

Notice for the Opening of a Tender for the Awarding of a Doctoral Studentship

The Landscape, Heritage and Territory Laboratory – Lab2PT, from Universidade do Minho (UMinho), opens a tender for the award of 1 (one) research studentship, hereinafter referred to as PhD Research Studentship, in the area of Geography, under the FCT Regulation for Research Studentships (RBI) and the Research Fellow Holder Statute (EBI).

The studentships will be funded by the Foundation for Science and Technology (FCT), under the Collaboration Protocol for Funding the Multiannual Research Scholarship Plan for PhD Students, as celebrated between FCT and the R&D Unit Landscape, Heritage and Territory Laboratory (Lab2PT), UID/04509/2020.

1. ADMISSION OF APPLICATIONS

The tender is open between 30 August 2021 and 23h59m (Lisbon time) of 17 September 2021.

Applications and application support documents requested for in this Notice of Call must be submitted, mandatorily, via e-mail to info@lab2pt.uminho.pt, and the e-mail must have as subject “**Referência Lab2PT/04509/BD-06 – Candidatura a BD**”, accompanied by a request for delivery and reading receipt of the sent email.

Each applicant may submit only one application, under the penalty of cancellation of all submitted applications.

The provision of false declarations or the performance of acts of plagiarism by the applicants is grounds for the cancellation of the application without prejudice to the adoption of other measures of sanctioning nature.

2. TYPE AND DURATION OF THE STUDENTSHIPS

The PhD Studentships are intended to finance the performance, by the studentship holder, of research activities leading to the completion of a PhD degree in portuguese universities.

The research activities leading to the completion of the degree of doctor will take place at the Landscape, Heritage and Territory Laboratory (Lab2PT), which will be the host institution of the studentship holder, without prejudice to the work that can be performed in collaboration between more than one institution.

The research activities leading to the completion of the degree of doctor of the selected studentship holders should be included in the activity plan and strategy of the Landscape, Heritage and Territory Laboratory (Lab2PT), and should be developed under the PhD Programme in Geography of the University of Minho.

The work plan may take place in whole or in part at a national institution (studentship in the country or mixed studentship, respectively).

The duration of the studentships is, as a rule, annual, renewable up to a maximum of four years (48 months), and these cannot be granted for a period of less than 3 consecutive months.

In the case of a mixed studentship, the period of the work plan which takes place in a foreign institution cannot exceed 24 months.

3. RECIPIENTS

The doctoral research studentships are meant for enrolled candidates or candidates who may prove to have the necessary conditions to enrol in the Doctoral Programme as it appears in the point 2 of this Notice, and who are willing to develop and conduct research activities with a view to complete a degree of doctor in the Landscape, Heritage and Territory Laboratory (Lab2PT).

4. ADMISSIBILITY

4.1 Candidate's Admissibility Requirements

Can apply to the present tender:

- National citizens or citizens from other European Union Member States;
- citizens from third-party states;
- Stateless citizens;
- Citizens who benefit from the political refugee status.

To apply to the current Doctoral Studentship, it is necessary:

- To hold a Graduate's Degree or a Master's Degree in the scientific area of Geography or in considered related areas;
- Permanently and habitually reside in Portugal at the starting date of the period of the work plan abroad, if the work plan proposed for the studentship includes a period in foreign institutions (mixed studentships), requirement applicable to both national and foreign citizens;
- Not having benefited from a PhD or a PhD in companies studentship directly financed by FCT, regardless of its duration;
- Not to hold a Doctor's Degree.

4.2 Application Admissibility Requirements

It is essential, under penalty of non-admission to the Competition, to annex the following documents to the application:

- Elements of the identity card/citizen card/passport;
- *Curriculum vitae* of the candidate, with the email address for receiving notifications related to the studentship award process, and with ORCID. All of the indicators (scientific articles, books, book chapters, communications, etc.) referred to in the CV and respective proof must be accessible via the Internet, and for this, candidates must indicate an active site where the jury can access them;
- Certified records of the previous academic degrees held, specifying mandatorily the final classification and, if possible, the classifications obtained in all the taken curricular units, or, alternatively, a declaration of honour by the candidate declaring that he/she has completed the Graduate's Degree or the Master's Degree at the time of

