

**PUBLIC NOTICE****PRES-EDT008/2024**

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**APPLICATION FOR ACCESS TO THE DOCTORAL PROGRAMME IN  
ANALYTICAL CHEMISTRY AND ENGINEERING FOR ENVIRONMENTAL SUSTAINABILITY  
ACADEMIC YEAR 2024/2025**

Maria João Monteiro Ferreira Viamonte, President of the Instituto Superior de Engenharia do Porto (ISEP), hereby announces that, in accordance with the number 2 of article 30<sup>th</sup>, and with reference to the provisions of article 38<sup>th</sup>, paragraph a) of Decree-Law No. 74/2006, of 24 March, in its current wording, the applications process is open for enrollment in the Doctoral programme in Analytical Chemistry and Engineering for Environmental Sustainability for the academic year **2024/2025**, subject to the following specific rules:

**1. Courses and vacancies available**

Applications are accepted for the Doctoral Programme, according to the vacancies listed in **Annex I**.

**2. Action Calendar**

The deadlines for the relevant actions related to this application process are listed in **Annex II**.

**3. Admission requirements****3.1.** Candidates eligible to apply for the Doctoral programme:

- a)** Holders of a master's degree or its legal equivalent in Chemical and/or Biological Engineering, Bioresource Engineering, Environmental Engineering, Industrial Engineering and Management, Geotechnical/Geo-Environmental Engineering, Biotechnology, (Bio)Chemistry, Environmental Sciences, and related fields;
- b)** Holders of a Bachelor's (1<sup>st</sup> cycle of studies) degree in Chemical and/or Biological Engineering, Bioresource Engineering, Environmental Engineering, Industrial Engineering and Management, Geotechnical/Geo-Environmental Engineering, or related areas, with a particularly relevant academic or scientific curriculum that is recognized by the ISEP Technical-Scientific Council as attesting to their ability to complete this doctoral programme;
- c)** Holders of a relevant academic, scientific or professional curriculum, which is recognized as attesting to their ability to complete this doctoral programme by the Technical-Scientific Council of ISEP.

**3.2.** Recognition referred to in points 3.1 (b) and (c), only grants access to the Doctoral programme.**4. Information and application procedures:****4.1.** Applications must be submitted at <http://www.isep.ipp.pt/doutoramentos> within the deadlines specified in **Annex II**;**4.2.** The application process must include:

- a)** The completed application form;
- b)** The upload of the following documents in digital format:

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- i. Document proving the candidate's identity/nationality, which unequivocally attests it, and respective tax identification number (foreign candidates must, when applicable, also present a document proving that they do not qualify as 'international student', as defined in article 3<sup>rd</sup> of the Decree-Law no. 36/2014, of March 10, in its latest version, under penalty of application of the respective status being applied);
  - ii. Document proving the holding of the academic qualification needed, according to the admission requirements;
  - iii. Document proving the recognition referred in paragraph b) and c) of the no 3.1.
  - iv. Candidate's academic and professional curriculum, detailing the following in order:
    - Academic qualifications: academic degrees, grades, dates and institutions from which they were obtained, accompanied by the respective study plans, when the degree was not obtained at ISEP;
    - Professional experience: performed roles description and institutions where professional activity was conducted;
    - Other information regarding training actions or courses, duly certified;
    - Participation in the development, implementation, or monitoring of projects or programs of interest to higher education;
    - Publications, articles and presentations at seminars and conferences;
    - Any other documents the candidate deems relevant for the assessment of his application;
- c) Payment of the registration fee, €60.00 (sixty euros), made through the MB network using the generated reference. International students may pay this fee via bank transfer to IBAN PT50 0781 0112 0000 0004 5742 6 and send a copy of the receipt to [info-sa@isep.ipp.pt](mailto:info-sa@isep.ipp.pt);
- 4.3.** Only properly supported references in the candidate's professional and academic curriculum will be considered. If necessary, the Selection Panel may request additional documents for clarification;
- 4.4.** ISEP students may present proof of their qualifications through the ISEP portal;
- 4.5.** The application fee will not be refunded whatever the reason.
- 5. Selection and ranking**
- 5.1.** Candidates' selection and ranking process is conducted by a Selection Panel appointed by the ISEP President;
- 5.2.** The ranking criteria are listed in **Annex III**;
- 5.3.** The formula for calculating the final classification and the weighting factors are listed in **Annex III**;
- 5.4.** The ranking of applicants will be performed in descending order of final classification on a numerical scale from 0 to 20, rounded to the nearest tenth. If the number of candidates is less than the available vacancies, all candidates meeting the access conditions defined in paragraph 3 will be ranked alphabetically.;
- 5.5.** If the Selection Panel so understands:

