

REGULATION OF THE DOCTORAL PROGRAMME IN COMPUTER SCIENCE OF THE UNIVERSITIES OF MINHO, AVEIRO, AND PORTO

Article 1 Programme creation

The Universities of Aveiro (through the Department of Electronics, Telecommunications and Informatics), Minho (through the School of Engineering) and Porto (through the Faculty of Sciences and the Faculty of Engineering), herein designated as Universities, establish a Doctoral Programme in Computer Science, henceforth designated as Programme, through which they confer, jointly, the Doctor of Philosophy (Ph.D) degree in this field.

Article 2 Programme management

The management of the Program is carried out by a Scientific Committee, an Advisory Board and a Director, whose attributions, composition and mandate are defined in this regulation.

Article 3 Scientific Committee

1. The Scientific Committee is composed of six professors, two per University, designated by the competent organs of the participating Universities, after consultation of the their intervening Associated Laboratories and Research Units.
2. The mandate of the Scientific Committee is for three years.

Article 4 Advisory Board

1. The Advisory Board is composed of three professors or researchers external to the participating Universities, designated by joint agreement of all and by proposal of the Scientific Committee of the Programme, and its mission is to monitor the functioning of the doctoral program.
2. The mandate of the Advisory Board is for three years.

Article 5 Director

1. The Director is a professor with full tenure at the University where the curricular component of the Programme takes place and is proposed by the Scientific Committee, from among its members, and nominated by joint order of the Rectors of the three Universities.
2. The Director's mandate is for a year, starting at the same time as the academic year and is rotational among the three Universities.

Article 6 Director's Duties and Powers

1. The Director has the functions of directing and globally coordinating the Doctoral Program, jointly with the Scientific Committee.

2. It is the Director's responsibility to:

a) Ensure the proper functioning of the Programme;

b) Prepare and execute the Plan and Budget of the Programme, and draw up the Implementation Reports;

c) Officially represent the Programme;

d) Promote the Programme's national and international disclosure;

e) Promote extensive discussion in the intervening Associated Laboratories and Research Units, with a view to defining a common scientific strategy, for the proposal of themes for thesis, for the integration of students in research teams and to seek funding for research scholarships for candidates on the Programme.

f) Promote good coordination among the administrative services of the Universities with regard to the communication and registration of academic acts.

3. The Programme Director can delegate some of its functions on the members of the Scientific Committee.

Article 7 **Scientific Committee's Duties and Powers**

1. It is the Scientific Committee's responsibility to:

a) Approve the Plan and Budget proposals of the Programme, as well as the Implementation Reports, that are sent to the universities, namely to the relevant teaching and research organic units;

b) Annually approve the list of curricular units of the Programme's curricular component, their contents and teaching teams;

c) Approve the thesis theme proposals;

d) Select the candidates, give an opinion regarding their temporary admission on the Programme and define the curricular component for each student;

e) Nominate the Monitoring Group for each student, including a supervisor and a co-supervisor, should there be one;

f) Give an opinion regarding the student's enrolment in the thesis on the Programme, taking into consideration the student's performance in the curricular component, the required approval of the thesis proposal and the supervisor's opinion;

g) Prepare the list of proposed jury members for the doctoral juries, after hearing the supervisor, and submit them to the requisite bodies for approval and appointment;

h) Propose changes to the study plan and regulation of the Programme;

i) Secure an offer of research scholarships to be made known to the candidates on the Programme.

2. It is also responsibility of the Scientific Committee to support the Director in the global management of the Programme, to assure its proper functioning and contribute towards its national and international promotion.

Article 8 Advisory Board's Duties and Powers

1. It is the Advisory Board's responsibility to:

a) Meet, at least once every three years, with the Scientific Committee, the faculty and the students of the Programme;

b) Analyse and issue recommendations regarding the organization and the functioning method of the Programme;

c) Give opinions and recommendations regarding the annual implementation reports made by the Director of the Programme.

Article 9 Curricular Structure Organization and Credits

1. The Programme is made up of a study plan, organised according to the ECTS credits system, which includes a curricular component and a research component and has a minimum time span of three years for completion, on a full-time basis, and is worth 180 ECTS.

