

GENERAL REGULATIONS FOR THE DOCTORAL GRANTS PROGRAMME OF ULHT

Article 1

(Scope and application)

- 1) These regulations establish the general rules applicable to the Doctoral Grants Programme of Universidade Lusófona de Humanidades e Tecnologias (ULHT), hereinafter called Grants Programme.
- 2) The Grants Programme covers the totality of the doctoral programmes of ULHT and is awarded for a period of three years.
- 3) The number of grants to be awarded for each three-year period, up to a maximum of eight grants per Doctoral Programme, shall be defined based on the Joint Order of the Administrator and of the Rector, as established in Model 1, attached to these regulations, which includes:
 - a) List of the doctoral programmes of ULHT covered by the Grant Programme, for the three-year period, indicating:
 - i) The name of the Doctoral Programme;
 - ii) For each Doctorate, the number of Grants to be awarded, with information concerning the applicable specific conditions.
 - b) The determination of specific conditions to be applied, if any, as a supplement to these regulations.
- 4) This Grants Programme shall not apply:
 - a) To the special regime of submission of thesis, provided for by the Pedagogical Regulations of ULHT;
 - b) To anyone covered by another programme which provides for the grant of educational benefits of a similar nature;
 - c) To anyone who is not duly registered in a Doctoral Programme at ULHT, referred to in the order mentioned in paragraph 3).

Article 2

(Characteristics of the Grant)

- 1) A Doctoral Grant is characterised by the exemption from monthly tuition, fees and charges, except for the payment concerning:
 - a) Application;
 - b) Registration/Enrolment in the 1st year of the course;
 - c) Annual School Insurance;
 - d) Certificates and diplomas.
- 2) The specific conditions to be applied by the programme are defined in the Joint Order to be published in accordance with Article 1, paragraph 3).
- 3) The Grant has a duration of six semesters, and the support can be extended, provided that the necessary administrative requirements are met for the extension of the deadline for the submission of the Thesis, by joint decision of the Rector and the Administrator, upon a reasoned request, under the following conditions:
 - a) For a period of up to four semesters after the defined deadline, to student workers;
 - b) For a period of up to three semesters after the defined deadline, in exceptional cases, and upon a positive opinion from the thesis advisor and the director of the cycle of studies.
- 4) The Grant shall be awarded to those enrolling in the totality of the curriculum units of the doctoral programme.
- 5) In the first year, those benefiting from the Grant must provide support to the investigation centre and to the course director's office, corresponding to 70 hours dedicated to that purpose, by establishing an agreement, as defined in Article 6, paragraph 1), sub-paragraph c).
- 6) The grants shall not cover any other expenses, in particular those concerning travels, residence, maintenance or other personal charges.
- 7) The amounts allocated to the grant cannot be transferred to the settlement of any obligations of those to whom it is awarded in connection with his/her relationship with ULHT.
- 8) The maintenance of grants requires compliance with what is established in 0.

Article 3

(Application, conditions and formalisation)

- 1) Those who have formalised the application to the Doctoral Programme can apply to the Doctoral Grants, within the scope of the doctoral programmes defined in the Order referred to in Article 1, paragraph 3).
- 2) The formalisation of the application to the Grants Programme shall be made during the period of application to the Doctoral Programmes, after submission of the application to the Doctoral Programme, by completing an application form, with the following details:

- a) Identification, including name, the identification document and its number, the student or applicant No;
 - b) Contacts, in particular e-mail address;
 - c) Definition of the doctorate in connection with which the grant is applied for;
 - d) Indication of education level, mentioning the grade, the name of the course, the institution and final classification, if any;
 - e) Letter of motivation;
 - f) Proposal of investigation project for the thesis, including the objectives and the results to be achieved, as well as the contribution of the thesis to the scientific area of the doctorate;
 - g) Other items that are considered by the applicant to be relevant for the decision on the award, such as Letters of Recommendation.
 - h) Authorisation for the jury to access the process of registration or application accepted including certificates and *Curriculum Vitae*, among other documents allowing the analysis of the process.
- 3) A pre-requisite for the admission to the Grants Programme is that the amounts concerning the relevant application fees have been settled.

