

UNIVERSITY OF ALGARVE

MASTER'S AND DOCTORAL DEGREE COURSE REGULATIONS

Changes were introduced by Decree-Law 65/2018 of August 16th regarding Decree-Law 74/2006 of March 24th, which approved the rules governing higher education degrees and diplomas. To ensure strict compliance with these legal standards, a reassessment was conducted of University of Algarve master's and doctoral degree courses' regulations (i.e., Regulation 646/2015) published in the *Diário da República 2ª Série* of September 25th.

A public consultation was sought on the draft regulations as required by Articles 97 to 101 of the Code of Administrative Procedure and Article 110 3) of Law 62/2007 of September 10th, which confirmed the rules governing higher education institutions (RJIES). In addition, the Academic Senate provided their opinion in accordance with the Statutes of the University of Algarve's subpoint l) of paragraph 3 of Article 38. The regulations of University of Algarve master's and doctoral degree courses were thus approved under subpoint o) of Article 92 of the RJIES and subpoint r) of Article 22, paragraph 1, of the Statutes of the University of Algarve ratified by paragraph 246 of Normative Order 65/2008 and published in the *Diário da República 2ª Série* of December 22nd.

CHAPTER I: General Provisions

Article 1: Scope

1. These regulations contain the rules for the organization and operations of master's and doctoral degree courses at the University of Algarve.
2. Integrated master's courses are not covered by these regulations and are governed by their own separate rules.

Article 2: Creation, Alteration, and Accreditation of Degree Courses

1. Proposed master's and doctoral degree courses are submitted by the appropriate organizational units to the rector for approval only after the Academic Senate has given its opinion and then are presented for accreditation by the Agency for the Evaluation and Accreditation of Higher Education and, finally, for registration with the Directorate-General for Higher Education, according to the existing legislation.
2. The above proposed courses can be submitted by one or more University of Algarve organizational unit or in association with other Portuguese or international higher education institutions.
3. In cases of an association with other institutions, the respective protocols are signed by the rector, after which they define the rules guiding the courses' organization, operations, and financing and supersede these regulations' provisions.

Article 3: Quantitative Limitations and Timing

1. The call for tenders for degree courses about to begin for the first time is presented annually by the organizational unit(s) responsible for each course, in the specific format required and in accordance with the rector's executive order.
2. The above call for tenders shall be advertised on the University of Algarve website before the application deadline is announced.

Article 4: Internationalization

1. Regarding the organization of master's and doctoral courses, the Scientific and Technical-Scientific Councils shall define procedures that foster the attendance of international students, including the adoption of teachers' language assessments, rules for recognizing academic credentials, and increased mobility of students between higher education institutions, in accordance with the existing legislation.
2. The rules mentioned in the preceding paragraph are valid only for the purposes of those attending these courses.
3. Registration and enrollment on a supernumerary basis can be allowed for international students, in particular, in the case of students who are part of cooperation agreements with other higher education institutions, who are covered by agreements made with other Portuguese-speaking countries, or who are involved in European Union courses' more prestigious national or international organizations.
4. The Scientific and Technical-Scientific Councils are responsible for creating the necessary conditions allowing non-Portuguese teachers' participation in these degree courses, especially within the framework of international cooperation.
5. Applicants who wish to obtain a European doctorate must do so in accordance with the relevant regulations in force at the University of Algarve.

Article 5: Fees

1. While respecting the exemptions and reductions provided for by law or defined by the rector's orders, all application, enrollment, school insurance, and tuition fees must be paid in order to attend master's and doctoral degree courses at the University of Algarve.
2. Any student who withdraws or cancels his or her registration will not be refunded the fees already paid.

Article 6: Scholarships

1. Organizational units' administration bodies can propose to the rector that specific private individuals be awarded student scholarships in the master's and doctoral courses.
2. The scholarships have a maximum limit corresponding to the total tuition fees for one academic year of a course, and scholarships should provide incentives to, as well as reflect the merit of, the selected students.
3. While respecting the preceding paragraph's provisions, the definition of the rules and criteria guiding the awarding of scholarships shall be defined in a specific regulation to be approved by the relevant organizational unit's director after being proposed by the degree course's Scientific or Technical-Scientific Council and administration—subject to final approval by the rector.
4. The scholarships' suspension or cessation shall be carried out by order of the rector as proposed by the relevant organizational unit director, while ensuring full compliance with the obligations assumed under any scholarships previously awarded.
5. The preceding paragraph's provisions are not applicable to the awarding of scholarships subject to other specific legal frameworks, in particular those falling within the scope of social assistance courses.

Article 7: Degree Course Administration

1. Each course shall be run by a separate administration in accordance with the relevant organizational units' statutes.

2. While respecting the provisions of the University of Algarve Statutes and each administration, the following requirements must be met:
 - a) The course directors shall be nominated for a renewable biennial period and shall consist of at least two individuals with doctorates or the title of specialist conferred in accordance with the provisions of Decree-Law 206/2009 of August 31st in the course's subject area in order to ensure the participation of the relevant organizational units—of which one of the nominees shall preside as course director.
 - b) Doctoral course directors must have a doctorate specializing in the course's subject area or one of its specializations, and he or she must be a full-time faculty member.
 - c) The director of the Master in University Education course must have a doctorate in the area of fundamentals of master's level training and must be a full-time faculty member.
 - d) The director of the Master in Polytechnic Education course must have a doctorate or the title of specialist conferred in accordance with the provisions of Decree-Law 206/2009 of August 31st in the area of fundamentals of master's level training and must be a full-time employee.

Article 8: Duration of Degree Course, Deadlines, and Suspension of Studies

1. Master's and doctoral degree courses' duration is determined by the respective regulations established at the time of each course's creation, which may be amended for students authorized to attend these courses on a part-time basis, in accordance with the relevant regulations.
2. The calculation of deadlines for applications for public defenses of master's or doctoral work and for the alterations referred to in Articles 23 and 40 of these regulations are suspended in following cases:
 - a) Maternity and paternity, in accordance with Portuguese law
 - b) Serious, epidemiological, or infectious disease preventing further academic work
 - c) Hospitalization
 - d) Any other fact not attributable outside of the student's control that prevents his or her academic work from progressing normally
3. For the purposes of subpoints b), c), and d) above, legitimate impediments shall be considered to last 30 consecutive days or more.
4. The deadlines set can be suspended only after the completion of a specialization or doctoral degree course, depending on if it is at the master's or doctorate level, respectively.
5. Submitted requests for the suspension of deadlines should include the duration of the suspension to be authorized even if the interruption is based on impediments of an indeterminate duration.
6. Suspensions may not be authorized for a period longer than the end of the current academic year so that, during the registration period at the beginning of the following academic year, students must submit a new request if the relevant conditions are still the same, in order to renew the suspension of the deadline calculation.
7. The student may at any time terminate a deadline suspension by sending a request addressed to the Director of Academic Services.

8. The deadlines referred to in these regulations for the deliberations of the Scientific and Technical-Scientific or master's or doctoral theses committees are suspended during school holiday periods.

