

## NOTICE

OPENING OF APPLICATION ROUNDS FOR THE THIRD CYCLE OF STUDIES

2024- 2025 ACADEMIC YEAR

- PHDS (TAUGHT IN ENGLISH) -

### 1. Timeframe

	1st call		2nd call*		3rd call*	
	Início	Fim	Início	Fim	Início	Fim
<b>Submission of applications</b>	<b>04/01/2024</b>	<b>28/02/2024</b>	<b>06/05/2024</b>	<b>16/05/2024</b>	<b>05/08/2024</b>	<b>08/08/2024</b>
Posting of provisional results	-	15/03/2024	-	12/06/2024		04/09/2024
Prior hearing	18/03/2024	01/04/2024	13/06/2024	27/06/2024	05/09/2024	18/09/2024
Posting of final results	-	04/04/2024	-	01/07/2024		20/09/2024
Complaints submission	05/04/2024	26/04/2024	02/07/2024	22/07/2024	23/09/2024	11/10/2024
Publication of complaints decision	-	03/05/2024	-	29/07/2024		17/10/2024
<b>Enrollment and registration</b>	<b>08/04/2024</b>	<b>12/04/2024</b>	<b>03/07/2024</b>	<b>12/07/2024</b>	<b>23/09/2024</b>	<b>25/09/2024</b>
Placement of alternates	15/04/2024	29/04/2024	15/07/2024	25/07/2024	26/09/2024	04/10/2024
Publication of leftover places	-	03/05/2024	-	29/07/2024		n/a

\*To be made available only if there are leftover vacancies from the previous call

### 2. How to submit the application

Applications may only be submitted online, on the FEP website.

### 3. Documents

**3.1.** The following documents must be submitted at the time of application submission:

- a) Identification document (required)
  - i. For applicants of Portuguese nationality: Identity Card or Citizen Card;
  - ii. For applicants of nationality from another European Union country: National identification document or passport;
  - iii. For applicants of non-EU nationality: Passport or residence permit in Portugal.

Note:

If you do not wish to include a copy of your identification document, you must go to the Academic Services office of the School of Economics and Management of the University of Porto within the application deadline to show the original document in person.

- b) Original copy of the certificate of completion of the undergraduate degree or Diploma (mandatory), showing the final classification;

- c) Original copy of the master's degree certificate (mandatory, when applicable), showing the final classification.
- d) In the case of applicants with foreign qualifications, in addition to the document(s) indicated above, the candidate must submit the original copy of an official statement issued by the Higher Education Institution where they completed the academic degree, containing the final classification awarded and the respective scale used. If this declaration is not submitted, the minimum passing grade on the Portuguese scale will be considered (10 marks). The same applies to any other certificates of qualifications or diplomas submitted in the application. The “yield coefficients” contained in any documents and/or any other evaluation indexes will not be considered;
- e) Applicants holding an integrated master's degree must present the original copy of the certificate of completion of the undergraduate degree (first cycle of studies). In cases where only the original copy of the certificate of completion of the integrated master's degree is presented and the final classification of the undergraduate degree proves essential for ranking the candidates, the degree may be awarded the minimum passing grade on the Portuguese scale (10 marks).
- f) Original copies of certificates of other training relevant to the application.
- g) Curriculum Vitae (required).
- h) GRE/GMAT/TOEFL/IELTS/FCE/CAE/TOEIC scores.

**3.2.** Candidates for the PhD in Management should present a letter of motivation, written in English, indicating the research they would like to carry out within the scope of the PhD (mandatory).

Notes:

1. Students and graduates of FEP or other University of Porto Faculties are exempted from presenting the documents indicated in points (b), (c) and (e) of section 3.1. when the training in question was obtained at the University of Porto. Instead, they may create a PDF with their academic pathway on SIGARRA, duly identified and showing the date of its creation, and upload it to the application.
2. Only the original copies of certificates issued by the institution of higher education where the degree was attended/completed will be considered. If a digital certificate with online verification/validation is presented, the applicant must submit the necessary data so that the Services can carry out this verification/validation.
3. Certificates with QR Code verification/validation will not be considered.
4. Certificates that indicate use for specific purposes (for example: for purposes of ADSE, IRS, scholarships, etc.) will not be accepted.
5. Diploma supplements not accompanied by the respective certificate of completion or diploma will not be accepted.

