

Application Guide

Call for PhD Studentships – 2019

February 2019

TABLE OF CONTENTS

ABBREVIATIONS.....	3
1. INTRODUCTION.....	4
2. BEFORE SUBMITTING YOUR APPLICATION	5
2.1 Who can apply?.....	5
2.2 Registration on the FCT Information System	5
2.3 New <i>Curriculum Vitae</i> platform – CIÊNCIAVITAE.....	5
2.4 Unique researcher ORCID ID record	6
2.5 Online Application Platform.....	6
2.6 Application Form.....	7
2.7 General Recommendations	8
2.8 How to address questions to FCT.....	8
3. SUBMISSION OF THE PROPOSAL	9
3.1 Application information	9
3.2 Address for correspondence.....	10
3.3 Applicant’s Attorney-in-fact.....	10
3.4 Work Programme.....	10
3.5 Hosting conditions	12
3.6 Recommendation and Motivation Letters.....	15
3.7 Previous studentships/fellowships	16
3.8 Professional activity	16
3.9 Academic degrees	17
3.10 Proof of residence.....	18
4. LOCKING THE APPLICATION	20

ABBREVIATIONS

BD – PhD Studentship

FAQs – Frequently Asked Questions

FCT – Fundação para a Ciência e a Tecnologia, I.P.

FCT-SIG – Information and Management System of FCT (*Sistema de Informação e Gestão da FCT*)

RBI – FCT Regulation for Research Studentships and Fellowships

1. INTRODUCTION

The Application Guide is a document that intends to assist the applicants in submitting their applications for the Call for PhD Studentships – 2019.

This guide does not replace or override the information specified in the Research Fellowship Holder Statute, in the FCT Regulation for Research Studentships and Fellowships or in the Notice of the Call.

2. BEFORE SUBMITTING YOUR APPLICATION

2.1 Who can apply?

All individuals who satisfy the requirements specified in the Regulation for Research Studentships and Fellowships and in the Notice of the Call may apply to the 2019 Call for PhD Studentships. Therefore, before you start to prepare your application, read these documents carefully. FCT also recommends reading the Evaluation Guide and the document *What is New in the 2019 Call?*

Applications may only be submitted in **Portuguese** or in **English**.

2.2 Registration on the FCT Information System

Registration is **mandatory** for both applicants and supervisors.

To submit an application, the applicant, the supervisor and co-supervisor(s) must be registered on the Information and Management System of FCT (FCT-SIG). For detailed information on how to register or how to retrieve credentials, refer to the instructions on the FCT-SIG website at <https://sig.fct.pt/fctsig/>.

On the FCT-SIG portal, the applicant should create or update his/her curriculum vitae and, optionally, indicate the ORCID identifier. The applicant's personal data contained within the FCT-SIG will be automatically imported to the application form and therefore should be complete and up to date.

2.3 New Curriculum Vitae platform – CIÊNCIAVITAE

In the 2019 Call for PhD Studentships, the curricula platform **CIÊNCIAVITAE** will be used for the first time.

The **CIÊNCIAVITAE** is a unique CV that can be national and internationally used.

How to create a CIÊNCIAVITAE CV?

To create a **CIÊNCIAVITAE** you need a CIÊNCIA ID, a unique identifier and authenticator.

If you do not have a CIÊNCIA ID, you may register at:

<https://www.ciencia-id.pt/CienciaID/HomePage.aspx>

After registration, you may then create your CV in **CIÊNCIAVITAE** at:

<https://www.cienciavitae.pt/>

In the platform webpage, you may find useful information on how to create your CV, including a user manual and a list of FAQs.

CIÊNCIAVITAE has also a helpdesk to clarify any doubts, which is available via the following e-mail address:

info@cienciavitae.pt

If you select **CIÊNCIAVITAE** as your *Curriculum Vitae* platform, please make sure that your access level is defined as “**Public**” or “**Semi-Public**”. Only then will your curricular data become accessible to FCT. In case you select the “Private” mode, it will not be possible to access your personal data.

