

**Call for 2 Research Fellowship
(Ref: ChildBI/019/2BI/2023)**

Ad summary

The William James Center for Research (WJCR) of ISPA – Instituto Universitário is accepting applications for 2 Research Fellowship (bachelor's degree holder; call reference: **ChildBI/019/2BI/2023**) in the scope of the project “*ChildBI – Desenvolvimento de um novo programa de intervenção universal para educadores dirigido à inibição comportamental em idade pré-escolar*” (project reference: EXPL/PSI-GER/0395/2021), funded by the Portuguese Foundation for Science and Technology, I.P./MCTES, through national funds (PIDDAC).

1. Scientific field

Psychology

2. Applicant's Profile

Mandatory requirements:

Bachelors in psychology.

Preferred factors:

Previous experience in articulating preschool education (communication with institutions and professionals).

Previous experience in the development of databases and analysis of quantitative data.

Previous experience in communicating scientific knowledge to children, education professionals, and families.

3. Mandatory documents for admission to the competition

- a) Bachelor diploma/certificate with the final classification.
- b) Detailed Curriculum Vitae.
- c) Motivation Letter.

If the degrees/diplomas have been conferred by a foreign higher education institution they must be recognized by a Portuguese higher education institution, and the final classification must be converted into the Portuguese evaluation scale, under the terms of the provisions of Decree-Law no. 66/2018, of August 16th, which approves the legal regime of recognition of academic degrees and diplomas of Higher Education, attributed by foreign higher education institutions, and of paragraph e) of no. 2 of article 4 of Decree-Law no. 60/2018, of August 3rd, and any formalities established therein must be fulfilled by the date of the hiring act.

If the candidate has already requested but is waiting on the recognition of the academic degrees conferred by a foreign higher education institution to be issued, he/she can alternatively submit 1) a declaration of honor clarifying that he/she will obtain the recognition for his/her academic degrees by the end of the application period, and 2) proof that the recognition was requested.

The recognition of foreign academic degrees and diplomas as well as the conversion of the final classification to the Portuguese classification scale may be requested in any public higher education institution, or at the Directorate-General for Higher Education (DGES, for automatic recognition only). Please consult the DGES portal for detail: <http://www.dges.gov.pt>.

Only applicants who supply proof to have completed the study cycle leading to a bachelor's degree by the end of the application deadline will be admitted. If applicants do not yet have the certificate of completion, the declaration of honor will be accepted stating that they have completed the qualifications required for the call until the application deadline. The award of the fellowship is always contingent upon the presentation of the mandatory proof of academic qualifications.

4. Requirements for signing the fellowship contract

The candidate must be enrolled in a master's degree or enrolled in a course that does not award an academic degree integrated into the educational project of a higher education institution. This registration must be completed until the time of contracting the research fellowship.

In the case of diplomas issued by foreign higher education institutions, and if the candidate submits a declaration of honor clarifying that he/she will obtain the recognition for his/her degrees by the end of the application period and proof that the recognition was requested, he/she must present proof that the degrees are recognized in Portugal until the time of contracting the research fellowship.

For the purposes of signing the agreement a form with personal information, Ciência ID, a copy of the identification document, and a declaration on the exercise of the exclusive functions must also be submitted.

False declarations are reasons to cancel the candidacy without prejudice to the application of other sanction measures.

5. Work plan

The fellow will be involved in activities aligned with the objectives of the project, specifically:

Critical review of relevant literature.

Creation of databases.

Conducting quantitative data analysis.

Preparing reports for writing scientific articles and transferring knowledge to the community and government decisions.

Creation of intervention manuals for professionals in the field of psychology and early childhood education and for families.

6. Applicable legislation

Law No. 40/2004, of August 18th, as amended by the Decree-Law No. 123/2019, of August 28th, in its current wording (Research Fellowship Holder Statute/Estatuto do Bolseiro de Investigação - EBI);

Regulation No. 950/2019, of November 29th, published in Diário da República, No. 241, Series II, of December 16th (FCT's Regulation for Research Studentships and Fellowships/Regulamento de Bolsas de Investigação da FCT - RBI).

Decree-Law No. 66/2018, of August 16th (Legal regime of recognition of academic degrees and diplomas of higher education awarded by foreign higher education institutions).

Regulation for Scientific Research Fellowships of ISPA – Instituto Universitário; and other applicable legislation.

7. Workplace and scientific supervision

The fellowship contract will be signed with ISPA, CRL (contracting entity). The place of work is located at the William James Center for Research (host institution), located at ISPA – Instituto Universitário, and, eventually, other locations necessary for the execution of the planned activities, under the scientific supervision of Doctor Maryse Guedes and Professor Doutor Manuela Verissimo.

8. Duration of the fellowship

The fellowship is expected to start in September 2023 and end when the project, and its budget end up, namely on 31/12/2023, following the Regulation of FCT's Regulation for Research Fellowships.

9. Remuneration and other components

The monthly stipend is 930,98€ in accordance with the table of monthly maintenance stipend set by FCT (https://www.fct.pt/wp-content/uploads/2023/02/Tabela-de-Valores-SMM_2023.pdf), to be paid monthly through bank transfer. The fellow is also entitled to the applicable voluntary social security system (*Seguro Social Voluntário*, Decree-Law No. 40/89, of February 1st; EBI – art. 10º), and personal accident insurance.

10. Submission of applications

The call is open from **07 to 22 August 2023, 11 PM (Lisbon time)**. Only applications submitted before this deadline will be accepted.

