

## Notice to Open Call for

### PhD Studentships

#### Within the Research Unit, Instituto Gulbenkian de Ciência, UID 04555

The Instituto Gulbenkian de Ciência (IGC) from the Fundação Calouste Gulbenkian opens a call for granting 3 (three) PhD Studentships, complying with the provisions of the FCT Regulation for Studentships and Fellowships (RBI) and the Research Fellowship Holder Statute (EBI).

The studentships will be funded by Fundação para a Ciência e a Tecnologia (FCT) under the Collaboration Protocol for Financing the Multiannual Plan of Research studentships for PhD Students, signed between FCT and the R&D Unit Instituto Gulbenkian de Ciência, UID 04555.

#### 1. APPLICATION

The call is open from October 25th 2023 to 23:59 (Lisbon time) November 9th 2023. Applications and all the supporting documents must be submitted by e-mail to [ibb@igc.gulbenkian.pt](mailto:ibb@igc.gulbenkian.pt).

Each applicant may submit one application only, under penalty of cancellation all the applications submitted. Providing false declarations or committing acts of plagiarism by applicants will lead to the exclusion of the application, without prejudice of taking other corrective and punitive disciplinary measures.

#### 2. TYPE AND DURATION OF STUDENSHIPS

PhD Studentships are intended to finance the performance, by the fellow, of research activities leading to obtaining the PhD degree from a Portuguese University.

The research activities leading to acquiring the PhD degree will take place at the Instituto Gulbenkian de Ciência (UID 04555), which will be the host institution of the studentship holders, without prejudice of work carried out in collaboration between more than one institution.

The research activities leading to acquiring the PhD degree must be part of the work plan and strategy of UID 04555, and must be developed within the PhD programme in Integrative Biology and Biomedicine from the Instituto de Tecnologia Química e Biológica António Xavier, from Nova University of Lisbon, with academic partnership with Instituto Superior de Psicologia Aplicada, and organized and hosted entirely at the Instituto Gulbenkian de Ciência.

As a rule, the duration of the studentships is annual, renewable up to a maximum number of four years (48 months) and cannot be granted for a period less than 3 consecutive months.

#### 3. RECIPIENTS

The PhD studentships are aimed to applicants enrolled or that comply with the requirements to enrol and who intend to develop research activities leading to obtaining the PhD academic degree at the Instituto Gulbenkian de Ciência (UID 04555) within the scope of the aforementioned Doctoral Programme in Integrative Biology and Biomedicine.

## 4. ADMISSIBILITY

### 4.1 Applicant's Admissibility Requirements

Candidates that can apply for 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 a bachelor or masters degree in scientific field, including biological and biomedical sciences or related areas, as well as exact sciences, such as information systems and computation, that are strongly encouraged;
- 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

It is mandatory, under penalty of non-admissibility, to attach the following documents to the application:

- Elements of the identity card/citizen card/passport (PDF document to attach);
- Applicant's *Curriculum vitae* (to fill online);
- Academic degree certificates, specifying necessarily the final grade and, whenever possible, indicating the grade for each subject, or alternatively, the candidate's declaration of honour of having completed the bachelor's or master's degree by the end of the application deadline, which must also include the classifications obtained in all disciplines taken in the undergraduate and master's degrees completed;
- Registration of degree recognition of foreign academic degrees and registration of the conversion of the respective final grade to the Portuguese grading scale, or, alternatively, a declaration of honor from the candidate in which he obtained the recognition of the foreign degree equivalent to that of a bachelor's degree or master with effect at the end of the application period;
- Motivation letter;
- References letters (minium 2 letters). These will be attached to the application directly by the references, whose contacts are provided by candidates;
- Write the application and all associated documents, including letters of motivation and recommendation, in English.

With regard to the above-mentioned admissibility requirements, the following should be noted:

In case of foreign academic degrees, and to guarantee the application of the principle of equal treatment to applicants with national and foreign academic degrees, it is mandatory to submit the recognition of such degrees and the conversion of the respective final grade to the Portuguese grading scale. The recognition of foreign academic degrees and diplomas, and the conversion of the respective final grade to the Portuguese grading scale, can be issued by a Portuguese public higher education institution, or by the Directorate General for Higher Education (Direção Geral do Ensino Superior, DGES). Regarding this matter, FCT suggests visiting the DGES portal at: <http://www.dges.gov.pt>.

Only candidates who have completed the cycle of studies leading to a bachelor's or master's degree by the application deadline will be admitted. If they do not yet have the course completion certificate, a declaration of honour from candidates will be accepted stating that they have completed the necessary qualifications for the purposes of the competition by the end of the application period. The granting of the scholarship is conditioned to the presentation, in

the contracting phase, of the proof of ownership of the academic qualifications.

## 5. Work Plan and Scientific Supervision of PhD Studentships

The PhD studentship will be part of the PhD Programme in Integrative Biology and Biomedicine of the Instituto de Tecnologia Química e Biológica António Xavier, from Nova University of Lisbon, in partnership with the Instituto Superior de Psicologia Aplicada, and entirely carried out at the Instituto Gulbenkian de Ciência (UID 04555), in Oeiras.

