REGULATION OF THE CYCLE OF STUDIES WHICH LEADS TO THE DEGREE OF DOCTOR OF INDUSTRIAL ENGINEERING AND MANAGEMENT

THE ENGLISH VERSION OF THIS DOCUMENT HAS NOT LEGAL VALUE. IT SHOULD BE USED ONLY AS A GUIDELINE FOR THE CONTENTS OF THE PORTUGUESE LEGAL TEXT.

Article 1

Legal framework

This regulation aims to complement the provisions of various acts such as the General Regulation of Third Cycles of the University of Porto, the legal regime established by Decree Law 74/2006 of March 24, amended by Decree-Law 107 / 208, 25 June and 230/2009 of 14 September, and other applicable law, related with third study cycles, in the following called doctoral programs.

Article 2

Creation

The University of Porto, through FEUP, establishes a doctoral program in the field of Industrial Engineering and Management, through which it confers the degree of Doctor in this scientific area.

Article 3

Management of the program

The governing bodies of the doctoral program are:

- Program Director;
- Scientific Committee;
- Follow-up Committee.

Article 4

Program Director

1 – The program director is a full or associate professor, or, exceptionally, an assistant professor of FEUP, appointed by the Dean, after consultation of the Heads of the major Departments involved in the program, according with the statutes of FEUP.

2 – The duties of the program director are:

a) Ensure the normal functioning of the doctoral program and its quality:

b) The management of the budget assigned by the direction of FEUP;

c) Enforcing the connection between the program and the departments responsible for the courses;

d) The dissemination and promotion of the program;

e) The preparation of the annual report of the program, including the course reports prepared by the teachers;
f) The preparation and submission of the program regulations to the Dean, upon hearing the scientific committee.
g) Promoting the coordination of the curricula;
h) The preparation of all the documentation for the accreditation and certification processes;
i) Organizing the equivalence processes and the individual study plans of the students;
j) Chairing the scientific committee and the follow-up committee meetings;
k) Promoting a regular consultation of the students enrolled in the program and of the teachers assigned to the courses.

3 – In articulation with the Heads of the major Departments involved, the program director is also responsible for:
a) Preparing and submitting curriculum changes to the Dean;
b) Preparing and submitting to the Dean, the requirements for teaching staff, facilities and laboratories;
c) Preparing and submitting to the Dean the schemes of admission and *numerus clausus*;

4 – The program director may appoint one of the members of the scientific committee as Deputy Director, with the following responsibilities:
a) Assist the *Director in hi*s/her duties;
b) Perform the functions delegated to him/her by the Director;
c) Replace the Director in his/her temporary absences.

Article 5

Scientific Committee

1 – The Scientific Committee is chaired by the program director and includes two to four professors or researchers with doctorates, appointed by the program director after consultation with the Heads of Departments directly involved in the program.

2 – The committee is responsible for:
a) Cooperating with the program director in the coordination of the doctoral program curriculum;
b) Making recommendations on proposals for curriculum changes;
c) Making recommendations on proposals of teachers needs;
d) Making recommendations on proposed schemes of admission and *numerus clausus*;
e) Making recommendations on the program regulations;
f) To assist the Director and advise him/her.

Article 6

Follow-up committee

1 – The follow-up committee is chaired by the program director and includes one professor and two students of the doctoral program.

2 – The professor is appointed by the program director, after consultation with the Heads of Department directly involved in the program.

3 – The students are appointed by the program director, after consultation with the scientific committee and after hearing the doctoral program students.

4 – The follow-up committee is responsible for checking the normal operation of the program and for proposing measures to overcome eventual difficulties detected.

Article 7

Program Access

1 – Applicants to the doctoral program must have:

• a master degree or legally equivalent;

• a degree of "licenciado", with an academic or scientific curriculum recognized by the scientific committee, as an evidence of the capacity of the candidate to complete the program;

• an academic, scientific or professional curriculum recognized by the scientific committee as an evidence of the capacity of the candidate to complete the program.

Each year different conditions got program access may be defined by the scientific committee.

2 – A candidate to the doctorate may submit a thesis without previous application to the program, if he meets the requirements to access the program, if the thesis was specially developed for this purpose and related with the scientific field and if there is an agreement of the Scientific Council of FEUP, based on the evaluation by two experts in the area of the applicant's curriculum and on the adequacy of the thesis to the objectives pursued by the degree of doctor.

Article 8

Admission to doctoral program

1 – The rules on the admission and enrollment in the doctoral program, including specific application guidelines and selection criteria, are defined by the scientific committee and must be published until a month before the start of the application period, after rector approval.

