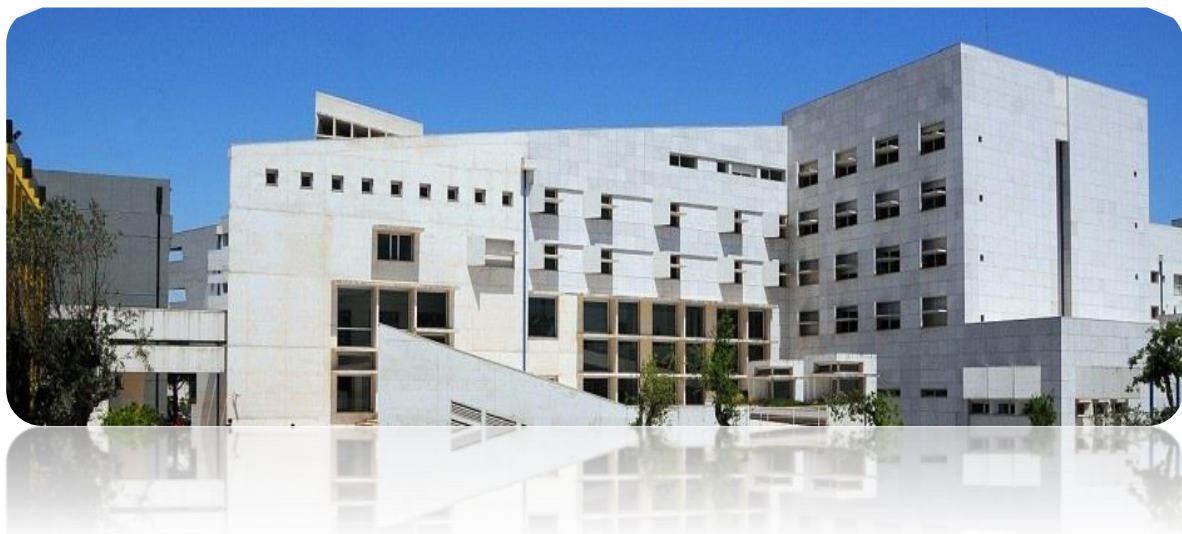
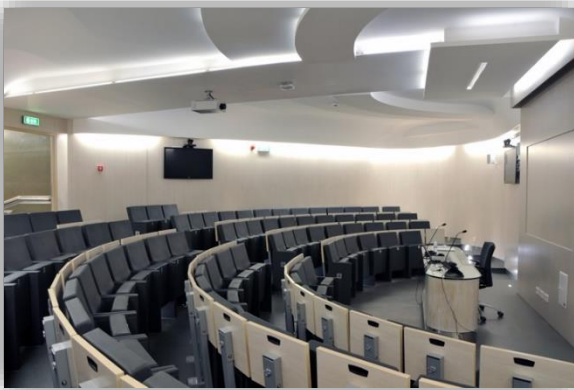


# ***PhD Program in Management***

## ***PhD Student Survival Guide 2023/2024***



## Welcome Note

*Dear PhD Students,*

The main purpose of this guide is to provide relevant information about the PhD program. This manual gives a brief introduction to the PhD principles, rules and guidelines and includes additional information that can help you at Iscte. This is an important source of information that I encourage you to read. Also visit our website <https://bru.iscte-iul.pt/programs/phd/management/> for more information on calendar, seminars, regulations, thesis requirements, reimbursement claims, and much more relevant information.

A PhD is a challenge that requires hard work and determination. But it is also a creative journey that pushes your limits and abilities. As the Director of the PhD in Management, I welcome you and wish you the best of luck. BRU-Iscte and all staff are always ready to help. Information in this guide is updated annually. If you think some information is not included or outdated, please let us know. If you have any questions about this guide, please feel free to contact me, the Coordinator of the Specialization, or the PhD supervisor.

We are happy to have you here.



**José G. Dias**

**Director of the PhD in Management**

[jose.dias@iscte-iul.pt](mailto:jose.dias@iscte-iul.pt)

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## **PART 1 - GENERAL INFORMATION**

### **Specializations**

The PhD in Management from Iscte is a rigorous, comprehensive and flexible program. It is a member of the prestigious European Program EDAMBA. Consisting of six different specializations, it is ideal for obtaining a major training in Management focused on a specific scientific field of your choice:

- Accounting
- Human Resources and Organizational Behavior
- Marketing
- Operations Management, Logistics and Supply Chain Management
- Quantitative Methods Applied to Management
- Strategy and Entrepreneurship

## Accounting

**Coordinator****Professor Maria João Major****Office:** AA203**Telephone:** 217935000*Locker:* 105-A*E-mail:* [maria.joao.major@iscte-iul.pt](mailto:maria.joao.major@iscte-iul.pt)

The PhD in Management, specialization in Accounting, offers students core courses in management complemented with advanced skills in accounting.

Our PhD program is a unique academic program that provides intensive training and advanced knowledge of management research with a specific focus in financial and management accounting, offering high research skills and excellent career prospects. The accounting fields of research covered in the program include accounting quality, voluntary disclosure, international accounting, sustainability reporting, and management accounting systems, among others.

