

**Public Notice**

**Open Call for PhD Fellowships**

The Centro de Tecnologia, Restauro e Valorização das Artes (Techn&Art) of the Instituto Politécnico de Tomar has opened a call for applications for 1 (one) research fellowship, hereinafter designated Doctoral Research Fellowship, in the field of Cultural Heritage under the Research Fellowship Regulation (RBI) and the Research Fellowship Statute (EBI) of Fundação para a Ciência e a Tecnologia.

The fellowships will be funded by the Fundação para a Ciência e Tecnologia (FCT) under the Partnership Agreement for the Funding of the Multi-Year Plan of Research Fellowships for PhD Students, signed between FCT and the R&D Unit of the Centro de Tecnologia, Restauro e Valorização das Artes (TECHN&ART) of the Instituto Politécnico de Tomar, (R&D Unit No. 5488).

**1. APPLICATION PROCEDURES**

The application procedure will be open from 6 October to 20 October 2020 at 5pm (Lisbon time).

Applications and supporting documents provided for in this Call for Applications must be submitted by e-mail to [sec.techneart@ipt.pt](mailto:sec.techneart@ipt.pt).

Each applicant may submit only one application under penalty of cancellation of all applications submitted.

The provision of false statements or acts of plagiarism by the applicants is a reason for cancelling the application without prejudice to the adoption of other measures of a sanctioning nature.

**2. TYPE AND DURATION OF FELLOWSHIPS**

The doctoral research fellowships are intended to fund research activities leading to the award of a doctoral degree at Portuguese universities.

The research activities leading to the award of a doctoral degree will take place at the Centro de Tecnologia, Restauro e Valorização das Artes (TECHN&ART), which will be the host institution for the scholarship holder, without prejudice to the work being carried out in partnership between more than one institution.

The research activities leading to the award of the PhD degree by the student selected must be included in the activities and strategy plan of the TECHN&ART centre and developed within the scope of PhD Programmes in the field of Cultural Heritage.

The work plan may be carried out in full or in part at a national institution (in-country grant or mixed grant, respectively).

The duration of the grants is as a rule yearly and renewable up to a maximum of four years (48 months), and they can only be awarded for a minimum period of three consecutive months.

In the case of mixed grants, PhD related study at a foreign institution may not exceed 24 months.

### **3. GRANT RECIPIENTS**

The Doctoral Research Grants are intended for registered applicants or applicants who meet the necessary requirements to apply for a PhD Programme in the field of Cultural Heritage and intend to develop research activities leading to or related activities such as Heritage studies, Cultural Studies, Anthropology, Tourism and others allowing the development of works related with the concept of Cultural Heritage and intend to develop research activities leading to obtaining a PhD degree at the Centro de Tecnologia, Restauro e Valorização das Artes (TECHN&ART).

### **4. ELIGIBILITY**

#### **4.1 Applicant Eligibility Requirements**

The following individuals are eligible to apply to this call:

- Nationals or citizens of other EU Member States;
- Nationals of third states;
- Stateless persons;
- Citizens with political refugee status.

To apply for a Doctoral Research Grant applicants must:

- Hold a Bachelor's or a Master's degree in Heritage, Culture or Tourism related areas;
- To have solid communication skills, both speaking and writing, in Portuguese;
- To reside in Portugal permanently and habitually, in case the working plan associated with the grant is held partially in foreign institutions (mixed grants), a requirement applicable to both national and foreign citizens.
- Not having been awarded a doctoral grant or a doctoral grant in enterprises directly financed by FCT, regardless of its duration.

#### **4.2 Application Eligibility Requirements**

Under penalty of not being admitted to the call, the following supporting documents must be attached to the application:

- Copy of ID Card/Citizen's Card/Passport;

