

## CALL FOR RESEARCH GRANTS

**Title:** *Research Scholarship ARQUS\_WP5; 1 vacancy*

**Referência:** ARQUS\_WP5\_BI\_01\_2024

A call is open to award 1 Research Scholarship within the scope of the **ARQUS** - European University Alliance, Work Package 05 - Teaching Innovation, Ref. ERASMUS-EDU-2022-EUR-UNIV-1\_ 101089551\_Arqus II, funded by European funds through the European Commission - European Alliances, under the following conditions:

**Scientific Area:** Engineering

**Specific Scientific Area:** Industrial and Systems Engineering

**Category of recipients:** Integrated master's, master's or doctoral students in the area requested in the public notice or related area.

**Degree Awarders:** *The research grant (BI) is intended for R&D activities by students with a bachelor's degree who, at the date of their hiring, prove their enrolment in an integrated master's, master's or doctoral course.*

### Requirements for granting the scholarship:

- Candidates may apply without prior registration in the course for which the scholarship is open. The requirement to enrol in a degree-conferring course will be verified on the date of contracting the scholarship.
- Only scholarships whose selected candidates present valid proof of enrollment in the degree-granting course, according to the type of scholarship in competition, issued by the academic services of the Higher Education Institution, respectively, with the indication of the current academic year or its duration (beginning and end), will be contracted.

### Recipients' profile:

- **Mandatory requirements:** candidates must have a degree of Bachelor in Engineering at the time of application.
- **Contractual requirements:** Proof of academic qualifications completed by the deadline for applications, including those resulting from academic degree recognition processes.
- **Preferential factors for curriculum evaluation:**
  - i. Training in Project Management.
  - ii. Experience in Education projects in Higher Education.
  - iii. Experience in supporting and developing training in Higher Education.
  - iv. 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.
  - v. Experience in website development.
  - vi. Organizational capacity to support project management.
  - vii. Publications and communications in the field of Education in Higher Education.
  - viii. Advanced knowledge of the English language, with C1 level preferred. Initial level knowledge of the language of another country from institutions that are part of Arqus.

**Eligibility of candidates:** Candidates must meet the eligibility conditions provided for in article 9 of the Regulation of Research Grants of FCT I.P. (2019).

### Work plan and objectives to be achieved:

The work plan to be developed is part of the support to the **ARQUS** - European University Alliance project, Work Package 05 - Teaching Innovation, framed in activities related to the development of the project website, the

framework, to support the development of training in Active Learning with Digital support, and the project management activities.

**Applicable legislation and regulations:** Research Grant Holder Statute (EBI), approved by Law No. 40/2004 of 18 August, in the current wording published by Decree-Law No. 123/2019 of 28 August; Regulation of Research Grants of the University of Minho, published in Diário da República, 2nd series, no. 119, order no. 6524/2020 of 22-06-2020, rectified by declaration of rectification no. 447/2021 of 22-06-2021 and Regulation of Research Grants, no. 950/2019 of 16-12-2019, of the Foundation for Science and Technology, I.P. - in force.

**Host/contractor and scientific supervision:** The work plan will be developed at the ALGORITMI Research Centre of the University of Minho, located at the Azurém Campus, under the scientific supervision of Professor Rui Manuel de Sá Pereira de Lima.

**Duration of the scholarship(s):** The scholarship will last 12 months, starting in February 2025. The grant contract may eventually be renewed for additional periods, up to the maximum period allowed by the project and/or provided for in the legislation and regulations in force for the type of grant.

**Value of the monthly maintenance allowance:** The amount of the SMM corresponds to €990.98 /month, according to the table of values of the FCT, I.P. grants in the country (Annex I – Table of monthly maintenance allowances of the Regulation of Research Grants of FCT I.P.) and Annex II of the Regulation of Research Grants of the University of Minho, published in Diário da República, 2nd series, no. 119, order no. 6524/2020 of 22-06-2020, rectified by declaration of rectification no. 447/2021 of 22-06-2021, according to the applicable regulation.

Payment is made by the 23rd of each month, by transfer to the NIB of the scholarship holder indicated in the contracting process.

**Other benefits:** Reimbursement of Voluntary Social Security, corresponding to the 1st Bracket of the contribution base (*for scholarships with a duration of 6 months or more*) and Personal Accident Insurance.

**Exclusivity regime:** The performance of functions as a grant holder is exercised on an exclusive basis, under the terms provided for in article 5 of the Research Grant Holder Statute and applicable research grant regulations.

**Composition of the Selection Jury:**

President of the Jury: Rui Manuel de Sá Pereira de Lima, associate professor at the Department of Production and Systems of the School of Engineering of the University of Minho

Effective member: Maria Elsa Sousa Costa Silva Morais, assistant professor at the Department of Communication Sciences of the Institute of Social Sciences.

Effective member: Maria Teresa Mesquita Cunha Machado Malheiro, assistant professor at the Department of Mathematics of the School of Sciences.

Alternate member: Sandra Cristina dos Santos Monteiro Marinho, assistant professor at the Department of Communication Sciences of the Institute of Social Sciences of the University of Minho.

In case of impediment of the President of the Jury, he will be replaced by the first effective member, and the alternate member will be appointed to replace the effective member.

**Evaluation and selection criteria and procedures:** The evaluation of applications will focus on the candidate's merit, applying the following evaluation criteria and sub-criteria and corresponding weightings, valued on a scale of 1 to 5.

Candidate's merit Final Classification CF (100%):

- a) Evaluation of Academic Path, Personal Curriculum and Letter of Motivation and Recommendation – APACC (60%):

b) Interview – ENT (40%)

Evaluation method:

A. Evaluation of Academic Path, Personal Curriculum and Letter of Motivation and Recommendation – APACC (60%):

A.1: Academic background (which reflects the grades of the academic degrees), with a weighting of 45%.

