

Announcement of the Call for Awarding of Doctoral Research Fellowships

The HERCULES Laboratory - *Herança Cultural, Estudos e Salvaguarda*, announces a call for applications for 1 (one) research grant, hereinafter referred to as Doctoral Research Grants, in the area of Sciences Applied to Cultural Heritage, under the FCT Research Grant Regulations (RBI) and the Research Grant Holder Statute (EBI).

The grants will be financed by the Foundation for Science and Technology (FCT) under the terms of the Protocol of Collaboration for Financing the Pluriannual Research Grant Plan for Doctoral Students, signed between the FCT and the R&D Unit The HERCULES Laboratory.

1. SUBMISSION OF APPLICATION

The call is open between October 2, 2023 and 11:59 pm (Lisbon time) on October 17, 2023.

Applications and supporting documents for the application foreseen in this Call Notice must be submitted by e-mail submitted to Prof. Rui Salgado (rsal@uevora.pt).

Each candidate may submit only one application, under penalty of cancellation of all applications submitted.

False statements or plagiarism on the part of the candidates will be grounds for cancellation of the application without prejudice to the adoption of other sanctionary measures.

2. TYPE AND DURATION OF THE FELLOWSHIPS

Doctoral research grants are intended to fund research activities leading to a doctoral degree in portuguese universities.

The research activities leading to a doctoral degree will take place at (name of R&D Unit), which will be the host institution for the grantees, although the work may be carried out in collaboration with more than one institution.

The research activities leading to a doctoral degree for the selected fellows must be included in the activities and strategy plan of the HERCULES Laboratory, and must be developed within the scope of the following Doctoral Programs:

- Doctoral Program in Biochemistry, Institute for Research and Advanced Training (IIFA), University of Évora
- Doctoral Program in Earth and Space Sciences, Institute for Research and Advanced Training (IIFA), University of Évora
- Doctoral Program in Chemistry, Institute for Research and Advanced Training (IIFA), University of Évora

The work plan may take place fully or partially in a national institution (in-country fellowship or mixed fellowship, respectively).

The duration of the fellowships is, as a rule, one year, renewable up to a maximum of four years (48 months), and no fellowship may be awarded for a period of less than three consecutive months.

In the case of a mixed scholarship, the period of the work plan that takes place in a foreign institution cannot exceed 24 months.

3. RECIPIENTS OF THE FELLOWSHIPS

Doctoral Research Fellowships are intended for candidates enrolled in one of the Doctoral Programmes listed under item 2 of this announcement and who intend to carry out research activities leading to the award of a doctoral degree at Research Fellowships in HERCULES Laboratory - *Herança Cultural, Estudos e Salvaguarda* or at associated host institutions.

4. ADMISSIBILITY

4.1 Candidate Admissibility Requirements

The following may apply to this competition:

- National citizens or citizens of other member states of the European Union;
- Third Country Citizens;
- Stateless persons;
- Citizens benefiting from political refugee status.

To apply for a PhD Research Fellowship it is necessary:

- Hold a bachelor's or master's degree in the areas of Archaeology, Archaeometry, Biochemistry, Biology, Conservation-Restoration, Geology, Chemistry, or in areas considered to be related;
- To be permanently and habitually resident in Portugal if the work plan associated with the grant is partially carried out in foreign institutions (mixed grants), a requirement applicable to both Portuguese and foreign citizens.
- Not have benefited from a PhD or PhD in Enterprise grant directly funded by FCT, regardless of its duration.
- Not hold a PhD degree

4.2 Admissibility Requirements of the Application

The following documents must be attached to the application, under penalty of non-admission to the competition:

- Elements of the identity card/citizen card/passport;
- *Curriculum vitae* of the candidate;
- Research work plan (the academic component of a doctoral program is not considered part of the work plan);
- Certificates of the academic degrees held, specifying the final grade and, if possible, the grades obtained in all courses taken, or, alternatively, a declaration of honor from the candidate that he/she has completed a bachelor's or master's degree by the application deadline;
- Record of recognition of academic degrees awarded by foreign higher education institutions and record of the conversion of the respective final classification into the Portuguese classification scale, or alternatively, declaration of honour from the candidate that he/she has obtained the recognition of the foreign degree equivalent to a bachelor or master by the application deadline;
- Motivation Letter with indication and object of study and additional elements of the guidance team;
- Possible Letters of Recommendation;

- Write the application and all the documents associated with it, including the letters of motivation and recommendation, in portuguese or English.