Article 4

(Selection process. Criteria and decision)

- 1) The applications evaluation process shall take place together with the ranking process for the Doctoral Programme, and the results shall be published simultaneously.
- 2) The applications evaluation shall be made by the person responsible for the admission to the Doctoral Programme.
- 3) Once all the application processes for the doctoral grants programme have been collected, the application shall be analysed and classified on a scale from 0 to 20 points, considering:
 - a) The scientific consistency and the innovative nature of the proposed thesis project, with a maximum of 8 points;
 - b) The merit and adequacy of the thesis project, in particular to the objectives of the doctoral programme, maximum of 8 points;
 - c) The quality of the *Curriculum Vitae*, maximum 4 points;
- 4) If a tie-breaker is required, the following shall be considered by this order:
 - a) To be a professor of the Lusófona Group, 1 point;
 - b) To be enrolled in the doctorate course, ordered by date of enrolment;
 - c) The data of formalisation:
 - i) of the application to the doctorate;
 - ii) to the Grants Programme;
 - d) Having obtained a grade at Universidade Lusófona de Humanidades e Tecnologias;
 - e) Having obtained a grade at an institution of the *Lusófona Group*.
- 5) The exclusion of an application by the jury requires a justification.
- 6) Based on the results achieved in the analysis process, as defined in paragraphs 3) and 4), a rank list of the proposals shall established, from the best classified to the worst classified, and, for purposes of admission, there is no minimum classification.
- 7) Based on the number of grants defined for the Doctoral Programme, in accordance with what is established in the order mentioned in Article 1, paragraph 3, the admission to the Grant shall be announced and the Grant shall be awarded:
 - a) When the admission decision is taken, provided that there are vacancies for the grant and that the application has obtained a classification of 16 points or above;
 - b) After publication of the results of the last phase of application, in case there still are vacancies, the applicants with classification below 16 points shall be admitted to the Grant, pursuant to paragraph 6.
- 8) No appeal shall lie against the decisions of the jury.

Article 5

(Publication of results and process of confirmation/ acceptance of the Grant)

- 1) The list resulting from the analysis process, signed by the decision-maker, under the terms of 0, in each phase, shall be published in accordance with paragraph 5), sub-paragraph a), and the applicants shall be informed by e-mail of the decision of admission and whether, in accordance with 0, the grant was awarded or, under the same terms, the decision must wait for the last phase.
- 2) After the last phase, the awarding of the remaining Grants shall take place, in the order of the general ranking of all the applications to which a Grant has not been awarded in the previous phases, in accordance with what is established in Article 4, paragraph 7, sub-paragraph b).
- 3) The final list shall be sent by the doctorate Director's office to the Rector's office for joint approval by the administrator and the rector.
- 4) After approval, the results shall be published and the lists shall be sent to the Services of School Social Programmes and to the Academic Services.

- 5) The publication and information of the results, either by series or the final results, shall be made on a list ranked according to the classification obtained, including the names of the applicants, classification and indication of the award, or not, of a grant, by mean of:
 - a) Display at the organisational units into which the doctorates are integrated;
 - b) Direct information to applicants, by e-mail, sent by the Services of School Social Programmes.
- 6) The following are pre-requisites for the awarding of the Grant:
 - a) Registration for the doctoral programme is made within 5 working days after the publication of the results;
 - b) The declaration of acceptance and commitment is signed by those that have been selected, cf. Model 2, within 5 working days after formalisation of the registration or of the award of the grant, if this takes place after registration;
 - c) The amounts concerning the corresponding application, enrolment and school insurance fees have been settled.
- 7) Anyone who does not comply with what is established in the previous paragraph shall lose the right to the Grant, and:
 - a) the vacancy shall be maintained for the following phase, or;
 - b) the vacancy shall be granted to an applicant who has been admitted as an alternate in the cases where the number of Grants has been exhausted or at the last moment of the ranking process.
- 8) The procedure referred to in the previous paragraph shall be repeated until the applications of alternatives are exhausted.