A.2: Personal curriculum (which reflects the scientific and professional career), with a weighting of 45%.

A.2 will result from the evaluation of the indicators referred to above as preferential factors for curricular evaluation.

A.3: Letter of motivation and up to two letters of recommendation, with a weighting of 10%.

The APACC classification will be obtained by applying the following formula:

$$\text{APACC} = (A1 \times 0,45) + (A2 \times 0,45) + (A3 \times 0,1)$$

Candidates ranked in the first 3 positions according to the APACC ordered list will be admitted to the Interview phase, and the Jury will evaluate the following sub-criteria:

B. Interview – ENT (40%):

B.1: Interpersonal skills (25%);

B.2: Demonstrated knowledge in the area to be applied (40%);

B.3: Motivation (15%);

B.4: Language skills (20%).

The Jury also decided to evaluate B.1, B.2, B.3 and B.4, according to the following levels: High – 5 points; Good – 4 points; Sufficient – 3 points; Reduced – 2 points; Insufficient – 1 value.

The **Interview classification (ENT)** will be obtained by applying the following formula:

$$\text{ENT} = (B1 \times 0.25) + (B2 \times 0.4) + (B3 \times 0.15) + (B4 \times 0.20)$$

The **Final Classification (CF)** of the candidate's merit will be obtained by applying the following formula:

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

Documents proving the ownership of academic degrees and diplomas, or their recognition when they have been awarded by foreign higher education institutions, may be waived at the application stage, being replaced by a declaration of honour by the candidate, and this condition will only be verified at the stage of contracting the scholarship. This declaration must attest to facts that occurred on a date prior to the application. In situations of divergence between the information contained in the declaration and the documentation delivered for the purpose of contracting a scholarship, only the information contained in the latter will be considered. If it is found that 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 16 August, do not correspond to the classifications awarded in the evaluation of the academic path and may, consequently, change the candidate's ranking, the contracting of the scholarship will not be effective.

***Note:** Candidates 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 jury will assign a classification of "0" in the grade of the bachelor's and/or master's course. Candidates will be evaluated on the remaining parameters.*

**Dissemination of results:** The draft results of the evaluation, based on minutes, will be sent to the candidates by email, under the terms of article 13 of the RBIC of UMinho.

If the result is unfavourable to the granting of the requested grant, the candidates have a period of 10 working days to make their opinion, if they wish, in a prior hearing to the interested parties, under the terms of articles 121 and 122 of the Code of Administrative Procedure (DL no. 4/2015 of 7 January).

**Complaint and appeal procedures:** The final results of the evaluation will be published through a list ordered *by final grade obtained*, posted in a visible and public place of the Reception Unit, as well as by email to all candidates, attaching, for this purpose, the minutes with the jury's deliberations.

The selected candidate must express in writing the intention to accept the scholarship. In case of non-acceptance, the scholarship will be awarded to the candidate in order of final ranking.

A complaint may be lodged against the final decision, within 15 working days, addressed to the President of the Jury. Interested parties may also submit an optional hierarchical appeal, under the terms of paragraph 2 of article 15 of the UBIC of UMinho.

**Application deadline and form of submission of applications:** The call is open from **2024-12-09** to **2024-12-20**.

Applications must be formalized by sending an application letter accompanied by a curriculum vitae, certificate of qualifications or declaration of the candidate, motivation letter, and up to two letters of recommendation. These documents must be accompanied by the elements necessary for the evaluation of the requirements and selection criteria mentioned in the notice, namely, if necessary, a statement proving that you meet the conditions for the type of scholarship, in accordance with the application requirements and other documents that are relevant to the evaluation process.

Applications should be sent by email to Alexandra Fernandes <alex@dpdps.uminho.pt>, indicating the reference of the competition in Subject. Applications sent by other means will not be accepted.

**Contracting of the scholarship:** The granting of the scholarship takes place through the signing of a contract between the University of Minho and the scholarship holder, in accordance with the draft contract (annex IV of the Regulation of Scientific Research Scholarships of the University of Minho – order no. 6524/2020 of 22-06-2020, rectified through declaration of rectification no. 447/2021 of 22-06-2021) in its updated version in accordance with point 2.4 of the "Rules for the Attribution and Management of Grants within the scope of R&D Projects, including infrastructure projects, the multiannual funding program for R&D units and other FCT funding instruments (Version 2021)

The contract can only be concluded after receiving all the required documentation depending on the type of scholarship, which must occur within a maximum period of 6 months, including proof of the possession of a bachelor's degree.

After receiving all the documentation, the contracting entity has a period of 15 working days to conclude the scholarship contract. Once received by the scholarship holder, he must return the contract duly signed within 15 working days.

Grant contracts can only start after due authorization from the contracting entity.

**Termination and cancellation of grant contracts:** Without prejudice to the other causes provided for in the applicable grant regulations (FCT and UMinho) and in the Research Grant Holder Statute, the grant terminates with the conclusion of the contracted work plan, as well as with the end of the period for which it was awarded or renewed. At the end of the fellowship, the grant holder is obliged to present the 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 fellowship.

The **final report** must be prepared in accordance with Annex I of the Regulation of Scientific Research Grants of the University of Minho – order no. 6524/2020 of 22-06-2020, rectified through declaration of rectification no. 447/2021 of 22-06-2021.

## Declaration of Honor Education

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 under oath that I have completed the academic degree of (academic degree), qualifying for the type of scholarship in competition, namely the course (designation), by the (degree-conferring University), 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.

Because it is true, this statement will be dated and signed by me.

(Local), (data).

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(full name)