



UNIVERSIDADE
PORTUCALENSE

Do conhecimento à prática.

NOTICE OF SELECTION CALL

2 PSYCHOLOGISTS

Ref. 20262.REIT.CTTC

By order of the Rector of the Portucalense Infante D. Henrique University (UPT), Professor Fernando Manuel dos Santos Ramos, and under the terms set out in article 140 of the Portuguese Labor Code, approved by Law no. 7/2009, of 12 February, a selection call is now open for the recruitment of two Psychologist for the UPT Student Support Office, in the form of a fixed-term individual employment contract, on an exclusive dedication basis, for the psychology services of the Student Support Office, within the scope of the Mental Health Promotion in Higher Education Project carried out by UPT, co-funded by the Programme for the Promotion of Mental Health in Higher Education, through the Directorate-General for Higher Education and the Ministry of Education, Science and Innovation.

1. Job responsibilities

- a) Implementation of assessment activities and identification of psychological intervention needs among students of UPT;
- b) Design, implementation, and evaluation of individual and/or group interventions focused on the prevention and remediation of difficulties related to adjustment to Higher Education, academic adjustment, and mental health;
- c) Design, implementation, and evaluation of individual and/or group interventions aimed at promoting academic adjustment, career development, and mental health;
- d) Planning and delivery of preventive and psychoeducational workshops and information sessions focused on the development of personal and interpersonal skills, health promotion, academic adjustment, and career development;
- e) Coordination with UPT academic staff and services to support students;
- f) Development of support materials for psychological assessment and intervention activities with students;
- g) Participation in institutional initiatives related to student inclusion, development, and academic success;
- h) Maintenance of appropriate records, in compliance with the Code of Ethics of the Portuguese Psychologists' Association and the General Data Protection Regulation;
- i) Preparation of periodic activity reports and a final report at the end of the academic year.

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2. Workplace

The work will be carried out at the Student Support Office, on UPT premises, located at R. Dr. António Bernardino de Almeida 541, 4200-072 Porto.

3. Duration of the contract

The employment contract will be in the form of a fixed-term individual employment contract, on a full-time and exclusive basis, expected to start in March 2026 and to have an anticipated duration of seven months, in any event not extending beyond 31 October 2026.

4. Salary

The gross monthly salary is €1.499,15, equivalent to the 1st remuneration position in the general career of a Senior Technician, level 16 of the Portuguese Single Remuneration Table. The contract also comprises the payment of meal allowance, and holiday and Christmas subsidies.

5. Working hours

The normal weekly working period is thirty-five hours.

6. Admission requirements

6.1. Minimum submission requirements

- a) Minimum academic qualifications: a Bachelor's and Master's degree in Psychology, or a legally equivalent qualification.
If the degree was awarded by a foreign higher education institution, candidates must obtain its recognition, in accordance with the provisions of Decree-Law No. 66/2018, dated August 16, which approves the legal regime for recognition of academic degrees and Higher Education diplomas awarded by foreign higher education institutions. Any required formalities must be completed by the application deadline. For additional information, please consult the DGES portal at the following address: <https://www.dges.gov.pt/en>
- b) Native command of the Portuguese language.
- c) Valid registration with the Portuguese Psychologists' Association or a declaration confirming the granting of provisional registration;
- d) Immediate availability to commence duties – to be specified mandatorily in the application letter.

6.2. Preferred Requirements

- a) Master's degree in Clinical and/or Health Psychology;
- b) Professional experience in psychological assessment and intervention with young adults and/or within the Higher Education context;

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- c) Research experience in the areas of development, academic adjustment, and/or mental health of Higher Education students;
- d) Strong organisational skills (including the use of digital tools), autonomy, and effective time and information management;
- e) Strong communication and interpersonal skills, with the ability to work effectively as part of a team;
- f) Proficiency in written and spoken English.

7. Selection methods and evaluation criteria

Candidates will be evaluated using the following methods:

- Curricular Assessment (AC): weighted at 70%
- Selection Interview (ES): weighted at 30%, conducted for candidates in the top three positions based on the previous method.

