

Notice of Open Call for the

Award of a Doctoral Research Grant

The Centre for Organizational and Social Studies, of the Polytechnic of Porto (CEOS.PP) hereby opens a call for a research grant award, hereinafter referred to as Doctoral Research Grant, in the area of Computer Sciences, subarea Information Systems, under the FCT Research Grant Regulations (RBI) and the Research Grant Holder Statute (EBI).

The grant will be funded by the Foundation for Science and Technology (FCT) under the Collaboration Protocol for the Funding of the Multiannual Research Grant Plan for PhD Students, of the 13th of January 2020, signed between FCT and the R&D Unit no. 5422: Centre for Organizational and Social Studies of the Polytechnic of Porto, of the Porto Accounting and Business School (CEOS.PP).

1. APPLICATION SUBMISSIONS

The call is open from the **2th of December 2021 to 24:00 (Lisbon time) of the 17th of December 2021.**

Applications and its supporting documents as per entailed in this Notice of Open Call must obligatorily be submitted by filling in the electronic application form, available in the Applications System <https://portal.ipp.pt/concursos/iscap/pessoal/>. Applications sent via email or any other electronic means except for the one mentioned will not be accepted.

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

False declarations or plagiarism by applicants are grounds for cancellation of the application, without prejudice of the adoption of other sanction measures.

2. TYPE AND DURATION OF THE GRANTS

The Doctoral Research Grant is designed to fund the development of research activities by the grant holder leading to obtaining a PhD degree in Portuguese universities.

Research activities will be developed at CEOS.PP, host institution of the grant holder, although work can be developed with collaboration between more than one institutions.

Research activities leading to obtaining a PhD degree of the selected grant holders should be developed accordingly with CEOS.PP's activity plan and strategy context and within the scope of the following Doctoral Programme:

- Doctoral Programme in Information Systems and Technology of the University of Minho.

The work plan may be carried out fully or partially in a national institution (resulting from the partnership with the Doctoral Programme in Information Systems and Technology of the University of Minho, part of the work may be developed at the School of Engineering of the University of Minho).

As a rule, grants will have the duration of one year, and are renewable up to a maximum of four years (48 months), and no grant can be awarded for a period of less than three consecutive months.

3. GRANT RECIPIENTS

The Doctoral Research Grants are intended for candidates enrolled or candidates that meet the necessary conditions for enrolment in the Doctoral Programme mentioned in Paragraph 2 who intend to develop research activities leading to the award of a doctoral degree at CEOS.PP, or at associated host institutions.

4. ELIGIBILITY

4.1 Applicant Eligibility Requirements

The following are eligible to apply for this call:

- Portuguese nationals or citizens of other Member States of the European Union;
- Citizens of third party countries;
- Stateless people;
- Citizens who are beneficiaries of the political refugee status.

The following conditions must be met in order to apply for a Doctoral Research Grant:

- By the date of the grant contract, to be enrolled in the Doctoral Programme in Information Systems and Technology of the University of Minho;
- Hold a Bachelor's/Master's degree in Information Systems, Computer Science, Information Science, or related area;
- Be a permanent and habitually resident in Portugal, a requirement applicable to both Portuguese nationals and foreign citizens;
- Not to have benefited from a Doctoral Research Grant or PhD in companies directly funded by the FCT, regardless of its duration;
- Not to hold a PhD degree.

The following are preferred conditions of eligibility:

- Strong organizational and teamwork skills;
- Proficiency in the English language.

4.2 Conditions for eligibility to apply for a grant

Under penalty of not being admitted to the Call, the submission of the following documents appended to the application is mandatory:

