CALL FOR APPLICATIONS
PROGRAMME IN HEALTH SCIENCES

3rd Edition: Academic Year 2021/2022
Programme Coordinator: Professor Miguel Seabra, PhD

The Faculdade de Ciências Médicas | NOVA Medical School (FCM|NMS/UNL) of NOVA University Lisbon (UNL) announces the opening for applications to the 3rd Edition of the Programme in Health Sciences (2 Specialties: Medicine and Biomedicine).

1. NUMBER OF PLACES:
   - Number of available places: 25
   - Minimum number of students to ensure this edition: 16

2. JURY MEMBERS RESPONSIBLE FOR THE ANALYSIS, EVALUATION, SELECTION AND LISTING OF APPLICATIONS:
   - Professor Miguel Seabra, MD, PhD. (President)
   - Professor Helena Canhão, MD, PhD
   - Professor Rui Maio, MD, PhD
   - Professor Pedro Póvoa, MD, PhD

Alternate Members:
   - Professor Ana Félix, MD, PhD
   - Professor José Belo, PhD
   - Professor Joaquim Alves da Silva, MD, PhD

3. ENTRY QUALIFICATIONS:
   3.1. Required qualifications to apply to Programme in Health Sciences:
       a) Undergraduate or integrated master’s degree, or legal equivalent in Medicine or other health sciences areas.
       b) Foreign higher education degree in the above mentioned areas recognized as satisfying the objectives of the undergraduate degree by the Scientific Council of FCM|NMS/UNL.
       c) Candidates who have an educational, scientific or professional curriculum, recognized by the Scientific Council of FCM|NMS/UNL, as having the required preparation for attending this PhD programme.

3.2. The recognition referred to in b) and c) of the 3.1 number are only valid for admission to this PhD programme in health sciences, and do not confer equivalence to the undergraduate degree or recognition of this degree.

4. APPLICATION PROCESS:
   4.1. Formalization of applications: applications should be made exclusively via the internet, at the following link: www.nms.unl.pt (Education > Doctoral Programmes> New Courses)
4.2. List of mandatory documents required for the application process:

4.2.1 – National Students:

a) Copy of the qualification certificates of the completed academic degrees, mentioning both the final grade and number of ECTS;

All academic degrees listed in the *curriculum vitae* should be accompanied by their respective qualification certificates, which must include the final grade and number of ECTS.

b) *Curriculum Vitae*, (maximum 10 pgs.);

c) A motivation letter stating the reasons to enrol in this PhD programme;

d) Copy of personal identification document (citizen card). If the candidate expresses his/her opposition to the reproduction / copy of the identification document, then he/she must present it at the Service Desk of the Academic Office within the application timings;

e) Summary of the Research Project (if applicable) (maximum 2 pages)

f) Proof/Receipt of payment of the application fee;

g) Other applicable documents the candidate deems relevant to sustain his/her curricular merit.

4.2.2 – International Students:

a) Copy of the qualification certificates, describing the academic degree and respective qualification obtained;

b) In case the candidate holds foreign degrees, recognized/equivalent to the Portuguese degrees, he/she must include a copy of those documents;

c) *Curriculum Vitae*, (maximum 10 pgs.);

d) A motivation letter stating the reasons to enrol in this PhD programme;

e) Summary of the Research Project (if applicable) (maximum 2 pages)

f) Copy of personal identification document (EU citizen’s card or passport). If the candidate expresses his/her opposition to the reproduction / copy of the identification document, then he/she must present it at the Service Desk of the Academic Office within the application timings;

h) Proof/Receipt of payment of the application fee;

g) Other applicable documents the candidate deems relevant to sustain his/her curricular merit;

h) Sworn statement confirming that the candidate does not have a Portuguese nationality nor is covered by any of the conditions mentioned in point 2 of the 3rd article of the Decree-Law No. 36/2014, of the 10th of March;

i) All the above documents should either be issued in Portuguese, English, French or Spanish, or translated into one of these languages (with a certified translation).

4.3. All the above-mentioned documents (in 4.2) should be sent by email to doutoramentosfcm@nms.unl.pt. To help identify the documents, please include in the email subject your Name (first and last names) and save all the documents with the type of document followed by your name (e.g.: CV_FIRST NAME_LAST NAME).

4.4. At any moment the jury can request access to the original documents, for verification.

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1 In case the academic degree was obtained outside of Portugal, the candidate must present the documents mentioned in b) and i) of 4.2.2.

2 According to the Decree-Law No. 283/83, of the 21st of June, or according to the Ordinance No. 33/2019, of the 25th of January, and according to the Decree-Law No. 66/2018, of the 16th of August and/or according to the Decree-Law No. 341/2007, of the 12th of October.
4.5. Any communications regarding the application process will be sent to the email address provided by the candidate in the application form.

