



**PUBLIC NOTICE/0009/2023**

**Public Notice of Call for Applications for PhD Research Scholarships**

The Center for Interdisciplinary Research in Health (CIIS) of the Universidade Católica Portuguesa (UCP) hereby announces the opening of a call for applications for 1 (one) research scholarship, hereinafter referred to as **Ph.D. Research Scholarship, in Nursing**, under the FCT Research Grant Regulation (RBI) and the Research Grant Holder Statute (EBI).

The grant will be financed by the Fundação para a Ciência e Tecnologia (FCT) under the Collaboration Protocol for the Pluriannual Financing Plan for Doctoral Degree Students Research Scholarships, signed between FCT and the Center for Interdisciplinary Research in Health (CIIS), R&D Unit No. 4279.

**1. SUBMISSION OF APPLICATIONS**

The call for applications shall be open from **February 15<sup>th</sup> 2023 until March 1<sup>st</sup> 2023** (5 pm - Lisbon time).

Applications and their respective supporting documentation, stipulated in the present Public Notice of Call for Applications, must be submitted via email to [saude.sede@ucp.pt](mailto:saude.sede@ucp.pt)

Candidates may submit one application only. Submission of more than one application will result in the annulment of all applications.

False statements or plagiarism on the part of candidate are grounds for annulment of the application, without prejudice to any other punitive measures.

**2. TYPE AND DURATION OF SCHOLARSHIPS**

Doctoral Research Scholarships are intended to finance students' PhD research, leading to the attainment of a PhD degree, in Portuguese universities.

The research activities leading to a PhD degree shall take place at the Center for Interdisciplinary Research in Health (CIIS), R&D Unit No. 4279, which will be the scholarship recipient's host institution, without prejudice to any other work undertaken in collaboration with one or more institutions.

The research will be carried out in Lisbon and/or Porto, at one of the research infrastructures of the Center for Interdisciplinary Research in Health (CIIS), under the supervision of an ICS professor, who should also be an integrated researcher at CIIS.

The research activities leading to the academic degree of Doctor of the selected scholarship holder must be framed in the plan of activities and strategy of the Center for Interdisciplinary Research in Health (CIIS), R&D Unit No. 4279, and must be developed within the scope of the Ph.D. Program in Nursing at the



Universidade Católica Portuguesa, in one or more of the following areas: health problems of the most vulnerable populations, especially those affected by chronic diseases, permanent disability, social exclusion and poverty; Development of intervention models that promote the integral health of patients and families: healthy behavior, health surveillance, adherence and management of therapeutic regimens, reduction of risks, suffering relief; promote the effective management of information related to health, care delivery and health services, taking into account the common good and patient safety; Contribute to innovation in the training of health professionals, aiming at ethical care, social commitment, and the sustainability of health services.

As a rule, this annual scholarship is renewable for a maximum period of three years (36 months). Scholarships cannot be awarded for periods of less than three consecutive months.

In the case of a mixed scholarship, the period stipulated by the work plan to be hosted by a non-Portuguese institution cannot be greater than 24 months.

### 3. SCHOLARSHIP RECIPIENTS

The Ph.D. Research Scholarship is awarded to candidates who are either enrolled or who meet the requirements to enrol in the Doctoral Programme detailed in Article 2 of the present Public Notice and who furthermore seek to develop research leading to the academic degree of Doctor at the Center for Interdisciplinary Health Research (CIIS), R&D Unit no. 4279, or in host institutions associated with it.

### 4. ELIGIBILITY

#### 4.1 Candidate Eligibility Requirements

The following are eligible to apply:

- Portuguese citizens or citizens of other European Union member States;
- Citizens from other States;
- Stateless persons;
- Citizens holding political refugee status.