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- a) Interviews with candidates may be conducted, in person or online, in order to clarify relevant aspects related to the candidate's *curriculum vitae* or documents submitted with the application.
- b) The referred interview will not allow the inclusion of additional documents, but only the provision of clarifications.
- 5.6.** The interview is mandatory if requested by the Selection Panel, but it is not graded.
- 6. Immediate rejection**
- 6.1.** Applications will be summarily dismissed if:
- a) Not submitted in accordance with the terms and deadlines set in this Public Notice;
- b) Payment of the application fee is not completed within the specified period.
- 7. Exclusion of candidates**
- 7.1.** Are excluded from the application process candidates who:
- a) Do not present all the mandatory documents referred to in item 4.2;
- b) Make false statements;
- c) Do not meet the admission requirements established
- 7.2.** All acts resulting from false statements, including in the enrollment and registration process, are considered null and void.
- 7.3.** In case of exclusion, candidates will be notified electronically to the email address associated with the application.
- 8. Publication of Results**
- 8.1.** The results will be announced through Public Notice published on [portal.issep.ipp.pt](http://portal.issep.ipp.pt), with guest access, in the tab "Inscrições » Candidaturas » Candidaturas";
- 8.2.** Complaint against the Selection Panel's decisions on candidate selection and ranking can be made exclusively in cases of procedural irregularity and must be submitted to the President of the School within the deadlines specified in **Annex II**.
- 9. Complaints/Appeals**
- The complaint must be submitted electronically at [www.issep.ipp.pt/doutoramentos](http://www.issep.ipp.pt/doutoramentos) under the option 'Efetuar Reclamação' within the deadlines set in **Annex II**, and require the payment of the appeal fee, as per the current fee schedule. The complaint fee will be refunded if the complaint is accepted.
- 10. Information and clarifications**
- Candidates can obtain information and clarifications from the ISEP Academic Division.
- Office hours and contact details are available at [www.issep.ipp.pt](http://www.issep.ipp.pt).

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- 11.1.** Enrollment and registration of placed candidates are conducted within the deadlines established in **Annex II**, at [portal.issep.ipp.pt](http://portal.issep.ipp.pt);
- 11.2.** Enrollment is subject to payment of the registration fee of €25.00 (twenty-five euros), school insurance and annual tuition fee in accordance with the current Fees Table ('Tabela de emolumentos') and the Resolution of the IPP General Council, respectively. Monthly tuition fee amounts are available at [www.ipp.pt/ensino/informacoes-academicas/propinas](http://www.ipp.pt/ensino/informacoes-academicas/propinas).
- 11.3.** If placed candidate formally withdraws from enrollment and registration or fails to complete the process, ISEP Academic Division will electronically notify the next candidate(s) on the waiting list, by descending order of classification, to proceed with enrollment and registration within 4 working days of receiving the notification;

**12. Late application process information**

- 12.1.** Once all phases have been completed, late applications may be accepted, upon a properly justified request to the ISEP Academic Division, provided that integration conditions are met;
- 12.2.** The late application process must include the documents listed in point 4.2(b)
- 12.3.** In case of acceptance, late applications are subject to the payment of the fee stated in paragraph point 4.2(c), plus the fee for late administrative action, payable at the ISEP Academic Division.

ISEP, september 12<sup>th</sup> 2024

Maria João Viamonte  
President

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**ANNEX I**

**APPLICATION FOR ACCESS TO THE DOCTORAL PROGRAMME DEGREE IN ANALYTICAL  
CHEMISTRY AND ENGINEERING FOR ENVIRONMENTAL SUSTAINABILITY**

**VACANCIES**

**ACADEMIC YEAR 2024/2025**

Study programme leading to the Doctorate degree	Vacancies
Analytical Chemistry and Engineering for Environmental Sustainability	10

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CHEMISTRY AND ENGINEERING FOR ENVIRONMENTAL SUSTAINABILITY****ACADEMIC YEAR 2024/2025****DEADLINES**1<sup>ST</sup> APPLICATION STAGE

Action	Deadline
Applications	From 23 <sup>rd</sup> September to 11 <sup>th</sup> October 2024
Publication of Results	From 14 <sup>th</sup> to 18 <sup>th</sup> October 2024
Complaints/Appeals	From 21 <sup>st</sup> to 23 <sup>rd</sup> October 2024
Decision on complaints/appeals	Until 25 <sup>th</sup> October 2024
Enrollment and registration	From 28 <sup>th</sup> to 31 <sup>st</sup> October 2024

