

**Public Notice of Call for Applications
for a PhD Research Scholarship**

The Research Centre for Communication and Culture (CECC hereinafter) hereby announces the opening of a call for applications for 1 (one) research scholarship, hereinafter referred to as Doctoral Research Scholarship, in the area of Culture Studies, under the FCT Research Grant Regulations and the Research Grant Holder Statute (RBI and EBI respectively, hereafter).

This scholarship is 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 R&D Unit, CECC (Research Centre for Communication and Culture), reference no. UIBD/00126/2020.

1. SUBMISSION OF APPLICATIONS

The call for applications shall be open from 14 to 28 June 2023 at 6pm (Lisbon time).

Applications and their respective supporting documentation, stipulated in the present Public Notice of Call for Applications, must be submitted via email to concursos.cecc.fch@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 leading to a PhD degree shall take place at the Research Centre for Communication and Culture, which shall thus be the scholarship recipient's host institution, without prejudice to any other work undertaken in collaboration with one or more institutions.

The research leading to a PhD degree by the scholarship recipient must fall within the framework of CECC's strategic activities plan and must be developed under the auspices of the following PhD degree:

- Doctoral Programme in Culture Studies of the Faculty of Human Sciences, Universidade Católica Portuguesa.

The work plan may take place entirely or partially in a Portuguese institution (national scholarship or mixed scholarship, respectively).

This is, as a rule, an annual scholarship, renewable for a maximum period of four years (48 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

Doctoral Research Scholarships are 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 a doctoral degree at the Research Centre for Communication and Culture or at host institutions associated with CECC.

4. ELIGIBILITY

• 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.

In order to apply for a Doctoral Research Scholarship, applicants must:

- hold an undergraduate or Master's degree in Culture Studies, or in other areas deemed analogous;
- 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;
- not have previously been the recipient of a doctoral scholarship or an in-company doctoral degree financed by FCT, irrespective of its length;
- not hold a PhD degree.

• Application Eligibility Requirements

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

- the details stated on the identity card, citizen's card, or passport;
- the candidate's CV;
- certificates for each academic qualification held. Alternatively, should candidates be unable to

provide their undergraduate or Master's degree certificate by the application deadline, a declaration upon honour that the candidate successfully completed their undergraduate or Master's degree studies prior to the application deadline;

- proof of recognition of academic degrees awarded by international higher education institutions, or, alternatively, a declaration upon honour, together with proof that recognition of the foreign degree has been requested from the Directorate-General for Higher Education (DGES) before the deadline for applications (see section below on recognition of academic qualifications awarded by non-Portuguese higher education institutions);
- letter of motivation;
- letters of recommendation (optional);
- preliminary PhD project proposal.

Please note that all documents pertaining to the application, including motivation and recommendation letters, must be submitted either in Portuguese or in English.

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 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 Directorate-General for Higher Education (only for requests for [automatic recognition](https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition)). On this matter, candidates are advised to consult the DGES website at the following address: <https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition>.
- 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 award 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 PLANS AND SCIENTIFIC SUPERVISION OF SCHOLARSHIP HOLDERS

The work plan of the scholarship recipient must be developed within one of the following research groups at the Research Centre for Communication and Culture (CECC): a) Cognition and Translatability; b) Culture, Art and Conflict; c) Literature and the Global Contemporary.

6. ASSESSMENT CRITERIA

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

Candidates deemed eligible are assessed on a scale of 1 to 20 in each of the following assessment criteria:

- Criterion A – Candidate merit, with a weighting of 50%;
 - Sub-criterion A1 – Academic training, with a weighting of 45%
 - A1.1 – Relevance of scientific area of undergraduate degree, with a weighting of 10%
 - A1.2 – Relevance of scientific area of Master’s degree, with a weighting of 25%
 - A1.3 – Publications or other scientific activities, with a weighting of 10%
 - Sub-criterion A2 – other relevant experience, with a weighting of 5%

For A1.1 and A1.2, final classifications of academic degrees will not be considered; only the existence and relevance of degrees, graded on a scale from 0 to 20.

- Criterion B – Candidate potential, with a weighting of 50%;
 - Sub-criterion B1 – Letter of motivation, with a weighting of 5%
 - Sub-criterion B2 – Preliminary PhD project, with a weighting of 25%
 - Sub-criterion B3 – Interview, with a weighting of 20%

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:

$$\text{Final Classification} = (0.50 \times A) + (0.50 \times B)$$

In the case of a tie, the ranking of candidates will be made based on the classifications awarded in each assessment sub-criterion, in the following order of precedence: sub-criterion A1, sub-criterion B2, sub-criterion B3, sub-criterion B1, and sub-criterion A2.

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

- candidates holding diplomas issued by non-national 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), pursuant to the terms of the applicable legislation.
- 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 as detailed above.

Candidates whose application is assessed with a final score below 16 points are not eligible for the scholarship.

7. ASSESSMENT

The candidate assessment panel is composed of the following members:

- Peter Hanenberg, Faculty of Human Sciences, Universidade Católica Portuguesa (Chair)
- Alexandra Lopes, Faculty of Human Sciences, Universidade Católica Portuguesa
- Diana Gonçalves, Faculty of Human Sciences, Universidade Católica Portuguesa

And the following alternate members:

- Adriana Martins, Faculty of Human Sciences, Universidade Católica Portuguesa
- Joana Moura, Faculty of Human Sciences, Universidade Católica Portuguesa

The assessment panel shall evaluate each application in accordance with the assessment criteria set out in the present Public Notice, taking into consideration the assessment elements detailed above.

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.

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;
- COI statements from all panel members;
- Any cases of vote or assignment of roles by proxy on grounds of the justified absence of panel

members.

8. PUBLICATION OF RESULTS

Assessment results shall be released via email 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 FCT.

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

- a) Copy of civil and fiscal identification documents and, where applicable, of social security;¹
- b) Copy of certificates for each of the academic degrees held;
- c) Recognition of non-Portuguese academic qualifications;
- d) Work Plan;
- e) Document attesting to enrolment and registration in the Doctoral Degree Programme in Communication Sciences at FCH/UCP;
- 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

¹ 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.

declaration to be provided by FCT);

- h) An updated document demonstrating compliance with the exclusive dedication regime (template of declaration to be provided by FCT).

The award of the scholarship is also contingent on:

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

Scholarships 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 Programme Demografia, Qualificações e Inclusão (PDQI), in accordance with the regulatory stipulations defined to this end.

12. SCHOLARSHIP COMPONENTS

Scholarship holders are awarded a monthly maintenance stipend in accordance with the terms of the table in the RBI, Annex I.

The scholarship may further include other components pursuant to Article 18 of the RBI and the values established in its Annex II.

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 programme.

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 Programme Demografia, Qualificações e Inclusão (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 the EU's support programme.

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, in 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 2nd 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.