

**ANNOUNCEMENT FOR APPLICATIONS - Academic Year – 2018 / 2019**  
**Doctoral Program in Doctoral Programme in Business and Economics (3<sup>rd</sup> Cycle)**  
**1<sup>st</sup> Application call**

**1. Number of places:**

- 1.1. Total number of places for the academic year indicated above: 15
- 1.2. N<sup>o</sup> of places 1<sup>st</sup> Call: 15
- 1.3. Indication of areas of specialisation running in the academic year in question: Economics/Business/Finance.
- 1.4. Minimum number of enrolments necessary for the running of the Study Cycle, by area of specialization: 1.

**2. Entry qualifications:**

- 2.1. Master level degree, or legal equivalent in Economics, Business or Finance.
- 2.2. Foreign higher education degree in Economics, Business or Finance, awarded on completion of a 2<sup>nd</sup> cycle study programme organised in accordance with the principles of the Bologna Process by a State adhering to this process.
- 2.3. Foreign higher education degree in Economics, Business or Finance, recognised as satisfying the objectives of the master degree by the scientifically and statutorily competent body.
- 2.4. The Scientific Council of the University of Aveiro can admit applicants who do not meet the conditions specified above but whose academic, scientific or professional curriculum reveal an adequate preparation for frequenting the programme, in accordance with Article 30, N<sup>o</sup> 1c), Decree Law n<sup>o</sup> 74/2006, as expressed in Decree Law n<sup>o</sup> 107/2008, of June 25, and line c) of Article 54, No. 1 of the Study Regulations of the University of Aveiro
- 2.5 The recognition referred to in 2.2, 2.3 and 2.4 effect only entry to the study cycle and do not confer equivalence to the degree of master or recognition of this degree.

**3. Selection criteria:**

- 3.1. Applicants for enrolment will be selected by the Scientific Council of the University of Aveiro in accordance with the proposal made by the Director of the Study Cycle, taking into account the following parameters:
  - a) Academic curriculum;
  - b) Scientific curriculum;
  - c) Professional curriculum.
- 3.2. An interview and / or a written test may be required as complementary criteria.
- 3.3 Sub-criteria and their respective weighting are given in a specific minute approved by the jury for this application, available on the opening notices page of the study programme.

**4. Application period:**

1<sup>st</sup> Call – 16<sup>th</sup> to 27<sup>th</sup> April

**5. Formalisation of application** – applications should be made exclusively via Internet, at the following address: <http://paco.ua.pt>.

**5.1.** List of documents necessary for the processing of applications, being considered obligatory, **at risk of exclusion**, those indicated below, with the exception of 5.1.4.

**5.1.1.** Copy of personal identification document or another document of identification in case of foreign applicants. In case the candidate manifests his / her opposition to the reproduction / copy of the identity card or citizen's card, he / she should go to the service desk of the Academic Management Services to show the document, within the deadline established for the application;

**5.1.2.** Certificate of qualifications indicating the degree to which runs containing the final ranking;

**5.1.3.** Certificate of disciplines of the study programme completed by the applicant as well as the grades awarded and the respective credits;

**5.1.4.** Motivational letter, mentioning the specialization the candidate wants to pursue or his/her preference order concerning the specialization fields.

**5.1.5.** Other documents which the applicant considers relevant for the assessment of the merit of his or her curriculum.

**5.2.** Under the terms of Article 124, N<sup>o</sup> 1 c) and e) of the Code of Administrative Procedure, interested parties will not be heard in advance.

**5.3** The application process is conducted exclusively via the upload of the required documents (students with prior qualifications from the University of Aveiro are not required to upload documents relating to the certification of their qualifications and disciplines). Delivery of the original documents may be required at any moment for verification purposes.

In the case of qualifications awarded abroad, the documents should be authenticated by the official educational body of the respective country and recognised by the diplomatic authorities, or Portuguese consular authorities, or carry the apostille of The Hague Convention. The same applies to translations of documents not originally written in Spanish, French or English (translation into one of these languages is obligatory).

**4.5.** In the event that a complaint has been made and a previously “not admitted” applicant comes to be “admitted”, they will have the right to admission and an additional place will be made available.

**4.6.** Notifications related to this procedure will be sent to applicants at the email address given at the time of application.

**6. Payment:** The fee for application is 20Euros (unrefundable). Payment must be made through the payment methods provided by the application platform. If it is not possible for the candidate to formalize the payment by the means available, they should do so by sending, by post, proof of application and check or postal order made out to the Universidade de Aveiro, to the Serviços de Gestão Académica, Campus de Santiago, 3810-193 Aveiro, Portugal, before the deadline for payment indicated on the proof of application. **Applications will only be considered valid when payment is made within the established deadline.**

**7. Period for selection of applicants:**

1<sup>st</sup> Call – 9<sup>th</sup> to 15<sup>th</sup> May

**8. Period for approval of lists of applicants by the Scientific Council and the Rectorate:**

1<sup>st</sup> Call – 16<sup>th</sup> to 18<sup>th</sup> May

The result of your application can be consulted at <http://paco.ua.pt>.

**9. Period for registration and enrolment:**

1<sup>st</sup> Call – 21<sup>st</sup> to 25<sup>th</sup> May

Online via the Academic Portal – PACO

Admitted applicants who do not register within the period indicated will not be permitted to register after the deadline. They may reapply to the study cycle in a later call, should this take place.

Under the terms of Article 14, paragraph 1 of the University of Aveiro Study Regulations, the termination of a matriculation is request by means of a formal written request to the Rector. In all cases, the payment of the 1<sup>st</sup> instalment of tuition fees is due, plus any subsequent instalments due up to the date of the request for termination of the matriculation.

The applicants who have applied, or are willing to apply to a scholarship, may enrol conditionally to the doctoral program, with no further dues, as what regards the tuition fee, up to the date of the scholarship result in accordance to the Article 14 of the University of Aveiro Study Regulations.

**10. Academic Calendar:** The academic calendar to be applied is the one established by the University of Aveiro for the academic year 2018/2019.

**11. Study plan and tuition fees:**

Consult the site: <http://www.ua.pt/ensino/course/441>

University of Aveiro, 19/03/2018

Rector, Prof. Doutor Manuel Assunção