

# PROCEDURES MANUAL REGARDING 3<sup>rd</sup> CYCLE OF STUDIES AT THE SCHOOL OF ENGINEERING

## 1. Admission/enrolment in a Doctoral Programme

- The application is made by the interested parties, according to the current calendar, on the Academic Portal: <https://alunos.uminho.pt/EN/candidates/doctorsdegrees/Pages/default.aspx>;
- Only completed and paid processes will be analyzed by the Steering Committees;
- Candidates can access the results in the announcements available on the Academic Portal;
- Students must register online through the academic portal within the deadline established on the Academic Calendar (available in: <https://alunos.uminho.pt/EN/students/Pages/InfoUteisCalendarioEscolar.aspx>);
- Where applicable, the student must send an e-mail to the Steering Committee with the proposal of Curricular Units (CU) that he/she intends to carry out in the academic year;
- Students must **annually** renew their registration at the USGA, at the beginning of the academic year, as established by the Academic Regulations of the University of Minho (RAUM).

## 2. Thesis admission request

- The request for admission to the thesis must be made after the defense of the unit Thesis Planning/Thesis Project, in the doctoral programs with a curricular programme;
- In the PhDs without a course, the application for admission to the thesis must be made after defending the approval of the doctoral work plan;
- The application for admission to the thesis must be made by filling out the Formulário de pedido de admissão à Tese/Programa Doutoral available at: <https://www.eng.uminho.pt/pt/divulgacaoinstitucional/downloads/Paginas/3ciclo.aspx>
- The student fills in the existing form and sends it, by email, to the supervisor(s) who validate and send it to the Director of the PhD Steering Committee;
- The request for admission to the Thesis/Doctoral Program must include the following documentation:
  1. Candidate 's request (template attached to the form)
  2. Acceptance of Scientific Supervisor(s) (template attached to the form)
  3. Declaration from the Research Centre (template attached to the form)
  4. Declaration from the Steering Committee of the Doctoral Programme (template attached to the form)
  5. PhD work plan, signed by both the candidate and the supervisor(s), with a minimum of 10 and a maximum of 20 pages, comprising, at least:
    - Objectives of the PhD project
    - Means necessary to the completion of the objectives
    - Work Schedule (mentioning the beginning date of the work plan)The work schedule should consider the duration of the doctoral programme, including its teaching component (where applicable). Therefore, the various tasks included in the work plan should embrace the time period devoted to the curricular units (Task 0) and the remaining years associated with the completion of the thesis plan (Task 1 to *n*). Whenever a student is enrolled on a part-time basis, he/she must identify the school years in which he/she is expecting to be enrolled in that regimen.
- Below, you will find an example of the work schedule of a full-time student for a doctoral programme with 240 ECTS (4 academic years).

| Tarefa | Descrição da Tarefa                    | Ano 1<br>Trimestre |    |    |    | Ano 2<br>Trimestre |    |    |    | Ano 3<br>Trimestre |    |    |    | Ano 4<br>Trimestre |    |    |    |
|--------|--|--------------------|----|----|----|--------------------|----|----|----|--------------------|----|----|----|--------------------|----|----|----|
|        |  | T1                 | T2 | T3 | T4 | T1                 | T2 | T3 | T4 | T1                 | T2 | T3 | T4 | T1                 | T2 | T3 | T4 |
| 0      | Componente letiva do Programa Doutoral | ■                  |    |    |    |                    |    |    |    |                    |    |    |    |                    |    |    |    |
| 1      | Descrição da Tarefa 1                  |                    |    |    | ■  | ■                  |    |    |    |                    |    |    |    |                    |    |    |    |
| 2      | Descrição da Tarefa 2                  |                    |    |    |    | ■                  | ■  | ■  | ■  |                    |    |    |    |                    |    |    |    |
| 3      | Descrição da Tarefa 3                  |                    |    |    |    |                    |    |    | ■  | ■                  | ■  | ■  | ■  |                    |    |    |    |
| 4      | Descrição da Tarefa 4                  |                    |    |    |    |                    |    |    |    |                    |    |    |    |                    | ■  | ■  |    |
| 5      | Descrição da Tarefa 5                  |                    |    |    |    |                    | ■  | ■  | ■  | ■                  | ■  | ■  | ■  | ■                  | ■  | ■  |    |

