

PhD Program in Management

PhD Student Survival Guide 2025/2026



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 essential source of information that I highly recommend you to read. Also, visit our website <https://bru.iscte-iul.pt/programs/phd/management/> for more details on the calendar, seminars, regulations, thesis requirements, reimbursement claims, and other 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 If you believe some information is not included or outdated, please let us know. If you have any questions about this guide, please do not hesitate 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

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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 seven different specializations, it is ideal for obtaining a major training in Management focused on a specific scientific field of your choice:

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

Accounting



Coordinator

Professor Helena Isidro

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Locker: 96

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The specialization in Accounting of the PhD in Management offers students core courses in management complemented with advanced training in accounting research.

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 financial reporting, sustainability reporting, and management accounting systems, among others.

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

Data Science



Coordinator

Professor Catarina Marques

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The PhD in Management, with a specialization in Data Science, is a full-time program designed to offer students comprehensive training and research opportunities. This specialization prepares students to conduct interdisciplinary research in Data Science across various management fields, including industry, services, and academia.

This specialization empowers students to leverage data for transformative impacts on businesses and industries. By adopting a data-driven approach, students engage in innovative research using cutting-edge methodologies and technologies in diverse areas of Data Science, such as Business Analytics, Big Data Analytics, Data Mining, Machine Learning, and Deep Learning, as well as, Artificial Intelligence.

The program equips students with technical and analytical skills and provides a deep understanding of how to apply these skills in real-world management contexts. This unique combination bridges the management and data science gap, preparing students to tackle complex challenges in an increasingly data-centric world. Graduates are well-positioned to excel in academic and professional careers, making significant contributions to research and industry.

Human Resources and Organizational Behavior



Coordinator

Professor Sandra Costa

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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 as 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

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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

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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

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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 Research Methodologies, Statistics and Modelling.

This pathway is for students interested in interdisciplinary research who wish to learn advanced quantitative methods and apply them appropriately to answer particular substantive questions in the fields of management. It is also well-suited to statistically trained researchers whose interests are more methodological.

Graduates will be prepared to design first rate empirical research and data analyses and to contribute to the development of novel statistical methods for analysing management-science data.

Strategy and Entrepreneurship



Coordinator

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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 Room 329, Floor 3, Building IV (CVTT) of Iscte Campus.

Contact details:

Aleksandra Marques ✓ Phone: +351 210 464 416 ✓ E-mail: phd.bru-unide@iscte-iul.pt	Walk-in hours: ✓ Monday to Friday: 10:00 am – 1:00 pm 2:30 pm – 4:30 pm
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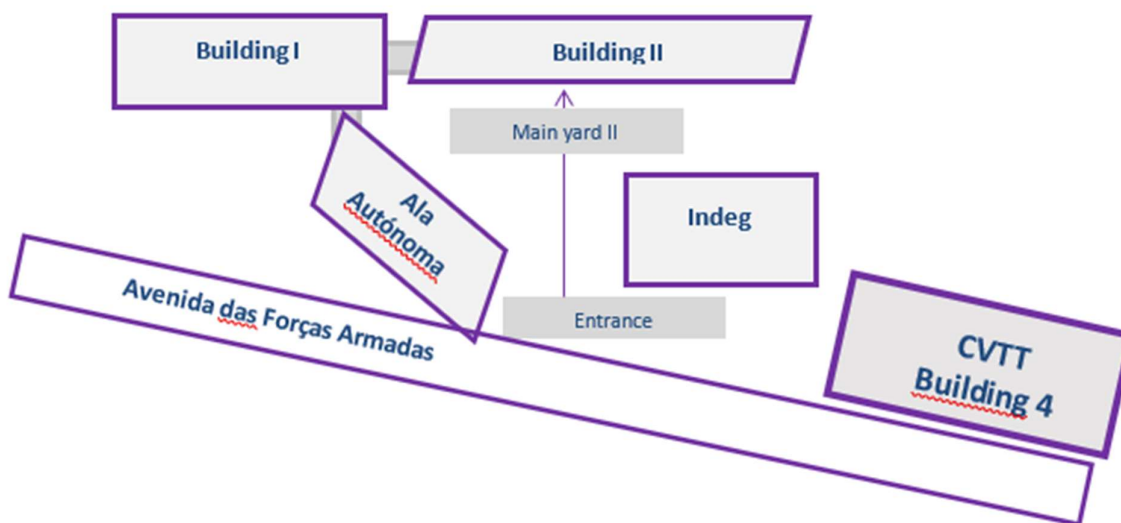
Book a face-to-face appointment:

