

INTERPRETATION

This is a nonbinding translation of the Regulation. If any question regarding the meaning and interpretation of the present regulation arises, the Portuguese Version should prevail.

IST Diplomas of the 3rd Cycle of Higher Studies Regulation

Preamble

Higher education establishments may award academic degrees, in particular for the completion of a doctoral course, or award diplomas for the completion of other courses not conferring an academic degree integrated in their educational project, as stipulated in paragraphs 1 and 3(e) of the article 4 of Decree-Law n.º 65/2018 of August 16.

This regulation defines the general provisions that apply to all 3rd cycle IST Diplomas. The new version of this regulation results from the adaptation of the previous version, approved at the meeting of the Coordinating Committee of the Scientific Council of December 16, 2020 and ratified at the Management Council meeting of February 4, 2021, to the new Regulation of Post-Graduation from the University of Lisbon, published in Diário da República, 2nd series, n.º. 175, 8 September 2020, with correction no. 648/2020 published in Diário da República, 2nd series, no. 188, 25 of September 2020, and which arises following the revision of the legal regime of higher education degrees and diplomas published in Decree-Law No. 74/2006 of 24 March, republished through Decree-Law N.º. 65/2018 of August 16.

CHAPTER I GENERAL PROVISIONS

Article 1

IST Diplomas of the 3rd Cycle of Studies

1 - IST awards the diplomas of the 3rd cycle of higher studies designated by:

- a) Diploma of Advanced Studies (DEA);
- b) Diploma of Advanced Training (DFA).

2 - The specific name of the IST Diplomas referred to in paragraph 1 must not be confused with that of the final attainment of the corresponding academic degree, if any.

Article 2

Degree of IST Diplomas of the 3rd Cycle of Studies

1 - The title of IST Diplomas referred to in Article 1 is carried out in accordance with the provisions of Article 4 of Decree-Law No. 65/2018 of 16 August.

2 - IST Diplomas of the 3rd cycle are organized in accordance with the European Credit System (ECTS) as provided for in Decree-Law n.º 42/2005 and in Dispatch n.º 10543/2005.

3 - The issuance of IST Diplomas for the 3rd cycle is accompanied by the issuance of the corresponding supplement to the diploma under the terms of Decree-Law n.º 42/2005.

Article 3

IST Diplomas of the 3rd Cycle of Studies in Association

1 - IST can partner with other higher education entities, national or foreign, to define study plans and conduct courses leading to the attribution of the IST Diploma of the 3rd cycle.

2 - The attribution and title of the IST Diploma of the 3rd cycle in association is governed by the stipulated in articles 42 and 43 of Decree-Law no. 65/2018 of August 16.

CHAPTER II

IST DIPLOMAS OF THE 3rd CYCLE OF STUDIES

Article 4

Diploma of Advanced Studies

1 - The Diploma in Advanced Studies (DEA) attest the level of broad and solid knowledge of a scientific basis, necessary for carrying out fundamental or applied research work that can contribute to expanding the frontiers of knowledge in the scientific field of study.

2 - Completion of a doctoral course in a cycle of studies leading to a doctoral degree grants the right to the attribution of a DEA.

3 - The course leading to the DEA consists of a set of curricular units whose total credits range between 30 and 60 ECTS.

4 - The course leading to the DEA consists of a set of scientifically based curricular units, classified as 'D' type curricular units.

5 - The DEA is awarded in a field of knowledge or in its specialty in the fields of Science, Engineering, Engineering and Management, and Architecture.

Article 5

Diploma of Advanced Training

1 - The Diploma of Advanced Training (DFA) attests the level of in-depth technical and/or technological knowledge that translate into professional skills of higher professional qualification in the field of specialization.

2 - The course leading to the DFA consists of a set of curricular units whose total credits range between 15 and 60 ECTS.

3 - The core of the course leading to the DFA is made up of a set of technical and/or technologically based course units, classified as 'F' type course units.

4 - The Diploma of Advanced Training is awarded in a field of specialisation recognised by the Scientific Council of IST.

Article 6

Study Plans

1 - The course's study plan is prepared by the respective Scientific Coordination, in compliance with the provisions of articles 4 and 5 of this regulation, and approved by the Scientific Council of IST upon proposal of the departments or transversal structures involved.

2 - The core of the course leading to the DEA is made up of course units of type 'D' that can be complemented by a list of specific course units of type 'F' and type 'M'.

