

Notice of Call

PhD Studentships

The Centre for Social Studies (CES) of the University of Coimbra opens a call for five research scholarships, with a work plan to be developed entirely or partially in a national institution, hereafter designated as PhD Studentships, in the area of Social Sciences, Arts and Humanities, complying with the provisions of the FCT Regulation for Research Studentships and Fellowships (RBI) and of the Research Fellowship Holder Statute (EBI).

The studentships will be funded by the Foundation for Science and Technology (FCT) under the scope of the Collaboration Protocol for the Funding of the Multi-annual Research Grant Plan for PhD Students, signed between FCT and the R&D Unit Centre for Social Studies (reference 50012).

1. APPLICATION

The call is open from **May 23rd to 23h59 (Lisbon time) June 5th, 2022**.

Applications, and all the supporting documents described in this Notice of Call, must be submitted, compulsorily, to the e-mail doutoramentos@ces.uc.pt.

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

The provision of false statements or acts of plagiarism by applicants shall be grounds for the exclusion of the application, without prejudice of taking other corrective and punitive disciplinary measures.

2. TYPE AND DURATION OF STUDENTSHIPS

PhD studentships intend to fund research activities, by the studentship holder, leading to a doctoral degree in Portuguese universities.

The research activities leading to the doctoral degree will take place at the Centre for Social Studies, which will be the host institution for the scholarship holders, although the work may be carried out in collaboration with more than one institution.

The research activities leading to a doctoral degree for the selected studentship holders must be framed in the main objectives of the Centre for Social Studies, and must be developed within the framework of one of the following Doctoral Programmes:

- Cities and Urban Cultures, Faculty of Economics of the University of Coimbra
- Democracy in the Twenty-first Century, Faculty of Economics of the University of Coimbra
- Discourses: Culture, History and Society, Faculty of Arts and Humanities and the Faculty of Economics of the University of Coimbra
- Political Economy: Interdisciplinary Ph.D., Faculty of Economics of the University of Coimbra
- Feminist Studies, of the Faculty of Arts and Humanities of the University of Coimbra
- Governance, Knowledge and Innovation, Faculty of Economics of the University of Coimbra
- Human Rights in Contemporary Societies, Institute for Interdisciplinary Research of the University of Coimbra
- International Politics and Conflict Resolution, Faculty of Economics of the University of Coimbra
- Post-Colonialisms and Global Citizenship, Faculty of Economics of the University of Coimbra
- Labour Relations, Social Inequalities and Trade Unionism, Faculty of Economics of the University of Coimbra
- Sociology of the State, Law and Justice, Faculty of Economics of the University of Coimbra
- Territory, Risk and Public Policies, of the Institute for Interdisciplinary Research of the University of Coimbra

The work plan may be developed entirely or partially in a national institution (studentship in Portugal or both in Portugal and abroad, respectively).

The duration of the PhD studentships is, as a rule, annual, renewable up to a maximum of four years (48 months), and no studentship can be awarded for a period of less than three consecutive months.

In case of a studentship carried out both in Portugal and abroad, the work plan period in a foreign institution cannot exceed 24 months.

3. RECIPIENTS

PhD studentships are intended for applicants enrolled or who meet the conditions necessary for enrolment in one of the Doctoral Programmes listed under point 2 of this Notice and who intend to carry out research activities at the Centre for Social Studies, which will be the studentship holders' host institution, without prejudice to the fact that the work may be carried out in collaboration between more than one institution, with a view to obtaining the academic degree of Doctor by the University of Coimbra.

4. ADMISSIBILITY

4.1 Applicants' admissibility requirements

The following citizens may apply to this call:

- National citizens or citizens from other member-states of the European Union;
- Third-party states citizens;
- Stateless individuals;
- Citizens holding a political refugee status.

To apply for a PhD studentship, it is necessary:

- To hold an undergraduate and/or a master's degree in the Social Sciences, Arts and Humanities or in related areas;
- In case the work plan proposed for the studentship includes a period in foreign institutions (mixed scholarships), to live permanently and usually in Portugal at the start of the work plan period abroad; this requirement is applicable to both national and foreign citizens¹;
- Not to have benefited from a PhD or a PhD in industry studentship directly funded by FCT, regardless of its duration;
- Not to hold a doctoral degree.

