

# ***PhD Program in Management***

## ***Welcome Session – Student Handbook***

### ***2019/2020***



## Welcome Note

*Dear PhD Students,*

The main purpose of this manual is to give you some relevant information about the PhD program. The manual briefly describes principles, rules and guidelines of the PhD and includes additional information that can help you at ISCTE-IUL. It is an important source of information, that you must read. You should also check our website <https://bru-unide.iscte-iul.pt/?pt=doctoralManagement> for detailed information about calendar, seminars, regulations, thesis requirements, reimbursement claims, and many other information.

The PhD is a challenge that requires hard work and determination. But it is also a creative journey that widen your limits and abilities. As Director of the PhD in Management, I welcome you and wish you all the best. The BRU-IUL and all the staff will be always ready to help you.

We are delighted to have you here.



**Helena Isidro, PhD**  
**Director of the PhD in Management**  
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## **PART 1 - GENERAL INFORMATION**

### **1.1. Doctoral Programs**

The PhD in Management is a very rigorous, comprehensive and flexible program. The PhD in Management at ISCTE-IUL is member of the prestigious EDAMBA European Program. It comprises of six different specialization fields, which make it ideal to obtain a major training in Management with a focus on another scientific field of 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 Isabel Lourenço**

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**Locker:** 105-B

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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 corporate reporting, voluntary disclosure, corporate social responsibility, corporate governance, and management accounting systems.

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 Behaviour



**Coordinator**

**Professor Susana M. Tavares**

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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 fundamental topics of human resource management (such as training, evaluation, rewards, careers) and organizational behaviour (such as individual work-related behaviours, teams, leadership, and creativity). 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 make a contribution 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 which 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 in 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 marketing, relational marketing and digital marketing and virtual worlds.

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



## **Operations Management, Logistics and Supply Change Management**



**Coordinator**

**Professor Teresa Sofia Grilo**

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The program is made of two key components: a curricular component, which involves a set of courses; and a PhD thesis that should involve innovative research.

This specialization in particular offers students core courses in management with highly advanced skills in Operations Management, Logistics and Supply Chain Management.

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 level in several research fields, such as in Operations Management, Supply Chain Management, Logistics Management, Lean Management, Project 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 José Dias**

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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 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 Marjan Sara Jalali**

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

- I. Provide Ph.D. students with a range of scientific knowledge and skills so that they can develop independent, skilled, and innovative research;
- II. Lead the Ph.D. students to communicate the results in relevant scientific conferences and prestigious academic journals; and,
- III. Provide the Ph.D. students with knowledge and competences that enable them to boost their academic or professional careers.

Under the specialization of strategy and entrepreneurship, the Ph.D. students will have the opportunity to get in touch with recent developments in strategic thinking, uttermost corporate strategy issues (e.g. governance, leadership, globalization), and the latest research agenda of managerial science. Furthermore, specific topics on innovation and entrepreneurship are also part of our lecturing plan.

In one final word, we aim to promote the knowledge advancement in academic, professional and social realms and contribute to the improvement of management practices.

### 1.1. PhD Program Contacts

The PhD Program Office is located in Office 2W17 – Building I of ISCTE-IUL Campus.

Contact details:

**Esmeralda Almeida**

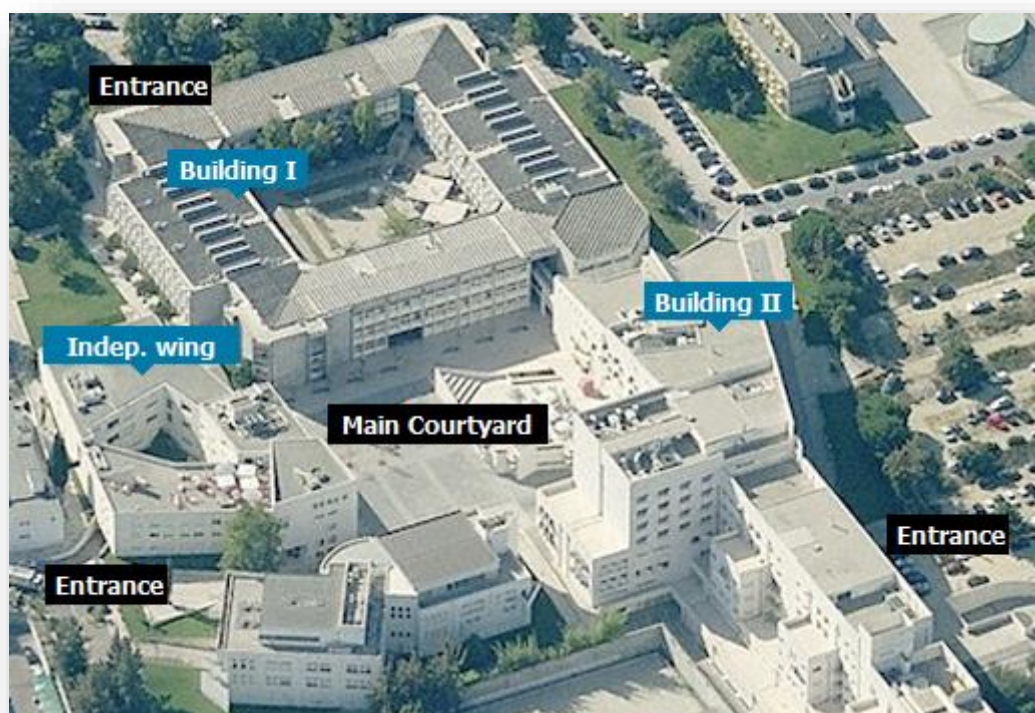
- ✓ Phone: +351 210 464 193
- ✓ Extension: 291903
- ✓ E-mail: [phd.bru-unide@iscte-iul.pt](mailto:phd.bru-unide@iscte-iul.pt)