Regarding the above admissibility requirements the following should be noted:

- In the case of academic degrees awarded by foreign higher education institutions, and in order to ensure the application of the principle of equal treatment for applicants holding foreign and national academic degrees, it is mandatory to recognize those degrees and convert the respective final classification into the portuguese classification scale.
The recognition of foreign degrees and diplomas as well as the conversion of the final classification into the portuguese classification scale may be requested at any public higher education institution, or at the Directorate General of Higher Education (DGES, only in the case of automatic recognition). Regarding this matter, we suggest that you consult the DGES portal at the following address: <http://www.dges.gov.pt>.
- Applicants will only be admitted if they have completed the cycle of studies leading to a bachelor or master degree by the application deadline. If they do not yet have a degree certificate, a declaration of honor from the candidates that they have completed the necessary qualifications for the competition by the application deadline will be accepted. The conception of the scholarship is always dependent on the presentation of proof of the academic qualifications required for the scholarship to be awarded.

5. WORK PLANS AND SCIENTIFIC ORIENTATION OF THE FELLOWSHIPS

The HERCULES Laboratory has a multidisciplinary team with 37 integrated researchers, from different backgrounds and research areas, but all of them dedicated to the study and valorization of Cultural Heritage and accepts candidates motivated to develop their doctoral theses in the area of Heritage Sciences. In the Motivation Letter, the candidate must mention their professional, academic and scientific career in the topic for which they are applying. Adequacy into the HERCULES Laboratory is essential and the supervision team must be appointed.

6. EVALUATION CRITERIA AND BONUSES

6.1 Evaluation Criteria

The evaluation takes into account the applicant's merit and his/her research proposal.

Applications deemed admissible will be scored on a scale of 100 points in each of the following evaluation criteria:

- Criterion A - Merit of the Applicant, with a weight of 40%;
 - Sub-criterion A1 - Academic training in the areas set out in 4.1 and in the material study of heritage assets, with a weight of 30%.
 - Sub-criterion A2 - Personal scientific and professional curriculum vitae, with a weight of 30%
 - Sub-criterion A3 - Experience and competence in analytical techniques and methodologies related to the subject they are applying for, with a weight of 40%.
- Criterion B - Letter of Motivation, with a weight of 10%;
- Criterion C - Work Plan, with a weight of 50%;
 - C1 - Substantiated relevance of the object of study, with a weight of 40%;

- C2 - Scientific quality of the state of the art and the methodology of the work plan, with a weight of 30%;
- C3 - Feasibility of the work plan, with a weight of 30%.

The assessment of sub-criterion C1 will focus on the clear definition of the research objectives and questions, as well as the originality and potential contribution of the research project to knowledge and the advancement of science and technology. Also valued will be (i) the potential socio-economic impact of the research and benefits for the social fabric, and (ii) the impact of the work plan on the non-academic host institution(s) and their interaction with academia. The assessment of sub-criterion C2 considers the quality of the state of the art presented and the proposed research methodology, taking into account its clarity, consistency and coherence, in accordance with internationally accepted standards, as well as the originality of the work plan to be developed. The assessment of sub-criterion C3 is based on the suitability of the methodologies to the tasks and objectives set out in the work plan, taking into account the number of months indicated for its completion, as well as the total time planned for the project.

The timetable should also include the period foreseen for submitting the thesis to the university or the work leading to the award of the doctorate. If applicable, the analysis of the risks inherent in the various phases of the project is also assessed, possibly with the preliminary identification of the most critical points and the corresponding contingency measures to be adopted. In assessing this sub-criterion, the presentation of the timetable, which must be submitted, is also valued. This timetable must be detailed enough for the panel to be able to assess the sequence of tasks within the time frame envisaged, allowing them to assess the feasibility of the proposed work plan.

For the purposes of the grant decision, applicants will be ranked according to the weighted average of the classification obtained in each of the 3 criteria, translated by the following formula:

$$\text{Final Classification} = (0.4 \times A) + (0.1 \times B) + (0.5 \times C)$$

For tie-breaking purposes, candidates will be ranked on the basis of the marks awarded for each of the evaluation criteria in the following order of precedence: criterion C, criterion A, criterion B.

