enrolment, the candidate delivers, as proof, the originals, or certified copies, of the documents whose copies were submitted in the application process.

5 — The doctorate enrolment may be in part-time, under the terms of the regulations in force.

6 — Second year enrolment requires:

- a) Approval of the minimum amount of credit units (ECTS) defined in each doctorate's specific regulatory standards;
- b) Approval of the doctoral project;
- c) Registration of the doctoral theme.

7 — Enrolment in the third curricular year, and subsequent years, requires:

- a) Approval of the total credit units (ECTS) for the doctorate programme;
- b) Approval of the doctoral research annual progress report by the evaluation panel, accordingly with subsection b) of point 1, art. 17 of the current regulation.

#### CHAPTER IV

##### **Supervision and co-supervision**

#### Article 13

##### **Definition and scope**

1 — The doctorate is compulsorily prepared under the supervision of an ISCTE-IUL professor or researcher, who holds a doctorate degree, whose duties are to:

- a) Supervise the doctoral student throughout the elaboration of the doctorate's research project;
- b) Supervise the doctoral student throughout the elaboration of the research assignments leading to the elaboration of the thesis or article compilation;
- c) Be a member of the doctorate's research project's evaluation panel;
- d) Supervise the doctoral student throughout the production of the thesis or article compilation;
- e) Provide his/her opinion on the suitability of the thesis or compilation of articles, for defence;
- f) Take part of the doctorate's board of examiners.

2 — A co-supervision system is possible, if authorised by the Doctorate's Scientific Commission and limited to two elements.

#### Article 14

#### **Supervisor and co-supervisor appointment**

1 — Both the supervisor and the co-supervisor are appointed by the Doctorate Director, upon consultation of the Doctorate's Scientific Commission, in the terms of subsections d) and e) of No. 2, art. 7 of this Regulation.

2 — The doctorate student and the supervisor are informed of the appointment.

3 — It is the Doctorate's Scientific Commission's duty to analyse and make decisions concerning any requests for supervisor or co-supervisor alteration, when they are duly justified.

4 — There may be an appeal to ISCTE-IUL's Scientific Council regarding the decision of the Doctorate's Scientific Commission.

#### Article 15

#### **Supervision standards**

1 — Supervision takes place by means of regular meetings between the supervisor and the doctoral student, face-to-face or by means of distance communication media, along with the preparation and revision of the work carried out by the student.

2 — Supervision meetings are registered in the academic management system by the supervisor or the co-supervisor, with acknowledgement by the doctoral student.

3 — Supervision activities must ensure the accomplishment of the supervision time to the extent provided for in the doctorate's specific



regulations, as well as in ISCTE-IUL's regulations concerning faculty staff service distribution and evaluation.

CHAPTER V

**Doctorate's evaluation and monitoring**

Article 16

**Composition of the evaluation panel**

1 — O Doctoral Project's evaluation panel is composed by:

- a) The supervisor;
- b) Two professors or researchers who hold doctorate degrees, or experts with recognised merits, both from the area in which the research is inserted, being one of them preferentially external to ISCTE-IUL.

2 — The members of the Panel referred in the previous subsection are appointed by the Doctorate Director, upon consultation of the supervisor and the Doctorate's Scientific Commission.

3 — The evaluation panel is chaired by the internal member who integrates the jury, excluding the supervisor.

Article 17

**Responsibilities of the evaluation panel**

1 — It is the evaluation panel's responsibility to:

- a) Evaluate the doctoral project, in a public session, and propose the necessary changes or corrections;
- b) Evaluate the doctoral student's research progress report, on a yearly basis, up to the date of submission of the thesis.

2— It is the evaluation panel's President duty to:

- a) Produce the duly detailed minutes of the public session for the doctoral project's evaluation;
- b) Annually produce an informed opinion on the doctorate student's annual progress and inform the Doctorate Director, respecting the deadlines defined by ISCTE-IUL for that purpose.

Article 18

**Public session for the doctoral project's evaluation**

1 — The public session for the doctoral project's evaluation shall take place within the maximum deadline of 45 working days after the deadline for the doctoral project's submission, defined yearly by ISCTE-IUL.

2 — The date must be duly made public by the competent services, and made known to the doctorate student at least 15 business days in advance.

