

## Notice of Public Competition for the Allocation of Doctoral Research Scholarships

The CHRC - Comprehensive Health Research Centre (NMS|FCMUNL, NNSPH, UÉ, LIGMH, HSEIT), (UIDP/04923/2020), through its partner institution, NOVA National School of Public Health |NOVA Lisbon University hereby releases the competition to award **2 (two) research scholarships**, hereinafter referred to as Doctoral Research Scholarships, in the area of Health Sciences - Public Health, Nursing, Health and Sports Technologies, Rehabilitation and Well-being, under the Regulation of the FCT (RBI) and the Research Scholars' Statute (EBI).

The doctoral research scholarships will be funded by the Science and Technology Foundation (FCT) under the Protocol of Cooperation for the Financing of the Multi-annual Plan for Research Scholarships for PhD Students celebrated between the FCT and the CHRC R&D Unit - Comprehensive Health Research Centre, (UIDP/04923/2020).

### 1. APPLICATION

The contest is open between 9 and 30 June 2020, midnight (Lisbon time).

The applications and all supporting documents to the application referred to in this Notice of Public Competition must be sent/submitted to [msofia@ensp.unl.pt](mailto:msofia@ensp.unl.pt);

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

Giving false information or any act of plagiarism on the part of the applicant is grounds for cancellation of the application, without prejudice to any other sanctionary measures.

### 2. TYPE AND LENGTH OF RESEARCH SCHOLARSHIPS

The doctoral research scholarships are intended to support the implementation of research activities, by the scholar, leading to the attainment of the academic degree of Doctor in the Universities that comprise the consortium, established in order to develop the [Doctoral Programme in Global Public Health](#) (the Doctoral degree programme is offered through a consortium established by 4 national public health institutes, NNSPH, NMS, IHMT-NOVA", "FM-UP").

The research leading to the attainment of the PhD will be held at the NOVA National School of Public Health (NNSPH), which will be the scholar's host institution, without prejudice to the work they may carry out in a collaboration between more than one institution.

The research activities leading to the selected scholars attaining the academic doctoral degree should fit in to the CHRC activities and strategy plan of the

Comprehensive-Health Research Centre (ENSP|UNL), and should be developed within the framework of the Doctoral Programme in Global Health. The work will take place in the institutions participating in the consortium (NNSPH, NMS, IHMT, FMUP). The work will take place in part, at a national and international institution (scholarship in the country or a mixed scholarship, respectively).

The duration of the scholarship is, in principle, annual, renewable up to a maximum of four years (48 months), and may not be granted for a period of less than 3 consecutive months. In the case of mixed scholarships, the period of the work plans carried out at a foreign institution may not exceed 24 months.

### 3. RECIPIENTS OF THE SCHOLARSHIPS

The Doctoral research scholarships are intended for applicants who fulfil the necessary conditions to enrol in the Doctoral Program for Global Health contained in paragraph 2 of this Notice, and that they intend to carry out research activities leading to attaining the academic degree of Doctor of the NOVA National School of Public Health(NNSPH).

### 4. ELIGIBILITY

#### 4.1 Applicants' Eligibility Requirements.

The following may apply for the competition:

- Portuguese citizens, or citizens of other member States of the European Union;
- Citizens of non-EU countries;
- Stateless persons;
- Citizens with political refugee status.

To apply for the Doctoral Research Scholarships programme you need to:

- Be a master in the areas that qualify you to develop research applied to public health;
- Reside permanently and habitually in Portugal, if the work plan associated to the scholarship occurs, in part, at international institutions (mixed scholarships), a requisite which is applicable to both nationals and non-nationals.
- Not have been granted a scholarship for a PhD, or doctoral degree in a company, directly funded by the FCT, irrespective of its length.

#### 4.2 Admission Requisites for the Application

It is essential, under penalty of non-admission to the Competition, to attach to the application the documents listed below. It is necessary to write the application and all the documents involved, including letters of motivation and recommendation, in the English language.

