

Opening Notice

Research Fellowship (BI)

Reference: CUBE-BI-2022/2

CUBE - Católica Lisbon Research Unit in Business and Economics at Católica Lisbon School of Business & Economics, Universidade Católica Portuguesa, is awarding a Research Fellowship (BI) in the scientific field of Management, Economics and Data Science for the development of research in the frame of the RD&T Strategic Project reference UIDB/00407/2020 financed by the Portuguese Foundation for Science and Technology, I.P. (FCT,IP) / MCTES through national funds (PIDDAC).

Admission requirements

- At the time of application, candidates must be holders of a Bachelor's degree in the scientific field of Management, Economics, Statistics, Math, Computer Science or related scientific quantitative field, enrolled or present proof of meeting the requirements to be enrolled in a Master's degree program at Católica Lisbon School of Business & Economics;
- High motivation and enthusiasm for research and academic projects
- Good data collection and data analysis skills;
- Strong quantitative skills;
- Excellent command of the English language;
- Ability to work in an organized and autonomous way;
- Availability to work in an industry-academic partnership.

Preferential requirements:

- A preference will be given to individuals able to work in statistical software such as R or Python

Work Plan and Goals

The research fellow will work with Professor Filipa Reis. The main duties of the researcher are:

- Data Collection
- Data Cleaning
- Data Analysis and presentation
- Literature Review organization and coordination
- Academic writing

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 Professor Filipa Reis.

Fellowship's Duration and Start Date

The fellowship will be awarded for a period of 3 months, in exclusive commitment and will not be renewed.

The fellowship is planned to start in mid September 2022.

Monthly maintenance allowance:

The fellowship's maintenance allowance is 875.98€ 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.

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

$$\text{Final Classification} = (0,50 \times A) + (0,30 \times B) + (0,20 \times C)$$

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.

Composition of the Selection Panel

President of the Jury: Professor Filipa Reis (fellow supervisor)

Effective Member: Professor Miguel Godinho de Matos

Effective Member: Professor Fernando Machado

Substitute member(s): Professor Pedro Raposo

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 Master's degree program or proof of meeting the requirements for the enrollment in the required Master's degree program;
4. Copy of the Bachelor 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 from July 27 until August 9, 2022 (until 5 pm Lisbon time) with the reference Subject: CUBE-BI-2022/2 - #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/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 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:

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