- the application deadline;
- Proof of recognition of academic degrees awarded by foreign higher education institutions and registration of the conversion of their final classification to the portuguese classification scale, or, alternatively, declaration of honour of the candidate declaring that he/she has obtained the recognition of the foreign degree equivalent to that of a Graduate's Degree or a Master's Degree at the time the application deadline;
- Motivation Letter;
- Two recommendation letters;
- Work plan of the research to be developed, with a maximum of 2,500 words, indicating the locations where it will be carried out, the framework foreseen in the mission and development of Lab2PT and with the following mandatory elements: title; abstract; key words; state of art; goals; detailed description of the work plan; schedule; bibliographic references;
- Prepare the application and all documents associated with it, including letters of motivation and recommendation, in portuguese or English.

With regard to the above-mentioned admissibility requirements, it is important to note:

- In the case of academic degrees awarded by foreign higher education institutions, and in order to ensure the application of the principle of equal treatment to candidates holding foreign and national academic degrees, the recognition of these grades and the conversion of their final classification to the portuguese classification scale is mandatory.
- The recognition of academic degrees and foreign diplomas, as well as the conversion of the final classification (GPA) to the portuguese classification scale, may be required in any public higher education institution, or in the General-Directorate of Higher Education (DGES, only for the case of automatic recognition). In this regard, we urge you to consult the DGES portal at the following address: <http://www.dges.gov.pt>
- Only candidates who have completed the cycle of studies leading to a Graduate's Degree or Master's Degree at the time of the application deadline shall be admitted. If they do not hold yet the certificate of completion of the course, a declaration of honour will be accepted from the candidates in which they declare they have completed the qualifications necessary for the purpose of the competition until the end of the application deadline. The awarding of the studentship is always dependent of the presentation, in the contracting phase, of the evidence of completion of the academic qualifications necessary for the granting of the studentship.

5. WORK PLANS AND SCIENTIFIC SUPERVISION OF THE STUDENTSHIPS

The studentship holder's research work plan will be the development of a research project associated with obtaining a Doctoral Degree, under the scientific coordination of the supervisor or co-supervisor (if any) of Lab2PT.

The work plan must contribute to Lab2PT's mission, and it must be explicitly identified how the project and its objectives will contribute to its development. The plan must contain, obligatorily, the elements indicated in point 4.2 of this notice. Will be applied the evaluation criteria provided for in point 6 of this notice.

6. EVALUATION CRITERIA

6.1 Evaluation Criteria

The evaluation takes into account the merit of the applicant and the merit of the presented work plan.

Applications considered admissible will be scored in a scale of zero (0,000 minimum score) to five (5,000 maximum score) in line with the following evaluation criteria:

- Criterion A – **Merit of the candidate**, with a weight of **40%**;
 - Sub-criterion A1 – **Academic Path** (which reflects the classification of the academic degrees), with a weighting of **50%** on the candidate’s merit.

The score of this sub-criterion is calculated according to the final classifications of the certificates of the academic degrees presented by the candidate: i) Graduate’s Degree + Master’s Degree/Integrated Master’s Degree; ii) Graduate’s Degree only; or iii) Master’s Degree only, according to Table 1.

Table 1 – Reference table for definition of the score of the sub-criterion A1 – Academic Path

<u>Graduate’s Degree + Master’s Degree</u> (pre or post-Bologna) <u>Integrated Master’s Degree (300-360 credits)</u>		Graduate’s Degree - 180 credits (pre or post-Bologna)		Master’s degree (90-120 credits) (pre or post-Bologna)	
Classification	Score A1	Classification	Score A1	Classification	Score A1
≥ 18	5	≥ 17	3,5	≥ 17	3
17	4,5	16	3	16	2,5
16	4	15	2,5	15	2
15	3,5	14	2	14	1,5
14	3	< 14	1,5	< 14	1
< 14	2,5				

Note: For calculating sub-criterion A1, will considered the classification of the certificates submitted during the candidacy phase.

In case of not being submitted any valid certificates, the classification to be attributed to sub-criterion A1 will be zero (A1=0).

