

ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP

1 BI research fellowship, reference Lab2PT/UIDB-04509/21

Title: Research Fellowship for Master's students in Archaeology or bachelors in Archaeology enrolled in non-academic degree courses as part of the educational project of a higher education institution developed in association or cooperation between the higher education institution and one or more R&D units; 1 vacancy

A call for applications is now open for the attribution of 1 (one) Research Fellowship for Master's students in Archaeology or bachelors in Archaeology enrolled in non-academic degree courses as part of the educational project of a higher education institution developed in association or cooperation between the higher education institution and one or more R&D units, within the scope of the research project "Musealization of the Carvalheiras Area - Archaeological Area, Interpretation Centre and Surrounding Area (Access and Park)", part of the Landscapes, Heritage and Territory Laboratory (Lab2PT), Ref. ^a Lab2PT/UIDB/04509/2020, financed by national funds (PIDDAC) through FCT/MCTES, under the following conditions:

Scientific Area: Archaeology

Recipient category: Master's students in Archaeology or bachelors in Archaeology enrolled in non-degree courses as part of the educational project of a higher education institution developed in association or cooperation between the higher education institution and one or more R&D units.

Requirement for granting the fellowship:

- Candidates may apply without prior enrolment in the course for which the scholarship is open. The requirement to be enrolled on a degree or non-degree course will be verified on the date the fellowship is awarded.
- Fellowships will only be contracted if the selected candidates present valid proof of enrolment on the degree or non-degree course, depending on the type of fellowship being applied for, issued by the academic services of the Higher Education Institution, respectively indicating the academic year in progress or its duration (start and end).

Candidates profile:

- Candidates should also have knowledge of computer tools applied to archaeology, particularly AutoCad and ArchEd, and have demonstrated experience in processing archaeological information in the field.

Applicants eligibility: Applicants must comply with the eligibility conditions laid down in article 9 of the Research Grants Regulation of the Portuguese Foundation for Science and Technology (2019).

Workplan and objectives to be achieved:

The work plan will consist of carrying out the following tasks as part of Lab2PT's "Musealization of the Carvalheiras Area - Archaeological Area, Interpretation Centre and Surrounding Area (Access and Park)" project:

- Analysis of data and materials from the archaeological excavations at Carvalheiras, with a view to characterizing and systematizing contexts and the sequence of occupation, both in chronological and functional terms.
- Feeding the 2ArchIS Information System (alphanumeric and graphic databases).
- Digital production of planimetries and elevations.
- Preparation of 3D projections of buildings and structures.

Applicable legislation and regulations: Research Fellowship Holder Statutes, approved by Law no. 40/2004 of August 18, in its current version published by Decree-Law no. 123/2019 of August 28; Regulation of Scientific Research Fellowships of the University of Minho (RBIC), published in “Diário da República”, 2nd serie, no. 119, through dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021 and Regulation of Research Studentships and Fellowships (RBI) of the Foundation for Science and Technology, I.P. - in force.

Host/Contracting institution and scientific supervision: The work will be carried out at the Landscapes, Heritage and Territory Laboratory - Lab2PT, of the University of Minho, located at the School of Architecture, Art and Design and the Institute of Social Sciences, and at the Archaeology Unit of the University of Minho, under the scientific supervision of Professor Fernanda Magalhães.

Fellowship duration: The fellowship will have a maximum duration of 6 months, predictably starting in June 2024, and may not exceed 31/12/2024. Non-renewable.

Amount of the research grant: The value stipend (Monthly Maintenance Allowance) is 990,98€ per month, in accordance with the stipends values published by the Foundation for Science and Technology (FCT I.P.) in the country (available for consultation at https://www.fct.pt/wp-content/uploads/2024/02/Tabela-de-Valores-SMM_atualizacao-2024.pdf) and Annex II of the Regulation of Scientific Research Fellowships of the University of Minho (RBIC), published in “Diário da República”, 2nd serie, no. 119, through dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021, according to the applicable regulation.