4.2 Application's admissibility requirements

Under penalty of non-admissibility, it is mandatory to attach the following documents to the application:

- Elements of the identity card/citizen card/passport;
- Updated and detailed *Curriculum Vitae* (CV) of the applicant, using the CIÊNCIAVITAE platform (<https://www.cienciavitae.pt/?lang=en>);
- Certificates of academic qualifications, specifying the final classification and, if possible, the transcript with classifications obtained in all the courses taken, or, alternatively, a declaration of

¹ The documents which provide proof of residence in Portugal to be delivered for purposes of contracting should be valid at the studentship starting date and, according to the nationality of the applicants, are the following:

- i) Portuguese applicants: Residence Certificate, issued by the *Junta de Freguesia* of the residence area of the applicant;
- ii) Citizens of an European Union member-state: EU Citizen Registration Certificate, issued by the Town Council, or Certificate of Permanent Residence for the EU, issued by the *Serviço de Estrangeiros e Fronteiras* - SEF (Borders and Foreigners Services);
- iii) Third-party citizens: Certificate of Permanent Residence, issued by the *Serviço de Estrangeiros e Fronteiras* - SEF (Borders and Foreigners Services).

honour from the candidate stating that he/she has concluded an undergraduate and/or master's degree by the application deadline;

- A record of recognition of academic degrees (undergraduate and/or master's degrees) awarded by foreign higher education institutions and a record of the conversion of the respective final classification into the Portuguese classification scale. If the processes of the recognition of the academic degrees have already been granted, but the applicants do not yet hold the respective certificates and/or transcripts, the applicant may, alternatively, submit a declaration of honour from the applicant confirming that he/she has obtained the recognition of the foreign academic degree equivalent to that of undergraduate and/or master by the application deadline of this competition and mentioning the final classification attributed in the process of conversion into the Portuguese classification scale;
- Motivation letter, in which the applicant must detail: i) the doctoral programme in which the work plan takes or will take place; ii) the reasons that lead him/her to apply for the studentship and to consider that he/she has the right conditions to successfully carry out the presented work plan; iii) the academic, professional and personal curriculum most relevant to the proposed work plan; iv) the suitability of the work plan to the doctoral programme and the main objectives of the CES;
- Work plan to be developed within the doctoral programme to be attended, according to the information mentioned under paragraph 5 of this Notice;
- Statement from the supervisor (or co-supervisor, if applicable), who must be a researcher from the Host Institution (CES).

The application, and all related documents, including motivation and recommendation letters, must be written in Portuguese or in English.

Documents other than those listed in paragraph 4.2 and 5 will not be considered in the evaluation process.

Regarding the admissibility requirements mentioned above, the following should be noted:

- In the case of academic degrees awarded by foreign higher education institutions, and in order to ensure the application of the principle of equal treatment to applicants holding foreign and national academic degrees, the recognition of those degrees and the conversion of the respective final classification into the Portuguese classification scale is mandatory.
- The recognition of foreign academic degrees and diplomas as well as the conversion of the final classification into the Portuguese classification scale may be requested in any public higher education institution, or in the Directorate General of Higher Education (DGES, only in the case of automatic recognition). Regarding this matter, we suggest that you consult the DGES portal at the

following address: <http://www.dges.gov.pt>.

- Applicants will only be admitted if they have completed the cycle of studies leading to an undergraduate and/or master degree by the application deadline. In case candidates do not yet have the certificate of degree completion, a declaration of honour, stating that they have completed the necessary qualifications for the competition by the application deadline, will be accepted. The award of the studentship is always subject to the presentation of the proof of academic qualifications required for the conclusion of the studentship contract.

5. WORK PLANS AND SCIENTIFIC SUPERVISION OF THE STUDENTSHIPS

The work plan and scientific supervision of the doctoral research studentships to be awarded shall fit into the main aims of the Centre for Social Studies and shall be developed within the doctoral programmes mentioned under paragraph 2 of this notice.

It is also indispensable, under penalty of non-admission to the competition, to attach to the application, together with the documents listed in item 4.2, a work plan to be developed within the doctoral programme to be attended, written in Portuguese or English, according to the following structure:

- A. Title
- B. Summary (max. 150 words)
- C. State of the Art (max. 500 words)
- D. Objectives (max. 300 words)
- E. Detailed description (max. 1000 words)
- F. References (up to 30)
- G. Timeline of anticipated tasks, indicating milestones.

6. SELECTION METHOD AND EVALUATION CRITERIA

6.1 The selection process of the candidates will be carried out in two stages, curricular evaluation and interview, with the following weightings in the final evaluation: Curricular evaluation - 75% and Interview - 25%. The evaluation takes into account the candidate's merit and the quality of the work plan presented.

