



CATÓLICA
FACULTY
OF BIOTECHNOLOGY

PORTO

Regulation
of the Doctoral Programme
in BIOTECHNOLOGY

March 2014

Article 1

(Scope)

This Regulation establishes specific rules for the College of Biotechnology (ESB), within the scope of the Doctoral Programme's General Regulation of the Portuguese Catholic University (UCP).

Article 2

(Degree Award)

1. The Portuguese Catholic University, through the College of Biotechnology (ESB-UCP), awards the Doctor degree in Biotechnology, with specialization in Food Science and Engineering, Environmental Science and Engineering, Microbiology or Chemistry, by:
 - a) The presentation and defence of an original thesis, specially developed for this purpose and adequate to the field of knowledge and expertise;
 - b) The attendance of curricular units, corresponding to 30 ECTS, addressed to training for research, whose set is called doctoral programme (Study Plan in [Annex I](#)).
2. The doctor degree recognizes the provision of an innovative and original contribution to the progress of Biotechnology knowledge and the ability to carry out independent scientific work.
3. The doctor degree in Biotechnology is awarded to those who show the knowledge and skills mentioned in Article 28 of the "Decreto-Lei nº115/2013 de 7 de Agosto", including:
 - a) Ability to systematically understand the scientific field of study;
 - b) Competencies, skills and research methods linked to the scientific field;
 - c) Ability to conceive, design, adapt and perform a significant research respecting the requirements imposed by the standards of academic quality and integrity;
 - d) Have performed a significant number of original research work, that has contributed to the increase of knowledge, part of which merits national or international dissemination in publications with a selection committee;
 - e) Ability to critically analyze, evaluate and synthesize new and complex ideas;
 - f) Ability to communicate with their peers, the academic community and society in general about the area of specialization;

g) Ability to, in a knowledge-based society, promote the technological, social or cultural progress in an academic and or professional contexts.

Article 3 **(Required qualifications)**

1. May apply for admission to this Doctoral Programme:
 - a) Holders of master's degree, or equivalent, with a minimum final grade of 14 values;
 - b) Holders of a degree by the UCP or by other Portuguese university, with a minimum final mark of 14 and holders of a relevant academic or scientific curriculum, recognized by the Scientific Council of the ESB, as attesting the ability to carry out this cycle of studies, as well as graduates from foreign universities with equivalent degree and classification, recognized in the legal terms;
 - c) Holders of an academic, scientific or professional curriculum recognized by the Scientific Council of the ESB, as attesting the ability to carry out this cycle of studies.

2. The recognition referred to in items b) and c) of paragraph 1 has effect only to access to this PhD degree program and does not confer, upon its holder, the equivalence to the bachelor or master degree or its recognition.

Article 4 **(Application and vacancies)**

1. PhD candidates must submit to the Academic Services, who in turn will send to the President of the ESB Scientific Council, an application addressed to the Rector, formalizing their application to the PhD programme (see Annex II).

2. The application must be supported by the following elements:
 - a) Application Form duly filled;
 - b) Documents certifying that the candidate meets the conditions referred to in article 3;
 - c) *Curriculum vitae*, including reference to published or other properly documented work;

- d)* Indication of the field of knowledge and specialization in which the doctoral degree will be held;
 - e)* Interim research work plan, with details of its scientific basis, methodology to be used, expected aims and work place;
 - f)* Indication of the proposed supervisor or supervisors; the supervisor or co-supervisor must necessarily be a PhD holder or a specialist researcher with recognised merit;
 - g)* Statement of acceptance from the proposed supervisor or supervisors informing the material resources available to carrying out the work;
 - h)* Other information that candidates may find relevant for the evaluation of the application.
3. The submission of the application can be made in person at the Academic Services, by mail or online, and requires the payment of a (non-refundable) application fee, defined annually in the Table of Fees in force at UCP. Applications are open on a permanent basis.
 4. The annual number of vacancies is 10. The existence of cooperative agreements, or for other justifiable reasons of university interest, the UCP may allow the registration of supernumerary students.

Article 5

(Selection and admission of candidates)

1. Applications are evaluated based on the classification of the last academic degree obtained by the candidate in the area of initial training, in the academic, scientific and / or professional curriculum and, where necessary, in an interview to assess, among other aspects, the candidate's motivation.
2. Applications are reviewed by the course coordinator and afterwards validated by the ESB Scientific Council, within 60 days after submission of the application. The candidate is informed in writing of the decision, and any refusal should be supported.

