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**Public Notification/0068/2024**  
**Opening Notice of Research Fellowship (BI)**  
**Reference: CIEP-BI/5**

The Rector of the Universidade Católica Portuguesa, Prof. Dr. Isabel Capelo Gil, hereby announces the opening of a call for applications for 1 (one) Research Fellowship, under the terms of FCT's Regulations on Research Grants (RBI), the Research Grant Holder Statute (EBI) as well as UCP's Research Fellowship Regulation, to carry out research activities in the scientific field of Political Science and International Relations at the Research Centre of the Institute for Political Studies (CIEP), funded by the project UIDB/04597/2020 and with the financial support of FCT/MCTES through national funds (PIDDAC).

**1. GENERAL ADMISSION 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.

At the time of the submission, the candidates must have a MA in Political Science and International Relations or in related scientific areas.

The candidates must 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 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.

**2. SPECIFIC ADMISSION REQUIREMENTS**

The candidates must have previous professional experience:

- In managing research projects, including the planning, monitoring, and evaluation components (within the respective legal frameworks).
- In managing projects funded by the European Union.
- Working in academic institutions (research and/or higher education).





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The candidates must have 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.
- Proficiency in the Science management tool Pure (Elsevier).
- 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.

### 3. WORK PLAN

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.

### 4. APPLICABLE LAW AND 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].





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#### 5. WORKPLACE AND SCIENTIFIC GUIDANCE

The work will be developed at the Lisboa facilities of Universidade Católica Portuguesa, under the scientific supervision of Professor André Azevedo Alves.

#### 6. FELLOWSHIP'S DURATION

The fellowship will be awarded for a period of 6 months, in exclusive commitment.

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 fellowship is planned to start in December 2024.

#### 7. MONTHLY MAINTENANCE ALLOWANCE

The fellowship's maintenance allowance is 1259.64 € per month, paid monthly by wire transfer. The fellowship holder will be covered by a personal accident insurance.

If not covered by any social protection scheme, the fellowship holder can ensure the right to Social Security through adherence to the Voluntary Social Security scheme, pursuant to "Código dos Regimes Contributivos do Sistema Previdencial de Segurança Social". Provided that the awarded fellowship has a minimum duration of 6 months, the fellowship holder will be entitled to be reimbursed, by UCP, of the charges resulting from the contributions that apply to the first bracket referred to in article 36 of Decree-Law no. 40/89, of 1 February, with the increase in charges arising from the option for the payment of a higher incidence base being paid by the fellow.

#### 8. 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.

The selection panel reserves the right not to select any candidate if it considers that none of the candidates has the required profile.

#### 9. COMPOSITION OF THE SELECTION PANEL

President of the Jury: Prof. Dr. André Azevedo Alves

Effective Member: Prof. Dr. Ivone Moreira; Prof. Dr. Inês Gregório; Prof. Dr. William Hasselberger





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## 10. REQUIRED DOCUMENTS FOR APPLICATION

Applications are to be submitted in Portuguese or English and must include the following documents:

1. Curriculum Vitae including all the elements to access the admission requirements, namely all the research fellowships previously awarded, if applicable.
2. Motivation letter.
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 enroll 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).

## 11. DEADLINE AND SUBMISSION OF APPLICATIONS

Required documents should be sent by e-mail to [ci.ep@ucp.pt](mailto:ci.ep@ucp.pt) from 21/11/2024 to 06/12/2024 (until 5 pm, Lisbon time) with the reference on the subject: CIEP-BI/5 - #Name of the Candidate#.

No document that should have been submitted at the application stage may be presented after the deadline set for this purpose in the opening notice. Failure to comply with the deadline set for the submission of the application, as well as the lack of submission or late submission of the documents referred to in this point will determine exclusion from the competition. False statements provided by the candidates are punishable by law.

## 12. DELIBERATION AND RELEASE OF RESULTS

The selection panel deliberates in accordance with adopted and disclosed selection criteria. Minutes of panel meetings shall include a summary of the meeting content. After application of the selection criteria, the panel shall prepare a ranked list of 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.

The final results of the evaluation will be sent by e-mail to all applicants within 90 working days after the deadline for the applications.

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

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





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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.

### 13. PRIOR HEARING, COMPLAINTS AND APPEALS

In case of unfavorable decision, candidates will have 10 working days after notification to pronounce in a prior hearing, should they wish it, under the terms of the Code of Administrative Procedures. The final decision may be subject to a complaint within a period of 15 working days or, alternatively, of an appeal within a period of 30 working days, with both durations beginning on the date of the initial notification. The complaint or appeal should be addressed to the Rector's Office (Reitoria) of Universidade Católica Portuguesa. After this notification, and in case there are no allegations, the results will become definitive. Ineligible candidates will be notified by email, with details of the missing eligibility elements.

### 14. PRIVACY POLICY

Universidade Católica Portuguesa is the controller responsible for the processing of Personal Data in accordance with Regulation (EU) 2016/679 – General Regulation on Data Protection.

The personal data submitted within the scope of this tender procedure is processed within the framework of said tender procedure only, and will be treated by Universidade Católica Portuguesa with the purpose of verifying the fulfillment, by the candidates, of the assumptions established in the applicable legislation for their contracting. Opposition to the processing of data by the candidates will make it impossible to accept the application and, therefore, to analyze and evaluate it.

The personal data of the Data Subject, if it be indispensable for the fulfillment of the obligations of Universidade Católica Portuguesa, may be conveyed to third parties, namely to the Financing Entities identified in this announcement.

The data retention period shall correspond to the legally defined period of five years.

The Data Subject is entitled to oppose to the collection and processing of data, has the right to verification, the right to rectification, the right to deletion, and the right to restriction of processing of the data collected. However, the exercise of such rights may be excluded when the personal data is used to protect public interest, namely in the detection and prevention of crimes or when subject to professional rules of confidentiality.

The Data Subject has the right of access and portability of the data.

Rights of Personal Data Subjects: <https://www.ucp.pt/rights-data-subjects>.

For purposes of exercising the respective rights, contact the University through the e-mail address [compliance.rgpd@ucp.pt](mailto:compliance.rgpd@ucp.pt).

The Data Subject is always entitled to contact and file a complaint with the Comissão Nacional de Proteção de Dados (Portuguese Supervisory Authority for Personal Data).





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#### 15. NON-DISCRIMINATION AND EQUAL ACCESS POLICY

Universidade Católica Portuguesa actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, gender, sexual orientation, marital status, family status, family and economic conditions, instruction, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions, and union membership.

#### 16. CONTACTS FOR FURTHER INFORMATION

Universidade Católica Portuguesa  
CIEP – Instituto de Estudos Políticos  
Palma de Cima, 1649-023 Lisboa  
Tel. (+351) 217214129  
E-mail: [ci.iep@ucp.pt](mailto:ci.iep@ucp.pt)

Human Resources Department  
E-mail: [drh.sede@ucp.pt](mailto:drh.sede@ucp.pt)

Lisbon, 4<sup>th</sup> November 2024

The Rector