

PROCEDURES MANUAL REGARDING 3RD CYCLE OF STUDIES AT THE SCHOOL OF ENGINEERING

Addressees: Students (and Steering Committees of Doctoral Programmes (DC))

Admission/enrolment

- Students interested in enrolling in a Doctoral Programme at the School of Engineering shall submit their application through an online form, according to the previously announced calendar on the following website <http://candidaturas.eng.uminho.pt/ccientifico/public/>
- Required documentation must be sent/handed over to the Pedagogical Council (CPEEUM), which will afterwards forward the documentation to the Steering Committees (DC).
- Only completed processes will be sent to Steering Committees. CPEEUM will ask the candidate for any additional information/documents to complete the application process.
- The DC is responsible for drafting the minutes document with candidate serialisation. The minute document will be sent via docUM to the CPEEUM, with the subject (“Ata de seriação do PDXXX_Ano letivo_ X fase”) within two weeks after application period has ended.
- After approval, the CPEEUM will send the minutes document to the Academic Services (SAUM), via docUM, cc: DC.
- The DC is responsible for informing the candidates of the results of their application and the application procedures.
- The CPEEUM will upload the candidates’ individual process into SAUM’s information system.
- Students must register online through the academic portal within the deadline established on the Academic Calendar.
- Within one month of their registration, the DC must send the students’ Individual Plan to the CPEEUM, via docUM, with the subject (“Plano de estudos do aluno_PDXXX_Nome completo do aluno_IDXXXX”).
- After approval by the CPEEUM, the Individual Plan will be sent to SAUM, via docUM, cc: Programme Director.
- Students must **annually** renew their registration at the SAUM, at the beginning of the academic year, as established by the Academic Regulation.

UC Thesis Planning/Thesis Project

- Students must submit their work plan to the DC, together with the form on Annex I - Request for Presentation of Thesis Planning Defense (<https://www.eng.uminho.pt/en/divulgacaoinstitucional/downloads/Pages/default.aspx>)
- DC must send the form to the CPEEUM, via docUM, with the subject (“Requerimento de pedido de provas_PDXXX_Nome completo do aluno_IDXXXX”).
- The CPEEUM will ask the SAUM to issue the classification sheet (“pauta”), cc: DC.

- Within the period established by the Academic Calendar, students must present their thesis planning defense for the UC (Curricular Unit) Thesis Planning/Thesis Project.
- Approval on the UC Thesis Planning/Thesis Project must occur before students transition to the 2nd year

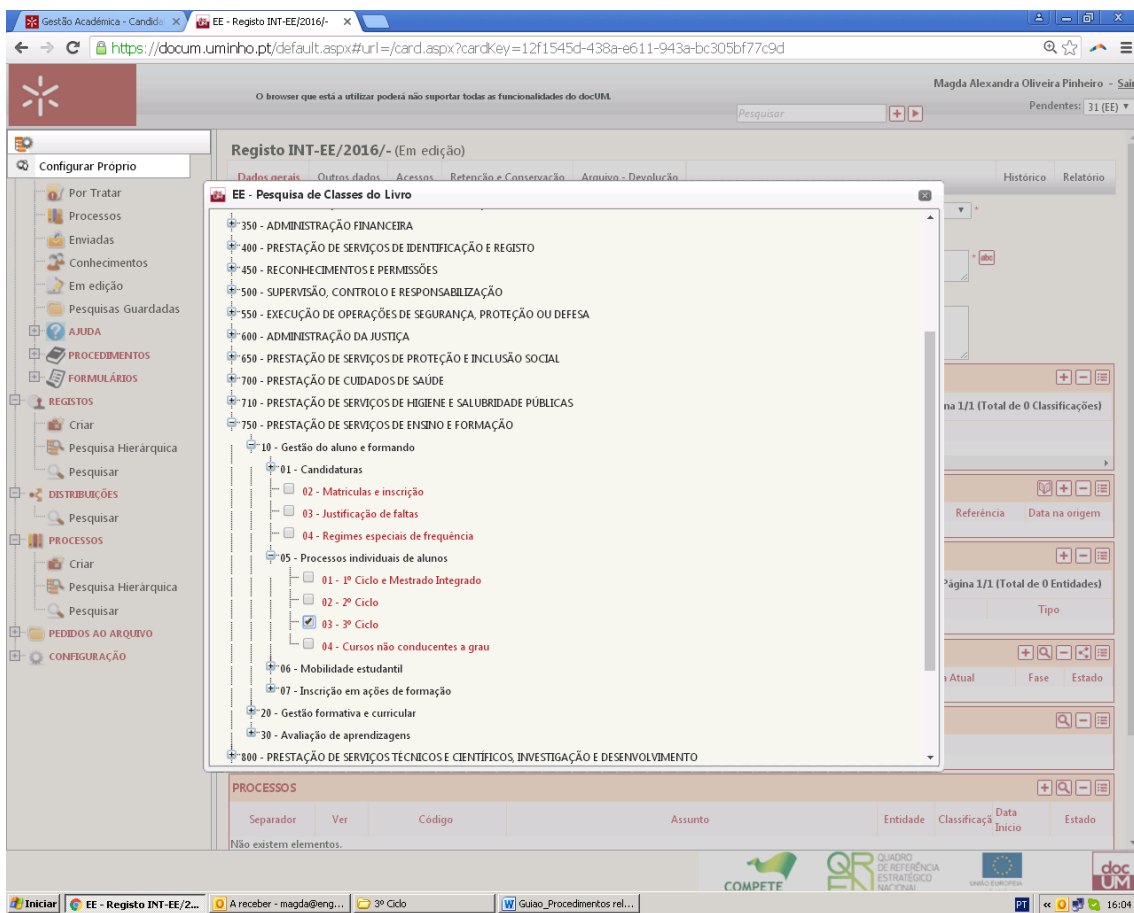
Thesis admission request after concluding the UC Thesis Planning/Thesis Project

