

PUBLIC NOTICE – TWO RESEARCH GRANTS

Ref. ISCAP/CEOSPP/BI/2023/02

A call is open for applications for two research grants to CEOS.PP – Center of Organizational and Social Studies of Polytechnic of Porto–, at Porto Accounting and Business School. The grants are funded under the R&D Units' Multi-year Funding Programme 2020-2023 (project No. UIDB/05422/2020) awarded by the Portuguese Foundation for Science and Technology (FCT) to CEOS-PP, R&D Unit no 5422. The Application has the following conditions

1. FIELD OF STUDIES

Information Sciences, Administrative Assistance, Translation. Communication, Marketing or other related fields

2. ADMISSION REQUIREMENTS

General requirements:

2.1.to hold a Bachelor's Degree in one of the above fields

2.2. to be enrolled in a non-graduating programme:

- a) to be enrolled, upon signature of the grant contract, in a non-graduating programme offered by a Higher education Institution, in cooperation with one or more R&D units (cf. programmes referred to in line e) from no 3 of Article 4th of the [Decree-Law no. 74/2006, of March 24](#), in its current wording);
- b) Not to exceed, with the conclusion of the scholarship contract, an accumulated period of two years in this type of scholarship, consecutive or interpolated.

2.3. If the applicants are master students, they should be enrolled, on the date of contracting the scholarship, in a master's degree.

2.4. If the applicants are doctoral students: they should have a master's degree and be enrolled, on the date of contracting the scholarship, in a doctoral degree.

Specific requirements:

2.5. Proficiency in the use of information and communication technologies, namely in database, social networks or web pages management.

2.6. Level B2 of English

2.7. Level C2 of Portuguese

Preferred factors

2.7. Knowledge and experience of organizing, processing and analyzing data;

2.9. Problem solving ability

2.10. Good interpersonal relationship

2.11. Oral and written communication skills

3. WORK

Develop research support activities within the scope of CEOS.PP, namely:

- a) Development of research activities;
- b) Administrative assistance and management within the scope of the various ongoing projects;
- c) Collection, organization and translation of documentation;
- d) Support for the dissemination of CEOS.PP's material and immaterial resources;
- e) Content management and creation

4. APPLICABLE LEGISLATION AND REGULATIONS

- **Statute of the Research Fellow**, approved by Law n.º 40/2004, of August 18, amended by Decree-law n.º 202/2012, of August 27, by Decree-law n.º 233/2012, of October 29, by Law n.º 12/2013, of January 29, by Decree-law n.º 89/2013, of July 29 and by Decree-law n.º 123/2019, of August 28.
- **P.PORTO Research Grant Regulations**, approved by Dispatch P.PORTO-P-015-2020, and published in the 2nd Series of the Diário da República by Dispatch no. 6083/2020, of June 4
- **Regulations of Research Grants of the Foundation for Science and Technology (FCT)**, published in the 2nd Series of the Diário da República by Regulation No. 950/2019, of December 16, and amended by Regulation No. 643 / 2021, published in the 2nd Series of the Diário da República n.º 135, of July 14.

5. SCIENTIFIC SUPERVISION AND WORKPLACE:

The work will be carried out at CEOS.PP, of Porto Accounting and Business School (ISCAP) of Polytechnic of Porto (P.PORTO), under the scientific supervision of the ISCAP Senior Lecturers and Vice-Directors of CEOS.PP, Alexandra Marina Nunes de Albuquerque and Isabel Cristina da Silva Lopes.

6. DURATION AND MODALITY

6-month scholarship contract, on an exclusive basis (according to the P.PORTO Research Grant Regulations), renewable for equal periods up to the maximum limit provided for in Article 6(4) of the P.PORTO Research Grant Regulations, expected to start on July 1, 2023.

7. VALUE OF THE MONTHLY ALLOWANCE

The monthly amount of the scholarship corresponds to **€930.98 (nine hundred and thirty euros and ninety-eight cents)**, according to the current FCT table in force (https://www.fct.pt/wp-content/uploads/2023/02/Table-of-Values-SMM_2023.pdf), and is paid in accordance with the provisions of the P.PORTO Research Grant Regulations, as per the Request for Expense Authorization (PAD) no. ISCAP5572. To the scholarship amount is added the payment of the Voluntary Social Insurance (SSV), in the amount of €142.21, as provided for in paragraphs 4 and 5 of Article 10 of the Research Fellowship Statute.

Pursuant to article 19 of the P.PORTO Research Grants Regulations, CEOS.PP is also charged with the payment of any travel, accommodation and food subsidies for travel within the country, abroad and abroad, authorized or determined by CEOS.PP and related to the aforementioned work plan. Payments for these charges are made under the conditions laid down in the regime practiced by ISCAP/P.PORTO, namely in the per diem allowance system applicable to public servants, with ISCAP/P.PORTO being responsible for assessing the respective legality.

8. JURY SELECTION METHODS AND COMPOSITION

8.1. The selection methods to be used are:

- a) Curriculum Assessment, with a weighting of 50%;
- b) Interview, with a weighting of 50%, which will be applied to the first six candidates in the Curriculum Assessment series, in descending order of classification.