Our aim is to train students in research techniques and theories that constitute the state of the art in accounting research.

## Human Resources and Organizational Behavior



**Coordinator**

**Professor Sandra Costa**

**Office:** D4.23

**Telephone:** 217 903 423 | 794 231

**E-mail:** [sandra.costa@iscte-iul.pt](mailto:sandra.costa@iscte-iul.pt)

The curriculum of this PhD Specialization is organized around specialized courses and a PhD thesis on a subject central to the disciplinary area. It is designed to provide advanced training in the more classic and recent topics of human resource management (such sustainable HR, Digital HRM, HRM Systems) and organizational behaviour (such as individual work-related behaviours, teams, work-life balance). It also aims to equip students with the basic research skills necessary to conduct autonomous research, from conducting the literature review, to designing the study, and analysing and interpreting the findings.

The faculty members support students in conducting applied research for their thesis, on problems that are highly relevant and timely for organizations and individuals. At the same time, there is a strong emphasis on generating new knowledge, theoretical and empirical, that can contribute and have an impact at the international level. With this respect, students are encouraged to engage in the research community since early stages, via disseminating the results of their research in national and international venues (conferences and journals).

The HROB Specialization promotes a deep theoretical, conceptual, and empirical knowledge of the micro and macro phenomena at the individual, group, and organizational level, while considering the broader social, technological and cultural systems. With these characteristics, it is well-suited to open the way to either an academic career or a top-level professional career.

## Marketing

**Coordinator****Professor Sandra Loureiro****Office:** D4.22**Telephone:** 217650466; 221324**Locker:** 76**E-mail:** [sandra.loureiro@iscte-iul.pt](mailto:sandra.loureiro@iscte-iul.pt)

The PhD in Management, specialization in Marketing, is a full-time program that offers students core courses in management complemented with advanced skills in marketing.

Our PhD program is a unique academic program that provides intensive training and advanced knowledge of management research with a specific focus on marketing, offering high research skills and excellent career prospects. The marketing fields of research covered in the program include consumer behavior, product and brand management, marketing communication, distribution channels management (retailing), tourism and hospitality marketing, relational marketing, digital and virtual worlds marketing, and MarkTech with a special focus on human-artificial intelligence agents' interaction.

Our aim is to train students in research techniques and theories that constitute the state of the art in marketing research. With in-depth theoretical, conceptual, and empirical knowledge, students will be able to add to theory and practice through peer-reviewed scientific articles and conference proceedings.



## Operations Management, Logistics and Supply Chain Management



### **Coordinator**

**Professor Teresa Sofia Grilo**

**Office:** D4.17

**Telephone:** 217903000; 221808

**Locker:** 104

**E-mail:** [Teresa.Sofia.Grilo@iscte-iul.pt](mailto:Teresa.Sofia.Grilo@iscte-iul.pt)

The PhD program in Management, specialization in Operations Management, Logistics and Supply Chain Management, is made of two key components: a curricular component, which involves a set of courses in management with highly advanced skills in Operations Management, Logistics and Supply Chain Management; and a PhD thesis that should involve innovative research in the area of specialization.

This program is structured around three key objectives:

- I. Provide PhD students with a range of knowledge and skills that allows them to develop independent and innovative research, while simultaneously boost their academic or professional careers;
- II. Enable PhD students to apply their research to impact industry and practice;
- III. Encourage and support PhD students in disseminating the results of their research in national and international conferences, as well as by publishing their research in scientific international journals.

Our program is thus committed to enable PhD students to develop research recognized both at a national and international levels in several research fields, such as in Operations Management, Supply Chain Management, Logistics, Lean Management, Service Management, Sustainability and Innovation and Technology Management.

PhD students completing the PhD program under this specialization are able to carry out their activity in a wide variety of contexts, including in companies, higher education institutions, government agencies and in public administration.

## Quantitative Methods Applied to Management



**Coordinator**

**Professor Paula Vicente**

**Office:** AA1.06

**Telephone:** 217650207; 220328

**Locker:** 227

**E-mail:** [paula.vicente@iscte-iul.pt](mailto:paula.vicente@iscte-iul.pt)

The PhD in Management, specialization in Quantitative Methods applied to Management, is a full-time program, which offers students core courses in Management complemented with advanced skills in Statistics, Modeling, and Data Science.

Business Analytics is becoming a very key toolkit in leveraging data to make wise decisions and give companies an edge in market competition. This specialization provides unique intensive training in Modeling and Business Quantitative Techniques that offers the complement between Management and Data Science and covers research topics in Business Analytics, Data Mining, Econometrics, and Latent Variable Modeling.

Our aim is to train students in Advanced Statistics, Modeling, and Analytics that tackled new challenges enhanced by big data and propel excellent careers in academia or business.

