



## **ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP**

**Title:** Research Fellowship for Bachelor degree holder; 2 vacancies

**Reference:** ICoLearn\_BI\_2025\_1\_CALG

A call for applications is now open for the attribution of 2 grant(s) of Bachelor Research Fellowship in the ALGORITMI Centre within the scope of the Erasmus+ project “Internet and collaborative based learning methodologies toolbox for digital transformation and sustainable growth”, Projeto n.º: 101127224 – ICoLearn - ERASMUS-EDU-2023-CBHE)/ Universidade do Minho, financed by the European Commission, under the following conditions:

**Scientific Area:** Engineering or Management or related areas

**Recipient category:** Students enrolled in:

- a) Degree courses: Research grants (BI) are intended for R&D activities by students enrolled in an integrated master's degree, a master's degree or a PhD.
- b) Non-conferring degrees courses: They may also be intended for R&D activities by graduates or masters enrolled in non-academic degree courses.

Note: “Non-conferring degrees courses” are the courses referred to in paragraph e) of paragraph 3 of article 4 of Decree-Law no. 74/2006, of March 24, in its current wording.”

### **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, indicating, respectively, the academic year or its duration (start and term).

### **Profile:**

The following are eligible to apply for this competition:

- Nationals or citizens of other member states of the European Union;
- Citizens of third countries;
- Stateless persons;
- Citizens with political refugee status

### **Candidate admissibility requirements:**

- Candidates must have at the date of application, a bachelor degree in Engineering or Management, or related areas. It 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;
- Preferential Requirements:
  - Knowledge of English (at least level B2);
  - Knowledge in: engineering and/or management or similar;



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- Experience in modeling (e.g. mathematical, numerical and statistical models and methods) and in using corresponding software (e.g. Matlab, Statistics, SPSS), as well as in the use of platforms or systems for research, compilation and analysis of publications;
- Preferably someone who has completed postgraduate education (at least the academic part of the 2nd or 3rd cycle);
- With experience in research and literature review and in the preparation and writing of reports and publications (valuing the existence of published works and their quality);
- Good ability to work in a team.

### **Admissibility requirements:**

It is essential, under penalty of not being admitted to the competition, to attach the following documents to the application:

- The candidate's curriculum vitae;
- Certificates of the academic degrees obtained or, if applicable, the candidate's declaration of honor that he/she has completed the degrees required in the notice by the application deadline (not applicable to research initiation grants);
- For degrees obtained abroad, the record of recognition of the academic degrees and record of the conversion of the respective final classification to the Portuguese classification scale must be presented, or, alternatively, the candidate's declaration of honor (not applicable to research initiation grants).

**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:**

Participation in the development or enrichment of a collaborative approach to support the lecturing and research in industrial engineering integrated and systems, through research and data processing, based on a model developed for this purpose, which allows the organization and structured analysis to be integrated in the project's platform (ICoLearn), to be published, not just in scientific conference proceedings but also in journals in the focused area and further use in UMinho's Curricular Units.

Activities to be carried out include:

- Advanced study and literature review in the field of engineering and industrial management, about the development and use of collaborative approaches and platforms for supporting lecturing and research activities.
- Collection of information on collaborative approaches in UMinho's Curricular Units.
- Development of a model for organizing, processing and analysis of information about collaborative approaches in the lecturing-learning processes and in research and development in the industrial engineering and systems area.
- Execution of reports and publications about the model developed and its validation through case studies, either academic or in company contexts and the dissemination of results through the collaborative platform underlying the project.



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**Applicable legislation and regulations:** Research Fellowship Holder Statutes, approved by Law n° 40/2004 of August 18, in its current version published by Decree-Law n° 123/2019 of August 28; Regulation of Scientific Research Fellowships of the University of Minho (RBIC), published in “Diário da República”, 2nd serie, n° 119, through dispatch n° 6524/2020 of 22-06-2020, ratified by ratification declaration n° 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 Centre, School of Engineering of University of Minho, located in the Azurém Campus, Guimarães, under the scientific supervision of the Professor Doctor Maria Leonilde Rocha Varela (Associate Professor with Habilitation at the Department of Production and Systems, School of Engineering of University of Minho) and Professor Doctor Goran Putnik (Retired Professor, Full Professor at the Department of Production and Systems at the School of Engineering of the University of Minho).

**Fellowship duration:** The grant will take place for a period of **6 months**, with a provisional starting date on the february of 2025. The fellowship grant may eventually be renewed up to the maximum duration allowed in the project and/or by the legislation and regulations in force for this type of scholarship.

