University of Minho
School of Economics and Management

Student Guide
PhD Programmes

Dear Students,

Welcome to the School of Economics and Management of the University of Minho. It is with great pleasure that we host you at the School, which will be your home over the next few years.

Here you will begin an exciting, enriching, and challenging journey, but certainly fruitful for your professional and personal future. I hope EEG will be part of that journey, now and throughout your career.

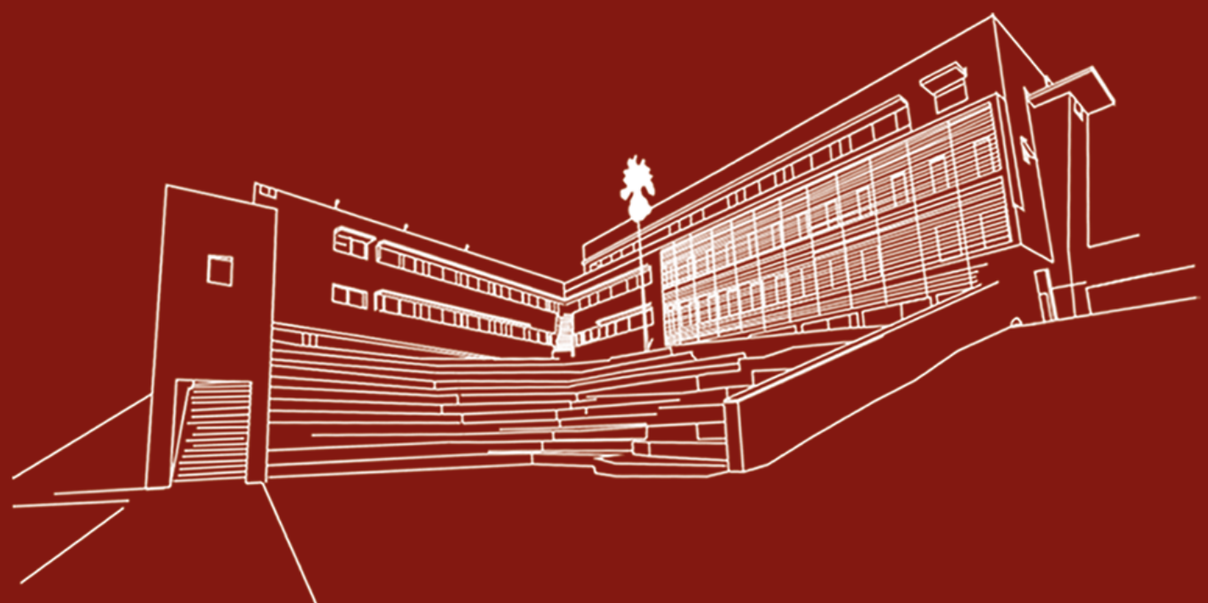
We are committed to providing learning and research excellence. During the next years you will come into contact with a faculty/researchers trained in the best internationally recognized academic institutions and high level researchers. As part of our research community you will also be involved in our Research Centers' (Research Center in Political Science and Center for Research in Economics and Management) activities.

Throughout your Doctoral Programme you will build friendships with your classmates. You will share experiences with them and certainly create solid and lasting connections. This network of friendships will be a very important support in your career development and will enrich your personal life.

We hope, together with you, to develop your academic and technical skills under an integrative and socially responsible perspective. We count on your enthusiasm, creativity and participation, so that together we can form a solid, competitive and intervening School.

I thank you for your preference for our academic offer and wish you all the best and success.

Cláudia Simões
Dean of the School of Economics and Management



your new School

EEGIUMinho is one of the 12 Schools and Institutes of the University of Minho. Did you know that EEG are the initials for "School of Economics and Management" in Portuguese?

Founded in 1982, The School of Economics and Management - EEGIUMinho - is among the best universities in Portugal in the areas of Economics, Management, and Political Science.

The School is responsible for eight undergraduate programmes, 15 Master's programmes, and 5 PhD programmes, attended by over 3000 students, 11% of whom are foreign nationals. It has a faculty body of 90 PhD holding full-time professors, most with PhDs from the best universities in Europe and the world, including Oxford, Lancaster, Manchester, Warwick, Stockholm, London School of Economics, Tinbergen Institute, Cornell, State University of New York and Florida State University.

