

CALL FOR APPLICATIONS**INTERNATIONAL DOUTORAL PROGRAMME IN MEDICINE****1st Edition: Academic Year 2024/2025**

Programme Coordinator: Professor Ana Maria Félix de Campos Pinto

1. NUMBER OF PLACES:

- Number of available places: 20

2. JURY MEMBERS RESPONSIBLE FOR THE ANALYSIS, EVALUATION, SELECTION AND LISTING OF APPLICATIONS:

Professor Ana Maria Félix de Campos Pinto, MD, PhD (President)

Professor Bruno Miguel Costa Heleno, MD, PhD

Professor Carlos Manuel Nunes Filipe, MD, PhD

Professor Hugo Silva Carvalho Pinto Marques, MD, PhD

Professor Joaquim Fernando Tomaz Rodrigues Moita Calado, MD, PhD

Professor Manuel Maria dos Santos Matroco Gonçalves Pereira, MD, PhD

Alternate Members:

Professor Manuel Aníbal Antunes Ferreira, MD, PhD

Professor Catarina de Castro Sobral Blanco Limbert, MD PhD

3. ENTRY QUALIFICATIONS:

3.1. Required qualifications to apply to the PhD Programme in Medicine:

- a) Holders of a Bachelor's degree, Master's degree or legal equivalent in Medicine
- b) Holders of an academic, scientific, and professional curriculum in Medicine that is recognized (by the Scientific Council of FCM|NMS/UNL) as attesting to the ability to complete this cycle of studies.

3.2. The recognition referred in of the 3.1 b) number is only valid for admission to this PhD programme in Medicine, and does not confer degree equivalence.

4. APPLICATION PROCESS:4.1 Applications must be submitted exclusively online., through the link: www.nms.unl.pt (Education > 3rd Cycle - Doctoral Programs > Doutoramento em Medicina | Programme in Medicine)

4.2 List of mandatory documents required for the application process:

- a) Applicants must provide copies of qualification certificates for all academic degrees obtained. These certificates should include the final grade and the number of ECTS credits. All degrees mentioned in the *Curriculum Vitae* must be substantiated with copies of the respective qualification certificates.

If candidates hold qualifications from abroad that are recognized as equivalent to the corresponding Portuguese qualifications, they must submit a photocopy of those documents;¹

b) Candidates must submit a copy of a personal identification document, such as the EU citizen's card or passport. If a candidate objects to providing a copy of their identification document, they are required to present it in person at the Service Desk of the Academic Office within the application deadline;

c) Curriculum Vitae, (maximum 10 pages), which **must be** formatted with according to the specified template;

d) A letter of motivation stating the reasons for enrolling in this PhD (maximum 2 pages);

e) One of the following documents, which must be written according to the templates (maximum 1000 words, maximum 10 references – references are not included in the word total):

i) Reasoned statement of a Research Question that you intend to address in the PhD Project
OR

ii) Summary of the PhD Project you intend to carry out

e) One of the following documents, written according to the templates provided (maximum 1000 words and 10 references not included in the total number of words):

f) Candidates may submit any other documents they deem relevant to demonstrate their curricular merits;

g) All the submitted documents must be either Portuguese or English. If originally in another language, these must be translated into one of the specified languages and accompanied by a certified translation;

h) In addition to the documents listed above, international candidates must also provide a sworn Declaration that they do not hold Portuguese nationality and are not subject to any of the exclusions that, according to Decree-Law n.º 36/2014 of 10 March, would disqualify them from International Student status.

4.3 All required documents (as listed in Section 4.2) must be uploaded to the application portal during the application process. To facilitate document identification:

Please use your first and last name in the email subject line.

Save each document with the document type followed by your name (e.g., CV_John_Doe).

4.4 The selection panel reserves the right to request access to the original documents at any time for verification purposes.

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.

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

c) Candidates who fail to attend the interview as outlined in section 6 of this document (if applicable).

¹ 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.

5.2. Candidates who submit false declarations will be subject to exclusion at any stage of the application process.

5.3. The Jury Members are responsible for deciding on the exclusion of an applicationhis decision is made after consulting the parties concerned, as described in this document.

