

**NOTICE FOR THE ATTRIBUTION OF RESEARCH FELLOWSHIP
Lab2PT/UIDP-04509/27**

1. Type and number of fellowship(s) to be granted:

1 research fellowship BI, reference Lab2PT/UIDP-04509/27.

2. Scientific area: Geography, Management, Tourism or related areas.

3. Funding source: The fellowship granted under the present tender will be financed by the multi-annual funding of the Landscape, Heritage and Territory Laboratory (Lab2PT), Ref. UIDP/04509/2020, financed by national funds (PIDDAC) through FCT/MCTES.

4. Recipients: The fellowship to be granted is intended for Master Students in the area of Geography, of Management, of Tourism or related areas.

5. Candidates eligibility: Candidates must meet the eligibility conditions provided in the Article 9 of the FCT I.P Regulation for Studentships and Fellowships (2019).

6. Profile:

Can apply for the present tender:

- National citizens or citizens of other Member States of the European Union;
- Citizens of third States;
- Stateless;
- Citizens who are beneficiaries of political refugee status.

6.1 Candidate admissibility requirements

- Candidates must, on the date of the application, hold a bachelor degree, in the scientific area of Geography, Management, Tourism or related areas. Should also have:
- Knowledge of qualitative and quantitative research methods;
- Ability to communicate both orally and in writing;
- Availability to travel, to apply questionnaires, within the Minho's Urban Quadrilateral (Barcelos, Braga, Guimarães and Vila Nova de Famalicão municipalities);
- Good knowledge of the written English language.

6.2 Application Admissibility Requirements

It is imperative, under penalty of non-admission to the tender, to attach the following documents to the application:

- Candidate's curriculum vitae;
- Qualification certificate(s) mandatorily specifying the final classification and, if possible, the classification obtained in all subjects taken, or, in alternative, a declaration of honour by the candidate.

- For degrees obtained abroad, a certified document of recognition, issued by a Portuguese institution, of the academic degrees granted by foreign higher education institutions, with the respective conversion of the final classification to the Portuguese classification scale, or, alternatively, a declaration of honour by the candidate;
- Motivation letter.

On the date of signature of the contract, candidates must prove their enrolment and attendance in a master's degree in the areas of Geography, of Management, of Tourism or related areas.

7. Work plan and objectives to be achieved:

The Fellowship holder will carry out research activities within the scope of the research “SUSTENTUR – Práticas Sustentáveis nas Atividades Turísticas”, and its activity will aim to gather a set of good practices that companies in the tourism sector located in the Minho's Urban Quadrilateral have or can adopt, and will consist, namely, in the following tasks:

- Create a database of accommodation, catering and tourism animation activities located in the Minho Urban Quadrilateral;
- Implement questionnaire surveys;
- To create a database of the answers to the questionnaires;
- To support the research team in the writing of a scientific paper.

8. Applicable legislation and regulations: Research Fellowship Statute (EBI), approved by Law No. 40/2004 of August 18, in the current wording published by Decree-Law No. 123/2019 of August 28; Regulation of Research Fellowships (RBI) of the Foundation for Science and Technology, I.P. - in force; and Regulation of Scientific Research Fellowships (RBIC) of the University of Minho published in Diário da República n.º 199/2020, series 2, of June 22, 2020 (order n.º 6524/2020).

9. Contracting Entity: Universidade do Minho, *Campus* de Azurém, 4800-058 Guimarães, Portugal

9.1 Hosting unit for the research work and scientific guidance: Work will be developed at the Landscape, Heritage and Territory Laboratory of Universidade do Minho, on the *Campi* of Azurém/Gualtar, under the scientific guidance of Professor Paula Remoaldo and Professor Laurentina Vareiro.

10. Duration of the fellowship(s): The fellowship will have the length of 5 (five) months, predictably starting in July 2023, non-renewable.

Note: Candidates admitted to the tenders must meet the conditions that enable them, under the applicable Research Fellowships Regulations, to comply with the maximum legal duration for the type of fellowship stipulated in the opening notice for the tender, considering the fellowships from which they eventually benefited previously, in a consecutive or interpolated period.

10.1 Amount of the monthly maintenance stipend: The amount of the fellowship, paid monthly by bank transfer to the account identified by the candidate, corresponds to 930,98 euros, according to the table of fellowship values of FCT, I.P. in the country (available for

consultation at https://www.fct.pt/wp-content/uploads/2023/02/Tabela-de-Valores-SMM_2023.pdf.

