

## NOTICE

### APPLICATIONS FOR ADMISSION TO THIRD CYCLES OF STUDIES

2025- 2026 ACADEMIC YEAR

#### – DOCTORAL PROGRAMMES –

(Fully taught in English)

#### 1. Timetable

	1st call		2nd call*		3rd call*	
	Início	Fim	Início	Fim	Início	Fim
Submission of applications	03/01/2025	27/02/2025	06/05/2025	16/05/2025	05/08/2025	11/08/2025
Posting of provisional results	-	14/03/2025	-	13/06/2025		08/09/2025
Prior hearing	17/03/2025	28/03/2025	16/06/2025	01/07/2025	09/09/2025	22/09/2025
Posting of final results	-	03/04/2025	-	07/07/2025		23/09/2025
Complaints submission	04/04/2025	28/04/2025	08/07/2025	28/07/2025	24/09/2025	14/10/2025
Publication of complaints decisio	-	05/05/2025	-	31/07/2025		17/10/2025
<b>Enrollment and registration</b>	09/04/2025	15/04/2025	09/07/2025	14/07/2025	24/09/2025	29/09/2025
Offer of vacancy to unplaced candidates	16/04/2025	28/04/2025	15/07/2025	24/07/2025	30/09/2025	07/10/2025
Publication of leftover places	-	05/05/2025	-	29/07/2025		n/a

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

#### 2. Application Procedures

The application is submitted exclusively *online*, on the FEP website.

#### 3. Access conditions

The following are eligible to apply for doctoral programme:

- Holders of a master's degree or legal equivalent.
- Holders of a bachelor's degree who have a particularly relevant academic or scientific curriculum recognised by the Scientific Committee as attesting to their ability to complete this cycle of studies.
- Holders of an academic, scientific or professional curriculum that is recognised by the Scientific Committee as attesting to their ability to complete this cycle of studies.

## 4. Documents

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

- a) Identification document (mandatory)
  - i. Candidates of Portuguese nationality: Identity card or Citizen's Card;
  - ii. Candidates from the European Union (EU) countries other than Portugal: 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 insert a copy of your identification document, you must go in person to the Academic Services of the Faculty, within the deadline set for applications, with the original document.

- b) Original of the Bachelor's degree certificate or diploma (mandatory) with final grade of the degree;
- c) Original of the Master's degree certificate or of the Diploma (mandatory, when applicable), with final grade of the degree.
- d) In the case of candidates with foreign qualifications, in addition to the document(s) indicated above, the candidate must submit the original of an official declaration issued by the Higher Education Institution where they completed their degree, which includes the final classification of that degree, as well as the respective scale used. If this declaration is not submitted, the minimum pass mark on the Portuguese scale (10 points) will be considered. The same applies to any other qualification certificates or diplomas submitted with the application. "Performance 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 of the certificate of completion of the degree (1st cycle of studies). In cases where only the original of the certificate of completion of the integrated master's degree is presented and the final classification of the bachelor's degree is essential for the selection of candidates, the minimum classification of approval on the Portuguese scale (10 points) in the bachelor's degree may be awarded.
- f) Original certificates of other training relevant to the competition.
- g) Curriculum Vitae (mandatory).
- h) GRE/GMAT/TOEFL/IELTS/FCE/CAE/TOEIC results.
- i) Applicants for the PhD in Management must submit a letter of motivation, and under oath, their intention to dedicate themselves exclusively to the PhD program.

#### Notes:

1. Graduates of the FEP or other Faculties integrated into the University of Porto are exempt from submitting the documents indicated in points b), c) and e) of point 3.1. when training obtained at the University of Porto

is involved. For this purpose, as an alternative to certificates, they can create a pdf with the academic path of SIGARRA, duly identified and with the date of its creation, and upload it to the application.

2. Only original certificates issued by the Higher Education Institution where you attended/completed your degree will be considered. If a digital certificate is presented for online verification/validation, 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 indicating specific purposes (e.g. for ADSE, IRS, scholarships, etc.) will not be accepted.
5. Diploma supplements will not be accepted on their own if they are not accompanied by the relevant certificate of completion or diploma.
6. Diplomas/certificates/documents that are not written in Portuguese, English, French or Spanish must be accompanied by an official translation into Portuguese or English.
7. Failure to submit any of the compulsory documents or data, or the presentation of illegible documents, implies the preliminary rejection of the application.