Article 6

(General conditions for the maintenance of the grant)

- 1) The maintenance of the Grant requires:
 - a) fulfilment of the academic obligations defined for the doctorate course, and:
 - i) having passed, with average classification of fourteen out of twenty or above, the curriculum units of the doctorate course;
 - ii) the fulfilment, with a good performance, of the requirements to successfully complete the curriculum years of the 2nd year of the Programme, and the delivery, at the end of the 2nd year, of the supervision report, validated by the advisor, including an analysis of the work performed comparing the purposes achieved with the purposes proposed and the way how that may affect the final work;
 - iii) the presence in at least 75% of the classes, there being the possibility to justify absences in accordance with the law.
 - b) fulfilment of the administrative obligations, including the payment of the fees not covered by the grant;
 - c) compliance with the agreement of cooperation, referred to in Article 2, paragraph 5, following Model 3, attached to these regulations, which must be signed within 15 working days after the signature of declaration of acceptance and commitment, in accordance with Article 5, paragraph 6), sub-paragraph b), and which must:
 - i) describe the scope of the cooperation, identifying the name of the investigation centre, if applicable, and a general description of the general tasks to be performed;
 - ii) identify the person responsible for the determination of the tasks to be performed and the way how the hours of cooperation are checked;
 - d) the public defence of the thesis within the period defined for the grant.
- 2) The verification of compliance with the pre-requisites defined in the previous paragraph shall be carried out by the course director's office, on an annual basis, that shall send to the rector's office the list with the names of the grant holders with indication of the compliance.
- 3) The list, after approval by the Rector and the Administrator, shall be sent to the Services of School Social Programmes and to the Academic Services for administrative purposes.
- 4) The grant holders, irrespective of the results, are required to make their annual enrolment and to pay the fees due that are not included in the benefit of the grant.
- 5) In cases where an extension of the period of the grant has been awarded, in accordance with Article 2, paragraph 3 of these regulations, a report shall be submitted under the terms defined of paragraph 1), sub-paragraph a), item ii) at the end of each semester.
- 6) The loss of grant shall not exclude the possibility to continue in the doctoral programme provided that the payment of the remaining tuitions and fees necessary for its completion has been made.

Article 7

(Final provisions, doubts and cases not provided for in these Regulations)

- 1) The doubts surrounding the use of these regulations shall be clarified by the rector and the administrator by means of a joint order.
- 2) Specific supplementary rules applicable to the Doctoral Programmes may be defined, upon proposal of the programme director's office, and provided that they are approved by a joint order of the Rector and the Administrator.
- 3) The order referred to in Article 1, paragraph 3 may define supplementary rules to be applied, which shall be valid for the three-year period.

- 4) The attached models may have another format and may include other information, provided that the rules established in the regulations are complied with;

The documentation related to the application process and the grant holder process may be in digital format, and the application to the programme using the online application, if available, shall also be admitted and considered valid, and it is desirable that the procedure of application to the grant takes place at the same time as the process of application to the Doctoral Programme.

ANNEX (DC No 07/2018)

MODEL 1

JOINT ORDER No ___/20___

DOCTORAL GRANTS PROGRAMME OF ULHT

20../20.. (three-year period)

In compliance with the provisions of the General Regulations for the Doctoral Grants Programme of the Universidade Lusófona de Humanidades e Tecnologias, for the three-year period .../...,

1. The following doctoral programmes are covered:

Doctoral Programme	Number of Grants
Architecture	8
Media Art	8
Communication Sciences	8
Education	8
Physical Education and Sport	8
IT- New Media and Ubiquitous Systems	8
Mathematics	8
Museology	8
Urban Planning	8

2. For the verification of the pre-requisites for the maintenance of the grant, on an annual basis, and until 31 January, the course Director's offices shall send to the Rector's office the list with the names of the grant holders with indication of the compliance with the pre-requisites imposed, in order to be jointly approved by the Rector and the Administrator and sent to the services for the relevant purpose.

3. The grant holders shall enrol in the following academic year after being informed of the classifications and until 31 December of the calendar year following the academic year in question.

