



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

CTTI-PI-46/23-CIPSI(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 Normative Order no. 15/2021, published in *Diário da República*, 2nd series, no. 115, of June 16th, makes it known that, for a period of 10 (ten) 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 management and communication in science and technology activities in the scientific area of Psychology, within the scope of the Pluriannual Funding for R&D Units, ref.UID/01662/2020, financed through national funding by the *Fundação para a Ciência e a Tecnologia* – FCT I.P, with a view to the development and management of R&D activities, namely: to participate in the development and execution of R&D projects of the Research Centre in Psychology; monitor the work carried out within the scope of the projects developed in the research centre; collaborate in the development of training actions within the scope of the R&D methodology; collaborate in teaching and participate in the institution's training programs; perform the functions that they have been elected or appointed to in the bodies of the institution to which they belong to.

1. **Applicable Legislation:** This tender, open by Decree of 03/10/2023, by 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, and other applicable laws and regulations.
2. **Place of Work:** The work placement is located at University of Minho.
3. **Monthly salary:** The salary to be attributed is 3.327,76€, corresponding to the remuneration level 23 included in the annex 1 of the RPI-UM.
4. **Eligibility Criteria:** Any national, foreign and stateless candidates who hold a doctoral degree in in the field of knowledge / specialty that shows 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) proven experience in the scientific area of this international selection tender of at least 6 years;
 - b) Proven experience in science management activities in the scientific area of the selection tender (including management of applications for national and international funding sources, technical and financial management of R&D projects and multi-year funding, human resources recruitment processes, public procurement processes and service provision, monitoring of scientific productivity indicators);
 - c) Proven experience in research activities in the scientific area of the selection tender (including scientific production, attracting competitive funding, participation in scientific governance bodies, participation in scientific evaluation panels).
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 certificate or diploma degree;
 - b) detailed *curriculum vitae* structured in accordance with point 9;
 - c) proof of professional experience;
 - d) copy of the 5 most relevant publications;
 - e) other relevant documents for the evaluation of qualification in the related scientific area;
 - f) 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 **scientific.employment@psi.uminho.pt**, until the deadline for submission of applications established in this notice, indicating in subject “Ref. CTTI-PI-46/23-CIPSI(1)”.
- 5.3. Failure to comply with the deadline for submitting the application, such as failure to submit or late submission of the application referred to in point 5 and the documents referred to in points a) to c) 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 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 Mário Miguel Machado Osório Gonçalves, Full Professor of the Applied Psychology Department of the School of Psychology of University of Minho;
- Other members:
- Doctor Pedro José Sales Luís Fonseca Rosário, Full Professor of the Applied Psychology Department of the School of Psychology of University of Minho;
- Doctor Maria Graça Pereira Alves, Associate Professor of the Applied Psychology Department of the School of Psychology of 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 following requirements:
- a) PhD in Psychology or related areas;
 - b) Proven experience of at least 1 (one) year in science and technology management activities in the scientific area of the selection tender;
 - c) Proven experience in designing, attracting competitive funding, developing and executing scientific research projects in the scientific area of the selection tender (i.e. Principal Investigator of funded R&D Project(s));
 - d) Publication of at least 15 (fifteen) articles - at least 5 (five) in the last 5 years - within the scope of the scientific area of the selection tender; publications that do not fall within the scientific area of the selection tender, or that are not indexed in SCImago/Scopus (or Web of Science equivalent), will not be considered.
- 8.2. The decision of exclusion on absolute merit is notified to the candidates, by email, for the purpose of holding the hearing of 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 method consists of a Scientific and Curricular Path Assessment (SCPA) and an Interview weighing 10% of the final classification.

All candidates, approved on absolute merit, are subjected to the evaluation of the scientific and curricular path to be carried out according to the criteria and weights defined in points 9.3. and 9.4. However, only the 4 candidates approved and best positioned in the ranking resulting from the evaluation of the scientific and curricular path will be admitted to the Interview.

- 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 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 evaluation of the Scientific and Curricular Path Assessment (SCPA) the following parameters and evaluation criteria are considered with the respective weights:

STP – Scientific and Technological Production;

REMA – Extension and Management Activities.

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

STP – Scientific and Technological Production, with a weight of 80% in the final classification comprises the following parameters:

- a) **Scientific Production (SP)** corresponds to 70% of the STP weighting and concerns the evaluation of scientific and technological production over the last five years. STP contemplates the intrinsic quality and quantity of scientific production (articles published in Scopus and/ or Web of Science and communications at international conferences and congresses), as well as the recognition given to it by the scientific community (translated into the impact of this scientific production and the citations made by other authors), obtained by the formula $0.6 VA + 0.4 VRAP$:

AV - corresponds to the absolute valuation (quantitative evaluation) of scientific production: in the scientific area of the selection tender, VA = up to 100 points; in related areas, VA = up to 60 points; in other areas, VA = 0 points.

RV - corresponds to the relative valuation (qualitative assessment) of the 5 most relevant publications selected by the candidate, RV = up to 100 points.

- b) **Coordination of Scientific Projects (CSP)**, corresponds to 30% of the weighting of the SP and considers the coordination of R&D projects, as well as the supervision/co-supervision of master's and doctoral theses, and the results obtained in them, with relevance to the quantity and impact of results: Activities in the scientific area of the selection tender, CSP = up to 100 points; activities in related areas, CSP= up to 60 points; activities in other areas, CSP = up to 20 points.

REMA– Extension and Management Activities, with a weight of 20%, corresponds to the evaluation of extension and management activities developed in the last five years, particularly with regard to participation in science management activities, including experience in submitting applications to national and international funding sources, management of R&D projects and

multi-year funding, human resources recruitment processes, public contracting and service provision processes, monitoring of scientific productivity indicators, and dissemination of knowledge, including conferences, symposiums and scientific cooperation activities. Activities relevant to the scientific area of the selection tender, AEG = up to 100 points; activities relevant to related areas, AEG = up to 60 points; activities in other areas, AEG = up to 20 points.

- 9.4. The Interview (INT), with the duration of 20 minutes, will be classified on a numerical scale from 0 to 100 points, applying the following parameters and criteria evaluation, represented in the formula: **INT = 0,4 STK + 0,3 MTV + 0.3 GE:**

STK – Scientific and technical knowledge;

MTV – Candidate’s motivation;

EG – Global Evaluation.

- 9.5. Candidates with an absolute merit score lower than 70 points in one of the methods, the following method, not being applied to them, as well as candidates who have not attended, have given up on them or, although approved, have not been included in the tranches used.
- 9.6. The valuation of the evaluation parameters is expressed on the 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 Chairman 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 in the numerical scale of 0 to 100 points; 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 Administrative Procedure, applying, with the necessary adaptations, the provisions of article 31 of the Regulation.
- 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 jobs on offer.
14. The present announcement was approved by the jury of the tender at its meeting on 04/10/2023, according to the approved minutes 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 (...), birthdate (...), VAT no. (...), identification card no. (...), address (...), Postal code (...), Mobile Phone no. (...), email address (...), holder of a 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 19th 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 [redacted] doctoral positions [redacted] (category) in the scientific area of [redacted], according to a notice published in the Diário da República no. __, 2nd series, of __/__/__, with ref. _____.

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

Find attached the following documents: xxx

(Place and date)

(Signature)