

## NOTICE

APPLICATIONS FOR ADMISSION TO THIRD CYCLES OF STUDIES

ACADEMIC YEAR 2020-2021

- DOCTORAL PROGRAMMES -

### 1. Schedule

	1ª Fase		2ª Fase*	
	Início	Fim	Início	Fim
Submission of applications	13/01/2020	27/02/2020	04/05/2020	28/05/2020
Posting of provisional results	-	18/03/2020	-	16/06/2020
Prior hearing	19/03/2020	01/04/2020	17/06/2020	01/07/2020
Posting of final results	-	02/04/2020	-	02/07/2020
Complaints submission	03/04/2020	24/04/2020	03/07/2020	23/07/2020
Publication of complaints decision	-	28/04/2020	-	31/07/2020
Enrolment and registration	03/04/2020	15/04/2020	24/08/2020	04/09/2020
Publication of leftover places for phase 2	-	28/04/2020	-	-

\*This call/phase only open if there are leftover places from previous phase

### 2. Application Procedures

Applications must be exclusively submitted on-line at [www.fep.up.pt](http://www.fep.up.pt)

### 3. Documents

3.1. Upon submission of the application, the following documents must be uploaded:

- Identification document (identity card or citizen card), in the case of Portuguese candidates. Identification document or passport, in the case of candidates from European Union (EU) countries other than Portugal. Passport or residence permit in Portugal, in the case of candidates from outside the EU (compulsory).

Note: If you don't want to insert a copy of the identification document, you must present to the Academic Services of Faculty of Economics of the University of Porto, within the deadline set for applications, the original document;

- Bachelor's degree certificate (compulsory).
- Master degree certificate;

- d) Other certificates deemed relevant to ranking criteria;
- e) Curriculum vitae (mandatory);
- f) GRE/GMAT/TOEFL/IELTS/FCE/CAE/TOEIC test results.

3.2. Candidates for the PhD in Business and Management Studies, should present a letter of motivation, written in English, indicating the research that they would like to develop in the PhD.

Notes:

- 1. Students and graduates from FEP, or from other Faculties integrated in the University of Porto are exempt from the presentation of the documents indicated in subparagraphs b), and c). In this case, the candidate must create a pdf with the academic pathway of SIGARRA and upload it in the application;
- 2. Only official certificates issued by the Academic Services of the Higher Education Institution the candidate attended will be accepted. If the certificate is a digital document with online validation, the applicant must submit the data that allows the Services to verify and validate it.
- 3. Certificates that are not written in Portuguese, English, French or Spanish must be translated into Portuguese by an official translator;
- 4. Failure to present any of the compulsory documents or data, or the presentation of illegible documents, implies the preliminary rejection of the application.

#### 4. Other rules

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##### 4.1. Rules for admitted applicants with foreign degree certificates

4.1.1. Admitted candidates can only "enroll and register" if they scan and send to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) until 16h00 of the last day of the "Enrolment and registration" period of the respective phase in which was admitted, the digital version of all documents legalized as such:

- a) The originals of the foreign degree certificates/diplomas shall be authenticated by the Portuguese Consulate in the country where the degree was obtained or legalized by the Hague Apostille.
- b) Certificates that are not written in Portuguese, English, French or Spanish must be translated into Portuguese, and the translation must be certified by the Portuguese Consulate in the country where the degree was obtained or legalized by the Hague Apostille. In this case, the original and the translated documents must be also legalized by the Portuguese Consulate in the country where the degree was obtained or legalized by the Hague Apostille.

- 4.1.2 The Academic Services may request the presentation of the originals of the certificates and its translations, authenticated in accordance with 4.1.1.
- 4.1.3. The registration not preceded by the sending of the documents / certificates in accordance with 4.1.1. and/or the failure to present the original documents, in the period defined by the Academic Services, authenticated in accordance with 4.1.2., leads to the cancellation of the registration; however, it does not exempt the candidate, from paying of all the fees due to date.

## 5. Fees

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The submission of the application to a programme entails the payment of an application fee in the amount of €55. The application to more than one programme involves the payment of the amount of  $n \times €55$ , where  $n$  is the number of programmes applied. Application fees are not refundable. Unpaid applications will be rejected.

### 5.1. Payment method:

- a) SIBS reference (Multibanco) automatically generated during the application;
- b) PayPal.

### Note:

1. The applications should be paid in the date of submission, or, exceptionally, in the deadline mentioned. 1<sup>st</sup> phase: until 27 February 2020; 2<sup>nd</sup> phase: until 28 May 2020. Non-paid applications until the deadline will be rejected.
2. The application fee is not refundable for any purpose.

