

Call for Applications for PhD Research Grants

The Institute of Philosophy of the University of Porto (IF- UP) hereby opens this Call for Applications for 1 (one) research grants, hereinafter called PhD Research Grants, in the field(s) of Literature Society and Thought in the Middle Ages, in compliance with the provisions of the FCT Regulations for Research Grants and Fellowships (RBI) and the Research Fellowship Holder Statute (EBI).

The scholarships will be financed by the Foundation for Science and Technology (*Fundação para a Ciência e Tecnologia*) (FCT) under the Collaboration Agreement of the Multiannual Financing Plan for Doctoral Research Grants, signed between FCT and the R&D Research Unit Institute of Philosophy of the University of Porto) (IF-UP), Unidade de I&D n.º 502.

1. SUBMISSION OF APPLICATIONS

The Call for Applications is open from **7 july a until 11:59pm (Lisbon time) on 10 september, 2021.**

Applications and all the supporting documents described in this Call must be submitted by email to candidaturasrh@sp.up.pt and ifilosofia@letras.up.pt, with the title "Application for a Doctoral Scholarship – IF FiloMed".

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

Please note that false declarations or acts of plagiarism from the applicants will lead to the exclusion of the application notwithstanding the need to take other corrective or punitive disciplinary measures.

2. TYPE AND DURATION OF THE SCHOLARSHIPS

The PhD scholarships are intended to finance research activities carried out by the doctoral candidate that will lead to the attainment of the academic degree of doctor in Portuguese Universities.

The research activities leading to the attainment of the academic degree of doctor will take place at Institute of Philosophy of the University of Porto (IF- UP), which will be the candidates' host institution, notwithstanding that the research work may be carried out in collaboration with more than one institution.

The research activities leading to the attainment of the academic degree of doctor of the selected applicants must be framed within the activity plan and strategy of Institute of Philosophy of the University of Porto (IF- UP) and must be carried out within the following 3rd Cycle of Studies in Literary, Cultural and Interartistic Studies or Doctoral Program in Philosophy in Faculty of Arts and Humanities of University of Porto.

The work programme entirely will take place entirely at the Institute of Philosophy of the University of Porto (IF-UP) (scholarship in the country).

As a rule, PhD scholarships are annual, renewable for up to the maximum of four years (48 months), and cannot be granted for a period less than three consecutive months.

In the case of a blended scholarship, i.e., carried out both in Portugal and abroad, the research period at the foreign institution cannot exceed 24 months.

3. RECIPIENTS OF THE SCHOLARSHIPS

PhD scholarships are intended for candidates who are enrolled or who comply with the requirements to enrol in the 3rd Cycle of Studies in Literary, Cultural and Interartistic Studies or Doctoral Program in Philosophy in Faculty of Arts and Humanities of University of Porto, who wish to carry out research activities as part of this degree in the Institute of Philosophy of the University of Porto.

4. ADMISSION REQUIREMENTS

4.1 Admission requirements for applicants

The following candidates may apply to this Call:

- National (Portuguese) citizens or citizens from other member states of the European Union;
- Third-country nationals;
- Stateless individuals;
- Citizens with political refugee status.

To apply for a PhD scholarship, applicants must comply with the following requirements:

- Hold a Bachelor's (corresponding to a minimum of 240 ECTS) or Master's degree or legally equivalent qualification in the field of Literary Studies, or Philosophy, or another area of Humanities and the like considered suitable for accessing the doctoral program of the Faculty of Arts and Humanities of the University of Porto that you will attend;
- Reside permanently and habitually in Portugal at the beginning of the work plan at a foreign institution, in cases in which the work plan includes a research period at foreign institutions (blended scholarships); this requirement is applicable to both national and foreign citizens.
- Has not benefited previously from a PhD scholarship or a PhD in Industry scholarship directly funded by FCT, regardless of its duration.
- Not hold a prior doctoral degree.