3 — The public session for doctoral project evaluation has a maximum extent of 60 minutes, including a presentation of the project by the doctoral student and the intervention by the evaluation panel.

4 — The doctoral student is given the same amount of time to that spent by the elements of the evaluation panel to provide response.

5 — After finishing the public session, the panel decides on the approval or rejection of the doctorate's project, being also able to recommend corrections which must be included by the candidate in the project's redrafting, which must take place within no more than 30 business days.

6 — Minutes of the public session shall be taken and signed by all members of the panel, along with their respective reasoning.

#### Article 19

#### **Registration of the theme**

1 — After approval of the doctorate's research project, it is mandatory to register the theme of the doctorate as a requisite for enrolment in the second curricular year.

2 — The registration takes place in the academic management system under the legislation in force.

3 — The registration of the theme must be complemented by the following elements:

- a) Doctoral project;
- b) Minutes of the public session for doctoral project evaluation;
- c) Designation of the host research unit;
- d) Supervisor's validation of the abovementioned elements.

4 — The competent services for such effect communicate, under the terms of the law, the registration data to the entity responsible for the National Registration of Doctoral Theses in progress.

5 — The registration of the doctorate's theme is valid for the period of the thesis' elaboration.

#### Article 20

#### **Research works' monitoring**

1 — From the moment of approval and registration of the doctorate's theme, the doctoral student shall be included in an ISCTE-IUL research unit, where he/she shall develop the respective research work leading to the production of the thesis or article compilation.

2 — The type of integration and the activities regarding the previous point are defined in the regulatory standards specific to each doctorate.

3 — Each year, the doctoral student submits a progress report in the academic management system, which is assessed by the evaluation panel,

following a method defined in the regulatory standards specific to each doctorate, within the time limits defined for that effect.

CHAPTER VI  
**Thesis and article compilation**

Article 21  
**Language**

- 1 — The thesis or article compilation may be written in Portuguese or English.
- 2 — Each doctorate's specific regulatory standards may moreover provide for the possibility of using other languages.
- 3 — The thesis or article compilations are always accompanied by abstracts in Portuguese and in English, as well as in the language used, in case another language has been chosen.

Article 22  
**Presentation**

- 1 — The thesis or article compilation's maximum dimension is of 700.000 characters with spaces, except for eventual annexes.
- 2 — Each doctorate's specific regulatory standards may define inferior limits than the previously mentioned.
- 3 — The thesis and the article compilation shall be presented accordingly with the technical standards in force, as well as the regulatory standards specific to each doctorate.
- 4 — The cover of the thesis or article compilation should be in accordance with the Graphic Harmonization Rules of ISCTE-IUL.

Article 23  
**Submittal**

- 1 — Concluded the elaboration of the thesis or article compilation, the doctoral student shall require to carry out the public examinations by means of request sent to the Rector.
- 2 — The request shall be submitted in the academic services, accompanied by the following elements:
  - a) A printed copy of the draft version of the thesis or article compilation;
  - b) A copy of the thesis or article compilation draft in digital format and support, in conformity with the technical standards in force;
  - c) A printed copy of the abstract of the thesis or article compilation, including the indication of up to ten key words, in Portuguese and in English;
  - d) A printed copy of the *curriculum vitae*;

e) Declaration by the supervisor and, when applicable, the co-supervisor, attesting that the thesis or article compilation is prepared to be defended in public examination.

3 — The doctoral student may only request public examination for defence of the thesis:

- a) Provided he/she has concluded the doctorate programme;
- b) After having concluded three effective years of enrolment in the doctoral programme, or four years for part-time students.

#### Article 24

#### **Special regime of presentation**

1 — Those candidates who hold the necessary conditions to access the doctorate may require the presentation of a thesis or an article compilation in public examination act without enrolment in such doctorate.

2 — It is the Scientific Council's duty to make a decision concerning the request, after assessing:

- a) The requester's curriculum;
- b) The adequacy of the thesis or article compilation to the objectives defined for the degree of doctor, under the terms of the law and the current standards.

3 — The assessment referred to in the previous number is based on two opinions from doctorate professors who are inserted in the doctorate's branch of knowledge or area of expertise, appointed by the president of the Scientific Council.