## 6. Prior hearing, complaint and notification of candidates

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### 6.1. Prior hearing

Candidates who wish to pronounce regarding to provisional results should send a message entitled "Prior hearing" exclusively by email, to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt)

### 6.2. Complaint submission

Complaints should be sent exclusively by email to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) in a message entitled "complaint".

### 6.3. Notification of candidates

All the results (provisional and final) will be published on FEP webpage.

The decision regarding the prior hearing and the complaint will be sent to the email address indicated by the applicant on the application form and the applicant will be notified accordingly.

### 7. Other provisions

- The requests of information about the admission process should be sent by email to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) before 14h00 (Portuguese time) of the day before the deadline for applications.
- All deadlines end at 24h00 of the designated day.
- All notices and communications will be made by email, to the email address indicated by the candidate on the application form, nevertheless applicants are considered notified by the post of notices on the webpage of FEP within the time limits specified in this Notice.
- The reading of this Notice does not replace the reading of the remaining legislation.

### 8. Vacancies

Doctoral Programme (Fully taught in English)	1 <sup>ST</sup> PHASE	2 <sup>ND</sup> PHASE
Doctoral Programme in Economics	15	Vacancies left from the 1. <sup>st</sup> phase
Doctoral Programme in Business and Management Studies	20	Vacancies left from the 1. <sup>st</sup> phase

### 9. Tuition Fee (Values to be confirmed)

Student Status*	Doctoral programme	Annual Fee (€)**	
		Full time	Part time***
Students from Portugal and another EU country	Economics	2 850.00	1 062.50 – 2 300.00
	Business and Management Studies	3 100.00	1 150.00 – 2 500.00
Student from CPLP countries	Both	3 400.00	1 255.00 – 2 740.00
Students from other countries	Both	6 100.00	2 200.00 – 4 900.00

\* For a better understanding of the concept of Student status, please see the glossary

\*\* Includes the matriculation fee (100€) - to be confirmed

\*\*\* According to the order of the General Council

Note:

The tuition fees of each school year can be paid i) Once, upon registration or ii) in ten monthly instalments, the first due upon registration and the remaining in the months following the beginning of the school year until the last day of each month.

10. Admission requirements

*DOCTORAL PROGRAMME IN ECONOMICS*

Evaluation criteria

Candidates fulfilling the following conditions can submit applications for admission to Doctoral Programme in Economics:

- a) Holders of Master's degree (or those with equivalent qualification from foreign countries);
- b) Holders of Bachelor degree (or those with equivalent qualification from foreign countries), and with a relevant curriculum that certifies solid capabilities to pursue the doctoral course;
- c) Holders of a relevant curriculum that certifies solid capabilities to pursue the doctoral course.

The selection and ranking of candidates will be made according to the following criteria:

Score = (final mark of bachelor degree on a scale of 0 to 20 values) + (between 0 and 2 values for completion of a doctoral program) + (between 0 and 2 values for frequency and / or completion of a Master's degree) + (between 0 and 2 values for assessment of academic and professional background) + (between 0 and 2 values for GRE or GMAT marks),

- Weight for bachelor's degree:
  - 1, if in the fields of economics, management, engineering and mathematics;
  - 0.5, for all other bachelor's degrees;
- And other score components:
  - Doctoral programme:
    - 2 values if in the fields of economics, management, computing, engineering;
    - 1 value, in all other fields;
    - 0 values, otherwise.
  - Master's programme:
    - 2 values, if in the fields of economics or management;
    - 1 value, in all other fields;
    - 0.5 values, if enrolled in a master's programme, independently of the field;
    - 0 values, otherwise.

- GRE/GMAT (not mandatory):
  - 2 values, if total score in the last quartile;
  - 1 value, if total score in the 3rd quartile;
  - 0 all other cases, including applicants without GRE/GMAT.
- In assessing the academic and professional background the years of professional experience, the activities related to research and academic publications will be considered.

Regardless of the classification obtained in the previous index, the candidates may be immediately excluded for lack of absolute merit of the application. For the purpose of the analysis of the absolute merit of the application the Scientific Committee may conduct an interview to the applicant.

It is understood by absolute merit, a grade equal or higher than 14 points in the bachelor and master, adequate basic training and skills in English language.

The interview is not considered in calculating the final application score, only the candidate's absolute merit.

The interviews can be held via Skype and are conducted in English.

