

Specific Rules of the School of Economics and Management (EEG) as stipulated in the University of Minho's Academic Regulation (Rectoral Order RT-03/2020 - RAUM)

Article 1

Admission to the Dissertation, Project Work, Internship courses or similar

Following the provisions of RAUM article 29, no. 8, admission to the 2nd-year course "Dissertation, Project Work or Internship" in master degrees is cumulatively conditional to:

- a) enrolment in no more than 2 courses from the 1st year, besides the "Data Analysis and Transferable Skills" course, that may be completed at any time until the final submission;
- b) approval in the Methodology/Project course, when this is part of the study plan;
- c) under article 169, n.º. 5, admission to the 2nd-year work implies submission to the Scientific Council of a work plan that has been accepted by one or two supervisors, within the periods established in EEG's academic calendar.

Article 2

Enrolment in the part-time regime in 2nd and 3rd cycle degrees

Following the provisions of RAUM article 30, no. 10, enrolment in the part-time regime in master and doctoral programmes requires a favourable advice from the President of the Pedagogical Council.

Article 3

Enrolment in extra-curricular and isolated courses

Following the provisions of RAUM articles 31, no. 9, and article 32, no. 8, the decision to accept enrolments in extra-curricular and isolated courses is the competence of the President of the Pedagogical Council, preceded by the advice of the programme director and the course coordinator.

Article 4

Re-admission in 2nd and 3rd cycle degrees

Following the provisions of RAUM article 33, no. 5, students that intend to conclude their Thesis/ Dissertation/Project Work/Internship, after an interruption of enrolment, may request re-admission in the Academic Portal in the periods established for that effect by the Academic Management Service Unit (USGA) and must request validation of their proposal to the Scientific Council in the 30 days subsequent to enrolment with USGA.

Article 5

Composition of Programme Committees

Following the provisions of RAUM article 121, items b) and c), and article 123, no. 1:

- a) the nomination of Directing Committees (DC) is the competence of the Director of the Department responsible for the most ECTS credits in mandatory courses, having heard the respective Department Council;

- b) when more than one department is responsible for over 25% of ECTS credits in mandatory courses, the nomination competence alternates among those departments, or is defined by mutual agreement;
- c) Programme Committees are composed of a Director and two more members of faculty of that degree (the Directing Committee). In justified cases, subject to approval by the Pedagogical Council, it may include more members of faculty.
- d) Programme Committees are also composed of student representatives, elected among the programme's student delegates and sub-delegates, of different years, in the same number as the members of faculty, including the Director.

Article 6

Management of non-degree conferring programmes

Following the provisions of RAUM article 125, the nomination of the Director of a non-degree programme is the competence of the School Dean, by proposal of UMinho Exec's Executive Committee, having heard the Directors of the Departments involved.

Article 7

Academic calendar

1. Following the provisions of RAUM article 131, no. 4 and article 139, no. 3, the scheduling of assessment activities is presented in EEG's academic calendar for the 3 study cycles and is approved in a meeting of the Pedagogical Council until March each year.
2. In addition to the deadlines established in UMinho's academic calendar, EEG's academic calendar also establishes deadlines for submission to the Scientific Council:
 - a) of the Dissertation/Project Work/Internship Proposal in 2nd cycle programmes;
 - b) of the Thesis Proposal in 3rd cycle programmes;
 - c) of the annual progress reports in 3rd cycle programmes.

Article 8

Assessment in Specific Courses

1. Following the provisions of RAUM article 138, no. 6, the master course "Data Analysis and Transferable Skills" and the PhD course "Advanced Data Analysis" are subject to a specific assessment regime.
2. Evaluation in the course "Data Analysis and Transferable Skills" is given by the assessment defined for the modules of the data analysis programme EEG DATAPro and, following article 142, n°. 5, there is no exam in that course; approval in this course requires cumulative fulfilment of the following conditions:
 - a) fulfilment of 2 ECTS credits in the transferable skills programme EEGenerating Skills, observing the rules approved each year in this programme for 2nd cycle degrees;
 - b) approval in modules of the data analysis programme EEG DATAPro that sum at least 4 ECTS credits, observing the rules approved each year in this programme for 2nd cycle degrees;
 - c) the course may be attended along all the degree, and must be concluded at the moment of the submission of the Dissertation, Project Work or Internship.
3. Evaluation in the course "Advanced Data Analysis" is given by the assessment defined for the modules of the data analysis programme EEG DATAPro that sum at least 6 ECTS credits, and, following article 142, n°. 5, there is no exam in that course; the course may be attended along all the degree, and must be concluded at the moment of the submission of the Thesis.