Article 9: Re-registration

1. Students who have discontinued their master's or doctoral degree studies because of an annulment of or failure to regularize their registration and who have not reached the limits set out in Article 15, paragraph 4, and Article 29, paragraph 1, below can submit a request to re-register at any time with Academic Services' Advanced Training Division, which should, at the beginning of each academic year, obtain the relevant information from the organizational unit(s) about whether courses will allow the students in question to re-enroll.
2. The approval of a request to re-register shall take into account the academic environment provided by the relevant course's operations and the conditions available for re-integrating applicants into their studies, and approval must always reflect the opinions of the organizational unit responsible for the degree course involved.
3. Should the student request re-registration to carry out or complete a dissertation, thesis, work project, or internship report, he or she must add an updated study plan to the application, which should be accompanied by the appropriate student advisor's opinions, an assessment by the Scientific or Technical-Scientific Council, and a validation of the work topic or presentation of a new topic—without which the request may be rejected.
4. In the case of a doctoral course, if the application for re-registration is accepted, students must revalidate the registration of their thesis topic in Academic Services.
5. The students' integration into coursework after re-enrolling in their course is carried out as follows:
 - a) If no change occurred in the study plan between the last year attended by the students and the year in which they are re-enrolled, the curricular unit grades obtained as part of the plan of the last year they attended will be considered.
 - b) If a change has been made in the study plan between the last year attended and the year in which they are re-registered, the case is referred to the Scientific or Technical-Scientific Council regarding possible credit for previous curricular units.
6. Students who have been allowed to re-enrollment are not included in calculations of the openings available at the beginning of the course, except when the setting of those figures is guided by an external organization's opinion.

Article 10: Additional Credits

Students enrolled in master's or doctoral degree courses may receive additional credit for previous training and duly documented professional experience, which must respect the limits and procedures provided for by the legislation and regulations in force.

Article 11: Excused Absences

1. Absences can be considered excused if proof of a legitimate impediment is submitted up to five working days after the impediment ends, including the useful results produced by absences, and if the absences occurred because of:
 - a) Hospitalization

- b) Death of a spouse, life partners, or a second-degree relative linked to the student by lineal or collateral connections
 - c) Disabling disease with temporary effects
 - d) Epidemiological or infectious disease
 - e) Compliance with legal obligations
 - f) Outpatient treatment of an illness or disability, which cannot be given outside the time during which teaching activities occur
2. Excused absences shall not be considered during the verification of compliance with class attendance, but they confer the right to request the appointment of a new date for formal evaluations, in a format and on a date to be decided with the relevant teacher.
 3. In the case of an absence involving a final examination, the appointment of the new date shall be made after an application is submitted—accompanied by proof of the reason for the absence—to the Pedagogical Council of the relevant organizational unit, which must be sent up to five days after the date on which the absence occurred as long as the impediment no longer exists for the student in question.
 4. The Pedagogical Council is responsible for setting the new date of the final examination, with the power to do so delegated to its president.
 5. In the case of an absence from discussions about a dissertation, thesis, work project, or internship report, the student should, whenever possible, notify the teacher in advance of his or her absence, and the new date shall be set after an application is submitted up to five days after the date on which the absence occurred to the committee chair, accompanied by documentation of the reason for the absence.
 6. If evidence substantiating a legitimate reason for absences is not delivered within the deadlines given in this article, the absences shall be considered unexcused unless the reasons for non-compliance are out of the student's control.

Article 12: Registration of Degrees, Diplomas, Certificates, and Letters

1. The students' ownership of their degrees and diplomas shall be confirmed by a certificate of registration that accompanies the diploma as a supplementary document, as well as by any required additional documents including:
 - a) Study course letters for master's degrees
 - b) Doctoral letters for doctorates
 - c) Postgraduate or specialization diplomas in the case of courses that do not confer a degree or diplomas for the coursework component of master's and doctoral degree courses
2. The completion of the coursework component shall be understood to be the classes component of master's and/or doctoral courses, except for thesis, internship, work project, or thesis curricular units.
3. The Academic Services of the University of Algarve is responsible for issuing the certification referred to above in this article, which, except for documents requested and accompanied by the payment of an emergency fee, must be issued within the following deadlines, after the payment of the appropriate normal fees:
 - a) 30 working days for the certificate of registration and the supplementary document accompanying the diploma
 - b) 90 working days for study course, doctoral, postgraduate, or specialization letters
 - c) 10 working days for the remaining certificates

4. If, at the time of the application and fee payment, all curricular unit grades have not yet been filed, the deadlines in paragraph 3 above shall only be set after the missing grades have been published, and Academic Services will take the necessary steps to ensure the deadlines are respected.
5. The preceding paragraph's provisions are also applicable, with the necessary adaptations, to cases in which a translation into a language other than Portuguese is required for the document and the translation is not yet available.
6. The fees to be paid when requesting certification of the completion of a degree course or the coursework for which students have received a passing grade are listed in the fee schedule in force at the University of Algarve.

CHAPTER II: Master's Degree Courses

Article 13: Master's Degrees

1. Master's degrees shall be conferred to students who demonstrate that they:
 - a) Possess the knowledge and capacity to understand the subject matter at a level that confirms:
 - (i) The knowledge obtained at the undergraduate level has developed significantly, and their competencies have been strengthened.
 - (ii) Their grasp of their topic has enabled—and formed the basis for—original directions of growth and/or applications, in many cases in the context of research.
 - b) Know how to apply their knowledge and capacity for understanding and resolving problems in new, unfamiliar situations and in broad, multidisciplinary contexts, including those related to the students' area of study
 - c) Able to integrate knowledge, deal with complex issues, develop solutions, or draw sound conclusions in situations of limited or incomplete information, including reflections on the ethical and social implications and responsibilities that arise from these solutions and conclusions or that shape them
 - d) Capable of communicating their findings, knowledge, and reasoning to others—whether experts or non-specialists—in a clear, unambiguous manner
 - e) Possess the skills to learn throughout life in a fundamentally self-oriented or autonomous manner
2. In university education, master's degree courses must ensure that their students acquire an academic specialization using research and innovation or expand their professional skills.
3. In polytechnic higher education, master's courses shall predominantly ensure their students acquire a professional specialization and conduct practice-based research activities.
4. The University of Algarve confers a master's degree on those who, upon receiving a passing grade in all the curricular units that are part of their master's course and successfully conducting a public defense of their dissertation, work project, or internship report, have obtained the required number of European Credit Transfer and Accumulation System (ECTS) credits (hereinafter referred to only as ECTS).
5. A master's degree is conferred to signify a specialty, and, when necessary, the specialty can be expressed as multiple areas of specialization.