- According to number 2 of Article 184 of the Order RT-03/2020 (RAUM), exceptionally, in duly justified cases, the Scientific Council of the School of Engineering (CCEEUM), may accept the inclusion of a third supervisor of the research work. Thus, if the student intends to apply for admission to the thesis with 3 supervisors or, after the thesis has been accepted, the inclusion of a third supervisor, he/she must ask the respective supervisors to complete the justification attached in the form, in which the different skills of each supervisor should be indicated, that must be complementary and relevant to the work plan to be developed, justifying their participation in the supervision team;
- Whenever possible, declarations attached to the form must be signed with a qualified digital signature, with a Citizen Card or Digital Mobile Key, and sent to the Steering Committee of the Doctoral Programme, which will send them to CCEEUM (through DocUM);
- After the request approval, CCEEUM communicates to the student and to the supervisor(s) its acceptance by e-mail.

### 3. Registration of the Thesis title on the RENATES Platform

- When notifying the student and supervisor(s), CCEEUM sends the forms to be filled in and signed by the intervening parties;
- After receiving the filled and signed forms, CCEEUM will register the thesis title on the RENATES Platform;
- The student and supervisor(s) are notified by e-mail of the registration and the TID (unique thesis identifier).

#### **4. Preparation and submission of the PhD Progress Report and the Supervisor's Opinion**

As provided for in the RAUM, progress reports must be prepared annually, without prejudice to a shorter frequency foreseen in the individual regulations of each PD, by all students who have been admitted to the thesis, and only by them. The respective opinions given by their supervisors should also be prepared annually.

The supervisor(s) and the PhD Steering Committee must analyze the report and issue the respective opinions.

The progress report on the preparation of the doctoral thesis must be prepared by the student on an annual basis, with 1 to 4 pages and it should address the following points:

a) **ACTIVITY DEVELOPED IN THE PERIOD**

Describe the activities developed during the last year and compare them with the thesis plan, namely:

- tentatively, indicating a percentage of execution of each task (and each subtask, if applicable) identified in the thesis plan;
- identifying and justifying, whenever possible, any deviations from the list of goals in the thesis plan; any results of insufficient quality should also be identified and justified.

b) **RESULTS IN THE PERIOD**

Present the scientific production and student education over the period:

- including a list of articles published or submitted for publication during the period under review;
- possibly including, to justify an atypical year, the list of articles published since the beginning of the Programme;
- presenting a list of scientific or other nature events that the student participated in during the period in question.

c) **ACTIVITIES TO BE DEVELOPED (AND PLAN UPDATE)**

Briefly describe the next activities and, if necessary, update of the work plan:

- including proposed actions to correct the deviations observed;
- including a review proposal to the schedule of tasks and subtasks.

Progress reports must respect the following delivery dates and subsequent submission of the single letter to the CCEEUM:

PhDs with curricular units:

- start in the 1<sup>st</sup> semester – until the 5<sup>th</sup> of September of each year;
- start in the 2<sup>nd</sup> semester – until the 31<sup>st</sup> of January of each year.

PhDs without curricular units (depends on the student's enrollment date):

- until the 5<sup>th</sup> of September of each year;
- until December 5<sup>th</sup> of each year;
- until March 5<sup>th</sup> of each year;
- until June 5<sup>th</sup> of each year.

## 5. Request for Public Examination leading to the awarding of the Doctorate Degree for students of the University of Minho

After the submission of the request for public examination, on the Academic Portal, it will be analyzed by the School of Engineering. Acceptance of the application depends on verification that the process is properly instructed and that the student complies with the applicable requirements.

