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CIEP - CENTRO DE INVESTIGAÇÃO
DO INSTITUTO DE ESTUDOS POLÍTICOS
L.S.E.D.A.



PUBLIC NOTICE/0004/2024

Research Scholarship (BI)

Reference: CIEP-BI/4

CIEP, the Research Centre of the Institute for Political Studies of Universidade Católica Portuguesa is awarding 1 (one) Research Scholarship in the scientific field of Political Science and International Relations, within the project UIDB/04597/2020 and with the financial support of FCT/MCTES through national funds (PIDDAC).

1. CANDIDATE'S ADMISSIBILITY REQUIREMENTS

To this competition, eligible candidates must be:

- National citizens or citizens of another European Union member states;
- Third Country Nationals;
- Stateless people;
- Citizens who are beneficiaries of the status of political refugee.

To apply for the Research Scholarship, it is necessary:

- To have a BA in Political Science and International Relations or in related scientific areas;
- To be enrolled in a Master's or Doctoral programme or in a course that does not confer an academic degree integrated in the educational project of a higher education institution developed in association or cooperation with one or more R&D units; or, in alternative, to deliver a declaration of honour stating that the candidate complies with the requirements to be enrolled in one of the required programmes, and the proof of enrolment must be made until the signing of the contract;
- In the case of BA or MA holders enrolled in courses that do not confer academic degree, a scholarship may only be awarded to those who do not exceed, upon the conclusion of the scholarship contract in question, including the renewals provided for in the notice, an accumulated period of two years in that type of scholarship, consecutive or interpolated.

a) Previous professional experience:

- In managing research projects, including the planning, monitoring and evaluation components (within the respective legal frameworks). Prior experience in managing projects funded by the European Union will be considered a preferential factor;
- Working in academic institutions (research and/or higher education).

b) The following curricular skills:

- Knowledge of national and international funding programmes;
- Knowledge of Microsoft Office and other tools to support the maintenance and management of information, as well as the creation and management of databases;



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- Proficiency in the Science management tool Pure (Elsevier) will be considered a preferential factor;
- Ability to work in an organized and structured way;
- Very good social/communication skills to work/network with different partners;
- Excellent oral and written skills of English and Portuguese to draft research proposals, reports, participate in meetings, etc.;
- Responsibility to work independently, according to the instructions received;
- Potential to develop high level research work;
- Good interpersonal skills and team spirit.

2. WORKPLAN AND OBJECTIVES

CIEP's vision is to conduct high quality research in political science (particularly in its core fields of political theory, comparative politics, and international relations) that provides the intellectual tools and frameworks to deal with the great contemporary societal challenges. In terms of broad themes, the research unit is focused on the distinguishing features of western political thought – with special emphasis on early modern, modern and contemporary thinkers – as well as on the interconnection of political ideas with current societal challenges in the domains of political economy, the reform of democratic political systems and European integration.

The main tasks of the scholarship holder include:

- Support in the analysis of possible sources of funding and in the preparation and submission of applications within the scope of national and international funding programmes;
- Planning of activities related to CIEP-UCP's research, including the organization of conferences and events;
- Promotion of CIEP-UCP's communication with the outside world – through its website and through other actions or events;
- Support in the management of CIEP-UCP's databases;
- Occasional integration in research teams.

3. APPLICABLE REGULATIONS

Estatuto do Bolseiro de Investigação Científica [Statute of the Research Grant Holder], approved by the Law 40/2004, of August 18, in the current wording given by Decree-Law no. 123/2019, of 28 August; the current Regulamento de Bolsas da Fundação para a Ciência e Tecnologia, I.P. [Regulations for the Scholarships of the Foundation for Science and Technology] (Regulation No. 950/2019 of 16 December); Regulamento de Bolsas da Universidade Católica Portuguesa [Regulations for the Scholarships Regulations of the Universidade Católica Portuguesa].



4. WORK LOCATION AND SCIENTIFIC ORIENTATION

The work location is the Institute for Political Studies of Universidade Católica Portuguesa (Lisbon) and the workplan shall be developed under the scientific orientation of Professor André Azevedo Alves.

5. DURATION OF THE SCHOLARSHIP AND START DATE

The scholarship will be awarded for an initial period of 6 months, on an exclusive dedication basis. The grant may be renewed up to a maximum limit allowed by the applicable regulations. The renewal of the grant contract will depend on the evaluation of the fulfilment of the work plan by the scholarship holder, on the fulfilment of the personal requirements for the renewal of the grant and on the availability of funds in the project. The grant is expected to begin in February 2024.

6. MONTHLY MAINTENANCE ALLOWANCE

The monthly maintenance allowance is of 930,98€, according to the values of the table of scholarships directly granted by FCT, I.P. in Portugal. More information in https://www.fct.pt/wp-content/uploads/2023/02/Tabela-de-Valores-SMM_2023.pdf. The allowance will be paid monthly by bank transfer to the account identified by the scholarship holder.

The scholarship holder will also benefit from a personal accident insurance for research activities.

The scholarship holder who is not covered by any social protection regime can ensure the exercise of the right to social security through adherence to the voluntary social insurance regime, under the terms of the Contributory Schemes of the Social Security System, with FCT assuring the costs resulting from contributions under the terms and with the limits provided for in article 10 of the Statute of the Research Grant Holder.

7. SELECTION METHOD

The final classification of the candidates will be presented on a scale of 0 to 20. The value is calculated by weighting each factor as follows, taking into account the candidate's merit:

- I. Academic curriculum (75%)
- II. Individual motivation (25%)

If necessary, candidates with the highest scores may be interviewed, with the evaluation focusing on their *curriculum vitae* (60%), individual motivation (20%) and the selection interview (20%).