In the scope of the application, it is **mandatory to allow FCT** to access your **CIÊNCIAVITAE** information. This permission is defined in the application form when you select the CV platform. If you remove this permission, 24 hours after application locking, **CIÊNCIAVITAE** data will not be associated to your application.

CIÊNCIAVITAE shows up as a PDF file that will be available at the *Curriculum Vitae* link in the application form.

2.4 Unique researcher ORCID ID record

This registration is **optional** for applicants and supervisors/co-supervisors.

In case you would like to create an ORCID identifier, you will have to register as a new user at <https://orcid.org/register>. An ORCID identification number will be assigned to you. This number appears on the left hand side of the screen under your name. It consists of 16 digits in four groups of four, e.g., <http://orcid.org/xxxx-xxxx-xxxx-xxxx>.

The ORCID identifier should be introduced into the FCT-SIG under the section “Your Account”, in the top right hand corner. In the Overview of the application form, you may see the ORCID section and an indication of its respective status (filled in/not filled in).

Using the unique identifier **neither dispenses nor substitutes the analysis of the applicants’ and supervisors’ CVs** by the evaluation panel.

The information made available in the ORCID ID will only be visible if the “public” profile option is selected. The ORCID profile will not be “frozen” when the application is locked but will rather be the one that is available at whichever time the evaluators access it.

It is possible to lock the application even if the ORCID section is in a “**Not Filled in**” status.

2.5 Online Application Platform

Access to the online application platform is made using the FCT-SIG login credentials on the FCT website dedicated to the call for studentships: <https://concursos.fct.pt/bolsas/>. After logging in applicants have access to:

1. The homepage, with information concerning the call that is open;
2. Online help, where applicants may ask questions. This is the only communication channel for questions related to the call;
3. Previous calls, where the applicant may consult applications that have already been submitted;

4. Area for the applicant, with links to the application form – 2019 Call for PhD Studentships – and information on the call period;
5. An area and respective link for supervisors and co-supervisors only;
6. Messages.

2.6 Application Form

To access the application form it is necessary to select the call – **2019 Call for PhD Studentships** – and then click on "register application" to create an application. After registering, a reference code will be automatically generated that will serve as the unique identifier for the application until the end of the call, enabling you to access the form to submit your proposal. You may only register **one single application**.

In the application area, you will find the reference code allocated to you, the **access key** and the **instructions to send to supervisor(s)**.

The form becomes available after clicking on the reference code of the application and it is organised in such a way that its contents give important information to the reviewers. The form is composed by the following sections:

1. Information regarding the application
2. Address for correspondence
3. Applicant's attorney-in-fact
4. Work programme
5. Hosting conditions
6. Reference and motivation letters
7. Previous studentships/fellowships
8. Professional activity
9. Academic degrees
10. Proof of residence

The application form includes fill-in instructions and a selection of relevant Frequently Asked Questions (FAQs), for all fields. In addition, the FAQs are available in the left hand side menu bar. Section 3 of this Guide contains a detailed description of the content and information that is necessary for each section of the form.

Some fields of the form have a word limit and will not allow you to save texts that exceed the established limit.