## Strategy and Entrepreneurship



### **Coordinator**

**Professor Fernando A.F. Ferreira**

*Office:* D4.37

*Telephone:* 217650478; 220844

*Locker:* 63

*E-mail:*

[fernando.alberto.ferreira@iscte-iul.pt](mailto:fernando.alberto.ferreira@iscte-iul.pt)

The PhD track in Strategy and Entrepreneurship has three main goals:

- I. To provide our PhD students with a range of scientific knowledge and skills that will allow them to carry out independent, innovative and high quality research;
- II. To guide and support our PhD students in communicating the results of their research in relevant scientific conferences and academic journals; and,
- III. To accompany our PhD students in the development of knowledge and competences that can enable them to boost their academic and professional careers.

The specialization in strategy and entrepreneurship offers students the opportunity to engage with recent developments in strategic thinking and conduct research in various areas, including dynamic capabilities, governance, innovation, corporate social responsibility, entrepreneurship, and strategic decision-making. Our goal is to advance knowledge and enhance management practices to create more sustainable organizations.

## PhD Program Contacts

The PhD Program Office is located in Office 2W17 – Building I (Sedas Nunes) of Iscte Campus.

Contact details:

### Aleksandra Marques

- ✓ Phone: +351 210 464 416
- ✓ E-mail: [phd.bru-unide@iscte-iul.pt](mailto:phd.bru-unide@iscte-iul.pt)

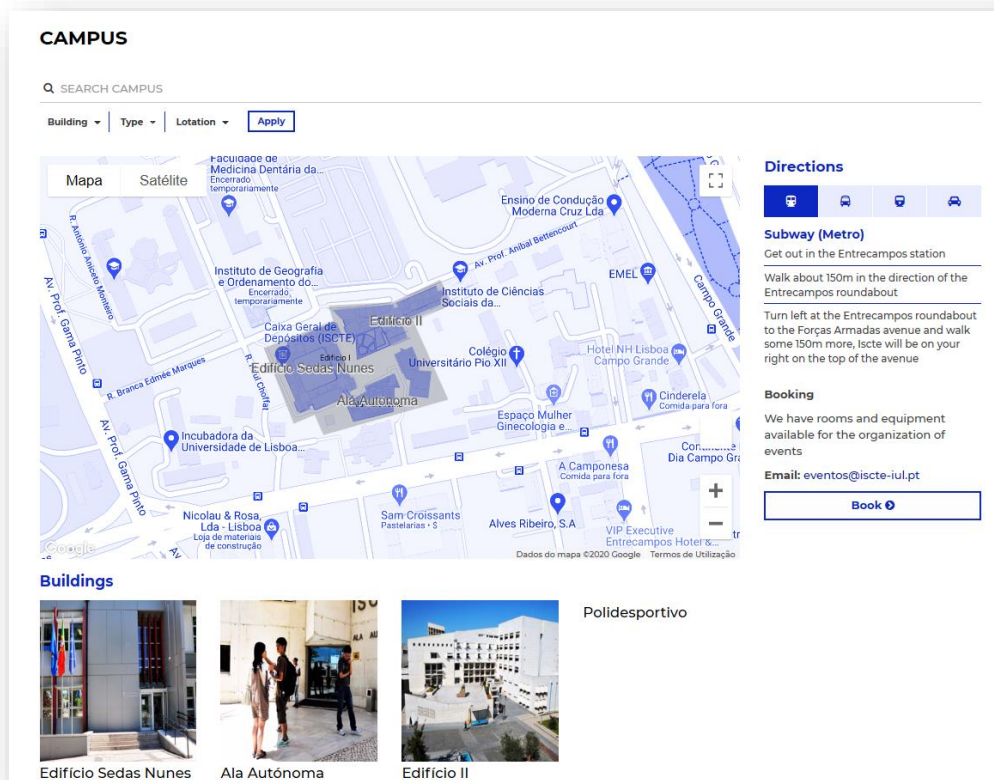
### Walk-in hours:

- ✓ Monday to Friday:  
10:00 am – 1:00 pm  
2:30 pm – 4:30 pm

### Location:

Iscte, Av. Forças Armadas, 1649-026 Lisbon

Office 2W17 Iscte – Building I (Sedas Nunes): <https://www.iscte-iul.pt/campus>



## **PART 2 – THE PhD STUDENT AND THE SUPERVISOR**

### **The Relationship between the Supervisor and the PhD Student**

During your four-year degree, you will work closely with someone who has extensive research experience and excellent teaching skills on your research topic. Therefore, building a good relationship with your academic supervisor is one of the most important aspects of a successful research project. Mutual respect and one's best behaviour are the basic rules of the relationship between academic supervisor and students.

#### **Principles**

All PhD students have a supervisor but may have additional supervisors (maximum of three supervisors) with specific skills required for the project. Please note that supervisors must be approved by the PhD Scientific Committee.

The basic requirement to become a supervisor is to hold a PhD degree and a permanent position at Iscte. In exceptional cases, one of the supervisors may belong to another international recognized university.

In general, the choice of a supervisor is an individual decision of the students. That means that the assignment of a supervisor usually takes place in the form of an amicable determination between the PhD student and the supervisor. The effectiveness of the student-supervisor relationship has a major impact on the research experience and should therefore be chosen with great care.

