

Merit Scholarships for Students of Doctoral Programs of the ISCTE-IUL Business School (IBS), at  
ISCTE-Instituto Universitário de Lisboa – 2019/2020

Based on regulations of ISCTE-Instituto Universitário de Lisboa for Merit Scholarships for 3<sup>rd</sup> cycle students (doctoral programs), i.e., Regulation n<sup>o</sup> 173/2019, published in *Diário da República*, 2<sup>nd</sup> series, n<sup>o</sup> 36 on February 20th, ISCTE-IUL Business School (IBS), announce the call for applications for merit scholarships. The scholarship is intended to support doctoral students in developing their scientific and pedagogical skills leading to a PhD degree. Scholarship renewal is subject to the appraisal of the Evaluation Committee and to the availability of funds in the School budget.

I. RECIPIENTS AND ELIGIBILITY

1. National and foreign students registered and enrolled for the first time as full-time with exclusive dedication, in a doctoral program at IBS are eligible to apply for a merit scholarship. Foreign students resident outside the EU zone must present proof from the competent legal authorities of permission to stay in Portugal for study purposes for the entire PhD program.
2. Applicants must have obtained a final grade of at least 14 (out of 20) in one of the degree courses (Bachelor's or Master's).

II. FINANCING

1. The scholarship is awarded on a yearly basis, by academic year, and may be renewed for a maximum of up to three years after enrolment in the first year of the program, or for the maximum number of years corresponding to the duration of the program. The scholarship takes the form of a subsidy, paid monthly by bank transfer and in accordance with the conditions described in the terms of acceptance signed by the grantee (scholarship contract) and does not contemplate, nor designate, subordinate work relations, nor is it a contract of services rendered. The scholarship contract defines the scientific and pedagogical activities to be carried out.
2. The monthly stipend (12 months) is 1.003,26€. In addition, the grantee is exempt from tuition fees. No other allowances, such as for food subsidy, holidays subsidy, or for other purpose not included in the ISCTE-IUL Regulations for Merit Scholarships.

III. AVAILABLE SCHOLARSHIPS

IBS grants a maximum of four (4) Merit Scholarships for students of the PhD in Management (all specialties) and PhD in Economics.

#### IV. APPLICATION SUBMISSION PERIOD AND DISSEMINATION OF RESULTS

1. Applications for the merit scholarships may be submitted from June 3<sup>rd</sup>, 2019 until and including July 31<sup>st</sup>, 2019.
2. Candidates will be informed of the result of their evaluation by September 27<sup>th</sup>, 2019, by email address provided in the application.

#### V. APPLICATION FORM

1. Each application must be accompanied by the following documents:
  - a. Letter of motivation;
  - b. Letter addressed to the Rector of ISCTE-IUL, requesting the acceptance of the application and including detailed identification, address, telephone number, email address and current employment situation (see Annex I FORM – DOCTORAL DEGREE MERIT SCHOLARSHIPS);
  - c. Authorization to use the email address provided in the application for communications and notifications related to the application;
  - d. Official certificates of all higher education academic qualifications, or the legal equivalents, that include the final grade and the classifications of each course unit completed;
  - e. Proposed research project which should include the development and plan of implementation, outlining the objectives and motivation (up to 1500 words);
  - f. Candidate's curriculum vitae, including a list of scientific publications, a description of the professional and academic achievements, and the candidate's contacts namely the email address.
2. If the candidate cannot obtain the official certificates described above in 1 d) before the application deadline, a declaration from the candidate regarding the academic achievements is acceptable. In these cases, applications are conditionally accepted on providing the official certificates at a later date to be determined by the Evaluation Committee.
3. The no submission of documents required under the terms of this notification, or submitted after the deadline, or false declarations and documents, results in the candidate's exclusion of the process.
4. The Evaluation Committee may require candidates to submit further documentation, and provide additional clarifications necessary to support their application.
5. Applications and supporting documentation must be submitted exclusively by email to [phd.brunide@iscte-iul.pt](mailto:phd.brunide@iscte-iul.pt).





6. Each candidate can submit only one application. Submission of several applications will result in the candidate's exclusion of the process.

#### VI. EVALUATION CRITERIA

1. Candidates are evaluated on a scale of 0 to 20 points. Candidates with less than 16 points will not be considered.
2. Applications are evaluated in two dimensions:
  - **Merit of the candidate**, in accordance with the Evaluation and Ranking Criteria for the Candidate Annex II): **70%**.
  - **Merit of the research project**, in accordance with the Evaluation Criteria of the Work Plan (Annex III): **30%**
3. The candidates are ranked based on the weighted average of the above criteria.

#### VII. RENEWAL

1. The scholarship may be renewed for a maximum of up to three years after enrolment in the first year of the program, or for the maximum number of years corresponding to the duration of the program, subject to assessment by the Evaluation Committee and to the availability of funds in the School budget.
2. The grantee should present a request for renewal to the Evaluation Committee, within 60 days of the start of the new scholarship period.
3. Renewal of the Scholarship requires:
  - a. Approval of all the curricular units of the program;
  - b. Approval of the thesis' project and the regular progress reports;
  - c. The grantee must also ensure that his/her supervisor support the request for renewal, by including a supervisor report that assesses the work progress of the student and an evaluation of his/her research activities, at the end of the 2nd and 3rd years of the program. The supervisor report should include the assessment of the grantee's compliance with the agreed research project and the explicit support for the renewal of the scholarship.
4. Each renewal request will be evaluated by the Evaluation Committee, in function at the time of the renewal.

