UNIVERSIDADE PORTUCALENSE

Regulation of the Stay of PhD Students in International Mobility

RE. GE.139.0

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Regulation of Stay of PhD Students in International Mobility

The Portucalense Infante D. Henrique University (hereinafter referred to as UPT), as an educational and research institution, has as its mission the production and valorization of knowledge, namely through the development of high-quality scientific research and in accordance with the most demanding international standards.

In this context, UPT welcomes PhD students in international mobility, national or foreign, to carry out periods of research or scientific work integrated in their doctoral plan, under the supervision of a professor or researcher linked to UPT and integrated in one of its R&D units.

Thus, there is a need to regulate Research activity under the terms of article 8 and paragraph o) of article 92 of the Legal Regime of Higher Education Institutions, as well as articles 4 and 18 of the Statutes of the Portucalense Infante D. Henrique University.

Article 1

Object

This regulation is intended to frame the activities carried out by PhD students at UPT in international mobility and define the conditions of access to common resources, as well as the rights and duties of these same students.

Article 2

Definition

1. "PhD stay" is understood to be a research programme carried out in one of UPT's R&D units, by a researcher external to UPT, national or foreign, enrolled in a programme leading to a PhD degree from a foreign institution.
2. The PhD Stay aims to deepen, by the researcher, skills to carry out his or her specific work program.

Article 3

Duration

The period of completion of the doctoral stay has a minimum duration of three months and a maximum of 12 months.

Article 4

Application and Deadlines

The application for the doctoral stay programme is submitted on an individual basis and may be presented at any time.

Article 5

Access conditions, application submission, and approval

1. The following documents must be submitted to the UPT Admission Office:
   a) Application form;
   b) Updated, dated and signed *curriculum vitae*;
   c) Proposal for a research project with an indication of the duration (minimum three months and maximum 12 months) and a schedule of activities to be developed;
   d) Substantive opinion and declaration of agreement of the scientific officer of the home institution;
2. Once the process has been instructed by the Admission Office, it will be assessed by the Board of Directors of the R&D Unit and will be proposed for approval to the Rectory. After authorization, the candidate is registered in the UPT academic information system.
3. The non-resident foreign student must, at the time of registration, present:
   a) Proof of health insurance coverage, or equivalent, valid for the entire PhD stay period in accordance with article 62 of Law no. 23/2007, of 4 July, on the legal regime for the entry, stay, exit and removal of foreigners from national territory (when applicable);
   b) Whereas, in accordance with article 91 of Law No. 23/2007, of 4 July, on the legal regime for the entry, stay, exit and removal of foreigners from national territory (when applicable).
4. Requests for changes to the initial work programme must be addressed, duly substantiated, to the Board of Directors of the R&D Unit, which will inform the Academic Services of its decision.

Article 6

Scientific Supervision

1. The development of the doctoral stay is carried out under the responsibility of a professor or doctoral researcher integrated in one of the R&D units and linked to UPT, holding a scientific curriculum appropriate to the field of the research project.
2. The designation of the Scientific Supervisor who will accompany the work during the stay is the responsibility of the Board of Directors of the R&D Unit.
3. Where justified by the project, other doctoral degree holders affiliated with UPT or with other institutions may be appointed as co-supervisors, thereby forming a scientific supervision team. Any co-supervision arrangement is subject to approval by the Board of Directors of the R&D Unit.

Article 7

Registration Fees

Registration for a doctoral stay is exempt from fees and emoluments, except in cases where there is, at the student's initiative, formal registration in isolated Curricular Units, in which case the corresponding Regulation applies.

Article 8

Student rights

1. The PhD student is entitled to a letter of acceptance issued by UPT after the act of registration in the academic information system of the University.
2. The PhD student is granted, to the extent of available resources, the right to use the spaces and resources of the University and the R&D Unit to which he/she is assigned.
3. During their stay at UPT, after a letter of acceptance, the PhD student will have access to:
   a) An institutional email account;
   b) An identification card;
   c) The Library;
   d) Publicly accessible computers;
   e) The WIFI network on your personal devices in the UPT spaces;
   f) Research resources that are considered appropriate in the light of the work programme to be carried out.

   The completion of a doctoral stay does not establish any functional or employment relationship between UPT and the student.

Article 9

Student Duties

The PhD student:

a) Undertakes to respect the operating rules and regulations in force at UPT and in the research unit in which he/she is integrated;
b) During the period of stay, the student is subject to all the Internal Regulations in force at Portucalense University;
c) Must collaborate with the administrative services providing information whenever it is requested;
d) Must make responsible use of the resources made available to him/she;
e) Must regularly participate in the activities developed by the Research structure in which he/she is integrated;
f) Undertakes to register UPT's institutional affiliation, in accordance with the rules in force, in all scientific products resulting from the doctoral stay;
g) Authorizes UPT, and its R&D unit, to mention in its reports the scientific production developed during the period of stay at the institution, even if subsequently published.

Article 10

Industrial or intellectual property

1. The data collected and the products derived from the work carried out during the PhD stay at UPT are joint property of the researcher and the Portucalense University.
2. Articles and other scientific works published within the scope of the production resulting from the doctoral stay must be deposited in the institutional repository of UPT, in accordance with the applicable rules and procedures.

Article 11

PhD stay report

1. Up to three months after the end of the doctoral stay, the student will send to the Director of the R&D unit a final report of activities carried out that explains the relationship with the initially approved work proposal.
2. The final report of activities is accompanied by the opinion of the scientific advisor at Portucalense University.
3. The final report must contain a compilation of the work published, submitted or in preparation under the programme, in which case it must include a general overview of the work and a conclusive summary.
4. All scientific products developed during the PhD student's stay at UPT must be listed as an annex to the report and, if applicable, with an indication of the link to the UPT institutional repository where they are deposited.
5. The report must follow the applicable UPT template standards.
6. The Director of the R&D Unit will decide on the approval of the final report of activities, informing the Academic Services, in the event of approval of the report, of the conclusion of the PhD Stay in International Mobility.

Article 12

Certification

The successful completion of the doctoral stay confers the right to issue, by UPT, after the approval of the report referred to in paragraph 6 of article 12, a Certificate of PhD Stay in International Mobility, as per Annex I.

Article 13

Withdrawals, doubts and omissions

1. In case of withdrawal, request for extension of the deadline or interruption of the doctoral stay, it is the student's responsibility to communicate the change to the work plan to the Academic Services.
2. The resolution of unforeseen cases and doubts that may arise in the application of this regulation will be subject to appreciation and decision by the Rector of UPT.

Article 14

Entry into force

This Regulation shall enter into force on the day following its approval.

May 22, 2026

Assinado por: **Fernando Manuel dos Santos Ramos**
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Fernando Manuel dos Santos Ramos

Rector

Annex I

Certificate of Doctoral Stay in International Mobility

It is certified that [IDENTIFICATION OF THE STUDENT IN A PHD STAY IN INTERNATIONAL MOBILITY: name, nationality, identification document] has completed at Universidade Portucalense Infante D. Henrique, a PhD stay in international mobility, with the designation of [TITLE OF THE WORK PROGRAMME], in the period between [START DATE] and [END DATE], carried out in the R&D Unit [designation], under the scientific responsibility of [SCIENTIFIC OFFICER] and [OTHER OFFICERS, IF APPLICABLE].

The final activity report for the PhD stay was approved on [INSERT DATE].

The Vice-rector for research,