- Identity card/citizen's card/passport details;
- Candidate's curriculum vitae with reference to the candidate's CIÊNCIAVITAE and ORCID (maximum 5 pages);
- Certificate of qualification of the academic degrees held, specifying the requirements and the final grade, and the grades received in all courses taken, or, alternatively, a declaration of honour from the applicant stating that he or she has completed a Bachelor's or Master's degree by the end of the time limit for the application;
- Recognition of academic degrees awarded by higher education institutions abroad and the registration of the conversion of their final grade to the Portuguese grading scale, or, alternatively, a declaration of honour from the applicant on how he or she obtained the foreign recognition equivalent to a Bachelor's or Master's degree, up to the end of the time limit for the application.
- Motivation letter (maximum 1 page);
- Two (2) Letters of Recommendation. Applicable only to those applicants selected for an interview, your letters will have to be received up to 48 hours prior to the interview;

In relation to the eligibility requirements mentioned above, the following should be noted:

- In the case of academic degrees awarded by foreign higher education institutions, and in such a way as to ensure the implementation of the principle of equal treatment of applicants who have foreign and domestic academic degrees, it is required for the recognition of the said degrees, the conversion of their final grade into the Portuguese grading scale.
- The recognition of foreign academic degrees and diplomas, as well as the conversion of the final grades into the Portuguese grading scale may be requested at any public higher education institute or from the Directorate-General of Higher Education (DGES, only in the case of automatic recognition). In relation to this matter, we suggest that you consult the DGES website at the following address: <http://www.dges.gov.pt>.
- Only applicants who have successfully completed the course of study leading to a Bachelor or Master's degree by the end of the application period will be admitted. If you do not yet have a certificate of completion for the course, a declaration of honour from the applicant on how you completed the qualifications required for the purposes of the contest until the end of the application period will be accepted. The awarding of the scholarship is always dependent upon the presentation of proof of ownership of the educational qualifications required for the awarding of the scholarship.

## 5. PLAN OF WORK AND SCIENTIFIC ORIENTATION OF THE SCHOLARSHIPS

The plan of work and scientific orientation of the scholarships are based on the themes of the CHRC unit, and is in line with the themes of the Doctoral Programme in Global Public Health. The 2 (two) scholarships will be awarded for any one of the 4 (four) themes below:

Subject area I – Global health, Health of Populations and Social Determinants

Subject area II – Health Policy Economics Organizational Theory and Management

Subject area III – Environmental and Occupational Health and Environmental Conditions  
Subject area IV – Research Ethics in Public Health.

## 6. EVALUATION CRITERIA AND ALLOWANCES

### 6.1 Evaluation criteria

The evaluation takes into account the merit of the candidate in the framework of his or her interest in the areas of research, and the topics of the CHRC. The evaluation process will have two compulsory steps, distinct and successive, in accordance with the following evaluation criteria (detailed in its own document), in the scientific areas relevant to the PhD.

- The first stage (S1) (scored from 0 to 20 points, and presented in decimals points), with the emphasis on the Analysis of the Curriculum (AC), and Motivation (M) for the attainment of this Doctoral degree.
- The Analysis of the Curriculum and the Motivation have a weighting of 70% and 30%, respectively, in the final evaluation of the first stage of the competition, which is expressed by the following formula:

$$S1 = AC \times 70\% + M \times 30\%$$

The Analysis of the Curriculum (AC) - scored from 0 to 20 points, and presented in decimal points - has a weighting of 70% of the final score of the first stage of the competition, and will focus on:

- (a) The Master's degree score (G): 30%
- (b) Research experience, including any presentations and publications of investigative research (I): 40%
- (c) Research project, on-going, or defined (P): 10%
- (d) Professional activities, training courses, work placement or other relevant experience (AP): 20%

The calculation of the grading of the Evaluation of the Curriculum (AC) is calculated by a weighted average of the criteria:  $C = G \times 30\% + I \times 40\% + P \times 10\% + AP \times 20\%$ .

