

## NOTICE FOR THE GRANT OF A RESEARCH FELLOWSHIP

### Lab2PT/UIDP-04509/24

#### 1. Type and number of fellowship(s) to be granted:

1 research fellowship BI, reference Lab2PT/UIDP-04509/24.

#### 2. Scientific area: History

**3. Funding source:** The fellowship granted under the present tender will be financed by the multi-annual funding of the Landscape, Heritage and Territory Laboratory (Lab2PT), Ref. UIDP/04509/2020, financed by national funds (PIDDAC) through FCT/MCTES.

**4. Recipients:** The fellowship to be granted is intended for Master Students in History or Bachelors in History enrolled in a non-academic degree course integrated in the educational project of a higher education institution developed in association or cooperation between the institution of higher education and one or more R&D units.

**5. Candidates eligibility:** Candidates must meet the eligibility conditions provided in the Article 9 of the FCT I.P Regulation for Studentships and Fellowships (2019).

#### 6. Profile:

Can apply for the present tender:

- National citizens or citizens of other Member States of the European Union;
- Citizens of third States;
- Stateless;
- Citizens who are beneficiaries of political refugee status.

#### 6.1 Candidate admissibility requirements

- Candidates must, on the date of the application, hold a Bachelor Degree, in the scientific area of History;
- Have knowledge of computer tools applied to History.
- Have a good knowledge of Modern Palaeography.

#### 6.2 Application Admissibility Requirements

It is imperative, under penalty of non-admission to the tender, to attach the following documents to the application:

- Candidate's curriculum vitae;
- Qualification certificate(s) mandatorily specifying the final classification and, if possible, the classification obtained in all subjects taken, or, in alternative, a declaration of honour by the candidate;
- For degrees obtained abroad, registration of recognition of academic degrees granted by foreign higher education institutions and registration of the conversion of the respective final classification to the Portuguese classification scale, or, alternatively, a declaration of honour by the candidate;
- Motivation letter.

Candidates may apply without prior enrolment in the course for which the scholarship is open. The requirement of enrolment in a degree-granting or non-degree-granting course will be verified on the date of contracting the fellowship.

- Only fellowships whose selected candidates present valid proof of enrolment in the degree-granting or non-degree-granting course will be contracted, according to the type of scholarship in tender, issued by the academic services of the Higher Education Institution, respectively with the indication of the current academic year or its duration (beginning and end).
- Enrolment in unaccredited non-degree courses will not be considered as proof of enrolment.

### **7. Work plan and objectives to be achieved:**

The work to be carried out under the project “Hospitals, hygiene, health and Misericórdias in Northern Portugal (16th-19th centuries)” will consist of the following:

1. Transcription of documents in public and private archives of some cities and towns in Northern Portugal;
2. Organization and selection of the information collected;
3. Construction of databases;
4. Preparation of work summary.

**8. Applicable legislation and regulations:** Research Fellowship Statute (EBI), approved by Law No. 40/2004 of August 18, in the current wording published by Decree-Law No. 123/2019 of August 28; Regulation of Research Fellowships (RBI) of the Foundation for Science and Technology, I.P. - in force; and Regulation of Scientific Research Fellowships (RBIC) of the University of Minho published in Diário da República n° 199/2020, series 2, of June 22, 2020 (order n.º 6524/2020).

**9. Contracting Entity:** Universidade do Minho, *Campus* of Gualtar, 4710-057 Braga, Portugal.

**9.1 Hosting unit for the research work and scientific guidance:** Work will be carried out at the Landscapes, Heritage and Territory Laboratory of the Universidade do Minho, under the scientific guidance of Professor Maria Marta Lobo de Araújo.

**10. Duration of the fellowship(s):** The fellowship will have a duration of 3 months, non-extendable, predictably starting in May of 2023.

*Note: Candidates admitted to the tenders must meet the conditions that enable them, under the applicable Research Fellowships Regulations, to comply with the maximum legal duration for the type of fellowship stipulated in the opening notice for the tender, considering the fellowships from which they eventually benefited previously, in a consecutive or interpolated period.*

**10.1 Amount of the monthly maintenance stipend:** The amount of the SMM corresponds to €930.98/month, according to the FCT, I.P. in the Country (s (available for consultation at [https://www.fct.pt/wp-content/uploads/2023/02/Tabela-de-Valores-SMM\\_2023.pdf](https://www.fct.pt/wp-content/uploads/2023/02/Tabela-de-Valores-SMM_2023.pdf))

**10.2 Other benefits:** Refund of the Voluntary Social Insurance, corresponding to the 1st Level of the contributory base (*for fellowships with a duration equal to or greater than 6 months*) and Personal Accident Insurance.

