

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 Doctoral Degrees General Regulation**Introduction**

The new General Regulation for Doctorates of the Instituto Superior Técnico (IST) is an adaptation of the previous version, approved by Order n.º 10166/2015, published in the Diário da República, Series II, n.º. 177, 10 September 2015, resulting from the publication of the new Regulation for Postgraduate Studies of the Universidade de Lisboa (ULisboa), approved by Order n.º 8631/2020. September 2020, published in the Diário da República, 2nd series, no. 175, 8 September 2020, with the amendment n.º 648/2020 published in the Diário da República, series II, n.º 188, 25 September 2020, which follows Decree-Law n.º 65/2018 of August 16, which amends Decree-Law n.º 74/2006, of March 24, which establishes the legal regime for higher education degrees and diplomas. In general terms, this new regulation does not introduce significant changes compared to the previous regulation.

CHAPTER I**General Provisions****Article 1**

(Doctorate degree)

1 - The Doctorate Degree is awarded to those who demonstrate that they meet the following requirements:

- a) Ability to systematically understand a scientific domain of study;
- b) Competences, aptitudes and research methods associated with a scientific domain;
- c) Ability to conceive, design, adapt and carry out significant research respecting the requirements imposed by academic quality and integrity standards;
- d) Have carried out a significant number of original research works that have contributed to the expansion of the frontiers of knowledge, part of which deserves international dissemination in publications with a selection committee;
- e) Be able to critically analyse, evaluate and synthesise new and complex ideas;
- f) Be able to communicate with their peers, the rest of the academic community and society in general about the area in which they are specialised;
- g) Being able, in a knowledge-based society, to promote, in an academic or professional context, technological, social or cultural progress.

2 - A doctoral degree is awarded in a field of knowledge or in a specialty in the fields of Science, Engineering, Engineering and Management, or Architecture.

Article 2
Doctorate in Association

1 - IST may associate with other higher education entities, national or foreign, for the definition of study cycles leading to a doctorate degree.

2 — Study cycles in association may be governed by specific protocols agreed upon by the participating institutions, are approved by the Scientific Council of IST and signed by the Rector of ULisboa and the President of IST.

3 — The attribution and title of a doctorate in association are governed by the provisions of articles 42 and 43 of Decree-Law no. 65/2018 of August 16.

CHAPTER II
Organisation, Access and Admission to the Study Cycle

Article 3
Organisation

1 - The cycle of studies leading to the doctoral degree includes:

- a) The preparation of an original thesis specially designed for this purpose, suited to the nature of the field of knowledge or specialty and contributing to the expansion of the frontiers of knowledge;
- b) As an alternative to paragraph a) of this number, and under equivalent conditions, the compilation, duly framed and in which the applicant's original contribution is clear, of a coherent and relevant set of research works, already the object of publication in journals with selection committees of recognised international merit present in the databases defined by the Scientific Council of IST for this purpose, and during the period of enrollment in the doctoral course;
- c) The completion of a doctoral course consisting of scientifically-based curricular units suitable for training for research and/or the development of complementary skills.

2 - Research activities integrated in the cycle of studies leading to a doctoral degree may be carried out in companies whose activity has been recognized as of scientific or technological interest or which have been awarded the title of Collaborative Laboratory, or consortia between any of these entities.

3 – The protection of intellectual property resulting from R&D activities developed within the scope of the study cycle leading to a doctoral degree is carried out under the terms of IST's Intellectual Property Regulation.

4 – When the cycle of studies leading to a doctoral degree is developed in association with other higher education institutions, national or foreign, or when the activities take place in several entities with their own regulations for the protection of intellectual property, the ownership of property rights intellectual property resulting from R&D activities is regulated by agreement between the entities concerned and the student.

Article 4
Conditions for Access to the Study Cycle

1 - The following may apply for the study cycle leading to a doctoral degree:

- 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 cycle of studies;
- 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 cycle of studies.

2 — It is the responsibility of the Scientific Council of IST, taking into account the opinion of the coordinator of the study cycle, to decide on the candidates to be admitted.