Article 14: Structure of Master's Degree Courses

Master's degree courses comprise:

1. A specialization consisting of an organized set of curricular units called a "master's course" corresponding to a minimum of 50% of the total ECTS conferred by the course in question
2. An academic dissertation or work project specifically created for and especially carried out for this course or a professional internship subject to a final report, which, depending on the objectives to be pursued in accordance with the course's regulatory standards, corresponds to a minimum of 30 ECTS

Article 15: Duration

1. The master's degree courses offer 90 to 120 ECTS and have a duration of three to four semesters of coursework.
2. On exceptional occasions, a course may be shorter but never less than two semesters of coursework, each corresponding to 60 ECTS, in the following situations:
 - a) When the course is strongly oriented toward professionals and, as a whole, demonstrates that the degree course:
 - (i) Has been established after consultations and the involvement of regional associations, companies, and professionals fully integrated into their society in the region in which the higher education institution is located
 - (ii) Ensures the involvement of organizations and their support for the implementation of original research projects that are especially conducted as part of the degree course or of professional traineeships associated with a final report, through agreements or partnerships with companies, businesses, and socio-professional associations or other appropriate organizations in relation to the specific training to be provided and the required professional features in question
 - (iii) Is oriented toward the development or strengthening of technical skills of particular relevance to the job market
 - (iv) Is dedicated to promoting lifelong learning, in particular by setting appropriate entry criteria to ensure the exclusive recruitment of students with a minimum of five years of previous documented professional experience
 - b) When the course is part of stable, internationally consolidated practices within the relevant specialties
3. The preceding paragraph's provisions shall respect the need to comply with all requirements relating to the course objectives and conditions for obtaining a master's degree.
4. To complete their course, students can submit a maximum of four annual applications, and no further postponements are allowed.
5. If the course's requirements are not completed within the period referred to in the preceding paragraph, except for the special cases provided for in Article 8 above, the student in question shall submit a new application to attend their course, and further credit can be given based on their previous training.

Article 16: Admittance into Degree Courses

1. Those who apply for admittance to a master's degree course must:
 - a) Have an undergraduate degree or a legally recognized equivalent degree

- b) Have a higher education degree from a non-Portuguese university conferred based on undergraduate studies at a course organized in accordance with the Bologna Process's principles by a member state of this process
 - c) Have a higher education degree from a non-Portuguese university that is recognized as satisfying the requirements of an undergraduate degree by the Scientific or Technical-Scientific Council of the organization unit(s) responsible for the course in question
 - d) In exceptional cases duly justified by appropriate documentation, present a school, academic, or professional curriculum closely related to the degree course's coursework, which is recognized by the Scientific Council or Technical-Scientific of the organization unit(s) responsible for the degree course(s)
2. The criteria referred to in subpoints b) to d) only allow access to the master's degree courses, and these qualifications do not constitute proof that the applicant has a degree equivalent to an undergraduate degree or official recognition of that degree.

Article 17: Application, Selection, and Serialization

1. The application process must be submitted by filling out a form available on the relevant course's page on the University of Algarve website and/or the page of the organizational unit(s) responsible for that degree course, accompanied by the following documents:
 - a) Request for admission
 - b) Certification of qualifications, including transcripts for the relevant bachelor's degree course and diploma or certification proving the assignment of equivalence and/or recognition of qualifications obtained from non-Portuguese institutions
 - c) Copy of an identification document (e.g., identity card, citizen card, or passport)
 - d) Copy of taxpayer registration (e.g., social security number card)
 - e) Copy of a curriculum vitae
2. Applicants with a University of Algarve academic degree are not required to present the documents referred to in the first part of subpoint b) of the previous paragraph, as these are replaced by a statement issued by Academic Services only intended for internal circulation, which must be requested by the relevant organizational unit.
3. The submission of an application to a degree course shall be subject to a payment of the respective application fee.
4. The organizational unit responsible for the course in question shall select and serialize applications according to the criteria defined in the admissions process notice and shall notify the applicants of the results, including the deadlines for registration with Academic Services.
5. Each admission is only valid for the academic year to which the application refers.

Article 18: Registration and Enrollment

1. The registration and enrollment processes take place on Academic Services' academic webpage, after which the respective organizational units shall send the students' serial number and selection confirmation to Academic Services, duly validated by the Scientific or Technical-Scientific Council of the organizational unit(s) responsible for the degree course in question.
2. To register and enroll in their course, the applicants must submit via the Academic Services' academic webpage the following documents:

- a) Copy of the students' individual health/vaccine booklet with a valid tetanus vaccine
 - b) Color photograph
 - c) Proof of payment of the registration, school insurance, and tuition fees
3. In cases of a notice of withdrawal from the registration and enrollment processes presented in writing or the non-formalization of these processes within the timeframe set for this purpose, the course's organizational unit shall contact the candidates advising them of the final deadline set for registration and enrollment.
 4. International students can register and enroll by the end of December in the current academic year, but, after that date, Academic Services shall cancel the documents prepared for the students in question regarding registration and enrollment for that academic year, notifying the Scientific or Technical-Scientific Council of the organizational unit(s) responsible for the degree course(s).
 5. The organizational unit(s) responsible for the course(s) shall notify the applicant(s), after ensuring the Office of Mobility and International Relations is aware of the situation, that the registration and enrollment processes for that academic year have been terminated and that, if the applicant is still interested, he or she can submit a new application for the following academic year.

Article 19: Operation and Evaluation of Curricular units

1. The guidelines for evaluations of knowledge and calculation of curricular unit grades within degree courses are proposed by each organizational unit's competent bodies, and these rules must be approved by the rector and comply with the following specific regulations:
 - a) The criteria for enrollment in elective curricular units must be defined by the teachers responsible for each curricular unit, and the criteria may include prerequisites of attendance of or passing grades in curricular units in specific academic areas.
 - b) Evaluation methods can include a required level of attendance previously defined by the faculty member responsible for each curricular unit, including that students have not complied with the required attendance when they exceed a number of absences equal to 25% of the contact hours, except for those students whom the law exempts from verifications of the required attendance levels.
 - c) The need for a final examination in each curricular unit is determined by the Scientific or Technical-Scientific Council according to that curricular unit's mode of operation, except for thesis, work project, or internship curricular units, in which evaluations are always based on the public defense.
 - d) When curricular units contribute to the students' final work in the form of a supervised internship or scientific practice with a report, the Scientific or Technical-Scientific Council can formulate the requirements for the report's submission, in particular with regard to interim performance ratings.
 - e) Cases may exist in which master's students comply with a curricular unit's requirements as stipulated in the evaluation methods but the students must re-sit their exam because they have not obtained a passing grade within the normal or supplementary exam period, so, after having been approved by the teacher, a special examination period may be created to give these students an opportunity to complete their course.

- f) This special examination period, if one exists, is intended to provide master's students with an opportunity to complete the course in which they are registered with reference to a maximum of a single one-year curricular unit or two separate curricular units, except for thesis, report, internship, project, or similar curricular units.
 - g) Master's students can take an exam to improve their grades in curricular units that include an examination and that have a final grade based on that exam—but only once within the same year during either the re-sit exam period or the following academic year during the regular examination periods.
2. Registration in degree courses' second-year curricular units can only be done if the student in question has successfully completed curricular units that correspond to at least two-thirds of the ECTS of the relevant course's first year, while respecting the organizational units' restrictions and specific rules regarding each degree course's specific nature.
 3. If the course is not offered in the following year and master's students who have unfinished curricular units can take the relevant examinations, the organizational units shall ensure testing periods can include these examinations.