<https://outlook.office365.com/book/AttendancePhDBRU@iscte-iul.pt/>

Location:

CVTT (Iscte), Avenida das Forças Armadas 40, 1649-026 Lisbon

<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 behavior are the basic rules of the relationship between an academic supervisor and students.

Principles

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

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 be affiliate with another internationally recognized university.

In general, the search for a supervisor is an individual process led by the student. This 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 significant impact on the research experience and should therefore be chosen with great care.

After approval of the research project and all coursework in 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 discussing 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 allow the PhD students 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, and 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 internationally 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/>.

Details of the seminars will be sent out promptly by the BRU services.

PhD Academic Calendar 2025/2026

PhD Program in Management Academic Calendar – 2025/2026		
Semester	Classes	Weeks
1st semester	Part1	13/10/2025 - <u>Welcome Session&Presentations</u> 13/10/2025 – 24/10/2025
	Part2	24/11/2025 – 28/11/2025
2nd semester	Part3	02/02/2026 – 11/02/2026
	Part4	13/04/2026 – 17/04/2026
DEADLINE TO SUBMIT PROJECT: 15 MAY 2026		
1st year students: PhD Panels - Project Presentations	START	END
	23/06/2026	25/06/2026
DEADLINE TO SUBMIT PROGRESS REPORT (2 nd , 3 rd , 4 th years): 1 JUNE 2026		

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.

Confirmation of attendance: [1615242354863 MOD SGE 30 03 DeclaracaoPresenca.pdf \(iscte-iul.pt\)](#) (to be completed and sent to Academic Services to be stamped: phd@iscte-iul.pt).

Note: To access computers at the Computer Lab, each student must have his/her own login credentials. If this information was not provided, please get in touch with the support office: <https://siic.iscte-iul.pt/nova-plataforma-plataforma-iajuda/>

School timetable

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 "MyFénix"-> Services -> Calendar
4. Select the Period option
5. Choose the time view: Month/Week/Day

To find the class schedule for a given day more quickly, we recommend you first select the month and then the desired day.

This username will be valid for all platforms such as My Iscte, Fénix+, and Office365.

If you do not have your **password**, you can recover it in Fenix+.

<https://fenix-mais.iscte-iul.pt/login>

PT / EN

iscte INSTITUTO
UNIVERSITÁRIO
DE LISBOA

Username

Password

Login

[I can't login](#)

Or login with

login.iscte-iul.pt

Password recover request: Beginning of process

Username *
Email *
☐ I'm not a robot

The recovery is only possible under the following conditions:

- The username must be placed in the right way
 - Candidate: Format CXXXXX or fenixXXXXX
 - User: Do not forget to include the suffix @iscte-iul.pt
- Your personal email address (ie, an address from an account outside the Iscte) must be registered in the Fénix system.