4 — In any other case, the general requisites for the submission and legal procedures regarding the process of application to carry out public examination for defence of the thesis or article compilation.

#### Article 25

#### **Legal proceedings**

1 — The services considered competent for that effect are responsible for the verification of the formal compliance of the application documents for the doctoral public examination, including the compliance of the thesis or article compilation with the specific regulatory standards which regulate their presentation.

2 — Whenever the process is not duly supported, the services shall inform the candidate, who disposes of five working days after the date of the notification to carry out the necessary adjustments.

3 — The processes which are properly supported are sent to the President of the Scientific Council within five working days counting from the date of request for public examination or of the reception of the requested adjustments.

CHAPTER VII  
**Board of examiners and public examination**

Article 26

**Appointment of the board of examiners**

1 — The board of examiners is appointed by the Rector, upon proposal by the Scientific Council, within 30 working days from the submittal of the thesis.

2 — The board of examiners' appointment regulatory order shall be conveyed in writing, within 5 business days, to the members of the board of examiners and to the candidate.

Article 27

**Composition of the board of examiners**

1 — The doctorate's board of examiners is composed by:

- a) The Rector of ISCTE-IUL, who chairs, or whomever has delegated powers by the Rector for such purpose;
- b) A minimum of four doctorate-holding members, being one of them the supervisor.

2 — Whenever there is more than one supervisor he/she may, exceptionally, be a member of the board of examiners, in case his/her scientific area is diverse.

3 — If the board of examiners includes two supervisors, it must be extended to six members, being two of them the supervisors.

4 — At least half of the members are appointed from among doctorate-holding professors and researchers from other higher education university or research institutions, national or foreign.

5 — The board of examiners must include, at least, three professors or researchers with doctorate degrees in the scientific domain of the thesis or article compilation.

6 — The board of examiners may also include a national or foreign expert, of recognised experience in the scientific domain of the thesis or article compilation.

Article 28

**Legal proceedings**

1 — After the appointment of the board of examiners, the respective constitution is publicly posted and made known to the candidate, through email with receipt, within five working days.

2 — The candidate may, throughout the five working days subsequent to the notification mentioned in the previous number, file for the disqualification of any member of the board of examiners under the terms of the applicable legislation.

3 — The evaluation of the claim and eventual alteration of the composition of the board of examiners are of the Rector's competence, after hearing the statutorily competent bodies which have been involved in the elaboration of the original proposal, being object of preliminary injunction within the 15 working days after reception of the disqualification claim mentioned in the previous number, which is communicated to the candidate and publicly posted accordingly with the terms of this article's No. 1.

4 — After concluding the proceedings referred in the previous numbers, the candidate submits, in the competent services, within five working days, seven printed copies:

- a) Of the thesis or article compilation, without final binding;
- b) Of the abstract of the thesis or article compilation, including the indication of up to ten keywords in Portuguese and in English;
- c) Of the *curriculum vitae*.

5 — The services make arrangements for the delivery of the copies of the thesis or article compilation, the abstract and the curriculum vitae to the members of the board of examiners, within the following five working days counted from the end of the deadline referred in the previous number.

#### Article 29

#### **Functioning of the board of examiners**

1 — The board of examiners may only meet, deliberate and assure the performance of the public examination if at least the President and four members are present, being in any case necessary that:

- a) One of the attending members is the supervisor;
- b) At least two attending members are doctorate professors and researchers from other national or international university higher education institutions or research institutions as.

2 — The meetings of the board of examiners may take place in person or through teleconference, as well as by other electronic means which enables distance communication, if previously approved by the President of the board of examiners.

3 — The decisions of the board of examiners are made by the majority of its members, by means of justified roll call vote, without the possibility of abstention.

4 — The President of the board of examiners:

- a) May take part in the decision when he/she is an expert in the scientific domain of the thesis or article compilation;
- b) Participates compulsorily in case of tie, and with casting vote.

5 — The meetings of the board or examiners result in the production of minutes in which the votes of all members are registered as well as the respective justification, which may be the same for all or some of the members of the board.

6 — It is the board President's duty to convene and chair the meetings, as well as to communicate all the deliberations of the board of examiners to the candidate, to the Doctorate Director and to the competent services.