4. Specific conditions of financial obligations in the three-year period:

4.1. The grant holders shall be exempted from paying:

4.1.1. Tuitions;

4.1.2. Thesis Submission Fee;

4.1.3. (others if applicable)

4.2. The grant holders shall be required to pay:

4.2.1. Application;

4.2.2. School insurance, on an annual basis;

4.2.3. Enrolment in the first year;

4.3. The Grant shall not include any other expense.

5. The grant holders can request an extension of the period of benefit for:

5.1. 4 semesters after the period of the grant, in the case of student workers;

5.2. 3 semesters after the period of the grant, in the remaining cases, and upon the submission of a reasoned request, with the agreement of the course director's office and of the advisor.

6. Any particularities applicable to the programme

Lisbon,

The Rector / The Administrator

ANNEX (DC No 07/2018)

MODEL 2

Declaration of Acceptance of Grant

In accordance with the general regulations for grants I, ... (name), No ..., of the Doctoral Programme in of the Universidade Lusófona de Humanidades e Tecnologias, accept the Grant awarded for the three-year period .../..., and undertake to comply with the pre-requisites established for purposes of maintenance of the Grant.

Lxxx, __, _____, _____.

The Grant Holder

_____(signature)

ANNEX (DC No 07/2018)

MODEL 3

Agreement of Cooperation between the grant holder and ULHT

In accordance with the general regulation for the Doctoral Grants Programme of ULHT, and in particular with what has been established in Article 2, paragraph 5 and Article 6, paragraph 1, sub-paragraph c),(name of the grant holder, student No, of the Doctoral Programme in, undertakes to cooperate in the activities of the Doctoral Programme and of the Investigation Centre ... (name of the centre), under the following general conditions:

1. Perform activities of ... (brief description or list);
2. The provision of support has the duration of one academic year and a total of 70 hours;
3. The performance of the activities and task cannot entail expenses to the grant holder, being considered that the expenses concerning the transport to the facilities of ULHT, or equivalent facilities, correspond to an obligation of the grant holder.
4. The necessary declarations concerning the performance of the tasks in questions shall be issued for labour purposes;
5. The identification of the tasks performed shall be guaranteed and, at the end, one or various certificates shall be issued attesting the tasks carried out;
6. (other specific elements) ...

The grant holder undertakes to prepare a report of the tasks performed, which shall be delivered to and validated by the director of the doctorate. The report shall include the grant process, and shall be a criterion for the maintenance of support.

Lxxx, __, _____, _____.

The grant holder (name and signature)

The Director of the course (name and signature)

This agreement is composed of ... pages and was done in duplicate, one copy to be attached to the Grant process, at the Doctoral Programme director's office, and the other to be delivered to the grant holder.

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ADDENDUM No 1

to the

JOINT ORDER No 7/2018, of 7 June

Doctoral Grants Programme of ULHT

After the publication of the above Joint Order, it became necessary to define the courses covered by the Support Programme of the 3rd Cycles, as well as to establish, according to the specificity of the doctorate, the maximum number of grants.

In this respect, it was decided to:

1. Amend paragraphs 2 and 3 of Article 1 of the General Regulations for the Programme, publish the list of courses covered, and the maximum number of grants awarded, set out in Annex – Model 1 as defined in the following table:

Doctoral Programme	Number of Grants
Architecture	8
Media Art	8
Communication Sciences	8
Health Sciences (partnership with U Alcalá, Spain)	4*
Education	4*
Physical Education and Sport	8
IT– New Media and Ubiquitous Systems	8
Mathematics	8
Museology	8
Urban Planning	8

* Special conditions

2. Any amendment or need to implement specific supplementary rules must be submitted to the approval of the Rector's Office and the Administration, on proposal of the Chairman of the Scientific Council of the Organisational Unit into which the Course is integrated.
3. This Addendum applies to applications submitted as of the academic year 2018/2019, included, for the three-year period 2018-2021.

Lisbon, 11 April 2018

The Rector

The Administrator

Professor Mário C. Moutinho

Professor Manuel de Almeida Damásio