

MEETING MINUTES No. 1 - ESTABLISHMENT OF SELECTION CRITERIA

Scientific Research Initiation Scholarship

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) The candidate must be enrolled in a degree-conferring course or in a non-degree-conferring diploma if both are conferred by institutions belonging to the Portuguese higher education system or recognized by international education systems.
- b) Do not simultaneously benefit from more than one research grant contract with the Municipality of Funchal.
- c) Not having previously benefited from a Research Initiation Grant.

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 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; maximum of 70 points to be awarded as follows:

b.1)	Five points (5) for each completed year of the degree course	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 curricular aspects (e.g. scientific publications, participation in projects, participation in conferences, etc.)	Maximum 10 points).

The Jury also decided at this meeting:

- a) After ordering the candidates based on the final score achieved, only those who obtain a minimum of 50 points will be hired.
- 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

Élvio Rúbio Gouveia, PhD

Vanessa Cesário, PhD

Lucas Pereira, PhD