



Universidade do Minho
Escola de Engenharia

Circular CCAInv-EEUM-01/2022
Evaluation of the performance of researchers

Under the Career Regulations, Recruitment and Evaluation of the Performance of The Research Staff in Private Law Regime of the University of Minho (RPI-UM), approved through Order RT-77/2020, of October 16, and published in the Diário da República, 2nd series, no. 209, of October 27, 2020, rectified by The Correction Statements No. 881/2020 and No. 63/2021, published in the Diário da República, 2nd series, of 15 December and 26 January, respectively, it is provided that the process of evaluating the performance of the research staff of the University of Minho complies with the rules defined in chapter V and in the specific evaluation regulations of each organic unit (RAPI-UO).

The latter regulations (RAPI-UO) were approved by the Rector under Article 69º, nº. 1 b) of RPI-UM, and Order RT-06/2022 of 14 January established the start of the process of evaluating the performance of the research staff for the biennium 2022-2023 and determined that the performance assessment for previous years should be carried out by curriculum weighting.

In the case of the evaluation of researchers from the School of Engineering, the methodology is defined in the Regulation of Performance Evaluation of the Research Staff of the School of Engineering of the University of Minho (RAPI-EEUM), approved through order RT-103/2021, of December 29. There are established the parameters and evaluation instruments to be applied to each of the strands of activity referred to in Article 4 of the RAPI-EEUM, as well as the corresponding weighting.

Considering nº 3 of Article 20º of the RAPI-EEUM, approved in Order RT-103/2021 of December 29, the School President, after hearing the Scientific Council and the Directors of the Research Centers of the School of Engineering, set the reference values for the performance parameters for the evaluation of the biennium 2022-2023, in accordance with the provisions of the Circular EEUM-PRES-02/2021, 30 December 2021.

The evaluation of the 2022-2023 biennium will take place from January to June 2024, with a schedule to be defined in a timely order by the Rector.

The evaluation of the 2020-2021 biennium and the previous bienniums will take place from February to June 2022, with schedule to be defined in CCAInv-EEUM's own circular. This evaluation shall take place by curriculum weighting, in accordance with Article 24º of the RAPI-EEUM, and the report to be presented by the researchers shall follow the attached model (to be completed in Portuguese or English), and be accompanied by the Excel tool made available for this purpose, duly completed with the relevant information. The submission of information for the report must be done exclusively on-line, using the following link (soon available): <https://www.eng.uminho.pt/pt/Escola/Paginas/RAPI.aspx>

It is recalled that only career research staff and research staff hired for fixed-term, who have been active for 12 or more months in that two-year period, will be assessed in a given biennium.

For fixed-term researchers, the evaluation of previous years is for the contract currently in force provided that in each previous two-year period the working period is at least of 12 months. The valuation does not apply to previous contracts.

It is also recalled that researchers must submit a report, accompanied by the properly completed Excel tool, for each biennium in which they meet the conditions to be evaluated. In the case of part-time researchers, the references will be adjusted in proportion to the % of dedication.

School of Engineering, 4th of March of 2022

The President of the Coordinating Committee for Evaluation of RAPI-EEUM,

Paulo José Brandão Barbosa Lourenço
(digitally signed in the original document, in Portuguese)

Please note: This document has been automatically translated by Google. Only the Portuguese version of the text is legally binding.

[Nome do Investigador]

RELATÓRIO DE ATIVIDADES
Avaliação por Ponderação Curricular

[Centro de Investigação]

[Tipo de Contrato]

[% de dedicação]

[Biénio: xxxx/xxxx]



Universidade do Minho

[Braga/Guimarães], em [xx/xx/xxxx]

Parte I – Principais Contribuições

[Nesta parte do Relatório deve apresentar as cinco principais contribuições da atividade desenvolvida no período em análise.]

Contribuição 1 [máximo de 800 caracteres, incluindo espaços]
Contribuição 2 [máximo de 800 caracteres, incluindo espaços]
Contribuição 3 [máximo de 800 caracteres, incluindo espaços]
Contribuição 4 [máximo de 800 caracteres, incluindo espaços]
Contribuição 5 [máximo de 800 caracteres, incluindo espaços]

Parte II – Detalhe das Contribuições

[Nesta parte do Relatório deve detalhar as contribuições para cada um dos parâmetros e instrumentos referidos nos artigos 57º a 60º do RPI-UM, separadas em quatro secções, uma para cada uma das vertentes referidas no artigo 41.º do referido documento, devendo o Relatório ser organizado tal como se detalha na tabela abaixo. Os Investigadores de Carreira só necessitam reportar obrigatoriamente as atividades correspondentes à vertente Investigação e a uma das outras vertentes à escolha (2 vertentes, no mínimo); deverão reportar alguma(s) das outras duas vertentes apenas se entenderem que isso pode beneficiar a sua classificação final. Os Investigadores com Contrato a Termo Resolutivo só necessitam reportar obrigatoriamente as atividades correspondentes à vertente Investigação; deverão reportar alguma(s) das outras três vertentes apenas se entenderem que isso pode beneficiar a sua classificação final. As ponderações referidas na tabela para este exercício de Avaliação por Ponderação Curricular foram aprovadas pelo Conselho Científico da Escola de Engenharia de 16 de fevereiro de 2022.]