- a) Applicant's identity card/citizen's card/passport elements;
- b) Applicants' Curriculum vitae;
- c) Certification(s) of the academic degree(s) held, necessarily specifying the final classification and, if possible, the marks obtained in all course units taken, or, alternatively, a declaration of honour from the applicant stating that s/he has already completed the bachelor's or master's degree before the end of the application period;
- d) Record of recognition of the academic degrees awarded by foreign higher education institutions and record of the conversion of the respective final classification into the Portuguese classification scale; alternatively, a declaration of honour from the applicant stating that s/he has already obtained the recognition of the foreign degree equivalent to a bachelor's or master's degree before the end of the application period;
- e) Proof of enrolment in the Doctoral Programme in Information Systems and Technology of the University of Minho or declaration of honour from the applicant stating that s/he commits to enrol by the date of contracting the grant;
- f) Link(s) to the scientific publication(s) or copy(ies) thereof;
- g) Copy of training certificate(s);
- h) Other documents proving knowledge and experience in Digital Transformation;
- i) One (minimum) or two (maximum) letter(s) of recommendation;
- j) The application and all documents associated to it, including the motivation and recommendation letters, must be written in either Portuguese or English.

Regarding the above-mentioned conditions for eligibility to apply for a grant, the following should be noted:

In the case of academic degrees awarded by foreign higher education institutions, and to guarantee the application of the principle of equal treatment to applicants holding foreign and national academic degrees, it is mandatory to have those degrees recognized and to convert the respective final classification into the Portuguese classification scale:

- The recognition of foreign degrees and diplomas as well as the conversion of the final classification into the Portuguese classification scale may be requested at any public higher education institution, or at the Directorate-General for Higher Education (DGES, only in the case of automatic recognition). Regarding this matter, we suggest the consultation of the DGES portal at the following address: <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. In case candidates do not yet have the certificate of degree completion, a declaration of honour will be accepted

stating that s/he has completed the necessary qualifications for the competition by the application deadline. The awarding of the grant is subject to the presentation of the proof of academic qualifications, during the contract phase.

5. WORK PLAN AND SCIENTIFIC SUPERVISION OF THE GRANTS

The grant holder must collaborate on the work plan of CEOS.PP's "Digital Transformation Observatory" project, namely by:

- a) Participating in the planning and implementation of the Digital Transformation Observatory;
- b) Developing a model to evaluate the success of Digital Transformation initiatives.

The "Digital Transformation Observatory" project aims to carry out a broad study of Digital Transformation initiatives in organisations, with a particular focus on small and medium-sized enterprises in the Northern region of Portugal, characterising the types of initiatives, identifying the main benefits, and measuring the impact (success) in the different dimensions of the analysis. One of the main results of this project will be the development of a model for evaluating the success of Digital Transformation initiatives.

The work will be carried out at CEOS.PP, under the scientific supervision of the ISCAP's Senior Lecturer Luís António da Silva Rodrigues (Ph.D.) and Assistant Professor from the University of Minho, João Eduardo Quintela Varajão (Ph.D.). As a result of the partnership with the Doctoral Programme in Information Systems and Technology of the University of Minho, part of the work may be developed at the School of Engineering of the University of Minho.

6. SELECTION METHODS

The evaluation will consider the applicant's merit, taking into account the elements presented in the application.

Admissible applications will be marked on a scale from 0 to 20 points for each of the following evaluation criteria:

- **Criterion A – Curricular evaluation, weighting 50%:**
 - **Sub-criterion A1:** Final grade of the degree course (the course with the most relevant training area is considered), weighting 50%;

The following scoring table will be used (the average for this purpose should be considered in the 0-20 values scale):

Education Level	Valuation
Master's Degree	Average * 100%
Bachelor's Degree	Average * 80%

- **Sub-criterion A2:** Relevance of the training area of the degree course (the course

with the most relevant training area is considered), weighting 25%.

The following valuation table will be used:

Training Area	Valuation
Information Systems	20
Informatics	18
Information Science	14
Related areas	12
Non-related areas	0

- **Sub-criterion A3:** Other curriculum elements, weighting 25%. The following valuation table will be used:

Curriculum elements	Valuation (up to a maximum of 20 points)
ISI/SCOPUS publications on Digital Transformation or related	4 points per publication
Other ISI/SCOPUS publications	2 points per publication
Other publications	0.5 points per publication
Digital Transformation related training	4 points per training
Other training in Information Systems and Technologies	2 points per training
Other elements related to Digital Transformation	1 point per element

- **Criterion B – Knowledge and experience in Digital Transformation**, weighting 50%. Knowledge and experience will be evaluated through evidence submitted by the applicants, 2 points being awarded for each evidence (up to a maximum of 20 points).

