



ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP

Title: Research Fellowship for Master degree; *1 vacancy*

Reference: CoDeAI_BI_2023_CALG_02

A call for applications is now open for the attribution of one **Research Fellowship for Master degree** within the scope of the I&D project of Algoritmi Center, CoDeAI – Collaborative development of AI capabilities in SMEs (*ERASMUS + 2022-1-AT01-KA220-HED-000089256*), financed by European funds through ERASMUS+, under the following conditions:

Scientific Area: Engineering

Specific Scientific Area: Technologies and Information Systems

Recipient category: Students enrolled in a **doctoral program or in a non-academic course** integrated in the institution's educational project, in the area requested in public notice or related area.

Requirement for granting the fellowship:

- The applicants may apply without prior registration in the course for which the fellowship is open. The requirement to enroll in a degree course or non-academic degree course will be verified on the date of contracting the fellowship;
- Only fellowships whose selected applicants present a valid proof of enrollment in a degree course or non-academic degree course will be contracted, according to the type of the fellowship, issued by the academic services of the Higher Education Institution, indicating, respectively, the academic year or its duration (star and term).
- Enrollment in non-certified courses (without curricular units) will not be considered as proof of enrollment.

Candidates profile:

- Candidates must have, at the date of application, a **master degree in Information Systems and Technologies**, or related areas. Is required for contractualization, proof of academic qualifications completed at the deadline for applications, including those resulting from academic degree recognition processes.
- Candidates enrolled in non-conferring degree course: cannot benefit from this scholarship candidates who, with the conclusion of the scholarship contract in question, including renewals, exceed a cumulative period of two years, followed or interpolated, in this type of scholarship;

Applicants eligibility: Applicants must comply with the eligibility conditions laid down in article 9 of the Regulation of Scientific Research Fellowships of the University of Minho.



Workplan and objectives to be achieved: The Work Plan focuses on themes related to knowledge management, digital skills to accelerate the digital transformation of SMEs, as well as the application of emerging technologies in the context of education. The activities to be carried out by the scholarship holder include:

- 1) Collaborate in implementing the activities to be developed within the scope of the CoDeAI Project;
- 2) Analyse the relevant scientific literature related to topics of the CoDeAI Project;
- 3) Participate in the research activities necessary for the production of the project results;
- 4) Collaborate in the organization of the multiplier event in Portugal;
- 5) Participate in project meetings and organize regular meetings of the project team and national stakeholders;
- 6) Ensure that the project budget and schedule are adhered to;
- 7) Co-author articles and other works for the international communication of project results.

Applicable legislation and regulations: Research Fellowship Holder Statutes, approved by Law no. 40/2004 of August 18, in its current version published by Decree-Law no. 123/2019 of August 28; Regulation of Scientific Research Fellowships of the University of Minho, published in “Diário da República”, 2nd serie, no. 119, through dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021 and Regulation of Research Studentships and Fellowships (RBI) of the Foundation for Science and Technology, I.P. - in force.

Host/Contracting institution and scientific supervision: The workplan will be carried out in the Algoritmi Center, School of Engineering of University of Minho, located in the Azurém Campus, Guimarães, under the scientific supervision of the Doctor Isabel Maria Pinto Ramos, Associate Professor with Aggregation at the Department of Information Systems at the School of Engineering at the University of Minho.

Fellowship duration: The grant will take place for a period of **6 months**, with a provisional starting date **in November 2023**. The scholarship may eventually be renewable, up to 2 years, in the case of a student enrolled in a master's program. For students enrolled in a non-degree-granting course, the scholarship is renewable for up to one year. Under no circumstances may it exceed the maximum period allowed by the project and/or provided for in the legislation and regulations in force.

Amount of the research grant: The value stipend (Monthly Maintenance Allowance) is **1500,00 euros per month**, in accordance with annex II of the Regulation of Scientific Research Fellowships of the University of Minho, published in “Diário da República”, 2nd serie, no. 119, through dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021, according to the applicable regulation.



Payment is made on the 23st of each month, through bank transfer to the Bank Identification Number of the fellow identified in the contractualization process.

Other benefits: Reimbursement of Voluntary Social Security (Social Security contributions), corresponding to the 1st level of discounts (*for research grants with a total duration 6 months or higher*) and personal accident insurance.

Exclusivity regime: The grantee will perform the activities under exclusivity, as foreseen in article 5º of the Research Fellow Statutes and applicable regulations.

Selection panel: The selection panel has the following composition:

President: Isabel Maria Pinto Ramos, Associate Professor with Habilitation at the Department of Information Systems, at the Engineering School of the University of Minho.

