



**Lisbon School  
of Economics  
& Management**  
Universidade de Lisboa

**General Rules and Regulations for PhD Programmes at ISEG**

Regulamento aprovado pela Presidência do Instituto Superior de Economia e Gestão  
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## **CHAPTER I**

### **General Provisions**

#### **Article 1**

##### **Purpose**

- 1 — The purpose of these regulations is to govern study programmes leading to a PhD degree, in accordance with current legislation and the REPGUL.
- 2 — These regulations cover study programmes leading to a PhD degree, under the sole responsibility of ISEG, registered with the Directorate-General for Higher Education (DGES) and accredited by the Agency for the Evaluation and Accreditation of Higher Education (A3ES).
- 3 — These regulations also apply to students on other PhD programmes run in partnership or collaboration with other higher education institutions, specifically in matters relating to the preparation of a thesis registered at ISEG.

#### **Article 2**

##### **Organisation of the programme of study leading to a PhD degree**

- 1 — Study programmes leading to a PhD degree comprise:
  - a) Completion of a PhD degree course lasting two semesters, with a student workload equivalent to 60 credits;
  - b) The preparation of an original thesis, or equivalent work specifically prepared for this purpose, appropriate to the nature of the field of knowledge, participation in seminar modules where these exist in the respective study plans, and the corresponding tutorial supervision, amounting to 120 credits.
- 2 — The PhD degree programmes are hosted in ISEG research units, accredited and positively evaluated in accordance with the law.

## **CHAPTER II**

### **Monitoring**

#### **Article 3**

##### **Monitoring by the educational and scientific bodies**

- 1 — The scientific supervision referred to in Article 3 of REPGUL is implemented as follows at ISEG:

- a) For each PhD degree programme, the Dean of ISEG, upon proposal from the departments and with the favourable opinion of the ISEG Scientific Board, appoints a Scientific Committee for the programme, comprising the PhD degree programme coordinator and at least two other members of faculty;
- b) For joint PhD degree programmes, the Dean of ISEG, upon proposal from the departments and with the favourable opinion of the ISEG Scientific Board, appoints the ISEG representatives to sit on the respective Committee.

2 — For the academic supervision of the postgraduate programmes referred to in Article 3 of REPGUL, the Degree Programme's Scientific Committee shall act as the Postgraduate Studies Supervisory Committee, in conjunction with the ISEG Pedagogical Board.

#### **Article 4**

##### **Scientific Committee**

1 — The Scientific Committee for the degree programme shall be responsible for tasks relating to teaching content and performance assessment, the allocation of ECTS credits, the selection of candidates, liaising with PhD students and thesis supervisors, organising course seminars, monitoring the progress of theses, and preparing proposals for the composition of examination panels.

2 — In the case of study programmes run in association or partnership with other higher education institutions, members appointed by the ISEG Scientific Board to sit on the respective committees shall convey the guidelines and decisions of the ISEG Scientific Board, with a view to maintaining common quality standards across all postgraduate teaching activities in which ISEG participates.

3 — Decisions taken by the Scientific Committee may be appealed to the Dean of ISEG.

### **CHAPTER III**

#### **Admission to the study programme**

##### **Article 5**

##### **Conditions for access and admission**

1 — Candidates who meet one of the following requirements may apply for PhD degree programmes:

- a) Hold a Master's degree or legal equivalent in fields relevant to each ISEG PhD degree programme;

- b) Hold a Bachelor's degree or legal equivalent in fields relevant to each ISEG PhD degree programme;
- c) Possess an academic, scientific or professional background recognised as demonstrating the ability to undertake the PhD degree programme to which they are applying.

2 — Candidates for ISEG's PhD degree programmes are selected by the respective Course Scientific Committees, with the decision being ratified by the Chair of ISEG's Scientific Board. Candidates for joint PhD degree programmes are selected by the relevant scientific body with legal and statutory authority at the higher education institution to which they wish to be admitted.

3 — Candidates who meet the conditions for admission to the study programme leading to a PhD degree may apply to present a thesis at the public thesis defence without being enrolled in the study programme and without the appointment of a supervisor, under the conditions set out in Article 16 of these Regulations.