After approval of the research project and all coursework of the first year, the formal decision to assign a supervisor to a PhD student is made by the Director of the PhD Program, based on the recommendation of the Scientific Committee. We recommend that you discuss the choice of the supervisor with the coordinator of your specialization or with the PhD Director in advance. They will help you understand if a potential supervisor is an expert in the field and has the availability, expertise and willingness to guide you through your PhD process.

#### **Changes in Supervision**

The PhD Scientific Committee examines and decides on changes in supervision upon justified request from students.

## PART 3 – SEMINARS/CLASSES AND ACADEMIC CALENDAR

### Classes and Seminars

#### Classes

All the PhD Program (Seminars/Classes) is scheduled at the beginning of the academic year to give the PhD students the opportunity to plan and carry out various research activities. Please check the timetable in Fénix+: <https://fenix-mais.iscte-iul.pt/login>

The **attendance** of PhD Seminars and Classes **is mandatory** and is monitored at the end of the academic year. The PhD student should sign an attendance list for each seminar/class, if required. Attendance to online seminars is monitored via Iscte login. All work required by lecturers as part of the course's workload must be submitted within the predefined deadline. Absence or failure to complete required activities and research work within the defined deadlines may prevent you from progressing in the PhD Program.

PhD students are also encouraged to participate in non-mandatory research activities such as skills development courses, conferences, workshops offered as part of the PhD Program by BRU research center and other departments at Iscte.

#### Research Seminars

The PhD Program runs a regular seminar series in cooperation with BRU-Iscte. The **Research Seminar Series** aims to provide an outlet for a formal presentation and in-depth discussion of current research results with international renowned scholars. PhD students are strongly encouraged to attend the Seminar Series announced on the BRU-Iscte webpage: <https://bru.iscte-iul.pt/research/research-seminars/>.

Please note that the Seminars take place during the weeks with classes. These seminars are part of our weekly classes and attendance is mandatory. Details of the seminars will be sent out promptly by the BRU services.

## PhD Academic Calendar 2023/2024

PhD Program in Management   Academic Calendar – 2023/2024		
Semester	Classes	Weeks
1st semester	Part1	16/10/2023 - Welcome Session&Presentations 16/10/2023 – 26/10/2023
	Part2	04/12/2023 – 07/12/2023
2nd semester	Part3	29/01/2024 – 07/02/2024
	Part4	08/04/2024 – 12/04/2024
DEADLINE TO SUBMIT PROJECT: 15 MAY 2024		
1st year students:  PhD Panels - Project Presentations	START	END
	25/06/2024	27/06/2024
DEADLINE TO SUBMIT PROGRESS REPORT (2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> years): 1 JUNE 2024		

**Check the PhD online Schedule at:** <https://fenix-mais.iscte-iul.pt/login>

**Due to the possible changes that may occur, please check this web address with frequency.**

**Note:** to have access to the computer at the Computer Lab, each student must have his/her own login credentials. If this information was not provided, please go to the support office:

**Room C704 in Building II, 7<sup>th</sup> floor.**

<https://siic.iscte-iul.pt/nova-plataforma-plataforma-iajuda/>

## Classes

Please check out the weekly course schedule and timetable:

1. Access the Fénix+ platform in <https://fenix-mais.iscte-iul.pt/login>
2. Authenticate using Iscte account credentials (e.g. xxnes@iscte-iul.pt and password)
3. Go to the "MyFenix"-> Services -> Calendar
4. Select the Period option
5. Choose the time view: Month/Week/Day

## Student Card/ Email

A student card is required to enter a classroom and to register your attendance.

**Please hold your card over the machine at the entrance to the classroom. If this is not possible for any reason, be sure to sign the attendance list.**

### HOW TO REQUEST:

- online at <https://caixaonboarding.cgd.pt/> - mandatory to have Digital Mobile Key. Applying in this way does not guarantee the student an immediate provisional card.
- in a CGD branch - not all branches have the equipment to issue the card, so the student should ask a member of staff before waiting. The CGD agency in Campo Grande in Lisbon is the one we recommend.

### Documents to present:

- ID card
- Proof of address
- Proof of enrolment

### IMPORTANT:

- This card does not need to be activated.
- If the card passes red for more than 3 days, please go to the IT support in building II, 7th floor, Room C704.

### HOW TO PICK UP:

The students who request the student card **with banking functions** will receive the definite card, with name and photograph, at their address.

The students who request the student card **without banking functions** collect the definite card, with name and photograph, in the admissions office and general attendance (Unidade de Acesso e Integração dos Estudantes) - room 1S03/ 1S05.

The list of final cards available for collection is available on the following page: <https://www.iscte-iul.pt/conteudos/academic-information/academic-journey/2249/student-cards>, by looking for your student number in the list. The numbers are in ascending order within each column (i.e., scroll down the first column to the end of the document, then the



second, etc.) If your number is on the list, you should pick up your card in **room 1S03/1S05** (Ed. Sedas Nunes), **from 9.30am to 6.30pm**.

#### **How to activate the definite card:**

The card must be activated in Fénix+.

FÉNIX+ > ISCTE.solutions > Access cards > My cards > Card management (cross serial no. on the portal with the card's serial no.)

