

Notice of Opening of Call for the Award of 1 Research Studentship (1 BI)

Summary of the Announcement

A call is open (reference **EduIn&Out_016_BI_2025**) for the award of one (1) Research Studentship (1 BI), under the project “EduIn&Out – Quality in Early Childhood Education: Building Bridges Between Routines and the Environment Inside and Outside the Classroom” (reference [2023.15201.PEX]), hosted by ISPA – Instituto Universitário, and funded by the Portuguese Foundation for Science and Technology (FCT).

1. Scientific Area(s)

Education Sciences

2. Funding Source

Portuguese Foundation for Science and Technology (FCT)

3. Candidate Profile

Mandatory requirements:

- I. A Bachelor’s degree in Education or related fields;
- II. The candidate must be enrolled in an integrated master’s programme, a master’s degree programme, or a non-degree course integrated within the educational project of a higher education institution, developed in association or cooperation with one or more R&D units;
- III. Proficiency in both Portuguese and English (spoken and written).

Preferred factors:

- i. Experience in qualitative data collection through focus groups and observations in educational contexts;
- ii. Experience in transcription, organisation, and qualitative data analysis;
- iii. Experience with MAXQDA or similar qualitative content analysis software, to support all activities related to data management and analysis.

4. Mandatory Requirements for Admission to the Call

The following documents must be submitted at the time of application:

- a) Bachelor’s degree certificate/diploma, including the final classification;
- b) Proof of enrolment in an integrated master’s programme, a master’s degree programme, or a non-degree course integrated within the educational project of a higher education institution, developed in association or cooperation with one or more R&D units;
- c) Detailed Curriculum Vitae;
- d) Motivation Letter.

Only candidates who have completed a bachelor’s degree by the closing date of the call will be admitted. If the candidate has not yet obtained the official certificate/diploma, a declaration of honour stating that the required qualifications will be completed by the end of the application period and that the degree certificate/diploma will be dated accordingly may be accepted.

The award of the studentship is conditional upon the presentation of the corresponding academic qualifications at the contracting stage.

For academic degrees and diplomas awarded by foreign higher education institutions, proof of recognition of the degree by a Portuguese higher education institution and the conversion of the final classification to the Portuguese grading scale are required, in accordance with Decree-Law No. 66/2018 of 16 August and Decree-Law No. 60/2018 of 3 August.

If the candidate has already requested, but not yet obtained, the official recognition of a foreign academic degree, a declaration of honour confirming that the recognition has been requested and will be dated before the application deadline may be submitted.

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

5. Requirements for the Execution of the Research Studentship Contract

The selected candidate must have completed a bachelor's degree and be enrolled in an integrated master's programme, a master's degree, or a non-degree course integrated within the educational project of a higher education institution, developed in association or cooperation with one or more R&D units, at the time of signing the studentship contract.

In the case of degrees issued by foreign higher education institutions, if the candidate submitted a declaration of honour at the application stage, they must present official proof of degree recognition in Portugal dated prior to the end of the application period, as indicated in section 4.

To formalise the research studentship contract, the candidate must also provide a personal data form, Ciência ID, a copy of an identification document, and a declaration of exclusive dedication.

Providing false information will result in the cancellation of the application and may lead to other applicable sanctions.

6. Work Plan

The work plan is part of the research activities carried out within the project “EduIn&Out – Quality in Early Childhood Education: Building Bridges Between Routines and the Environment Inside and Outside the Classroom” ([2023.15201.PEX]), hosted by ISPA – Instituto Universitário and funded by FCT.

The research fellow will be involved in the collection of qualitative data within the project's framework, contributing to data gathering, processing, and content analysis, participating in weekly meetings, literature review, and related research activities.

7. Applicable Legislation and Regulations

The call is governed by the following legislation and regulations: Statute of the Research Fellow, approved by Law No. 40/2004 of 18 August, as amended by Decree-Law No. 123/2019 of 28 August; Regulation of Research Fellowships of the Foundation for Science and Technology, approved by Regulation No. 950/2019 of 29 November, published in Diário da República, 2nd Series, No. 241 of 16 December (in force);

Decree-Law No. 66/2018 of 16 August, establishing the legal regime for the recognition of higher education degrees and diplomas awarded by foreign higher education institutions; Regulation for Research Fellowships of ISPA – Instituto Universitário and all other applicable legal and regulatory provisions.

