

Regulatory Norms on Advanced Scientific Doctoral Training and Post-Doctoral Programmes at the School of Architecture, Art and Design (EAAD-UM)

Chapter I - General provisions

Article 1 - Scope and definition

1. The present regulatory rules apply to doctoral students and to doctoral lecturers and/or researchers who, belonging to another institution or organisation, intend to carry out a study period or develop an individual research project at UMinho.
2. Under Advanced Scientific Doctoral Training should be understood the scientific research work aimed at doctoral candidates from another national or foreign higher education institution, in accordance with a project approved by the Scientific Council of EAAD-UM. It must also be integrated in one of the academic fields and in one of its specialties, if any, in which EAAD-UM confers the doctoral degree.
3. A Postdoctoral Programme, henceforth only called Postdoc, is an individual work project resulting from a stay at UMinho, which may involve training, research or teaching activities, developed by a faculty member and/or doctoral researcher belonging to another institution or organization, with the supervision of a faculty member and/or a doctoral researcher from UMinho.

CHAPTER II - Advanced Scientific Doctoral Training Course

Article 2 - Framework and duration

1. The Advanced Scientific Doctoral Training Course is part of the research and training activities at the School of Architecture, Art and Design of the University of Minho (EAAD).
2. The Advanced Scientific Doctoral Training Course has a minimum duration of three months and a maximum duration of one year.

Article 3 - Application

1. The application to the Advanced Scientific Doctoral Training Course is presented, on an individual basis, to the Scientific Council of EAAD by the Supervisor and/or researcher at EAAD responsible for supervising the work programme, who should submit the application to the email address of the EAAD Presidency EAAD (presidencia@eaad.uminho.pt).
2. The application for admission must be addressed to the President of the Scientific Council, accompanied by the following documents:
 - a) Application form for admission;
 - b) An individual work project to be developed, according to the structure indicated in Annex 3
 - c) Candidate's curriculum vitae;
 - d) Proof of enrolment in a Doctoral Course at another higher education institution;
 - e) Statement of support for the Advanced Doctoral Training Course from the doctoral supervisor(s) at the other higher education institution;

- f) Favourable decisions on the proposed Advanced Doctoral Training Programme and the content of the work plan from the EAAD Supervisor and/or researcher responsible for supervising the work programme, and from the Research Centre's Director.
3. The candidate may send his/her application at any time of the academic year. However, the application must be submitted at least three months before the desired date for the beginning of the work.

Article 4 - Admission and Registration

1. Admission to the Advanced Doctoral Training Course is competence of the EAAD Scientific Council, who shall necessarily consider a favourable decision from the doctoral student's Scientific Supervisor(s) and/or institution of origin as regards carrying out the training course at EAAD.
2. Enrolment in the Advanced Doctoral Training Course is carried out at the Academic Management Services (USGA) within 20 days of the admission of the doctoral student by the Scientific Council.
3. A candidature for an Advanced Doctoral Training Unit shall expire if, six months after its approval by the Scientific Council, no enrolment has taken place at USGA.
4. In duly justified cases, namely those of foreign candidates, the deadlines mentioned in this article may be altered by means of a favourable decision from the EAAD Scientific Council.

Article 5 - Fees and Exemption

1. Enrolment and attendance fees are payable for the attendance to the Advanced Doctoral Training Course. The latter is proportional to the length of the student's stay at UMinho and has as a reference the amount set annually for doctoral students' fees.
2. The EAAD Supervisor and/or researcher responsible for supervising the work programme may request that the doctoral student be exempt from paying the attendance fee from the overhead that is due to him/her (75% of the tuition fee after deduction of the Rectory overhead).
3. The Rectory and the EAAD overheads cannot be deducted.

Article 6 - Rights and Duties

1. The doctoral student benefits from access to all spaces and resources at UMinho, namely libraries, food services, sports facilities, internet and e-mail network.
2. The doctoral student is obliged to respect the rules and regulations of UMinho.
3. Publications, communications or patents resulting from the doctoral student's activity at UMinho must mention UMinho, namely the research centre hosting the Advanced Doctoral Stage.

Article 7 - Report

At the end of the Advanced Doctoral Training period the doctoral student must, within one month, present an Activity Report to the EAAD Scientific Council. The report should be accompanied by a letter from the Supervisor and/or researcher who supervised the internship and the respective Centre Director.