#### **Contact Email**

When you enrol in the PhD Program, an institutional email address will be assigned to you ([name.surname@iscte-iul.pt](mailto:name.surname@iscte-iul.pt)). **Please make sure you use this email to communicate with the Program. All relevant information will be sent to this institutional email.**

For more information please check: <https://siic.iscte-iul.pt/en/services/email/>

#### **E-learning**

Iscte has an online e-learning system supporting curricular units, which can be accessed via the following link: <https://moodle.iscte-iul.pt>. The list of curricular units you are enrolled in is displayed. After entering each unit, you can access the study materials or other information provided by the respective lecturers. Should there be a problem, please contact the helpdesk: <https://siic.iscte-iul.pt/nova-plataforma-plataforma-iajuda/>.

#### **Evaluation**

Note that there is an assessment for each curricular unit. To be admitted to the 2<sup>nd</sup> year of the PhD Program **students must pass all 1<sup>st</sup> year courses**. A special exam season takes place in July for students with special status, namely students with worker status and students with special needs. For more information read the document *Regulamento de Estudantes com Estatuto Especial*, published in *Diário da República*, 2.<sup>a</sup> série — N.º 122 — 27 de junho de 2013 or contact the Academic Services – 3<sup>rd</sup> Cycle Support:

Phone: (+351) 217 903 000

E-mail: [phd@iscte-iul.pt](mailto:phd@iscte-iul.pt)

Room: Academic Services - Building I (Sedas Nunes)

You can book an in-person appointment here:

<https://outlook.office365.com/owa/calendar/AtendimentoSGEFacetofaceattendanceSGE@iscte-iul.pt/bookings/>

## Monitoring Survey

The Quality Unit of the Studies, Accreditation and Quality Services, implements a Pedagogical Monitoring Survey each academic year in collaboration with the Iscte Pedagogical Council. The purpose of this survey is to monitor the Iscte education process in order to improve the future performance of Iscte. Thus, the participation of students (the anonymity of survey is fully guaranteed) is crucial for the quality of teaching at Iscte. The objective is to collect the students' opinions about the programme and courses they have attended and their respective teachers each semester.

Participation in this survey is mandatory as student participation and responsibility for the quality of education are important. That means you have to log in and answer the survey, but the answer can be "I don't want to answer". Failure to participate in educational monitoring surveys means limited access to the Fénix+ system for the entire semester (Dispatch #9/2016 from the Rector of Iscte, available on Fenix).

## Wireless Access and Software

Please, use your Fénix+ credentials to access the **Eduroam** network on campus.

For more information please check:

<https://siic.iscte-iul.pt/servicos/redes-e-conetividade/rede-sem-fios/cat-eduroam/>

Contact support: <https://siic.iscte-iul.pt/nova-plataforma-plataforma-iajuda/> and/or **room C704, 7<sup>th</sup> floor, Building II.**

For Statistical Methods classes, statistical software R is freely available to students. Iscte also has licenses for Stata and SPSS and students can request a license for their personal computer (contact <https://siic.iscte-iul.pt/nova-plataforma-plataforma-iajuda/>).

## VPN – Virtual Private Network

For all information regarding VPN, please visit our website:

<https://siic.iscte-iul.pt/en/services/networks-and-connectivity/vpn/>

## PART 4 – GENERAL RULES, SCHOLARSHIPS, PANEL ASSESSMENT, WRITTEN REPORTS, THESES REGISTRATION AND TEMPLATES

### Main Rules

#### PhD Programs at Iscte

The general rules for all doctoral programs of Iscte are the documents "*Normas Regulamentares Gerais dos Doutoramentos do Iscte*", *Diário da República*, 2.<sup>a</sup> série — N.º 66 — 5 de abril de 2016 and "*Declaração de retificação nº 489/2016*", published in *Diário da República*, 2.<sup>a</sup> série — N.º 96 — 18 de maio de 2016.

[https://www.iscte-](https://www.iscte-<br/>iul.pt/assets/files/2017/05/18/1495090948273_Normas_Regulamentares_Gerais_2016_dos_Doutoramentos_do_ISCTE_IUL_despacho_14_2016.pdf)

[iul.pt/assets/files/2017/05/18/1495090948273\\_Normas Regulamentares Gerais 2016 dos  
Doutoramentos do ISCTE IUL despacho 14 2016.pdf](https://www.iscte-iul.pt/assets/files/2017/05/18/1495090948273_Normas_Regulamentares_Gerais_2016_dos_Doutoramentos_do_ISCTE_IUL_despacho_14_2016.pdf)

The specific rules to the PhD in Management can be found in the document "*Normas Regulamentares Específicas do Doutoramento em Gestão*", *Diário da República*, 2.<sup>a</sup> série — N.º 141 — 25 de julho de 2016.

[https://bru.iscte-iul.pt/wp-content/uploads/2020/04/Normas-Regulamentares-Especificas-  
Doutoramento-Gestao.pdf](https://bru.iscte-iul.pt/wp-content/uploads/2020/04/Normas-Regulamentares-Especificas-Doutoramento-Gestao.pdf)

An update of the specific rules will be available soon.