8.2. The respective evaluation parameters are:

- a) Curriculum Assessment:
 - Final average of the degree required (between 10 and 12 values – 2 points; between 13 and 15 values – 4 points; between 16 and 18 – 6 points; and between 19 and 20 values – 10 points);
 - Training actions supplementary to the diploma, (up to 12h – 2 points; between 13h and 48h – 4 points; between 49h and 100h – 6 points; and more than 100h – 10 points).
- b) Interview:
 - Aims to evaluate: EPA) professional/academic experience; AC) behavioral aspects, namely those related to motivation and availability to fulfill duties, interpersonal relationships, oral communication skills and problem solving; AD) knowledge and experience in organizing, processing and analyzing data; ICT) proficiency in the use of information and communication technologies, namely in the management of databases, social networks and web pages.
 - This parameter is evaluated according to the classification levels of High, Good, Sufficient, Reduced and Insufficient, to which correspond, respectively, the classifications of 20, 16, 12, 8 and 4 values.
 - The final result (RF) of the interview is obtained through the simple arithmetic average of the classifications of the elements to be evaluated:
 - Interview RF = (EPA+AC+AD+TIC) /4, being:

- EPA – professional/academic experience;
- AC – behavioral aspects;
- AD – data organization, processing and analysis;
- ICT – information and communication technologies.

8.3. Candidates are excluded on the following grounds:

- a) Because they do not have the general and specific requirements required in point 2;
- b) Candidates who score less than 9.5 in the Interview;
- c) Failure to attend the Interview.

8.4. After analyzing the applications and evaluating the candidates according to the components in question, the candidates will be ranked in descending order of scores. In case of equality, the tiebreaker will be based on the best classification, in the following order:

- a) Interview;
- b) Curriculum Assessment.

If there is still a tie, the Jury will carry out a vote in which all members of the Jury vote, with the President of the Jury having the casting vote in case of new equality.

8.5. Composition of the Selection Jury:

- President of the Jury – Professor Agostinho Sousa Pinto, Senior Lecturer and Vice-President of ISCAP for the area of organizational transformation, research and innovation;
- Effective Member – Professor Alexandra Marina Nunes de Albuquerque, Senior Lecturer at ISCAP and Vice-Director of CEOS.PP who will replace the President of the Jury in his absences or impediments;
- Effective Member – Professor Isabel Cristina da Silva Lopes, Senior Lecturer at ISCAP and Vice-Director of CEOS.PP;
- Substitute Member – Professor Ana Isabel Rojão Lourenço Azevedo, Senior Lecturer at ISCAP and Director of CEOS.PP.
- Substitute Member – Professor Rui Filipe Pereira Bertuzi da Silva, Senior Lecturer at ISCAP and Vice-Director of CEOS.PP.

9. FORM OF PUBLICITATION/NOTIFICATION OF RESULTS

The call is advertised on the EURAXESS Portal (<https://euraxess.ec.europa.eu>) and on the ISCAP *website* (<https://www.iscap.ipp.pt>, under Tender Procedures).

The results will be communicated to the candidates electronically, through the Application System, available at <https://domus.ipp.pt/concursos/iscap/pessoal/> and https://iscap.ipp.pt/concursos_of-staff, in accordance with the deadlines set out in the P.PORTO Research Grants Regulations.

The communication made via the Application System is sent to the email address that was used by each candidate in the electronic application form.

The results will also be made available on the ISCAP *website* (<https://www.iscap.ipp.pt>, under Tender Procedures).

10. DEADLINE FOR APPLICATIONS AND SUBMISSION OF THE APPLICATION

The call is open from May 24 to June 6, 2023.

Applications must be formalized by completing the electronic application form available in the Applications System, in <https://domus.ipp.pt/concursos/iscap/pessoal/>. The form must be submitted by the deadline, together with the following mandatory documents:

- a) Curriculum vitae, listing the admission requirements;
- b) Bachelor's degree Certificate with, at least, the average/final grade and completion date; if the degree(s) was(were) awarded from a foreign higher education institution, the degree(s) recognition record(s) is/are also required, or, alternatively, a declaration of honor of the candidate stating they have already obtained the recognition of the foreign degree equivalent to the master. The record(s) of recognition of the academic degree(s) must be handed in by the scholarship contracting date;
- c) Proof of enrollment in a master's degree or in a non-graduating programme (programmes referred to in paragraph e) of paragraph 3 of article 4 of [Decree-Law no. 74/2006, of March 24](#), in its current wording}, or declaration of honor of the candidate in which they undertake to register by the scholarship contracting date, considering that the granting of the scholarship is conditional on the existence of registration valid for a maximum period of six months from the date of communication of approval in the context of scientific evaluation, under the terms of paragraph 2 of article 9 of the [P.PORTO Research Grants Regulation](#);
- d) Motivation letter;
- e) Declaration, under oath, where the applicant declares that:
 - i) knows [P.PORTO Research Grants Regulations](#), and undertakes to comply with them;
 - ii) does not exceed, with the conclusion of the scholarship contract in question, an accumulated period of two years in this type of scholarship, followed or interrupted, if the applicant is enrolled in a non-graduating programme.

If the documents indicated in b) are not available, then the respective curriculum information is not taken into account when applying the Curriculum Assessment selection method. Failure to present the documents proving the admission requirements, namely those indicated in paragraphs c) and e), will be grounds for exclusion.

Applications sent via email or any other electronic means other than the one specified will not be accepted.

School/Center: ISCAP – Porto Accounting and Business School of Porto, of the Polytechnic of Porto /
CEOS.PP – Center for Organizational and Social Studies of the Polytechnic of Porto.

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The Dean of Porto Accounting and Business School of Porto, of the Polytechnic of Porto, *Manuel Moreira da Silva*.