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

Documentary analysis (scored from 0 to 20 and disclosed in decimal points) will focus on the following components:

- a) Academic and Professional Career (PAP 40%)
- b) Scientific Career (PC 40%).
- c) Motivation, Recommendations and Quality of the Statement of the Question or Quality of the Project Summary (MRQ 20%).

The overall score for the Documentary Analysis (DA) is calculated using the weighted average of the evaluated criteria:

$$\mathbf{AD = PAP \times 40\% + PC \times 40\% + MRQ \times 20\%}$$

Candidates are ranked based on their AD score. For candidates ranked 31st and lower, the final classification is calculated using the formula below.

$$\mathbf{CF = AD}$$

candidates ranked in the top 30 positions will proceed to an Individual Interview. Any candidates tied for 30th position will also be admitted for interview.

The Interview (E) will be scored from 0 to 20, with results disclosed in decimal points. The Interview aims to comprehensively assess the candidate's readiness to undertake a doctoral project. This includes evaluating their motivation and the clarity of their research question.

Candidates will be notified of the interview date and time via the email address provided on the application form. The Interview score will be the arithmetic mean of the scores assigned by each member of the Jury. The Interview will be conducted by at least 3 members of the Jury.

For candidates who undergo the interview, the final classification is calculated using the following formula: **CF=AD*50%+E*50%**.

After the interview, the candidates will be ranked as follows:

1) **"Admitted-Placed"** - The top 20 candidates based on the highest final classification (CF). In the event of a tie at the 20th rank, it will first be resolved using the Documentary Analysis (DA) score, and scores from the Statement of the Research Question or the Summary of the PhD Project will be considered.

2) **"Admitted - Not Placed"** - Candidates ranked below the 20th position with an CF higher than 15 points. These candidates will be designated as alternates and may be promoted to "Admitted-Placed" status in descending order of their FC should any higher-ranked candidates fail to enroll by the specified deadlines or withdraw before the PhD program begins.

3) **"Excluded"** - Candidates with an CF of 15 or less will be excluded from admission.

7. COMMUNICATION OF RESULTS:

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

8. HEARING OF INTERESTED PARTIES:

8.1 The Hearing of Interested Parties will take place according to the schedule specified in this document. This hearing provides candidates an opportunity to present their queries concerning the evaluation, selection, and ranking processes involved in the application.

8.2 All allegations pertaining to the Hearing of Interested Parties must be well-substantiated and submitted in writing 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 fully substantiated and submitted in writing to the Dean of FCM|NMS/UNL, adhering to the timeline specified in Article 191(3) of the Code of Administrative Procedure (within 15 days).

9.2. The Dean of FCM|NMS/UNL holds the authority to make decisions on complaints. All decisions will be communicated to the candidates in writing via the email address provided on their application form.

9.3. Should a complaint result in a favourable decision for the candidate, and if deemed necessary, an additional spot may be allocated. The candidate will then be provided with an extended deadline to complete 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, following further instructions provided by FCM|NMS/UNL.

10.2 Registration at FCM|NMS/UNL is valid only for the academic year specified. In this document and expires once the candidate fails to register within the established timelines.

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

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

11. ACADEMIC CALENDAR:

The PhD Programme will start in September 2024. The Academic Calendar for the academic year 2024/2025 will be established by the PhD's Coordination. It will be made available for all placed candidates prior to the registration and enrolment period.

12. LEGISLATION AND STUDY PLAN:

- Regulation for the Doctoral degree FCM|NMS: Regulation no. 320/2015, of June 9, 2015.

13. TUITION FEES:

13.1 Application tuition fee:

The application fee for the PhD program is 51.00€ and is non-refundable. Payment must be made using an ATM reference provided during the application process. Applications will only be considered valid once payment has been successfully completed within the specified application timings.

13.2 Tuition fees:

National and International Students: 2 750,00€/year

- The tuition fee must be paid annually at the time of registration/enrolment. It may be split into two instalments: 60% due at registry/enrolment and the remaining 40% until the January 31 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 students, alumni, faculty, assistants, researchers affiliated with FCM|NMS/UNL are eligible for a 15% discount on tuition fees

14. DATES:

Application Submission: 15th April to 30nd April 2024

- Communication of the provisional result of the selection (provisional list): **until June 14th(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 July 1st (inclusive)**

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



Professor Helena Cristina de Matos Canhão, MD, PhD.