

## MEETING MINUTES #1 – ESTABLISHMENT OF SELECTION CRITERIA

Research Scholarships (1 PhD and 4 Masters)

### Reference: eGamesLab

On November 4th, 2024, at 2 pm, the jury, composed of Prof. Dr. Élvio Rúbio Gouveia (UMa), who chairs, Prof. Dr. Vanessa Cesário (UMa), effective member, and Dr. Lucas Pereira (IST), substitute member, to establish the admissibility and selection criteria to be applied to applicants for Research Grants with the reference indicated above.

The Jury follows the admissibility criteria defined in the tender notice, namely:

- a) Being a master's or doctoral student taught in institutions belonging to the Portuguese higher education system or international education systems recognized by it.
- b) Do not simultaneously benefit from more than one research grant contract with the Municipality of Funchal.
- c) Students who are not enrolled in a doctoral program at the end of the application period and meet the conditions set out in paragraph 1 of article 30 of Decree-Law n.º 74/2006, of March 24, in its current wording, which approved the Legal Regime of Higher Education Degrees and Diplomas;
- d) Once selected, these candidates have 90 days to formalize their enrollment in a doctoral program whose theme and work plan correspond to that foreseen in the public notice for the admission of scholarship holders launched by the Municipality of Funchal and to sign the corresponding scholarship contract.

Regarding the selection criteria, and again based on the call for tender, it was established that candidates would be evaluated based on the following:

- a) in a letter of motivation, a maximum of 30 points are to be awarded as follows:

The letter is very well written and organized, revealing the candidate's interest and suitability for the position in question.	30 points
The letter is sufficiently well written and organized, revealing sufficient interest and suitability of the candidate for the position in question.	15 points
The letter is not well written or organized and/or does not reveal the candidate's interest and suitability for the position in question.	0 pontos

- b) in the Curriculum Vitae, a maximum of 70 points are to be awarded as follows:

b.1)	Scientific publications in the contest areas	Maximum 30 points
b.2)	Experience in areas relevant to the Mobilizing Agenda for Business Innovation eGamesLab	Maximum 20 points
b.3)	Other experience not directly related to the Agenda but with significant importance for the work plan	Maximum 10 points
b.4)	Other curriculum aspects (e.g. participation in projects, participation in conferences, etc.)	Maximum 10 points).

The Jury also decided at this meeting:

- a) Only those who obtain a minimum of 50 points will be hired after ordering the candidates based on the final score achieved.
- b) Apply as a tiebreaker the best score obtained in the set of items (a) to (b) of the selection criteria; in the event of a tie, an individual interview may be held (at a distance or in person).
- c) candidates accepted in the competition should be contacted by the President of the Jury to, if applicable, reconfirm their interest and availability to accept the position. The President of the Jury was further mandated to, if necessary, request additional information or documentation from the candidates.

- d) That, if the item (a) above is verified, if the candidate selected in the first place does not accept the place or withdraws from the competition, the candidate placed second (first alternate) will replace the candidate selected in the first place and, so on, successively until the place is filled.

All defined criteria were approved unanimously.

These minutes were drawn up and signed by the members of the jury, Prof. Élvio Rúbio Gouveia, Prof. Vanessa Cesário and Doctor Lucas Pereira.

Funchal, November 4th, 2024

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Élvio Rúbio Gouveia, PhD

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Vanessa Cesário, PhD

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Lucas Pereira, PhD