

Call for 1 Research Fellowship

Ad summary

The William James Center for Research (WJCR) is accepting applications for 1 (one) Research Fellowship (call reference: **WJCR/010/BI/2024**), for student (according to point 5 of this call) in the scope of the research-related activities in Psychology of the R&D Unit William James Center for Research (UIDB/04810/2020) at Ispa – Instituto Universitário, funded by the Portuguese Foundation for Science and Technology (*Fundação para a Ciência e Tecnologia*) – FCT, I.P./MCTES, through national funds (PIDDAC).

1. Scientific field: Psychology

2. Funding: Portuguese Foundation for Science and Technology (*Fundação para a Ciência e Tecnologia*) – FCT, I.P./MCTES, through national funds (PIDDAC), via the Multiannual Funding of R&D Units 2020 – 2023, and extension of the Base Budget to 2024 (reference: UIDB/04810/2020).

3. Applicants' Profile

Mandatory requirements:

- Bachelor's degree in Psychology or Psychological Sciences;
- Candidates must be enrolled, or meet the conditions to enroll, in a Master's degree or enrolled in a course that does not award an academic degree;
- Excellent communication skills in Portuguese and English.

Preferred factors:

- Previous experience in data collection (both digital platforms and laboratory settings);
- Previous experience in data reporting and presentation (e.g., conference presentations);
- Previous publishing experience.

4. Requirements for admission to the competition

The following documents must be submitted:

- a) Bachelor's degree with the final classification;

If the candidate presents an Integrated Master's degree awarded by institutions that do not issue certificates/diplomas with discrimination of the final classifications of 1st (Bachelor's) and 2nd (Master's) cycles, he/she must also submit a certificate that details the classifications of each curricular course (and concomitant ECTS) of the Integrated Master's degree (according with note 5 of section 12 of this call).

- b) Detailed Curriculum Vitae;

- c) Motivation Letter.

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 a declaration of honor will be accepted, stating that they have completed the qualifications required for the call and that the Bachelor'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.

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

If the candidate has already requested but is waiting for the recognition of the academic degrees conferred by a foreign higher education institution to be issued, 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 Master's degree or enrolled in a course that does not award an academic degree integrated with the educational project of a higher education institution in coordination with one or more R&D Units. This registration must be completed until 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).

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

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

6. Work plan

The work plan will be developed in the context of the research activities of the Multiannual Funding of R&D Units 2020 – 2023, and extension of the Base Budget of the R&D Unit William James Center for Research to 2024, awarded by FCT. Specifically, the fellow will be involved in scientific studies assessing children's well-being and developing their socio-emotional skills, for example emotional regulation and empathy (*PROJETO RAISE – Parceria Investigação e Prática: Consciencializar e Potencializar a Capacidade Socioemocional nos Primeiros Anos*). Specifically, the fellow will be involved with the following activities:

- Establish contacts with schools, nurseries, health units and social networks, with the objectives of presenting the project and recruiting participants;
- Research and literature review (e.g., systematic);
- Data collection for children, with parents and teachers;

- Elaboration of online questionnaires (Qualtrics) and databases (Excel, SPSS);
- Data analysis and processing - after collection, the data will be processed and submitted to statistical analysis using different tools (e.g., SPSS; Amos).
- Discussion and presentation of these results - participation in scientific meetings and preparation of scientific reports aimed at disseminating the results found.

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 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 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 Maria Manuela Pedro Veríssimo.

9. Duration of the fellowships

The fellowship is estimated for 3 months and half, from September to December 2024, eventually renewable for periods not exceeding the eligible period of the project, conditioned by the project's budget, and in accordance with 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.

10. Remuneration and other components

The gross monthly remuneration to be paid is 990,98€, in accordance to the table of monthly maintenance stipend in Portugal set by FCT for activities in exclusive dedication regime (https://www.fct.pt/wp-content/uploads/2024/02/Tabela-de-Valores-SMM_atualizacao-2024.pdf), subject to any updates that may apply, to be paid monthly through bank transfer. Each 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 a personal accidents insurance.

11. Submission of applications

The call is open from **August 21th 2024 to September 4th 2024**, 11PM (Lisbon time).

Applications must be formalized via e-mail to candidaturas.investigadores@ispa.pt and must clearly state the reference of this call in the "Subject" of the e-mail: **WJCR/010/BI/2024**. 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 (as indicated in point 4):

- a) Copy of the Bachelor's degree certificates/diplomas with the final classification;
If the candidate presents an Integrated Master's degree awarded by institutions that do not issue certificates/diplomas with discrimination of the final classifications of 1st (Bachelor's) and 2nd (Master's) cycles, he/she must also submit a certificate that details the classifications of each curricular course (and concomitant ECTS) of the Integrated Master's degree (according with note 5 of section 12 of this call).
If applicable, and in accordance with point 4 of this call for applications, recognition of the Bachelor if this degree was awarded by a foreigner higher education institution, and respective conversion of the final classification to the Portuguese classification scale. Alternatively, a declaration of honor clarifying that the recognition was requested and will be dated within the application period;
- b) Detailed curriculum vitae (CV);
- c) Motivation letter.

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 and selection process will be conducted according to the merit of the candidate and based on the following (weighted) criteria:

- **Criterion A:** Academic degree based on the final classification indicated in the Bachelor's diploma/certificate (10% of the overall evaluation);
- **Criterion B:** Previous experience in data collection, reporting and presentation, and publishing experience, as shown in the candidate's CV (70% of the overall evaluation);
- **Criterion C:** Motivation and interest in the field, as shown by the candidate's motivation letter (20% of the overall evaluation).

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

$$\text{Final Classification} = (\text{Criterion A} \times 10\%) + (\text{Criterion B} \times 70\%) + (\text{Criterion C} \times 20\%)$$

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: Criterion B - Previous experience in data collection, reporting and presentation, and publishing experience, as shown in the candidate's CV; Criterion C - Motivation and interest in the field, as shown by the candidate's motivation letter; and Criterion A – Academic degree based on the final classification indicated in the Bachelor's diploma/certificate.

If none of the candidates presents the appropriate and/or necessary skills and competences 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(s).

Note for the evaluation of Criterion A:

1 – When candidates submit more than one equivalent Bachelor’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 Bachelor’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);

5 – If the candidate presents an Integrated Master’s degree awarded by institutions that do 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 Maria Manuela Pedro Veríssimo (Full Professor at Ispa – Instituto Universitário, Integrated Researcher of the Williams James Center for Research; President)

Professor Doctor António José Freitas dos Santos (Full Professor at Ispa – Instituto Universitário, Integrated Researcher of the Williams James Center for Research; Effective member)

Prof. Doctor Carla Sofia Rodrigues Dias Fernandes (Assistant Professor at Ispa – Instituto Universitário, Integrated Researcher of the Williams James Center for Research; Effective member)

Prof. Doctor Maryse de Melo Guedes (Assistant Professor at Ispa – Instituto Universitário, Integrated Researcher of the Williams James Center for Research; Alternate member)

Prof. Doctor Marília Solange Ornelas Fernandes (Assistant Professor at Ispa – Instituto Universitário, Integrated Researcher of the Williams James Center for Research; 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.

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 consulted in the Regulation for Scientific Research Fellowships of ISPA – University Institute (Appendices 2, 3, and 4, 5) at:

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.