



**CATOLICA**  
FACULTY OF EDUCATION  
AND PSYCHOLOGY

PORTO

**NOTTINGHAM**  
TRENT UNIVERSITY



**RAMON  
LLULL**  
UNIVERSITY

## **International Ph.D. Programme in Applied Psychology**

### **Joint Doctoral Degree**

**Universitat Ramon Llull (URL) – Universidade Católica Portuguesa (UCP) – Nottingham  
Trent University (NTU)**

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# I. PhD Programme Overview

## 1.1. Aims

The International Ph.D. programme in “**Applied Psychology: Adaptation and change in contemporary societies**” is conceived to provide training in a research environment for doctoral students interested in applying psychology across the lifespan and in relation to mental health and well-being in the context of contemporary societies, characterized by fast changes and complex social problems.

The main objectives of the programme are:

- to provide a strong research environment through highly qualified research teams
- to offer a quality programme, based on conceptual and methodological consistency, that focuses on state-of-the-art knowledge and research in one of the four research branches/areas
- to encourage quality research within the research groups of the partner Universities
- to train researchers for a high level national/international career
- to foster PhD students’ mobility/internationalisation and their participation in research networks
- to maximise the international dissemination of research in relevant contexts for the area of study

The PhD Programme integrates four branches/areas of research, each one based on expertise within the universities involved in the programme. The research that underlies the programme is conducted in both laboratory and applied settings. Overall, a multimethod approach is considered and methodological tools related to the neurosciences may be used with the resources of the Laboratories of the partner universities (e.g., at NTU, the Laboratory of Human Movement and the Driving Simulation Laboratory; at UCP, the Human Neurobehavioral Laboratory; at URL, the Speech Therapy Laboratory and the Psychology Laboratory). Through curricular units, courses, seminars and research internships, students have the opportunity to develop specific competencies appropriate to one of the four

scientific branches/areas and to acquire skills and knowledge that contribute to programmes and policies directed to individuals, their families, and communities.

Students enrol in one of the partner universities (“home institution”), where they spend most of their research time. Each student has three supervisors, one from each partner university, and is required to spend at least 12 months in one/two of the other partner universities.

Engaging in research with faculty staff in at least two different countries, students gain considerable experience conducting research and fieldwork relevant to psychological assessment, evaluation, and intervention. By participating, designing and implementing cutting-edge research from an international perspective, students will find ideal conditions for being guided towards scientific excellence and the development of technical, methodological and interpersonal skills, essential components to succeed in their following careers. Based on this training, students will be prepared to apply for postdoctoral positions and assistant professorships, or for top positions in the private sector or the public service.

## 1.2. Branches / Areas of research

### **Human relationships across the lifespan: couple, family, and group**

Across the lifespan there are many changes that take place within individuals, couples, social groups and across the family environment. In this branch, research is focused on processes and dynamics from a developmental perspective, addressing complexities within a range of topics such as individual change and adaptive and dysfunctional family relationships, aiming to make contributions ranging from explanations of behavioural change to the development of effective psychological interventions with couples and families. Particular emphasis is given to dynamics of human relationships that characterize current societies, such as those arising from new family configurations or new ways of work. From a methodological perspective, in this branch both qualitative and quantitative methods could be used and longitudinal studies can be developed.

## **Mental health and psychopathology: Challenges of a global and changing society**

The area of mental health and psychopathology focuses on the study of both normative and non-normative processes and trajectories related to psychological well-being and psychopathology. In this branch particular attention is given to the influence of key motivations relating to psychopathology and adaptive trajectories, and to the effectiveness of psychological interventions focused on improving mental health or reducing psychopathological symptoms. Example topics of this area are: continuous/dimensional approach to psychopathology; developmental trajectories and adaptation/psychopathology; motivational systems' (with particular focus on attachment and exploration) development and their influence on (in)adaptive trajectories; peripheral neurophysiology responses associated to mental vulnerabilities and to psychotherapeutic intervention; psychological assessment and intervention. The research topics of this branch give special attention to problems faced by contemporary societies, such as the growing need to attend to the mental health of specific vulnerable populations (e.g. immigrants, elderly citizens, youth at risk) and the emergence of new behavioural problems. Theoretical and methodological tools related to neurosciences are also used to understand particular attitudes and behaviours and to contribute to the improvement of psychological intervention.