Vertente	Ponderação (Inv. carreira)	Ponderação (Inv. termo resolutivo)	Parâmetro	Ponderação
1. Investigação	Mín. 70 % - Máx. 90% (deverão ser consideradas esta e, no mínimo, outra das vertentes 2., 3. ou 4., podendo as restantes contar 0 %, se isso beneficiar o Investigador)	Poderá ser até 100 %, ou distribuída pelas outras vertentes se isso beneficiar o Investigador	1.1. Publicações científicas e produção tecnológica	70 %
			1.2. Coordenação e participação em projetos	10 %
			1.3. Apresentação de candidaturas em projetos	8 %
			1.4. Reconhecimento pela comunidade científica e sociedade em geral	10 %
			1.5. Iniciativas de melhoria da qualidade da investigação	2 %
2. Transferência e valorização do conhecimento	Máx. 10 %	Poderá ser 0 %, ou mais elevada, se isso beneficiar o Investigador	2.1. Prestação de serviços de consultoria e formação profissional	20 %
			2.2. Propriedade industrial	20 %
			2.3. Legislação e normas técnicas	20 %
			2.4. Apoio à criação de empresas	20 %
			2.5. Serviços à comunidade científica e à sociedade	20 %
3. Gestão e outras tarefas	Máx. 10 %	Poderá ser 0 %, ou mais elevada, se isso beneficiar o Investigador	3.1. Cargos em órgãos da universidade, da unidade orgânica ou do centro de investigação	50 %
			3.2. Cargos e tarefas temporárias	50 %
4. Docência e formação	Máx. 10 %	Poderá ser 0 %, ou mais elevada, se isso beneficiar o Investigador	4.1. Unidades curriculares e o número de horas lecionadas	50 %
			4.2. Orientação e coorientação de dissertações de mestrado finalizadas no período em avaliação	20 %
			4.3. Orientação e coorientação de teses de doutoramento em curso ou finalizadas no período em avaliação	30 %

Parte III – Análise Crítica da Atividade

[Não necessária para os Investigadores contratados a Termo Resolutivo. Nesta parte do Relatório deve proceder a uma breve análise crítica da atividade desenvolvida – máx. 3000 caracteres, incluindo espaços]

[Assinatura]

[Name of Researcher]

ACTIVITY REPORT
Evaluation by Curricular Weighting

[Research Centre]

[Type of Contract]

[% of dedication]

[Biennium: xxxx/xxxx]



Universidade do Minho
[Braga/Guimarães], in [xx/xx/xxxx]

Table of Contents

Part I – Main Contributions

[This part of the Report should contain the five main contributions of the activity of the Researcher during the considered evaluation period.]

Contribution 1 [max 800 characters, including spaces]
Contribution 2 [max 800 characters, including spaces]
Contribution 3 [max 800 characters, including spaces]
Contribution 4 [max 800 characters, including spaces]
Contribution 5 [max 800 characters, including spaces]

Part II – Detail of the Contributions

[In this part of the Report please detail your contribution to each of the parameters and instruments mentioned in articles 57° to 60° of RPI-UM, separated in four sections, one for each of the areas of activity mentioned in article 41.° of RPI-UM; this part of the Report must be organized as detailed in the table below. The weights mentioned in the table for this evaluation exercise were approved by the Scientific Council of the School of Engineering on the 16th of February of 2022.]

Area of activity	Weight (Inv. carreira)	Weight (Inv. termo resolutivo)	Parameter	Weight
1. Research	Min. 70 % - Max. 90% (this and, at least one of the other areas of activity 2., 3. ou 4. must be considered, being that the remnant areas may weight 0 %, whenever that benefits the Researcher)	May weight up to 100 %, or be distributed by other areas of activity whenever that benefits the Researcher	1.1. Scientific publications and technological production	70 %
			1.2. Coordination and participation in projects	10 %
			1.3. Project applications	8 %
			1.4. Recognition by the scientific community and society in general	10 %
			1.5. Initiatives of improvement of the quality of research	2 %
2. Knowledge Transfer and Valorization	Max. 10 %	May weight 0 %, or more, whenever that benefits the Researcher	2.1. Consultancy and professional training services	20 %
			2.2. Industrial Property	20 %
			2.3. Legislation and technical standards	20 %
			2.4. Support to starting companies	20 %
			2.5. Services to the scientific community and society in general	20 %
3. Management and other tasks	Max. 10 %	May weight 0 %, or more, whenever that benefits the Researcher	3.1. Roles in bodies of the university, organic unit or research centre	50 %
			3.2. Temporary roles and tasks	50 %
4. Lecturing and training	Max. 10 %	May weight 0 %, or more, whenever that benefits the Researcher	4.1. Curricular Units and the number of lectured hours	50 %
			4.2. Supervision and co-supervision of MSc dissertations finished during the evaluation period	20 %
			4.3. Supervision and co-supervision of PhD dissertations finished or in-course during the evaluation period	30 %

Part III – Critical Analysis of the Activity

[Not needed for Researchers with a “Termo Resolutivo” contract. In this part of the Report please present a short critical analysis of your activity in the reporting period – max. 3000 characters, including spaces]

[Signature]