

REGULATION POLICY
CATÓLICA DOCTORAL SCHOOL
INTEGRAL HUMAN DEVELOPMENT POSTDOCTORAL PROGRAMME

Art 1.

Object and scope

1. This Regulation Policy, hereby designated as Policy, pertains to the management of a postdoctoral fellowship scheme, hereby designated as Fellowship, in Portugal, launched by Universidade Católica Portuguesa with the support by Porticus.
2. This Policy aims to regulate the admission and the participation procedures, providing relevant information on the field of application, eligibility and evaluation criteria, fellowship features included, as well as relevant information on its diversity and inclusion.
3. Regarding the two partnering entities giving light to this Fellowship, it is highly relevant to know that:
 - a) Porticus is an international organization that manages and develops the philanthropic programmes of charitable entities established by Brenninkmeijer family entrepreneurs. Porticus collaborates with partners around the globe to foster human dignity, social justice and sustainability, rooted in the Christian tradition;
 - b) Universidade Católica Portuguesa, hereby designated UCP, is a public interest, non-state, higher educational institution and leading research university in Portugal with strong core of values of knowledge, research, education and social impact, working for a stronger society with knowledgeable and ethical citizens;
 - c) The Católica Doctoral School, hereby designated CADOS, is a nationwide unit dedicated to doctoral training at Universidade Católica Portuguesa. Its mission is to promote excellence in doctoral training, fostering internationalization, ethical responsibility and interdisciplinarity.

Art 2.

Field of application

1. This Fellowship focuses on hosting postdoctoral scholars wanting to develop work related to Integral Human Development, hereby designated as IHD.
2. IHD is a concept first coined by Pope Paul VI in his Papal Encyclical *Populorum Progressium* signaling that the focus of development should be in “the development of each man and of the whole man” (n. 14). Pope Francis has renewed this intention for a focus on IHD by encouraging the Church to seek ways that “may better meet the needs of the men and women whom they are called to serve”. One of the largest changes has been the creation of a Dicastery of Integral Human Development bringing together all the activity relating to this theme.
3. In line with this renewed focus on IHD, this fellowship scheme will allow postdoc fellows to enrich the research frameworks and insights around the multiple dimensions that constitute integral human development. This scheme is about launching and developing a “new humanism” in society and Church, powered by the application of Catholic Social Teaching and the concept of IHD, in changing society’s preconceptions of development, poverty and inequality, disseminating knowledge on the real system-problematic, advising high-policies, measuring concrete impact evidence and implanting innovative practices. Integral Human Development is, in itself a consequence and a manifestation of the Catholic Social Teaching (CST). It is a “way” of implementing the CST, based on the assumption that “authentic development is the development that makes every person ‘more human’ and seeks to promote the good of the whole person and of every person”.
4. In practical terms, it offers the opportunity to postdocs to take an interdisciplinary and practice-focused journey, with coursework providing state-of-the-art training on the issues around integral human development, its conditions and perspectives.

5. The research work shall leverage on public policy data and employ experimental social, cultural or educational pilot projects that are able to translate the key messages of integral human development and how these bring new light to topics that are critical for the development of the Portuguese society. The research aims at transforming Portuguese society through projects impacting on reality.

Art 3.

Areas of study

1. The Fellowship will cover the following areas of study, inspired in the IHD concept, as it is been embraced by the Dicastery for Integral Human Development:
 - a) Faith and integral human development – refers to justice and peace, the progress of peoples, the promotion and protection of dignity and human rights, disarmament and armed conflicts, as well as their tragic consequences on civilians and the natural environment. By integrating, linking and promoting dialogue amongst the various social systems - such as economics, finance, employment, politics, culture this topic strives to make the social teachings of the Church known and put into practice;
 - b) Fringes of Humanity - refers to the condition of lives affected by marginalization, abandonment, pain, deprivation, the loss of sense and hope. The poor, ill, marginalized, itinerants, the displaced, gypsies, prisoners, the lonely and people who live and work at sea or on the road are those who benefit from the initiatives of assistance, care and human, social and spiritual promotion;
 - c) Care of Creation – refers to the ability of IHD to establish a relation between humanity and the Earth. This allows for reawakening the dignity of individuals and peoples based upon the need for the material and spiritual maturity that each one of us possesses, improving at the same time the environmental, social, cultural and religious conditions in which we live. This refers to projects and initiatives of study and reflection dedicated to a greater elucidation of Laudato Si; to the environment and to ecology, helping to spread a culture of respect for the planet and the human being; to the right to land;

to the development of agriculture; to the correct management of energy, water and subsoil sources; to mining and extraction activities; to the rights of indigenous peoples.

Art 4.

Fellowship Committee

1. The Fellowship Committee at CADOS (FCC) is constituted by two members of UCP, one of which coming from the field of Theology, the other from a different field with a distinguished expertise in gender issues. Further members of the committee represent society at large and the special interests of IHD regarding Portuguese society. The Program Director is a member of the committee by default. The composition of the committee will be gender balanced.
2. Members of the FCC will be nominated for a period of three years.
3. FCC will meet at least twice a year. It will launch the program, define selection criteria and processes, ensure high quality candidates, ensure quality in the program by analyzing the semesterly reports, and support the IHD Program Management. The role of the FCC is to monitor the program and select the candidates.

