

Notice of the Call

Call for PhD Research Scholarships under the EUTOPIA Alliance

Nova University of Lisbon (NOVA) is launching a call for the award of six (6) PhD research grants, in any field of knowledge, under the Research Scholarship Regulation (RBI) of the Portuguese Foundation for Science and Technology (FCT) and the Research Grant Statute (EBI).

The grants will be funded by FCT, under the Collaboration Protocol within the EUTOPIA European University alliance (the “Alliance”) for funding PhD Research Grants, celebrated between FCT and NOVA, on the 2nd of March, 2022.

This Alliance has the general objective of promoting joint high-level teaching, innovation and research activities in different areas of common interest.

1. APPLICATION SUBMISSION

The call is open between July 27 and 23:59 (Lisbon Time) of August 26, 2022.

Applications and documents supporting the application provided for in the present Notice of the Call must be submitted by e-mail to eutopia.phd@unl.pt.

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

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

2. TYPE AND DURATION OF SCHOLARSHIPS

The PhD research grants are intended to finance the grantee's development of research activities leading to the award of a doctoral degree at NOVA, jointly (on a co-tutelle basis) with one of the following universities that also integrate the Alliance, namely:

- Vrije Universiteit Brussel;
- CY Cergy Paris Université;
- University of Warwick.

The research activities leading to the doctoral degree of the selected grantees should enhance the creation of synergies between the partners of the consortium and promote the sharing of research environments among the Alliance entities involved.

The work plan must take place partially at NOVA, being awarded a mixed scholarship, as a general rule, of annual duration, renewable up to a maximum of four years (48 months).

The period of the work plan that takes place in the foreign institution cannot be less than 12 months or more than 24 months, consecutive or interpolated.

3. RECIPIENTS OF SCHOLARSHIPS

PhD Research Scholarships are aimed at applicants enrolled in, or that comply with the requirements to enrol in a Doctoral Program at NOVA, and who intend to develop research activities towards the award of a doctoral degree at NOVA, in co-tutelle scheme and in any scientific domain, with one of the following Universities: Vrije Universiteit Brussel; CY Cergy Paris Université; University of Warwick.

4. ADMISSIBILITY

4.1 Applicant's admissibility requirements

The following citizens may apply to this call:

- Nationals citizens or citizens of other Member-States of the European Union;
- Third-party states citizens;
- Stateless individuals;
- Citizens holding a political refugee status.

To apply for the Doctoral Research Scholarship, applicants must:

- Hold a BSc or Master degree;
- Not have held any prior PhD or PhD in Industry scholarship directly funded by FCT, of any duration;
- Be a citizen permanently and usually living in Portugal at the start of the work plan period both in Portugal and/or abroad; this requirement applies to both national and foreign citizens.
- Not to hold a doctoral degree.

4.2 Application's admissibility requirements

It is mandatory, under penalty of non-admissibility, to submit the following documents:

- Elements of identity card/citizen card/passport;
- Candidate *curriculum vitae*;
- Proposed work plan, mandatorily composed by the following fields:
 - Resume / Abstract of the work plan (with mention of the doctoral program wick intend to attend at NOVA) – maximum 250 words);
 - United Nations 2030 Agenda for Sustainable Development Goals (maximum 150 words);
 - State of art (maximum 1000 words);
 - Goals (maximum 300 words);
 - Detailed description (maximum 3000 words);
 - Timeline with scheduling of the tasks proposed and other attachments;
 - Bibliographic references (maximum 30 references);

- Ethical issues (maximum 500 words);
- Declaration of commitment issued by the foreign entity(ies) for a period of not less than 12 months (consecutive or interpolated);
- Certificates of qualification of the academic degrees held, specifying the final classification and, if possible, the classifications obtained in all the disciplines;
- Record 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;
- Letter of motivation (maximum 750 words);
- Two letters of recommendation (maximum).

The application and all related documents must be written in English.

Regarding the above-mentioned admissibility requirements the following is noted:

- 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 who hold foreign and national academic degrees, it is mandatory to recognize those degrees and convert their final classification to the Portuguese classification scale.
- The recognition of academic degrees and foreign diplomas as well as the conversion of the final classification to the Portuguese classification scale may be required in any public higher education institution or in the Directorate-General for Higher Education (DGES, just in the case of automatic recognition). Regarding this matter, it is suggested to consult the DGES portal through the following address: <http://www.dges.gov.pt>.
- Only candidates who have completed the cycle of studies leading to the bachelor's or master's degree by the application deadline will be admitted. If the candidates still do not have the certificate of degree completion, a declaration of honor from candidates that they have completed the necessary qualifications for the purposes of the call by application deadline will be accepted. The granting of the scholarship is conditional to the presentation, during the contractualization phase, of proof of academic qualifications.