Article 6
(Guidance)

1. The dissertation guidance is carried out by a doctorate professor or an ESB expert researcher.
2. In a co-orientation system, one of the co-supervisors is necessarily an ESB doctorate professor or PhD researcher and the other(s) element(s) must be recognized expert(s) of merit by the Scientific Council of the ESB.
3. The designation of the supervisor or supervisors is made by the Scientific Council at the time of acceptance of the application, under the applicant's proposal and preceding express agreement of the proposed person.
4. The supervisor must guide effectively and actively the candidate with his/her research and thesis preparation, without biasing the PhD student's academic freedom and right of defence of scientific opinions.
5. The PhD student shall, without prejudice to the freedom of research, keep supervisor regularly informed of the work's progress.
6. The supervisor must annually inform in writing, the Scientific Council, about the progress of the candidate's work, based on the information provided.
7. If circumstances so justify, the applicant can request the Scientific Council to replace the assigned supervisor, in the same way that the supervisor may excuse himself, towards the same Council, to continue to perform the role for which he was assigned.
8. In the circumstances mentioned in the previous paragraph, the Scientific Council will arrange for the nomination of a new supervisor.
9. Candidates who meet the conditions defined in paragraph c), point 1 of Article 3 may be present to PhD public defence under his own responsibility.

Article 7
(Registration of the subject and thesis plan)

1. Upon the acceptance of the work proposal, the student should proceed, within 60 days from the date of reporting of the acceptance, to the subject and thesis plan registration at the Academic Services (model form in Annex III).
2. Upon the student's request, and with the favorable opinion of the supervisor (s) and Course Coordinator, the Scientific Council may approve the change of the dissertation subject.

Article 8
(Registration and fees)

1. The accepted candidate should proceed to registration in the School Services within a maximum of 120 days after the acceptance of his application.
2. The registration and frequency on the PhD programme, requires the payment of fees and tuition.
3. When working periods are carried out in other institutions, in Portugal or abroad (mobility), the student keeps the payment of fees at the ESB.
4. The value of fees and tuition is annually approved by the "Conselho Superior" of the UCP.

Article 9
(Doctor's degree award)

1. The PhD degree by the College of Biotechnology requires:
 - a) The successful defence of a public dissertation, corresponding to at least 210 ECTS.
 - b) Approval in the planned course units, corresponding to at least 30 ECTS.

2. The delivery of the thesis is only allowed after having successfully concluded all the course units set out in the doctoral programme ([Annex I](#)).

Article 10 (Thesis)

1. The thesis must be printed or photocopied and the cover and first page should include the name of the University and school that conferred the Doctor degree, scientific area of expertise, the name of the supervisor(s), the candidate's name and the title of the thesis, according to the attached form (Annex IV).
2. The thesis is written in English and includes abstracts in Portuguese and English (each abstract should be between 2000 and 4000 characters).
3. The inclusion of results already published (obtained under the thesis), even in cooperation, is allowed. In this case, the applicant must clarify his/her personal contribution.

Article 11 (Admission to PhD examination)

1. Admission to PhD public defence can only be requested three years after the candidate's registration and after obtaining 30 ECTS.
2. Candidates who, under paragraph c) of point 1 of Article 3 and point 9 of Article 6 of this Regulation, submit themselves to the doctoral degree under their own responsibility, may request the admission to the examination, six months after their registration.
3. The PhD student must submit the final version of the thesis (s) to the supervisor (s) before requesting the admission to PhD examination referred to in point 1.

4. The main supervisor must request an opinion on the dissertation to an ESB teacher or specialist researcher, in the study area of the thesis.
5. The PhD student must request the examination in an application addressed to the President of the Scientific Council of the ESB (Annex II) accompanied by:
 - a) A printed copy of the PhD thesis;
 - b) A copy of the *Curriculum vitae*, including copies of all papers which may have been published during the period of the study programme, in national and international specialized journals, that the candidate is author or co-author;
 - c) Positive feedback of (s) supervisor (s);
 - d) Positive feedback signed by two teachers appointed by the Scientific Council, in the case of candidates who submit to the doctoral programme under their own responsibility.
6. The Scientific Council of the ESB is responsible for analysing the process, including the opinion of the ESB teacher or specialist researcher mentioned in point 4, for the approval of the application for admission to PhD examination and for the proposal composition of the jury for the public discussion of the dissertation.
7. Following the approval of the request for admission to PhD examination, the student must deliver to the Scientific Services:
 - a) At least 10 copies of the PhD thesis, printed or photocopied, and also three copies in digital format;
 - b) Equal number of copies of the *Curriculum vitae*.
8. Within 90 days, the Scientific Council:
 - a) Announces in writing its deliberation about the student's admission to PhD examination;
 - b) Presents to the Dean, a proposal of the jury composition for the public discussion of the thesis.
9. In case of a refusal, the decision must be justified expressing the reasons which led to that decision statement.
10. The candidate has a maximum of five years (10 semesters) to apply for the PhD

examination.

