



Specific PhD Rules

Article 1 Object

The current rules apply to the PhD programmes of the School of Economics and Management and are framed by the University of Minho's Academic Regulation (Ruling RT-43/2017 - RAUM).

Article 2 Application, ranking and admission to the programme

1. Applications are open in permanence; each year, a calendar of phases for the following academic year will be established for admissions and enrolment with UMinho's Academic Services (SAUM).
2. Applications are made through an online platform, where candidates submit the data and documents defined as necessary by the Scientific Council (SC), including those referred in article 131, no. 4 of RAUM, and announced in EEG's webpage. Applications are received and processed by the Pedagogical Council (PC) and then made available to each Programme Committee.
3. In each phase defined in the calendar mentioned in no. 1, the Programme Committee will evaluate and rank the candidates according to the criteria approved by the SC, indicating the status of candidates as admitted, waiting-list or excluded, taking into account the number of places available in the programme. Ranking should be submitted to the SC using a template defined by the PC to present this information.
4. A number of places may be allocated to each phase, provided the overall number of places defined for the programme is observed.
5. On approval by the SC, candidates are informed of their application results (admitted, on a waiting list, excluded) by the PC via email message. A letter of admission signed by the President of the SC will be sent to the admitted candidates, along with instructions regarding the period and process of enrolment with SAUM.
6. Admitted candidates may request to the SC postponement of the start of the programme for one year, for justifiable reasons. If accepted, candidates will be considered admitted in the following academic year and should enrol only then. If they do not enrol, they lose the place and must apply again if they wish to join the programme in subsequent years.
6. Candidates on a waiting list will be called on to fill the places left unoccupied by admitted candidates if these do not enrol or request postponement. The latest date to call on waiting-list candidates is 15 days after the beginning of the school year.

Article 3 **Monitoring Committee**

1. The Monitoring Committee is composed by a member of the Programme Committee, the supervisor(s), and a discussant professor, that may or may not be external to UMinho.
2. The Monitoring Committee has the following attributions:
 - a) to evaluate the Thesis Proposal mentioned in the next article, providing a rigorous and constructive criticism and recommendations that allow the student to develop and improve their work;
 - b) to assess the work progress in subsequent years, assess the probability of the work being concluded within the expected period, and produce recommendations that allow the student to develop and improve their work in the following period, promoting the completion of the Thesis
 - c) the members of the Monitoring Committee may be part of the examination board proposal submitted for approval by the SC.

Article 4 **Conclusion of coursework and admission to the Thesis**

1. Following RAUM article 133, no. 3, the conclusion of the coursework part of the programme requires approval in all courses and entitles the student to a Diploma.
2. Admission to the Thesis has a number of additional requirements, namely:
 - a) approval in all courses in the programme curricular plan;
 - b) approval in comprehensive exams, if these are defined in the programme as mandatory and with eliminating character;
 - c) presentation and defense before the Monitoring Committee of a Thesis Proposal, which is a plan for the research work, that must be evaluated with 14 (in 20) or over. If the student does not reach that minimum level, a 6-month extension may be granted for the Proposal to be further developed and improved, after which it can again be presented and defended;
 - d) acceptance by one or two supervisors, expressed by a written and signed declaration.
3. The Thesis Proposal should be submitted to the Programme Committee in the periods defined annually by the PC for that purpose [at least two per year], and its defense should be scheduled for the following 45 days.

Article 5 **Annual progress reports**

1. Following the provisions of RAUM article 135, no. 5, students must produce annual progress reports to be appreciated by the SC.
2. The annual progress report should follow a model defined by the PC and be submitted to the

PC in the periods defined annually for that purpose, along with a supervisor's declaration.

3. In the periods established by the PC, the progress report will be presented before the Monitoring Committee mentioned in the previous article, who will issue a declaration regarding the work progress, the probability of the work being concluded within the expected period, and the recommendations for improvement deemed relevant.
4. Following the moment mentioned in the previous number, the Programme Committee will forward the students' progress reports to the SC along with the Monitoring Committee's declarations.

Article 6

Progress and continuity in the programme

1. The continuity of students in the programme is conditional to approval in the curricular plan courses and comprehensive exams, if these are defined in the programme as mandatory and with eliminating character.
2. If students fail to obtain approval in the same course in two academic years, without a justification that is accepted by the Programme Committee and the PC as valid, it is considered they do not have the required ability to conclude the programme, and they will be advised to leave.
3. If along the program the Programme Committee concludes the student's work – be it within the curricular plan courses or in the research work, under advice of the Monitoring Committee – is not progressing at the desired pace or to a sufficient quality standard, the student may be advised to leave. Replies to re-enrolment requests (enrolments beyond the regular duration of the programme) must be informed with the Programme Committee's opinion, that should take into account the Monitoring Committee's annual declarations.
4. Any incident of academic ethical misconduct, as defined by UMinho's Code of Ethical Conduct, including academic fraud, plagiarism or false declarations, will be forwarded to the competent authorities and may be cause for disciplinary action.