Article 20: Guidance and Work Plan

1. Dissertation or work project's preparation and internships' completion are guided by professors with doctorates or with the title of specialist conferred in accordance with the provisions of Decree-Law 206/2009 of August 31st.
2. Orientation may be provided in the form of co-orientation by a maximum of two Portuguese or non-Portuguese advisors, of whom at least one must be a University of Algarve faculty member.
3. The advisor(s) are nominated by the Scientific or Technical-Scientific Council of the organization unit(s) responsible for the degree course, after being proposed by the course administration and the master's student's input is considered.
4. The advisor(s) must supervise their master's student's dissertation, project, or internship, and the advisor(s) must, in particular, provide support to the student at all stages of the research and/or work involved.
5. The master's student can submit a proposal, with a clear rationale for changing the professor(s) providing orientation, to the course administrators, including a declaration of acceptance by the new advisor(s), which must further be approved by the Scientific or Technical-Scientific Council of the organizational unit(s) responsible for the degree course in question.
6. When a work plan is required for the thesis, project, or internship curricular unit, the master's student shall, after completing his or her registration in Academic Services, submit a proposed work plan to the course director within the time allowed—no longer than one month—along with the proposed advisors' declaration of acceptance.
7. If the plan is not approved and the reasons for refusal are given, the master's student has 15 working days after the date of the notification letter to submit a new proposal, following the same procedure outlined in the preceding paragraph.
8. Whenever a student wishes to make changes to the work plan submitted, he or she must submit an application to the relevant organizational unit, with the advisors' declaration of acceptance, and the changes' acceptance or rejection shall be communicated to the student and Academic Services' Advanced Training Division within a maximum of 15 working days.

9. Until 30 working days after the semester's beginning, the organizational unit(s) shall provide Academic Services with a list of curricular unit topics and their advisors.

Article 21: Application for Public Defense of Master's Dissertation, Work Project, or Internship Report

1. A precondition for applying for a public defense of a dissertation, work project, or internship report is the completion of and a passing grade for all the other curricular units of the relevant degree course and full payment of tuition fees.
2. Master's students must comply with all rules for formatting and presenting dissertations, work project, or internship reports, which are set out in Appendix I or Appendix II if the project falls within the arts.
3. The application to deliver a public defense must be submitted using the online form created for this purpose to the relevant organizational unit prior to the deadline in the academic calendar defined each year by order of the rector and published on the University of Algarve's website.
4. Once the period mentioned in the preceding paragraph has ended, the master's student is deemed to have failed to obtain approval for that curricular unit, but he or she can re-enroll in it after the time limit laid down in Article 15(4) has been complied with and the student then proceeds to pay the relevant tuition fees.
5. The application for permission to deliver a public defense shall be accompanied by:
 - a) A paper copy and digital copy—saved as a PDF file—of the dissertation, work project, or internship report
 - b) A copy of the applicant's curriculum vitae in a digital format
 - c) The advisors' favorable opinion regarding delivery and, in the case of a master's degree in the arts, assertion that the practical component is ready to be assessed
 - d) A declaration certifying the originality of the dissertation, work project, interpretation and/or artwork, or internship report and authorizing or restricting its final disclosure.
6. The organizational units responsible for the degree course in question shall receive the required documents duly submitted in accordance with the preceding paragraph's stipulations and verify compliance with the requirements for a public defense.

Article 22: Committee's Constitution, Nomination, and Functions

1. The committee formed to conduct a public consideration and discussion of a dissertation, work project, or internship report shall be appointed by the president of the Scientific or Technical-Scientific Council of the organizational unit(s) responsible for the relevant degree course, based on the course administration's proposal with reference to the advisors' input.
2. The committee's membership must respect the following rules:
 - a) Between three and five members who can be Portuguese or non-Portuguese
 - b) Only one advisor, except in the degree courses associated with other higher education institutions, in which case more than one advisor can participate in the committee as long as it has five to seven members
 - c) Individuals with doctorates
 - d) Members awarded the specialist title conferred according to Decree-Law 206/2009 of August 31st

- e) All committee members considered experts in the field into which the dissertation, work project, or internship report falls
3. The order nominating the committee shall be delivered up to 10 working days after the request for a public defense is submitted, by the president of the Scientific or Technical-Scientific Council of the organizational unit(s) responsible for the relevant course, as well as communicated in writing by email to the committee members and the master's course office within five working days and published on the University of Algarve website by the organizational unit(s) responsible for the degree course, in collaboration with the Communications and Protocol Office.
4. The master's student may, within five working days following the above notification or the date of the committee membership's publication, question the inclusion of any committee member when the student can confirm that any just cause for excluding a member provided for by law exists.
5. The communication to each committee members referred to in paragraph 3 of this article shall be accompanied by a copy of the dissertation, project paper, or internship report and the student's curriculum vitae.
6. The committees' deliberations must include a majority of its members and use justified nominal voting, with no abstentions allowed.
7. Committee meeting minutes shall be taken including each member's votes and reasons, which may be the same for all members or just some committee members, and the minutes shall be signed by all members and by the secretary, if any, who has been appointed to take down the minutes.
8. Provided that the degree course director is part of the committee, he or she shall function as the committee chair, except when both of the following conditions exist:
 - a) The director is the dissertation, project, or internship advisor.
 - b) At least one committee member is officially connected to the University of Algarve.
9. If the course director cannot be the committee chair, the director of the Scientific or Technical-Scientific Council of the organization unit(s) in charge of the degree course must submit a proposal to appoint another committee member with a contract with the University of Algarve who can take on this responsibility.
10. The dissertation, project, or internship advisor may not assume the functions of committee chair unless he or she is the only member with an official connection to the University of Algarve.
11. Should the committee chair be absent and unable to overcome the relevant impediments, he or she shall be replaced by the committee member with the highest academic rank in accordance with the Rules of Precedence applicable to University of Algarve teachers.

Article 23: Acceptance of Master's Dissertation, Work Project, or Internship Report and Public Defense Evaluation

1. In meetings held prior to the public assessment and discussion of the dissertation, research paper, or internship report and within 10 working days after the committee's appointment, the committee must accept the dissertation, work project, or internship report or recommend that its contents be reformulated.
2. The committee's preparatory meetings can:
 - a) Be held in person or by teleconference

- b) Be replaced by reasoned opinions to be issued within 10 working days after the committee's appointment
3. After the dissertation, work project, or internship report is accepted by the majority of the committee, the committee chair shall set the public defense's date within 10 days and take appropriate steps to publish the notice of the defense's date and place.
4. If the majority of the committee believe that the ideal conditions for their acceptance of the dissertation, work project, or internship report are not present, they must recommend that the master's student reformulate the work, following the procedure below:
 - a) The committee chair shall immediately notify Academic Services' Advanced Training Division, which will notify the student of the committee's decision and their opinion about the work.
 - b) Except for in the cases provided for in Article 8, paragraph 2, of these regulations, the student has 60 working days, without any extensions, to carry out the recommended reformulation and deliver new copies in accordance with Article 21 above, unless the student declares in writing that he or she declines to follow the committee's recommendations within the same period, under penalty of a failing grade.
 - c) After the master's student carries out the recommended reformulation or resigns, the committee chair shall set the date for the public defense and take other steps to disclose this information appropriately.
5. The organizational unit(s) in charge of the degree course shall communicate the defense's date in writing to the committee members, master's student, and Academic Services' Division of Advanced Training within five working days and simultaneously post this information in a public location and publish the date on the university's website.
6. For a master's degree in the arts involving artwork with a practical component, no previous meeting will be held before the project's evaluation because the committee, in its first meeting, shall immediately examine the practical artistic project and grade the public defense preferably during the subsequent 10 working days.

