

Annex I

Agreement for the elaboration of doctoral thesis in international cotutelle in Urbanism between the Faculty of Architecture of the Universidade de Lisboa (FA-ULisboa) and Donbas National Academy of Civil Engineering and Architecture (DNACEA)

1. Universidade de Lisboa's regulations for doctoral Cotutelle agreements

The Universidade de Lisboa (ULisboa) has published an order (Despacho nº 2305/2015) where the rules for establishing agreements for the elaboration of doctoral thesis in international cotutelle are defined formally, with the purpose of establishing uniform requirements for all the possible partnership agreements between ULisboa and other universities. Such order aims at creating a standard procedure and format for these agreements, as well as establishing minimum quality requirements to safeguard the quality policy of ULisboa.

The above mentioned order states in article 2 that an agreement must be signed, regarding the conditions for the establishment of cotutelle agreements. These conditions respect the referred order, as well as the Regime Jurídico de Graus e Diplomas, last published by the Decreto-Lei nr. 63/2016, of September, 13th, the Regulamento de Estudos de Pós-Graduação da Universidade de Lisboa and the FA-ULisboa doctorate program regulations.

This annex constitutes the cotutelle agreement for doctoral thesis in Urbanism between ULisboa, through its Faculty of Architecture, and the Donbas National Academy of Civil Engineering and Architecture (DNACEA) and is part of the Agreement for the establishment of doctoral cotutelles.

Each doctoral cotutelle must respect the following additional conditions:

- There should be at least one supervisor from each partner institution. (n.1 Art. 1st)
- The doctorate student should have a presence of a minimum of 30% of the total amount of time destined to the elaboration of the thesis, corresponding to no less than 2 semesters at each institution – effective presence of 9 months. However, this presence may correspond to interspersed periods depending on research convenience. (n.2 Art. 4th)
- The thesis, when not written in Portuguese, shall have a mandatory summary written in Portuguese with a minimum of 1200 words. (n.1 and 2 Art. 5th)
- The thesis cover needs to contain the identification of the participating institutions, the title of the thesis, the name of the doctoral student and supervisors, identification of the doctoral program and the year of completion of the thesis. (n.3 Art. 5th)
- The jury's composition must be representative of the two institutions, whenever possible respecting equality of representation of institutions and to integrate up to one of the supervisors.



For each student, a specific addendum will be signed, respecting the template defined in Annex II, containing the following elements:

- Student identification;
- Identification of the thesis topic;
- Identification of the supervisors;
- Place of defence and languages;
- Periods of stay in each university.
- Financial arrangements for travel of supervisors for the public act of the PhD examination.

2. Scientific Committee and the Academic Commission

Additionally to the Academic Commission mentioned in the agreement, the FA-ULisboa Scientific Committee for the doctoral program shall have the task of verifying that all the students enrolled under this cotutelle agreement follow the necessary formalities, regulations and quality requirements, complying with the current practice and regulations at FA-ULisboa, namely:

- verifying the selection criteria of the candidates;
- approving the constitution of the juries for Thesis Project approval;
- verifying if theses contents comply with the requirements defined in this document;
- suggesting the constitution of the juries for the examinations.

The Scientific Committee shall work in collaboration with the Academic Commission. To promote this collaboration, the Academic Commission shall have at least one professor from the Scientific Committee of FA-ULisboa representing the scientific area for which the student submits the application.

3. Costs / Tuition fees and conditions for the application to the examination

Students enrolling under the Cotutelle agreement shall pay a tuition fee as mentioned in point 5 of the Agreement for the establishment of doctoral cotutelles (ENROLLMENT CONDITIONS): FA-ULisboa requires an additional tuition fee when submitting the thesis to the examination corresponding to 1.000,00€ (subject to revision).

Students enrolled under the Cotutelle agreement must be holders of a Bachelor + Master course of (minimum) 300 ECTS credits.

The selection of the students for this cotutelle agreement complies with the following criteria:

- preference shall be given to students with Bachelor and Masters in Architecture and/or Urbanism;
- a letter of intent will be required for candidates from other knowledge areas;
- CV evaluation considering academic and/or professional assessment.

