

Authorized by resolution of the Board of Administration of November 29, 2023

CENTRO HOSPITALAR UNIVERSITÁRIO DE SANTO ANTÓNIO

SCHOLARSHIP

Ref. BI.07/2023/NEURO/CHUdSA

The Centro Hospitalar Universitário de Santo António (CHUdSA) announces a competition for the award of a Research Scholarship within the scope of the business innovation project **BLOCKCHAIN.PT** - Agenda - Decentralizing Portugal with Blockchain, funded by the Recovery and Resilience Plan of Portugal under its Component 5 – Business Capitalization and Innovation and with the Regulation of the Incentive System "Agendas for Business Innovation."

1. Scientific Area: Medicine – Clinical Neurology

2. Admission Requirements and Valuation Factors

2.1 Mandatory Admission Requirements

- a) Hold a Bachelor's or Master's degree in Pharmaceutical Sciences, Biomedical Sciences, Health Sciences, Biology, or related fields.
- b) Be enrolled in a master's or doctoral program at a higher education institution in Portugal or in a non-degree course integrated into the educational project of a higher education institution, developed in association or cooperation with one or more R&D units, as per the RBI of CHUdSA. Non-degree courses are those provided for in paragraph e), number 3 of article 4 of Decree-Law nº. 74/2006, of March 24, 2006, in its current wording.

(https://www.chporto.pt/documentos/Bolsas/RegulamentoBolsasID_CHUPorto_04-2021.pdf).

- c) Have a C2 level of proficiency in the Portuguese language if not a native speaker of the Portuguese language.

2.2 Application Valuation Factors

Preferential factors include solid experience and knowledge in:

- a) Knowledge in the field of clinical trials;
- b) Training in Good Clinical Practices;
- c) Experience in clinical settings;
- d) Research experience in health science-associated centers;
- e) Experience in clinical research studies (e.g., cohort studies);

- f) Experience in hospital work involving multidisciplinary teams;
- g) Proficiency in oral, reading, and written comprehension of the English language.

The candidate must be available immediately, demonstrate interest in the scientific area, and be able to work in a multidisciplinary team environment.

3. Eligibility

Candidates must meet the eligibility conditions set out in articles 4 and 7 of the Research Scholarship Regulation of this University Hospital Center.

4. Work Plan

The scholar will participate in and support project tasks, particularly: supporting the organization, application, and coordination of a clinical study at CHUdSA and partner institutions (INESC TEC and the University of Kiel, Germany); participating in the preparation of patient evaluation protocols, preparation of patient follow-up, support in the execution of protocols, and clinical data collection and recording activity; collaborating in the organization of consortium meetings, preparation of progress reports, and scientific manuscript preparation.

5. Applicable Legislation and Regulations

Research Scholarship Regulation (RBI) of Santo António University Hospital Center, E.P.E., approved by FCT on April 5, 2021, and the Research Fellow Statute, approved by Law No. 40/2004, of August 18, 2004, in its current wording.

6. Workplace

The work will be carried out in the Neurology Service of the Department of Neurosciences of CHUdSA, under the scientific guidance of Professor Dr. Luis Maia.

7. Duration of the Scholarship

The scholarship will have a duration of 6 months, starting in March 2024, possibly renewable for periods of 6 months, but not exceeding the project completion date.

8. Monthly Maintenance Allowance

The scholarship amount is €1,199.64 (one thousand one hundred ninety-nine euros and sixty-four cents), and payment will be made monthly by bank transfer. Other benefits include Voluntary Social Security, corresponding to the 1st tier of contributory incidence base; Personal Accident Insurance, as provided in the Research Fellow Statute.

9. Selection Methods

Selection will be based on a curriculum evaluation and interview:

9.1 The first, documentary phase is based on the elements submitted in the application; candidates will be ranked based on the application of curriculum evaluation (CE) criteria; the score is valued on a scale of zero to twenty.

Candidates who score less than 9.5 in CE are considered excluded from the second selection phase. The jury reserves the right to call the top three candidates for an interview.

9.2 The second phase, consisting of an interview (I), aims to systematically assess experience, motivation, and behavioral aspects related to communication and interpersonal skills. The score is valued on a scale of zero to twenty.

9.3 The final ranking of candidates will be determined using the following formula:

$$\text{Final score} = 0.7 \times \text{CE} + 0.3 \times \text{I}$$

The jury will decide on the ranking of applications and may choose not to select any candidate based on the qualifications and competencies demonstrated.

9.4 The candidate's failure to appear for the interview or the unavailability to provide any clarifications at any stage of the selection process is considered withdrawal from the competition.

9.5 In case of equal scores among candidates after applying the aforementioned selection criteria, the tiebreaker will be based on the higher score obtained in the interview.

10. Selection Jury Composition

President: Professor Dr. Luís Filipe Maia, Assistant Hospital Graduate, Neurology Service, CHUdSA.

First member: Professor Dr. Manuel Correia, Director of the Neurology Service, Senior Assistant Graduate, CHUdSA;

Second member: Dr. Nuno Vila-Chã, Assistant Hospital Graduate, Neurology Service, CHUdSA;

First alternate member: Dr. Gabriela Lopes, Assistant Hospital Graduate, Neurology Service, CHUdSA;

Second alternate member: Dr. Diogo Costa, Assistant Hospital, Neurology Service, CHUdSA.