**Walk-in hours:**

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

### Location

ISCTE-IUL, Av. Forças Armadas, 1649-026 Lisbon  
Office 2W17 ISCTE-IUL – Building I



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

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

Throughout the 3-year duration of your studies, you will work closely with someone who has a long research experience and good teaching skills on your research topic. Therefore, developing an excellent relationship with your supervisor is one of the most important aspects to succeed in your research project. The fundamental rule concerning the relationship between the supervisor and the PhD student embraces mutual respect and one's best behaviour.

### **2.2. Principles**

Every PhD candidate has one supervisor, but it may have an additional supervisor who holds specific skills necessary for the project. Note that supervisors must be approved by the Scientific Committee of the Doctoral Program.

The basic requirement to become a supervisor is to hold a PhD degree and work at ISCTE-IUL. In exceptional cases, one of the supervisors may be affiliated with another international recognised university.

Generally, the choice of supervisor(s) is an individual choice of the student. That is, the assignment of a supervisor usually takes the form of a mutual decision between the PhD candidate and the supervisor. You should make your choice with great care, as the effectiveness of the student/supervisor relationship has a major effect on your research experience.

The formal decision to assign a supervisor to a PhD candidate is taken by the Director of the PhD Program upon the recommendation of the Scientific Committee, and after approval of your research project at the end of the first year. You are encouraged to discuss the choice of supervisor well in advance with the coordinator of your specialisation and /or the PhD Director. They will be able to help you understand if the potential supervisor is an expert in the field, has the availability, etc.

### **2.3. Changes in Supervision**

The PhD Scientific Committee analyses and decides about changes in supervision based on a duly substantiated request from the student.

## PART 3 – SEMINARS/CLASSES AND ACADEMIC CALENDAR

### 3.1. Seminars/Classes

All the PhD Program (Seminars/Classes) will be scheduled at the beginning of the academic year in order to give PhD students the opportunity to plan and implement all their different research activities they are requested to execute.

The **attendance** of the PhD Program's Seminars (*common or specialized seminars*) as well as Classes **is mandatory**.

The PhD student should sign the attendance form available for each seminar/class and submit all the required work on those research activities within the pre-defined deadline.

PhD students should be aware that no attendance or/and not well succeeded activities on the required research work mentioned above may result in losing the right to attend the PhD Program.

PhD students are also encouraged to participate in non-mandatory research activities, such as generic skills development workshops and courses, offered within the PhD Program by other research areas and other departments.

#### 3.1.1 Research Seminar

The PhD Program runs a regular seminar series in collaborating with BRU-IUL. The **Research Seminar Series** aims to provide an outlet for the formal presentation and intensive discussion of recent research with international high-profile scholars. We strongly advice PhD students to attend the Seminar Series, which is announce in BRU-IUL webpage: [http://bru-unide.iscte-iul.pt/?pt=seminar\\_series](http://bru-unide.iscte-iul.pt/?pt=seminar_series).

You will also receive via email regular information about the seminars.

### 3.2. PhD Academic Calendar 2019/2020

Week Lessons for 2019/2020		Test Period	Assessments	Holiday Period	
1 <sup>st</sup> Semester	Week 1: 14/10/2019 to 19/10/2019	<ul style="list-style-type: none"> <li>For Curricular Units with a test evaluation during lessons period and that are available in the schedule 2019/20.</li> </ul>	03/01/2020 a 31/01/2020	21/12/2019 to 03/01/2020	Christmas
	Week 2: 09/12/2019 to 13/12/2019				
2 <sup>nd</sup> Semester	Week 3: 17/02/2020 to 22/02/2020	<ul style="list-style-type: none"> <li>During classes period, some evaluations may occur.</li> <li>Evaluations may occur too on assessments period.</li> </ul>	30/05/2020 a 27/06/2020	24/02/2020 to 28/02/2020	Carnival
	Week 4: 30/03/2020 to 04/04/2020			06/04/2020 to 17/04/2020	Easter time

### 3.3. Classes

Please make sure you check the weekly schedule frequently for extra classes and timetable changes. The **updated information is available at the following link:** <https://fenix.iscte.pt/cursos/dgest/class-timetable>.