- Updated resume of the applicant containing the Open Researcher and Contributor ID (ORCID) and Ciência ID identifier;
- Degree certificates specifying the final grade and, if possible, the grades obtained in all the courses/modules completed, or, alternatively, a declaration of honour by the applicant attesting that he/she has been awarded a Bachelor's or a Master's degree by the end of the application deadline;
- Record of recognition of academic degrees awarded by foreign higher education institutions and record of the conversion of the relevant final classification to the Portuguese classification scale, or, alternatively, declaration of honour by the applicant attesting that he/she obtained the recognition of his/her foreign degree as equivalent to a Portuguese bachelor's or master's within the application deadline;
- Proof of registration or acceptance in doctoral program, where applicable;
- Copy of the most representative document of the applicant's scientific/professional career (scientific publication, conference paper, scientific report or master thesis). Only documents written in Portuguese or English will be considered;
- Brief summary of a preliminary PhD project (up to a maximum of 2500 words and, additionally, a list with a maximum of 20 relevant bibliographical references). This preliminary project should fit in with the objectives of the action line "Artistic and Cultural Heritage Enhancement" of the R&D Unit of the TECHN&ART centre.
- Letter of Interest (in Portuguese and English);
- The application and all associated documents must be in Portuguese or English.
- Proof of English language skills equivalent to at least C1 level in the Common European Framework of Reference for Languages. Regardless of the presentation of these supporting documents, during the interview the selection panel may require written and oral proof of Portuguese and/or English proficiency;
- Document proving knowledge of the Portuguese language equivalent at least to level C1 in the Common European Framework of Reference for Languages (in the case of applicants who are nationals of non-Portuguese speaking countries). Regardless of the presentation of these supporting documents, during the interview the selection panel may require written and oral proof of Portuguese and/or English proficiency;

Regarding the above-mentioned eligibility requirements, the following should be noted:

- In the case of degrees awarded by foreign higher education institutions, and in order to ensure the application of the principle of equal treatment between applicants holding foreign and national degrees, the recognition of these degrees and the conversion of their final grade to the Portuguese grading scale is mandatory.

The recognition of foreign degrees and diplomas as well as the conversion of the final grade to the Portuguese grading scale can be requested at any public higher education institution or at the Directorate General for Higher Education (DGES, only for automatic recognition). In this regard, it is suggested to access the DGES portal at the following address: <http://www.dges.gov.pt>.

- Only applicants who have completed the course of study leading to the *licenciado* degree (with a minimum

final grade of 16) or *mestre* degree (with a minimum final grade of 14) within the application deadline will be admitted. In case they do not yet have the graduation certificate, they may submit a declaration of honour attesting that they hold the necessary qualifications for the purpose of the competition within the application deadline. The award of the fellowship is always dependent on the presentation of proof of ownership of the academic qualifications required.

## 5. WORK PLANS, TIME SCHEDULES AND SCIENTIFIC SUPERVISION OF THE FELLOWSHIPS

In parallel with the doctoral research to be developed in partnership with the institution that will award the degree, the research fellow will develop other activities within TECHN&ART: Centro de Tecnologia, Restauro e Valorização das Artes - IPT. These include: the provision of support in the design of a project in the field of Digital Humanities and respective proposal for application to funding program; provision of support in the operational preparation of projects with regard to conceptual, organisational and logistical aspects; the design of data collection tools, assessment tools and systematisation of good practices; providing support in the preparation of a COST action; writing reports, scientific articles and other necessary documents.

The above-mentioned works will be primarily developed at TECHN&ART under the scientific guidance of Prof. Hermínia Sol. As for the selection of the supervisors for the doctoral research, this will be done later in agreement with all the parties involved and interested in this process.

## 6. EVALUATION CRITERIA AND BONUS SCORINGS

### 6.1. Evaluation Criteria

Evaluation takes into account the applicant's merit and whether his/her research interests fall within the objectives of the thematic research line "Artistic and Cultural Heritage Enhancement" of the TECHN&ART.

Applications considered admissible will be scored on a scale of 0 to 10 in each of the following evaluation criteria:

- Criterion A - CV Evaluation against the goals of the project and the specific nature of the research work to be developed (45%);
- Criterion B - Synopsis referred to in section 4.2 (30%).
- Criterion C - Letter of Interest referred to in section 4.2 (5%).
- Criterion D - Interview to discuss the applicant's resume (20%).

For selection purposes, applicants will be ranked according to the weighted average of the scoring obtained in each of the criteria, calculated by the following formula:

$$\text{Final Score} = (0,45 \times A) + (0,30 \times B) + (0,05 \times C) + (0,20 \times D)$$

For the purposes of the tie-break, the ranking of the applicants will be based on the rankings assigned to each of the evaluation criteria in the following order of precedence: criterion A, criterion B, criterion D and criterion C.