For the purpose of choosing the beneficiaries of the grants, applicants will be ranked according to the weighted average of the classification obtained for each of the two criterion, using the following formula:

Final classification formula (CF): The final ranking of the applicants that complete the procedure will be presented on a scale from 0 to 20 points is to be obtained from the arithmetic weighted mean of the quantitative classifications obtained in each selection criterion, according to the following formula:

$$CF = (A * 0,5) + (B * 0,5)$$

$$\text{Where } A = (A1 * 0,5) + (A2 * 0,25) + (A3 * 0,25)$$

The Evaluation Board may conduct selection interviews for the five applicants who rank the highest. The interviews may be conducted by videoconference.

In case the Evaluation Board proceeds to interviews, the selection methods will change, and the following are to be used:

- **Criterion A – Curricular evaluation**, weighting 50%:

- **Sub-criterion A1:** Final grade of the degree course (the course with the most relevant training area shall be considered), weighting 50%;
 - **Sub-criterion A2:** Relevance of the training area of the degree course (the course with the most relevant training area shall be considered), weighting 25%;
 - **Sub-criterion A3:** Other curriculum elements, weighting 25%.
- **Criterion B – Interview**, weighting 50%. The interview will be graded on a scale of 0 to 20 according to the following sub-criteria:
 - **Sub-criterion B1:** Motivation, weighting 30%;
 - **Sub-criterion B2:** Knowledge and experience in projects and initiatives of digital transformation, weighting 40%;
 - **Sub-criterion B3:** Other (e.g., strong organizational and teamwork skills; proficiency in the English language), weighting 30%.

Final classification formula: The final ranking of the applicants that complete the procedure will be presented on a scale from 0 to 20 points and is to be obtained from the arithmetic weighted mean of the quantitative classifications obtained in each selection method, according to the following formula:

$$CF = (A * 0,5) + (B * 0,5)$$

$$\textit{Where } A = (A1 * 0,5) + (A2 * 0,25) + (A3 * 0,25)$$

$$\textit{Where } B = (B1 * 0,3) + (B2 * 0,4) + (B3 * 0,3)$$

After the analysis of the applications and the evaluation of the applicants according to the components concerned, applicants will be ranked in descending order of scores. In case of a tie, the tie-breaker will be based on the following, by order of presentation:

- a) Final degree grade (the degree with the most relevant training area shall be considered);
- b) Relevance of the training area (the degree with the most relevant training area shall be considered);
- c) Other curricular elements (e.g., publications, training).

If the tie remains, the Evaluation Board shall proceed to a vote where all elements of the Assessment Board shall vote, being the Coordinator of the Assessment Board responsible for the casting vote in case of new tie.

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 criterion 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 submit proof of the conversion of the final classification into the Portuguese classification scale will be assessed with the minimum classification (10 points) in criterion A.
- In any case, the grant contracts with applicants with diplomas issued by foreign institutions will only be signed upon presentation of the proof of recognition of the academic degrees and conversion of the final classification, as indicated above.

Applicants will be excluded from the call on the following grounds:

- a) For not holding the specific requirements referred to in paragraph 4;
- b) Applicants who obtain a mark lower than 9.5 in any of the evaluation components, are considered excluded of the call, in which case will not be evaluated in the next component(s);
- c) For failure to attend the interview or unwillingness to provide any additional clarifications requested, which is equivalent to a withdrawal from the call.

7. EVALUATION

The Evaluation Board is comprised of the following elements:

- **Coordinator** – Prof. António João Vidal de Carvalho (Ph.D.), Senior Lecturer at ISCAP and Coordinator of Studies Unit of CEOS.PP;
- **Effective Member** – Prof. Manuel Fernando Moreira da Silva (Ph.D.), Senior Lecturer and Vice-Dean of ISCAP for Research and Internationalization, who shall replace the President of the jury in absences and impediments;
- **Effective Member** – Prof. Sandrina Francisca Teixeira (Ph.D.), Senior Lecturer at ISCAP and Director of CEOS.PP;
- **Alternate Member** – Prof. Ana Isabel Rojão Lourenço Azevedo (Ph.D.), Senior Lecturer at ISCAP and Coordinator of the Research Group of Business, Social and Learning Analytics of CEOS.PP.
- **Alternate Member** – Prof. Maria da Graça de Albuquerque Barreto Bigotte Chorão (Ph.D.), Associate Professor at ISCAP and Coordinator of the Study Unit of CEOS.PP.