- The thesis admission request must be submitted according to the guidelines established in Annex II – **THESIS ADMISSION REQUEST/DOCTORAL PROGRAMME**
<https://www.eng.uminho.pt/en/divulgacaoinstitucional/downloads/Pages/default.aspx>
- Students must fill in the provided form and send the document to their supervisor, who will validate it and forward it to the DC.
- The DC will send the CPEEUM, via docUM, with the subject (“Pedido de admissão a tese_PDXXX_Nome completo do aluno_ IDXXX”), all of the following documentation:
 1. Candidate’s Thesis Admission Request (Annex II)
 2. Acceptance of Scientific Supervisor (Annex II)
 3. Information from the Steering Committee of the Doctoral Programme (Annex II)
 4. Information from the Research Centre (Annex II)
 5. Candidate’s *Curriculum Vitae*
 6. Work plan, signed by the candidate and supervisor(s), stating:
 - Summary of the project and research opportunities
 - Objectives of the project to be carried out
 - Means necessary to the completion of objectives
 - Work schedule (including the date of beginning of work plan)

The work schedule must consider the complete duration of the doctoral programme, including its teaching component. Therefore, the several tasks included in the work plan shall refer to one year of curricular activity and the remaining years related to the thesis plan. In case the student is enrolled as a part time student, the number of academic years under this regimen must be clearly highlight. For a doctoral programme with 240 ECTS, 4 academic years, the work plan of a full time student could be considered, for instance, as follows:

Tarefa	Descrição da Tarefa	Ano 1 Trimestre				Ano 2 Trimestre				Ano 3 Trimestre				Ano 4 Trimestre			
		T1	T2	T3	T4	T1	T2	T3	T4	T1	T2	T3	T4	T1	T2	T3	T4
0	Componente letiva do Programa Doutoral																
1	Descrição da Tarefa 1																
2	Descrição da Tarefa 2																
3	Descrição da Tarefa 3																
4	Descrição da Tarefa 4																
5	Descrição da Tarefa 5																

- The thesis admission request via docUM must follow this structure in the “subject” field: “Pedido de admissão a tese ao PDXX_nome completo do aluno_idXXXXX_ano letivo” and be classified as follows:
 - 750 – Prestação de serviços de ensino e formação
 - 10 - Gestão do aluno e formando
 - 05 - Processos individuais de alunos
 - 03 - 3º Ciclo



- After verifying the student complies with all the admission conditions, the CPEEUM will send the thesis admission request to the Scientific Council of the School of Engineering (CCEEUM), via docUM, cc: DC.
- The CCEEUM will analyse the thesis admission request.
- Once approved, the CCEEUM will communicate the admission acceptance to the student and his/her supervisor(s).