## **Article 6**

### **Places**

1 — The maximum number of candidates to be admitted shall be proposed by the scientific committees of the degree programmes, in the case of programmes under the sole responsibility of ISEG, or by the competent bodies of the joint PhD degree programmes, and shall be set annually by order of the Dean of ISEG or of the cooperating schools as a whole, following the opinion of the ISEG Scientific Board.

2 — The operation of ISEG's PhD degree programmes is subject to the enrolment and registration of a minimum number of students, to be defined annually by the Dean of ISEG, following the opinion of the ISEG Scientific Board, upon proposal by the Scientific Committees of the respective degree programmes.

## **Article 7**

### **Rules and deadlines for applications**

1 — Candidates for PhD degree programmes must submit their application by means of a formal request addressed to the Scientific Board or to the relevant bodies, in the case of a joint programme.

2 — The application must include the following information:

Documents proving that the applicant meets the requirements set out in Article 5;

- a) An up-to-date curriculum vitae, including published works;
- b) A preliminary PhD proposal, setting out the objectives to be achieved;

c) Any other materials required or considered useful for the application, including motivation letters and recommendations.

3 — Deadlines for applications are set annually by the Dean of ISEG or by the relevant bodies for joint PhD programmes.

## **Article 8**

### **Criteria for ranking and selection of candidates**

1 — Candidates for PhD degree programmes are selected on the basis of merit, following an assessment of the documents referred to in the previous article.

2 — When selecting candidates for admission to the degree programme, an overall assessment of their academic record will be carried out, taking into account the following criteria, which will be published when the application process opens:

- a) Classification of the academic degree held;
- b) Assessment of the academic, scientific and technical curriculum vitae, taking into account experience and the ability to conduct advanced research;
- c) Assessment of the PhD research proposal and any motivation letters and recommendations, if requested;
- d) Where deemed necessary, an interview with candidates, designed to assess both the student's qualities and their aptitude and availability for research in the field they wish to join.

3 — Prior to the final decision, candidates will be heard at a hearing of interested parties, in accordance with the Code of Administrative Procedure.

4 — Taking into account the candidate's academic record, the Scientific Committee may recommend that the candidate undertake and pass postgraduate course units that do not form part of the study plan for their respective PhD degree programme, with the aim of providing the academic training necessary for the completion of the PhD thesis.

## **CHAPTER IV**

### **Operation**

## **Article 9**

### **Registration and enrolment**



- 1 — Successful candidates must enrol in accordance with the enrolment timetable published annually.
- 2 — Tuition fees are payable upon enrolment in the PhD degree programme, the amount of which is set annually following a proposal by the Dean of ISEG, after consultation with the Management Board, in accordance with Universidade de Lisboa's Regulations on Tuition Fees.
- 3 — Enrolment is annual and must therefore be renewed each year until the date of submission of the provisional thesis.
- 4 — Students may request cancellation of their enrolment, without prejudice to the payment of any tuition fees already due.

## **Article 10**

### **Rights and obligations of PhD students**

- 1 — All those who are validly enrolled on one of the study programmes are considered to be ISEG students.
- 2 — Student status at ISEG is lost when, in any given academic year, a student is not enrolled in course units for any course or has not paid the relevant tuition fees, without prejudice to the provisions of the Regulations on Tuition Fees regarding the possibility of requesting cancellation of enrolment.
- 3 — Student status is also lost when enrolment is cancelled within the time limits stipulated by law or by the applicable internal regulations.
- 4 — Students have the following rights:
  - a) To attend lectures and other academic activities organised as part of the course units in which they are duly enrolled, and to receive guidance from the members of faculty responsible for those course units;
  - b) To have their knowledge of the subjects covered by the course units referred to in point a) assessed;
  - c) Use the Library and other teaching support facilities available at ISEG, in accordance with the relevant regulations.
- 5 — Students are required to:
  - a) Take responsibility for their own research and learning activities;
  - b) Comply with the General Regulations on Assessment, undertaking the various assessment stages as set out, in an appropriate and timely manner;
  - c) To discuss their work programme and schedule of activities with their supervisor on a regular basis;



d) To meet the deadlines for the submission or presentation of work to their supervisor;

e) To endeavour to submit their thesis within the period specified in the relevant regulations.

6 — PhD degree students have the right and duty to participate in the activities of the research units hosting them for the preparation of their thesis, in accordance with the relevant regulations and the decisions of their governing bodies.