To apply for a Ph.D. Research Scholarship, applicants must:

- Hold a Bachelor's or Master's degree in Nursing, in other healthcare disciplines, and in other areas of Health or Education or other related areas;
- Reside in Portugal on a permanent and regular basis, at the time the work plan is due to begin abroad, whenever the work plan associated with the scholarship takes place partially or in totality in international institutions (for mixed scholarships). This requirement is applicable to both national and international candidates;
- previously not been the recipient of a doctoral scholarship or an in-company doctoral degree financed by FCT, regardless of its length;



- Not hold a Doctoral degree.

#### 4.2 Application Eligibility Requirements

The following documents, without exception, must be included in the application, under penalty of exclusion from the call for applications:

- The details stated on the identity card, citizen's card, or passport;
- *Curriculum vitae* of the candidate;
- Qualification certificates of the academic degrees held, specifying the final classification and, whenever possible, the marks received for each subject studied., Alternatively, should candidates be unable to access their undergraduate or Master's degree certificate by the application deadline, a declaration upon honour that the candidate completed their undergraduate or Master's degree studies prior to the application deadline;
- Registration of the recognition of academic degrees awarded by foreign higher education institutions, which must, without fail, be accompanied by a record of the conversion of the respective final classification to the scale applied in the Portuguese classification system. Alternatively, a declaration upon honour that the candidate completed the international equivalent to an undergraduate or Master's degree up until the end of the application period;
- Letter of motivation;
- Preliminary Ph.D. project proposal within the scope of the objectives of the Nursing Research Platform (up to 2000 words);
- Curriculum or curricula of the advisor(s) (not a mandatory document).

As regards the aforementioned eligibility requirements, the following should be noted:

- in the case of academic qualifications awarded by non-Portuguese higher education institutions, and in order to ensure the principle of equal treatment of candidates with national and non-national academic degrees, the recognition of all academic qualifications and the conversion of their final classification grades to the Portuguese classification scale is mandatory.

The recognition of non-Portuguese academic titles and diplomas, as well as the conversion of final classifications to the Portuguese classification scale may be requested at any public higher education institution or from DGES – the General Directorate of Higher Education (only for requests for automatic recognition). On this matter, candidates are advised to consult the DGES website at the following address: <https://www.dges.gov.pt/en>.

- Candidates will only be considered if they have completed the cycle of studies leading to undergraduate or Master's degrees by the deadline of the call for applications. Should they not have the certificates testifying to attaining the necessary qualifications for the submission of their applications by this deadline, then a



declaration upon honour shall be provisionally accepted. However, the awarding of the scholarship shall remain contingent on the submission of the certificates attesting to the attainment of the required academic qualifications during the contractual process.

## 5. WORK PLAN AND SCIENTIFIC SUPERVISION OF SCHOLARSHIP HOLDERS

The scholarship holder's work plan must be developed within the scope of the Nursing Research Platform. It can also be developed in collaboration with other platforms of the Center for Interdisciplinary Research in Health (CIIS). The work plan should be included in the area of Nursing, more specifically, in one or more of the following research areas: health problems of the most vulnerable populations, especially those affected by chronic diseases, permanent disability, social exclusion and poverty; Development of intervention models that promote the integral health of patients and families: healthy behavior, health surveillance, adherence and management of therapeutic regimens, reduction of risks, suffering relief; promote the effective management of information related to health, care delivery and health services, taking into account the common good and patient safety; Contribute to innovation in the training of health professionals, aiming at ethical care, social commitment and the sustainability of health services.

## 6. ASSESSMENT CRITERIA AND BONIFICATIONS

### 6.1 Assessment Criteria

The assessment considers the academic merit of the candidate and the potential of each candidate (as expressed in the letter of motivation, in the preliminary PhD project, and the interview).

Applications considered admissible will be scored on a scale of 1 to 20 in each of the following assessment criteria:

- **Criterion A-** Candidate merit, with a weighting of 55%.
  - Subcriterion A1— Relevance and excellence of academic training, with a weighting of 50%.
  - Subcriterion A2—Personal curriculum and other relevant experiences, with a weighting of 40%.
  - Subcriterion A3—Motivation letter, with a weighting of 10%.