We also suggest students to request as soon as possible the SPSS Licence (specific software) for their Laptop, through the email: [iajuda@iscte-iul.pt](mailto:iajuda@iscte-iul.pt) and/or room C704 in Building 2, 7<sup>th</sup> floor.

#### 3.3.1 Student Card/ Email

It is mandatory to use the student card to enter in the classroom, to register your presence. **Please pass the student card on the machine available in the entrance of the classroom. If for any reason that is not possible, make sure you sign the attendance sheet.**



Please, kindly check in your Fenix profile if your student card is already available or contact the **Academic Services – 3 Cycle Support (room 1S05, Rectory Building | Telephone number: (+351) 210 464 255; Ext. 291212 | Email: [phd@iscte-iul.pt](mailto:phd@iscte-iul.pt))**.

### **Contact Email**

When you register at the PhD Program will be assigned an institutional email address ([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 send to this institutional email.**

### **3.3.2 E-learning**

ISCTE-IUL has a online E-learning system to support the curricular units that you should access through the link: <https://e-learning.iscte-iul.pt/webapps/login/?action=login>. In this platform, you will find the list of curricular units you are enrolled in, and by entering each of them you will access study materials or other information that the respective lecturers may make available. Any issue with the system, please ccontact helpdesk: [ajuda@iscte-iul.pt](mailto:ajuda@iscte-iul.pt).

### **3.3.3 Evaluation**

Please, note that there is a single evaluation in each curricular unit. In order to enrol in the 2<sup>nd</sup> year of the PhD Program you must pass all the 1<sup>st</sup> year curricular units. Special evaluation seasons occurs on July for students with special status, namely students with worker status and special needs students. For further information please 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 Cycle Support (room 1S05, Rectory Building | Telephone number: (+351) 210 464 255; Ext. 291212 | Email: [phd@iscte-iul.pt](mailto:phd@iscte-iul.pt)).

### **3.3.4 Monitoring Survey**

The Studies, Evaluation, Planning and Quality Assurance Office (GEAPQ), in collaboration with the ISCTE-IUL Pedagogical Council implement a Pedagogical Monitoring Survey in every academic year. The purpose of this survey is to monitor the pedagogical process in ISCTE-IUL in order to improve its future performance, so student's participation (survey's anonymity is fully guaranteed) is very important for the improvement of ISCTE-IUL's teaching quality. Its objective is to collect the student's opinion, per semester, about the courses they are attending and about their respective teachers.

Considering the importance of students' involvement and responsibility on the quality of teaching the participation in this survey is mandatory. It is your decision how you reply to the



survey, meaning that you have to log on and answer the survey but your answer can be "I do not wish to answer". The non-participation in the pedagogical monitoring survey implies limited access to the Fenix system throughout the whole semester (Dispatch nr. 9/2016 from ISCTE-IUL's Rector, available in Fenix). For further information, please kindly check here: <https://sites.google.com/a/iscte.pt/support-fenix-iscte-iul/home/portal-geapq/inquerito-de-monitorizacao-pedagogica-en>.

### **3.3.5 Wireless Access**

Please, kindly use your Fenix credentials to get access to **Eduroam** network. Support contact: [iajuda@iscte-iul.pt](mailto:iajuda@iscte-iul.pt) and/or **room C704 in Building 2, 7<sup>th</sup> floor**.

### 3.4 Schedule for the doctoral Program in Management

Schedule for the doctoral Program in Management with Specializations in 2019/2020 (1 <sup>ST</sup> Semester)				
	Week 1	Oct. 14-2019 to Oct. 19-2019		
	Time	Course	Classroom	Observations
Monday 14/10/2019	09:30	Check-in		
	10:00	Welcome Session&Alumni Experience		
	11:30	ISCTE-IUL Facilities Visit and Lunch Reception		
	14:00	Phd Specializations Presentations		Presentations by the Course Coordinators with the Research Groups Coordinators.
		SPECIALIZATION IN ACCOUNTING		
		SPECIALIZATION IN HUMAN RESOURCES AND ORGANIZATIONAL BEHAVIOR		
		SPECIALIZATION IN MARKETING		
		SPECIALIZATION IN OPERATIONS MANAGEMENT, LOGISTICS AND SUPPLY CHAIN MANAGEMENT		
SPECIALIZATION IN QUANTITATIVE METHODS APPLIED TO MANAGEMENT				
	SPECIALIZATION IN STRATEGY AND ENTREPRENEURSHIP			
Tuesday 15/10/2019	9:00 – 12:30	Research design I		Classes common to the all specializations of doctoral program in Management
	14:00 – 17:30	Research design I		
Wednesday 16/10/2019	9:00– 12:30	Research design I		
	14:00 – 17:30	Research design I		
Thursday 17/10/2019	9:00 – 13:00	Research design I		
	14:00 – 18:30	Statistical Methods		
Friday 18/10/2019	9:00 - 12:30	Statistical Methods		

