

CALL FOR APPLICATIONS

NBR - NOVA BIOMEDICAL RESEARCH

Mestrado em Investigação Biomédica (NBR)

8th Edition: Academic Year 2024/2025

Programme Coordinator: Professor Paulo de Carvalho Pereira, PhD

1. NUMBER OF PLACES:

The Master's program will have a maximum of 20 students (national and international).

2. JURY MEMBERS RESPONSIBLE FOR THE ANALYSIS, EVALUATION, SELECTION AND LISTING OF APPLICATIONS:

President: Professor Paulo de Carvalho Pereira, PhD.

Professor Rita de Oliveira Teodoro, PhD.

Professor Cláudia Guimas de Almeida Gomes, PhD.

Alternate Members:

Professor Duarte Custal Ferreira Barral, PhD.

Professor César Miguel Pereira Soares Mendes, PhD.

Professor Sílvia Margarida Vilares Santos Conde, PhD.

Hugo Vicente Miranda, PhD.

José Ramalho, PhD.

3. ENTRY QUALIFICATIONS:

3.1. Required qualifications to apply to the Master's Programme in Biomedical Research:

a) Graduates in areas suitable for pursuing a differentiated career and involving a strong component of Biomedical Research, such as a Degree in Biology, Biochemistry, Pharmacy, Biotechnological Engineering, Medicine, or similar areas.

b) Foreign higher education degree in the above-mentioned scientific areas, awarded on the completion of a 1st cycle study programme organized, in accordance with the principles of the Bologna Process, by an adhering state to this process.

c) Foreign higher education degree in the above-mentioned areas recognized as satisfying the objectives of the undergraduate degree by the Scientific Council of FCM|NMS/UNL.

d) Candidates who have an educational, scientific, or professional curriculum, recognized by the Scientific Council of FCM|NMS/UNL, as having the required preparation for attending this master's programme.

3.2. The recognition referred to in b) and d) of the 3.1 number are only valid for admission to this master's Programme in Biomedical Research, and do not confer equivalence to the undergraduate degree or recognition of this degree.

3.3. Applicants who do not meet the conditions to prove the grade completion as mentioned in subparagraphs a), b) and c) may be conditionally admitted until the qualifying degree is completed (as provided for in article 6 of Law 38/2020, of 18 August), which should happen by September 30th at the latest, and registration will be canceled if this is not the case.

4. APPLICATION PROCESS:

4.1. Formalization of applications: applications should be made exclusively via the internet, at the following link: www.nms.unl.pt.

4.2. List of mandatory documents required for the application process:

a) Copy of the qualification certificates for the obtained academic degrees, which should include the final grade and number of ECTS. All academic degrees listed in the curriculum vitae by their respective qualification certificates.

If the candidate holds recognized foreign qualifications/equivalent to the corresponding Portuguese qualifications, he/she must deliver a photocopy of these documents;¹

b) Copy of personal identification document (EU citizen's card or passport). If the candidate expresses his/her opposition to the reproduction / copy of the identification document, then he/she must present it at the Service Desk of the Academic Office within the application timings;

c) Short Curriculum Vitae, with reference to research experience and the level of understanding and communication in Portuguese and English, using the levels of the Common European Framework of Reference for Languages.

d) A motivation letter stating the reasons to enrol in this Master's programme; (*max 2 pages*);

e) Other applicable documents the candidate deems relevant to sustain his/her curricular merit;

f) All the documents listed above that are not issued in Portuguese, English, French or Spanish must be translated into one of these languages (recognized/validated translation).

Note: In addition to the documents mentioned above, the international candidates must also deliver a Declaration, under oath, that they do not have Portuguese nationality nor are covered by any of the exceptions that, under the terms of Decree-Law n.º 36/2014, of 10 March, exclude the International Student status.

4.3. All the above-mentioned documents (in 4.2) should be attached in the application portal during the application process. To help identify the documents, please include in the email subject your Name (first and last names) and save all the documents with the type of document followed by your name (e.g.: CV_FIRST NAME_LAST NAME).

4.4. At any moment the jury can request access to the original documents, for verification.

4.5. Any communications regarding the application process will be sent to the email address provided by the candidate in the application form.

5. EXCLUSION CRITERIA:

5.1. Applications will be excluded if:

a) They are not in accordance with the procedures mentioned in point 4 of this document;

b) They do not fulfil the "ENTRY QUALIFICATIONS" described in point 3 of this document;

c) Candidates don't show up to the interview described in point 6 of this document.

5.2. Candidates who present false declarations can and will be excluded at any point of the application process.

5.3. The Jury Members are responsible for deciding whether an application should be excluded. This occurs after the hearing of interested parties, as described in this document.

¹ According to the Decree-Law No. 283/83, of the 21st of June, or according to the Ordinance No. 33/2019, of the 25th of January, and according to the Decree-Law No. 66/2018, of the 16th of August and/or according to the Decree-Law No. 341/2007, of the 12th of October.