The Motivation (M) to carry out this PhD - scored from 0 to 20, is displayed to the nearest decimal - has a weighting of 30% of the final score of the first stage of the competition.

- The first 25 applicants with the highest scores in the first stage of the competition, S1, will be admitted to the second stage (S2) with a score of 10 points or more in the first stage of the contest (S1), listed in descending order of the score - "Admission to Interview".

- In the event of a tie in the assignment of the final score of the last candidate admitted to the interview in the first stage (S1) of the competition, all the applicants with the same final scores as the last candidate in stage S1 will be admitted - "Admission to Interview".

- All Applicants with a score of less than 10 points in the first stage of the competition ("S1"), or with a score equal to or greater than 10 in the first stage of the competition (S1) but who are ranked after the 40th position will be excluded from the competition. "Excluded".

- The second step (S2) (scored from 0 to 20, and presented in decimal points), comprises the completion of a personal interview (II) of a candidate, and has a weighting of 100% of the final score of the second stage of the competition.

The final decision in the second stage of the contest, (S2) it is the final score of the Individual Interview (II), which will be the arithmetic mean of the scores for all the criteria evaluated in the II by the Panel:  $S2 =$  the Final Score of the II.

The Individual Interview (II) - scored from 0 to 20, and presented in decimal points - has a weighting of 100% in the final score of the second stage of the competition, with the emphasis on: oral presentation skills in English-10 min., which includes a brief description of personal and scientific knowledge, motivation, and availability, scientific and general knowledge, research experience and communication skills (including English language skills), and interpersonal relationships, and vocational and professional experience.

Each of these criteria will be evaluated (from 0 to 20), by the members of the Jury present in the II (of at least 3 members of the jury will be present at each of the II).

A call to the interview, together with an indication of the date and time, will be sent to the applicant, to the email address indicated at the time of the application. The interview will be conducted by video conference.

After the completion of the second stage of the contest, (S2) -the interview-, in accordance with the criteria identified above, and the established fixed limit of vacancies (12), the 4 applicants with the highest final score of S2 (II) and higher or equal to 16 (in a scale of whole numbers from 0 to 20 points) will be placed - "Approved - Placed".

- Applicants with a final score of S2 (II) higher than or equal to 16, but ranked lower than 12th position will be considered to be substitutes - "Approved - Not Placed". The approved applicants - not placed (substitutes) who meet the criteria will automatically be placed in descending order of the final scores in S2, and (II) in the case of subsequent withdrawals of the approved applicants - are placed prior to the start of the Doctoral programme or, in the case of approved applicants who are placed and do not carry out the registration and / or enrolment in the PhD programme within the time limits laid down for the purpose of this Public Notice.

- Applicants with a final score of S2 (II) lower than 16 will be automatically deleted - "Excluded".

For the purposes of a tie-breaker in the final rankings in S2, (II) the order of applicants will be carried out on the basis of the ratings assigned to each of the evaluation criteria in the following order of precedence: (i) motivation and availability (ii) research experience; and (iii) the ability to communicate and relate to others.

Important notice to applicants with qualifications issued by foreign higher education institutions:

- Applicants with diplomas awarded by foreign higher education institutes are eligible to apply and will be evaluated using the same criteria as those applicants with degrees issued

by institutions in Portugal, provided that they submit with their application, proof of the recognition of academic qualifications, and the conversion of the academic degrees into the Portuguese grading scale under the terms of the applicable legislation.

- Applicants with foreign qualifications who do not submit a proof of the conversion of the final scores to the rating scale and the Portuguese will be evaluated with the minimum score (12 points) in the standard (AC.a).
- In all cases, the grant contracts with the applicants with diplomas issued by foreign universities are only awarded upon presentation of proof of the recognition of academic qualifications, and the conversion of the final score, as described above.
- Applicants whose application is evaluated with a final mark of less than sixteen (16) points are not eligible for the scholarship.

