

ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP

Title: *Research Scholarship PBL4COLLAB; 1 vacancy*

Reference: PBL4COLLAB_BI_01_2023

A call for applications is now open for the attribution of 1 grant of a Research Scholarship for bachelor within the scope of the R&D project "ERASMUS+ PBL4COLLAB.TT - PBL framework for Digital Collaborative Teacher Training, 2022-1-PT01-KA220-HED-000087857", financed by the European Commission (European Research Council) through the Program ERASMUS+ KA220-HED - Cooperation partnerships in higher education), under the following conditions:

Scientific Area: Engineering

Recipient category: Integrated master's, master's or a PhD degree students.

Degree conferences: The research grant (BI) is intended for carrying out R&D activities by students holding a bachelor's degree who, at the time of their hiring, can prove their enrollment in an integrated master's degree, master's degree or doctorate.

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).

Candidates profile:

- Mandatory requirements: degree in engineering;
- Contracting requirements: proof of academic qualifications completed at the deadline for applications, including those resulting from academic degree recognition processes;
- Preferential factors:
 - a) Training in Project Management.
 - b) Experience in education projects in Higher Education.
 - c) Experience in supporting and developing training within the scope of Higher Education.
 - d) Experience in conducting, collecting and analyzing data through questionnaire surveys, interviews, focus groups or workshops, and in the use of quantitative and qualitative data analysis tools.
 - e) Experience in website development.
 - f) Publications within the scope of Education in Higher Education.
 - g) Presentation of communications at congresses.
 - h) Organizational capacity to support project management.
 - i) Mastery of the English language.

Applicants eligibility: Applicants must comply with the eligibility conditions laid down in article 9 of the Research Grants Regulation of the Portuguese Foundation for Science and Technology (2019).

Workplan and objectives to be achieved: The work plan to be developed is part of the support for the project “PBL4COLLAB.TT - PBL framework for Digital Collaborative Teacher Training” (2022-1-PT01-KA220-HED-000087857), framed in activities related to the development of the project website and the framework, and to support the development of training in Digital Enhancement of Active Learning, and project management activities.

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 (RBIC), 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 Research Center of University of Minho, located in the Azurém campus, Guimarães, under the scientific supervision of Professor Rui Manuel de Sá Pereira de Lima.

Fellowship duration: The grant will take place for a period of 6 months, with a provisional starting date on January 2023. The scholarship grant may eventually be renewed according to project execution and applicable legislation.

Amount of the research grant: the value stipend (Monthly Maintenance Allowance) is 930,98 euros per month, in accordance with the stipends values published by the Foundation for Science and Technology (FCT I.P.) in the country (Annex I – Monthly Stipends Values for the maintenance allowances of the FCT Regulation for Research Studentships and Fellowships) and Annex II of the Regulation of Scientific Research Fellowships of the University of Minho (RBIC), 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 23rd 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 jury will be chaired by Professor Rui Manuel de Sá Pereira de Lima (Associate Professor at the Production and Systems Department of the School of Engineering at the University of Minho) and also will be composed of the effective members, by Professor Maria Elsa Sousa Costa Silva Morais (Assistant Professor in the Communication Sciences Department at the Institute of Social Sciences) and Professor Maria Teresa Mesquita Cunha Machado Malheiro (Assistant Professor in the Mathematics Department of the School of Sciences)

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 candidate's Merit, following evaluation criteria, valued on a scale of 1 to 5 values:

A. Academic path, Personal curriculum and Motivation and recommendation letters assessment (APACC), (weighting of 60%):

- a) Academic path (considering the classifications of academic degrees), with a weighting of 45%;
- b) Personal curriculum (considering professional and scientific background), with a weighting of 45%;
- c) Letter of motivation and up to two letters of recommendation, with a weighting of 10%.

The APACC classification is the achieved through the following formula:

$$\text{APACC}=(a*0,45)+(b*0,45)+(c*0,1)$$

The candidates classified in the first 3 positions according to the APACC ordered list will be admitted to the Interview phase, with the Jury evaluating the following sub-criteria:

B. Interview - ENT (weighting of 40%)

- B.1: Interpersonal skills (weighting of 30%);
- B.2: Demonstrated knowledge in the area in question (weighting of 40%);
- B.3: Motivation (weighting of 20%);
- B.4: Language skills (weighting of 10%).

The Jury also decided to evaluate the Interview, according to the following levels:

- High – 5 values;
- Good – 4 values;
- Sufficient – 3 values;
- Reduced – 2 values;
- Insufficient – 1 value.

The ENT classification is the achieved through the following formula:

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

The final classification (CF) of the candidate's merit will be obtained by applying the following formula:

$$\text{MC}=(\text{APACC}\times 0,6) + (\text{ENT}\times 0,4)$$

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 provisional results of applications, based in the selection panel minutes, will be send to the applicants by email until 90 working days from the applications deadline.

If case of unfavorable 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.

The final decision can be contested within 15 working days, by sending to the President of the jury the corresponding claim. Interested parties may also submit an optional hierarchical appeal, in the terms of the number 3 of article 13º of Regulation of Scientific Research Fellowships of the University of Minho (RBIC).

Application deadline and submission: The call for applications is open from **2023-12-05 till 2023-12-20**.

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 Alexandra Fernandes <alex@dp.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 Research Fellowships of the University of Minho (RBIC), 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 degree.

Once all the documentation has been received, the contracting entity has a period of 15 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 (FCT and UMinho) 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 the University of Minho (RBIC), 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.

Declaration of Honor Academic habilitations

(Full name), applicant to the research fellowship vacancy under the I&D project (title or reference), published in the Euraxess Portal, reference (notice reference), hereby declares to have a degree on (name of the course), concluded in the University of (XXXX), on the (conclusion date), with the final grade of (XXXX).

I have submitted my diploma for recognition at the University of XXXXX, according to the Decree-Law n° 66/2018 of August 16th(¹), concluded in the XX/XX/XXXX, with the final grade of XXXXX out of YY.

I also declare that I commit to provide 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)

¹ DGES (Foreign Degrees and Diplomas): <https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition?plid=1536>; University of Minho: Recognition of foreign degrees and diplomas: <https://www.uminho.pt/EN/education/Pages/recognition-of-foreign-qualifications.aspx>