11. If this deadline is exceeded, the student's situation must be analysed by the Scientific Council and a decision on a possible extension is taken.
12. The deadlines for the thesis delivery and defence may be suspended by decision of the coordination of the Doctoral Programme. Examples of cases in which this decision may be taken are as follows:
 - a) Motherhood or fatherhood;
 - b) Serious and long term illness of the student or serious accident;
 - c) Performance of one of the duties referred to in Article 73 of Decreto -Lei nº 448/79, of November 13th, ratified with amendments by Lei nº19/80 of July 16th.
13. The request for suspension is submitted by the student to the Academic Services, which in turn, will send it to the coordination of the Doctoral Program.

Article 12
(Jury composition)

1. The jury consists of:
 - a) The Rector, who chairs the session and can be replaced by one of the Vice-Rectors, the President of the Regional Centre or exceptionally, by the Director of the school to which the PhD programme belongs;
 - b) A minimum of four PhD members, professors or researchers of the scientific field of the thesis, one of them being the supervisor.
2. Whenever there is more than one supervisor, the other one may exceptionally integrate the jury, in case he/she belongs to a different scientific area.
3. If the jury integrates two supervisors, the panel should include 6 members, 2 of them being the mentioned supervisors.
4. The jury necessarily includes two professors or PhD researchers from other national or foreign higher education or research institutions.

5. An expert of recognized competence in the scientific field of the thesis may also be part of the jury.
6. Two members of the jury must be referred to as major examiners.
7. In case of an unavoidable absence of a jury member, the public defence may still take place as long as the conditions stipulated in points 1 or 3 are ensured.

Article 13
(Jury nomination)

1. The jury is nominated by the Dean within a maximum of 30 days after receipt of the proposal made by the Scientific Council of the school.
2. The information concerning the nomination of the jury shall be communicated in writing to the candidate and posted on the board of the Rectorate and at the school where the degree was requested.

Article 14
(The jury)

1. The Academic Services request, to each member of the jury, a written statement with the classification of the thesis concerning its originality, methodology, objectives and structure, and the candidate's curriculum vitae. The jury shall also indicate corrections to be made or if the thesis can be accepted without recasting.
2. If a revision is needed, and after becoming aware of the recast proposal, the applicant has a period of 120 days, non-extendable, during which he can reformulate the thesis or declare that he intends to keep it as submitted.

3. It is considered that the student withdrew if, exhausted the period referred to in the preceding paragraph, he/she does not present the reformulated thesis or does not declare the intention to keep it as presented.
4. If there is a need for thesis revision, the Academic Services will send to the jury the new version of the dissertation and will request a second opinion.
5. The President of the jury has the competence to establish before the beginning of the session, the schedule and duration of the interventions, solve any doubts, referee possible contradictions, ensure that all rights are respected.

Article 15
(Accomplishment and duration of the examination)

1. The public defence must be held within a maximum period of 120 days counting:
 - a) The order of acceptance of the thesis;
 - b) The date of delivery of the revised thesis or the statement that the recast is waived.
2. Proofs are public and cannot take place without the presence of the president and the majority of the other jury members.
3. The discussion of the thesis is preceded by an oral presentation that summarizes the candidate's work, with a maximum duration of 30 minutes.
4. The discussion of the thesis cannot exceed two hours, and it can involve all members of the jury, as previously established.
5. The candidate has a response time equal to the one used by the jury.
6. After the public defence and approval, the applicant has 60 days to deliver two copies of the final corrected version of the thesis, as well as its electronic version.

Article 16
(Decision of the jury)

1. Concluded the public defence, the jury meets for evaluation and decision on the final grade of the candidate.
2. Decisions are taken by majority of the jury members, with no abstentions being allowed.
3. The president of the jury only votes in case of a tie, unless he is a professor of the same scientific area of the PhD degree.
4. After the jury meets for evaluation, meeting minutes are drawn, indicating the votes of each member and the respective statement of reasons, which may be common to all or to some members of the jury.