Schedule for the doctoral Program in Management with Specializations in 2019/2020 (1 <sup>ST</sup> Semester)					
Friday 18/10/2019	14:00 – 17:30	Specialization seminar in...	Accounting		Specific to Accounting Ph.D. specialization students
			Human Resources and Organizational Behavior		Specific to Human Resources and Organizational Behavior specialization students
			Marketing		Specific to Marketing Ph.D. specialization students
			Operations Management, Logistics & Supply Chain Management		Specific to Operations Management, Logistics & Supply Chain Management Ph.D. specialization students
			Quantitative Methods Applied to Management		Specific to Quantitative Methods Applied to Management Ph.D. specialization students
			Strategy and Entrepreneurship		Specific to Strategy and Entrepreneurship Ph.D. specialization students
Saturday 19/10/2019	9:00 – 13:30	Statistical Methods			Classes common to the all specializations of doctoral program in Management

**Check the PhD online Schedule at:** <https://fenix.iscte-iul.pt/cursos/dgest/horarios-por-turma>. **Due to the possible changes that may occur, please check this web address with frequency.**

**Note:** to access 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 1SE01, near the Academic Services): [http://www.iscte-iul.pt/servicos/servicos\\_de\\_informatica/apoio\\_ao\\_utente/apoio\\_utente.aspx](http://www.iscte-iul.pt/servicos/servicos_de_informatica/apoio_ao_utente/apoio_utente.aspx)

**(1) Students may bring Laptop with installed SPSS.**

Schedule for the doctoral Programs – 2019/2020 (1 <sup>ST</sup> Semester)				
	Week 2	Dec. 09-2019 to Dec. 13-2019		
	Time	Course	Classroom	Observations
Monday 09/12/2019	9:00 – 11:30	Statistical Methods		Classes common to the all specializations of doctoral program in Management
	11:30 – 12:30	Statistical Methods TEST PERIOD		
	14:00 – 18:00	Statistical Methods		
Tuesday 10/12/2019	9:30 – 13:00	Specialization seminar in...	Accounting	Specific to Accounting Ph.D. specialization students
			Human Resources and Organizational Behavior	Specific to Human Resources and Organizational Behavior specialization students
			Marketing	Specific to Marketing Ph.D. specialization students
			Operations Management, Logistics & Supply Chain Management	Specific to Operations Management, Logistics & Supply Chain Management Ph.D. specialization students
			Quantitative Methods Applied to Management	Specific to Quantitative Methods Applied to Management Ph.D. specialization students
			Strategy and Entrepreneurship	Specific to Strategy and Entrepreneurship Ph.D. specialization students
	14:30 – 17:30	Specialization seminar in...	Accounting	Specific to Accounting Ph.D. specialization students
			Human Resources and Organizational Behavior	Specific to Human Resources and Organizational Behavior specialization students: Professor Donatella Di Marco
			Marketing	Specific to Marketing Ph.D. specialization students
			Operations Management, Logistics & Supply Chain Management	Specific to Operations Management, Logistics & Supply Chain Management Ph.D. specialization students
			Quantitative Methods Applied to Management	Specific to Quantitative Methods Applied to Management Ph.D. specialization students
			Strategy and Entrepreneurship	Specific to Strategy and Entrepreneurship Ph.D. specialization students
Wednesday 11/12/2019	9:30 – 12:30	Qualitative Research		Classes common to the all specializations of doctoral program in Management
	13:30 – 16:30	Qualitative Research		
Thursday 12/12/2019	9:30 – 13:00	Qualitative Research		
	14:00 – 18:00	Qualitative Research		
Friday 13/12/2019	10:00 – 12:30	Qualitative Research		

Check the PhD online Schedule at: <https://fenix.iscte.pt/cursos/dgest/horarios-por-turma>. **Due to the possible changes that may occur, please check this web address with frequency.**

**Note:** to access 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 2, 7<sup>th</sup> floor;** [http://www.iscte-iul.pt/servicos/servicos\\_de\\_informatica/apoio\\_ao\\_utente/apoio\\_utente.aspx](http://www.iscte-iul.pt/servicos/servicos_de_informatica/apoio_ao_utente/apoio_utente.aspx)