6.2 The interview will be open to the 15 candidates who have obtained the highest mark in the curricular evaluation.

6.3 The curricular evaluation and the interview will be scored on a scale of 0 to 20, with the score given to one decimal place.

6.4 In the curricular assessment of the candidates, their academic record will be evaluated, namely the marks obtained at the undergraduate and/or master level; their personal curriculum vitae, namely research, publications, other training and knowledge of foreign languages (English and others); the motivation and merit of the work plan presented, namely its originality, feasibility, pertinence and adequacy to the objectives of the doctoral programme.

6.5 In the interview, the candidate's knowledge and skills concerning the information presented under paragraph 6.4 of this Notice will be evaluated, as well as the adequacy of the candidate's profile and motivation for the development of scientific research activities in the area of the doctoral programme to be attended.

6.6. Evaluation Criteria

Evaluation will be made according to the following parameters:

- Criterion A - Curriculum Evaluation (75%)
 - Sub-criterion A1 - Academic record - 4/20
 - Sub-criterion A2 – Professional and personal Curriculum Vitae - 4/20
 - Sub-criterion A3 - Work plan - 10/20
 - Sub-criterion A4 - Motivation letter - 2/20
- Criterion B - Interview (25%)

The score for subcriterion A1 will be calculated on the basis of the final classifications that feature in the academic degree certificates (undergraduate and/or master's degrees) or, in the case of academic degrees awarded by foreign higher education institutions, in the record of recognition of academic degrees with the conversion of the respective final classification into the Portuguese classification scale, submitted by the candidates: i) Undergraduate Degree + Master's Degree/Integrated Master's Degree (arithmetic average between the undergraduate and master degrees' grades); ii) Undergraduate Degree only; or iii) Master's Degree only, according to Table 1.

Table 1. Reference table to score the sub-criterion A1 – Academic career

Undergraduate + Master Degrees (pre- or post-Bologna) or Integrated Master Degree (300-360 ECTS)		Undergraduate Degree (180 ECTS) (pre- or post-Bologna)		Master degree (90-120 ECTS) (pre- or post-Bologna)	
Final Grade	A1 Score	Final Grade	A1 Score	Final Grade	A1 Score
≥ 18	4,0	≥ 17	3,0	≥ 17	2,5
17	3,5				
16	3,0	16	2,5	16	2,0

15	2,5	15	2,0	15	1,5
14	2,0	14	1,5	14	1,0
< 14	1,5	< 14	1,0	< 14	0,8

For the purposes of calculating sub-criterion A1, the certificates that only specify a qualitative classification shall be converted into the terms expressed in Table 2 for the purposes of calculating the final average and consequent calculation of the academic record classification (by applying Table 1).

Table 2: Table for conversion of qualitative grades

Qualitative grade	Converted grade
Excellent Very Good with Distinction Praise and Distinction Magna Cum Laude / Summa Cum Laude	18
Very Good Approved with Distinction Good with Distinction Cum Laude	16
Good Approved / Approved by Unanimity	14
Sufficient	12

For the purpose of the decision on the award of the studentships, the candidates will be ordered according to the weighted average of the classification obtained in each of the two criteria, translated by the following formula:

$$\text{Final Score} = (0,75 \times A) + (0,25 \times B)$$

For tie-breaking purposes, candidates will be ordered on the basis of the scores awarded for each of the evaluation sub-criteria in the following order of precedence: subcriterion A3, subcriterion A2 and subcriterion A1.

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

- Applicants with diplomas issued by foreign higher education institutions may apply and will be evaluated according to the same criteria as applicants with diplomas issued by Portuguese institutions, provided that they submit, in their application, proof of the recognition of the academic degrees and of the conversion of the final classification into the Portuguese

classification scale according to the applicable legislation.

- Applicants with recognised foreign degrees who do not present proof of the conversion of the final classification into the Portuguese classification scale will be assessed in subcriterion A1 with a classification of 2,5 points, if they present the undergraduate + master degrees diplomas; 1,5, if they only present the undergraduate degree diploma, and 1, if they present only the master degree diploma.
- In any case, studentship contracts with candidates with diplomas issued by foreign institutions will only be concluded upon presentation of the proof of recognition of the academic degrees and conversion of the final classification, as indicated above.

Candidates whose application is evaluated with a final score of less than 14 are not eligible for a studentship.