2.7 General Recommendations

- **Plan and complete the application process as early as possible**, in order to ensure time to obtain support from FCT, if necessary. FCT only **guarantees answers** to questions submitted *via* the online helpdesk in the application form, up to **3 working days before the application deadline**.
- Carefully read the **instructions for filling in the form** provided in this **guide**, in the **Evaluation Guide** or on the **form** itself, as well in the **FAQs list**. Most questions are clarified in these documents; therefore, **we recommend that you read these documents carefully before contacting FCT**.
- The form may be filled in directly online or, alternatively, copied from a pre-existing document into the online form, and then saved. In either case, it is always possible to have an overall view of the content of the form, to validate or correct it.
- **Avoid using quotation marks (“)** to encompass parts of the text. Certain types of quotation marks may cause part of the text to be ignored. The used of special characters should also be avoided. **After inserting your text into the form, check and confirm that it looks as planned and required**.
- Avoid **locking** the application too close to the submission deadline. There is a final verification process for application locking that detects and identifies any issues in the form. Running this checking procedure close to the submission deadline may be risky.
- You should not assume that the form and the rules for submission are the same as for calls of previous years. Some changes have been introduced in 2019 (check the document *What is new in the 2019 Call?*).
- Bear in mind that your **CV** on the *curriculum vitae* platform specified in the application (FCT/SIG-CV or **CIÊNCIAVITAE**) **should be complete and up to date when locking** the proposal, since this is the information that will be recorded and associated to the application to be available to the evaluators. **This information will prevail for evaluation purposes and therefore** all the scientific outputs and activities should be clearly identified with the respective references.
- Be aware of the evaluation criteria and sub-criteria described in the Evaluation Guide.

2.8 How to address questions to FCT

Questions related to the application, application form or technical aspects concerning the website should be sent to FCT through the online helpdesk, available from the left side menu bar of the application form. This will be the only communication channel for questions directly related to the application form. Before contacting FCT, please read carefully all the necessary documents, including the FAQs, which are available on the FCT website.

3. SUBMISSION OF THE PROPOSAL

When you access the application form, you may choose to supply your curricular information through either the FCT-SIG or **CIÊNCIAVITAE** *curricula* platform.

If you are still not a user of either of the two curricular platforms being used (FCT-SIG or **CIÊNCIAVITAE**), we would recommend that you consider the advantages and inconveniences of each option and the fact that the FCT-SIG platform will be soon discontinued.

In this section of the application form, it is shown the information regarding which of the *curricula* platform you are using (FCT-SIG or **CIÊNCIAVITAE**) and the possibility to change to the alternative *curricula* platform by clicking on the respective link.

From the left hand side menu, you have access to a general overview of the proposal, to the different sections of the form, to the sections for validating and locking the application, and to frequently asked questions.

If you choose to use the **CIÊNCIAVITAE** CV, please guarantee that the access level is “**Public**” or “**Semi-Public**”. In the application form, you will have to **allow FCT** to access your personal data at **CIÊNCIAVITAE**. **CIÊNCIAVITAE will not be associated** to your application if this permission **is removed within 24 hours** after application submission (locking). We also emphasize that it is mandatory to associate the CV with the application form; if this association does not exist, the application may be excluded from the call. **CIÊNCIAVITAE** shows up as a PDF file that will be available at the Curriculum Vitae link in the application form.

3.1 Application information

3.1.1 Scientific field selection

Indicate the main and secondary scientific fields and subfield that better matches the proposed work programme – please consult the table of scientific fields and respective evaluation panels, available in Annex I of the Evaluation Guide. Only in case none of the listed subfields matches your work programme, you should select the option “Other, please specify”, indicating the most suitable designation.

The combination of the main scientific field/secondary field/subfield will determine the evaluation panel where the application will be assessed. The relation between the scientific fields, subfields and the respective evaluation panel are available in the Annex I of the Evaluation Guide. Therefore, before the locking of your application, you should confirm that the resulting panel is the most appropriate to evaluate your proposal.

The selected fields and subfields **cannot be changed by the evaluation panel** and **the application cannot be transferred to an alternative panel**.

3.1.2 Country where the Studentship will be held

Specify where the studentship will be held – in the country, Mixed or Abroad, depending on whether the work programme is to be carried out fully, partially or not at all in a national institution.

In case of mixed BD, it is **mandatory** to identify: i) a foreign host institution, ii) a supervisor/co-supervisor affiliated to the foreign host institution indicated. The lack of this information implies the automatic **conversion of the application to a PhD studentship in the country**, being evaluated and financed accordingly.

