

CALL FOR APPLICATIONS

NBR - NOVA BIOMEDICAL RESEARCH

Mestrado em Investigação Biomédica (NBR)

7th Edition: Academic Year 2023/2024

Programme Coordinator: Professor Paulo de Carvalho Pereira, PhD

The Faculdade de Ciências Médicas | NOVA Medical School (FCM|NMS/UNL) of NOVA University Lisbon (UNL) announces the opening for applications to the 7th Edition of the **Master's Programme in Biomedical Research**.

1. NUMBER OF PLACES:

- Number of available places: 20
- Minimum number of students to ensure this edition: 12

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.

Professor Hugo Vicente Miranda, PhD.

Professor 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, Cellular and Molecular Biology, Biochemistry, Physics, Chemistry, Nutrition, Biomedical Engineering, Medicine, Psychology 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 may be conditionally admitted until the qualifying degree is completed (as provided for in article 6 of Law 38/2020, of 18 August), and need to prove the grade completion as mentioned in subparagraphs a), b) and c) by September 30th at the latest. 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 (Education > 2nd Cycle Masters > Mestrado em Investigação Biomédica | NOVA Biomedical Research (NBR) > Applications AL 2023/2024).

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

4.2.1. National Students:

a) Copy¹ of the qualification certificates of the completed academic degrees, mentioning both the final grade and number of ECTS;

All academic degrees listed in the *curriculum vitae* should be accompanied by their respective qualification certificates, which must include the final grade and number of ECTS.

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

c) *Curriculum Vitae*;

d) A motivation letter stating the reasons to enrol in this Master;

e) Payment of the application fee;

f) Other applicable documents the candidate deems relevant to sustain his/her curricular merit.

4.2.2. International Students:

a) Copy of the qualification certificates, describing the academic degree and respective qualification obtained;

b) In case the candidate holds foreign degrees, recognized/equivalent² to the Portuguese degrees, he/she must include a copy of those documents;

c) 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 Academic Office within the application timings;

d) *Curriculum Vitae*;

e) A motivation letter stating the reasons to enrol in this Master;

f) Payment of the application fee;

¹ In case the academic degree was obtained outside of Portugal, the candidate must present the documents mentioned in b) and i) of 4.2.2.

² According to the Decree-Law No. 66/2018, of the 16th of August or according to the Ordinance No. 33/2019, of the 25th of January altered by the Ordinance No. 43/2020, of the 14th of February.

g) Sworn statement confirming that the candidate does not have a Portuguese nationality nor is covered by any of the conditions mentioned in point 2 of the 3rd article of the Decree-Law No. 36/2014, of the 10th of March;

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

i) All the above documents should either be issued in Portuguese, English, French or Spanish, or translated into one of these languages (with a certified translation).

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.

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

Analysis, selection and listing of applications will be done in two mandatory stages (curricular analysis and individual interview), according to the following evaluation criteria (which will be detailed and quantified in meeting minutes), regarding scientific areas relevant to the master's degree:

- **1st Stage (E1)** (scored from 0 to 20 and disclosed in decimal points) will consider the Curricular Analysis (AC) and the Motivation (M) for the candidates accomplishment of this Master.

The **Curricular Analysis** and **Motivation** will each have a weight of 50% and 50%, respectively, in the final classification of the first stage of the competition, which is expressed by the following formula: **E1 = ACx50% + Mx50%**.

The Curricular Analysis (AC) – (scored from 0 to 20 points) is worth 50% of the final classification of the 1st Stage (E1) and will focus on the following:

- a) The final grade of the degree (CL): 60%
- b) Indicators of scientific and / or technological production (IPC): 15%
- c) Courses, internships or other relevant scientific experience (OE): 15%

- d) Participation in knowledge mobilization activities or other forms of connection with the community (MC): 10%

The final grade of the Curricular Analysis (AC) will be a result of the following formula:
 $AC = CL \times 60\% + IPC \times 15\% + OEx \times 15\% + MC \times 10\%$.

The Motivation (M) for the accomplishment of this master - (scored from 0 to 20 points) is worth **50% of the final classification** of the 1st Stage (E1).

- Will be admitted to the second stage (E2) the first 48 candidates with the highest final classification of the E1 equal to or higher than 10 points sorted in descending order of scores - *"Admitted to the Interview"*

- In the event of a tie in the attribution of the final classification of the last candidate in the E1, all the other candidates who have the same final classification as the last candidate "Admitted to the Interview" in the E1 will be admitted to the second stage (E2).

- All Candidates with a score of less than 10 in the first stage(E1) or with a score of 10 or more in the first stage (E1) but classified after the 48th position will be excluded from the competition - *"Excluded"*.

- **2nd Stage (E2)** (scored from 0 to 20 points and disclosed in decimal points) consists of conducting an individual interview (EI) of the candidate and has a weighting of 100% in the final classification of the second stage of the competition.

The final classification of the second stage of the competition (E2) is the final classification of the Individual Interview (EI), which will result from the arithmetic average of the scores of all criteria evaluated in the EI by the elements present in the Jury: **E2 = Final EI Classification**.

The Individual Interview (EI) - (scored from 0 to 20 points and disclosed in decimal points) has a weighting of **100% in the final classification** of the second stage and will focus on motivation, availability, scientific knowledge, communication skills, interpersonal skills, vocational experience, scientific culture and English knowledge. Each of these criteria (EI) will be evaluated (from 0 to 20 points), by each member of the Jury.

The call for the interview, indicating the date and time, will be sent to the candidates to the email address indicated at the time of application.

- After the end of the second stage of the competition (E2) - interview -, and according to the criteria identified above and the limit of vacancies fixed (20), the 20 candidates with the highest E2 final classification (Individual Interview) equal or higher than 15 points (on a numerical scale from 0 to 20 points) will be placed - *"Approved - Placed"*.

- Candidates with a final E2 (EI) classification equal to or higher than 15 points, but classified after the 21st position, and the candidates with a final classification E2 between 12 and 14,9 points, will be considered alternates - *"Approved - Not Placed"*. Successful candidates - not placed (alternates) who meet these criteria will be automatically placed in decreasing order of the final classification of E2 (EI) in the event of withdrawals of approved - placed candidates before the beginning of the Master, or in the case of approved-placed candidates who do not proceed with the enrollment in this Master within the deadlines established for this purpose.

- Candidates with a final E2 (EI) rating lower than 12 will be automatically excluded - *"Excluded"*.

- For tie-breaking purposes, the ranking of applicants will be made based on the ratings assigned to each one of the evaluation criteria according to the following order of precedence: Curricular 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:

9.3. 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.

9.4. 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.

9.5. 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 2023/2024 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 payed 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: **15th March to 30th April 2023**

(1st Stage of the Master Degree call: E1):

- Communication of the provisional result of the selection (provisional list): until May 11th (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 May 24th (inclusive).

(2nd Stage of the Master Degree call: E2):

- Conducting the interviews: May 29th and 30th
- Communication of the provisional selection result (provisional list): until June 2nd (inclusive)
- Hearing of interested parties about the selection up to 10 days after the announcement of the provisional result
- Communication of the final selection result (final list approved by the Dean of FCM|NMS/UNL): until June 19th (inclusive)
- Complaints: up to 15 days after the communication of the final selection result.

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

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



Professor Helena Cristina de Matos Canhão, PhD