7 — The meetings of the board of examiners shall be attended by a member of the competent services who acts as secretary, and provides all the necessary support to the President of the board of examiners in the execution of his/her duties, as well as the activation of all the necessary logistic conditions to carry out the meetings and public examinations, including tending to the transport and reception of the external members of the board.

#### Article 30

#### **First meeting of the board of examiners**

1 — The first meeting of the board of examiners takes place within the maximum time limit of 30 business days upon the appointment of the board of examiners by the Rector, to deliberate on:

a) The acceptance of the thesis or article compilation for public discussion in the submitted version, which corresponds to the admission of the candidate for doctoral public examination;

b) The acceptance of the thesis or article compilation for public discussion in a version to be submitted within at most 20 days counting from the date of the board's deliberation, which shall include the corrections and alterations of details advised by the board of examiners;

c) The rejection of the thesis or article compilation in the submitted version, transmitting the necessary recommendations to the candidate so that he/she may apply changes and submit, within 90 days counting from the date of the board's deliberation, a version that may be accepted for public discussion;

d) The absolute rejection of the thesis or article compilation, which corresponds to the candidate's dismissal from the doctorate.

2 — The final acceptance of the thesis or article compilation, under the terms of subsection b) of this article's No. 1, depends on verification, by the President of the board of examiners, of the compliance of the submitted version with the detail corrections and alterations recommended by the board:

a) The verification is carried out within five working days counting from the date on which the corrected version is submitted;

b) In case its result is positive, the verification corresponds to the admission of the candidate for doctoral public examination.

3 — The rejection of the thesis or article compilation, under the terms of subsection c) of number 1 in the current article, requires the repetition of the meeting of the board of examiners so as to deliberate on the submission of a new version and other related matters, being, for that effect, applied the deadlines and legal proceedings applicable to a first submission, with exception to those referring to the appointment of the board of examiners.

4 — The members of the board of examiners have access, during the meeting, to the opinions of the supervisors on the thesis or article compilation, as well as to the records of the candidate's doctoral academic path.

5 — Having decided to accept the thesis or article compilation for public discussion, subsequently the board of examiners proceeds to the:

- a) Scheduling of public examination, which shall take place within 60 business days counting from the date of the candidate's admission;
- b) Definition of the time the candidate shall dispose of to present the thesis or article compilation, which may not exceed 30 minutes;
- c) Definition of the timings and order of intervention of all the members of the board of examiners.

#### Article 31

##### **Public examination**

1 — The date of the public examination shall be published on ISCTE-IUL's portal by the competent services, and communicated to the doctoral student at least 20 business days in advance.

2 — It is the President of the board of examiners' duty to chair the doctoral public examination for defence of the thesis or article compilation, assuring the management of the sequence of participation and distribution of intervention times, according with the decisions made in the board's first meeting.

3 — The examination may not, in any case, exceed the length of three hours, including the time used for the candidate's initial presentation.

4 — If there is time, the President of the board of examiners may accept interventions from the public.

5 — During the examination, the Portuguese and/or English languages may be used.

6 — Each doctorate's specific regulatory standards may moreover provide the possibility of using other languages besides Portuguese and English.

7 — Exceptionally, one or more members of the board of examiners may participate in the examination by an electronic means that enables distance communication, since the following conditions are cumulatively met:

- a) That participation arrangement has been previously approved by the President of the board of examiners, as well as communicated to the candidate and to the competent services for assuring its functioning with an antecedence of at least five working days;
- b) The distance communication means enables oral and visual communication in both directions, between the candidate and the absent members;
- c) The communication may be followed by all the members of the board and of the public.



Article 32

**Deliberation of the board of examiners and final qualification**

- 1 — Immediately after the conclusion of the public examinations, the board of examiners meets in private to decide on the approval of the candidate and the respective classification.
- 2 — The board's decision considers the classifications obtained in the curricular units of the doctoral studies programme, when they exist, and the merit of the thesis or article compilation, assessed during the public act.
- 3 — The final qualification is expressed by one of the following classifications:
  - a) Refused;
  - b) Approved.
- 4 — To the qualification of "Approved" obtained by unanimity, the board of examiners may add the qualification "With Distinction", by majority or unanimity.
- 5 — After the deliberation on the candidate's approval and qualification, the board of examiners publicly communicates the result to the candidate.
- 6 — In case of approval, and without prejudice of the deliberation taken, the board may also resolve, in writing, that the candidate shall make slight amendments to the thesis or article compilation's final version, which enhance it and which have resulted from the public discussion, within the maximum of 15 working days.