Article 24: Public Defense of Dissertation, Work Project, or Internship Report

1. The public defense of the dissertation, work project, or internship report must follow the following sequence:
 - a) The defense of the work by the master's student for a maximum of 20 minutes
 - b) A public discussion for no more than 60 minutes, in which the committee members may intervene and which shall be made available to the master's student and the committee members simultaneously
 - c) A committee meeting in private to assess the defense and deliberate on the final grade to be assigned through roll-call voting backed by reasons, with no abstentions allowed, and the final grade being the average of the grades assigned by each committee member
2. In the public defense, the committee chair can authorize the participation of any number of external actors by teleconference provided that the technical conditions exist for their participation and that the participants are present at the place and time indicated.
3. In the cases referred to in the preceding paragraph, the committee shall take the minutes of the public defense, which must include:

- a) The date, format used by the public defense to enable videoconferencing, and all members' identification
 - b) The digital signature of all committee members, although each signature can be added to individual documents, which will be duly integrated into the documentation of the process
4. Following the public discussion, the committee can request further corrections to the dissertation, work project, or internship report provided that no significant changes are made and the requested modifications are clearly identified in a document annexed to the public defense minutes.
 5. The above corrections shall be made by the master's student within 10 working days, as follows, by:
 - a) Entering the requested corrections
 - b) Providing for their validation by the advisor(s)
 - c) Delivering a corrected paper copy and another digital copy to the relevant organizational unit—accompanied by the advisors' statement of validation—which will then be sent to the committee chair, who will have 15 working days to approve the revised dissertation, work project, or internship report and return it by following the proper procedure after duly validating the changes with a declaration of agreement
 6. Once the procedure outlined in the preceding paragraph has been completed, the final version is sent to Academic Services within five working days to be deposited in the university archives in accordance with the law.
 7. The certification of any corrected dissertation, work project, or internship report can only be issued after the advisor(s) validate the corrections and the committee chair confirms that the process is complete, at which time the contents of the dissertation, work project, or internship report are definitive.
 8. Should any committee member be unexpectedly absent, the public assessment and discussion cannot be carried out without at least one University of Algarve professor and two other members.
 9. If the master's student does not receive the committee's approval in the public defense, he or she is considered to have failed the relevant curricular unit, and the student can re-enroll the following year—or request re-enrollment in the degree course if he or she has stopped attending classes—and pay the necessary fees as long as the time limit laid down in Article 15, paragraph 4, has not been exceeded.
 10. In all cases provided for in the preceding paragraph, the master's student must submit a new application to deliver a public defense.

Article 25: Final Grade Point Average of Master's Degree

1. The final grade point average is calculated as the weighted average, rounded to the nearest whole number, of all curricular unit grades, including the dissertation, work project, or internship report, with the weightings applied being the number of ECTS assigned to each curricular unit.
2. The final grade point average is given on a scale of 10 to 20 out of the entire numerical scale from 0 to 20, which corresponds to the following qualitative classifications:
 - a) 10 to 13 = Sufficient
 - b) 14 and 15 = Good
 - c) 16 and 17 = Very Good
 - d) 18 to 20 = Excellent

CHAPTER III: Doctoral Degree Courses

Article 26: Doctorates

1. A doctorate is conferred on those students who have earned a passing grade in all their degree course's curricular units, including the public defense of their doctoral thesis, and who—in accordance with the specific considerations incorporated into the course's creation—can demonstrate:
 - a) A systematic comprehension of an academic field of study
 - b) The competence, skills, and research methods associated with that academic field
 - c) The ability to design, plan, adapt, and conduct meaningful research that meets the requirements imposed by academic standards for quality and integrity
 - d) The capacity to generate a significant set of original research that has contributed to widening the frontiers of existing knowledge, part of which merits national or international dissemination in peer-reviewed publications
 - e) The ability to analyze critically, as well as evaluate and synthesize, new and complex ideas
 - f) The capacity to communicate with their peers, the academic community, and society in general about their specialization
 - g) The ability to participate in a knowledge-based society and promote, in academic and/or professional contexts, academic, technological, social, or cultural progress
2. The doctoral degree is conferred for work done in a branch of knowledge or one of its specializations.

Article 27: Structure of Doctoral Degree Courses

1. Doctoral degree courses comprise:
 - a) The possible completion of curricular units in research training, which together are called a doctoral course and in which the ECTS corresponding to the curricular units can be obtained by credit given for relevant professional experience or previous training
 - b) The preparation of an original thesis especially written for the course, which is appropriate in terms of the nature of the field of knowledge or specialization
 - c) As an alternative to subpoint b) and under the same required conditions, including adjustments for the specific nature of the relevant field of study or specialization, one but not both of the following options can be included in the course:
 - (i) A compilation, appropriately formatted, of a coherent, significant set of research reports that have already been published or accepted in journals with editorial committees recognized for their international achievements
 - (ii) In the arts, artwork, a set of artwork, or innovative achievements, accompanied by written material explaining the process of design and execution, the doctoral candidate's capacity for research, and his or her work's framework in terms of the evolution of knowledge in the relevant field
2. For the purposes of these regulations, the components in subpoint c) are referred to as works, a compilation of research reports, or a set of artwork in the arts.

Article 28: Doctoral Courses

1. The doctoral courses referred to in paragraph 1 of the previous article may include curricular units from other degree courses at the same level as those offered by the University of Algarve or other universities.
2. The successful completion of a doctoral course after earning 30 ECTS or more confers the right to a non-academic degree diploma.
3. A passing grade in all curricular units, if any are required, must be achieved before the delivery of the doctoral thesis or work project and the corresponding application to deliver a public defense.
4. A passing grade is assumed for doctoral courses (i.e., a final grade given on a scale of 10 to 20 out of the entire numerical scale of 0 to 20 or a qualitative classification of Satisfactory) in the case of credits given for experience and vocational training, and the allocation of ECTS in this case cannot exceed the limit of one-third of the total ECTS of the degree course, while the credits earned may fully or partially depend on procedures assessing specific knowledge.

Article 29: Duration

1. The duration of doctoral courses is determined at the time they are created, with two more registrations permitted to allow students to complete their course after the official deadline expires.
2. If the course is not completed within the period referred to in the preceding paragraph—except in the cases specified in Article 8 above—the doctoral candidate must submit a new application to the course, but they may earn credits for their previous work.

Article 30: Access to Degree Courses

1. Applicants seeking to attend a doctoral degree course must have:
 - a) A master's degree or a legal equivalent
 - b) An undergraduate degree from a particularly relevant school or academic coursework recognized by the Scientific Council of the degree course's organizational unit(s) as confirming the applicant's capacity to complete the course
 - c) A school, academic, or professional curriculum vitae that is recognized by the Scientific Council of the degree course's organizational unit(s) as attesting to the applicant's capacity to complete the doctoral course
2. The recognition of previous work referred to in subpoints b) and c) of the preceding paragraph shall give the applicant access to the doctoral degree course, but this recognition does not confer on the student in question equivalence to an undergraduate or master's degree or an official recognition of a similar diploma.

Article 31: Special Regime for Defense of Thesis or Work Project

1. Applicants who are admitted into a doctoral degree course can request permission to submit a thesis or work project as provided for in Article 27, paragraph 1, subpoint c), without registering in the course and without following the guidelines provided for in these regulations.
2. The Scientific Council of the organizational unit(s) in charge of the relevant course must decide whether to grant the applicant's request after two teachers in the student's area

of specialization assess his or her curriculum vitae and verify that the thesis or work project are appropriate in terms of meeting doctoral degree objectives, in accordance with the rules set out in Article 27 above.

