

ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP

1 Research Fellowship, Ref. Lab2PT/UIDP-04509/41

A competition is now open for the awarding of 1 (one) research fellowship for master's students in Archaeology or bachelors in Archaeology enrolled in a non-academic degree course 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 to work on the project "Musealization of the Carvalheiras Area - Archaeological Area, Interpretation Centre and Surrounding Area (Access and Park)", part of the Laboratory of Landscapes, Heritage and Territory (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 integrated within 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:

- The applicants may apply without prior registration in the course for which the fellowship is open. The requirement to enroll in a degree course or non-academic degree course will be verified on the date of contracting the fellowship;
- Only fellowships whose selected applicants present a valid proof of enrollment in a degree course or non-academic degree course will be contracted, according to the type of the fellowship, issued by the academic services of the Higher Education Institution, indicating, respectively, the academic year or its duration (star and term).

Candidates profile:

- Candidates must hold a bachelor's degree in the scientific area of Archaeology at the time of application.
- Have knowledge of computer tools applied to archaeology, namely AutoCad and ArchEd.
- Demonstrated experience in processing archaeological information in the field work.

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 "Musealisation 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 material design.

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 grant will take place for a period of 3 months, with a provisional starting date on the October of 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 in 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 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, Department of History, University of Minho

Effective Members:

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

Alexandra Patrícia Lopes Esteves, Associate Professor with Agreggation, Department of History, 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 Chairman 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 member.

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

Applicant Merit - MC (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:

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

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

$$CF = MC$$

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 considered. 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 sent to the applicants by email until 90 working days from the applications deadline.

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).

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 26/08/2024 to 06/09/2024

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 grades obtained in all the subjects taken, or, alternatively, a declaration of honor 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 honor from the candidate;
- d) A letter of motivation.

Applications must be sent by email to info@lab2pt.uminho.pt, indicating the reference "Lab2PT/UIDP-04509/41". 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 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. Contract template and final report template ([link](#)).

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 n° 66/2018 of August 16th(¹), concluded in the XX/XX/XXXX, with the final grade of XXXXX out of YY.

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>

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)