

**PhD Programs | INTERNAL RULES ON RESEARCH FUNDS - BUSINESS RESEARCH UNIT  
(BRU-Iscte)****Article 1****Application**

- 1- These rules apply to students enrolled in the following PhD programs of Iscte managed by BRU-Iscte: PhD in Economics, PhD in Finance and PhD in Management.
- 2- The available funds can only be used to support PhD-related expenses as defined in these rules.
- 3- To benefit from research funds, students must have no infringement record with regard to Iscte rules, which implies having all their progress reports/project delivered on time, being formally enrolled as PhD students, and have no pending payments to Iscte.

**Article 2****Funding amount and corresponding timing of use**

- 1- The funding amount available per academic year corresponds to 25% of the tuition fee paid by the PhD student.
- 2- Maximum amounts for research expenses per academic year are as follows:
  - a. €750.00 for students enrolled in full-time in a program with annual fee of €3,000.00;
  - b. €687.50 for students enrolled in full-time in a program with annual fee of €2,750.00;
  - c. €450.00 for students enrolled in part-time in a program with annual fee of €3,000.00;
  - d. €412.50 for students enrolled in part-time in a program with annual fee of €2,750.00.
- 3- The annual available amount in each academic year is not cumulative with amounts unused in previous academic years.
- 4- Expenses for each academic year start on 1<sup>st</sup> September and end on 31<sup>st</sup> August of the following calendar year.
- 5- For students who intend to defend their thesis by the end of the calendar year, the reimbursement period will be extended to the end of the calendar year.  
If the expenditure takes place after the defense of the thesis, no reimbursement will be made.

**Article 3**

**Eligibility of expenses**

- 1- The following expenses are eligible for research funds:
  - a. Travelling (in economy class - fuel and tolls are not refundable), accommodation (in hotels classified as three stars or less and in single room) and registration fees for participation in conferences in which students present their scientific work. Note that expenses cover the period from the day before the conference to the day after the conference;
  - b. Submission fees to scientific journals;
  - c. Proofreading of articles before submission to scientific journals;
  - d. Proofreading of the thesis.

The expenses mentioned in points b. and c. are only eligible for journals in the research areas of BRU-Iscte and published or accepted for publication by publishers of journals with a ranking of 2 or higher in the latest version of the ABS Academic Journal Guide list.

- 2- Research funds can be allocated to other activities strictly necessary to the development of the PhD thesis, when cumulatively authorized by the supervisor, by the Director of the PhD Program and by the Director of BRU-Iscte.
- 3- To be considered eligible, research expenses can only be requested within the PhD timeframe, during which the student is expected to complete the program.
- 4- Incomplete or incorrect documents will not be accepted. If the required documents are not submitted or are incorrect, the expenses will be considered ineligible.
- 5- Expenses that occurred in a previous academic year cannot be considered eligible, neither for reimbursement nor for payment.

**Article 4**

**The process to use the research funds**

- 1- The procedure takes place exclusively through BRU-Iscte, via the email [phd.bru-unide@iscte-iul.pt](mailto:phd.bru-unide@iscte-iul.pt), as detailed below.
  - a. Prior written approval from the supervisor and, if necessary, from the Director of the PhD Program, should be obtained, using the template provided in Appendix, as follows:

	PhD in Management	PhD in Finance and PhD in Economics
Expenses for attending conferences from BRU-Iscte list of conferences	Supervisor (for first year students the approval is from the Specialization Coordinator)	Supervisor (for first year students the approval is from the PhD Director)
Expenses for attending conferences <b>not included</b> in BRU-Iscte list of conferences, or other eligible expenses	Supervisor and PhD Director	Supervisor and PhD Director

- b. The expense request should be sent by e-mail to the BRU-Iscte secretariat, with detailed information concerning the needs of the student (conference fees, travel, accommodation, article review, etc.), accompanied by the necessary written approvals;
- c. BRU-Iscte secretariat contacts the student to operationalize the acquisition process, and provides the student with the required documentation.
- d. After the Conference the student should deliver to BRU-Iscte a proof of attendance (copy of the certificate, copy of program or abstract/proceedings book), or copy of the scientific article, abstract, or presentation, acknowledging the student affiliation to Iscte.
- e. The paper submitted to conferences/journals, besides other co-authors if applicable, must include the student's affiliation to Iscte as follows:

Iscte – University Institute of Lisbon, Portugal

- 2- Exceptionally, reimbursement of expenses will be allowed through bank transfer, only for amounts up to 50 EURO. It is not possible to request reimbursement of expenses related to travelling and accommodation.

Prior written approval for the expense should be obtained, as in 1.a). The written request should be sent by e-mail to BRU-Iscte secretariat, accompanied by the following documents:

- a. Original version of the invoices/receipts, with the Fiscal Number/VAT number of the institution issuing the invoice, also containing the following information:

Name: Iscte – Instituto Universitário de Lisboa  
 Address: Av. das Forças Armadas, 40, 1649-026 Lisboa  
 Fiscal Number/VAT number: 501 510 184

- b. Proof of payment (bank transfer, credit card statement)
- c. Bank information for the bank transfer: bank name, account name, IBAN/SWIFT codes.

**Article 5**

**Application date**

These rules are applicable to expenses requested after 1<sup>st</sup> July 2024.

**Appendix**

**Letter of agreement by the Supervisor / Director of the PhD Program**

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I, (*name of the Supervisor/Director of the PhD Program*), for all due purposes, hereby declare that I agree with the participation of the Ph.D. Student (*name of the student*) enrolled in the (*name of the Ph.D. Program*), in (*year in the program*), in the (*title of the Conference*), that will take place on (*dates and location of the conference*), with the presentation of a paper entitled (*Title of the paper*).

(Please adapt according to the type of expense)

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Signature and date