**Classes common to the all specializations of doctoral program in Management.**

Schedule for the doctoral Programs – 2019/2020 (2nd Semester)				
	Week 3	Feb. 17-2020 to Feb. 22-2020		
	Time	Course	Classroom	Observations
Monday 17/02/2020	10:00 – 12:00	Qualitative Research <b>TEST PERIOD</b>		
	14:00 – 17:30	Research design II		Classes common to the all specializations of doctoral program in Management
Tuesday 18/02/2020	9:00 – 13:00	Research design II		Classes common to the all specializations of doctoral program in Management
Tuesday 18/02/2020	14:00 – 18:00	Research Project in...	Accounting	Specific to Accounting Ph.D. specialization students
			Human Resources and Organizational Behavior	Specific to Human Resources and Organizational Behavior specialization students
			Marketing	Specific to Marketing Ph.D. specialization students
			Operations Management, Logistics & Supply Chain Management	Specific to Operations Management, Logistics & Supply Chain Management Ph.D. specialization students
			Quantitative Methods Applied to Management	Specific to Quantitative Methods Applied to Management Ph.D. specialization students
			Strategy and Entrepreneurship	Specific to Strategy and Entrepreneurship Ph.D. specialization students
Wednesday 19/02/2020	09:30 – 13:00	Research design II		
	14:00 – 18:00	Research design II		Classes common to the all specializations of doctoral program in Management
Thursday 20/02/2020	9:30 – 13:00	Research Development and Publication		Classes common to the all specializations of doctoral program in Management
	14:00 – 18:00	Research Development and Publication		
Friday 21/02/2020	9:30 – 13:00	Research Development and Publication		
	14:00 – 18:00	Research Development and Publication		
Saturday 22/02/2020	10:00 – 13:00	Research Development and Publication		

**Note:** to access 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 2, 7<sup>th</sup> floor;** [http://www.iscte-iul.pt/servicos/servicos\\_de\\_informatica/apoio\\_ao\\_utente/apoio\\_utente.aspx](http://www.iscte-iul.pt/servicos/servicos_de_informatica/apoio_ao_utente/apoio_utente.aspx)

Schedule for the doctoral Programs – 2019/2020 (2nd Semester)

	Week 4	March 30-2020 to Apr. 4-2020			
	Time	Course		Classroom	Observations
Monday 30/03/2020	10:00 – 13:00	<b>Research design II TEST PERIOD</b>			Classes common to the all specializations of doctoral program in Management
	14:00 – 18:00	<b>Research Project in...</b>	Accounting		Specific to Accounting Ph.D. specialization students
			Human Resources and Organizational Behavior		Specific to Human Resources and Organizational Behavior specialization students
			Marketing		Specific to Marketing Ph.D. specialization students
			Operations Management, Logistics & Supply Chain Management		Specific to Operations Management, Logistics & Supply Chain Management Ph.D. specialization students
			Quantitative Methods Applied to Management		Specific to Quantitative Methods Applied to Management Ph.D. specialization students
			Strategy and Entrepreneurship		Specific to Strategy and Entrepreneurship Ph.D. specialization students
Tuesday 31/03/2020	9:00 – 13:00	<b>Research Project in...</b>	Accounting		Specific to Accounting Ph.D. specialization students
			Human Resources and Organizational Behavior		Specific to Human Resources and Organizational Behavior specialization students
			Marketing		Specific to Marketing Ph.D. specialization students
			Operations Management, Logistics & Supply Chain Management		Specific to Operations Management, Logistics & Supply Chain Management Ph.D. specialization students
			Quantitative Methods Applied to Management		Specific to Quantitative Methods Applied to Management Ph.D. specialization students
			Strategy and Entrepreneurship		Specific to Strategy and Entrepreneurship Ph.D. specialization students
	14:00 – 18:00	<b>Research Project in...</b>	Accounting		Specific to Accounting Ph.D. specialization students
			Human Resources and Organizational Behavior		Specific to Human Resources and Organizational Behavior specialization students
			Marketing		Specific to Marketing Ph.D. specialization students
			Operations Management, Logistics & Supply Chain Management		Specific to Operations Management, Logistics & Supply Chain Management Ph.D. specialization students
			Quantitative Methods Applied to Management		Specific to Quantitative Methods Applied to Management Ph.D. specialization students
			Strategy and Entrepreneurship		Specific to Strategy and Entrepreneurship Ph.D. specialization students
Wednesday 01/04/2020	9:00 – 13:00	<b>Research Project in...</b>	Accounting		Specific to Accounting Ph.D. specialization students
			Human Resources and Organizational Behavior		Specific to Human Resources and Organizational Behavior specialization students
			Marketing		Specific to Marketing Ph.D. specialization students
			Operations Management, Logistics & Supply Chain Management		Specific to Operations Management, Logistics & Supply Chain Management Ph.D. specialization students
			Quantitative Methods Applied to Management		Specific to Quantitative Methods Applied to Management Ph.D. specialization students
			Strategy and Entrepreneurship		Specific to Strategy and Entrepreneurship Ph.D. specialization students
	14:00 – 18:00	<b>Research Project in...</b>	Accounting		Specific to Accounting Ph.D. specialization students
			Human Resources and Organizational Behavior		Specific to Human Resources and Organizational Behavior specialization students
			Marketing		Specific to Marketing Ph.D. specialization students
			Operations Management, Logistics & Supply Chain Management		Specific to Operations Management, Logistics & Supply Chain Management Ph.D. specialization students
			Quantitative Methods Applied to Management		Specific to Quantitative Methods Applied to Management Ph.D. specialization students
			Strategy and Entrepreneurship		Specific to Strategy and Entrepreneurship Ph.D. specialization students