The first academic year of this programme includes one semester of advanced courses covering various aspects of biology and biomedicine. After successfully completing this semester, each fellow defines their research project by choosing one or more laboratories of the Instituto Gulbenkian de Ciência (UID 04555), where they will carry out the research work leading to the PhD degree, in the remaining seven semesters. The supervisor of the fellow during the initial phase of doctoral training is the Director of the PhD Programme in Integrative Biology and Biomedicine. Once the research project leading to a doctoral degree has started, the supervisors and, when applicable, co-supervisors, of the fellows become the Principal Investigators of the host laboratories.

## 6. EVALUATION CRITERIA AND BONIFICATIONS

### 6.1 Evaluation Criteria

The evaluation takes into account the candidate's merit and motivation, assessed on the basis of the documents submitted in the application.

Applications considered admissible will be scored on a scale of 1 to 10 in each of the following evaluation criteria:

Criterion A – CV that reflects academic, scientific and professional merit, with a weight of 0.40;

- Sub-criterion A1 - Final classification in academic degree(s), with a weight of 0.1. The score for this sub-criterion will be the arithmetic mean of the classifications in academic degrees adjusted to a scale of 1 to 10; with the bachelor's degree having a weight of 0.5 and the master's degree also 0.5.
- Sub-criterion A2 - Quality of scientific and professional activity, with a weight of 0.3;

Criterion B - Letter of motivation, with a weight of 0.40;

The evaluation of the motivation letter takes into account:

- the motivation to apply for the specific programme;
- how the programme can contribute to the individual career development;
- alignment of individual professional objectives with the objectives of the Instituto Gulbenkian de Ciência.

Criterion C - Letters of recommendation, with a weight of 0.20;

- The evaluation of letters of recommendation focuses on:
- on the candidate's intellectual potential
- curiosity and scientific commitment
- academic curriculum
- experience and competence in research

Applications will be ordered according to the weighted average obtained in each of the 3 criteria above, translated into the formula:

$$\text{Documental classification} = (0.40 \times A) + (0.40 \times B) + (0.20 \times C)$$

Candidates whose documental classification is equal to or greater than 8 will be selected.

In case of a tie-breaking, the ordering of candidates will be carried out based on the classifications attributed to each of the evaluation criteria in the following order of precedence: Interview Classification, criterion A, criterion B, criterion C.

**Important notice for candidates with academic degrees obtained abroad:**

- Candidates with diplomas issued by foreign higher education institutions may apply and will be assessed using the same criteria as candidates with diplomas issued by Portuguese institutions, provided that they present, in their application, proof of recognition of academic degrees and conversion of final classification for the Portuguese classification scale in accordance with applicable legislation;
- Candidates with recognized foreign diplomas who do not present proof of conversion of the final classification to the Portuguese classification scale will be evaluated with the minimum classification (5 points) in criterion (A1);
- In any case, Fellowship contracts from candidates with diplomas issued by foreign institutions will only be concluded upon presentation of proof of recognition of academic degrees and conversion of the final classification, as indicated above.

Candidates whose application is evaluated with a final classification of less than 8 points are not eligible for granting a scholarship.

**6.2 Bonification**

Candidates who have successfully attended the courses of the Doctoral Programme in Integrative Biology and Biomedicine will receive a bonus of 1 point.

## 7. EVALUATION

The evaluation panel of applications consists of the following members:

- Caren Norden, Instituto Gulbenkian de Ciência (panel coordinator)
- Isabel Gordo, Instituto Gulbenkian de Ciência
- Karina Xavier, Instituto Gulbenkian de Ciência
- Tiago Paixão, Instituto Gulbenkian de Ciência
- Ricardo Henriques, Instituto Gulbenkian de Ciência

The evaluation panel will analyse applications considering the evaluation criteria disclosed in the Notice of the Call, considering the mentioned elements.

All panel members, including the coordinator, establish the commitment to respect a set of responsibilities essential to the evaluation process, such as impartiality, declaration of potential conflict of interest (COI) and confidentiality. During all the evaluation process, confidentiality must be fully protected and ensured in order to guarantee the independence of all opinions produced.

For each application, a final evaluation report will be produced by the panel where the arguments that led to the classifications attributed to each of the evaluation criteria are presented in a clear, coherent and consistent manner, also explaining any bonuses.

From the evaluation panel meetings, a panel meeting report will be produced, under the responsibility of all its members. The panel meeting report and its attachments must include the following information:

- Name and affiliation of all evaluation panel members;
- Identification of all excluded applications and corresponding justification;
- The panel adopted methodology used for particular cases;
- Final evaluation report for each application candidate;
- Provisional classification and ranking list of all the applications evaluated by the panel, in descending order of the final score;
- List of COI declared by all the panel members;
- Eventual vote and competence delegations for justified absences.

