

PUBLIC NOTICE FOR ONE RESEARCH SCHOLARSHIP

Reference: CITUR-COIMBRA/CEGaS_BI3

Reference: PRBI/7/2024

Announcement for the allocation of 1 research scholarship for university graduates

IPC/ i2A is now accepting applications to award 1 Research Scholarship (BI) within the scope of the project "CEGaS - Circular Economy for Sustainable Gastronomy: Diagnosis and adoption of good practices in restaurants", funded by CITUR, under Project No. UIDB/04470/2020, funded by the Foundation for Science and Technology, under the following conditions:

1. SCIENTIFIC AREAS(S): Social Sciences

2. ADMISSION REQUIREMENTS

General requirements:

- a) Attending, on the date of the scholarship contract, a master's degree in Social Sciences, and more specifically, in Tourism and Hospitality.

Specific requirements:

- a) Hold a bachelor's degree.
- b) Adequacy from the candidate's training and experience to the objectives of the work to be carried out.

Preferential requirements:

- a) Experience in performing research tasks, such as the collection, systematisation and analysis of data.
- b) Knowledge of data collection instruments and their subsequent processing using quantitative and qualitative data analysis software.
- c) Good knowledge of the English language (oral and written).
- d) Good technical and scientific communication skills.
- e) Competences and motivation for teamwork.
- f) Organisational skills and autonomy.

3. WORK PLAN

To collaborate in the work plan of the project " CEGaS - Circular Economy for Sustainable Gastronomy: Diagnosis and adoption of good practices in restaurants ", namely:

- a) Literature research, review and systematisation of the main concepts addressed in the Project.
- b) Preparation, submission, and presentation of scientific papers in scientific events and publications.
- c) Writing of technical reports within the scope of the Project;
- d) Definition of guidelines for the implementation of initiatives that materialise the foundations of the circular economy in restaurant/catering companies, and respective communication (internal and external).
- e) Definition of proposals for collaborative knowledge transfer/dissemination between academia and restaurant/ catering companies.
- f) Definition of proposals for the integration of the contents addressed and/or systematised by the Project in

professional and academic training.

The participation of the scholarship holder will be carried out according to a specific Work Plan, to be developed at the moment of the scholarship attribution/ beginning of the scholarship.

4. SCHOLARSHIP LENGTH

The scholarship is for 3 months, renewable, on an exclusive basis, in accordance with the applicable regulations. Scholarship 3 (BI3) will start in June 2024

5. MONTHLY MAINTENANCE ALLOWANCE:

990,98 euros, according to the table of scholarship amounts awarded by FCT to positions held in Portugal (www.fct.pt/apoios/bolsas/valores). The payment will be made by bank transfer.

To this amount is added to the voluntary social insurance corresponding to the first tier, if the applicant so chooses to register, and a workplace accident insurance contract for personal accident insurance.

6. SCIENTIFIC SUPERVISION AND PLACE OF WORK:

The work of the scholarship holders will be scientifically oriented by Professor António Manuel da Silva Melo and Professor Carla Isabel Barreto Salgueiro de Melo, Investigator and Co-Investigator in charge of the CEGaS Project. The remaining members of the research team may also provide guidance, according to the tasks to be developed.

The work will be carried out at the School of Hospitality and Tourism of the Polytechnic Institute of Porto.

7. SELECTION CRITERIA:

The selection will be carried out through curricular analysis, and will focus on the candidate's merit, according to the following:

a) Curriculum Evaluation (CE):

- a.1) Academic qualifications (university degree) – A;
- a.2) Experience of research work in the area – E;
- a.3) Experience in writing and presenting academic and scientific papers at events and in scientific publications – C;
- a.4) Relevant professional experience in the area – P;

with the final mark being $CE = [A*0,2 + E*0,3 + C*0,3 + P*0,2]$.

If any of the selected scholarship holders withdraws, the second candidate on the list of candidates will automatically be contacted, and so on, in sequence, until all the candidates with a score equal to or higher than 9.5 points have been submitted.

In case of a tie among the first three candidates, or if the jury decides by reasoned deliberation, the first three candidates classified in the curricular analysis will be invited for an interview (INT), where the following criteria will be applied:

b) Interview (INT)

- b.1) motivation towards the project's objectives – M;

- b.2) scientific communication skills - C;
- b.3) oral expression in portuguese – O;
- b.4) mastery of the English language – E;

being the final mark $INT = [M*0,3 + C*0,3 + O*0,2 + E*0,2]$.