10.2 Other benefits: Refund of the Voluntary Social Insurance, corresponding to the 1st Level of the contributory base (for fellowships with a duration equal to or greater than 6 months) and Personal Accident Insurance.

10.3 Exclusivity regime: The execution of functions as a fellowship holder is exercised on an exclusive basis, under the terms set in article 5 of the Research Fellowship Holder Statute and applicable research fellowship regulations.

11. Period of application and form of presentation of the applications: The tender is open from the period of 10/05/2023 to 31/05/2023.

Applications must be formalized, mandatorily, by sending an email accompanied by the following documents:

- a) Candidate's curriculum vitae;
- b) Qualification certificate(s) mandatorily specifying the final classification and, if possible, the classification obtained in all disciplines taken, or, in alternative, a declaration of honour by the candidate.
- c) For degrees obtained abroad, registration of recognition of academic degrees granted by foreign higher education institutions and registration of the conversion of the respective final classification to the Portuguese classification scale, or, alternatively, a declaration of honour by the candidate;
- d) Document proving research experience (as mentioned in point 6.1. of this notice);
- e) Motivation letter.

Applications must be sent by email to info@lab2pt.uminho.pt, indicating the reference of the tender in the Subject "Lab2PT/UIDP-04509/27". Applications sent by other means or extemporaneous will not be accepted.

12. Evaluation and selection criteria and procedures:

The evaluation of the applications will focus on the candidate's Merit, being applied the following evaluation criteria, valued on a scale of 1 to 20 points:

Merit of the candidate - MC (100%):

- a) A.1: Academic path (which reflects the classifications of the academic degrees in the scientific areas of the fellowship, according to the reference table), with a weighting of 50%;
- b) A.2: Personal Curriculum (which reflects the applicant's scientific and professional background, when applicable), with a weighting of 40%;
- c) A.3: Motivation letter, with a weighting of 10%.

The classification for the merit of the candidate (MC) will be obtained by applying the following formula:

$$MC=(A1*0,5)+(A2*0,4)+(A3*0,1)$$

The jury may decide that the classification of the Merit of the candidates is sufficient for the evaluation of the applications, waiving the need for interviews.

If the jury wishes to obtain additional clarifications, or in the event of a tie in the pontuation, candidates classified in the first 3 (three) positions will be admitted to the Interview phase, provided that they obtain a minimum classification of 10 (ten) in the MC, proceeding the Jury to the evaluation of the following sub-criteria:

Interview – INT (30%):

- a) B.1: Interpersonal skills (30%);
- b) B.2: Knowledge demonstrated in the area of the tender (40%);
- c) B.3: Motivation (20%);
- d) B.4: Language skills (10%).

In the event of interviews being necessary, the Interview classification (INT) will be obtained by applying the following formula:

$$INT=(B1*0,3)+(B2*0,4)+(B3*0,2)+ (B4*0,1)$$

If there is a need for interviews, the final classification (FC) of the combination of the Merit of the Candidate (MC) and Interview (INT) will be obtained by applying the following formula:

$$FC=(MC*0,7)+(INT*0,3)$$

The jury reserves itself the right not to grant the fellowship if there are no candidates with the appropriate profile for the tender.

The documents proving the ownership of academic degrees and diplomas, or the respective recognition when they have been awarded by foreign institutions of higher education, can be dismissed in the application phase, being replaced by a declaration of honour of the applicant, occurring the verification of this condition only during the contracting phase of the fellowship. This declaration of honour must address facts that occurred on a date prior to the application. In situations of divergence between the information contained in the declaration of honour and the documentation delivered for the purpose of the contract for the fellowship, only the information contained in the latter will be considered. If it occurs that the documents proving ownership of the academic degree and diploma, or the respective recognition under the terms of Decree-Law no. 66/2018, of 16 August, do not correspond to the classifications attributed in the evaluation of the academic path and may consequently change the candidate's ranking, the fellowship contracting will not be made effective.

Note: Candidates with degrees obtained abroad must present a proof of recognition of those qualifications in Portugal and a conversion of the final classification obtained in the degree to the Portuguese classification scale or a declaration in the terms indicated in the previous point. To the candidates who do not comply with one of these provisions, the jury will assign the minimum grade in the degree and / or master's course grade, according to the defined scale of values.

