

REGULATION ON THE PhD IN HERITGE, TECHNOLOGY AND TERRITORY

The regulations of face-to-face programs at Universidade Autónoma de Lisboa, hereinafter referred to as UAL, namely the General Regulation on Master and PhD Programs in force at UAL, n.º 564/2019, Diário da República, 2nd series, n.º 135, dated 17 July, the General Assessment Regulation, dated 11 May 2018, and the Academic Regulation at Instituto Politécnico de Tomar, hereinafter referred to as IPT, approved by Order nº 9566/2017, amended by Order 11614/2018, Diário da República, 2nd series, nº 234, dated 5 December, do not comply with distance learning. The new framework for the PhD Program in Heritage, Technology and Territory is the General Regulation on Distance Learning, n.º 675/2021, published in DR, 2nd series, n.º 139, dated 20 July, which lays down the general rules and regulations applicable to distance learning programs offered by Universidade Autónoma de Lisboa. The specific rules of the PhD Program in Heritage, Technology and Territory are laid down in this regulation, which accounts for the specificities and demands of an innovative and unique program within the educational project of Universidade Autónoma de Lisboa Luís de Camões and Instituto Politécnico de Tomar.

CHAPTER I

Object and opening of program edition

Article 1

Object

This Regulation applies to the PhD Program in Heritage, Technology and Territory, hereinafter referred to as PTT.

Article 2

Program opening

1. Opening of the program is disseminated through announcement.
2. The announcement that the program is open shall be published in the last two weeks of April of every year, indicating the number of vacancies and that applications shall open in the last two weeks of June and the first of July.
3. The announcement shall include:
 - a) Number of vacancies;
 - b) Requirements;
 - c) Application deadlines and requirements;
 - d) Documentation required;
 - e) Selection criteria;

- f) Support information on each edition on the program;
- g) jury members that will assess and select applicants and regime.

Article 3

Application

Applications must include the following documents:

- a) Application form;
- b) Copy of certificates which include the final grade and the grades obtained in each course unit;
- c) Detailed CV, which must include: 1- general information, training, professional career; 2- Funding and awards, which should include references and amounts; 3- Projects, indicating whether as supervisor, team member/expert, volunteer; 4- Publications, divided into papers: peer-reviewed in journals with impact factor, peer-reviewed in journals without impact factor, papers without impact factor; Books: divided into published books, edited books, book chapters; Other publications: Reports, speeches, etc. Conferences, namely: conference organization, session organization, paper presentation and poster presentation;
- d) Sworn statement on the documents included in the Curriculum Vitae;
- e) Application letter;
- f) Two letters of recommendation (minimum).

Chapter II

Admission to the program

Article 4

Criteria

Applicants that meet all the requirements laid down in article 30^o on higher education degrees and in the diplomas on higher education in the amended version of Decree-Law n. 9 65/2018, dated 16 August, shall be admitted to the program.

Article 5

Applicant assessment

1. Candidate selection shall be carried out through general assessment on the candidates' CV, including:

- a) Education - 20%
- b) Academic and scientific publications - 20%
- c) Research projects - 20%

- d) Professional career - 10%
- e) Application letter– 10%
- f) Two reference letters - 5%
- g) Interview - 15%

Article 6

Ordered list of admitted applicants

1. The ordered list of admitted applicants shall be published in the second half of September.
2. The first 12 (twelve) applicants on that list shall be admitted and the remaining may substitute any unfilled vacancies from applicants having withdrawn.

Article 7

Erasmus students

Erasmus students shall be assessed by an especially appointed jury approved by the Scientific Council at UAL and by the Technical-Scientific Council of IPT.

CHAPTER III

Project development

Article 8

Program management structure

The program shall be managed by UAL and IPT in alternate two-year mandates. In order to ensure the quality of the program, several commissions have been created:

1. Coordination Commission, which includes 1 (one) lecturer from UAL appointed by UAL Institution Entity under proposal of the Director of the Department of History, Arts and Humanities, after hearing the respective Scientific Commission, 1 (one) lecturer from IPT appointed by the Board of Escola Superior de Tecnologia de Tomar and 1 (one) lecturer appointed by the institution that is, at that time, ensuring the program's management.

