

OFFICIAL NOTICE

ENROLMENT AND REGISTRATION (1st year / 1st time)

3rd cycle of studies (PhD)

2020/2021 Academic year

1. ENROLMENT AND REGISTRATION TIME LIMIT - *pending confirmation*

	1. st phase		2. nd phase	
	From	To	From	To
Enrolment and registration	03/04/2020	15/04/2020	24/08/2020	04/09/2020

2. ONLINE ENROLMENT AND REGISTRATION

2.1 Enrolment and registration shall be done online at the School website at www.fep.up.pt

Admitted applicants will receive an access code in the email address indicated in their application form, including those that have, at any time, attended any course of University of Porto and consequently have previous access codes. Those students should use the new access codes. If candidates do not receive their access code, they need to contact sifep@fep.up.pt - SIFEP (FEP Information Systems Department) until 12:30 PM (local time) of the day before the "Enrolment and registration" deadline (according to the respective phase).

Applicants should use their access code, username and password, and follow the instructions.

2.2 Particular situations: candidates with foreign degree certificates/diplomas/documents

Admitted candidates can only “enroll and register” if they scan and send to 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:

- The originals of the foreign degree certificates/diplomas authenticated by the Portuguese Consulate in the country where the degree was obtained or legalized by the Hague Apostille.
- 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.

The Academic Services may request the presentation of the originals of the certificates and its translations, authenticated as explained previously.

If the registration does not precede because the documents/certificates were not sent authenticated or legalized and/or the original documents were not presented, in the period defined by the Academic Services, leads to the cancellation of the registration. However, this fact does not exempt the candidate from paying of all the fees due until the cancelation date.

2.3 Presentation of original certificates/documents - candidates with Portuguese degree certificates

The Academic Services may demand the presentation of the originals of the certificates/documents attached in the application form. In this case, the candidate will be contacted by email and failure to present the original documents leads to cancellation of registration. It does not exempt, however, the candidate from paying of all the fees due until the cancellation date.

3. TUITION AND MATRICULATION FEES AND SCHOOL INSURANCE

3.1 Payment of the first instalment of tuition fees, plus school insurance and matriculation fee

Payment of the first instalment of tuition fees, plus school insurance and matriculation fee shall be made immediately after the registration/enrollment.

3.2 Payment method:

- ATM using the SIBS references generated by the student in FEP's website on the item "Conta Corrente" (access after validation with username and password).
- [PayPal®](#)
- Payment in person at FEP Treasury services.

3.3 Values, deadlines and payment of fees

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

During registration/enrolment students must select the tuition fees in accordance with their status (national/EU student, international student, international student from CPLP, full time, part time, etc.). Where nonconformity is verified Academic Services will adjust the tuition fee payment plan. Any debts arising from these corrections shall be due by the student.

4. CANCELLATION OF THE REGISTRATION AT STUDENT'S REQUEST

Cancellation of registration is possible, but it can only be done using the school intranet platform (SIGARRA) and the requests module of the students' personal webpage (option "*requerimentos*", available at the right-side bar of the page after opening the academic pathway). Requests must be submitted only through this option, otherwise they will not be considered.

Further information available in the "Tuition Regulation of the University of Porto".

5. WORKER-STUDENTS AT PORTO UNIVERSITY

To be entitled to working-student status and the special rights inherent to it, students need to submit the corresponding application to FEP's Academic Services at the time of registration/ enrolment or within 20 working days after the beginning of the academic year, using the requests module of the students' personal webpage (option "*requerimentos*", available at the right-side bar of the page after opening the academic pathway. Student shall select the type of request: "*Estatuto TE*").

The working-student status also can be required to the 2nd semester, if the application is submitted within 20 working days after the start of the activities of the second Semester.

Academic services may request the student to provide further information or to present the originals of the documents submitted online.

Further information available in the "Worker-Student Status Regulations of the University of Porto".

6. ACCREDITATION OF TRAINING AND WORK EXPERIENCE

Credit applications may only be submitted online, until the last day of the enrolment/registration time period. After authentication in SIGARRA students should access the "Opções" menu at the right-side of the page (after opening the Academic pathway), then "Reconhecimento" - "Lista de pedidos de reconhecimentos" - "Criar pedido de reconhecimento".

NOTE: When submitting the online credit application regarding credits obtained in foreign institutions, the students must include a declaration issued by NARIC Portugal (National Academic Recognition Information Centre) attesting that the foreign institution is recognized by its home country legal authorities as making part of its higher education system.

All foreign documents should be legalized by the Portuguese Consulate in the country where the degree was obtained or legalized by the Hague Apostille. Documents that are not written in Portuguese, English, French or Spanish must be translated to 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

7. OTHER PROVISIONS

Before the enrolment/registration, all communications will be made by e-mail, using the email address identified by the candidate in the application form. Nevertheless, candidates are considered notified by the publication of the official public notice on FEP's website.

After the registration/enrollment at FEP all notices, and communications will be sent exclusively to the students' institutional e-mail. The Academic Services will not be responsible for any consequences arising from students not consulting institutional e-mail.

The reading of this Notice does not replace the reading of other legislation in force.

Students who make false statements will be excluded from the enrolment/registration process at any time.

8. GLOSSARY

8.1 Full time student

Student who signs more than 37.5 ECTS credit and a maximum of 75 ECTS in a particular study cycle.

8.2 Part time student

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

8.3 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."

Faculty of Economics of the University of Porto, 27th March 2020

The Dean



(Prof. Doutor José Manuel Janeira Varejão)