

ANNOUNCEMENT FOR THE AWARD OF ONE RESEARCH GRANT

Ref.^a ISCAP/CEOSPP/BI/2022/03

It is hereby announced that a call for one Research Grant is open for CEOS.PP – Centre for Organizational and Social Studies of the Polytechnic of Porto, of the Porto Accounting and Business School. The research grant is funded under the Base Funding provided for in the Pluriannual Funding Program Contract for R&D Units, reference UIDB/05422/2020, signed between FCT and R&D Unit no. 5422: CEOS.PP, and the call is open under the following conditions:

1. SCIENTIFIC AREA

Main area: Administrative Assistance

Subarea: Communication or related area.

2. ADMISSION REQUIREMENTS

General requirements

- If the applicant is attending a course that does not award an academic degree, the applicant must:

- a) hold an master's degree and be enrolled, on the date the grant is contracted, in a course that does not confer an academic degree integrated in the educational project of a higher education institution, developed in association or cooperation with one or more R&D units (the courses referred to in paragraph e) of No. 3 of Article 4 of [Decree-Law No. 74/2006, of 24 March](#) in its current wording);
- b) not exceed, with the conclusion of the grant contract in question, an accumulated period of two years in this type of grant, be that consecutive or interpolated.

- If the applicant is a Ph.D. student: the applicant must hold a master's degree and be enrolled in a PhD programme on the date the grant is contracted.

Specific Requirements:

- Academic background in administrative assistance, communication or a related area.

Preferred factors:

- a) Oral and written proficiency in Portuguese and English;
- b) Result-orientation;
- c) Planning and organisation;
- d) Ability to solve problems;
- e) Orientation towards the use information and communication technologies.

3. WORK PLAN

Develop activities to support research within CEOS.PP's scope of action, namely:

- a) Development of research activities;
- b) Providing administrative assistance in the scope of the various ongoing projects;
- c) Supporting the dissemination of the material and immaterial resources of CEOS.PP;
- d) Content management and creation.

4. APPLICABLE LAWS AND REGULATIONS

- Research Grant Holder Statute, as approved by Law no. 40/2004, of August 18, amended by Decree-Law no. 202/2012, of August 27, by Decree-Law no. 233/2012, of October 29, by Law no. 12/2013, of January 29, by Decree-Law no. 89/2013, of July 9, and by Law no. 123/2019, of August 28;
- Research Grant Regulation of the Polytechnic Institute of Porto, as approved by "Despacho P.PORTO-P-015-2020" from the 18th of May, and by "Despacho 6083/2020", as published in the Portuguese Official Journal, Series II, on the 4th of June.
- FCT Regulation for Studentships and Research Grants, as published in the Portuguese Official Journal, Series II, by Regulation no. 950/2019, of December 16 and amended by [Regulation no. 643/2021](#) as published in the Portuguese Official Journal, Series II, no. 135, of 14 July.

5. SCIENTIFIC SUPERVISION AND WORKPLACE:

The work will be carried out at CEOS.PP, in Porto Accounting and Business School (ISCAP) of the Polytechnic of Porto (P.PORTO), under the scientific supervision of the ISCAP's Associate Professor and Director of CEOS.PP, Sandrina Francisca Teixeira (Ph.D.).

6. DURATION AND MODE OF ACTIVITY

7 months contract, on an exclusive basis (according to [Regulamento de Bolsas de Investigação do P.PORTO](#)), expected to begin on 01/12/2022.

7. AMOUNT OF THE MONTHLY MAINTENANCE ALLOWANCE

The monthly amount of the grant is **1 144,64 € (one thousand one hundred and forty four euros and sixty four cents)**, as per FCT's stipends values in force (https://www.fct.pt/apoios/bolsas/docs/Tabela_Valores_SMM_LOE_2021.pdf), paid monthly, in accordance with the P.PORTO Research Grant Regulations, and is foreseen in the respective Request for Expenditure (PAD) n.º ISCAP4734.

In accordance with article 19 of P.PORTO's Research Grants Regulation, the payment of any travel, accommodation, and food allowances for travels within the country, abroad, and to other countries, authorized or determined by CEOS.PP and related to the above mentioned work are to be supported by CEOS.PP. The payments of these expenditures are made under the conditions laid down in the system

practiced by ISCAP/P.PORTO, namely in the system of daily allowance applicable to workers in public service, being ISCAP/P.PORTO responsible for assessing the respective legal validity.

8. SELECTION METHODS AND COMPOSITION OF THE SELECTION BOARD

The selection methods to be used are:

- a) Curricular assessment, weighting 50%;
- b) Interview, weighting 50%, which will be applied to the six candidates ranking first in the Curricular assessment, in descending order of classification.