2. The curricular component corresponds to the first year of the Programme, on a full-time basis, and is worth a full 60 ECTS credits, of which 45 ECTS credits are divided among curricular units in fundamental training, and a curricular unit in introduction to research, with the aim of preparing a thesis proposal, which is worth 15 credits.

3. The basic training provided in the curricular component may include credits from the same scientific area or from other areas obtained in second and third cycle studies taught at the three universities, or by other national or foreign universities, subject to approval by the Scientific Committee, when intended to provide the acquisition of knowledge in fields not covered by the curricular units offered in the study plan of the Programme.

4. Approval in all curricular units of the first year of the curricular component of the Programme, designated as doctoral course, confers a *Doctorate Course Diploma* (does not grant a degree) in Computing, to be issued by the University where the curricular component took place, making reference to the joint Programme and including the logos of the three Universities.

5. The curricular component is implemented in a study plan drawn up for each student by the Scientific Committee, taking into consideration, specifically, the interests expressed by the student.

6. Taking into consideration the student's curriculum, the Scientific Committee can accredit the student with up to half of the credits foreseen for the fundamental training of the curricular component.

Article 10

Completion of the Curricular Component and Thesis Enrolment

1. In each academic year, the Scientific Committee publishes the list of the curricular units of the curricular component of the Programme.

2. Each edition of the curricular component of the study cycle will function in one of the signatory Universities in turn.

3. The working language of the Programme will be, preferentially, English.

4. Each student admitted to the Programme is enrolled as a Doctoral Student in each of the three Universities, by means of the administrative services of the University where the curricular component is taking place, which will then communicate the respective academic records to the academic services of the other Universities.

5. The themes of the theses are proposed, as far as possible, up to the end of the first semester of the curricular part by the researchers of the participating Associated Laboratories and Research Units.

6. The choice of a thesis theme must be made by the student up to the beginning of the second semester, with the agreement of the proponent of the theme, to be ratified by the Scientific Committee, which will designate the respective Monitoring Group.

7. The thesis proposal is presented by the student within the context of the curricular unit of thesis preparation, with the explicit agreement of the supervisor, in a document written for this purpose which identifies the aims, describes the state of the art, reports on the work already carried out and proposes future lines of action towards the completion of the Doctoral programme.

8. The thesis proposal will be appraised by a jury comprising the Monitoring Group, presided over by the member designated by the Scientific Committee and, for this purpose, an oral presentation must be scheduled, for the student to present the proposal to the jury, after which there is a discussion.

9. The thesis proposals presented by the students of a given edition of the doctoral programme are evaluated during the Doctoral Symposium of the corresponding edition and, should there be exceptions, these must be fully justified to the Scientific Committee.

10. The student's enrolment in the thesis depends on the approval of the Scientific Committee, which will take into consideration the performance of the student in the curricular component, the mandatory approval of the thesis proposal and the supervisor's opinion.

11. For the purpose of thesis enrolment, the student cannot have more than 15 credits of the curricular component in arrears.

12. The student registers his/her theme and thesis plan, carries out the research work and defends the Doctoral thesis in a public session at the University to which his/her main supervisor is affiliated.

Article 11 **Doctoral Supervisor and Monitoring Group**

1. During the first year of the Programme the Scientific Committee, after hearing the student, designates the doctorate's supervisor, who will be a faculty and/or researcher with a PhD, from the scientific area of the Programme, from one of the participating Universities.

2. The Scientific Committee of the Programme can, moreover, after hearing the supervisor and the student, designate a co-supervisor.

3. The Scientific Committee can, in justified cases, designate a supervisor who is external to all three Universities, in which case she/he will be obligatorily designated as co-supervisor, with the agreement of the student and supervisor, who must be a faculty and/or a researcher of one of the participating Universities of the Programme.