3 — The recognition referred to in subparagraphs b) and c) of paragraph 1 of this article:

- a) It will be based on opinions issued by two PhD professors or researchers, considered specialists in the applicable scientific field of study and appointed by the corresponding study cycle coordinator;
- b) It does not grant its holder automatic recognition, neither specific recognition nor recognition at the level of a bachelor's or master's degree.

4 — Admission to a cycle of studies leading to a doctoral degree, acquired after approval by the Scientific Council of IST of the acceptance of the application, is formalized upon registration in the Postgraduate Area.

Article 5

Doctoral Course

1 - The study plan of the doctoral course is defined by the Scientific Coordination of the course and approved by the Scientific Council of IST and is composed of curricular units selected in a course leading to the Diploma in Advanced Studies (DEA).

2 — The definition of the study plan for the doctoral course must comply with the rules defined in paragraphs 3 and 4 of article 4 and in sub-paragraphs a) and b) of paragraph 2 of article 6 of the General Regulation for PhDs at the Instituto Superior Técnico on courses leading to DEA.

3 — Completion of a doctoral course in a cycle of studies leading to a doctoral degree confers the right to the attribution of an IST DEA, in the field of knowledge or in a specialty appropriate to the field of study.

Article 6

(School Calendar and Knowledge Assessment)

1 — The academic calendars of doctoral courses generally coincide with those of courses leading to the DEA, which are set annually by competent bodies of IST.

2 — There is no place for the recourse period for the assessment of knowledge in the curricular units of doctoral courses.

3 — The release of grades is done in accordance with the rules defined for undergraduate and master's degrees.

4 — The final average of the doctoral course is calculated by the average of the grades obtained in each curricular unit weighted by the respective weight in ECTS and rounded to the nearest

integer.

Article 7 Qualification Exams

1 — The specific regulation of study cycles leading to a doctoral degree may require, as a prerequisite for the continuation of studies, the passing of qualification exams, each with the objective of evaluating the student's abilities in a fundamental subject of knowledge related to the field of study.

2 — The maximum number of subjects subject to a qualifying examination cannot exceed three per student.

3 — The qualifying exams will be carried out every six months, in periods that must coincide with the exam periods established annually by the statutorily competent body of the IST.

4 — The deadlines for taking the qualification exams are established in the specific regulation of the study cycle.

5 — Students who do not pass the qualifying exam(s) or who do not meet the deadline established in the previous number will be automatically excluded from the study cycle, and cannot re-apply for access to the same study cycle before one year after the exclusion.

Article 8 Suspension of deadlines

1 — The counting of deadlines for the delivery, reformulation and discussion of the thesis referred to in these Regulations, as well as for the deliberations of the Scientific Council of IST or of the doctoral juries, are suspended, by order of the Scientific Council of IST, at the request of the interested parties, based on the following fundamentals:

- a) Parenthood;
- b) Serious and prolonged illness or serious accident of the student;
- c) Assistance to a member of the household who suffers from a serious and prolonged illness;
- d) Other situations provided for by law or socially acceptable.

2 – The request for suspension of the period must be based on clinical information that proves the situations provided for in subparagraphs a) to c) of the previous number or from other documents when the request for suspension is based on other situations.

3 – The counting of deadlines for the submission, reformulation and discussion of the thesis, based on other grounds, duly justified and supported by the scientific advisor and the coordinator of the study cycle, may also be suspended by the Scientific Council of IST, at the request of interested parties.

Article 9 Readmission

The student can apply for readmission after having interrupted the enrollment in the study cycle for at least one academic year.

Article 10 (Part time)

1 — The number of years that a student can be enrolled on a part-time basis cannot exceed the two, corresponding each part-time year to half a year full-time, namely for the purpose of the maximum and minimum duration of the study cycle.

2 – In the part-time regime, the tuition fee stipulated in the IST 3rd cycle tuition fee Regulation is applied.

CHAPTER III Scientific Supervision

Article 11 Supervision

1 – The scientific supervision of a doctoral thesis will be the responsibility of a professor or a doctoral researcher, national or foreign, or a specialist in the thesis area recognised as suitable by the Scientific Council of IST.