5. EXCLUSION CRITERIA:

5.1. Applications will be excluded if:

a) They are not in accordance with the procedures mentioned in point 4. of this document ("APPLICATION PROCESS");

b) They do not fulfil the "ENTRY QUALIFICATIONS" described in point 3. of this document;

c) Candidates don’t show up to the interview described in point 6. of this document.

5.2. Candidates who present false declarations can and will be excluded at any point of the application process.

5.3. The Jury Members are responsible for deciding whether an application should be excluded. This occurs after the hearing of interested parties, as described in this document.

6. EVALUATION CRITERIA, SELECTION PROCESS, LISTING AND CLASSIFICATION OF APPLICATIONS:

Analysis, selection and listing of applications will be done in two mandatory stages (curricular analysis and individual interview), according to the following evaluation criteria (which will be detailed and quantified in meeting minutes), regarding scientific areas relevant to the PhD degree:

- **1st Stage (E1)** (scored from 0 to 20 and disclosed in decimal points) will consider the Curricular Analysis (AC) and the Motivation (M) for the candidates accomplishment of this PhD Programme.

The Curricular Analysis and Motivation will each have a weight of 80% and 20%, respectively, in the final classification of the first stage of the competition, which is expressed by the following formula:

\[
E1 = AC \times 80\% + M \times 20\%.
\]

The **Curricular Analysis (AC)** – (scored from 0 to 20 points) is worth 80% of the final classification of the 1st Stage (E1) and will focus on the following:

a) Research experience, including communications and scientific publications (I): 60%

b) Ongoing or defined research project (P): 10%

c) Professional activity, courses, internships or other relevant experience (AP): 30%

The calculation of the Curricular Analysis (AC) classification is done through the weighted average of the evaluated criteria:

\[
AC = I \times 60\% + P \times 10\% + AP \times 30\%.
\]

The **Motivation (M)** for the accomplishment of this PhD Programme - (scored from 0 to 20 points) is worth 20% of the final classification of the 1st Stage (E1).

- Will be admitted to the second stage (E2) of the PhD call the first 40 candidates with the highest final classification of the E1 equal to or higher than 12 points sorted in descending order of scores - "Admitted to the Interview"

- In the event of a tie in the attribution of the final classification of the last candidate in the E1, all the other candidates who have the same final classification as the last candidate "Admitted to the Interview" in the E1 will be admitted to the second stage (E2) of the PhD call.

- All Candidates with a score of less than 12 in the first stage(E1) of the PhD call or with a score of 12 or more in the first stage (E1) of the PhD call but classified after the 40th position will be excluded from the contest - "Excluded".

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1169-056 Lisboa - Portugal
www.nms.unl.pt
- **2nd Stage (E2)** (scored from 0 to 20 points and disclosed in decimal points) consists of conducting an individual interview (EI) of the candidate and has a weighting of 100% in the final classification of the second stage of the competition.

- The final classification of the second stage of the competition (E2) is the final classification of the Individual Interview (EI), which will result from the arithmetic average of the scores of all criteria evaluated in the EI by the elements present in the Jury: \( E2 = \text{Final EI Classification} \).

The **Individual Interview (EI)** - (scored from 0 to 20 points and disclosed in decimal points) has a weighting of 100% in the final classification of the second stage of the PhD call. Will include a brief presentation in English on the candidate's personal and scientific background and will focus on: a) scientific knowledge, research experience, professional experience and b) motivation, availability and, communication skills (including knowledge of English) and interpersonal skills.

These EI criteria will be evaluated (from 0 to 20 points), by the elements of the Jury present in the EI (at least 3 elements of the jury will be present in each EI)

The call for the interview, indicating the date and time, will be sent to the candidates email address indicated at the time of application. The interview will be conducted by videoconference.

- After the end of the second stage of the PhD call (E2) - interview -, and according to the criteria identified above and the limit of vacancies fixed (25), the 25 candidates with the highest E2 final classification (Individual Interview) equal or higher than 16 points (on a numerical scale from 0 to 20 points) will be placed - "Approved - Placed".

- In the event of a tie in the attribution of the final classification of the last candidate "Approved - Placed" at E2, extra vacancies will be open in a number equal to the number of candidates tied with the same classification as the last candidate "Approved - Placed" for placement.

- Candidates with a final E2 (EI) classification equal to or higher than 16 points, but classified after the 25th position, will be considered alternates - "Approved - Not Placed". Successful candidates not placed (alternates) who meet these criteria will be automatically placed in decreasing order of the final classification of E2 (EI) in the event of withdrawals of approved - placed candidates before the beginning of the PhD, or in the case of approved-placed candidates who do not proceed with the enrollment in this PhD Programme within the deadlines established for this purpose.

