

## ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP

### 1 Research Fellowship, Ref. Lab2PT/UIDP-04509/40

A competition is now open for the awarding of 1 (one) Research Fellowship for graduates in History or Sociology, 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. The fellowship is intended for participation in the project “Vidas femininas na Idade Moderna: contextos, representações e práticas” within the, Heritage, Landscape and Territory Laboratory (Lab2PT), Ref. Lab2PT/UIDP/04509/2020, funded by national funds (PIDDAC) through FCT/MCTES, under the following conditions:

**Scientific Area:** History or Sociology

**Recipient category:** Bachelors in History or Sociology 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 enrol 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 enrolment 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 (start and ending).

**Candidates profile:**

- Candidates must, at the time of application, hold a bachelor's degree in the scientific area of History or Sociology.
- Possess knowledge of digital tools applied to History.
- Have a strong understanding of Early Modern Palaeography.

**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 developing the following tasks within the project “Vidas femininas na Idade Moderna: contextos, representações e práticas” at Lab2PT:

- Conducting a survey of sources in public archives in the city of Braga, specifically in the Braga Municipal Archive and the Braga District Archive;
- Transcribing Modern Age documents from public and private archives;
- Organizing and selecting the collected information;
- Creating databases and charts related to the topics under study;
- Producing work summaries.

**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 Lab2PT – Landscape, Heritage and Territory Laboratory, from the University of Minho University, under the scientific supervision of the Professor Maria Marta Lobo de Araújo.

**Fellowship duration:** The scholarship will have a maximum duration of 3 months, with a provisional starting date on October 2024, and may not exceed 31/12/2024. Non-renewable.

**Amount of the research grant:** The value stipend (Monthly Maintenance Allowance) is 990,98 euros 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](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:**

**Presidente do Júri:**

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

**Vogais Efetivos:**

Alexandra Patrícia Lopes Esteves, Associate Professor with Aggregation in the Department of History at the University of Minho

Bruno Tiago Jesus Madeira, Visiting Professor Equivalent to Assistant Professor in the Department of History at the University of Minho

**Vogais suplentes:**

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

Arnaldo Rui Azevedo de Sousa Melo, Associate Professor with Aggregation in the Department of History at the University of Minho

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

**A. Applicant Merit - AM (100%):**

A.1.: Academic path (considering the classifications of academic degrees), with a weighting of 50%;

A.2: Personal curriculum (considering professional and scientific background), with a weighting of 40%, highlighting the following aspects: Proficiency in digital tools such as FileMaker, Tableau, Microsoft PowerBI, and Microsoft Access; Demonstrated experience and knowledge of public and private archives in Northern Portugal, and Palaeographic expertise.

A.3: Motivation letter, with a weighting of 10%.

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

$$AM=(A1 \times 0,5) + (A2 \times 0,4) + (A3 \times 0,1)$$

The **Final Classification (FC)** will be obtained by applying the following formula:

$$FC= AM$$

**The jury reserves itself the right not to award the fellowship if there are no candidates 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 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 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 124º 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).

**Formation of a reserve list:** Candidates ranked in subsequent positions on the final selection list will be placed on a reserve list, which may be used for up to 3 months after the announcement of the final results.

**Application deadline and submission:** The call for applications is open from 19/08/2024 till 30/08/2024.

Applications must be formally submitted by sending an application letter accompanied by the following documents: *curriculum vitae; academic certificate or a candidate's declaration; motivation letter; a statement confirming that the candidate meets the eligibility criteria for the type of fellowship, in accordance with the application requirements; and any other documents relevant to the evaluation process.*

Applications must be sent by email to [info@lab2pt.uminho.pt](mailto:info@lab2pt.uminho.pt), indicating the reference of the call for applications in Subject "Lab2PT/UIDP-04509/40". 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 (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 [including evidences of the academic degrees or diplomas and enrolment in degree courses or non-conferring courses, depending on the type of scholarship].

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 nº 66/2018 of August 16<sup>th</sup>(<sup>1</sup>), 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).

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(name)

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<sup>1</sup> 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>