5. WORK PLAN AND SCIENTIFIC ORIENTATION OF THE SCHOLARSHIP

The scholarship holders' work plan will consist of developing a research project leading to a doctoral degree, under the scientific coordination of the supervisor and co-supervisor. The information and affiliation of the supervisor and co-supervisor must be indicated in the application. The supervisor and co-supervisor must be professors or researchers from NOVA and from one of the partner universities mentioned in this public Notice of the Call, respectively, and must meet the necessary conditions to guide the respective work plan according to the requirements of the intended Doctoral Program. The research activities leading to the academic degree of Doctor of the selected scholarship holders must be framed in the Strategic plan of NOVA, promoting the creation of synergies between the members of the EUTOPIA Alliance and promoting the sharing of research environments between the entities involved.

6. EVALUATION CRITERIA

6.1 Evaluation criteria

The evaluation takes into account the merit of the candidate, the plan of activities to be developed and the hosting conditions, namely the complementarity between the two institutions involved in the co-tutelle.

Applications deemed admissible will be ranked according to a weighted average of the scores obtained for each of the three criteria, as follows:

Criterion A – Merit of the candidate, with the weight of 60%;

Criterion B – Merit of the work plan, with the weight of 20%;

Criterion C – Complementarity between the two institutions, with the weight of 20%.

Translated by the following formula:

$$\text{Final classification} = (0,60 \times A) + (0,20 \times B) + (0,20 \times C)$$

The **merit of candidate, criterion A**, is evaluated from two sub-criterion:

A1. Academic achievement (with the weight of 60% of the merit of candidate);

A2. Personal and professional curriculum (with the weight of 40% of the merit of candidate).

The classification of criterion A – merit of candidate, will be obtained by application of the following formula : **Criterion A = (0,60 × A1) + (0,40 × A2).**

A1. Academic achievement

The classification of candidate in this sub-criterion result from the final grades of the degrees obtained, according to the following reference table:

Graduate + Master degrees (pre- or post-Bologna) or Integrated Master degree (300-360 ECTS)		Graduate degree (180 ECTS) (pre- or post-Bologna)		Master degree (90-120 ECTS) (pre- or post-Bologna)	
Classification	Score A1	Classification	Score A1	Classification	Score A1
≥ 18	5,00	≥ 17	3,50	≥ 17	3,00
17	4,50	16	3,00	16	2,50
16	4,00	15	2,50	15	2,00
15	3,50	14	2,00	14	1,50
14	3,00	< 14	1,50	< 14	1,00
< 14	2,50				

- a) The final average grade of the “Graduate + master degree” (first column of the table), in a pre- or post-Bologna degrees, is a result from the weighted average of the final grade obtained in the 1st cycle/graduate and the final grade obtained in the 2nd cycle/ masters, by applying the following formula:

Final average (Graduate + master degree) = 3/5 final grade 1.º cycle + 2/5 final grade 2.º cycle.

- b) In the case of the Integrated Master conferred by institutions that do not issue certificates discriminating the final grades of 1st and 2nd cycles, the final classification given in the degree certification after the conclusion of the cycle of studies (300 to 360 ECTS credits) is considered.

A2. Personal and professional curriculum

The assessment of applicants' personal and professional curriculum should be performed in a holistic way, from a global vision of the merit of their scientific and professional career/background.

The **Merit of the activity plan, criterion B**, is evaluated from three sub-criterion :

B1. Relevance to the subject (with a weighing of 40% of the work plan's merit) – the perspective of new contributions to the proposed scientific area will be valued;

B2. Topicality and originality of the object of study (with a weighing of 40% of the work plan's merit) – the potential contribution of the research project to the knowledge and advancement of science and technology, the state of the art and originality will be valued, according to internationally accepted standards ;

B3. Work plan feasibility (with a weighing of 20% of the work plan's merit) – the appropriateness of the methodologies and guides to the tasks and objectives set out in the work plan will be valued, as well as the respective milestones and schedule of the proposed activities, including the risks inherent to the different phases of the proposed plan.

The classification of criterion B – merit of the work plan, will be obtained by application of the following formula: **Criterion B = (0, 40 × B1) + (0, 40 × B2) + (0, 20× B3)**.