## 7. EVALUATION

The applicants' evaluation panel is made up of the following members:

President of the jury:

- Professor Henrique de Barros, PhD (ISPUP/FMUP)

Voting members

- Alexandre Abrantes (NNSPH)
- Maria do Rosário Oliveira Martins (IHMT – NOVA)
- José Miguel Caldas de Almeida (FCM/NMS – NOVA)

Stand-ins

- Sónia Dias (NNSPH)
- Carla Lopes (ISPUP/FMUP)

The evaluation panel will evaluate the applications in accordance with the evaluation criteria contained in the present Notice of Public Competition for the Allocation of Doctoral Research Scholarship, considering the evaluation details.

All of the members of the panel, including the coordinator, undertake the commitment to adhere to a set of responsibilities that are essential to the evaluation process, such as the duty of impartiality, the declaration of any potential conflicts of interest, and confidentiality. At all times during the evaluation process, confidentiality is completely protected and secured in order to guarantee the independence of all the expert opinions produced.

The members of the panel, including the coordinator, cannot be supervisors or joint coordinators of applicants who have submitted applications to the competition, and must, in this case, be substituted, by an alternative member.

For every application, a listing of the final evaluation will be produced by the panel which, in a clear, coherent, and consistent way, will contain the arguments that lead to the grades that are

assigned to each of the criteria and sub-criteria of the Evaluation.

Following the meeting of the review panel, a record of accountability will be produced for all of its members.

#### PUBLICATION OF THE RESULTS

The results of the evaluation will be communicated via e-mail to the e-mail address used by the applicant for delivery of the application indicated in the application form.

#### 8. DEADLINES AND PROCEDURES OF A PRELIMINARY HEARING, COMPLAINT AND APPEAL

After the communication of the provisional evaluation results, the applicants have 10 business days, if they wish to do so, to comment in the context of a prior hearing of interested parties, in accordance with articles 121 and following of the Code of Administrative Procedure.

The final decision will be rendered after a review of the applications presented in the context of a prior interview of the interested parties. A complaint of the final decision may be submitted within fifteen (15) business days, or, alternatively, commence proceedings within a period of 30 days, both from the date of notification. Applicants who choose to submit a complaint should direct their statement to a member of the Board of Directors of the FCT with delegation of those powers. Applicants who wish to appeal should contact the Board of Directors of the FCT.

#### 9. SCHOLARSHIP AWARD REQUIREMENTS

The research scholarship contracts are awarded directly by the FCT.

The following documents must be submitted at the time of any scholarship awards, for the purposes of undertaking a contract:

- (a) Copy of civil identification, taxation, and, if applicable, security social<sup>1</sup> document(s);
- (b) Copy of the certificates of the academic qualifications held;
- (c) Submission of the record of the recognition of foreign academic degrees, and the conversion of their final grades in the Portuguese grading scale, if applicable;
- (d) Certificate of registration and / or enrolment in the Doctoral Programs as identified in this Notice;
- (e) Statement(s) of the supervisor(s) who will assume the responsibility for the supervision of the work plan, in accordance with article 5 of the Research Scholars' Statute (draft of the statement to be made available by FCT);
- (f) Document proving that the applicant has been accepted by the institution where the research activities will take place, thus ensuring the necessary conditions conducive to their good development, as well as the fulfilment of the obligations laid down in article 13 of the Research Scholars' Statute (draft of the statement to be made available by FCT);
- (g) Up-to-date document of proof of compliance with the regime of exclusive dedication, (draft of the statement to be made available by FCT).

The awarding of the grant is further dependent on:

- compliance with the requirements set out in this Notice of Release

- the results of the scientific evaluation
- the non-existence of unjustified noncompliance with the scholarship obligations under the prior agreement of a scholarship, either directly or indirectly funded by the FCT.
- the availability of the FCT budget

Failure to deliver any of the documents that are required for the completion of the scholarship contract procedure within a period of 6 months from the date of notification of the decision of conditional approval of the grant implies the expiry of the conditional awarding of the scholarship and the termination of the process.