2 – The Scientific Council of IST appoints the supervisor, upon the student's proposal and upon express acceptance by the person proposed.

3 – The joint supervision regime is mandatory whenever the supervisor is external to IST, and the supervision is carried out by a professor or doctoral researcher with a permanent link to IST.

4 – In other situations where justified, scientific co-advisors may be appointed.

5 — The scientific supervision team is limited to a maximum number of three members.

6 — It is incumbent upon the Scientific Council of IST, or to whom it delegates, the appraisal and deliberation on requests for change of supervisor and/or co-supervisor, when duly substantiated.

7 – The members of the scientific supervision team may, at any time, request the Scientific Council, upon duly substantiated justification, to waive the supervision, and students may also submit a duly substantiated request for a change of supervisor or co-supervisor. upon express acceptance of the proposed new supervisor.

CHAPTER IV Thesis Monitoring Committee

Article 12

Public Presentation of the Thesis Proposal)

1 — The student must attend a seminar for the public presentation of the research work developed and the thesis proposal within 24 months after the start date of studies in the study cycle, in the presence of the Thesis Monitoring Committee (CAT) referred to in articles 13 and 14 of this regulation.

2 – In cases where the public presentation seminar referred to in the previous number is included in the study plan, a classification must be given, similarly to any other curricular unit.

3 – The holding of the public presentation seminar referred to in paragraph 1 is mandatory, otherwise the student's enrollment will be cancelled.

4 – In doctoral programs in association with foreign higher education institutions, or in

exceptional situations, the postponement or waiver of the public presentation of the research work referred to in paragraph 1 may be authorized.

Article 13

Constitution of CAT

The CAT consists of:

- a) By the scientific supervision team;
- b) By a minimum of two professors, doctoral researchers or specialists of recognised merit, appointed by the coordinator of the study cycle, under the proposal of the supervisor or scientific co-supervisor of IST and after consultation with the respective Scientific Committee;
- c) The CAT members referred to in a) shall not exceed in number the CAT members referred to in b).
- d) The presidency of the CAT is held by the oldest member of the IST in the highest category, excluding the members referred to in a).
- e)

Article 14

CAT competences

The competences of the CAT are:

- a) Monitor the progress of the student's research work until the thesis submission date;
- b) Schedule and disseminate the seminar for the public presentation of the research work carried out and the thesis proposal, whose duration should not exceed one hour;
- c) Prepare the report(s) on the progress of the work plan, namely that resulting from the public presentation of the work and thesis proposal, including suggested corrections and the expected date of the respective conclusion, of which the Scientific Committee of the cycle of studies, which in turn will send the report to the Postgraduate Area.

Article 15

Other thesis follow-up mechanisms

Without prejudice to the provisions of articles 12 to 14 of this regulation, the specific regulations of study cycles may define complementary mechanisms for individual monitoring of the evolution of doctoral work.

CHAPTER V

PhD thesis

Article 16

International Coordination Agreements

For the preparation of the thesis, agreements may be signed with other foreign higher education institutions, legally authorised to award a doctorate degree, or equivalent.

Article 17

Confidentiality in Thesis or equivalent works

If there are confidential parts or annexes to the thesis or equivalent works, an application must be submitted to the Scientific Council of IST.

Article 18

Submission of the Provisional Thesis

The prerequisites for the submission of the provisional thesis are:

- a) Completion of the doctoral course;
- b) Passing the qualifying exam(s), if applicable.
- c) The report with a positive assessment of the result of the evaluation of the thesis proposal prepared by CAT, if applicable.
- d) Regularised tuition fees.

Article 19

Deadline for Delivery of the Provisional Thesis

Within a minimum period of 3 years and a maximum of 5 years from the start of studies in the study cycle, the Provisional Thesis must be submitted in the Postgraduate Area.

Article 20

Jury Appointment

1 — The thesis is subject to appreciation and public discussion by a jury, proposed by the coordinator of the study cycle within 30 working days following receipt of the process in the Postgraduate Area.