7. EVALUATION

7.1. The evaluation panel of the candidates is composed of the following elements:

- Marta Araújo, Centre for Social Studies (panel coordinator)
- Ana Raquel Matos, Centre for Social Studies / Faculty of Economics from the University of Coimbra
- Bruno Sena Martins, Centre for Social Studies
- Claudino Ferreira, Centre for Social Studies / Faculty of Economics from the University of Coimbra
- Elísio Estanque, Centre for Social Studies / Faculty of Economics from the University of Coimbra
- João Rodrigues, Centre for Social Studies / Faculty of Economics from the University of Coimbra
- José Manuel Mendes, Centre for Social Studies / Faculty of Economics from the University of Coimbra
- Margarida Calafate Ribeiro, Centro de Estudos Sociais
- Paula Abreu, Centre for Social Studies / Faculty of Economics from the University of Coimbra
- Paula Duarte Lopes, Centre for Social Studies / Faculty of Economics from the University of Coimbra
- Sara Araújo, Centre for Social Studies / Faculty of Economics from the University of Coimbra
- Tiago Santos Pereira, Centre for Social Studies

The following alternate members are also part of the jury:

- Ana Cordeiro Santos, Centre for Social Studies
- António Sousa Ribeiro, Centre for Social Studies

7.2. The evaluation panel shall evaluate the applications in accordance with the evaluation criteria set out in this Notice of Call for Applications, weighing the elements of appreciation.

All panel members, including the coordinator, commit to a set of responsibilities essential to the evaluation process, such as the duties of impartiality, declaration of any potential conflict of interest 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.

7.3. The panel members shall prepare, for each application, a final evaluation sheet where the arguments that led to the classifications attributed to each of the evaluation criteria and sub-criteria are presented in a clear, coherent and consistent manner.

Minutes shall be produced of the meetings of the evaluation panel and shall be the responsibility of all its members.

The minutes and their annexes will obligatorily include the following information:

- Name and affiliation of all members of the evaluation panel;
- Identification of all excluded applications and respective grounds;
- Methodology adopted by the panel for cases considered particular;
- Final evaluation sheet for each candidate;
- Provisional list of classification and seriation of the candidates, in descending order of the final classification, of all the applications evaluated by the panel;
- Possible delegation of vote and competencies due to justified absence [if applicable];
- Declaration of conflict of interests whenever any member of the panel is a supervisor of a candidate or has any connection that limits the impartiality and neutrality of the evaluation concerning the candidate, preventing him/her from participating in the evaluation of the application.

8. RESULTS DISCLOSURE

The results of the evaluation will be communicated via e-mail to the address used by the applicant to send the application.

9. DEADLINES AND PROCEDURES FOR PRELIMINARY HEARING, CLAIMS AND APPEALS

Once the provisional ranked list of the evaluation results has been communicated, applicants who

have an unfavourable provisional decision may use their right to dispute it during the preliminary hearing phase, which takes place within 10 working days, according to Articles no. 121 and the following of the Administrative Procedure Code (CPA).

The final decision will be disclosed after the analysis of applicants' arguments presented in the preliminary hearing. Final decision can be claimed within 15 working days or, alternatively, appealed within 30 working days, after the communication of the final results, respectively. Applicants who choose to submit a claim should present their arguments to the member of the FCT Board of the Directors with the delegated competence. Applicants who prefer to submit an appeal should present their arguments to the FCT Board of Directors.

10. REQUIREMENTS FOR STUDENTSHIP GRANTING

Studentship contracts shall be entered into directly with FCT.

The following documents are of mandatory submission, upon conditional granting of the studentship for purposes of contracting thereof:

- a) Copy of documents of personal identification, tax number and, if applicable, social security²;
- b) Copy of the academic degree certificates of the academic degrees held;
- c) Presentation of the record of recognition of the foreign academic degrees and conversion of the respective final classifications to the Portuguese classification scale, if applicable;
- d) Work plan;
- e) Proof of enrolment and registration in one of the Doctoral Programmes identified in the present Notice;
- f) Statement from the supervisor(s) assuming responsibility for the supervision of the work plan, under the terms of article 5-A of the Research Grant Holder Statute (draft of the statement to be made available by FCT);
- g) Document proving acceptance of the applicant by the institution where the research activities will take place, guaranteeing the necessary conditions for the proper development of the research activities, as well as fulfilment of the duties established in article 13 of the Research Grant Holder Statute (draft statement to be made available by FCT);
- h) Up-to-date document proving compliance with the regime of exclusive dedication (draft statement to be

² The presentation of these documents may optionally be substituted by the in-person presentation in the funding agency, which will keep all the elements needed for the validation and execution of the contract, including the numbers of personal identification, taxation and social security, as well as the respective dates of expiry.

made available by FCT).