EEGIUMinho stands out for its excellence in research, being the home of the best research centre in the country in the area of Political Science (CICP - FCT assessment: Excellent) and the third-best in the areas of Economics and Management (NIPE - FCT assessment: Very Good).

EEGIUMinho is organised in three departments: the Department of Economics, the Department of Management, and the Department of Political Science.

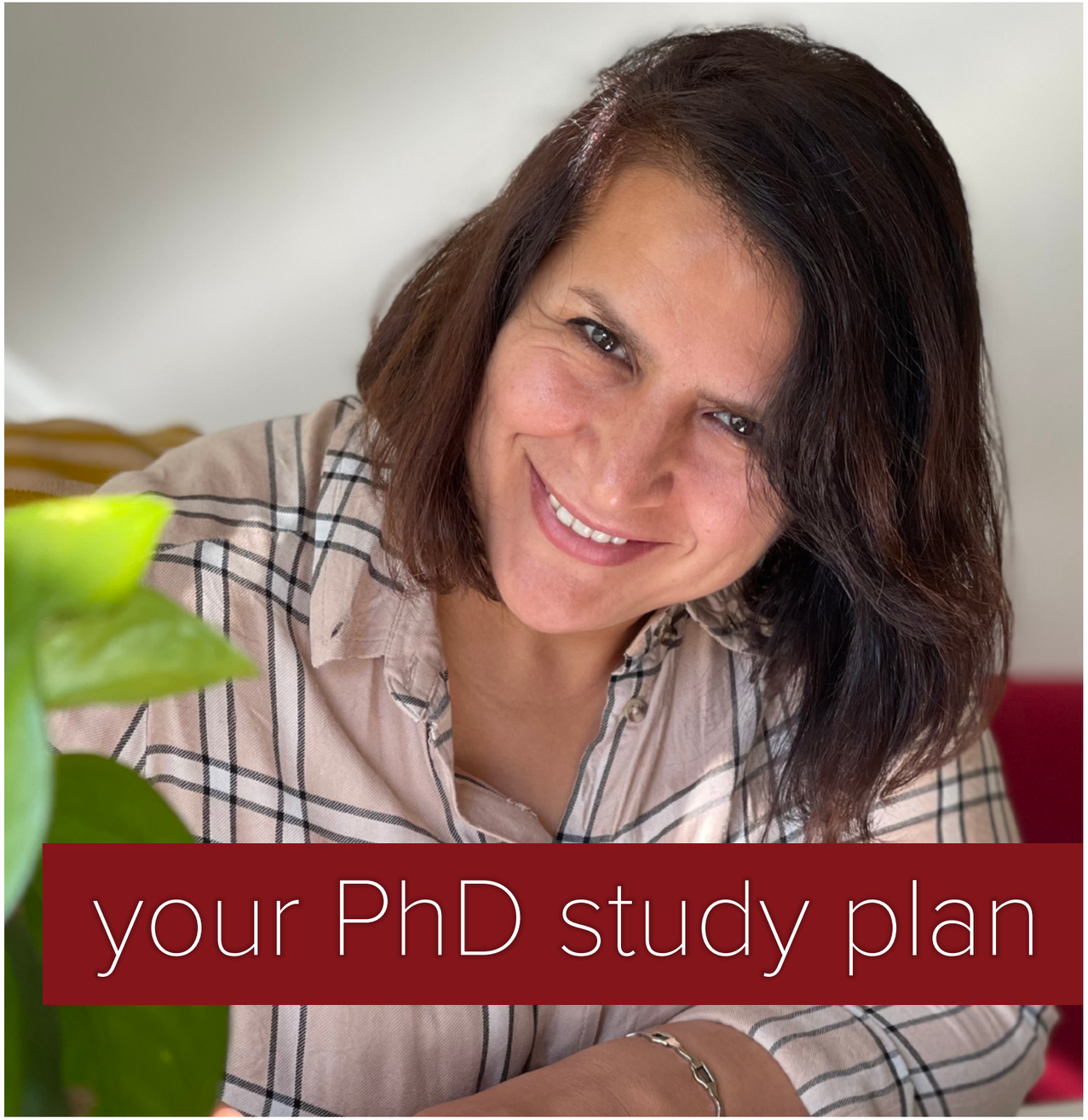
This Guide aims to facilitate your integration into the School and your academic programme. It presents relevant information about how the programme works, what you can expect, and what you are expected as a Bachelor's student. The Guide is thought to be succinct, providing an overview of a set of topics and referring to specific documents and websites that provide more detailed information.