Effective members: João Álvaro Brandão Soares Carvalho, Full Professor at the Department of Information Systems, Faculty of Engineering at the University of Minho and Manuel Filipe Vieira dos Santos, Associate Professor with Habilitation at the Department of Information Systems, Faculty of Engineering at the University of Minho.

Substitute members: Rui Manuel Dinis Sousa, Assistant Professor at the Department of Information Systems, Faculty of Engineering at the University of Minho and João Eduardo Quintela Alves Sousa Varajão, Associate Professor with Habilitation at the Department of Information Systems, Faculty of Engineering at the University from Minho.

The first effective member will substitute the President of the selection panel in case of impediment, being nominate the first substitute member in the place of the first effective member.

Criteria and procedures for applications assessment and selection: The applications assessment will focus on the Applicant Merit, following evaluation criteria, valued on a scale of 1 to 5 values:

Applicant Merit - **AM (100%):**

A.1: Academic path (considering the classifications of academic degrees, according to the reference table), with a weighting of 40%;

- i. Holder of a master's degree or advanced diploma in Information Technologies and Systems or similar (50%);
- ii. Holder of at least one publication in a journal or conference (50%).

The classification of the Academic path (A.1) will be obtained by applying the following formula:

$$A1=(i \times 0.5) + (ii \times 0.5)$$



Reference table for defining the score for Sub-criterion A1 - Academic track record.

Bachelor's + Master's (pre or post-Bologna) Integrated Master (300-360 credits)		Bachelor's Degree - 180 credits (pre or post-Bologna)		Master (90-120 credits) (Pre or post-Bologna)	
Classification	Score A1	Classification	Score A1	Classification	Score A1
≥ 18	5,0	≥ 17	3,5	≥ 17	3,0
17	4,5	16	3,0	16	2,5
16	4,0	15	2,5	15	2,0
15	3,5	14	2,0	14	1,5
14	3,0	< 14	1,5	< 14	1,0
< 14	2,5				

A.2: Personal curriculum (considering professional and scientific background), with a weighting of 50%;

- i. Having participated in research and development projects in the area of skills management (60%);
- ii. Be active in national or international scientific communities in Technologies and Information Systems or similar (20%);
- iii. Have experience organizing scientific events (20%).

The classification of the personal curriculum (A.2) will be obtained by applying the following formula:

$$A2=(i \times 0.6) + (ii \times 0.2) + (iii \times 0.2)$$

A.3: Motivation letter, with a weighting of 10%.

The final classification of the applicant's merit with the achieved through the following formula:

$$AM=(A.1 \times 0.4)+(A.2 \times 0.5)+(A.3 \times 0.1)$$

If the jury does not consider itself able to decide using the method indicated in A (MC), it may choose to carry out an Interview. In this case, the MC will have a weighting of 70% and the candidates classified in the first 3 positions, who obtain a minimum classification of 3 in the MC, will be admitted to the Interview phase, with the Jury proceeding with the evaluation of the following sub-criteria:

- B. Interview – ENT (30%):
1. Interpersonal skills (30%).
 2. Demonstrated knowledge in the area of the competition (40%).
 3. Motivation (20%)
 4. Language skills (10%).



The final classification of the Interview with the achieved through the following formula:

$$\mathbf{ENT=(B1*0,3) + (B2*0,4) + (B3*0,2) + (B4*0,1)}$$

The final classification (CF) of the Candidate Merit (MC) and Interview (ENT) will be obtained by applying the following formula:

$$\mathbf{CF = (AM*0,7) + (ENT*0,3)}$$

If none of the candidates demonstrate to have a suitable profile for the execution of the work plan, the Jury is entitled to close this call without selecting a candidate.

The academic degrees and diplomas documents, or their respective recognition when awarded by foreign higher education institutions are not mandatory in the application phase, being replaced by a declaration of honor of the candidate with the contents of academic results. The documents of academic qualification or respective recognition will be required in the contracting phase and must attest facts that occurred on a date prior to the application. In situations of divergence between the information contained in the declaration and the documentation submitted for contracting the grant, only the information contained in the latter will be consider. If the documents proving the ownership of the academic degree and diploma, or the respective recognition under the terms of Decree-Law No. 66/2018, of August 16, do not correspond to the classifications awarded in the evaluation of the academic path, which can change the candidate's ranking, the fellowship won't be contracted.

