

## Admissions Process for 2018/2019 Academic Year

With a CMU Portugal Doctoral Scholarship

### CALENDAR:

<u>MILESTONES</u>	<u>OBSERVATIONS</u>
Prepare for GRE and TOEFL	1 to 2 months preparation
Take GRE and TOEFL	Prior to the applications deadline
Applications deadline	Check the specific date for your program
Selection of the candidates	
Informing the candidates about the selection outcome	
Submission of the formal request for Ph. D. scholarships to the President of FCT	First week of June 2018
Publishing the selection results on the CMU Portugal Program website	First week of July 2018
Students registration	July / August 2018
Student's Orientation Day	September / October 2018
Classes start	End of August / beginning of September 2018
Start receiving	September / October 2018

TIME

**PROCEDURES:**

**1. APPLICATIONS**

Applications: the Information and Communication Technologies Institute (ICTI) has a decentralized admissions process. All programs manage their own application process. Students have to apply directly to the program or department that they are interested in.

Program	Application Deadline
Ph.D. in Computer Science (CS) / Robotics (CS-R) / Software Engineering (SE)	<i>December 14, 2017</i>
Ph.D. in Electrical and Computer Engineering (ECE)	<i>December 15, 2017</i>
Ph.D. in Engineering and Public Policy (EPP)	<i>January 1, 2018</i>
Ph.D. in Language Technology (LTI)	<i>December 14, 2017</i>
Ph.D. in the area of Mechanical Engineering (ME)	<i>December 15, 2017</i>
Ph.D. in Applied Mathematics (AM)	<i>January 15, 2018</i>
Ph.D. in Technological Change and Entrepreneurship (TCE)	<i>January 15, 2018</i>

To apply for a specific program, students have to do the following:

- Complete online application form for admission to graduate programs.
- Take the Graduate Record Examination (GRE) general test and have scores sent directly to Carnegie Mellon University (CMU).
- All students whose native language is not English or have not earned an undergraduate degree from a U.S. educational institution must take the Test of English as a Foreign Language (TOEFL). Scores are sent directly to CMU.
- Submit a Resume.
- Submit a Statement of Purpose.
- Submit three letters of recommendation.
- Pay the non-refundable application fee.
- Official Transcripts of prior academic record, indicating first class or equivalent standing.

Please note that the admissions requirements will vary from department to department and the information indicated above is general. Any interested candidate should contact the respective department for exact admissions procedures.

**2. SELECTION**

The admissions committee gathers and analyzes the applications of the candidates including the statement of purpose, letters of recommendation, the GRE, and TOEFL scores. Afterwards, a ranked list of the *candidates to be admitted* is created, assigning to each candidate a level of recommendation for admission. At the end of the meeting, the committee writes and signs a report.

The report will contain a list of the committee members and their institution, a list of all applicants, the criteria for the evaluation process, and the ranked list of candidates to be submitted for attribution of the Fundação para a Ciência e a Tecnologia (FCT) scholarship. The candidates with the best scores (level of

recommendation) are the first to be contacted, until the proposed number of the scholarships is reached. The written and signed reports of the admissions committee are sent to the ICTI@Portugal office.

### 3. INFORMING THE CANDIDATES ABOUT THE SELECTION OUTCOME

Based on the list of candidates to be admitted, CMU informs the prospective candidates of their admissions status. Each candidate will be given a deadline to accept or decline the admissions offer.

The list of candidates who accepted the offer is sent to the direction of ICTI, which then gathers all necessary items, including the admissions committee reports and makes the submission of the formal request for Ph. D. scholarships to the President of FCT.

### 4. SCHOLARSHIPS (Ph. D.)

In Portugal, the student is covered by the FCT scholarship contract. When at CMU, the stipend of the student is covered by a different contract with CMU, which is also funded by FCT.

<b>Calendar of Scholarship, FCT</b>
<p><b>Phase 1 - Approval: 1 month</b>            The final approval of the scholarship is made based on proposal of the National Director of the Program following the decision of the evaluation jury.            The recommended approval period is 1 month after sending the documents to the FCT.</p>
<p><b>Phase 2 - Preparation of procedures and issuance of the contract: 1 month</b>            After receiving all the necessary documents to process the scholarships, the FCT issues the contracts and sends them to the students (student has to sign the contract).</p>
<p><b>Phase 3 - Payment: 1 month</b>            Signed and completed contracts should be sent to FCT before the 10<sup>th</sup> of the month, and the scholarship will be paid in the beginning of the following month.</p>

The amount of scholarship is defined by FCT and includes the tuitions for the Portuguese university.

