

NOTICE

DOCTORAL PROGRAMME IN ECONOMICS (Fully taught in English)

APPLICATIONS FOR 3RD CALL OF ADMISSION

ACADEMIC YEAR 2023-2024

1. Schedule

	3 rd Call	
	From	Until
Submission of applications	21/08/2023	28/08/2023
Posting of provisional results	-	06/09/2023
Prior hearing	07/09/2023	20/09/2023
Posting of final results	-	25/09/2023
Complaints submission	26/09/2023	17/10/2023
Publication of complaints decision	-	24/10/2023
Enrolment and registration	26/09/2023	03/10/2023

2. Application Procedures

Applications must be exclusively submitted on-line, at FEP's website.

3. Documents

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

- a) Identification document (compulsory)
 - a. Portuguese candidates: citizen card;
 - b. Candidates from the European Union (EU) countries other than Portugal: National identification document or passport;
 - c. Candidates from outside the EU: Passport or residence permit in Portugal.

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

- b) Original of the Bachelor's degree certificate or of the Diploma (compulsory), with final grade of the degree;
- c) Original of the Master degree certificate or of the Diploma (compulsory, when applicable), with final grade of the degree;
- d) Original of other certificates deemed relevant to ranking criteria;

- e) Curriculum vitae (compulsory);
- f) GRE/GMAT/TOEFL/IELTS/FCE/CAE/TOEIC test results.

3.2. Candidates for the PhD in Economics should present Certificate of all approved subjects, in the Bachelor and in the Master degrees, with the respective classifications (compulsory);

Notes:

1. Students and graduates from FEP, or from other Faculties integrated in the University of Porto, with regards to academic qualifications obtained in those Institutions, are exempted from the presentation of the documents indicated in point 3.1, subparagraphs b) and c), and for this purpose, as an alternative to certificates, the candidate can create a pdf file with the academic pathway of SIGARRA, where shall be visible the date of its creation as well as the candidate's name, and upload it in the application.
2. Only original of official certificates/documents issued by the Academic Services of the Higher Education Institution attended will be accepted. If the certificate/document is a digital document with online validation, the applicant must submit the data that allows the Services to verify and validate it.
3. Certificates with online verification by QR Code will not be accepted.
4. Certificates indicating specific purposes that exempt them from fees (for instance, to ADSE, IRS, scholarship, etc.) will not be accepted.
5. Diploma Supplements, by its own (meaning without the respective certificate of conclusion or diploma) will not be accepted.
6. The certificates/documents that are not written in Portuguese, English, French or Spanish must be added with the respective official translation into Portuguese or into English.
7. 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

4.1. Rules for admitted applicants with foreign documents/degree certificates/diplomas

4.1.1. Admitted candidates can only "enroll and register" if they scan and send to sa_dout@fep.up.pt before 4 PM (receipt local hour) of the last day of the "Enrolment and registration" period, the original 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) Documents that are not written neither in Portuguese, nor in English, nor in French, nor in Spanish, must be translated into Portuguese or English, and the translation must be legalized

by the Portuguese Consulate in the country where the degree was obtained or legalized through the Hague Apostille. **In this case, both the original and the translated documents must be duly legalized.**

4.1.2 The Academic Services may request the presentation of **the originals of the documents and its translations, authenticated in accordance with 4.1.1.**

4.1.3. The registration not preceded by the sending of the documents/ certificates/diplomas 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

The submission of the application to a programme entails the payment of an application fee in the amount of €55.

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 for the period of the respective phase in which he/she submitted the application.
2. Non-paid applications until the deadline will be rejected.
3. The application fee is not refundable for any purpose.

6. Prior hearing, complaint and notification of candidates

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 until 12h (receipt local time) of the last day mentioned for Prior hearing.

6.2. Complaint submission

Complaints should be sent exclusively by email to sa_dout@fep.up.pt, in a message entitled "complaint", until 12h (receipt local time) of the last day mentioned for Complaints.

6.3. Notification of candidates

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.

7. Other provisions

- In the event of a technical problem related with the online application, the candidate must contact sifep@fep.up.pt (IT Services) until 12h30m (receipt local time) of 24th august.
- The requests of information about the admission process should be sent by email to sa_dout@fep.up.pt before 2 PM (receipt local time) of 24th august.
- All communications will be made by e-mail, sent to the e-mail address identified by the candidate in the application form, but candidates are considered notified by posting the notices on the FEP website, within the deadlines indicated in this Notice.
- Till 12h (receipt local time) of 24th august, the candidate can request (by email sent to sa_dout@fep.up.pt) the return of the application for improvement, using the email identified in the online application. In these cases, the submission date considered (for the purpose of tie-breaking criteria) will be the last submission made. After this period, requests for addition, correction or replacement of documents submitted in the application will not be accepted.
- The reading of this Notice does not replace the reading of the remaining legislation.
- Candidates who make false declarations will be excluded from the application process at any time during the academic year.

8. Vacancies

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9. Tuition Fee

Student Status*	Annual Fee (€)**	
	Full time	Part time***
Students from Portugal and another EU country	2 850.00	1 062.50 – 2 300.00
Student from CPLP countries	3 400.00	1 255.00 – 2 740.00
Students from other countries	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€)

*** 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

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 correspondent 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 may be in-person or by e-meeting, 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/her 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.

11. Glossary

11.1. Full time student

Student who signs more than 37.5 ECTS credit and a maximum of 75 ECTS.

11.2. Part time student

Student who signs up to a maximum of 37.5 ECTS.

Note: The frequency regime is selected at the time of registration, and it is not allowed to change it latter.

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; [...]

The period of residence with a residence permit for study is not considered for the purposes of subparagraph c).

“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.”

FEP, 2nd of august 2023

The Director

(Prof. Doctor Óscar João Atanázio Afonso)