

## **ANNOUNCEMENT FOR THE AWARD OF A RESEARCH GRANT IN THE CONTEXT OF R&D PROJECTS AND INSTITUTIONS**

**Reference:** IPCA-ESG-CICF-2BII-2023-CP

**Number of vacancies:** 2 vacancies

**R&D Unit:** Research Centre on Accounting and Taxation (CICF)

A call for applications is now open for the award of two Research Initiation Grants (BII) within the scope of the R&D unit Research Centre on Accounting and Taxation (CICF), financed by national funds through FCT/MCTES (PIDDAC) with the reference UIDB/04043/2020, under the following conditions:

**Scientific Area:** Accounting for the public sector; Accounting for social economy entities

**Admission requirements:** Enrolment in a higher vocational technical course, a first degree course, an integrated master's degree or a master's degree. Preference will be given to candidates who meet the following requirements: (1) knowledge of Portuguese Accounting for the public sector and of the basic principles of accountability; (2) experience using data analysis and processing tools (e.g. SPSS and Excel); (3) Motivation for collecting, analyzing and interpreting data available on institutional websites, or other data sources (e.g. SABI, INE and PORDATA); (4) capacity for expression, argumentation and verbal fluency (in Portuguese language); and (5) some knowledge of English.

**Work Plan:** The research grant is intended to finance the execution, by the grantee, of activities to support research within the activities and strategy plan of the Research Centre on Accounting and Taxation, particularly in the following research lines of the R&D Unit: Taxation and Public Accounting.

The grant holder will participate in bibliographic research activities, support in the collection, analysis and statistical treatment of data, and support in the preparation of communications.

**Applicable legislation and regulations:** Law nº 40/2004, of 18 August (Statute of the Research Grant holder), in its current version published by Decree-Law no. 123/2019 of August 28; Regulation of Scholarships and Research of the Foundation for Science and Technology (Reg. nº 950/2019 of December 16): <https://www.fct.pt/apoios/bolsas/regulamento.phtml>; Research Grants Regulation of the Polytechnic Institute of Cávado and Ave, published by Regulation no. 821/2020 Diário da República n.º 191/2020, Série II de 2020-09-30).

**Workplace:** The work will be carried out in the facilities of the Higher Institute of Accounting and Administration of the University of Aveiro or the Research Centre on Accounting and

Taxation of the School of Management of the Polytechnic Institute of Cávado and Ave, under the scientific supervision of Professor Augusta Ferreira, Carlos Santos and Patrícia Gomes.

**Scholarship duration:** The fellowship will last for 3 months, scheduled to start in September 2023. The scholarship contract may be eventually renewable, if the candidate meets the conditions, for another 3 months, up to the maximum time limit in which funding for the project is guaranteed, if it is not denounced, in writing, with 60 days prior notice by either party.

**Monthly maintenance allowance amount:** The amount of the grant corresponds to €541,12, according to the table in Annex III of the Research Grants Regulation of the Polytechnic Institute of Cávado e do Ave, in accordance with the update authorized by order of the President of the IPCA for the year 2023. This amount will be paid monthly by bank transfer.

**Applications evaluation:** Applications will be evaluated considering the selection criteria set out below. In case of withdrawal of the selected scholarship holder, the second candidate from the ordered list of candidates will be automatically selected, and so on, until the number of candidates accepted is exhausted.

**Selection methods:** The evaluation methods will be the following: Curricular evaluation (CE), with a weighting of 60%; and Selection Interview (SI), with a weighting of 40%.

a) The Curricular Evaluation (CE) is based on the following criteria:

- Classification obtained in the secondary education: 25%;
- Average classification obtained in curricular units of the taxation area, performed in higher education: 30%;
- Experience in the use of data analysis and processing tools: 20%
- Experience in consulting and collecting from databases in official platforms: 15%;
- Knowledge of English: (10%).

Each criterion will be valued from 0 to 20

b) The Selection Interview (SI) will have a maximum duration of 30 minutes and is based on the following criteria:

- Motivation and interest for the position: 25%;
- Capacity for expression, argumentation, and verbal fluency: 25%;
- Posture and teamwork experience: 25%;
- Compatibility with the work plan profile: 25%.

Each criterion will be valued from 0 to 20

c) The final ranking of the candidates is made according to the classification scale from 0 to 20 values, as a result of the weighted arithmetic average of the quantitative classifications obtained in each selection method according to the following formula:

$$FC = CE*(60\%) + SI*(40\%)$$

Where:

- FC = Final classification
- CE = Curricular Evaluation
- SI = Selection Interview

Candidates who do not attend the interview, for reasons not legally justified, will be excluded, regardless of the score obtained in the curriculum evaluation, as well as candidates with a final classification lower than 9.50.