The **complementarity between the two institutions, criterion C**, is evaluated based on the quality and suitability of the conditions of the host universities and their complementarity, the ability of the candidate and supervisors to carry out the proposed project, including the relevance of the proposed collaboration(s).

For tie-breaking purposes, candidates will be ranked based on the scores attributed to each of the evaluation criteria in the following order of precedence: first criterion A (merit of candidate), 2nd criterion B (merit of the work plan) and 3rd criterion C (merit of the complementarity between the two institutions).

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

- Applicants with diplomas issued by foreign higher education institutions may 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 the recognition of academic degrees and of the conversion of the final classification to the Portuguese classification scale under the terms of the applicable legislation.
- Scholarship contracts with candidates with diplomas issued by foreign institutions will only be concluded upon presentation of proof of recognition of the academic degrees and conversion of the final classification, as indicated above.

7. EVALUATION

The candidates' evaluation panel is composed of the following elements:

- Professor Doctor Isabel Rocha, as Chair of the jury;
- Professor Doctor Tiago Oliveira;
- Professor Doctor Eurico Cabrita;
- Professor Doctor Maria Cardeira da Silva;
- Doctor Patrícia Calado;
- Professor Doctor Cláudio Soares;
- Professor Doctor Julian Perelman;
- Professor Doctor Luís Duarte d'Almeida;
- Professor Doctor Miguel Viveiros;
- Professor Doctor Miguel Ferreira.

The evaluation panel shall assess applications in accordance with the evaluation criteria set out in this Notice of Call, weighing up the elements under appreciation.

All jury members, including the chair, make a commitment to respect a set of responsibilities essential to the evaluation process, such as the duties of impartiality, declaration of any potential conflict of interest (CDI), and confidentiality. At all times during evaluation, confidentiality is fully protected and ensured in order to guarantee the independence of all opinions produced.

Evaluation panel members, including the chair, may not be supervisors or co-supervisors of candidates with applications submitted to the present call.

For each application, a final evaluation form will be produced by the jury, where in a clear, coherent and consistent manner the arguments that led to the classifications assigned to each of the evaluation criteria are presented.

Minutes of the jury meetings shall be produced at the responsibility of all its members.

The minutes and its annexes must include the following information:

- Name and affiliation of all members of the evaluation panel;
- Identification of all applications excluded and respective reasons;
- Final Evaluation Forms of each candidate;
- Provisional list of classification and ranking of candidates, in descending order of the final classification, of all applications evaluated by the panel;
- CDI statements from all members;
- Any delegations of votes and powers due to justified absence (if applicable).

8. DISSEMINATION OF RESULTS

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

9. DEADLINES AND PROCEDURES FOR PRELIMINARY HEARING, CLAIMS AND APPEAL

Once the provisional ranked list of the evaluation results has been communicated, applicants who have an unfavourable provisional decision may use their right to dispute it during the preliminary hearing phase, which takes place within 10 working days, according to Articles no. 121 and the following of the Administrative Procedure Code (CPA).

The final decision will be disclosed after the analysis of applicants' arguments presented in the preliminary hearing. Final decision can be claimed within 15 working days or, alternatively, appealed within 30 working days, after the communication of the final results, respectively. Applicants who choose to submit a complaint must address their pronouncement to the member of the FCT Governing Board with delegated competence. Applicants who choose to appeal must address the appeal to the FCT Board of Directors.

10. SCHOLARSHIP REQUIREMENTS

Research grant contracts are signed directly with FCT.

The following documents must be sent, at the time of eventual granting the scholarship, for the purposes of their contractualization:

- a) Copy of the civil, tax and, where applicable, social security identification ¹;
- b) Copy of the academic degrees certificates;
- c) Presentation of the register of recognition of foreign academic degrees and conversion of their final classifications to the Portuguese classification scale, if applicable;
- d) Work plan;
- e) Document proving enrolment and registration in a Doctoral Program at NOVA;

¹ The availability of these documents can be replaced, at the option of the candidate, by the presentation in person at the financing entity, which will keep the elements contained therein that are relevant for the validity and execution of the contract, including the civil, fiscal and security identification numbers. social security, as well as the validity of the respective documents.

