

GENERAL INFORMATION

Reading this document does not exclude reading the specific documentation for each course, with special emphasis on the Research Skills Development (RSD) course information.

Courses Fees:

1. NOVA Doctoral School courses are free of charge for Universidade Nova de Lisboa PhD students and PhD holders working at NOVA (Researchers, Professors and Postdoc).
2. NOVA PhD students are those who are enrolled in one of the Schools of NOVA or in an associate PhD Program, during the same academic year in which they enroll in the training at NOVA Doctoral School, and have their insurance and fees payments up-to-date.
3. Students and PhD holders from Universidade Nova de Lisboa must have documentation that proves their enrollment in this University.
4. The cost of the courses that NOVA Doctoral Schools offer to its students is indicated [here](#).
5. Other special cases will be evaluated individually by the Coordination of NOVA Doctoral School.

Registration:

1. Each course has specific information about who can apply, since there are some courses for doctoral students and others are specific for PhD holders / Supervisors.
2. To apply to our training, you must submit a form on NOVA's website. Upon registration, you will receive an automatic confirmation that the form has been accepted. However, due to the limited number of vacancies, the enrollment is only confirmed after receiving an email from NOVA Doctoral School.
3. Drop outs must be notified up to one week before the start of the courses (except for the Research Skills Development course, in which case you must notify 10 days in advance.)
4. Any drop out case that does not fulfill the above requirement will be considered individually and may have implications on future enrollments in courses at NOVA Doctoral School.

Data protection policy:

1. Participants' names and departments/schools/doctoral programmes will be made available to other attendees on the same course. Participants' data are stored in a database for exclusive use of NOVA, for the purpose of recording the attendance at courses, providing statistical information and maintaining individuals and faculty/university training records.
2. Throughout the course, activities and sessions may be photographed for educational and promotional purposes of NOVA, such as our website and outreach materials.
 - 2.1 By attending our courses, you are granting us permission to use your image in order to promote NOVA Doctoral School and its educational activities.
 - 2.2 If you do not feel comfortable with the use of your image in these materials, please refer this in the registration form and/or contact NOVA Doctoral School (nova.doctoral.school@unl.pt).

Insurance:

The NOVA Doctoral School Training courses have been approved by the Academic Units of NOVA, and are considered, for insurance purposes, as extracurricular training (or vocational training). For this reason, participants are covered by the insurance of the Academic Unit where they are enrolled.

Disclaimer:

Universidade NOVA de Lisboa does not assume liability for any loss or damage of personal property, regardless the cause.