Payment is made on the 23rd of each month, through bank transfer to the Bank Identification Number of the fellow identified in the contractualization process.

Other components of the research fellowship: Reimbursement of Voluntary Social Insurance, corresponding to the 1st Tier of the contribution base (for scholarships of 6 months or more) and Personal Accident Insurance.

Other benefits: Reimbursement of Voluntary Social Security (Social Security contributions), corresponding to the 1st level of discounts (*for research grants with a total duration 6 months or higher*) and personal accident insurance.

Exclusivity regime: The performance of duties as a fellowship holder is carried out on an exclusive basis, under the terms of article 5 of the Research Grant Holder's Statute and applicable research grant regulations.

Selection panel: (identify the selection panel President and the effective and substitute members)

President of the Jury:

Doctor Fernanda Eugénia Puga Magalhães, Assistant Professor, Department of History, University of Minho

Effective vowels:

Doctor Maria do Carmo Franco Ribeiro, Associate Professor, Department of History, University of Minho
Doctor Alexandra Patrícia Lopes Esteves, Associate Professor, Department of History, University of Minho

Substitute vowels:

Engineer Natália Maria Costa Botica, Grade 3 Level 1 Computer Specialist at the Archaeology Unit of the University of Minho
Doctor Rebeca Blanco Rotea, Assistant Researcher at the Landscapes, Heritage and Territory Laboratory of the University of Minho

The first effective vowel will substitute the President of the selection panel in case of impediment, being nominate the first substitute vowel in the place of the first effective vowel.

Criteria and procedures for applications assessment and selection: The applications assessment will focus on the candidate's Merit, following evaluation criteria, valued on a scale of 0 to 5 values:

A. Merit of the candidate - MC (100%):

- A1: Academic record (reflecting the classifications of academic degrees), weighted at 35%;
- A2: Personal curriculum vitae (reflecting scientific and professional background), weighted at 55%;
- A3: Motivation letter and/or letters of recommendation, weighted at 10%.

The final classification of the candidate's merit will be obtained by applying the following formula::

$$CM=(A.1*0,35) + (A.2*0,55) + (A.3*0,1)$$

The Final Classification (FC) of the candidate will be obtained through the classification of the Candidate's Merit (CM), by applying the following formula:

$$FC= CM$$

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

The academic degrees and diplomas documents, or their respective recognition when awarded by foreign higher education institutions are not mandatory in the application phase, being replaced by a declaration of honour of the candidate with the contents of academic results. The documents of academic qualification or respective recognition will be required in the contracting phase and must attest facts that occurred on a date prior to the application. In situations of divergence between the information contained in the declaration and the documentation submitted for contracting the grant, only the information contained in the latter will be consider. If the documents proving the ownership of the academic degree and diploma, or the respective recognition under the terms of Decree-Law No. 66/2018, of August 16, do not correspond to the classifications awarded in the evaluation of the academic path, which can change the candidate's ranking, the fellowship won't be contracted.

Notes: *Applicants with degrees obtained abroad must present proof of recognition of qualifications in Portugal and conversion of the final classification obtained in them to the Portuguese classification scale or declaration under the terms indicated in the previous point. Candidates who do not comply with one of these provisions, the selection panel will assign "0" in the grade of the graduation and/or master course. Candidates will be evaluated on the remaining parameters.*

Disclosure of results: The provisional results of the evaluation, based on the minutes, will be sent to the candidates by email, in accordance with article 12 of the FCT's RBI.

If case of unfavourable results, the candidates have a period of 10 working days to comment, if desired, in a prior hearing to interested parties, pursuant to articles 121 and 122 of the Code of Administrative Procedure (DL no. 4 / 2015 of January 7th).

[The hearing of the interested parties, if excluded, should be justified accordingly with article 124^o of CPA]

Complaint and appeal procedures: The final results of the evaluation will be published through an ordered list (*alphabetically, by final grade obtained*), posted in a visible and public place of the host unit, as well as by email to all applicants, enclosing for that purpose, the minutes of the jury deliberations.