8. Place of Work and Scientific Supervision

The research studentship contract will be signed with ISPA, CRL (the contracting entity).

The work will be carried out at the EDUNOVA.ISPA Research Centre (the host institution), located at ISPA – Instituto Universitário, and, when necessary, in other locations required for the execution of the work plan, under the scientific supervision of Professor Dr. Mónica Pereira.

9. Duration of the Studentship

The studentship will have a total duration of four (4) months.

The expected starting date is January 2026.

10. Monthly Maintenance Allowance and Other Components

The monthly maintenance allowance for the studentship, based on an exclusive dedication regime, is €1,040.98, according to the FCT table of monthly maintenance allowances applicable to grants awarded directly by FCT, I.P. in Portugal (https://www.fct.pt/wp-content/uploads/2025/02/Tabela_valores_SMM_2025.pdf), and subject to applicable updates.

Payment will be made monthly by bank transfer to the fellow's account.

The research fellow will be covered by personal accident insurance, and, if not covered by any social protection scheme, may ensure access to social security through voluntary social insurance (Decree-Law No. 40/89 of 1 February; Article 10 of the Research Fellow Statute).

11. Submission of Applications

The call is open from **29th October 2025 to 11st November 2025, 11:00 p.m. (Lisbon time)**. Only applications submitted and received within the deadline will be considered.

Applications must be submitted by email to: candidaturas.investigadores@ispa.pt, with the subject line: “**Edu&Out_016_BI_2025**”.

Each application must include the following documents (as indicated in section 4):

a) Copy of the bachelor's degree certificate/diploma, including the final classification.

If applicable, and as stated in section 4, official recognition of the bachelor's degree awarded by a foreign higher education institution and conversion of the final grade to the Portuguese grading scale.

Alternatively, a declaration of honour confirming that the recognition of the degree has been requested and will be dated prior to the application deadline;

b) Proof of enrolment in an integrated master's programme, a master's degree, or a non-degree course integrated within the educational project of a higher education institution, developed in association or cooperation with one or more R&D units;

c) Detailed Curriculum Vitae;

d) Motivation Letter.

All documents must be submitted in PDF format.

Applications that are incorrectly submitted, incomplete, or fail to provide proof of the required qualifications will not be considered.

12. Evaluation and Selection Criteria

The evaluation and selection process will be based on the candidate's merit, in accordance with the following weighted criteria:

Criterion A – Academic Qualifications (20%)

Based on the final grade stated in the bachelor's degree certificate (in Education or related fields).

Criterion B – Previous Experience (50%)

Previous experience in qualitative data collection and analysis, reporting and presentation of results, and experience in the publication process, as reflected in the candidate's CV.

Criterion C – Motivation and Interest (30%)

Motivation and interest in the research area, and familiarity with the variables studied in this project, as reflected in the candidate's CV and motivation letter.

Each application will be scored on a scale of 0.00 to 20.00 points, and the final classification will be calculated as follows:

$$\text{Final Score} = (\text{Criterion A} \times 20\%) + (\text{Criterion B} \times 50\%) + (\text{Criterion C} \times 30\%)$$

In the event of a tie, candidates will be ranked according to the following order of precedence:

Criterion B – Previous experience;

Criterion C – Motivation and interest;

Criterion A – Academic qualifications.

Candidates with a final score below 14 points will be excluded from the ranking, as the Jury considers they do not possess the appropriate competencies and qualifications required for the award of the studentship.

Notes for the evaluation of Criterion A:

- 1- If more than one bachelor's degree in education or related areas is presented, the Jury will decide which degree(s) are most relevant to the work plan and should therefore be

considered under Criterion A. Other degrees may be considered under Criterion B (curricular experience).

