

## Opening Notice

### Research Fellowship (BI)

Reference: CUBE-SmartRetail-BI/4

CUBE - Católica Lisbon Research Unit in Business and Economics at Católica Lisbon School of Business & Economics, Universidade Católica Portuguesa, is awarding two Research Fellowships (BI) in the scientific field of Consumer Behavior and Retail Innovation for the development of research in the frame of the project reference “Smart Retail” of the Retail Innovation Lab, with the financial support of national and European funds through PRR (Plano de Recuperação e Resiliência).

### ADMISSION REQUIREMENTS

- At the time of application, candidates must be holders of a Bachelor’s degree in the scientific field of Marketing/Strategic Marketing/Strategy or related scientific fields and be enrolled or accepted to be enrolled in a Master’s program in the aforementioned scientific fields or in a non-academic degree course integrated in the educational project of a higher education institution developed in association or cooperation with one or several R&D units;
- 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.

Other requirements are the following:

- High motivation and enthusiasm for research and academic projects
- Good data collection and data analysis skills;
- Strong quantitative skills;
- Strong skills in Marketing, Research, Consumer Behavior, Management
- Excellent command of the English language;
- Good command of the Portuguese language;
- Ability to work both individually and collaboratively;
- Ability to work in an organized and autonomous way.

Preferential requirements:

- A preference will be given to individuals able to work in statistical software such as Matlab, STATA, Python or R;
- Research interest and research experience in the field of Consumer Behavior and Retail will be valued.

### 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 Professor Maria Estarreja, other School Professors according to topics and the project/center research team. The main duties of the researcher are:

- Develop Research aligned with the Smart Retail topics and with the other partners of the PRR project, namely in the fields of seamless purchase experiences
- Develop Case-studies and teaching notes
- Develop and submit papers to the main sector journals
- Work together with other internal researchers for the development of some of these projects

### **APPLICABLE REGULATIONS**

Research Fellow Statute will be granted and regulated according with the Programa de Recuperação e Resiliência (PRR) guidelines.

### **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 Professor Filipe Santos and Professor Maria Estarreja.

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

The fellowship will be awarded for a period of 12 months, on a part-time basis. 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.

### **MONTHLY MAINTENANCE ALLOWANCE**

The fellowship's maintenance allowance is 465,49 EUR 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/wp-content/uploads/2023/02/Tabela-de-Valores-SMM\\_2023.pdf](https://www.fct.pt/wp-content/uploads/2023/02/Tabela-de-Valores-SMM_2023.pdf). The fellowship will be paid monthly by bank transfer.

The fellowship holder will be covered by 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 final classification evaluates the candidate's merit and it is calculated by weighing in each factor as follows:

- A. Academic curriculum assessment: 40%
- B. Expertise in the work field, including previous research experience: 30%
- C. Data collection and analysis skills: 30%

$$\text{Final Classification} = (0,40 \times A) + (0,30 \times B) + (0,30 \times C)$$

A minimum of 15 points is needed for a candidate to be considered eligible for the position.

If necessary, candidates may be called for an interview, in which case the interview will not be scored or weighted in the final classification and will only serve to clarify the information provided.

The selection panel reserves the right not to select any candidate if it considers that none of the candidates has the required profile.

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

President of the Jury: Professor Maria Estarreja (fellow supervisor)

Effective Member: Professor Filipe Santos

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 enrollment in the required program or proof of meeting the requirements for the enrollment in the required 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 APPLICATIONS**

Required documents should be sent by e-mail to [catolica-lisbon-research@ucp.pt](mailto:catolica-lisbon-research@ucp.pt) from November 15 until November 28 (until 5 pm Lisbon time) with the reference Subject: CUBE-SmartRetail-BI/4-#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/research-positions>.

Candidates will be notified by e-mail once this list is made available.

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.

## **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.

## **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 is 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

CATÓLICA-LISBON

CUBE

Palma de Cima, 1649-023 Lisboa

Tel. 217214122

E-mail: [catolica-lisbon-research@ucp.pt](mailto:catolica-lisbon-research@ucp.pt)

Human Resources Department

E-mail: [drh.sede@ucp.pt](mailto:drh.sede@ucp.pt)