6. Diplomas/certificates/documents that are not written in Portuguese, English, French or Spanish must be accompanied by official translation into Portuguese or English.
7. Failure to submit documents according to these terms, omitting mandatory data or submitting illegible documents will result in a preliminary rejection of the application.

#### 4. Additional rules

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##### **4.1. Rules for applicants who are admitted to enrolment/registration, holders of foreign documents**

- 4.1.1. Enrolment/registration will only be permitted after sending scanned copies of the original documents to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) by 4:00 p.m. (local time of reception) on the last day of the enrolment period for the call to which you were admitted. These documents must be legalised as follows:
  - a) Originals of all foreign diplomas/certificates submitted with your application must be certified by the Portuguese consular authority in the country of origin of the diploma/certificate **or** certified with a Hague Apostille.
  - b) Foreign diplomas/certificates not written in Portuguese, English, French or Spanish must be translated to Portuguese or English and the translation must be certified by the Portuguese consular authority in the country of origin of the diploma/certificate/document **or** certified with a Hague Apostille (**cumulative with the preceding situation**).
- 4.1.2. Academic Services may require the presentation of **the originals of the documents and their translations, authenticated in accordance with paragraph 4.1.1.**
- 4.1.3. Enrolment/registration which has not been preceded by the submission of documents pursuant to paragraph 4.1.1, and/or **the failure to** submit the originals within the time limit indicated by Academic Services, certified pursuant to paragraph 4.1.2., **implies the cancellation of the registration**, without exempting payment of all fees due until the date of cancellation.

#### 5. Fees

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There is an application fee of €55 . Submitting applications to various courses implies paying an amount equal to  $n \times €55$ , where  $n$  is the number of courses to which you apply.

##### **5.1. Payment of the application fee:**

Payment is made exclusively through the online application module.

##### Notes:

- a) Applications must be paid on the day they are submitted or, exceptionally, by the end of the submission deadline for the respective call.
- b) Applications not paid by the deadline of the call in which they are being submitted will be rejected.

- c) The application fee is not refundable under any circumstances.

## 6. Right to be heard, complaints and notification of candidates

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### 6.1. Notification of candidates

Notification of provisional and definitive results will be published on the FEP website. The decision regarding the right to be heard and the complaint will be sent to the e-mail address that the applicant indicated on the application form, and they shall be considered notified.

### 6.2. Right to be heard

Candidates wishing to comment on provisional results should send an email (exclusively) to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) with the subject "Right to be Heard" by 12:00 p.m. (local time of reception) on the last day scheduled for the Right to be Heard of the call in which they have applied.

### 6.3. Submission of complaints

Complaints should be sent exclusively by email to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) with the subject "Complaint", by 12:00 (local time of receipt) on the last day scheduled for Complaints of the call in which you have applied.

## 7. Other provisions

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- In the event of technical problems related to the online application form, the candidate should contact [sifep@fep.up.pt](mailto:sifep@fep.up.pt) (SIFEP – FEP Informatics Service) by 12:30 p.m. (local reception time) by the penultimate working day prior to the end of the application submission period of the call they wish to apply.
- Any information about the application process should be requested by sending an e-mail to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) by 14:00 p.m. (local time of receipt ) on the penultimate working day before the end of the application submission period of the call the applicant wishes to apply, using the e-mail address indicated on the application form.
- All notifications and communications will be sent by e-mail to the e-mail address provided by the applicant on their application form, but applicants are considered to be notified when notices are published on FEP's website within the deadlines indicated in this Notice.
- Candidates who make false statements will be excluded from the application process, at any point, and may not enrol and/or register in that academic year.
- Until 12:00 p.m. (local time of receipt) of the penultimate working day prior to the end of the application submission period, the applicant may request (by e-mail sent to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt)) their application be returned to them for improvement, using the e-mail address indicated by the applicant in the application

form. After this period, no requests for addition, correction or replacement of documents submitted in the application will be accepted.