Key documents that apply to all students of UMinho are the Academic Regulations of the University of Minho (Order RT-03/2020 - RAUM) and the EEG Rules that apply to all students of the School.

UMinho is committed to upholding high ethical standards in all research and academic activities. Therefore, students, faculty, and the whole academic community are expected to comply with UMinho's Code of Ethical Conduct.

Note that the rules may change during your academic path at UMinho, and the rules in force on the relevant dates will apply. So, do keep abreast of the latest rules and regulations.

As you will notice along with this Guide, there are several electronic platforms you will need to access as a student in EEGIUMinho, including UMinho's Academic Portal, EEG's intranet, and your institutional email. Please see the details about these platforms below.



your PhD study plan

First year

In the first year, there is a plan of taught courses that you must attend and pass in order to advance in the programme.
You can find the study plan for your programme, files for each course and respective professors in EEG's intranet, as well as the contacts of the Programme Director. The Programme Director will make available the timetable for each semester, most likely through your PhD programme's Blackboard. You may find contact and professional information for all members of faculty in the School's webpage.

In some programmes, there may be comprehensive exams you are required to pass. If you are attending the PhD in Economics, your study plan has 3 semesters.

During your second semester, one of the courses you must take is the Project course unit, where you develop your Thesis Proposal under the guidance of a supervisor. You are encouraged to contact the faculty members you feel may be a good fit for your thesis topic and discuss supervision with them. You should also seek advise from the Programme Director about this matter.

Your relationship with your supervisor(s) is crucial to the success of your PhD programme and to your overall experience as a PhD student. The quality of this relationship depends on both parties, and you are the part with the most interest invested. So you should take responsibility for choosing your supervisor(s) wisely and managing the relationship proactively. It is important to discuss expectations from the start and establish a set of basic rules that will guide this relationship.

The Thesis Proposal should follow certain guidelines. For completing the Project course unit, you are required to publicly present and defend your Thesis Proposal before a Jury. There are specified dates in the calendar for this. Along with passing all the courses of your study plan, obtaining approval in your Thesis Proposal is a condition of admission to the thesis work.

Apart from what is included in the programme calendar, there are always a lot of activities happening in the School and in the University in which you may get yourself involved. In fact, you are expected to participate in the research centre seminars that take place frequently, both by attending and, later on, by presenting your own work. This is valued in your annual progress and report assessments. Check your email regularly for updated information.

Second year

The second year starts with the formal submission of your Thesis Proposal to the School's Scientific Council, who will have to approve your admission to the research part of the programme. If you are attending the PhD in Economics, this will take place in the second semester of the second year.

From this point on, you will work autonomously, under the guidance of your supervisor(s). You are advised to stay in Braga as much as possible, to benefit from the School's resources, from a more regular contact with your supervisor(s), with other PhD students and other researchers, as well as participate in the various activities that are organized in the School. Yet, this part of the programme can be partly carried out remotely, as long as you agree with your supervisor(s) ways of maintaining regular contact and dates for periodic meetings.

Also during this period, you are encouraged to present your work both at the School research seminars and at international conferences. Attendance at international conferences may be partly funded by the School.

You are required to submit annually a Progress Report of your work to the Programme Directing Committee and discuss the progress of your work, as well as the plan for the third year.

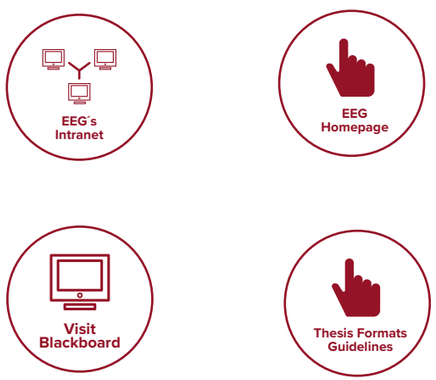
Third year

If you are following a three-year plan, you should be ready to submit your Thesis by the end of this year. Your PhD Thesis can be written in English, or in Portuguese, and follow two distinct formats: a classical dissertation format or a collection of scientific articles.

You may find guidelines on document formatting on Blackboard as indicated below.

If you require more time to finish your thesis, than your study-plan, you will need to formally request an extension. Usually, extensions are requested and granted for periods of one year. You will be charged additional tuition fees every three months until you submit your thesis.