## 5. Additional rules

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### **5.1. Rules for candidates with foreign documents who are admitted for enrolment/registration**

- 5.1.1. Enrolment/registration will only be allowed once the Original of the legalized documents have been sent to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) by 4 p.m. (local time) on the last working day scheduled for "Enrolment" of the respective phase in which they were admitted:
  - a) Originals of all foreign diplomas/certificates with which you have applied, duly legalized by the Portuguese consular agent in the country of origin of the diploma/certificate **or** legalized by the Hague Apostille.
  - b) Foreign diplomas/certificates that are not written in Portuguese, English, French or Spanish must be translated into Portuguese or English, and the translation must be legalized by the Portuguese consular agent in the country of origin of the diploma/certificate or legalized by the Hague Apostille, **this situation is cumulative with the previous one.**
- 5.1.2. The Academic Services may require the presentation of **the original documents and their translation, certified in accordance with point 5.1.1.**
- 5.1.3. Enrolment/registration that has not been preceded by the submission of the documents in accordance with point 5.1.1, and/or the **failure to submit** the originals within the time limit indicated by the Academic Services, certified in accordance with point 5.1.2, **can result in the cancellation of the enrolment**, but will not exempt you from paying the tuition fees due up to the date of cancellation.

## 6. Fees

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An application fee of €55 is payable for applying. If you apply for several courses, you will have to pay an amount equal to  $n \times €55$ , where  $n$  is the number of courses you are applying for.

### 6.1. Payment of the application fee:

Payment exclusively by means integrated into the online application module.

#### Notes:

- a) Applications must be paid on the day they are submitted or, exceptionally, by the deadline for submission of the phase in which they are being submitted.
- b) Applications that have not been paid by the deadline for the phase in which they are submitting their application will be rejected outright.
- c) The application fee is not refundable in any way.

## 7. Notification of the results, Prior hearing, and Complaint

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### 7.1. Notification of candidates

Notification of the provisional and final results will be posted on the FEP website. The decision regarding the prior hearing and the complaint will be sent to the email address that the candidate indicated on the application form, and the candidate will thus be considered to have been notified.

### 7.2. Prior hearing

Candidates who wish to comment on the provisional results must send a message, exclusively by e-mail, to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt), with the heading "Prior hearing", by 12 noon (local time) on the last day scheduled for the Prior Hearing of the phase in which they applied.

### 7.3. Complaints

Complaints must be sent exclusively by email to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt), in a message headed "Complaint", by 12 noon (local time) on the last day set aside for Complaints in the phase in which you applied.

## 8. Other provisions

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- In the event of a technical problem with the online application form, the applicant must contact [sifep@fep.up.pt](mailto:sifep@fep.up.pt) (SIFEP - FEP IT Service) no later than 12.30 p.m. (local reception time) on the **penultimate working day before the end of the "Submission of applications" period** for the phase in which they wish to apply.

- Any information on the application process should be requested via e-mail to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) by 14:00 (local time) on the penultimate working day before the end of the "Submission of applications" period for the phase in which you wish to apply, using the e-mail address that you indicated on the application form.
- All notices and communications will be sent by email to the email address identified by the candidate on the application form, but candidates are deemed to have been notified by the posting of notices on the FEP website, within the time limits indicated in this Notice.
- Candidates who make false declarations will be excluded from the application process at any time and will not be able to enrol and/or register for that school year.
- Until 12:00 noon (local reception time) on the penultimate working day before the end of the period for "Submission of applications", the candidate may request (by email to [sa\\_dout@fep.up.pt](mailto:sa_dout@fep.up.pt) ) that the application be returned for improvement, using the email address that the candidate indicated on the application form. After this period, requests to add, correct or replace documents submitted in the application will not be accepted.
- Reading this Notice does not replace reading the other legislation in force.
- After the final results have been announced, "unplaced" candidates are considered alternates and may be called to enrol (if a place becomes available). In this case, notification will be sent to the email address indicated on the application form and the candidate will have 2 working days to confirm acceptance of the place. At the end of this period, if no reply has been received, the applicant will be deemed not to have accepted the place and the next alternate will be notified.

## 9. Number of places per study cycle

Doctorates (taught in English)	1st phase	2nd phase	3rd phase
PhD in Economics	15	1st phase leftovers	2nd phase leftovers
PhD in Business and Management Studies	20	1st phase leftovers	2nd phase leftovers

## 10. Tuition fees

Student Statute*	Annual tuition fee (€)
Portuguese student or from a European Union country	2750
Students from a CPLP country	3300
International student	6 000

\* See point 12

**Note:** The tuition fee for each academic year can be paid in one lump sum at the time of enrolment/registration or in ten monthly instalments, the first of which is due at the time of enrolment/registration and the others between October and June (inclusive).