Important notice for applicants with diplomas issued by foreign higher education institutions:

- Applicants with diplomas issued by foreign higher education institutions may apply and will be evaluated with the same criteria as applicants with diplomas issued by Portuguese institutions, provided that they present, in application, proof of the recognition of the academic degrees and the conversion of the final classification to the Portuguese grading scale under the terms of the applicable legislation.
- Applicants with foreign degrees who do not submit proof of the conversion of the final classification into the Portuguese classification scale will be assessed with the minimum classification (70 points) in criterion (A1).
- In any case, scholarship contracts with applicants with degrees issued by foreign institutions will only be awarded upon presentation of proof of degree recognition and conversion of the final classification, as indicated above.

Applicants whose application is evaluated with a final classification lower than (60) points are not eligible for a scholarship.

6.2 Bonus

Not applicable.

7. EVALUATION

The evaluation panel of the candidates is composed of the following elements:

- Professor Rui Salgado (Presidente do Júri), Director do IIFA
- Doctor Ana Catarina Pinheiro, Universidade de Évora
- Doctor Anne-France Maurer, Universidade de Évora
- Professor António Candeias, Universidade de Évora
- Professora Cristina Galacho, Universidade de Évora
- Doctor Milene Gil, Universidade de Évora
- Professor Pedro Barrulas, Universidade de Évora

Substitutes:

- Professor Maria do Rosário Martins
- Professor António Pereira

The evaluation panel will evaluate the applications according to the evaluation criteria in this Call for Proposals, weighting the evaluation elements.

All panel members, including the coordinator, are committed to a set of responsibilities essential to the evaluation process, such as the duties of impartiality, declaration of any potential conflict of interest, and confidentiality. At all times during the evaluation process, confidentiality is fully protected and ensured in order to guarantee the independence of all opinions produced.

Each candidate will be assessed by at least 4 members of the jury, including the president. The selection of the jury members who will evaluate the different applications will be made by the jury president during the first jury meeting, who is obliged to ensure that the essential responsibilities of the evaluation process listed in the previous paragraph are fulfilled.

For each application, the panel will produce a final evaluation sheet where the arguments that led to the scores assigned to each of the evaluation criteria and sub-criteria are presented in a clear, coherent, and consistent manner.

Minutes of the evaluation panel meetings shall be produced under the responsibility of all its members.

The minutes and their annexes must obligatorily include the following information:

- Name and affiliation of all members of the evaluation panel;
- Identification of all excluded applications and respective justification;
- Methodology adopted by the panel for cases considered particular;
- Final evaluation sheets for each candidate;
- Provisional ranking and seriation list of candidates, in descending order of final ranking, of all applications evaluated by the panel;
- CDI statements from all panel members;

- Possible delegations of vote and competencies due to justified absence.

8. DISSEMINATION OF RESULTS

The results of the evaluation are communicated via e-mail to the e-mail address used by the candidate to submit the application/application.

9. DEADLINES AND PROCEDURES FOR PRIOR HEARING, COMPLAINT, AND APPEAL

After notification of the provisional list of evaluation results, the candidates have a period of 10 working days to, if they wish, make their comments during a prior hearing of interested parties, under the terms of articles 121 and following of the Administrative Procedure Code.

The final decision will be issued after the analysis of the statements presented during the prior hearing of interested parties. A complaint may be lodged against the final decision within 15 working days, or alternatively an appeal may be lodged within 30 working days, both counting from the respective notification. Candidates who choose to file a complaint must address their appeal to the member of the FCT Board of Directors with delegated authority. Candidates who choose to file an appeal must address their appeal to the FCT Board of Directors.

10. REQUIREMENTS FOR AWARDING GRANTS

Research grant contracts are entered into directly with FCT.

The following documents must be submitted, when the grant is awarded, for contracting purposes

- a) Copy of the civil, fiscal and, when applicable, social security identification document(s) ;
- b) Copy of the qualification certificates of the academic degrees held;
- c) Presentation of the record of recognition of the foreign academic degrees and conversion of the respective final classifications to the portuguese classification scale, if applicable;
- d) Work plan;
- e) Proof of enrolment and registration in one of the Doctoral Programs identified in this Notice;
- f) Statement from the advisor(s) assuming responsibility for the supervision of the work plan, in accordance with article 5-A of the Research Grant Holder Statute (draft of the statement to be made available by FCT);
- g) Document proving acceptance of the applicant by the institution where the research activities will take place, guaranteeing the necessary conditions for its good development, as well as the fulfillment of the duties established in article 13 of the Research Grant Holder Statute (draft statement to be made available by FCT);
- h) Up-to-date document proving compliance with the regime of exclusive dedication (draft declaration to be made available by FCT).