#### Tuition Fees at Iscte

The rules for the payment of tuition fees are set out in the document "*Regulamento de Propinas do Iscte*", *Diário da República*, 2.<sup>a</sup> série — N.º 72 — 13 de abril de 2016.

[https://www.iscte-](https://www.iscte-<br/>iul.pt/assets/files/2018/10/29/1540808527690_Regulamento_Propinas_n_376_2016.pdf)

[iul.pt/assets/files/2018/10/29/1540808527690\\_Regulamento Propinas n 376 2016.pdf](https://www.iscte-iul.pt/assets/files/2018/10/29/1540808527690_Regulamento_Propinas_n_376_2016.pdf)

For more information please contact: [tesouraria2ciclo@iscte-iul.pt](mailto:tesouraria2ciclo@iscte-iul.pt) or Academic Services – 3<sup>rd</sup> Cycle Support: Phone: (+351) 217 903 000, E-mail: [phd@iscte-iul.pt](mailto:phd@iscte-iul.pt)

To pay tuition fees, students have to check the **Fénix+ Student profile for the payment references and bank details**.

## Scholarships at Iscte

### Internal Competitive Scholarships

Iscte offers competitive grants for PhD students. Applications typically have two separate calls:

- **Merit Scholarships (1<sup>st</sup> year students):** Based on the merits of the student's CV and proposed project.
- **Scholarships for Skills Development (2<sup>nd</sup> and 3<sup>rd</sup> year students):** To develop pedagogical and scientific skills in specific IBS departments or to support research projects at BRU-Iscte.

Information on how to apply for scholarships can be found here:  
<https://recrutamento.iscte-iul.pt/jobs>

A scholarship represents a full-time commitment to the PhD program. Regulations, dates, documents and financial support are published together with the scholarships call notices when they open. You can check with the BRU Office for details and upcoming calls.

### External Competitive Grants

It is highly recommended to apply for competitive FCT grants (FCT is the Portuguese Science Foundation) or similar grants from other institutions (e.g. Fundação Luso Americana para o Desenvolvimento – FLAD, Fundação Calouste Gulbenkian, etc.) for PhD students. If you wish to apply for a scholarship, please contact BRU-Iscte for information on the open calls. Contact person: Ms. Cheila Ramalho – telephone number: +351 210 464 415 (ext: 291905) | e-mail: [cheila.ramalho@iscte-iul.pt](mailto:cheila.ramalho@iscte-iul.pt). BRU-Iscte will help you to prepare your application.

Further information on funding opportunities for PhD Students can be found on our website:  
<https://bru.iscte-iul.pt/programs/funding-opportunities/>

## Evaluation Panel of the Research Project and Follow-up Written Reports

### Main Objective

All students are required to submit their Research Proposal at the end of the first academic year. Proposals will be evaluated by a panel of experts. The purpose of the Panel is to evaluate the scientific quality of the research projects. The panel members evaluate the scientific relevance of the topic, the motivation and contribution to the literature, the validity of empirical and theoretical analyses, and the feasibility of the project.

The panels are organized as follows:

- **1<sup>st</sup> academic year:** The PhD Student must submit a written report with his/her **research proposal** following the structure provided in the next subsection. The Evaluation Panel includes the supervisor, an examiner, and a president. The panel decides on the approval of the project. This approval is a prerequisite for admission in the following academic year, in addition to the approval in all curricular units of the 1<sup>st</sup> year.
- **2<sup>nd</sup> academic year:** PhD Students are required to submit a **written progress report** on the research they have developed during the 2<sup>nd</sup> year. The Evaluation Panel will assess it and decide whether to approve it. The Scientific Committee of the PhD program may decide that 2<sup>nd</sup> year students must also prepare a presentation of their progress report. Panel approval of the progress report is a prerequisite for admission to the following academic year.
- **3<sup>rd</sup> and 4<sup>th</sup> academic years:** Doctoral students are required to submit a progress report at the end of each year, explaining the research activities developed during the academic year in connection to their doctoral thesis. This process must be completed for each academic year until **the PhD thesis is submitted**.

### Important notes:

- (1) Progress reports are submitted through an online platform. Please check your institutional email regularly for instructions on how to prepare and submit progress reports, and on the respective deadlines.
- (2) Students should mention in the progress reports all participations and communications of PhD work in congresses, conferences, workshops, etc., including BRU-Iscte Research Seminars. Students should also mention in all reports whether they submitted or published a paper or chapter in a journal or conference proceedings. Note that before defending your thesis, you **must have presented your work in at least one international scientific congress/conference**. Check with your coordinator, supervisor or with BRU for the list of approved conferences in your field.
- (3) Failure to present the annual progress report and obtain its approval by the Evaluation Panel may condition your registration in the following academic year and the conclusion of your PhD degree.

### Overall Structure of the Research Project

	Title of the thesis
1	Topic and its importance
2	Research problem
3	Theoretical and conceptual framework
4	Development of hypotheses
5	Methodology
6	Results / Expected results
7	References
8	Research outcomes (publications, conferences, etc.)
9	Timeline and plan

### Research Project – The Written Report and Oral Presentation

The written report for your research project should not exceed 15 pages (excluding bibliography, appendices, etc.). The report will be presented in an oral presentation.