A minimum of 15 points is required for a candidate to be considered eligible for the position.



8. EVALUATION PANEL

President: Professor André Azevedo Alves, CIEP-UCP

Effective member: Professor William Hasselberger, CIEP-UCP

Effective member: Professor Inês Gregório, CIEP-UCP

Substitute member: Professor João Pereira Coutinho, CIEP-UCP

9. REQUIRED DOCUMENTS

Applications shall be submitted in Portuguese or English.

The application shall include the following documents:

1. Motivation letter;
2. *Curriculum Vitae* that includes all elements that prove the admission requirements;
3. Copy of the academic transcripts or diplomas, specifying the final classification, of all academic degrees held;
4. Proof of enrolment in one of the required programs or proof of compliance with the requirement to enrol in one of the required programs.

Candidates with diplomas issued by foreign higher education institutions can apply and will be evaluated using the same criteria as candidates with diplomas issued by Portuguese institutions, provided that they present, in their application, proof of recognition of academic degrees and indication of the conversion of the final classification for the Portuguese classification scale (or, alternatively, there must be an indication of a credible source to the conversion of the classification that can be externally verifiable).

10. DEADLINE AND SUBMISSION OF APPLICATIONS

Required document shall be sent by email to ci.iep@ucp.pt between January 22, 2024, and February 5, 2024 (until 5pm, Lisbon time) with the reference on the subject: CIEP-BI/4 - #Name of the candidate#.

No documents that should have been submitted at the application stage may be submitted after the deadline established for this purpose in the announcement of the call. Failure to comply with the deadline set for the submission of applications, as well as failure to submit the documents mentioned in this section or submission after the deadline, shall lead to exclusion from the competition. False statements by candidates are punishable by law.



11. DELIBERATION AND DISCLOSURE OF RESULTS

The evaluation panel shall deliberate according to the selection criteria adopted and disclosed. The minutes of the panel meetings shall include a summary of the meeting's content. After the application of the selection criteria, the panel draws up an ordered list of the approved candidates and respective classification. The ordered list of approved candidates will be published on the CIEP website: <https://iep.lisboa.ucp.pt/scholarship-calls?change-language=1> and candidates will be notified by e-mail when the list is made available.

Based on the final list of candidates, a reserve list will be constituted, which may be used in case of withdrawal by the selected applicant, if it is in the interest of the Research Centre of the Institute of Political Studies. This list will remain valid for a maximum of one year after the panel's final decision. CIEP may, alternatively, open a new competition. If none of the candidates demonstrates that they possess the profile indicated for the performance of the functions described above within the scope of this project, the panel reserves the right not to award the position in competition.

12. DEADLINES AND PROCEDURES FOR PRIOR HEARING COMPLAINT AND APPEAL

After communicating the provisional list of the results of the evaluation, the candidates have a period of 10 working days to, if they wish, express their opinion at the prior hearing of interested parties, under the terms of articles 121 and following of the Code of Administrative Procedure. The information will include the terms and procedures for the prior hearing.

The final decision will be rendered after the analysis of the pronouncements presented at the prior hearing of interested parties. The final decision may be filed within 15 working days, or, alternatively, an appeal may be filed within 30 working days, both counted from the respective notification. Candidates who choose to submit a complaint or an appeal must address it to the Rectory of Universidade Católica Portuguesa. After this notification, and in the case there are no allegations, results will become definitive. Non-eligible candidates will be notified by email, with the information about the eligibility requirements not fulfilled.

Within 10 working days after the communication of the final decision, the selected candidate must confirm in writing his/her availability to start the scholarship on the proposed date. In case of unavailability, the offer will be made to the next candidate in the ordered list.

13. PRIVACY POLICY

Universidade Católica Portuguesa is the Data Controller of Personal Data under Regulation (EU) 2016/679 (General Data Protection Regulation).

The personal data processed in the context of this recruitment competition are intended for the instruction of the competition and will be processed by the Universidade Católica Portuguesa with the



purpose of verifying that the candidates meet the requirements established in the applicable legislation for their employment. Opposition to the processing of data by candidates will render the admission of the application and, consequently, its analysis and evaluation impossible.

The personal data of the Holder, if indispensable for the fulfilment of the Universidade Católica Portuguesa's obligations, may be transmitted to third parties, namely to the Funding Bodies identified in this Notice.

The retention period of the data will correspond to the five-year period legally defined.

The data subject has the right to oppose the collection and processing, to verify, correct, delete and limit the use of collected data. The exercise of these rights is excepted when your personal data is used to safeguard the public interest, in particular in cases of detection and prevention of crime, or when they are subject to professional secrecy.

The data subject has the right of access and portability of data.

Rights of the Data Subject: <https://www.ucp.pt/pt-pt/direitos-do-titular-dos-dados>.

To exercise the respective rights, please contact the University through the email address compliance.rgd@ucp.pt or to the address identified at the end of this Notice under "Contacts for clarifications". The Data Subject has always the right to contact and address a complaint to the National Commission for Data Protection.

14. NON-DISCRIMINATION AND EQUAL ACCESS POLICY

Universidade Católica Portuguesa actively promotes a policy of non-discrimination and equal access, whereby no candidate may be privileged, benefited, prejudiced or deprived of any right or exempted from any duty due to, namely, ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic patrimony, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions or trade union membership.

15. CONTACTS FOR CLARIFICATIONS

Universidade Católica Portuguesa, CIEP – Instituto de Estudos Políticos, Palma de Cima, 1649-023 Lisboa, Tel. (+351) 217214129, E-mail: ci.iep@ucp.pt
Human Resources Department, E-mail: drh.sede@ucp.pt

Lisbon, January 9, 2024

The Rector