4. It is the supervisor's and, should there be one, the co-supervisor's responsibility to:

a) Evaluate the student's training needs and propose the content of the curricular unit, designated as Free Option, to the Scientific Committee;

b) Give an opinion, after hearing the Monitoring Group of the doctoral programme, regarding the possibility of submitting the Thesis, according to article 19, number 2.

5. The Monitoring Group of the doctoral programme is comprised of the supervisor and co-supervisor, should there be one, and of two more faculty or specialists of recognized standing nominated by the Programme's Scientific Committee, after hearing the supervisor, and one of them, at least, should not belong to any of the Universities who subscribe this document.

6. It is the responsibility of the Monitoring Group of the doctoral programme to evaluate the thesis proposal mentioned in number 8 of article 10, give an opinion regarding the progress reports presented by the student and support, when requested, the research carried out by the student.

7. Annually, it is the responsibility of the student to:

a) Participate fully in the Programme's Doctoral Symposium and present a talk;

b) Present to the Monitoring Group a copy of the talk and a brief report of the work carried out and of the plan for future work, up to 30 days prior to the end of the period for which the candidate has a valid enrolment.

Article 12 **Tutor**

1. Up until the Doctoral supervisor is nominated, according to article 11, each student must be counselled by a tutor who is assigned by the Scientific Committee.

2. The tutor is responsible for proposing to the Scientific Committee the curricular plan of the student, monitoring his/her progress and promoting contact between the student and possible supervisors/co-supervisors, guiding the student in his/her research interests.

Article 13

Title and Diploma

1. The degree of Doctor in Computer Sciences is awarded jointly by the University of Aveiro, by the University of Minho and by the University of Porto and is titled by a combined registration certificate (and, if requested, by a doctoral letter) issued by the University where the public defence of the thesis takes place and subscribed by the legal and statutorily competent organs of the three Universities, according to subsection c) of article 42 of Decree-Law No. 107/2008 of 25 June, and by Decree-Law No. 230/2009 of 14 September.

2. The issuing of the registration certificate and, if requested, of the doctoral letter, is accompanied by a supplement to the diploma drawn up according to and for the purposes of complying with Decree-Law No. 42/2005 of 22 February.

3. The rules regarding the deadlines for issuing the registration certificate, the doctoral letter and the Diploma Supplement are established by the regulations of each of the Universities.

Article 14

Selection, calendar, number of admissions and tuition fees

The selection criteria, the enrolment dates, the academic calendar, the number of admissions, the minimum number of students and the amount for tuition fees are all to be set by a joint order of the rectors of the Universities, annually, upon proposal by the Scientific Committee of the Programme.

Article 15

Tuition fees

1. The tuition fees are set annually by the General Councils of the Universities, upon proposal by the Rectors, after hearing the Scientific Committee of the Programme.

2. The criteria for possible reductions or exemptions of tuition fees are defined by the General Councils, upon proposal by the Rectors, after hearing the Scientific Committee of the Programme.

3. It is responsibility of the Rector of the University at which the student has registered the thesis theme, according to number 12 of article 10, to decide regarding reductions or exemptions of tuition fees requested by the students, according to criteria previously set by the General Councils and following a substantiated positive opinion of the Scientific Committee of the Programme.

4. The student who carries out the Programme on a part-time basis will pay annually an amount equivalent to 60% of the full tuition fee.

Article 16

Admission requirements

To enrol in the Programme the candidate must satisfy the conditions established in the national legislation, in the specific regulations applicable and, in particular, fulfil at least one of the alternatives expressed in the following sections:

- a) Hold a masters degree or a second cycle in higher education in Computer Science, Computing, Computer Engineering or related fields
- b) Have a degree in higher education, obtained in a national or foreign institution, with a relevant academic or scientific curriculum, recognised as appropriate by the Scientific Committee of the Programme;
- c) Have a professional or scientific curriculum which is recognised as relevant and appropriate by the Scientific Committee.

2. The candidates should have a good command of the English language both in writing and speaking, however, the scientific committee may accept candidates, in justified instances, who do not fulfil the above-mentioned requirements.

