



NOTICE FOR THE OPENING OF AN INTERNATIONAL SELECTION TENDER PROCEDURE FOR THE HIRING OF A DOCTORATE UNDER THE LEGAL REGIME OF SCIENTIFIC EMPLOYMENT

CTTI-PI-19/24-ICVS/3BS(1)

Doctor Rui Manuel Costa Vieira de Castro, Professor and Rector of Universidade do Minho, in the use of his own competence, in accordance with the terms of subsection d) of section 1 of article 92 of Law no. 62/2007, from September 10th, and subsection d) of section 1 of article 37 of the Statutes of Universidade do Minho, approved by the Normative Order no. 13/2017, published in *Diário da República*, 2nd series, no. 183, of September 21st, makes it known that, for a period of 15 working days, counting from the business day immediately after the date on which this notice is published, an international selection tender is open for recruitment, in the form of an uncertain term contract celebrated under the Labour Code, of 1 (one) doctoral researcher position equivalent to the category of Assistant Researcher under private law, for the exercise of activities of management and communication of science and technology in the scientific area of Health Sciences, within the scope of the Agreement Programme celebrated with the Foundation for Science and Technology, in the 18th of December 2023, with the reference no. CEECINSTLA/00012/2022, under the Institutional Call to Scientific Employment Stimulus – Associated Laboratories, with a view to the development of activities of management and communication of science and technology and of R&D activities, as well as other scientific and technical activities within the missions of the respective UO and of Universidade do Minho, and also to: i) participate in the design, development and execution of R&D projects, and in related scientific and technical activities; ii) oversee the work developed within the scope of the projects under its responsibility; iii) collaborate in the development of training actions within the scope of R&D activities; iv) monitor the research work carried out by scholarship holders, research interns and research assistants; v) collaborate in teaching and participate in the institution's training programs; vi) supervise/guide higher education students, namely undergraduate, master's and doctoral students; and vii) perform the functions for which has been elected or appointed in the collegial bodies of the institution to which belongs to.

1. **Applicable Legislation:** This tender, open by Decree of 12/05/2024 of the Rector of Universidade do Minho, is governed by the provisions of Decree Law No. 57/2016, of August 29th, amended by Law No. 57/2017, of July 19th, which approved a hiring regime of doctorates aimed at stimulating scientific and technological employment in all areas of knowledge, by the Regulation of Scientific Employment (RSE), by the *Regulamento da Carreira, Recrutamento, Contratação e Avaliação do Desempenho do Pessoal Investigador em Regime de Direito Privado da UMinho* (RPI-UM), amended and republished by the Normative Order no. 10353/2022, published in *Diário da República*, 2nd series, no. 163, of August 24th, by the provisions of the Labour Code, approved by Law no. 7/2009, of February 12th, in its current version, and other applicable laws and regulations.
2. **Place of Work:** The work placement is located at the University of Minho facilities.
3. **Monthly salary:** The salary to be attributed is of 3.427,59 €, corresponding to the remuneration level 23 of the annex 1 of the RPI-UM.
4. **Eligibility Criteria:** Any national, foreign and stateless candidates who hold a doctoral degree in a field of knowledge/specialty considered to be adequate to the scientific area of the tender procedure and who hold a scientific and professional curriculum that reveals an appropriate profile for the activities to be developed.

Opponents of this tender with qualifications obtained abroad must prove the recognition, equivalence or registration of the doctoral degree, under the terms of the applicable legislation. This formality must be completed by the signing date of the contract.

- 4.1. General admission requirements are those defined in point 4. For the purpose of determining the appropriate profile for the activity to be developed, the following are special requirements:
 - a) PhD for more than 5 years, with a relevant curriculum in the scientific area to which the candidate is applying for, with no requirement to demonstrate scientific independence;
 - b) Other requirements that the jury considers relevant for the position within this international selection tender:
 - Proven experience in the writing and publishing, as first or corresponding author, of scientific articles in the areas of Biomedicine, Medicine, Medical Engineering or related areas;
 - Proven experience in the preparation and submission of scientific projects to funding entities.

5. **Formalization of the applications:** Applications are formalized through a request addressed to the Rector of Universidade do Minho, under the terms defined in the attached template.

