



ANNOUNCEMENT FOR THE AWARD OF A RESEARCH FELLOWSHIP

Research Fellowship (1 vacancy)

(Ref.: CEHUM-BI-09-2024)

A call for applications is now open for the attribution of 1 (one) research initiation grant for undergraduate students within the scope of the R&D Strategic project of the Centre for Humanistic Studies of the University of Minho - CEHUM, reference UIDB/00305/2020, financed by national funds through FCT/MCTES (PIDDAC), under the following conditions:

Scientific Area: Languages and Literature

Recipient category: Students from the scientific field indicated

Requirement for granting the fellowship:

- The applicants may apply without prior registration in the course for which the fellowship is open. Applicants must be enrolled in a course in the scientific area for which the grant is open. The requirement to be enrolled in a degree course will be verified on the date the grant is contracted.
- Only fellowships whose selected applicants present a valid proof of enrolment in a degree programme 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 term).

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 includes:

- developing actions to collect, organise, describe, communicate, preserve and make available documentation of historical and cultural interest within the scope of the projects of CEHUM's Digital Humanities Research Group;
- implementing digital preservation strategies;
- applying metadata standards;
- implementing actions to publicise and enhance the documentary heritage being processed.

Objectives:

The aim is for the grant holder to:

- develop skills in appropriate scientific research methodology and teamwork;
- develop archival document management skills;
- be able to apply archival fundamentals to digital materials.

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 at the Centre for Humanistic Studies of the University of Minho, School of Arts and Humanities, located on the Campus of Gualtar, under the scientific supervision of Professor Idalete Maria da Silva Dias.

Fellowship duration: The grant will take place for a period of 6 months, with a provisional starting date in June of 2024.

Amount of the research grant: The value stipend (Monthly Maintenance Allowance) is 601,12 euros per month, in accordance with the stipend 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](#)) 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 contribution (*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:

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

President:

Idalete Maria da Silva Dias, Associate Professor of the Department of Germanic and Slavic Studies, University of Minho.

Effective Members:

Vítor Manuel Ferreira Ribeiro de Moura, Associate Professor of the Department of Philosophy, University of Minho.

Margarida Isabel Esteves da Silva Pereira, Associate Professor of the Department of English and North-American Studies, University of Minho.

Substitute Members:

Álvaro Iriarte Sanromán, Associate Professor of the Department of Portuguese and Lusophone Studies, University of Minho.

Sílvia Lima Gonçalves Araújo, Assistant Professor of the Department of Romance Studies, University of Minho.



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 1 to 20:

Applicant Merit - AM (100%):

- a) Academic path (which is reflected by calculating the weighted average (WA) based on the credits of the marks obtained in the curricular units of the degree in which the candidate is enrolled, among all the curricular units that should have been completed on the date of the opening of the competition), with a weighting of 60%;
- b) Personal curriculum (considering academic merit and transversal competencies), with a weighting of 20%
- c) Motivation letter, with a weighting of 20%.

The final classification of the applicant's merit will be calculated using the following formula:

$$MC=(a*0,5)+(b*0,4)+(c*0,1)$$

The documents related to academic degrees and diplomas, 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 e-mail until 90 working days from the application 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 alphabetically ordered list, posted in a visible and public place of the host unit, as well as by e-mail to all applicants, enclosing for that purpose, the minutes of the jury deliberations.



The selected candidate must inform 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 the President of the jury the corresponding claim. Interested parties may also submit an optional hierarchical appeal, in the terms of the number 3 of article 13 of Regulation of Scientific Research Fellowships of the University of Minho (RBIC).

Application deadline and submission: The call for applications is open from 10-05-2024 a 23-05-2024.

Applications must be formalized by sending an application letter with the following documents: curriculum vitae; qualifications certificate or declaration of the applicant; motivation letter; statement proving that the candidate meets the conditions of the grant typology, according to the application requirements; other documents important to the evaluation process).

Applications must be sent by email to margarete@elach.uminho.pt, indicating the reference of the call for applications in the Subject field. 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, in accordance 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 begin after proper authorization by the contracting entity.

Term and cancellation of fellowship contracts: Without prejudice to the other causes provided in 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 expiry 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.