Art 5.

Candidates' eligibility

1. Prospective Postdocs should meet the following criteria:
 - a) Postdocs should take up the fellowship within five years of completing their doctoral studies at a higher education institution – not mandatory for studies to have been completed in Portugal;
 - b) If not yet in possession of a doctoral degree, Postdocs need to submit a written statement at the issuing, confirming that they satisfactorily fulfilled the University's

requirements for a doctoral degree at the time of application for a postdoctoral research fellowship;

- c) The postdoc must be Portuguese;
- d) The postdoc is applying for a junior fellowship, intending to conduct research on IHD, rooted in Christian tradition.

Art 6.

Application & requirements

1. Candidates may submit only one application per call and a maximum two times for this Fellowship. Applications must be submitted not later than the closing date stated in the call, published in the online page <https://cados.ucp.pt/pt-pt>
2. The Application form is composed by three main areas:
 - a) Personal data, regarding basic information, qualifications, studies completed, fellowships and scholarships received and current job position;
 - b) Research & Statement of Purpose, asking for prior publications and research papers, research proposal to the Fellowship in specific, interdisciplinarity approach, expected results and impact;
 - c) Enactment of IHD, providing evidence on inner motivation to embrace a research work on the concepts and values of IHD, expected contribution to the Portuguese Society, and quality of potential contribution to networks studying similar themes.
3. Beyond the information above, the application form requires candidates to provide the following documents:
 - a) Statement of purpose;
 - b) Two reference letters;
 - c) ID document;

- d) academic records referring to previous degrees;
 - e) additional documents to support research proposal (extended outline, draft paper...).
4. The application form can include specific information details beyond those published in this Policy.

Art 7.

Selection process

1. As the application form closes due to its deadline, all applications are downloaded, and candidates are subject to the eligibility criteria.
2. If candidates pass the eligibility criteria, applications will be submitted to the Fellowship Committee, who will judge the candidates according to the evaluation criteria presented in Article 8.
3. UCP does not take ownership for correcting information displayed in the application form, being the candidate fully responsible to complete it.
4. After the selection criteria, the candidates with the higher evaluation grade will be called upon for interviews.
5. Admissions will be informed of the outcome of their application through their dashboard and by email. Also, all Postdoc fellows will see their names communicated in the dedicated page of the Scheme, here <https://cados.ucp.pt/pt-pt>.
6. The Fellowship Committee's final results are not subjected to revision of any kind.

Art 8.

Evaluation criteria

1. Candidates will be evaluated according to a set of evaluation criteria pre-established and validated at the time of this Policy being published.

2. The evaluation of applicants will focus on the following criteria:
 - a) Individual, 40% – focused on assessing the excellence, competences, inner motivation and ethics of the candidate, as well as scientific background and research alignment with expected agenda;
 - b) Research project, 40% – determined by the in-depth reflection of the envisioned results of the work proposed, and with a clear intersection of impact between IHD, Christian values and the Portuguese Society;
 - c) Collective, 20% – as means to promote a multidisciplinary team where the value of one candidate is not isolated from the competences and expertise of the others.

Art 9.

Incompatibilities

1. Postdocs accepted in this Fellowship must underpin their research in IHD knowledge and Paths within the Portuguese Society, as well as they must be connected with the ideals behind IHD.
2. Postdocs must present in their application and, through their Fellowship, the eagerness to change the world with openness, honesty, integrity, respect for others and dignity. Any violation of these values-based attitude is worth suspension.

Art 10.

Formalization of the Fellowship & Funding

1. The Postdoc is required to enter a legally binding Memorandum of Understanding (MoU) with Universidade Católica Portuguesa, with a duration of 1 year, extendable to a 2nd year. The MoU serves to provide a framework for the research to be done, and a means of monitoring the agreed-upon expectations of both host and Postdoc,

calendarization of minimum engagement with scientific activities such as publishing and presence in conferences or media outlets. The MoU also protects all parties in the event of a dispute.

2. Funding for a postdoc will be sourced via monthly bank transfer.
3. The MoU should be explicit on whether the prospective funding offered to Postdocs can be topped-up with other institutional or external funds and on what terms.
4. The Postdoc must ensure that he/she does not violate their fellowship conditions with regard to any additional funding paid to them. Universidade Católica Portuguesa is obliged to report any such contraventions to Porticus.
5. A Postdoc is neither a student, nor an employee at Universidade Católica Portuguesa, but defines the unique category of a Postdoctoral Fellow within the university structures, with a fellowship contract in accordance with employment legislation in force in Portugal.
6. The MoU must state that the Postdoc is required to comply with the University's code of conduct and standards.
7. The MoU does not prevent postdocs to apply for teaching positions during their Fellowship, as long as the course is justified and related to the IHD research under development.
8. Postdocs are allowed to modify their research project only for proper and justified reasons, subject to advice of their supervisor and after approval from Universidade Católica Portuguesa.
9. The Fellowship may not be accumulated with any other remunerated activity, save for the exceptions provided as following:
 - a) Postdocs may have teaching positions in higher education institutions in order to foster their scientific knowledge with teaching/learning processes and combine R&D activities with educational activities.