Article 33

**Final version of the thesis or article compilation**

- 1 — The candidate submits the final version of the thesis or article compilation after approval in public examination and inclusion of eventual modifications requested by the board of examiners.
- 2 — The formal approval of the final version is the President's responsibility.
- 3 — Of the approved final version, the candidate shall submit, in the competent services:
  - a) Two copies in paper, one for ISCTE-IUL's library and the other for the Portuguese National Library's legal deposit;
  - b) A copy in digital format and support, accordingly with the technical standards for theses in force, to be stored in ISCTE-IUL's digital archive and in the organisation of the government ministry which is responsible for the registration and archive of theses;
  - c) Declaration regarding the storage of the thesis in ISCTE-IUL's Repository.
- 4 — The competent services for this effect ensure the delivery of the final version to its recipients, as well as the copy and storage of the digital file:
  - a) In ISCTE-IUL's digital archive of theses;

b) In the documentation services, namely for the purpose of making it available at ISCTE-IUL's repository.

CHAPTER VIII  
**Degrees and Diplomas**

Article 34  
**Registration of degrees and diplomas**

1 — The entitlement of the degree of Doctor granted by ISCTE-IUL is proved by a registry certificate of single number, generally termed as doctorate diploma, and also, for those students who might require it, by a doctoral certificate.

2 — The issue of the doctorate diploma, as well as the respective supplement to the diploma, and of the doctoral certificate is dependent on the accomplishment of the totality of following conditions by the requester:

- a) Approval in the public examination;
- b) Approval of the final version of the thesis or article compilation;
- c) Delivery of the copies of the final version under the terms of the current regulatory standards;
- d) Non-existence of debts towards ISCTE-IUL.

3 — The successful conclusion of the doctoral studies programme is formalised by registry certificate of single number, generally designated as diploma of advanced studies.

4 — The issuing of the advanced studies diploma is dependent on the accomplishment of the totality of following conditions by the requester:

- a) Approval in all the curricular units that make up the doctoral studies programme's curriculum;
- b) Non-existence of debts towards ISCTE-IUL.

5 — The issuance of the doctorate diploma and the diploma of advanced studies is complemented by the respective supplement to the diploma, produced under the terms and for the purposes provided for by the law..

6 — For the issuance of the doctorate diploma, the doctoral certificate and the diploma of advanced studies are charged the emoluments defined by ISCTE-IUL's Management Council.

Article 35  
**Diploma of advanced studies**

1 — It is mandatory that the diploma of advanced studies identifies:

- a) The designation of the doctoral programme and, if applicable, the area of expertise;
- b) The number of credit units (ECTS) of the doctoral programme;

- c) The date of conclusion of the doctoral programme;
  - d) The final classification obtained by the student in the doctoral programme;
  - e) The designation and number of credit units (ECTS) of each curricular unit;
  - f) The classification obtained by the student in each curricular unit;
  - g) The doctoral student's full name;
  - h) The designation and number of the doctoral student's identification document;
  - i) The doctoral student's nationality;
  - j) The date of issuance of the diploma;
  - k) The name, position and signature of the element responsible for issuing the diploma.
- 2 — The diploma of advanced studies is issued within 15 business days after its request, since all conditions for such are fully met.

Article 36

**Doctoral diploma**

- 1 — It is mandatory that the doctoral diploma identifies:
- a) The designation of the doctorate and, if applicable, the area of expertise;
  - b) The date in which the public examination took place;
  - c) The final qualification of the degree of doctor obtained by the student;
  - d) The doctoral student's full name;
  - e) The designation and number of the doctoral student's identification document;
  - f) The doctoral student's nationality;
  - g) The date of issuance of the diploma;
  - h) The name, position and signature of the element responsible for issuing the diploma.
- 2 — The doctoral diploma the respective supplement to the doctoral diploma are issued within 15 business days after the request, since all conditions for such are fully met.