7 — In addition to the duties laid down by law, students' duties are governed by Universidade de Lisboa's Code of Conduct and Good Practice and by the applicable ISEG regulations.

## Article 11

### Minimum and maximum number of years of registration

1 — PhD degree programmes shall have a minimum duration equal to the number of academic years comprising the entire study plan, covering the PhD degree course, where applicable, and the preparation of the thesis or equivalent work.

2 — The maximum duration of the PhD degree course shall be equal to the duration specified in the study plan, plus one academic year.

3 — PhD degree programmes shall have a maximum duration equal to the sum of the duration of the PhD degree course and the five-year validity period of the thesis registration, without prejudice to the suspensions of the time limit provided for by law and in these regulations.

4 — Part-time study is permitted, in accordance with the Regulations for Part-time Students of Universidade de Lisboa.

5 — For the purposes set out in the preceding paragraph, the number of years during which a PhD degree student may be enrolled on a part-time basis shall not exceed four, with each part-time year corresponding to half a full-time year, in particular for the purposes of the maximum and minimum duration of the study programme.

## Article 12

### Assessment system

1 — The assessment of the PhD degree programme is expressed on a numerical scale ranging from 0 to 20, as well as, upon request by the student, in its equivalent on the European scale of comparability of grades, in accordance with Section II (Articles 18 to 22) of Decree-Law No. 42/2005 of 22 February, as amended by Decree-Law No. 107/2008 of 25 June.

2 — Successful students may be awarded the following qualitative distinctions:

a) Satisfactory (10 to 13 points);



- b) Good (14 and 15 points);
- c) Very good (16 and 17 points);
- d) Excellent (18 to 20 points).

3 — The final mark for the PhD degree programme is calculated using the following formula: the weighted arithmetic mean, calculated to two decimal places and rounded down to the nearest whole number, of the marks obtained in the course units comprising the degree programme. The weighting factor is the number of ECTS credits allocated to each course unit.

### **Article 13**

#### **Accreditation**

1 — The recognition of learning outcomes from other higher education degree programmes undertaken at national or foreign higher education institutions is carried out in accordance with the legislation and regulations in force, namely the RJGDES and Universidade de Lisboa's Regulations on the Recognition and Integration of Professional Experience and Academic Qualifications into the Curriculum.

2 — The accreditation referred to in the preceding paragraph falls within the remit of the Scientific Board, upon proposal by the Scientific Committee of the degree programme.

### **Article 14**

#### **Tuition fees**

1 — The tuition fees for the study programmes are set by the Governing Board of Universidade de Lisboa.

2 — The tuition fees are published annually through the appropriate channels.

3 — Tuition fees may be paid in a single instalment upon enrolment on the course or in instalments, in accordance with terms to be defined by the ISEG Management Board.

4 — In addition to the tuition fees, each student must also pay the administrative charges set out in the schedule of fees in force at ISEG.

5 — Students applying for grants from the FCT (Foundation for Science and Technology) or from other public or private institutions, whether national or foreign, are required to settle their tuition fees upon the announcement of the grant selection results.

6 — Part-time students are charged a proportionate tuition fee as determined by the ISEG Management Board.

7 — A breach of the obligation to pay tuition fees is deemed to have occurred when the instalment due at the time of enrolment or registration is not paid, or when the deadline for payment of any of the instalments set out in Universidade de Lisboa Regulations on Tuition Fees is not met.

## **CHAPTER V**

### **Thesis, supervision, presentation**

#### **Article 15**

##### **Forms of the thesis**

1 — The final project leading to the award of a PhD degree is an original thesis, which may take the form of:

- a) A monographic thesis, written specifically for this purpose and which, by virtue of its quality, appears suitable for publication, in whole or in part;
- b) A coherent collection of research papers, in the form of articles or book chapters, numbering at least three, linked by a common thread and accompanied by a general introduction, a conclusion and other connecting material that attests to the coherence of the collection; overlap of content between the different papers submitted should be avoided.

2 — The works included in a thesis in the format specified in subparagraph b) of the preceding paragraph may have already been published or accepted for publication during the period of enrolment in the PhD degree programme.