Thesis theme registration at the Academic Division (DA)

- The student must personally go to the DA with the following documentation:
 - Acceptance letter from the CCEEUM
 - Signed work plan
 - **Form in Annex III – DOCTORAL THESIS THEME REGISTRATION (RENATES)**

Admission request to public thesis defense

- Students must have their academic situation settled (all UCs included in the study plan must be completed and enrolment fees paid for).
- Students must go to the DA with the documentation defined by the Academic Regulation:
 - a) request form for thesis defense, addressed to the Rector;
 - b) Two hard copies of the thesis (printed copies);

- c) One printed copy of the thesis abstract in Portuguese and English or French, maximum one full page;
- d) One printed copy of the curriculum vitae;
- e) Nine digital copies (in CD) of the thesis and abstract, in Portuguese and English or French, as well as the students' curriculum vitae, dully labelled and identified;
- f) Declaration issued by the supervisor(s), except when the candidate wishes to present the defense under his/her own responsibility, in accordance with the law.
- g) Declaration from the programme director stating that all requirements laid down by the doctoral programme have been met.
- h) Declaration confirming that the thesis or equivalent work is original;
- i) Declaration referring to thesis deposit on RepositóriUM.

Information for doctoral programme Steering Committees

- The Academic Division will ask SAUM for any information
- The SAUM are responsible for gathering all information concerning enrolment fees and curricular units completed during the doctoral programme
- The SAUM will inform the Academic Division whether the student complies with all the required conditions to present its thesis defense
- The Rectory asks the EEUM for the jury proposal
- The EEUM asks the DC for the jury proposal
- The jury proposal is approved by the President of the CCEEUM, by delegation of powers
- The CCEEUM will send the jury proposal to the Rectory for jury nomination
- The Academic Division sends the theses (one copy for each jury member plus one copy for the President of the CCEEUM)
- The CCEEUM schedules the 1st jury meeting
- The call for the 1st meeting is sent
- The jury schedules the thesis defense date

Special cases

Modification of thesis title / supervisor

- Students request the modification to the DC, by e-mail;
- The DC asks the Research Centre for an approval declaration;
- The DC sends the request and the declarations to the CCEEUM, via docUM;
- The CCEEUM informs the Academic Division of the modification.

Crediting of previous academic training

- In case students wish to request an academic training and research experience crediting request, they must submit all required documentation to the SAUM and comply with the guidelines laid down in Rectoral Decree RT-11/2009

- The SAUM will send the process to the CPEEUM, which may request a support declaration to the DC
- After analysing the students' crediting request and professional experience, the DC will submit the process for CPEEUM's approval, which in turn will forward the process to the SAUM.

Support documents

Guidelines to format Doctoral Theses (link – Portuguese version):

<https://alunos.uminho.pt/PT/estudantes/Paginas/InfoUteisFormatacao.aspx>

Annex I – Form for Request for Presentation of Thesis Planning Defense

<https://www.eng.uminho.pt/en/divulgacaoinstitucional/downloads/Pages/default.aspx>

Annex II – Form for admission request to Thesis/Doctoral Programme

<https://www.eng.uminho.pt/en/divulgacaoinstitucional/downloads/Pages/default.aspx>

Annex III – Thesis Theme Registration

Annex I



Universidade do Minho
Escola de Engenharia

REQUEST FOR PRESENTATION OF THESIS PLANNING DEFENSE 3rd CYCLE OF STUDIES

(type or use capital letters)

(dates in format DD/MM/YYYY)

STUDENT Full name _____

STUDENT NUMBER _____ **ACADEMIC YEAR:** ____/____ **DATE:** ____/____/____

E-mail: _____

Doctoral Programme: _____

THESIS PLANNING:

Title: _____

SIGNATURES

Student: _____

Supervisor: _____

Doctoral Programme Director: _____

President of the CPPEUM: _____

This request form will be sent to the Pedagogical Council of the School of Engineering via docUM

Observations: _____



Universidade do Minho

Escola de Engenharia – Conselho Científico

THESIS ADMISSION REQUEST / DOCTORAL PROGRAMME

Please fill in the following form, print and sign

Department of: Biological Engineering (Eng. Biológica)

Research Centre: CEB - Centre for Biological Engineering

— **Full Name of Candidate:** *Name*

Identity Card Number: Number (identity card, passport) **Valid through:**
Day/Month/Year

Place of Birth: City of Birth **Nationality:** Nationality **Marital Status:** Single

Address: Address

City: City **Post Code:** Post Code

e-mail: E-mail **Mobile phone:** Mobile Phone

Title of Thesis: *Title of thesis*

Doctoral Programme: Science and Engineering of Polymers and Composites

Start of Doct. Progr.: 1st Phase, May ☐ 2nd Phase, September ☐ 3rd Phase, January ☐

Regimen: Full-time

1st cycle degree / Bachelor degree / Integrated Masters: *Bachelor or Integrated Master Course*

Institution granting the degree: *Name of institution*

Masters (2nd cycle degree): *Name of Master Course (not integrated MSc)*

Institution granting the degree: *Name of Institution*

Name of Supervisor 1: Name O1

Category of Supervisor 1: Full Professor (Prof. Catedrático)

Department of Supervisor 1: Department of...