The score for Subcriterion A1 is calculated based on the final grades contained in the academic degree certificates presented by the candidate in the application form: i) Bachelor's + Master's / Integrated Master's; ii) Bachelor's Degree, being:

- i. Bachelor's + Master's / Integrated Master's.

The candidate's ranking will be obtained by the formula:



$$\textit{Criterion A} = (A1 \times 0.5) + (A2 \times 0.4) + (A3 \times 0.1)$$

In calculating the simple arithmetic average between the degree grade and the master's grade, the grades on the degree certificates will be considered.

- ii. Bachelor's Degree with a final grade equal to or greater than 16 points.

The candidate's ranking will be obtained by the formula:

$$\textit{Criterion A} = (A1 \times 0.5) + (A2 \times 0.4) + (A3 \times 0.1)$$

A bachelor's degree with a final classification of fewer than 16 values.

The candidate's ranking will be obtained by the formula:

$$\textit{Criterion A} = (A1 \times 0.45) + (A2 \times 0.45) + (A3 \times 0.1)$$

- **Criterion B**- Merit of the Work Program, with a weighting of 45%.
  - Subcriterion B1— Ph.D. preliminary project, with a weighting of 60%.
  - Subcriterion B2 — Interview, with a weighting of 30%.
  - Subcriterion B3 — Advisor Experience, with a weighting of 10%.

The candidate's ranking will be obtained by the formula:

$$\textit{Criterion B} = (B1 \times 0.6) + (B2 \times 0.3) + (B3 \times 0.1)$$

For the purposes of the scholarship award decision, candidates are ranked based on the weighted classification obtained in each of the two criteria, as set out in the following formula:

$$\textit{Final Classification} = (0.55 \times A) + (0.45 \times B)$$

For tie-breaking purposes, candidates will be ranked based on the classifications assigned to each of the evaluation sub-criteria in the following order of precedence: sub-criterion A1, sub-criterion B1, sub-criterion B2, sub-criterion A2, sub-criterion A3, sub-criterion B3.

Important advice for candidates holding diplomas issued by non-Portuguese higher education institutions:

- candidates holding diplomas issued by non-Portuguese higher education institutions may apply and be subject to the same assessment criteria as candidates holding diplomas issued by Portuguese institutions whenever their respective applications contain duly recognized academic title(s) as well as the conversion of the final classification to the Portuguese classification scale, pursuant to the terms of the applicable legislation.
- Candidates with non-national diplomas who fail to submit evidence of conversion of their final classification to the Portuguese classification scale shall be awarded the minimum classification (10 points) in sub-criterion A2.



- In all cases, scholarship contracts with candidates holding diplomas issued by non-Portuguese higher education institutions shall only be signed after submission of the recognition of their academic degrees and the conversion of their final classification as detailed above.

## 6.2 Bonifications

For candidates with a proven disability of 90% or higher, a bonification of 0.5 will be applied to the total of criterion A.

## 7. ASSESSMENT

The candidate assessment panel is composed of the following elements:

- Amélia Simões Figueiredo, CIIS — UCP (Effective Member and Panel Chair)
- Beatriz Araújo, CIIS — UCP (Effective Member)
- Maria dos Anjos Dixe (Effective Member)
- Abel Paiva e Silva (Alternate Member)
- Constança Festas (Alternate Member)

The assessment panel shall evaluate each application in accordance with the assessment criteria set out in the present Notice of Call for Applications, taking into consideration the respective assessment elements.

Every panel member, including the Chair, shall commit to respecting a set of core responsibilities in this assessment process, such as the duties of impartiality, the disclosure of any potential conflicts of interest, and confidentiality. In every stage of the assessment process, confidentiality is entirely protected and ensured, to guarantee the independence of all decisions.