- a. The Coordination Commission is responsible for:
 - i. Ensuring that the PhD program is held without any incidents;
 - ii. Prepare and submit the list of lecturers for each edition of the program which must be approved;
 - iii. Ensure that the information on the PhD is available and updated;

iv. Coordinate and submit changes to the PhD study plan upon analysis by the Program Scientific Commission;

v. Issue an opinion on the application deadline for the PhD;

vi. Appoint an Application Assessment Commission that includes PhD lecturers who shall provide assistance in the selection process and the lists of applicants by order of admission;

vii. Coordinate candidate selection;

viii. Ensure that a list of supervisors, their research topics and strands is made available,

ix. Submit the list of lecturers to integrate the PhD Scientific Commission, to be appointed by UAL Scientific Council and IPT Technical and Scientific Council;

x. Submit to UAL Scientific Council and to IPT Technical and Scientific Council the list of topics and supervisors for each thesis project, upon analysis by the PhD Scientific Commission;

xi. Provide support to other PhD commissions.

2. The Scientific Commission shall include 1 (one) member of the Coordination Commission (who presides), 1 (one) representative of each research centre linked to the PhD and 3 (three) external lecturers who are not affiliate to UAL or IPT.

a. The Scientific Commission shall provide support to the Coordination Commission in preparing the documents for approval by UAL Scientific Council and IPT Technical and Scientific Council.

3. The PhD Pedagogical Commission shall include 1 (one) member of the Coordination Commission, 1 (one) PhD lecturer and 1 (one) student representative elected by the students.

a. The Pedagogical Commission shall provide support to the Coordination Commission in preparing documents or processes that require the intervention of UAL or IPT Pedagogical Councils.

Article 9

Student assessment

Student assessment in the course units complies with the general regulations on master and PhD master programs at UAL and on master programs IPT pursuant to the General Regulation on Distance Learning published in DR n. ° 139, 2nd series, dated 20 July.

Article 10

Adjustments to the different program editions

At the end of each academic year, the program Coordination Commission shall hold a meeting to assess that edition of the PhD program and consider possible adjustments and necessary updates to the following edition.

Chapter IV

Research and scientific development

Article 11

Choice of dissertation topics

1. The topics of the theses shall comply with the research projects and strands being developed in the research centres linked to the PhD program.
2. In the meeting laid down in article 9 of this regulation, the Coordination Commission shall present for discussion all the topics submitted for the theses and their supervisors. Upon approval, legal procedure shall be taken.
3. The program's Coordination Commission shall set up a calendar for projects to be presented and assessed.

Article 12

Deadlines and juries

Deadlines and juries shall be organized in compliance with the regulation on master and PhD of the programs at UAL and IPT, respectively.

CHAPTER V

Dissemination and institutional interaction

Article 13

Dissemination

1. The PTT program shall be disseminated through digital channels (including brochures, posters, and leaflets) and through institutional contacts.
2. Announcement that applications are open and that applications are under assessment and selection shall be published on UAL and IPT institutional website, and on any other locations used at both institutions for those purposes.
3. The program's scientific activities shall be disseminated using both physical and digital means available at UAL and IPT and in the research centres linked to the project.

Article 14

Institutional interaction

1. UAL and IPT shall approve all institutional protocols signed with national and foreign academic institutions and R&D centres and foster the signing of new institutional protocols to consolidate and develop research projects.
2. UAL and IPT may invite lecturers and scientists from national or foreign academic institutions and R&D centres to participate in program activities, such as public project presentation and assessment, participation in scientific events and participation in their scientific publications.

Chapter VI

Final Provisions

Article 15

Doubts and omissions

Doubts and omissions in this regulation comply with the provisions laid down in the General Regulation on Distance Learning published in DR n. º 139, 2nd series, dated 20 July, without prejudice to the regime of academic degrees and diplomas in force.

Article 16

Transitional provision

In the first edition of the program, regulations on opening for applications and on applicant assessment and selection shall be adjusted to the time available between announcement that applications are open, and the day classes start.

Article 17

Entry into force

The present regulation is in force on the day following its publication in the official Gazette, Diária da República.

Approved by UAL Scientific Council in Order n. º 549/2021 on 10th November. The President of the Scientific Council, José Manuel Louzada Lopes Subtil.

Approved by IPT Technical and Scientific Council on 14th October 2021 The President of the Technical and Scientific Council, Ana Paula Machado

Approved on 16th November 2021 UAL Rector, José Amado da Silva. The President of IPT João Paulo de Freitas Coroado

To be published 17 th November 2021 — The President of the Board of CEU CEU Cooperativa de Ensino Universitário, C. R. L., Founding Entity of Universidade Autónoma de Lisboa Luís de Camões, António de Lencastre Bernardo