Student Card

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

Please hold your card over the card reader at the classroom entrance. If this is not possible for any reason, please ensure that you 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. Unavailable option for students with a temporary residence permit or a passport associated with the CMD.
- At the CGD Campo Grande branch

Documents to present:

- ID card
- Proof of address
- Proof of enrolment

IMPORTANT:

- The provisional card is delivered active.
- The definitive card is activated by the student in Fénix+

FENIX+ > ISCTE.solutions > Personal Area > My cards > Card management

- If the card passes '**red**' in the room readers for more than three days, the student must check that:
 - the card is active (see Fénix+)

- if so, report the anomaly to admissions@iscte-iul.pt with the day, time and room in which it occurred
 - inform the professor of the situation
- If the card passes '**green**', but the student does not have a record of the pick in Fenix+, it must be confirmed that:
 - attendance has been recorded in the correct room
 - attendance has been taken up to 15 minutes before or after the time of the lesson
 - the professor has already posted the summary
 - these conditions are cumulative

HOW TO PICK UP:

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

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>. Simply look for your student number in the list. 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**.

Students whose card are available for collecting will receive a message on their institutional email.

Mobile App

Iscte has a **mobile app** available: <https://mobile-app.iscte-iul.pt/stores>

You can access it using the same login and password used for other information systems (e.g., Fénix+).

The app can be downloaded from the Google Play Store or the Apple App Store, depending on your device.

Contact Email

When you enrol in the PhD Program, an institutional email address will be assigned to you (name.surname@iscte-iul.pt). **Please use this email address 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 and Support for Research

Iscte has an online e-learning system that supports 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 get in touch with the helpdesk: <https://siic.iscte-iul.pt/nova-plataforma-plataforma-iajuda/>.

Iscte researchers have access to a wide range of support services.

For more information, please visit our website: [Support for Research – Iscte-SIIC \(iscte-iul.pt\)](https://iscte-iul.pt)

Evaluation

Note that there is an assessment for each curricular unit. To be admitted to the 2nd year of the PhD Program, **students must pass all 1st year courses. There is no appeal period for assessing knowledge in the curricular units of the PhD Program.**

A special exam season takes place in July for students with special status, specifically those with worker status and those with special needs. For more information read the document *Regulamento de Estudantes com Estatuto Especial*, published in *Diário da República*, 2.^a série — N.º 122 — 27 de junho de 2013 ([Regulamento n.º 230/2013](#) | [DR \(diariodarepublica.pt\)](#))

or contact the Academic Services – 3rd Cycle Support:

Phone: (+351) 217 903 000

E-mail: 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 to improve the future performance of Iscte. Thus, the participation of students (with the anonymity of the survey fully guaranteed) is crucial for the quality of teaching at Iscte. The objective is to collect the students' opinions about the program and courses they have attended, as well as their respective teachers each semester.

Participation in this survey is mandatory, as student participation and responsibility for the quality of education are essential. That means you have to log in and answer the survey, but you can answer "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://informatica.iscte-iul.pt/servicos/redes-e-conetividade/rede-sem-fios/>

Contact support: <https://siic.iscte-iul.pt/nova-plataforma-plataforma-iajudar/>

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-iajudar/>).

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 – MAIN RULES, ETHICAL ISSUES IN RESEARCH, SCHOLARSHIPS, PANEL ASSESSMENT, WRITTEN REPORTS, THESES REGISTRATION AND TEMPLATES

Main Rules

PhD Programs at Iscte

The general rules for all doctoral programs at ISCTE are defined in the document *Normas Regulamentares Gerais dos Doutoramentos do ISCTE*, published in the Diário da República, 2.ª série — N.º 150 — 6 August 2025:

<https://diariodarepublica.pt/dr/detalhe/despacho/9324-2025-927905414>

The specific rules to the PhD in Management can be found in the document "*Normas Regulamentares Específicas do Doutoramento em Gestão*", published in the Diário da República, 2.ª 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>

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.ª série — N.º 72 — 13 de abril de 2016.