**Amount of the research grant:** The value stipend (Monthly Maintenance Allowance) is **990,98 EUR**/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, n° 119, through dispatch n° 6524/2020 of 22-06-2020, ratified by ratification declaration n° 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 components of the research grant:** (define the other components of the research grants, in accordance with the n° 5 of the article 18° of the FCT Regulation for Research Studentships and Fellowships, n° 950/2019 of 16-12-2019 or article 21° of the Regulation of Research Fellowships of the University of Minho (RBIC), accordingly with the regulations applicable.

**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 5° of the Research Fellow Statutes and applicable regulations.



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**Selection panel:**

**President:** Doctor Maria Leonilde Rocha Varela (Associate Professor with Habilitation at the Department of Production and Systems, School of Engineering of University of Minho).

**Effective members:** Doctor Isabel Alexandra Costa Pinho Espírito Santo (Assistant Professor, Department of Production and Systems, School of Engineering of University of Minho) and Doctor José Pedro Teixeira Domingues (Principal Researcher at the ALGORITMI Centre, School of Engineering of University of Minho).

**Substitute member:** Doctor Cátia Filipa Veiga Alves (Invited Professor and Assistant Professor, Department of Production and Systems, School of Engineering of University of 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 candidate's Merit, following evaluation criteria, valued on a scale of **0 to 5** values:

Applicant Merit - AM (100%):

**a) Academic background (reflecting the grades of academic degrees), with a weighting of 50%;**

1. Final undergraduate degree average (according to reference table a1), with a weighting of 50%;
2. Area of study (according to table a2), with a weighting of 50%;

**b) Personal CV (reflecting the scientific and professional background), with a weighting of 40%;**

1. Knowledge of engineering and/or management, with experience in modelling (e.g. mathematical, numerical and statistical models and methods) and in using corresponding software (e.g. Matlab, Statistics, SPSS), as well as in the use of research platforms or systems, compilation and analysis of publications, weighting of 50%;
2. Experience in research and literature review and in preparing and writing reports and publications (valuing the existence of published works and their quality), weighting of 50%;

**c) Letter of motivation and/or letters of recommendation, with a weighting of 10%.**

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

$$AM=(a*0,5) + (b*0,4) + (c*0,1), \text{ with,} \\ a=(a1*0,5) + (a2*0,5) \text{ and } b= (b1*0,5) + (b2*0,5)$$

Candidates who score less than 2.50 points in any of the selection criteria will be excluded from the final evaluation. In the event that none of the candidates in the competition meets the appropriate profile for executing the work plan, the Jury reserves the right to close the competition without any recruitment.



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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 considered. 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 evaluation results project, based in the selection panel minutes, will be sent to the applicants by email, in accordance with article 13 of UMinho's RBIC (other funding subject to UMinho regulations). In 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 n° 4 / 2015 of January 7th).

The hearing of the interested parties, if excluded, should be justified accordingly with article 124° 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 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 **13/01/2025** till **24/01/2025**. 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](mailto:recrutamento@algoritmi.uminho.pt), indicating the reference of the call for applications in Subject. Applications submitted by other means will not be accepted.



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**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, n° 119, through dispatch n° 6524/2020 of 22-06-2020, ratified by ratification declaration n° 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 (in the case of scholarship contracts under UMinho's RBIC, the deadline is 15 working days, under the terms of n°2 of Article 15°). 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, n° 119, through dispatch n° 6524/2020 of 22-06-2020, ratified by ratification declaration n° 447/2021 of 22-06-2021.



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## **Declaration of Honor Academic qualifications**

I, (full name), candidate for the vacancy for the award of a (type of scholarship), within the scope of the project (name or reference of the project), published on the Euraxess portal, with the reference (ref. notice), declare on my honor that I have completed the academic degree of (academic degree), qualifying for the type of scholarship in the competition, namely the course (designation), by the (University conferring the degree), on the date XX/XX/XXXX, with a final average of XXXXX values on the YY scale.

As it is not possible for me to present proof of qualifications until the end of the competition, I declare that I undertake to present the aforementioned certificate at the conclusion of the scholarship contract, in the event that I am selected for the vacancy in the competition.

As this is true, I hereby date and sign this declaration.

(Place), (date).

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(full name)

NOTE: The declaration may only attest to facts that occurred prior to the application.

In the event of a discrepancy between the information contained in the declaration and the documentation submitted for the purpose of contracting the scholarship, only the information contained in the latter will be taken into account.



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## Declaration of Honor

I, (full name), bearer of identification document number (XXXX), candidate for a research grant (type of grant), within the scope of the project (name or reference of the project), published on the Euraxess portal, with the reference (ref. call for proposals), declare on my honor that (I have not received any research grants to date / I have received the following research grants) under the Research Grant Holder Statute.

As this is true, I hereby date and sign this declaration.

(Place), (date).

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(full name)



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