QUICK LINKS **EEG**



In Blackboard you will find the following support documents:

Appendix 1 - has the list of faculty members that are available to supervise, organised by Department, along with their research interests and email contacts.

Appendix 2 - provides detailed advice on how to manage the relationship with your supervisor(s).

Appendix 3 - provides guidelines to be followed when developing your Thesis Proposal.

Appendix 4 - explains the rules of admission to the Thesis part of the programme.

Appendix 5 - explains the procedure of submission of your Thesis Proposal.

Appendix 6 - provides information about how to apply for the School's financial support to attend international conferences.

Appendix 7 - provides a template for the annual Progress Report.

Appendix 8 - explains the different formats your Thesis may assume.

Appendix 9 - describes the Thesis submission procedure and examination.

Appendix 10 – lays out the PhD offices and common room rules.

Info&Resources - useful information about Braga, transportation to Braga from the main airports, accommodation alternatives, the cost of living and formalities on arriving, if you're a foreign student.

Student Guide | PhD Programmes

An e-mail that connects you to you to your academy, the world and to a large number of digital tools, supporting you every day.

As a student of EEGIUMinho, you have an institutional email account you must use, and there are a number of electronic platforms you will need to access, namely:

1. UMinho's Student Portal
2. The institutional email account
3. The e-learning platform - Blackboard
4. UMinho's Library
5. The EEGS Platform
6. EEGoing Pro
7. EEG intranet

Some of these are central UMinho platforms and others are located at the School and are available only to EEG students.

UMinho electronic platforms communicate exclusively with the student's institutional email. Useful and sometimes vital information is conveyed through them, so it is very important that you access the platforms and the institutional email regularly.

1. UMinho's Academic Portal

Student Portal

You can access UMinho's Academic Portal at https://alunos.uminho.pt/EN, using the credentials (login + password) that were delivered to you at the time of enrolment in the University.

On this portal, you will find the Academic Regulation of UMinho (RAUM), schedules, school calendar, various forms, information on tuition fees and other fees, as well as information about your academic background in your personal "profile". You will also find theses and dissertations format guidelines.

You can use the Electronic Desk on this portal to interact with the Academic Management Services Unit of UMinho, like submitting applications/solicitations, making or renewing registrations, paying your tuition fees, among other things. It is also on this portal you can solicit access to Campus Parking Lots.

2. The institutional email account

E-mail Acess

All UMinho students have an institutional email account with a 100MB capacity. This email account is accessed using the credentials (login + password) that were delivered to you at the time of university enrollment. Your email address consists of your student number followed by "@alunos@uminho.pt" (e.g. a99999@alunos@uminho.pt). UMinho's electronic platforms communicate exclusively through the students' institutional Email. This Email must be consulted regularly (preferably daily) so as not to lose important information.

The institutional email account can be consulted from a personal email account through pop3 or IMAP protocols. You may find instructions for accessing institutional Email from a GMAIL account on the Pedagogical Council's Blackboard.

Any problems with the institutional email account should be reported to the Information and Communications Systems Services Unit (USSIC) at: suporte@ussic.uminho.pt.

3. The e-learning platform – Blackboard

Visit the Blackboard

Blackboard accesses itself using the credentials (login + password) delivered to you when you enrolled at the University. At UMinho, the Blackboard supports all curricular units and serves as a repository of documentation and class support material and communication with students. The Pedagogical Council of the EEGIUMinho and some curricular units also have their entries in Blackboard. Important information and resources are released, including evaluation calendars and guides on various relevant procedures and announcements.

You can change the language settings in Blackboard to English by accessing your profile on the top righthand corner, choose "Configurações", then "Informações Pessoais". In "Selecionar Idioma" you can open the pop down menu and select "English" or "Pro-Ed English".

The Blackboard uses students' institutional Email. Therefore, you will lose important information if you do not check this account frequently. Any problems with Blackboard should be reported to the Education Activity Support Services Unit (USAAE) at: suporte@usaae.uminho.pt.

4. Documentation and Library Services Unit (USDB)

Acess USDB

Access the USDB (UMinho Libraries) page using the credentials (login + password) that were delivered to you when you enrolled at the University. On the USDB page, you can access bibliographic resources, including the book catalogue, various digital collections, and reference databases and bibliographic portals, such as, B-on, ISI Web of Knowledge/Scopus ABI/INFORM Complete.