**Selection Jury:** The Jury is composed of:

President:

- Professor Agostinha Patrícia da Silva Gomes

Effective members:

- Professor Augusta da Conceição Santos Ferreira;
- Professor Carlos Alberto Lourenço dos Santos.

Alternate members:

- Professor Ana Maria Valente da Cunha;
- Professor Sara Alexandra Eira Serra.

**Form of advertising/notification of results:** The final results of the evaluation will be publicized, through a list sorted by the final grade obtained, posted in a visible and public place of the IPCA, on the IPCA website in the Human Resources Division menu (<https://ipca.pt/>).

The approved candidate will be notified by e-mail with delivery receipt of the notification, in the terms of article 19.º, no. 1, of the Research Grants Regulation of the Polytechnic Institute of Cávado and Ave. All results will be published on the IPCA's website.

**Interested parties' participation:** The Final Ordination List Project is notified to candidates, by e-mail with receipt of delivery, so that they can comment for the purpose of holding a hearing of interested parties, under the terms of article 121 and following of the Code of Administrative Procedure, to email [geral\\_cicf@ipca.pt](mailto:geral_cicf@ipca.pt). In the absence of a response from the candidates, the Final Ordination List Project becomes automatically definitive.

**Decision:** Once the prior hearing period has elapsed, or the issues raised within this scope have been considered, the jury draws up the final ranking list of the admitted candidates, submitting it, together with the remaining parts of the procedure, to the approval by the IPCA President.

**Application deadline and form of submission of applications:** The contest is open for a period of 10 working days after publication on <https://euraxess.ec.europa.eu/>.

Applications must be formalized, mandatorily, by sending a presentation letter accompanied by the following documents: Curriculum Vitae, Certificate of qualifications, proof of enrolment in a higher vocational technical course, a first degree course, an integrated master's degree or

a master's degree; document showing the classification obtained in the curricular units completed in the enrolled course, and other relevant supporting documents (considering admission requirements).

Curriculum Vitae and Certificate of Qualifications and document showing the classification obtained in the curricular units completed in the enrolled course must be presented, the non-delivery of which determines the exclusion. Proof of enrolment in a higher vocational technical course, a first degree course, an integrated master's degree or a master's degree must be presented until the grant is contracted.

Applications must be sent exclusively by email to the address [geral\\_cicf@ipca.pt](mailto:geral_cicf@ipca.pt), duly referenced in the subject of the message.

**Complaint:** Complaints from the final ordering list, duly ratified, may be made to the IPCA president, to be submitted within 15 working days from the notification, to the email [geral\\_cicf@ipca.pt](mailto:geral_cicf@ipca.pt), which does not have a suspensive effect.

A Presidente do Instituto Politécnico do Cávado e do Ave

Professora Doutora Maria José Fernandes

## ANNEX I

### Templates

#### Modelo do Relatório Final de Apreciação do Programa de Bolsa a elaborar pelo Bolseiro

Identificação do bolseiro:

Identificação da bolsa, do projeto e entidade de acolhimento:

Orientador científico da bolsa:

#### 1. Objeto e objetivos da bolsa

*[De acordo com o tipo de bolsa, anúncio e plano de atividades]*

#### 2. Trabalhos desenvolvidos

*[Apresentação cronológica das atividades desenvolvidas, incluindo listagem das publicações e trabalhos elaborados no âmbito do contrato de bolsa com os respetivos endereços URL, bem como cópia do respetivo trabalho final, no caso de bolsa concedida para obtenção de grau ou diploma académico].*

#### 3. Resultados

*[Descrição sucinta dos resultados alcançados e eventuais desvios]*

#### 4. Apresentação dos resultados alcançados

#### 5. Autoavaliação e avaliação do programa de bolsa

*[Análise crítica do trabalho desenvolvido, conhecimentos adquiridos e avaliação geral – positiva ou negativa – do desempenho e do programa de bolsa]*

**Nota:** Anexos a apresentar em formato eletrónico: Publicações e Trabalhos elaborados no âmbito do Contrato de Bolsa e cópia do Trabalho Final apresentado, no caso de Bolsa concedida para a obtenção de grau ou diploma académico. Em caso de bolsa de participação em reuniões científicas anexar comprovativo de presença na reunião.