2 – The Scientific Council of IST appoints the jury and it is approved by the President of IST, or by whoever receives a delegation from him for this purpose, within 10 working days.

Article 21

Constitution of the Jury

1 — The doctoral jury is composed of:

- a) By the Rector of ULisboa, who presides, or by the President of the Scientific Council of IST, by delegation of the Rector with sub-delegation capacity;
- b) For a minimum of four PhD members, one of whom may be the supervisor;

2 — Without prejudice to paragraph 7 of this article, only one member of the scientific supervision team may be part of the jury.

3 — Without prejudice to the provisions of paragraph 6 of this article, the number of members of the jury cannot exceed six.

4 — At least two of the members of the jury referred to in subparagraph b) of paragraph 1 of this article are appointed from among PhD professors and researchers from other higher education or research establishments, national or foreign, not belonging to the University of Lisbon (external supervisors are not considered for the fulfillment of this requirement), and three members may be considered under these conditions as long as their number does not exceed the total number of IST members.

5 — An individual of recognised competence in the scientific area in which the thesis or equivalent works are included may also be part of the jury.

6 — The jury must include at least three professors or researchers holding a PhD in the scientific field in which the thesis or equivalent works are inserted.

7 — In doctoral programs in association with foreign higher education institutions, whenever there is more than one supervisor, two supervisors may participate in the jury, in which case the jury consists of a minimum of six members with a doctorate and a maximum of seven members.

8 — Two of the members of the jury are appointed rapporteurs, at least one being external to the University of Lisbon, excluding the supervisor and co-supervisors, whenever they exist.

9 — After the jury has been appointed, the respective constitution must be made known to the candidate.

Article 22 (Jury Procedures)

1 — The deliberations of the jury are taken by a majority of its members, through a justified roll call vote, abstentions not being allowed.

2 — The president of the jury has the casting vote, exercising his right to vote in the event of a tie.

3 — Minutes of the jury meetings are drawn up, including the votes of each of its members and the respective reasons, which may be common to all or some members of the jury.

4 — The rapporteurs referred to in no. 8 of article 21 of this regulation shall prepare independent reports on the assessment of the thesis and send them, by email, within a maximum period of 40 working days, to the Postgraduate Area who will be responsible for the timely distribution of the aforementioned reports to the president of the jury.

Article 23 Acceptance of Thesis or Equivalent Works

1 — The president of the jury, within a maximum period of 20 working days after receiving the opinions of the rapporteurs, convenes a meeting to deliberate on the scheduling of the public defense, the designation of the main examiners, the distribution of the order and the times of discussion, or, alternatively, the reasoned recommendation to the candidate to reformulate the thesis or equivalent works.

2 — At the meeting, the jury must take into account the opinions of the rapporteurs, the opinion of each of the other members and, if applicable, the report(s) of the CAT referred to in article 14 of this regulation and deliberate on:

- a) Acceptance of the thesis for public discussion in the submitted version;
- b) Acceptance of the thesis for public discussion in a version to be submitted within a maximum period of 20 working days from the date of the jury's deliberation and which must include the corrections and changes in detail recommended by the jury;
- c) The rejection of the thesis in the submitted version, providing the candidate with the necessary recommendations so that he can reformulate it and submit, within a maximum period, non-extendable, 120 working days from the date of the jury's deliberation, of a version that can be accepted for public defense, unless you declare that you do not intend to do so.

3 — The minutes of the jury meeting must include, in an annex, the opinions of the rapporteurs and the final report of the CAT, when applicable.

4 — In the case of paragraph c) of paragraph 2 of this article, a new meeting of the jury will take place, which will result in the scheduling of the tests, within 30 working days from the date on which the thesis or equivalent works were accepted by the jury or given its reformulation by the student.

5 — After the period of 120 working days referred to in subparagraph c) of paragraph 2 of this article, if the student has not reformulated the thesis or equivalent works or has not declared that he intended to keep them as they were presented, he/she considers It is noted that the student has decided not to pursue his doctoral work, and the respective registration will be cancelled.