## 8. RESULTS DISCLOSURE

The evaluation results are communicated by email to the email address indicated by the candidate in 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. Candidates who choose to submit a claim must address their statement to the member of the FCT Board of Directors with delegated competence. Candidates who choose to submit an appeal must address it to the FCT Board of Directors.

## 10. REQUIREMENTS FOR STUDENTSHIP GRANTING

Studentship Contracts are signed directly with FCT-

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

- a) Copy of the personal identification documents, tax number and, if applicable, social security<sup>2</sup>;
- b) Copy of the academic degree certificates;
- c) Proof of recognition of foreign academic degrees and conversion of the respective final grade to the Portuguese grading scale, if applicable;
- d) Work Plan;
- e) Document proving the acceptance and registration in the PhD Programme in Integrative Biology and Biomedicine;
- f) Supervisor(s) statement declaring the responsibility for the supervision of the work plan, as established in Article no. 5-A of the Statute for Research Fellowships (template will be made available by FCT);
- g) Institutional document supporting the applicant, issued by the institution(s) where the work plan will be carried out, guaranteeing the necessary conditions to its successful development, as well as the fulfilment of the duties established in Article no. 13 of the Research Fellowship Holder Statute (template will be made available by FCT);
- h) Updated document proving the exclusivity dedication regime (template will be made available by FCT).

The studentship granting is still dependent on:

- The fulfilment of all the requirements listed in this Notice of the 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.

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<sup>2</sup> 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.



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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 the listed documents.

Regarding the PhD studentships in non-academic environment, the absence of at least one non-academic entity implies the cancelation of the decision to grant the studentship and closure of the process.



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## 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 financed by FCT using the State Budget fund and, whenever eligible, using the European Social Fund (ESF), under the Programa Demografia, Qualificações e Inclusão (PDQI), according to the respective requirements.

## 12. Studentship Allowance

A monthly maintenance allowance is granted to the studentship holder, the amount of which varies according to whether the activities are carried out in the country or abroad, in accordance with 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 the studentship holders have a personal accident insurance related to the research activities, which FCT will support.

According to the [IGC Research Fellowship Regulations](#), approved by the FCT, the Instituto Gulbenkian de Ciência grants fellows, as PhD students of the Integrative Biology and Biomedicine PhD Programme, a monthly grant supplement that increases the total monthly maintenance allowance, within the terms provided by the Research Fellow Statute and point 1 of Article 19 of the RBI. The monthly maintenance subsidy financed by FCT and the additional scholarship financed by Instituto Gulbenkian de Ciência make up the total amount defined in the scholarship regulations of the Instituto Gulbenkian de Ciência of the Calouste Gulbenkian Foundation. The charges for the monthly scholarship supplement are the exclusive responsibility of the Instituto Gulbenkian de Ciência. This increase is not directly financed by FCT, I. P., nor does it imply any change to the work programme.

All studentship holders who are not beneficiaries of any social protection regime can use the right to social security through the voluntary social insurance regime, under the terms of the Contributory Scheme of the Social Security System. FCT will ensure the charges resulting from contributions under the terms and with the limits provided in Article no. 10 of the EBI.

## 13. PAGAMENTOS DAS COMPONENTES DA BOLSA

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

Registration, enrolment or tuition fees components are paid by FCT directly to the national institution where the scholarship holder is enrolled.

## 14. TERMS AND CONDITIONS OF PHD STUDENTSHIP RENEWAL

The renewal of the studentship always depends on applicant's submission, within 60 working days prior to the renewal start date, of the following documents:

- Declaration issued by the supervisor(s) and by the host institution(s) attesting the work plan development and the evaluation of the respective activities;
- Updated document proving compliance with the exclusive dedication regime;
- Declaration demonstrating the enrolment renewal in the study cycle leading to the doctoral degree.



## 15. INFORMATION AND PUBLICITY OF THE GRANTED FUNDING

All the R&D activities carried out by the grantee, directly or indirectly financed by the studentship, namely, communications, publications and scientific creations, as well as thesis, must include the reference to FCT and, when applicable, the European Social Fund (ESF) financing, through the *Programa Demografia, Qualificações e Inclusão (PDQI)*. Insignia of FCT, ESF and EU must therefore be included in the documents referring to these actions, according to the graphic rules of each financing community program.

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.

For all the studentships, in particular in case of European funded actions, namely the ESF, may be performed monitoring and controlling actions by national or European entities according to the applicable legislation. Grantees must therefore collaborate and provide all the required information, including answering to surveys and evaluation studies in this area, even though the studentship might have already ceased.

## 16. NON-DISCRIMINATION AND EQUAL ACCESS POLICY

FCT promotes a policy of non-discrimination and equal access, thus no applicant may be privileged, benefited, damaged, or deprived of any right or exempted from any duty. This includes ancestry, age, sex, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic disease, nationality, ethnicity or race, land of origin, language, religion, political or ideological beliefs or trade union affiliation.

## 17. APPLICABLE LEGISLATION AND REGULATION

The present call is governed by this Notice of the Call, the FCT Regulation of Research Fellowships, approved by the Regulation no. 950/2019, published in the Series II of the DR, of 16th December, 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.