The evaluation panel will assess the applications in accordance with the evaluation criteria set out in this Notice of Open Call, weighing the elements of assessment criteria.

All panel members, including the coordinator, are committed to respecting a series of responsibilities that are essential to the evaluation process, such as duties of impartiality, declaration of any potential conflict of interest and confidentiality. At all moments of the evaluation process, confidentiality is fully protected and ensured in order to guarantee the independence of all evaluation outputs.

For each application, the panel will provide 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.

Records shall be produced of the meetings of the evaluation panel and shall be the responsibility of all its members. Such records and respective annexes must obligatorily include the following information:

- Name and affiliation of all members of the evaluation board;
- The duly-justified identification of all excluded applications [if applicable];
- The methodology adopted by the board for special cases [if applicable];
- Final evaluation Forms for each applicant;
- Provisional classification and ranking list of the applicants, in descending order of the final classification, of all the applications evaluated by the board;
- CDI statements from all members of the board;
- Possible delegation of vote and powers due to justified absence [if applicable].

8. NOTIFICATION OF RESULTS

Results will be notified to the applicants electronically, through the Application System, available at <https://portal.ipp.pt/concursos/iscap/pessoal/>.

The notification made through the Application System is sent to the e-mail address used by each applicant in the electronic application form.

The results will also be made available at ISCAP's website (<https://www.iscap.ipp.pt/>, under *Procedimentos Concursais – Competition Procedures*).

9. DEADLINES AND PROCEDURES FOR HEARINGS, APPEALS, AND RE-ASSESSMENT

After notification of the provisional list of the results of the evaluation, applicants have a period of 10 working days to, should they so desire, request a hearing of interested parties, under the terms of Articles 121 and following of the Code of Administrative Procedure.

The final decision will be issued after the analysis of the statements presented during the prior hearing of interested parties. A complaint may be lodged against the final decision within 15 working days, or alternatively an appeal may be lodged within 30 working days, both counting from the respective notification. Applicants who choose to file a complaint must address their appeal to the member of the FCT Board of Directors with delegated authority. Candidates who choose to file an appeal should address their appeal to the FCT Board of Directors.

10. REQUIREMENTS FOR THE AWARD OF A GRANT

Contracts for the award of research grants are celebrated directly with FCT.

On the potential award of a grant, the following documents must be submitted for drawing up

the contract:

- a) A copy of the applicant's identification document, tax payer number and, when applicable, the social security identification document¹;
- b) Copy of the certification(s) of the academic degree(s) held;
- c) Presentation of the registration of the recognition of foreign degrees and the conversion of the respective final grade to the equivalent Portuguese grade, if applicable;
- d) Work plan;
- e) Document proving enrolment and registration in the Doctoral Programme identified in paragraph 2 of this Notice of Open Call;
- f) Statement from the scientific 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 the FCT);
- g) Document proving acceptance of the candidate by the institution where the research activities will take place, assuring the necessary conditions for its good development, as well as the fulfilment of the duties established in article 13 of the Research Grant Holder Statute (draft declaration to be made available by the FCT);
- h) Up-to-date document proving compliance with the exclusive dedication regime (draft declaration to be made available by the FCT);

The award of the grant also depends on:

- the compliance with the requirements set out in this Notice of Open Call;
- the result of the scientific evaluation;
- the inexistence of unjustified non-compliance with the duties of the grant beneficiary under a previous grant contract directly or indirectly funded by the FCT;
- the availability of funds in the FCT budget.

Failure to submit any of the required documents that are necessary to complete the grant contract process within 6 months from the date of communication of the conditional decision to award the grant, will cause the annulment of the award of the grant in question and the process termination.

11. FINANCING

The payment of the grant is due to start upon return of the duly-signed grant contract by the applicant, within a maximum of 15 working days from the date of receipt of the contract.