11. Publication and Notification of Results

Candidates will be notified via the email address provided during their application and/or through the CHUdSA website.

Each candidate will be assigned an ID, which will be used as a means of identification throughout the selection process, replacing their respective name (General Data Protection Regulation).

Interview invitations will be sent to the email addresses provided by the candidates during the application process.

The results lists (list of admitted and excluded candidates, curriculum evaluation, and the final ranking list of candidates) will be available on the CHUdSA website, posted on the DEFI bulletin board, and sent via email to all candidates, along with the jury's deliberation minutes.

The scholarship will be awarded to the top-ranked candidate, who must express in writing the intention to accept the scholarship. In case of non-acceptance, the scholarship will be awarded in order of final ranking.

CHUdSA may use the final ranking list during the scholar's hiring period in the event of withdrawal or cancellation of the scholarship during the contract and if conditions for hiring for a period equal to or longer than three consecutive months are met.

12. Deadlines and Procedures for Prior Hearing, Complaint, and Appeal

After the communication of the provisional results list, candidates have a period of 10 working days to express their opinions in a prior hearing of interested parties, in accordance with articles 121 and following of the Administrative Procedure Code.

The final decision will be made after analyzing the statements presented in the prior hearing of interested parties. A complaint can be filed within 15 working days, or alternatively, an appeal can be filed within 30 working days, both counted from the respective notification. Complaints are addressed to the President of the competition jury, and appeals are submitted to the competent Administrative Court.

13. Deadline, Submission, and Formalization of Applications

13.1 Deadline

The competition is open from 15th December 2023 to 29th December 2023 (10 working days).

13.2 Submission of Applications

Applications must be formalized through a request addressed to the President of the CHUdSA Board of Administration, including the identification of the competition through reference to Research Scholarship BI.07/2023/NEURO/CHUdSA, full name, residence or contact address, phone or mobile contact, and email address. Applications, along with the documents mentioned in section 13.3, should be sent to the email address bolsas.defi@chporto.min-saude.pt, with the subject: Research Scholarship BI.07/2023/NEURO/CHUdSA and the candidate's name.

Alternatively, applications can be submitted in person at the DEFI Management Board Secretariat, CHUdSA, on a portable memory device (commonly known as a pen drive).

Only applications received by 23:59 on the last day of the deadline defined in paragraph 13.1 will be considered.

13.3 Documents - Applications must be accompanied by the following documents:

- a) Request;
- b) Curriculum Vitae (CV);
- c) Motivation letter, addressed to the President of the CHUdSA Board of Administration;

- d) Copy of document proving academic qualifications or their recognition in Portugal when awarded by foreign higher education institutions;
- e) Copy of the document proving enrollment in a master's or doctoral program or in a non-degree course, or a declaration under a commitment of honor, in which case proof of enrollment must be submitted when contracting the scholarship;
- f) Document proving proficiency at the C2 level of the Common European Framework of Reference for Languages (CEFR) in the Portuguese language, if applicable;
- g) Other documents that candidates consider relevant for the assessment of their merit.

Documents sent after the deadline stipulated in this announcement will not be considered as part of the application.

14. Scholarship Contractualization

For the contractualization of the scholarship, some documents provided for in article 14 of CHUDSA's RBI, applicable to the specific situation of the selected candidates, will be required. In any case, the following are necessary:

- a) Proof of compliance with the exclusive dedication regime, as provided for in paragraph f), no. 1 of article 14 or a declaration under a commitment of honor, in which the candidate attests to the exclusive dedication situation on the start date of the scholarship.
- b) Document proving the country of residence, residence permit, or other legally equivalent document, valid on the start date of the scholarship, for foreign candidates or non-residents in Portugal;
- c) Document in which the fellow declares not to have benefited from an identical type of scholarship directly funded by CHUDSA;
- d) Document proving enrollment in a Higher Education Institution, regarding the situation declared under a commitment of honor.

Failure to submit the required documentation for contractualization within 10 working days after the date of communication of the conditional grant of the scholarship implies the expiration of said grant.

The contract and final reports of the scholarship are available for consultation on the CHUdSA website, integrated into the RBI.

*Draft: **Declaration of Honor** [Text of the template for the Declaration of Honor regarding academic qualifications/ enrollment in a Higher Education Institution, to be adapted by the candidate as needed]*

I, [name], a candidate for the [type of scholarship] within the framework of the [name and reference of the project when indicated], published on the CHUdSA website with the reference (see in the announcement - Ref. BI.xx/xxxx/xxxxx/CHUdSA), declare under oath that I have completed the academic degree of [academic degree], qualifying for the type of scholarship being applied for, namely the [course designation], from [University conferring degree], on the date [xx/xx/xxxx], with a final average of xx values.

I further declare that, on this date [xx/xx/xxxx], I am [enrolled or meet the requirements to enroll] in the [course designation], at [name of the Higher Education Institution].

As I am unable to provide proof of [qualifications/enrollment] by the end of the competition deadline, I declare that I commit to presenting the said certificate at the signing of the scholarship contract [], in case of being selected for the competition.

For being true, this declaration will be dated and signed by me.

Date

Signature