The studentship granting is also subject to:

- The fulfilment of all the requirements listed in this Notice of Call;
- The results of scientific evaluation;
- The absence of unjustified non-compliance of the fellowship holder during previous directly or indirectly FCT funded fellowships;
- FCT available budget.

The lack of any of the necessary documents to complete the contracting procedure implies the expiration of the studentship granting and conclusion of the process; applicants have up to 6 months after the disclosure of the provisional granting to present all of the listed documents.

11. FUNDING

Studentships payment will start after returning the signed contract to FCT, which should happen within the 15 working days after its delivery.

The studentships granted in this call will be funded by FCT using the State Budget fund and, whenever eligible, using the European Social Fund (ESF), under the PORTUGAL2020 programme, namely, the Regional Operational Programme of the North (NORTE 2020), the Regional Operational Programme of the Centre (Centro 2020) and the Regional Operational Programme of the Alentejo (Alentejo 2020), according to the respective requirements.

12. STUDENTSHIP ALLOWANCE

The studentship holders shall receive a monthly maintenance allowance under the terms of the table in Annex I of the RBI.

The studentship may also include additional allowances, according to RBI's Article no. 18 and the values indicated in its Annex II.

All studentship holders shall be covered by personal accident insurance for research activities, borne by FCT.

All studentship holders who are not covered by any social protection scheme may exercise their right to social security by joining the voluntary social insurance scheme, under the terms of the Social Security Contributions Code, and FCT shall pay the costs resulting from the contributions under the

terms and within the limits set forth in article 10 of the EBI.

13. PAYMENT OF STUDENTSHIP ALLOWANCE

Payments due to the studentship holder shall be made by bank transfer to the respective indicated account. The monthly maintenance allowance is paid on the first working day of each month.

FCT shall make payments for registration, enrolment and tuition fees directly to the national institution where the studentship holder is registered or enrolled in the doctoral programme.

14. TERMS AND CONDITIONS OF PHD STUDENTSHIP RENEWAL

Renewal of the studentship always depends on the request presented by the studentship holder within the 60 working days prior to the renewal start date, accompanied by the following documents:

- a) Opinions issued by the supervisors and by the host institutions attesting the work plan development and the evaluation of the respective activities;
- b) Up-to-date document proving compliance with the regime of exclusive dedication;
- c) Document proving the renewal of the enrolment in the cycle of studies leading to a doctoral degree.

15. INFORMATION AND PUBLICITY OF THE GRANTED FUNDING

In all R&D activities directly or indirectly funded by the grant, namely in all communications, publications and scientific creations, as well as theses, carried out with the support provided by the grant, mention must be made of financial support from FCT and the European Social Fund, through, namely, the Regional Operational Programme of the North (NORTE 2020), the Regional Operational Programme of the Centre (Centro 2020) and the Regional Operational Programme of the Alentejo (Alentejo 2020). To this end, the insignia of the FCT, the MCTES, the ESF and the EU shall be included in the documents relating to these actions, in accordance with the graphic standards of each operational programme.

The disclosure of research results funded according to the RBI provisions must comply with the open access guidelines, publications and other research results in accordance with FCT rules.

In all studentships, and particularly in the case of actions supported by European funding, namely from the ESF, monitoring and control actions may be carried out by national and European bodies, in accordance with the applicable legislation in this area. The grantees are obliged to cooperate and provide the requested information, which includes carrying out surveys and evaluation studies in this

area, even if the studentship has already ended.

16. NON-DISCRIMINATION AND EQUAL ACCESS POLICY

FCT promotes a policy of non-discrimination and equal access, whereby no candidate may be privileged, benefited, prejudiced or deprived of any right or exempt from any duty on the basis of ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethno-racial origin and/or belonging, territory of origin, language, religion, political or ideological convictions and/or union membership.

17. APPLICABLE LEGISLATION AND REGULATION

The present call is governed by this Notice of Call, the FCT Regulation of Research Studentships and Fellowships, approved by Regulation no. 950/2019, published in the Series II of the DR, of 16th December 2019, by the Research Fellowship Holder Statute, approved by the Law no. 40/2004, of 18th of August, in its current version, and by other applicable national and European legislation.