Candidates may be excluded from the competition on the following grounds:

- a) For not possessing the mandatory requirements required in the competition notice (point 2.).
- b) Candidates who score less than 9.5 are considered excluded from the competition.

Jury of Selection:

The jury responsible for the selection process is composed by 5 PhD Professors and 1 Specialist Professor, 3 effectives and 2 substitutes:

President – Professor António Manuel da Silva Melo (IPP);
Effective – Professor Carla Isabel Barreto Salgueiro de Melo (IPP);
Effective – Professor Alexandra Isabela Lopes Correia (IPVC);
Effective – Professor Andreia Filipa Antunes Moura (IPC);
Substitute – Professor Vânia Natércia Gonçalves Costa (IPCA).

8. MANDATORY DOCUMENTS:

Applications must include the following information:

- a) Duly completed application form, available on the website dedicated to this competition procedure - https://www.ipc.pt/bupc/concursos/form/concursos_bolseiros

Applications must be formalised by sending an application letter addressed to the President of the Jury, stating the title and reference of the project, describing the motivation and professional objectives of the applicant, accompanied by the following documents:

- 1) Dated and signed Curriculum Vitae.
- 2) Proof of degree mentioning the final grade and the marks obtained in each curricular unit of the course; Candidates holding foreign qualifications must prove their academic degree and foreign diploma, under the terms of Decree-Law No. 66/2018, of 16 August;
- 3) Proof of enrolment in a study cycle leading to a master's degree, indicating the designation and ECTS already approved.
- 4) Updated document proving the professional situation, indicating the nature of the contract, duties, and average annual workload (if applicable), which may be replaced by a sworn statement if the applicant does not perform any professional activity or provide services
- 5) Other documents that the candidate considers relevant, as reference letters (optional, up to three letters).

None of the previously referred documents can be submitted after the deadline presented in this scholarship notice. Applications sent via e-mail or any other electronic means other than the one specified will not be accepted.

9. DEADLINE OF APPLICATIONS SUBMISSIONS:

The competition is open for 10 working days, from 20nd May to the 31th May, 2024.

Candidates must access and register on the website: https://www.ipc.pt/bupc/concursos/form/concursos_bolseiros to submit the application, selecting the procedure for which they intend to apply.

Applications must be delivered exclusively in digital format, in portable document format (pdf), with the exception of documents whose delivery is scheduled in other digital formats.

Application instructions are completed by filling in the sections available at the aforementioned link.

When formalizing the application, if it contains a classified document that reveals commercial or industrial secrets, or secrets relating to literary, artistic or scientific property, the candidate must expressly indicate such reservation, under penalty of the work in question being freely accessed by any one of the other candidates, in consultation with the process.

When submitting the application, the candidate must provide the data strictly necessary for the purpose, under the terms of this public notice, and must hide personal data that may exist in the documentation submitted, otherwise these data may be freely accessed by any of the other candidates, in the process query.

10. PUBLICATION/NOTIFICATION OF RESULTS:

The results of the evaluation will be published, through an ordered list with the final classification obtained, posted on the Portal of the School of Hospitality and Tourism of the Polytechnic of Porto (<https://www.esht.ipp.pt/>). All candidates will be notified, for the purposes of prior hearing of interested parties, by email.

11. LEGISLATION AND APPLICABLE REGULATION:

The grant award is based on:

- 1) Law no. 40/2004, of 18 August (Statute of the Scientific Research Grant Holder), amended and republished by Decree-Law no. 202/2012, of 27 August, updated by Decree-Law no. 233/2012, Law no. 12/2013 and Decree-Law no. 89/2013.
- 2) Scholarships and Research Regulations of the Foundation for Science and Technology in force (www.fct.pt/apoios/bolsas/docs/RegulamentoBolsasFCT2015.pdf).
- 3) Order no. 12709/2016, published in the DR, II^a Serie de 21/10/2016, of the Polytechnic Institute of Coimbra, respecting the IPC Scholarship Holders Regulation.

The model grant contract and final reports to be prepared by the grant holder and the coordinator are those included in the annexes of the above-mentioned Scientific Research Grant Holder Statute.

For further information please contact:

Professor Carla Melo (carlamelo@esht.ipp.pt) indicating the reference of fellowship (mandatory): **CITUR-COIMBRA/CEGaS_BI1 e BI2.**

Coimbra, abril de 2024