Applications must be formalized via e-mail to candidaturas.investigadores@ispa.pt, with cc to wjrc@ispa.pt, and MGuedes@ispa.pt must clearly state the reference of this call in the "Subject" of the e-mail: **ChildBI/019/2BI/2023**). Alternatively, applications can be sent via post to ISPA – Instituto Universitário – William James Center for Research – Rua Jardim do Tabaco 34, 1149-041 Lisboa, Portugal, and received within the specified application period.

Applications must include the following mandatory documents:

- a) Bachelor's degree certificate/diploma with the final classification.
- b) Detailed curriculum vitae.

c) Motivation letter.

All documents must be submitted in PDF format.

The non-compliance with these requirements may determine the rejection of the application.

11. Evaluation and selection criteria

Candidates will be evaluated and ranked by their curriculum, according to the following criteria, each having the indicated weight:

Criterion A: Academic degrees (20%), based on the final classifications indicated in the bachelor's diplomas/certificates.

Criterion B: Previous experience in communicating with preschool institutions, education professionals, and families, in the creation of databases and analysis of quantitative data, and in the transfer of knowledge to children, education professionals, and families, in accordance with the candidate's CV (60%).

Criterion C: Motivation and interest in the field, as shown by the candidate's motivation letter (20%).

Applications will be evaluated, and candidates ranked, on a 0,00 – 20,00 scale. The final classification will result from the formula:

$$\text{Final classification} = (\text{Criterion A} \times 20\%) + (\text{Criterion B} \times 60\%) + (\text{Criterion C} \times 20\%)$$

For tie-breaking purposes, the ranking of the candidates will be based on the classifications assigned to each of the evaluation criteria in the following order of precedence: B) previous experience as shown in the candidate's CV; C) motivation letter; and A) academic degrees.

If none of the candidates presents the appropriate and/or necessary skills and competencies required for the position and respective work plan, the Evaluation Panel has the right not to attribute the fellowship.

Note for the evaluation of Criterion A:

1 – The Evaluation Panel will award the minimum score (10 points on a 0 – 20 scale) required for obtaining a degree in Portugal when degree certificates/diplomas issued by foreign institutions are not recognized in Portugal and/or do not have the respective final classifications converted to the Portuguese evaluation scale. That is when a declaration of honor is submitted clarifying that the recognition of the academic degrees and conversion of the final classification will be issued until the end of the application period (as well as proof that the recognition was requested).

The same applies when candidates do not yet have a course completion certificate/diploma and present a declaration of honor that they have completed the necessary qualifications for the purposes of the competition by the end of the application period.

The granting of the fellowship is conditioned to the presentation, in the contracting phase, of the proof of ownership of the academic qualifications.

2 – The Evaluation Panel will award the minimum score (10 points on a 0 – 20 scale) required for obtaining a degree in Portugal when the submitted Portuguese certificate does not mention the final classification.

3 – The Evaluation Panel will award the minimum score (10 points on a 0 – 20 scale) required for obtaining a degree in Portugal when candidates submit a declaration of honor indicating they have completed the cycle of studies leading to a bachelor's degree by the application deadline but do not present the concomitant certificate (as indicated in point 3 of the call for applications);

12. Composition of the Evaluation Panel

Doctor Maryse Guedes (William James Center for Research; President)

Professor Doctor Manuela Veríssimo (William James Center for Research; Effective member)

Professor Doctor António J. Santos (William James Center for Research; Effective member)

Professor Doctor Carla Fernandes (William James Center for Research; Alternate member)

Doctor Marília Fernandes (William James Center for Research; Alternate member)

13. Communication of results

The results will be notified no later than 90 working days after the closing date for submission of applications to the e-mail address provided by the applicants.

14. Deadlines and procedures for preliminary hearing, complaint, and appeal

After communicating the provisional list of the results, applicants who want to dispute the results have a period of 10 working days to request a preliminary hearing, in accordance with Articles 121 and following the Administrative Procedure Code (CPA). The final decision will be communicated after examining the arguments presented at the preliminary hearing. After this communication, the selected candidate has 10 working days to accept, in writing, the attributed fellowship. Otherwise, withdrawal or renouncement of the fellowship will be considered, unless a proper justification is presented.

After the final decision, a complaint may be placed within 15 working days or, alternatively, an appeal within 30 working days, both counting from the notification date. Applicants who wish to submit a complaint or an appeal should address their complaint to the Rectory of ISPA – Instituto Universitário.

In case the selected candidate renounces or withdraws from the fellowship, the Evaluation Panel can notify and attribute the fellowship to the candidate(s) in the subsequent position(s), if applicable, and according to the final ranking list.

15. Templates for the research fellowship contract and for the final reports

The templates for the research fellowship contract as well as the template for the final reports to be created by the fellow, the scientific supervisor, and the institutional supervisor. The concomitant evaluation criteria can be found in the ISPA – Instituto Universitário’s Regulation for Scientific Research Fellowships (Appendices 2, 3, and 4) at:

https://intranet.ispa.pt/sites/default/files/users/10008/rg102_bols_invest_cient_2023.pdf

16. Non-discrimination and equal access policy

ISPA, CRL actively promotes a policy of non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired, or deprived of any rights whatsoever, or be exempt from any duties based on ancestry, age, sex, sexual preference, marital status, family and economic conditions, education, origin or social conditions, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.

17. Disabled candidate: Pursuant to DL n.º. 29/2001 of February 3rd, disabled candidates have a preference in an equal classification situation, which supersedes any legal preference. Candidates must declare, on their honor, on their application form during the selection period under the regulations above, their respective disability degree, the type of disability, and the communication/expression mean to be used.