The selected candidate must inform its willingness to accept the grant, in writing. In case of rejection, the fellowship will be awarded to the next candidate in the ordered list of applicants.

The final decision can be contested within 15 working days, by sending to the President of the jury the corresponding claim. Interested parties may also submit an optional hierarchical appeal, in the terms of the number 2 of article 15 of Regulation of Scientific Research Fellowships of the University of Minho (RBIC).

Constitution of a selection reserve list: The applicants ranked in the next positions on the ordered list will be included in a selection reserve list, which can be used until 3 months after the announcement of the final results.

Application deadline and submission: The call for applications is open in the period from 23/04/2024 to 08/05/2024.

Applications must be formalized by sending an application letter with the following documents: *curriculum vitae; qualifications certificate or declaration of the applicant; motivation letter and/or recommendation letters; statement proving that meets the conditions for the fellowship typology, according to the application requirements; other documents important to the evaluation process.*

Applications must be sent by email to info@lab2pt.uminho.pt, indicating the reference of the call for applications in Subject "Lab2PT/UIDB-04509/21". Applications submitted by other means will not be accepted.

Fellowship contractualization: The fellowship will be attributed by signing a fellowship contract between the University of Minho and the fellow, accordingly with the contract minute (annex IV of the Regulation of Research Fellowships of the University of Minho - dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021, as indicated in 2.4 of the "[Rules for Granting and Management of Grants within the scope of R&D projects, including infrastructure projects, the multi-annual financing program for R&D units and other FCT financing instruments \(Version 2021\)](#)".

The contract may only be concluded after all the documentation required is collected, which must take place within a maximum period of 6 months [including evidences of the academic degrees or diplomas and enrolment in degree courses or non-conferring courses, depending on the type of fellowship].

Once all the documentation has been received, the contracting entity has a period of 60 working days to conclude the scholarship contract. Once received, the fellow must return the contract duly signed within 15 working days.

The activities under the fellowship contract can only began after proper authorization by the contracting entity.

Term and cancellation of fellowship contracts: Without prejudice to the other causes provided the fellowship regulations (FCT and UMinho) and in the Statute of the Research Fellow, the fellowship ends with the completion of the work plan, as well as with the expiration date for which it was granted or renewed.

At the end of the fellowship, the grantee is obliged to present a Final Report of the work carried out, in accordance with the objectives and evaluation criteria defined with the scientific advisor, within 30 days after the end of the scholarship.

The **final report** must be prepared in accordance with Annex I of the Scientific Research Fellowships Regulation of the University of Minho (RBIC), published in *Diário da República, 2nd Série, no. 119*, through dispatch no. 6524/2020 of 22-06-2020, ratified by ratification declaration no. 447/2021 of 22-06-2021.

Declaration of Honor Academic habilitations

(Full name), applicant to the research fellowship vacancy under the I&D project (title or reference), published in the Euraxess Portal, reference (notice reference), hereby declares to have a degree on (name of the course), concluded in the University of (XXXX), on the (conclusion date), with the final grade of (XXXX).

I have submitted my diploma for recognition at the University of XXXXX, according to the Decree-Law nº 66/2018 of August 16th(¹), concluded in the XX/XX/XXXX, with the final grade of XXXXX out of YY.

I also declare that I commit to provide proof of my diploma recognition obtained under the Portuguese Law, until the date of the conclusion of the fellowship contract, in case of being selected for the vacancy in this competition.

As this is true, this declaration will be dated and signed by me.

(Place), (date).

(name)

¹ DGES (Foreign Degrees and Diplomas): <https://www.dges.gov.pt/en/pagina/degree-and-diploma-recognition?plid=1536>; University of Minho: Recognition of foreign degrees and diplomas: <https://www.uminho.pt/EN/education/Pages/recognition-of-foreign-qualifications.aspx>