- When enrolling/registering, the student must also pay the school insurance and the registration fee (€100.00).

## 11. Grading criteria

### *PHD IN ECONOMICS*

Candidates will be assessed and ranked according to the following index:

**Index = (average degree classification, on a scale of 0 to 20 points) × p + (between 0 and 2 points for attendance and/or completion of a Master's or PhD course) + (between 0 and 2 points for performance in the GRE/GMAT tests) + (between 0 and 2 points for assessment of academic and professional career),**

#### **Weighting in the degree course (p):**

- 1, in the area of Economics.
- 0.8 in the areas of Management, Engineering and Mathematics;
- 0.5 for the other degrees.

Note: Multiple courses do not accumulate points. If several 1st cycle courses are combined, the situation most favourable to the candidate applies.

#### **Other values in the index components:**

##### **-Master's or doctoral degree:**

- 2 in Economics, Management, Mathematics, Computer Science and Engineering;
- 1 for the other areas.

- 0 points, in the absence of a Master's or Doctorate degree.

Note: Multiple courses do not accumulate points. If several 2nd cycle courses are combined, the situation most favourable to the candidate applies.

**-GRE/GMAT (not compulsory):**

- 2, if the score obtained in the test is in the last quartile.

- 1 value if the score is in the 3rd quartile.

- 0 in all other cases, including those who did not take the test.

**-Assessment of academic and professional background:**

- Years of professional experience, research experience (e.g. communications at academic conferences, participation in scientific projects and teams) and scientific publications are considered.

- This item values international experience as study or work experience in a country other than the countries of origin and habitual residence.

Regardless of the classification obtained in the previous Index, candidates may be immediately excluded for lack of absolute merit of the applications or, in order to assess the absolute merit of the applications, the Scientific Committee may conduct interviews.

Absolute merit means grades of 14 or above in a bachelor's or master's degree or legal equivalent, adequate basic training and English language skills.

The interview is not considered for the purposes of calculating the final application grade but is merely a means of verifying the candidate's absolute merit. Interviews may be face-to-face or by videoconference and will be conducted in English.

**Tie-breaking criteria:**

In the event of a tie, the candidates with the highest GMAT score will be given preference. In the event of a tie, the candidates with the highest academic and professional records will be given preference.

***PHD IN BUSINESS AND MANAGEMENT STUDIES***

Candidates may be excluded on absolute merit if they do not demonstrate English language skills. Sufficient proof of these skills will be considered: the candidate is a native English speaker or has lived in an English-speaking country, has completed a master's dissertation in English, has attended a bachelor's or master's degree taught entirely in English or holds one of the following certifications: TOEFL (minimum 80); IELTS (minimum 6.5); FCE or CAE; TOEIC (minimum 605).

To assess the absolute merit of the application, and exclusively for this purpose, the Scientific Committee may hold an in-person or telematic interview, which will take place exclusively in English and will be called by email to the address indicated by the candidate in the online application form.

#### **Grading criteria:**

##### **Grading criteria A: Training at 1st cycle level**

$$A = cl \times p \times f$$

in which:

**cl** is the degree classification on a 0/20 scale. If it is not possible to verify or determine this classification, a score of 10 will be awarded.

**p** = 1 in the areas of Management (or areas of specialization in Management), Economics;

**p**=0.9 for Engineering, Mathematics, Psychology and Sociology;

**p** = 0.75 in the remaining areas.

**f** = 1.2 if the University/Higher Education Institution (HEI) where the degree was obtained is in the top 500 of the most recent version of the Times Higher Education World University Ranking and/or if the degree was obtained at an institution with "Triple Accreditation" (EQUIS, AACSB and AMBA accreditations).

**f** = 1.1 if the University/HEI is positioned between 501-1000

**f** = 1.0 if the University/IES position is between 1001-1500

**f** = 0.8 if the position of the University/IES is higher 1501

**f** = 0.6 if the University/IES does not appear in the Ranking

##### **Grading criteria B: Training at 2nd or 3rd cycle level**

$$B = b \times p \times f$$

in which:

**b** = 20 if the student has completed a doctorate;

**b** = 18 if you have completed the curricular part of a doctorate; or if you have completed a master's degree;

**b** = 12 if the student has completed the curricular part of a master's degree;

**b** = 0 in all other cases.

**p** = 1 if the 2nd/3rd cycle degree is in Management (or in areas specializing in Management) or Economics;

**p** = 0.75 if in other areas.

**f** as described for criterion A

##### **Grading criteria C: Scientific curriculum**

Parameter C will be given the following ratings:



- Between 14-20 points if the candidate is the author of scientific papers published in journals indexed in the ABS ranking (AJS);
- Between 12-16 points if the candidate is the author of other publications (namely articles not indexed in the ABS (AJS) ranking, books, book chapters, or papers presented at conferences), provided they are in the field of management or economics.
- Between 10-14 points if the candidate is the author of other publications (namely articles not indexed in the ABS (AJS) ranking, books, book chapters, or papers presented at conferences) in other scientific areas.
- 10 points in all other cases.