Schedule For The doctoral Programs – 2019/2020 (2nd Semester)					
Thursday 02/04/2020 TBC	10:00 – 13:00	Elective	Model Testing [Free Option of Doctoral Program]		Elective course - Classes common to the all specializations of doctoral program in Management
	14:30 – 17:30	Elective	Model Testing [Free Option of Doctoral Program]		
Friday 03/04/2020 TBC	10:00 – 13:00	Elective	Model Testing [Free Option of Doctoral Program]		Elective course - Classes common to the all specializations of doctoral program in Management
	14:30 – 17:30	Elective	Model Testing [Free Option of Doctoral Program]		
Thursday 02/04/2020 TBC	9:00 – 12:00	Elective	Qualitative Analysis and Model Building in Organizational Research[Free Option of Doctoral Program]		Elective course - Classes common to the all specializations of doctoral program in Management
	14:00 – 18:00	Elective	Qualitative Analysis and Model Building in Organizational Research[Free Option of Doctoral Program]		
Friday 03/04/2020 TBC	09:00 – 13:00	Elective	Qualitative Analysis and Model Building in Organizational Research[Free Option of Doctoral Program]		
	14:00 – 18:00	Elective	Qualitative Analysis and Model Building in Organizational Research[Free Option of Doctoral Program]		
Saturday 04/04/2020 TBC	10:00 – 13:00	Elective	Qualitative Analysis and Model Building in Organizational Research[Free Option of Doctoral Program]		

Check the PhD online Schedule at: <https://fenix.iscte.pt/cursos/dgest/horarios-por-turma>. Due to the possible changes that may occur, please check this web address with frequency.

**Note:** to access 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 2, 7<sup>th</sup> floor;** [http://www.iscte-iul.pt/servicos/servicos\\_de\\_informatica/apoio\\_ao\\_utente/apoio\\_utente.aspx](http://www.iscte-iul.pt/servicos/servicos_de_informatica/apoio_ao_utente/apoio_utente.aspx)

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

### **4.1. Main Rules**

#### **4.1.1. PhD Programs at ISCTE-IUL**

The general rules for all PhD programs at ISCTE-IUL are presented in the document "*Normas Regulamentares Gerais dos Doutoramentos do ISCTE-IUL*", *Diário da República*, 2.<sup>a</sup> série — N.º 66 — 5 de abril de 2016 and "*Declaração de retificação nº 489/2016*", presented in the document *Diário da República*, 2.<sup>a</sup> série — N.º 96 — 18 de maio de 2016.

*The rules specific for PhD in Management are presented 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.*

#### **4.1.2. Tuition Fee at ISCTE-IUL**

The rules for tuition fee payments are presented in the document "Regulamento de Propinas do ISCTE", *Diário da República*, 2.<sup>a</sup> série — N.º 72 — 13 de abril de 2016. For further information, please contact contact 3 Cycle Support: room 1S05, Rectory Building | Telephone number: (+351) 210 464 255; Ext. 291212 | Email: [phd@iscte-iul.pt](mailto:phd@iscte-iul.pt).

#### **4.1.3. Scholarship at ISCTE-IUL**

##### **4.1.3.1 Internal Competitive grants**

ISCTE-IUL offers competitive grants for PhD students. Usually there are two independent calls for applications, based on the rules presented in the document "[Regulamento de Atribuição de Bolsas Internas a Estudantes do 3º Ciclo](#)", [Regulamento n.º 173/2019, publicado em Diário da República, 2.<sup>a</sup> série. n.º 36, de 20 de fevereiro](#):

- **Merit Scholarships:** For highly-motivated top students based on the merits of the student CV and proposed project;
- **Internal Scholarship:** For developing pedagogical and technical skills at specific departmental fields or to support research projects at BRU-IUL.



Scholarships imply full time dedication to the PhD program. The rules, dates, documentation and financial support are announced in the BRU-IUL website. You can also ask your supervisor and field coordinator for further details and upcoming calls.

#### 4.1.3.2 External Competitive grants

We strongly encourage our PhD students to apply for competitive FCT grants (FCT is the Portuguese Science Foundation) or other similar grants from other institutions (e.g. Fundação Luso Americana para o Desenvolvimento – FLAD, Fundação Calouste Gulbenkian, etc.). If you wish to apply to any supporting grant, please contact [BRU-IUL for information on open calls](#). For further information about external scholarship please contact Mrs. Cheila Ramalho – telephone number: +351 210 464 019 (ext: 291905) | e-mail: [cheila.ramalho@iscte-iul.pt](mailto:cheila.ramalho@iscte-iul.pt). BRU-IUL will help you prepare your application.