3. The request for a public defense, in the context of the present article, requires the payment of a fee equal to the annual tuition stipulated for the relevant doctoral course in the current academic year.

Article 32: Applications

1. Doctoral degree course applicants shall submit a request to the Scientific Council of the relevant organizational unit to formalize their application, after the publication of a notice or at any other appropriate time, and the request's acceptance depends on the applicant's fulfillment of the relevant requirements.
2. The application must be accompanied by the following items:
 - a) A document proving that the applicant meets the conditions referred to in Article 30 above
 - b) An updated curriculum vitae including a list of papers published or duly documented work
 - c) An indication of the field of study and/or specialization, when applicable
 - d) An indication of the thesis or work project advisor(s), if any exist, and their terms of acceptance
 - e) A work plan of the proposed research, if one exists, submitted by the candidate and his or her advisor(s)
3. The applicant shall pay the application fee at the time the application is submitted.

Article 33: Application Acceptance and Rejection

1. Applications' acceptance must comply with the relevant pre-determined conditions, and the Scientific Council of the organizational unit(s) responsible for the degree course must process the applications within the time limit given in the relevant announcements and notify the interested parties of the council's decision.
2. Within 10 working days of the notification referred to in the preceding paragraph, applicants can challenge the relevant Scientific Council's decision.
3. The Scientific Council must provide Academic Services' Advanced Training Division with a list containing the names of the applicants admitted into the degree course, as well as a list of the candidates rejected.

Article 34: Registration and Enrollment

1. After being admitted to the doctoral degree course, students shall register and enroll in their course via the University of Algarve Academic Services' academic webpage, as well as paying the registration, school insurance, and doctoral course fees, within the following deadlines:
 - a) Doctoral course enrollment shall be completed by the deadline set in the relevant notices or academic calendar.
 - b) Non-doctoral course registration is finalized up to 30 working days after the notification of admission is issued by the Scientific Council of the organizational unit(s) in question as long as this period does not exceed the end of the current academic year's first semester.
2. International students can register and enroll by the end of December of the current academic year. After that deadline, the Advanced Training Division shall cancel the place

- prepared for those students' registration and enrollment for that academic year, alerting the Scientific Council of the organizational unit(s) responsible for the relevant degree courses.
3. The organizational unit(s) in charge of the course shall notify the applicants, after alerting the Mobility and International Relations Office, that registration and enrollment for the current academic year is no longer possible, but, if the applicants continue to be interested, they can send in a new application for the following academic year.
 4. Doctoral students who, at the time of their admission to their doctoral degree course, have a doctoral scholarship, can be considered an exception and be granted a period of not more than four months to register and enroll.
 5. Doctoral students who can prove by submitting the relevant document that they have applied for a doctoral scholarship that includes the payment of fees shall, during registration, pay the school insurance fee, and these students must communicate the scholarship application's final outcome in writing to Academic Services' Advanced Training Division up to 30 working days after they find out that the scholarship has been awarded to them or, within the same period, pay overdue fees if these students have not won a scholarship or their fees are not fully covered by the scholarship.
 6. Doctoral candidates must register each year for their doctoral course according to the following guidelines:
 - a) For degree courses including doctorates, registration is completed by the deadlines set in the academic calendar.
 - b) For non-doctoral courses, registration is renewed in each year up to the last day of the month in which the students' admission is confirmed by the organizational units' Scientific Council.
 7. Failure to enroll in their course means students cannot complete their studies at the University of Algarve.

Article 35: Thesis or Work Project Orientation

1. Guiding doctoral candidates is the responsibility of one or two professors or doctoral researchers, of whom at least one must have a contract with the University of Algarve or be a member of a University of Algarve research center.
2. If a collaboration has been established with another institution, an exception can be made and a third advisor belonging to that institution can also provide guidance to candidates.
3. The Scientific Council of the organizational unit(s) responsible for the degree course shall approve the nomination of the relevant advisor(s) after a proposal has been submitted by the doctoral student and the proposed teachers or researchers have clearly given their consent.
4. Advisors shall competently and actively supervise their doctoral candidates' research and preparation of their thesis—without curtailing the students' academic freedom—and safeguard their right to defend their informed conclusions.
5. Each year, advisors shall present a written opinion on the evolution of their students' work to the degree course administration, which shall then be submitted by that administration to the Scientific Council of the organizational unit(s) responsible for the relevant course.
6. Whenever possible, a detailed work plan of the research being conducted shall be submitted and discussed in advance with a committee consisting of member of the degree course administration, the advisor(s), and a teacher or specialist.

7. Doctoral students can submit a proposal supported by clear reasons to change their orientation committee to the Scientific Council of the organizational unit(s) in charge of the relevant course, including backing up their request with the new advisors' statement of acceptance.

Article 36: International Co-guardianship Agreements

In terms of doctoral candidates' advisory committee, students who are preparing and discussing their thesis may take part in agreements with non-Portuguese higher education institutions that are legally empowered to confer doctorates or equivalent degrees. The students' participation must be in accordance with the terms of the University of Algarve's International Doctoral Co-guardianship Regulations. Candidates can obtain a doctoral degree from the University of Algarve with a minimum of six months enrollment in this institution and the rest of the work carried out remotely.

Article 37: Registration of Thesis or Work Project Topic

1. Theses or doctoral work projects are registered as follows:
 - a) As soon as their work plan for the doctoral thesis's preparation is defined, the students shall deliver the plan to the Scientific Council of the organizational unit(s) responsible for the relevant course, accompanied by the advisors' opinion, if any.
 - b) After the course administration gives their opinion and the Scientific Council of the organizational unit(s) in charge of the course approves the thesis topic, the council must communicate their decision to Academic Services' Advanced Training Division within 20 working days to facilitate the thesis topic registration.
2. The work plan shall include information on the topic and thesis plan indicating the theoretical foundations of the research, methodology to be used, and objectives to be achieved or, in the case of work projects in the arts, a written rationale that explains the project's design and development, research potential, and its conceptual framework in terms of promoting the evolution of existing knowledge in the field in question.
3. The candidate must remain registered for the duration of the degree course stipulated when it was first created, while respecting the exceptions provided for in these regulations.

Article 38: Application for Public Defense of Doctoral Thesis or Work Project

1. The application for a public defense of a doctoral thesis or work project is addressed to the rector after the verification of the following assumptions:
 - a) Valid registration in the degree course in accordance with the deadlines set out in the university's regulations
 - b) Passing grades in all curricular units related to the doctoral course, where applicable
 - c) Completion of the thesis or work project
 - d) Payment of all tuition fees
2. The rules the doctoral candidate must obey regarding the format and public defense are laid out in Appendix I for a thesis or Appendix II for a work project in the arts.
3. The application is submitted to the relevant organizational unit, using the designated form and accompanied by the following items:
 - a) Advisors' opinion about the work done, unless the doctoral student is, in legal terms, solely responsible for the public defense of the thesis or artwork

- b) Two paper copies of the thesis or work project: one copy for other work or artwork legal deposits and one copy for the University of Algarve Library
 - c) Two copies of the candidate's curriculum vitae: one paper copy and one digital copy in a PDF format
 - d) A digital copy of the thesis or work project in a PDF format
 - e) A declaration attesting to the originality of the thesis or work project and authorizing or restricting its final disclosure
4. The application for a public defense of a doctoral thesis can only be submitted after 2 or 3 years for degree courses of 3 or 4 years, respectively, counting from the candidate's first date of enrollment, unless the student's situation falls under Article 31 above, in which the doctoral student is solely responsible for his or her thesis, or unless the candidate's entry into the course corresponds to the situation provided for in Article 29, paragraph 2, of these regulations.
 5. In the absence of reasons to reject the application for a public defense of a doctoral thesis, such as a failure to comply with legally required norms, the rector shall refer the case to the Scientific Council of the organizational unit(s) responsible for the relevant course, which will deal with the proposed composition of the thesis committee.