5.1. The application must include the following documents:

- a) Copy of degree certificate or diploma;
- b) Detailed *curriculum vitae* structured according to the items of point 9;
- c) Motivation letter;
- d) 2 (two) recommendation letters;
- e) Copy of the 5 (five) most relevant publications;
- f) Other relevant documents for the evaluation of the qualification in related scientific area;
- g) Any other documents that the applicant considers relevant, namely for the assessment of the information referred to in paragraph 2 of article 5 of the RSE.

5.2. Candidates must submit the request and supporting documents, using digital tools, in PDF format, mandatorily, by electronic means, to the address icvs.rh@med.uminho.pt, until the deadline for the submission of applications established in this notice, indicating in the subject "Ref. CTTI-PI-19/24-ICVS/3BS(1)".

5.3. Failure to comply with the deadline for submitting the application, such as failure to submit or late submission of the application and the request referred to in point 5 and the documents referred to in paragraphs a) to e) of point 5.1, determines the exclusion of the application. The exclusion decision is notified to the candidates, by email, for the purpose of holding the hearing of the interested parties.

5.4. The jury may, whenever it finds necessary, request candidates to provide documents complementary to the facts referred to in the submitted curriculum, determining a deadline for this purpose.

5.5. False statements provided by the candidates will be punished by law.

6. **Members of the Jury:** The selection jury has the following composition, according to article no. 13 of the RSE and article no. 35 of the do RPI-UM:

President of the jury: Doctor Patricia Espinheira de Sá Maciel, Associate Professor at the School of Medicine of the University of Minho.

Other members:

- Doctor António José Braga Osório Gomes Salgado, Coordinator Researcher at the Life and Health Sciences Research Institute of the School of Medicine of the University of Minho;
- Doctor Agostinho Albérico Rodrigues Carvalho, Principal Researcher with Aggregation at the Life and Health Sciences Research Institute of the School of Medicine of the University of Minho.

7. **Rules of operation of the Jury:** The jury shall deliberate by means of a nominal vote in accordance with the adopted and published selection criteria, and abstentions will not be allowed.

7.1. The jury meetings will be documented in written minutes, containing a summary of what has taken place, as well as the votes cast by each of the members and the respective grounds, being provided to the candidates whenever requested.

8. **Approval on absolute merit:**

8.1. The jury must decide on the absolute merit of the candidates, based on the merit of the global curriculum of the candidates in the scientific area for which the tender is open, and also considering the fulfilment, cumulatively, of the requirements presented in the following paragraphs (A1 to A2):

A. Scientific Merit:

A.1. Scientific/technological productivity – ascertained by at least 1 of the indicators presented below:

A.1.a. Sum of the number of publications, corrected for the publication impact factor and the position of authorship (P), higher or equal to 10 (ten) in the previous 5 (five) years, calculated according to the following equation:

$$P = \sum (IF_k * f_k)$$

In which IF_k is the Impact Factor for the publication k (*ISI Web of Knowledge*), for the year of publication or, in case it is still not available, to the previous year, and f_k is the factor of correction of the authorship position for each publication k ($f_k = 1$ when first or last author; $f_k = 0,8$ when second or penultimate author; $f_k = 0,3$ when in any other position);

OR

A.1.b. Publication of, at least, 4 articles in Q1 journals, with at least 2 as first or last author, in the previous 5 years.

A.2. Recognition by the scientific community:

A.2.a. Number of citations (*ISI Web of Knowledge*) higher or equal to 150;

OR

A.2.b. H factor (*ISI Web of Knowledge*) higher or equal to 5.

- 8.2. The decision of exclusion on absolute merit is notified to the candidates, by email, for the purpose of holding the hearing of the interested parties.
- 8.3. Once the deadline for the exercise of the right of hearing the interested parties has expired, the jury analyses the allegations presented and, if it keeps the exclusion decision, notifies the excluded candidates by email with delivery receipt, subsequently beginning the application of the selection methods to the admitted candidates.
9. **Method(s) and evaluation criteria:** The selection methods to be applied within the scope of this tender procedure consist of the Scientific and Curricular Path Assessment (SCPA), with a weighting of 90%, and the Interview (INT), which is exclusively intended to clarify aspects related to the results of the candidates' research, with a weighting of 10%.

All candidates approved on absolute merit are subjected to the scientific and curricular path assessment, to be carried out according to the criteria and weights defined in point 9.3. However, only the 4 candidates approved and best positioned in the ranking/ordering resulting from the scientific and curricular path assessment will be admitted to the Interview and ranked/ordered in it.