- a) On admission, credit units may be credited for activities or previous training, and this credit cannot exceed 9 ECTS.
- b) Each student's study plan is composed of a minimum of 60% of ECTS credits in 'D' type curricular units, and may also include up to a maximum of 30% of the credits in 'F' type curricular units and up to a maximum 30% in course units of type 'M'.
- c) Doctoral students who provide teaching support to courses taught at Instituto Superior Técnico, for a minimum of 3.5 hours per week, during 1 academic semester, and do not request exemption from tuition fees under Article 4 of the Regulation of Doctoral Fees of Instituto Superior Técnico may, at their request, be exempted from attending 1 curricular unit of their study plan, up to a maximum of 6 ECTS, upon approval by the supervisor and coordinator of the respective study cycle and approval by the Executive Committee of the Scientific Council.
- d) Exceptionally in cases proposed and duly substantiated by the scientific advisor and the coordinator of the study cycle, and approved by the Scientific Council, the student may be exempt from the DEA.

3. The core of the courses leading to the DFA is constituted by curricular units of type 'F' that can be complemented by a list of specific curricular units of type 'D' and type 'M'.

- a) On admission, credit units may be credited for activities or previous training, and this credit cannot exceed 9 ECTS.
- b) Each student's study plan is composed of a minimum of 60% of ECTS credits in 'F' type curricular units, and may also include up to a maximum of 30% of the credits in 'D' type curricular units and up to a maximum 30% in course units of type 'M'.

4 - The proposals for the study plans of the courses must be sent annually, by the 31st of January, to the Executive Committee of the Scientific Council for approval. The formulation of the proposals must be part of the tables attached to Orders nº 07287A/2006, 07287B/2006, 07287C/2006 and all curricular units must be mandatorily detailed, extensively or comprehensively, including the following information in Portuguese and in English:

- a) Name;
- b) Classification in D, F or M;
- c) ECTS credits and average classroom teaching load per week;
- d) Goals;
- e) Summary programme;
- f) Bibliography;
- g) Name of responsible professor.

5 - The proposals for the study plans of the courses referred to in the previous number that correspond to changes in the current study plan, namely with regard to sub-paragraphs a), b) or c) of the previous number, must be accompanied by a plan of equivalences between the current plan and the proposed plan, for approval by the Executive Committee of the Scientific Council.

CHAPTER III

ACCESS AND ENTRY TO THE 3rd CYCLE COURSES

Article 7

Admission to the courses

1- Can apply for access to courses leading to IST Diplomas of the 3rd cycle of higher studies:

- a) Holders of a master's degree or legal equivalent;

- b) Holders of a graduate's degree holding a particularly relevant academic or scientific curriculum that is recognised by the Scientific Council of IST as attesting the capacity to carry out the course;
- c) Exceptionally, holders of an academic, scientific or professional curriculum recognised by the Scientific Council of IST as attesting the capacity to carry out the course.

2. The recognition referred to in sub-paragraphs b) and c) of paragraph 1 of this article does not grant its holder automatic recognition, neither specific recognition nor recognition at the level of the degree of licentiate or master.

Article 8 Courses Admission

1 - Admission to courses leading to IST Diplomas of the 3rd cycle of higher studies is subject to:

- a) For the approval by the Scientific Council of IST of the proposal to accept the application presented by the Scientific Coordination of the course;
- b) By the numerus clausus of the course, previously set by the Scientific Council of IST, under proposal of the Scientific Coordination of the course.

2 - Doctoral students have access to the course leading to the DEA extra numeri clausi.

3 - The right to enter a course leading to an IST Diploma for the 3rd cycle of higher studies is formalised upon registration in the Postgraduate Area.

Article 9 School Calendar and Knowledge Assessment

1 - The academic calendar of each course leading to an IST Diploma for the 3rd cycle of higher studies is set annually by competent bodies of IST.

2 - There is no place for the appeal period for the assessment of knowledge in the curricular units.

3 - The working language used in the courses can be the Portuguese language or the English language.

4 - The release of grades is done according to the rules defined for undergraduate and master's degrees.

5 - The final average of the course is calculated by the average of the marks obtained in each curricular unit weighted by the respective weight in ECTS and rounded to the nearest integer.

CHAPTER IV **SCIENTIFIC-PEDAGOGICAL COORDINATION**

Article 10 Constitution of the Scientific Coordination

1 - The Scientific Coordination of courses leading to IST Diplomas of the 3rd cycle of higher studies is the responsibility of the Scientific Committee of the course.

2 - The Scientific Committee of the courses consists of:

- a) By the course coordinator, who presides;

- b) By professors or researchers holding a PhD, in a number defined by the Scientific Council, who represent the scientific areas of the department(s) and transversal structures participating in the course, including more than one full professor or coordinating researcher.

3 - The Course Coordinator is a full professor or coordinating researcher appointed by the President of IST, under proposal of the department(s) and transversal structures that participate in the course.