## **Exclusion: Social (in)justice, conflict and psychological wellbeing**

In contemporary societies fast changes occur, promoting a wide range of social problems that influence developmental trajectories of various groups. In this branch, research is focused on psychological development in a range of settings of exclusion resulting from characteristics of contemporary societies (e.g., unemployment, bullying, migrations, terrorism, radicalism, prison sentence). Variables such as gender, class, ethnicity and citizenship play a fundamental role in the way they can promote or enhance conflicts and social problems or, on the other hand, can be seen as fundamental lenses of analysis to understand such problems and their impact on individuals. Example topics of this area are: psychosocial risk and protection; trajectories of socially excluded groups; social inclusion dynamics and processes; psychological assessment and intervention in forensic context; judicial decision-making processes. Particular emphasis is given to socially excluded groups, such as delinquent youths,

sex offenders, ethnic minorities, migrants and refugees, among others. In this branch most of the research is based on qualitative or mixed-methods.

### **Adaptive and maladaptive behaviours related to digital technologies**

The Internet, the smartphone and digital technologies in general are essential to contemporary societies. Computer mediated communication and the use of these devices and their applications inevitably shape human behaviour to a yet unknown degree and direction. This branch takes into account the opportunities and challenges of the digital age and proposes to study the impact of the internet and digital technologies in adaptive and maladaptive human behaviour. Example topics of this area are: technological addictions (Internet addiction; Internet gaming disorder; addictive use of social media); the impact of computer-mediated communication in social life; social psychology of internet use and social networking; internet interventions and therapies / with digital technologies; monitoring psychotherapy with digital technologies; the human vulnerabilities to cybercrime; the demonstration of emotional responses through the computer-mediated communications (e.g., emoticons, abbreviations). Most research developed by the research groups/lines involved in this branch is quantitative.

### 1.3. Competencies to be acquired

By the end of the PhD Programme, students are expected to be able to demonstrate:

- Systematic understanding of a field of study and mastery of the skills and research methods related to that field.
- Ability to conceive, design, and put into practice a body of research in one of the branches/areas of the programme.
- Ability to stretch the frontiers of knowledge through original research
- Ability to perform a critical analysis, to assess and summarise new and complex ideas related to the programme's field of study
- Ability to communicate with the academic and scientific community and with society in general about their chosen area of study.
- Capacity to promote, in academic and professional contexts, the scientific, technological, social or cultural breakthroughs of their research
- Teamwork and autonomous work skills in international context

### 1.4. General conditions

**Duration:** 3 years/6 semesters.

**Language:** The language used for training, research and communication, as well as for the doctoral thesis manuscript is English.

**Class size:** Maximum of 18 students per year

## 1.5. Management

1. The programme is coordinated by a Steering Committee (StC) comprising three co-coordinators (one from each partner University), assisted by a Scientific Committee. The Scientific Committee consists of two senior professors of the Doctoral Degrees' Committee of each partner university.
2. The StC will normally meet twice per year and exceptionally whenever necessary.
3. The StC is responsible for:
  - a. Selecting the students
  - b. Proposing the supervisory team for each thesis
  - c. Monitoring the students' assessment process
  - d. Proposing the jury for each thesis defence
  - e. Making recommendations relating to students' extension and suspension requests
4. The StC decisions / proposals concerning supervisory teams, extension/suspension requests, and examination teams for the thesis defence have to be approved by the corresponding Doctoral Degrees Committee<sup>1</sup> of the home institution.