- Reading this Notice does not substitute reading the remaining legislation in effect.
- After disclosure of the final results, “unplaced” candidates are considered alternates, so they may be called to enrol (if vacancies arise). In this case, notification will be sent to the e-mail address indicated on the respective application form and the candidate will have 2 working days to confirm their acceptance of the vacancy. After this deadline, in the absence of a reply, they will be considered uninterested in the vacancy and the following candidate will be notified.

## 8. Number of vacancies per cycle of studies

Doctorates (taught in English)	1 <sup>st</sup> Call	2 <sup>nd</sup> Call	3 <sup>rd</sup> Call
<b>PhD in Economics</b>	15	Unplaced applicants from the 1 <sup>st</sup> call	Unplaced applicants from the 2 <sup>nd</sup> call
<b>PhD in Management</b>	20	Unplaced applicants from the 1 <sup>st</sup> call	Unplaced applicants from the 2 <sup>nd</sup> call

## 9. Tuition fees

Tuition fees for the 2024/2025 academic year can be found [here](#)

### Note:

- At the time of enrollment/registration, the student must also pay school insurance and the registration fee.
- The tuition fee for each academic year may be paid all at once upon enrolment/registration, or in ten monthly instalments, with the first being due upon enrolment/registration and the remainder on a monthly basis from October to June (inclusive).

## 10. Criteria

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<i>PHD IN ECONOMICS</i>
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### Selection and ranking criteria:

Applications for access to the cycle of studies leading to the degree of Doctor in Economics are open to:

- a) Holders of a master's degree or legal equivalent;
- b) Holders of an undergraduate degree, holders of a particularly relevant academic or scientific curriculum that is recognised by the Scientific Committee as attesting their ability to carry out this cycle of studies;
- c) Holders of a school, scientific or professional curriculum that is recognised by the Scientific Committee as attesting their ability to carry out this cycle of studies.

Candidates are evaluated and ranked according to the value of the following index:

Index = (average classification of the undergraduate degree, on a scale of 0 to 20)×p + (between 0 and 2 for attending and/or completing a master's or doctorate course)+ (between 0 and 2 for performance on GRE/GMAT tests) + (between 0 and 2 for appreciation of the academic and professional course),

Weighting of the undergraduate course (p):

- 1 in the area of Economics;
- 0.8 in the areas of Management, Engineering and Mathematics;
- 0.5 all other remaining subject areas.

*Note: Having completed multiple courses does not add points. When a candidate holds more than one 1<sup>st</sup> cycle training, the most favourable situation to the candidate applies.*

Other ranking component values:

- Master's or Doctorate Course:
  - 2 points if in the areas of Economics, Management, Mathematics, Informatics and Engineering;
  - 1 point for all other areas;
  - 0 points for the absence of a Master's or Doctorate course.

*Note: Having completed multiple courses does not add points. When a candidate holds more than one 2<sup>nd</sup> cycle training, the most favourable situation to the candidate applies.*

- GRE/GMAT (not required):
  - 2 points, if the score obtained for the test is in the last quartile;
  - 1 point, if the score is in the 3<sup>rd</sup> quartile;

- 0 points for all other cases, including those who have not taken the test.

- Assessment of the academic and professional career:
  - years of professional experience, research experience (e.g., communications at academic conferences, participation in scientific projects and work teams) and scientific publications are emphasised;
  - international experience understood as a period of study or work in a country other than the countries of origin and habitual residence is valued in this item.

Regardless of the classification obtained in the previous ranking index, candidates may be immediately excluded due to the lack of absolute merit of their applications or, in order to assess this absolute merit of the applications, the Scientific Committee may conduct interviews.

Absolute merit is understood as classifications equal to or greater than 14 marks for the undergraduate and master's degree or legal equivalent, adequate foundational training and English language skills.

The interview is not considered for the purpose of calculating the final grade of an application, it is rather a means of verifying the absolute merit of the candidate. Interviews can be held in person or by video conference and will be conducted in English.