3 — The works referred to in the preceding paragraph may have been published as co-authored works, provided that the candidate's contribution is duly explained in a specific appendix to the thesis and is deemed relevant; in such circumstances, the thesis must include at least one work authored exclusively by the candidate.

4 — Where works have already been published or accepted for publication, the author must attach the authorisation of any co-authors and the publishers of the publication in question so that they may be included in the thesis.

#### **Article 16**

##### **Special arrangements for the submission of the final project**

1 — In accordance with Article 33 of the RJGDES, candidates who meet the entry requirements for the PhD degree programme may apply to present their final thesis at the public defence

without being enrolled in the programme and without a supervisor, by submitting a formal application to the Scientific Board.

2 — It is the responsibility of the Scientific Board, after assessing the applicant's curriculum vitae and the relevance of the documents submitted to the field of knowledge of the PhD degree programme, to admit candidates on a reasoned basis; the Scientific Board shall seek opinions on the application from the Scientific Committee of the degree programme.

3 — Sitting PhD degree examinations under this special scheme is subject to the payment of fees in accordance with an order issued by the Dean of ISEG.

## **Article 17**

### **Intellectual property**

1 — The copyright in the final thesis belongs to the PhD degree candidate.

2 — Without prejudice to the provisions of the preceding paragraph, ISEG and ULisboa may freely use the title and abstracts of the final thesis and make the full text available for consultation, in particular through their documentation services and libraries.

3 — If the research carried out by the PhD degree candidate as part of the final PhD degree thesis results in products or systems eligible for protection under industrial property or copyright law, ownership of the respective rights shall be held jointly by the PhD degree candidate, the supervisor and ISEG.

4 — The terms of commercial exploitation of the products or systems referred to in the preceding paragraph, as well as the distribution of any proceeds from such exploitation, shall be the subject of a separate agreement between the PhD degree candidate, the supervisor and ISEG.

## **Article 18**

### **Supervision**

1 — The work leading up to the preparation of the final thesis must be carried out under the supervision of a researcher or lecturer holding a PhD or specialist qualification in the candidate's scientific field, appointed by the Scientific Board, affiliated with ISEG, upon the recommendation of the Scientific Committee for the degree programme and with the candidate's consent.

2 — The Scientific Board and the Scientific Committee of the PhD degree programme shall decide on cases of co-supervision, which shall be limited to a maximum of three members of the supervisory team, all of whom must meet the requirements set out in Paragraph 1, one of whom must be a researcher or lecturer affiliated with ISEG.



3 — The supervisor may, at any time, request the Scientific Board, providing duly substantiated grounds, to be relieved of their supervisory duties; the PhD degree candidate may also submit a request to change supervisors, providing duly substantiated grounds and subject to the express acceptance of the proposed new supervisor.

4 — It is the responsibility of the Scientific Board, after consulting the PhD Degree Scientific Committee, to examine and decide on duly substantiated requests to withdraw from supervision or to change supervisors.

5 — The provisions of the preceding paragraphs apply to co-supervision.

### **Article 19**

#### **Registration of the thesis**

1 — PhD degree theses must be registered by the PhD degree candidate within 60 working days of completing the PhD degree programme.

2 — The registration of the thesis or equivalent work shall be carried out annually by ISEG, in accordance with the provisions of Decree-Law No. 52/2002 of 2 March.

3 — The registration of the thesis or equivalent work shall be valid for five years, non-renewable, subject to the suspension provisions set out in REPGUL and in these regulations.

### **Article 20**

#### **Requirements for the thesis**

1 — The supervisor must effectively and actively supervise the PhD degree student in their research and in the preparation of their final thesis, without prejudice to the PhD degree student's academic freedom and their right to defend their own scientific opinions.

2 — The PhD degree student must keep the supervisor regularly informed of the progress of their work, in accordance with the terms agreed between them.

3 — The supervisor must submit an annual written report to the Scientific Committee of the relevant PhD degree programme on the progress of the student's work, based on the information provided by the student.

4 — It is the responsibility of the Scientific Committee to determine the formal requirements for the annual assessment, following the registration of the thesis; this assessment determines the decision on progression within the study cycle.

5 — In cases where progression to the next year is not recommended, it is the responsibility of the Scientific Board to consider any appeal.