6. EVALUATION CRITERIA, SELECTION PROCESS, LISTING AND CLASSIFICATION OF APPLICATIONS:

The analysis, assessment, selection and ranking of applications will be carried out in two mandatory stages, in accordance with the following assessment criteria (detailed and quantified in the relevant minutes), in scientific areas relevant to the Master's Degree:

a) The Curriculum Analysis (CA) - scored from 0 to 20 points and disclosed in decimal points - has a weighting of 25% in the final classification and will focus on:

- Final degree classification (CL): 60%
- Indicators of scientific and/or technological production (IPC): 15%
- Courses, internships or other relevant scientific experience (OE): 15%
- Participation in activities to mobilize knowledge or other forms of connection with the community (MC): 10%

The Curricular Analysis (AC) score is calculated using the weighted average of the criteria assessed and is expressed by the following formula:

$$AC = CL \times 60\% + IPC \times 15\% + OE \times 15\% + MC \times 10\%.$$

b) The Motivation (M) for undertaking this Master's Degree - scored from 0 to 20 points and disclosed in decimal points - has a weighting of 25% in the final classification.

c) The Individual Interview (EI) - scored from 0 to 20 points and disclosed in decimal points - has a weighting of 50% in the final classification and will focus on motivation, availability, scientific knowledge, communication skills, interpersonal relationships, vocational experience, scientific culture and knowledge of English. Each of these criteria (EI) will be assessed (from 0 to 20 points) by each member of the Jury.

In accordance with the criteria identified above and the limit of vacancies set (20), the 20 candidates with the highest Final Classification equal to or greater than 15 points (on a numerical scale from 0 to 20) will be placed, in descending order of score - "Approved - Placed".

- Candidates with a final classification equal to or higher than 15 (fifteen) points, but ranked after 21st position, and candidates with a final classification between 12 and 14.9 points will be considered alternates - "Approved - Not Placed". Successful candidates who do not meet these criteria will automatically be placed in descending order of their final classification, in the event of the withdrawal of successful candidates before the start of the Master's degree, or in the event that successful candidates do not register for the Master's degree within the time limits set by the relevant FCM|NMS/UNL departments.

- Candidates with a final classification of less than 12 (twelve) points will be excluded - "Excluded".

- For tie-breaking purposes, candidates will be ranked on the basis of the marks awarded for each of the assessment criteria in the following order of precedence: Curriculum Analysis (CA), Motivation (M) and Individual Interview (IE).

7. COMMUNICATION OF RESULTS:

The results of the selection process will be individually communicated to each candidate (to the email address provided in the application form).

For privacy reasons, there will be no lists made available in the FCM|NMS/UNL website.

8. HEARING OF INTERESTED PARTIES:

8.1. The Hearing of Interested Parties occurs in the timings defined in this document and allows candidates to present their queries regarding the evaluation, selection and listing application process.

8.2. Allegations relative to the Hearing of Interested Parties must be duly substantiated and be delivered in the written form, addressed to the President of the Jury.

8.3. The Jury Members are responsible for the decisions regarding the allegations presented by candidates. Decisions are communicated to candidates in writing (to the email address provided in the application form).

9. COMPLAINTS:

9.1. Complaints must be substantiated and written to the Dean of FCM|NMS/UNL, within the timing described in the 3rd number of the 191st article of the Code of Administrative Procedure (within 15 days).

9.2. The Dean of FCM|NMS/UNL is responsible for the decisions regarding complaints. Decisions are communicated to candidates in writing (to the email address provided in the application form).

10. REGISTRATION AND ENROLMENT:

10.1. The placed candidates must register at FCM|NMS/UNL within the deadlines provided in this document, and according to further information provided by FCM|NMS/UNL.

10.2. Registration at FCM|NMS/UNL is only valid during the academic year to which this document refers to, and expires once the candidate does not register within the defined timelines.

10.3. FCM|NMS/UNL reserves the right to not replace classes, in cases such as when students register after the beginning of the academic year, due to reasons not attributable to FCM|NMS/UNL.

10.4. Until the completion of the Master's programme, students must enrol annually at the Academic Office of FCM|NMS/UNL, and pay the respective registration, insurance and tuition fees within the Faculty's defined timelines.

11. ACADEMIC CALENDAR:

The Academic Calendar will be defined by the Master's Coordination for the academic year 2024/2025 and will be made available for all placed candidates prior to the registration and enrolment period.

12. LEGISLATION AND STUDY PLAN:

- Regulation of the Master's Programme in Biomedical Research of FCM|NMS/UNL: Regulation No. 1138/2022, of the 24th of November 2022.
- General Regulation for Master's Programmes of FCM|NMS/UNL: Regulation No. 808/2016, of the 17th of August.

13. TUITION FEES:

13.1 Application fee:

The fee for the application to the Master's programme is 51,00€ (and it is non-refundable). Payment must be made by a ATM reference, which will be made available during the application process in the platform. Applications will only be considered valid after the successful payment within the defined application timings.

13.2 Tuition fees:

- National Students: 2 500,00€/year
- International Students: 3 500,00€/ year
- The tuition fee must be paid annually at the moment of registry/enrolment. It may be split into two instalments (60% at registry/enrolment and 40% until the 31st of January of each year).
- Additionally, students must pay for the annual enrolment fee, insurance and other fees according to the Table of Fees approved by UNL and published in the *Diário da República* for the academic years it's referred to.

14. DATES:

Application Submission: **2nd April to 10th May 2024**

- Communication of the provisional result of the selection (provisional list): until May 30th (inclusive)
- Hearing of interested parties about the selection: up to 10 days after the announcement of the provisional result
- Communication of the final result of the selection (definitive list approved by the Director of FCM | NMS / UNL): until June 16th (inclusive)

The Master's Programme Coordination will open a 2nd call for applications if there are any unfilled places from the 1st call.

Lisbon, 27th march 2024

Dean of Faculdade de Ciências Médicas | NOVA Medical School of UNL



Professor Helena Cristina de Matos Canhão, PhD