For mixed PhD studentships, the period of the work programme that takes place in the foreign institution may not, in any case, exceed two years (see No. 4, Art. 5 of the FCT Regulation for Research Studentships and Fellowships – RBI).

3.1.3 Most Representative Document

Applicants may present a document that they consider to be the most representative of their scientific/professional career path. This document is of **optional submission** and only PDF files are allowed, up to a maximum size of 12 MB. We emphasize that, in case of submission, this choice should be clearly justified in the Motivation Letter (check section 3.6).

3.1.4 Disability

The *Atestado de Incapacidade Multiuso* is the accepted document to attest the applicant's disability and should be uploaded onto the application form, in the respective field.

3.2 Address for correspondence

Information in this field is **mandatory**.

The mailing address refers to the applicant's postal contact. For the contact via e-mail we will use your registration e-mail.

3.3 Applicant's Attorney-in-fact

Insert information regarding the attorney-in-fact, responsible for representing the applicant – name, address and contact details. This field is **optional**. Nevertheless, in case you need your attorney-in-fact to sign your studentship contract, it is **mandatory** to submit the power of attorney document, legally recognized by a Notary.

3.4 Work Programme

This area of the application form concerns the proposed work programme. It shows the overall vision of the research proposal and provides access to each specific field within the work programme.

3.4.1 Title of the Work Programme

In this field you should indicate:

- The title of the proposed work programme. The title should be concise, understandable for anyone with a general scientific background and adequate for public disclosure;

- The PhD programme to attend in the context of the application;
- Four keywords that best describe the work programme;
- The objectives of the United Nations Sustainable Development Agenda 2030;
- Adequacy of supervising team and host institution(s);
- The starting date and duration of the research activities;
- The preferred starting date for the studentship¹;
- The preferred duration for the studentship. We emphasise that the number of **months indicated in the application form prevails** for contracting.

These subfields are mandatory.

3.4.2 United Nations Sustainable Development Goals (2030 Agenda)

In the “United Nations Sustainable Development Goals (2030 Agenda)” field you should select one, or up to a maximum of three, of the 17 goals of the United Nations Sustainable Development Agenda, that fit in your work programme. In case any of the goals matches the proposed work programme, you should select the option “No framework in any of the objectives”.

The information regarding the 17 United Nations Sustainable Development Goals is available at: <https://sustainabledevelopment.un.org/post2015/transformingourworld>

3.4.3 Supervising team and host institution(s) adequacy (maximum 300 words)

In this field of the application form, you should describe the adequacy of the supervising team [supervisor and co-supervisor(s)] and the available resources at the Host Institution(s) for the full implementation of the work programme. This description is relevant for the evaluation of criterion C, Merit of the Host Institution.

3.4.4 Periods spent abroad

In an application for a mixed or abroad studentship, the form will only be considered complete when at least one record is added, indicating the periods to be spent abroad. You should always specify the starting date and length(s) of the period(s) to be spent abroad.

3.4.5 Abstract (maximum 150 words)

This section is a synthesis of the applicant’s work programme. A good summary should be clear and well-structured, showing that the applicant is able to summarise the object of research, the aims of the project and the main expected contributions of the research work.

¹ Studentships may not begin before 1 September 2019 neither after 1 August 2020.

3.4.6 State of the art (maximum 500 words)

The state of the art, or literature review, brings together, analyses and discusses published work in the area of the work programme. Its purpose is to provide a theoretical grounding for the object of research, by referring to previous studies, which should be confronted and interrelated, especially if they are contradictory to each other.

3.4.7 Objectives (maximum 300 words)

The purpose of this field is to provide a description of the main research questions to be addressed and the goals to attain.

3.4.8 Detailed description (maximum 1000 words)

This field should contain the detailed work programme and a description of how the aims of the research project will be achieved. The descriptions should provide all the necessary elements to allow assessment by the evaluation panel, namely the methodological approach, description of tasks, their interrelatedness, sequence and schedule. It may also include a contingency plan, describing how unforeseen events will be resolved.

