

## NOTICE

APPLICATIONS FOR ADMISSION TO THIRD CYCLES OF STUDIES

ACADEMIC YEAR 2023-2024

– DOCTORAL PROGRAMMES –

(Fully taught in English)

### 1. Schedule

	1 <sup>st</sup> Call		2nd Call*	
	From	Until	From	Until
Submission of applications	04/01/2023	01/03/2023	04/05/2023	22/05/2023
Posting of provisional results	-	15/03/2023	-	12/06/2023
Prior hearing	16/03/2023	29/03/2023	13/06/2023	26/06/2023
Posting of final results	-	04/04/2023	-	30/06/2023
Complaints submission	05/04/2023	28/04/2023	03/07/2023	21/07/2023
Publication of complaints decision	-	05/05/2023	-	28/07/2023
Enrolment and registration	05/04/2023	12/04/2023	04/07/2023	12/07/2023
Publication of leftover places for phase 2	-	02/05/2023	-	-

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

### 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);

3.3. 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 (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**

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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](mailto:sa_dout@fep.up.pt) before 4 PM (receipt local hour) of the last day of the "Enrolment and registration" period of the

respective phase in which he/she was admitted, 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

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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 for the period of the respective phase in which he/she submitted the application.
2. Non-paid applications until the deadline mentioned for the period of the respective phase in which he/she submitted the application will be rejected.
3. 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) until 12h (receipt local time) of the last day mentioned for the respective phase in which he/she submitted the application

### 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", until 12h (receipt local time) of the last day mentioned for the respective phase in which he/she submitted the application.

### 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

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- In the event of a technical problem related with the online application, the candidate must contact [sifep@fep.up.pt](mailto:sifep@fep.up.pt) (IT Services) until 12h30m (receipt local time) of the penultimate working day prior to the deadline of the correspondent “Submission of applications” period.
- 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 2 PM (receipt local time) of the penultimate working day prior to the deadline of the correspondent “Submission of applications” period.
- 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 the penultimate working day prior to the deadline of the correspondent “Submission of applications” period, the candidate can request (by email sent to [sa\\_dout@fep.up.pt](mailto: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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Doctoral Programme (Fully taught in English)	1 <sup>ST</sup> Call	2 <sup>ND</sup> Call
Doctoral Programme in Economics	15	Vacancies from the 1. <sup>st</sup> call
Doctoral Programme in Business and Management Studies	20	Vacancies from the 1. <sup>st</sup> call

## 9. Tuition Fee

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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

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### **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 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.

### ***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, exclusively in English, 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><i>Note:</i> 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</li> </ul>



		<p>function of the scientific area.</p> <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 <math>p</math> 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 <math>p</math> in function of the scientific area and <math>CC</math> 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> <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</li> </ul>

		<p>level research;</p> <ul style="list-style-type: none"> <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 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."