**Important notice for applicants with diplomas issued by foreign higher education institutions:**

- Applicants with diplomas issued by foreign higher education institutions may apply and will be assessed with the same criteria as applicants with diplomas issued by Portuguese institutions, provided they include in their application certificate of recognition of their qualifications and conversion of the final classification to the Portuguese grading scale under the terms of the applicable legislation.
- Applicants with foreign degrees who do not provide proof of conversion of final classification to the Portuguese grading scale will be assessed with a minimum score of 1 point on criterion A.
- In any case, research fellowship contracts with applicants with diplomas issued by foreign institutions will only be concluded upon presentation of certificate of recognition of academic degrees and conversion of the final classification, as indicated above.

Applicants whose application is assessed with a final score of less than 5 points are not eligible for a research fellowship.

**6.2 Bonus scoring**

- a) Applicants who are already affiliated to an R&D unit will have a 5% bonus;
- b) Applicants who have had international mobility experience (internship, study mobility, degrees awarded abroad) in the past will receive a 5% bonus;
- c) Applicants with experience in organising scientific events will receive a 5% bonus;
- d) Applicants with experience in research projects will receive a 5% bonus;

**7. EVALUATION**

The evaluation panel is composed of:

- Célio Gonçalo Marques, TECHN&ART Director, Instituto Politécnico de Tomar, (panel chair);
- Luís Mota Figueira, TECHN&ART, Instituto Politécnico de Tomar;
- Marta Dionísio, TECHN&ART, Instituto Politécnico de Tomar;
- Miguel Duarte, TECHN&ART, Instituto Politécnico de Tomar (substitute member).

The selection panel will evaluate the applications in accordance with the evaluation criteria contained in this Call for Applications, weighing the evaluation components.

All panel members, including the coordinator, establish a commitment to respect a number of responsibilities crucial

to the evaluation process such as the duties of impartiality, declaration of any potential conflict of interest situations and confidentiality. At all times in the evaluation process, confidentiality is fully protected and ensured in order to guarantee the independence of all opinions produced.

Panel members, including the chair, may not act as supervisors or co-supervisors of applicants with applications submitted to the call.

For each application, a final evaluation form will be drawn up by the panel where the arguments that led to the classifications assigned to each of the evaluation criteria will be presented in a clear, coherent and consistent manner, also explaining any bonuses awarded.

Minutes of the meetings of the evaluation panel will be drawn up under the responsibility of all its members.

The minutes and their associated appendices must include the following information:

- Name and affiliation of all panel members;
- Identification of all the rejected applications and relevant grounds [if applicable];
- Methodology adopted by the panel for cases considered special [if applicable];
- Applicant Evaluation Form;
- Provisional applicant ranking list in descending order of the final score of all applications evaluated by the panel;
- Conflict of Interest Declaration of all panel members;
- Possible delegations of vote and powers by reason of justified absence [if applicable].

## **8. PUBLICATION OF RESULTS**

The results of the evaluation are communicated via e-mail to the e-mail address used by the applicant to send the application/indicated in the application.

## **9. TIME LIMITS AND PROCEDURES FOR PRIOR HEARING, COMPLAINT AND APPEAL**

After notification of the provisional list of results, applicants have a period of 10 working days to, if they wish, speak at a prior hearing of interested parties, pursuant to articles 121 et seq. of the Administrative Procedure Code.

The final decision will be made after the analysis of the pronouncements presented at a prior hearing of interested parties. The final decision may be appealed within 15 working days, or alternatively, an appeal may be filed within 30 working days, both counting from the respective notification. Applicants who choose to submit a complaint must address it to the member of the FCT Council with delegated authority. Applicants who choose to submit an appeal must address it to the Council of the FCT.

## 10. FELLOWSHIP ELIGIBILITY REQUIREMENTS

The research fellowship contracts are concluded directly with the FCT.

The following documents must be sent at the time of the possible granting of the fellowship for the purpose of formalising the contract:

- a) Copy of the civil, fiscal and, when applicable, social security identification document(s)<sup>1</sup>;
- b) Copy of degree certificates;
- c) Provision of the certificate of recognition of foreign academic degrees and conversion of their final classifications to the Portuguese grading scale, if applicable;
- d) Proof of registration and enrolment in one of the PhD Programmes identified in this Notice;
- e) Declaration of the supervisor(s) assuming responsibility for supervising the work plan, in accordance with article 5a of the Research Fellowship Statute (template declaration to be made available by the FCT);
- f) Document proving the applicant's acceptance by the institution where the research activities will take place, ensuring the necessary conditions for its effective development, as well as the fulfilment of the duties provided for in article 13 of the Research Fellowship Statute (template declaration to be made available by the FCT);
- g) Updated document proving compliance with the exclusive dedication regime (template declaration to be made available by the FCT).