Article 39: Committee Constitution and Functions

1. Theses or work projects provided for in Article 27 are subjected to an examination and public discussion by a committee composed of:
 - a) The rector, who may preside in person, or a representative appointed by the rector for that purpose
 - b) A minimum of four people with doctorates—one of whom shall be the candidate's advisor
 - c) A maximum of seven members
2. In degree courses associated with non-Portuguese higher education institutions, two advisors may participate in the committee whenever more than one advisor exists, in which case the committee shall consist of a minimum of six individuals with doctorates.
3. At least two of the members referred to in paragraph 2, subpoint b) above, must be professors and/or doctorate-level researchers from other Portuguese or non-Portuguese higher education institutions or research centers.
4. Once the preceding paragraph's conditions have been met, another committee member may also be an individual specializing in the same academic field of the thesis or work project, as specified in Article 27, paragraph 1, subpoint c), of these regulations.
5. The committee shall include at least three professors or researchers in the academic field of the thesis or work project, as provided for in Article 27, paragraph 1, subpoint c), of these regulations.
6. The committee's deliberations shall involve a majority of its members and use justified nominal voting, with no abstentions allowed.
7. Minutes shall be taken of each committee meeting, including each member's votes and the reasons given, which may be shared by all or only some members, and the minutes must also be signed by all members and, when applicable, by the secretary appointed to take the minutes.
8. The committee chair's vote will take precedence over other members' votes, but he or she shall exercise the right to vote only if one of two conditions exist:
 - a) He or she is a professor or researcher in the degree course's field of study or academic areas.

- b) A tie needs to be broken.
9. The candidate's advisor may not serve as the committee chair unless the advisor is the only committee member with a direct connection to the University of Algarve.

Article 40: Committee Nomination

1. After the Scientific Council proposes a committee, the rector appoints the committee members up to 30 working days after the date on which the candidate submits the application for a public defense of his or her thesis.
2. The nominations shall be communicated in writing to the committee members and to the doctoral student—preferably by e-mail within five working days—and, simultaneously, published on the university's website.
3. The candidate can express reservations about any committee member within five working days following the notifications referred to in the preceding paragraph or the date on which they are made public, but the student's objections must be verified as being a cause for rejection provided for by law.
4. The communication to each committee member referred to in paragraph 2 of this article shall be accompanied by a copy of the candidate's thesis or work project and curriculum vitae.

Article 41: Acceptance of Thesis or Work Project and Public Defense Evaluation

1. In meetings held prior to the public examination and discussion of the thesis or work project—within 30 working days of the committee's nomination—the committee must accept the thesis or work project or recommend that it be reformulated, after which the committee shall designate 2 or 3 members to present arguments during the public discussion of the thesis or work project, of whom none can be the candidate's advisor(s) and one must be from outside the University of Algarve.
2. The committee's preparatory meetings can be:
 - a) Attended in person or by teleconference
 - b) Replaced by well-reasoned opinions to be formulated within 30 working days of the committee's appointment
3. After the thesis or work project is accepted by the majority of the committee members, the chair shall set the date of the public defense within the following 45 working days and shall ensure the relevant notice is published with the defense's date and place and the identity of the committee members who will present arguments.
4. If the majority of the committee believe that the thesis or work project cannot yet be accepted, the committee must recommend that the candidate reformulate his or her work, according to the following procedure:
 - a) The committee chair shall immediately notify Academic Services' Advanced Training Division, which shall then communicate the decision and the opinions given to support it to the student.
 - b) Except for in the cases provided for in Article 8, paragraph 2, of these regulations, the doctoral candidate has no more than 120 working days to carry out the recommended reformulation and deliver new copies of the thesis or work project in accordance with Article 37—unless the student declares in writing within the same period that he or she declines the committee's recommendations, thereby incurring the penalty of a failing grade.

- c) After the candidate carries out the recommended reformulation, the committee chair shall set the date of the public defense and take other steps to ensure that information's disclosure.
5. The public defense's date shall be communicated in writing by Academic Services' Advanced Training Division to the committee members and doctoral student, preferably within five working days, simultaneously posting this information in a public place and on the university's website.

Article 42: Public Defense of Thesis or Work Project

1. The public assessment and discussion of a doctoral student's thesis or work project, as provided for in Article 27, may not last longer than 150 minutes and shall follow the sequence below:
 - a) The candidate's defense of the work for a maximum of 30 minutes
 - b) A public discussion for a maximum of 120 minutes including:
 - (i) The mandatory participation of the committee members presenting arguments and the optional input of other members, according to a mutually-agreed distribution of the time allowed that cannot exceed 60 minutes overall
 - (ii) External participants' participation authorized by the committee chair, which can be done via teleconference provided that the technical conditions are present for their full participation in the defense and that these participants are present at the designated time and place
 - (iii) The candidate's response to questions for the same length of time as the committee members have been given
 - c) A private committee meeting to assess the defense and decide the final grade to be given based on justified nominal voting, with no abstentions allowed
2. In the cases referred to in (ii) of subpoint b) of the preceding paragraph, the minutes of the public defense shall be taken by the committee members, which must include:
 - a) The date, mention of the public defense evidence presented via videoconferencing and all actors' identification
 - b) All committee members' digital signature, which may be appear on individual documents and be duly integrated into the relevant documentation of the entire process
3. Following the public discussion, the committee can request that corrections be made to the thesis or work project—provided that these do not include significant amendments—which shall be clearly identified in a document affixed to the public defense's minutes.
4. The corrections shall be made by the doctoral student within 30 working days as follows:
 - a) He or she enters the requested corrections.
 - b) The candidate gets these validated by the advisor(s).
 - c) The student delivers to Academic Services two corrected paper copies and a updated digital copy accompanied by the advisors' validation.
5. Once the above procedure has been completed, the corrected thesis or work project is sent by Academic Services' Advanced Training Division within 5 working days to the committee chair, who has 15 working days to produce the final approval in writing and return the thesis or work project to Academic Services—duly validated by a declaration of conformity—so that the thesis can be deposited in the university's archives in accordance with the law.

6. The certification of any thesis or work project needing correction can only be issued after the corrections are validated by the advisor(s) and the committee chair gives his or her approval, after which this final version of the thesis or work project is considered definitive.
7. Should a committee member be unexpectedly absent, the public defense cannot be held without at least the following members present:
 - a) The committee chair or a University of Algarve professor or associate professor with aggregation who is a committee member and who can replace the chair, in accordance with the provisions of the Rules of Precedence applicable to the University of Algarve's faculty
 - b) A majority of committee members
 - c) Two members presenting arguments
 - d) Two members from outside the university
8. If a student does not receive a passing grade for his or her public defense, the candidate shall be considered to have failed the curricular unit, but the student can re-register the following year—request re-enrollment in the degree course if he or she has been absent—provided that the time limit stipulated in paragraph 1 of Article 29 has not been exceeded and the student's tuition fees are paid.
9. In any of the cases mentioned in the preceding paragraph, the student will have to submit a new application for a public defense.