Notes: *Applicants with degrees obtained abroad must present proof of recognition of qualifications in Portugal and conversion of the final classification obtained in them to the Portuguese classification scale or declaration under the terms indicated in the previous point. Candidates who do not comply with one of these provisions, the selection panel will assign "0" in the grade of the graduation and/or master course. Candidates will be evaluated on the remaining parameters.*

Disclosure of results: The draft evaluation results, based on minutes, will be sent to candidates via email, in accordance with article 13.º of the Regulation of Scientific Research Fellowships of the University of Minho.

If case of unfavourable results, the candidates have a period of 10 working days to comment, if desired, in a prior hearing to interested parties, pursuant to articles 121 and 122 of the Code of Administrative Procedure (DL no. 4 / 2015 of January 7th).

[The hearing of the interested parties, if excluded, should be justified accordingly with article 124º of CPA]



Complaint and appeal procedures: The final results of the evaluation will be published through an ordered list (*alphabetically, by final grade obtained*), posted in a visible and public place of the host unit, as well as by email to all applicants, enclosing for that purpose, the minutes of the jury deliberations.

The selected candidate must inform its willingness to accept the grant, in writing. In case of rejection, the fellowship will be awarded to the next candidate in the ordered list of applicants.

Interested parties may also appeal against the final decision, pursuant to paragraph 3 of Article 13 of the Regulation of Research Fellowships of the University of Minho in its current wording.

Application deadline and submission: The call for applications is open from **14/09/2023 till 27/09/2023**.

Applications must be formalized by sending an application letter with the following documents: curriculum vitae; qualifications certificate or declaration of the applicant; motivation letter; statement proving that meets the conditions for the grant typology, according to the application requirements; other documents important to the evaluation process.

Applications must be sent by email to **recrutamento@algoritmi.uminho.pt**, indicating the reference of the call for applications in Subject. Applications submitted by other means will not be accepted.

Fellowship contractualization: The fellowship will be attributed by signing a fellowship contract between the University of Minho and the fellow, accordingly with the contract minute (annex IV of the Regulation of Scientific Research Fellowships of the University of Minho, published in Diário da República, 2nd Série, no. 119, through dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021, as indicated in 2.4 of the FCT document: “Rules for Granting and Management of Grants within the scope of R&D projects, including infrastructure projects, the multi-annual financing program for R&D units and other FCT financing instruments (Version 2021)”.

The contract may only be concluded after all the documentation required is collected, which must take place within a maximum period of 6 months [including evidences of the academic degrees or diplomas and enrolment in degree courses or non-conferring courses, depending on the type of scholarship].

Once all the documentation has been received, the contracting entity has a period of 60 working days to conclude the scholarship contract. Once received, the fellow must return the contract duly signed within 15 working days.

The activities under the fellowship contract can only began after proper authorization by the contracting entity.



Term and cancellation of fellowship contracts: Without prejudice to the other causes provided the fellowship regulations (University of Minho) and in the Statute of the Research Fellow, the fellowship ends with the completion of the work plan, as well as with the expiration date for which it was granted or renewed.

At the end of the fellowship, the grantee is obliged to present a Final Report of the work carried out, in accordance with the objectives and evaluation criteria defined with the scientific advisor, within 30 days after the end of the scholarship.

The **final report** must be prepared in accordance with Annex I of the Scientific Research Fellowships Regulation of Scientific Research Fellowships of the University of Minho, published in *Diário da República, 2nd Série, no. 119*, through dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021.



ANNEX:



Declaration of Honor
Academic habilitations

(name), applicant to the research fellowship vacancy under the I&D project (title or reference), published in the Euraxess portal, reference xxx, hereby declares to have a degree on **XXXX (name of the course)**, concluded in the **University of XXXX**, on the **XX/XX/XXXX**, with the final grade of XX.

I have submit my diploma for recognition in the **University of XXXX**, according to the Decree-Law n° 66/2018 of August 16th, concluded In the XX/XX/XXXX, with the final grade of XX.

I further declare that I undertake to present proof of my diploma recognition obtained under the Portuguese Law, until the date of the conclusion of the fellowship contract, in case of being selected for the vacancy in this competition.

As this is true, this declaration will be dated and signed by me.

(Place), (date).

(name)



Declaration of Honor
Requirements Grant Typology

(name), applicant to the research fellowship vacancy under the I&D project (title or reference), published in the Euraxess portal, reference **(fellowship Reference)**, hereby declares that complies with the conditions for the type of scholarship of the referred call, reference above, in accordance with the application requirements, legislation and regulations indicated in the notice.

As this is true, this declaration will be dated and signed by me.

(Place), (date).
