

**NOTICE OF OPENING OF SELECTION PROCEDURE FOR RECRUITMENT OF A DOCTORATE  
POSITION UNDER THE ARTICLE 23 OF DECREE-LAW No. 57/2016, OF AUGUST 29.**

1. By order of 02 February 2017, the Director of FEUP, Professor João Bernardo de Sena Esteves Falcão e Cunha, deliberated to open a call for a doctorate position supported by research unit Laboratory for Process Engineering, Environment, Biotechnology and Energy – LEPABE - POCI-01-0145-FEDER-006939 - funded by European Regional Development Fund (FEDER) funds through COMPETE2020 - competitiveness and international operational programme (POCI) – and by national funds through FCT/MCTES (PIDDAC) for a doctorate in the scientific area of Chemical Engineering, for the exercise of activities of scientific research, in the form of a Uncertain Term Work Contract, under the Labor Code.

This research position for R&D activities is in the area of “Microencapsulation of active ingredients using spray-drying technique” aiming the encapsulation of active ingredients, like vitamins, enzymes, cells, among other products, with medical, pharmaceutical, and food interest. Activities also include supervision of PhD and Master students and other projects researchers, as well as other activities within the objectives of Laboratory for Process Engineering, Environment, Biotechnology and Energy (LEPABE), at Faculty of Engineering of Porto (FEUP).

2. Legislation: Decree-Law no. 57/2016, August 29, that approves the rules for doctorate work contracts, designed to stimulate employment in science and technology in all areas of knowledge (RJEC) within the legal provisions of the Labor Code, approved by Law nº 7/2009, February 12, in its current text.

3. In accordance of article 16 of Decree-Law no. 57/2016, August 29, the present process is released from the authorization from the members of the Government responsible for the areas of Finance and Public Administration, namely that referred to in number 3 of article 7 of the LTFP; from obtaining the favorable opinion of the members of the Government responsible for the areas of Finance and Public Administration, referred to in number 5 of article 30 of the LTFP and the procedure for recruitment of workers in requalification, referred to in article 265 of the LTFP.

4. In accordance with article 13 of the RJEC and according with the appointment the jury is composed as follows:

President: Professora Doutora Arminda Alves, Professora Catedrática na FEUP,

Member: Professor Doutor Fernando Rocha, Professor Auxiliar na FEUP

Member: Professora Doutora Maria do Carmo Pereira, Professora Auxiliar na FEUP

Substitute Member: Professora Doutora Lúcia Maria Silveira Santos, Professora Auxiliar na FEUP

5. The work will be developed at LEPABE, Department of Chemical Engineering of the Faculty of Engineering of the University of Porto (FEUP).

6. The gross monthly payment is the one expected in number 3 of article 23 of RJEC, corresponding to Level 28 of the *Tabela Remuneratória Única* (TRU), approved by Joint Ministerial Order 1553-C/2008, December 31, being € 1870.88.



7. To this call can be opponents, candidates, male or female, nationals, foreigners and stateless persons who are holders of a PhD degree in Chemical Engineering, or other related area and holding of a science curriculum and training to reveal a profile suitable for the activity to develop. If the PhD degree has been awarded by a foreign institution of higher education, the same must conform to the provisions of the Decree-Law No. 341/2007, of October 12, and any formalities set forth therein be fulfilled until the deadline date for the application.

8. The general requirements for admission are those defined in the preceding paragraph. The specific requirements for admission are as follows. Candidates should have expertise and previous experience in: microencapsulation of compounds by spray-drying, namely vitamins, preferably vitamin A and vitamin B12, enzymes and cells; studies of controlled release of the mentioned compounds; knowledge of the recent advances and trends in the area in question. On topics related to the activities to be performed within the position, the candidates must demonstrate strong organizational proficiency and experience in student and trainee supervision.

9. In accordance with Article 5 of the RJEC, the selection takes place through the evaluation of the scientific career and the curriculum of the candidates.

