

Notice of Open Call to Award PhD Research Scholarship

Unidade de Investigação em Design e Comunicação (UNIDCOM/IADE) calls for the award of 4 (four) research Scholarships, hereinafter referred to as PhD Research Grants, in the area of Design and related areas, under the terms of FCT Research Grants Regulation (RBI) and the Statute of Research fellow (EBI).

The scholarships will be funded by the Foundation for Science and Technology (FCT), within the scope of the Funding Collaboration Protocol of the Multiannual Research Scholarship Plan for PhD Students, signed between FCT and the R&D Unit Centre UNIDCOM/IADE (UIDP/00711/2020).

1. APPLICATION PRESENTATION

The call is open from 28 September 2020 to 23h59 (Lisbon time) of 25 October 2020.

The applications and the documents that support the applications as specified in the present Notice of Open Call must be submitted by email to unidcom@iade.pt, with a copy to ludgero.reis@universidadeeuropeia.pt.

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

Any false statements provided by or acts of plagiarism engaged in by any candidate is grounds for invalidating the application, without prejudice to the adoption of further disciplinary measures.

2. TYPE AND DURATION OF SCHOLARSHIPS

Research grants for doctorates are intended to finance research activities, by the fellow, leading to obtain the academic degree of doctor at Portuguese Universities.

The research activities leading to the awarding of the academic degree of PhD shall take place at the UNIDCOM/IADE, which will be the recipient's host institution, without prejudice to the work that can be carried out in collaboration between more than one institution.

The research activities of the selected scholarship recipient leading to the awarding of the academic degree of PhD must be integrated in the activity plan and strategy of the UNIDCOM/IADE, and must be developed under the following PhD program:

- PhD in Design program, of the IADE - Universidade Europeia.

The work plan may take place entirely or partially in a national institution (scholarship in the country or mixed scholarship, respectively).

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

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

3. SCHOLARSHIP RECIPIENT

The PhD Research Scholarships are intended for registered candidates or candidates who meet the necessary conditions to enrol in the PhD Program mentioned in the point 2 of the present Call and who desire to carry out research activities leading to the awarding of the academic degree of PhD from Universidade Europeia.

4. ADMISSIBILITY

4.1 Requirements for Candidate Eligibility

Can apply for this contest:

- National citizens or citizens of other member states of the European Union;
- Citizens of third States;
- Stateless persons;
- Citizens benefiting from political refugee status.

To apply for the PhD Research Scholarship, it is necessary to:

- To hold a Bachelor's or Master's degree in the area of Design or in areas considered similar;
- To reside in Portugal permanently and habitually, if the work plan associated with the scholarship is partially carried out by foreign institutions (mixed scholarships), a requirement applicable to both nationals and foreigners.
- Not having benefited from a PhD scholarship or PhD in companies directly funded by FCT, regardless of its duration.

4.2 Admissibility Requirements

It is indispensable to attach the following documents to the application, under penalty of not being admitted to the Call:

- Elements of the identity card/citizen card/passport;
- Curriculum vitae of the candidate;
- Certificates of the academic degrees held, specifying the final classification/score and, if possible, the classifications/scores obtained in all subjects taken, or, alternatively, a sworn statement by the candidate that he/she will have been awarded the degree of bachelor or master by the closing date for applications;

- Registration of recognition of academic degrees awarded by foreign higher education institutions and registration of the conversion of the respective final classification to the Portuguese classification scale;
- Letter of motivation;
- Letters of Recommendation (up to a maximum of two);
- Work Plan;
- The application and all documents associated with it, including letters of motivation and recommendation, must be written in Portuguese or in English.

Regarding the above-mentioned admissibility requirements, please note the following:

- In the case of academic degrees awarded by foreign higher education institutions, and to ensure the application of the principle of equal treatment to candidates who hold foreign and national academic degrees, the recognition of these degrees and the conversion of the respective final classification for the Portuguese classification scale is mandatory.
- The recognition of foreign academic degrees and diplomas as well as the conversion of the final classification/scores to the Portuguese classification scale can be required in any public higher education institution, or in the Directorate-General for Higher Education (DGES, only 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>.
- To be considered, candidates must have concluded the study cycle leading to a bachelor's or master's degree by the closing date for applications. Should they lack a certificate of completion of the degree, a sworn statement by the candidate that they will have completed the necessary qualifications for admission to the call by the closing date for applications will be accepted. Awarding the scholarship will always depend on the submission of the documents that prove the candidate possesses the academic qualification necessary for the scholarship to be awarded.

5. SCHOLARSHIP WORK PLAN AND SUPERVISION

The work plan of the scholarships must be framed by the activities plan and strategy of the UNIDCOM/IADE and within the scope of one of the current clusters of this Centre.

The plan must include Title, Keywords (max. 5), Table of Contents (max. 150 words), State of the Art (max. 500 words), Objectives (max. 300 words), Detailed Description (max. 1000 words), Bibliographic references (max. 30 references, APA Style v6), and Timeline of works.