VIII. EVALUATION COMMITTEE

The members of the Evaluation Committee are: Professors Helena Isidro, Isabel Lourenço, and Luís Filipe Martins.

IX. RECOGNITION OF SUPPORT AND DESSIMINATION OF RESULTS

The grantee must mention the financial support of ISCTE-IUL and BRU-IUL (host research unit) in all scientific publications resulting from the PhD work, during and after the scholarship period.

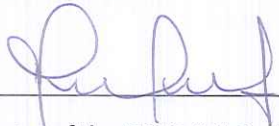
X. CHANGE OF RESEARCH PROJECT, SUPERVISOR OR HOST ENTITY

The grantee shall not substantially alter the aims of the proposed research project, or the host research unit without the consent of the supervisor and the Scientific Committee of the Doctoral program.

XI. REPORT

1. Each academic year, the grantee must submit a report of the activity developed to the director of the doctoral program and the Evaluation Committee. The report should include the following aspects: (a) development of the project in the areas referred to in Annex III; (b) scientific publications and creations; (c) communications at conferences, workshops and other events, indicating the URL addresses of the events; (d) supervisor's opinion regarding the success of the research project.
2. Failure to comply with the aforementioned points, for reasons attributable to the grantee, implies non-compliance with the objectives, in accordance with article 14 of the Regulation of Merit Scholarships for students in the 3<sup>rd</sup> cycle at ISCTE-IUL.

ISCTE-IUL, May 22<sup>nd</sup>, 2019



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Director of the ISCTE-IUL Business School, Professora Maria João Cortinhal

Annex II

**MERIT OF THE CANDIDATE**

**EVALUATION AND RANKING CRITERIA OF CANDIDATES**

The evaluation of candidates is based on the following dimensions:

- a) Analysis of the curriculum (50%)
- b) Interview (50%)

a) **ANALYSIS OF THE CURRICULUM** is based on the following criteria:

**a.1) ACADEMIC CURRICULUM (80%)**

1. The academic background of the candidate and other academic skills relevant to the specific Doctoral Program (e.g. a certificate in English language proficiency such as TOEFL, IELTS or other; GMAT) are evaluated as follows:

- (i) For candidates with a completed bachelor degree, the score is equal to the final score of the degree, on a scale of 0 to 20, multiplied by 0.3;
- (ii) For candidates with a completed master degree, the score is equal to the final score of the master, on a scale of 0 to 20, multiplied by 0.3;
- (iii) For candidates without a completed master degree but with post-graduate studies or MBA or master's degree without dissertation, the score is equal to the final score of the course, on a scale of 0 to 20, multiplied by 0.2;
- (iv) Candidates with a bachelor degree and master degree in a field relevant to the specialization of the doctoral program to which they apply receive the following additional points: 1 for the bachelor degree and 1 for the master degree.

2. Candidates with proficiency in English (duly substantiated with recognized certificates or having academic/professional experience in an English environment) receive 1 point for average proficiency in English; or 2 points for excellent proficiency in English.





**a.2) SCIENTIFIC CURRICULUM (10%)**

Evaluation of the candidate's scientific curriculum is determined as follows:

1. **Research experience** - 0 to 1.5 points based on the following items:

- (i) Participation in scientific activities (e.g. research projects, communications at scientific meetings), and scientific publications included in Scopus/Scimago, Web of Science (WoS) or Association of Business School Rankings (ABS): 0 to 1.5 points. Specifically, 0.5 points in the case of low scientific activity (only 1 or 2 indicators); 1.0 points in the case of more than 2 indicators; and 1.5 points if the candidate has more than 2 indicators that are highly relevant to the area of the doctoral program.

**OR**

- (ii) Classification of the Master Dissertation (on a scale from 0 to 20): 0.5 points if the final classification is between 10 to 13; 1.0 points if the final classification is 14; and 1.5 points if the final classification is 15 or above;

**Note:** Candidates with several indicators in (i) and (ii) are evaluated using the most favorable indicator.

**AND**

2. **Quality of the proposed research project** submitted in the application - 0 to 0.5 points.

For projects of reasonable scientific quality 0.3 points, for projects of high scientific quality 0.4 points; and for projects of excellent scientific quality 0.5 points.

**a.3) PROFESSIONAL CURRICULUM (10%)**

The evaluation of the candidate's professional curriculum is as follows:

1. **1.0 points** if the candidate has professional experience, but it is unrelated to the area of the doctoral program;
2. **1.5 points** if the candidate has professional experience of relevance to the scientific area of the doctoral program;
3. **2.0 points** if the candidate has extensive professional experience that is of great relevance to the area of the doctoral program.

#### **b) INTERVIEW**

In addition to the evaluation of the curriculum, the candidate is subject to an **interview** that may occur remotely by videoconference.

Evaluation of the candidate's interview is classified on a scale of 0 to 20 points.

#### **FINAL SCORE**

The final score of the candidate is calculated as follows:

$$FC=0.5*(AC+SC+PC)+0.5*I$$

FC [Final Classification]

AC [Academic curriculum]

SC [Scientific curriculum]

CP [Professional curriculum]

I [Interview]

**Annex III**

**MERIT OF THE RESEARCH PROPOSAL**

**EVALUATION CRITERIA OF THE PLAN OF WORK**

The merit of the research proposal is based on the following criteria:

<b>Weight</b>	<b>Criteria</b>	<b>Points</b>
20%	Relevance of the project for the scientific field	Between 0 and 20
20%	Quality of the state of the art and proposed methodology	
20%	Scientific support for the research problem	
20%	Planning and feasibility of the project	
20%	Contribution to the scientific area, for the scientific objectives of the research unit, and social impact of the project	