

**Call for 2 Research Fellowship (Psychology)  
(Call Ref. WomenBehindBars/021/2BI/2023)**

A call is now open for 2 (two) Research Fellowship in the scope of the research-related activities in Psychology of the project “Women Behind Bars – Female Portuguese Inmates’ Characterization and Gender-Specific Needs Assessment” (reference: LCF/PR/SR23/57000016), of the William James Center for Research at ISPA – Instituto Universitário, funded by the Social Observatory of the “la Caixa” Foundation.

**1. Scientific field:** Psychology

**2. Funding source:** the Social Observatory of the “la Caixa” Foundation (project reference: LCF/PR/SR23/57000016)

**3. Applicant’s profile**

Mandatory requirements:

Master’s degree in psychology.

Preferred factors:

Previous experience in data collection, namely in prison settings and particularly with female individuals.

Previous experience in research projects focused on the same topic of the project/work plan.

Previous experience in quantitative and qualitative data analysis.

Previous experience in publishing scientific papers.

Proficiency in the English language, spoken and written.

**4. Requirements for admission to the call**

The following documents must be submitted:

- a) Master’s (or Integrated Master’s) degree in Psychology with the final classification and academic transcript.
- b) Detailed curriculum vitae (CV);
- c) Motivation letter.

Candidates who do not submit the academic transcript of the degree (that is, curricular courses taken and concomitant classifications of the Master’s, or Integrated Master’s, in Psychology) will not be admitted.

Only applicants who supply proof to have completed the study cycle leading to a master’s degree by the end of the application deadline will be admitted. Suppose applicants do not yet have the certificate of completion. In that case, a declaration of honor will be accepted stating that they have completed the qualifications required for the call and that the Master’s diploma/certificate will be dated within the application period. The fellowship award is always contingent upon the presentation of the mandatory proof of academic qualifications.

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If a foreign higher education institution has conferred the academic degree, it 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.

Suppose the candidate has already requested but is waiting for the recognition of the academic degree conferred by a foreign higher education institution to be issued. In that case, he/she can submit a declaration of honor clarifying that the recognition was requested and will be dated within the application period.

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

#### **5. Requirements for signing the fellowship contract**

The selected candidate must be enrolled in a Ph.D. degree or attend a course that does not award an academic degree integrated with the educational project of a higher education institution. This registration must be completed by the time of contracting the research fellowship.

In the case of diplomas issued by foreign higher education institutions, the recognition of these academic degrees must be presented until the time of contracting the research fellowships and the date of recognition must fall within the application period (as indicated in point 4).

To sign the contract, a form with personal information, Ciência ID, a copy of the identification document, and a declaration on the exercise of the exclusive functions might also be requested.

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

#### **6. Work plan**

Specifically, the fellows will be involved in research-related activities of the project, namely conducting an extensive characterization of women in custody within the Portuguese context and assessing these women's criminogenic and non-criminogenic needs and features. The fellows will:

- Prepare the data collection (e.g., establish the contacts to schedule data collection moments, prepare project data storage, prepare materials for data collection, monitor project agenda),
- Manage social media platforms,
- Implement data collection tasks,

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- Support in data analysis (e.g., data entry, transcriptions of the focus groups, data analysis) and,
- Support in dissemination activities (e.g., literature review, co-writing the papers, organization of the final seminar).

The fellows might also collaborate in other activities if these are aligned with the goals of the project/work plan, such as promotion and outreach activities in scientific events.

## 7. 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.

## 8. Workplace and scientific supervision

The research 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 (Rua Jardim do Tabaco 34, 1149-041 Lisbon, Portugal) and, eventually, other locations necessary for the execution of the planned activities, under the scientific supervision of Professor Doctor Andreia de Castro Rodrigues.

## 9. Duration of the fellowship

The fellowship will have a duration of 12 months, on an exclusive dedication basis, possibly renewable, after a positive evaluation, for periods not exceeding the eligible period of the project, conditioned by the project's budget, and by the maximum period for research fellowships as indicated in points 4 and 5 of Article 6 of FCT's Regulation for Research Studentships and Fellowships.

The fellowship is expected to start in March 2024.

## 10. Remuneration and other components

The monthly stipend is 1199.64 euros according to the table of monthly maintenance, set by FCT for activities in the exclusive dedication regime ([https://www.fct.pt/apoios/bolsas/docs/Tabela\\_de\\_Valores\\_SMM\\_2023.pdf](https://www.fct.pt/apoios/bolsas/docs/Tabela_de_Valores_SMM_2023.pdf)), subject to any updates that may apply, to be paid monthly through bank transfer.

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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.

The scholarship holder can join Voluntary Social Security (valid for scholarship contracts of six months or more), which is optional (not mandatory), and the refund corresponds to the 1st rate of the contribution base.

### **11. Submission of applications**

The call is open from **22nd December 2023 to 9th January 2024, 11 PM** (Lisbon time). Only applications received within the specified application period will be considered.

Applications must include the following mandatory documents (as indicated in point 4):

- a) Copy of the Master's, or Integrated Master's, degree certificate/diploma with the final classification and academic transcript.
- b) Detailed curriculum vitae (CV);
- c) Motivation letter.