The scientific supervision of the work plan must be carried out by an integrated researcher in UNIDCOM/IADE.

6. EVALUATION CRITERIA AND BONUS

6.1 Evaluation criteria

The evaluation takes into account the merits of the candidate and the work plan.

Applications considered admissible will be scored on a scale of 0 to 100 in each of the following evaluation criteria:

- Criterion A – Merit of the Candidate, weighing 50%;
 - Sub criterion A1 – Academic qualifications, weighing 20%
 - Sub criterion A2 – Academic, complementary and professional training, weighing 20%
 - Sub criterion A3 – Motivation letter, weighing 10%;
- Criterion B – Merit of the Work Plan, weighing 50%;
 - Sub criterion B1 – Originality and relevance of the proposed scientific contribution, weighing 30%;
 - Sub criterion B2 – Feasibility of the work plan, weighing 10%;
 - Sub criterion B3 – Adequacy of the proposed work plan to the priority themes within the scope of the UNIDCOM / IADE strategic project, weighing 10%;

For the purpose of the decision on awarding the scholarship, candidates will be sorted according to the weighted average of the score obtained on each of the two criteria, translated by the following formula:

$$\textit{Final Classification} = (0,5 \times A) + (0,5 \times B)$$

For tie-breaking purposes, candidates will be ranked according to the ratings assigned to each of the evaluation criteria in the following order of precedence: Criterion B, Criterion A.

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

- Candidates with diplomas issued by foreign higher education institutions can apply and will be evaluated using 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 the conversion of final classification for the Portuguese classification scale under the terms of the applicable legislation.
- Candidates with foreign degrees who do not show proof of conversion from the final classification to the Portuguese classification scale will be evaluated with the minimum classification (5 point) in criterion A1.
- In any case, scholarship 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.

Applicants whose application is evaluated with a final classification below 60 (sixty) points are not eligible for the scholarship.

7. EVALUATION

The candidates' evaluation panel is formed by the following members:

- Doctor Maria Emília Capucho Duarte, IADE – Universidade Europeia (Chairman)
- Doctor Carlos Miguel Lopes Rosa, IADE – Universidade Europeia
- Doctor Carlos Alberto Miranda Duarte, IADE – Universidade Europeia

- Doctor Maria Cristina Pinheiro, IADE – Universidade Europeia, (alternate member)
- Doctor Maria Helena Souto Nunes, IADE – Universidade Europeia, (alternate member)

The evaluation panel shall consider the application according to the evaluation criteria defined in the present Notice of Open Call, weighing the elements to be considered.

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

No member of the panel, including the Chairman, can be supervisor or co-supervisor of any applicants to this call.

For each application, the panel shall produce a final evaluation form, where the arguments which led to the scores given to each of the evaluation criteria and sub-criteria shall be clearly, coherently and consistently presented, also specifying any bonus points awarded, should this be the case.

Minutes of the responsibility of all its members will be produced from the meetings of the evaluation panel. Each minute and its annexes must include the following information:

- Name and affiliation of all members of the evaluation panel;
- Identification of all excluded applications and respective grounds, if applicable;
- Methodology adopted by the panel for cases considered private, if applicable;
- Final Evaluation Sheets for each candidate;
- Provisional scoring and sorting list of all the applications evaluated by the panel, listed by decreasing order of final score;
- CDI (conflict of interest) statements from all panel members;
- Possible delegations of votes and powers due to justified absence, if applicable.

8. DISCLOSURE OF RESULTS

The results of the evaluation are communicated via email to the email address used by the applicant to send the application / indicated in the application.

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

Following publication of the provisional list of the evaluation results, applicants have a period of 10 working days to formally comment on the results using the interested parties' right to be heard, under the terms of Articles 121 and following of the Code of Administrative Procedure.

The final decision shall be taken after the analysis of the replies submitted within the scope of the interested parties' right to be heard. A complaint can be brought against the decision within 15 working days, or, alternatively, an appeal within 30 working days, both to be counted from the date of notification. Those candidates who opt to bring a complaint must address it to the member of the Executive Council of the FCT with delegated powers. Those candidates who decide to submit an appeal must address it to the Executive Council of the FCT.

10. GRANT REQUIREMENTS

Research scholarship contracts are celebrated directly with FCT.

Once the scholarship has been awarded, the following documents must be submitted in order for the contract to be made:

- a) Copy of the document(s) of citizen, fiscal and, when applicable, social security identification) ¹;
- b) Copy of certificates of qualifications of academic degrees held;
- c) Registration of the recognition of foreign academic degrees and of the conversion of their respective final scores to the Portuguese classification scale, if applicable;
- d) Document proving enrollment in the PhD in Design Program at IADE – Universidade Europeia;
- e) Statement signed by the supervisor (s) assuming responsibility for supervising the work plan, under the terms of Article 5-A of the Research Fellow's Statute (template declaration to be made available by FCT);
- f) Document attesting the candidate has been accepted by the institution where the research activities will be carried out, ensuring the necessary conditions to their proper development, as well as fulfilling the duties laid out in Article 13 of the Statute of Research Scholarship Holder (statement form to be made available by FCT);

¹ The candidate may decide to replace submission of these documents for the on-site presentation of said documents at the funding entity, which will record the elements present in them that are relevant to the validity and execution of the contract, including the civil, fiscal and social security identification numbers, as well as the expiry dates of these documents.

g) Updated document attesting compliance with the exclusivity regime (statement form to be made available by FCT).