If any member of the panel or its chair is responsible for the supervision of a candidate with an application submitted to this call for applications, they must declare a conflict of interest and must not assess the application, nor be present at any meeting that concerns said application, and this excuse should be registered in the minutes.

For each candidate, the panel shall produce a final assessment form that clearly, coherently, and consistently sets out the arguments leading to the classifications awarded across each of the assessment criteria and sub-criteria.

The assessment panel meetings shall be recorded in minutes that must be signed off by every serving member. The minutes and respective annexes must include the following information:

- Name and affiliation of all assessment panel members;



- Identification of any excluded applications and respective reasons;
- Methodology adopted by the panel for any special cases;
- Final assessment forms for each of the applications;
- Provisional list with the classification and ranking of candidates, in descending order of final classifications, for all applications assessed by the panel;
- Conflict of Interest statements from all panel members;
- Any cases of vote or assignment of roles by proxy on grounds of the justified absence of panel members [if applicable].

## 8. PUBLICATION OF RESULTS

Assessment results shall be communicated via e-mail and sent to the address disclosed by the candidate on their scholarship application.

## 9. DEADLINES AND PROCEDURES FOR PRIOR HEARINGS, COMPLAINTS AND APPEALS

Following the release of the provisional assessment results list, candidates have a period of ten working days in which, should they wish it, they may express their response at a prior hearing of interested parties under the terms of Articles 121 and subsequent of the Code of Administrative Procedures.

A final decision shall be issued following analysis of the responses submitted at the hearing of interested parties. The final decision may be subject to a complaint within a period of 15 working days or, alternatively, of an appeal, within a period of thirty working days, with both durations beginning on the date of the initial notification. Candidates who submit a complaint should address this to the competent member of FCT's Board of Directors (Conselho Diretivo). Candidates who mount an appeal should address this to the competent member of FCT's Board of Directors (Conselho Diretivo).

## 10. SCHOLARSHIP AWARD REQUIREMENTS

Research scholarship contracts are signed directly with the FCT.

The following documentation must be submitted should a scholarship be awarded, for the purposes of signing the respective contract:

- a) Copy of each civil and fiscal identification document and, whenever applicable, of social security<sup>2</sup>;
- b) Copy of the qualification certificates of the academic degrees held;

<sup>2</sup> The submission of these documents may be replaced, should the candidate so wish, by their in-person visit to the financing entity, which shall then record the documentation details required for the validity and execution of the contract, including the civil, fiscal and social security identification numbers, as well as the expiry date of the respective documents.



- c) Submission of records of non-Portuguese academic qualifications and conversion of the respective final classifications to the Portuguese classification scale, whenever applicable;
- d) Work plan;
- e) Document attesting to enrollment and registration in the Doctoral Degree Program in Nursing at Universidade Católica Portuguesa;
- f) Declaration from supervisor(s) expressing their acceptance of responsibility for the supervision of the work plan pursuant to Article 5-A of the Research Grant Statute (template of declaration to be provided by FCT);
- g) Document attesting to the acceptance of the candidate by the institution hosting the respective research, and guaranteeing the conditions necessary for their efficient development, as well as complying with the obligations stipulated under Article 13 of the Research Grant Statute (template of declaration to be provided by FCT);
- h) An updated document demonstrating compliance with the exclusive dedication regime (template declaration to be provided by the FCT).

The award of the scholarship is also contingent on:

- compliance with the requirements stipulated by the present Public Notice;
- the result of the assessment;
- the non-existence of unjustified non-compliance with the duties of scholarship recipients in cases of any previous financial grant contract awarded, directly or indirectly, by the FCT;
- FCT's budgetary capacity.

Failure to submit any of the documentation necessary to comply with the scholarship contractual process within a period of six months from the date of communication of the conditional award of the scholarship shall result in the annulment of the aforementioned award and the closure of the respective file.

