

Notification of the Opening of a Tender for the Awarding of a Master's Degree Research Grant

Through CADOS, Católica Doctoral School, the Universidade Católica Portuguesa (UCP hereafter) hereby opens a tender for the awarding of 1 (one) research grant, subsequently referred to as Master's Research Grant, under the auspices of the UCP Research Grant Regulation. The fields include: Arts, Culture and the Humanities; Social Sciences (including Law, Political Studies, Communication Studies, Education Sciences, and Psychology); Religion and Theology, Health and Biotechnology.

This grant is financed by the Fundação Amélia de Mello under the auspices of the Collaboration Protocol signed with the Universidade Católica Portuguesa.

1. SUBMISSION OF APPLICATIONS

The tender remains open from **1 September 2023** to **5 September 2023**, 5pm (Lisbon time).

The applications and the candidate support documents stipulated in this current Tender Opening Notification are to be submitted via online form available on cados.ucp.pt

Each candidate may submit only one application or face having every application annulled.

The submission of false declarations or undertaking acts of plagiarism on behalf of the candidates represents the grounds for annulment of the application irrespective of any other punitive type measures.

2. TYPE AND DURATION OF THE GRANT

The master's research grant is provided to finance the research activities of the holder within the scope of obtaining the master's degree academic qualification from Universidade Católica Portuguesa. The duration of the grants is, as a rule, annual and renewable for a maximum period of two years (24 months) with grants not eligible for periods of less than three consecutive months.

3. GRANT RECIPIENTS

The Master's Degree Research Grant is awarded to candidates who are enrolled in the first year (2022/23 academic year) or who meet the requirements in effect to enrol in a Master's Program at UCP and who are seeking to develop research activities leading to the obtaining of the master's degree from this University.

4. ELIGIBILITY

4.1 Candidate eligibility requirements

Eligible to submit applications to this tender are:

- National citizens or citizens of other European Union member States;
- Citizens from other States;
- Stateless persons;
- Citizens holding political refugee status.

In order to apply for a Master's Degree Research Grant, applicants need to:

- Hold a Bachelor's degree in the area deemed relevant both to the program and to project development;
- Be enrolled in the first year of the 2022/23 academic year or meet the requirements in effect to enrol in a Master's Program at UCP and who are seeking to develop research activities leading to the obtaining of the master's degree from this University.

4.2 Application Eligibility Requirements

The following documents are all to be annexed to any respective application on penalty of exclusion from the tender:

- The details stated on an identity or citizen's card or a passport;
- The candidate's curriculum vitae;
- Certificates for each academic qualification held, necessarily specifying the final classification and, whenever so possible, the classifications received in each subject studied or, alternatively, a declaration of honour by the candidate as to having completed their bachelor's degree studies prior to the closure of the applications period;
- Letter of motivation;

There are the following notes as regards the aforementioned eligibility requirements:

- Candidate applications are only accepted on having completed the cycle of studies leading to bachelor's degrees through to the end of the tender period. Should they not yet have the certificates testifying to their attaining the necessary qualifications for the submission of their applications through to the end of the tender period, then a declaration of honour is accepted in the meanwhile. However, the receipt of the grant shall always remain dependent on presenting the certificates demonstrating the awarding of the academic qualifications necessary to taking receipt of the grant.

5. CRITERIA AND METHODS OF EVALUATION

The evaluation takes into account the merit of the respective candidate (as expressed in the letter of motivation and the interview).

Candidates deemed eligible are evaluated according to a scale of 1-20 across each of the following evaluation criteria:

- Criterion A – Candidate merit, with a weighting of 55%;
 - Sub-criterion A1 – Academic relevance and excellence
 - Sub-criterion A2 – Other relevant experiences
- Criterion B – Candidate potential, with a weighting of 45%;
 - Sub-criterion B1 – Letter of motivation

6. EVALUATION

The candidate evaluation panel contains the following members:

- Peter Hanenberg (panel chair)
- Célia Manaia
- João Duque
- Ana Tavares da Fonseca

The evaluation panel is to undertake its work in accordance with the evaluation criteria set out in this present Notification of Tender Opening, weighting the respective contents of candidate applications.

In every stage of the evaluation process, confidentiality is entirely protected and ensured to guarantee the independence of all opinions/evaluations issued.

The evaluation panel meetings result in the writing of minutes that are signed off by every serving member.

The minutes and their annexes are to necessarily include the following information:

- Identification of all excluded applications alongside the respective justification;
- Methodology adopted by the panel for cases holding particular characteristics;
- Provisional list of the classification and ranking of the candidates in the descending order of the final classifications attributed to all applications evaluated by the panel;

8. PUBLICATION OF RESULTS

The evaluation results are released via e-mail sent to the respective address used by the candidate on the occasion of submitting their application to the tender.

9. GRANT COMPONENTS

The Grant holder is awarded an annual stipend of 3.750 €. From this amount, the tuition fees in force as well as other payments due to UCP will be deducted.

10. TERMS AND CONDITIONS FOR RENEWING GRANTS

The renewing of the grant always depends on the submission of a request by the grant holder with a period of not less than 60 working days prior to the date of renewal and accompanied by the following documents:

- a) opinions issued by their supervisor(s) and by their host institution(s) resulting from the monitoring of the grant holder's works and evaluating their activities;
- b) a document demonstrating renewal of the registration in the master's degree study cycle.

15. PRIVACY POLICY

The Universidade Católica Portuguesa is Responsible for the Processing of Personal Data under Regulation (EU) 2016/679 (General Regulation on Data Protection).

The personal data processed within the scope of this contest are intended for the instruction of the same, and will be processed by the Universidade Católica Portuguesa with the purpose of verifying the fulfilment, by the candidates, of the assumptions established in the applicable legislation for their hiring. Opposition to the processing of data by candidates will make the admission of the candidature and, therefore, the analysis and evaluation of the same unfeasible.

The Holder's personal data, if this is essential for the fulfilment of the obligations of the Universidade Católica Portuguesa, may be transmitted to third parties, namely the Financing Entities identified in this Public Notice.

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

The Data Subject has the right to oppose the collection and processing, to verify, correct, eliminate and limit the use of the collected data. The exercise of these rights is excepted when your personal data are used to safeguard public interest, namely in cases of detection and prevention of crimes, or when they are subject to professional secrecy.

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

Personal Data Subject Rights: <https://www.ucp.pt/pt-pt/direitos-do-titular-dos-dados>

To exercise the respective rights, contact the University via the email address compliance.rgpd@ucp.pt or to the address identified at the end of this Notice under "Contacts for clarification". The Data Subject always has the right to contact and file a complaint with the National Data Protection Commission.

16. POLICY OF NON-DISCRIMINATION AND EQUALITY OF ACCESS

UCP implements a policy of non-discrimination and equality of access and correspondingly no candidate may be

favoured, benefitted, harmed or deprived of any right or exempted from any duty especially as a result of their ascendancy, age, gender, sexual orientation, civil status, family situation, economic position, social origins or conditions, genetic heritage, reduced working capacity, disability, chronic illness, nationality, ethnic or racial origin, territory of origin, language, religion, political or ideological convictions and/or trade union membership.

17. APPLICABLE LEGISLATION AND REGULATIONS

This Tender falls under the auspices of the regulations of this current Opening Notification, the Regulations for UCP Research Grants, and by the Research Grant Holder Statute approved by Law no. 40/2004, of 18 August, according to the version in effect in conjunction with any other applicable national and community legislation.