3.4.9 Timeline/Annexes

So that the Evaluation Panel may analyse the feasibility of the proposed programme, the applicant may include a chart with milestones for the different tasks. The inclusion of the timeline is not mandatory but is highly recommended. To make a timeline you may use specific software tools or an Excel file. The file should be in a PDF format, with the name *timeline.pdf*, and be annexed to this section.

If considered necessary, you may insert documents containing formulas, schematics, diagrams, charts or images in this field. In any case, the annexes should only be examples or demonstrations of what has been described in the various fields of the application form and, therefore, should not be considered its extension. The maximum space per application is 10 MB (5 documents of 2 MB each). The authorised formats are:

- JPEG (Joint Photographic Experts Group)
- PDF (Portable Document Format – Adobe Acrobat)
- PNG (Portable Network Graphics)

3.4.10 Bibliographic references (maximum 30)

Use this field to specify bibliographic references that support the work programme.

You should format your bibliographic list in a consistent manner and according to a scientific approved referencing style as, for example, the APA (*American Psychological Association*) style.

3.5 Hosting conditions

This information is **mandatory**.

The hosting conditions concern:

- Host institution(s) – Institution(s) where you will carry out the work programme;
- Institution(s) that award the degree – University(ies) that will award the PhD degree;
- Supervisor – The person who will be responsible for monitoring and supervising the research work;

3.5.1 Host institution

In this field, the applicant should indicate the host institution from the list of FCT-acknowledged institutions provided in the form. If this option is not applicable to your application (for example, in the case of a studentship abroad, or in the case of national institutions not included in the list available), he/she should select “Not applicable” and specify the following information for the institution:

- Country
- Name
- Department
- NUT II Area
- Address
- Contacts - telephone and e-mail

To apply for mixed BD, in addition to the indication of the Portuguese host institution, it is **mandatory** to indicate the foreign institution where the research work will take place.

3.5.2 Institution awarding the degree

In this field the applicant should indicate the Institution(s) awarding the PhD degree.

In double degree situations, when the doctor degree is awarded simultaneously by two institutions, the two institutions conferring the degree must be indicated.

3.5.3 Supervisors (maximum 3)

The purpose of this field is to identify the supervisor and co-supervisor(s) who will take on the responsibility for monitoring and supervising the applicant’s research project.

Each candidate for BD can only have a **maximum of three supervisors, with one being the main supervisor (mandatory) and the other two co-supervisors (optional)**.

Any fully active researcher holding a PhD may be a supervisor or co-supervisor.

At this stage of the application process, the supervisor and host institution's support and acceptance statements do not need to be submitted. These documents will only be necessary if the studentship is granted.

3.5.4 Supervisor

This information is **mandatory**.

Excluding exceptional and dully substantiated circumstances, **the supervisor should be a member of the host institution**, in order to enable ongoing and fruitful collaboration with the grantee. The evaluation panel will decide if other situations are suitable or not; the general guidance given by FCT is that this should be reflected in the analysis of the feasibility conditions of the work programme.

You should indicate a single supervisor. In case there are other supervisors, those may be indicated as co-supervisors (**maximum of two**).

The supervisor is expected to:

1. Register on the FCT-SIG management system, if he/she has not yet done so;
2. Access FCT-SIG using the relevant login credentials;
3. Introduce the ORCID identifier on the FCT Information System ([FCT-SIG](#)), under the section "Your Account", in the top right corner. **This information is optional**;
4. Associate him/herself to the application in the call area;
5. Supply a *curriculum vitae* in one of the following formats (CVs of supervisors will not be accepted if sent by any other means):
 - Filling in the curricular data online, on FCT-SIG or on the **CIÊNCIAVITAE** platform;
 - Attaching a PDF document with the *curriculum vitae*;
6. Lock his/her association to the application (this step notifies FCT that the supervisor has completed his/her contribution to the application).