13. Composition of the Selection Jury

President

Paula Cristina Almeida Cadima Remoaldo, Full Professor at the Instituto de Ciências Sociais of the Universidade do Minho

Effective vowels

José António Cadima Ribeiro, Retired Full Professor at the Escola de Economia e Gestão of the Universidade do Minho

Laurentina Maria da Cruz Vareiro, Coordinating Professor at the Escola Superior de Gestão of the Instituto Politécnico do Cávado e do Ave

Substitute vowels

Juliana Araújo Alves, Researcher PhD at the Laboratório de Paisagens, Património e Território of the Universidade do Minho

Hélder da Silva Lopes, Visiting Professor Equivalent to Assistant Professor at the Instituto de Ciências Sociais of the Universidade do Minho

In the event of impediment by the President of the Jury, he will be replaced by the first effective vowel, and the substitute vowel will be appointed to replace the effective vowel.

14. Dissemination of the Results

The final results of the evaluation will be publicized through a list sorted by the grade obtained, posted in a visible and public place of the Hosting Unit, as well as by email to all candidates, being attached, for that purpose, the minutes with the deliberations of the jury, up to 90 working days after the deadline for submission of applications. The notification will be sent to the email address used/indicated by the candidates when submitting the application, with a message delivery report.

15. Complaint and Appeal Procedures:

In case of the result being unfavourable to the grant of the requested fellowship, candidates have a period of 10 working days to pronounce themselves, if they wish, in the context of a hearing with the interested parties, under the terms of article 121º and 122º of the Administrative Procedure Code (DL nº 4 / 2015 of January 7).

The final decision can be appealed, within 15 working days, with a complaint addressed to the President of the Jury. Interested parties may also submit an optional hierarchical appeal, addressed to the Pro-Rector for Research and Projects, Professor Sandra Paiva.

16. Documentation to be provided for contracting

The selected applicant must express his / her intention to accept the scholarship in a written response. In case of non-acceptance, the fellowship will be awarded to the candidate by the order of the final ranking.

For the purpose of contracting the fellowship, the granted candidate(s) must send the following documents:

1. Individual identification form (minute sent by email)
2. Fellowship usufruct history (certificates/declaration of honour);
3. Declaration of acceptance of the fellowship (minute sent by email);
4. Copy of the civil, fiscal and, when applicable, social security identification document(s);
5. IBAN;
6. Copy of the qualifications certificate for the academic degree required in the opening notice of the tender or proof of enrolment in a course of non-academic degree and/or presentation of the registration of recognition of foreign academic degrees and conversion of the respective final classifications to the Portuguese rating scale, if applicable;
7. Curriculum Vitae;
8. CIÊNCIA ID (requires registration on the platform <https://www.cienciaid.pt/CiencialD/HomePage.aspx>);
9. Declaration of exclusivity (minute sent by email).

The failure to deliver any of the necessary documents to complete the fellowship contracting process, within 6 months from the date of communication of the decision conceding the fellowship, implies the forfeiture of said conceding and the termination of the process.

17. Mandatory documents for contracting:

The granting of the fellowship occurs through the signature of a contract between Universidade do Minho and the grantee, according to the contract minute (annex IV of the Scientific Research Grant Regulation of the University of Minho – order n° 6524/2020 of 22 -06-2020, rectified through rectification statement No. 447/2021 of 06-22-2021) in its updated version in accordance with point 2.4 of the "[Norms for Granting and Management of Fellowships in the context of R&D Projects, including infrastructure projects, from the pluriannual financing program for R&D units and other FCT financing instruments \(Version 2021\)](#)".

Without prejudice to the other predicted causes in the applicable fellowship regulations (FCT and UMinho) and in the Research Fellowship Statute, the fellowship ends with the conclusion of the contracted work plan, as well as with the end of the period for which it was granted or renewed. At the end of the fellowship, the fellowship holder is obligated to present the Final Report of the accomplished work, in accordance with the objectives and evaluation criteria defined with the scientific advisor, within 30 days after the end of the fellowship. The final report must be elaborated in accordance with annex I of the Scientific Research Fellowships Regulation of the Universidade do Minho - order No. 6524/2020 of 06-22-2020, amended by rectification statement No. 447/2021 of 06-22 -2021. Contract template and final report template ([link](#)).

18. Reserve/substitutes list: in case of cancellation of the fellowships, within 6 months after their attribution, the vacancy(s) will be filled by the candidate(s) from the list of substitutes, according to the final order.