- 9.1. The evaluation of the Scientific and Curricular Path Assessment (SCPA) focuses on the relevance, quality and timeliness:
- a) of the scientific, technological, cultural or artistic production of the last five years considered most relevant by the candidate for the area of recruitment, and applied research activities, or based on practice, considered to have the greatest impact by the candidate for the area of recruitment, with a minimum weight of 80%;
 - b) of the activities of extension and dissemination of knowledge, namely in the context of the promotion of the cultural and scientific practices considered most relevant by the candidate, and activities for the management of science, technology and innovation programs, or experience in observation and monitoring of the scientific and technological system, with a maximum weight of 20%
- 9.2. The five-year period mentioned in the preceding paragraph may be increased by the jury, if requested by the candidate, and when justified on grounds of suspension of the scientific activity for socially protected reasons, such as parental leave, prolonged serious illness, and other situations of unavailability for work that are legally protected.
- 9.3. In the SCPA the following parameters and evaluation criteria will be considered, with their respective weightings:

STP – Scientific and Technological Production, with a weighting of 80%:

Corresponds to the assessment of the scientific and technological productivity, to be appreciated through the following subfactors:

- STP1: Quantity of scientific or technological production (number of papers published in international scientific peer-reviewed journals, including review papers, book editing, book chapters, communications in congresses, etc.);
- STP2: Quality of the scientific or technological production (recognition that is given by the scientific community, translated in the quality of the publication sites, in the impact of that scientific production and in the citations that are made by other authors);
- STP3: Intellectual Property (authorship and co-authorship of patents and/or utility models and records/registration of ownership of intellectual property rights).

Each subfactor will be assessed through the following parameters:

STP = up to 100 points: Scientific and technological production in the area in which the tender procedure is opened;

STP = up to 70 points: Scientific and technological production in related areas;

STP = up to 30 points: Scientific and technological production in other areas.

The classification in the STP criteria will be obtained through the following formula: $STP = 0,45STP1 + 0,45STP2 + 0,1STP3$.

EMA – Extension and Management Activities, with a weighting of 20%:

Corresponds to the assessment of the extension and management activities developed, to be appreciated through the following subfactors:

- EMA1: Evidence of experience in preparing, reviewing, editing, managing and submitting scientific projects and grant proposals at the international level;

- EMA2: Funding secured at the national and international level for scientific and technological activities;

- EMA3: Activities of science and technology dissemination (organization/participation in scientific events/initiatives of scientific and technological dissemination: congresses, conferences, lectures, seminars, among others).

Each subfactor will be assessed through the following parameters:

EMA = up to 100 points: Extension and management activities in the area in which the tender procedure is opened;

EMA = up to 70 points: Extension and management activities in related areas;

EMA = up to 30 points: Extension and management activities in other areas; and

EMA = 0 points: No extension and management activities.

The classification in the EMA criteria will be obtained through the following formula: $EMA = 0,6EMA1 + 0,2EMA2 + 0,2EMA3$.

The final classification of the SCPA is obtained by the following formula: **$SCPA = 0,8STP + 0,2EMA$** .

- 9.4. The Interview (INT), with a duration of 20 minutes, will be classified on a numerical scale from 0 to 100 points, applying the following parameters and evaluation criteria, with the respective weightings, and the final classification of the INT is obtained by applying the following formula: **$INT = 0,1CM + 0,5RSW + 0,2MSP + 0,1OC + 0,1FEN$** :

CM – Candidate's Motivation, with a weighting of 10%:

Corresponds to the evaluation of the candidate's level of motivation to perform the activities to be provided/developed in the project: CM = up to 100 points.

RSW – Relevance of the Scientific Writing experience, with a weighting of 50%:

Corresponds to the evaluation of the experience demonstrated by the candidate in the scientific writing of research projects and applications for competitive funding (at the national and international level): RSW = up to 100 points.

MSP – Experience in the management and submission of scientific projects, with a weighting of 20%:

Corresponds to the evaluation of the experience demonstrated by the candidate in the management of all relevant aspects of scientific projects submission, including ethical and institutional approvals and financial planning: MSP = up to 100 points.

OC – Oral Communication, with a weighting of 10%:

Corresponds to the evaluation of the candidate's oral communication skills/capability: OC = up to 100 points.

FEN – Fluency in English, with a weighting of 10%:

Corresponds to the evaluation of the candidate's fluency in the English language: FEN = up to 100 points.