Granting of the fellowship is also subject to:

- compliance with the requirements set out in this Notice;
- the result of the scientific evaluation;
- the non-existence of an unjustified breach of the fellow's duties under a previous fellowship contract funded, directly or indirectly, by the FCT;
- FCT budget availability.

Failure to deliver any of the documents required to complete the contract process within 6 months of the date of notification of the provisional grant allocation decision implies the forfeiture of the said grant and the closing of the process.

## 11. FUNDING

Grant payment will start after applicants have returned the contract duly signed, which should occur within a maximum of 15 working days from the date of its receipt.

---

Provision of these documents may be replaced, at the applicant's discretion, by the presentation in person at the funding entity, which will keep the information contained therein that is relevant to the validity and execution of the contract, including the civil, tax and social security identification numbers, as well as the validity of the respective documents.

The research fellowships awarded under this call will be funded by FCT with funds from the State Budget and, when eligible, with funds from the European Social Fund, to be made available under PORTUGAL2020 through inter alia the Northern Regional Operational Program (NORTE 2020), the Central Regional Operational Program (Centro 2020) and the Alentejo Regional Operational Program (Alentejo 2020) in accordance with the regulatory provisions established for this purpose.

## 12. FELLOWSHIP COMPONENTS

All selected applicants are granted a monthly maintenance allowance in accordance with the table in Annex I of the RBI.

The grant may also include other components in accordance with Article 18 of the RBI and the amounts set out in Annex II thereto.

All grantees are covered by personal accident insurance in respect of research activities supported by the FCT.

All grantees who are not covered by any social protection scheme may ensure the exercise of their right to social security by joining the voluntary social security scheme under the terms of the Código dos Regimes Contributivos do Sistema Previdencial de Segurança Social, with FCT ensuring the charges resulting from the contributions under the terms and within the limits set out in article 10 of the EBI.

## 13. GRANT PAYMENTS

Grant payments are made by bank transfer to the account designated by the fellow. The monthly maintenance allowance is paid on the first working day of each month.

Payments of registration, enrolment or tuition fees are made by the FCT directly to the national institution where the fellow is registered or enrolled in the doctoral programme.

## 14. FELLOWSHIP RENEWAL TERMS AND CONDITIONS

Fellowship renewal always depends on the request submitted by the fellow within 60 working days prior to the date of the renewal accompanied by the following documents:

- a) opinions issued by the supervisor(s) and the host entity(ies) on the monitoring and evaluation of the work and activities undertaken by the fellow.
- b) updated document proving compliance with the exclusive dedication regime;
- c) Proof of renewal of enrolment in the course of study leading to a doctoral degree.



## **15. INFORMATION AND PUBLICITY OF AWARD OF FUNDING**

In all R&D activities directly or indirectly funded by the fellowship, i.e. all presentations, publications and scientific writing, including dissertations, carried out with the funding from the fellowship, the mention of financial support from FCT and the European Social Fund must be expressed, namely through the North Regional Operational Programme (NORTH 2020), the Centre Regional Operational Programme (Centre 2020) and the Alentejo Regional Operational Programme (Alentejo 2020). For this purpose, the FCT, MCTES, ESF and EU logos must be inscribed in the documents relating to these actions, according to the graphic standards of each operational program

The dissemination of results of research funded under the RBI must comply with the standards for open access to data, publications and other research results in force at the FCT.

In all fellowships, and particularly in the case of actions funded by the Community, namely the ESF, monitoring and control actions may be carried out by national and Community bodies in accordance with applicable legislation in this matter, with the fellows having the obligation to collaborate and provide requested information including conducting surveys and evaluation studies in this area, even if the fellowship has already ceased.

## **16. NON-DISCRIMINATION AND EQUAL ACCESS POLICY**

FCT promotes a policy of non-discrimination and equal access, so that no applicant may be privileged, benefited, prejudiced or deprived of any right or duty on the grounds of ancestry, age, sex, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological beliefs and trade union membership.

## **17. APPLICABLE LAWS AND REGULATIONS**

The Call is governed by the present Public Notice, by FCT Research Grant Regulations approved by Regulation no. 950/2019, published in the 2nd Series of the Official Gazette of December 16, 2019, by the Research Fellowship Statute approved by Law no. 40/2004 of August 18 (as amended) and by other applicable national and community legislation.