

## Opening Notice

### Research Fellowship (BI)

Reference: CUBE-BIU-CRB-BI/2

CUBE - Católica Lisbon Research Unit in Business and Economics at Católica Lisbon School of Business & Economics, Universidade Católica Portuguesa, is awarding one Research Fellowship (BI) in the scientific field of Management for the development of research in the framework of the project entitled Behavioral Insights Unit (BIU) and the Center for Responsible Business & Leadership (CRB), with the financial support of Delta Cafés and Grupo Jerónimo Martins.

### ADMISSION REQUIREMENTS

- At the time of application, candidates must be holders of a Master's degree in the scientific field of Management, Economics, Social Psychology or related scientific fields, and be enrolled or present proof of meeting the requirements to be enrolled in a doctoral program in the referred scientific areas;
- In the case of candidates who are enrolled or who meet the conditions for the enrollment in a course that does not award an academic degree, only candidates who do not exceed, with the conclusion of the fellowship contract referred to in this notice, including the planned renewals, a cumulative period of two years in this type of fellowship, consecutive or interpolated, are eligible.

The following requirements are mandatory:

- Strong motivation and enthusiasm for research work and academic projects;
- Strong quantitative skills;
- Excellent command of the Portuguese and English language;
- Ability to work in a Team and in an organized and autonomous way;
- Ability to meet deadlines;
- Work in an international environment;
- Good domain on software tools (Excel, Word, Powerpoint, etc.) and statistical packages (SPSS and STATA) as well as a deep knowledge of online survey systems (e.g. Qualtrics).

Preferential requirements:

- A preference will be given to individuals with experience as a research assistant in behavioral laboratory;

### Important note:

If the degree has been awarded by a non-Portuguese higher education institution it must comply with the provisions of the Portuguese legislation on the recognition of foreign degrees, regulated by Decree-Law no. 66/2018 of August 16th and Order no. 33/2019 of January 25th. The signature of the fellowship contract is conditional on the presentation of the formal document. Applicants are advised to go to the website of the Portuguese Directorate-General for Higher Education (DGES) for further information on this topic: <https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition>.

## **WORK PLAN AND GOALS**

The research fellow will work with Professors Rita Coelho do Vale (BIU) and Nuno Moreira da Cruz (CRB) and the project research team in the following tasks:

In the Center for Responsible Business and Leadership (CRB), the researcher will:

- Conduct quantitative and qualitative research, with a longitudinal approach;
- Perform investigation on the fields of Sustainable Development Goals, Purpose, Responsible Business and Leadership;
- Direct contact with companies in order to promote active and action research in the field;
- Assist the writing of different scientific projects and research proposals;
- Support the raising of funds to support initiatives from the Center.

In the Behavioral Insights Unit (BIU), the researcher will:

- Conduct research work in the behavioral laboratory;
- Assist the management of scientific projects (writing of proposals, daily management, reports, etc.);
- Assist the development of online research panels;
- Conduct the executive management of PEO – Online Research Panel;
- Promote PEO activities through press releases, workshops, and other relevant initiatives;
- Be a point of contact of students for day-to-day matters, as for example managing human subject pool;
- Foster the relationship between PEO, CEA (Centro de Estudos Aplicados) and the industry in respect to innovation in behavioral research;
- Preparation of proposals (design and budget) to develop studies requested by industry;
- Development of all types of experimental studies requested by research team;
- Promotion of events on behavioral research with the participation of national and international speakers;
- Raising of funds to support initiatives and develop further the behavioral research group at CATÓLICA-LISBON.

## **APPLICABLE REGULATIONS**

Research Fellow Statute, approved by Law No. 40/2004, of August 18, in the current wording conferred by Decree-Law No. 123/2019, of August 28; current Regulation of Fellowships of Fundação para a Ciência e Tecnologia, I.P. (Regulation No. 950/2019 of December 16th); Regulation of Fellowships of Universidade Católica Portuguesa.

### **WORKPLACE AND SCIENTIFIC GUIDANCE**

The workplace is Católica Lisbon School of Business & Economics, Universidade Católica Portuguesa, in Lisbon, and the work will be developed under the scientific guidance of Professors Rita Coelho do Vale and Nuno Moreira da Cruz .

### **FELLOWSHIP'S DURATION AND START DATE**

The fellowship will be awarded for a period of 12 months, in exclusive commitment. The fellowship may be renewed up to the fullest extent permitted by applicable regulations. The renewal of the fellowship contract depends on the research fellow's evaluation concerning the accomplishment of the work plan, the fulfillment of personal requirements for the fellowship renewal and the availability of funding in the project.

The fellowship is planned to start in November or December of 2023.

### **MONTHLY MAINTENANCE ALLOWANCE:**

The fellowship's maintenance allowance is 1,199.64 € per month, according to the table of values of the grants awarded directly by FCT, I.P. in the Country. Further information at <https://www.fct.pt/apoios/bolsas/valores.phtml.en>. The fellowship will be paid monthly by bank transfer.

The fellowship holder will be covered by a personal accident insurance.

If not covered by any social protection scheme, the fellowship holder can ensure the right to Social Security through adherence to the Voluntary Social Security scheme, pursuant to "Código dos Regimes Contributivos do Sistema Previdencial de Segurança Social". Provided that the awarded fellowship has a minimum duration of 6 months, the fellowship holder will be entitled to assume, by UCP, the charges resulting from the contributions that apply to the first bracket referred to in article 36 of Decree-Law no. 40/89, of 1 February, with the increase in charges arising from the option for a higher incidence base on its own.

### **SELECTION METHOD**

The candidates' final classification shall be presented on a scale of 0 to 20.