Article 43: Final Grade Given Doctoral Students

1. Doctorates are awarded by the relevant committee after a final evaluation that considers the grades earned in the doctoral course or in other training components, if any, and the merit of the work assessed in the public defense.
2. The final grade is expressed as a "Pass" or "Fail," but the former grade can also include the qualifiers "Good" or "Very Good."
3. If the grade of "Pass with Very Good" is given unanimously, the committee can also award the candidate a "Very Good with Distinction and Praise" when the thesis or work project presented in the public defense is considered excellent.

Article 44: European Doctorates

In certain cases that meet the conditions laid out in the University of Algarve's regulations, the term "European Doctorate Certificate" can be included in the diploma, as well as on the certificate of registration or doctoral degree letter, if the candidate requests this term and the expected fees are paid.

CHAPTER IV: Final and Transitional Provisions

Article 45: Special Status Students

These regulations' provisions are of a subsidiary nature, so they shall be applied only insofar as they do not contradict the specific stipulations contained in the university's regulations regarding special status students.

Article 46: Students with Special Educational Needs

While respecting the rules set out in these regulations, they are only applied to students with special educational needs according to the alternatives provided these students in the University of Algarve's statute, which were approved by order of the rector on May 5th, 2013.

Article 47: Master's Degrees and Doctorates in Progress

Students who have applied for admission to master's or doctoral courses prior to these regulations' entry into force shall also be subject to these rules, except when they contradict the legal regime in force at the time their applications were submitted.

Article 48: Calculation of Deadlines

The rules laid out in the Code of Administrative Procedure are applicable to the calculation of time limits.

Article 49: Delegation of Powers

The rector can, by delegating the relevant powers, enable another organizational unit or agent of the University of Algarve to take on the responsibilities assigned by these regulations.

Article 50: Gaps in Regulations

Any cases and questions not mentioned in the above articles and raised by these regulations' application shall be resolved by the rector.

Article 51: Repeal of Rules

From the date on which these regulations enter into force, Regulation 646/2015 published in the *Diário da República 2ª Série* of September 25th and any other contradictory subsequent orders on matters covered by the above regulations shall be replaced by the latter rules.

Article 52: Entry into Force

These regulations after being duly approved by the rector shall enter into force at the start of the 2020–2021 academic year.

APPENDIX I: Guidelines for Dissertations, Work Projects, Reports, and Theses Format and Defense

1. Format of the work

- 1.1 Cover with a spine
- 1.2 Cover sheet
- 1.3 Sheet with the declaration of authorship and copyright notice
- 1.4 Dedication and acknowledgements (optional)
- 1.5 Two abstracts: one written in Portuguese (“Sumário”) and one in English (“Abstract”) up to 300 words each, accompanied by 4 to 6 key terms (“Keywords”)
- 1.6 When necessary, specific parts of the work, including the appendixes, submitted only in a digital media format
- 1.7 Required indexes, for example, index of materials, figures, or tables
- 1.8 Lists of abbreviations, acronyms, symbols, and so on, when applicable
- 1.9 Body text presented as a set of chapters or, when allowed by law, as articles
- 1.10 References or bibliography
- 1.11 Appendixes

2. Defense and print copies

- 2.1 Language: the work can be written in Portuguese or English, but, in cases that have been duly justified, the Scientific or Technical-Scientific Council may authorize the use of other languages and, additionally, works written in English must contain an abstract in Portuguese of at least 1,000 words.
- 2.2 Length and font size: the text, excluding appendixes and bibliography or references, should be about 100 pages long for master’s degrees and about 250 pages for doctorates—in an A4 format and Times New Roman 12 point or an equivalent font and size.
- 2.3 Type of paper: good quality white A4 paper should be used.
- 2.4 Margins and line spacing: The margins (i.e., top, bottom, and sides) shall be on all pages at least 2.5 cm, and 1.5 line spacing must be used in the text body and single-line spacing in footnotes, subtitles, references or bibliography, and acknowledgements.
- 2.5 Page numbers: all pages of the body text shall be numbered continuously with Arabic numbers starting with 1, at the bottom of the page and centered or to the right, with the numbering continued on pages with tables, figures, attachments, and so on, but the pre-textual sections of the work shall have different numbering, preferably lowercase Roman numerals (e.g., i, ii, and iii).

3. Cover, spine, and cover sheet

- 3.1 The cover must comply with the Model I guidelines provided at the end of these regulations.
 - 3.2 When the spine is thick enough for printed information, the spine should contain the information indicated in Model I guidelines, but the cover page must comply with the Model II guidelines also provided below.
4. Declaration of authorship and copyright notice
- 4.1 The following information must appear on a single sheet:
 - a) The title of the work
 - b) The following words: "Declaration of authorship of work"
 - c) The candidate's signature, after the following text: "I declare I am the author of this work, which is original and unpublished. The sources consulted have been duly cited in the text and included in the list of references."
 - 4.2 The back of this same sheet must contain the phrase "Copyright on behalf of" followed by the student's full name, a comma, and "the University of Algarve" and, finally, by this sentence:

"The University of Algarve reserves the right to, in accordance with the provisions of the Copyright Law and Code, archive, reproduce, and publish this work in any medium, as well as to disseminate this work through academic repositories and allow it to be copied and distributed for educational, research, and non-commercial purposes, while ensuring credit is given to the work's author and publisher."
5. Illustrations
- 5.1 Any photographs inserted in the work must be good quality and designated as a figure.
 - 5.2 All materials (e.g., diagrams or maps) larger than A4 must be presented folded in such a way that the material fits within the rest of the pages' dimensions and appears in the proper sequence in the text.
6. Tables, charts, and figures
- 6.1 Figures, tables, plans, and charts must be numbered and given a proper title or caption.
 - 6.2 The numbering must include two numbers separated by a period (e.g., 3.16), in which the first number is the chapter or article in which the figure, table, or image is first mentioned and the second number reflects the sequence of figures, charts, or tables within the chapter.
 - 6.3 Figures, tables, diagrams, and graphs must each be given distinct numerical sequences, and all tables, charts, and figures must appear next to the body text in which they are first mentioned.
7. References or bibliography: bibliographic or reference entries shall be presented in an internationally accepted format used in the work's academic field of study.

8. Presentation of the work in digital formats: any work delivered in a digital format must be encoded as a PDF file, although no pages should include the author's signature in order to prevent the work from being plagiarized by third parties, and, if the work is delivered as a CD or DVD, it must be identified in accordance with the Model III format provided at the end of these regulations.

APPENDIX II: Guidelines for Public Defense of Work Project in the Arts

The guidelines given in Appendix I are also applicable to the public defense of a work project in the arts, but two additional specific items are required:

1. The project shall contain—in addition to a report—a practical artistic component.
2. The report shall include a verbal description of the creation process, accompanied by arguments explaining why the project was done in that way and justifying the expected results, with all documentary evidence associated with the practical artistic component (e.g., room sheets, photographs, and audio or video recordings) attached only in a digital format.

MODEL I: Cover and Spine Model

MODEL II: Cover Sheet Model

MODEL III: Model for CD or DVD Identification