- 9.5. Candidates who have scored less than 60 points in the Scientific and Curricular Path Assessment (SCPA) are considered excluded from the tender procedure and the subsequent selection method, namely the INT, will not be applied to them, as well as candidates who, although approved in the SCPA, are not included in

the tranche used for the purposes of the INT, as referred to in point 9., and candidates who do not attend the INT or withdraw from the tender procedure are also considered excluded from the tender procedure.

- 9.6. The valuation of the evaluation parameters is expressed on a numerical scale from 0 to 100 points.
- 9.7. The classification of each candidate is obtained by the average of the classifications of each one of the members of the jury. In case of a draw, the president of the jury will make a final decision to untie the applicants.
10. **Order of candidates:** The order of the candidates must be based on the evaluation made according to the evaluation criteria described in this notice.
 - 10.1. After completion of the application of the evaluation criteria, the jury will draw up an orderly list of successful candidates with their respective classification.
 - 10.2. The final classification of the candidates is expressed on a numerical scale from 0 to 100 points, with the classification being obtained through a weighted average.
11. **Participation of interested parties and decision:** The final ordering is notified to the candidates, by email with receipt of delivery of the notification, allowing them to pronounce for the purpose of preliminary hearing of the interested parties, pursuant to article 121 and following of the Code of the Administrative Procedure, applying, with the necessary adaptations, the provisions of article 31 of the RPI-UM.
 - 11.1. After the hearing of the interested parties, the jury analyses the allegations presented and approves the final ordering list of the successful candidates. Within 90 days, from the deadline for submission of the applications, the final decisions of the jury are given.
 - 11.2. The period referred to in the previous number may be extended when the high number of candidates and/or the special complexity of the competition justifies it.
 - 11.3. The final decision of the jury is approved by the Rector of Universidade do Minho, who also decides on the hiring.
12. **Publication of results:** The list of admitted and excluded candidates, as well as the final ranking list of the successful candidates, are published on Universidade do Minho's website, and the candidates are notified by email with receipt of delivery of the notification.
13. The present tender is exclusively designated to fill the indicated vacancies and may be terminated up to the homologation of the final ranking list of candidates, expiring with the respective occupation of the job on offer.
14. The present notice was approved by the jury of the tender procedure at its meeting on 27/06/2024, according to the approved minute of the said meeting.
15. **Non-discrimination and equal access policy:** Universidade do Minho actively promotes a policy of non-discrimination and equal access, so that no candidate may be privileged, benefited, harmed or deprived of any right or exempt from any duty due, namely, to ancestry, age, sex, sexual orientation, marital status, family status, economic situation, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and trade union membership.
 - 15.1. Pursuant to section h) of article 9 of the Constitution of the Portuguese Republic, the Public Administration, as an employer, actively promotes a policy of equal opportunities for men and women in accessing employment and professional advancement, scrupulously any form of discrimination.

The Rector, Professor Rui Vieira de Castro.

ANNEX

REQUEST

To the Rector of Universidade do Minho

Name (...), born on (date of birth...), VAT no. (...), identification card no. (...), address (...), Postal code (...), with the Mobile Phone no. (...), email address (...), holder of a PhD degree in (...), hereby requests that you kindly accept my application for the international competition for recruitment in the form of an uncertain term contract, under the Labour Code and Decree-Law No. 57/2016, of August 29th, as amended by Law no. 57/2017, of July 19^o, and the "*Regulamento da Carreira, Recrutamento, Contratação e Avaliação do Desempenho do Pessoal Investigador em Regime de Direito Privado da UMinho*", amended and republished by the Normative Order no. 10353/2022, published in Diário da República, 2nd Series, no. 163, of August 24th, of 1 (one) doctoral researcher position equivalent to the category of Assistant Researcher under private law, in the scientific area of Health Sciences, according to the notice published in the Diário da República no. __, 2nd series, of __/__/__, with the Ref._____.

I declare that the elements e facts contained in this application and request are true.

I also declare that I agree to receive by email the communications and notifications resulting from the present selection tender procedure.

I consent that the personal data described above are collected by the University of Minho for the purpose of managing the administrative procedures necessary for the analysis and publication of the application results, processing of requests submitted by the candidate to UMinho, internal administrative processes of a financial nature, creation of electronics personal identity and statistical reporting.

Find attached the following documents: xxx

(Place and date)

(Signature)