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<sup>1</sup> See the nomenclature section in the end of the Handbook



## II. Programme organization

### 2.1. Study plan

Table 1a. Overview of study plan

Scientific Area	Acronym	Curricular Units	Work Hours	Contact Hours	ECTS equivalent
Psychology (includes Mobility)	Psy	Thesis (theoretical and practical activities)	4000	180S (45OT)	160
Research Methods	RM	Advanced Research Methods I & II (methodological activities)	500	75TP	20
TOTAL			4500		180

Note: OT= "Orientação Tutorial" (supervision), TP= "Theoretical-Practical", S= Seminar

Table 1b. Overview of study plan by year

<b>1<sup>st</sup> Year</b>	<b>Acronym</b>	<b>Work Hours</b>	<b>Contact Hours</b>	<b>ECTS</b>
Thesis	Psy	1125	60 S /15 OT	45
Advanced Research Methods I	RM	375	45 TP	15
TOTAL		1500		60
<b>2<sup>nd</sup> Year</b>				
Thesis	Psy	1375	60 S /15 OT	55
Advanced Research Methods II	RM	125	30 TP	5
TOTAL		1500		60
<b>3<sup>rd</sup> Year</b>				
Thesis	Psy	1500	60 S /15 OT	60
Research methods	RM	---	---	---
TOTAL		1500	60 S /15 OT	60

Note: OT= "Orientação Tutorial" (supervision), TP= "Theoretical-Practical", S= Seminar

The programme includes an international research internship (mobility) with the following conditions:

- UCP + URL Students spend a total of 12 months at NTU
- NTU students spend a total of 12 months in one or in both UCP / URL
- The timing of the research internships is decided based on the student's PhD work.
- Additionally, students may have another 1-6 months internship, depending on the needs of their research project.

## 2.2. Educational Activities

The study plan includes **theoretical and scientific work, data collection and analysis (3,625 hours), and methodological learning (500 hours), as well as practical work on things such as scientific writing (375 hours)**, all aimed at the completion of an original research project in order to obtain the title of Ph.D. The student will join a research group and develop a thesis within the framework of one of the research areas described in the programme. Each student will work on his or her thesis with a supervisory team consisting of three supervisors. In the first semester, students will focus on the development of their research projects, which will be presented for approval at the end of the semester. All student activities have to be filed by the student in the Doctoral Student's Activities Document (DAD) and signed by the supervisor.

Table 2. Details of study plan (curricular units, activities, monitoring and assessment)

year	Curricular unit	area of activity	specific activity	working hours	Monitoring and assessment (every 6 months as recorded in DAD document)
1	Thesis (PSY)	theoretical	research group work and team meetings  Ethics and research	1.000	1st semester: Presentation and approval of Research Project  2nd semester: Annual monitoring: Minimum attendance of research group meetings and seminars; Presentation and approval of updated Research Plan
		practical	advanced scientific writing	125	
	Methodology (RM)	methodological	advanced research methods (general) + seminar on research plan	375	
2	Thesis (PSY)	theoretical	research group work	1.250	3rd S: Project transfer (after 18 months)  4th S: Annual monitoring: Co-authored conference paper (after 24 months)
		practical	grant writing	125	
	Methodolog (RM)	methodological	advanced research methods (specific, to be chosen by student)	125	
3	Thesis (PSY)	theoretical	research group work	1.375	5th S: Co-authored paper submitted after 30 months  6th S: Presentation of thesis after 36 months
		practical	Other programmed activities (e.g. supervised teaching)	125	
	TOTAL HOURS (ECTS)			4.500 (180 ECTS)	

Specifications:

*1. Research group work and team meetings*

The doctoral student will develop the thesis in the framework of one of the research areas described in the program. Each student will be attached to a research group and will participate in the activities and projects of the group, in close collaboration with the thesis supervisors.