4.2 Application requirements

The following documents are mandatory, under penalty of exclusion from the Call:

- Data from ID card / Citizen's card / Passport;
- Candidate's Curriculum Vitae, which must include: identification; academic education; professional experience; participation in scientific events (with or without communication); participation in research projects; publications; other elements considered relevant for the assessment of the application;
- Certificates of all the academic degrees obtained, with the final average grade and, if possible, the grades achieved in all the subjects taken. Alternatively, the candidate can provide a declaration of honour that their Bachelor's or Master's degree will be concluded by the end of the application deadline;
- Registration of recognition of the academic degrees awarded by foreign higher education institutions and registration of the conversion of the respective final average grade to the Portuguese grading scale. Alternatively, the candidate can provide a declaration of honour that the Bachelor's or Master's degree will be concluded by the end of the application deadline;
- Motivation letter (maximum 600 words);
- 2 (two) Recommendation letters;
- Provisional work and research plan in the field of "Society, Thought and Literature in the Middle Ages", in which the candidate explains, fundamentally, the research to be carried out for his doctoral thesis; the theoretical framework of the issues that you intend to develop within the scope of your thesis; the identification, explanation and justification of the main work methodologies that you intend to develop in your work leading to your doctoral thesis. The research plan must have the following structure: Title (maximum of 20 words), Abstract (maximum of 200 words), Keywords (maximum of 5), State of the art (maximum of 600 words), Objectives (maximum of 300 words), Detailed description (maximum 900 words), Bibliography (maximum 25 references);
- To prepare and submit the application and all required documents, including motivation and recommendation letters, in Portuguese or in English.

Regarding the aforementioned admission requirements, the following should be noted:

- In the case of academic degrees awarded by foreign higher education institutions, and to guarantee the principle of equal treatment among applicants with national and foreign academic degrees, the applicant must submit proof of recognition of such degrees and the conversion of the respective final average grade to the Portuguese grading scale.
- The recognition of foreign academic degrees and diplomas and the conversion of the respective final average 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: only in the case of automatic recognition). Candidates should consult the DGES portal for more information at <https://www.dges.gov.pt/>.
- Only applicants who have completed the cycle of studies leading to a Bachelor's or Master's degree until the application deadline will be admitted. Applicants who have not yet received their degree certificate/diploma must submit a declaration of honour stating they will conclude the Bachelor's or Master's degree by the end of the application period. Granting the scholarship will depend on the presentation of proof of the academic qualifications required at the contracting stage.

5. WORK PLAN AND SCIENTIFIC SUPERVISION OF THE SCHOLARSHIPS

1. The candidate who is selected in this competition undertakes to pursue research leading to the attainment of a doctoral degree, cumulatively respecting the following conditions:

a) integrate his research activity in the scientific activity of the Institute of Philosophy of the University of Porto and in the doctoral program in which he is enrolled at the Faculty of Arts of the University of Porto, in accordance with the indications received from the Institute's coordination, the Directorate of Doctoral Program and, from the moment they are formally appointed, also by the supervisor(s) of the thesis;

b) actively participate in scientific and pedagogical activities promoted by the Institute of Philosophy of the University of Porto and in the doctoral program in which he is enrolled in the Faculty of Arts of the University of Porto, collaborating in their organization;

c) follow, after the completion of the curricular component of the Doctoral Program, a work plan defined by the scholarship holder and his/her supervisor(s) and approved in a public presentation before a jury appointed for that purpose;

d) publish, throughout the Doctoral Program, at least 3 peer-reviewed scientific papers;

e) participate with communication, throughout the Doctoral Program, in at least 3 scientific events with peer review;

2. During the curricular year of the doctoral program in which he/she is enrolled, the director of the Philosophy Institute of the University of Porto and the Principal Investigator of the research group (or groups) in which he/she is enrolled will be, for all purposes, advisors. The work plan fits, or who they indicate; the granting of a permanent advisor will only be made at the end of the first year, when there is a definitive distribution of doctoral students by supervisors according to the chosen topics and other criteria established by the Scientific Committee of the doctoral program in which they are enrolled.

3. At the end of each year of the scholarship, the scholarship holder must submit to the Institute's Direction and to the Doctoral Program Direction a detailed report, duly validated by their supervisor(s), proving that they have complied with the work plan fixed and, when applicable, duly justifying any departures from this plan. The renewal of the scholarship will always depend on a positive evaluation of this report by two evaluators, one internal and the other external, appointed at a joint meeting of the Scientific Committee of the doctoral program in which he is enrolled and of the Scientific Council of the Institute of Philosophy of the University of Porto .