You can use most features without having to register. You must log in (in the "Catalogue" area), for example, to make book reservations or renewals.

5. EEGS Platform (EEGenerating Skills + EEG DATAPro)

EEG Acess EEGenerating Skills

The EEGS platform supports two of the EEGIUMinho programmes - The EEGenerating Skills and the EEG DATAPro - and is specific to the School. It does not automatically recognise the credentials of UMinho. On your first access, you must set the password you want to use. It is possible to define the same password that you use for the other electronic accesses of UMinho.

This platform is the tool to register in EEGenerating Skills and EEG DATAPro activities and manage students' participation in these programmes. Please follow the instructions you find here: http://eegs.eeg.uminho.pt/instructions.

6. EEGoing Pro

EEGoing Pro is EEGIUMinho internship programme. Linking to the business context and the world of work are key features of EEGIUMinho. It encourages students to develop their skills and gain experience through extra-curricular internships.

The JobTeaser platform (https://uminho.jobteaser.com/) - our career platform - publishes several opportunities for internships, employment, and other initiatives that can lead to professional placements.

Also, seize the chance to look for international opportunities on the HigherEd platform https://uminho.gethighered.global). If you are interested in doing an internship, do not hesitate to contact the EEG Careers Officel UMinho.

7. EEG Intranet

The EEG intranet platform is specific to the School and does not automatically recognise UMinho's credentials. On your first access, you must set the password you want to use. You can set the same password that you use for the other electronic accesses of UMinho. It is on this platform that you will register in your Optional Curricular Units (CU). You may also find information on the study plan, the syllabus for each course, the teacher in charge and other details on each CU, the evaluation schedule and the contacts of the Programme Director.

Researching at EEGIUMinho

Scientific research has been one of the vectors of EEGIUMinho full affirmation, guaranteeing the school a place in the international rankings.

The EEGIUMinho hosts two research centres evaluated and financed by the Portuguese National Funding Agency for Science, Research and Technology (FCT):

- The CICP, Research Centre in Political Science, evaluated by FCT with "Excellent," integrates about 30 integrated members and 30 other associated researchers. For more information, please consult the centre at: http:// www.cicp.eeg.uminho.pt.

- The NIPE, Centre for Research in Economics and Management, evaluated by FCT with "Very Good," integrates more than 30 integrated members and about 20 associated researchers. For more information, please consult the centre at: http://www.nipe.eeg.uminho.pt/.

As a student of EEGIUMinho you will benefit from being part of this research community and from participating in the many activities organised by the research centres. These include research seminars (often with the participation of guests from foreign universities), courses and summer schools.
The School organizes the EEG Research Day event annually, which aims to disseminate the research developed by students of the School within the scope of master and Phd courses. About 30 to 40 Master and PhD students present their work at this event.

EEGIUMINHO RESOURCES, FACILITIES AND SERVICES

1. EEGenerating Skills

EEGenerating Skills is EEG's transferable skills development programme that entails a variety of activities taking place throughout the academic year, including talks with CEOs, Alumni and other interesting people, as well as workshops and short courses on useful data analysis and work tools like STATA, Mendeley, SPSS or NVivo.

This programme is open to all EEG students, and you may find interesting and relevant activities. To attend these activities, you must register online at: http://eegs. eeg.uminho.pt.

2. Databases and software

As a PhD student at EEGIUMinho, you have access to excellent research resources, unmatched by other universities in Portugal, including financial and statistical databases (e.g., EIKON, CRSP, ORBIS) and data gathering and analysis software (e.g., STATA, SPSS, Qualtrics and NVivo).

You can find detailed information about EEG databases and software at: https://www.eeg.uminho.pt/en/investigar/recursos/Pages/default.aspx.

3. Funding, Scholarships and Merit Award

Students are encouraged to seek funding opportunities from external institutions (e.g., FCT), as EEGIUMinho does not provide funding for PhD students. Therefore, students coming to EEGIUMinho for their doctoral studies must make sure they have their own means of subsistence.

There may be scholarship opportunities for PhD students integrated in NIPE and CICP financed research projects, subject to competitive application.

The School and the Programme Directing Committees may partially support the participation of PhD students in prestigious/relevant international conferences and doctoral workshops.