The applicant should **provide the supervisor with the reference code for his/her application** [SFRH/Type of studentship/Number/2019] followed by their **association key (*Chave de Associação*)**, so that the supervisor may associate him/herself to the application.

The application form can only be locked after the supervisor has locked his/her association to it

3.5.5 Co-supervisor (maximum 2)

If a co-supervisor(s) is indicated, this information is **mandatory**.

For the application to be evaluated it is required that the co-supervisor(s) associate themselves to the application. Thus, co-supervisor(s) will have to:

1. Register on the FCT-SIG management system, if he/she has not yet done so;
2. Access FCT-SIG using the relevant login credentials;
3. Introduce the ORCID identifier on the FCT Information System ([FCT-SIG](#)), under the section "Your Account", in the top right corner. **This information is optional**;
4. Associate him/herself to the application in the call area;
5. Supply a *curriculum vitae* in one of the following formats (CVs of supervisors **will not be accepted** if sent by any other means):
 - Filling in the curricular data online, on FCT-SIG or on the **CIÊNCIAVITAE** platform;
 - Attaching a PDF document with the *curriculum vitae*;
6. Lock his/her association to the application (this step notifies FCT that the supervisor has completed his/her contribution to the application).

The applicant should **provide the co-supervisor(s) with the reference code for his/her application** [SFRH/Type of studentship/Number/2019] followed by their **association key (*Chave de Associação*)**, so that the co-supervisor(s) may associate him/herself to the application.

3.6 Recommendation and Motivation Letters

The **recommendation letters** are a **required** and important element of the application.

Two recommendation letters are required, **which must be different and signed by the issuer**.

There is no set format for the recommendation letters; the content is up to whoever writes the letters. However, they should include, preferably, the reference to this call, the context in which the referee is familiar with the applicant work and qualities, as well as her/his opinion regarding the adequacy of the applicant's profile to perform the proposed work.

The applicant may choose to submit either an "open recommendation letter" or a "closed recommendation letter". In the first case, the letters should be scanned and uploaded online, on section 6.1 of the application form. In the latter case, the applicant should provide the names and e-mails of the referees to whom the letters will be requested, and the FCT's information system will issue the referees with the necessary access codes.

The **motivation letter** is a **required** and very important element of the application. In it, the applicant should objectively explain the reasons whereby he/she is ideally suited to carry out the proposed work programme.

If a document or artistic achievement, which the applicant considers most representative or explanatory of his/her scientific/professional career, is attached to the application, he/she must justify the reason for its presentation in the respective motivation letter.

It is only necessary to submit one motivation letter. The motivation letter should be scanned and submitted, as a PDF, on the application form (at section 6.2).

Recommendation and motivation letters may only be submitted in **Portuguese** or in **English**. Recommendation and motivation letters written in other languages will not be considered, under penalty of non-admission of the application.

3.7 Previous studentships/fellowships

This information is **optional**.

If you wish to specify the studentships/fellowships that you have received previously, you should add the records and fill in the fields regarding the year of conclusion, reference code, institution and the period during which the studentships/fellowships were held.

3.8 Professional activity

Studentship holders are obliged to exclusive dedication, in accordance with the terms established in the Research Fellowship Holder Statute and under the terms laid down in Art. 22 of the RBI.

If you wish to maintain a professional activity compatible with the studentship under the terms of Art. 5 of the Research Fellowship Holder Statute, you need to (**mandatory information**):

- Specify the activity to be carried out, indicating the location, nature of the labour relationship, function/role and number of weekly hours;
- Attach a document provided by the institution where you will carry out the activity, indicating the information mentioned in the previous bullet point. If it is absolutely impossible to obtain the above-mentioned document, this may be substituted by an affidavit indicating the activity, labour relationship, function/role and number of weekly hours.

When this procedure has been concluded, the supervisor will receive an e-mail providing access to the information supplied by the applicant, confirming the former is associated to the application; if the supervisor is still not associated, he/she will receive this e-mail once the association with the application is established.