10. The assessment of the candidate scientific career and the curriculum focuses on its relevance, quality and timeliness of:

- a) the scientific production, technological, cultural or artistic work of the last five years considered most relevant by the candidate;
- b) the activities of applied, or based on practice, research developed in the last five years and considered of greater impact by the candidate;
- c) the extension activities and dissemination of knowledge developed over the past five years, particularly in the context of the promotion of culture and scientific practices, considered of major importance by the candidate;
- d) the activities of the administration of programs of science, technology and innovation, or experience in observation and monitoring of the scientific and technological system or of higher education in Portugal or abroad.

11. The five years period referred to in the previous paragraph can be increased by the jury, at the request of the candidate, when justified on the suspension of scientific activity for socially protected reasons, such as, license for parenting, serious illness, and other situations of unavailability for work legally safeguarded.

12. This position is open for carrying out activities in the area of microencapsulation of active ingredients by spray-drying, namely vitamins, preferably vitamin A and vitamin B12, enzymes and cells, and consequent studies of controlled release, below designated by area of preference. The evaluation criteria are the following:

The Evaluation of the Scientific Career and Curriculum Vitae (ESCC) focuses on three parts described below and the final classification is obtained by:  $ESCC = 0.2 AQ + 0.4 SCC + 0.4 MCI$ .

#### 1. Academic Qualifications (AQ)

Assessment of the area of study of the candidate: PhD in Chemical Engineering, AQ = 5 points; PhD in Related Areas, AQ = up to 3 points

#### 2. Evaluation of Scientific Career and Curriculum (SCC)



Assessment of the relevance, quality and timeliness of scientific career and curriculum. This evaluation focuses on the parameters described below and the classification is obtained by:  $SCC = 0.6 SC + 0.4 RA$ .

### 2.1 Scientific Production (SC)

Assessment of the scientific production (SCV), over the last five years. The classification is obtained by:  $SC = 0,6 SCV + 0,4 SCQ$ .

Quantitative Evaluation (SCV): publications in ISI journals, in the area of preference, SCV = up to 5 points; publications in related areas, SCV = up to 3 points; publications in other areas, SCV = 0 points.

Qualitative Evaluation (SCQ): the candidate must provide copies of up to 5 articles considered to be most relevant, SCQ = up to 5 points.

### 2.2 Research, Extension, and Management Activities (RA)

Evaluation of applied research activities, or based on practice, as well as activities of extension and management developed in the last five years. This parameter includes (i) supervision/co-supervision of Master, Doctoral and Post-doctoral programs and (ii) participation in R&D projects, services, transfer of technology and (iii) participation in other activities of science management and dissemination of knowledge, including the organization of conferences, symposia, and activities of scientific cooperation: activities in the area of preference, RA = up to 5 points; activities in related areas, RA = up to 3 points; activities in other areas, RA = 0 points.

### 3. Motivation and Capacity for Innovation (MCI)

Evaluation of the candidate's motivation and capacity for innovation. For this evaluation, the applicant must submit the documents described below and the classification is obtained by the following formula:  $MCI = 0.5 LM + 0.5 PR$ .

#### 3.1 Letter of Motivation (LM)

Letter of motivation describing the relevance of the candidate's scientific career to this position and career personal goals: LM = up to 5 points.

#### 3.2 R&D Project (PR)

Summary of R&D Project (maximum 2 pages A4) in the scientific area of preference: PR = up to 5 points.

### 13. The evaluation process includes an interview (SPI).

Candidates with Evaluation of the Scientific Career and Curriculum Vitae (ESCC) exceeding 4 points may be called for a professional interview that will be classified on a scale of 0 to 4 points, aiming assessment of knowledge and motivation for the exercise of the function, assessment of the attitude and behaviour of the candidate in terms of ability to work in a team, conflict management, power of persuasion, presentation and confidence, and assessment of the ability of expression and verbal fluency including consistency and clarity of discourse, vocabulary, ability to understand and interpret the questions raised (in Portuguese and English)

14. The final grade is the sum of the classifications (ESCC + SPI) obtained in Assessment of the Scientific Career and Curriculum and Professional Interview. The position can only be filled by candidates whose final classification is equal or greater than 7.5 points.