## 11. FINANCING

The disbursement of the scholarship shall begin after the candidate has returned the duly signed research scholarship contract, which must occur within a maximum of 15 working days from the date of its receipt. The scholarship awarded under the auspices of the current tender shall be financed by FCT with funding from the State Budget and, whenever eligible, with funding from the European Social Fund through the Demography, Qualifications, and Inclusion Program (PDQI), in accordance with the regulatory provisions established for the effect.

## 12. SCHOLARSHIP COMPONENTS

The scholarship holder is awarded a monthly maintenance stipend in accordance with the terms of the table in RBI Annex I.





All scholarship recipients shall be covered by researcher personal accident insurance, whose cost shall be covered by FCT.

All scholarship recipients not otherwise covered by any social protection regime may take up the right to social security by registering with the Social Security voluntary regime, under the terms of the Tax Regime Code for the Social Security Welfare System, with CECC meeting any costs resulting from the respective contributions, in accordance with the terms and limits stipulated in Article 10 of the EBI.

### 13. SCHOLARSHIP COMPONENT PAYMENTS

Disbursements to scholarship holders are made via bank transfer to the account number they have provided. The monthly maintenance stipend is paid on the first working day of each month.

Payment of registration, enrolment or other fees are made directly by FCT to the respective Portuguese institution where the scholarship holder is registered/enrolled in a PhD program.

### 14. TERMS AND CONDITIONS FOR THE RENEWAL OF SCHOLARSHIPS

Scholarship renewal is invariably contingent on the submission of a request by the scholarship recipient within sixty working days prior to the date of renewal, accompanied by the following documents:

- a) opinions issued by the candidate's supervisor(s) and by their host institution(s) resulting from the monitoring of the scholarship holder's work and assessing their activity;
- b) an updated document demonstrating compliance with the exclusive dedication regime;
- c) proof of renewal of enrolment in the PhD study cycle.

### 15. INFORMATION AND DISSEMINATION OF THE SCHOLARSHIP

For all R&D activities, whether directly or indirectly financed by the scholarship, namely conference participation, publications and all scientific output, as well as the resulting theses, carried out with scholarship-related support, scholarship holders must explicitly mention the financial support received from FCT and the European Social Fund (ESF), namely through the Operational Programme for the North Region (NORTE 2020), the Operational Programme Demography, Qualifications and Inclusion Program (PDQI). To this end, any relevant documents must include references to the acronyms of FCT, MCTES, of ESF and the EU, according to the norms in effect for community support program and from CIIS.

The dissemination of research results financed under the auspices of the RBI must follow all the norms for open access to data, publications, and other research results in effect at FCT.

Every scholarship, particular in the case of projects receiving EU support, specifically from the ESF, may be subject to monitoring and control undertaken on behalf of national and European organs in



accordance with the applicable legislation. Scholarship holders in receipt of funding must cooperate and provide the information requested, which shall include the completion of evaluation surveys and studies in this area, including after the end of the scholarship.

#### 16. NON-DISCRIMINATION AND EQUAL ACCESS POLICY

UCP promotes a policy of non-discrimination and equal access. Accordingly, no candidate may be favoured, advantaged, disadvantaged or deprived of any right or exempted from any duty, namely as a result of their parentage, age, gender, sexual orientation, civil status, family situation, economic situation, education, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic or racial background, territory of origin, language, religion, political or ideological beliefs and trade union membership.

#### 17. APPLICABLE LEGISLATION AND REGULATIONS

The applications process is governed by the regulations of the current Public Notice, FCT's Research Grant Regulations, as approved by Norm no. 950/2019, published in the 2<sup>nd</sup> Series of *Diário da República* on 16 December 2019, the Research Grant Holder Statutes approved by Law no. 40/2004, of 18 August, in accordance with the version in effect, as well as any further applicable Portuguese and EU legislation.

Lisbon, February 13, 2023

The Rector,