- 2- If the Portuguese degree certificate submitted does not include the final classification, the Jury will assume a minimum passing grade of 10 (out of 20).
- 3- If the candidate submits a declaration of honour stating that they will complete the required qualifications before the application deadline but does not present the degree certificate, the Jury will also assume the minimum passing grade of 10 (out of 20).
- 4- If the degree was issued by a foreign higher education institution and no recognised Portuguese grade conversion has been submitted, the Jury will assume the minimum passing grade of 10 (out of 20), as indicated in section 4 of this Notice.

13. Composition of the Jury

The Evaluation Jury will be composed of the following members:

Professor Dr. Lourdes Mata – Associate Professor, ISPA – Instituto Universitário; Integrated Researcher at EDUNOVA.ISPA (Chair)

Professor Dr. Ana Teresa Brito – Assistant Professor with Habilitation, ISPA – Instituto Universitário; Integrated Researcher at EDUNOVA.ISPA (Voting Member)

Professor Dr. Mónica Pereira – Assistant Professor, ISPA – Instituto Universitário; Integrated Researcher at EDUNOVA.ISPA (Voting Member)

Professor Dr. Natalie Nóbrega Santos – Assistant Professor, Institute of Education, University of Lisbon; Member of the EduIn&Out project (Substitute Member)

Dr. Carla Costa Fernandes — collaborator at EDUNOVA.ISPA, member of the EduIn&Out Project (Substitute Member).

14. Communication of Results

All candidates will be notified of the minutes and evaluation results by email, sent to the address provided for that purpose, with a delivery receipt notification.

Notifications will be made by email in accordance with Articles 112(1)(c) and 113(5) of the Code of Administrative Procedure (CPA).

15. Hearing of Interested Parties, Complaint, and Appeal Procedures

After the provisional ranking list has been communicated, candidates have a period of 10 working days to comment within the scope of a preliminary hearing, under the terms of Articles 121 et seq. of the Code of Administrative Procedure.

The final decision will be issued after consideration of any comments received during the preliminary hearing phase.

Once the final decision is communicated, the selected candidate has 10 working days to formally accept the studentship in writing. Failure to do so, without duly justified reason, will be considered a withdrawal or renunciation of the award.

A complaint may be lodged within 15 working days, or an appeal may be submitted to the highest executive body of the funding entity within 30 working days, both counted from the date of notification of the final decision.

If the selected candidate withdraws or renounces the studentship, the Jury may invite the next ranked candidate to accept the award, in accordance with the final ordered **list**.

16. Studentship Contract and Final Report Templates

The models for the research studentship contract and the final report (to be completed by both the research fellow and the supervisor), as well as the respective evaluation criteria, are available in the Regulation for Research Fellowships of ISPA – Instituto Universitário (Annexes 2, 3, 4, and 5), accessible at: https://intranet.ispa.pt/sites/default/files/users/531/rg102_bols_invest_cient_v4.0.pdf

17. Publication of the Call Notice

This call notice is published:

- a) On the EURAXESS platform, in Portuguese and English;
- b) On the ISPA website, in Portuguese and English;
- c) On ISPA's social media.

18. Non-Discrimination and Equal Access Policy

ISPA actively promotes a policy of gender equality, diversity, and inclusion, ensuring strict compliance with the principle of non-discrimination.

Throughout this document, the terms “candidate”, “researcher”, “doctoral graduate”, and similar expressions are used in a gender-neutral sense.

Under Decree-Law No. 29/2001 of 3 February, candidates with a disability have priority in the event of equal classification, which prevails over any other legal preference.

Candidates must declare, under honour, their degree of disability, type of impairment, and preferred means of communication/expression to be used during the selection process, as required by the aforementioned legislation.

19. Personal Data Protection

By submitting an application, candidates provide the necessary information and consent for the processing of their personal data solely for the purposes of managing and integrating information within the scope of this call, and for the duration of the recruitment process, in accordance with the General Data Protection Regulation (GDPR).

The documents submitted during the application process constitute administrative records, and access to them shall be provided in compliance with Law No. 26/2016 of 22 August, as currently in force.