EEGIUMinho attributes a Merit Award annually to the best student in each programme, subject to the following requirements:
a. The student obtained approval in all 1st year courses and final exams, when applicable;
b. The student had the best grade average in the 1st year, which must be of 14 or above;
c. The student is enrolled in the 2nd year of the programme.
The award is equivalent to 50% of the tuition fee for the academic year.

4. Office Space

At EEGIUMinho we try to arrange an office space for all PhD students who work regularly from the School. To apply for an office space, contact the Research Support Office (GAI) - gai@eeg.uminho.pt.

If no office space is readily available, or if you work in the School only occasionally, you can use the PhD common room (EEG room 0.23), which is a shared work-space. Both the PhD offices and the PhD common room are subject to some basic rules you must follow. These rules are available in Blackboard and in the rooms.

5. Pedagogical Council

The Pedagogical Council of the EEGIUMinho is a body chaired by one of the Vice-Presidents of the School. It consists of faculty nominated as Course Directors and an equal number of students representing their colleagues. It defines and oversees the pedagogical policy of the School of Economics and Management.

The Secretariat of the Pedagogical Council (commonly referred to as the Pedagogical Council) is the service unit that provides administrative support to the school's teaching projects and where students should address firsthand all matters related to the functioning of the course, in particular: registrations, timetables, calendars of evaluations, and "pautas," among others.

Some of these issues are the responsibility of the central services of UMinho. Still, the Secretariat of the Pedagogical Council will always inform you that it is necessary to resort to another service.

Contacts: EEG (Building 8) Room -1.02 I Phone: 253 601 902 I E-mail: pedagogico@eeg.uminho.pt.

6. Office for International Mobility

The Office for International Mobility has the mission to execute one of the internationalisation vectors of EEG related to the international mobility of its students.

While you study at EEGIUMinho you are encouraged to study for a semester in a foreign university. The School has international Exchange agreements with several universities around the world. UMinho's International Relations Office manages the international student mobility programmes, some of which offer funding for the mobility period.

EEGIUMinho contacts: EEG (Building 8) I Room -1.06 I Ph. 253 601 904 I Email: estelav@eeg.uminho.pt.

7. Careers Office

The EEGIUMinho Careers Office's mission is to promote employability and insertion in the labour market of the School's graduates. As such, it coordinates the EEGenerating Skills Development Programme and the EEGoing Pro internship programme and follows up the professional career of graduates.

EEGIUMinho students can benefit from specialised assistance in preparing CVs, motivation letters, preparation for interviews, and other help in the search for internship and employment.

Contacts: EEG (Building 8) Room -1.09 I Phone: 253 604 582 I E-mail: carreiras@eeg.uminho.pt.

UMINHO SERVICES AND RESOURCES

The University of Minho is divided into three campuses, one in Braga (Gualtar) and two in Guimarães (Azurém and Couros). The EEGI UMinho is located in Braga (Gualtar Campus, Building 8).

You can explore the maps of the campuses and each of their buildings at: https://whereis.uminho.pt/

In Gualtar, classes take place in one of 3 Pedagogical Complexes (CP) located in Buildings 1, 2 and 3. The rooms are identified by the building and floor where they are located and by their specific number. For example, the room "Building 1 - 0.20" (or simply 1.0.20) is located in Building 1 (also referred to as CP1), on floor 0, room number 20.

1. UMinho Doctoral College

The UMinho Doctoral College has as its central mission "to contribute to the excellence and the national and international recognition of the doctoral training offered by UMinho". The College is a meeting and dialogue point between doctoral students, academic staff and researchers. It promotes, among others, the following activities: the welcoming and follow-up of students, particularly foreign students; the sharing of experiences and good practices between doctoral programmes; complementary training plans aimed at strengthening the personal, social and professional skills of doctoral students; training plans aimed at strengthening the supervision competencies of the tutors and the pedagogical management of the courses.

Contacts: Bulding 2, Floor 3 - Campus of Gualtar I Email: sec-colegiodoutoral@reitoria.uminho.pt; URL: https://www.uminho.pt/PT/Unidades/Colegio-Doutoral-UMinho/.

2. UMinho Academic Management Services Unit (USGA)

The Academic Management Services Unit of the University of Minho (USGA) is the University's central service held responsible for the administrative management of students' educational processes. Students must address USGA to handle all formal registration processes in the academic year and special exams, payment of tuition fees, equivalence processes, issuance of declarations, diplomas and certificates, among others.

Most interactions with the USGA can be done through the Electronic Desk on the Academic Portal.