Article 8 - Evaluation

1. The Scientific Council shall evaluate the way in which the Advanced Doctoral Training Course took place, approving or not the submitted Activity Report.
2. The Scientific Council informs the doctoral candidate, the EAAD Supervisor and the USGA of the result of the assessment process.

Article 9 - Diploma

The successful completion of an Advanced Doctoral Training period entitles the student to a diploma/certificate issued by the USGA, which should state the name of the doctoral student, the name of the project and the name of the Supervisor or researcher who supervised the work and the duration of the training period or programme of work.

CHAPTER III - Post-Doctoral Programme

Article 10 - Framework and duration

1. The Postdoctoral Programme (Postdoc) shall be integrated within the research and training activities of EAAD-UM and of the research subunit to which the accompanying lecturer and/or researcher belongs.
2. The Postdoc has a minimum duration of 6 months and a maximum duration of 3 years.

Article 11 - Application

1. The application to Postdoc is presented, on an individual basis, to the Scientific Council of EAAD-UM, through the faculty member and/or researcher of EAAD-UM responsible for supervising the work programme, who shall submit it to the Presidency of EAAD (presidencia@eaad.uminho.pt).
2. The application for admission should be addressed to the President of the Scientific Council of EAAD-UM, accompanied by:
 - a) Application form for admission dully filled out (Annex 2);
 - b) An individual work project to be developed, in accordance with the structure indicated in Annex 3
 - c) The Candidate's Curriculum vitae;
 - d) Favourable decisions regarding the proposed Postdoc and the content of the work plan from the EAAD-UM faculty member and/or researcher responsible for supervising the work programme and from the Director of the Research Centre.
3. The application can be made at any time of the academic year, but must be submitted at least three months before the desired start date of work.

Article 12 - Admission and Registration

1. Admission to Postdoc is the competence of the Scientific Council of EAAD-UM.
2. The enrolment in Postdoc is carried out at USGA, within 20 days after the admission of the researcher by the Scientific Council of EAAD-UM.
3. The candidature to a Postdoc expires if, after 6 months after its admission by the Scientific Council, no enrolment has taken place at USGA.
4. In duly justified cases, namely those of foreign candidates, the deadlines mentioned in this article may be altered upon favourable decision of the Scientific Council of EAAD-UM.

Article 13 - Fees and Exemption

1. A registration fee and an attendance fee are due for enrolment and attendance at Postdoc, the latter proportional to the period of stay at UMinho, having as reference the value established annually for PhD students' fees.

2. The EAAD-UM faculty member and/or researcher responsible for supervising the work programme may request the exemption of the payment of his/her overhead from the candidate's attendance fee (75% of the tuition fee after deduction of the tuition fee by the Rectory).
3. The Rectory and EAAD-UM core components are not exemptable.

Article 14 - Rights and Duties

1. Researchers shall benefit from access to all UMinho spaces and resources, namely libraries, food services, sports facilities, internet and e-mail network.
2. Researchers are obliged to respect the rules and regulations in force at UMinho.
3. Publications, presentations or patents resulting from the activity at UMinho must mention UMinho, namely the research centre where the Postdoc will be developed.

Article 15 - Report

Once the Postdoc has ended, the researcher must, within one month, submit an Activity Report to the EAAD-UM Scientific Council. A report by the faculty member and/or researcher who supervised the Postdoc and the respective Centre Director must also be submitted.

Article 16 - Evaluation

1. The Scientific Council shall evaluate the activity carried out by the Postdoc researcher, approving or not the Activity Report.
2. The Scientific Council informs the Postdoc researcher, the EAAD-UM Supervisor, and the USGA of the result of the evaluation process.

Article 17 - Diploma

Successful completion of a Postdoc entitles the holder to a diploma issued by USGA, which must state the name of the doctoral student, the name of the project and respective field of knowledge and specialty, if any, the name of the faculty member or researcher who supervised the work and the duration of the work programme.

CHAPTER IV - Final provisions

Article 22 - Doubts and omissions

Any doubts and omissions arising from the application of these regulations shall be resolved by the President of the Scientific Council of the EAAD-UM.

Article 23 - Entry into force

The present regulatory norms shall enter into force on the day following its publication in the EAAD portal.