## **Article 21**

### **Deadline for the submission of the provisional document**

The draft thesis or equivalent work must be submitted by the last working day of the academic year in which the maximum duration of the PhD degree programme expires, without prejudice to any extensions or suspensions provided for in these regulations.

## **Article 22**

### **Suspension of deadlines**

1 — Enrolment and registration in PhD degree programmes expire five years after the date of thesis registration, without prejudice to suspensions of the time limit on the grounds of:

- a) Parental leave;
- b) Serious and prolonged illness, medically certified, preventing the PhD degree candidate from continuing their work, with an indication of the expected duration;
- c) Caring for a family member suffering from a serious and prolonged illness, medically certified, with an indication of the expected duration.

2 — The request for an extension of the deadline must be submitted by the PhD degree student to the Scientific Board, stating the start and end dates of the circumstances cited and providing the relevant supporting documents.

3 — Only students who are not in arrears with their tuition fees may benefit from the provisions of Paragraph 1, and this situation does not suspend the payment of tuition fees due; therefore, the PhD degree student must make payments in accordance with the terms and deadlines set out.

4 — At the end of the deadline set for the submission of these works, the period corresponding to the suspension shall be added, without payment of additional tuition fees.

## **Article 23**

### **Submission and handing-in of the final thesis**

1 — The cover page of the final thesis must bear the names of Universidade de Lisboa and ISEG, the title, the words 'Provisional document', the field of study and, where applicable, the specialisation of the PhD degree programme, the author's name, the name of the supervisor or supervisors, the year of completion, and a statement that the document has been specifically prepared for the purpose of obtaining a PhD degree.

2 — The final thesis must be written in the language of instruction of the degree programme, subject to exceptions authorised by the Scientific Board.

3 — The final thesis must include abstracts in Portuguese and in another official language of the European Union, of no more than 300 words each, and also up to 5 keywords in Portuguese and in another official language of the European Union.

4 — If the final thesis is not submitted in Portuguese, it must be accompanied by an abstract written in Portuguese of between 1,200 and 1,500 words.

## **Article 24**

### **International joint supervision agreements**

1 — Under current legislation and the REPGUL, the international joint supervision scheme applies to students who, as part of their thesis work, undertake a component of their PhD degree programme at a foreign university recognised by ULisboa, under the supervision of at least one academic from each university, subject to a prior agreement between the participating institutions and the PhD degree student.

2 — The period of thesis work at the participating institution must take place after the co-supervision agreement has been signed and may not be less than 30% of the time allocated for the completion of the thesis.

3 — The period of thesis work at the participating institution shall last for a minimum of one academic year (with at least nine months of actual attendance) and may, where justified, consist of intermittent periods.

4 — The PhD degree candidate must be duly enrolled in the PhD degree programme at both participating institutions, paying fees and tuition in accordance with the provisions of the joint supervision agreement.

5 — The period of work at each of the participating institutions is carried out under the responsibility of the supervisor at that institution, in coordination with the supervisor at the other institution.

6 — The language in which the thesis is written is specified in the joint supervision agreement; the thesis cover must include the names of the participating institutions, the title of the thesis, the names of the PhD degree candidate and the supervisors, the name of the PhD degree programme, and the year of completion of the thesis.

7 — The composition and appointment of the examination panel shall be governed by the legal and regulatory provisions in force in this regard at both participating institutions.

8 — The PhD degree candidate shall sit the examinations on a single occasion, at the institution designated by the parties as the venue for the thesis defence, and these examinations and their results shall be recognised by both institutions.



9 — The PhD degree is awarded by the two institutions at which the PhD degree candidate is enrolled, following successful completion of the public thesis defence and after fulfilling all other requirements in force at each institution.

10 — The diploma certifying the degree awarded, issued separately by each institution, must mention the other institution as a partner in the preparation of the jointly supervised PhD degree thesis.

## **CHAPTER VI**

### **Public Examinations and Examination Panels**

#### **Article 25**

##### **Admission to examinations**

1 — On pain of immediate rejection, together with the application for admission to the final thesis defence, the PhD degree candidate must submit the following documents to the ISEG Master's and PhD Programme Office:

- a) 1 digital copy, in a non-editable format, of the thesis or equivalent work;
- b) 1 digital copy, in non-editable format, of an up-to-date Curriculum Vitae;
- c) A declaration regarding the availability of the work for digital consultation via Universidade de Lisboa's Digital Repository.