**10.3. Exclusivity regime:** The performance of functions as a fellowship holder is exercised on an exclusive basis, under the terms set out in article 5 of the Research Grant Holder Statute and applicable research grant regulations.

**11. Period of application and form of presentation of the applications:** The tender is open from 28/04/2023 to 12/05/2023.

Applications must be formalized, mandatorily, by sending an email accompanied by the following documents:

- a) Candidate's curriculum vitae;
- b) Qualification certificate(s) mandatorily specifying the final classification and, if possible, the classification obtained in all subjects taken, or, in alternative, a declaration of honour by the candidate.
- c) For degrees obtained abroad, registration of recognition of academic degrees granted by foreign higher education institutions and registration of the conversion of the respective final classification to the Portuguese classification scale, or, alternatively, a declaration of honour by the candidate;
- d) Motivation letter.

Applications must be sent by email to [info@lab2pt.uminho.pt](mailto:info@lab2pt.uminho.pt), indicating the reference of the tender in the Subject "Lab2PT/UIDP-04509/24". Applications sent by other means or extemporaneous will not be accepted.

## **12. Evaluation and selection criteria and procedures:**

The evaluation of the applications will focus on the candidate's Merit, being applied the following evaluation criteria, valued on a scale of 0 to 5 points:

### **A. Merit of the candidate - MC (70%):**

- A.1: Academic path (which reflects the classifications of the academic degrees), with a weighting of 35%;
- A.2: Personal curriculum (which reflects the scientific and professional path), with a weighting of 55%, evidencing knowledge on computer tools as Filemaker; Tableau; Microsoft PowerBI; Microsoft Access, the demonstrated experience in the knowledge of public and private archives in the North of Portugal and the palaeographic dexterity.
- A.3: Motivation letter, with a weighting of 10%.

The classification of the merit of the candidate (MC) will be obtained by applying the following formula:

$$\mathbf{MC=(A1*0,35) + (A2*0,55) + (A3*0,1)}$$

Candidates classified in the first 3 (three) positions, as long as they obtain a minimum classification of 3 (three) in the MC, will be admitted to the Interview phase, and the Jury will evaluate the following sub-criteria:

### **Interview – ENT (30%):**

- B.1: Interpersonal skills (30%)
- B.2: Demonstrated knowledge in the area of the tender (40%)
- B.3: Motivation (20%)
- B.4: Language skills (10%)

The Interview classification (ENT) will be obtained by applying the following formula:

$$\text{ENT}=(\text{B1}*\text{0,3}) + (\text{B2}*\text{0,4}) + (\text{B3}*\text{0,2}) + (\text{B4}*\text{0,1})$$

The final classification (CF) of the Merit of the candidate (MC) and Interview (ENT) will be obtained by applying the following formula:

$$\text{CF}=(\text{MC}*\text{0,7}) + (\text{ENT}*\text{0,3})$$

**The jury reserves itself the right not to award the fellowship if there are no candidates the appropriate profile for the tender.**

The documents proving the ownership of academic degrees and diplomas, or the respective recognition when they have been awarded by foreign institutions of higher education, can be dismissed in the application phase, being replaced by a declaration of honour of the applicant, occurring the verification of this condition only during the contracting phase of the fellowship. This declaration of honour must address facts that occurred on a date prior to the application. In situations of divergence between the information contained in the declaration of honour and the documentation delivered for the purpose of the contract for the fellowship, only the information contained in the latter will be considered. If it occurs that the documents proving ownership of the academic degree and diploma, or the respective recognition under the terms of Decree-Law no. 66/2018, of 16 August, do not correspond to the classifications attributed in the evaluation of the academic path and may consequently change the candidate's ranking, the fellowship contracting will not be made effective.

*Note: Candidates with degrees obtained abroad must present a proof of recognition of those qualifications in Portugal and a conversion of the final classification obtained in the degree to the Portuguese classification scale or a declaration in the terms indicated in the previous point. To the candidates who do not comply with one of these provisions, the jury will assign the minimum grade in the degree and / or master's course grade, according to the defined scale of values.*

### **13. Composition of the Selection Jury**

#### **President of the Jury:**

Doctor Maria Marta Lobo de Araújo, Associate Professor with Aggregation of the History Department of the University of Minho

#### **Effective vowels:**

Doctor Alexandra Patrícia Lopes Esteves, Assistant Professor with Aggregation of the History Department of the University of Minho

Doctor Joana Isabel Ribeiro Sequeira, Assistant Investigator of the Landscapes, Heritage and Territory Laboratory of the University of Minho

#### **Substitute vowels:**

Doctor António Manuel Clemente Lázaro, Assistant Professor of the History Department of the University of Minho

Doctor Francisco Manuel Ferreira Azevedo Mendes, Assistant Professor of the History Department of the University of Minho

In the event of impediment by the President of the Jury, he will be replaced by the first effective vowel, and the substitute vowel will be appointed to replace the effective vowel.