**Tie breaker criteria:**

In the event of a tie, applicants with the highest ranking on the GMAT will prevail. If there is still a tie, candidates with the highest score in their academic and professional career will prevail.

***PHD IN MANAGEMENT***

**Selection criteria:**

Applications for access to the third cycle of studies leading to the degree of Doctor in Management are open to:

- a) Holders of a master's degree or legal equivalent;
- b) Holders of an undergraduate degree, holders of a particularly relevant academic or scientific curriculum that is recognised by the Scientific Committee as attesting their ability to carry out this cycle of studies;
- c) Holders of a school, scientific or professional curriculum that is recognised by the Scientific Committee as attesting their ability to carry out this cycle of studies.

Applicants may be excluded for lack of absolute merit if they do not hold undergraduate and master's degrees or their legal equivalent with a minimum classification of 14 marks, adequate basic training and English language skills. In the assessment of the academic and scientific curriculum attesting to the ability to carry out the cycle of studies, the academic and professional pathways will be considered, including completed and attended courses, the classifications obtained and the respective scientific areas, the classification on the GMAT, as well as the nature and years of professional experience and activities related to research and academic publications. Sufficient proof of English language skills include the candidate being a native speaker of English or having lived in an English-speaking country, having done a master's thesis in English, having attended an undergraduate degree or master's degree taught fully in English or holding one of the following certifications: TOEFL (minimum 80); IELTS (minimum 6.5); FCE or CAE; TOEIC (minimum 605). Also, to assess the absolute merit of the application, and exclusively for this purpose, the Scientific Committee may conduct a face-to-face or telephone interview, which will be held exclusively in English and summoned by an e-mail sent to the address indicated by the applicant on the online application bulletin.

**Ranking criteria:**

Criterion	Weighting	Comments
A – 1 <sup>st</sup> cycle training	35%	<p>The value of Criterion A is calculated by the formula: <math>A = p \times ML</math></p> <p>Where:</p> <ul style="list-style-type: none"> <li>- ML = 5 x Average classification of the degree on a scale of 0-20;</li> <li>- p is a parameter that values the scientific adequacy of the training and assumes the values of: <ul style="list-style-type: none"> <li>▪ 1 for Management, areas of specialised Management, or Economics;</li> <li>▪ 0.70 for Engineering, Psychology or Sociology;</li> <li>▪ 0.50 for Other Social Sciences, Mathematics or Informatics;</li> <li>▪ 0.10 for others.</li> </ul> </li> </ul> <p><u>Note:</u> It is assumed that the classification of the degree is a 10 whenever the value of the final classification is not available, if there are no objective elements that allow for its quantification</p>
B - Training at the level of 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles	35%	<p>The value of criterion B is calculated by the formula: <math>B = p \times ME</math></p> <p>Whereby ME assumes the following values:</p> <ul style="list-style-type: none"> <li>▪ 100 for a completed master's degree;</li> <li>▪ 50 for completion of the taught portion of a master's degree; 0 for all remaining cases;</li> <li>▪ p assumes the values established for Criterion A according to the scientific area.</li> </ul>