The granting of the scholarship is still dependent on:

- the candidate meeting the requirements laid out in this Notice of Open Call;
- the result of the scientific evaluation;
- the inexistence of unwarranted non-compliance with the duties of scholarship holder within the scope of the previous scholarship contract directly or indirectly funded by FCT;
- budgetary availability on the part of FCT.

Failure to deliver any of the documents required to complete the scholarship contracting process, within 6 months from the date of communication of the conditional grant decision, implies the expiration of the referred grant and the termination of the process.

11. FINANCING

Payment of the scholarships shall begin after the candidates have returned the contracts, duly signed, which must occur within a maximum of 15 working days from the day they receive said contract.

Scholarships awarded within the scope of the present Call shall be funded by FCT using funds from the State Budget and, when eligible, with funds from the European Social Fund, to be made available under PORTUGAL2020, through, inter alia, the Northern Regional Operational Program (NORTE 2020), The Regional Operational Program of the Center (Centro 2020) and the Regional Operational Program of the Alentejo (Alentejo 2020), in accordance with the regulatory provisions established for that purpose.

12. COMPONENTS OF THE SCHOLARSHIP

Scholarship holders are awarded a monthly support allowance in accordance with the table included in Annex I of the Research Scholarship Holder Regulation (RBI).

The scholarship may also include other components, under the terms laid out in Article 18 of the RBI and the amounts defined in its Annex II.

All scholarship holders benefit from a personal accident insurance regarding research activities, supported by FCT.

All scholarship holders not covered by any social protection regime may ensure the exercise of the right to social security by joining the voluntary social insurance regime, under the terms of the Social Security Welfare Contributions Code. FCT will cover the costs deriving from the contributions, under the terms and to the limits laid out in Article 10 of the EBI.

13. PAYMENTS OF SCHOLARSHIP COMPONENTS

Payments due to the scholarship holder will be made via bank transfer to the account number provided by the scholarship holder. Payment of the monthly support allowance is made on the first working day of each month. Payment of such components as enrolment or tuition fees will be made by FCT directly to the national institution where the scholarship holder is enrolled or registered in the PhD programme.

14. SCHOLARSHIP RENEWAL TERMS AND CONDITIONS

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

- a) expert opinions from the supervisor(s) and the host entity(ies) regarding the progress of the scholarship holder's work and evaluation of his/her activities;
- b) updated document attesting compliance with the regime of exclusivity;
- c) document attesting the renewal of enrolment in the study cycle leading to the doctoral degree.

15. INFORMATION AND ADVERTISEMENT OF AWARDED FUNDING

In all R&D activities directly or indirectly funded by the scholarship, namely in all scientific communications, publications and creations, as well as theses, carried out with the support of the scholarship, mention of the financial support of FCT and the European Social Fund, namely through the North Regional Operational Programme (NORTE 2020), the Centre Regional Operational Programme (Centro 2020) and the Alentejo Regional Operational Programme (Alentejo 2020), must be made. To this effect, the logos of FCT, the Minister for Science, Technology and Higher Education, the ESF and the EU must be inserted in the documents pertaining to these actions, according to graphic norms of each operational programme

The dissemination of the results of the research funded within the scope of the RBI must comply with the norms of open access of data, publications and other results of the research in force at FCT.

In all scholarships, particularly in the case of actions supported by community funding, namely from the ESF, monitoring and control initiatives may be carried out by national and community entities pursuant to legislation applicable to this matter. Scholarship holders being supported must cooperate and provide requested information, which comprehends surveys and evaluation studies in this field, even if the scholarship has reached its end.

16. NON-DISCRIMINATION AND EQUAL ACCESS POLICY

FCT promotes a non-discrimination and equal access policy. Therefore, no applicant may be favoured, given

advantage, harmed or deprived of any right or exempt from any duty by virtue of, namely, ascendancy, age, gender, sexual orientation, marital status, family situation, financial situation, education, social condition or background, genetic heritage, diminished work capacity, disability, chronic illness, nationality, ethnic or racial background, territory of origin, language, religions, political or ideological beliefs, or trade union membership.

17. APPLICABLE LEGISLATION AND REGULATION

The Call is ruled by the present Notice of Open Call, by the Research Scholarship Regulation of FCT, approved by Regulation 950/2019, published in the 2nd Series of the Portuguese Official Gazette of 16 December 2019, by the Research Scholarship Holder Statute approved by Law 40/2004, of 18 August, as amended, and by any other applicable national and community legislation.