10. Postdocs can be granted temporary suspension of their fellowship, if only they present a formal request to break the MoU and after approval from Universidade Católica Portuguesa which will share information with Porticus. Each case shall be analyzed casuistically without granting the permission to be used as a precedent example in future similar situations.

Art 11.

Scheme's special features

1. Postdocs will receive an amount as defined in the MoU.
2. Beyond the financial support, the Fellowship will provide adequate working environment, equipment or regular access to required equipment, including IT network access, printing, internet use, an institutional email address and library facilities.
3. Each Postdoc will be supported by a mentor from the UCP, depending on the area of research interest. The mentor can be selected beforehand or afterwards the beginning of the Fellowship. The mentor will accompany regularly the Postdoc, and it is highly advisable to sign an *agreement of commitment* with the Fellow.
4. The Fellowship will encapsulate a combination of individual research activity and various activities leveraged on research and media networks established by UCP and by CADOS, such as scientific conferences and events that will help researchers to establish contacts and develop themselves as voice-leaders and independent researchers.
5. Moreover, the Fellowship includes the development of not only specific training in catholic leadership – media training, finding your voice, etc; but also, a study visit at the Dicastery for promoting IHD.

6. The Fellowship is very sensitive to ensuring the flexibility of the research plan and period, believing it to be essential to provoke transformation through the envisioned field of application (Art 2.).

Art 12.

Diversity, Equity and Inclusion

1. UCP and Porticus strive to ensure that its programs reflect and value the diversity of societies. There is to seek and encourage the involvement of people from traditionally underrepresented audiences in this Fellowship. Therefore, opportunities are open to people regardless of their race, color, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. The Fellowship is committed to fairness, equity and inclusion, throughout the whole process.
2. The Fellowship recognizes the relevance of developing equity-fluent leaders in diversity and inclusion and thus, includes in its leadership training a dedicated self-perception on unconscious bias in academia, the Church and society at large. Moreover, it will also be considered an in-depth revision of the learning journey to be adequate to all diversity dimensions.
3. UCP and Porticus are specifically focused on addressing gender inequalities in academia, the Church and society at large. Therefore, this Fellowship considers a few strategies from the beginning, such as:
 - a) This Fellowship will depict through the application form what are the special needs of candidates in general and selected Postdocs specifically, towards adjusting the Scheme's model accordingly in the future and for this Pilot project. The aim is to reduce discrimination and promote access to education for all, by providing key features, such as extra family allowances upon reasonable doubt and after approval of parties;

- b) This Fellowship, that is grounded on strong research networks and media partners, aims to liaise with each to guarantee their predisposition to promoting women's voices in their publishing agendas naturally;
- c) Beyond Fellows' cohort welcomed every year, this Fellowship will continue engaging its Alumni Fellows with research networks and media partners that allow for ongoing culture of cross-dialogue, promoting the inclusion of all voices;
- d) A collective approach, as referred in Article 7, will ensure that the cohort of fellows selected demonstrate a common understanding of diversity, equity and inclusion, with evidence of previous engagement with the topic;
- e) The Fellowship Committee includes an expert on gender studies to supervise the research agenda on this matter, ensuring the appropriate assessment of the research proposals, envisioned impact outcomes on society and mechanisms for effective influence.

Art 13.

Communication

1. This Fellowship is advertised at <https://cados.ucp.pt/pt-pt> , as well as all relevant research outputs validated by both parties to be of high quality to be published and shared among society at large.
2. Postdoctoral positions where Postdocs have secured their own funding from external sources do not need to be advertised.
3. Postdocs willing to publish their own research insights and opinion articles in media networks are responsible for their identity, while bearing in mind the Fellowship they are representing.
4. Postdocs agree that photographs and/or videos can be taken during the Fellowship period and these can be reproduced and diffused by UCP and Porticus.

Art 14.

Data Policy & Protection

1. 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.
2. 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 fulfilment, by the candidates, of the assumptions established in the applicable. Opposition to the processing of data by the candidates will make it impossible to accept the application and, therefore, to analyze and evaluate it.
3. The personal data of the Data Subject, if it be indispensable for the fulfilment of the obligations of Universidade Católica Portuguesa, may be conveyed to third parties, namely to the Financing Entities identified in this regulation policy.
4. The data retention period shall correspond to the legally defined period of five years.
5. 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.
6. The Data Subject has the right of access and portability of the data.
7. Rights of Personal Data Subjects: <https://www.ucp.pt/rights-data-subjects>.
8. 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".



9. 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).