		<p>In the case of long-term, advanced, non-degree training in management (MBA completed), p is considered to be 0.50.</p> <p>In the event the candidate has completed the taught portion of a doctoral course, p is assumed according to the scientific area of the PhD, and ME is assumed to be 100 in the case of a completed school portion of a PhD course in Management or Economics and 50 if the PhD course is in another scientific area. <u>Note:</u> When a candidate holds more than one 2nd cycle and/or 3rd cycle training, the most favourable situation to the candidate applies.</p>
C - Scientific curriculum	15%	<p>The value of criterion C is calculated by the formula: <math display="block">C = p \times CC</math></p> <p>In which p assumes the values established for Criterion A according to the scientific area and CC takes the value of:</p> <ul style="list-style-type: none"> <li>▪ 100, if the candidate (co-)authored publications in international scientific journals;</li> <li>▪ 50, if the candidate (co-)authored publications in national scientific journals or (co-)authored books or book chapters subject to peer review;</li> <li>▪ 25, if the candidate (co-)authored written communications presented at scientific conferences, or has participated in teams of R&amp;D projects with competitive funding;</li> <li>▪ 0, in all other cases.</li> </ul> <p><u>Note:</u> In the event that the candidate has authored more than one type of these curricular elements, the highest value is assigned.</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 shows, in a letter written in English, that they have strong motivation and a concrete idea about the research he would like to develop and have a clear notion of the objectives of doctoral-level research;</li> <li>▪ 25 to 75, if the candidate shows, in a letter written in English, that they are motivated, but do not have a concrete idea of the research they would like to develop, or evidence that they do not have a clear notion of the objectives of doctoral-level research;</li> <li>▪ 0 to 25, if the candidate, in a letter written in English, is unable to articulate ideas about what they would like to research or expresses ideas that are not consistent with doctoral-level research.</li> </ul>
E - GMAT Bonus	-	<p>The score obtained according to above mentioned criteria is increased with an E criterion, determined based on the candidate's GMAT score. The value of the E bonus criterion is:</p> <ul style="list-style-type: none"> <li>▪ 25% if the score obtained on the GMAT is above 650;</li> <li>▪ 10% if the GMAT score is between 600 and 650, inclusively;</li> <li>▪ 0% in all other cases, including those who did not perform the test.</li> </ul>

Candidates who have absolute merit will therefore be evaluated and ranked according to the following formula:

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

**Tie-breaker criteria:**

In the event of a tie, applicants with the highest ranking on the GMAT will prevail. If the tie continues, candidates with the highest ranking in criterion C (Scientific Curriculum) will be given preference. If the tie still continues, preference will be given to candidates with the highest ranking in criterion D (Motivation). If the tie still persists, the Scientific Committee will decide according to the scientific relevance and feasibility of the subject that the candidate intends to research as described in the motivation letter.

## 11. Glossary

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### International student

In accordance with the legislation in effect at the time of this Notice:

*“1 — For the purposes of the provisions of this document, an international student is a student who is not a Portuguese national.*

*2 — Those not encompassed by the provisions of the previous number include:*

*a) Nationals of a European Union member State;*

*b) Family members of Portuguese or European Union member State nationals, independently of their own nationality;*

*c) Those who are neither nationals of a European Union member State nor included in the previous clause, but who have legally and uninterruptedly resided in Portugal for over two years by 1 January of the year in which they intend to enrol in higher education, as well as the children who legally reside with them;*

*d) Those who, on 1 January of the year in which they intend to enrol in higher education, are the beneficiaries of an equal rights and responsibilities statute conferred by an international treaty signed between the Portuguese State and the State of which they are nationals;...”*

*Time spent as a resident with a residence permit for purposes of study does not count towards the provisions of clause c).*

*“The International Student Statute does not encompass ‘family members of Portuguese or European Union member State nationals’, where the concept of ‘family member’ is defined by Law no. 37/2006, of 9 August, namely:*

*i) The spouse of a European Union citizen;*

*ii) The partner with whom a Union citizen lives in a legally recognised de facto union, or with whom the Union citizen maintains a permanent relationship, duly certified by the competent authority of the member State where they reside;*

*iii) The direct descendant under 21 years old or who is the dependent of a Union citizen, as well as descendants of the spouse or partner as defined in the previous sub-clause;*

*iv) The direct ascendant who is the dependent of a Union citizen, as well as descendants of the spouse or partner as defined in sub-clause ii);*

- When a student has two or more nationalities and one of them is Portuguese, that is the one that prevails.*
- If a student has two or more nationalities, where one is of a European Union member State other than Portugal and the other is of a non-EU State, they may choose one of them.*
- In the case outlined in the previous number, if the non-EU nationality is chosen, the student will retain international student status until the end of the study programme they initially enrol in or to which they transfer, even if during the course of their studies they are granted an equal rights and responsibilities statute under an international treaty signed between Portugal and the State of which they are a national.*
- The international student who acquires nationality from a European Union member State after enrolling is excluded from the provisions of the previous number.*
- Cessation of the application of the international student status as a result of the provisions of the previous number shall take effect in the academic year subsequent to the date on which acquisition of the nationality is verified.*