

PHD PROGRAM | INTERNAL REGULATION ON REIMBURSEMENTS ^{1 2}

BUSINESS RESEARCH UNIT (BRU-IUL)

All PhD students should be duly aware of the most important conferences/calls for papers within their research area and, in compliance with their supervisor's recommendation, submit their paper.

Up to a maximum of four years (academic year plus the next three years of thesis preparation), and whenever the paper of the student is accepted for the conference or for publication in a scientific journal, the doctoral student can enjoy of the maximum amount of €1000.00 per academic year.

For the partial support of the first (i. e., payment of conference registration and travel expenses) and the second (i. e., payment of the review and submission of articles)³.

However, this financial support is only available through a positive assessment by the Supervisor and the Director or Coordinator of the PhD program, which must recognize the importance of the conference for the progress of the student research, as well as the publication of the article as recognition the research work of the student.

All the official documents /original proof of expenses related to attendance at the conference, shall be submitted to the Office of Doctoral Program:

Article 1

Typology of reimbursements

1 — It is considered eligible for reimbursement the expenses with the following activities:

- a) Participation in conferences for presentation of PhD scientific work;
- b) Payment of submission fees of articles to be published in scientific journals;
- c) Revision of articles whenever they are to submit to scientific journals;

¹ Retroactive reimbursement requests are not considered eligible. The reimbursement amount cannot accumulate with the amounts not used in previous years.

² The available allowance can also be allocated to activities closely linked to the research project (thesis) development. This has to be previously authorized by the Supervisor and the Coordinator of the Doctoral Program as well as by the Research Unit Director.

³ Are not eligible for refund any other expenses, e. G., food, travel expenses and / or stay to attend classes or scoreboards.

d) Use of reimbursement funds for language review (English revision,) cannot exceed €400,00 with VAT (IVA):

- i. The presentation of the expenditure, can only happen after submission of the article to an indexed international journal;
- ii. They are only considered expenses associated with revisions that aim at publications indexed in '*ISI Web of Knowledge ou Scimago*', according to BRUIUL areas.

Regarding b) and c) in previous article, please consult the Portuguese TAX legislation: Artº.87, Nº 4 e) of Código do IRC and Artº. 6, Nº 6 of Código do IVA.

Article 2

Reimbursement requirements

- 1 — The reimbursement amount per academic year shall correspond to 25% of the tuition fee, which is supported by the PhD student in the correspondent year, up to the total maximum limit of €1000,00.
- 2 — Following the provisions of the preceding paragraph, contain the following situations:
 - a) Students enrolled under "normal" conditions and annual fee for €4000,00 will benefit of the amount limit of €1000,00 /academic year;
 - b) Students enrolled under "normal" conditions and annual fee of €2750,00 will benefit the amount limit of €687,50/academic year;
 - c) Students enrolled in part-time and fee of €4000,00 will benefit the amount limit of €600,00/year (equivalent to 25% of annual tuition supported with teaching);
 - d) Students enrolled in part-time and fee of €2750,00 will benefit the amount limit of €412,50/year (equivalent to 25% of annual tuition supported with teaching);
 - e) The students registered before 2010/11 are also covered by the a) and c) points.

Article 3.

Requirements Reimbursement Process

- 1 — In order to be reimbursed the Ph.D. student must ensure the delivery of the following six documents to the Ph.D. program office:
 - a) Request-letter asking for bank transfer reimbursement. This request must contain the Ph.D. student general and academic information (full-name, address, fiscal number, Ph.D. course/area of specialization, academic year) as well as their bank data (bank name/ account number/NIB, and in case of foreign students the IBAN/SWIFT data), and the indication of the amount to be reimbursed.
 - b) Invoice and receipt proving the student accommodation/ travelling expenses/

conference registration fee. It is mandatory that all the invoices include the ISCTE-IUL's fiscal information (ISCTE-IUL, Av. das Forças Armadas, 1649-026 Lisboa, NIF: 501 510 184).

c) Boarding tickets (round trip) (economic airfare scheme), and it is similarly mandatory

that all the invoices include the ISCTE-IUL's fiscal information (ISCTE-IUL, Av. das Forças Armadas, 1649-026 Lisboa, NIF: 501 510 184).

d) Proof of conference attendance.

e) Paper that was presented.

f) PhD coordinator written communication as he/she agrees with the expenditure to

be spent ⁴ (based on the template model below).

2 — The reimbursement is only allowed through the Ph.D. four-year-time-frame course during which each doctoral student is expected to complete their studies cycle.

Please note that incomplete processes will not be accepted. If any required document is not submitted, or submitted in the wrong way, your refund process will not be assessed.

Article 4

Accommodation and travel 1 — Accommodation for conference attendance abroad:

a) Should not be done in a hotel, superior to three stars.

b) Receipt/invoice should clearly indicate that accommodation regards to one person per room.

Article 5

Final considerations

1 — The proofs of payment to be provided must be the originals, otherwise the reimbursement will not be accepted by the accounting department.

2 — It is mandatory that the following fiscal information of ISCTE-IUL is provided on the billing data:

Name: ISCTE-IUL

Address: Av. das Forças Armadas, 1649-026 Lisboa

Fiscal Number: 501 510 184

3 — Whenever necessary the indication of the filiation unit, the information to post should be the following: Instituto Universitário de Lisboa (ISCTE-IUL), BRU-IUL, Lisboa, Portugal.

⁴ It may be a statement sent by e-mail.

PhD program office contacts:

Address: ISCTE-IUL (BRU-IUL), Avenida das Forças Armadas, 1649-026 LISBOA Portugal

Office: 2W17

Email: phd.bru-unide@iscte-iul.pt

Telephone number: (+351) 210 464 416

Walk-in hours: Monday to Friday, from 10:00 am to 1:00 pm and from 2:30 pm to 4:30 pm

TO WHOM IT MAY CONCERN

I, **X name of the supervisor X/Coordinator X**, for all due purposes, hereby declare that I agree with the participation of the Ph.D. Student **X name of the student X** enrolled in the **X name of the Ph.D. Program X**, in the **X Name of the Conference X**, that will take place on **X dates of the conference X** at **X Location of the Conference X** with the presentation of a paper entitled "**X title of the paper X**".

Signature and date