

Call for 1 Research Fellowship (Master's Degree)

Ad summary

The William James Center for Research (WJCR) of Ispa – Instituto Universitário is accepting applications for 1 Research Fellowship (Master's degree; call reference: ChildBI/003/BI/2022) in the scope of the project “ChildBI – Desenvolvimento de um novo programa de intervenção universal para educadores dirigido à inibição comportamental em idade pré-escolar” (project reference: EXPL/PSI-GER/0395/2021), funded by the Portuguese Foundation for Science and Technology, I.P./MCTES, through national funds (PIDDAC).

1. Scientific field

Psychology

2. Applicant's Profile

Mandatory requirements:

Master's degree in Psychology.

Preferred factors:

Previous experience in data collection in digital platforms;

Previous experience in conducting interviews with children;

Previous experience in articulating with pre-school education (institutions and professionals).

3. Mandatory documents for admission to the competition

a) Bachelor's and Master's degree (or Integrated Master's degree) with the final classification.

b) Detailed Curriculum Vitae.

c) Motivation Letter.

If the degrees/diplomas have been conferred by a foreign higher education institution they 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, and any formalities established therein must be fulfilled by the date of the hiring act.

If the candidate has already requested but is waiting on the recognition of the academic degrees conferred by a foreign higher education institution to be issued, he/she can alternatively submit 1) a declaration of honor clarifying that he/she will obtain the recognition for his/her academic degrees by the end of the application period, and 2) proof that the recognition was requested.

4. Requirements for signing the fellowship contract

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

In the case of diplomas issued by foreign higher education institutions, and if the candidate submits a declaration of honor clarifying that he/she will obtain the recognition for his/her degrees by the end of the application period and proof that the recognition was requested, he/she must present proof that the degrees are recognised in Portugal until the time of contracting the research fellowship.

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 must also be submitted.

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

5. Work plan

The fellow will be involved in activities aligned with the objectives of the project, specifically: literature review; qualitative and quantitative data collection (conducting interviews with children and education professionals, and handing out questionnaires); preparing data bases and transcribing interviews/focus groups; analyzing quantitative and qualitative data; preparing reports in support of scientific manuscripts and publications.

6. 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 December 16th, in its current wording (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) and other applicable legislation.

7. 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 and, eventually, other locations necessary for the execution of the planned activities, under the scientific supervision of Doctor Maryse Guedes.

8. Duration of the fellowship

The fellowship has a duration of 06 months, eventually renewable for periods not exceeding the eligible period of the project, conditioned by the project's budget, and in accordance with the provisions of points 4 and 5 of Article 6 of FCT's Regulation for Research Fellowships.

The fellowship is expected to start in February 2022.

9. Remuneration and other components

1104,64€ in accordance with the table of monthly maintenance stipend set by FCT for exclusive and full-time functions (https://www.fct.pt/apoios/bolsas/docs/Tabela_Valores_SMM_LOE_2021.pdf), to be paid monthly through bank transfer. 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 a personal accidents insurance.

10. Submission of applications

The call is open from January 26th 2022 to February 10th 2022, 6PM (Lisbon time).

Applications must be formalized via e-mail to wjrc@ispa.pt and must clearly state the reference of this call in the “Subject” of the e-mail: **ChildBI/003/BI/2022**. 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:

- a) Bachelor’s and Master’s (or Integrated Master’s) degree certificates/diplomas with the final classification.
- b) Detailed curriculum vitae.
- c) Motivation letter.

All documents must be submitted in PDF format.

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

11. Evaluation and selection criteria

The evaluation and selection process will be conducted in 2 consecutive stages, according to the merit of the candidate and based on the following (weighted) criteria:

Stage 1

Criterion A: Academic degrees (20%), based on the final classifications indicated in the Bachelor’s+Master’s/Integrated Master’s diplomas/certificates;

Criterion B: Previous experience in conducting interviews with children, articulating with pre-school education (institutions and professionals), knowledge of digital platforms, as shown in the candidate’s CV (60%);

Criterion C: Motivation and interest in the field, as shown by the candidate’s motivation letter (20%).

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

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

Candidates ranked in the first 3 positions of Stage 1, that is, with the highest score in descending order, will be admitted to Stage 2 of the evaluation process and invited to an Interview. Candidates tied in the top 3 positions of Stage 1 will be admitted to the second stage of the evaluation process.

Stage 2

The Interview will focus on the following criteria: 1) Previous contact with research-related environments; know-how of instruments, methodologies, and proficiency in digital platforms and

software relevant to the project; motivation; communication skills (including English proficiency). These criteria will be evaluated on a 0,00 – 20,00 scale by Evaluation Panel members.

The final classification of the applications admitted to the second Stage will be obtained via the formula:

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

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: Stage 2 – Interview; Stage 1 – B) previous experience as shown in the candidate's CV; C) motivation letter; and A) academic degrees.

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

Note for the evaluation of Criterion A (Stage 1):

1 – The final average of Bachelor's+Master's degrees in a pre- or post-Bologna course results from the simple arithmetic average of the final grade obtained in the 1st cycle [(180 ECTS)/Bachelor's] and the final grade obtained in the 2nd cycle [(90-120 ECTS)/Master's];

2 – In the case of Integrated Master's awarded by institutions that do not issue certificates with discrimination of the final grades of 1st and 2nd cycles, the final classification indicated in the degree certificate after the completion of the cycle of studies will be considered [300 to 360 credits (ECTS)];

3 – In the case of submission an Integrated Master's certificate [300-360 credits (ECTS)] and a pre-Bologna or 2nd cycle Master's degree, the final classification of the Integrated Master's will be considered;

4 – When candidates have more than one equivalent Bachelor's and/or Master's degree (equivalent number of ECTS), the Evaluation Panel will decide which academic degrees are best suited to the work plan and which should, therefore, be considered for Criterion A. Other course(s) presented by the candidate can be considered for Criterion B – personal CV;

5 – 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. That is, when a declaration of honor is submitted clarifying that the recognition of the academic degrees and conversion of the final classification will be issued until the end of the application period (as well as proof that the recognition was requested).

12. Composition of the Evaluation Panel

Doctor Maryse Guedes (William James Center for Research; President)

Professor Doctor Manuela Veríssimo (William James Center for Research; Effective member)

Professor Doctor António J. Santos (William James Center for Research; Effective member)

Professor Doctor Carla Fernandes (William James Center for Research; Alternate member)

Doctor Marília Fernandes (William James Center for Research; Alternate member)

13. Communication of results

The results will be notified no later than 90 working days after the closing date for submission of applications to the e-mail address provided by the applicants.

14. 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, in accordance with Articles 121 and following of the Administrative Procedure Code (CPA). The final decision will be communicated after the examination of the arguments presented at the preliminary hearing. After this communication, the selected candidate has 10 working days to accept, in written, the attributed 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, alternatively, 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 Rectory of Ispa – Instituto Universitário.

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

15. Templates for the research fellowship contract and for the final reports by the fellow and by 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) at:

https://intranet.ispa.pt/sites/default/files/users/531/rg102_bols_invest_cient_v4.0.pdf