Participation in the research group work and team meetings is a key learning activity to carry out an original piece of research to obtain a doctoral degree (project planning and formulation of relevant hypotheses, laboratory or fieldwork, data analysis, writing of research reports). In the context of these meetings, students will have the opportunity to hone their skills in disseminating research, conducting oral presentations and preparing documents for publication.

*2. Ethics and Research*

Work dedicated to the ethical implications of scientific research in Psychology.

*3. Advanced scientific writing*

This is focused on how to write a scientific article to be published in a quality indexed publication and how to deal with the review process.

*4. Grant writing*

A fundamental competence of a researcher is the capture of resources through the presentation of projects in competitive calls. It is therefore important that the students receive training on writing and submitting projects in competitive calls.

*5. Other programmed activities (e.g., Supervised teaching at undergraduate level; presentations of communications / posters at scientific events)*

Within the framework of THESIS, students will develop several scientific activities related to the thesis topic. They are expected to present at least one communication in an international congress and to make other presentations in scientific events; they are also expected to submit at least one article in a recognised scientific journal during the course of his or her studies. In addition, in the third year of the PhD Program, students may prepare sessions of supervised teaching in Psychology degree studies or sessions in other courses.

## *6. Advanced research methods*

The advanced research methods training available will include:

- *Objectives and structure of the Research Plan*
- *Training on advanced quantitative research methodologies*
- *Training on advanced qualitative research methodologies*
- *Advanced training in additional specific methods*

In the first year (375 working hours), seminars are mandatory unless students can demonstrate existing expertise. In the second year (125 working hours) students will choose which sessions to attend based on their individual training needs, arising from the needs of their research projects. If the students have demonstrable skills in advanced research methods appropriate to their PhD project (as decided by the supervisory team) they may be exempt from this training.

These activities aim to give students new perspectives in relation to the development of their research projects. Students will have the opportunity to acquire knowledge in the advanced research methods that best meet the research questions that they intend to answer in the doctoral thesis. It is expected that after these activities students will understand the research designs and are able to choose and apply the most appropriate strategies of data collection and analysis.

## *7. Thesis supervision and mobility*

During the programme, the students will spend mandatorily 12 months (two semesters) at another partner university: those from URL and UCP at NTU, and those from NTU at UCP and/or at URL. Additionally, students may have a 1-6 months internship at the third university, depending on the needs of their research project. These periods may be uninterrupted or may be divided into shorter periods, depending on the needs of any given thesis project. During the periods at other university or universities, the student will collaborate with the research team of his or her co-supervisor, who will take on responsibility for the progress of the student's learning process during the hosting period.

During mobility, students will be involved in the seminars of the research group of their co-directors. Accordingly, students may attend the advanced methodological training in any of the partner institutions.

With regard to thesis supervision, the supervisors must hold regular meetings with the student and at least one meeting with the team should take place once per month. All meetings should be recorded by the student in the DAD. During the mobility periods the students will have the opportunity to work closely with the co-supervisors. Throughout the research internships they will collaborate with the research team of his/her co-supervisor there, who will take on responsibility for the thesis progress during the visit.

The PhD thesis will consist of a compendium of three scientific publications or a 60,000-80,000 word doctoral thesis, depending on the regulations of the home university. If the thesis is presented as compendium, it has to have the following elements: an introduction presenting the three published articles and the candidate's specific contribution to them, a rationale of the thematic unity of these papers, a copy of the published articles, an overall summary of the results, an overall discussion and final conclusions.

### 2.3. Monitoring and assessment

All activities carried out by students will be recorded in the Doctoral Student's Activity Document (DAD), an electronic document administered by the coordinating University (URL) but accessible to the students and their supervisors. Typically, the student reports all the academic activities which will then be validated electronically by the main supervisor.

Thus, the DAD represents the basic document that records all of the doctoral activities which will include all educational activities, such as supervisory meetings, seminars and workshops, attendance at scientific conferences, attendance at research group seminars and meetings, individual tutorials as well as scientific production (presentation of communications or posters in conferences, publication of articles or other academic texts), and mobility. Many of these activities will require documentary evidence to be registered in the DAD (where electronic documents can be attached), which will be the basis for the annual evaluation of the doctoral student by the StC.

