

CALL FOR APPLICATIONS
PROGRAMME IN HEALTH SCIENCES
(2 Specialties: Medicine and Biomedicine)

5th Edition: Academic Year 2023/2024

Programme Coordinator: Professor Miguel Seabra, PhD

1. NUMBER OF PLACES:

- Number of available places: 22
- Minimum number of students to ensure this edition: 18

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

Professor Miguel Seabra, MD, PhD (President)

Professor Rui Maio, MD, PhD

Professor Fátima Serrano, MD, PhD

Professor Miguel Viana Baptista, MD, PhD

Alternate Members:

Professor Maria Emília Monteiro MD, PhD

Professor Paulo Pereira, MD PhD

Professor Maria Paula Macedo, 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 > 3rd Cycle - Doctoral Programs > Doutoramento em Ciências da Saúde| Programme in Health Sciences)

4.2. List of mandatory documents required for the application process:

a) Copy of the qualification certificates for the obtained academic degrees, which should include the final grade and number of ECTS. All academic degrees listed in the curriculum vitae must be proven with the copies of the respective qualification certificates.

If the candidate holds recognized foreign qualifications/equivalent to the corresponding Portuguese qualifications, he/she must deliver a photocopy of these documents;¹

b) 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;

c) Curriculum Vitae, (maximum 10 pages);

d) A motivation letter stating the reasons to enrol in this PhD programme with indication of the desired speciality: Medicine or Biomedicine (maximum 2 pages);

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

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

g) All the above documents should be issued in either Portuguese, English, French or Spanish. Otherwise, these must be translated into one of the mentioned languages (accompanied by a certified translation);

h) Payment of the application fee.

Note: In addition to the documents mentioned above, the international candidates must also deliver a Declaration, under oath, that they do not have Portuguese nationality nor are covered by any of the exceptions that, under the terms of Decree-Law n.º 36/2014, of 10 March, exclude the International Student status.

4.3. All the above-mentioned documents (in 4.2) should be attached in the application portal during the application process. 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.

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 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.

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.

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 candidate's accomplishment of this PhD Program.

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 Program - (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".

- **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 = 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.

- 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 (22), the 22 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 22nd 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 Program 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 2023/2024 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 pm to 8 pm.

12. LEGISLATION AND STUDY PLAN:

- Curricular Structure and Study Plan of the PhD Programmes in Health Sciences of FCM|NMS/UNL: Regulation No. 12077/2018, of the 14th of December.
- Regulation for the PhD Health Sciences of FCM|NMS/UNL: Regulation No. 1137/2022, of the 24th of November 2022.

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. 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 paid annually at the moment of the registry/enrolment. It may be split into two instalments: 60% at registry/enrolment and 40% until the 31st 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: **8th May to 2nd June 2023**

(1st Stage of the PhD call: E1):

- Communication of the provisional result of the selection (provisional list): **until June 16th(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 4th (inclusive)**

(2nd Stage of the PhD call: E2):

- Conducting the interviews: **5th to 11th of July**
- Communication of the provisional selection result (provisional list): **until July 14th (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 August 1st (inclusive)**

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

Lisbon, 8th May 2023

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

Professor Helena Cristina de Matos Canhão, MD, PhD.