GUIDE

CALL FOR PHD STUDENTSHIPS – 2019

February 2019

About CIÊNCIAVITAE

CIÊNCIAVITAE is a platform that allows you to create, manage and promote your curriculum quickly and simply. The main advantages of using **CIÊNCIA**VITAE as your curriculum management platform are:

One cv: shared by different stakeholders of the national academic-scientific system. The administrative burden on the user and the effort in multi-agency validation/certification tasks is reduced;

Customise: the user chooses how, when and what he wants to share. The "Export Curriculum" feature allows you to create multiple versions of the curriculum that are suitable for different needs: customizable content and various document formats;

Integrate: **CIÊNCIA**VITAE is integrated with various national and international systems, such as ORCiD, FCT|SIG, etc, so you can reuse information you have already registered in these systems to build your curriculum;

Promote: promote your curriculum, making it public. This way, other users will be able to find it through the "Find CVs" feature.

More information here.

Creating a CIÊNCIAVITAE curriculum

CIÊNCIAVITAE is aimed at all those, Portuguese or foreigner, operating in the academic and research context in Portugal.

To create a **CIÊNCIA**VITAE curriculum you must have a CIÊNCIA ID which is a unique identifier and authenticator. If you do not have it yet, you can register here.

Once you have a CIÊNCIA ID you will be able to create your **CIÊNCIA**VITAE curriculum here. On the platform's website you will find FAQs, Manuals and Tutorials to help you in this process.

Using CIÊNCIAVITAE curriculum in 2019 Call for PhD Studentships

At the main page of the applicant's form on the platform of the application, you may choose the curriculum vitae system you would like to associate to your application. In this section, you will be asked to choose between the FCT|SIGcv and **CIÊNCIA**VITAE platforms.

If you opt for **CIÊNCIA**VITAE, the system will check if you have already associated[1] a CIÊNCIA ID with your J identifier: either you have and you will be able to use your **CIÊNCIA**VITAE curriculum right away, or you do not have it yet and you will be redirected to your FCT|SIG account.

FCT access to CIÊNCIAVITAE

FCT will have access to a subset of data from your **CIÊNCIA**VITAE curriculum. This subset of data is in agreement with guidelines provided by the State Secretariat for Science, Technology and Higher Education[2] and in fully compliance with the new General Data Protection Regulation (GDPR).

Access via API

CIÊNCIAVITAE provides API[3] services to enable communication between the CV platform and other information systems.

Access via API to your **CIÊNCIA**VITAE is possible even if you did not publish your curriculum on the platform.

Access to Public and Semi-public information

The FCT access credentials to the **CIÊNCIA**VITAE API services allows FCT to access your **CIÊNCIA**VITAE curriculum's information with both "Public" and "Semi-public" levels of privacy. As the user's privacy is pivotal to the **CIÊNCIA**VITAE platform, the user can define the level of privacy to each record of the CV:

Public:
Accessible to: anyone (includes third-party systems)
The information can be used under a Attribution CC BY (4.0) licence.

Semi-public:
Accessible to: user
       curriculum managers named by the user
       third-party systems duly consented by the user

Private:
Accessible to: user
       curriculum managers named by the user

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[1] This association is done on "Your Account" section of your FCT|SIG account
[2] SECTES - Secretaria de Estado da Ciência, Tecnologia e Ensino Superior
[3] Application Programming Interface

By submitting an application to FCT and choosing **CIÊNCIA**VITAE curriculum as the source of curricular information, under the subheading b of n.º1 of article 6.º of the new GDPR, the FCT access to the user's information is lawful. As the information collected under the scope of this application represents necessary pre-contractual arrangements requested by the applicant, there is no need to request for the applicant's consent. This is the reason why you will not be asked to provide your consent to FCT accessing your **CIÊNCIA**VITAE curriculum during the submission of this application.

Under the established protocols between **CIÊNCIA**VITAE and third-party systems for sharing information, the transmitted information cannot be shared with another person or entity unless 1) the information is publicly available elsewhere, or 2) the third-party system informs the user about which information and with whom it will be shared. Nevertheless, the **CIÊNCIA**VITAE platform has no control over the use of the user's information by third-party/managers. Therefore, you should only grant access to third-party/managers you trust.

List of accessed data

As aforementioned, FCT will access to a specific subset of the information available in your **CIÊNCIA**VITAE curriculum.

In compliance with Article 5 of the new GDPR, this subset of information respects the following principles:

1. Lawfulness, fairness and transparency;
2. Purpose limitation;
3. Data minimization;
4. Accuracy;
5. Storage limitation; and,
6. Integrity and confidentiality.

This subset is highlighted in blue in the file that can be consulted here.

Please be aware that not all the data from this subset will be evaluated. FCT evaluation of the curriculum vitae will respect what is explicitly mentioned in the "Evaluation Guide".

Please bear in mind that the "Private" level of privacy represents the most restrictive access to the information deposit on your **CIÊNCIA**VITAE curriculum, making sure that all the data to be accessed by FCT has the "Public" or "Semi-public" levels of privacy. All information with the privacy level set to "Private" will not be accessed by FCT, *i.e.*, will not be available in this application to be evaluated.

The full responsible for the management of the privacy levels of the **CIÊNCIA**VITAE curriculum is the **CIÊNCIA**VITAE user and its managers. **CIÊNCIA**VITAE has no responsibility on this.

Time interval to have the information accessible

As informed on the 2019 Call for PhD Studentships platform, when choosing the CV platform to be used in this application (see **Using CIÊNCIAVITAE curriculum in 2019 Call for PhD Studentships**), "The chosen CV will be automatically attached to your application within 24 hours of submission". Therefore, if you chose **CIÊNCIA**VITAE as your curriculum vitae in this call assure that:

1. The information to be accessed by FCT (see **List of accessed data**) has the privacy level set to "Public" or "Semi-public";

2. You do not revoke FCT permission to your **CIÊNCIA**VITAE curriculum within this timeframe;

3. You do not do any sort of alterations (edition, creation, deletion) on your **CIÊNCIA**VITAE curriculum.

The consequences of **1.** are that all information set to "Private" will not be accessed by FCT and therefore will not be included for evaluation. As for **2.,** the consequence is FCT not being able to access your information at all, which means your **CIÊNCIA**VITAE curriculum will not be associated with your application. This could result in your application being excluded as it does not comply with all the eligibility criteria, namely the submission of a curriculum vitae (see "Evaluation Guide" for more). The consequence of **3.** is that any alterations on your **CIÊNCIA**VITAE curriculum after submitting your application, will not be considered for evaluation purposes .

If for any reason you decide to revoke FCT permission to access your **CIÊNCIA**VITAE curriculum make sure you select FCT|SIG as the curriculum vitae to be associated with your application.

*Revoking FCT access or changing data in your **CIÊNCIA**VITAE CV in the 24 hours after submission*

As stated in the "Application Guide" of the 2019 Call for PhD Studentships, "Once locked, it is not possible to unlock the application under any circumstance". Hence, you must ensure that all CV changes are made before locking the application, and that in the period of 24 hours after submission the access permissions of FCT to your **CIÊNCIA**VITAE are not removed.

CIÊNCIAVITAE **helpdesk**

If you have any doubts or suggestions on **CIÊNCIA**VITAE platform please send them to info@cienciavitae.pt.