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- CV evaluation considering academic and/or professional assessment.

Under this cotutelle agreement, the doctorate student:

- has 1 supervisor from each Partner Institution;
- must comply with a period of stay of at least two full semesters at each supervisor's Partner Institution. If the elaboration of the thesis extends for more than 3 years, the doctorate student must extend the period of stay in each partner institution for no less than 30% of the time expended writing the thesis;
- complete at least 60 ECTS credits at each Partner Institution.

As long as the three above mentioned conditions are guaranteed, a doctorate student may enrol in additional curricular units via teleconference as long as she/he pays the tuition fees to the respective Partner Institution and attends the exam in person.

4. Language

The official language of work under the Cotutelle agreement (developed in the frame of the RETHINKe project) will be English. This means that lectures, supervision, supporting materials and final deliverables (papers and theses) should be produced in English, although including additional text in one of the partner's languages to accommodate eventual local requirements in terms of thesis contents.

5. Period for the elaboration of the doctoral thesis

4 semesters.

This period is preceded of a period of 2 semesters, for mandatory and elective courses that the student already has to have concluded before signing the specific addendum.

6. Contents of Courses

Before applying to the viva examination, the student enrolled under the cotutelle agreement has to have completed 180 ECTS credits in the two partner institutions, by achieving approval in the courses and activities described below.

Approval of the first year 60 ECTS courses is compulsory for the doctorate studies progress.

Additionally, the student enrolled under this cotutelle agreement also needs to:

- have completed a minimum of 10 ECTS on one of the RETHINKe topics (energy efficiency / CO2 mitigation / sustainability and environmental research / entrepreneurship) taken from the available (elective) courses or curricular units.
- ensure that the topic for the thesis will also have to be related to the above mentioned topics.

In order to be considered a PhD in Urbanism the student needs to fulfil a minimum of 15 ECTS on Urbanism Electives taken from the available (elective) courses or curricular units.

Table 1 –Correspondence between the courses and activities in Urbanism
at DNACEA and FA-ULisboa

| Seme ster | FA-Ulisboa - PhD Program name – “Urbanism” | ECTS | DonNACEA PhD Program Name – “Urban Planning” | ECT S - |
|--------------|---|------|--|------------|
| 1st | Research Methodologies | 10 | Scientific Research methods | 5 |
| | | | Research methods in Urban Development | 5 |
| 2nd | Elective Curriculum Unit | 20 | Elective Curriculum Unit | 10 |
| | | | Project of thesis research Prospectus 1 | 10 |
| | Thesis Project Seminar | 10 | Project of thesis research/ Prospectus 2 | 20 |
| | Elective Curriculum Unit | 20 | Elective Curriculum Unit | 10 |
| 3rd | LAB I – Support to thesis composition | 30 | Theoretical /Experimental research/ Colloquium - 1 | 15 |
| | | | The first thematic seminar | 15 |
| | LAB II | 30 | Theoretical /Experimental research/ Colloquium - 2 | 15 |
| | | | The second thematic seminar | 15 |
| 4th | LAB III | 30 | Theoretical /Experimental research/ Colloquium - 3 | 30 |
| | Dissertation | 30 | Completion of the thesis, defense | 30 |
| | TOTAL | 180 | TOTAL | 180 |

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7. Contents of Classes

The mandatory courses or curricular units indicated in Table 1 should be available on both partners with these names or equivalent names as long as the contents fit the description given below:

RESEARCH METHODOLOGIES

The main aim of this curricular unit is to develop research skills and familiarize students with the process of creating knowledge through the interaction between theory and its operationalization. Students will therefore learn to master methodological techniques and principles with ease for gathering and processing information and producing scientific reports, thus enabling them to select the most appropriate and reliable research process for their individual project.