Student progress, in one way or another, is monitored every 6 months - either via project approval, project transfer, interim monitoring or annual monitoring as indicated in Table 1b. Failure to make satisfactory progress at any of these time points can lead to a period of probation (see Appeals, Complaints, and Irregularities section).

*Interim monitoring* - this is a simple check that the student is progressing in their Ph.D. work, and would normally involve the StC receiving confirmation of this from the supervisory team.

*Annual monitoring* - At the end of each academic year the DAD is inspected together with a report on student progress from the supervisory team. The StC will inform students and supervisory teams regarding the date on which this inspection will take place.

The student will receive regular feedback on progress through supervisory meetings and from the StC with regard to satisfactory progress at every 6 month milestone.

At each project milestone a general evaluation of the activities included in the DAD will be made, which will form part of the general evaluation of the student, together with the evaluation of the other training activities, i.e. the Research Plan and, ultimately, the PhD thesis.

Annual assessment of the student's progress as recorded in the DAD and detailed in consultations with the supervisory team will be conducted and completed by the StC in a Doctoral Student's Assessment Report (DAR). This DAR is issued by the coordinating institution (URL) upon enrolment and contains the document of commitment (Student Specific Joint Supervision Agreement, SSJSA), signed by the student, a representative from each institution involved in the Ph.D., and the members of the supervisory team. If the StC's assessment is positive, the student will continue his or her studies. In the case of a negative assessment, the regulations of the hosting institution will be applied.

Assessment will be based on the progress achieved in each of the competencies set out in section 1.3.

Although the DAR is issued only once a year, the student will be assessed each semester, as follows:



- **1st semester:** Within six months, students will present their **Thesis Project and Research Plan** to the StC, outlining briefly his/her intended field of study, relevant literature, and relevant research questions. Within six months, they will also have to make an oral presentation before a committee assigned by the StC; this committee has to include an independent assessor who is not directly linked to the project. The committee will issue a brief evaluation of the quality of the Thesis Project and Research Plan and give a pass or a fail. This process is to ensure that the suggested Ph.D. will contribute original knowledge to the chosen research domain, is feasible within the permitted timescales and available resources, involves fieldwork that is ethically sound, involves a level of analysis that is acceptable for a Ph.D. in the chosen research area, involves participants that are not difficult to access (unless a clear plan of access is provided), and that involves a supervisory team that can provide adequate expertise in the research area together with appropriate knowledge of methods and analysis techniques that will be used in the proposed Ph.D. The StC will review the Thesis Project and Research Plan approval application together with the independent assessor's recommendation, and make a recommendation to the doctoral research committees of the partner universities.

Once the project approval has been completed satisfactorily, **ethical clearance** must be sought under the ethics guidelines of the home institution. Additional ethical clearance will also need to be sought at any host institution if the student will conduct studies there (e.g., a student enrolled in UCP and visiting NTU to collect data will need to gain ethical clearance at both UCP and NTU).

- **2nd semester:** After 12 months, the students must present an update on their **Research Plan** to the StC.
- **3rd semester:** After 18 months, the submission of a '**Transfer**' document takes place, to ensure that the student is making suitable progress and is on track to complete his or her Ph.D. within the agreed upon time period. This usually would mean that (for example) a literature review has been conducted, some fieldwork has been accomplished, preliminary analyses to PhD standard have been conducted and there is a clear plan of action for timely completion of the Ph.D. The document is independently assessed as per project approval at the institution where the student

is at the moment, with a recommendation being put forward to the Doctoral Degrees Committee of their home institution who will then decide whether satisfactory transfer has been achieved.