Article 17
(Doctor's degree award)

The PhD degree is awarded to those approved in the public defence of the thesis.

Article 18
(Final grade)

1. The final grade is expressed by Declined, Approved, or Approved by unanimous vote.
2. To the academic degree of Doctor is given a final grade of "by unanimous vote" or "by the majority"
 - 16 – *cum laude*
 - 17 and 18 – *magna cum laude*
 - 19 and 20 – *summa cum laude*
3. The final grade is assigned by the jury as referred to in article 12, considering the classifications obtained in the curricular units of the doctoral programme and the merit of the thesis public defence.

Article 19
(Official recognition of the Doctor degree)

1. The PhD degree is conferred by a doctoral letter in Latin, issued by the Rector and signed by the "Magno Chanceler", the Rector and the Director of the school where the doctoral degree was required and which shall contain the area of knowledge in which the degree is awarded. It is due the payment of the doctoral letter and certificates according to the Table of Charges and Fees in force at UCP.
2. The issue of the doctoral letter as well as the respective certificates is followed by a Diploma Supplement.
3. The doctoral letter is delivered each year in a formal session, together with graduates from other UCP courses.

Article 20
(Confidentiality)

Each PhD student registered, implicitly accepts that all technical and scientific data, of experimental or theoretical nature, obtained exclusively by himself/herself or in collaboration with others, both during and within the scope of their doctoral programme, are property of the School of Biotechnology— that may use them without restrictions, in order of its protection or disclosure through any means, by onerous or non-onerous way, and is not authorized to use part or all of such data without explicit reference to their institutional affiliation — maintaining, however, the right to be officially recognized as co-author and to receive the intellectual credits. In case there is place to patent registration or copyright, a royalty's distribution can be negotiated, in accordance with the Intellectual Property Regulation in force at School of Biotechnology — that includes the situation in which the student inventor/author formally assume its commercial exploitation, alone or in partnership with others, and contractually require its licensing.

Article 21
(Final clauses)

1. Suspension of deadlines: in addition to what is referred under the general law, the school holiday period is not considered for the counting of deadlines established in this regulation.
2. Any omission in this Regulation shall be subject to analysis and decision by the ESB Scientific Council.

Annex II – Proposed texts of the following requirements:

1) addressed to the Rector, formalizing the application for the doctor degree, according to article 4 of the UCP doctoral Regulation;

Hon. Rector of the Portuguese Catholic University

(candidate's name), having applied for a PhD program in Biotechnology in the expertise of (...) at the College of Biotechnology on the ___ / ___ / ___ (application date) and delivered the required items for the mentioned application, comes to request the admission to this programme leading to a Ph.D. degree award.

Porto, ___ / _____ / ___

(signature)

2) addressed to the President of the Scientific Council concerning the application to perform the public defence as provided in paragraph 5 of article 11 of the UCP doctoral Regulation.

Hon. President of the Scientific Council of the School of Biotechnology of the Portuguese Catholic University

(candidate's name), having applied for a PhD program in Biotechnology in the expertise of (...) at the College of Biotechnology on the ___ / ___ / ___ (date of 1st registration) and completed the elements needed to accomplish the examinations for the Doctoral degree, is requesting to Your Excellency the admission to such proofs, according to the existing rules.

Porto, ___ / _____ / ___

(signature)

Annex III – Registration sheet for doctoral thesis's subject

Registration number

Date

Signature

Portuguese Catholic University
College of Biotechnology
Doctoral Thesis Theme Registration

Doctoral programme in: Biotechnology

Number of ECTS: 30

Thesis's subject:

Working plan:

Supervisor(s)

Field of knowledge and expertise:

Application accepted at the Scientific Council meeting of:

Candidate's name, date of birth:

Student's number:

Address:

Contacts:

Notes:

Annex IV– Outer cover and title pages of the doctoral thesis



CATÓLICA
FACULTY
OF BIOTECHNOLOGY

PORTO

(Dissertation Title)

Thesis submitted to the Portuguese Catholic University to attain the degree
of PhD in Biotechnology with specialisation in _____

by

(Student's name)

College of Biotechnology

(Month and Year)



CATÓLICA
FACULTY
OF BIOTECHNOLOGY

PORTO

(Dissertation Title)

Thesis submitted to the Portuguese Catholic University to attain the degree
of PhD in Biotechnology with specialisation in _____

by

(Student's name)

Supervision of (name of supervisor(s))

College of Biotechnology

(Month and Year)