For the purposes of application of Table 1, the following is considered:

- a) The final average of “Graduate’s Degree + Master’s Degree”, in a pre or post-Bologna course, results from the simple arithmetic average of the final grade obtained in the 1st cycle [180 credits (ECTS)]/Graduate’s Degree and the final grade obtained in 2nd cycle [90-120 credits (ECTS)]/Master’s Degree.
- b) In the case of Integrated Master’s Degrees awarded by institutions that do not issue certificates with differentiated final classifications of the 1st and 2nd cycles, the final classification in the degree certificate after completion of the study cycle is considered [300 to 360 credits (ECTS)].
- c) In the case of being presented a certificate of an integrated master’s [300-360 credits (ECTS)] and a pre-Bologna or 2nd cycle master’s, the final classification of the integrated master’s will be, mandatorily, considered.
- d) In the case of submission of a graduate only or master’s only certificate(s), will be applied the classifications

contained in the respective columns of Table 1.

- e) When candidates present more than one comparable Graduate's Degree and/or Master's Degree (equal number of ECTS credits), it is up to the panel to decide which academic degree(s) are most appropriate to the work plan and which must, therefore, be counted for the calculation of the academic path classification (sub-criterion A1). For example, if a candidate presents a Graduate's Degree certificate and more than one Master's Degree certificate, the panel should consider the Master's Degree most appropriate the work plan. However, if a candidate presents integrated master's and 2nd cycle master's certificates (without a Graduate's Degree or 1st cycle of studies certificate), the panel will have to mandatorily consider the integrated master's in the calculation of the classification of the academic path, as previously indicated. The evaluation panel must consider the other course(s) presented by the candidate in the evaluation of sub-criterion A2, valuing his/her personal curriculum. In either case, the methodology decided on and applied by the panel must be explained in the respective evaluation reports and minutes.
- f) For the purposes of calculating sub-criterion A1, certificates that specify only a qualitative classification (for example, pre-Bologna master's), it will be converted in the terms expressed in Table 2, for the purposes of calculating the final average (graduate + master's) and consequent determination of the classification of the academic path (by applying Table 1).

Table 2 – Conversion table for qualitative classification

Qualitative classification	Converted classification
Excellent Very Good with Distinction Distinction and Praise <i>Magna Cum Laude / Summa Cum Laude</i>	18
Very good Approved with Praise Good with Distinction <i>Cum Laude</i>	16
Good Approved / Approved by Unanimity	14
Sufficient	12

To sub-criterion A1 will be assigned a classification of zero values ($A1 = 0$) in all cases that do not fall into the situations provided for in Table 1, such as:

- a) When no certificate of qualifications attesting to either a Graduate's Degree or a Master's Degree (national or foreign) are submitted in the application process;
- b) When both national certificates, Graduate and Master, do not contain mention of the final classification obtained (neither qualitative nor quantitative);
- c) When both graduate's and master's certificates obtained abroad are not recognized or the respective final classifications are not converted to the Portuguese classification scale.

- o Sub-criterion A2 - **Personal Curriculum** (which reflects the scientific, professional and academic path), with a weighting of **40%** of the candidate's merit;

In assessing this sub-criterion, the Evaluation Panel will analyze and consider the candidate's curriculum, evaluating his/her academic, scientific and professional path. Academic results that were not considered for the calculation of sub-criterion A1 and the various dimensions of the candidate's curriculum will be considered.

Regarding letters of recommendation, a mandatory element for submission, the Evaluation Panel will take into account the competences identified by the references selected by the candidate.

In evaluating the personal curriculum, the Evaluation Panel defined the following criteria, which are shown in the tables below:

Other academic backgrounds and technician-professionals (10%)	Score
Master's Degree or Doctoral Degree	5
Graduate's Degree	4
Postgraduate Studies	3
Specialization	2
Graduation course	1
No other training	0

Participation in research projects (10%)	Score
+ than 4 research projects	5
Up to 4 research projects	4
Up to 2 research projects	3
No participation in research projects	0

Publications (30%)	Score
+ than 9 internacional ou national publications	5
Up to 9 internacional ou national publications	4
Up to 7 internacional ou national publications	3
Up to 3 internacional ou national publications	2
No publications	0