The grant awarded as a result of this Notice of Open Call will be financed by the FCT, with funds from the State Budget, and, when eligible, with funds from the European Social Fund, which are to be made available under PORTUGAL2020, namely through the Northern Regional Operational Programme (*Programa Operacional Regional do Norte - NORTE 2020*), the Central Regional

¹ The availability of these documents may be replaced, at the option of the applicant, by their presentation in person at the funding entity, who will keep the elements contained in them that are relevant for the validity and execution of the contract, including the civil, tax and social security numbers, as well as the validity of the respective documents.

Operational Programme (*Programa Operacional Regional do Centro - CENTRO 2020*), and the Alentejo Regional Operational Programme (*Programa Operacional Regional do Alentejo - ALENTEJO 2020*), or others that may eventually be approved, in accordance with the regulatory provisions established for this purpose.

12. COMPONENTS OF THE GRANT

Grant beneficiaries are awarded a monthly maintenance grant, in accordance with the table in Appendix I of the RBI.

The grant can also include other components, under the terms stipulated in Article 18 of the RBI and for the amounts provided for in its Appendix II.

All grant beneficiaries are entitled to a personal accident insurance regarding the development of research activities, which is financially supported by the FCT.

All grant beneficiaries who are not covered by any social security regime can secure the right to social security by paying contributions to the voluntary social insurance regime, under the terms of the Code of Contributory Social Security Regimes, whereby the FCT assumes the responsibility for the cost of these voluntary contributions, under the terms and within the limits provided for in Article 10 of the EBI.

13. PAYMENTS OF THE COMPONENTS OF THE GRANT

Payments due to the grant beneficiary are made by bank transfer to the account identified for this purpose by the beneficiary. The monthly maintenance grant is paid on the first working day of each month.

Payments for the registration, enrolment, or tuition components are made directly by the FCT to the national institution where the grant beneficiary is registered or enrolled for the Doctoral Programme.

14. TERMS AND CONDITIONS OF RENEWING THE GRANT

The renewal of the grant is always dependent on a request presented by the grant beneficiary within 60 working days prior to the renewal start date, accompanied by the following documents:

- a) Assessments emitted by the supervisor(s) and by the host entity(ies) regarding the monitoring of the grant beneficiary's work and the assessment of their research;
- b) An up-to-date document proving compliance with the exclusive dedication regime;
- c) A document proving the renewal of enrolment in the Doctoral Programme for obtaining a PhD degree.

15. INFORMATION AND PUBLICITY ON FUNDING GRANTED

In all R&D activities which are directly or indirectly financed by the research grant, namely, in all communications, publications, scientific productions and creations, as well as tests, carried out with the financial support provided by the grant, mention must be made of financial support from the FCT and the European Social Fund, namely through the Regional Operational Program of the North (NORTE 2020), the Regional Operational Program of the Center (Centro 2020) and the Regional Operational Program of 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 activities, as per graphic standards applicable to each operational programme.

The disclosure of the results of research funded under the RBI must comply with the open access rules for data, publications, and other research results in force at the FCT.

For all grants, and in particular in the case of actions supported by community funds, especially from the ESF, national and community bodies have the right to monitor and control the research, in accordance with the applicable legislation in force, whereby existing grant beneficiaries are obliged to collaborate and provide the requested information, which can include the carrying out of surveys and assessment studies of the work, even though the grant support has already ended.

15. NON-DISCRIMINATION AND EQUAL ACCESS POLICY

FCT promotes a policy of non-discrimination and equal access, whereby no applicant can be privileged, benefited, harmed, or denied any right or be exempt from any duty due to, in particular, ancestry, age, sex, sexual orientation, marital status, family situation, economic status, education, origin or social status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, country of origin, language, religion, political or ideological beliefs, or union membership.

16. APPLICABLE LAWS AND REGULATIONS

This competition is governed by this Notice of Open Call, by the Rules and Regulations for FCT Research Grants, approved by Regulation No. 950/2019, published in the II Series of the *Diário da República* official gazette on the 16th of December 2019, by the Research Grant Statute approved by Law No. 40/2004 of the 18th of August, in its current form, and by any other applicable Portuguese or Community legislation.