### **14. Dissemination of the Results**

The evaluation results project, based on the minutes, will be sent to candidates by email, pursuant to article 12 of the FCT's RBI.

If the result is unfavourable to the granting of the requested fellowship, candidates have a period of 10 working days to pronounce themselves, if they wish, in a prior hearing to interested parties, pursuant to Articles 121 and 122 of the Administrative Procedure Code. (DL No. 4/2015 of January 7th).

*(The waiver of the hearing to interested parties must be based on the terms of article 124 of the CPA)*

### **15. Complaint and Appeal Procedures:**

The final results of the evaluation will be publicized through an ordered list (alphabetically, by final grade obtained), posted in a visible and public place of the host Unit, as well as through e-mail to all candidates, attaching, for this purpose, the minutes with the deliberations of the jury.

The selected candidate must express in writing the intention to accept the scholarship. In case of non-acceptance, the scholarship will be awarded to the candidate in order of final ranking.

A complaint can be interposed against the final decision, within 15 working days, addressed to the President of the Jury. Interested parties may also submit an optional hierarchical appeal, addressed to the Pro-Rector for Research and Projects, Professor Sandra Paiva.

### **16. Documentation to be provided for contracting**

The selected applicant must express his / her intention to accept the scholarship in a written response. In case of non-acceptance, the fellowship will be awarded to the candidate by the order of the final ranking.

For the purpose of contracting the fellowship, the winning candidate(s) must send the following documents:

1. Individual identification form (minute sent by email)
2. Fellowship usufruct history (certificates/declaration of honour);
3. Declaration of acceptance of the fellowship (minute sent by email);
4. Copy of the civil, fiscal and, when applicable, social security identification document(s);
5. IBAN;
6. Copy of the qualifications certificate for the academic degree required in the opening notice of the tender or proof of enrolment in a course of non-academic degree and/or presentation of the registration of recognition of foreign academic degrees and conversion of the respective final classifications to the Portuguese rating scale, if applicable;
7. Curriculum Vitae;
8. CIÊNCIA ID (requires registration on the platform <https://www.cienciaid.pt/CiencialD/HomePage.aspx>);
9. Declaration of exclusivity (minute sent by email).

The failure to deliver any of the documents necessary to complete the fellowship contracting process, within 6 months from the date of communication of the decision conceding the fellowship, implies the forfeiture of said conceding and the termination of the process.

### **17. Mandatory documents for contracting:**

The granting of the fellowship is carried out through the signature of a contract between the Universidade do Minho and the fellowship holder, in accordance with the contract minute (annex IV of the Regulation of Scientific Research Scholarships of the University of Minho – order n° 6524/2020 of 22-06-2020, rectified through rectification statement No. 447/2021 of 06-22-2021) in its updated version in accordance with point 2.4 of the "[Norms for Granting and Management of Fellowships in the context of R&D Projects, including infrastructure projects, from the pluriannual financing program for R&D units and other FCT financing instruments \(Version 2021\)](#)".

Without prejudice to the other predicted causes in the applicable fellowship regulations (FCT and UMIInho) and in the Research Fellowship Statute, the fellowship ends with the conclusion of the contracted work plan, as well as with the end of the period for which it was granted or renewed. At the end of the fellowship, the fellowship holder is obligated to present the Final Report of the accomplished work, in accordance with the objectives and evaluation criteria defined with the scientific advisor, within 30 days after the end of the fellowship. The **final report** must be elaborated in accordance with annex I of the Scientific Research Fellowships Regulation of the Universidade do Minho - order No. 6524/2020 of 06-22-2020, amended by rectification statement No. 447/2021 of 06-22 -2021. Contract template and final report template ([link](#)).

Fellowship contracts can only initiate after due authorization from the contracting entity.

**18. Reserve/substitutes list:** in case of cancellation of the fellowships, within 6 months after their attribution, the vacancy(s) will be filled by the candidate(s) from the list of substitutes, according to the final order.