Presentation of communications at congresses (30%)	Score
+ than 9 internacional ou national communications	5
Up to 9 internacional ou national communications	4
Up to 7 internacional ou national communications	3
Up to 3 internacional ou national communications	2
No communications	0

Presentation of <i>posters</i> em congresses (10%)	Score
+ than 9 internacional ou national presentations	5
Up to 9 internacional ou national presentations	4
Up to 7 internacional ou national presentations	3
Up to 3 internacional ou national presentations	2
No presentations of <i>posters</i>	0

Other scientific, professional and academic activities (10%)	Score
Organization of scientific events	3
Awards and other distinctions	2
Conferences organizations	1
No other scientific, professional and academic activities	0

- Sub-criterion A3 - **Letter of motivation**, with a weighting of **10%** of the candidate's merit.

The motivation letter will be evaluated by the Evaluation Panel taking into account the following aspects: the clarity and motivation with which the candidate identifies the reasons underlying his application, the proposed work plan and the form in which intends it to be developed, as well as the demonstrated scientific maturity.

The classification of criterion A will be obtained by applying the following formula:

$$\text{Criterion A} = (50\% \times A1) + (40\% \times A2) + (10\% \times A3)$$

- Criterion B – **Merit of the Work Plan**, with a weighting of **60%**;
 - Sub-criterion B1 – Substantiated relevance of the object of study, with a weighting of 40%;
 - Sub-criterion B2 – Scientific quality of the state of the art and methodology of the work plan, with a weighting of **50%**;
 - Sub-criterion B3 – Feasibility of the work plan, with a weighting of **10%**.

In the evaluation of Sub-criterion B1 the Evaluation Panel will value the clear definition of the objectives and questions of the research, the potential contribution of the research project to the knowledge and advancement of science and technology, as well as its connection to the plan of activities and strategy of the Landscape, Heritage and Territory Laboratory (Lab2PT).

In Sub-criterion B2 will be assessed the relevance of the state of the art presented and the proposed research methodology.

Finally, in Sub-criterion B3 will be considered the adequacy of the methodologies to the tasks and objectives foreseen in the work plan. Must be presented a work schedule or other elements considered essential to the analysis of this *item*.

The classification of criterion B will be obtained by applying the following formula:

$$\text{Criterion B} = (40\% \times B1) + (50\% \times B2) + (10\% \times B3)$$

For the purposes of the decision on granting scholarships, candidates will be ranked according to the weighted average of the classification obtained in each of the two criteria, translated by the following formula:

$$\textit{Final Classification} = (40\% \times A) + (60\% \times B)$$

For tie-breaking purposes, the ranking of candidates will be carried out based on the classifications attributed to each of the evaluation criteria in the following order of precedence: criterion B, criterion A.

Important notice for candidates with degrees issued by foreign higher education institutions:

- Applicants with diplomas issued by foreign higher education institutions can apply and will be evaluated with the same criteria as candidates with diplomas issued by Portuguese institutions, provided that they present, in their application, proof of recognition of academic degrees and conversion of the final rating to the Portuguese rating scale under the applicable legislation.
- Applicants with foreign diplomas who do not present proof of conversion of the final classification to the Portuguese classification scale will be evaluated with the minimum classification (10 points) in sub-criterion A1.
- In any case, studentship contracts with candidates with diplomas issued by foreign institutions will only be concluded upon presentation of proof of recognition of academic degrees and conversion of the final classification, as indicated above.

Are not eligible for granting a studentship, candidates whose application be evaluated with a final classification of less than 3,000 points.

7. EVALUATION

The candidate evaluation panel consists of the following elements:

- Doctor Maria de Fátima da Cunha de Moura Ferreira, Assistant Professor at the University of Minho (coordinator of the panel);
- Doctor Ana Francisca de Araújo Rodrigues de Azevedo e Silva, Assistant Professor at the University of Minho (vowel);
- Doctor Vítor Patrício Rodrigues Ribeiro, Visiting Professor Equated to Assistant Professor at the University of Minho (vowel);
- Doctor Maria José Boavida Miguel Caldeira, Assistant Professor at the University of Minho (substitute vowel);
- Doctor Flávio Paulo Jorge Nunes, Assistant Professor at the University of Minho (substitute vowel).