THESIS PROJECT SEMINAR

The aim of this curricular unit is to establish and deepen the framework for scientific research within the fields of knowledge of theory and philosophy of science, establishing connections with the concrete work of each student and developing the tasks required to produce the Thesis Project, which will be assessed by a panel of examiners. Admission to the 2nd year of the course depends on approval of the Thesis Project. The term 'Thesis Project' may have equivalent expressions in Partner's curricula such as 'Thesis Proposal', 'Research Proposal' or 'Dissertation Proposal'.

Evaluation of the Research Proposal

The Thesis Project Seminar is subject to the evaluation of a formal document (of approximately 10.000 words) called Thesis Project or Thesis Research Proposal. This document is submitted for approval at the end of the 2nd semester and corresponding to the exam of the mandatory course - Thesis Project Seminar. For submission, the document needs to be formally approved by both supervisors in the form of a letter of approval.

The approval committee is composed of a minimum of 3 professors, one from the home institution (where the student is defending), one external professor from outside the university and one of the supervisors. Ideally the committee should be composed of 5 professors, including a second external professor and the second supervisor. The second supervisor may however participate via teleconference. For the defence at FA-ULisboa, the committee shall have at least one member from the Scientific Committee referred in section 2.

LABORATORIES I, II and III

These curricular units are designed to develop research work, following the approval of the Thesis Project. Their main objective is the acquisition of written skills for abstracts, articles and chapters and oral skills for presenting academic work, academic discussion and argument, and for structuring and developing integral sections of the thesis to be presented and discussed in seminars, together with the Progress Report. This represents complementary support to the normal supervision.

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DISSERTATION / THESIS

This curricular unit, which takes the form of tutorial support, is designed to provide supervision for students in the final stages of writing the thesis, ending with their submission and defence in a public *viva voce* examination. It involves a close working relationship between the student and their supervisors in order to ensure the advance in knowledge stipulated in the Thesis Project, which will be assessed by the panel of examiners, nominated in accordance with legal requirements, the regulations of FA-ULisboa and DNACEA and number 8 of this agreement.

Additionally to the above mentioned mandatory courses, the doctorate students shall have the opportunity of customizing their specialization by fulfilling a minimum of 40 ECTS in elective courses following the conditions given in section 6. Electives may be chosen by the students from the courses available at both Partners.

8. Monitoring

The monitoring of doctorate students' work progress shall be accomplished via supervision (from both supervisors) and through at least two progress reports according to the schedule approved at the Research Proposal approval procedure (see sections 6 and 7) with occasional adjustments suggested by the supervisors.

Once accepting the supervision of a doctorate student, supervisors are responsible for monitoring the students' progress.

9. Doctoral thesis

The thesis is delivered at the end of the 4th semester, upon the submission of (at least) two progress reports that will need a formal approval from the supervisors. The reports may have the form of a paper published in a peer reviewed Journal. For the submission of the thesis, the document needs to be formally approved by both supervisors in the form of a letter of approval. The thesis draft needs to be submitted to the Scientific Committee mentioned in point 2 before the definition of the jury. The thesis draft is verified by the Scientific Committee for approval by the Scientific Council of FA-ULisboa. The Scientific Committee may also propose the constitution of the board to the Scientific Council of FA-ULisboa. These procedures correspond to the current practice at FA-ULisboa and comply with the terms of ULisboa's regulations. The cover of the thesis should include the names of the Universidade de Lisboa, of the Faculty of Architecture, of the Donbas National Academy of Civil Engineering and Architecture (DNACEA), the title of the thesis, the name of the candidate, the scientific domain and the specialty and the year of conclusion of the thesis.

The first sheet and the following pages must respect the Regulamento de Estudos de Pós-Graduação da Universidade de Lisboa.

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10. Jury and PhD examination

The jury is nominated by mutual agreement. The School in which the examination will be held must previously contact the partner School to confirm their acceptance of the proposed jury.

The jury should represent each partner institution equitably, respecting the legislation and regulation in force in both countries and Universities, as well as in this article. It should be composed of a minimum of 5 professors, two from the home institution (where the student is defending), two external professors (from outside the university and the Partner Institution) and one of the supervisors. Ideally, the jury should be composed of 6 professors. The second supervisor may assist via teleconference, but is not allowed to vote.