The selection will be made in 2 phases:

1. First, candidates are assessed based on 3 criteria focusing on scientific and curricular background (PC):

- a) Academic curriculum assessment: 50%
- b) Expertise in the work field, including previous research experience: 30%
- c) Data collection and analysis skills: 20%

$$PC = (0,50 \times A) + (0,30 \times B) + (0,20 \times C)$$

2. A minimum of 15 points is needed for a candidate to be considered eligible for the position and move to the second phase, which involves an interview (E). The interview may be face to face or online. The final classification (CF) will be obtained as follows:

$$CF = (PC \times 0,8) + (E \times 0,2)$$

### **COMPOSITION OF THE SELECTION PANEL**

President of the Jury: Professor Rita Coelho do Vale (fellow supervisor)

President of the Jury: Professor Nuno Moreira da Cruz (fellow supervisor)

Effective Member: Professor Ana Paula Giordano

Effective Member: Professor Wilson Bastos

### **REQUIRED DOCUMENTS FOR APPLICATION**

Applications are to be submitted in English.

Applications shall include the following documents:

1. Letter elaborating on the motivations and objectives for applying to the BI fellowship;
2. Curriculum Vitae including all the elements to access the admission requirements, namely all the research fellowships previously awarded, if applicable;
3. Proof of the enrolment in the required non-degree program or proof of meeting the requirements for the enrollment in the required non-degree program;
4. Copy of the qualification certificate or diploma.

In case of not being possible to obtain the certificate mentioned in 4. until the due date of the application, the candidate may replace them by declarations of their responsibility with the corresponding content, submitted electronically and, in case of grant of the fellowship, send the official certificates to CUBE, before the contract being handled.

### **DEADLINES AND SUBMISSION OF APPLICATIONS**

Required documents should be sent by e-mail to [catolica-lisbon-research@ucp.pt](mailto:catolica-lisbon-research@ucp.pt) from October 13<sup>th</sup> until October 27<sup>th</sup>, 2023 (until 5 pm Lisbon time) with the reference Subject: CUBE-BIU-CRB--BI/2 #Candidate's name#.

No document that should have been submitted at the application stage may be presented after the deadline set for this purpose in the opening notice. Failure to comply with the deadline set for the submission of the application, as well as the lack of submission or late submission of the documents referred to in this point will determine exclusion from the competition. False statements provided by the candidates are punishable by law.

### **DELIBERATION AND RELEASE OF THE RESULTS**

The selection panel deliberates in accordance with adopted and disclosed selection criteria. Minutes of panel meetings shall include a summary of the meeting content. After application of the

selection criteria, the panel shall prepare a ranked list of approved candidates and respective classification.

The ranked list of candidates will be published within 90 working days after the deadline of the applications on the CATÓLICA-LISBON website <https://www.clsbe.lisboa.ucp.pt/research-positions>. Candidates will be notified by e-mail once this list is made available.

### **PRIOR HEARING, COMPLAINTS AND APPEALS**

In case of unfavorable decision, candidates will have 10 working days after notification to pronounce in a prior hearing, should they wish it, under the terms of the Code of Administrative Procedures. The final decision may be subject to a complaint within a period of 15 working days or, alternatively, of an appeal within a period of 30 working days, with both durations beginning on the date of the initial notification. The complaint or appeal should be addressed to the Rector's Office (Reitoria) of Universidade Católica Portuguesa. After this notification, and in case there are no allegations, the results will become definitive. Ineligible candidates will be notified by email, with details of the missing eligibility elements.

In the 10 working days after the communication of the final decision, the selected candidate must confirm in writing his/her availability to initiate the fellowship in the proposed date. In case of unavailability, the offer will be made to the next candidate in the ranked list.

### **PRIVACY POLICY**

Universidade Católica Portuguesa is the controller responsible for the processing of Personal Data in accordance with Regulation (EU) 2016/679 – General Regulation on Data Protection.

The personal data submitted within the scope of this tender procedure is processed within the framework of said tender procedure only, and will be treated by Universidade Católica Portuguesa with the purpose of verifying the fulfillment, by the candidates, of the assumptions established in the applicable legislation for their contracting. Opposition to the processing of data by the candidates will make it impossible to accept the application and, therefore, to analyze and evaluate it.

The personal data of the Data Subject, if it be indispensable for the fulfillment of the obligations of Universidade Católica Portuguesa, may be conveyed to third parties, namely to the Financing Entities identified in this announcement.

The data retention period shall correspond to the legally defined period of five years.

The Data Subject is entitled to oppose to the collection and processing of data, has the right to verification, the right to rectification, the right to deletion, and the right to restriction of processing of the data collected. However, the exercise of such rights may be excluded when the personal data is used to protect public interest, namely in the detection and prevention of crimes or when subject to professional rules of confidentiality.

The Data Subject has the right of access and portability of the data.

Rights of Personal Data Subjects: <https://www.ucp.pt/rights-data-subjects>.

For purposes of exercising the respective rights, contact the University through the e-mail address [compliance.rgpd@ucp.pt](mailto:compliance.rgpd@ucp.pt) or by using the address found at the end of this announcement, through the means set out in "Contacts for clarification".

The Data Subject is always entitled to contact and file a complaint with the Comissão Nacional de Proteção de Dados (Portuguese Supervisory Authority for Personal Data).

#### **NON-DISCRIMINATION AND EQUAL ACCESS POLICY**

Universidade Católica Portuguesa actively promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, gender, sexual orientation, marital status, family status, family and economic conditions, instruction, social origin or condition, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions, and union membership.

#### **CONTACTS FOR CLARIFICATION**

Universidade Católica Portuguesa

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