The **final score (AF)** will be calculated using the following formula:

$$AF = (AC * 0,7) + (ES * 0,3)$$

If none of the candidates achieve a minimum score of 14 points, the position will not be filled.

7.1. Curriculum assessment (AC)

The curricular evaluation will assess the following factors, scoring them on a scale of 0 to 20 points with precision to the hundredth, using the following calculation:

$$AC = (AC1 * 0,25) + (AC2 * 0,25) + (AC3 * 0,25) + (AC4 * 0,25)$$

AC1 – Professional experience as a psychologist in educational or clinical settings: very relevant - from 16 to 20 points; relevant - from 10 to 15 points; little or no evidence of experience - from 0 to 9 points.

AC2 – Professional experience working with young adults: very relevant - from 16 to 20 points; relevant - from 10 to 15 points; little or no evidence of experience - from 0 to 9 points.

AC3 – Professional and research experience in the Higher Education context, particularly focused on Higher Education students: very relevant - from 16 to 20 points; relevant - from 10 to 15 points; little or no evidence of experience - from 0 to 9 points.

AC4 – Academic training and complementary specializations/certifications: very relevant - from 16 to 20 points; relevant - from 10 to 15 points; little or no evidence of experience - from 0 to 9 points.

7.2. Selection interview (ES)

The 3 candidates with the highest scores, based on the selection method mentioned above, will be invited for a **Selection Interview (ES)**, which may be conducted remotely or in person. Failure to attend the interview will be considered equivalent to withdrawal from the competition, resulting

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in the exclusion of the candidate. The selection interview will consider the following criteria, scored on a scale of 0 to 20 points with precision to the hundredth, based on the following calculation:

$$ES = (ES1 * 0,50) + (ES2 * 0,25) + (ES3 * 0,25)$$

ES1 – Knowledge and motivation for duties:

High level of knowledge and motivation - from 16 to 20 points

Adequate level of knowledge and motivation - from 10 to 15 points

Lack or insufficient level of knowledge or motivation - from 0 to 9 points

ES2 – Soft skills (Analytical and critical thinking, planning, organisation, autonomous work, and problem-solving in medium and high-pressure environments):

Highly proficient - from 16 to 20 points

Competent - from 10 to 15 points

Insufficient proficiency - from 0 to 9 points

ES3 – Communication and argumentation skills, both in Portuguese and English:

Highly proficient - from 16 to 20 points

Competent - from 10 to 15 points

Insufficient proficiency - from 0 to 9 points

8. Selection panel composition

Chair of the panel: Prof. Maria Elizabeth Faria Real de Oliveira, Vice-Rector for Education and Associate Professor at UPT

Panel member: Prof. Alexandra Maria Dantas Castro Araújo Mendes, Associate Professor at UPT

Panel member: Prof. Maria Goreti Ferreira de Sousa, Assistant Professor at UPT

Deputy member: Prof. Carla Mónica Santos Dias Pereira, Associate Professor at UPT

Deputy member: Prof. Sandra Raquel Gonçalves Fernandes, Associate Professor at UPT

9. Selection procedure

The selection panel will first decide on the admission and exclusion of each application, before proceeding with a phased assessment in accordance with the established selection methods. Deliberations are made through reasoned roll call voting, in accordance with the selection criteria adopted and published in this call, with no abstentions allowed. Minutes are taken at the selection panel meetings, with a summary of key points and decisions, as well as the votes cast by the selection panel and the respective grounds. After carrying out the assessment according to the selection criteria, the selection panel will rank the candidates in a list based on their scores. In case of a tie, the casting vote of the chair of the panel will be employed to determine the final ranking. The final decision of the selection panel is subject to the approval of the institution's top manager, with the ultimate hiring decision falling under the responsibility of the top manager of the contracting entity.

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10. Notification of results

The results of the evaluation will be communicated via email, to the address provided in the application.