6. EVALUATION CRITERIA AND BONUSES

6.1 Evaluation Criteria

The evaluation will be based on the applicant's background and merit namely in terms of its Curriculum Vitae, Work Plan and Motivation Letter.

All admitted applications will be ranked according to the weighted average of the score obtained on a scale of 0 to 200 in each of the following evaluation criteria:

- Criterion A – Curriculum Vitae Merit, with a weight of 60%:
 - Sub-criterion A1 – Final classification of the bachelor's degree (corresponding to a minimum of 240 ECTS) or master's, with a weight of 20%
 - Sub-criterion A2 – Scientific research activities, participation in scientific events; publications and relevant professional experience, with a weight of 40%;
- Criterion B – Work Plan Merits, with a weight of 30%;
- Criterion C – Motivation Letter, with a weight of 10%.

In order to decide the granting of a PhD scholarship, applicants will be ranked according to the weighted average of the score obtained in each of the three criteria, according to the following formula:

$$\text{Final classification} = ((0,20 \times A1) + (0,40 \times A2)) + (0,30 \times B) + (0,10 \times C)$$

For tiebreaking purposes, the final ranking list will be based on the scores assigned to each of the evaluation criteria in the following order: criterion A, criterion B, criterion C.

Important note for candidates holding a degree issued by foreign higher education institutions:

- In the case of academic degrees awarded by foreign higher education institutions, and to guarantee the principle of equal treatment among applicants with national and foreign academic degrees, the applicants must submit proof of recognition of such degrees and the conversion of the respective final average grade to the Portuguese grading scale under the terms of the applicable legislation.
- Applicants with foreign academic degrees who do not submit a proof of conversion of the final average grade to the Portuguese grading scale will be evaluated with the minimum grade of 0 points in Sub-criterion A1.
- In any case, scholarship contracts with applicants whose diplomas have been issued by foreign institutions will only be concluded upon presentation of proof of recognition of academic degrees and conversion of the final average grade, as indicated above.

Applicants whose application is scored with a final grade lower than 160 (one hundred and sixty) are not eligible for scholarship award.

7. EVALUATION

The evaluation panel is composed of the following effective members:

- Prof. Doutor José Carlos Ribeiro Miranda, Professor Associado com Agregação da Faculdade de Letras da Universidade do Porto e investigador do Instituto da Filosofia da Universidade do Porto – Coordenador do Painel;
- Prof.^a Doutora Maria do Rosário Ferreira, Professora Associada da Faculdade de Letras da Universidade de Coimbra e investigadora do Instituto da Filosofia da Universidade do Porto;
- Doutor Filipe Alves Moreira, investigador do Instituto da Filosofia da Universidade do Porto;
- Doutora Maria Joana Matos Gomes, investigadora do Instituto da Filosofia da Universidade do Porto.

The following are alternate members:

- Doutora Mariana Soares da Cunha Leite, investigadora de pós-doutoramento do Instituto da Filosofia da Universidade do Porto;
- Prof. Doutor José Francisco Preto Meirinhos, Professor Catedrático da Faculdade de Letras da Universidade do Porto e investigador do Instituto da Filosofia da Universidade do Porto.

The evaluation panel will assess applications based on the evaluation criteria described in this Call for Applications, considering the components of evaluation.

All panel members, including the coordinator, will make a commitment to respect the responsibilities of the evaluation process, such as the duties of impartiality, the declaration of any potential conflicts 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.

For each application, a final evaluation form will be produced by the panel, in which the arguments that led to the scores attributed to each of the evaluation criteria and sub-criteria will be presented in a clear, coherent and consistent manner.

Minutes of the meetings of the evaluation panel will be taken under the responsibility of all its members.

The minutes and their attachments must include the following information:

- Name and affiliation of all members of the evaluation panel;
- Identification of all excluded applications and respective reasons (if applicable);
- Methodology employed by the panel for particular cases;
- Final Evaluation Sheets for each application;
- Provisional list of the scoring and ranking of the candidates, in descending order of the final grade, of all applications evaluated by the panel;
- COI statements from all members of the panel;
- Delegations of voting and decision powers by reason of justified absence, (if applicable).

