

DRAFT ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP

Reference: BI_CICP_2022(11)

Research Fellowship – Master – 1 vacancy

A call for applications is now open for the attribution of 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 UIDP/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 and related areas

Recipient category: Master students, students enrolled in non-conferring degree courses not leading to a degree, or who satisfy the necessary conditions for enrollment.

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 master 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 master 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.

Profile of the candidates:

a) Mandatory requirements:

1. Academic qualification in one of the indicated scientific areas;
2. Proficiency in Portuguese and English;
3. Knowledge of computer tools, namely EXCEL, STATA and R;
4. Knowledge for maintenance and management of website and database contents.,

b) Proof of academic qualifications completed by the deadline for applications, including those resulting from academic degree recognition processes;

c) Preferred factors: organizational skills and interpersonal skills, experience in supporting researchers and research projects. Knowledge of Stata and R valued.

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

Workplan and objectives to be achieved:

During the period of execution of this research grant, it is expected that the grantee will be able to contribute to the following objectives:

- i. Research and literature review (Portuguese and English) for the publication of scientific papers;
- ii. Data research, compilation and management of databases;
- iii. Support in the production and distribution of surveys;
- iv. Transcription of interviews;
- v. Coordination of data collection activities (questionnaire surveys and interviews);
- vi. Contribute to the statistical treatment of data (quantitative and qualitative);
- vii. Report writing;
- viii. Writing of texts that may contribute to the scientific articles foreseen within the scope of the project.

Result indicators:

- i. Construction of databases of all national budgets from 1975 to 2020;
- ii. Analyze data using appropriate statistical software.

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 series, no. 119, through dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021.

Host/Contracting institution and scientific supervision: The workplan will be carried out in the Research Center in Political Science of the University of Minho, located in the School of Economics and Management – Campus de Gualtar, under the scientific supervision of Professor António Tavares and Professor Pedro Camões.

Fellowship duration: The grant will take place for a period of 6 months, with a provisional starting date on February 2023. The grant may be renewed, if necessary, for students enrolled in a Master's program up to a maximum of two years.

Amount of the research grant: The value stipend (Monthly Maintenance Allowance) is 875,98€ 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 series, no. 119, through dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021.

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:

President:

Doctor António Fernando Freitas Tavares, Associate Professor with Habilitation at the Department of Political Science at the School of Economics and Management of the University of Minho.

Effective Members:

Doctor Pedro Jorge Sobral Camões, Assistant Professor at the Department of Political Science at the School of Economics and Management of the University of Minho.

Doctor Edna Sofia Falorca Costa, Assistant Professor at the Department of Political Science at the School of Economics and Management, University of Minho.

Substitute Members:

Doctor Pedro Miguel Tereso de Magalhães, Assistant Professor at the Department of Political Science at the School of Economics and Management, University of Minho;

Doctor Sandra Dias Fernandes, Assistant Professor with Habilitation at the Department of Political Science at the School of Economics and Management, 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 applicable selection method will be a curricular evaluation of the candidates and a selection interview for the candidates ranked in the top 3 positions in the curricular evaluation on a scale of 1 to 5 values:

- A. Curricular evaluation of the candidates (CE – 60%)
- a. Academic path (considering the classifications of academic degrees), with a weight of 50%;
 - b. Research experience, with a weight of 40%.
 - c. Motivation letter, with a weight of 10%.
- B. Interview (INT – 40%)
- a. Interpersonal skills (50%)
 - b. Attitude profile and the candidate's motivation (50%)

The final classification of the candidate's curricular evaluation will be obtained by applying the following formula:

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

The jury reserves the right not to award a scholarship if no candidate with the appropriate profile applies for the competition.

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.

Disclosure of results: The draft evaluation results, based on the minutes, will be sent to the candidates by e-mail, under the terms of article 13, RBIC of UMinho

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).

Complaint and appeal procedures: The final results of the evaluation will be published through 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, addressed to the Pro-Rector for Research and Projects

Application deadline and submission: The call for applications is open from November 29 to December 13, 2022.

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 the following addresses: cicp@eeg.uminho.pt ; atavares@eeg.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.

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 (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.

Note: The information above required should be submitted in the Euraxess Portal, in the fields reserved for those purposes.