15. The jury shall act by a roll-call vote, justified in accordance to the publicized and adopted selection criteria, where abstentions are not allowed.

16. For all meetings of the jury, the respective minutes must be writtem, which contain a summary of what occurred, as well as the votes issued by each of the members and their reasoning, and should be made available to applicants when requested.

17. After completion of the application of the selection criteria and the interviews, the jury shall draw up the ordered list of candidates with their classification.

18. The final decision of the jury is approved by the head of the institution who is also responsible for the hiring decision.

19. Applications submission:

19.1. Applications must be mandatorily formalized by email to [recursoshumanos@fe.up.pt](mailto:recursoshumanos@fe.up.pt) and to [aalves@fe.up.pt](mailto:aalves@fe.up.pt) and should clearly state the reference **FEUP-LEPABE-Inv-Microencapsulação**.

The application must include: complete name, filiation, identity card, tax identification number, date and location birth, marital status, profession, residence and contact address, including e-mail and telephone contact.

19.2 The application is accompanied by all the documents proving the conditions laid down in paragraphs 7 and 8 for admission to this call, in particular:

- a) Certificate of PhD degree;
- b) PhD Thesis;
- c) Detailed Curriculum Vitae, structured according to paragraphs 10 and 12;
- d) Other documents relevant to the assessment of the qualification in related scientific area;
- e) Abstract of R&D project (máx. 2 pag. A4);
- f) Copy of the 5 most relevant publications;
- g) Motivation letter;
- h) Recomendatiom letters;
- i) Documentary evidence of professional experience;
- j) Information concerning scientific and technological research production, applied research activities, extension activities and dissemination of knowledge and science technology and innovation program mangement activities.

19.3. The application period begins the day after the publication of this announcement, and lasts for the period of 30 (thirty) working days.

20. Candidates that incorrectly formalize the application or who do not demonstrate the general requirements for this call will be excluded. In case of doubt, the jury may require from any candidate, the submission of documentary proof of their statements.

21. False statements made by the candidates shall be penalized in accordance with the law.

22. The list of candidates admitted and excluded as well as the final classification list will be forwarded to the candidates through registered letter, the candidates being also notified by e-mail with a delivery receipt of notification. Those lists will also be displayed in FEUP facilities,



located in Rua Roberto Frias, s/n, 4200-465 Porto, Portugal, and publicized in [https://sigarra.up.pt/feup/pt/noticias\\_geral.lista\\_noticias#gruponot11](https://sigarra.up.pt/feup/pt/noticias_geral.lista_noticias#gruponot11).

23. Prior Hearing and deadline for the final decision: Under Article 121 of the Code of Administrative Procedure, after notification, the candidates have 10 working days to object. The final decisions of the jury are given within a maximum period of 90 days from the deadline for the submission of applications.

24. This call is intended exclusively to filling the position indicated and can be made to cease until the approval of the final ordination of candidates list and it expires with occupation of the job on offer.

25. Policy for non-discrimination and equality of access: FEUP actively promotes a policy of non-discrimination and equality of access, so that no candidate (he or she) can be privileged, benefited, harmed or deprived of any right or exempt of any duty due, in particular, ascendancy, age, gender, sexual orientation, marital status, family situation, economic situation, education, origin or social status, genetic heritage, working capacity reduced, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and union membership.

26. The jury approved this notice at the meeting held on 06-03-2017

27. In terms of the Decree-Law no. 29/2001, February 3, candidates with disabilities have preference in the case of equal classification, which prevails over any other legal preference. Candidates must declare on the application form, under oath, the degree of incapacity, the type of disability and the media/words to be used in the selection process, in accordance with the diploma.