**The deadline to submit this written report is May 15<sup>th</sup>, 2024.** Please note that the reports submitted after this date may not be accepted and submissions after this may affect your academic progress.

### Evaluation Panel Members

The PhD program Director appoints three members holding a doctorate degree to the panel. The members of the panel are selected according to the research topic of the student. The student presents the research proposal (**15 minutes**), which is followed by a discussion with the examiner (**15 minutes**). **The research project must be written and presented in English.** The panel produces a brief commentary explaining its decision and suggestions for improving the student's proposal. The supervisor participates in the evaluation panel.

### Thesis Registration – At the end of 1<sup>st</sup> Year of the PhD Program

All doctoral students who have successfully completed their 1<sup>st</sup> evaluation panel, as well as all courses, must register their PhD Thesis/Project before enrolling in the 2<sup>nd</sup> curricular year.

### Progress Report – 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Years of the PhD Program

Students entering the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year of studies (until the submission of the thesis) must submit a progress report, which is a prerequisite for the admission to the next year of study. **Each year, reports and research proposals for that academic year must be submitted by June 1<sup>st</sup>.**

## PART 5 – FACILITIES OF THE PhD PROGRAM

### Reimbursement of expenses related to attending conferences

BRU offers financial support to all PhD students for the development of their research skills. Funding includes reimbursement of the cost of presenting research results at relevant research conferences.

For all information regarding the reimbursement, please check the following document:

<https://bru.iscte-iul.pt/wp-content/uploads/Internal-Regulation-Reimbursements.pdf>

Once a paper has been accepted for presentation, the student should **always** ask for permission **before** committing to pay or before registering for conferences.

The reimbursement of expenses for attending conferences **from the BRU conference list** (for a list, please contact: [phd.bru-unide@iscte-iul.pt](mailto:phd.bru-unide@iscte-iul.pt)), does not require the approval of the PhD Program Director, only of the supervisor.

For conferences that are **not on BRU conference list**, approval for reimbursement must be obtained from the PhD Program Director and the supervisor.

Iscte only accepts **original** expense documents issued by official entities. The document must contain Iscte's name, address, and VAT number.

**In any case, please check the legal requirements for expense documents with BRU beforehand.**

### Shared Office

A shared workplace (room 0W4B in Building I of Iscte Campus) is available for PhD Programs. These workplaces include desks equipped with power sockets, but do not include a PC.

To access these shared workplaces, students must complete an application form at the PhD Program Office. This application must be made at least one week before their intended start. For more information on availability, please contact Mr. Rui Costa Pinto: +351 210 464 019 and/or [rui.pinto@iscte-iul.pt](mailto:rui.pinto@iscte-iul.pt)



## PART 6 – Iscte FACILITIES AND SERVICES

### Choosing Iscte is Choosing a Future



[Iscte - Instituto Universitário de Lisboa](https://www.iscte-iul.pt/) is a public university established in 1972. Pursuing teaching, research and community service, Iscte plays a major role in providing students and professionals with cultural, scientific and technical skills that enable them to contribute to sustainable development at both the national and the global level. The strategic objectives of Iscte are innovation, quality, internationalization and development of an entrepreneurial culture.

Iscte is an internationally accredited member of the AACSB and have several programs recognized in the Financial Times Ranking.

With approximately 11,000 students enrolled in undergraduate and postgraduate programs and 390 professors, 390 researchers and 270 non-teaching staff, Iscte is proud to be one of the most dynamic and innovative universities in the country.

Iscte encourages students to fully exploit their potential, to develop their capability for initiative and flexibility and to complement their academic education with international experience, enabling them with the necessary skills to adapt to the needs of the global labor market. Iscte demonstrates a high rate of graduates' employability. Former students currently occupy positions of high responsibility in private companies, public institutions and governmental entities across many countries, which speaks about the prestige of the institution and about the quality of their scholars.

Iscte is a *research university*, with eight research centers evaluated by the Foundation for Science and Technology. Iscte Scholars and graduates have contributed to establishing

multiple connections with companies and civil society organizations. One of the most outstanding examples is the Iscte Executive Education ([INDEG](#)), which employs activities of strong public recognition in the domains of education, postgraduate studies, executive training, and community service.

In the area of Entrepreneurship, the entrepreneurship center AUDAX is a national reference center with partnerships with local authorities, business associations, COTEC, and the Massachusetts Institute of Technology (MIT).

