

ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP FOR MASTERS STUDENTS OR GRADUATES

1 BI research fellowship, reference Lab2PT/UIDP-04509/38

Title: Research fellowship for Master's students in Archaeology or graduates 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, at the Lab2PT host unit; 1 vacancy

A call for applications is open for 1 (one) research fellowship for Master's students in Archaeology or graduates 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, 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/UIDP/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 graduates 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 must hold a bachelor's degree in the scientific area of Archaeology at the time of application.
- Candidates may apply without prior enrollment in the course for which the fellowship 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 awarded to selected candidates who present valid proof of enrolment on a degree or non-degree course, depending on the type of scholarship in the competition, issued by the academic services of the Higher Education Institution, respectively indicating the academic year in progress or its duration (start and end).
- Have knowledge of computer tools applied to archaeology, namely AutoCad and ArchEd.
- Have demonstrated experience in processing archaeological information in the field work.

Candidates profile:

Can apply for this competition:

- Nationals or citizens of other member states of the European Union;
- Citizens of third countries;
- Stateless persons;
- Citizens with political refugee status.

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 the Lab2PT project "Musealization of the Carvalheiras Area - Archaeological Area, Interpretation Centre and Surrounding Area (Access and Park)":

1. Analysis of data and materials from the archaeological excavations at Carvalheiras, with a view to characterising and systematising contexts and the sequence of occupation, both in chronological and functional terms.
2. Feeding the 2ArchIS Information System (alphanumeric and graphic databases).
3. Digital production of planimetries and elevations.
4. 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 workplan will be carried out in 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 Maria do Carmo Franco Ribeiro.

Fellowship duration: The fellowship will have the maximum duration of 5 months, non-renewable, with a provisional starting date on July of 2024, and may not exceed 31/12/2024.

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 (Annex I – Monthly Stipends Values for the maintenance allowances of the [FCT Regulation for Research Studentships and Fellowships](#))

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 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 grantee will perform the activities under exclusivity, as foreseen in article 5º of the Research Fellow Statutes and applicable regulations.

Selection panel:**President of the Jury:**

Maria do Carmo Franco Ribeiro, Associate Professor of the Department of History of the University of Minho

Effective Members:

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

Alexandra Patrícia Lopes Esteves, Associate Professor with Agregation of the Department of History of the University of Minho

Alternate members:

Natália Maria Costa Botica, Grade 3 Level 1 Computer Specialist at the Archaeology Unit of the University of Minho

Rebeca Blanco Rotea, Assistant Researcher at the Landscapes, Heritage and Territory Laboratory of the University of Minho

In the event of the President of the Jury being prevented from attending, he will be replaced by the first member, and the alternate member will be appointed to replace the first member.

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:

Applicant Merit - AM (100%):

- a) Academic path (considering the classifications of academic degrees), with a weighting of 35%;
- b) Personal curriculum (considering professional and scientific background), with a weighting of 55%, highlighting the following aspects: experience in recording and processing archaeological data; experience working with the 2ArchIS information system and experience working with 3D projections of buildings and structures.
- c) Motivation letter, with a weighting of 10%.

The final classification of the applicant's merit with the achieved through the following formula:

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

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

$$CF = AM$$

The jury reserves the right not to award the fellowship if no candidates with the right profile apply.

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 honor 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 applications, based in the selection panel minutes, will be send to the applicants by email, under the terms of article 12 of the FCT 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, addressed to the Pro-Rector for Research and Projects, Professor Sandra Paiva.

Application deadline and submission: The call for applications is open from 25/06/2024 to 08/07/2024.

Applications must be formalized by sending an application letter with the following documents:

- a) Detailed curriculum vitae;
- b) Certificate(s) of qualifications specifying the final classification and, if possible, the marks obtained in all the subjects taken, or, alternatively, a declaration of honour by the candidate.
- c) For degrees obtained abroad, a record of the recognition of academic degrees awarded by foreign higher education institutions and a record of the conversion of the respective final classification to the Portuguese classification scale, or, alternatively, a declaration of honour from the candidate;
- d) A motivation letter.

Candidates may apply without prior enrolment on the course for which the fellowship is open. The requirement to enrol on a degree or non-degree course will be verified on the date the fellowship is contracted.

- 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 scholarship 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).
- Enrolment in non-accredited non-degree courses will not be considered as proof of enrolment.

Applications must be sent by email to info@lab2pt.uminho.pt, mandatorily indicating the reference of the tender in the Subject "Lab2PT/UIDP-04509/38". Applications submitted by other means will not be accepted. Applications sent by other means or after the deadline 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 (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, as indicated in 2.4 of the FCT document: "[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.

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 fellowship.

The **final report** must be drawn up in accordance with Annex I of the University of Minho's Regulations for Scientific Research Fellowships - order no. 6524/2020 of 22-06-2020, rectified by declaration of rectification no. 447/2021 of 22-06-2021. Model contract and model final report ([link](#)).

**Declaration of Honor
Academic habilitations**

I, (full name), candidate for the vacancy for the award of a (type of scholarship), within the scope of the project (name or reference of the project), published on the Euraxess Portal, with the reference (ref. notice), declare on my honor that I have completed the academic degree of (academic degree), qualifying for the type of fellowship in tender, namely the course (designation), by the (degree conferring university), on the date XX/XX/XXXX¹, with a final average of XXXXX values on the YY scale.

As it is not possible for² me to present proof of my qualifications until the end of the tender, I declare that I undertake to present this certificate at the conclusion of the fellowship contract, in the event that I am selected for the vacancy in tender.

¹ The declaration can only attest to facts that occurred prior to the application.

² In the event of a discrepancy between the information contained in the declaration and the documentation submitted for the purpose of contracting the fellowship, only the information contained in the latter will be taken into account.

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

(Place), (date).

(name)