

## Notice

### **Open call for two research grant applications for the project of process digitalization and automation of University of Lisbon (Departamento de Informática dos Serviços Centrais)**

**Reference: 10/BII/2023**

1. The University of Lisbon (ULisboa) opens a call for 2 (two) Research Initiation Grants (BII), financed by ULisboa, for the Department of Informatics, within the scope of the project of Digitalization and Automation of Processes in the Department of Informatics of the Central Services of ULisboa, under the following conditions.

#### **2. Scientific Area**

computer science

#### **3. Mandatory admission requirements:**

Considering article 10 of the Regulation for Research Grants of the University of Lisbon, applicants can be national citizens, citizens of other member states of the European Union or citizens of third states, holders of a valid residence permit or beneficiaries of the resident long-term status, under the terms of Law n° 23/2007, of 4 July, amended by Law n° 28/2019, of 29 March or with which Portugal has entered into reciprocity agreements.

Candidates enrolled for a Bachelor or a Master in the area of technologies, in the field of informatics (Computer Engineering, Electrotechnical Engineering, Information Systems and Technologies or similar) will be admitted.

#### **3.1. Preferential admission requirements**

Preference will be given to candidates who have:

Ref. A – 1 research grant

- 1) Computer knowledge from the user's point of view;
- 2) Knowledge\Experience of Hardware Configuration and Troubleshooting;
- 3) Knowledge\Experience in Computer Operation and Maintenance;
- 4) Knowledge of computer networks
- 5) Knowledge of computer security
- 6) Experience in analysing requirements with end users to implement information systems functionalities or to automate processes.

Ref. B – 1 research grant

- 1) Knowledge in programming
- 2) Knowledge of computer security
- 3) Knowledge in software development

- 4) Knowledge in the area of requirements analysis
- 5) Knowledge of distributed systems
- 6) Experience in analysing requirements with end users to implement information systems functionalities or to automate processes.

#### **4. Deadline for applications and submission forms**

4.1. The call is open from December 13<sup>th</sup> to December 25<sup>th</sup>, 2023.

The call will be publicized through the FCT's IT platform for scientific employment and also on the portal of University of Lisbon.

Applications must be formalized by email to [candidatures.rh@reitoria.ulisboa.pt](mailto:candidatures.rh@reitoria.ulisboa.pt), including the following documents:

- Requirement with the identification of the candidate;
- Documents proving that the candidate meets the conditions required for the respective type of scholarship, namely a copy of the qualification certificate with the final average and grades in all subjects taken;
- Curriculum vitae;
- Motivation letter;
- Declaration on honor that there is no professional activity or service provision that violates the duty of exclusive dedication;
- Copy of the civil identification document and, whenever applicable, copy of proof of residence permission or other legally equivalent document, and, if the identification document corresponds to the citizen card, the delivery of a copy may be replaced by the display of the even, prior to the conclusion of the contract, if the scholarship is awarded;
- If candidates already had a scholarship of this type should also add a proof of the duration of the scholarship (declaration from the institution or declaration of honor).

These elements are mandatory.

Regarding the qualification certificate, in case the degree was obtained in a foreign institution, it must be recognized by a Portuguese institution in accordance with Decree-Law n.º 66/2018, of August 16 and Ordinance n. 33/2019, of 25 January, in its wording in force on the date of application.

#### **5. Work plan**

The students will participate in the various tasks that involve one of the following projects:

Ref. A

Identification and definition of procedures in order to digitizing and/or automating tasks in the IT support area. This project will be carried out in the context of tasks carried out by the IT support area, such as: answering user requests, installing hardware and software components, ensuring the maintenance and updating of hardware and software, and diagnosing and solving software and hardware problems.

Ref. B

2) Identification, definition and implementation of procedures to automate the tasks to integrate systems such as the identity management system, the human resources management system, the academic information management system, and the scientific information management systems .

### **6. Working place and scientific guidance**

Working place: University of Lisbon, Alameda da Reitoria, Cidade Universitária 1649- 004 Lisbon.

Scientific supervision of Professor Dulce Domingos.