The students are required to send the following documents to ICTI@Portugal office (the original documents are mandatory when requested):

1. Curriculum Vitae;
2. Academic diploma that certifies graduation (original document or an official certified copy); depending on your university there may be several designations for the needed document, thus you can also send an authenticated copy of graduate degree or official Transcript of Records issued by your university (where you previously obtained your relevant degree) and sent it directly to the following address:  
*Carnegie Mellon Portugal Program Office in Portugal  
 Campus da FEUP, INESC TEC, Rua Dr. Roberto Frias, 4200-465 Porto, Portugal*
3. Copy of the Passport / Identity Card;
4. Document with the fiscal number in Portugal (foreign students must send this within three days upon arrival in Portugal);
5. Official document with a bank account number identification (IBAN) and the name of the bank in Portugal (foreign students are expected to open a bank account in Portugal within three days of arrival and to send this information);

6. Address in Portugal (student's address or someone he/she trusts);
7. Letter of Admission from Carnegie Mellon University (original document);
8. Letter of Admission from the Portuguese university (original document);
9. Work Plan (mentioning the preliminary research topic, host institutions, and tentative dates, all signed by the student and by the advisors). Please note that this document should have three signatures (student + advisor CMU + advisor PT). Two of the signatures must be original signatures (student + 1 advisor). The third signature can be a scanned version. In case you do not already have two advisors, please contact your advisor and coordinator of your doctoral program to help you find one at the earliest convenience;
10. Document signed by the advisors stating that they agree to take responsibility for supervising students Ph. D. work (original document with the original signatures);
11. Document signed by the student stating that he/she agrees to carry out Ph. D. work in the XY institutions (original document).
12. Document signed by the student stating his/her professional working status during the scholarship period (original document).
13. FCT form: Students need to complete the FCT form (in Portuguese: <http://www.cmuportugal.org/uploadedFiles/resources/FormularioFCT2017.pdf> ), print it and send it after signing (non Portuguese speaking students can find brief instructions here: [http://www.cmuportugal.org/uploadedFiles/resources/FCT%20form%20Instructions\(1\).pdf](http://www.cmuportugal.org/uploadedFiles/resources/FCT%20form%20Instructions(1).pdf) ).

The FCT scholarship contracts for the students starting at CMU will only be issued and signed when the students move to Portugal.

The student should send a communication, to the ICTI@Portugal office, 3 months in advance, stating that he/she is going to move from CMU to the Portuguese university. This communication is composed by a declaration of the student, another one from the co-advisers and from the institution. The same procedure should be applied when moving from Portugal to CMU.

The ICTI@Portugal office will handle the information in order to activate/suspend the scholarships.

<b>Calendar of Scholarship, CMU</b>
Phase 1 - Approval The student must contact his home department at CMU, which will take care of the scholarship
Phase 2 - Preparation of procedures for scholarship After receiving all the necessary documents, the home department at CMU will process the scholarship
Phase 3 - Payment: The scholarship will be paid in the beginning of the semester.

The total value of the scholarship is defined by the home department at CMU and includes the stipends, fees and tuitions. The ICTI@CMU office transfers FCT funds to the home department to cover the expenses for students while there.

5. **PUBLISHING THE SELECTION RESULTS ON THE CMU PORTUGAL PROGRAM WEBSITE–**  
[www.cmuportugal.org](http://www.cmuportugal.org)
6. **STUDENTS REGISTER AT HOME INSTITUTIONS – July/August 2018**

**7. STUDENT'S ORIENTATION – late September, beginning of October 2018**

The CMU Portugal Program welcomes its first-year Ph.D. students during the Orientation Day with a number of events designed to familiarize them with their new surroundings. The students have an opportunity to meet other students and staff and obtain important information about their chosen program. This event will be held both in Portugal and at CMU.

**8. CLASSES START – late August, beginning of September 2018.**