Applications must be formalized via e-mail to [candidaturas.investigadores@ispa.pt](mailto:candidaturas.investigadores@ispa.pt) and cc. to [arodrigues@ispa.pt](mailto:arodrigues@ispa.pt), and [wjrc@ispa.pt](mailto:wjrc@ispa.pt) and must clearly state the reference of this call in the "Subject" of the e-mail: **WomenBehindBars/021/2BI/2023**.

Alternatively, applications can be sent via post to ISPA – Instituto Universitário – Departamento de Recursos Humanos – Rua Jardim do Tabaco 34, 1149-041 Lisboa, Portugal, and received at ISPA within the specified application period.

All documents must be submitted in PDF format.

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

### **12. Evaluation and selection criteria**

The evaluation process will consist of (2) two stages: 1) The evaluation of the submitted documents, and 2) an interview.

#### *Stage 1*

In Stage 1 candidates will be evaluated and ranked by their curriculum according to the following (weighted) criteria:

Criterion A: Academic degree (20%), based on the final classification indicated in the Master's, or Integrated Master's, diploma/certificate.

Criterion B: Previous experience in research projects in the scientific field of the project/work plan, especially in data collection and analysis as indicated in the candidate's CV (60%).

Criterion C: Motivation and interest in the scientific area, as indicated in the candidate's motivation letter (20%).

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Applications will be evaluated, and candidates ranked, on a 0,00 – 20,00 scale. The final classification of Stage 1 will result from the formula:

$$\text{Stage 1} = (\text{Criterion A} \times 20\%) + (\text{Criterion B} \times 60\%) + (\text{Criterion C} \times 20\%)$$

### *Stage 2*

Candidates ranked in the first 4 positions of Stage 1, that is, with the highest score in descending order, will be interviewed.

In the Interview, the Evaluation Panel will assess: The motivation of the candidate; the candidate's knowledge relative to the information indicated in the motivation letter and CV, especially theoretical and methodological knowledge of the topic of the project/work plan; experience in data collection, analysis, and dissemination; skills of statistical and qualitative analysis; and communication skills (including English proficiency). Each criteria will be evaluated on a 0,00 – 20,00 scale.

The final classification will result from the formula:

$$\text{Final Classification} = (\text{Stage 1} \times 50\%) + (\text{Stage 2} \times 50\%)$$

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: Stage 2 – Interview; Stage 1 – B) Previous experience demonstrated by the candidate; C) – Motivation letter; and A) – Academic degree.

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

Note for the evaluation of Criterion A – Stage 1:

1 – When candidates submit more than one equivalent Master's, or Integrated Master's, degree (equivalent number of ECTS), the Evaluation Panel will decide which academic degree is best suited for the pursuit of the research plan and which should, therefore, be considered for Criterion A. Other course(s) presented by the candidate can eventually be considered for Criterion B.

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 master's degree by the application deadline but do not present the concomitant certificate (as indicated in point 4 of the call for applications).

4 – 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 (as indicated in point 4 of the call for applications).

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5 – If the candidate presents an Integrated Master’s degree awarded by an institution that does not issue certificates/diplomas with discrimination of the final classifications of 1st (Bachelor’s) and 2nd (Master’s) cycles, the evaluation of Criterion A will be the weighted average of the first three years (1st cycle) based on the classifications obtained in each curricular course completed. Candidates in this situation should, therefore, submit a certificate/diploma that details the classifications of each curricular course (and concomitant ECTS) of the Integrated Master’s degree.

### **13. Composition of the Evaluation Panel**

The evaluation panel will consist of:

- Professor Doctor Andreia Luísa Gonçalves Teixeira de Castro Rodrigues (Assistant Professor at ISPA – Instituto Universitário, Integrated Researcher in the William James Center for Research at ISPA – Instituto Universitário; President)
- Professor Doctor Olga Cecília Soares da Cunha (Assistant Professor at Lusófona University, Integrated Researcher in the Hei-Lab; Effective member)
- Professor Doctor Miguel Basto Pereira (Assistant Professor at ISPA – Instituto Universitário, Integrated Researcher in the William James Center for Research at ISPA – Instituto Universitário; Effective member)
- Professor Doctor Ana Rita Pereira da Cruz (Assistant Professor at Lusófona University, Integrated Researcher in the Hei-Lab; Alternate member)
- Professor Doctor Sónia Maria Martins Caridade (Assistant Professor at EPsi – Universidade do Minho, Integrated Researcher in CIPsi at UMinho; Alternate member)

### **14. Communication of results**

All candidates will be notified of the minutes relating to the application evaluation phase/s that will be sent to them by email, to the address they provide for this effect, with delivery notification receipt.

Notifications are made by email, by articles 112, no. 1, subparagraph c) and 113, no. 5, of the CPA.

### **15. 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, per Article 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 awarded 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 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 Board of the funding agency.

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

#### **16. Templates for the research fellowship contract and the final reports by the fellow and the supervisor**

The template for the research fellowship contract as well as the template for the final reports to be created by the fellow and by the supervisor, and concomitant evaluation criteria, can be found in the ISPA – Instituto Universitário’s Regulation for Scientific Research Fellowships (Appendices 2, 3, and 4, 5) at:

[https://intranet.ispa.pt/sites/default/files/users/10008/rg102\\_bols\\_invest\\_cient\\_2023.pdf](https://intranet.ispa.pt/sites/default/files/users/10008/rg102_bols_invest_cient_2023.pdf)

#### **17. 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.

**18. Disabled candidate:** According to DL nº. 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.

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