8. DISCLOSURE OF THE RESULTS

Evaluation results will be communicated by email to the address provided by the candidates in the application form.

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

Once the provisional ranked list of the evaluation results has been communicated, applicants may request a preliminary hearing with the interested parties, under the terms of Articles no. 121 and following of the Code of Administrative Procedures (CPA).

The final decision will be announced after the analysis of applicants' arguments presented in the preliminary hearing. Following the final decision, the applicant can file a formal complaint within 15 working days or, alternatively, file an appeal within 30 working days, counting after the communication of the final results. Applicants who choose to file a complaint should address their request to the member of the FCT Board of the Directors with the delegated competence. Applicants who choose to file an appeal must address their request to the FCT Board of Directors

10. REQUIREMENTS TO AWARD THE SCHOLARSHIPS

The research scholarship contracts are signed directly with FCT.

The following documents are mandatory, upon conditional awarding of the scholarship for the purposes of contract preparation:

- a) Copy of the document(s) of personal identification, tax number and, if applicable, social security;¹
- b) Copy of the academic degree certificates held by the applicant;
- c) Recognition of the academic degrees obtained abroad and conversion of the final grade to the Portuguese grading scale, if applicable;
- d) Work Plan;
- e) Document proving acceptance and enrolment in the Doctoral Programme identified in the present Call for Applications;
- f) Statement from the supervisor(s) declaring their acceptance to coordinate and supervise 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 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 exclusive dedication regime (template will be made available by FCT).

The granting of the scholarship is still dependent on:

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

¹ Instead of providing these documents, the candidate may opt to present them in person at the financing body, which will store the data contained in them that are relevant for the validity and execution of the contract, including the civil, tax and social security identification numbers, as well as the validity of the respective documents.

- The FCT's available budget.

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

11. FUNDING

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

The scholarships 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 PORTUGAL2020 programme, in particular the *Programa Operacional Regional do Norte (NORTE 2020)*, as well as other approved funding schemes, according to the legal requirements of the regulatory provisions applicable for this purpose.

12. SCHOLARSHIP COMPONENTS

A monthly maintenance allowance is granted to the fellows in accordance with the table in Annex I of the RBI.

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

All the scholarship holders have a personal accident insurance related to the research activities, which FCT will support.

All scholarship holders who are not beneficiaries of any social protection regime have the right to register for 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 the limits provided in Article no. 10 of the EBI.

13. PAYMENT OF THE SCHOLARSHIP

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

Registration, enrolment and tuition fees are paid directly by FCT to the national institution where the scholarship holder has enrolled or is registered in a 3rd Cycle of Studies/PhD Programme;

14. TERMS AND CONDITIONS OF PhD SCHOLARSHIP RENEWAL

The renewal of the scholarship always depends upon the applicant's request, within 60 working days prior to the renewal start date, which must include the following documents:

- a) Declaration(s) issued by the supervisor(s) and by the host institution(s) attesting the work plan development and the evaluation of the respective activities;
- b) Updated document proving compliance with the exclusive dedication regime;
- c) Declaration proving 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 scholarship, namely, papers, publications and scientific creations, as well as the thesis, must include the reference to FCT and the European Social Fund (ESF) financing. In particular, these references should mention the following operational programmes *Programa Operacional Regional do Norte (NORTE 2020)*, *Programa Operacional Regional do Centro (Centro 2020)* and *Programa Operacional Regional do Alentejo (Alentejo 2020)*. Therefore, the FCT, MCTES, ESF and EU logos must be included in the documents referring to these actions, according to the graphic rules 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.

For all the scholarships, 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 scholarship 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, due to ancestry, age, gender, sexual orientation, marital status, family status, economic status, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic disease, nationality, ethnicity or race, territory of origin, language, religion, political or ideological beliefs or trade union affiliation.

17. APPLICABLE LEGISLATION AND REGULATIONS

The present call is governed by the FCT Regulations for 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 Law no. 40/2004, of 18th of August, in its current version), and by other applicable national and European legislation.