Article 17 Application process

1. The applications are formalised by sending, by e-mail, the documents that comprise the application process, to the Scientific Committee of the programme, according to the respective public notice announcing its functioning.
2. The analysis of the application processes, the admission and the ordering of the candidates, and the notification of the decision to accept or deny access is done by the scientific committee within the established deadlines defined annually for this purpose.

Article 18 Duration of the study cycle and expiration of the registration of the thesis

1. The normal duration of the study cycle is three consecutive years, when in a full-time regime.
2. In exceptional circumstances (namely in cases of accreditation of other training), the thesis delivery date can be brought forward in relation to the date foreseen, as long as the student requests this up to 90 days prior to the date on which the student wants to deliver the thesis.
3. The handing in of the thesis must take place, at the most, four years after the student's enrolment in thesis research as this is the date on which the corresponding thesis registration expires.
4. The expiration of the registration foreseen in the previous number can be reviewed and the registration renewed, by decision of the scientific committee, upon request by the student and based on concrete and substantiated motives.
5. The referred requests in number 2 and 4 are submitted to the Scientific Committee, which deliberates after hearing the Doctoral monitoring group.

Article 19

Thesis and Doctoral exams

1. Except in cases foreseen in the final part of number 2 of article 16, the Doctoral Thesis will be presented in English, with the title and the abstract in Portuguese also.
2. The request for thesis defense, which can only be done after having concluded all the curricular units corresponding to the curricular component of the programme (totalling 60 ECTS credits), must include:
 - a) The doctoral thesis, in a draft version, and the curriculum vitae, printed and in electronic format, in accordance with and with the number of copies to be defined by the competent organ of the University where the student is enrolled in thesis research;
 - b) Recommendation of the supervisor and co-supervisor, should there be one.
3. The doctoral jury is proposed by the Scientific Committee, according to article 7, number 1, section g), of this regulation, and approved by the competent organs of the University holding the thesis enrolment, according to the legislation and regulations in force.
4. The composition of the jury, its nomination and functioning will follow the rules defined in the corresponding legislation in force and, namely, in the regulation of the University where the student prepares and publicly defends the thesis.
5. The jury must have at least one teacher from one of the other partner Universities.
6. The thesis defense will take place within the deadlines and according to the terms of the legislation and regulations in force at the University where the student has enrolled for thesis research.
7. After the exams, the student must submit a final version of the thesis, including an electronic version, with the possible corrections suggested by the Doctoral jury, which should be verified by the thesis supervisor, and mention the names of the members of the jury, as well as the approval date.
8. Upon compliance of the provisions in the previous number, the Doctoral diploma will be issued, according to article 13.

Article 20

Suspension of the calculation of time limits

1. There is no suspension of the calculation of time limits during the curricular component (*Doctoral course*), however, the student can, instead, request the cancellation of his/her enrolment, according to the terms foreseen in the regulation of tuition fees in the University where the student is enrolled.
2. There can only be a suspension of the calculation of time limits during the thesis research period.
3. The substantiation on the request, the valid criteria to accept or refuse the suspension request are governed by the third cycle regulation of the University where the student

registered the theme of the thesis.

Article 21

Regimes of knowledge assessment and the forfeit of the right to enrolment

1. The knowledge assessment regime in the curricular component is set by the programme outline of each course unit, approved by the Scientific Committee and disclosed at the beginning of each academic year.
2. The forfeit of the right to enrolment regime is determined by the expiration of the registration of the thesis theme, according to article 18.

Article 22

Cases of omission

The cases of omission of this regulation will be resolved by the rectors of the three Universities, upon proposal by the Scientific Committee of the Programme.

Article 23

Entry into force

This regulation comes into force after being approved by the rectors of the three participant universities and after it has been published in the respective information systems.

Aveiro,
31.01.2012

On behalf of the University of Aveiro
The Rector,
Prof. Dr. Manuel António Assunção

Braga, 31.01.2012
On behalf of the University of Minho
The Rector,
Prof. Dr. António M. Cunha

Porto, 2012/01/31
On behalf of the University of Porto
The Rector,
Prof. Dr. José Carlos Marques dos Santos

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