The evaluation panel will assess the applications according to the evaluation criteria contained in this Notice of Tender Opening, considering the elements of appreciation.

All panel members, including the coordinator, commit to respect a set of responsibilities essential to the evaluation process, such as the duties of impartiality, the declaration of any potential situations of conflict of interest and confidentiality. At all times during the evaluation process, confidentiality is fully protected and ensured in order to guarantee the independence of all produced decisions.

For each application will be produced, by the panel, a Final Evaluation Form where in a clear, coherent and consistent way, are presented the arguments that led to the attributed classifications to each criteria and sub-criteria of evaluation.

Panel members, including the coordinator, cannot be advisors or co-advisors of candidates with applications submitted to the tender.

From the meetings of the evaluation panel will be produced minutes under the responsibility of all its members.

The minutes and their attachments must include, mandatorily, the following information:

- Name and affiliation of all the members of the evaluation panel;
- Identification of all excluded applications and their respective fundaments [if applicable];
- Methodology adopted by the panel for cases considered to be particular [if applicable];
- Final Evaluation Forms of each candidate;
- Provisional ranking and ranking list of candidates, in descending order of the final ranking, of all applications evaluated by the panel;
- Declarations of conflict of interest of all members of the evaluation panel;
- Possible delegations of vote and competences due to justified absence [if applicable].

8. DISCLOSURE OF RESULTS

The evaluation results are communicated via e-mail to the e-mail address used by the applicant for the submission of the application/indicated in the application.

9. DEADLINES AND PROCEDURES FOR PRIOR HEARING, COMPLAINT AND APPEAL

After the disclosure of the provisional list of evaluation results, applicants have a period of 10 working days to, if deemed necessary, produce their arguments at a prior hearing of interested parties, pursuant to Articles 121 and following of the Code of Administrative Procedure (Código do Procedimento Administrativo).

The final decision shall be given after the analysis of the pronunciations submitted at a prior hearing of the interested parties. A complaint may be lodged within 15 working days of the final decision or, alternatively, an appeal within 30 working days, both counted from the respective notification date. Applicants who choose to submit a complaint must refer their pronouncement to the member of the FCT Board of Directors with delegated competence. Applicants who choose to appeal must address the appeal to the FCT Board of Directors.

10. STUDENTSHIP GRANT REQUIREMENTS

Research studentship contracts are concluded directly with FCT.

The following documents must be mandatorily sent, at the time of the possible granting of the studentship, for the purposes of its contractualization:

- a) Copy of document(s) of Identification, Tax Payer Number (NIF) and, when applicable, Social Security¹;
- b) Copy of the Records of the academic degrees the applicant may hold;
- c) Presentation of the proof of the recognition of foreign academic degrees and conversion of the respective final classifications to the Portuguese classification scale, if applicable;
- d) Work plan;
- e) Proof of registration and enrolment in the Doctoral Programme in Geography of the University of Minho;
- f) Statement(s) by the supervisor(s) assuming responsibility for the supervision of the work plan, pursuant to Article 5th of the Statute of the Research Fellow (draft of the declaration to be made available by the FCT);
- g) Document proving the acceptance of the candidate by the institution where the research activities will take place, whilst ensuring the necessary conditions for its good development, as well as the fulfilment of the duties provided for in Article 13th of the Statute of the Research Fellow (draft statement to be made available by FCT);
- h) Updated document proving compliance with the exclusive dedication regime (draft declaration to be made available by FCT).

The granting of the studentship is still dependent on:

- compliance with the requirements foreseen in the current Opening Notice;
- of the result of the scientific evaluation;
- the absence of unjustified non-compliance with the grantee's duties under a previous studentship contract funded, directly or indirectly, by FCT;
- FCT's budgetary availability.

Failure to deliver any of the documents necessary to complete the process of contracting of the studentship, within 6 months from the date of communication of the conditional decision to grant the studentship, implies the expiry of the aforementioned concession and the closure of the process.