2 — Upon application for the examination, the relevant fees must be paid in accordance with the current schedule.

#### **Article 26**

##### **Composition of the examination panel**

1 — The final thesis is subject to public assessment and discussion by a panel appointed, in accordance with Article 35 of the REPGUL, on the recommendation of the Scientific Board, after consultation with the Scientific Committee of the relevant degree programme.

2 — The PhD degree examination panel shall consist of:

- a) The Rector, who will be the Chair of the examination panel, or a person delegated by the Rector for this purpose; this role may not be assigned to the supervisor;
- b) A minimum of four members holding a PhD degree, one of whom may be the supervisor.

3 — Where the study programme is run in partnership with foreign higher education institutions, the examination panel may include one supervisor from each institution; in this case, the panel

shall consist of at least six members holding a PhD (in accordance with Article 34(3) of Decree-Law No 65/2018 of 16 August).

4 — At least two of the members of the examination panel referred to in paragraph 2(b) shall be appointed from among professors and researchers holding a PhD degree from other higher education or research institutions, whether national or foreign; external supervisors shall not be considered for the fulfilment of this requirement.

5 — The examination panel may also include an individual of recognised competence in the scientific field to which the final thesis relates.

6 — The examination panel must comprise at least three professors or researchers from the scientific field to which the final thesis relates.

## **Article 27**

### **Appointment of the examination panel**

1 — The Scientific Board shall propose the composition of the examination panel within thirty working days of the submission of the thesis or equivalent work.

2 — The Rector, or the body to which this power has been delegated, shall appoint the examination panel within ten working days.

3 — The appointment decision must be communicated in writing to the PhD degree candidate and to ISEG and published on the ULisboa website.

4 — Following their appointment, each member of the examination panel shall be provided with a copy of the draft thesis in a non-editable digital format.

## **Article 28**

### **Acceptance of the thesis**

1 — Within sixty working days of the publication of the examination panel's appointment, its Chair shall convene a meeting to decide on the scheduling of the examinations, the appointment of the principal examiners, the order of examination and the time allocated for questioning or, alternatively, to issue a reasoned recommendation to the candidate to revise their final thesis.

2 — In lieu of a meeting of the examination panel, the Chair may request that the members give their opinions in writing on the deliberation referred to in the preceding paragraph.

3 — Where there is unanimity regarding the conditions for acceptance of the final thesis and the allocation of the oral examination and the respective time limits, the examination panel shall meet before the start of the public defence to ratify the decisions reached.

4 — In the event of a lack of unanimity, the Chair of the examination panel shall convene the meeting provided for in paragraph 1, which may be held in person or via means of simultaneous remote communication, in particular by teleconference.

5 — Should the examination panel recommend, with justification, that the thesis be revised, the PhD degree candidate shall have a non-extendable period of one hundred and twenty working days during which they may revise it or declare that they wish to maintain it as submitted.

6 — If, upon expiry of the period referred to in the preceding paragraph, the PhD degree candidate has not revised the thesis or has not declared that they wish to retain it as submitted, it shall be deemed that they have decided not to continue their PhD studies, and their enrolment shall be cancelled.

## **Article 29**

### **Maximum time limits for scheduling the public defence**

The dates for the PhD degree examinations are set by means of a notice, signed by the Chair of the examination panel, within thirty working days of the date on which the thesis was accepted by the examination panel or the revised version was submitted by the PhD degree candidate.

## **Article 30**

### **The public defence**

1 — The public defence, the total duration of which must not exceed one hundred and fifty minutes, consists of the presentation and public discussion of the final thesis and may only take place in the presence of the Chair and more than half of the other members of the examination panel.

2 — Before the discussion begins, the PhD degree candidate must be given a thirty-minute period to present their final thesis.

3 — This is followed by the period of public discussion of the final thesis, up to the maximum duration of one hundred and twenty minutes, during which all members may speak, in accordance with an agreed allocation of speaking time; the combined speaking time of the members of the examination panel may not exceed half of the time available for the discussion.

4 — The Chair of the examination panel may, if they so wish, give the floor to a supervisor who is not a member of the examination panel.

5 — During the discussion phase, the PhD degree candidate is allotted the same amount of time as that used by the members of the examination panel.