#### **Grading criteria D: Motivation**

If the student declares, in a letter submitted with the application file, and under oath, the intention to dedicate themselves exclusively to the PhD program, a 10% surcharge will be given (i.e., D=10%).

#### **Grading criteria E: GMAT bonus**

The score obtained according to the above criteria may be increased considering the candidate's GMAT score. This increase will therefore be

- E = 25%, if the score obtained on the GMAT is above 650;
  - E = 10%, if the GMAT score is between 600 and 650 inclusive.
- E = 0%, in the remaining cases, including those who did not take the test.

#### **Final Classification (FC)**

$$FC = (0.4 A + 0.4 B + 0.2 C) \times (1+D) \times (1+E)$$

**Exclusion criteria:** Candidates who do not obtain a final classification (FC) of at least 14 points will be excluded.

#### **Tie-breaking criteria:**

- 1<sup>st</sup>. GMAT score.
- 2<sup>nd</sup>. If the tie persists, the marks obtained by the candidates in criterion C (Scientific Curriculum) will be considered.
- 3<sup>rd</sup>. If the tie persists, the marks obtained by the candidates in criterion B (2<sup>nd</sup> or 3<sup>rd</sup> cycle training) will be considered.
- 4<sup>th</sup>. If the tie persists, the marks obtained by the candidates in criterion A (training at 1<sup>st</sup> cycle level) will be considered.
- 5<sup>th</sup>. If the tie persists, the student who submitted their application the earliest will have priority.

## 12. Glossary

### International student

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In accordance with the legislation in force on the date of the Notice:

*"1 - For the purposes of this law, an international student is a student who does not have Portuguese nationality.*

*2 - The provisions of the previous paragraph shall not apply:*

*a) Nationals of a member state of the European Union;*

*b) Family members of Portuguese nationals or nationals of a Member State of the European Union, regardless of their nationality;*

*c) Those who are not nationals of a Member State of the European Union and are not covered by the previous paragraph, but who have been legally resident in Portugal for more than two years, uninterruptedly, on January 1st of the year in which they intend to enter higher education, as well as their children who are legally resident with them;*

*d) Those who are beneficiaries, on January 1st of the year in which they intend to enter higher education, of a status of equal rights and duties granted under an international treaty between the Portuguese State and the State of which they are nationals;..."*

*The length of residence with a residence permit for study purposes does not count for the purposes of point c).*

*"As "family members of Portuguese nationals or nationals of a Member State of the European Union" are not covered by the International Student Statute, "family member" is understood to be the concept provided for in Law no. 37/2006, of August 9th, namely:*

*i) The spouse of a Union citizen;*

*ii) The partner with whom a Union citizen lives in a de facto union, constituted in accordance with the law, or with whom the Union citizen has a permanent relationship duly certified by the competent authority of the member state where he or she resides;*

*(iii) a direct descendant who is under 21 years of age or who is a dependant of a Union citizen, as well as a spouse or partner within the meaning of the previous point;*

*(iv) a direct ascendant who is a dependant of a Union citizen, as well as a spouse or partner within the meaning of point (ii);*

*- When a student has two or more nationalities and one of them is Portuguese, only that nationality counts.*

*- If a student with two or more nationalities, which does not include Portuguese nationality, has the nationality of another Member State of the European Union and of a non-EU country, they may choose one of them.*

*- In the case provided for in the previous paragraph, if you opt for non-EU nationality, you will retain the status of international student until the end of the study cycle in which you are initially enrolled or to which you are transferring, even if, while attending the study cycle, you are granted the status of equal rights and duties under an international treaty between the Portuguese State and the State of which you are a national.*

*- The provisions of the previous paragraph do not apply to international students who acquire the nationality of a member state of the European Union after enrolling.*

*- The cessation of the application of international student status as a result of the provisions of the previous paragraph shall take effect in the academic year following the date of proof of acquisition of nationality."*

FEP, 20 Decembre 2024

The Dean

(Professor Doutor Óscar João Atanázio Afonso)