Exceptionally, if it is not possible to respect the jury composition enforced by the legislation and regulation in both countries and Universities, those in force in the University in which the examination takes place shall be respected, but not without giving notice or having the agreement of the partner University.

The procedures regarding the nomination of the members of the jury, as well as those regarding the examination should be those in force in the School in which the examination will be held. The nomination of the jury must be communicated to the partner University.

The result of the examination is recognized by the partner institutions. When the grading scales in use in the partner Universities are different, the jury must provide a grade in each scale. Both grades must be mentioned in the report or minute of the examination.

The travel expenses for the public act of the PhD examination are to be decided for each case separately. The supervisors are in charge of finding the required funds to cover the expenditures of foreign teachers who are part of the examination board.

11. Degree and Diploma

After the examination, the University in which the viva is held informs the partner University of the final result. The Doutor/PhD degree is granted separately and a different document should be issued by each institution. Both documents should indicate that the thesis was made in cotutelle. In what concerns the Universidade de Lisboa, a diploma is issued – in the form of a *certidão de registo* – and a *Carta Doutoral* may also be issued, if required.

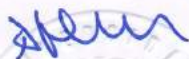
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12. Financing

Financial support may be obtained from any European or national grants program with open calls for PhD scholarships. In the case of Portugal, FCT (<http://www.fct.pt/>) provides annually an open call for PhD scholarships, which is opened to all students.

Candidates may also enrol in the available mobility programs.

Rector of University of Lisbon
Prof. António da Cruz Serra



Date: 28/06/2017



Rector of Donbas National Academy of Civil
Engineering and Architecture
Prof. Vasyl Kravets

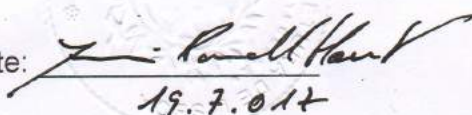


Date: 17.08.2017



President of the Faculty of Architecture
Prof. João Pardal Monteiro

Date:



19.7.017

Annex II
Template for specific addendum (to be signed for each student)

Respecting the Agreement for the elaboration of doctoral thesis in international cotutelle in Urbanism, signed by the Universidade de Lisboa, its Faculty of Architecture, and Donbas National Academy of Civil Engineering and Architecture, on [date]

and its Annex I, the Agreement for the elaboration of doctoral thesis in international cotutelle in Urbanism, signed on the same date,

upon a previous selection, the following student is to be enrolled under the cotutelle agreement and respecting the following terms:

1. Name of the student:

2. Thesis topic:

3. Supervisors:

from the Faculty of Architecture of the Universidade de Lisboa:

from Donbas National Academy of Civil Engineering and Architecture:

4. Place of defence:

5. Financial arrangements for travel of supervisors for the public act of the PhD examination.

6. Periods of stay in each university:

7.

– Academic year ____ / ____: at the University

_____;

–

– Academic year ____ / ____: at the University

_____;

–

– Academic year ____ / ____: at the University

_____.

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Signed

By the Universidade de Lisboa,

**By the Donbas National Academy of
Civil Engineering and Architecture**

Lisboa, _____, _____ (date)
(date)

Vice-Reitor of the Universidade de Lisboa,
by delegation

Rector of the Donbas National Academy
of Civil Engineering and Architecture

(sig.)

Prof. Doutor Eduardo Pereira

(sig.)

Prof. Vasyl Kravets

President of the Faculty of Architecture of
the Universidade de Lisboa, [name]

Director/President of the Faculty of
Architecture/Urbanism of Donbas National
Academy of Civil Engineering and
Architecture, [name]

(sig.)

(date)

(sig.)

(date)

Supervisor from the Faculty of
Architecture of the Universidade de
Lisboa, [name],

Supervisor from Faculty of
Architecture/Urbanism of the Donbas
National Academy of Civil Engineering
and Architecture, [name],

(sig.)

(date)

(sig.)

(date)

The PhD student, [name]

(sig.)

(date)

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