Make sure you subscribe the BRU-IUL newsletter and are part of BRU-IUL email list to receive regular information on opportunities for research funding.

### 4.2. Evaluation Panel and PhD Student's Research Project and Written Report

#### 4.2.1. Main Objective

All student must present their Research Proposal at the end of the first academic year. The proposal is assessed by a Panel of experts. The objective of the Panel is to assess the scientific quality of the Research Proposed by the student and its oral presentation. The panel members evaluate the relevance of the topic for academia, the contribution to the literature, the validity of empirical and theoretical analysis, and the feasibility of the project.

The panels are organized as followed:

- **1<sup>st</sup> curricular year:** The PhD Student must submit a written report with his/her research proposal following structure provided in section 4.2.2. The evaluation Panel includes the supervisor, an examiner and a president. The panel decides whether, or not to approve the project. This approval is a necessary condition for enrollment in the following year, in addition to approval in all curricular units of the 1<sup>st</sup> year.
- **2<sup>nd</sup> curricular year:** The PhD Student must submit a written report of progress on the research developed. The Evaluation Panel assess it and decide whether to approve it. This approval is condition for enrollment in the following year.

- **3<sup>rd</sup> curricular year:** The PhD Student shall submit a written report on his/her progress on the research activities developed in relation to the PhD thesis. This process has to be done **until the PhD thesis submission** in each academic year.

#### Important notes:

- (1) In all the reports, you should mention if you participated in congresses/conferences and if you submitted/published a paper or chapter in a journal or conference proceedings. Note that before you defend your thesis, you must have presented your work in at least one international scientific congress/conference.
- (2) Failure to present the annual report and obtain the Panel's approval may condition your registration in the following year or the conclusion of the Thesis.

#### 4.2.2. Structure of the Research Project

1. Theme/topic and its importance
2. Research problem
3. Theoretical-conceptual framework
4. Methodology
5. Research results
6. Research Research Outcomes (Communications or/and Publications)
7. Research schedule

#### 4.2.3. Dimension of Research Project/Written Report's and Oral Presentation

The Written Report should have maximum of 15 pages (excluding bibliography, graphs, etc.). The report will be presented in an oral presentation.

**The deadline to present your written report 1<sup>st</sup> June 2020. Please note that the reports submitted after this date may not be accepted and later submissions may condition the progress of your studies.**

#### 4.2.4. Evaluation Panel Members

The PhD Program Director will appoint two members with a doctorate degree for the Evaluation Panel. The panel members are selected in accordance with the student's research topic. The Panel report a short commentary that explains the decision, and suggestions to improve students' research. The supervisor takes part in the evaluation panel.

### 4.3. Thesis Registration – 1<sup>st</sup> Year of the PhD Program

All the PhD Students who have successfully carried out their 1<sup>st</sup> evaluation panel and completed successfully all courses must register their PhD Thesis/Project before the enrollment in the 2<sup>nd</sup> curricular year. For this purpose, students will receive a message with the timing and procedures from the services (3rd Cycle Support – Academic Services/ Área de Apoio ao 3º Ciclo – Serviços de Gestão do Ensino).

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

Students enrolled in the 2<sup>nd</sup> and 3<sup>rd</sup> year (until thesis submission) must submit a progress report, which is a necessary condition for enrollment in the following year.

**The report is due on 1<sup>st</sup> June.** The panel members will evaluate the report. The primary purpose of the report is to evaluate the progress of the research work and give feedback and suggestions for further improvement.

## PART 5 - THE FACILITIES OF THE PhD PROGRAM

### 5.1. Reimbursement of expenses related to conference attendance – TBC (Internal Regulation in Reimbursements under review)

BRU-IUL offers financial support to all PhD student in order to enhance the internationalization of the PhD students.

All PhD students should be aware of the most important "Conferences/Calls for Papers" within their research area and decide together with the supervisor where and when to submit their "papers".

BRU will provide support for the conference fee and travel expenses equivalent to 25% of the tuition fee paid by the PhD student in the corresponding academic year<sup>1</sup>. Please check BRU-IUL website for the Internal Regulation in Reimbursements.

However, this financial support is only available if both the supervisor and the Director of the PhD Program recognize the importance of the conference for the PhD student research progress. If this is the case, official documents should be presented to support all the expenses related to the conference attendance.

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<sup>1</sup> Reimbursement is only available for students with tuition the due fees paid on time. The amounts are available on an academic year basis and cannot be accumulated with amounts previously not used.

## 5.2. Shared Office

The PhD Program has available a shared workplace (room 0W4 on Building I of ISCTE-IUL Campus). These workplaces include desks equipped with power sockets but do not include a PC.

To have access to these shared workplaces the students have to fulfil a request form at the PhD Program Office. This request should be presented at least one week before the starting date.