The supervisor should attach a document on the feasibility of the work programme in the application, in light of the added professional activities.

3.9 Academic degrees

In this edition of the Call for PhD Studentships, the submission of degree certificates is no longer a mandatory admissibility requirement; its presentation may only occur upon granting the studentship. Nevertheless, only the **degree certificates uploaded in the application form** will be considered for evaluation purposes, namely **to calculate the score of A1, a sub-criterion** of the Merit of the Applicant.

Therefore, for the use of the scores indicated in Table 1 of the Evaluation Guide, it is **mandatory** to submit the **academic degree certificates**, indicating the final classification and, preferably, the classification obtained in all the completed disciplines.

Applicants that submit:

- post-Bologna academic degrees, should specify the grades obtained in the 1st and in the 2nd cycle of studies, as well as the corresponding ECTS;
- integrated Masters degrees, for whom the institutions do not provide separate grades for the 1st and 2nd cycle of study, should specify the final grade of both cycles, as well as the total ECTS obtained;
- pre-Bologna academic degrees, should specify the grades obtained for the Graduate degree and for the Master's degree.

Applicants should select their academic degrees from the corresponding option in the drop-down list. In case of holding an academic degree not listed in the options available, please select the one that most approximately matches your degree and use the Degree Denomination field for a more detailed description.

3.9.1 Submission of files/annexes

Applicant's should submit an electronic version of the certificates corresponding to each indicated degree, also indicating the grade for each subject, if applicable (max. PDF file size 4 MB). You should register the academic degrees obtained at the higher education level (graduate and/or master's degrees), attaching the corresponding certificates with an indication of the grade obtained in all curricular units (see Art. 16 of the RBI). If you have multiple PDF documents for each certificate, we recommend using software that allows you to combine multiple documents.

You can also submit the **diploma supplement/annex** and your **Percentile** in the degree.

The **diploma annex** is a diploma's supplementary document containing detailed information concerning the training carried out, results obtained and the characteristics of the education institution, from an international mobility perspective. In Portugal, this Diploma is regulated by Order No. 30/2008 of January 10 2010.

The **Percentile in the concluded degree** is a document that allocates the grade obtained by a student within the total of grades awarded in the year in which the student obtained the degree, at the same education institution and for the same course.

All documentation necessary for the evaluation of the application should be annexed electronically within the appropriate fields of the application form (see paragraph number 2 of Art. 16 of the RBI), not being necessary to send papers documents to FCT.

3.9.2 Degrees obtained abroad

In order to comply with the foreseen applicable Portuguese legislation concerning the recognition of foreign qualifications, all the rights inherent to academic degrees granted by foreign higher education institutions is duly recognised to the holders of these degrees, subject to the presentation of **the academic degrees recognition and conversion of the final grade** to the Portuguese grading scale, requested to the Dean of a public Portuguese University, the Head of a Public Polytechnic Institute or the Director-General for Higher Education; or by the presentation of the **equivalence/recognition**, registered by a public higher education institution.

The legal regime applicable to the recognition procedures is approved by the Decree-Law no. 66/2018, of 16 August, if requested after 1 January 2019. For requests submitted before 1 January 2019, the applicable legal procedure is ratified by Decree-Law 341/2007, of 12 October, and regulated by Decree no. 227/2017, of 25 July, or, alternatively, for equivalence processes, the request is governed by the Decree-Law no. 283/83, of 21 June..

For further information, applicants are advised to carefully read Decree-Law 66/2018, of 16 August, and to visit the website of the Directorate General for Higher Education (*Direção-Geral do Ensino Superior*, DGES): <http://www.dges.gov.pt>.

Applicants with foreign academic degrees should:

- Indicate that the academic degree was completed abroad;
- Upload the recognition/equivalence of the academic degree and the final grade conversion to the Portuguese grading scale, issued by a public Portuguese higher education institution or by the Directorate General for Higher Education (DGES).