2 – Applications must be submitted within the deadlines set according to Article 11, and application processes should include all the documentation defined by the scientific committee of the program.

3 – The analysis of the application processes and the admission and ranking of the candidates must be made within the period prescribed according to Article 11, following the admission rules of paragraph 1 of this article.

Article 9

Structure of the doctoral program

1 – The duration of the program is of three curricular years, corresponding to a total of 180 ECTS.

2 – The doctoral program includes the preparation of an original thesis, specially developed for this purpose and related with this scientific field, corresponding to a total of 120 ECTS.

3 – Alternatively, maintaining the same level of requirements and with the assent of the scientific committee of the program and the approval of the Scientific Council of FEUP, the thesis can be the compilation, with a proper introduction, of a set of coherent and relevant research work, which has been published in internationally recognized journals;

4 – The doctoral program in Industrial Engineering and Management aims at a learning process for a high level research practice and includes a curricular component, called Doctoral Course, organized on a credit system basis, with a total of 60 ECTS.

5 – The curricular component may include courses of another program of the University of Porto or from other universities.

Article 10

Doctoral program functioning conditions

1 – A student who has been admitted to doctoral program will be first enrolled in the doctoral course.

2 – The program director shall approve an individual study plan for each student, that defines the courses that the student has to attend. Some of the courses may be fulfilled through student mobility within doctoral programs, taking into account his/her previous training.

3 – Through curriculum analysis, students may be granted credit transfer, based on the evidence that they have the skills offered by the equivalent courses, except for the course “Seminar on Development of Research Project” to which no equivalence can be granted.

4 – Enrollment in the doctoral program will be in full time or part-time.

5 – The theme of the thesis is proposed by the advisor, as soon as possible always before the end of the doctoral course.

6 – Permanent registration in the doctoral program can only occur after completion of the doctoral course and depends on a positive recommendation of the advisor and the scientific committee, which takes into account the performance of the student in the course and the thesis plan, and on the grade granted to the student in the course “Seminar on Development Research Project”, which must be greater than or equal to fourteen over twenty.

7 – After being granted a permanent registration the student must, within thirty days of notification, register the theme and plan of the thesis with the Academic Services of FEUP, which will communicate to the GPEARI office of the Ministry of Science and Higher Education, the data necessary for the its inclusion in the national registry of doctoral theses in progress, as stipulated in Decree-Law Nr 52/2002 of 2 March.

8 – The time limits for delivery and defense of the thesis can be suspended in accordance with the regulations of the University of Porto.

9 – The registration will lapse if a thesis is not delivered within four years, but the register may be reviewed and renewed by decision of the scientific committee, based on genuine reasons and grounds.

10 – A student will complete his/her PhD with the submission of the thesis and the subsequent defense before a jury, for final evaluation.

Article 11

Academic Year Preparation

The deadlines for registration, the academic calendar, and the *numerus clausus* are set by the Rector of the University of Porto, based on a proposal of the Dean.

Article 12

Registration and fees

1 – The registration and tuition fees are due in according with the regulations of University of Porto.

2 – The registration must be annually renewed and the annual tuition fees must be paid according with the regulations of the University of Porto.

3 – The fees are set by the General Council of the University, based on a proposal of the Rector.

Article 13

Appointment of supervisor and co-supervisor

1 – The supervisor and co-supervisor, if any, shall be appointed by the Scientific Council of FEUP by proposal of the scientific committee of the doctoral program, after hearing the candidate and with the acceptance of the designated supervisor(s).

2 – The supervisor must hold a doctor degree in the scientific area of the program and must be a professor or researcher at the University of Porto.

3 – Researchers, from research institutes affiliated to U.Porto or FEUP, that hold a doctorate, may also be appointed as supervisors.

4 – It is the supervisor duty to assure guarantee all conditions necessary for the development of the student's research plan, namely the access to laboratories and the research project funding. The supervisor should promote the student's active involvement in the research plan design and fulfill the role of scientific guidance, while promoting the student's free initiative and his/hers progressive autonomy.

5 – The co-supervisor must hold a doctor degree in the scientific are of the thesis, being professor of researcher of a national or foreign higher education or research institution, or be a professional with recognized expertise in the thesis area.

6 – The role of the co-supervisor has to be defined in the student's thesis work plan.

7 – Upon proved failure in the fulfillment of the supervising duties, or under thesis development conditions different form the ones originally assumed, FEUP has the right to appoint a new supervisor or co-supervisor, under proposal of the program committee and after hearing the student and the supervisor.