## 10. FUNDING

Payment of the scholarship will take place after the return, by the applicant, of the signed contract, which is expected to occur within a maximum period of 15 days from the date of its receipt.

The grants awarded under this competition will be financed by the FCT with funds from the State Budget, and, when eligible, with funding from the European Social Fund to be made available under PORTUGAL 2020, in particular through the Regional Operational Programme for the North (NORTH 2020), the Regional Operational Programme for the Centre (Centre 2020), and the Regional Operational Programme of Alentejo (Alentejo 2020), according to the rules laid down for that purpose.

## 11. RESEARCH SCHOLARSHIP GRANT COMPONENTS

The scholarship grant is awarded to scholars as a monthly allowance for maintenance in accordance with the table set out in Annex I of the RBI.

The scholarship grant may also include other components, under the terms set out in section 18 of the RBI, and the values set out in Annex II.

All of the grant recipients shall be beneficiaries of a personal accident insurance policy covering the activities of the research, paid for by the FCT.

Scholars that are not covered by any social protection scheme can exercise their right to social security by adhering to the voluntary social security regime under the terms of the Contributory Schemes of the Social Welfare and Social Security Regime Code, with the FCT meeting the remaining costs resulting from the contribution in accordance with the provisions of article 10 of the EBI.

## 12. RESEARCH GRANT PAYMENT DETAIL

The amounts payable to the scholar shall be made by wire transfer to the account provided by him/her.

The payments for registration, tuition or course fees are paid by the FCT directly to the national institution where the scholar is enrolled or registered on the PhD course.

## 13. TERMS AND CONDITIONS FOR THE RENEWAL OF THE SCHOLARSHIP

The renewal is always dependent on a request by the scholar, within 60 working days, prior to the commencement date of the renewal, accompanied by the following documents:

- (a) the opinions issued by the supervisor(s) and from the host entity(ies) on the monitoring of the scholar's work, and the evaluation of their activities.
- (b) up-to-date document proving the compliance with the regime of exclusive dedication;
- (c) the document showing the renewal of the registration in the cycle of studies leading to the doctor of philosophy degree.

#### 14. INFORMATION AND PUBLICITY OF THE AWARDED FUNDING

In all of the R&D activities directly or indirectly funded by the grant, and in particular, in all its communications, publications, and science creations, as well as theses, undertaken with the funding provided by the scholarship, the financial support from FCT and the European Social Fund should be expressly acknowledged, in particular through the Regional Operational Programme for the North (NORTH 2020), the Regional Operational Programme for the Centre (Centre 2020), and the Regional Operational Programme of Alentejo (Alentejo 2020) For this purpose, the flag of the MCTES, FSE and UE, must be recorded in the documents relating to these actions in accordance with the graphic standards of each programme.

The publication of the results of the research funded under the RBI must abide by the rules of open access to data, publications, and other results of the research in force at the FCT.

All of the grants, and, in particular, in the case of actions supported by EU funding, notably from the European Social Fund, there may be follow-up and control activities carried out by national and EU organizations according to applicable legislation in this area, and funded scholars are bound by the requirement of collaboration, and the provision of the information requested, which includes the completion of surveys and evaluation studies in this area, even if the grant has ended.

#### 15. THE NON-DISCRIMINATION AND EQUALITY OF ACCESS POLICY

The FCT promotes a policy of non-discrimination and equality of access, so that no candidate shall be privileged, favoured, prejudiced, or deprived of any right or exempted from any duty on the grounds of, namely, ancestry, age, sex, gender, sexual orientation, marital status, family status, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and trade union membership.

#### 16. APPLICABLE LEGISLATION AND REGULATIONS

The Competition shall be governed by the official announcement, by the Regulations of the Research Scholarships of the FCT, which was approved by the Regulation on the 950/2019, published in the II Series of the *Diário da República* newspaper on the 16th of December 2019, by the Research Scholars' Statute, approved by Law no. 40/2004, of 18 August, in the version currently in force, and by any other applicable national legislation and European Community

legislation.