3. Documentation and Library Services Unit (USDB)

Acess
USDB

The Documentation and Libraries Service Unit of the University of Minho (USDB) manages the various physical libraries of UMinho, including the General Library of UM (BGUM - Building 4), which should be the one you will use most throughout your EEGI Uminho Programme. In addition to books and scientific journals, physically available in libraries and whose Catalogue you can consult online, the USDB also manages RepositoriUM, the institutional repository of UMinho where digital versions of the works produced by faculty and students of the University are deposited. Additionally, USDB provides digital reference and full-text databases, allowing online access to a vast collection of bibliographic resources indispensable for academic and research work.

USBD organises several presentation sessions of their services and bibliographic databases at EEGI UMinho at the beginning of each semester. Attendance of these sessions is not mandatory but highly recommended as it considerably facilitates resorting to the use of these services and resources.

4. Canteens & bars

Discover
SASUM

Canteens and bars at UMinho are managed by the Social Services (Serviços de Ação Social - SASUM). There are three canteens in Braga: one on the Gualtar campus, one at Santa Tecla's Halls of residence and another in the city centre, at the Congregados building. In addition, there are 6 bars on campus, some of which serve light meals, a grill snack bar and the Panoramic Restaurant. There is also a "take away" service, with ready, pre-packed and refrigerated meals.

A distinctive characteristic of UMinho's catering services, besides its high quality, is the availability of vegetarian meals in the canteen, at the Restaurant and in the "take away" service.

In addition to the Catering department, SASUM also runs social scholarships, residence halls, sports halls, and clinical services.

5. Sports at UMinho

Acess
Sports' UM

UMinho is a renowned university sports reference at the European level, hosting several high-level tournaments throughout the year. UMinho student-athletes also frequently conquer medals and trophies at the national and international levels.

Sports at UMinho is not just for competitive athletes. SASUM offers classes and training sessions in numerous sports to all students who want to engage in sporting activities, including cardio-fitness, dance, orienteering, climbing, martial arts, swimming, surf and bodyboard, and futsal handball, volleyball, table tennis, badminton, among many others.

You can register for the different sports at the campus Sports Complex (Building 9).

6. Peer tutoring

Acess
Peer tutoring

The Peer Tutoring Programme envisions to promote a healthy and proactive integration of new students at the University. Current students (tutors) provide individual and personalised tutorials to students attending the University for the first time, facilitating their integration and adaptation to their new life in the academy.

To participate in the Peer Tutorials Programme, sign up by sending an email to tutorias@reitoria.uminho.pt.

FURTHER SUPPORT

1. Student Ombudsman

The Student Ombudsman is an independent body within the University, with complete autonomy. Its mission is to promote and defend the interests of students within university life. The Student Ombudsman assesses complaints or reports made by the students against acts or omissions of the bodies and services of the University. It acts as a mediator, making suggestions for solutions. Principles of neutrality and confidentiality rule it.
Contacts: Campus Gualtar: Room C2.323 (2nd Floor of Pedagogical Complex II) | Phone: 253 601 710
Email: gabinete@provedorestudante.uminho.pt.

2. Clinical and Psychological Support

UMinho's Social Services (SASUM) provides medical and nursing appointments and psychological support, and counselling sessions at the Medical Centre located on campus.

3. Education Activities Support Service Unit (USAAE)

UMinho's Education Activities Support Services Unit (USAAE)'s mission is to promote the inclusion in the academic context of students, faculty and other workers with disabilities or special needs, including motor, visual, hearing impairments, chronic diseases, psychiatric problems, dyslexia or dysgraphia. USAAE designs, in articulation with the Schools, individual support and follow-up plans and proposes the necessary adaptations to class and evaluation activities so that students with disabilities or special needs enjoy the conditions required to attain academic success.

4. Practical information about getting to and living in Braga

You will find useful information in the Pedagogical Council's Blackboard about the practicalities of coming to and living in Braga regarding: information about the city; means of transport to get to Braga from the main airports; accommodation alternatives; the cost of living; formalities on arriving, if you are a foreign student.

FOR MORE INFORMATION:

School of Economics and Management
University fo Minho
Gualtar Campus
Telephone: + 351 253 601 901
e-Mail: pedagogico@eeg.uminho.pt
Website: www.eeg.uminho.pt

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EFMD ACCREDITED BACHELOR

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