ISEP INSTITUTO SUPERIOR DE ENGENHARIA DO PORTO

P.PORTO

PUBLIC NOTICE

PRES-EDT001/2025

APPLICATION FOR ACCESS TO THE DOCTORAL PROGRAMME IN

ARTIFICIAL INTELLIGENCE AND INTELLIGENT SYSTEMS ENGINEERING

ACADEMIC YEAR 2025/2026

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 30th, and with reference to the provisions of article 38th, 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 Artificial Inteligence and Intelligent Systems Engineering for the academic year **2025/2026**, subject to the following specific rules:

1.   Programme 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 Computer Engineering, Electrical Engineering or equivalent programmes, but with respective holders' trajectories related to Artificial Inteligence and Intelligent Systems Engineering;

b) Holders of a Bachelor's (1st cycle of studies) degree, with a particular academic or scientific curriculum relevant to the Artificial Inteligence and Intelligent Systems Engineering field, 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 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:

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 3rd 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/her 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;

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 having the access conditions defined in paragraph 3 will be ranked alphabetically.

5.5. If the Selection Panel so understands:

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.isep.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.isep.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.isep.ipp.pt.

11. Enrollment, Registration, Fees and Tuition

11.1. Enrollment and registration of placed candidates are conducted within the deadlines established in **Annex II**, at portal.isep.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.

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, 9th of may 2025

Maria João Viamonte

President

ANNEX I

APPLICATION FOR ACESS TO THE DOCTORAL PROGRAMME DEGREE IN

ARTIFICIAL INTELIGENCE AND INTELLIGENT SYSTEMS ENGINEERING

VACANCIES

ACADEMIC YEAR 2025/2026

Study Programme leading to the Doctorate degree	Vacancies
Artificial Inteligence and Intelligent Systems Engineering	20

ANNEX II

APPLICATION FOR ACESS TO THE DOCTORAL PROGRAMME IN

ARTIFICIAL INTELIGENCE AND INTELLIGENT SYSTEMS ENGINEERING

ACADEMIC YEAR 2025/2026

DEADLINES

1ST APPLICATION STAGE

ACTION	DEADLINE
Applications	From 12th to 30th of may 2025
Publication of Results	Until 6th of june 2025
Complaints/Appeals	From 9th to 11th of june 2025
Decision on complaints/appeals	Until 16th of june 2025
Enrolment and registration	From 17th to 23rd of june 2025

2ND APPLICATION STAGE

ACTION	DEADLINE
Vacancies	27th of june 2025
Applications	From 1st of july to 29th of august 2025
Publication of Results	Until 5th of september 2025
Complaints/Appeals	From 8th to 10th of september 2025
Decision on complaints/ appeals	Until 15th of september 2025
Enrolment and registration	From 16th to 22nd of september 2025

3RD APPLICATION STAGE

AÇÃO	PRAZO
Vacancies	25th of september 2025
Applications	From 1st to 8th of october 2025
Publication of Results	Until 13th of october 2025
Complaints/Appeals	From 14th to 16th of october 2025
Decision on complaints/ appeals	Until 20th of october 2025
Enrolment and registration	From 21st to 27th of october 2025

ANNEX III

APPLICATION FOR ACESS TO THE DOCTORAL PROGRAMME IN

ARTIFICIAL INTELIGENCE AND INTELLIGENT SYSTEMS ENGINEERING

ACADEMIC YEAR 2025/2026

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 1st cycle of studies (l), Master's or 2nd cycle of studies (m) or Integrated Master's (i), according to the following values:

       - FAy=1: for study cycles in Computer Engineering or Electrical Engineering or equivalent;

       - FAy=0,75: for other study cycles, but which include a significant component of Mathematics and/or Physics and/or Computing;

       - FAy=0,5: for other study cycles, without a significant component of Mathematics and/or Physics and/or Computing.

    iii. The grades take on the designations as follows:

       - **CL:** 1st cycle of studies classification;

       - **CM**: 2nd 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/she has the degree, but without explicit indication of the final classification of the programme, the value 10 will be used;

       C. If the candidate has more than one programme for the same degree, the programme that gives the highest **CA** value will be used.

    iv. Academic Classification (**CA**) is obtained by one of the following formulas:

       - **CA** = (FAl x CL + FAm x CM) / 2;

       - Integrated Master's: **CA** = FAi x CI.

    b) **(PCP)** Scientific and Professional Portfolio

    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 field of Artificial Inteligence and Intelligent Systems Engineering.

    ii. The portfolio must include information that the candidate deems relevant 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.

In the event of a tie, the jury may break the tie by first considering the best academic classification and then the best scientific and professional portfolio