## How to get to Iscte

### A. By Car

<https://goo.gl/maps/NrtUgthbw9nqfQvo9>

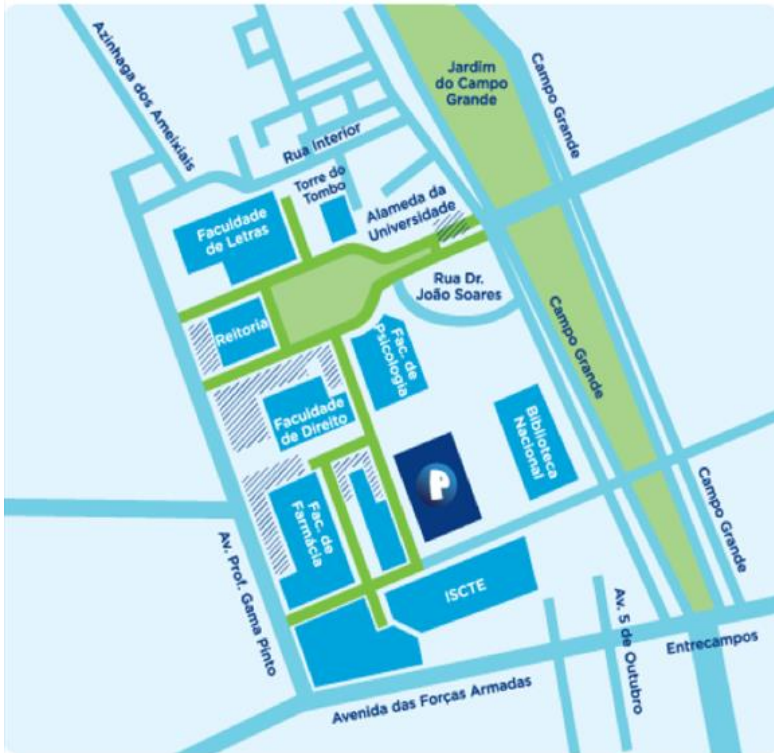
### B. Car Parking near Iscte

- <https://www.ff.ulisboa.pt/estacionamento/> - daily charge of €2.50. From 4 p.m. the entrance fee to the park is €1.50.



- FAROL PARQUE – daily charge of €2.50.

E-mail: [farol.parque@gmail.com](mailto:farol.parque@gmail.com) , Phone: (+351) 912 092 787



 Farol Parque

### C. By Train

- Get off at Entrecampos train station at Av. da República;
- Walk approximately 250m towards the Entrecampos roundabout;
- At the roundabout, turn left (Av. das Forças Armadas); go straight ahead approximately 150m in the Sete Rios direction and you will find Iscte entrance on your right.

### D. By bus (Carris)

- Take one of the buses that drive through Av. das Forças Armadas: 701 or 754.
- Get off at “Av. Forças Armadas / R. Sanches Coelho” bus stop and you will find an entrance to Iscte at your right.

## **E. By Subway**

Closest subway line is the Yellow Line. Visit the subway website:

<https://www.metrolisboa.pt/en/>

- Exit the station Entrecampos on Av. da República;
- Walk approximately 150m towards the Entrecampos roundabout;
- At the roundabout, turn left (Av. das Forças Armadas), go up approximately 150m in the Sete Rios direction and you will find the entrance to the Iscte, which is on your right.

## **Library**

The library is located in the Building II of Iscte campus. The Iscte Library role, specialized in the fields of social sciences, business and technology, is to provide access to the information resources required for teaching, research learning and permanent education and cultural extension. There is a wealth of material to support learning and research at Iscte: approximately 90.000 printed volumes (monographs, reference works, theses and dissertations) and about 1.200 printed journals. There is also an extensive range of high-quality electronic resources (14.700 e-books and approximately 30.000 digital journals). Many resources are accessible from off-campus via the Internet. See for example: Web of Science and B-On resources.

The library facilities provide wireless access and all desks are equipped with power sockets.

### **Opening hours**

Mon to Fri: from 9:30 to 21:00

Sat: from 10:00 to 18:00

(Except holiday seasons and other previously announced dates)

### **Library Contacts**

Phone: (+351) 210 464 052

E-mail: [biblioteca@iscte-iul.pt](mailto:biblioteca@iscte-iul.pt)

Website: <http://biblioteca.iscte.pt/>

## Academic Services

The Academic Services are located in Building I on the Iscte campus. The Academic Services are responsible for ensuring the flow of activities related to the awarding of degrees and for organizing and controlling the student process.

### Academic Services Contacts – 3rd Cycle Support Area

Phone: (+351) 217 903 000

**E-mail:** [phd@iscte-iul.pt](mailto:phd@iscte-iul.pt)

Room: Academic Services - Building I (Sedas Nunes)

**You can book an in-person appointment here:**

<https://outlook.office365.com/owa/calendar/AtendimentoSGEFacetofaceattendanceSGE@iscte-iul.pt/bookings/>

## IT Services

<https://siic.iscte-iul.pt/>

### Online Support (iAjuda)

The iAjuda is the SIIC and GDSI service desk and is accessible at <https://iajuda.iscte-iul.pt/>. Authentication is performed using the Iscte account credentials (e.g. [xxnes@iscte-iul.pt](mailto:xxnes@iscte-iul.pt) and password).

For more information, please visit our website: <https://siic.iscte-iul.pt/en/easyvista-2/>

### Phone Support

Phone number: 210 464 010 | ext. 291000

Monday to Friday from 9 a.m. to 6 p.m.

### Face-to-face Support

The help desk service is available in room C7.04 (Building II, body C, level 7), on weekdays, Monday to Friday from 9 a.m. to 6 p.m.



***Embrace your PhD and enjoy your time at Iscte!***