The award of the grant is also subject to:

- of the fulfillment of the requirements foreseen in this Announcement of the Call;
- the result of the scientific evaluation
- the absence of unjustified non-compliance with the duties of the grant recipient under a previous grant contract funded directly or indirectly by FCT;
- FCT budget availability.

Failure to submit any of the documents needed to complete the grant contracting process within 6 months of the date of communication of the decision to award the grant conditionally will result in the expiration of the grant and the termination of the process.

11. FINANCING

Payment of the scholarships will begin after the candidates return the duly signed scholarship contract, which should occur within a maximum of 15 working days from the date of receipt.

The grants awarded under this call will be financed by FCT with funds from the State Budget and, when eligible, with funds from the European Social Fund, to be made available under the PORTUGAL2020 program, namely through the Regional Operational Program of the North (NORTE 2020), the Regional Operational Program of the Center (Centro 2020) and the Regional Operational Program of the Alentejo (Alentejo 2020), according to the regulations established for this purpose.

12. SCHOLARSHIP COMPONENTS

The grant recipients will receive a monthly maintenance allowance under the terms of the table in Annex I of the RBI.

The scholarship may also include other components, under the terms of article 18 of the RBI and at the values foreseen in its Appendix II.

All grant recipients shall be covered by personal accident insurance for research activities, borne by FCT.

All grant recipients who are not covered by any social protection scheme may exercise their right to social security by joining the voluntary social insurance scheme, under the terms of the Social Security Contributions Code, with FCT paying the costs resulting from the contributions under the terms and within the limits set forth in article 10 of the EBI.

13. PAYMENTS OF THE GRANT COMPONENTS

Payments due to the grant recipient will be made by bank transfer to the account he/she identifies. The payment of the monthly maintenance allowance will be made on the first working day of each month.

Payments of the registration, enrollment and tuition components shall be made by FCT directly to the national institution where the grant recipient is enrolled or enrolled in the doctoral program.

14. TERMS AND CONDITIONS FOR RENEWAL OF SCHOLARSHIPS

The renewal of the scholarship is always subject to a request submitted by the grant holder within 60 working days prior to the renewal date, accompanied by the following documents

- a) opinions issued by the supervisor/s and the host entity/s on the monitoring of the grant holder's work and the evaluation of his/her activities;
- b) up-to-date document proving compliance with the regime of exclusive dedication;
- c) document proving renewal of enrollment in the study cycle leading to a doctoral degree.

15. INFORMATION AND PUBLICITY OF THE FUNDING GRANTED

In all R&D activities directly or indirectly funded by the grant, namely in all communications, publications and scientific creations, as well as theses, carried out with the support provided by the grant, mention should be made of financial support from the FCT and the European Social Fund, namely through the Regional Operational Program of the North (NORTE 2020), the Regional Operational Program of the Center (Centro 2020) and the Regional Operational Program of the

Alentejo (Alentejo 2020). To this end, the insignia of the FCT, the MCTES, the ESF and the EU shall be inscribed on the documents referring to these actions, in accordance with the graphic standards of each operational program.

Dissemination of results of research funded under the RBI shall comply with the rules for open access of data, publications and other research results in force at the FCT.

In all grants, and particularly in the case of actions supported by EU funding, namely from the ESF, monitoring and control actions may be carried out by national and EU bodies, in accordance with the applicable legislation in this area. The grant recipients are required to cooperate and provide the requested information, which includes surveys and evaluation studies in this area, even if the grant has already ended.

16. POLICY OF NON-DISCRIMINATION AND EQUAL ACCESS

FCT promotes a policy of non-discrimination and equal access, whereby no applicant shall be privileged, benefited, prejudiced, or deprived of any right or exempt from any duty on the basis of ancestry, age, gender, sexual orientation, marital status, family situation, economic situation, education, origin or social condition, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions, or union membership.

17. APPLICABLE LEGISLATION AND REGULATIONS

The Call is governed by this Opening Notice, by the FCT Research Grant Regulations, approved by Regulation No. 950/2019, published in the II Series of the DR of 16 December 2019, by the Research Grant Holder Statute approved by Law No. 40/2004, of 18 August, as amended, and by all other applicable national and EU legislation.