6 — Following the provisions of paragraph 2 of article 48 of Decree-Law no. 65/2018 of 16 August, the jury meetings referred to in paragraphs 1 and 4 of this article can be done in person or by teleconference.

7 — It is incumbent upon the president of the jury to schedule the public thesis defense test, which must take place within 30 working days from the date on which the thesis or equivalent works were accepted by the jury or, in case of reformulation , from the date on which the student delivers the thesis or equivalent works, or the statement that he does not intend to proceed with the reformulation.

Article 24

Public act of defense of the thesis or equivalent works

1 – The public act of defense of the thesis can take place in Portuguese and/or in another official language of the European Union, as long as they are understood by the student and by the members of the jury.

2 – The public defense of the thesis cannot, under any circumstances, exceed the duration of two hours and thirty minutes.

3 — The president of the jury is responsible for managing the sequence and distribution of the times of interventions in public depense, following the agreement established at the first meeting of the jury and the following principles:

- a) The first 30 minutes should be occupied by the presentation by the candidate of a summary/synthesis of the thesis focused on their most significant original contributions;
- b) All members must actively participate in the discussion;
- c) With time available, the president of the jury may allow interventions in the discussion of members of the assistance.

4 – The president of the jury may authorise the participation of members by teleconference in any number, provided that there are technical conditions for their full participation in the works, guaranteeing their audio and video access to all phases of the competition.

5 — At the end of the public defense, the jury will meet in private to decide on the candidate's approval and the qualification to be awarded, then inform the candidate of the decision taken.

Article 25

Final Qualification of the Doctor's Degree

1 — The academic degree of doctor is awarded by the jury a final qualification, taking into account the grades obtained in the curricular units of the doctoral course and the merit of the thesis assessed in the public act.

2 — The final qualification of the doctoral degree will be expressed by one of the following mentions, Refused or Approved.

3 – The academic degree of doctor is awarded by the jury a final qualification, expressed by the

mentions of:

- a) Approved;
- b) Approved with Distinction.

4 — The classification of “Approved with Distinction”, obtained unanimously, the jury may also attribute the qualification of “Approved with Distinction and Honors” to those who fully meet the following requirements:

- a) Demonstrate an exceptional level of performance, in terms of the skills and competences referred to in paragraph 1 of article 1 of this regulation;
- b) Present research results reported in the thesis that significantly contribute to the expansion of the frontiers of knowledge in the field of study;
- c) Have a final average of completion of the doctoral course of no less than 16;
- d) The supervisor has presented, before the public act of defense of the thesis, at least 10 working days in advance, a proposal, duly substantiated.

5 — The attribution of the classification of “Approved with Distinction and honors” can only be granted unanimously.

Article 26

Approval of the Thesis and Final Minutes by the President of the Jury

1 — In case of approval, without prejudice to the decision taken, if applicable and if it so deems fit, the jury may determine, in writing, that the candidate introduces minor changes to the final version of the thesis, which improve it and have resulted from public discussion .

2 — In case of approval, the candidate will have a maximum period of 30 working days to submit the final version of the thesis to the Postgraduate Area, in accordance with annex C of this regulation, which will promote the respective approval by the president of the jury.

3 — The president of the jury must only sign the minutes of the jury meeting, corresponding to the public tests, after having approved the final version of the thesis.

Article 27

Award of PhD's Degree

The doctorate degree is awarded to those who have obtained approval in the public act of defense of the thesis or equivalent works.

Article 28

PhD's Degree Title

1 — The PhD degree by the Instituto Superior Técnico (IST), of the University of Lisbon (ULisboa) is granted by the issuance of a registration certificate with a unique number, which then allows the issuing of certificates proving the attainment of the Doctor degree . The issuance of a doctoral letter is optional and issued by the Rectory of the University of Lisbon (ULisboa), in accordance with the provisions of article 43 of Decree-Law No. 65/2018 of August 16. The issuance of the registration certificate (generally known as a doctoral diploma) is accompanied by a supplement to the diploma issued within 90 working days after the application has been made.