The submission of both the recognition of academic degrees and the respective final grade conversion is **mandatory** for the calculation of the sub-criterion A1 and the respective scores application indicated in Table 1 of the Evaluation Guide.

3.10 Proof of residence

Candidates from third-party states that are not currently living in Portugal may apply for the 2019 Call for PhD studentships, if the required studentship proceeds fully in Portuguese institutions. In this circumstance, the contracting of the studentship that is conditionally granted depends on the presentation of a valid Portuguese residence permit at the starting date of the studentship, under the terms established in Law no. 23/2007, of 4 July, last amended and republished by Law no. 102/2017, of 28 August.

Applicants who are citizens from third-party states may also apply in the following circumstances (Art. 14 of the RBI):

- Be beneficiary of the long-term resident statute;
- Be citizens of a country with which Portugal has celebrated reciprocity agreements, indicating, as reference, the publication date in the *Diário da República* that proves the attribution and registration of the equality status.

Portuguese and foreign applicants (from European Union and third party states), applying for a mixed studentship or a studentship abroad, should present the proof of permanent and regular residence in Portugal.

The documents which provide proof of residence in Portugal are the following, according to the nationality of the applicants:

- Portuguese applicants: residence certificate, issued by the *junta de freguesia* of their residence area;
- Citizens of a European Union member-state: EU citizen registration certificate, issued by the town council, or certificate of permanent residence for the EU, issued by the *Serviço de Estrangeiros e Fronteiras* (Borders and Foreigners Services);
- Third-party citizens: certificate of permanent residence, issued by the *Serviço de Estrangeiros e Fronteiras* (Borders and Foreigners Services).

These documents **are not required during the application submission** and may be presented upon provisional awarding of the studentship, during the contracting process. However, **these documents must be valid on the starting date of the studentship.**

4. LOCKING THE APPLICATION

The process of locking in the application form **depends** on, among other factors, the association **and locking of the CVs of the supervisor and the co-supervisors** (if applicable), to the application. These procedures should be carried out by the applicant and by the supervisors as soon as the form is concluded. The supervisor does not have to fill in any form; only his/her *curriculum vitae* and associate him/herself to the application of the applicant he/she is supervising.

Curriculum Vitae data is “frozen” in the act of locking the application. If you change your CV after the locking process, even if this is done during the call period, the performed changes will no longer be reflected in the CV that will be available for evaluation.

Locking of the application is preceded by an automatic process that validates the application and detects errors.

After completion of the application, you should click "Validate and Submit". At this point, the entire application will be validated.

If errors are detected during validation of the application, a list of problems found in the form and in the *curriculum vitae* attached will be supplied, indicating the section and the fields in which they have occurred, as well as a brief indication of the problem causing the error. The applicant should correct the errors specified to enable the locking. It is **not possible to lock a form containing errors**.

When there are no errors, and before locking, the applicant has to check the following **declarations**:

- “I confirm that the statements in the application form are true”.
- “I hereby declare that I have not previously held a PhD studentship/PhD in industry studentship, directly funded by FCT”.

After validating the two statements, the applicant may lock the form. Confirmation for locking will be requested.

The application may only be locked after the form has been completely validated.

Once the application has been **locked**, the applicant will **no longer have access** to the application form, but will be able to see its content through the “Overview of the Application”. This is also the case when the application deadline has been reached.

Please note that after an application is locked, FCT triggers the procedures to “freeze” the data that is in the submitted CVs. Thus, in the 24 hours after an application has been locked, you may not be able to see the information in your CV. This is a technical procedure and not an error of the IT/online platform. Once this period has elapsed, you will once again be able to view the complete application.

In case you have used **CIÊNCIAVITAE**, we remind you that during the period of CV data freezing, you should not change the FCT permission, under penalty of being excluded from this call.

Once locked, **it is not possible to unlock the application** under any circumstance.

Providing **false declarations** or the **omission of information** in the application form will determine the **exclusion of the application**, regardless the stage of the call in which they are detected.