1. The call for the interview will be conducted by email, sent to the email address identified by the applicant in the online application form.
2. The interviews will be conducted to candidates on which, after careful consideration of all the elements contained in the application, doubts remain about the absolute merit of the application, concerning the candidate's motivation and the adequacy of his/hers profile to the Doctoral programme in Economics
3. If the candidate misses the interview to which he/she has been called, he/she will be excluded.

**DOCTORAL PROGRAMME IN BUSINESS AND MANAGEMENT STUDIES**

**Evaluation criteria**

Candidates fulfilling the following conditions can submit applications for admission to Doctoral Programme in Business and Management Studies:

- a) Holders of Master's degree (or those with equivalent qualification from foreign countries);
- b) Holders of Bachelor's degree (or those with equivalent qualification from foreign countries), and with a relevant curriculum that certifies solid capabilities to pursue the doctoral course;
- c) Holders of a relevant curriculum that certifies solid capabilities to pursue the doctoral course.



Applicants can be excluded for lack of merit, in case they do not hold a bachelor or master's degree, or legal equivalent, in the scientific areas of Management and Economics.

Candidates may be excluded due to lack of absolute merit if they do not hold bachelor and master's degrees, or their legal equivalents, with minimum final grades of 14 points, if their foundational training is inadequate or if they are not competent in the English language. In evaluating the candidate's academic and scientific curriculum for fitness to complete the doctoral programme, both academic and professional achievements will be considered, including all courses completed and attended, grades earned and the respective scientific areas, GMAT score and the nature and years of professional experience and activities related with academic research and publication. Knowledge of the English language shall be considered sufficient if the candidate can provide proof they are native speakers of English or have lived in an English-speaking country, have completed their master's dissertation in English, have attended an undergraduate or master's course taught fully in English or hold one of the following certificates: TOEFL (minimum 80); IELTS (minimum 6.5); FCE or CAE; TOEIC (minimum 605). As a further component of evaluating the applicant's absolute merit, and only for this purpose, the Scientific Committee may conduct an in-person or remote interview, scheduled by email and sent to the email address indicated by the candidate on the online application form.

**Placement criteria:**

Criteria	Weight	Observations
A – Undergraduate training	35%	<p>The value of criterion A is calculated according to the following formula:</p> $A = p \times ML$ <p>Wherein:</p> <ul style="list-style-type: none"> <li>- ML = 5 x Undergraduate grade point average on a scale of 0 to 20;</li> <li>- p is a parameter that gives value to the scientific adequacy of the training, according to the following values: <ul style="list-style-type: none"> <li>▪ 1, Management, specialized areas of Management or Economics;</li> <li>▪ 0.70, Engineering, Psychology or Sociology;</li> <li>▪ 0.50, Other Social Sciences, Mathematics or Computer Science;</li> <li>▪ 0.10, Others.</li> </ul> </li> </ul> <p><u>Note:</u> The value 10 is applied whenever the final undergraduate grade is not available and if there are no objective elements that allow for its quantification.</p>



B - Master's and doctoral training	35%	<p>The value of criterion B is calculated according to the following formula:</p> $B = p \times ME$ <p>Wherein the following values are applied to ME:</p> <ul style="list-style-type: none"> <li>100, master's completed</li> <li>50, curricular portion of master's completed; 0, in all other cases;</li> <li>the values established for criterion A are applied to p in function of the scientific area.</li> </ul> <p>In cases of advanced, long-term training in Management not conferring of a degree (MBA completed), <math>p=0.50</math> is applied.</p> <p>In the event the candidate has completed the academic portion of a doctoral programme, the value of variable p is applied in function of the scientific area of the doctorate. A value of 100 is applied to ME if the academic portion of a doctorate in Management or Economics has been completed, and a value of 50 is applied if the doctorate is of another scientific area.</p> <p>Note: In the event various master's and/or doctorate trainings have been completed, the candidate will be evaluated according to the most favorable situation.</p>
C - Scientific curriculum	15%	<p>The value of criterion C is calculated according to the following formula:</p> $C = p \times CC$ <p>Wherein the values established for criterion A are applied to p in function of the scientific area and CC is assigned the following value:</p> <ul style="list-style-type: none"> <li>100, if the applicant has (co-)authored publications in international scientific journals;</li> <li>50, if the applicant has (co-)authored publications in national scientific journals or has (co-)authored peer-reviewed books or book chapters;</li> <li>25 if the candidate has (co-)authored written communications for scientific conferences, or has participated in R&amp;D project teams receiving competitive financing;</li> <li>0, in all other cases.</li> </ul> <p>Note: If the applicant has authored more than one type of these curricular elements, they shall be attributed with the one earning the highest value.</p>
D - Motivation	15%	<p>The value of criterion D is:</p> <ul style="list-style-type: none"> <li>75 to 100, if the candidate demonstrates, in a letter written in English, that they are highly motivated and have a concrete idea of the research they would like to develop, showing a clear understanding of the objectives of doctoral level research;</li> </ul>