Article 14

Thesis preparation

1 – The enrollment on the thesis preparation period may be full-time or part time, being that a part-time enrollment corresponds to implementation longer thesis preparation period.

2 – Payment of fees is mandatory for all scholar years during which the thesis preparation takes place.

3 – The supervisor shall report annually to the Scientific Committee on the progress of the candidate's work.

4 – The information referred to in the preceding paragraph, in the form of written report, must be received by the scientific committee at least thirty days before the end of the period for which the student has a valid enrollment.

Article 15

Delivery of the thesis

1 – To publicly defend the thesis, the doctoral candidates fulfilling the conditions established in the regulations should submit an application to the Academic Services of FEUP.

2 – The thesis must be submitted in accordance with the rules on the presentation and submission of the thesis established in the regulations of the University of Porto.

3 – The application must include:

a) 8 copies of the thesis in a standard format approved by the Rector, in Portuguese, in English or in other language recognized in the national or international scientific community , with the name of the supervisor and co-supervisor;

b) 8 Abstracts in Portuguese and English (included in the thesis);

c) 8 Curricula

d) Statement from the supervisor and, if any, from the co-supervisor;

e) 3 copies of the thesis on CD-ROM (or equivalent);

f) Form of property rights transfer to FEUP and request for temporary secrecy, if applicable, together with the fees payable for admission to academic examinations.

Article 16

Constitution of the jury for final evaluation

1 – The jury for the final evaluation will be appointed by the Rector on proposal by the scientific committee, until 30 days after proposal approval, which will be submitted to the Scientific Council

of FEUP within 10 working days after completion of the procedure referred to in the preceding article.

2 – The applicant should be informed of the formal jury appointment within five days of the decision, and the decision should be posted in the usual public place, allowing the candidate to oppose any suspected member of the jury, within fifteen days after the notification referred to in the preceding paragraph or after the date of public display of the jury.

3 – The jury is composed by the:

a) Rector, who chairs, or by whom it receives delegation for this purpose;

b) Supervisor or co-supervisor;

c) A minimum of three and a maximum of five members, holders of a PhD, experts in the thesis field;

4 – The majority of the members of the jury have to be expert in the thesis scientific field.

5 – At least two jury members are appointed from among professors and senior researchers from other institutions of higher education or research institutions, national or foreign, and must be experts in the thesis scientific field.

6 – Additionally, one of the jury members can be an expert in the thesis scientific field, national or foreign, recognized as expert by FEUP's relevant governing body(ies).

Article 17

Jury and Public Examination

The jury operation, the period for public defense of the thesis as well as the public examination must follow the regulations of the University of Porto.

Article 18

The jury deliberation concerning the final evaluation

1 – Completed the public defense, the jury meets for the deliberation on the final grade of the candidate, to be decided based upon roll call vote with no abstentions.

2 – If the jury approves the thesis with recommendations for correction by the applicant of errors or inaccuracies formally identified and explicitly referred to during the defense, the applicant is only entitled to the doctorate certificate after making these corrections, after the validation by the supervisor and the delivery of the copies duly corrected, in paper and digital format. (3 copies on CD and two printed copies).

3 – The Chair of the Jury has the casting vote and cannot be a regular member of the jury.

4 – The final grade is expressed by the formulas of "Approved" or "Rejected", with the additional classification, in the first case and if unanimously decided, of "Distinction".

5 – The qualification of "Distinction" will depend on the exceptional scientific quality of the thesis and should take into account the marks obtained in the doctoral course, the quality of the thesis and of

the defense. Cumulatively, in order to have the qualification of "Distinction", the Jury will take into account the student's publication track record, at the date of the public defense, being desirable that the student had submitted at least two papers for publication in international journals, which must be already published, accepted for publication or in second review by the reviewers.

6 – In the case mentioned in paragraph 2, the applicant shall make the corrections within one month after approval and the supervisor shall validate them within one month after its delivery by the candidate.

Article 19

Doctoral diploma and certificates, and diploma supplement

The certification will take place in accordance with the regulations of the University of Porto.

Article 20

Omissions

Situations not covered in this Regulation follow University of Porto's doctoral programs general regulations, as approved by the Rector. Omissions will be decided by the governing bodies on proposal of the scientific committee of the program.

Article 21

Commencement

This regulation repeals previous regulations of this doctoral program, and takes effect once approved by the Rector and advertised in U.Porto's information system.