6 — The Chair of the examination panel shall only participate in the discussion when it relates to the scientific field of the PhD degree programme.

7 — The public defence may be conducted in the language of instruction of the programme or in another official language of the European Union, provided that it is understood by the PhD degree candidate and the members of the jury.

### **Article 31**

#### **Decisions of the examination panel**

1 — Once the examinations have been completed, the examination panel shall meet to consider and decide on the PhD degree candidate's final assessment.

2 — The examination panel's decisions shall be taken by a simple majority of its members, by means of a roll-call vote with reasons given; abstentions are not permitted.

3 — The Chair of the examination panel shall participate in the deliberations where the matter concerns the scientific field of the PhD degree programme.

4 — In the event of a tie, the Chair of the examination panel shall have the casting vote.

5 — Minutes shall be drawn up of the examination panel's meetings, recording the votes of each of its members and the respective grounds for those votes, which may be shared by all or some members of the examination panel.

6 — Any corrections to the final thesis requested by the examination panel following its public discussion are set out in a document attached to the minutes of the examination.

7 — The final thesis is deemed final once the examination has taken place or once the Chair of the examination panel has confirmed that the requested corrections have been incorporated.

8 — The candidate shall submit the final thesis in digital format, in a non-editable format, and one printed or photocopied copy, within thirty working days.

## **CHAPTER VII**

### **Final qualification and diplomas**

#### **Article 32**

##### **Procedure for awarding the final qualification**

1 — The examination panel shall award a final grade for the PhD degree, expressed as 'Pass' or 'Pass with Distinction', taking into account the marks obtained in the course units of the PhD degree programme, where applicable, and the merit of the final thesis assessed at the public examination and during its defence.

2 — Where the grade of 'Pass with Distinction' has been awarded unanimously, the examination panel may decide to award the grade of 'Pass with Distinction and Honours', a grade that may only be awarded unanimously.

3 — For the award of the grade 'Pass with Distinction and Honour', the candidate's work and the thesis submitted by them must demonstrate, in accordance with Article 38(3) of the REPGUL, a level of exceptional relevance, preferably meeting the following requirements:

- a) Present research findings reported in the thesis that make a significant contribution to advancing the frontiers of knowledge in the field of study;
- b) The final average mark for the completion of the PhD degree programme is consistent with the award of this qualification;
- c) Part or all of the thesis must have been published or accepted for publication in journals of high scientific quality or in books published by publishers with an international academic reputation.

### **Article 33**

#### **Degree Certificate, Supplement to the Degree Certificate and PhD Diploma, and the deadlines for their issue**

1 — Successful completion of the PhD degree programme is attested by a degree certificate, generally referred to as a diploma, issued by the ISEG Office of Masters and PhD Studies within a maximum of ten working days, which must include the result of the final assessment.

2 — The award of the PhD degree is attested by a certificate of registration, generally referred to as the diploma, and by the PhD certificate, which is optional, accompanied by the diploma supplement. These documents are requested from ISEG and issued by the services of the Rectorate of Universidade de Lisboa.

### **Article 34**

#### **Components of PhD Degrees and Certificates**

The information that must be included in registration certificates and course certificates must comply with the provisions of Order No 9753/2013 of 24 July, published in the Diário da República, Series II, No 141, 24 July 2013.

### **Article 35**

#### **European Doctorate**

In the cases and under the conditions set out in ULisboa's own regulations, the European Doctorate may be included on the registration certificate, as well as on the certificate of completion or the PhD degree certificate, if requested.

## **CHAPTER VIII**

### **Final provisions**

#### **Article 36**

##### **Specific regulations for PhD degree programmes**

The Dean of ISEG may approve specific regulations for each PhD degree programme, following a proposal from the relevant Scientific Committee and a favourable opinion from the Scientific Board, setting, in particular, a limit on the length of the final theses.

#### **Article 37**

##### **Cases not contemplated and ambiguities**

Any cases not contemplated by these regulations and any queries will be examined and decided upon by the Dean of ISEG or the Scientific Board, in accordance with their respective responsibilities, after consulting the Scientific Committees of the respective degree programmes.

#### **Article 38**

##### **Entry into force**

This Regulation shall enter into force on the day following its publication in the *Diário da República* Official Gazette.