Research Centre: ALGORITMI Research Centre

School/Faculty of Supervisor 1: School/Faculty of...

University of Supervisor 1: University of Minho

E-mail Supervisor 1: e-mail

Name of Supervisor 2: Name O2

Category of Supervisor 2: Category O2

Department of Supervisor 2: Department O2 **Research Centre:**

School/Faculty of Supervisor 2:

University of Supervisor 2: University O2

E-mail Supervisor 2: e-mail

Name of Supervisor 3: Name O3

Category of Supervisor 3: Category O3

Department of Supervisor 3: Department O3 **Research Centre:**

School/Faculty of Supervisor 3:

University of Supervisor 3: University O3

E-mail Supervisor 3: e-mail

Request Date: 12/January/2014

THE FOLLOWING DOCUMENTATION MUST BE PRESENT:

- Candidate's request – Template in attachment
- Acceptance of Scientific Supervisor – Template in attachment
- Work plans stating, at least:
 - Objectives
 - Means necessary to the completion of objectives
 - Work Schedule
 - Date of beginning of work plan
 - Signatures: Candidate and supervisors
- Information from the Steering Committee of the Doctoral Programme – Template in attachment
- Information from the Research Centre – Template in attachment
- Curriculum vitae



Universidade do Minho

Escola de Engenharia – Conselho Científico

THESIS ADMISSION REQUEST
DOCTORAL PROGRAMME

Name: ***Name***

Dear Sir
President of the Scientific Council
Escola de Engenharia
Universidade do Minho
Campus de Azurém
4800-058 Guimarães

Name, holder of the Identity Card/Passport nº Number (identity card, passport), valid until Day/Month/Year, Single, born in City of Birth, current address Address, City, Post Code, hereby requests his/her admission to Thesis/Doctoral Programme in Science and Engineering of Polymers and Composites, under the theme ***Title of thesis***.

The thesis project will be developed at the Research Centre CEB - Centre for Biological Engineering of the University of Minho, under the supervision of:

<i>Name</i>	<i>Category</i>	<i>Department</i>	<i>School/Faculty</i>	<i>University</i>
Name O1	Full Professor (Prof. Catedrático)	Department of...	School/Faculty of...	University of Minho
Name O2	Category O2	Department O2		University O2
Name O3	Category O3	Department O3		University O3

Requesting acceptance,

Guimarães, 12 January 2014

Name

***Acceptance of Scientific
Supervisor (1)***

Dear Sir
President of the Scientific Council
Escola de Engenharia
Universidade do Minho
Campus de Azurém
4800-058 Guimarães

12 de January de 2014

Name O1, Full Professor (Prof. Catedrático) at Department of... of the University of Minho, hereby declares to accept the responsibility of supervising ***Name***, Doctoral Programme student of the School of Engineering of the University of Minho.

The theme of the work to be developed by the doctoral student is ***Title of thesis***. The necessary experimental conditions to the completion of the proposed plan have been already ensured.

With my best regards,

Name O1

(Full Professor (Prof. Catedrático) of the University of Minho)

***Acceptance of Scientific
Supervisor (2)***

Dear Sir
President of the Scientific Council
Escola de Engenharia
Universidade do Minho
Campus de Azurém
4800-058 Guimarães

12 de January de 2014

Name O2, Category O2 at Department O2 of the University O2, hereby declares to accept the responsibility of supervising ***Name***, Doctoral Programme student of the School of Engineering of the University of Minho.

The theme of the work to be developed by the doctoral student is ***Title of thesis***. The necessary experimental conditions to the completion of the proposed plan have been already ensured.