- Candidates with a final E2 (EI) rating lower than 16 will be automatically excluded - "Excluded".

**7. Communication of Results:**

The results of the selection process will be individually communicated to each candidate (to the email address provided in the application form).

For privacy reasons, there will be no lists made available in the FCM/NMS/UNL website.

**8. Hearing of Interested Parties:**

8.1. The Hearing of Interested Parties occurs in the timings defined in this document and allows candidates to present their queries regarding the evaluation, selection and listing application process.

8.2 Allegations relative to the Hearing of Interested Parties must be duly substantiated and be delivered in the written form, addressed to the President of the Jury.

8.3 The Jury Members are responsible for the decisions regarding the allegations presented by candidates. Decisions are communicated to candidates in writing (to the email address provided in the application form).
9. Complaints:

9.1. Complaints must be substantiated and written to the Dean of FCM|NMS/UNL, within the timing described in the 3rd number of the 191st article of the Code of Administrative Procedure (within 15 days).

9.2. The Dean of FCM|NMS/UNL is responsible for the decisions regarding complaints. Decisions are communicated to candidates in writing (to the email address provided in the application form).

9.3. In case the decision is favourable, and if necessary, an additional spot may be created, and the candidate is given an additional deadline to do the individual interview and/or register in the PhD’s’ programme.

10. Registration and Enrolment:

10.1. The placed candidates must register at FCM|NMS/UNL within the deadlines provided in this document, and according to further information provided by FCM|NMS/UNL.

10.2. Registration at FCM|NMS/UNL is only valid during the academic year to which this document refers to, and expires once the candidate does not register within the defined timelines.

10.3. FCM|NMS/UNL reserves the right to not replace classes, in cases such as when students register after the beginning of the academic year, due to reasons not attributable to FCM|NMS/UNL.

10.4. Until the completion of the PhD’s programme, students must enrol annually at the Academic Office of FCM|NMS/UNL, and pay the respective registration, insurance and tuition fees within the Faculty’s defined timelines.

11. Academic Calendar:

The PhD Programme will start in September. The Academic Calendar will be defined by the PhD’s Coordination for the academic year 2021/2022 and will be made available for all placed candidates prior to the registration and enrolment period. Classes will take place between Mondays and Fridays, from 4 am to 8 pm.

12. Legislation and Study Plan:

- Regulation of the PhD Programmes in Health Sciences of FCM|NMS/UNL: Regulation No. 875/2019, of the 12th of November.

- General Regulation for PhD Programmes of FCM|NMS/UNL: Regulation No. 320/2015, of the 9th of June.

13. Tuition Fees:

13.1. Application tuition fee:

The tuition fee for the application to the PhD programme costs 51,00€ (and is non-refundable). Payment must be made by ATM reference or by bank transfer. Applications will only be considered valid after the successful payment within the defined application timings.
13.2. Tuition fees:
National and International Students: 2.750,00€/year

- The tuition fee must be payed annually at the moment of registry/enrolment. It may be split into
  two instalments: 60% at registry/enrolment and 40% until the 31th of January of each year.
- Additionally, students must pay for the annual enrolment fee, insurance and other fees
  according to the Table of Fees approved by UNL and published in Diário da República for the
  academic year it is referred to.
- Current and former students graduated from FCM|NMS/UNL and Faculty/Assistants/
  Researchers from FCM|NMS/UNL can benefit from a 15% tuition fee discount.

14. DATES:

- Application Submission: **26th April to 21st May 2021**

**[1st Stage of the PhD call: E1]:**

- Communication of the provisional result of the selection (provisional list): until June 1st
  (inclusive)
- Hearing of interested parties about the selection: 10 working days since the announcement
  of the provisional result
- Communication of the final result of the selection (definitive list approved by the Dean of FCM|
  NMS/UNL): until June 18th (inclusive)

**[2nd Stage of the PhD call: E2]:**

- Conducting the interviews: 22nd to 29th of June
- Communication of the provisional selection result (provisional list): until July 5th (inclusive)
- Hearing of interested parties about the selection: 10 working days since the announcement
  of the provisional result
- Communication of the final selection result (final list approved by the Dean of FCM|NMS/UNL): until July 22nd (inclusive)

The PhD's Programme Coordination will open a 2nd call for applications if there are any unfilled
places from the 1st call.

Lisbon, 26th April 2021

Dean of Faculdade de Ciências Médicas | NOVA Medical School of UNL

Professor Jaime da Cunha Branco, PhD.