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 or Academic Services – 3rd Cycle Support: Phone: (+351) 217 903 000, E-mail: phd@iscte-iul.pt

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

Ethical issues in research

All relevant information can be found on the following page: <https://ibs.iscte-iul.pt/contents/escola/organizacao/1523/comissoes>

Scholarships at Iscte

Internal Competitive Scholarships

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

- **Merit Scholarships (1st year students):** Based on the merits of the student's CV and proposed project.
- **Scholarship for the Payment of the Annual Tuition Fee (1st year students):** For students who completed a master's degree at ISCTE
- **Scholarships for Skills Development (2nd and 3rd 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 scholarship 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. 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. The scientific quality of the proposals will be evaluated by a panel of experts. The purpose of the Panel is to assess of the research projects, namely 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:

- **1st academic year:** The PhD Student must submit a written report with his/her **research proposal** following the structure provided in the following subsection. The Evaluation Panel includes the supervisor, an examiner, and a president. The panel decides whether to approve 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 1st year.
- **2nd academic year:** PhD Students are required to submit a **written progress report** on the research they have developed during the 2nd year. The Evaluation Panel will assess it and decide whether to approve it. The Scientific Committee of the PhD program may determine that 2nd year students must also prepare a presentation of their progress report. Approval of the progress report by the panel is a prerequisite for admission to the following academic year.
- **3rd and 4th 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, as well as 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 15th, 2026. Please note that the

reports submitted after this date may not be accepted, and this may affect your academic progress.

Evaluation Panel Members

The PhD program Director and Scientific Committee appoint 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 (**30 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 1st Year of the PhD Program

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

Progress Report – 2nd, 3rd, and 4th Years of the PhD Program

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

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>

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

Shared Office

The design of the new **Iscte Knowledge and Innovation** building (**Building 4 of Iscte**) and the space use policy aim to adapt working practices to current work dynamics and research needs. Thus, the workspace policy of Iscte Knowledge and Innovation aims to promote a more flexible work environment, maximizing the use of available space and fostering a collaborative and dynamic culture between researchers from different knowledge areas, Research Units, and other R&D structures. We believe that these new dynamics and partnerships will be crucial for the development of innovative and co-creative projects and ideas.

Therefore, **your workstation in the rooms on floor two dedicated to Research and Technological Development (RTD)** is a **dynamic workstation**, which you **should book online** according to your needs, with the possibility of **renewing** it for consecutive **2-week periods**, using the [Clearrooms application](#). Each workstation is equipped with a desk and two monitors to which you can **connect your laptop via a USB-C**. When your reservation period ends, you must collect your belongings and leave the desk empty and clean. If required, you can request **a locker** to store your belongings using the [online form](#). Between bookings, it is not allowed to leave belongings in the cabinets and common areas of the rooms.

You can also **book meeting and conference rooms** for groups of different sizes, according to your needs. You can consult the [booking instructions for Clearrooms](#).

We also have a **soundproof booth** for individual meetings — **ED4_Cab A2_Reu1** (located next to the small balcony on the 2nd floor, CVTT). To reserve it, please use the [Clearrooms application](#).

There are also other spaces that you can use freely, such as kitchenettes, lounges, and the Club (when no reserved event is taking place).

Access to all rooms is exclusively through the Iscte card. If the card does not open the door to the respective room at the booking start time, please send an email to espacos.cvtt@iscte-iul.pt

Please always close the room doors when entering and leaving to ensure the safety of everyone and their belongings.

Notes on bookings:

- a) the opening of room doors only works during the exact period chosen for the booking, and not before;
- b) check-in must only be carried out after entering the room, and not when the door is attempted to be opened;
- c) check-in must be carried out under the eduroam network and with the VPN switched off.

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 significant 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 levels. The strategic objectives of Iscte are **innovation, quality, internationalization**, and the **development of an entrepreneurial culture**.

In 2010, a new organisational structure was implemented, which resulted in the composition of decentralised organic units: 4 Schools, 16 Departments, and 8 Research Units.

In 2021, a new unit, Iscte-Sintra, was launched to be "the first university school of reference in the field of Digital Technologies in Portugal". Iscte Sintra Digital Technologies, Economy and Society began teaching in the 2022-2023 academic year, offering eight-degree programmes that combine subject areas in digital technologies with those in the social sciences, economics, and humanities.