With my best regards,

Name O2

(Category O2 of the University O2)

**Information from the Steering
Committee of the Doctoral
Programme**



Dear Sir

President of Scientific Council of the School of
Engineering of the University of Minho

Campus de Azurém

4800-058 Guimarães



Subject: **Information on the admission request to Thesis of Doctoral Programme**

The Steering Committee of the Doctoral Programme has analysed and decided to support the thesis admission request of **Name**, on the theme **Title of thesis**, to be completed at the University of Minho, under the supervision of:

<i>Name</i>	<i>Category</i>	<i>Department</i>	<i>School/Faculty</i>	<i>University</i>
Name O1	Full Professor (Prof. Catedrático)	Department of...	School/Faculty of...	University of Minho
Name O2	Category O2	Department O2		University O2
Name O3	Category O3	Department O3		University O3

Date: / /

The Director of the Steering Committee of the Doctoral
Programme

Information from the

Research Centre



Dear Sir

President of Scientific Council of the School of
Engineering of the University of Minho

Campus de Azurém
4800-058 Guimarães



Subject: **Information on the admission request to Thesis of Doctoral Programme**

The CEB - Centre for Biological Engineering supports the admission request to Thesis of Doctoral Programme **Name**, on the theme **Title of thesis**, and hereby declares that the necessary means to the completion of the proposed work plan are available.

Date: / /

The Director of CEB - Centre for Biological Engineering



Universidade do Minho

Divisão Académica

Recepção

(A preencher pelo Serviço)

Data ____/____/____

Número ____/RTD/2016

Rubrica _____

THESIS THEME REGISTRATION

FULL NAME _____

IDENTIFICATION NR _____ IDENTIFICATION TYPE _____ DUE DATE _____

NATIONALITY _____ PLACE OF BIRTH _____

BIRTHDATE _____ SEX _____ FILIATION _____

and _____

ADDRESS _____

POST CODE _____ - _____ - _____ TELEPHONE _____ MOBILE NR _____

Email _____

PROFESSION _____ WORK PLACE _____

BACHELOR DEGREE IN _____ UNIVERSITY/SCHOOL _____

GRADUATION YEAR _____ FINAL CLASSIFICATION _____

MASTER DEGREE IN _____ UNIVERSITY/SCHOOL _____

GRADUATION YEAR _____ FINAL CLASSIFICATION _____

OTHER ACADEMIC INFORMATION _____

(cont) no

Verso

DOCTORAL PROGRAMME EXAM IN (Scientific area) _____

SPECIALTY (if applicable) _____

THESIS THEME _____

KEY WORDS _____

*DISCIPLINARY AREA (FOS area): _____

*Please refer to the attached list from the National Registry of Theses and Dissertations (RENATES)

PARTNERSHIP DOCTORAL PROGRAMME?

☐

YES

☐

NO

PARTNERSHIP INSTITUTION / SUBUNIT _____

NAME OF SUPERVISOR _____

IDENTIFICATION NR _____ IDENTIFICATION TYPE _____

ORCID _____

CATEGORY _____

UNIVERSITY _____

FACULTY/INSTITUTE _____

ADDRESS _____

NAME OF SUPERVISOR _____

IDENTIFICATION NR _____	IDENTIFICATION TYPE _____
ORCID _____	
CATEGORY _____	
UNIVERSITY _____	
FACULTY/INSTITUTE _____	
ADDRESS _____	

ACCEPTANCE DATE AT THE SCIENTIFIC COUNCIL _____

DATE ____/____/____

SIGNATURE _____

ATTACHED DOCUMENTATION:

- ☐ WORK PLAN (Copy)
- ☐ DECLARATION FROM SCIENTIFIC COUNCIL/DECLARATION OF ADMISSION TO DOCTORAL PROGRAMME (Copy)
- ☐ IDENTIFICATION DOCUMENT (Copy)

National Registry of Theses and Dissertations

(Registo Nacional de Teses e Dissertações)

List of Disciplinary Areas (FOS area)

(Attached to Thesis Theme Registration Form)

Agriculture, Forestry and Fishing
Arts
Agrarian and Food Biotechnology
Environmental Biotechnology
Industrial Biotechnology
Medical Biotechnology
Animal and Dairy Science
Biological Sciences
Computer and Information Sciences
Communication Sciences
Education Sciences
Health Sciences
Earth Sciences and Environmental Sciences
Political Sciences
Veterinary Sciences
Law
Management and Economics
Civil Engineering
Environmental Engineering
Materials Engineering
Eletrotechnical, Electronics and Informatics Engineering

Mechanical Engineering
Medical Engineering
Chemical Engineering
Philosophy, Ethics and Religion
Physics
Social and Economic Geography
History and Archeology
Languages and Literature
Maths
Basic Medicine
Clinical Medicine
Nanotechnology
Non Classified
Other Agrarian Sciences
Other Engineering and Technology Sciences
Other Medical Sciences
Other Natural Sciences
Other Social Sciences
Other Humanities
Psychology
Chemistry
Sociology