The respective evaluation parameters are:

- a) In Curriculum assessment:
 - Final average of the required master's degree (between 10 and 12 values – 2 points; between 13 and 15 values – 4 points; between 16 and 20 values – 10 points);
 - Publication of articles, communications and scientific publications (up to 10 points).
- b) Interview: the interview aims to assess professional/academic experience and behavioural aspects, namely those related to motivation and willingness to perform the required duties, fluency (oral and written) in Portuguese and English, results orientation, planning and organisation, problem solving skills, and orientation towards using information and communication technologies. This method is assessed according to the classification levels of High, Good, Sufficient, Poor 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 mean of the marks of the parameters to be evaluated:
 - $RF \text{ of Interview} = (MD+EP/A+RP+TIC+C+CI) / 6$, where:
 - MD = Motivation and availability for the performance of duties;
 - EP/A = Professional/Academic Experience;
 - RP = Ability to solve problems;
 - TIC = Orientation towards the use of information and communication technologies.
 - C = Communication;
 - CI = Communication in English.

Applicants are excluded from the competition on the following grounds:

- a) For not holding the general and specific requirements referred to in point 2;
- b) Applicants who obtain less than 9,5 points in the Interview;
- c) Failure to attend the Interview.

After the analysis of the applications and the evaluation of the applicants according to the components concerned, the applicants will be ranked in descending order of scores. In the case of a tie, the tie-breaker will be based on the best classification, in the following order of presentation:

- a) Interview;
- b) Curriculum assessment.

If a tie remains, the Selection Board will proceed to a vote where all elements of the Board shall vote, being the President of the Board responsible for the quality vote in case of new tie.

Composition of the Selection Board:

- President of the Selection Board – Prof. Sandrina Francisca Teixeira (Ph.D.), Senior Lecturer at ISCAP and Director of CEOS.PP;
- Effective Member – Prof. Maria da Graça de Albuquerque Barreto Bigotte Chorão (Ph.D.), Associate Professor at ISCAP and Coordinator of the Study Unit of CEOS.PP, who shall replace the President in absences and impediments;
- Effective Member – Prof. António João Vidal de Carvalho, Senior Lecturer at ISCAP and Coordinator of the Study Unit of CEOS.PP;
- Alternate Member – Prof. Agostinho Sousa Pinto, (Ph.D.), Senior Lecturer and Vice–Dean of ISCAP for Organisational Transformation, Research and Innovation;
- Alternate Member – Prof. Manuela Maria Ribeiro da Silva Patrício, (Ph.D.), Senior Lecturer and Vice–Dean of ISCAP for Legal Affairs.

9. FORM OF PUBLICATION/NOTIFICATION OF RESULTS

The call is published on the EURAXESS portal (<https://euraxess.ec.europa.eu>) and on the *Internet* site of ISCAP (<https://www.iscap.ipp.pt>, in Competition Procedures).

Applicants will be notified of the results of the competition electronically, through the Application System, available at <https://domus.ipp.pt/concursos/iscap/pessoal/>, according to the deadlines established in [P.PORTO's Research Grants Regulations](#).

The notification made through the Application System is sent to the e–mail address used by each applicant in the electronic application form.

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

10. DEADLINE FOR APPLICATIONS AND HOW TO SUBMIT APPLICATIONS

The call is open from **9 to 23 November 2022**.

Applications must be formalised by filling in the electronic application form, which is available in the Application System, at <https://domus.ipp.pt/concursos/iscap/pessoal/>, and by submitting it until the deadline together with the following mandatory documents:

- a) CV;

- b) *Link(s)* to the article(s), communication(s) and scientific publication(s) or copy(ies) thereof;
- c) Certificates of Qualifications for the master's degree, containing, at least, the final average classification and the date of completion; if the degree course(s) was (were) obtained in a foreign higher education institution, the registration(s) of recognition of the academic degree(s) is also necessary, or, alternatively, a declaration of honour from the applicant stating that s/he has already obtained the recognition of the foreign degree equivalent to a master's or doctorate. Such record(s) of recognition of the academic degree(s) must be submitted by the date of contracting the grant;
- d) Proof of enrolment in a study cycle leading to the award of a doctoral degree or in a course not awarding a degree (the courses referred to in article 4(3) (e) of [Decree-Law No. 74/2006, of 24 March](#). The award of the grant is subject to the existence of a valid registration within a maximum period of six months from the date of communication of approval in the scientific evaluation, under the terms of article 9, no. 2 of the [P.PORTO's Research Grants Regulation](#);
- e) Declaration, under oath, stating that:
 - i) the applicant is aware of [P.PORTO's Research Grants Regulation](#) and commits to comply with it;
 - ii) with the conclusion of the grant contract in question, the applicant does not exceed an accumulated period of two years in this type of grant, consecutive or interpolated, in the case of being a student of a course that does not confer an academic degree.

If the documents indicated in point b) are not submitted, then the respective information of the CV will not be considered in the application of the Curricular Assessment selection method. Failure to submit the documents required for admission, particularly those in points c) and d), will disqualify the applicant from the competition.

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

School/Centre: ISCAP - Porto Accounting and Business School of the Polytechnic Institute of Porto. /
CEOS.PP - Centre for Organisational and Social Studies of the Polytechnic of Porto.

Address: Rua Jaime Lopes Amorim, s/n, 4465-004 S. Mamede de Infesta.

Contacts: Telephone +351 229 050 000 | e-mail: ceos@iscap.ipp.pt | www.iscap.ipp.pt

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