

## ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP

**Title:** Research Fellowship for MsC Student or Master Enrolled in a Non-Academic Degree Course; 1 vacancy; BI\_CICP\_2021(05)

A call for applications is now open for the attribution of 1 (one) Research Fellowship for MsC Student or for Master Enrolled in a Non-Academic Degree Course within the scope of the R&D Research Center in Political Science (CICP), with the reference UID/CPO/00758/2020, financed by Fundação para a Ciência e Tecnologia (FCT) I.P, exclusively by national funds, under the following conditions:

**Scientific Area:** Political Science, Economics, Management or related areas.

### **Recipient category:**

MsC students or who meet the necessary conditions to enroll in a Master or Masters enrolled in a Non-Academic Degree Course integrated in the educational project of the institution (UMinho) developed in association or cooperation with one or several R&D units.

Typology of research fellowship

- 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].*  
or
- b) ***Non-conferring degrees courses:*** *[They may also be intended for R&D activities by graduates or masters enrolled in non-academic degree courses integrated into the educational project of the institution, developed in association or cooperation with one or more R&D units].*

### **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 enrolment (if applicable).

### Candidates profile:

- a) Mandatory requirements:
  - Bachelor in the areas of Political Science, Economics, Management or related areas – *applicable to the typology of fellowships for students enrolled in Master;*  
*or*
  - Masters in the areas of Political Science, Economics, Management or related areas – *applicable to the typology of fellowships for Masters enrolled in a Non-Academic Degree Course.*
  
- b) Not benefited from a non-conferring degree research grant for a cumulative period of 2 years followed or interpolated – *applicable to the typology of fellowships for Masters enrolled in a Non-Academic Degree Course;*
  
- c) Contracting requirements:
  - Enrollment in a Master's Degree in the Political Science area or related scientific areas - *applicable to the typology of fellowships for students enrolled in Master;*
  - Enrollment in a Non-Academic Degree Course integrated in the educational project of the institution (UMinho) developed in association or cooperation with one or several R&D units – *applicable to the typology of fellowships for Masters enrolled in a Non-Academic Degree Course.*
  - Proof of academic qualifications completed at the deadline for applications, including those resulting from academic degree recognition processes;
  
- d) Preferential factors:
  - Have experience in literature research and review;
  - Have experience in data collection;
  - Have experience in database development;
  - Have organizational and interpersonal skills;
  - Have experience in supporting researchers and/or research projects;

**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:

- Bibliographic research with a view to disseminating scientific work;
- Compilation and management of databases concerning published scientific works;
- Coordination of data collection activities;
- Report writing.

**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 Research Center in Political Science (CICP), of the School of Economics and Management (EEG) of University of Minho, located in the *Campus* de Gualtar, under the scientific supervision of the Professor Miguel Ângelo Vilela Rodrigues.

**Fellowship duration:** The grant will take place for a period of 6 months, with a provisional starting date on December 2021. The fellowship grant may eventually be renewed:

- 2 years: MSc Students
- 1 year: graduates or masters enrolled in non-conferring courses that do not award an academic degree (the total duration of the scholarship cannot exceed an accumulated period of 2 years, consecutive or interpolated; resuming, a fellow cannot accumulate more than 2 years in this typology of research fellowship).

**Amount of the research grant:** The value stipend (Monthly Maintenance Allowance) is 835,98 *euros* per month (Research Fellowships for students enrolled in the Master's) or €1,104.64 *euros* per month (Research Fellowships for Master enrolled in a Non-Academic Degree Course), 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 selection panel is constituted by the President Professor Miguel Ângelo Vilela Rodrigues, the Effective Members Professor Joaquim Filipe Ferraz Esteves Araújo and Professor José António de Passos Palmeira , and the Substitute Members Professor Sandra Dias Fernandes and Professor Maria do Céu Pinto Arena .

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 applicable selection method will be the curricular evaluation of the candidates and the selection interview to candidates ranked in the 3 best positions, valued on a scale of 1 to 5 values:

- A) Curricular Evaluation of the Candidates **(60%)**
  - a) Academic Qualifications (60%)
  - b) Research Experience (40%)
  
- B) Interview **(40%)**
  - a) Interpersonal skills (60%)
  - b) Attitude profile and the motivation of the candidate (40%)

The final grade of the candidate's curricular evaluation will be obtained through the following formula:

$$AC=(A*0,6)+(B*0,4)$$

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 the minimum grade 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, according to article 12 of the RBI of FCT.

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.

The final decision can be contested within 10 working days, by sending to the President of the jury the corresponding claim. Interested parties may also submit an optional hierarchical appeal, addressed to the Pro-Rector for Research and Projects, Professor Filipe Vaz.

**Application deadline and submission:** The call for applications is open since November 8 until 5:00 p.m. of November 19 (GMT).

Applications must be formalized by sending an application letter with the following documents (in PDF format preferably):

- *curriculum vitae;*

- *qualifications certificate (Master degree or bachelor's degree depending on the type of fellowship) indicating the final grade obtained and, if possible, the grades obtained in the curricular units or declaration of the applicant;*

- *motivation letter;*

- *recommendation letter (optional);*
- *declaration of honor of the candidate declaring 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 [cicp@eeg.uminho.pt](mailto:cicp@eeg.uminho.pt) , indicating the reference of the call for applications [BI\_CICP\_2021(05)] in Subject. Applications submitted by other means will not be accepted. As well as failure to meet the deadline for submission of the application, failure to submit the documents mentioned determines the exclusion of the application.

**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 receipt of all the required documentation depending on the type of fellowship, according to article 14 of the RBI of FCT, 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 fellowship contracts under the UMinho RBIC, the deadline is 15 working days, pursuant to paragraph 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.