11. FUNDING

¹ The presentation of these documents may be replaced, by candidate's option, by a presential presentation at the funding entity, which shall keep the elements contained therein which are relevant to the validity and execution of the contract, including ID Card, Tax Payer Number (NIF) and Social Security Number, as well as the validity of the disclosed documents.

The payment of studentships will begin after the devolution, by the candidates, of the duly signed scholarship contract, which should take place within a maximum of 15 working days from the date of receipt.

The studentships awarded under this tender will be financed by the FCT with funds from the State Budget and, when eligible, with funds from the European Social Fund, to be made available under the framework of the PORTUGAL2020 programme, through, inter alia, the Programa Operacional Regional do Norte (NORTE 2020), Programa Operacional Regional do Centro (Centro 2020) and the Programa Operacional Regional do Alentejo (Alentejo 2020), pursuant the regulatory provisions set out for this purpose.

12. COMPONENTS OF THE STUDENTSHIP

The studentships holders are granted a monthly stipend in accordance with the table set out in Annex I of the RBI.

The studentship may also include other components, in accordance with Article 18 of the RBI and the amounts set out in Annex II.

All grantees will benefit from a personal accidents insurance in relation to research activities, supported by FCT.

All grantees who are not covered by any social protection scheme can guarantee the exercise of the right to social security by adhering to the voluntary social insurance scheme; in accordance with the Código dos Regimes Contributivos do Sistema Previdencial de Segurança Social. FCT will ensure the charges resulting from contributions under and within the limits provided for in Article 10 of the EBI.

13. PAYMENTS OF THE COMPONENTS OF THE STUDENTSHIP

Payments due to the grantee are made by bank transfer to the account identified by the grantee. The monthly stipend is paid on the first working day of each month.

FCT will make the payments of the components of enrolments, registrations or tuition fees directly to the national institution where the studentship holder is registered or enrolled in the Doctoral Programme.

14. TERMS AND CONDITIONS FOR THE RENOVATION OF THE STUDENTSHIP

The renewal of the studentship does always depend on the request submitted by the grantee in the 60 working days preceding the start date of the renewal, and it must include the following documents:

- a) statement(s) issued by the supervisor(s) and the hosting entity/entities on the monitoring of the grantee's work and the evaluation report of the grantee's ongoing academic activities;
- b) updated document proving compliance with the exclusive dedication scheme;
- c) proof of renewal of enrolment in the cycle of studies leading to the degree of doctor.

15. INFORMATION AND ADVERTISING OF THE FUNDING GRANTED

In all R&D activities directly or indirectly financed by the studentship, in particular, in all communications, publications and scientific creations, as well as these realised with the support provided for in the studentship, it should be mentioned the financial support of the FCT and the European Social Fund, through, inter alia, Programa Operacional Regional do Norte (NORTE 2020), Programa Operacional Regional do Centro (Centro 2020) and of the Programa Operacional Regional do Alentejo (Alentejo 2020). To this end, the insignia (logo) of FCT, MCTES, ESF (European Social Fund) and the EU shall be displayed in the documents relating to these actions, in accordance with the graphic standards of each operational programme.

The dissemination of research results funded under the RBI shall comply with the standards of open access to data, publications and other results of research in force at FCT.

In all studentships, and in particular in the case of activities supported by EU funding, in particular, the ESF, follow-up and control actions may occur by national and Community organisms in accordance with the legislation applicable in similar circumstances. The studentships holders are required to cooperate and provide the requested information, which covers the conduct of surveys and evaluation studies in this area, even though the studentship has already come to an end.

16. NON-DISCRIMINATION AND EQUAL ACCESS POLICY

FCT promotes a policy of non-discrimination and equal access, hence no candidate may be privileged, benefited, harmed or deprived of any right or exempted from any duty due to, inter alia, ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnicity or race, territory of origin, language, religion, political or ideological beliefs and trade union affiliation.

17. APPLICABLE LEGISLATION AND REGULATION

The Tender is ruled by the current Opening Notice, by the Application and FCT Regulation for Research Studentships, approved by the Regulation No 950/2019, published in the II Serie of the DR of 16 of December 2019, by the Research Fellowship Holder Statute approved by the Law No 40/2004, of 18 August, in the written law in force, and by the other applicable national and Community legislation.