- **4th semester:** After 24 months, the student must have submitted a **co-authored conference paper** and show satisfactory progress (via annual monitoring) as evidenced by the supervisory teams' report (DAR)
- **5th semester:** After 30 months, the student should have submitted a **co-authored article** to an international peer-reviewed journal or show satisfactory progress otherwise (via interim monitoring)
- **6th semester:** After 36 months, the final draft of the **thesis** is to be submitted. The PhD thesis will consist of a compendium of scientific publications or a 60,000-80,000 word doctoral thesis, depending on the regulations of the home university.

If the student fails any monitoring milestone then they will be given 6 months to resubmit.

The student will be informed as to this monitoring process during periodic supervision sessions to be conducted for the purposes of drafting his or her Research Plan and Ph.D. Thesis.

In addition, each student will meet with their supervisory team to assess the progress made, the activities undertaken and their results, all in order to ensure compliance with the commitments they have made and the effectiveness of the guidance they have received.

## 2.4. Presentation and defence (Viva) of the thesis

The PhD thesis will consist of a compendium of scientific publications or a 60,000-80,000 word doctoral thesis, depending on the regulations of the home university. The submitted thesis manuscript will be presented and examined in the viva according to the regulations of the home University and the corresponding legislation of the country. The Examination Team in URL and UCP must include one member of NTU. Upon successful examination at the home institution, the PhD degree will be acknowledged by the other institutions. One degree document is issued by the home institution on behalf of all three.

## III. Regulations

### 3.1. Admission requirements and selection criteria

Admission is regulated under the terms of each university's specific regulations and in conformity with the specific legislation of its country. The admission criteria specified below ensure that all students who enter the programme have achieved at least the minimum entry requirements for each of the three partner universities.

#### *General entry requirements*

Students must hold sufficient ECTS from a Bachelor's degree and Masters to allow entry onto a PhD in the country where their ECTS were gained. The Masters qualification must be equivalent to a "Merit/Commendation" (NTU), "Notable" (URL), or "Very good" (UCP). Either the Bachelor's degree or the Master's must be in Psychology or a related discipline (e.g., Educational Sciences, Social Sciences, Life Sciences).

For non-native English speakers, a minimum level of B2 or IELTS 6.5 or above in oral and written English language is required for admission to the programme.

The student must agree to undertake a research internship of 12 months at one of the other universities involved in the programme.

#### *Admission criteria and weighting of evidences*

Determinations on admissions will be based on the following criteria and weights:

1. Academic ability, based on the student's Bachelors and Masters academic transcripts (30/100)
2. Research experience and outputs (eg, publications, presentations at conferences, etc.) (20/100)
3. Strength and relevance of the research proposal (20/100)

4. Other relevant merits in which aspects such as research grants received, departmental scholarships, courses related to the acquisition of research skills (methodology, scientific writing, etc.), and research participation certificates (25/100)
5. Recommendation letter(s) by senior academics (optional) (5/100)

Preference will be given to students with proven research background and advanced knowledge in any field of Psychology that is compatible with one of the four research areas.

### 3.2. Selection process

The StC is responsible for the selection process, which is competitive and achieved through a selection procedure that takes place once a year. Interested students are encouraged to contact the programme coordinators before presenting their applications. The coordinators will respond and provide students with any relevant information and with the documentation needed to pre-enrol in the programme.

Interested applicants must present:

- Undergraduate / Master's academic transcript
- *Curriculum vitae*: All information referenced in the CV must be accompanied by supporting evidence (photocopies of diplomas, publications, etc.)
- *Research proposal outline* of 1,000-2,000 words
- Certificate of English language level for non-native speakers
- Two letters of recommendation by senior academics (optional)

During the selection process, applicants may be asked to submit additional documents as evidence that they are prepared and qualified for the programme. Shortlisted applicants will be invited to a personal interview (face-to-face or online).

### 3.3. Admission and enrolment

The admitting entity will be the Programme's StC.