Article 9

Selection of candidates to 2nd and 3rd cycle degrees

Following the provisions of RAUM articles 168 and 177:

- a) Approval of the selection criteria is the competence of the Scientific Council, under the proposal of the Directing Committee, and having heard the Pedagogical Council and the Department responsible for the degree.
- b) Approval of candidates' selection, classification and ranking is the competence of the Scientific Council, under the proposal of the Directing Committee or the selection committee mentioned in the next item, having heard the President of the Pedagogical Council.
- c) Candidates' selection and the procedures undertaken to obtain their classification and ranking, for degrees within a given Department, can be proposed by a selection committee composed of at least three programme Directors, nominated by the Department Council.

Article 10

Notification of waiting-list candidates in 2nd and 3rd cycle degrees

The latest date to call on waiting-list candidates as mentioned by RAUM article 17, no. 2, is 15 days after the beginning of the school year, and may never be later than 31st October.

Article 11

Supervision of 2nd and 3rd cycle degree students

1. The maximum number of master students' supervisions each member of faculty can accept each year is six, except when the supervision of all students cannot be secured otherwise.
2. The maximum number of doctoral students each member of faculty can supervise at any given time is five, except when the supervision of all students cannot be secured otherwise.
3. For the purposes of the previous numbers, a co-supervision is counted as 0,5.

Article 12

Writing of the Thesis, Dissertation, Project Work or Internship report

1. Theses, Dissertations, Project Works or Internship reports may be written in Portuguese or in English.
2. The writing of these works in another language, besides those mentioned in the previous item, requires prior authorization from the Scientific Council.

Article 13

Request of final examination in 2nd cycle programmes

1. In order to request the final examination, as established in RAUM article 170, students must have concluded their Dissertation/Project Work/Internship report, as well as all the courses that comprise the specialization programme.
2. The Dissertation/Project Work/Internship report are to be submitted exclusively in digital format.

Article 14
Application, ranking and admission to 3rd cycle programmes

1. Following paragraph e) of no. 4 of article 180° of RAUM, the SC defines and announces annually, in the scope of the opening of applications to doctoral programmes, the documents that candidates must submit upon application.
2. Applications are opened annually following the definition, each year, of a calendar that establishes the respective registration periods with the Academic Management Services Unit (USGA).
3. Applications are made through an online platform, where candidates submit the data and documents defined as necessary by the Scientific Council, including those referred to in article 180°, no. 4 of the RAUM, and announced on the EEG website. Applications are received and processed by the Pedagogical Council and forwarded to the Directing Committee of each course.
4. In each phase defined in the calendar mentioned in no.1, the DC of each course shall evaluate select and rank the candidates according to the admission criteria approved by the SC, indicating admitted, substitute and excluded candidates, considering the numerus clausus defined for the course. The ranking must be submitted to the SC following the model defined by the PC for information presentation.
5. A number of vacancies may be allocated to each application period, provided that the numerus clausus defined for the course is complied with.
6. Following approval by the SC, the candidates will be informed of the result of their application (admitted, alternate or excluded) through a list posted on the Academic Portal (article 181°, no. 2 of RAUM).
7. Substitute candidates will be called by seriation order to fill vacancies released by admitted candidates in case they do not enrol or request postponement of the beginning of the course. The maximum deadline for calling up alternate candidates is 15 days after the start of the academic year.

Article 15
Admission to the Doctoral Thesis

1. Admission to the thesis presupposes compliance with a set of requirements, namely:
 - a) the presentation and defence before a jury proposed by the Director, which shall constitute a work plan and must achieve a minimum score of 14/20 marks.. If the student does not obtain this minimum score, he/she will be granted a period of 6 months to develop and improve the Proposal, after which he/she will present and defend it again;
 - b) the acceptance by the supervisor(s), expressed through a written and signed declaration.
2. The Thesis Proposal must be submitted to the PC within the periods defined each year in the academic calendar, with the respective presentation and defence scheduled within 45 days.

Article 16
Doctoral Thesis Requirements

Following RAUM article 178, no. 4, the Doctoral Thesis should reflect the attainment of the following learning outcomes:

- a) demonstrate broad knowledge and systematic understanding of the research field and advanced specialised knowledge in the studied topic.
- b) analyse, evaluate and synthesise new and complex ideas, phenomena and situations autonomously and critically.