		<ul style="list-style-type: none"> <li>25 to 75, if the candidate demonstrates, in a letter written in English, that they are motivated, but do not have a clear idea of the research they would like to develop, or do not show a clear understanding of the objectives of doctoral level research;</li> <li>0 to 25, if the candidate demonstrates, in a letter written in English, that they are incapable of articulating any ideas of what they would like to research or expresses ideas that are not appropriate to doctoral level research.</li> </ul>
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E - GMAT score	-	<p>The score obtained for the preceding criteria is supplemented by criterion E, determined on the basis of the candidate's GMAT score. The value of the supplementary criterion E is:</p> <ul style="list-style-type: none"> <li>25%, if the GMAT score is above 650;</li> <li>10%, if the GMAT score is between 600 and 650, inclusive;</li> <li>0%, in all other cases, including those where the test was not taken.</li> </ul>
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Applicants who are found to have absolute merit shall be, therefore, assessed and ranked according to the following formula:

$$\text{Final score} = (0.35 A + 0.35 B + 0.15 C + 0.15 D) \times (1+E)$$

**Tie-breaking criteria:**

In the event of a tie, applicants with higher GMAT scores shall be given preference. If there is still a tie, applicants with higher scores in Criterion C (scientific curriculum) shall be given preference. If there is a tie yet again, applicants with higher scores in Criterion D (motivation) will be given preference. If a tie persists, the Scientific Committee shall break it in function of the scientific relevance and viability of the topic the applicant wishes to investigate as stated in their letter of motivation.

## 11. Glossary

### 11.1. Full time student

Student who signs more than 37.5 ECTS credit and a maximum of 60 ECTS in a particular study cycle.

### 11.2. Part time student

Student who signs up to a maximum of 37.5 ECTS, in a particular study cycle.

### 11.3. International Student Status effective on the date of the Notice:

According to the University of Porto regulation and Portugal law:

"1 — For the purposes presented in this decree, an international student is a student who does not hold Portuguese nationality.

2 — The following groups are excluded from the above definition:

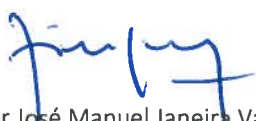
- a) Citizens of another European Union Member State;
- b) Family members of Portuguese or European Union Member State citizens, independently of their nationality;
- c) Those who are not citizens of a European Union Member State and are not included in the above point but who have legally resided in Portugal for over two years, uninterruptedly, on 1 January of the year in which they intend to enroll in higher education, as well as any children who legally reside with them;
- d) Those who, on 1 January of the year in which they intend to enroll in higher education, are beneficiaries of a status of equal rights and duties conferred under an international treaty signed between the Portuguese State and the State of which they are citizens; [...]"

"Not included in the International Student Statute are 'family members of Portuguese or European Union Member State citizens,' with 'family member' defined in accordance with Law no. 37/2006 of 9 August, namely:

- i) The spouse of a European Union citizen;
  - ii) The legal domestic partner of a European Union citizen, or with whom the European Union citizen maintains a permanent relationship that is duly certified by the Member State where they reside;
  - iii) Direct descendants under 21 years old or who are dependents of a European Union citizen, as well as those of the spouse or recognized partner, as described in the above point;
  - iv) Direct ascendants who are responsible for a European Union citizen, as well as those of the spouse or recognized partner, as described in point ii);
- If a student holds two or more nationalities and one of them is Portuguese, this is the only one that is relevant.
  - If a student holds two or more nationalities and none are Portuguese, if they are nationals of another European Union Member State and a non-European Union State, they may choose the one they wish to use.
  - In the situation foreseen in the above point, if the student opts for the non-European Union nationality, they will maintain their international student status until the end of the cycle of studies in which they enroll initially or to which they transfer, even if during the course of their studies they are conferred a status of equal rights and duties under an international treaty signed between Portugal and the State of which they are a citizen.
  - Excluded from the provisions of the above point are international students who acquire, after enrollment, nationality from a European Union Member State.
  - The termination of a student's international status as a consequence of the provisions of the previous point shall take effect in the school year following the date on which proof of the acquisition of the aforementioned nationality is presented."

20<sup>th</sup> December 2019

The Dean,



(Prof. Doutor José Manuel Janeira Varejão)