## 5.3. Payment of tuition fees

In order to pay the tuition fees please check at your **Fenix Student profile for the payment references and bank details.**

Once you paid the tuition fee, please **kindly send proof of the payment to both** the ISCTE-IUL's Treasury Department and to the Academic services by e-mail: [tesouraria2ciclo@iscte-iul.pt](mailto:tesouraria2ciclo@iscte-iul.pt) and [phd@iscte-iul.pt](mailto:phd@iscte-iul.pt) with the following information:

- a) Applicant Full name
- b) Address
- c) Fiscal Number
- d) PhD's name
- e) Bank account holder's name

## PART 6 – ISCTE-IUL FACILITIES AND SERVICES

### 6.1. Choosing ISCTE-IUL is choosing a future



[ISCTE-Instituto Universitário de Lisboa](https://www.iscte-iul.pt) (ISCTE-IUL) is a public university established in 1972. Pursuing teaching, research and community service, ISCTE-IUL 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-IUL are innovation, quality, internationalization and development of an entrepreneurial culture.

[ISCTE-IUL](#) is an internationally accredited member of the AACSB, and have several programmes recognised in the Financial Times Ranking.

With approximately 9,000 students enrolled in undergraduate and postgraduate programs and 500 professors, researchers and 263 non-teaching staff, ISCTE-IUL is proud to be one of the most dynamic and innovative universities in the country.

ISCTE-IUL 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 labour market. ISCTE-IUL 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 our institution and about the quality of their scholars.

ISCTE-IUL is a *research university*, with eight research centres evaluated by the Foundation for Science and Technology. Scholars and graduates of the ISCTE-IUL have contributed to establishing multiple connections with companies and civil society organizations. One of the most outstanding examples is the Institute for Management Development ([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 research centre AUDAX is national reference centre with partnerships with local authorities, business associations, COTEC and the Massachusetts Institute of Technology (MIT).

## **6.2. How to get to ISCTE-IUL**

### **A. By Car**

- Ascend the Avenida das Forças Armadas (direction from Entre Campos to Sete Rios);
- Enter the parking lot on your right, 100m after starting to ascend the avenue.

## B. Car Parking near ISCTE-IUL

- ZONA DE ESTACIONAMENTO TARIFADO – for short visits, with hourly fee.
- PARQUE PÚBLICO CIDADE UNIVERSITÁRIA – **University Community Park** – for longer or regular stays, with a daily fee.

For the University Community Park, members of ISCTE-IUL may benefit from special conditions: payment of €1.00 per day (monthly subscription) or €2.00 per day (daily use). Further information please contact: [estacionamento@iscte-iul.pt](mailto:estacionamento@iscte-iul.pt) e/ou [henrique.raimundo@iscte-iul.pt](mailto:henrique.raimundo@iscte-iul.pt).

See the map below with both zones marked.

### MAPA



## 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 Sete Rios direction and you will find ISCTE-IUL entrance on your right.

## D. By Carris bus

- Take one of the buses that drive through Av. das Forças Armadas: 701 or 754.
- Get off at "Faculdade de Farmácia" bus stop and you will find an entrance to ISCTE-IUL 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 Entre Campos 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-IUL, is on your right.

## **6.3. Library**

The Library is located in the Building II of ISCTE-IUL campus.

The ISCTE-IUL Library, specialized in the fields of social sciences, business and technology, role 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-IUL: 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.

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 communicated dates)

### **Library Contacts**

Phone: (+351) 210 464 052

Fax: (+351) 217903025

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

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

## 6.4. Academic Services

The Academic Services are located in the Building I of ISCTE-IUL campus.

Academic Services is responsible for ensuring the operation of activities related to the granting of degrees and the organization and management of students' processes, as well as providing information and support to applicants to higher education access, operationalizing the office at time of application.

### Academic Services Contacts - 3 Cycle Support Area

Phone: (+351) 210 464 255

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

**Room:** 1S05, at Rectory Building

Work hours during classes: Monday, Wednesday and Friday from 9:30am to 3:00pm and Tuesdays and Thursdays from 9:30am to 7:00pm. Open during lunch time.

During holiday and other previously communicated dates: Monday to Friday from 9:30am to 3:00pm.

## 6.5. IT Services (DSI)

DSI offers a single point of contact for all the services it provides (<https://www.iscte-iul.pt/conteudos/estudantes/885/apoio-informatico>).

**The presence support works in Room C704 in Building 2, 7 floor.**

**Phone:** (+351) 210 464 010 | **Extension:** 220551

IT Services Website: [www.dsi.iscte.pt](http://www.dsi.iscte.pt)

Frequently asked questions: <http://perguntas.iscte.pt/>

SI support system (e-mail access): [ajuda.dsi@iscte-iul.pt](mailto:ajuda.dsi@iscte-iul.pt) | [iajuda@iscte-iul.pt](mailto:iajuda@iscte-iul.pt) | [siic@iscte-iul.pt](mailto:siic@iscte-iul.pt).





***Embrace your PhD and enjoy your time at ISCTE–IUL.***