Barcelos, \_\_\_\_ de \_\_\_\_\_ de 20\_\_

O Bolseiro de Investigação, \_\_\_\_\_ (nome completo)

## **Modelo de Relatório Final de Avaliação da Atividade do Bolseiro de Investigação Científica a elaborar pelo Orientador Científico**

**Orientador científico da bolsa:**

**Identificação da bolsa, do projeto e entidade de acolhimento:**

**Bolseiro:**

### **1. Análise crítica das atividades e do trabalho desenvolvidos pelo bolseiro**

*[Breve descrição das atividades desenvolvidas pelo bolseiro, de acordo com o anúncio e o plano de atividades e apreciação crítica dos objetivos e resultados atingidos pelo bolseiro.]*

### **2. Avaliação final do trabalho desenvolvido pelo bolseiro**

*[Apreciação global fundamentada do trabalho desenvolvido pelo bolseiro, com balanço final positivo ou negativo, abordando o seu desempenho, esforço e dedicação]*

Barcelos, \_\_\_\_ de \_\_\_\_\_ de 20\_\_

O Orientador Científico da Bolsa, \_\_\_\_\_ (nome completo)

## ANNEX II

### Research Scholarship Contract

#### BETWEEN:

**FIRST: INSTITUTO POLITÉCNICO DO CÁVADO E DO AVE**, collective entity number 503494933, with head office at Avenida Professor Doutor João Carvalho, Campus do IPCA, 4750-810 Barcelos, represented in this act by its President, Maria José da Silva Fernandes, hereinafter referred to as the **First Party**

and

**SECOND:** \_\_\_\_, of nationality \_\_\_\_, born on \_\_-\_\_-\_\_\_\_, bearer of \_\_\_\_ (Citizen Card/Identity Card/Passport/Other) n.º \_\_\_\_, valid until \_\_-\_\_-\_\_\_\_, tax payer no. \_\_\_\_, resident at \_\_\_\_, hereinafter referred to as the **Second Party**,

The present research grant contract is entered into in good faith and reciprocally accepted under the Research Grant Holder Statute, approved by Law No. 40/2004, of 18 August 2004, in its current wording, and the IPCA Research Grant Regulation, which is governed by the following clauses:

**CLAUSE 1** – The **First Party** undertakes to grant the Second Party a scholarship of \_\_\_\_ (indicate and characterise the type of scholarship and its reference) under the project "\_\_\_\_" (indicate the reference and title of the project it is part of, if applicable) financed by \_\_\_\_\_, for the period of \_\_\_\_\_ (indicate months or days, as applicable), \_\_\_\_\_ (possibly renewable OR non-renewable), starting on \_\_-\_\_-\_\_\_\_.

**CLAUSE 2** – 1. The **Second Party** undertakes to carry out the work set out in the plan of activities attached to this grant contract, the content of which it declares to have been fully aware of and to accept without reservation as of the date of the beginning of this contract.

2. The performance of tasks by the **Second party** as a grant holder is carried out on an exclusive dedication basis under the terms of article 5 of the Research Grant Holder Statute.

3. The **Second Party** will work at \_\_\_\_\_, located in \_\_, which acts as host entity, with \_\_\_\_\_ (name and institution) as Scientific Advisor.

**CLAUSE 3** - The **Second Party** shall be granted the rights outlined in the law, according to its situation, namely in articles 9 to 11 of the Research Grant Holder Statute, in the applicable regulation(s) and in the present contract.

**CLAUSE 4 - The Second Party** undertakes to comply with the duties, applicable to its situation, as outlined in the law, namely in article 12 of the Research Grant Holder Statute, in the applicable regulation(s) and in the present contract.

**CLAUSE 5 – 1.** The monthly maintenance allowance is €\_\_\_\_,\_\_, (\_\_\_), payable monthly by cheque or bank transfer.

2. The **Second Party** shall also be covered by a personal accident insurance policy for the duration of the grant, the conditions of which he declares to have read and accepted without reservation.

3. The following scholarship components are also added\_\_\_\_\_ (indicate if applicable).

**CLAUSE 6 – 1.** The present contract does not generate any legal-labour or service provision relationship, and the grant holder does not acquire the status of a worker in public functions.

2. No allowances for food, Christmas, holidays, or any other benefits not foreseen in the Research Grant Holder Statute, in the applicable regulation(s), and in the present contract shall be due.

**CLAUSE 7 – 1.** The Research Grant Holder Statute and the IPCA Research Grant Regulation are applicable to the present contract, of which the grant holder declares to have learned of.

2. Any omitted cases will be decided by the IPCA President after hearing the Scientific Advisor.

**CLAUSE 8 –** The causes of termination of the contract are those foreseen in the Research Grant Holder Statute and in the IPCA Research Grant Regulations.

The parties declare to be in agreement with the clauses of this contract, which is made in duplicate, both copies being valid as originals, one copy to be kept by each of the parties.

Barcelos, \_\_ of \_\_\_\_\_ of \_\_\_\_\_.

The First Party,

The Second Party