Ph.D. candidates who fulfil the admission criteria will be put in rank order based on the criteria and can enrol in any of the three universities depending on availability. The university where the student enrolls ("Home institution") will receive the fees for the duration of his/her PhD

and will also be responsible for maintaining and updating the students' records (Doctoral Student's Activities Document, DAD). Copies of the records will be sent to the partner institutions.

Students will also be ghost enrolled in the other two universities and will have email addresses and access codes of all the three partner institutions. However, the main platform for communication will be Blanquerna platform SCALA ([www.scala.blanquerna.edu](http://www.scala.blanquerna.edu)).

Upon admission, students must have appropriate documentation (e.g. student visa) in order to enrol or conduct research in the countries of the partner institutions. From the start of the programme, the student will be a member of a research team/group and will be provided with appropriate facilities. The student will develop a thesis within the framework of one of the research branches described in the programme and work on his or her thesis with three supervisors, one at each university.

### 3.4. Assignment of the supervisory team

On enrolment, the student will normally be assigned a main supervisor by the StC. Should this not be possible at the point of enrolment (e.g., the supervisor is on leave), the StC will assign an academic tutor (a member of the teaching staff) to the student. Within the first three months of the Ph.D., the StC will assign the full supervisory team, which will be formally recognised upon satisfactory project approval. The main supervisor will be responsible for supervising the student's educational activities and for signing off on the student's progress (the DAD). This supervisor will act as a liaison between the student and the StC.

All three co-supervisors will be assigned by the programme's StC and must:

- Have a recognized doctoral degree, be senior academics in the Ph.D. programme or have merits that the StC deems sufficient to carry out their responsibilities within the research area upon which the Research Plan and thesis are to focus.
- Additional requirements may need to be fulfilled depending on the regulations of the relevant university of the supervisor
- The supervisory team as a whole must have experience of supervising at least two students to completion of thesis.

### 3.5. Tuition fees

Tuition fees will be determined by the home institution.

### 3.6. Appeals, complaints, and irregularities

Any changes to the normal programme of Ph.D. study (e.g., suspension of studies for any period of time, changes to the supervisory team, requests for extensions) require approval from the StC, the supervisory team, and the relevant Research Degrees Committee.

Where students fail to meet the expected levels of progress (e.g., failure to achieve project approval or transfer within the expected timescales, or unsatisfactory progress at other project milestones) will lead to the student being placed on a probationary period where a set of objectives together with timescales are required to be met. If the objectives are not met within the expected timescales, the StC may withdraw the student from the programme. Appeals and complaints will be dealt with under the regulations and procedures of the home institution.

The duration of doctoral studies will be a maximum of three years full-time, starting from the admission of the doctoral program to the presentation of the doctoral thesis. If after that period of three years the candidate has not submitted his or her thesis, the StC may authorize an extension of this period for one year. For the purposes of calculating the previous period, sick leave, pregnancy or any other cause provided by current legislation is not to be taken into account. Doctoral students may also apply for temporary suspension from the program for a maximum period of one year. The request must be addressed and justified before the StC, which will decide on the appropriateness of access requested. A doctoral student may be withdrawn from the program if the annual tuition fees are not paid.

## Nomenclature

<b>Name in document</b>	<b>Abbreviation</b>	<b>URL</b>	<b>UCP</b>	<b>NTU</b>
Steering Committee	StC	Comissió acadèmica del programa de doctorat (CAPD)	Coordenação do Doutoramento	Steering Committee
Doctoral Degrees Committee	DDC	Comissió de Doctorat	Conselho Científico da FEP-UCP	College Research Degrees Committee
Doctoral student's activities document	DAD	Document d'activitats del doctorand	Documento de registo da atividade do doutorando	Doctoral student's activities document
Doctoral Assessment Report	DAR	Informe d'avaluació del Doctorand (IED)	Relatório de Avaliação do Doutorando	Doctoral Assessment Report
Examination Team	ET	Tribunal de Tesi	Júri	Examination Team
Student Specific Joint Supervision Agreement	SSJSA	Document de Compromís		Student Specific Joint Supervision Agreement