- f) Statement of the supervisor(s) assuming responsibility for the supervision of the work plan, pursuant to Article 5a of the Statute of the Research Grantee (draft of the declaration to be made available by FCT);
- g) Document proving acceptance of the candidate by the institution where the research activities will take place, ensuring the conditions necessary for its good development, as well as the fulfillment of the duties laid down in Article 13 of the Statute of the Research Grantee (draft of the declaration to be made available by FCT);
- h) Updated document proving compliance with the exclusive dedication regime (draft of the declaration to be made available by FCT).

The granting of the scholarship is still dependent on:

- Compliance with the requirements set out in this Notice of Call;
- The result of the application evaluation;
- Non-unjustified non-compliance with the grantee's duties under a previous scholarship contract financed, directly or indirectly, by FCT;
- Financial availability of the FCT.

Failure to submit any of the documents required to complete the grant contractualization within 6 months from the date of communication of the decision to grant the scholarship conditionally, will result in the expiration of the grant and the closure of the process.

11. FUNDING

The payment of the scholarships will begin after the return, by the candidates, of the scholarship contract duly signed, which should occur within a maximum of 15 working days from the date of receipt.

The grants awarded under this call will be financed by FCT using the State Budget fund and, whenever eligible, using the European Social Fund (ESF), under the

PORTUGAL2020 programme, in particular, under Programa Operacional Regional do Norte (NORTE 2020), Programa Operacional Regional do Centro (Centro 2020) and Programa Operacional Regional do Alentejo (Alentejo 2020), or any other funding schemes that might be approved, according to the respective requirements.

12. SCHOLARSHIP COMPONENTS

Grant recipients receive a monthly maintenance allowance under the terms of the table in Annex I to the RBI.

The grant may also include other components, under the terms of Article 18 of the RBI and the amounts provided for in its Annex II.

All grant recipients shall be covered by personal accident insurance for research activities, borne by FCT.

All grant recipients who are not covered by any social protection scheme may exercise their right to social security by adhering to the voluntary social insurance scheme, in accordance with the Code of Contributory Schemes of the Social Security System, with FCT paying the costs resulting from the contributions under the terms and within the limits set forth in Article 10 of the EBI.

13. PAYMENTS OF THE COMPONENTS OF THE SCHOLARSHIP

Payments due to the grant recipient are made by bank transfer to the account identified by the grantee. The monthly maintenance allowance is paid on the first business day of each month.

Payments of the components of registrations, enrolment fees or tuition fees are made by FCT directly to NOVA.

14. TERMS AND CONDITIONS OF RENEWAL OF THE SCHOLARSHIP

The renewal of the scholarship always depends on the application submitted by the grantee, within the 60 working days prior to the renewal start date, accompanied by the following documents:

- a) Opinions issued by the supervisors and host entity/s on the monitoring of the grantee's work and the evaluation of its activities;
- b) Updated document proving compliance with the regime of exclusive dedication;
- c) Document proving the renewal of the registration in the cycle of studies leading to the doctoral degree.

15. INFORMATION AND PUBLICITY OF THE FINANCING GRANTED

In all R&D activities directly or indirectly financed by the grant, in particular in all communications, publications and scientific creations, as well as theses, carried out with the support provided for in the grant, the mention of financial support from FCT and the European Social Fund should be expressed through, inter alia, the Northern Regional Operational Program (NORTE 2020), Regional Operational Program of the Center (Center 2020) and the Regional Operational Program of Alentejo (Alentejo 2020). For this purpose, the insignia of FCT, MCTES, ESF and EU icons shall be entered in the documents relating to these actions, in accordance with the graphic standards of each operational program.

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

In all grants, and in particular in the case of actions supported by Community funding, in particular the ESF, follow-up and control actions may be carried out by national and Community bodies in accordance with applicable legislation in this area, with the grantees supporting the obligation to collaborate and provide the requested information, which covers the carrying out of surveys and evaluation studies in this area, even if the scholarship has already ceased.

16. POLICY OF NON-DISCRIMINATION AND EQUAL ACCESS

FCT promotes a policy of non-discrimination and equal access, thus no applicant may be privileged, benefited, damaged, or deprived of any right or exempted from any duty. This includes ancestry, age, sex, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic disease, nationality, ethnicity or race, land of origin, language, religion, political or ideological beliefs or trade union affiliation.

17. APPLICABLE LEGISLATION AND REGULATION

The present call is governed by this Notice of the Call, the FCT Regulation of Research Scholarship, approved by Regulation No. 950/2019, published in the II Series of the DR of December 16, 2019, by the Statute of the Research Fellow approved by Law No. 40/2004 of August 18, in its current version, and by other applicable national and European legislation.