- c) critically, autonomously and creatively plan and use appropriate methods to undertake research in the area within predetermined time frames and following rigorous internationally established academic quality and ethical standards.
- d) demonstrate through a written Thesis the ability to make a significant contribution to extending the frontiers of knowledge through their own research, which should be worthy of publication in peer-reviewed international forums.
- e) communicate effectively, in speech and writing, both in national and international contexts, with the academic community and society in general about the field of studies.
- f) identify the need for further knowledge, as well as the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

Article 17 Annual progress reports

1. Following the provisions of RAUM article 184º, no. 5, students must produce annual progress reports to be appreciated by the Scientific Council.
2. In a period scheduled annually by the PC, each student will submit to the DC the progress report, accompanied by the opinion of the respective supervisor(s). The DC will issue an opinion on the progress of the work, as well as any recommendations for improvement that it deems relevant.
3. The DC will send to the PC the progress report of each student, the opinion of the respective supervisor(s) and the DC's opinion, forwarding them to the SC.
4. The annual progress report should follow a model defined by the Pedagogical Council.

Artº 18º Progress and continuity in the course

1. Throughout the course of the thesis work, students will have to produce at least one output of scientific production (publication, communication in a scientific event, among others) within the scope of that research.
2. If during the course, the DC concludes that the students' work - either in the course of the academic modules or during their research work - is not progressing at a sufficient pace or quality level, it may advise them to leave the programme.
3. Response to requests for re-enrollment (enrollment beyond the normal course length), should be informed with advice from the DC.
4. Any incident of academic misconduct, as defined in the Code of Ethical Conduct of the University of Minho, including academic fraud, plagiarism or making false statements, will be referred to the competent bodies and may be cause for disciplinary proceedings.

Article 19 Legal Deposit

1. Following RAUM article 191, Theses are to be submitted in digital format, although it is mandatory to submit a single paper copy for legal deposit in the National Library.
2. The obligation of legal deposit of the paper copy of the Thesis must be fulfilled up to 60 days after the doctoral degree is obtained.

Article 20
Nomination of the doctoral examination panel

Following RAUM article 186, no. 2, doctoral examination panels are nominated by the Scientific Council in the 30 days following the request for final examination, by proposal of the Directing Committee, having heard the respective Department.

Article 21
Advanced Scientific Residences

1. Doctoral advanced scientific residences are individual work project that may involve research or class attending activities, carried out at UMinho by a doctoral student enrolled in another university.
2. Doctoral advanced scientific residences are framed within one of the School's doctoral programmes, and their acceptance requires a favourable opinion by the respective programme Director.

Article 22
Tutelage and Assessment of Advanced Scientific Residences

1. Following RAUM article 8, item d), the work programme of a doctoral advanced scientific residence is developed under the supervision of a full-time faculty member or researcher of EEG, specialist in the scientific domain where the research is included.
2. After completing a doctoral advanced scientific residence, the student must, within one month, submit to the Scientific Council an Activities Report according to the lines defined by article 26, along with declarations from the supervisor and the Director of the doctoral programme that framed the residence.
3. The Scientific Council assesses the elements referred above and either approves or rejects the Activities Report.
4. The Scientific Council informs the candidate, the supervisor at UMinho, the scientific supervisors(s) at the institution of origin, the institution of origin and UMinho Services of the results of the assessment process.

Article 23
Post-doctoral Training

1. Post-doctoral training is an advanced research project, that may involve research, class attending or teaching activities, carried by a PhD holding researcher or member of faculty of another institution or organization.
2. Post-doctoral training is framed within one of the School's research centres, and their acceptance requires a favourable opinion by the respective Director.

Article 24
Tutelage and Assessment of Post-doctoral training

1. Following RAUM article 9, no. 6, the work of a post-doctoral programme is developed under the tutelage of a full-time faculty member or researcher of EEG, member of one of the School's research centres, specialist in the scientific domain where the research is included.

2. Following RAUM article 9, no. 5, after completing a post-doctoral programme, the candidate must, within one month, submit to the Scientific Council an Activities Report according to the lines defined by article 26, along with declarations from the member of the research centre who sponsored it and the Director of the research centre that framed the residence.

3. The Scientific Council assesses the elements referred above and either approves or rejects the Activities Report.

4. The Scientific Council informs the candidate, the supervisor at UMinho, the scientific supervisors(s) at the institution of origin, the institution of origin and UMinho Services of the results of the assessment process.

Article 25 Activities Report

1. The Activities Report of advanced scientific residences and post-doctoral programmes may assume the following formats:

- a) Research report of a theoretical and/or empirical nature;
- b) Compilation of published works developed within the residence, with a general contextualization of those works and a concluding summary;

2. The Report should follow the UMinho's graphic rules for theses and dissertations, and are to be submitted exclusively in digital format.

Article 26 Coming into force

The current regulation shall come into force on the following day to its homologation by the Dean of EEG, revoking EEG Specific Rules approved on 22th September 2020.