Today, Iscte's teaching and research areas are organised into **five schools**: the School of Social Sciences and Humanities; the School of Sociology and Public Policy; the Iscte Business School; the School of Technology and Architecture, and the most recent School of Digital Technologies, Economy and Society, located in Sintra.

With more than 13,000 students enrolled in undergraduate (41%) and postgraduate (59%) programs, 316 career teachers, 454 researchers involved in R&D, and 280 non-teaching staff, Iscte - Instituto Universitário de Lisboa is proud to be one of the most dynamic and innovative universities in the country.

With strong demand, Iscte offers 25 bachelor's degrees, 59 master's programmes, and 25 doctoral programmes, as well as other training and postgraduate courses. The schools have filled all the places available, and Iscte has a high employability rate for its graduates, with results approaching 100 percent in most areas.

The courses are attended by students from 94 nationalities, and foreign students account for 23 percent of the total. Currently, 59 per cent of students participate in postgraduate courses (master's, doctoral, and postgraduate courses).

In 2020, the President of the Republic honoured Iscte - Instituto Universitário de Lisboa with the Order of Public Instruction.

In 2021, construction began on the [Iscte Knowledge and Innovation](#), a facility for the Centre for Technology Development and Transfer (**CVTT**). This research and knowledge transfer infrastructure - created in 2019 - became home to eight research centres (all rated Excellent or Very Good), 13 laboratories, and nine observatories in November 2023.

Iscte's main campus is in the centre of Lisbon. It comprises four buildings (around 45,000 m²), one of which won a Valmor architecture award. Access to the campus is free and open to all.

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

Iscte encourages students to fully develop their potential, to cultivate 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 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 AUDAX Entrepreneurship Center 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 (CVTT)

CAMPUS

Q SEARCH CAMPUS

Building ▾ | Type ▾ | Location ▾ | Apply

Mapa | Satélite

Directions

Subway (Metro)
Get out in the Entrecampos station
Walk about 150m in the direction of the Entrecampos roundabout
Turn left at the Entrecampos roundabout to the Forças Armadas avenue and walk some 150m more, Iscte will be on your right on the top of the avenue

Booking
We have rooms and equipment available for the organization of events
Email: eventos@iscte-iul.pt
[Book](#)

Buildings

Edifício Sedas Nunes | Ala Autónoma | Edifício II

Polidesportivo

A. By Car

<https://goo.gl/maps/NrtUqthbw9nqfQvo9>

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.



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 the Iscte entrance on your right, a red-brick building (CVTT).

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 the Iscte on your right, a red-brick building (CVTT).

E. By Subway

The closest subway line is the Yellow Line. Visit the subway website:

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

- Exit the Entrecampos station 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, the red-brick building (CVTT).

Library

The library is in Building II of the Iscte campus. The Iscte Library role, specialized in the fields of social sciences, business, and technology, provides access to the information resources required for teaching, research, learning, and lifelong 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

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

Academic Services

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 in the following aspects:

- Enrollment
- Presentation of original certificates (in the case of international students)
- All declarations (e.g., enrolment, visas)
- Submission of the thesis

Academic Services Contacts – 3rd Cycle Support Area

Phone: (+351) 217 903 000

E-mail: phd@iscte-iul.pt

Room: Academic Services - Building I (Sedas Nunes)

Monday, Wednesday, and Friday from 9:30 a.m. to 3:00 p.m. and Tuesdays and Thursdays from 9:30 a.m. to 7:00 p.m. During academic breaks: Monday to Friday from 9:30 a.m. to 3:00 p.m.

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 and password).

For more information, please visit our website:

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

<https://siic.iscte-iul.pt/comece-aqui/suporte-ao-utente/>

Phone Support

Phone number: 210 464 010 | ext. 291000

Monday to Friday from 9 a.m. to 5 p.m.

WhatsApp Online Support (chat only)

Phone number: 917 308 650 | 9:00-17:00

Embrace your PhD and enjoy your time at Iscte!