2 — The mention of the European Doctorate Degree may be included in the registration certificate, as well as in the conclusion certificate or in the doctoral letter, if required.

CHAPTER VI

Special Regime

Article 29

Special Thesis Presentation Regime

1 — Those who meet the conditions for access to the cycle of studies leading to the degree of doctor may request the presentation of a thesis to the public defense act without registration in the cycle of studies referred to in article 3, and without guidance referred to in article 11 of this regulation.

2 — It is incumbent upon the Scientific Council of IST to decide on the application, taking into account the opinion of the Scientific Coordination of the study cycle, more directly related to the field of study, after assessing the applicant's curriculum and the adequacy of the thesis to the objectives pursued by the doctoral degree, under the terms of article 1 of this regulation.

CHAPTER VII

Scientific-Pedagogical Coordination

Article 30

Constitution of the Scientific Coordination

1 — The Scientific Coordination of the study cycles leading to a doctoral degree is the responsibility of the Scientific Committee of the study cycle.

2 — The Scientific Committee of the study cycle is constituted by:

- a) By the coordinator of the study cycle, who presides;
- b) By professors or researchers holding a PhD, in a number defined by the Scientific Council of IST, who represent the scientific areas of the department(s) and transversal structures that participate in the study cycle, including more than one full professor or coordinating researcher.

3 — The coordinator of the study cycle is a full professor or coordinating researcher appointed by the President of IST, under proposal of the department(s) or transversal structures that participate in the study cycle.

4 — The coordination of the study cycle may be assigned to an associate professor or a principal investigator, 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 study cycle.

5 — The remaining members of the Scientific Committees of the study cycles are appointed by the Scientific Council of IST on a proposal from the coordinator of the study cycle and after hearing from the full professors and coordinating researchers of the scientific areas of the department(s) and transversal structures that participate in the study cycle.

Article 31

Competences of the Scientific Coordination

1 — Contribute to the national and international promotion of the study cycle.

2 — Coordinate the selection of candidates for access to the study cycle.

3 — Present to the Scientific Council of IST a justified proposal for the acceptance of candidates

to the study cycle.

4 — Appoint the scientific advisor once his agreement is obtained and after a free choice made by each candidate.

5 — Appoint the scientific co-advisor(s), under a well-founded proposal from the scientific advisor that justifies the need for the existence of co-supervision.

6 — Prepare, together with the scientific supervision, the proposal of the study plan for each student, for approval by the Scientific Council of IST, including:

- a) The set of curricular units of the respective doctoral course;
- b) The subjects in which the student will have to take qualifying exams, if applicable.

7 — Decide, together with the scientific supervisor, 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 doctorate.

8 — Propose equivalences that meet the requirements established in subparagraph a) of paragraph 2 of article 6 of the Regulation of IST Diplomas of the 3rd Cycle of Higher Studies for approval by the Scientific Council of IST.

9 – Propose, when applicable, upon proposal of the scientific supervisor, the constitution of the CAT, referred to in article 13 of this regulation, for approval by the Scientific Council of IST or by anyone who receives delegation for that purpose.

10 – Propose the constitution of the Study Cycle External Monitoring Committee, made up of elements external to the institutions involved, defining their objectives and competences, for approval by the Scientific Council of IST.

11 – Propose, after hearing the scientific supervisor and the full professors of the scientific areas competing for the themes of the theses, the constitution of the doctoral juries for approval by the Scientific Council of IST or by whoever receives delegation for this purpose.

12 — To prepare the specific regulations for the respective study cycle and submit them for approval to the competent legal and statutory bodies of IST.

13 — Propose amendments to the General Regulation for Doctoral Degrees at IST.

Article 32

Constitution and Competencies of the Pedagogical Coordination

1 - The Pedagogical Coordination of the study cycles leading to the doctoral degree is the responsibility of the Pedagogical Commission of the cycle of studies.

2 - The Pedagogical Commission of the cycle of studies is constituted:

- a) By the coordinator of the cycle of studies, who presides;
- b) By professors or PhD researchers who are members of the Scientific Committee of the cycle of studies and students who are enrolled in it.