As a few of our PhD courses which are run in association with other higher education institutions are not yet fully supported by UMinho's Information Systems, the request for public examination by this way for this type of courses may not be guaranteed. In cases where this limitation occurs, the student must contact the School, via email [cc@eng.uminho.pt](mailto:cc@eng.uminho.pt).

Requests for public examinations lacking documentation or containing false statements by the student will not be followed up. In this case, the student will be notified to correct the associated gaps/errors

If you need to clarify any doubts about the request for public exams, please contact the School of Engineering, by email: [cc@eng.uminho.pt](mailto:cc@eng.uminho.pt)

Before submitting the Request for Public Examination, the student shall:

1. ensure that the document to be discussed under public examination (thesis/work) is formatted and organized in accordance with the terms provided for in Order RT-31/2019;
2. be enrolled in the current academic year (or in a different academic year, as long as duly provided for in the regulations in force);
3. comply with the deadlines established in the regulations in force to request such examinations (<https://alunos.uminho.pt/EN/students/Pages/InfoUteisCalendarioEscolar.aspx>);
4. have their financial situation settled with the University of Minho, namely with regard to emoluments, fees and tuitions (note: tuitions shall be considered settled if in compliance with the tuition settlement plan negotiated with the University of Minho in accordance with the terms of Law No. 75/2019);
5. have, in due time, requested the registration of the thesis title on the RENATES platform (<https://renates.dgeec.mec.pt/>) and hold the respective TID identifier;
6. submit a hard copy of the thesis/work to the School, by appointment by email;
7. prepare the uploading of the following documents (note: each document must match a single pdf file. The sum of the size of all uploaded files cannot exceed a maximum size of 500 MBytes):
  - i) Doctorate Work (thesis/work);
  - ii) Curriculum Vitae;
  - iii) Opinion(s) of the supervisor(s);
  - iv) Opinion of the Director of the PhD Steering Committee (when applicable);
  - v) Declaration for the deposit in the RepositóriUM;
  - vi) Request for exceptional deposit in the RepositóriUM (note: the request must be uploaded in the cases where option 2 or 3 of declaration in the previous line has been selected);
  - vii) Statement of school transcripts (note: statement issued by the Academic Management Services of the University of Minho (USGA), upon request submitted by the student at Electronic Desk, *Requests> New Request> Various > Generic request > Declaration of school career for requesting public defense*;

viii) Proof of payment of the emolument related to the request for public examination to be issued by store UMinho. Note: the candidate should pay the amount of €300, at Store UMinho: <https://store.uminho.pt/en/payment-of-fees-phd>.

After validating the submission of the Request for Public Examination, on the Academic Portal, CCEEUM sends an email to the student, copying (cc) the supervisor, requesting the delivery of a hard copy of the thesis, together with a Declaration of commitment of the Thesis final version Hardcopy Delivery.

## **6. Change of Thesis title / Change of supervisor(s)**

In duly justified cases, the student may request the change of the thesis title or Supervisor, by sending the corresponding request to the Director of the Steering Committee, by e-mail. This must be addressed to the President of the Scientific Council, according to the Model of Request to the Scientific Council ([https://www.eng.uminho.pt/pt/divulgacaoinstitucional/downloads/Documents/Downloads/CC/Modelo\\_Requerimento\\_CC.docx](https://www.eng.uminho.pt/pt/divulgacaoinstitucional/downloads/Documents/Downloads/CC/Modelo_Requerimento_CC.docx)), justifying the change.

CCEEUM notifies, via e-mail, the student and the supervisor(s) of the approved decision.

## **7. Thesis formatting rules**

The formatting rules for doctoral theses must comply with institutionally defined rules, which are available at: <https://alunos.uminho.pt/EN/students/Pages/requerimentoprovas.aspx>

Theses should be in accordance with the standards for Intellectual Property and Personal Data Protection