4 - The coordination of the course may be assigned to an associate professor or a principal researcher, preferably with aggregation or qualification, respectively, appointed by the President of IST, under a reasoned proposal of the department(s) or transversal structures participating in the course .

5 - The remaining members of the Scientific Committees of the courses are appointed by the Scientific Council under the proposal of the course coordinator and the full professors and researchers coordinating the scientific areas of the department(s) and transversal structures participating in the course are heard.

Article 11

Competences of Scientific Coordination

1 - Contribute to the national and international promotion of the course.

2 - Coordinate the selection of candidates to access the course.

3 - Propose to the Scientific Council of IST the numerus clausus of each course, after consulting the departments and transversal structures involved.

4 - Prepare the proposals for the study plans of the courses to be submitted for approval by the Scientific Council of IST.

5 - Coordinate the programmes of the curricular units of the courses and ensure their proper functioning.

6 - Present to the Scientific Council of IST the justified proposal for ranking candidates in accessing courses.

7 - Decide on the need to carry out preliminary or propaedeutic curricular units, at the undergraduate and/or master's level, in the case of candidates whose training does not meet the minimum requirements for attending the courses.

8 - Propose the study plan of each student for approval by the Scientific Council of IST.

9 - Elaborate the specific regulations of the respective course and submit them for approval to the competent legal and statutory bodies of IST.

10 - Propose amendments to the Regulation of IST Diplomas for the 3rd Cycle of Higher Studies.

Article 12

Constitution and Competences of the Pedagogical Coordination

1 - The Pedagogical Coordination of the courses leading to IST Diplomas of the 3rd cycle of higher studies is the responsibility of the Pedagogical Committee of the course.

2 - The Pedagogical Committee of the course consists of:

- a) Course Coordinator, who chairs;
- b) Professors or PhD researchers who are members of the Scientific Committee of the course and students who are enrolled in it.

3 - The composition and functioning of the Pedagogical Committee are defined in the specific regulations for each course.

CHAPTER V

FINAL DISPOSITIONS

Article 13

Entry into force

It is conferred, under the terms of paragraph 1 of article 191 of the CPA, retroactive effectiveness is given to this regulation, which is in force from December 16, 2020, the date of its approval by the Scientific Council.

Article 14

Missing Cases

Situations not provided for in this regulation will be resolved by the Scientific Council, upon proposal by the Executive Committee.

Article 15

Review of the Regulation

The present regulation may be revised at the request of the majority of the members of the Scientific Council or the President of IST, and any amendments must be approved by a majority of 2/3 of its members.

ANNEX
Administrative Procedures

(Applications, Enrollment, Registration and Fees)

1 - The submission of applications for access to the study cycles leading to an IST Diploma for the 3rd cycle of higher studies takes place within the periods established annually by the competent legal and statutory bodies of the IST.

2 - The formalisation of the application is processed by the delivery of the application process.

3 - The application process for accessing the courses is submitted online or delivered to the PostGraduate Area.

4 - The application process includes the following documents:

- a) Application form (proper form provided by the services), which must include the identification of the scientific area, and the name of the supervisor and co-supervisor(s), if applicable, and respective declarations of acceptance;
- b) Study plan, if applicable;
- c) Curriculum vitae
- d) Discriminatory certificate proving the academic degree(s) with indication of the average grades(s);
- e) Identification document (e.g. citizen card or passport);
- f) Reference letters or external opinions, and letter of expression of intent, when applicable;
- g) Other documents that the candidate deems relevant for the evaluation of the respective application (e.g. letters of reference, expression of intentions, publications etc.).

5 - For the registration to be valid, the following documents are required:

- a) Enrollment form (own form provided by the services);
- b) A photography;
- c) Individual health bulletin duly updated;
- d) Discriminatory certificate proving the academic degree(s) with indication of the average(s);
- e) Taxpayer card;
- f) Payment of registration fee, student insurance and tuition fees.

6 - The student may cancel his/her registration within 30 working days after its completion.

7 - Enrollment is the act that, after enrollment, entitles the student to attend the course, formalised by completing and delivering the enrollment form where the curricular units of the study plan are identified.

8 - The value of the tuition fees and the method of payment are set annually by the competent statutory and statutory body of IST.

9 - Enrollment and enrollment must be done simultaneously within a maximum period of 20 days

from the date on which the acceptance of the application is approved.

10 - Candidates whose application has been accepted and approved and who do not meet the deadline stipulated in the previous point will be cancelled, and the vacancies thus opened will be filled by substitute candidates, if any.

11 - The deadlines for the payment of tuition fees are set annually by the legal and statutory competent body of IST.

12 - Failure to meet the deadline for payment of tuition fees implies the payment of late payment interest.