### **7. Selection method and respective valuation**

The selection method uses a classification based on a scale from 0 to 20 values with the following components: curricular assessment (AC = 70%), motivation (Mo = 30%). The AC considers the course average to date (L), the best grade obtained in one of the relevant curricular unit considering the type of scholarship (N) and the fulfillment of the preferential admission requirements (R), as follows: the fulfillment of one preferential admission requirement is valued at 20/4.

The Jury can, if necessary, interview up to five candidates. In this case, for candidates who pass the interview phase, the first assessment component will weigh 60% and the interview will weigh 40%.

In the interview (E), the jury evaluates, in an objective and systematic way, the knowledge and technical skills, and behavioral aspects evidenced during the interaction established between the interviewer and the interviewee, namely those related to critical thinking, motivation, verbal expression and fluency, quality of professional experience, professional appreciation and updating.

The jury may not award the scholarship if the quality of the candidates is lower than that intended.

Candidates have access to the jury minutes, which contain the evaluation parameters and respective weighting of each of the selection methods to be used, the classification grid and the method's final valuation system, as long as they request them.

The admission and exclusion list for the competition, the results obtained in each phase and the final ranking list of candidates who complete the procedure are published on the University of Lisbon portal at <https://www.ulisboa.pt>.

### **8. Composition of the Jury**

President – Maria Dulce Pedroso Domingos, Vice-rector of ULisboa;

1st Effective Member - Ana Rute Da Costa Ferreira Marques, Director of the Department of Informatics (DI) of the Central Services of ULisboa, who will replace the President of the Jury in his absences and impediments;

2nd Effective Member – José Pedro Galvão Lima, Coordinator of the Applications and Information Systems Area of the Informatics Department (DI) of the Central Services of ULisboa;

1st Substitute Member – João Paulo Jorge Azevedo Torres, Coordinator of the Informatics Support Area (AAI) of the Informatics Department (DI) of the Central Services of ULisboa;

2nd Substitute Member – Ana Nascimento, Director of the Human Resources Department (DRH) of the Central Services of the University of Lisbon.

## **9. Notification of results**

9.1. Candidates admitted to the first selection method are invited to carry out the next method, by email sent to the email address communicated in their Curriculum vitae.

9.2. Excluded candidates are notified, by email with delivery receipt sent to the email address communicated in the Curriculum vitae, for the hearing of interested parties to take place under the terms of the Code of Administrative Procedure.

9.3. The final ranking list is notified to all candidates by email with delivery receipt.

9.4. After the deadline for complaining about the final ranking list, the selected candidate is notified to present a written declaration of acceptance of the scholarship within a maximum period of 10 working days, under penalty of not being invoked a reasonable reason within of the aforementioned period, this is equivalent to renunciation or withdrawal from the scholarship.

9.5. In case of resignation or withdrawal of the selected candidate, the candidate classified in the subsequent position, if applicable, is notified for the purposes of the provisions of the previous paragraph.

## **10. Duration and amount of the Scholarship**

The scholarship will last for three months, starting on January 2nd 2024, renewable up to a limit of 12 months, on an exclusive dedication basis, in accordance with article 5 of Law n° 40/2004, of 18th August.

The amount of the grant will be €541.12 (five hundred, forty one euros and twelve centimes), according to the table of values of grants awarded directly by the Regulation of Research Grants of the University of Lisbon, published in Diário da República n.º 113, II. th series, of June 12, 2020.

The scholarship holder will benefit from personal accident insurance and, if not covered by any social protection scheme, can ensure the exercise of the right to social security by joining the voluntary social insurance scheme, under the terms of the Code of Contributory Schemes of the Social Security Welfare System.

The scholarship amount will be paid monthly by bank transfer.

## **11. Applicable legislation and regulations**



Research Fellow Statute, approved by Law No. 40/2004, of August 18, as amended by Decree-Law No. 123/2019, of August 28.

Regulation of Research Grants of the University of Lisbon, Order No. 8061/2022 published in the Diário da República No. 126, IIª series, of July 1st.

The President of the Jury, Maria Dulce Pedroso Domingos