2<sup>ND</sup> APPLICATION STAGE

Action	Deadline
Vacancies	Until 6 <sup>th</sup> November 2024
Applications	From 7 <sup>th</sup> to 15 <sup>th</sup> November 2024
Publication of Results	From 18 <sup>th</sup> to 21 <sup>st</sup> November 2024
Complaints/Appeals	From 22 <sup>nd</sup> to 25 <sup>th</sup> November 2024
Decision on complaints/ appeals	Until 27 <sup>th</sup> November 2024
Enrollment and registration	From 28 <sup>th</sup> November to 02 <sup>nd</sup> December 2024

**PUBLIC NOTICE****PRES-EDT008/2024****ANNEX III****APPLICATION FOR ACESS TO THE DOCTORAL PROGRAMME IN ANALYTICAL  
CHEMISTRY AND ENGINEERING FOR ENVIRONMENTAL SUSTAINABILITY****ACADEMIC YEAR 2024/2025****RANKING CRITERIA**

1. All grades are presented on a 0-20 scale.
2. Candidates will be evaluated on the basis of the following criteria:
  - a) **(CA)** Academic Classification
    - i. When calculating the **CA**, adequacy factors will be taken into account according to the area of training, and respective grade.
    - ii. Adequacy factors, **FAy** (y=l ou y=m ou y=i) mentioned, will be applied to 1<sup>st</sup> cycle of studies (l), Master's or 2<sup>nd</sup> cycle of studies (m) or Integrated Master's (i), according to the following values:
      - **FAy=1**: for study cycles in Chemical and/or Biological Engineering, Bioresource Engineering, Environmental Engineering, Industrial Engineering and Management, Geotechnical/Geo-Environmental Engineering, Biotechnology, (Bio)Chemistry, Environmental Sciences, and related fields;
      - **FAy=0,75**: for other study cycles, which include a significant component of chemical technology and sustainability;
      - **FAy=0,5**: for other study cycles, without a significant component of chemical technology and sustainability.
    - iii. The grades take on the designations as follows:
      - **CL**: 1<sup>st</sup> cycle of studies classification;
      - **CM**: 2<sup>nd</sup> cycle of studies classification;
      - **CI**: Integrated Master's classification.

Considering:

- A. If the candidate does not have the aforementioned degrees, the value used will be 0;
  - B. If the candidate only proves that he has the degree, but without explicit indication of the final classification of the course, the value 10 will be used;
  - C. If the candidate has more than one course for the same degree, the course that gives the highest **CA** value will be used.
  - iv. Academic Classification (**CA**) is obtained by one of the following formulas:
    - **CA** = (FAy x CL + FAy x CM) / 2;
    - Integrated Master's: **CA** = FAy x CI.
- b) **(PCP)** Scientific and Professional Portfolio

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- i. The Scientific and Professional Portfolio should be constituted by all works of a scientific and professional nature, relevant to the application, with particular value being given to works in the area of Chemical Engineering, Chemistry, Environmental Sciences or related areas.
  - ii. The portfolio must include information that the candidate deems relevant, in particular, and among others:
    - Scientific articles;
    - Master thesis;
    - Final Graduation Project Report;
    - Technical reports developed within curricular units or in research and development projects or other professional projects;
    - Proof of projects' contribution or attendance;
    - Proof of completion of additional courses;
    - Proof of obtained awards or scientific and/or professional recognitions;
    - Other documents that the candidate considers to be relevant.
  - iii. The classification of the Scientific and Professional Portfolio is assigned by the Selection Panel on a scale of 0 to 20.
- c) **(CMR)** Motivation and Reference Letter
- i. The motivation and reference must justify the candidate's motivation and suitability for undertaking the doctorate and the impact envisioned after completing the doctoral programme;
  - ii. Applicants may consider including up to two reference letters.
3. The Final classification (**CF**) is expressed as a value on a scale of 0 to 20, rounded to the nearest tenth, determined by the expression:  **$CF = 0,4 CA + 0,4 PCP + 0,2 CMR$** .
4. Untying Criteria:
- a) Candidates will be ranked in descending order of final classification.
  - b) In the event of a tie, the untying will first consider the best academic classification and then the best scientific and professional portfolio.
  - c) If the tie maintains, the Selection Panel must vote, and the president has the quality vote, if necessary.