11. Pre-hearing and Deadline for Final Decision

In accordance with Article 121 of the Portuguese Code of Administrative Procedure, approved by Law No. 4/2015 of 7 January, candidates have 10 working days to respond upon receipt of notification of results. Following the pre-hearing period, the selection panel will evaluate any allegations presented during that time and then approve the final ranking list of candidates. The selection panel will issue final decisions within 90 days after the application submission deadline.

12. Application Process

The call is open from **13/02/2026 to 27/02/2026**, until 11.59 pm, Lisbon time

Applications must be submitted in Portuguese via email to gae@upt.pt. The subject of the email should include the call reference **20262.REIT.CTTC** to ensure proper processing.

The following documents in Portable Document Format (.pdf) must accompany the application:

- a) Copy of degree certificate (and its recognition, if the degree was awarded by a foreign higher education institution;
- b) Detailed curriculum vitae;
- c) Application letter, demonstrating compliance with the admission requirements, including mandatory reference to availability for starting duties, and summarising relevant information for the jury's assessment concerning the evaluation criteria set out in this call;
- d) Other supporting documents considered relevant for assessing the eligibility of the application or for merit assessment.

Candidates who fail to submit their application correctly or do not meet the minimum admission requirements stated in this call will be excluded from the competition. The decision to exclude a candidate will be communicated via email, for the purpose of conducting a pre-hearing of interested parties.

In case of doubt or if deemed necessary, the selection panel may request the candidate to present additional information or documents to assess eligibility or confirm the facts relevant to the evaluation, specifying a deadline for this purpose. Failure to provide the requested clarifications, information, or documents within the stipulated timeframe will result in the exclusion of the candidate.

False statements made by candidates will be subject to legal consequences.

13. Privacy Policy

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UPT is the data Controller regarding all personal data processing carried out in this selection procedure, under Regulation (EU) 2016/679 (General Regulation on Data Protection).

The personal data processed within the scope of this call is only intended for this selection process and will be used by UPT to assess eligibility for the applied role in accordance with the applicable legal requirements and the procedure's selection criteria. The applicant's refusal to consent to the personal data processing will prevent UPT from verifying whether the application meets the minimum requirements and, therefore, will render the application invalid.

Personal data can legitimately be transmitted to third parties whenever necessary to fulfill UPT's legal obligations and comply with the funding scheme requirements regarding this procedure.

The data will be retained for a legally defined period of five years.

The Data Subject has the right to object to the data collection and processing, as well as to verify, update, rectify, erase, or limit the use of the collected data. The exercise of these rights is excluded when personal data is used to safeguard the public interest, namely in cases of detection and prevention of criminal offenses, or when subject to professional secrecy.

The Data Subject also has the right to access and data portability.

In order to exercise such rights, the Data Subject shall contact UPT via the e-mail address rgpd@upt.pt. In all instances, the Data Subject has the right to contact and lodge a complaint to the National Data Protection Commission.

14. Non-discrimination and equal access policy

UPT is actively committed to promoting a non-discrimination and equal access policy, wherefore no applicant can be privileged, benefited, impaired, or deprived of any rights whatsoever, or be exempted from any duties based on their ancestry, age, sex, sexual orientation, marital status, family and economic conditions, education, origin or social status, genetic heritage, reduced work capacity, disability, chronicle illness, nationality, ethnic origin or race, national origin, language, religion, political or ideological belief, and union affiliation.

15. Closing remarks

This call is intended solely for the purpose of filling the indicated vacancy. It may be terminated until the final ranking list of candidates is approved, and it will expire when the job is filled. The call may also be cancelled due to the lack of candidates and whether a situation of force majeure occurs or budgetary reasons determine it.

Additionally, both the call and the resulting contract will only take effect if the funding conditions provided by the DGES are met. Interruption or suspension of funding, or lack of budgetary availability may result in the termination of the contract.

16. Publication of the call opening notice

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This call opening notice is available on the UPT [website](#) and on the EURAXESS portal in both Portuguese and English version. In the case of conflicting meanings between the two language versions, the Portuguese version prevails.

17. Contacts

Any inquiries related to this call can be addressed to gae@upt.pt.

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