3 - The composition and organisation of the Pedagogical Commission are defined in the specific regulations of each cycle of studies.

CHAPTER VIII

Final dispositions

Article 33

Transitional rule

Students who, on the date of entry into force of this regulation, have been enrolled in the study cycle for more than 24 months and have not attended the public presentation seminar referred to in article 12 of this regulation, will be granted an extraordinary period. 12 months for its realisation.

Article 34

Entry into force

This regulation will come into force on the date of its publication in the Diário da República.

Article 35

Review of specific regulations for doctoral courses

1 — The specific regulations for doctoral courses must be submitted for validation to the Scientific Council of IST, within 60 working days after the entry into force of this regulation.

2 — The specific regulations for doctoral courses are attached to this regulation, in accordance with the template which must include the study plan in force, the individual monitoring mechanism of the thesis, the qualification examination rules, when applicable. Additional rules specific to each doctoral course that are not included in the general regulation may also be included in this annex.

Article 36

Missing Cases

Situations not foreseen in this regulation will be resolved by the Scientific Council of IST.

Article 37

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.

ANNEXES
Administrative Procedures
ANNEX A

Applications, Enrollment, Registration and Fees

1 — The submission of applications for access to study cycles takes place within the periods established annually by the competent legal and statutory bodies of IST.

2 — The formalization of the application is processed through the presentation of the application process.

3 — The application process for access to study cycles is submitted online or delivered to the Postgraduate Area or, in the case of a PhD in association with other national or international institutions, the list of candidates selected by the programme's Coordinating Committee The doctorate is submitted in the Postgraduate Area, for approval by the Scientific Council of IST.

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(s);
- e) Identification document (e.g. citizen card or passport);
- f) Reference letters or external opinions, and letter of expression of intent;
- g) Other documents that the candidate considers relevant for the evaluation of the respective application.

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

- a) Enrollment form (own print, provided by the services);
- b) A photography;
- c) Individual health bulletin duly updated;
- d) Payment of registration fee, school 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 cycle of studies.

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 — Registration and enrollment must be made after the acceptance of the application has been confirmed by the Scientific Council of IST, within the period stipulated in the Academic Deadlines Calendar.

10 — Candidates whose candidacy has been accepted and approved, but who do not complete the registration and enrollment within the next 6 months, will be cancelled.

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

ANNEX B

Register of Ongoing Doctoral Theses

Ongoing doctoral theses are subject to registration under the terms of Decree-Law No. 52/2002, of March 2.

ANNEX C

Delivery of Thesis and Request for public defense

1 — Once the thesis has been drawn up, the student must request the taking of the public defense in an application addressed to the President of the Scientific Council of IST, instructed with:

- a) A digital copy of the provisional thesis, including, in PDF format, the abstract of the thesis, in Portuguese and another official language of the European Union, 5 keywords and the curriculum vitae, if the thesis was written in foreign language must be accompanied by a more developed abstract in Portuguese, with an extension between 1200 and 1500 words.
- b) Statement by the supervisor(s) and the co-supervisor(s), when applicable, acknowledging the delivery of the thesis;
- c) The forms and declarations referred to in the norms for applying for doctoral exams.

2 — Students who do not comply with the deadline established in article 19 of the General Regulation of Doctoral Degrees at IST will be cancelled.

3 — The thesis to be submitted for consideration by the jury may be written in Portuguese or English.

4 — The graphic presentation of the thesis to be submitted for consideration by the jury must comply with the general guidelines defined by the “template” available in electronic format on the Postgraduate Area's website. On the cover and on the first page there must be a reference to ULisboa and IST, including the title of the thesis, the name of the supervisor(s) and co-supervisor(s), if applicable, and the indication that it is a thesis specially designed to obtain a doctoral degree, according to the examples on the Postgraduate Area's website.

5 — After approval of the jury by the Scientific Council of IST, or by whoever receives delegation for this purpose, it will be up to the Postgraduate Area to send the members of the jury the file in PDF format of the thesis submitted for consideration, using, for example, email, and asking the appointed rapporteurs for their opinions.

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