Article 37

**Doctoral certificate**

- 1 — It is mandatory that the doctoral certificate identifies:
- a) The designation of the doctorate and, if applicable, the area of expertise;
  - b) The date in which the public examination took place;

- c) The final qualification of the degree of doctor obtained by the student;
  - d) The doctoral student's full name;
  - e) The designation and number of the doctoral student's identification document;
  - f) The doctoral student's nationality;
  - g) The date of issuance of the doctoral certificate;
  - h) The Rector's name and signature;
  - i) The name, position and signature of the element responsible for issuing the doctoral certificate.
- 2 — The doctoral certificate is issued within 30 business days after its request, since all conditions for such are fully met.

CHAPTER IX  
**Doctorate's supervision and evaluation**

Article 38  
**Scientific and pedagogic monitoring**

- 1 — The Doctorate's scientific monitoring lays on the Scientific Commissions of the related School and Research Unit(s), accordingly with the guidelines defined by ISCTE-IUL's Scientific Council.
- 2 — The Doctorate's pedagogic monitoring lays on the Pedagogic Commission of the School in which the doctorate is included, accordingly with the guidelines defined by ISCTE-IUL's Pedagogic Council.

Article 39  
**Annual programme report**

- 1 — Upon consultation of the Scientific Commission of the Doctorate, the Doctorate Director produces the annual programme report, according to the standards in force at ISCTE-IUL.
- 2 — The annual report is subject to the approval of the School's Scientific Commission, after receiving opinion from the School's Pedagogic Commission.
- 3 — The statutorily competent bodies for the effect are informed.

Article 40  
**Doctorate in association**

- 1 — ISCTE -IUL may associate with other higher education institutions, national or foreign, to provide study cycles leading to the degree of doctor and the diploma of advanced studies.
- 2 — The doctorates in association follow specific regulations subject to consensus by the participating institutions and are approved by the Rector.

3 — The attribution and entitlement of the degree of doctor in association is governed by the legislation in force.

## CHAPTER X

### **Final and transitory provisions**

#### Article 41

##### **Plagiarism, fraud and copy**

1 — In all the written works subject to evaluation, including the thesis or the article compilation, the doctoral student shall declare that the submitted text is of his/her exclusive authorship, and that any employment of contributions or texts by third parties are properly referenced.

2 — Any type of plagiarism, copy or any other form of false authorship in a work subject to evaluation implies the immediate annulment of that work, being the fact communicated to Rector for disciplinary purposes, under the terms of the Academic Code of Conduct.

#### Article 42

##### **Specific regulatory standards**

1 — Each doctorate's specific regulatory standards are subject to the publication of specific regulatory order by the President of the Scientific Council, after proposal of the Doctorate's Scientific Commission, which must include:

- a) The designation, scientific area and length of the doctorate;
- b) The curricular structure, study plan and substantiation of the doctoral programme;
- c) The ISCTE-IUL research units in which the research works take place;
- d) Specific conditions of admission;
- e) Specification of the criteria for candidate selection and ordering.

2 — Each doctorate's specific regulatory standards may additionally include:

- a) Specific application standards;
- b) Conditions for the exemption of attending the doctoral programme;
- c) Doctoral programme system of course precedence;
- d) Specific evaluation procedures for the Research Projects for Doctorate;
- e) Modes of supervision, and the activities regarding the students' integration in the research units, in their role of research assistants;
- f) Mandatory partial performance of the research works in research units external to ISCTE-IUL;
- g) The possibility of using other languages besides Portuguese and English either in the redaction of the thesis or compilation of articles and in the doctoral public examination.

Article 43

**Adequacy**

Within 60 days subsequent to the entry into force of the current general regulatory standards, the Doctorate Directors, after consulting the Doctorates' Scientific Commissions, shall present to the Scientific Council, for approval, each doctorate's specific regulatory standards.

Article 44

**Revocation provision**

The current regulatory standards revoke any opposing provisions on the same subject matters that may be found in other ISCTE-IUL internal rules.

Article 45

**Transitory provision**

The current regulatory standards shall apply from the academic year 2016-2017.

Article 46

**Entry into force**

The current regulatory standards shall enter into force on the day after its publication in *Diário da República*.